

## How to Join the ILIAS Course Management System

### 1 *Preliminary Information*

In order to access the ILIAS course management system, you need a SWITCH<sup>1</sup> username and initial password. If you have not been provided with one by us, please contact us at [alumni@wti.org](mailto:alumni@wti.org). Please note that **only** individuals affiliated with the World Trade Institute, e.g. students, alumni, faculty, researcher and staff, are eligible to receive a login.

When you sign into ILIAS for the first time, you are required to perform a few additional steps which are explained on the following pages. Once you have signed up to one of the two applications, steps marked with an asterisk (\*) will not have to be repeated.

### 2 *What is ILIAS?*

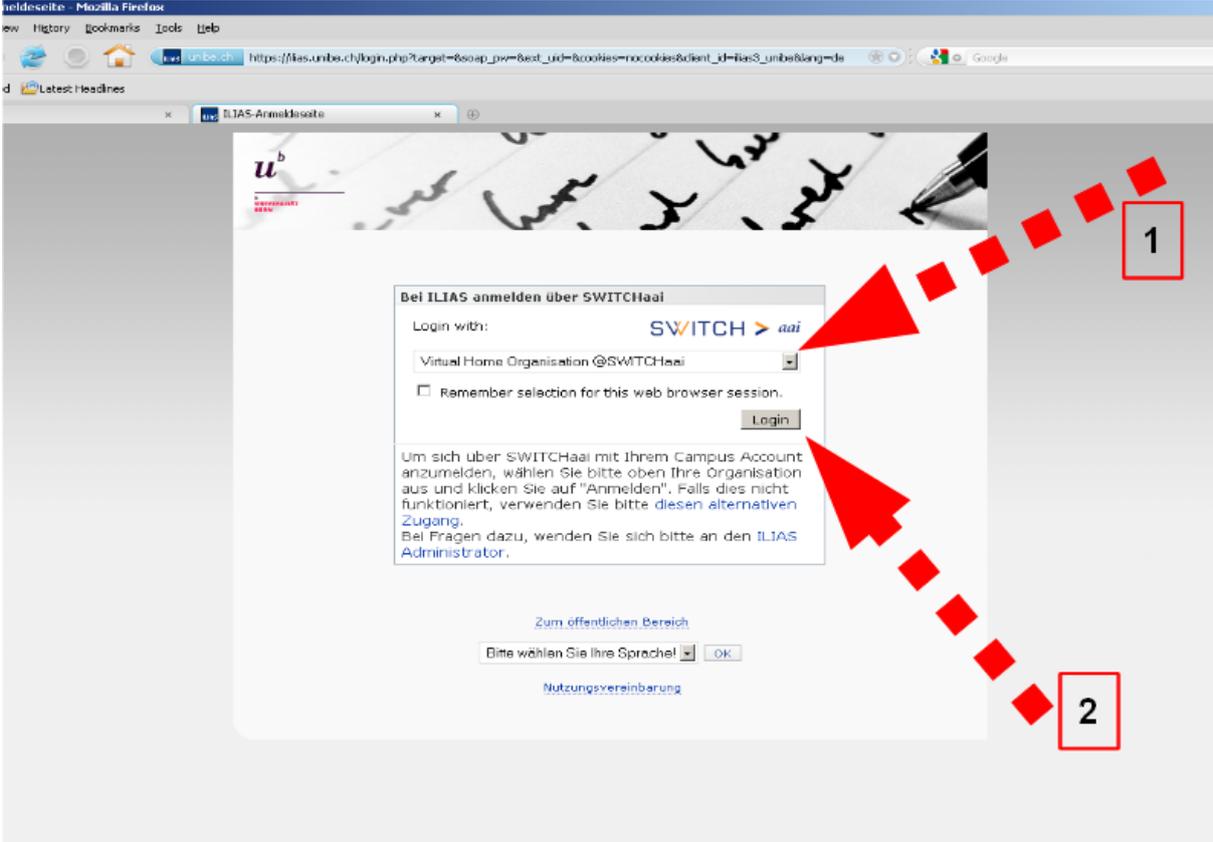
ILIAS is the online course management system of the University of Bern and a portal where students participating in the World Trade Institute's academic courses can access and download syllabi, schedules, readings and other course materials.

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<sup>1</sup> SWITCH is a foundation providing network, wireless and database services for Swiss academic institutions. WTI Net and the ILIAS Course Management System check with SWITCH's secure, online database to determine if you are authorized to log in. With this architecture, users only need one login to access multiple applications.

### 3 Signing into ILIAS for the First Time

**Step 1:** Go to <http://www.ilias.unibe.ch> and first select 'Virtual Home Organisation @SWITCHhai' as the organization you are affiliated with. Then, click 'Login'.



The screenshot shows the ILIAS login page in a Mozilla Firefox browser. The page title is "ILIAS-Anmeldeseite". The main content area is titled "Bei ILIAS anmelden über SWITCHhai". It features a "Login with:" section with the SWITCHhai logo and a dropdown menu currently set to "Virtual Home Organisation @SWITCHhai". Below the dropdown is a checkbox for "Remember selection for this web browser session." and a "Login" button. A red dashed arrow labeled "1" points to the dropdown menu. Below the login form is a paragraph of German text: "Um sich über SWITCHhai mit Ihrem Campus Account anzumelden, wählen Sie bitte oben Ihre Organisation aus und klicken Sie auf 'Anmelden'. Falls dies nicht funktioniert, verwenden Sie bitte diesen alternativen Zugang. Bei Fragen dazu, wenden Sie sich bitte an den ILIAS Administrator." Below this text are links for "Zum öffentlichen Bereich", a language selection dropdown (set to "Bitte wählen Sie Ihre Sprache!"), an "OK" button, and a "Nutzungsvereinbarung" link. A second red dashed arrow labeled "2" points to the "Login" button.

