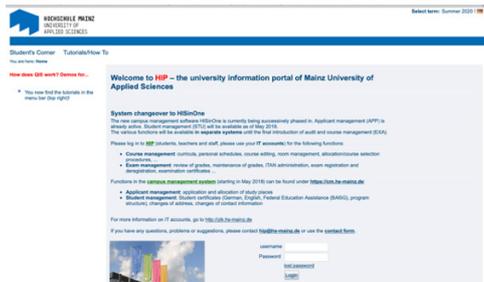


HIP – Creating your personal timetable

On the platform HIP you can create your personal timetable in order to receive information when classes are postponed or cancelled.

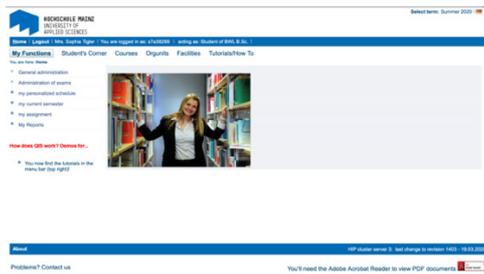
You can reach HIP via <https://hip.hs-mainz.de/>

1. Log in to HIP with your IT-account, you can change the language to English by clicking on the little flag in the upper right corner.

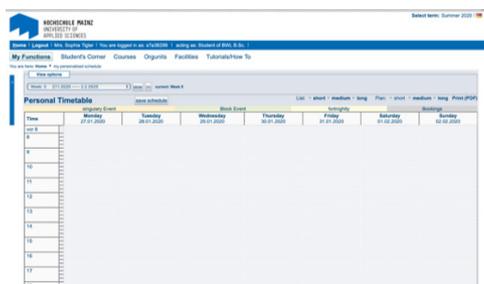


2. Do the following steps to get an overview about HIP and to add courses to your personal timetable:

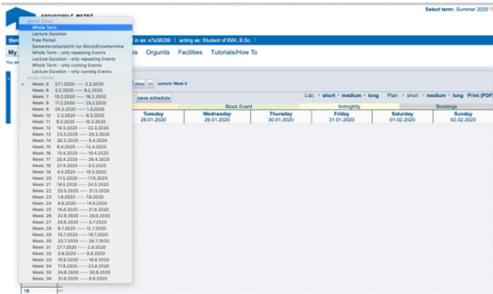
Start from the “my functions” section of the page. This is where you usually are directly after logging in.



By clicking on “my personalized schedule” you reach your personal timetable which will look like this



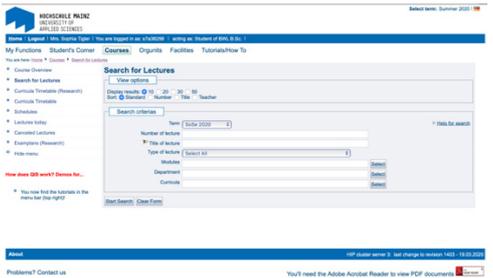
You can change to the whole term view or several other view modes by choosing from the drop-down menu and then clicking the “show”-button.



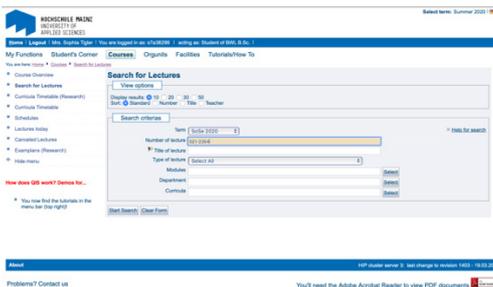
Click on “Courses” to reach the courses section of the page.



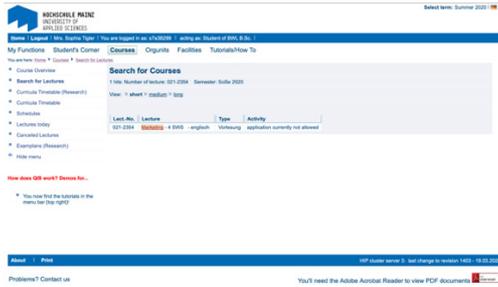
Click on “search for lectures” to reach the search page.



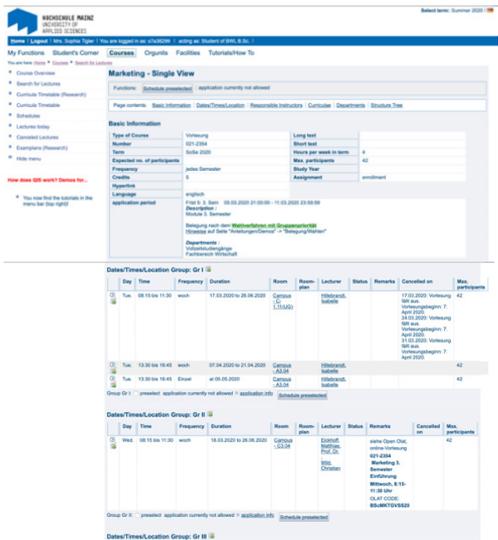
Search for a class either via the number of lecture or the title. If you can't find a certain class by its title, try to search for it by its number or by the German spelling, e.g. search for Englisch I instead of English I.



