Tips for the first semester
Student portal SPUR
Course catalog LSF
E-learning platform GRIPS

spur@ur.de
Verwaltungs-EDV
Your computer center (RZ) account: access to the UR systems

• Generally, you log into UR systems using the computer center (RZ) account which you received on matriculation, *NOT* the account you used to apply for admission.

• This also provides you access to your university email account and 1 GB storage space on the G drive.

• **W-LAN connection to eduroam** is available for registered devices on the campus and in the student residences.

• Please remember that the password must be regularly changed (you will receive information by email). It is better to deactivate automatic connection of mobile devices. When a password expires, and a device tries continually to connect with the old password, it can lead to the account being blocked.

• If you have problems with the RZ account, please contact our [information stand](#) at the computer center.
Student portal SPUR

• Access the student portal at spur.uni-regensburg.de or under the link SPUR on the left of the Uni Regensburg start page

• Log in with your RZ account

• SPUR gives you access to all the systems you need to access centrally, generally with single-sign-on (i.e. you will not need to log in again)

• You can find further information in the portlet Inhalte des Studierendenportals: Was ist was?

• The portlet also offers further useful links and information: printer account, bus and train connections, UR Walking (tool to help you navigate on campus) etc.

• It is particularly important to check your student email account regularly!
LSF: course catalog and registration

• Access LSF via the link *Course Catalog* on the left of the Uni Regensburg start page or in SPUR via the menu point LSF or

• LSF contains the *course catalog* and details the courses’ times, rooms and teaching staff

• Additionally, most *registration for courses* takes place using LSF. Please note: when there is no information on online registration, you can simply take part in the course directly.

• The course catalog of the following semester is always published at the latest in the penultimate teaching week of the current semester.

• **Special case: summer semester 2020.**
  Initially, due to the corona situation, teaching will NOT take place in the classroom. For access to the digital teaching on offer, please see the further details given under the relevant course, or contact the relevant member of the teaching staff.
LSF: course catalog

Headline:
Change semester or change display to English

Please note, if no English details are available, the German text will be shown.

Courses → Course catalog
• Organized according to faculty or other units offering courses
• Helpful tip to start you off:
  • Practical tips for students (tips on using LSF)
  • Courses taught in English
  • Recommendations for teaching students in their first semester
  • Otherwise, navigate to the subjects you want via the faculties
LSF: Ways to get to the courses you want

**Module** → **Browse module descriptions** → navigate through course programs
- go back via breadcrumb navigation:

```plaintext
>> Oberste Ebene >> Module für Abschluss Bachelor of Science >> Fach Chemie >> Bachelor of Science - Chemie - ab WS 10/11
```

Open the details of the course by clicking on "i"

**Courses** → **Course Catalog** → navigate
**Courses** → **Search for courses / or lectures**

**Contents:**
- *Basic information*: Title, hours per week in term, online registration
- *Dates/Times*: generally only one entry, sometimes split into several parallel groups (you only needs to take part in one).
  - Click on the *room* to get a link to the map;
  - click on a *lecturer* to get their contact data
- *Note the content description and module assignment*
- *Information and links to the digital courses*
LSF: Registering online - main registration phase for courses with limited places

Introduction to English Linguistics II: English in Use - Single View

- It is not important exactly when you register during the registration phase.
- For courses with several parallel groups, *give all the times you can attend a priority*, to increase your chance of getting a place.

- Places are awarded when the registration phase ends, using random lots taking into account the priorities set.
- **My functions → My courses:** Overview of your current registrations and their statuses. If you see accepted, you have been accepted on the course.
LSF: Online registration - allocation of the remaining places for courses with limited places

Following the main registration phase, there is often a phase in which the remaining places are allocated:

Here, the rule is first come, first served!

• Please be fair and cancel if you receive a place you do not need, so that the place becomes free and can be given to someone else
• You are accepted for the course directly upon registering for it
• Sometimes, if a course is full, a waiting list is set up. In this case, if someone cancels, then the next person on the list is given the place automatically

First course meeting

• Make sure to turn up for the first meeting (online) for all the courses you have been accepted in, or, if this is not possible, contact the lecturer.
• Even if you have not received a place, you can try coming to the first meeting or asking the lecturer. Places that have been allocated to participants who do not turn up can be reallocated to someone else.
• The general rule is: check your student email regularly!
LSF: Online registration - immediate acceptance for courses without a limit on places

Online registration is also often carried out for courses that do not have a limit on the number of places:

- Here, registration leads directly to being accepted for the course, there is *no* limit on places
- Should you not want to take part, you can also unregister during this phase
- Lecturers can create lists of participants from the registrations to communicate with the students
- The general rule is: check your student email regularly!
**LSF: Timetable**

**My functions - Timetable**
- All courses you register for online, and have not been rejected for, are placed on your timetable automatically.
- You can tick courses without online registration and place them in your timetable. Don't forget to ![Save timetable]!
GRIPS: Uni Regensburg's central e-learning platform

- Access GRIP via the link on the left of the Uni Regensburg start page or in SPUR via the navigation option GRIPS or 📚
- Should your lecturer use it, you will find accompanying materials and a range of other learning activities on GRIPS
- Our info stand provides you support
- **Special case for summer 2020**
  Due to the corona situation, it may be that your courses take place completely digitally. Generally, this will be via GRIPS
GRIPS: Login

- You also use your RZ account to log into GRIPS:

- Now we will describe how to find your course in GRIPS
GRIPS: Finding your course - Case 1: the lecturer has already enrolled you in the course

- Should the lecturer have already enrolled you in the course, you can find the course directly in "My courses (dashboard)"

- You will find all the courses you are enrolled in on the dashboard.
- You can see the block "My courses" which you can lay out as you want, placing courses in categories you create (for example according to semester). Below, you see the list of your courses, ordered according to when you last accessed them.
- To delete a course, you need to unregister as a participant for the course within the course itself.
GRIPS: Finding your course - Case 2a: looking for my course - via category

- Viewing by category can help you to find the courses you want on GRIPS
- You can find all the faculties, other organizational units and partners of Uni Regensburg on the GRIPS start page
- You can also click through the categories here until you have found your course.
- To help you find your way, you can always see what is called the breadcrumb trail at the top, which, unlike Hansel and Gretel from the fairytale, you can use to go back to where you were before:
GRIPS: Finding your course - Case 2b: looking for my course - GRIPS course search function

- You can also search for your course in the search field (at the top)
- This function searches through
  - course titles
  - names of categories
  - lecturer names
  - course numbers
  - and more

- Tip: It is helpful to search for the name of your lecturer. When you click on the lecturer you have found, you are shown a list of the courses he or she is currently offering.
GRIPS: Enroll in a GRIPS course

- Clicking on a course opens it
- Then, depending on how the lecturer has configured the course, you can enroll as a participant.

**Enroll option A**: no key for enrollment. Simply click on "enroll" to enter the course.

**Enroll option B**: you need an enrollment key. The LECTURER has set a key which you need to enter here to enroll in the course. If in doubt, ask the lecturer directly.
GRIPS: Finished. You are in the course

- If your enrollment in the course has been successful, you are registered as a participant and the course will be shown in the area "My courses".
- The materials and activities within the course are provided by the lecturer.
We wish you success in your studies!

We are happy to help if you have any technical questions regarding the systems:

Questions on SPUR should be sent to spur@ur.de
Questions on LSF should be sent to lsf.support@ur.de
Questions on GRIPS should be sent to our info stand

For questions on content and organization of the courses, please contact the lecturers directly.