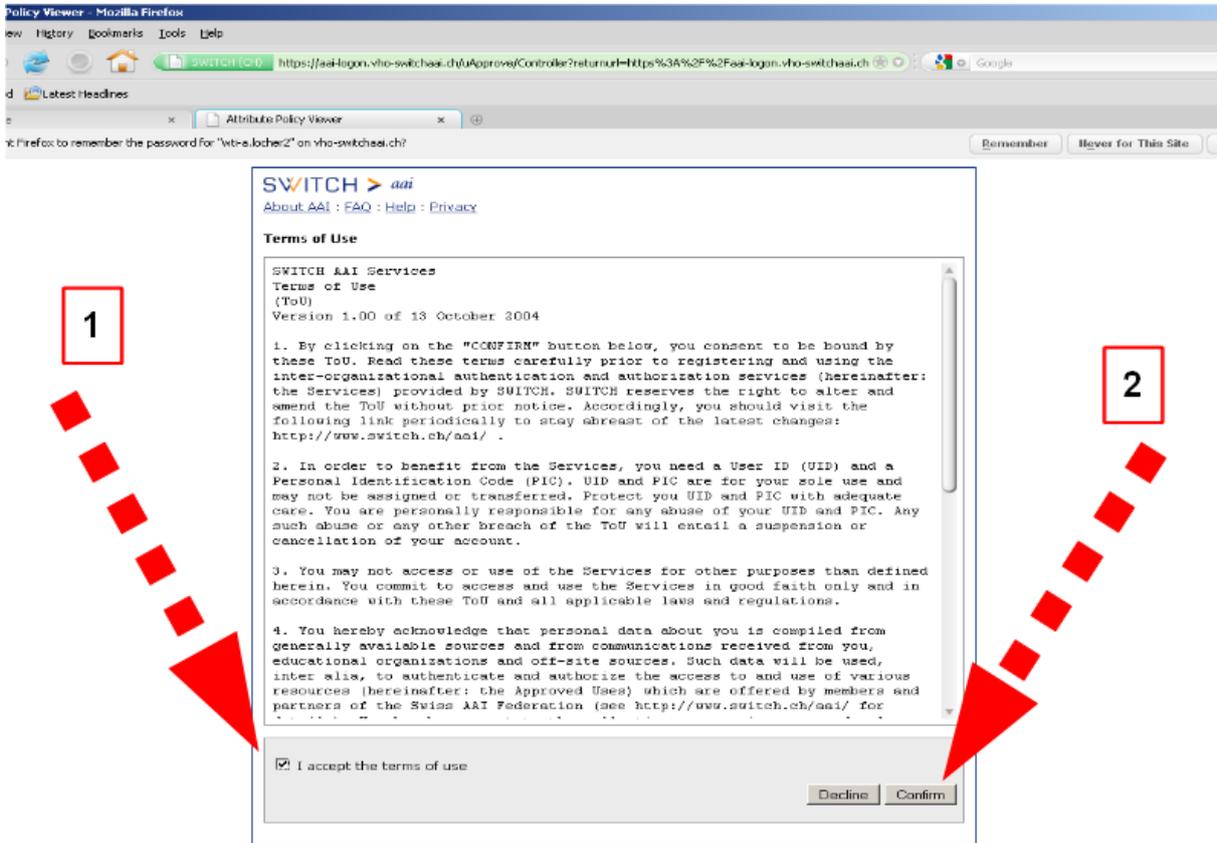
Step 2: On the next screen, you will be required to first **enter your username and password**. Then, **click 'Login'**.<sup>2</sup>



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<sup>2</sup> You can access the change password page by clicking [here](#). For security reasons, you are required to choose a password with at least 8 characters, whereof at least one character is a capital letter and at least one character is a number from 0 to 9.

**Step 3\*:** You will be prompted to the SWITCH terms of use screen. Please read them carefully, then first **tick the box 'I accept the terms of use'** and then **click 'Confirm'**.



Policy Viewer - Mozilla Firefox  
ew History Bookmarks Tools Help  
SWITCH (CO) https://aai-login.vho-switch.ch/AAI/Approve/Controler?returnurl=https%3A%2F%2Faa...  
d Latest Headlines  
Attributes Policy Viewer  
Firefox to remember the password for "vho-switch.ch" on vho-switch.ch? Remember Never for This Site

