



LEUPHANA

myStudy

Switch to the english interface

- For this session (at top right side)



- As a presetting in your profile

Status bar (at top right corner):

 Studierende/r  SoSe 2014  holz log out

- Your role in myStudy
- Active semester - Click on the semester to switch to a previous or new semester.
- log out - Always log out when you finish using myStudy.

Your myStudy profile

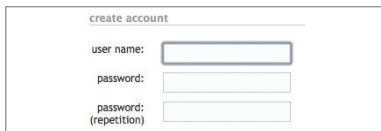
- It is your responsibility to ensure that the data provided in your myStudy profile are correct and up to date. When changing your program of study or the subject/major or minor you chose, please update your profile accordingly.
- An english myStudy interface can be activated under „profile -> settings“
- Change your password under „profile -> settings“

Support and contact information

- If you have any technical problems, please contact myStudy@leuphana.de, <https://mystudy.leuphana.de/portal/feedback>, FON 04131.677-1208.

myStudy Account

Create account 1



create account

user name:

password:

password: (repetition)

- <https://mystudy.leuphana.de/portal/newAccount>
- Switch to the english interface
- User name and password can be freely chosen.



Enter user data 2



@stud.leuphana.de

- To find your email address, see student identity card -> „Wichtige Informationen“.



Verify account 3



Email-Adresse

Kennwort

Layout

[141.39.215.29] ☐ Netzwerkadresse nicht überprüfen

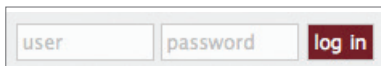
10:03:49 ☐ Cookies deaktivieren

Anmelden

- Change to your email account.
- <http://mailhost.leuphana.de>
- To find your email address and password, see student identity card -> „Wichtige Informationen“.



myStudy login 4



user

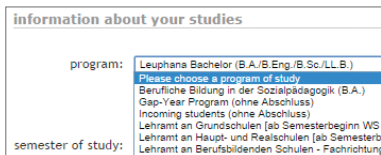
password

log in

- <https://mystudy.leuphana.de>
- To find user name and password, see 1.



Complete profile data 5



information about your studies

program:

semester of study:

- „profile -> information about your studies“
- switch to the english myStudy interface and save it as a presetting „profile -> settings“

Schedule

1 Search courses

- „course catalog -> program of study“ -> field of study -> module -> select course

program:
additional offers (without CPs)
Lehren und Lernen (B.A.) ☐
▼ Leihphono Semester ☐
▼ 1080/1000 Knowledge makes History. Scientific, Technological and Philosophical Milestones. ☐
► Forumveranstaltung: "Wissenschaft lehrt Verstehen" (Variation) Christoph Jammeh, Achatz von Müller
...
wöchentlich | Freitag | 10:15 - 11:45 | 17.10.2014 - 09.01.2015 | C HS 1 | Live-Übertragung

- Alternatively: „course catalog -> search“
- You can search courses by program of study, language, course title, course lecturer, etc.

search for courses
Combine any search criteria:
program:
title:
lecturer:
► Extended search options

2 Course information

- Click on course title.
- System displays content, objectives, examination requirements, etc.

► Digital Political Economy (Seminar) Armin Beverungen
Digital Political Economy
14-tägig | Donnerstag | 09:45 - 13:15 | 22.10.2015 - 29.01.2016 | extern | HWS
Zuordnung und Prüfung Inhaltliche Angaben organisational Information
module: 42035000 Economy of Digital Media
allocation: Major Digital Media, 3. Sem.
Leihphono Bachelor (B.A./B.Eng./B.Sc./LL.B.)
examination: Im Rahmen dieser Lehrveranstaltung wird für dieses Modul keine Prüfung angeboten.

3 Enter course

- Click on „choose action -> add to your course schedule“ in select box.

