

ENROLLMENT FOR THE COURSE INTERNATIONAL OFFICE

Conditions:

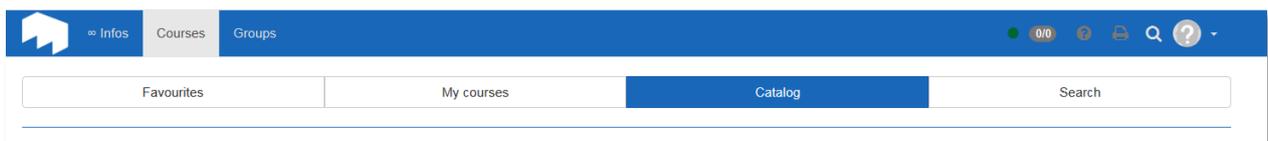
1. You have already registered in OpenOLAT.
2. You know the password of the course “international office”.
3. You are a student of the School of Business (Fachbereich Wirtschaft) at Hochschule Mainz.

1 Find the course

Click on the tab *Courses*. In the menu on the right you will see two options how to access your course.

- *Catalog*
- *Search*

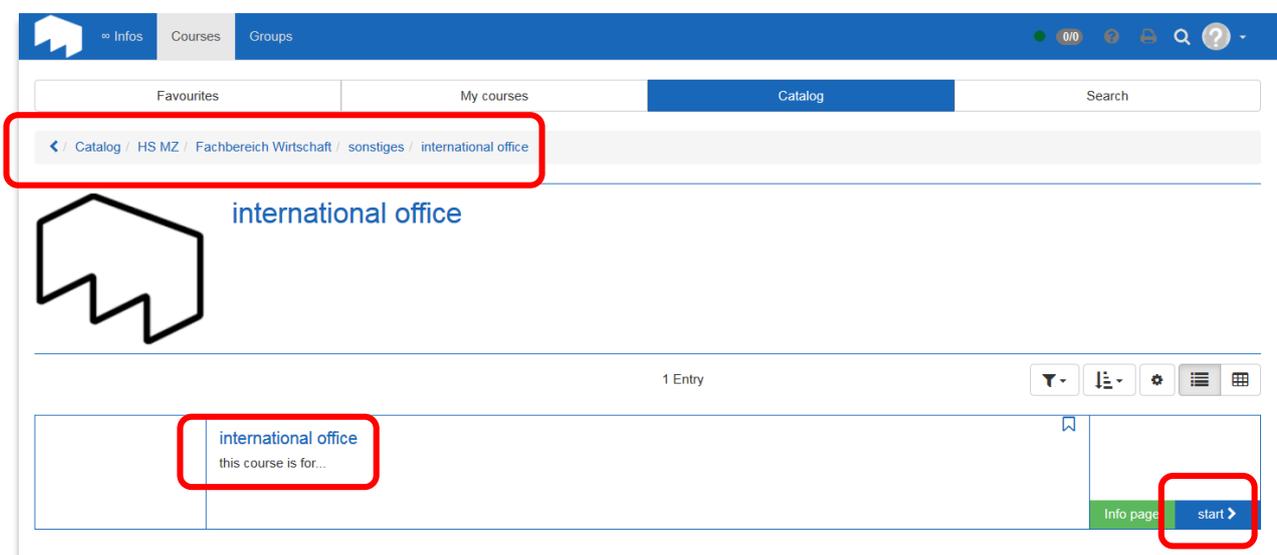
We recommend searching a course by selecting the catalog.



Select the button *Catalog* and then click through the following catalog structure up to the folder *international office*. Start by clicking on HS MZ

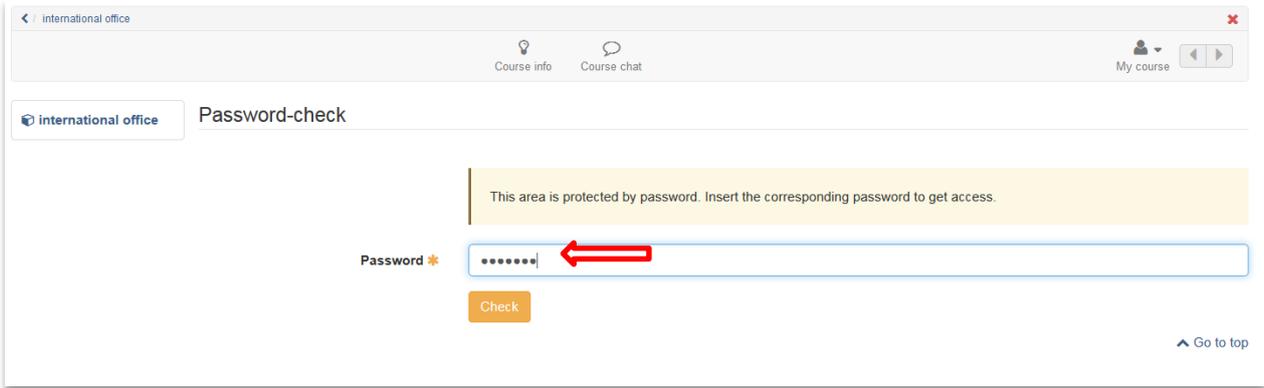
HS MZ > Fachbereich Wirtschaft > sonstiges > international office