**SWITCH > aai**  
About AAI : FAQ : Help : Privacy

**Terms of Use**

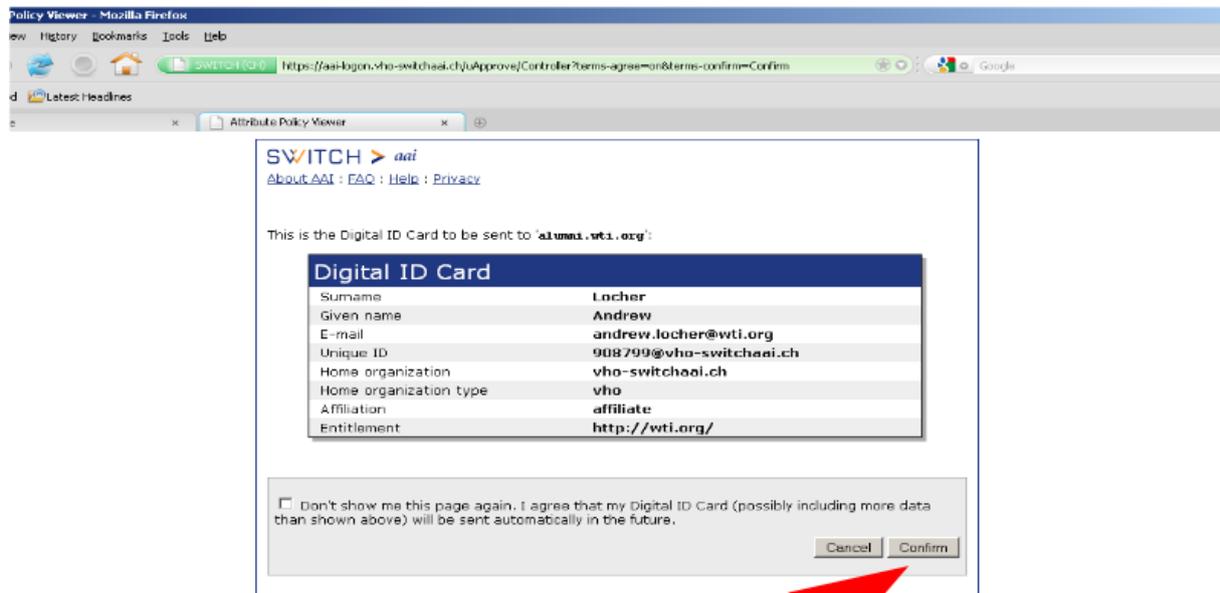
SWITCH AAI Services  
Terms of Use  
(ToU)  
Version 1.00 of 13 October 2004

1. By clicking on the "CONFIRM" button below, you consent to be bound by these ToU. Read these terms carefully prior to registering and using the inter-organizational authentication and authorization services (hereinafter: the Services) provided by SWITCH. SWITCH reserves the right to alter and amend the ToU without prior notice. Accordingly, you should visit the following link periodically to stay abreast of the latest changes: <http://www.switch.ch/aai/>.
2. In order to benefit from the Services, you need a User ID (UID) and a Personal Identification Code (PIC). UID and PIC are for your sole use and may not be assigned or transferred. Protect you UID and PIC with adequate care. You are personally responsible for any abuse of your UID and PIC. Any such abuse or any other breach of the ToU will entail a suspension or cancellation of your account.
3. You may not access or use of the Services for other purposes than defined herein. You commit to access and use the Services in good faith only and in accordance with these ToU and all applicable laws and regulations.
4. You hereby acknowledge that personal data about you is compiled from generally available sources and from communications received from you, educational organisations and off-site sources. Such data will be used, inter alia, to authenticate and authorize the access to and use of various resources (hereinafter: the Approved Uses) which are offered by members and partners of the Swiss AAI Federation (see <http://www.switch.ch/aai/> for

I accept the terms of use

Decline Confirm

Step 4\*: On the following screen, you will be shown your Digital ID. This is the information that is sent to ILIAS from the SWITCH database. You can optionally tick the box to not show this information again. **Click 'Confirm'**.



Policy Viewer - Mozilla Firefox

ew History Bookmarks Tools Help

SWITCH (G) https://aai-kgon.vho-switch.ch/Approve/Controller?terms-agree=on&terms-confirm=Confirm

Google

Latest Headlines

Attribute Policy Viewer

SWITCH > aai

[About AAI](#) : [FAQ](#) : [Help](#) : [Privacy](#)

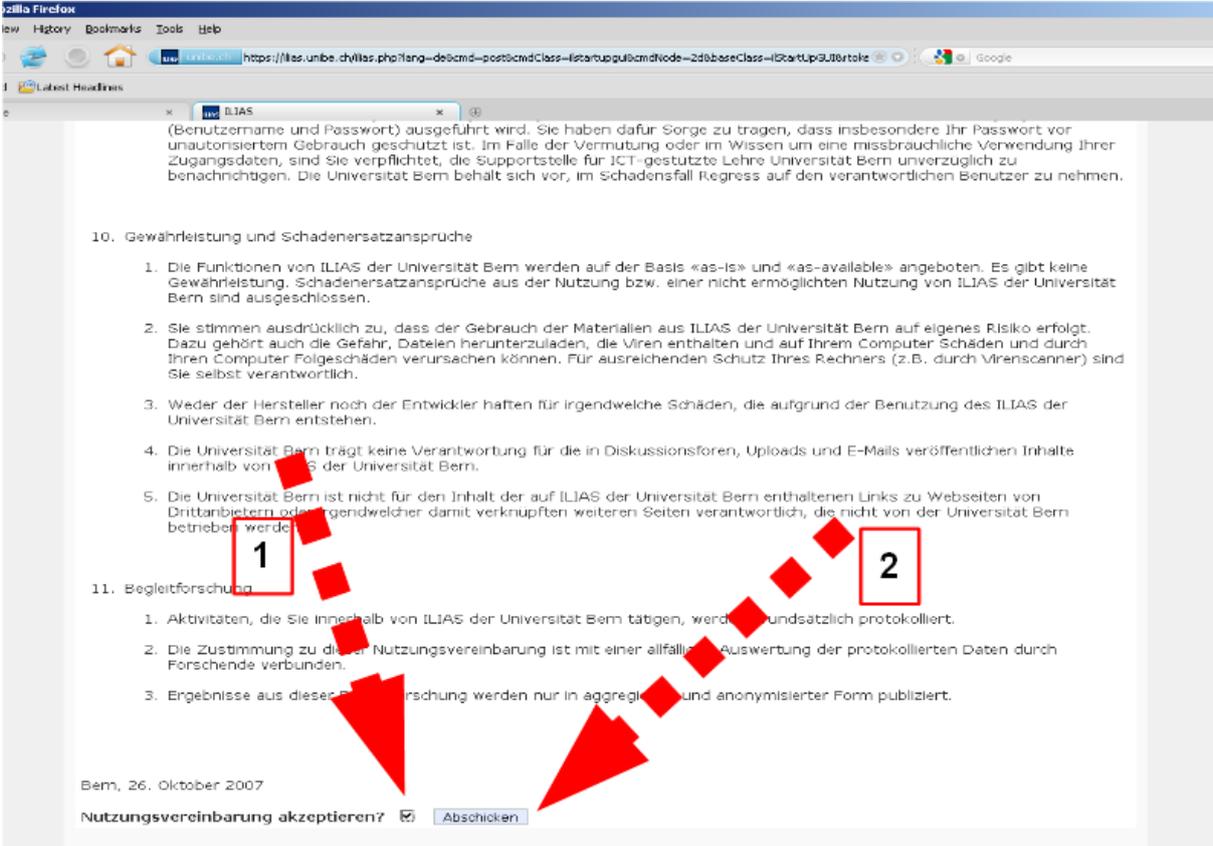
This is the Digital ID Card to be sent to 'alumni.wti.org':

