

Guide for the application and communication with a mentor

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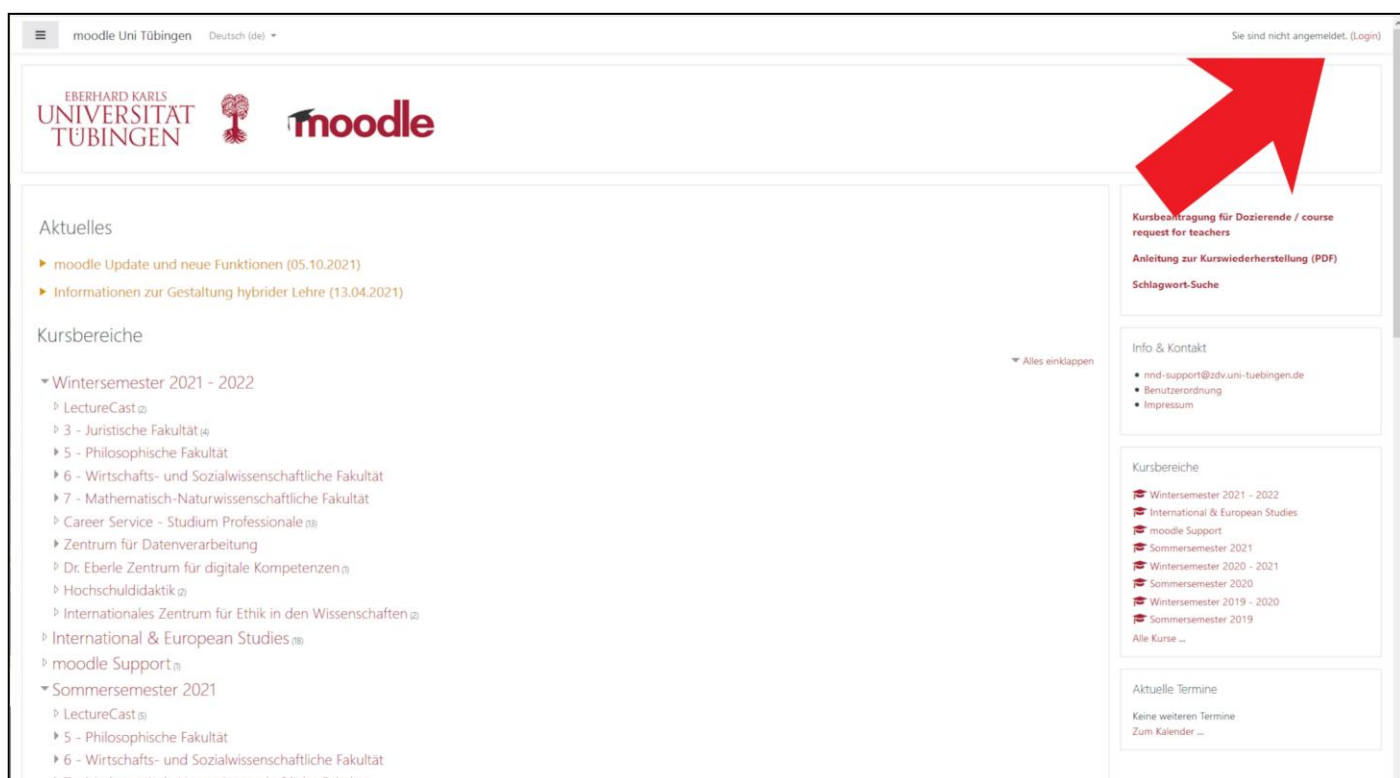
A. Application for a mentor

Step 1

Go on the website <https://moodle.zdv.uni-tuebingen.de/>.

Step 2

On the top right corner click on „Login“.



The screenshot shows the Moodle website interface for Eberhard Karls Universität Tübingen. The page header includes the university logo, the Moodle logo, and a navigation menu. The main content area is divided into several sections: 'Aktuelles' (News) with links to updates and hybrid teaching information; 'Kursbereiche' (Course areas) with a list of faculties and centers; 'Info & Kontakt' (Info & Contact) with contact details and a link to the user manual; 'Kursbereiche' (Course areas) with a list of semesters and courses; and 'Aktuelle Termine' (Current dates) with a link to the calendar. A red arrow points to the 'Login' link in the top right corner.

Step 3

Click on „Login@Uni-Tuebingen“.



