

Table of Contents

1	Everything Important at a Glance	1
1.1	Information on Participants and Examination Methods	1
1.2	Organisational Notes	2
2	Stud.IP	3
2.1	What is Stud.IP?	3
2.2	How does Stud.IP work?.....	5
3	FlexNow	5
3.1	What is FlexNow?	6
3.2	How does FlexNow work?.....	6

1 Everything Important at a Glance

We would like to warmly welcome you as a lecturer at our department and wish you all the best for your course. This sheet contains several relevant pieces of information that will help you get familiar with formal aspects of teaching at our department.

1.1 Information on Participants and Examination Methods

Participant Lists and Entering Marks

You obtain your attendance lists via the central examination administration system FlexNow (see chapter 3). FlexNow is also where you will enter your students' marks after the seminar.

Term Dates

The current term dates including the Christmas break during winter term are available at: <https://www.uni-giessen.de/international-pages/termdates>

Cancelling Sessions

If individual sessions of a course have to be cancelled, you have to offer a make-up session and need to document this in a specific document at the end of the term.

Information on Study Courses / Study Regulations

General information on different study courses can be found at the respective Justus Liebig University webpages. An overview of all study courses available at the department of sociology, including links to their respective study regulations, is available at: https://www.uni-giessen.de/faculties/f03/departments/soziologie/study/index_html

Below, you may find the direct link to all of the legally binding regulations at JLU (in German):
<http://www.uni-giessen.de/mug>

Examination Offices

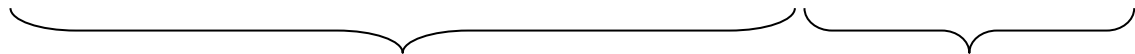
On the webpage of the department of sociology, there is an overview (in German) of all the examination offices that are responsible for the different study courses:
<https://www.uni-giessen.de/fbz/fb03/institute/ifs/studium/pruefamt>

Obtaining Credits, Grading Scales, and Handing in Term Papers

There are different options for obtaining credits. The choice of examination method depends on the students' study course and specific module which the course is part of. This is why we ask you to look up specific information on this topic from the module plan in the abovementioned study regulations.

Most study courses are graded using the 15 points system:

15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0
1+	1	1-	2+	2	2-	3+	3	3-	4+	4	4-	5+	5	5-	6



Pass

No pass

Since winter term 13/14 the department of sociology has an attendance policy according to which students have to attend a minimum of 51 per cent of all sessions in order to qualify for the final examination and, subsequently, for passing the course.

The deadlines for handing in papers depend on the term dates. For winter terms the date is March 31, and for summer terms it is September 30.

Term papers can be handed in directly to the lecturer, at the associated secretary's office, via mail (in which case the postal stamp counts as date of handing in), or by dropping it in the "term paper mail box" (Hausarbeiten-Briefkasten) at the department of sociology. (To meet the deadline, though, it is sufficient for students to send their term paper to the lecturer via email in time.)

1.2 Organisational Notes

Room Planning

Kathrin Graulich (seminarraumplanung@dekanat.fb03.uni-giessen.de) is responsible for the room planning in the B and E buildings.

Access to Seminar Rooms / Equipment in the Rooms

During the terms the buildings on Philosophikum II are open Mondays to Fridays from 7 am to 8 pm, and during the semester break from Mondays to Fridays 7 am to 6 pm. Exiting any building past its closing time is possible via the emergency exits. If you are teaching a block

seminar, we ask you to borrow a key for the building entrance and to the seminar room **in advance**.

All of the lecture halls and seminar rooms in the E building are equipped with beamers (including a VGA cable) and a large blackboard. You can obtain chalk in any of the secretaries' offices within the building.

The rooms in the new seminar building in "Alter Steinbacher Weg" are equipped with beamers and whiteboards. However, for these rooms you have to bring your own VGA or HDMI cable as well as your own whiteboard markers.

The departmental library at Philosophikum II (F building) is open Mondays to Sundays from 8.30 am to 9 pm (except for holidays).

2 Stud.IP

Important: In order to use Stud.IP you need an account (with a "g-Kennung" and a password), which will automatically be sent to you by the HRZ after they have received your issuance writ.

2.1 What is Stud.IP?

Stud.IP (German: "Studienbegleitender Internetsupport von der Präsenzlehre"; English: study-accompanying internet support for university teaching) is a digital learning and communication platform designed as a means of supporting university teaching.

Participant Lists

(Depending on the lecturer's wishes) participants may register for their courses on Stud.IP. **However, registering for a course on Stud.IP is NOT the same as the official registration via FlexNow.**

Schedule

In this tab, lecturers can enter the course syllabus along with information on data and required readings for the respective sessions.

Virtual Data Folders

It is possible to create a data folder for every single session, where, for example, people can up-/download required reading material. Furthermore, you may create folders where students can upload their tests, minutes, PowerPoint presentations, without the option for other students to download this material. A more detailed instruction on how to set access permissions like that is available here (in German):

<http://docs.studip.de/help/2.0/de/jlug/Basis/DateienZugriffsrechte#hausaufgaben>

Please pay attention to copyright issues when uploading a text. An instruction on which texts can be uploaded on Stud.IP under which conditions is available here (in German):

<http://www.uni-giessen.de/ub/lernort-ausstattung/semesterapparate/urhwissg>

Info sheet for lecturers
Department of Sociology
Karl-Glöckner-Str. 21 E, 35394 Giessen

Circular E-mail for Sending Emails via Mailing Lists

Using this function, you can send a message to every student who has registered for your course on Stud.IP.

Information on Office Hours, Rooms, Contact Data etc.