Digital ID Card	
Surname	Locher
Given name	Andrew
E-mail	andrew.locher@wti.org
Unique ID	908799@vho-switch.ch
Home organization	vho-switch.ch
Home organization type	vho
Affiliation	affiliate
Entitlement	http://wti.org/

Don't show me this page again. I agree that my Digital ID Card (possibly including more data than shown above) will be sent automatically in the future.

Cancel Confirm

**Step 5\*:** Before you receive access to ILIAS, you must accept the terms of use.<sup>3</sup> **Scroll to the bottom of the page, tick the box and click ‘Abschicken’.**



(Benutzername und Passwort) ausgeführt wird. Sie haben dafür Sorge zu tragen, dass insbesondere Ihr Passwort vor unautorisierem Gebrauch geschützt ist. Im Falle der Vermutung oder im Wissen um eine missbräuchliche Verwendung Ihrer Zugangsdaten, sind Sie verpflichtet, die Supportstelle für ICT-gestützte Lehre Universität Bern unverzüglich zu benachrichtigen. Die Universität Bern behält sich vor, im Schadensfall Regress auf den verantwortlichen Benutzer zu nehmen.

10. Gewährleistung und Schadenersatzansprüche

1. Die Funktionen von ILIAS der Universität Bern werden auf der Basis «as-is» und «as-available» angeboten. Es gibt keine Gewährleistung. Schadenersatzansprüche aus der Nutzung bzw. einer nicht ermöglichten Nutzung von ILIAS der Universität Bern sind ausgeschlossen.
2. Sie stimmen ausdrücklich zu, dass der Gebrauch der Materialien aus ILIAS der Universität Bern auf eigenes Risiko erfolgt. Dazu gehört auch die Gefahr, Dateien herunterzuladen, die Viren enthalten und auf Ihrem Computer Schäden und durch Ihren Computer Folgeschäden verursachen können. Für ausreichenden Schutz Ihres Rechners (z.B. durch Virens Scanner) sind Sie selbst verantwortlich.
3. Weder der Hersteller noch der Entwickler haften für irgendwelche Schäden, die aufgrund der Benutzung des ILIAS der Universität Bern entstehen.
4. Die Universität Bern trägt keine Verantwortung für die in Diskussionsforen, Uploads und E-Mails veröffentlichten Inhalte innerhalb von ILIAS der Universität Bern.
5. Die Universität Bern ist nicht für den Inhalt der auf ILIAS der Universität Bern enthaltenen Links zu Webseiten von Drittanbietern oder irgendwelcher damit verknüpften weiteren Seiten verantwortlich, die nicht von der Universität Bern betrieben werden.

11. Begleitforschung

1. Aktivitäten, die Sie innerhalb von ILIAS der Universität Bern tätigen, werden grundsätzlich protokolliert.
2. Die Zustimmung zu dieser Nutzungsvereinbarung ist mit einer allfälligen Auswertung der protokollierten Daten durch Forschende verbunden.
3. Ergebnisse aus dieser Begleitforschung werden nur in aggregierter und anonymisierter Form publiziert.

