

HfWU neo

(A Learning Management System)

Instructions on how to use neo



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1. Logging in to neo

Go to http://neo.hfwu.de and click on the British flag to use neo in English

Click on **Veranstaltungsliste (1)** (for some reason, this word is still in German even when using neo in English) to check the daily schedule without logging in to neo.

Click on Login and enter your Username (2) and Password (3) for logging in. Then click on Login (4).



2. Start Page

Then you will see your personal start page with **Quicklinks** and **Announcements** in your faculty (for some reason, this is still in German even when using neo in English).

2.1 The Header bar

The Header bar accompanies you through all the pages of the system. There are 9 icons in the Header bar



Courses, Messages (internal messaging system), neo *Community*, my personal *Profile, Planner* and schedule, *Search* for courses, institutions, people etc., *Tools* to create announcements, surveys etc. *Schwarzes Brett* (Bulletin Board for placing ads), *Onlineservices*

Some of these icons change colors. Thus indicate changes in the system.

2.2 Tool bar

Current page: 🕕 Start page 📿



C Set

The following tools are available:

- Current page (1)
 - Shows on which page you are currently
- Start page (2)
- Settings (3)

With this icon you can customize the appearance of neo and its functions to your needs e. g. change language, privacy settings, redirect internal messages to your NGU email account, customize the layout of your personal appointment calendar

Logout (4)

A click on "Logout" and you have correctly logged out of the system. You are no longer visible for other participants in the "Who is online" list

Search for courses (5)

2.3 Announcements, course appointments, surveys and news

Your announcements, current course appointments, surveys and news are displayed in this lower area of your Start page.

Current page: Start page		O Search for courses Q Settings
My start page Jump marks	 Probleme mit Darstellung der neuen HfWU neo Seite ? Lösungsvorschlag Root Petra Wolf 24.08.2015 293 Bafög-Sprechstunde im WiSe 2015/16 in Nürtingen Root Wiltrud Gekeler 14.07 2015 562 	
Quicklinks Announcements All current appointments Surveys	 > I Geänderte Öffnungszeiten der Bibliotheken Root Petra Wolf 02.07.2015 922 > I Öffnungszeiten Studierendensekretariate im August 2015 	
Actions	Root Wiltrud Gekeler 01.07.2015 828 > P Bewerbungszeitraum Deutschlandstipendium 15.75.9.2015 Root Wiltrud Gekeler 01.07.2015 689	
	All current appointments 4 + × No actual news. To create a news, click +	
	Surveys (3) ×	
	Ankündigungen meiner Einrichtungen und Veranstaltungen (2) * Abgabe Sprachnachweis IELTS/TOEFL per Upload in neo fuer Martina Hart 01.10.2015 Erstsemester-Studierende (WiSe16) Stg.IF 428	
	Introduction of course Social Sciences on October 6, 8:00an Andrea Admin 26.08.2015 35 Heißler	X AND OF DE THE ALE, Helder,

Announcements (1)

In this area you will find system-wide news dealing with the day-to-day operation of neo, e.g. information on new features, system downtime for maintenance purposes and university-wide news

Announcements of your institute/faculty and news (2) Here you get announcements and news from your institute/faculty you have subscribed to

Surveys (3)

In this section you will find system wide surveys in which your opinion is occasionally wanted

Current course appointments (4)

Your current course appointments and news are displayed in this lower area of your Start page. The scheduled items can be both appointments in the courses you have enrolled in and appointments which you yourself have made



