



alma Portal

Role Student

How to bookmark courses in your timetable

1 How to bookmark courses in your timetable

Any course you register for will automatically be displayed in your schedule. Furthermore, alma allows you to bookmark courses you are interested in, but have not registered for (yet).

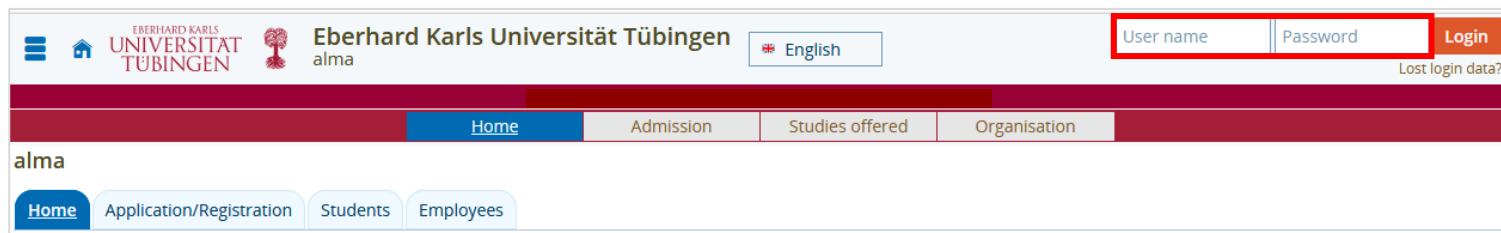
Please note:

A bookmark is not a registration. It is only an organisational aid.

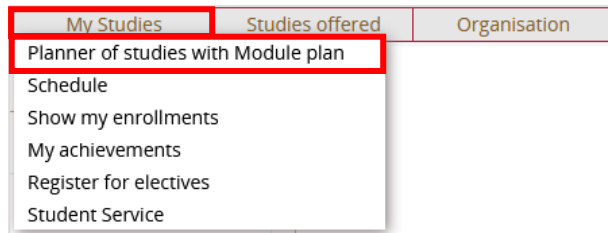
Change the default language from „Deutsch“ to „English“ on the alma homepage.



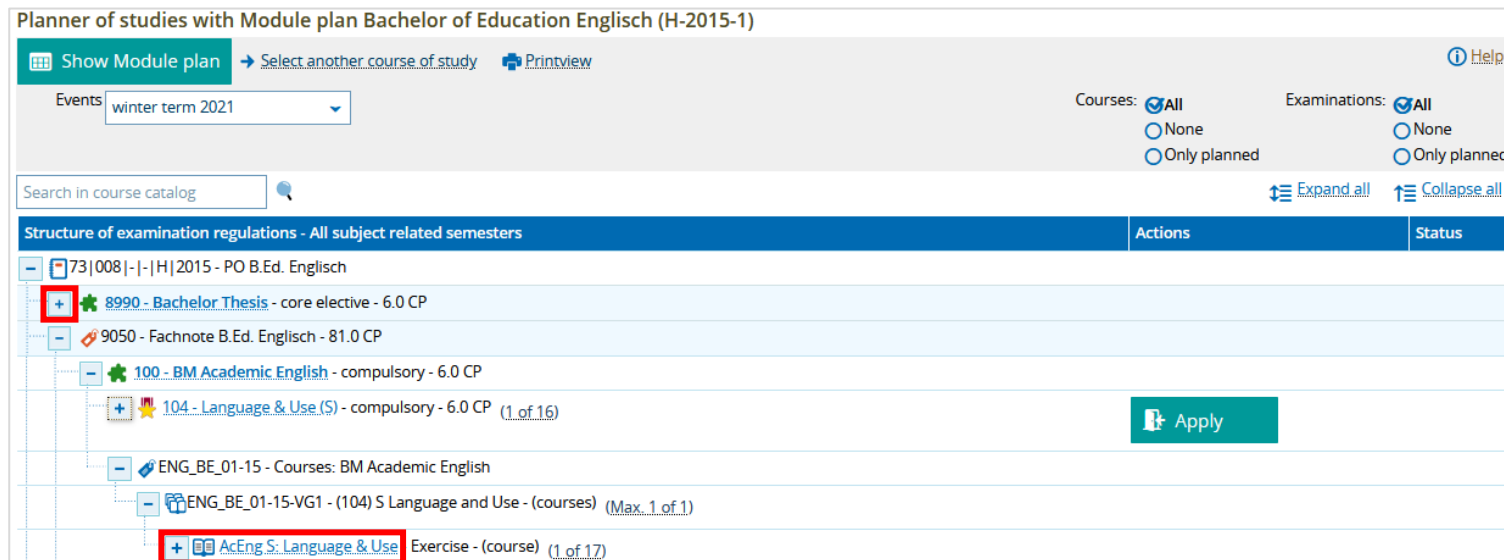
Log in with your university login and your associated password.



