



# Learnweb Tutorial for MA Students in Social Anthropology

Quick-Start: How to access Learnweb and enrolling in courses

## Learnweb Quick-Start – Accessing Learnweb

You can reach the Learnweb at the following address: <https://sso.uni-muenster.de/learnWeb/>  
There you can log in with your ZIV ID. The Learnweb start page then opens.

### 1. Searching & enrolling in a course

To search for a course, type in the course code and click on the search button. A list of results will appear. Select the course you wish to enrol in. A page will appear titled **“Enrolment Options”**. To enrol, scroll to the bottom and enter the “enrolment key” which the course instructor will have provided (see figure 2 below).

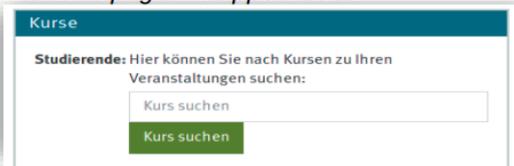


Figure 1

Each Learnweb “course” belongs to one of the courses for which you must have registered separately for on QISPOS. Please note that enrolment in a course on Learnweb is no substitute for the QISPOS registration. Learnweb courses contain learning materials as well as opportunities for communication and interaction.

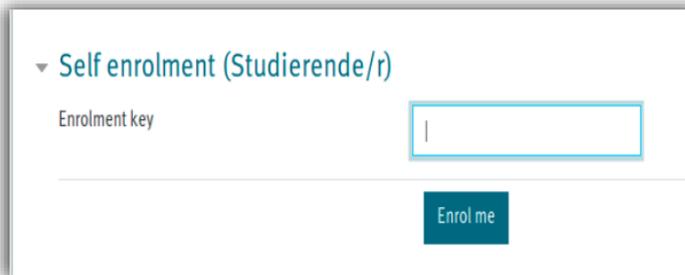


Figure 2

### a) Navigating through your courses

Once enrolled, you can now access your different courses through the tab “My Courses” at the top left-hand side of the page. Clicking on this tab reveals a drop-down menu, which will display the various academic semester for which you have registered. Clicking on the current semester (e.g. WT 2020/21) will provide a list of courses for which you have enrolled (see figure3).

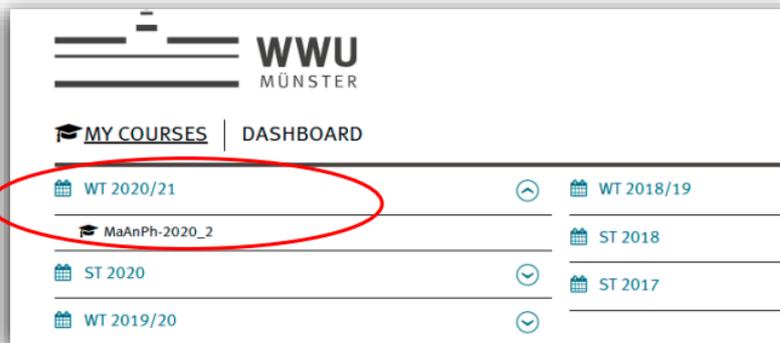


Figure 3

b) A quick overview of the Learnweb layout:

Please take a moment now to familiarise yourself with the layout of the Learnweb course. On the right hand side, you will find different boxes that allow you to "Search forums" or to inform you of the "Latest announcements" and "Upcoming events" amongst other things (see figure 4).

Now scroll up to the top of the page and select "**This Course**" from the main menu. This will reveal an additional drop-down menu, which will show you the various functions that the course instructor has decided to include (e.g. a list of the "**Participants**" or a link to the various "**Resources**" made available. (see figure 5 below)

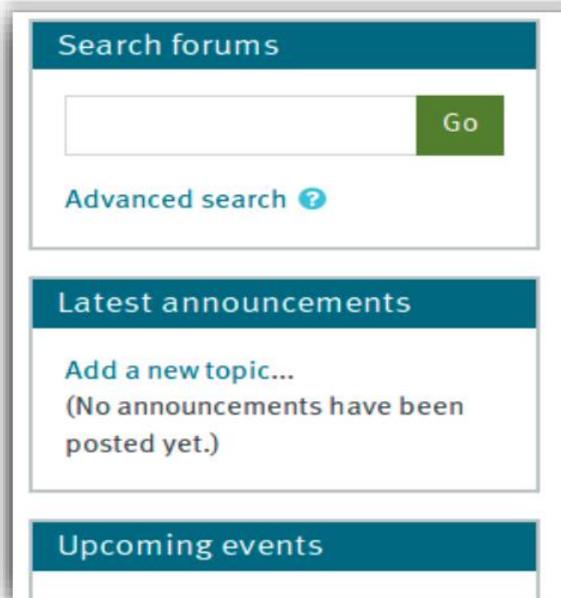


Figure 4

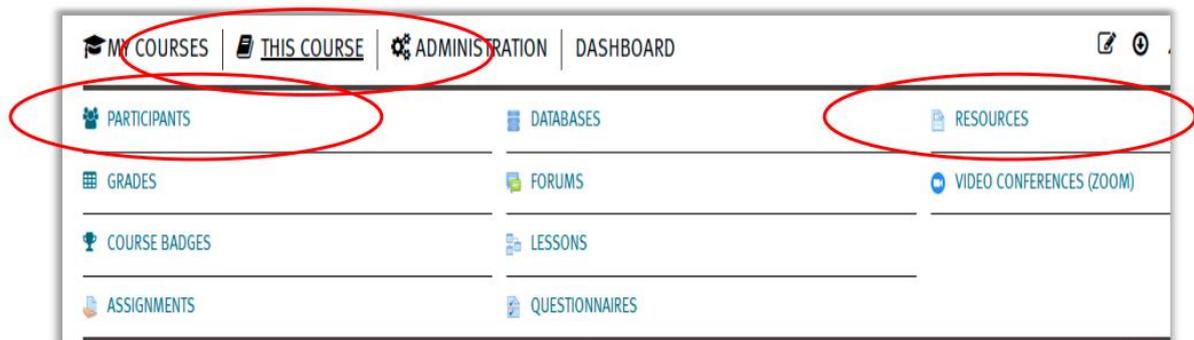


Figure 5

To access your messages, forum posts, the help section or to adjust your settings, scroll to the top right-hand corner of the screen underneath the Learnweb logo and click on your username. This will reveal another drop-down menu (see figure 6).

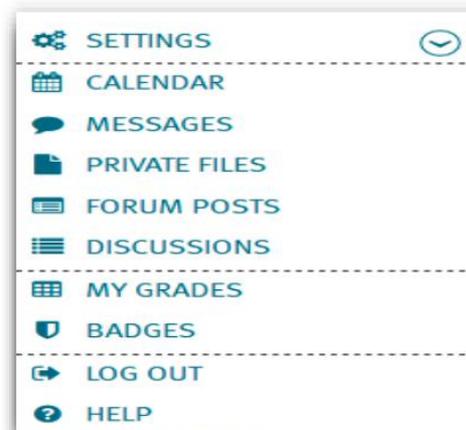


Figure 6

*You can also access your messages or write and send a new message by clicking on the chat icon next to your username.*



Figure 7

Further assistance:

If you have further questions, you can always get in touch with the institute's secretariat or if it is technical assistance you are after (e.g. password related), then you can always reach out to the university's support services via email or telephone as listed below. Their hours are listed on Learnweb's main page.

## KONTAKT

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ZHLdigital: Support

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