



MathPlan for Students

A guide

Date: 24/07/2024 | V4b

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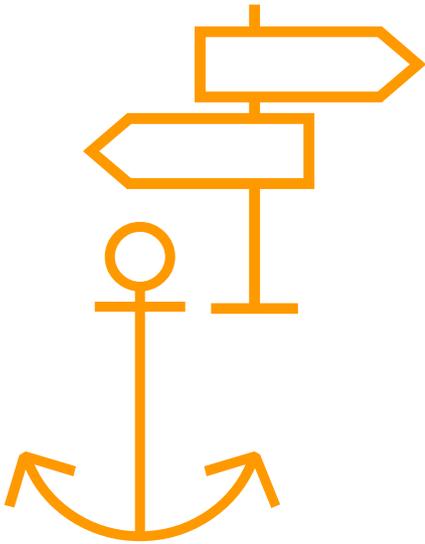


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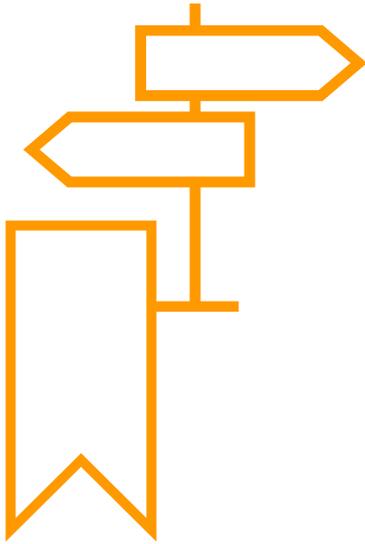
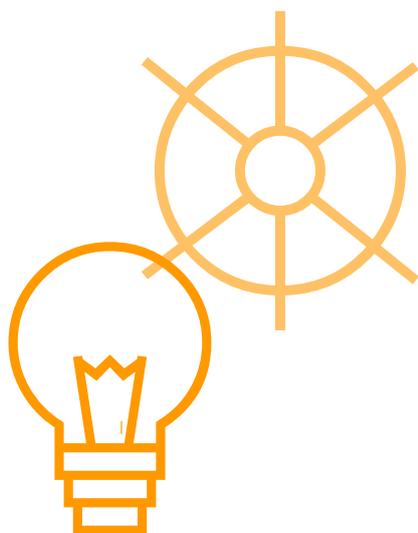


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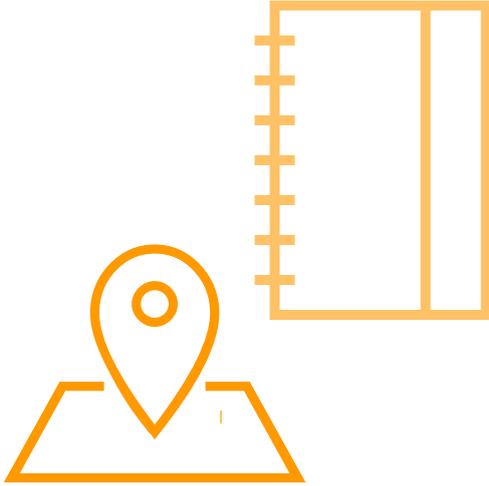


1. General Information about MathPlan

Starting from winter semester 2024/25, MathPlan is the directory for timetables, lectures and rooms at the University of Applied Sciences Emden/Leer. The program can be accessed directly via your internet browser and can be used with your university account.

As a student you have the possibility of setting it up at the start of the semester based on your own preferences and interests and generate your own timetable. In the old timetable directory, you had to laboriously write out the times of your mandatory modules, elective modules or specialisation modules by hand; now, you can transfer the modules that you have to and wish to complete into your personal timetable overview.

In the following pages you will find a brief introduction to the timetable program.



Please note: The developer is working on an English user interface. Until it is available to us and therefore to you, the interface will be in German. Accordingly, German-language screenshots are used from here on.



2. Login

To access MathPlan, please use your standard university account which was provided to you by the computer center, and follow this link » <https://timetable.hs-emden-leer.de/moses/index.html>.

The login area for MathPlan is in the window at the top right (see figure 1).