Then click on the title of the course or on *start*.



2 Take the course

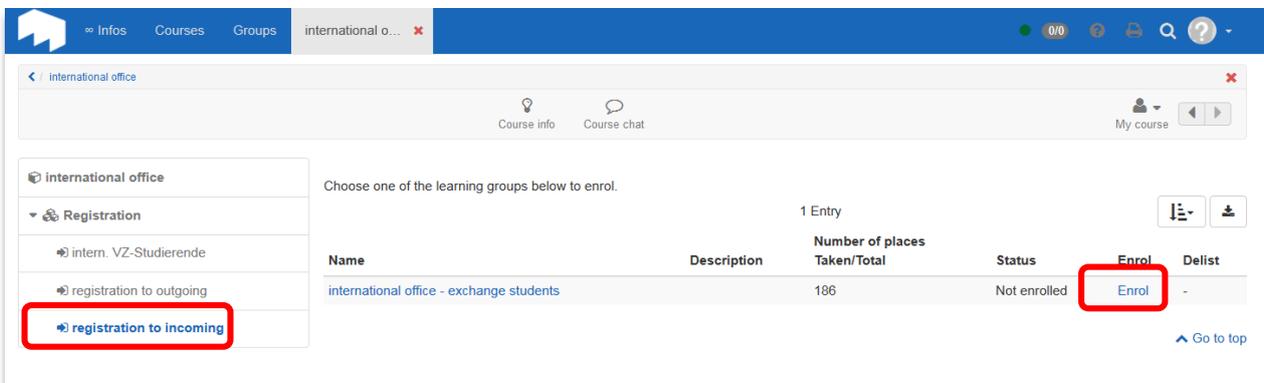
First off, enter the access code for the course which had been given to you. Then click on *Check*.



If your access code was accepted you will see the start page of the course and the word *Registration* in the left column.

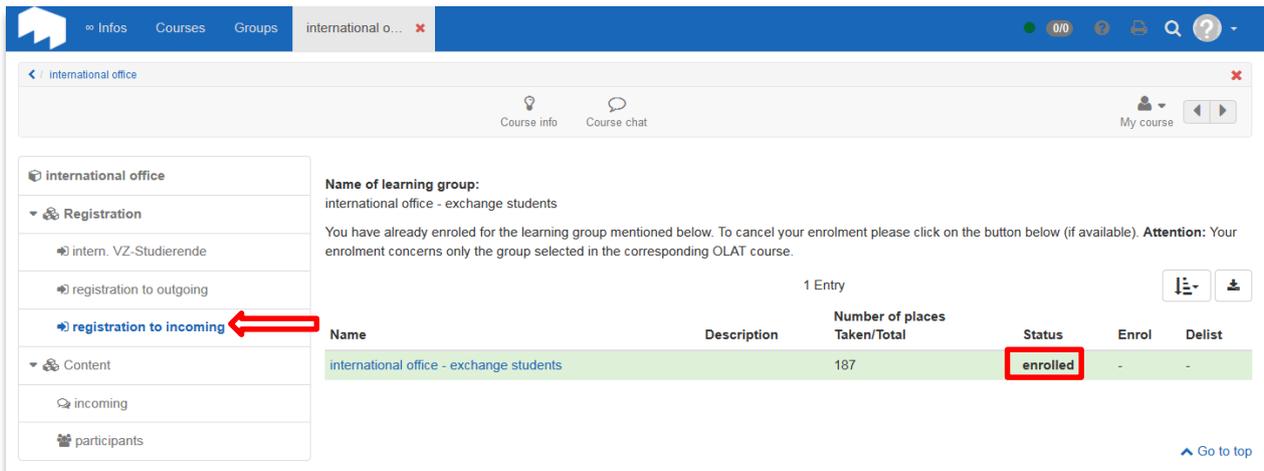
3 Enroll in the group you belong to

Then a chart starting with the title of the groups to which the course belongs will be displayed in a row. Please choose the group you belong to. (for example the group “incoming”) Enroll in this group by clicking *Enrol* below in the middle column.



