

Zentrum für Datenverarbeitung (ZDV)

# 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.

EBERHARD KARLS UNIVERSITAT TUBINGEN	<b>Ebe</b> alma	Eberhard Karls Universität Tübingen alma				User name	Password	Login Lost login data?
		<u>Home</u>	Admission	Studies offered	Organisation			
alma								
Home Application/Regist	tration Stud	lents Employees						

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

My Studies	Organisation	
Planner of studies wi	th Module plan	
Schedule		
Show my enrollment	s	
My achievements		
Register for electives		
Student Service		

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

Planner of studies with Module plan Bachelor of Education Englisch (H-2015-1)				
Image: Show Module plan         → Select another course of study         Printview				(i) Help
Events winter term 2021	Courses:	-	Examinations:	-
		Only planned		O None
				Only planned
Search in course catalog			<b>‡</b> ≣ Expand all	<b>↑</b> ≣ Collapse all
Structure of examination regulations - All subject related semesters	F	Actions		Status
- 73 008 - - H 2015 - PO B.Ed. Englisch				
+ at 8990 - Bachelor Thesis - core elective - 6.0 CP				
🖉 🥏 9050 - Fachnote B.Ed. Englisch - 81.0 CP				
- 🙀 100 - BM Academic English - compulsory - 6.0 CP				
+ 🦺 <u>104 - Language &amp; Use (S)</u> - compulsory - 6.0 CP ( <u>1 of 16</u> )		🚯 Apply		
— Ø ENG_BE_01-15 - Courses: BM Academic English				
—				
+ Canton AcEng S: Language & Use Exercise - (course) (1 of 17)				

### Then click on the course:

– \star 100 - BM Aca	demic English - compulsory - 6.0 CP
🕂 🕂 💾 104 - Lan	<u>guage &amp; Use (S)</u> - compulsory - 6.0 CP ( <u>1 of 16</u> )
- 🛷 ENG_BE_0	11-15 - Courses: BM Academic English
- 🄂 ENG_E	BE_01-15-VG1 - (104) S Language and Use - (courses) (Max. 1 of 1)
- 💷 A	cEng <u>S: Language &amp; Use</u> Exercise - (course) ( <u>1 of 17</u> )
•	Monday, 10/25/2021 - 02/07/2022 from 08:00 to 10:00 c.t. weekly
•	2. parallelgroup AcEng S: Language & Use (Griffin-Madeja), Semesterkurs Wednesday, 10/27/2021 - 02/09/2022 from 10:00 to 12:00 c.t. weekly
•	3. parallelgroup AcEng S: Language & Use (Griffin-Madeja), Semesterkurs Wednesday, 10/27/2021 - 02/09/2022 from 12:00 to 14:00 c.t. weekly
•	4. parallelgroup AcEng S: Language & Use (Holliday), Semesterkurs Wednesday, 10/27/2021 - 02/09/2022 from 16:00 to 18:00 c.t. weekly
	5. Parallelgruppe AcEng S: Language & Use (Lacher, ehem. Friedmann), Semesterkurs Monday, 10/25/2021 - 02/07/2022 from 12:00 to 14:00 c.t. weekly
	6. Parallelgruppe AcEng S: Language & Use (Lacher, ehem. Friedmann), Semesterkurs Monday, 10/25/2021 - 02/07/2022 from 14:00 to 16:00 c.t. weekly
	7. Parallelgruppe AcEng S: Language & Use (Lacher, ehem. Friedmann), Semesterkurs Tuesday, 10/26/2021 - 02/08/2022 from 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	1				
AcEng S: Lang	guage & Use   course				
Back <					
Term Winte	er 2021/22 👻	_			
Basic data	Parallelgroups / Appointments	University course catalog	Linked examinations	Modules / Courses of study	
Title	AcEng S: Lang	guage & Use		Eventtype	Exercise
Organizati		of English Languages and Lite	ratures (person	Frequency of offer	Unregelmäßig
	responsib	le)		Period	<ul> <li>ANG_Zeitraum_Veranstaltungsbelegung_Gruppenprio_WS2021 from Sep 27, 2021 11:30:00 to Oct 13, 2021 23:59:59 - expired</li> </ul>

## Click on "Bookmark for my Timetable".

Detail view							
AcEng S: Academic Writing I / Language & Use   Veranstaltung							
Back <							
Term Winter 2022/23 👻							
Basic data Parallelgroups / Appointments University course catal	og Linked examinations	Modules / Courses of study					
AcEng S: Academic Writing I / Language & Use (Chagha	fi) (1. parallelgroup)	•					
Bookmark for my Timetable	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	
1 weekly Mon 8:00 AM - 10:00 AM c.t.	<ul><li>12/26/2022</li><li>01/02/2023</li></ul>	Oct 17, 2022 - Feb 6, 2023	25			Übungsraum 306 (Neuphilologicum)	

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

My Studies	Studies offered	Organisation
Planner of studies wi	th Module plan	1
Schedule		
Show my enrollment	5	
My achievements		
Register for electives		
Student Service		

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

	here: Home > <u>My Studies</u> > <u>Sch</u> table for Musterfrau, Max						
_	ter 2021/22	I	<u>i Hel</u> t	_	Document 🛛 🙀 E , 2021 - Mar 31, 2		🗘 More display options 🛛 👔
	> Monday	> Tue	esday	> Wee	dnesday	> Thursday	> Friday
08 <u>00</u>			AcEng S: Written				
09 <sup>00</sup>		Exercise , 3. PG	Communication I (McColl) Exercise - 3, PG				
10 <sup>00</sup>		P0108 The Po of Germany		Introduction	AcEng S: Language &	AcEng S: Translation I (Griffin-Madeja)	
11 <sup>00</sup>		Lecture , 1. PG 10:00 AM to 12:00 weekly	PM	to Literary Studies (Sandrock)	Use (Griffin- Madeja) Exercise 2 PG	Exercise , 2. PG 10:00 AM to 12:00 PM c.t. weekly	
12 <sup>00</sup>	S: Introduction to Literary Studies (Sandrock)			Studies (S	AcEng 🗊 S: Intr Studies (S	AcEng S: Written Communication I (Griffin-	
13 <sup><u>00</u></sup>	Seminar , 18. PG 12:00 PM to 2:00 PM c.t. weekly			12:00 PM to I (Ch	aghaf 12:00 PM to ise 1 Fortnightly		
14 <sup>00</sup>						📾 AcEng S: Written	📾 S: Introduction to Literar

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.,
AcEng S: Language & Use (Griffin- Madeja) Exercise 2 PG	at 🖉
Exercise , 2. PG 10:00 AM to 12:00 PM c.t. weekly	
09.02.2022 Status: bookmarked	

If you want to remove your bookmark, please klick on "Cancel pre-booking" ( 4).