► Intern und Transdisziplinäre Grundlagen (Kurs 1) (Seminar/Workshop) David Lang, Jens Henning
Intern und Transdisziplinäre Grundlagen (Kurs 1)
wöchentlich | Donnerstag | 16:15 - 17:45 | 14.10.2013 - 31.10.2013 | WWS 1
wöchentlich | Donnerstag | 16:15 - 17:45 | 07.11.2013 - 28.11.2013 | R 16
wöchentlich | Donnerstag | 16:15 - 17:45 | 05.12.2013 - 31.01.2014 | R 210
Add to your course schedule

4 Schedule view

- „course schedules“: Regular courses are shown in the time grid.
- Block dates and single dates are shown below the schedule.










	monday	tuesday	wednesday
08:00			
09:00			Digital Image Editing Stargert
10:00		Externes Rechnungswesen Stargert	
11:00			
12:00			



- Alternatively, you can set up a calendar or list view in the Select box settings.

- Calendar view: Shows current week dates. Single dates are shown on the exact date; weekend dates are shown below the schedule. Next and previous weeks can be shown using the Navigation option.
- Private appointments occurring regularly (such as university sports) can be entered in the schedule.
- Create further schedules: „course schedules -> manage -> create course schedule“
- Sample schedules can be provided by program directors under „course schedules -> manage -> sample course schedules“. You can either adopt a sample schedule in your active schedule or create a second schedule.

Icons used in the schedule

-  PDF: Create a PDF file by clicking on printer icon.
-  Export to personal calendar (information and instructions)
-  Excel export
-  New course message
-  Course website
-  You are accepted to the course.
-  You can register.
-  Course material
-  New course material

Registrations

- Registration is required for all courses.

Registration period

- 06.10.2017, 10:00h - 29.10.2017, 23:59h

Registration procedure

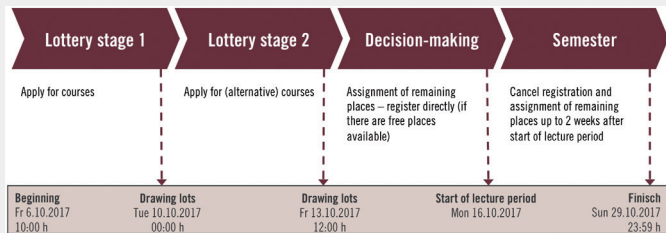
- All places in a course are assigned through either a list procedure without participant limit (e.g. for mandatory courses) or a multi-stage lottery procedure with clusters (e.g. for seminars of equal relevance with a limited number of participants).

List procedure

- All students are accepted to the course.

Lottery procedure with clusters

- Places on the course will be assigned through a lottery procedure.



1 Register

- Schedules -> Click on „register“
- myStudy switches to the „registrations“ menu item in the relevant module and course.
- (Not for incomings!)

	Montag	Dienstag	Mittwoch
08:00	1 Anmelden		
09:00	Einführung in schulpflichtige Studien SP5 Landwehr		2 Anmelden Digital Image Editing Siegert
10:00		1 Anmelden English for Professional Purposes, English B2 Lauer	
11:00			

Registrations

Register (alternatively) 1

central course registration

program:

field:

module:

- Go to the „registrations-> course registration“ menu and select Program of study -> Field of study -> Module.
- All module courses are being displayed here.



Course information 2

▼ Grundlagen der Nachhaltigkeitspolitik (Harald Hellerichs Seminar)
wöchentlich | Montag | 14:15 - 15:45 | 12.10.2015 - 29.01.2016 | C 14.027 [registrieren](#)

multiple-stage lottery procedure
(So far, 0 students have applied for 85 free places out of a total of 85 places.)

Zuordnung und Prüfung inhaltliche Angaben organisational information

language of instruction: Deutsch

tags: keine

hyperlink: not specified

content: Das normative Ziel der Nachhaltigkeit erfordert die langfristige Bewahrung der Natur einschließlich ihrer Funktionen und Dienstleistungen für den Menschen. Nachhaltigkeitsgovernance beschäftigt sich damit, wie dieses Ziel in einer pluralen und multi-skalierten Gesellschaft erreicht werden kann. Die Nachhaltigkeitspolitik ist ein relativ junges Phänomen gesellschaftlicher und politischer Praxis. Mit soziologischen und politikwissenschaftlichen Theorien und Methoden wird analysiert, wie das Thema Nachhaltigkeit im politisch-administrativen System institutionalisiert ist und wie effektiv es der Politik gelingt, nachhaltige Entwicklung voranzubringen.

