Step-by-step: How to use the course catalogue „LSF“ and the e-learning platform „Moodle“

Course catalogue LSF:
• How to log in and find courses (p.2-6)
• How to „read“ the course details (p.8)
• How to sign up for courses (p.9)
• How to view your weekly schedule (p.10)
• How to delete courses from your schedule (p.11-12)
• How to update your address and contact details (p. 13-14)

E-learning platform Moodle:
• How to log in (p.15)
• How to access course material and more functions(p.16)
LSF: Go to www.ash-berlin.eu and click on „Vorlesungsverzeichnis“ or open www.ash-berlin.eu/lsf directly:
You can access course dates and times without logging in.

If you wish to sign up or delete courses from your schedule, you need to log in with your ASH account. Your username is your 8-digit ASH student number (011_ _ _ _ _), your password consists of the first three letters of the town where you were born and your date of birth (ddmmyy), e.g. par310391 if you were born in Paris on 31st of March 1991.
• After logging in, you can access the course overview by clicking on „Veranstaltungen“ > „Veranstaltungs-/Vorlesungs-Verzeichnis“ > „Vorlesungsverzeichnis“. 
• Choose the study programme (e.g. „Soziale Arbeit“) or choose „Angebote für alle Studiengänge und Semester“ to access language courses (e.g. German, English, etc.).
• Choose the semester to access courses or, if you're only looking for English, Turkish or Spanish courses, choose „Angebot International Curriculum“.
• Choose a course to access the details (date, time, room, teacher, contents etc.). One course may be offered several times in up to 5 groups. You only need to sign up for one group.

• Scroll down to access the individual descriptions and to find out about the individual focus or topics of the groups.
- Find out about the course details and when and where they will take place.
- You can switch to the English version, too, of course!

**Handlungsmethoden II - Beratung - Einzelansicht**

<table>
<thead>
<tr>
<th>Tag / Day</th>
<th>Rhythmus / Frequency</th>
<th>Dauer / Duration</th>
<th>Raum / Room</th>
<th>DozentIn / Lecturer</th>
<th>Fällt aus am / Cancelled on</th>
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- **Tag / Day** = weekday on which the course will take place,
- **Rhythmus / Frequency** = the frequency with which the course will take place (woch = weekly session, Einzel = single session, 14tägl = every two weeks),
- **Dauer / Duration** = course period, start and end date,
- **Raum / Room** = room where the course will take place,
- **DozentIn / Lecturer** = name of the teacher,
- **Fällt aus am / Cancelled on** = dates on which the course will be cancelled or changed (e.g. change of time or room)
Sign up for a course by clicking on „jetzt belegen / abmelden“.
• Once you’ve finished your course registration, you can also access your weekly schedule by clicking on „Stundenplan“. Choose the semester or the individual weekly view.
If you’d like to DELETE a course, follow the same procedure.
• Don't forget to also delete the course from your schedule view.
• Log out of the LSF system.
Update your contact details via LSF.
1. Log in with your ASH student account
2. Go to „Allgemeine Verwaltung“
Update your contact details via LSF.
3. Click on „Kontaktdaten – Adresse ändern.
4. Choose the details you'd like to update
5. Save your changes by clicking on „Speichern“.
MOODLE: Go to http://moodle.ash-berlin.eu/

- **You need to login in with your ASH account.** Your username is your 8-digit ASH student number (011_ _ _ _ _), your password consist of the first three letters of the town where you were born and your date of birth (ddmmyy), e.g. par310391 if you were born in Paris on 31st of March 1991.
- If there are any notifications from Moodle, you will receive an automatic message to the e-mail address you mentioned during your online application. If you wish to change this e-mail address, please contact International Office staff.
- **You can switch to the English version.**
• If your course is using Moodle (not all of them do) and you’re registered on LSF for the course, you’ll automatically be registered for the course on Moodle, too.
• Click on the course to access course material and more functions.