

# ILIAS Quick Start

## Overview

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## Introduction

At the Karlsruhe Institute of Technology, various instances of the **Integrated Learning, Information and Work Cooperation System – ILIAS** for short – are used as platforms to support digital teaching. ILIAS offers a wide range of functions, ranging from the provision of static files, such as scripts or articles, to the streaming of instructional videos, the operation of interactive learning modules or the implementation of digital assessments. This guide is intended to describe a condensed introduction to the basic structure and functions of ILIAS.

## Basic functions

### Screen Layout

The ILIAS application window is structured roughly as follows:

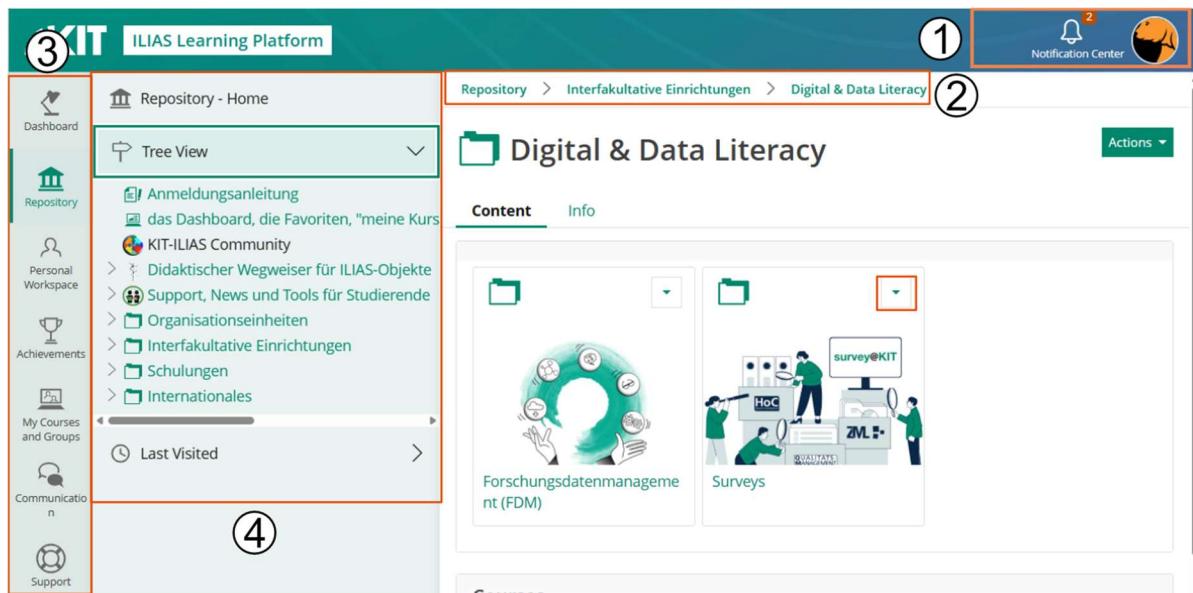


Figure 1 Overview

At the top there is a header bar (1). Below you will find the so-called breadcrumb bar (2) for navigating through the open structures. On the left is the navigation column (3) with access to various important options. The specific options are displayed in a pop-up slate area (4).

## Header

The header bar provides basic profile settings and a notification center for incoming mails, for example.

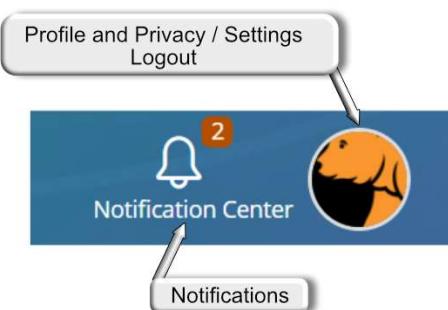


Figure 2 Header

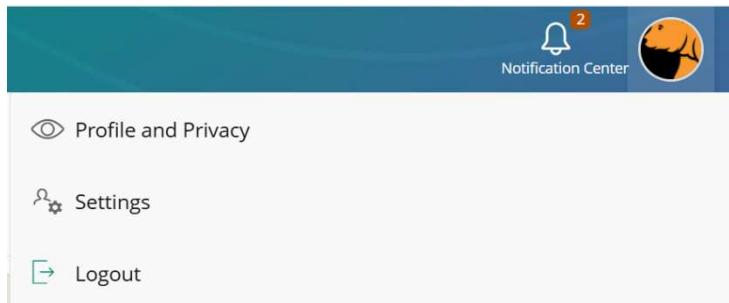


Figure 3 Personal setting options

Via the avatar, you can access the settings for your own profile and data protection, the general settings for viewing the platform and the logout function.