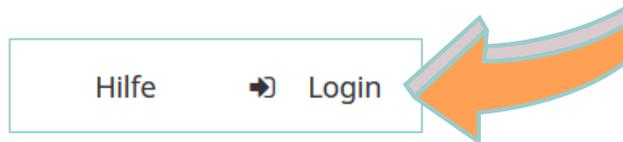
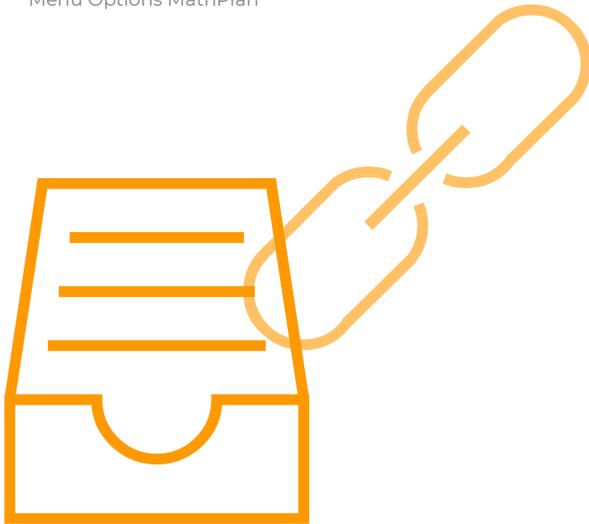


Figure 1 Login area

If you have forgotten your password or university account, please contact the computer center via email: hrz-support@hs-emden-leer.de.



3. Menu Options MathPlan

Once you have logged in the following menu options on the **“Startseite” / “Homepage”** are available in the top centre part of the browser window (see Figure 2).



Figure 2: Menu options

When you click on one of the two menu options, you are taken to further sections.

3.1 Directory

Under **“Verzeichnis” / “Directory”** you can put together your personal timetables, search for lectures and events separately, and view the timetables of all study programmes or the room allocation plans.

To go to the directory, please click on the corresponding menu option, to be found in the centre of your browser window (see Figure 3).



Figure 3: “Directory” option

You are then shown a selection of different buttons (see [Figure 4](#)). These individual buttons are explained in the following subsections.

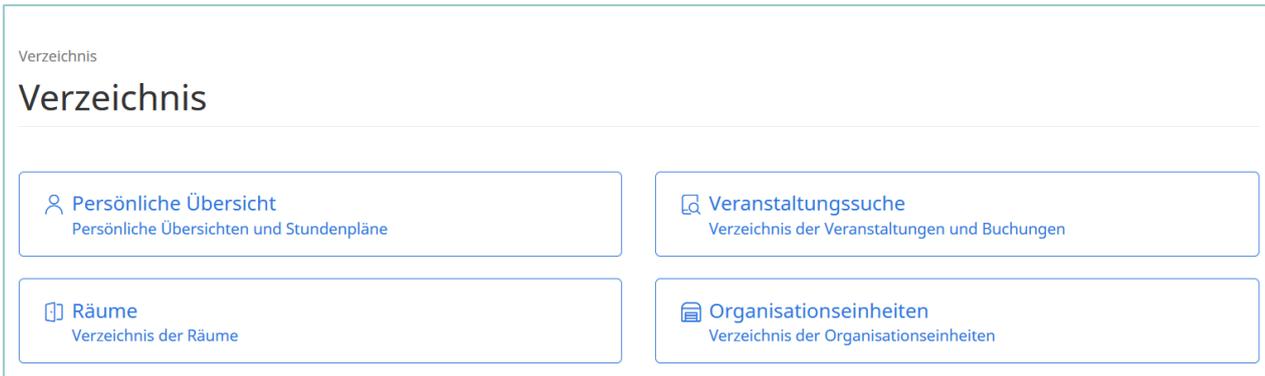


Figure 4: Selection of buttons

3.1.1 Personal Overview

In **“Persönliche Übersicht” / “Personal overview”** under **“Mein Stundenplan” / “My timetable”** you are shown all lectures and events which you have added to your personal timetable from the event search sorted by semester. Your calendar view (see [Figure 5](#)) is empty at first, at the start of the semester. You can fill this calendar view yourself based on your own preferences and wishes as shown in [Figure 5](#)). In this way, for example, you can also integrate classes of a higher or lower semester directly into your timetable.

Section 3.1.2 explains how you can search for specific lectures, classes and appointments, and section 3.1.3 explains how you can then assign these to your personal timetable. Please note that creating your personal timetable is optional and at your own discretion. There are also the default timetables and semester programmes which you can find in the event search (section 3.1.2).

