

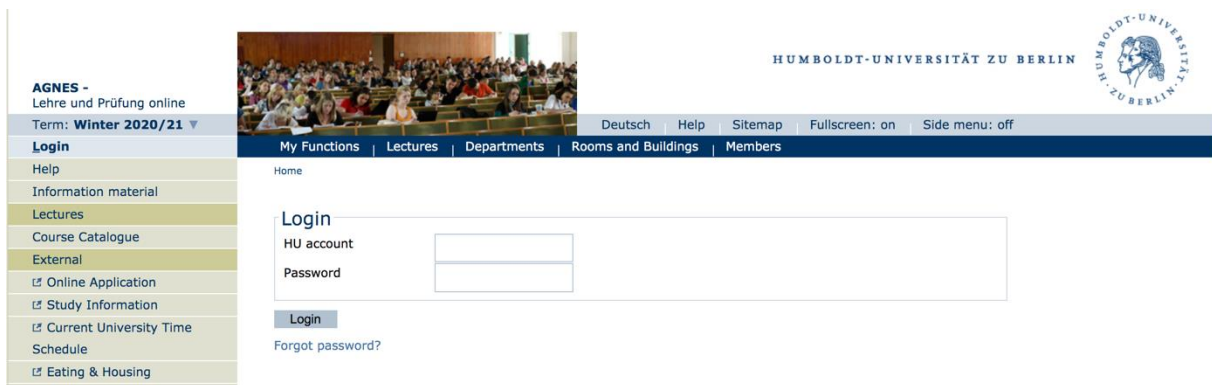
Working with the Online Course Catalogue, AGNES

This leaflet explains the following steps for working with AGNES in your courses:

1. Access and Login
2. Viewing your course
3. Managing registrations and assigning places

1. Access and Login

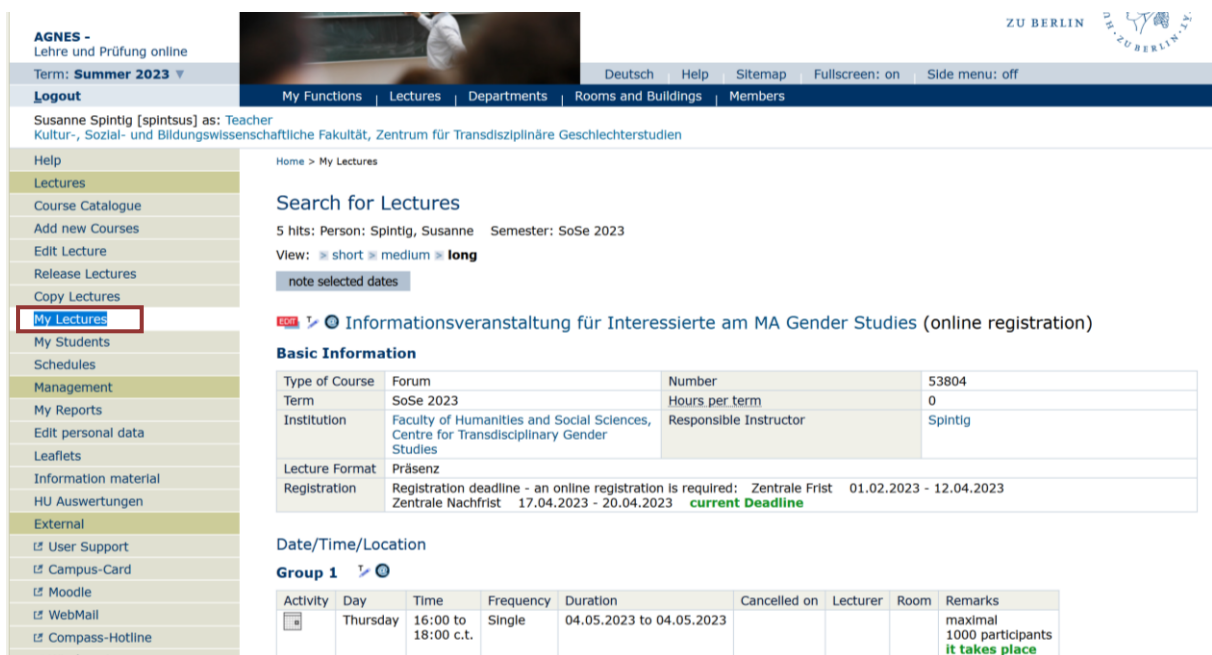
Log in at <http://agnes.hu-berlin.de> with your **HU account** and password.