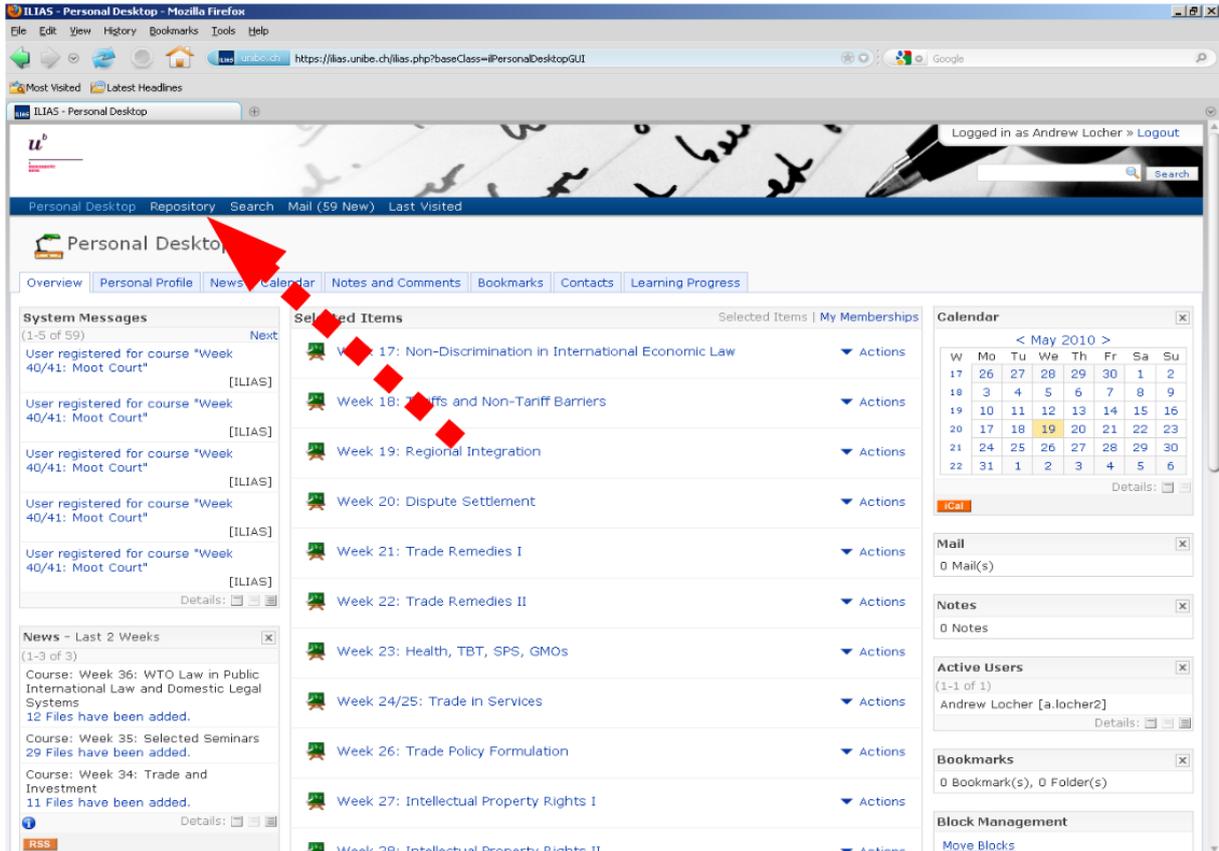
Bern, 26. Oktober 2007

Nutzungsvereinbarung akzeptieren?

<sup>3</sup> Currently, the ILIAS terms of use can only be displayed in German.

Step 6: Once you have logged in, you will be prompted to your ILIAS desktop. Your ILIAS desktop should, by default, be in English.<sup>4</sup> Please note that, unlike in the screenshot below, your desktop will not display any courses quite yet.

Let's join the course(s) you are participating in. Therefore **click on 'Repository'**.

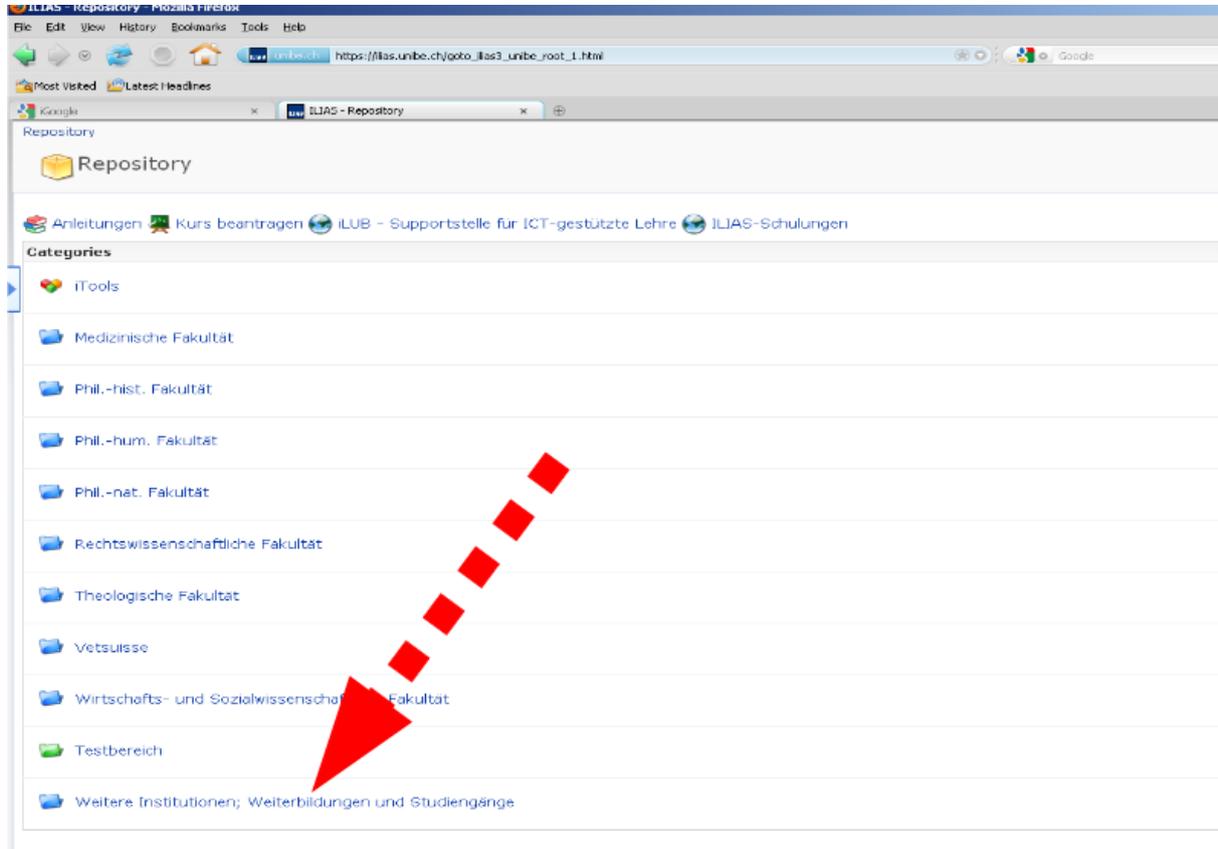


The screenshot shows the ILIAS Personal Desktop interface. The browser title is "ILIAS - Personal Desktop - Mozilla Firefox". The address bar shows the URL: "https://ilias.unibe.ch/ilias.php?baseClass=IPersonaDesktopGUI". The user is logged in as "Andrew Locher". The navigation bar includes "Personal Desktop", "Repository", "Search", "Mail (59 New)", and "Last Visited". The main content area is divided into several sections:

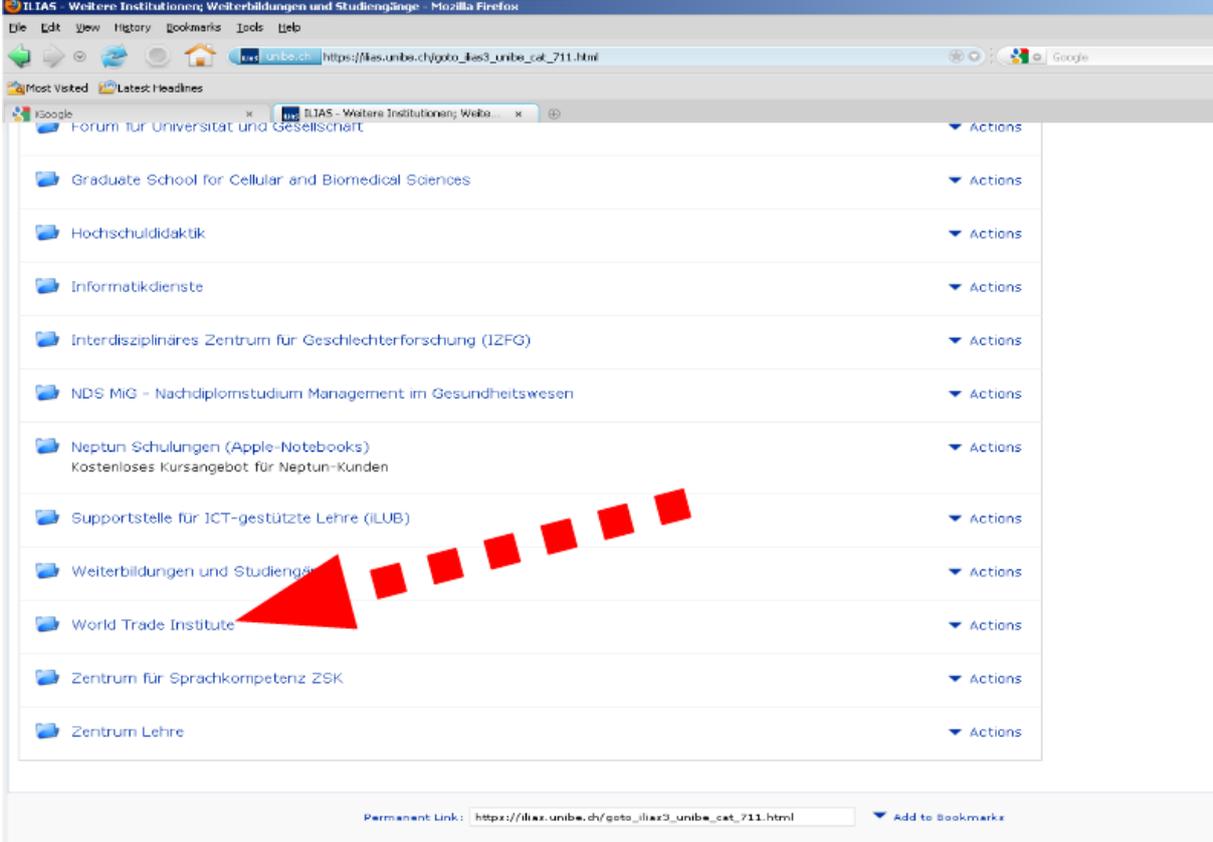
- System Messages:** 1-5 of 59. Messages include "User registered for course 'Week 40/41: Moot Court'" (5 messages).
- News - Last 2 Weeks:** 1-3 of 3. News items include "Course: Week 36: WTO Law in Public International Law and Domestic Legal Systems" (12 files added), "Course: Week 35: Selected Seminars" (29 files added), and "Course: Week 34: Trade and Investment" (11 files added).
- Selected Items:** A list of 28 course weeks, each with an "Actions" link. The weeks are:
  - Week 17: Non-Discrimination in International Economic Law
  - Week 18: Tariffs and Non-Tariff Barriers
  - Week 19: Regional Integration
  - Week 20: Dispute Settlement
  - Week 21: Trade Remedies I
  - Week 22: Trade Remedies II
  - Week 23: Health, TBT, SPS, GMOs
  - Week 24/25: Trade in Services
  - Week 26: Trade Policy Formulation
  - Week 27: Intellectual Property Rights I
  - Week 28: Intellectual Property Rights II
- Calendar:** May 2010. The 19th is highlighted.
- Mail:** 0 Mail(s).
- Notes:** 0 Notes.
- Active Users:** 1-1 of 1. User: Andrew Locher [a.locher2].
- Bookmarks:** 0 Bookmark(s), 0 Folder(s).
- Block Management:** Move Blocks.

<sup>4</sup> If your ILIAS desktop is in German, click on: Persönliches Profil -> Allgemeine Einstellungen -> select English in the dropdown box -> Speichern

**Step 7: Click on 'Weitere Institutionen, Weiterbildungen und Studiengänge'.**



Step 8: Scroll down and **click on 'World Trade Institute'**.