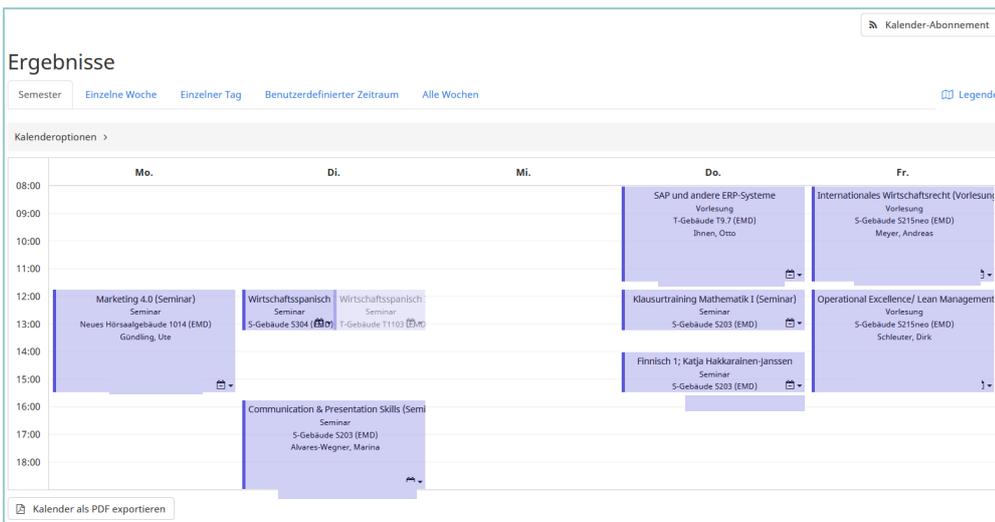


Figure 5: Personal overview – Calendar view

3.1.2 Event Search

By using the **“Veranstaltungssuche” / “Event search”** function, you can search the directory for individual appointments and events or show complete timetables and room allocation plans. There are four different ways to conduct an “Event search”. These four options can be found in the following [Figure 7](#) and are explained in detail in the following.

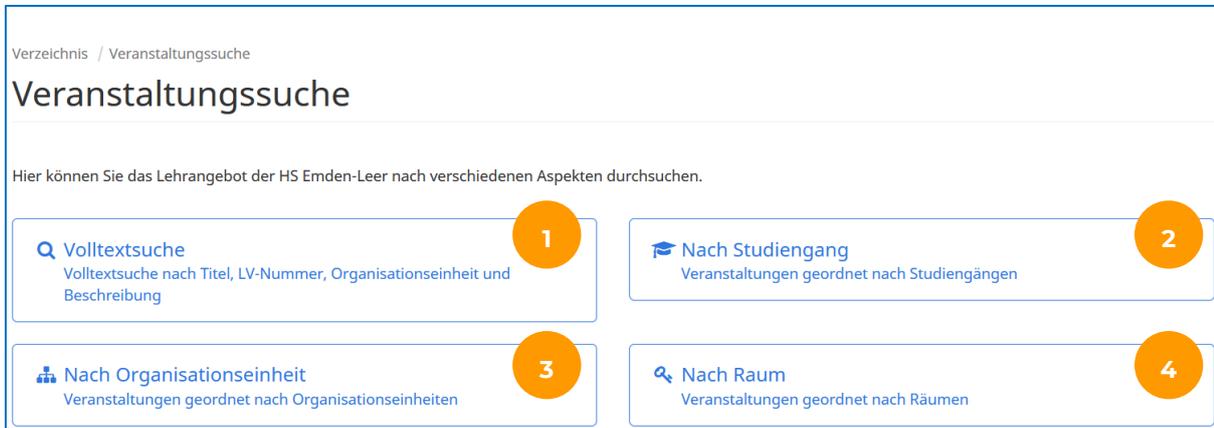


Figure 6: Event search selection options

In the **“Volltextsuche” / “Full text search”** (in [Figure 6](#): 1) you can search for events using a search term. This full text search algorithm can find matches in the fields: event name, class number, lecturer, organisational unit and description.