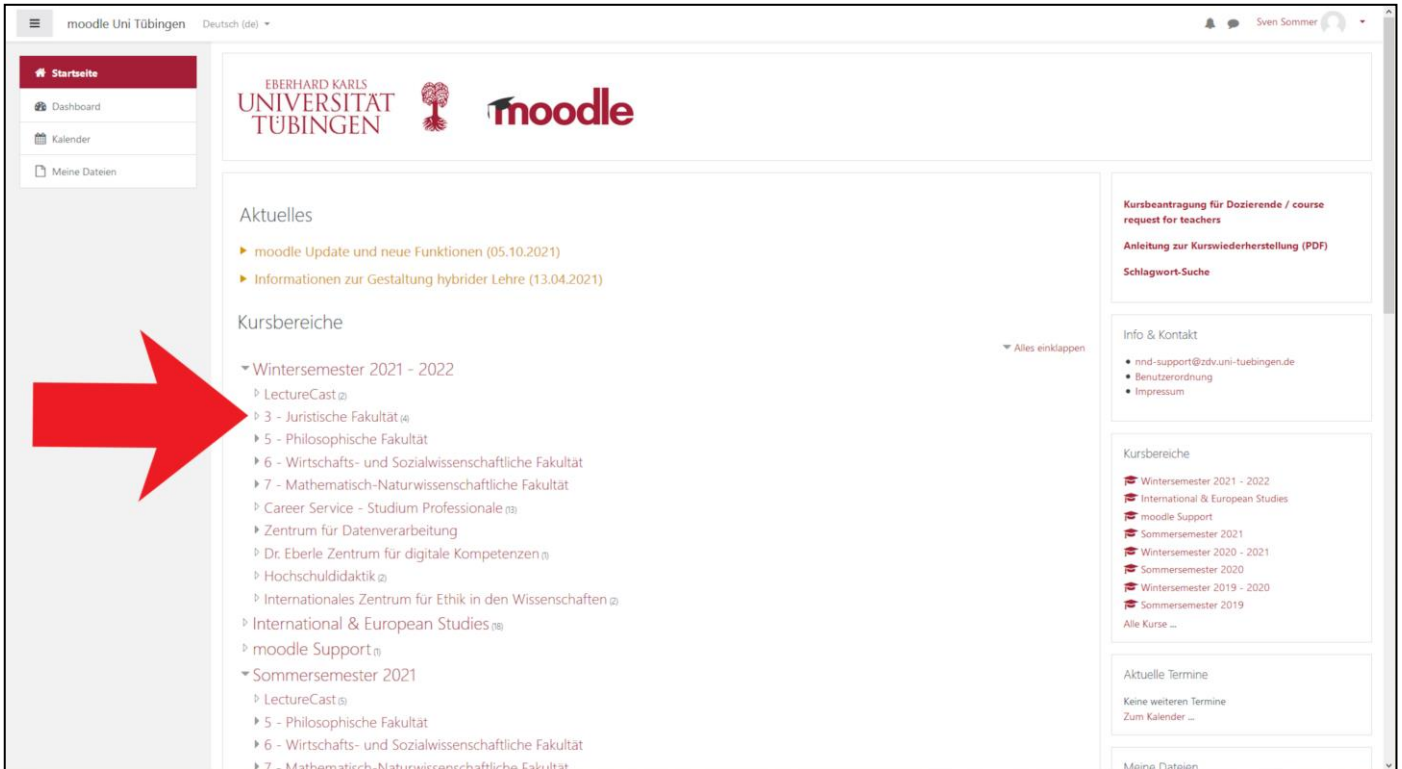
Step 4

Log in with your Login-ID and your password.

The image shows the 'LOGIN @ UNI-TUEBINGEN' page. It features the university logo and the text 'Shibboleth - Identity Provider'. A message states: 'Dies ist die zentrale Anmeldeseite für das Single Sign-On der Universität Tübingen.' Below this, it says: 'Der Dienst ZDV moodle hat angefordert, dass Sie sich über Ihr persönliches Benutzerkonto der Universität Tübingen anmelden.' There are two input fields: 'Login-ID' (containing 'zxy189') and 'Zentrales Passwort' (containing '*****'). To the right of the 'Login-ID' field are links for 'Passwort vergessen?', 'Hilfe benötigt?', and 'Nutzungsbedingungen'. Below the password field is a checkbox for 'Anmeldung nicht speichern' (checked) and another for 'Löschen der früheren Einwilligung zur Weitergabe Ihrer Informationen an diesen Dienst.' (unchecked). A red 'Anmelden' button is at the bottom. A 'Hinweise' section contains several paragraphs of text. At the very bottom, it says 'Powered by Shibboleth™' and '© Universität Tübingen | Stand 2.6.2017 (116) | Impressum | Kontakt'.

