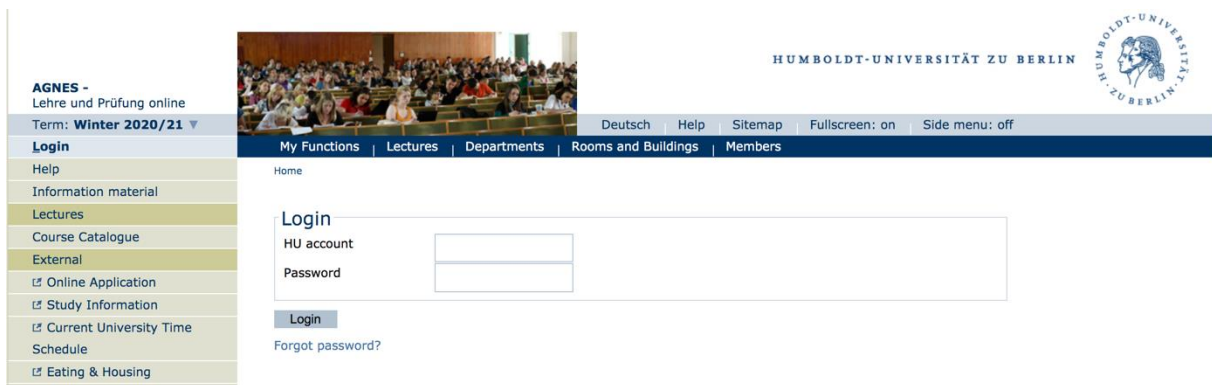# Working with the Online Course Catalogue, AGNES

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**

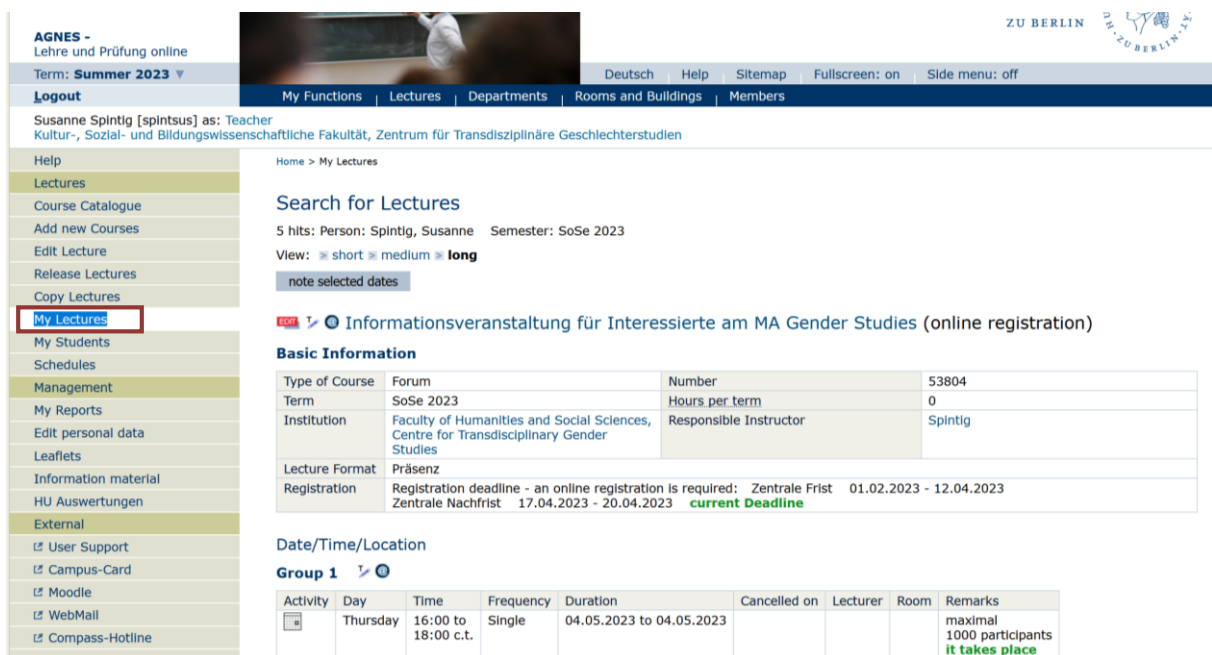## 1. Access and Login
Log in at http://agnes.hu-berlin.de with your **HU account** and password.

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.

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.

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). See below for information on how to choose which students to accept.

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**.

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 will have one more day to make manual changes to the list of registrations (the Thursday before the start of the lecture period). After that, from Friday to Sunday the algorithm will automatically allocate free places. During this period AGNES sends out automated emails to the students, informing them of whether they have a place on the course. The AGNES team asks that you to not make any manual changes during that time. You will receive a notification email as soon as the allocation is done.

During the first week of lectures, there is a grace period for your course during which students can apply for places that are still available or become available. During this time places can also be assigned manually. After the end of the grace period, any remaining places will be allocated by the algorithm.

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").