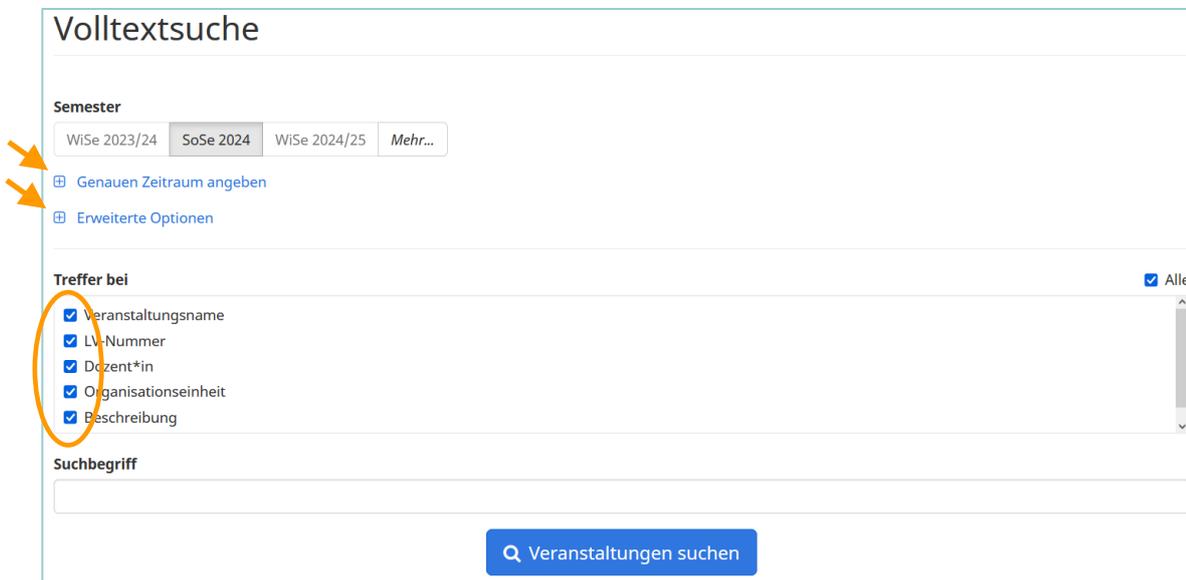


Figure 7: Full text search

As an option, you can also limit the search here using further selection criteria. In this way, you can first select a semester and then, in the advanced options, limit the search to specific time periods, a specific campus and/or teaching formats. These advanced options can be opened via the small blue plus symbols (marked with orange arrows in [Figure 7](#)).

Irrespective of the advanced options, you also have the option of defining the search terms which result in a search hit. In this way, by activating the checkbox under the selection field “Hit if”, you can further limit the search (area in the orange circle in Figure 7).

In the **“Nach Studiengang” / “Search by study programme”** option (in Figure 6: 2) first select the semester. In the advanced options you can optionally limit the search to specific time periods, a specific campus and/or teaching formats. These advanced options can be opened via the small blue plus symbols.

Please enter your study programme in the “Studiengang / Study programme” search field. In the example in Figure 8 this is the Bachelor study programme “Chemietechnik/Umwelttechnik”. If there are several examination regulations applicable to you from the drop-down list, select the examination regulations applicable to you from the drop-down list. You then have the option of selecting the plan for the entire study programme, a specific subject semester, a specific specialisation, or a group by clicking with the mouse. Your selection is shown in “blue” in the hierarchical structure (the 3rd subject semester in Figure 8). Then click on “Search for events” (circled in orange in Figure 8). You are now shown the entire timetable of the 3rd subject semester for the study programme.

Figure 8: Search input by study programme

For **“Nach Organisationseinheit” / “Search by organisational unit”** (in Figure 6: 3), select the semester first. In the advanced options, you can optionally limit the search to specific time periods, a specific campus and/or teaching formats. These advanced options can be opened via the small blue plus symbols (marked with orange arrows in Figure 9).

You can then enter a name in the search box in order to search for a faculty or central institution. Alternatively, you can select the faculty or central institution you are searching for in the hierarchical structure, below the search box.

You are then shown a calendar and tabular overview of all classes which are directly allocated to this organisational unit.

Figure 9: View by organisational unit

When you **“Nach Raum” / “Search by room”** (in Figure 6: ), you first select the semester. In the advanced options, you can optionally limit the search to specific time periods, a specific campus and/or teaching formats. These advanced options can be opened via the small blue plus symbols (marked with orange arrows in Figure 10).

Figure 10: View by room

Then, enter your desired room in the search box (circled in orange in Figure 10). You can also enter and select several rooms at the same time. Your search results are then shown in calendar and tabular form.

3.1.3 Adding Events to Your Personal Timetable Overview

If you would like to add one or more events to your personal timetable overview you must first choose one of the search options described in section 3.1.2 (full text search, search by study programme, search by organisational unit, search by room) and search for the class(es).

Once you have found the desired event in one of the search options go to the calendar view and click the small black triangle next to the calendar symbol of an event slot (see the area circled in orange in [Figure 11](#)).



Figure 11: Adding a searched appointment to the calendar view

After clicking the triangle, a pop-up window opens ([Figure 12](#)) in which you can add the corresponding event to your personal timetable by clicking the selection field “Add to timetable” (circled in orange in [Figure 12](#)). In this way you can allocate all lectures and classes to your personal overview.