- Click on a course title.
- Contents, objectives, course and examination requirements, etc. are being displayed here.



Register 3

► Grundlagen digitaler Medientechnik (Ralf Großmann, Wolfgang Hegen, Olaf Kraft, Paul Ferdinand Sieger) Vorlesung
wöchentlich | Montag | 14:15 - 15:45 | 02.04.2013 - 05.07.2013 | C 8.102 [anmelden](#)

Listenvorfahren ohne Teilnehmerbeschränkung

- Click on „register“ to apply for the lottery procedure or to register for the list procedure.



Verify registrations 4

your successful registrations

► Biodiversity conservation: an introduction (Joern Fischer) Vorlesung
wöchentlich | Montag | 14:15 - 15:45 | 15.10.2012 - 01.02.2013 | C 14.103

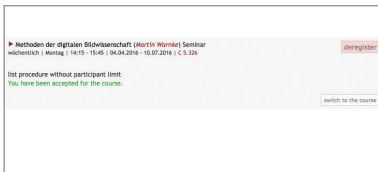
list procedure without participant limit
You have been accepted for the course.


- „registrations -> your registrations“
- All registrations, open lottery procedures, and successful and unsuccessful applications are being displayed here.

Registrations

Cancel registration

- Click on „deregister.“
- If you cancel your registration early, other students will get the opportunity to participate.



- After drawing lots in the 1st and/or 2nd round, you will be notified of whether you have been admitted to the courses you applied for under „registrations -> your registrations“. Alternatively, the  symbol in your schedule will tell you for which courses you have registered successfully. You will not be sent an email from myStudy.
- In exceptional cases you will receive an email from myStudy if you are accepted from the alternate list or if you have been deregistered or registered subsequently by a lecturer.
- „registrations -> conflicting registrations“: Courses with overlapping meeting times to which you have been accepted are being displayed here. Check the overlapping time periods and deregister from a course, where required.

Registration for examinations

- You must also register for all examinations required on „QIS“ (<https://qis.leuphana.de>).
- The exam registration starts at the first day of the lecture period and ends on November 15.
- The withdrawal is possible up to five workdays before the exam date. The exact dates of the withdrawal deadline can be found on myStudy or QIS
- You will find the Rules of Examination and Subject-related Appendices on the Websites of the Leuphana College and the Leuphana Graduate School.

New messages

course catalog personnel rooms news (1) service forum profile

new messages only

new messages of your program of study

There are no messages available.

open all messages |

- „News (x)“: Number of new messages since the last time you called up your messages.
 - All new messages from
 - your courses
 - your major/minor subject*
 - your program of study*
 - the newsletters you subscribed to
 - your student role
- *according to the data indicated in your profile

All (old) messages

selection new messages only

program all of the program of study Leuphana Bachelor (B.A./B.Eng./B.Sc./LL.B.)

field all of the field of study Leuphana Bachelor (B.A./B.Eng./B.Sc./LL.B.) - Major Betriebswirtschaftslehre

all of the field of study Leuphana Bachelor (B.A./B.Eng./B.Sc./LL.B.) - Minor Nachhaltigkeitsmanagementwissenschaften

role all of the function Studierende/r

courses all of the course "3D-Animation mit Blender"

- To view all (old) messages from a specific newsletter, click on Selectbox „selection“.