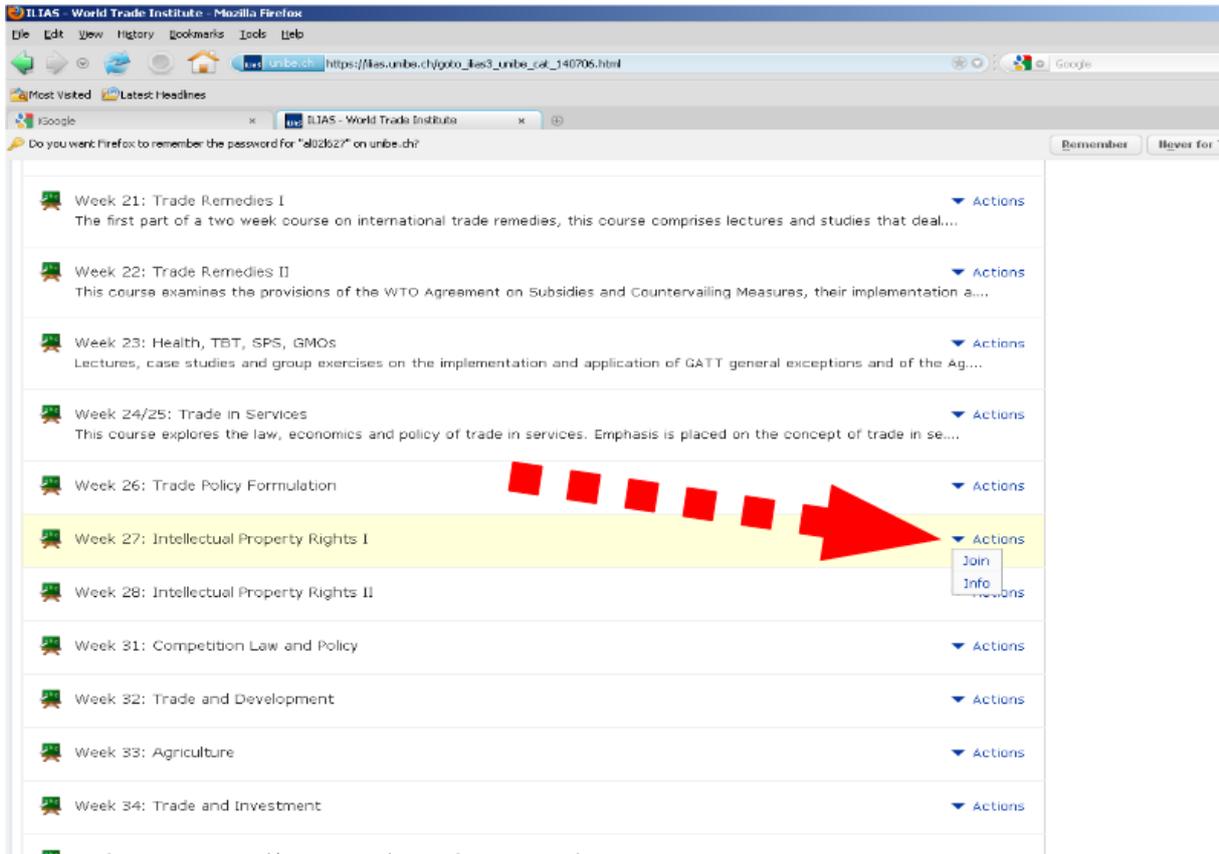


The screenshot shows a Mozilla Firefox browser window with the address bar displaying [https://ilias.unibe.ch/goto\\_ilias3\\_unibe\\_cat\\_711.html](https://ilias.unibe.ch/goto_ilias3_unibe_cat_711.html). The page content is a list of institutions, each with a folder icon, a name, and an 'Actions' dropdown menu. A red arrow points to the 'World Trade Institute' entry.

Institution Name	Actions
Forum für Universität und Gesellschaft	Actions
Graduate School for Cellular and Biomedical Sciences	Actions
Hochschuldidaktik	Actions
Informatikdienste	Actions
Interdisziplinäres Zentrum für Geschlechterforschung (IZFG)	Actions
NDS MiG - Nachdiplomstudium Management im Gesundheitswesen	Actions
Neptun Schulungen (Apple-Notebooks) Kostenloses Kursangebot für Neptun-Kunden	Actions
Supportstelle für ICT-gestützte Lehre (iLUB)	Actions
Weiterbildungen und Studiengänge	Actions
<b>World Trade Institute</b>	Actions
Zentrum für Sprachkompetenz ZSK	Actions
Zentrum Lehre	Actions

Permanent Link: [https://ilias.unibe.ch/goto\\_ilias3\\_unibe\\_cat\\_711.html](https://ilias.unibe.ch/goto_ilias3_unibe_cat_711.html) Add to Bookmarks