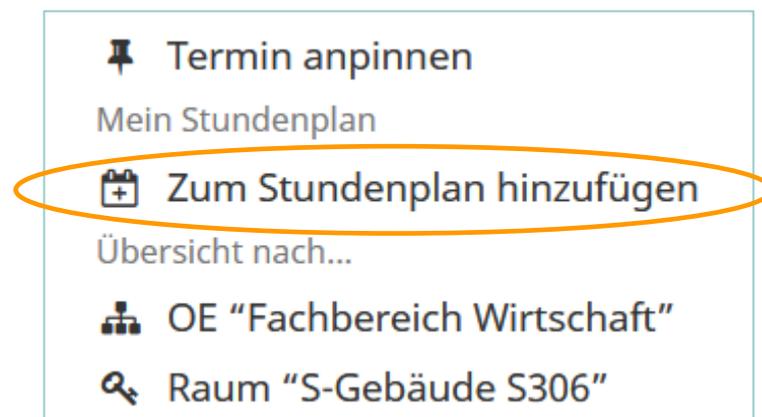


Figure 12: Adding a pop-up window appointment



Please note: If mandatory registration is required for a lecture, seminar, tutorial etc. this must be done after the usual faculty-specific procedure. Adding a class to your timetable is *not* a guarantee that you will attend!

Once you have assigned all lectures, classes and appointments to your personal timetable view you can filter this using various selection criteria. To do this you must first select the semester. In the advanced options you can optionally limit the search to specific time periods, a specific campus and/or teaching formats. These advanced options can be opened via the small blue plus symbols (see [Figure 13](#)).

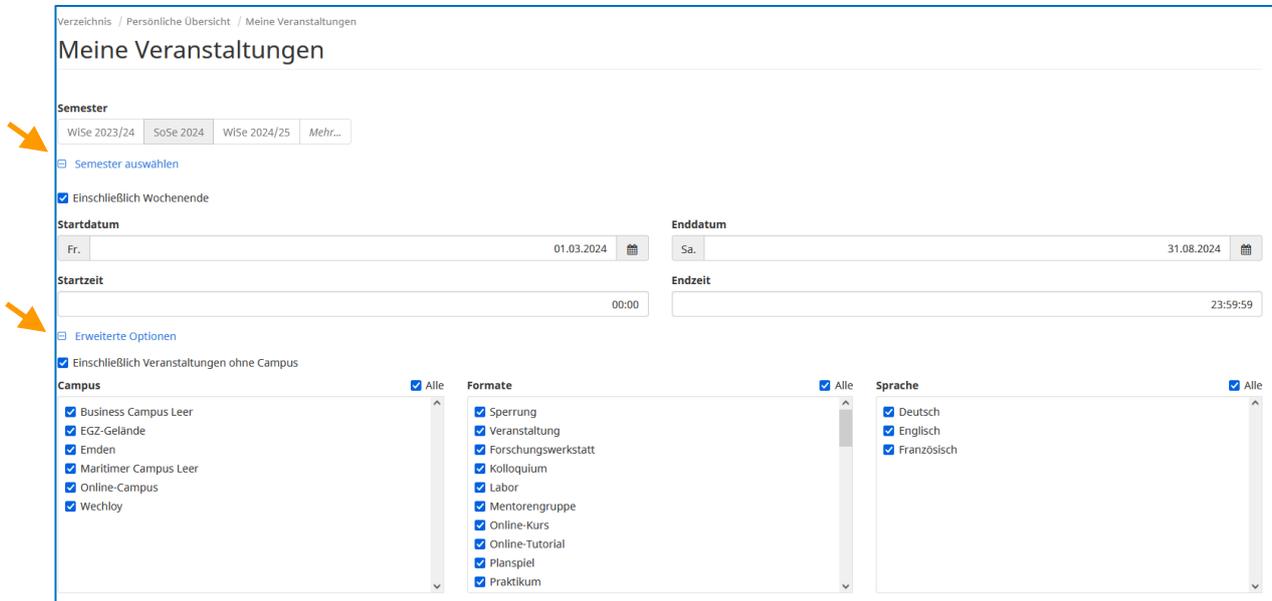


Figure 13: Personal overview – limitation options

The results are displayed within the calendar page in your personal overview. This view corresponds to the entire semester. You can also change this view individually and select “Single week” or a “User-defined time period” for example (circled in orange in the top left corner of [Figure 14](#)).