With the profile and data protection function, you can, if you wish, add more detailed data about yourself or store a profile picture.

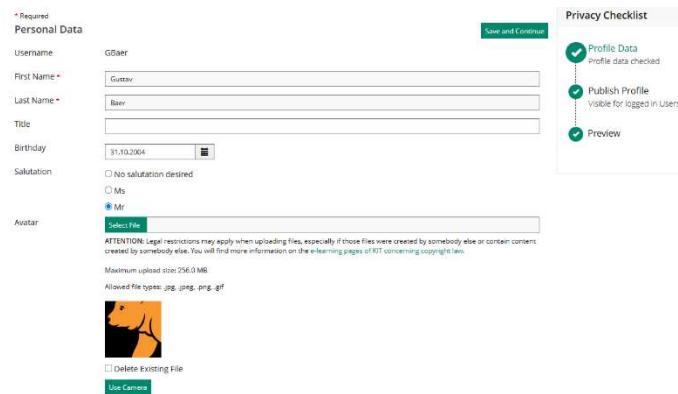
The administration only presets the basic data that is absolutely necessary for operation, such as surname, first name, e-mail address. You can use the Settings option to make important basic settings for your work

environment, the mail settings, and reset your password.

## Profile and Privacy Policy

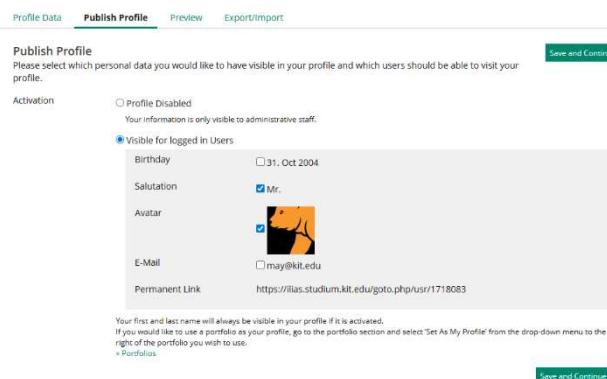
As a first step, enter all the data you want to publish in the form fields provided. The screenshot shown on the left shows only a small section of the possible information.

Under "Publish profile", select which data is visible to logged in users, i.e. only the KIT-ILIAS users. The data is only visible to other ILIAS users when it is explicitly activated and released with the Save button.



The screenshot shows a form titled 'Personal Data' with fields for Username (GBaer), First Name (Günter), Last Name (Baer), Title, Birthday (31.10.2004), and Salutation (Mr.). There is a note about file upload restrictions and allowed file types (jpg, jpeg, png, gif). An 'Avatar' section shows a selected file (a small orange dog icon) and options to 'Delete Existing File' or 'Use Camera'. A 'Privacy Checklist' on the right includes items: 'Profile Data - Profile data checked' (checked), 'Publish Profile - Visible for logged in Users' (checked), and 'Preview' (checked).

Figure 4 Change profile data



The screenshot shows the 'Publish Profile' tab selected. It includes sections for 'Activation' (Profile Disabled, Visible for logged in Users), 'Birthdate' (31. Oct 2004), 'Salutation' (Mr.), 'Avatar' (a small orange dog icon), 'E-Mail' (may@kit.edu), and 'Permanent Link' (https://ilias.studium.kit.edu/goto.php/usr/1718083). A note at the bottom explains that first and last name are always visible and provides instructions for using a portfolio. A 'Save and Continue' button is at the bottom.

