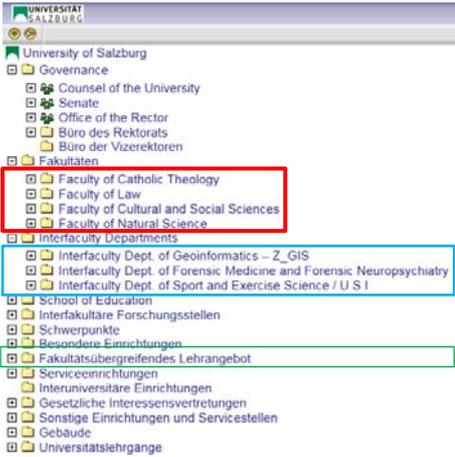


## How to use PLUSonline

**Navigating through courses' pages** → Login **NOT** necessary!



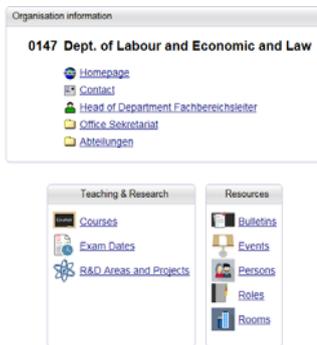
**Navigation: Faculties:** On the left-hand side of the page you will find the main navigation bar for all **faculties**, with the main 4 faculties highlighted in **red**. Other inter faculty departments are just below, highlighted in **blue**.

Can't find what you're looking for? Click through the rest of the folders to find out more.

You can extend the drop-down boxes by clicking on the crosses to the left of the folder icons. Here you can find the different **departments**, as shown here below:

These are the different departments in the Law Faculty, for example →

- Dept. of Labour and Economic and Law
- Dept. of Public, International and European Law
- Dept. of Private Law
- Dept. of Social and Economic Sciences
- Dept. of Criminal Law and Criminal Procedural Law



### Navigation: Departments:

After clicking on the title of a department, this page appears.

Here you will be able to access important contact information for the department, see a general list of exam dates but, perhaps, most importantly, the **full list of courses offered by this department**.

Click on "Courses" to be directed to this list.

Select "Fakultätsübergreifendes Lehrangebot" (**green**) if you are interested in German language courses, f.ex.

The toolbar you see below will be essential to understand, in order to find the right course for you.

Index: [Winter semester](#) [Summer semester](#) Page 1 of 2

Course no.	Sem.	Term.	Title	Duration	Type	Part/Exams/Eval/Info	SPO C/E/PhD/O	Lecturer (Assistant)	Languages of Instruction
<b>Winter semester</b>									
101.000	W	🕒	<a href="#">Business Law for Diploma-Programm and Master Thesis</a>	2	SE	🔴🟡🟢🟣	0/2/0/0	Warto P	German
101.005	W	🕒	<a href="#">Intellectual Property - intensive</a>	2	UV	🔴🟡🟢🟣	0/1/0/0	Haybäck G	German
101.008	W	🕒	<a href="#">Introduction to civil and corporate M &amp; A practice (ELSA Moot Court "Seal the Deal")</a>	1	P	🔴🟡🟢🟣	0/1/0/0	Warto P	German

### Finding courses:

The filter symbol  will help you adjust what you see in order to simplify your search.

The "Course no." is the course number, which is in the format you will use to fill out your Learning Agreement (Erasmus students).

"Sem." is the semester in which the course will take place – you can either filter this field here or just above where it says "Index".

The clock symbol  with the heading "Term." above, is where you will find the fixtures for the course. You will use this to **see if there are any overlaps with other courses**.

The “Type” column will show you what kind of course you would be signing up for. By hovering over “SE” with your mouse, you will see that “SE” is short for seminar – they tend to have a higher workload, as well as more ECTS credits on offer. For a better idea of what types of courses there are, click on the filter icon in the column for the full list.

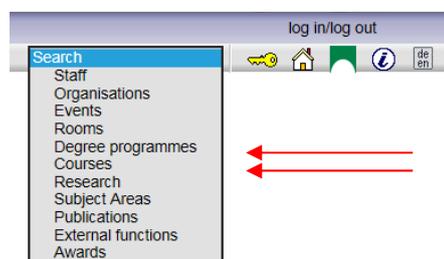
By clicking on the name under “Lecturer (Assistant)”, you will be directed to their profile with their **contact details**, should you need to get in touch with them regarding **registration to their course**.