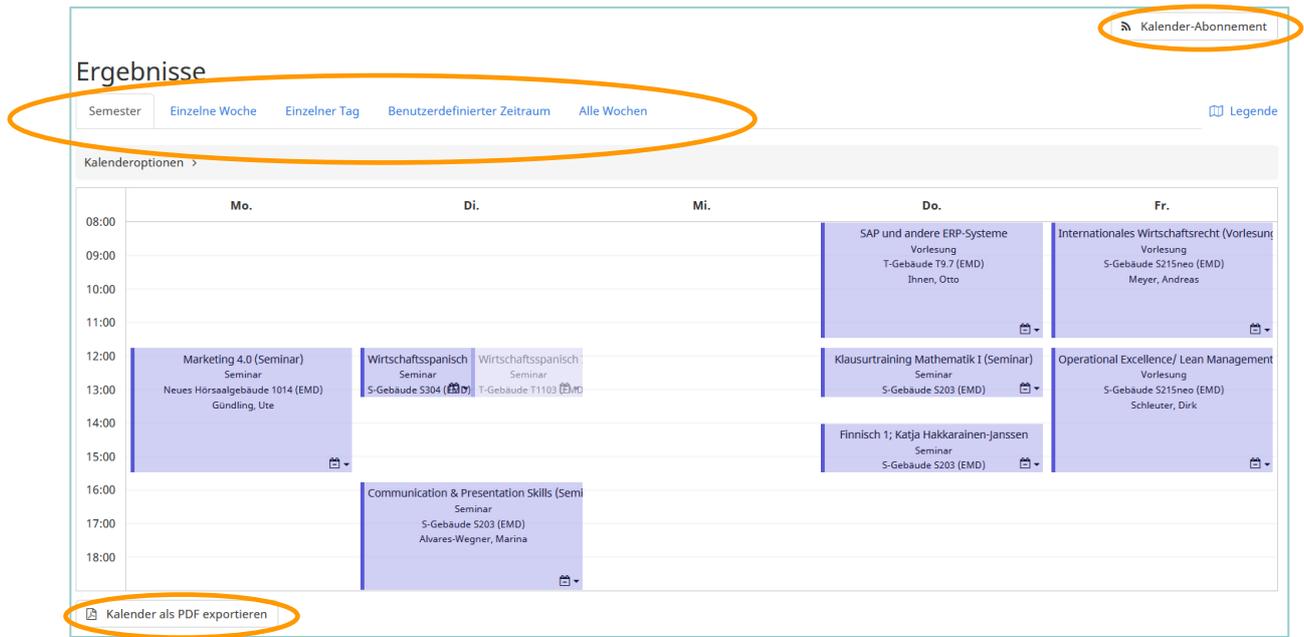


Figure 14: Personal overview – calendar view

If you move the mouse over an event slot you will be shown more information about the event. With the button “Calendar subscription” (circled in orange in Figure 14) you have the option of linking the timetable with an email calendar (e.g. Outlook, Google, etc.). This means that you will automatically receive updates about the events of the selected semester in your calendar. Above the calendar view you have the option of exporting the calendar as a PDF file and printing it out (circled in orange in the bottom left corner of Figure 14).

If you would like to remove an event from your personal view, click the black triangle again which opens an identical pop-up window. Then click the “Remove from timetable” button and the class is removed from your personal timetable overview.

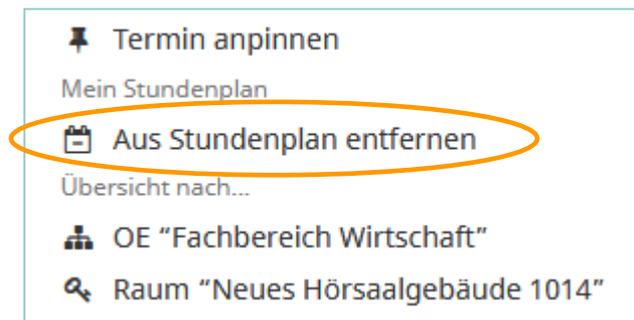


Figure 15: Removing a pop-up window appointment

3.1.4 Rooms

Under the **“Räume” / “Rooms”** button in [Figure 4](#) you do not go directly to the lecture and room allocation plans; these are various room directories where you can view individual room properties and equipment as well as further details about the various campuses, buildings and rooms. You can search using full text, by building or by organisational unit (see [Figure 16](#)).

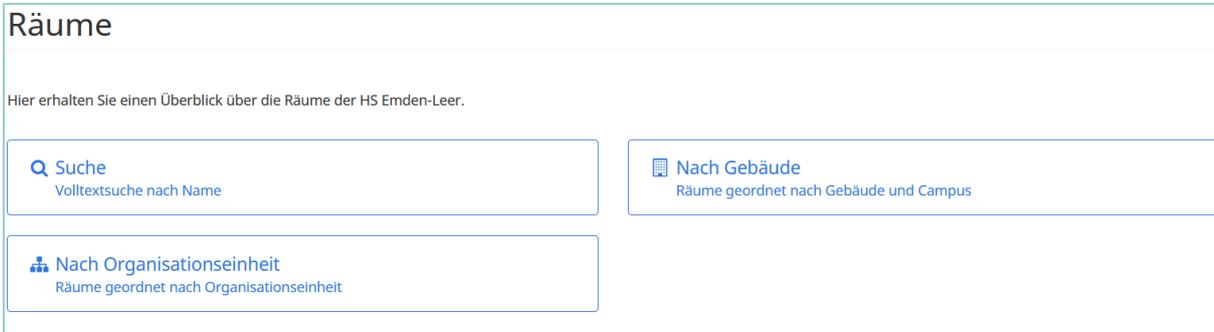


Figure 16: Room search options in the room directory

In the **“Volltextsuche” / “Full text search”**, you enter the name of the room in the search box and confirm with “Search”. All the matching search results are shown underneath in tabular form. To obtain further details about the room or building the corresponding name must be selected (circled in orange in [Figure 17](#)).