Step 5

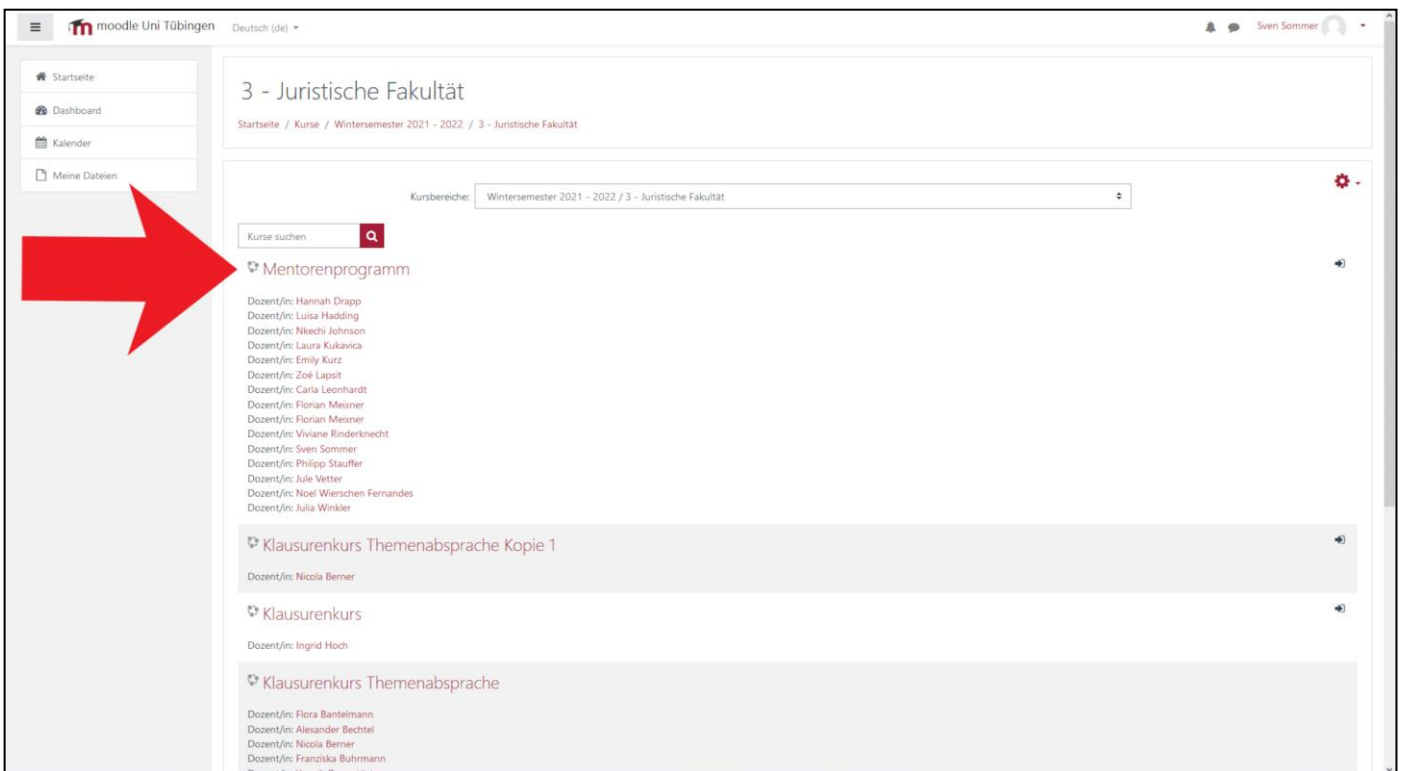
Click on „Juristische Fakultät“.



The screenshot shows the Moodle Uni Tübingen homepage. The left sidebar contains navigation links: Startseite, Dashboard, Kalender, and Meine Dateien. The main content area features the Eberhard Karls Universität Tübingen logo and the Moodle logo. Below the logos, there is a section for 'Aktuelles' with two news items. The 'Kursbereiche' section is expanded, showing a list of faculties and services. A red arrow points to the '3 - Juristische Fakultät' link. Other visible elements include 'Info & Kontakt' with contact information, a list of 'Kursbereiche' with semester options, and 'Aktuelle Termine'.