3. Your personal homepage

▲ You access your personal homepage via the icon Profile on the Header bar

Hochschule für Wirtsch	naft uNUmwelt Nürtingen-Geislingen	neo
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Current page: My profile	unity Piùine Pialinei Searcii Iouis Schwalzes ofett Oninneservites	Search for courses Q Settings Logout
Profile Picture User	details Categories Blubber More 🛈	0
2 Vielant to bis profile 123	IO Andrea Heissler E-mail: andrea.heissler@hfwu.de Skype: andrea.heissler Where I study: Fakultät FAVM (Fakultät Agrarwirtschaft, Volkswirtschaft und Management) Fakultät FBF (Fakultät Agrarwirtschaft und Internationale Finanzen) ZO (Zentrale Organisation) ZO IO ESP (Exchange Students Program) ZO IZ IT-Dienste HfWU neo Support	
Visitors to this profile: 193 Stud.IP score 480 Score: Novice ■ Download vCard	Where I work: • ZOIO Incomings Room: CI9 112 Telephone: +49 7022-308492 Fax: +49 7022-309354 • ZOIO (International Office)	
Announcements		+ 3
No new announcements. To cr	reate a new announcement, click +	
歯 Appointments		+
No actual news. To create a ne	ws, click +	
🔟 Surveys		9 ₀
No current survey available. In	n order to create a new one click on the cog-wheel at the right.	
	Show expired surveys	
neue Kategorie (für alle St	ud.IP-Nutzer sichtbar)	
Inhalt der Kategorie		

There you have the opportunity to present yourself to other users of the system. You can upload your photo, your curriculum vitae or document, set up personal or public appointments, surveys or news, manage your system data and much more. Within certain limits you can design your homepage as you desire

3.1 Tab bar

Above the homepage header there is a **Tab bar** with different setting options required to embellish your homepage (1):

🔺 Profile

This is how to present yourself to other users. Here you can see your uploaded photo (2). Your name and email address appear next to your picture (3). You can set up personal **announcements** (4) or **appointments and surveys.** You can as well create your personal categories. Depending on the selected visibility settings these categories will (not) appear on your personal profile.

Picture

With this tab you can upload your picture

Categories

Here, you can provide information about your higher education



▲ User Details (see below)

All User details can be changed here (see Basic details and Further details on the left). As a student, you can specify the institutions at which you study. In order to be able to enroll in courses offered to Exchange Students, you have to add a subject respectively a degree program. Click on Study details on the left and select **ESP Exchange Students Program (1)** from the appropriate list on the right.

In order to get all information, announcements, news, surveys and documents from this study program you have to add the Institute **ZO IO ESP (Exchange Students Program) (2)** to your study details from the appropriate list.

urrent page: Edit course of study		0 Search for courses Q	Settings Log
Profile Picture User details	Categories Blubber More		0
8	I study the following subjects and in degree programmes	: Somostor of	
User details	Subject Degree	study	sign out
Navigation	Betriebswirtschaft (B.Sc.)	0 -	
Basic details	ESP (Exchange Students Program) 1	0 -	
Further details	Select out of the following list your subjects, degree programmes and semester of study:		
Study details Institute details	select subject, please V 0 V		
	Accept	J.	
	My institutions:		
	Institute		sign out
	ZO IO ESP (Exchange Students Program)		
	ZO IZ IT-Dienste		
	Fakultät FBF (Fakultät Betriebswirtschaft und Internationale Finanzen)		
	Fakultät FAVM (Fakultät Agrarwirtschaft, Volkswirtschaft und Management)		

4. Course browser

- To quickly access a specific course, there is a central search machine in neo, the course browser. It gives you different options to rapidly and effectively find the desired course. To find the course browser, click on the icon for the search pages
- Search the Semester (1) and click on select
- You can either enter the course name and click on Search (2) or <u>better for you</u>, you click on Search institutes (3) and select <u>ZO (Zentrale Organisation)</u> > <u>ZO Zentrale Servicebereiche</u> > <u>ZO IO (International Office)</u> > <u>ZO IO ESP (Exchange Students Program)</u>. Then you will see all courses offered to our Incoming Students.

Hochschule für Wirtschaft ur ft 9 Messages Community P	nd Umwelt NC ngen-Geisl du umwelt NC ngen-Geisl du umwelt NC ngen-Geisl rofile Planner Search Tools Se	ingen T chwarzes Brett Onlineservices	networking e-learning organizing
Current page: Course search			0 Search for courses Q Settings Logout
Courses Archive Persons	Institutes Resources	Quick search: Title_Lecturer,Number 🔻 Semester: S	SSe 2015 ▼ Select
Courses	Search for cours	ses Search institutes	Search Revert
Teaching Research Organization Community Working group imported courses			
Search options			
Display extended search			
Top list:latest courses 1. 2. In Nürtingen: Studium Generale.	al weard reference of		



4.1 Enrolling in Courses

You now get a course list. Click on the title of the course, if you have found a course that interests you.