Lastly, the courses can be filtered according to the language in which they will be taught.

**Languages of instruction: German, English or German/English:**

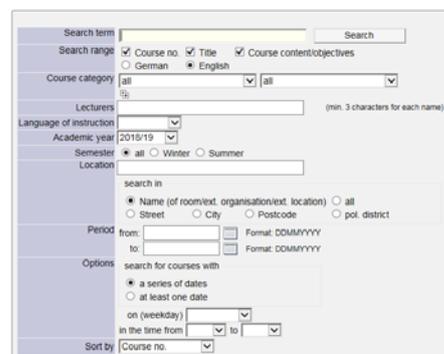
Here you can see an example of the results when filtering the courses with the search “English”. Business English (Language Skills), for example, is purely taught in English.

The “Legal English” course is shown to be taught in English and German. The language taught in the class will ultimately come down to a **vote in the first session** and, depending on the consensus, will then be **taught in either one of these languages**, but not both.



**Using the search field with more filters:** Another method of **searching for courses** is by clicking on the “Search” tab at the top right-hand side of the page.

“Courses” (or Degree programmes) is one of the options, as seen here to the left. Here is the full list of options for your search, depending on what you are looking for.



This is what the search field for “Courses” will look like →

As shown here, you will be able to search for a specific **key word**, if you choose to do so. This might help you find courses if you have not been able to find them using the first navigation method.

**Do not be too specific with your word choice**, as you can always use the filters on this page to tailor your search correctly.

Sometimes it is better to **search the course name in German**, rather than in English. Here is an example using the German courses offered by the German department.

Search term: GERMAN AS A FOREIGN LANGUAGE

Hits: 500

Cs. no.	Time location	Title	Duration (SH)	Type	Reg.	SPO C/E/O/PhD	Lecturers	offered by	Place (1st session)	Time (1st session)
1 ASB.1BE1EWU	19S	Einführung in das wissenschaftliche Arbeiten	1	P		27/0/0/0		160000		
2 ASB.1BE2KGG	18W	Artistic basics I	7	P		27/0/0/0		160000		
3 ASB.1BS1PSV	18W	Pedagogy of school sport	2	L		27/0/0/0		160000		

Search term: DEUTSCH ALS FREMDSPRACHE

Cs. no.	Time location	Title	Duration (SH)	Type	Reg.	SPO C/E/O/PhD	Lecturers	offered by	Place (1st session)	Time (1st session)
1990.830	18W	German as a Foreign Language Basic Level II	3	P			Promegger E ( Bogensperger T )	0127	1.004 (UNIPOG1.004)	03.10.18 17:15 - 18:45
2990.831	18W	German as a Foreign Language Basic Level IV	3	P			Promegger E ( Bogensperger T )	0127	1.004 (UNIPOG1.004)	03.10.18 19:00 - 20:30

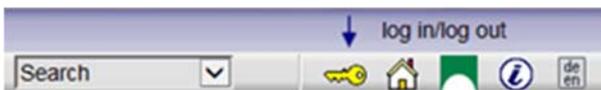
Two different searches → two different results! 500 hits compared to just 2. Bear with the system and you will eventually get the result you are looking for.

General information	
Title	Orientation lecture: Introduction to German Studies
Number	332.000
Type	lecture course
Semester hours	2
Offered in	Winter semester 2018/19
Lecturer (Assistant)	Elspaß, Stephan
Organisation	Dept. of German Language and Literature (Contact information)
Curriculum / ECTS Credits	Details
Course categories	Allocations: 1

### Course page:

For details on **ECTS credits**, a **course description** (which might not be available in English), click on the title of the course.

**Registration for courses** → This is not possible without full payment of the Austrian Student Union fee!



**Logging in:** Use the key symbol in the top right-hand corner to log into your account

Enter the username and password you created when activating your account – this is **not the PIN-Code** you were given to activate it.