Step 6

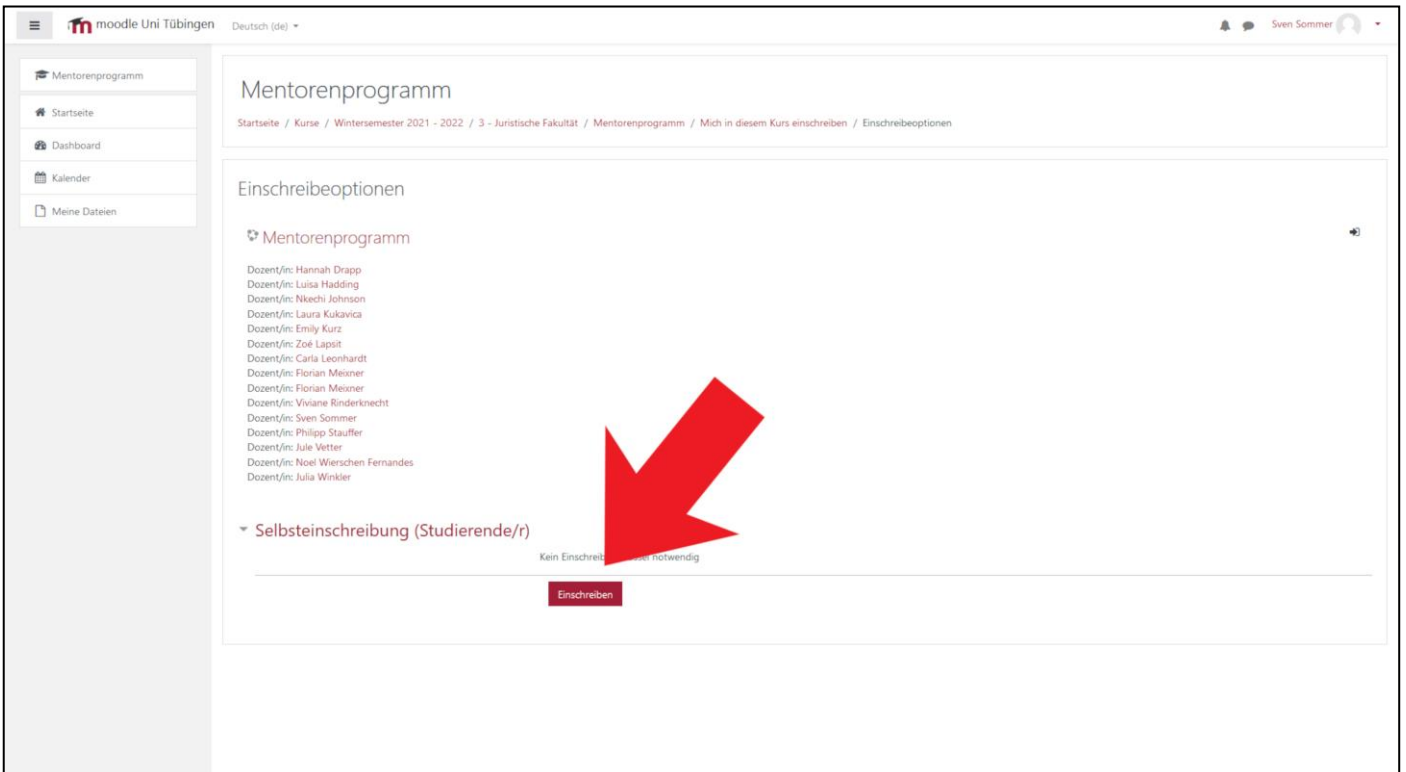
Click on „Mentorenprogramm“.



The screenshot shows the Moodle Uni Tübingen course page for '3 - Juristische Fakultät'. The left sidebar contains navigation links: Startseite, Dashboard, Kalender, and Meine Dateien. The main content area displays the course title and a search bar. A red arrow points to the 'Mentorenprogramm' course listing. Below the search bar, there is a list of courses with their respective instructors. The 'Mentorenprogramm' course is the first one listed.

Step 7

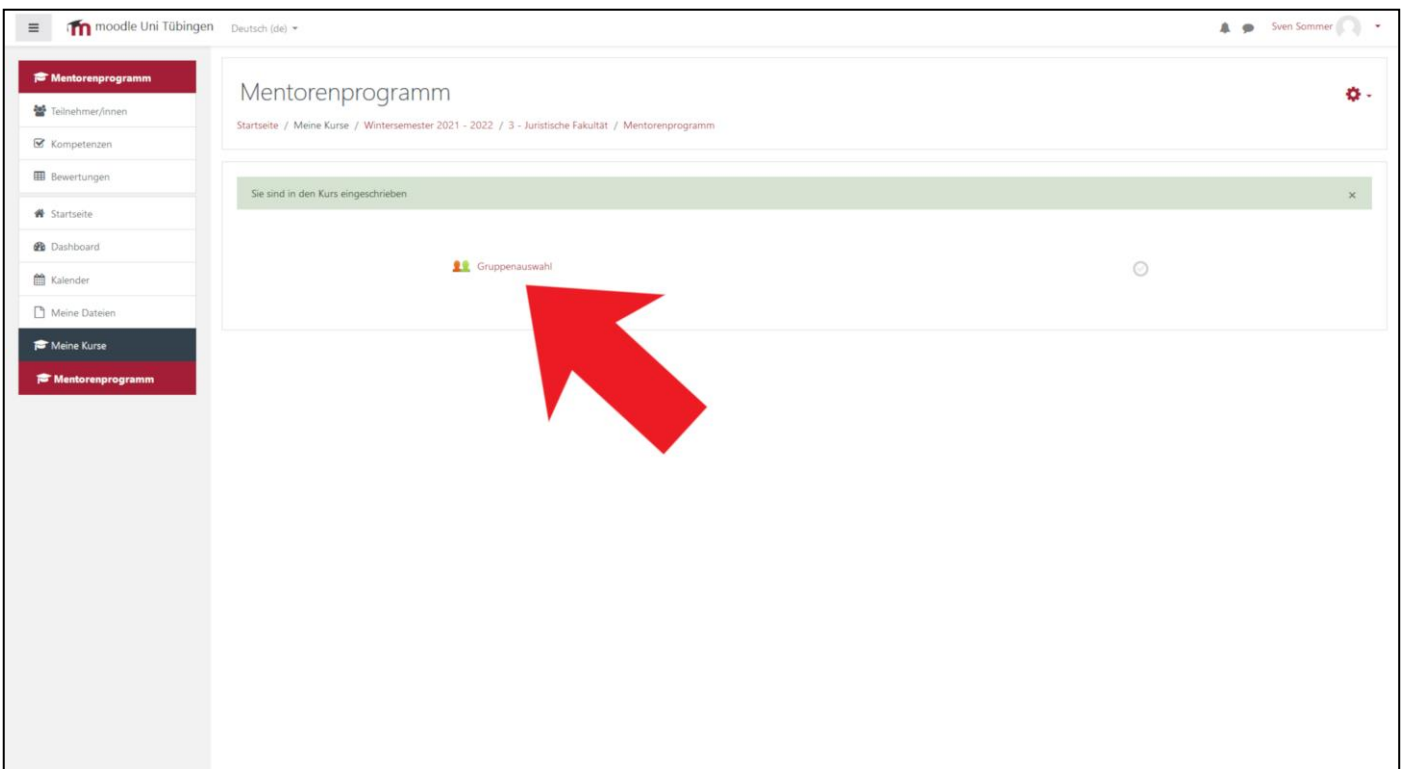
Click on „Einschreiben“.