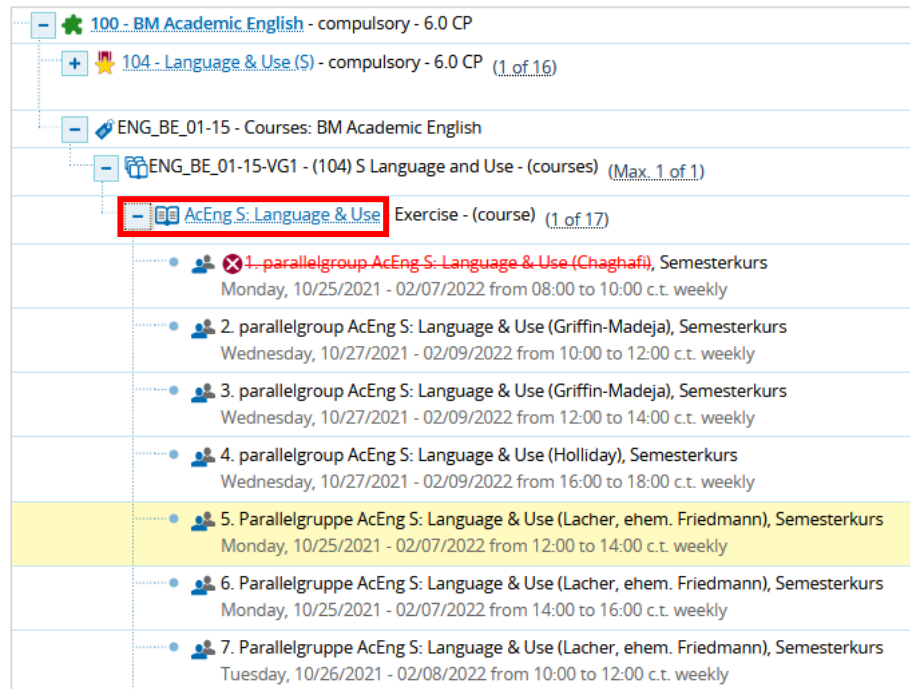
Choose „My Studies“ in the menu bar an then „Planner of studies with Module plan“.



Select your desired subject and use the **+**-symbol to open the structure down to the level of your desired:



Then click on the course:



The screenshot shows a hierarchical list of courses. The top-level course is '100 - BM Academic English - compulsory - 6.0 CP'. It has a sub-course '104 - Language & Use (S) - compulsory - 6.0 CP (1 of 16)'. Under '104', there is a sub-course 'ENG_BE_01-15 - Courses: BM Academic English'. This sub-course has a further sub-course 'ENG_BE_01-15-VG1 - (104) S Language and Use - (courses) (Max 1 of 1)'. Under this, the course 'AcEng S: Language & Use Exercise - (course) (1 of 17)' is highlighted with a red box. Below this, there is a list of seven parallel groups for 'AcEng S: Language & Use' (Semesterkurs), each with a specific day and time slot. The fifth parallel group is highlighted in yellow.

Parallel Group	Day	Time	Frequency
1. parallelgroup AcEng S: Language & Use (Chaghafi), Semesterkurs	Monday	08:00 to 10:00 c.t.	weekly
2. parallelgroup AcEng S: Language & Use (Griffin-Madeja), Semesterkurs	Wednesday	10:00 to 12:00 c.t.	weekly
3. parallelgroup AcEng S: Language & Use (Griffin-Madeja), Semesterkurs	Wednesday	12:00 to 14:00 c.t.	weekly
4. parallelgroup AcEng S: Language & Use (Holliday), Semesterkurs	Wednesday	16:00 to 18:00 c.t.	weekly
5. Parallelgruppe AcEng S: Language & Use (Lacher, ehem. Friedmann), Semesterkurs	Monday	12:00 to 14:00 c.t.	weekly
6. Parallelgruppe AcEng S: Language & Use (Lacher, ehem. Friedmann), Semesterkurs	Monday	14:00 to 16:00 c.t.	weekly
7. Parallelgruppe AcEng S: Language & Use (Lacher, ehem. Friedmann), Semesterkurs	Tuesday	10:00 to 12:00 c.t.	weekly

This will take you to the Detail view of the course.

Choose the tab „Parallelgroups / Appointments“:

Detail view

AcEng S: Language & Use | course

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Term Winter 2021/22

Basic data **Parallelgroups / Appointments** University course catalog Linked examinations Modules / Courses of study

Title AcEng S: Language & Use

Eventtype Exercise

Organizational unit Institute of English Languages and Literatures (person responsible)

Frequency of offer Unregelmäßig

Period ANG_Zeitraum_Veranstaltungsbelegung_Gruppenprio_WS2021 from Sep 27, 2021 11:30:00 to Oct 13, 2021 23:59:59 - expired

Click on „Bookmark for my Timetable“.

