

Announcement of your Courses

In each November and May the Bachelor-Master Office Mathematics sends out the link to a **course announcement form** on which you are asked to name the courses that you plan for the upcoming semester. You should indicate

- module code and module name,
- scheduled times and rooms,
- date and time of the preliminary meeting for seminars.

The course will be created in the electronic course catalog (eVv) in **BASIS** by the Bachelor-Master Office Mathematics, and you will be entered as the instructor.

Access to your Courses

As an employee of the University of Bonn, you will receive a user name of the University Computer Center ('Hochschulrechenzentrum' HRZ), your **Uni-ID**. Please inform the Bachelor-Master Office Mathematics about this, then it will be stored in BASIS with your personal data. Once this has been done, you can use it to log into BASIS after the electronic course catalog has been released, and edit your courses.

Editing of your Courses



After logging into BASIS with your Uni-ID, please go to your course and click on the pencil to the left of the heading. You will get to a menu that contains, among others, the items *Comments, Links, Literature*.

We kindly ask you to add there short **keywords** concerning the following points:

- topic / contents of the course,
- necessary preconditions / previous knowledge,
- selected literature,
- link to your website or to the website of the course (if available),
- for seminars, date and place of the preliminary meeting.

eCampus Synchronization

For many courses, transfer to the electronic learning platform **eCampus** is recommended. Students can join or be added to the course there with their Uni-ID. It is possible to write mails to the course participants, define groups and provide material.

The transfer must first be triggered in the course editing in BASIS under the menu item *eCampus Synchronization*. Once this has been done, the course will appear in eCampus after the next system synchronization date. The persons entered as **instructors** are automatically given **administrator** function.

(Note: In the case of a lecture with problem sessions, if you synchronize the problem sessions instead of the lecture, the exercise groups set up in BASIS will be transferred to eCampus).

For each semester, the dates of the system synchronizations will be announced in eCampus.

Please note that you will see **lists of participants** of your courses only in eCampus and not in the eVv. This is because in Bonn Mathematics no enrollment ('Belegung') is required to attend a course (with the exception of certain exercises).

Addresses

Course overview eVv: <https://basis.uni-bonn.de/> - Login with your Uni-ID

Room planning: <http://www.math.uni-bonn.de/ag/srvb/raumplan/>

Requests for reservations: raumplan@math.uni-bonn.de

Information for teachers:

www.mathematics.uni-bonn.de/studium/en/pages/information-for-lectureres-of-mathematics

Study website of Bonn Mathematics: www.mathematics.uni-bonn.de/studium/en/

Bachelor-Master Office Mathematics: bama@math.uni-bonn.de, phone 3180