The screenshot shows the Moodle course page for 'Mentorenprogramm'. The left sidebar contains navigation links: Mentorenprogramm, Startseite, Dashboard, Kalender, and Meine Dateien. The main content area is titled 'Mentorenprogramm' and includes a breadcrumb trail: Startseite / Kurse / Wintersemester 2021 - 2022 / 3 - Juristische Fakultät / Mentorenprogramm / Mich in diesem Kurs einschreiben / Einschreibeoptionen. Below the title, there is a section 'Einschreibeoptionen' for the 'Mentorenprogramm' course. It lists several lecturers (Dozent/innen) such as Hannah Drapp, Luisa Hadding, Nkechi Johnson, Laura Kakavica, Emily Kurz, Zoé Lapsit, Carla Leonhardt, Florian Meisner, Viviane Rinderknecht, Sven Sommer, Philipp Stauffer, Jule Vetter, Noel Wierschen Fernandes, and Julia Winkler. A red arrow points to the 'Einschreiben' button in the 'Selbsteinschreibung (Studierende/r)' section, which has the text 'Kein Einschreibewort notwendig' above it.

Step 8

Click on „Gruppenauswahl“

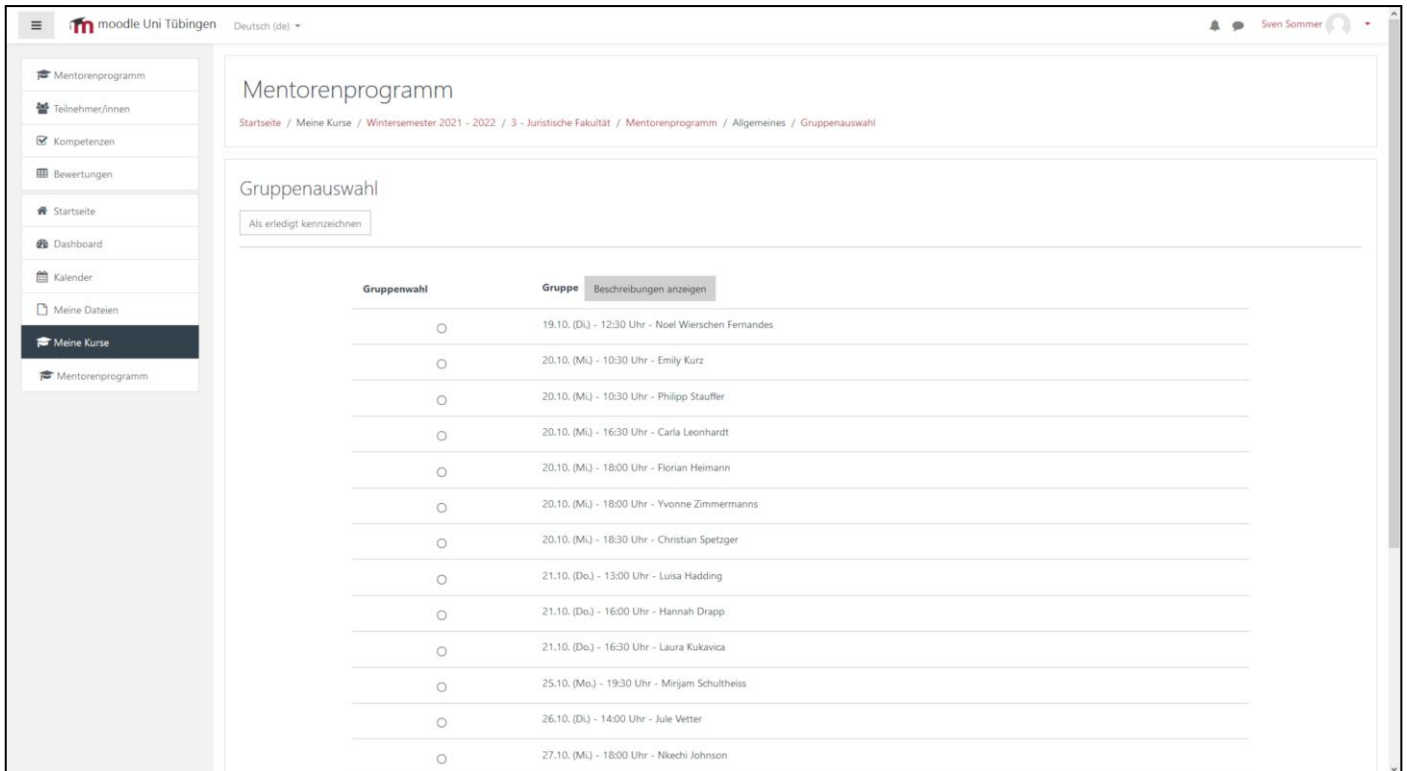


The screenshot shows the Moodle course page for 'Mentorenprogramm' after enrollment. The left sidebar now includes 'Meine Kurse' and 'Mentorenprogramm'. The main content area shows a confirmation message: 'Sie sind in den Kurs eingeschrieben'. Below this, there is a section titled 'Gruppenauswahl' with a red arrow pointing to it. The breadcrumb trail is: Startseite / Meine Kurse / Wintersemester 2021 - 2022 / 3 - Juristische Fakultät / Mentorenprogramm.

