

# Registering online for a course in ILIAS

## 1. Login to ILIAS

In order to be able to register for any course in ILIAS, you first need to login. In order to do that open ILIAS by using the following link: [Language courses in ILIAS](#). At the top of the page on the right you can find an option „Sprache“ with a small downward facing arrow. Click on that arrow and select “English” for navigating the menus more easily (the contents like course titles and descriptions remain in German). Also on the top right you will find „Login“ now. Use the user ID which you also use for your e-mails at UniBw to login. All staff and students of UniBw who have registered a user account at the IT centre will be able to login to ILIAS.

## 2. Registering for a Course

After logging in you will be routed back to the page you were on before logging in. So, ideally you should be back on the page where you can select a folder with your desired language. Inside each folder the courses that are currently available can be seen.

To the right of each course title is a small blue button with a white downward facing arrow. Click on it to open the context menu and then select “Join”. You will then see a page with further details about the course you are about to join. Then click on the blue “Join” button now. You are now registered for the course (there will usually be a green confirmation prompt).



*Pic.1: Context menu for joining a course.*

## 3. Cancelling your Registration

You can cancel your registration in the same way you registered up until one day prior to the first day of class. Open the context menu of your course and select „Unsubscribe from course“. From the first day of class onward there is a cancellation fee and, therefore, notice needs to be given by e-mail to [sprachweiterbildung@unibw.de](mailto:sprachweiterbildung@unibw.de). Please also take notice of our [terms and conditions](#) that detail our cancellation policy.

## 4. Further information about your course...

...can be found if you open the aforementioned context menu and select „Info“. There you will find a course description, dates and times. Please be aware that all courses other than the German courses will require you to understand explanations of vocabulary and grammar in German, particularly all courses below intermediate level B2. Therefore, course descriptions are only provided in English for the German courses up to lower intermediate level.