Subscribe to and unsubscribe from newsletter

subscribe to newsletter

name	description	subscribe	also by email
AKA	Aktuelle Informationen des Allgemeinen Studierenden Ausschusses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
respondent: AKA	Newsletter der Universitätsbibliothek	<input type="checkbox"/>	<input type="checkbox"/>
Bildschirm	respondent: Medien und Informationszentrum - Universitätsbibliothek	<input type="checkbox"/>	<input type="checkbox"/>
Die Fachschaft Business, Economics & Management	respondent: Die Fachschaft Business, Economics & Management	<input type="checkbox"/>	<input type="checkbox"/>
Einem im Studium	Aktuelle Informationen rund ums Studieren mit Kindertag	<input type="checkbox"/>	<input type="checkbox"/>
Fachschaft Bildung	respondent: Fachschaft Bildung	<input type="checkbox"/>	<input type="checkbox"/>
Fachschaft Kulturwissenschaften	respondent: Fachschaft Kulturwissenschaften	<input type="checkbox"/>	<input type="checkbox"/>
Fachschaft Vernetzt	respondent: Fachschaft Vernetzt	<input type="checkbox"/>	<input type="checkbox"/>
Gleichstellung & Familie	respondent: Gleichstellungsbüro, vom Familienservice sowie zum Vernetzungs	<input type="checkbox"/>	<input type="checkbox"/>
International Office	respondent: International Office für Gängings, Incoming und International	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lehre	respondent: International Office	<input type="checkbox"/>	<input type="checkbox"/>
myStudy - Changing	respondent: myStudy Team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
myStudy News	respondent: myStudy Team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Präsidium	respondent: Hochschule Leuphana	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Promotion	respondent: F&P Promotion	<input type="checkbox"/>	<input type="checkbox"/>
Schreibwerkstatt	respondent: Anna-Paula	<input type="checkbox"/>	<input type="checkbox"/>
Studentische Initiativen	respondent: myStudy Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Und Leben	respondent: myStudy Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wettbewerb und Preise	respondent: Promote	<input type="checkbox"/>	<input type="checkbox"/>



update

- „news -> subscribe to“
- Subscribe to a new newsletter by putting a tick in the relevant box.
- Unsubscribe from a newsletter by removing the tick (you cannot unsubscribe from program/field of study's newsletters and course messages).
- You can activate or deactivate the „also by email“ function.
- To save changes, click on „update“.

Course Functions

Go to a course

- Click on a course title in the schedule.

	monday	tuesday	wednesday
08:00			
09:00			Digital Image Editing 
10:00		Externes Rechnungswesen 	
11:00			
12:00			

Information

- Organizational information about the course, e.g. dates, room, examination requirements, allocation.
- Course details regarding content, objectives, hours per week per semester, number of participants, ...
- For teaching staff and tutor contact details, click on the relevant name.


Digital Image Editing (Projektseminar)			
wöchentlich Mittwoch 09:00 - 11:45 14.04.2014 - 18.07.2014 C 7.215 b (Edulab II)			
program	field	module/subject	semester
Leuphana Bachelor (B.A./B.Eng./B.Sc./LL.B.)	Minor Digitale Medien / Kulturinformatik	ADN2000 Digitale Medienproduktion / Informationstechnik	4
personnel			
teaching staff:		Paul Ferdinand Siegert 53	
course details			
English course title:		Digital Image Editing	
language of instruction:		Deutsch	
SWS:		3	
registration process:		zentrales Verfahren zur Restplatzvergabe (mit Teilnehmerbegren	
maximum number of participants:		12	








Agenda

- All course dates are being displayed.
- Lecturers can enter topics and remarks/content.
- To create a PDF file, click on the printer icon.

Digital Image Editing (Projektseminar)		
date	topic	remarks
1. 16.04.2014	Präliminarien / Authentizität digitaler Bilder	analog/digital Paradigmen der Computergrafik Authentizität digitaler Bilder Allgemeines zum Arbeiten mit Photoshop globale Bildretusche

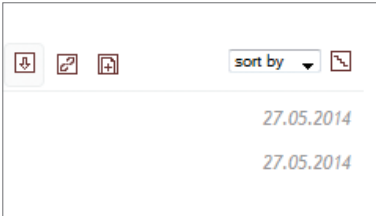
Material


- To download a file, double click on the file.
- To download a complete folder in a ZIP file, select the folder and click on the download icon .