Step 9

For choosing a group please click on the circle next to it. After that you have to click on „Meine Wahl speichern.“ on the bottom of the page. If you click on „Beschreibungen anzeigen“ on top the page you can see the place for the first meeting with your mentor. Also, there can be other information.

You can only choose on group. Each group is limited to 5 participants. If a group is full, please choose the group „*For international students: If all groups should be taken, please choose this group*“. We will organize more groups and inform you when there are new ones.



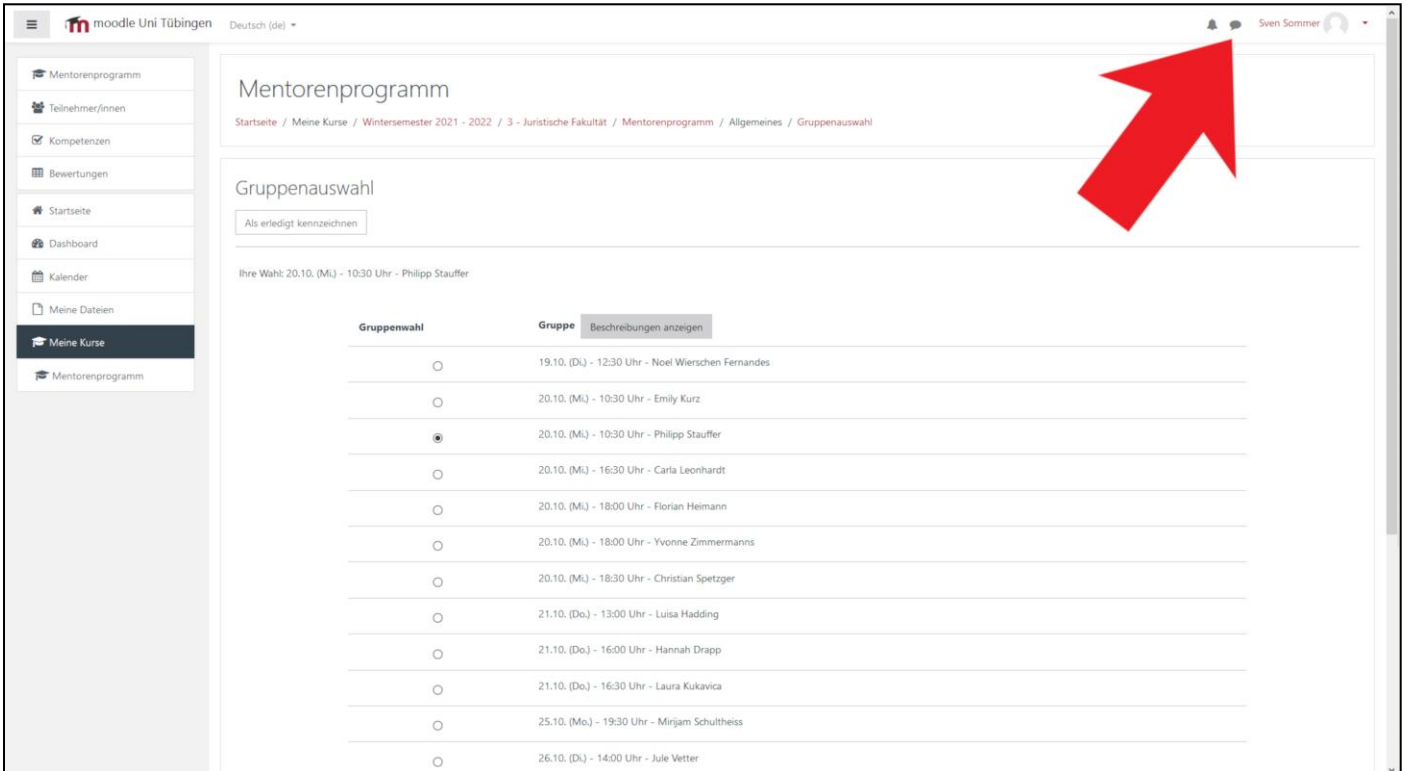
The screenshot shows the Moodle interface for the 'Mentorenprogramm' (Mentorship Program). The page title is 'Mentorenprogramm' and the breadcrumb trail is 'Startseite / Meine Kurse / Wintersemester 2021 - 2022 / 3 - Juristische Fakultät / Mentorenprogramm / Allgemeines / Gruppenauswahl'. The main heading is 'Gruppenauswahl' with a button 'Als erledigt kennzeichnen'. Below this is a table of available groups, each with a radio button for selection. A button 'Beschreibungen anzeigen' is located above the table.

