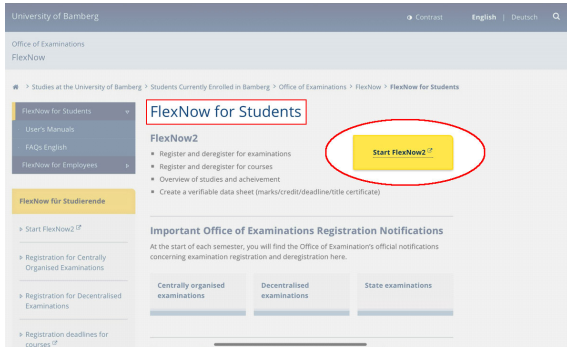


How to ... use FlexNow to select Business English courses.

Overview

- A. Start FlexNow
- B. Navigate to the Business English courses
- C. Add Business English courses to the basket
- D. Confirm the selections in the basket
- E. Check your list of course selections.

A 1. Start FlexNow



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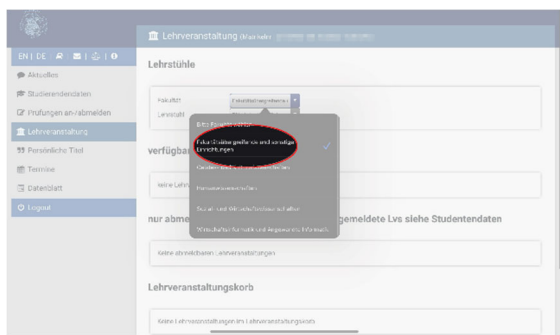
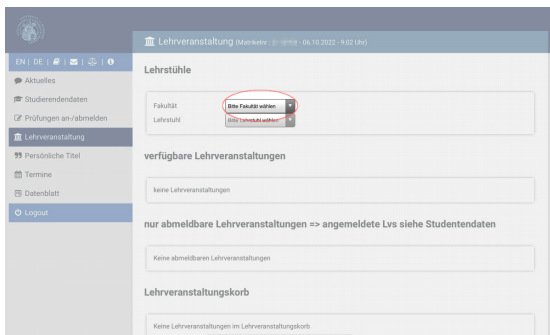
B 1. Select the "Lehrveranstaltung" view



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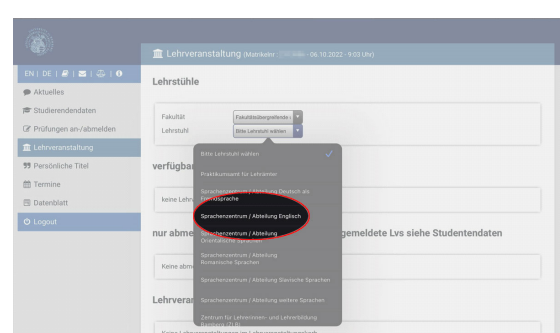
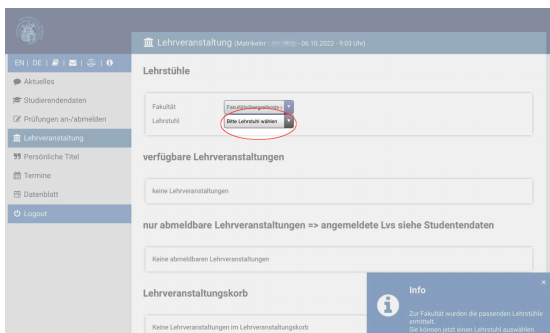
B.2. Click on "Bitte Fakultät wählen" ...

... select „Fakultätsübergreifende und sonstige Einrichtungen,,



B.3. Click on „Bitte Lehrstuhl wählen“ ...

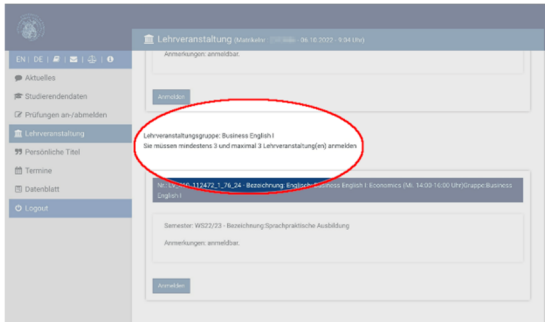
... and select „Sprachenzentrum / Abteilung Englisch“



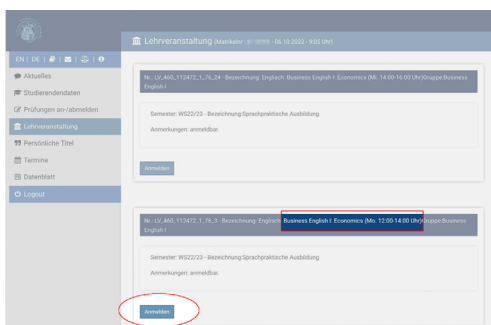
How to ... use FlexNow to select Business English courses.