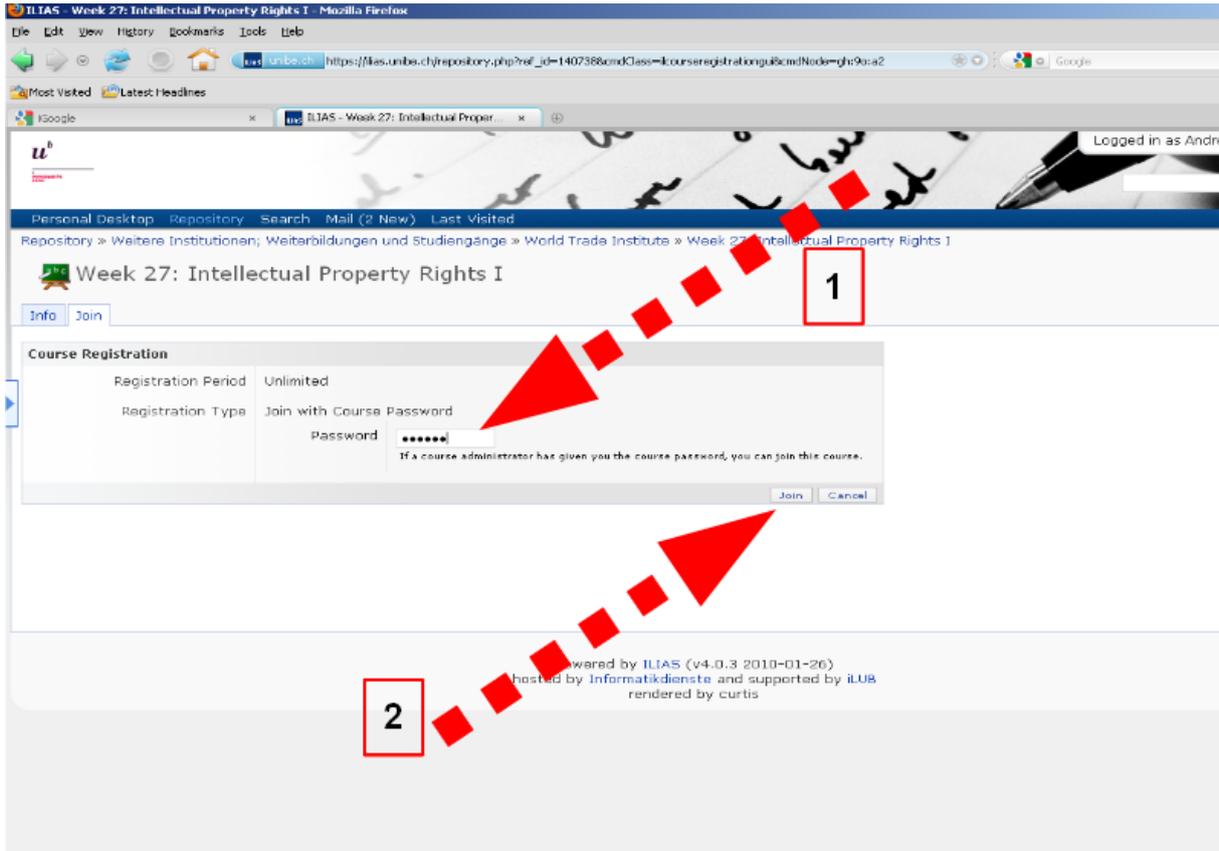
Step 9: The next page lists all courses currently taught at the World Trade Institute. **Select the course module you wish to join, e.g. 'Intellectual Property Rights I', by clicking on 'Actions' and then 'Join' on the right.**



The screenshot displays the ILIAS World Trade Institute interface in Mozilla Firefox. The browser's address bar shows the URL: [https://ilias.unibe.ch/goto\\_files3\\_unibe\\_cat\\_140706.html](https://ilias.unibe.ch/goto_files3_unibe_cat_140706.html). The page lists several course modules, each with a description and an 'Actions' dropdown menu. The 'Week 27: Intellectual Property Rights I' row is highlighted in yellow, and a red dashed arrow points to the 'Actions' dropdown menu for this row. The 'Actions' menu is open, showing 'Join', 'Info', and 'Reviews' options.

Week	Course Module	Description	Actions
Week 21:	Trade Remedies I	The first part of a two week course on international trade remedies, this course comprises lectures and studies that deal...	Actions
Week 22:	Trade Remedies II	This course examines the provisions of the WTO Agreement on Subsidies and Countervailing Measures, their implementation a...	Actions
Week 23:	Health, TBT, SPS, GMOs	Lectures, case studies and group exercises on the implementation and application of GATT general exceptions and of the Ag...	Actions
Week 24/25:	Trade in Services	This course explores the law, economics and policy of trade in services. Emphasis is placed on the concept of trade in se...	Actions
Week 26:	Trade Policy Formulation		Actions
Week 27:	Intellectual Property Rights I		Actions Join Info Reviews
Week 28:	Intellectual Property Rights II		Actions
Week 31:	Competition Law and Policy		Actions
Week 32:	Trade and Development		Actions
Week 33:	Agriculture		Actions
Week 34:	Trade and Investment		Actions

Step 10: Access to WTI course modules is always password restricted. On the next page, you will be asked to **enter the course password**. Then click **'Join'**. You should receive the course password from a course administrator at the WTI. If you have not received a course password, please contact your course administrator or send us an email to [alumni@wti.org](mailto:alumni@wti.org).



The screenshot shows the ILIAS interface for course registration. The browser title is "ILIAS - Week 27: Intellectual Property Rights I". The page is titled "Week 27: Intellectual Property Rights I" and includes "Info" and "Join" buttons. A "Course Registration" form is displayed with the following details:

Registration Period	Unlimited
Registration Type	Join with Course Password
Password	*****

Below the password field, it states: "If a course administrator has given you the course password, you can join this course." There are "Join" and "Cancel" buttons at the bottom of the form. A red dashed arrow points from a box labeled "1" to the "Join" button. Another red dashed arrow points from a box labeled "2" to the "Join" button. The footer of the page mentions "powered by ILIAS (v4.0.3 2010-01-26)", "hosted by Informatikdienste", and "supported by iLUB rendered by curtis".

Once you have successfully joined the course, it will appear on your personal desktop in ILIAS. The course folder on your desktop will contain syllabus and schedule of the week, reading materials and slides.

If you wish to join multiple courses, repeat steps 6 through 10.