If you have not yet activated your account please refer to the PLUSonline account activation guide. If you have forgotten your password, please contact the IT-Helpdesk: [ticket@sbg.ac.at](mailto:ticket@sbg.ac.at)

Achtung! Anmeldung nur mit Domänenkonto (= Windows-Anmeldung am PC)

Benutzername:

Passwort:

Profile: Standard

Log in Cancel

Course no.	Sem.	Term.	Title	Duration	Type	Part/Exams/Eval/Info	SPO C/E/PhD/O	Lecturer (Assistant)	Languages of Instruction
<i>Winter semester</i>									
101.000	W		Business Law for Diploma-Programm and Master Thesis	2	SE	   	0/2/0/0	Warto P	German

The example on the previous page broke-down all the column headings on the PLUSonline page except one.

Under “Part/Exams/Eval/Info” there are a few circles to indicate different information. The first two are the most important. The first is indicated with a “T”, which shows whether you can still register for a course (green), if the course is full (red) or not yet open for registration (grey).

As “Business Law...” is a seminar (“SE”), there are a limited number of places available and this indicator is likely to turn red quicker than other courses.

The second circle contains a “P” which stands for “Prüfungen” or “Exams”. This icon will turn green when exam timetables are online and registration for the exams is open.

Seminar leaders will most likely let you know in lessons when the end of semester test will take place.

332.000	W		Orientation lecture: Introduction to German Studies	2	L	   	30/1/0/0	Elspaß S	German
---------	---	--	---	---	---	--	----------	----------	--------

Here the course “Orientation lecture...” shows a green indicator, which means students are still able to apply through the system for the course.

**Warning!** Not all courses with an English name/description will be taught in English, please refer to the column “Languages of instruction for more information.

### Registering for courses:

1. Click on the title of the course
2. Click on “Course registration” (top right-hand corner of the window”).

Language	<a href="#">German</a> <a href="#">English</a>
Go to	
Further info	<a href="#">Course registration</a> <a href="#">equivalent course</a>

Study programme D 033 612 Bachelorstudium, Anglistik und Amerikanistik

Node of curriculum version

Name	rec. sem.	Credits
Freies Wahlfach		

The next page has a field for the category to which the course is to be assigned: “Freies Wahlfach/free module” means “subject of choice”. It doesn’t matter too much for Erasmus students to state in which category the subject belongs in comparison to local students.

3. Choose an option and click on “Continue”.

Group	Degree programme	Re-/de-register	Grip requ.	Ex. prereq.	no WL in case of avail. places	only for studies	Ranking system	CP on course	Participants			Registration		Deregistration				
									Max. part (Grip.)	max. (plan.)	current participants	WL	from	to	Web	to	Web	
Standardgruppe		<input checked="" type="button" value="Register"/>		Note			PLUS_2015		/	/	106	/	0	12.09.18,18:00	28.02.19,23:59	✓	28.02.19,23:59	✓

The next page to appear is where you will register for the course.

Under the “Participants” heading, you will be able to see the total number of students registered for the course, which is currently 106.

“WL”, still under the column “Participants” stands for “Warteliste” or “waiting list”. If you are registering for a seminar, you will **automatically be put on a waiting list**. The most important thing is to **turn up to the first lesson**. If you cannot (or could not) attend the first fixture, please **contact the teacher** as soon as possible, by finding their contact on their profile (explained previously in this document).

For a lecture (or “Vorlesung”) there is no waiting list, as the number of places is unlimited.

Under the “Registration” column, you can see when the registration is open from and when it closes.

For a lecture you can register right up until the exams set in the module. This means that you can take a bit longer when choosing a lecture, rather than when signing up to a seminar – they have a limited deadline.

The first port of call for questions specifically related to the course is the course leader.

4. To proceed, click on “**Register**”.

### De-registering from a course:

The next column, called “Deregistration”, shows you when you can de-register from a course and for a lecture (just like above) this is much later than with a seminar course.

The page where you clicked on “register” is the page you will return to to de-register from a course.

Should you have any problems de-registering from a course, please contact the course leader.

### Full list of chosen/registered courses:

→ To find a full list of the courses you have registered for, return back to your own page on PLUSonline (the page you see upon logging in) and click on “My Courses”. To find a class schedule check the “Calendar”.

→ You will also be able to see if you have a “Confirmed place” on the course here (guaranteed with a lecture course).