B.4. Scroll wa-a-a-y down the list of courses until you reach the Business English courses.

Note the alert: You must make 3 selections per Business English course you want to attend.

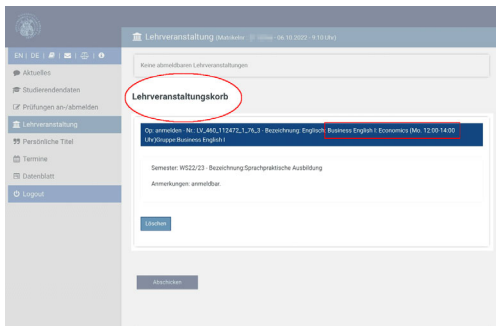


C 1. Check the day & time of the teaching group, and click “Anmelden” to add it to your basket



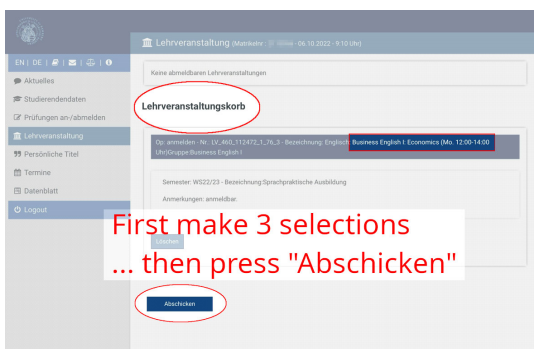
- A. Start FlexNow
- B. Navigate to the Business English courses
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C.2. The course BEI : Economics Mo 12-14 has been added to the basket.



Two more selections for the same course need to be added to the basket.

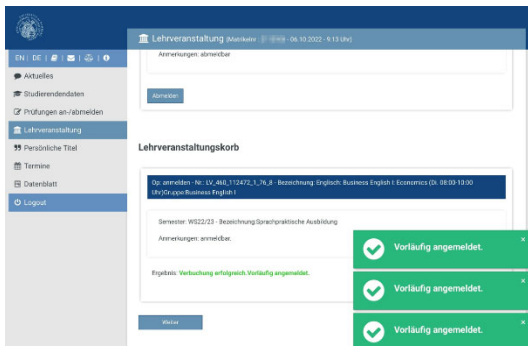
D 1. Once all three selections are ready, press “Abschicken” so that FlexNow saves them.



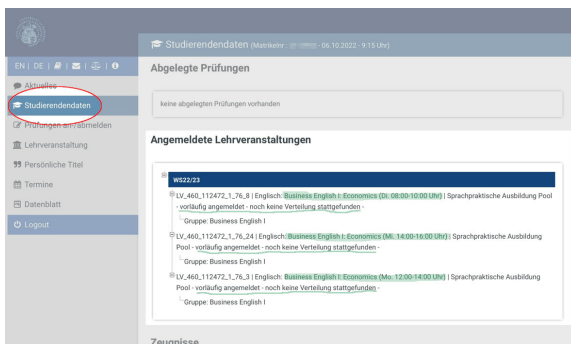
- A. Start FlexNow
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How to ... use FlexNow to select Business English courses.

D.2. FlexNow gives clear feedback when the selections have been successfully saved.



E 1. Switch to the “Studierendendaten” view to see the selections you have made.



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The phrase “vorläufig angemeldet – noch keine Verteilung” means that you are able to change your selections.

After the allocation (Verteilung)—on Fri 12 April 2024 for SS24—one of two things will happen:

- a) You receive an email from FlexNow saying that your FlexNow selection was successful and giving the details of which course to attend. In the “Studierendaten” view in FlexNow, the course selection that you were allocated to now has the phrase “fest angemeldet”. The other selections you made for this course will have disappeared from view.
- b) You receive a message from FlexNow saying that your course selections were unsuccessful and that you should join the VC called “Business English FlexNow Waiting List ...”. In the “Studierendaten” view in FlexNow, the three selections that you made for this course will have disappeared from view.