Figure 5 Release of profile data

## Settings

General Settings

Language: English, Deutsch, English

Hits/Page: Remember last visited

Last Visited:

Session Reminder: Receive a reminder before your online-session expires.

ILIAS Time Zone: GMT+1:00: Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

Date Input Format: 31.10.2026

Time Format: 13:00

Personal Starting Point: Use Standard Settings, Dashboard (selected), My Courses and Groups, Personal and Shared Resources, Calendar, Repository - Home, Repository Object

Select the page or object which is to be shown after login.

In the General Settings tab, you can customize the system language of ILIAS. This means that menu terms or descriptions are displayed in the selected language. If there are appropriately configured language variants, e.g. of page content or learning materials, they will be displayed accordingly.

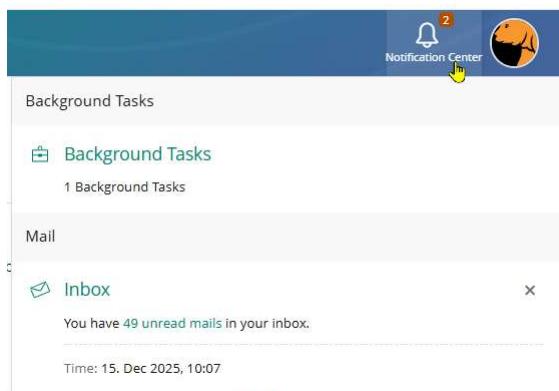
In addition, you can determine your individual ILIAS start page. The dashboard, for example, offers you a freely definable overview of your events.

Figure 6 General Settings

## Notification Center

In particular, notifications about incoming mails or completed background processes such as larger downloads are sent in the Notification center.

The icon is only displayed in the header bar if there are corresponding new elements.



To delete notifications, the respective "x" symbol is used.

Figure 7 Notification Center

## Breadcrumb strip

The so-called "**breadcrumb bar**" at the top of the page is used to navigate between the individual open levels. It runs from the categories (e.g. faculty) down to the individual learning elements (here the module). With each open sub-level, the breadcrumb bar is extended. You should **not** navigate via the "backspace" of the browser. Since ILIAS is a dynamic system, it would try to restore a page to its original state.

In short, it can lead to script errors and thus to the loss of information.

## The Navigation column

The central control of the displayed views is carried out via the menu column on the left edge (3) (at the bottom for mobile devices). Depending on the menu item, context menus (slates) with further options are expanded (4). The arrow in the lower area of the slate can be used to close it again.

### Menu: Dashboard

The dashboard serves as an individual entry level for working with ILIAS. In the middle there is a block titled Favourites, with all individually declared items as favourites, such as course rooms, groups or even individual objects such as a certain wiki.

This means that the dashboard makes it possible to keep an adapted overview of the current courses.

As already indicated, any object can ultimately be declared as a favourite and thus stored on the dashboard. To add an object to your favourites, select the option "Add to favourites" via the actions directly on the object (button with arrow pointing down). If an item is



The screenshot shows the ILIAS dashboard. On the left, there is a sidebar with a 'Dashboard' icon. The main area is divided into two main sections: 'Favourites' and 'Tasks'. The 'Favourites' section contains a list of items: 'Repository' (with a 'KIT-ILIAS Community' link), 'ZML lab', 'Assignment course' (with a note 'Registration: No Registration Possible'), and 'E-exam for the course...'. The 'Tasks' section contains a list of items: 'Remove Multiple Objects', 'Exercise: Alle Aufgab...', 'Submission of As', 'Exercise: Homework...', 'Submission of As', 'Exercise: Homework...', and 'Finish survey 'Dr...'. Each item in the lists has a small icon and a green square button with a downward arrow in the bottom right corner, indicating it can be favorited.

Figure 8 Dashboard



The screenshot shows a context menu slate with a list of items: 'Complementary course "Basics of Chemistry"', 'Complementary course "Basics of Chemistry"', 'Basics of Chemistry for Chemical Biology', and 'Gauss Test 2'. The slate has a green square button with a downward arrow in the bottom right corner. A sub-menu is open for the first item, showing options: 'Unsubscribe from course' and 'Add to Favourites'. The 'Add to Favourites' option is highlighted with a yellow arrow.