File manager	
Vorlesung "M... 	
 Vorlesung "Mathematik für alle", Gruppe 1	 Klausur
 Learning by Moodle.pdf	 schulung.pdf
  Klausur	

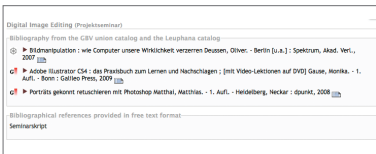
Course Functions


Upload material



- To upload a file from your computer, click on .
- The upload function must be activated by the course lecturer.

Bibliography



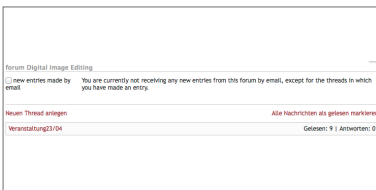
- „Bibliography from the GBV union catalog...“: Click on the book title to get detailed information.
- Books marked  are available in the University Library.

Messages



- All messages from the course lecturers (and working groups, if applicable) are being displayed here.

Forum



- To start an online discussion, click on „create new thread“.
- Activate the „email subscription“ function.


Persons

Personnel

- Search for faculty and staff by name.
- For detailed personal data, click on the name in the search results.

personell

search results



Paul Ferdinand Sieger, Dr. phil.
E-Mail: sieger@uni-leuphana.de
Telefon: 04131 677 1248

Information on the person

- General information such as telephone, office, CV, photo, etc.
- All courses offered during the chosen semester.
- Information on consultation hours.

personell personell organization directory	Information on the person Paul Ferdinand Sieger, Dr. phil. Full-time lecturer at Leuphana University of Lüneburg
Information courses consultation hours	phone: 04131 677 1248 email: sieger@uni-leuphana.de office: 7.212 website: http://dok.uni-leuphana.de/

Consultation hours

- If consultation hours are organized in myStudy, you can sign up here.
- An overview of your consultation hours appointments is provided under „registrations“.

consultation dates of Paul Ferdinand Sieger

place of consultation hours: 7.212

time	remarks (Your name appears automatically and is visible to other users. Your remarks are visible only to Paul Ferdinand Sieger.)
12:00 - 12:30	<input type="text"/> <input type="button" value="eintragen"/>

Organisation directory

- Search for faculty, staff and organizational units.
- The organizational unit(s) including all members is being displayed here.
- The organization chart shows all institutes and departments including staff members.


search for organization/person

organizations

- Leuphana Universität Lüneburg ☐
- ▶ Fakultäten ☐
- ▶ Zentrale Dienste ☐
- ▶ Präsidium, Beauftragte und Stabstellen ☐
- ▼ Zentrale akademische Einrichtungen ☐
- ▼ Medien- und Informationszentrum ☐
- ▶ Zentral- u. Teilbibliothek ☐
- ▼ RIZ allgemein ☐
- Informations- und Medientechnik ☐
- Campusmanagement ☐

Campusmanagement	
name	function
Timo Leder	Leitung
Helga Holz	myStudy & Moodle: Support und Schulung

Information on your program of study

Material-Container Major Digital Media		
Beschreibung	Datum	Dateigröße
 Selbstdokumentation Major Digital Media	24.03.2014	275 KByte
Material-Container Minor Umweltprojektsstudium		
Es stehen keine Materialien zur Verfügung!		
Sem.	Major Digital Media	Minor Umweltprojektsstudium
	Research Colloquium	
6		Kunst und Soziologie Methoden und Statistik Natur und Technik Propädie und Praxis

- Module overview and further information on your program of study.

Study dates

authentication

Please indicate LG number and password (Leuphana account).

LG number:

password:

- Enter your LG number and password (Leuphana account).
- Your official student data are being displayed (semester of study, student number, program of study, etc.).