Name	Description	Number of places Taken/Total	Status	Enrol	Delist
international office - exchange students		186	Not enrolled	Enrol	-

After you enrolled successfully, you will find the materials, informations etc. of the course and the entry *enrolled* in the middle column. Furthermore, you are automatically added to the course mailing list.



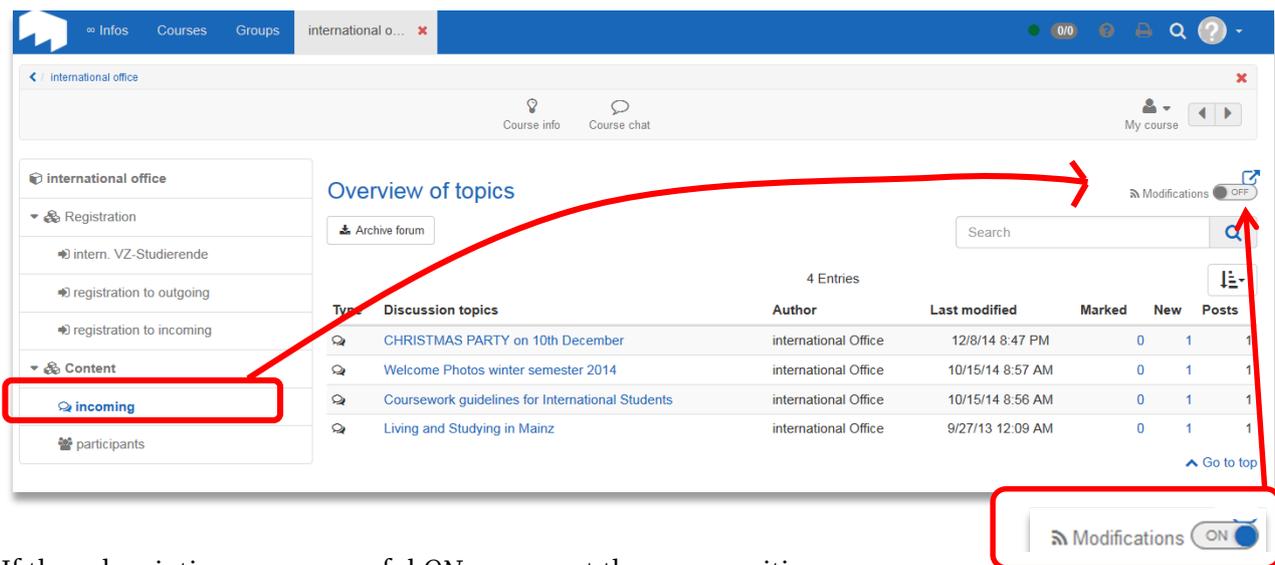
The screenshot shows the Moodle course page for 'international office'. The left sidebar has a menu with 'registration to incoming' highlighted by a red arrow. The main content area shows a table with one entry:

Name	Description	Number of places Taken/Total	Status	Enrol	Delist
international office - exchange students		187	enrolled	-	-

The 'enrolled' status is highlighted with a red box. Above the table, there is a note: 'Name of learning group: international office - exchange students. You have already enrolled for the learning group mentioned below. To cancel your enrolment please click on the button below (if available). Attention: Your enrolment concerns only the group selected in the corresponding OLAT course.'

4 Subscribe to a forum

Select the forum to subscribe and then click on *Subscribe*.



The screenshot shows the 'Overview of topics' forum page. The left sidebar has 'incoming' highlighted with a red box. A red arrow points from the 'incoming' box to the 'Subscribe' button in the top right corner of the forum area. The forum area shows a table with 4 entries:

Type	Discussion topics	Author	Last modified	Marked	New	Posts
	CHRISTMAS PARTY on 10th December	international Office	12/8/14 8:47 PM	0	1	1
	Welcome Photos winter semester 2014	international Office	10/15/14 8:57 AM	0	1	1
	Coursework guidelines for International Students	international Office	10/15/14 8:56 AM	0	1	1
	Living and Studying in Mainz	international Office	9/27/13 12:09 AM	0	1	1

The 'Modifications' toggle switch in the top right is currently set to 'OFF'. A red box highlights the 'incoming' box in the sidebar and the 'Modifications' toggle switch.

If the subscription was successful *ON* appears at the same position. By clicking on *ON*, you unsubscribe from the forum again.

For questions or problems please contact us via email (medienundlehre@hs-mainz.de).