Current page: Course search		💿 Search for courses 🔤 🔍 Settings Logout 📤
9	Quick search: Title_Lecturer,Number 👻 in: ZO IO ESP (Exchange Students Program) 🗢 Sem	ester: WiSe 2015/2016 ▼ Select
	Search for courses	Search Revert
Courses	Institutes:	
Navigation	> Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen > ZO (Zentrale Organisation) > ZO Zentrale ESP (Exchange Students Program) ⁽¹⁾	Servicebereiche > ZO IO (International Office) > ZO IO
All Teaching	No further sub-levels exist below this level.	
Research Organization	✓ 59 entries at this level	
Community Working group	59 courses found , grouping: Semester	
imported courses	WiSe 2015/2016	
Search options	Lecture: Accounting and Financial Statement (4) IML401V Thu.0800-11:15 (weekly), Location: CI2011, CI1201	(Prof. Dr. Frank-Andreas Schittenhelm)
Display extended search	Freiwillig: Basic English Pronunciation N1516E12 Appointments on Wed. 21.10, Wed. 28.10, Wed. 04.11, Wed. 11.11, _ (more)	(Tanya Newman)
Download result Arrange search results:	Lecture: Branding (2) BW67029W02V Fri. 14:00 - 17:15 (weekiy), Appointments on Fri 16:10: 14:00 - 17: (more)	(Petra Rusnak, Prof. Dr. Iris Ramme)
 Semester Area Lecturer 	Freiwillig: Business English Level 2 N1516E10 Tue. 11:30-13:00 (weekly)	(Tanya Newman)
O Type O Institute	Freiwillig: Business English Level 2 N1516E11 Thu. 15:45 - 17:15 (weekly), Location: Cl1 114, Cl2 011	(Steven Kerns)
	Seminar: Business Planning (2)	(Prof. Dr. Frank-Andreas Schittenhelm)

You will then be transferred to an overview page, on which you can see the appointments and the location of the course. On the left you will find an icon Go to course (1) with which you can enroll in the course. You are then routed to a confirmation page.

Hochschule für Wirtschaft und A 9 Messages Community Profi	Umwelt Nürtingen-Geislingen 趙 Q � 配 同 () le Planner Search Tools Schwarzes Brett Onlineservices	neo networking e-learning organizing
Current page: IM.I.4.01.V Lecture: Acco	unting and Financial Statement (4) - Details	U search for courses Q Settings Logout
	Accounting and Financial Statement (4)	0
	General information	
Details	Course number	IM.I.4.01V
Astions	Semester	WiSe 2015/2016
Actions -	Home institute	IM 1. Semester
I Just pencil in the timetable	participating institutes	IM (Master Internationales Management), IM 1. Semester, ZO IO ESP (Exchange Students Program)
	Courses type	Lecture in category Teaching
Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen Image: Control Manage: Control Contende: Control Control Control Control Contr		
	Lecturer	
	Prof. Dr. Frank-Andreas Schittenhelm	tingen-Geislingen reh Tool Schwarze Brett Onlineservices al Statement (4)- Details Statement (4)- Details I M.I.4.01V I M.I.4.01V MVSe 2015/2016 I M.I.Semester titutes I M.(Master Internationales Management), IM.1.Semester, ZO IO ESP (Exchange Students Program) Lecture in category Teaching nt Thu08.10.2015, 08:00 - 11:15, Room: CI2 011 Nudreas Schittenhelm - 11:15, weekly (from 08/10/15), Location: CI2 011, CI1 201 n
	Times	
	Thursday: 08:00 - 11:15, weekly (from 08/10/15), Location: Cl	2011, Cl1 201
	Course location	
-		v

- Click on Courses Courses
- ▲ Now you see that the course which you have just enrolled in has been listed there (1).
- Click on this icon and you can sign out of the course