Gruppenwahl	Gruppe
<input type="radio"/>	19.10. (Di) - 12:30 Uhr - Noel Wierschen Fernandes
<input type="radio"/>	20.10. (Mi) - 10:30 Uhr - Emily Kurz
<input type="radio"/>	20.10. (Mi) - 10:30 Uhr - Philipp Stauffer
<input type="radio"/>	20.10. (Mi) - 16:30 Uhr - Carla Leonhardt
<input type="radio"/>	20.10. (Mi) - 18:00 Uhr - Florian Heimann
<input type="radio"/>	20.10. (Mi) - 18:00 Uhr - Yvonne Zimmermanns
<input type="radio"/>	20.10. (Mi) - 18:30 Uhr - Christian Spetzger
<input type="radio"/>	21.10. (Do) - 13:00 Uhr - Luisa Hadding
<input type="radio"/>	21.10. (Do) - 16:00 Uhr - Hannah Drapp
<input type="radio"/>	21.10. (Do) - 16:30 Uhr - Laura Kukavica
<input type="radio"/>	25.10. (Mo) - 19:30 Uhr - Mirjam Schultheiss
<input type="radio"/>	26.10. (Di) - 14:00 Uhr - Jule Vetter
<input type="radio"/>	27.10. (Mi) - 18:00 Uhr - Nkechi Johnson

B. Communication

Step 1

Please click on the speech bubble on the top right corner right next to your name. (You have be logged in to do so.)



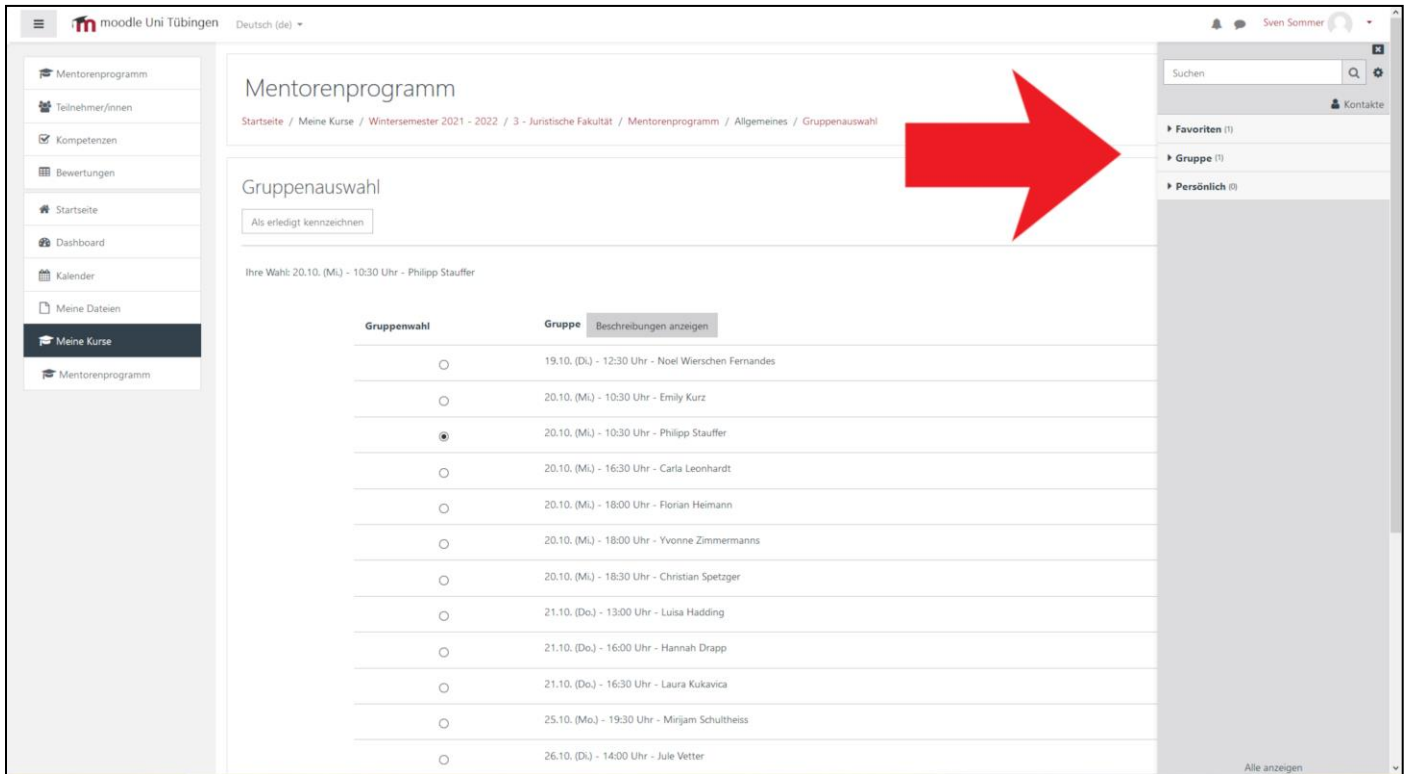
The screenshot shows the Moodle Uni Tübingen interface. The top right corner displays the user's name 'Sven Sommer' next to a speech bubble icon. A large red arrow points to this icon. The main content area is titled 'Mentorenprogramm' and 'Gruppenauswahl'. Below the title, there is a search bar and a list of groups for selection. The selected group is '20.10. (Mi.) - 10:30 Uhr - Philipp Stauffer'.