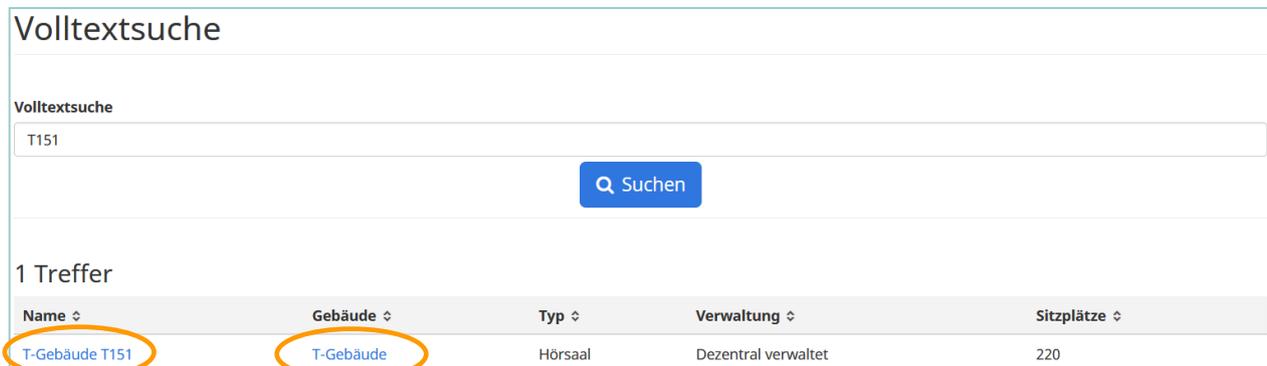


Figure 17: Full text search by room

Verzeichnis / Räume / Raum

T-Gebäude T151 Hörsaal

Keine Bilder gefunden

<p>Name T-Gebäude T151</p> <p>Alternativname</p> <p>Gebäude T-Gebäude</p> <p>Stockwerk <i>Unbekannt</i></p> <p>Adresse (Gebäude) Constantiaplatz 4, 26723 Emden</p> <p>Öffnungszeiten (Gebäude) 06:00 Uhr - 22:00 Uhr</p> <p>Typ Hörsaal</p> <p>Sitzplätze 220</p>	<p>Raumeigenschaften</p> <p>⇅</p> <p>Beamer</p> <p>Tafel</p> <p>Verzeichnis Belegung</p> <p>Verwaltung</p> <p>Hochschule Emden/Leer</p> <ul style="list-style-type: none"> ↳ Fachbereich Soziale Arbeit und Gesundheit Hochschule Emden/Leer ↳ Fachbereich Technik ↳ Technik: Elektrotechnik und Informatik
--	--

Figure 18: Information about the room

When you have selected the room, a new window opens (see [Figure 18](#)). In this window, you are shown various room images and further information about the room such as the type of room, number of seats or the room equipment, etc. From here, you can also navigate directly to the room allocation plans. To do this click the area circled in orange in [Figure 18](#).

In the room search **“Nach Gebäuden” / “By buildings”** you can filter out the rooms by sorting by buildings and campus. When you select a building from [Figure 19](#) you go to another tabular list of all classrooms in the building.

Business Campus Leer	Campus EGZ-Gelände	Campus Emden	Maritimer Campus Leer	Online-Campus	Campus Wechloy
Name ↕	Abkürzung ↕				
D-Gebäude	D-Gebäude				
E-Gebäude	E-Gebäude				
G-Gebäude	G-Gebäude				
Hochschulbibliothek	Hochschulbibliothek				
Neues Hörsaalgebäude	Neues Hörsaalgebäude				
S-Gebäude	S-Gebäude				
T-Gebäude	T-Gebäude				
V-Gebäude	V-Gebäude				

Figure 19: Room search by campus and buildings

In the room search **“Nach Organisationseinheit” / “By organisational unit”**, you can enter a name in the search box to search for a faculty or central institution. Alternatively, you can select the faculty or central institution you are searching for in the hierarchical structure below the search box (see [Figure 20](#)). Then please confirm by clicking “Search rooms” which will show you all the classrooms which are assigned to the organisational unit in the space below.

Q Suche

Nach einer Organisationseinheit suchen...