Figure 9 Add to Favourites

already in Favorites, the "Remove from Favourites" option is offered there instead.

The dashboard can also be easily cleaned of several favourites, e.g. older ILIAS rooms, at the same time. To do this, select the option "Remove multiple objects" in the dashboard view via the action button at the top right. Now several objects can be marked in front of the objects via checkboxes and removed from the dashboard via "Remove".

The view of the dashboard is subject to three sorting criteria, which can be accessed via the button to the left of the action button. These are,

- By location
- By Type
- By Alphabet

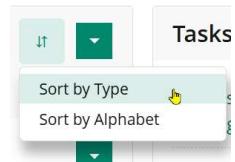
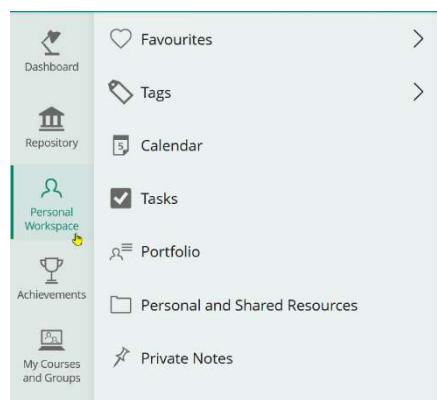


Abbildung 10 Sorting

where the current status is not displayed (here "location").

## Personal workspace



In the "Personal Workspace" section, you can manage your personal information and notes. Here you have the possibility to call up your favourites, content tags, private notes or current "to-dos" in a compressed view. Above all, the list of upcoming to-dos should help to keep an eye on deadlines such as important drop-offs or the like.

Figure 11 Personal workspace

## Learning Success

In the "Learning Achievements" menu, you will find all certificates and badges that you have obtained, if assigned.

## My Courses and Groups

This area cannot be customized, like the dashboard, but lists all of your courses and groups that you are a member of. Accordingly, the removal of an entry can only be done by leaving the corresponding course or group.

However, you should only do this in absolutely exceptional cases, such as the general deregistration from a course.

## Communication

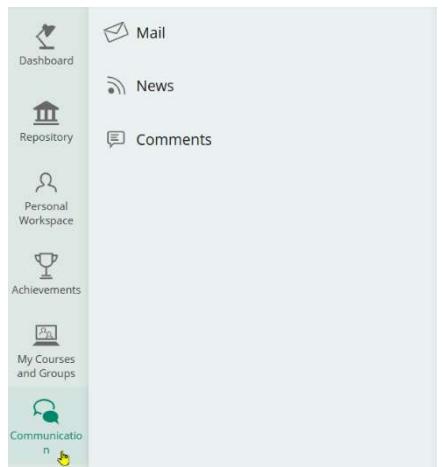


Figure 12 Communication

Under Communication you will find access to the internal messaging system, a compact list of all news from the booked courses and the list of all comments you have given.

The internal mail system allows you to send messages to both individuals and members of your courses.

It is not possible to receive e-mails from external e-mail addresses, as this is an internal communication system.

You call up the mail system from the menu bar via the *Communication option* or via the Mail context menu.

The structure of the mail system corresponds to common web-based mail programs.

You can use the Tools button to display a selection structure for Inbox, Sent or Deleted Items.

You can create new messages using the *Create* tab. When creating or sending messages, you can use the two defined filters "My Courses" and "My Groups" to specifically select your addressees.

Under "News" you will find all the news from your ILIAS event rooms, if activated there. On the one hand, these can be filtered by time period or event.

All public comments made by you, e.g. in forums (only via comment function. No posts), are displayed collectively under "Comments".

## Info & Contact

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### Imprint

**Publisher:** Karlsruhe Institute of Technology (KIT) Kaiserstraße 12 76131 Karlsruhe

**Contact:** InformatiKom Adenauer Ring 12 76131 Karlsruhe Deutschland Tel.: +49 721 608-48200 E-mail: [info@zml.kit.edu](mailto:info@zml.kit.edu)