Gruppenwahl	Gruppe	Beschreibungen anzeigen
<input type="radio"/>	19.10. (Di.) - 12:30 Uhr - Noel Wierschen Fernandes	
<input type="radio"/>	20.10. (Mi.) - 10:30 Uhr - Emily Kurz	
<input checked="" type="radio"/>	20.10. (Mi.) - 10:30 Uhr - Philipp Stauffer	
<input type="radio"/>	20.10. (Mi.) - 16:30 Uhr - Carla Leonhardt	
<input type="radio"/>	20.10. (Mi.) - 18:00 Uhr - Florian Heimann	
<input type="radio"/>	20.10. (Mi.) - 18:00 Uhr - Yvonne Zimmermanns	
<input type="radio"/>	20.10. (Mi.) - 18:30 Uhr - Christian Spetzger	
<input type="radio"/>	21.10. (Do.) - 13:00 Uhr - Luisa Hadding	
<input type="radio"/>	21.10. (Do.) - 16:00 Uhr - Hannah Drapp	
<input type="radio"/>	21.10. (Do.) - 16:30 Uhr - Laura Kukavica	
<input type="radio"/>	25.10. (Mo.) - 19:30 Uhr - Mirjam Schultheiss	
<input type="radio"/>	26.10. (Di.) - 14:00 Uhr - Jule Vetter	

Step 2

After clicking on the speech bubble you will see a new window for chatting. To text a certain person (for example your mentor) please click on „Suchen“ and insert the name. (The program starts searching as soon as you hit the „enter“ key.)

If you have already chosen a group, you can also communicate with all of the participants of your group at once. Please click on „Gruppe“ and then on your group to do so.



The screenshot shows the Moodle interface for the 'Mentorenprogramm'. The main content area displays a 'Gruppenauswahl' (Group Selection) table with columns for 'Gruppenwahl' and 'Gruppe'. A red arrow points from the 'Gruppe' column to the chat sidebar on the right. The sidebar contains a search bar labeled 'Suchen', a 'Kontakte' button, and a list of chat options: 'Favoriten (1)', 'Gruppe (1)', and 'Persönlich (8)'. The 'Gruppe (1)' option is highlighted, indicating the selected group.

Gruppenwahl	Gruppe	Beschreibungen anzeigen
<input type="radio"/>	19.10. (Di.) - 12:30 Uhr - Noel Wierschen Fernandes	
<input type="radio"/>	20.10. (Mi.) - 10:30 Uhr - Emily Kurz	
<input checked="" type="radio"/>	20.10. (Mi.) - 10:30 Uhr - Philipp Stauffer	
<input type="radio"/>	20.10. (Mi.) - 16:30 Uhr - Carla Leonhardt	
<input type="radio"/>	20.10. (Mi.) - 18:00 Uhr - Florian Heimann	
<input type="radio"/>	20.10. (Mi.) - 18:00 Uhr - Yvonne Zimmermanns	
<input type="radio"/>	20.10. (Mi.) - 18:30 Uhr - Christian Spetzger	
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<input type="radio"/>	21.10. (Do.) - 16:30 Uhr - Laura Kukavica	
<input type="radio"/>	25.10. (Mo.) - 19:30 Uhr - Mirjam Schultheiss	
<input type="radio"/>	26.10. (Di.) - 14:00 Uhr - Jule Vetter	