Information on the semester

Information on the semester	
Semestersemester 2014 - 2015	
current information:	The course ended 3 weeks ago.
duration of semester:	from 1. April 2014 to 30. September 2014
duration of lecture period:	from 14. April 2014 to 18. Juli 2014 (= 14 weeks of lecturing)
holidays:	18. April 2014 - Osterfestung 30. April 2014 - Ostermontag 21. April 2014 - Ostermontag 1. Mai 2014 - Tag der Arbeit 29. Mai 2014 - Christi Himmelfahrt 8. Juni 2014 - Pfingstmontag 9. Juni 2014 - Pfingstmontag

- Data of the current, the previous and the following semester(s), if applicable.

- Other information provided under „service“ includes links for students, literature procurement (proposals for new acquisitions for the library), user guides, terms of use, contact information.

QIS Account

Access

- <https://qis.leuphana.de>
- For Leuphana account and Leuphana password, see student identity card -> „Wichtige Informationen“.

A login form with a light blue border. It contains two text input fields. The first field is labeled 'Benutzerkennung' in red text. The second field is labeled 'Passwort' in red text. Below the password field is a blue button with the text 'Anmelden' in white.

Self-instructional functions of the Student Services

- Examinations administration: exam registration and cancellation; overview of your previous academic performance and assessments
- Contact data: change of personal data provided to the University to contact you
- Enrollment certifications: Issuance of various certifications in PDF format

Support and contact: Infoportal, Campus, Building 8

- Help and assistance with using self-instructional functions such as exam registration
- Lacking or incorrect information in PDF certifications
- Lacking, incorrect or ambiguous information about your examinations or the examination registration
- infoportal@uni.leuphana.de
- <http://www.leuphana.de/services/studierendenservice/kontakt.html>

Support with technical problems: qis@uni.leuphana.de

- More detailed information on the use of QIS is provided in the user guide at <https://qis.leuphana.de/QIS/images/qis.pdf>

Wichtige Information

Nächste Rückmeldefrist: 20.01.2014 - 31.01.2014

Es sind Semesterbeiträge in Höhe von **789,62 €** zu entrichten.

Konto Nr. 199 916 917 NordLB BLZ 250 500 00

Semesterticket siehe Rückseite.

Leuphana-Account: lg058024

Initialpasswort: ccj7d3ez

E-Mail-Adresse: Leuphi.Test@stud.leuphana.de

Initialpasswort: ccj7d3ez

E-Mail-Login: <http://webmail.leuphana.de>

Weitere wichtige Informationen finden Sie in der Begrüßungsmail in Ihrem Leuphana E-Mail-Account!

- Your access data are indicated in your student identity card in the field „Wichtige Informationen“.
- You should change your initial password on the following website: <https://www.leuphana.de/miz/passwort> or <http://webvpn.leuphana.de>

Services/use

- Email: <https://webmail.leuphana.de>
Important information relevant to your studies will be sent to this email address and can be forwarded to a private email account, if requested. Access data used in the configuration of email clients: <http://www.leuphana.de/miz/email>
- QIS (see left half of the page)
- WLAN in the University Network. Instructions: <http://www.leuphana.de/miz/funknetz>
- VPN - coded and bug-proof connection to the University's intranet. Instructions: <http://www.leuphana.de/miz/vpn>
- Computer workplaces - Campus, Building 7, ground floor
- Personal network drive/memory capacity (1 GB) of public computers

Help and contact - tutorial team

- The tutorial team of the MIZ helps and advises you on all issues regarding the above services.
- Tutorial room: Campus, Building 7, ground floor 007 (C 7.007), rtutor@leuphana.de, FON 04131.677-1222

Leuphana Universität Lüneburg
Universitätsallee 1
21335 Lüneburg

<https://mystudy.leuphana.de>

Medien- und Informationszentrum
Campusmanagement
Universitätscampus, Building 7
Fon +49.4131.677-1208
Fax +49.4131.677-1246
mystudy@uni.leuphana.de