Detail view

AcEng S: Academic Writing I / Language & Use | Veranstaltung

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Term Winter 2022/23

Basic data **Parallelgroups / Appointments** University course catalog Linked examinations Modules / Courses of study

AcEng S: Academic Writing I / Language & Use (Chaghafi) (1. parallelgroup) ▲

Bookmark for my Timetable Export data as iCalendar (.ics) Showing single dates... Open details

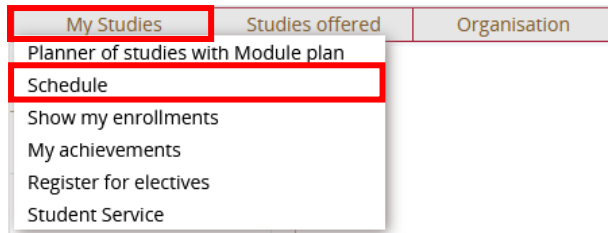
Hours per week 2.0 Maximum attendee 25

Teaching language english

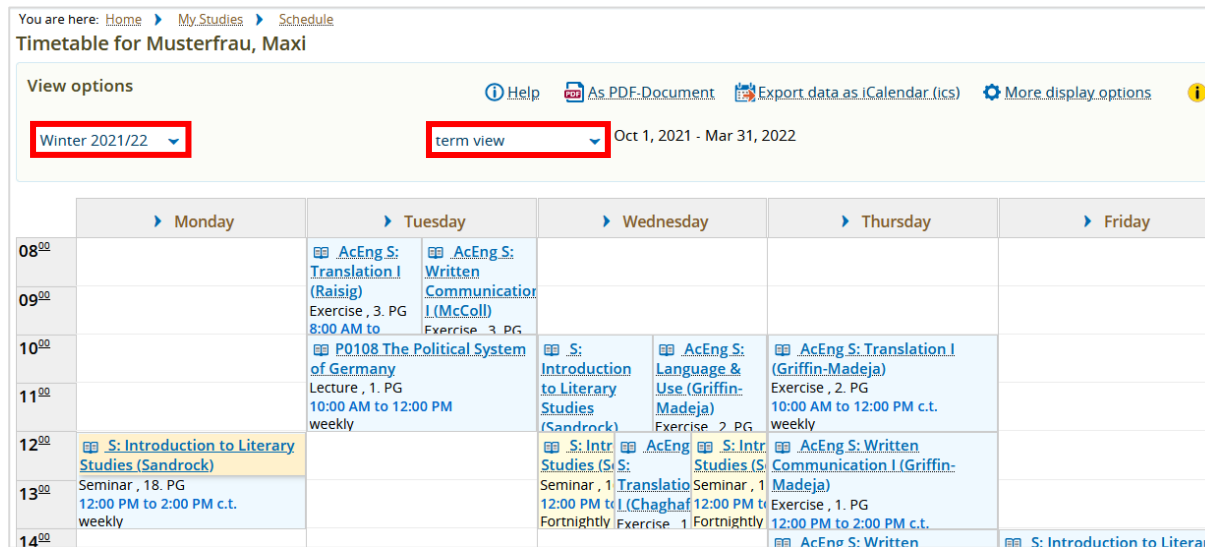
Responsible Dr. phil. Elisabeth Chaghafi

Rhythm	Weekday	From - To	Cancellation date	Start date - End date	Exp. Att.	Comment	Performing lecturers	Room
weekly	Mon	8:00 AM - 10:00 AM c.t.	<ul style="list-style-type: none"> 12/26/2022 01/02/2023 	Oct 17, 2022 - Feb 6, 2023	25			Übungsraum 306 (Neuphilologikum)

You can now check your timetable: Choose in the menu bar „My Studies“ > „Schedule“.






Make sure that the correct semester is set and select the term view:



You will see all courses for which you have applied or which you have bookmarked now.

If you point the cursor at a specific course, the course information will be expanded and the status „bookmarked“ will become visible.

▶ Wed., Feb 9, 2022	▶ Thu.,
<div data-bbox="152 571 846 828"><p> AcEng S: Language & Use. (Griffin-Madeja)</p><p>Exercise , 2. PG</p><p>10:00 AM to 12:00 PM c.t.</p><p>weekly</p><p>09.02.2022</p><p>Status: bookmarked</p><div data-bbox="712 603 824 655"></div></div>	

If you want to remove your bookmark, please click on „Cancel pre-booking“ ().