- ▼ Hochschule Emden/Leer
 - Fachbereich Seefahrt und Maritime Wissenschaften
 - Fachbereich Soziale Arbeit und Gesundheit
- ▼ Fachbereich Technik
 - Technik: Elektrotechnik und Informatik
 - Technik: Maschinenbau
 - Technik: Naturwissenschaftliche Technik
 - Technik: Online-Studium
- Fachbereich Wirtschaft
- Präsidialbüro und Veranstaltungsmanagement
- Studium Generale

Q Räume suchen

Figure 20: Room search by organisational unit

3.1.5 Organisational Unit

When you click on the **“Organisationseinheit” / “Organisational unit”** button in [Figure 4](#) you will find a list of all faculties and central institutions previously saved in MathPlan. On this page you can also view further information about the organisational units. To obtain this information click a name (circled in orange in [Figure 21](#)).

Hochschule Emden/Leer	
Name	Kurzname
Hochschule Emden/Leer	HS
Typ	Extern-ID
Hochschule	HS
Kostenstelle	Sekretariat
Gebäude	
<hr/>	
Untergeordnet	
Name	
Fachbereich Seefahrt und Maritime Wissenschaften	
Fachbereich Soziale Arbeit und Gesundheit	
Fachbereich Technik	
Fachbereich Wirtschaft	
Präsidualbüro und Veranstaltungsmanagement	
Studium Generale	

Figure 21: List of organisational units

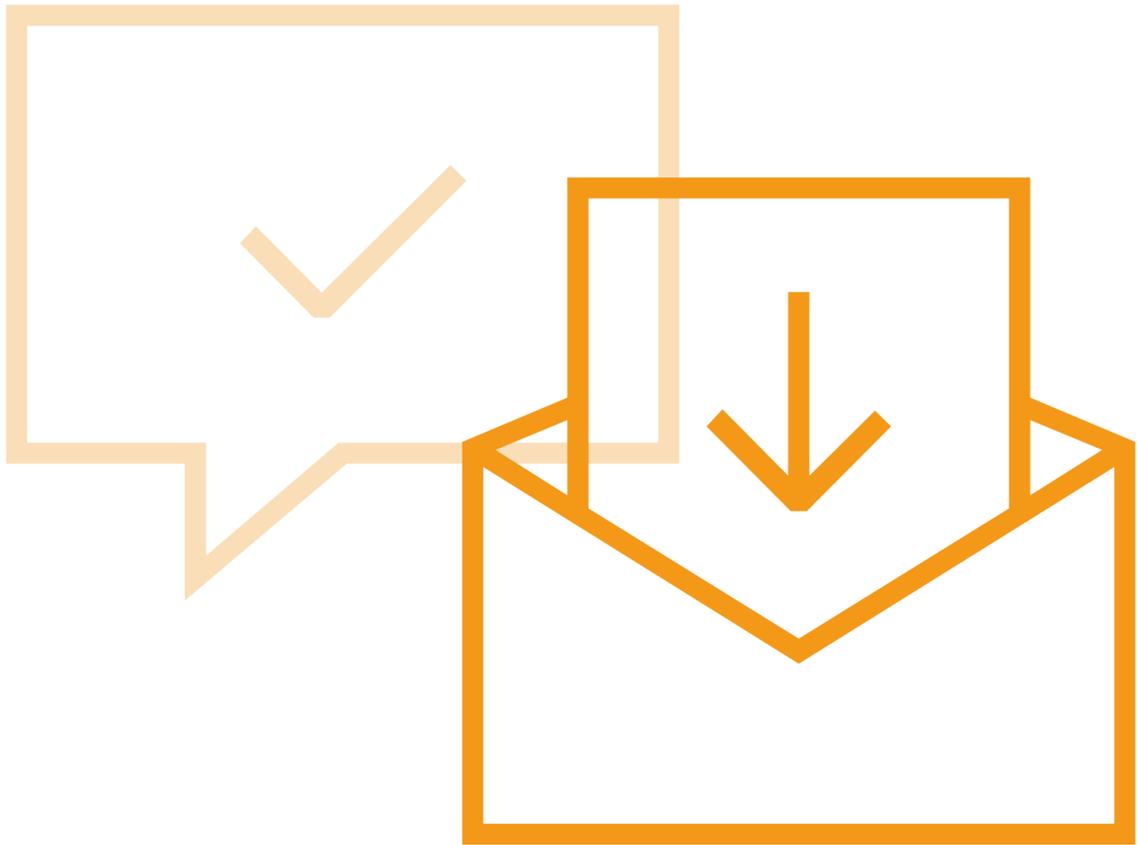
3.2 Help



Figure 22: "Help" option

Under the **"Hilfe" / "Help"** option which is located at the centre of your browser window (see [Figure 22](#)) you will find a help text and an email address which you can use in case you are having difficulties or if there is a problem with the program.

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