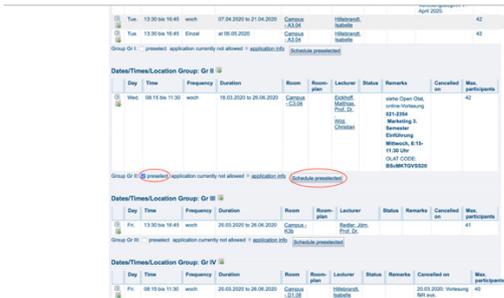
If you searched by the title, check if the course number is the right one, then click on the title of your selected course.



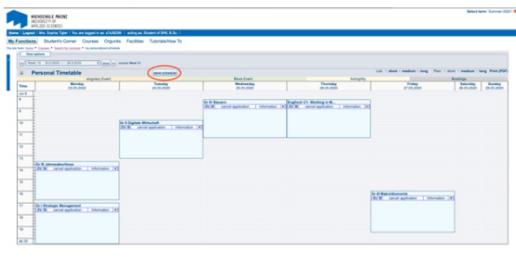
You have reached the course information page. Scroll down until you find the group you are in.



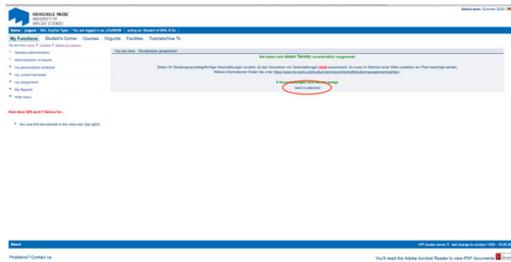
To import the course dates, click on the little box “preselect” below the group you want to select and after doing so click on “Schedule preselected” (both here circled in red)



The system will now automatically jump back to the whole term view of your schedule. If it asks for allowance to do so, please click okay. The course will now appear in your schedule. To save this, click on the “save schedule”-button, here circled in red.



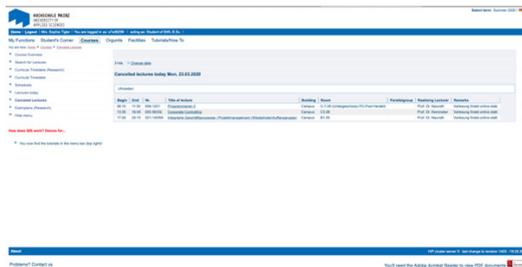
After clicking “save schedule” the website automatically creates a message which you can ignore and skip by clicking “back to selection” which is circled in red.



Clicking “back to selection” bring you back to your timetable. From here on you can repeat steps 4-11 until you have all of your courses saved into your personal timetable.

3. Manually checking if class dates are changed: There are two options.

1) Click on “Courses” and then on “Cancelled lectures” to see all lectures cancelled on the actual day.



2) Go to “my personalized schedule” and then click on the title of the relevant course. Scroll down on the course information page to find the information relevant for your group. Also check the “remarks” section.

Dates/Times/Location Group: Gr I										
Day	Time	Frequency	Duration	Room	Room plan	Lecturer	Status	Remarks	Cancelled on	Max. participants
Tue	08:15 to 11:30	week	17.03.2020 to 20.03.2020	Cancelled	CG	Hilfslehre, Instruktion			17.03.2020, Vorlesung 1 08:00 Uhr Vorlesungsgruppen 1 Apr 2020 20.03.2020, Vorlesung 08:00 Uhr Vorlesungsgruppen 1 Apr 2020	42
Tue	13:30 to 16:45	week	07.04.2020 to 21.04.2020	Cancelled	CG	Hilfslehre, Instruktion			17.03.2020, Vorlesung 1 08:00 Uhr Vorlesungsgruppen 1 Apr 2020 20.03.2020, Vorlesung 08:00 Uhr Vorlesungsgruppen 1 Apr 2020	42
Tue	13:30 to 16:45	Exam	01.05.2020	Cancelled	CG	Hilfslehre, Instruktion			17.03.2020, Vorlesung 1 08:00 Uhr Vorlesungsgruppen 1 Apr 2020	42
Group Gr 1: - personal: application currently not allowed - application URL: Schedule presentation										
Dates/Times/Location Group: Gr II										
Day	Time	Frequency	Duration	Room	Room plan	Lecturer	Status	Remarks	Cancelled on	Max. participants
Wed	08:15 to 11:30	week	18.03.2020 to 20.03.2020	Cancelled	CG	Edwin Bilgic Prof. Dr.		aktive Vorlesung 08:15 Uhr Marketing 3 Bilgic Einführung Bilgic, 11.15 11:30 Uhr CG-IT-CG-02 BS-0670V0320		42
Group Gr 2: - personal: application currently not allowed - application URL: Schedule presentation										
Dates/Times/Location Group: Gr III										

If you saved your courses to your personal timetable, you’ll usually get an e-mail if times of a lecture change. Normally lecturers will also inform you about rescheduled or cancelled appointments in the lecture.