2. Viewing your course

We enter your course in AGNES and in the process assign it course number. You will be contacted in advance regarding outstanding course information.

Click on “my lectures” and check the information.



Type of Course	Forum	Number	53804
Term	SoSe 2023	Hours per term	0
Institution	Faculty of Humanities and Social Sciences, Centre for Transdisciplinary Gender Studies	Responsible Instructor	Spintig
Lecture Format	Präsenz		
Registration	Registration deadline - an online registration is required: Zentrale Frist 01.02.2023 - 12.04.2023 Zentrale Nachfrist 17.04.2023 - 20.04.2023 current Deadline		

Activity	Day	Time	Frequency	Duration	Cancelled on	Lecturer	Room	Remarks
	Thursday	16:00 to 18:00 c.t.	Single	04.05.2023 to 04.05.2023				maximal 1000 participants it takes place

3. Managing registrations and assigning places

Once you have logged in and found your course in AGNES, you will see various functions listed under the title. By clicking on "Assignment" you can manage the registrations.

The screenshot shows the course page with a sidebar on the left containing navigation options like 'Course Catalogue', 'Edit Courses', and 'Add new Courses'. The main content area displays the course title and a 'Functions' menu where 'Assignment' is highlighted. Below this, there is a 'Basic Information' section with a table of course details.

Basic Information	Value
Type of Course	Ringvorlesung
Term	WiSe 2020/21
Frequency	every second semester
Lecture Status	Freigegeben für Vorlesungsverzeichnis Freigegeben
Registration deadlines - An online registration is required	Zentrale Nachfrist 02.11.2020 - 05.11.2020 KSBF-Frist 28.09.2020 - 28.10.2020
Lecture Format	Digital

Below the basic information is a 'Date/Time/Location' section for 'Group 1' with a table of lecture slots:

Day	Time	Frequency	Duration	Room	Room-plan	Lecturer	Proc.	Remarks	Cancelled on	Max. participants
Mon.	12:00 till 14:00	weekly	09.11.2020 to 22.02.2021				It takes place			300

On the **Assignment** interface, you can view a list of the students under their matriculation number. Next to each student is a dropdown menu with the person's status.

Key: AN: registered; ZU: accepted; ST: cancelled; WL: waiting list

Here you can accept (ZU), reject (ST), or add a student to the waiting list (WL).

The screenshot shows the 'Assignment' interface with a 'Functions' menu where 'Assignment' is highlighted. Below this, there is a section for 'Record participants manually' with a matriculation number input field and a 'Record participants' button. The main part of the page is a table of students with their matriculation numbers and status dropdown menus.

Matriculation number	Status	Grades
1 430408	ZU	show
2 514459	ZU	show
3 525319	ZU	show

To view a list of students by name, send one or all of them an email, or download an Excel list of the students, you can click on the @ symbol next to **Functions**. To see more details of the students, such as their surname and field of study, you can select the **long page view**.

Assignment guidelines

The assignment of places should be carried out according to the regulations under § 90 ZSP-HU. If the assignment is automated by the AGNES team, the algorithm GABI ensures compliance with the allocation guidelines. Exceptions are cases of hardship, which, depending on the organization in the institution, are documented by the lecturers or institution administrators.

Automatic place assignment and manual changes

We recommend using the online registration via AGNES and setting a maximum number of participants, especially for courses where a high number of registrations is expected. Students are then subject to an enrollment deadline, which is displayed on the course page in AGNES.

After the enrollment deadline you have one more day to make manual changes to the list of registrations, the Thursday before the start of the lecture period. The following Friday the algorithm automatically allocates free places and on that day it is not possible to make any manual changes. From Friday to Sunday AGNES sends out automated emails to the students. You will receive a notification email including a participation list as soon as this process is done.

Overbooking a course

It is recommended that a slight oversubscription be made (e.g., 25 percent). Experience shows that not everyone who decides not to take the course will also unregister in AGNES, and not all registered people will actually participate regularly and actively.

If your course is heavily overbooked, the following points can provide guidance for the selection of participants. If necessary, these should be communicated to students in a timely manner:

- Experience has shown that there can be a relatively high turnover during the first two weeks. However, by the third week of lectures, instructors should have a binding list of participants.
- Students who cannot attend the first two weeks of lectures for compelling reasons should inform you.
- Students who decide to not attend the course should also deregister in AGNES so that the places can be reallocated to other students.
- In the manual allocation of additional places, priority is given to Gender Studies students, international guest students, and students with special burdens (e.g. family obligations even beyond the formal "hardship cases").