This function allows you to announce your office hours on Stud.IP. Students then have the option of registering for an appointment via the platform. You also have the option of announcing “open” office hours for which a prior registration is not necessary.

→ Please remember to list your contact information and your affiliated secretary’s office (if there is one).

Discussion Message Boards

Students and lecturers can create message board threads on any topic. To enable this, in any given course on Stud.IP, select the tab “Forum”. As a lecturer, this is where you may activate the message board function for your students.

Questionnaires and Tests

There is a built-in function to create surveys and tests that students can go through via Stud.IP.

News and Session Date Management

Lecturers as well as other authorised users can post news and notations on Stud.IP courses which are visible for all participants. They can also manage the course session dates.

Evaluations

You can create custom evaluations or use prefabricated ones.

Access Permission to Available Courses

Stud.IP allows you to announce the starting and final date of your course. Furthermore, you can also determine the settings and regulations for access to the course via this function.

Wikis

By creating a wiki, you can give students the option to post texts or other material that they collaboratively work on.

Course Chat Rooms

The chat function can be used to chat with individuals or groups. This tool is particularly interesting for presentation groups.

(Source: <http://www.studip.de/info/funktionsuebersicht/>, last accessed: February 17, 2014)

2.2 How does Stud.IP work?

After you log in, you are transported to the Stud.IP start page where you get an overview of the platform's different functions ("My courses", "My profile", etc. along with the lightly coloured symbol tabs "Start", "Courses", "Messages" etc.)

If you click on "My courses" you can view and edit your courses. The following paragraphs elaborate on some essential settings and functions:

To allow students access to a course, you first have to unlock the admission (select the course, click on the "Administration" tab, select the button "Access permissions". Here you have the options to select "No Restriction", "Lottery", "Chronological", or "Locked" and to save the changes by clicking on "Change admission"). **Please bear in mind that copyright protected texts can only be uploaded in courses with restricted admission.** Further information on this as well as elaborations on which texts you can make available to students under which conditions is available here (in German):

<http://www.uni-giessen.de/ub/lernort-ausstattung/semesterapparate/urhwissg>

Clicking on the "Participants" tab reveals all students who have registered for your course on Stud.IP. On the right side of the screen you can find the "Action" column. Clicking the envelope symbol directly above this gives you the option to "send message with mail forwarding to all Students".

The "Data" tab is where you (as well as the participants of your course) have the option to up- and download data. You can, for example, click on a folder in folder view and fill it with all of the required reading material. Furthermore, you also have the option of creating specific folders, e.g. for minutes or presentations.

To edit your profile, select the tab "Profile" in the upper right corner of the screen. There you have the option to visit and edit your Stud.IP-profile.

In order to view the messages that you have sent and received on Stud.IP, click on the envelope symbol in the lightly coloured upper bar.

Do not forget to log out after using stud.IP!

Important: There is no automatic matching between the participant lists of Stud.IP and FlexNow!

3 FlexNow

Important: To use FlexNow, you need proper login data, which you can get from Kathrin Graulich (Room 012a; Kathrin.Graulich@sowi.uni-giessen.de) or directly apply for via flexnow@uni-giessen.de.

3.1 What is FlexNow?

FlexNow is a digital examination administration system. It is used to handle students' binding registration and deregistration to courses and exams. Lecturers also use FlexNow to enter the grades of their course participants.

3.2 How does FlexNow work?

Participant Lists

After logging in, you are transported to the start page of FlexNow. There, click on "Dozentenportal (neuer Zugang)" (Lecturer portal [new access]). If you want information on the number of participants in your course, on the left-hand side, click on "Teilnehmerlisten" (participants list) and then on "Veranstaltungen" (courses). Then select the specific term and course and click on "Teilnehmer laden" (load participants). The browser window should now show you the participants of your course. If you click on the tab "Teilnehmerliste mit Namen" (participants list with names), you can print this list as a .pdf ("Liste zum Drucken anzeigen" [show print version of list]) or download it as an Excel spreadsheet ("Export als CSV" [export as .csv]). You can also decide whether to sort the list by name or matriculation number (the latter being the default setting).

Entering Grades

At the end of the term, when you want to enter the grades of your students, first bring up the participants on FlexNow. The list view of "flexed in" students features an option in the row "Note" (grade) where you can enter the respective grade for each person. If you do not give grades (e.g. because your course is ungraded) or if you have to add a necessary supplementary note to the grade (e.g. "Bestanden durch Ausgleichsprüfung" [passed after resit]), you can click on the row „Prfbem“ (comment on exam) and choose between different categories ("Ohne" [none], "Bestanden" [passed], "Nicht-Bestanden" [not passed] etc.) there.

→ *Important: Remember to save after every change you make!!!*

Once you have entered all grades, click on the tab "Teilnehmerliste mit Namen" (participant list with names) in the upper area of the page, change it to "Ergebnisaushang anonym" (anonymous notice sheet for grades), and select "drucken" (print). After signing it, you may then put it up.

Now, click on the page you just edited, again select "Teilnehmerliste mit Namen" (participants list with names), and change it to "Meldung der Ereignisse an das Prüfungsamt" (transmission of results to examination office). This creates a document that you can print as a .pdf. The papers thus printed have to be signed by you and handed in to the examination office (Prüfungsamt).

→ *Important: Please only transmit grades to the examination office once you have entered ALL grades (including those of students who had to take a re-sit), because after that editing is only possible to a limited extent.*

Contact:

<https://flexnow.uni-giessen.de>

Info sheet for lecturers
Department of Sociology
Karl-Glöckner-Str. 21 E, 35394 Giessen

E-Mail: flexnow@uni-giessen.de Tel.: +49 641 99 12128