My courses	My institutes				_
					0
		WiSe 2015/2016			
		Name		Content	
My courses		Accounting and Financial Statement (4) 1	í	99	武略 📿 🕩



5. Timetable

All regular meetings are shown automatically in your timetable

You access the timetable via Planner kar Now you see all regular course appointments on this page sorted by day

				6)			networking e-	learning organizing	g
Start Courses Messages Community P Current page: My timetable	rofile Planner	Search	Tools Schwarzes Bre	tt Onlineservices	_	_	0 Search for courses	Q Settings Lo	ogoul
Timetable Appointment calendar	Stundenp	lan drucken	Terminplan druc	ken					
				Mytim	etable in WiSe 2015/2	016		U	2
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
	08:00				8:00 - 11:15, CI2 011, u.				
Timetable	09:00				Financial Statement (4) (Schittenhelm)				-
Displayed semester									
WiSe 2015/2016 -	10:00				-				
Actions	11:00								
Actions () New entry	12:00								- 1
Change view	12.00								
 Show hidden courses 	13:00								
Export	14:00								
🖴 Print view									_
Display size	15:00								
● small	16:00								
O middle	17:00								-
() large	17:00								
	18:00								

6. Regular and irregular appointments – Appointment calendar

- 1. **Special meetings or other appointments**, which do not fit into the usual rhythm of the course are shown in your **appointment calendar** with a specific date (see below)
- 2. Irregular meetings/courses are not listed in your timetable!!!
- 3. New appointments/rescheduled courses and cancellations are only shown in your appointment calendar
- 4. Cancellations are marked in red and new appointments in green. Regular courses are marked in blue

It is strongly recommended to use the appointment calendar and not the timetable!

Current page. My personal appointm	ень сагенцаг - монын v	iew				U Searc	in for courses	Settings Logout
Timetable Appointment calendar	Stundenplan drug	ken Terminplar	n drucken					0
超 42	Cctober 2 Mon	014 Septemb Tue	er 2015 Wed	October Thu	r 2015 Fri	November Sat	2015 > Octobe Sun	er 2016 ≫ Week
Calendar Views	20	27	50	1	2	Day of German Unity	-	40 :
Day Week <mark>Month</mark> Year	5	6	7	8 Accounting and Fina	9	10	11	41
Actions + Create new appointment Share calendar	12	13 Innovation for Share	14	15 Accounting and Fina	16	17	18	42
Export Export schedule. Import appointments Share calendar	19	20 Innovation for Share	21	22 Accounting and Fina	23	24	25	43
Auswahl Go to: 27/10/15	26	27 Innovation for Share	28	29 Accounting and Fina	30	31 Reformation Day	1 All Saints' Day	44



7. Cancellations (Ausfall) and rescheduling of courses (Verlegung)

The **course overview page** makes it possible to quickly see what has happened in the courses you are enrolled in since your last login. On this page you find the different data for each course which affect you personally. You see all the new postings, news, files or reference information. You are informed of changes by the **red color of the icons (1)**. If you click on one of the icons, you immediately enter the respective course area where you are informed about the changes.

My courses My institutes					
					0
	WiSe 2015/2016				
	Name		Content	0	
My courses	• Accounting and Financial Statement (4)	í	99	1 1	[]>

- This icon symbolizes News about the course. This can be rather important in some cases, i.e. short-term room changes or similar items are normally communicated via this News icon. The latest News is therefore also represented by signal red
- stands for Files. It shows the number of uploaded files. If new entries have accumulated since your last visit, the icon turns red
- stands for **Postings** and contains the number of forum contributions in the area. If new entries have been added since your last visit, the icon turns red
- ✓ I stands for Chat room. One click on this icon and you enter directly the chat room

with this icon you can sign out of the course — the course then no longer appears on this page, your timetable and appointment calendar

Shows the number of appointments for the course. If there is a change the icon turns red. Click on this icon and the schedule with all appointments for the course is displayed. Also the cancellations (Ausfall) and rescheduled/new appointments (Nachholtermin/Neuer Termin)