

ILIAS Quick Start

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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:

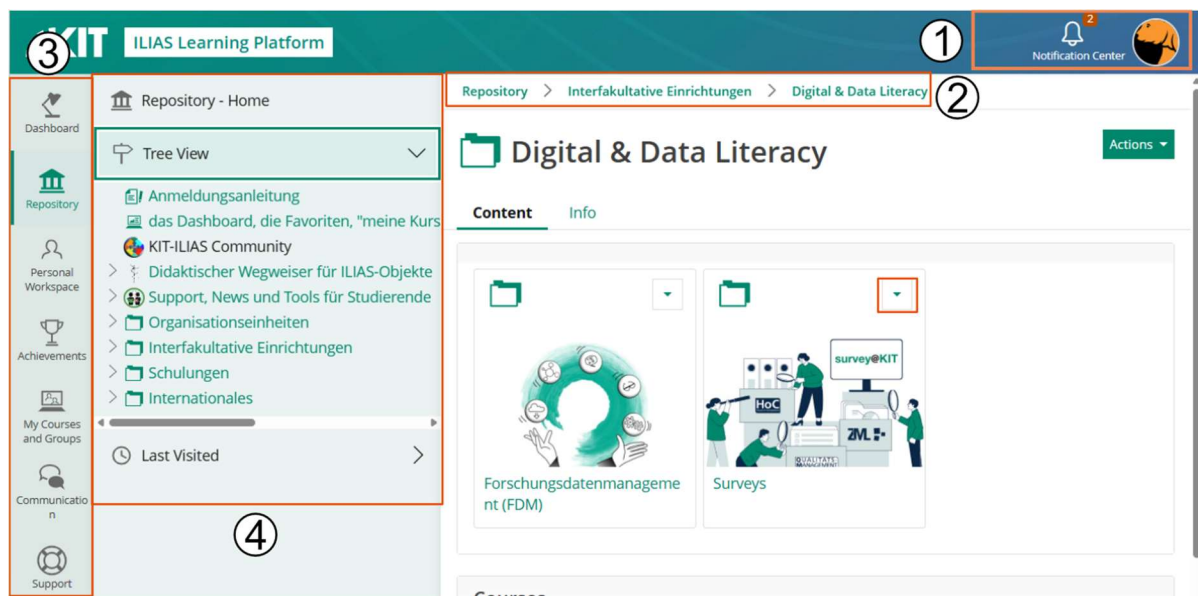


Figure 1 Overview

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.

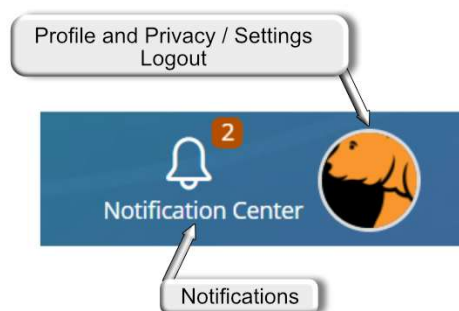


Figure 2 Header

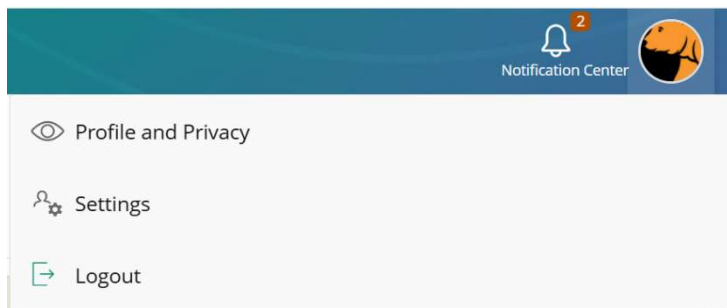


Figure 3 Personal setting options

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.

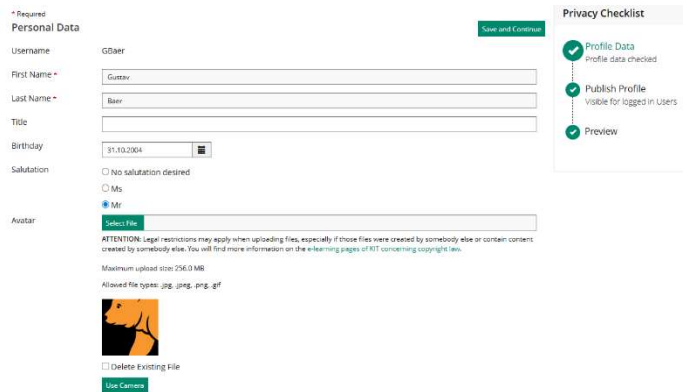


Figure 4 Change profile data

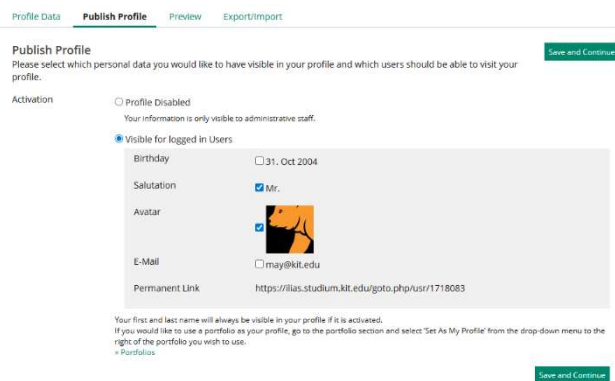


Figure 5 Release of profile data

Settings

General Settings

Language: English Deutsch English

Hits/Page:

Last Visited: Remember last visited

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

ILIAS Time Zone: GMT+1:00: Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
Please choose the nearest city in your time zone to make sure that appointments are displayed accordingly.

Date Input Format: 31.10.2025
Please choose a format for the input of dates.

Time Format: 13:00
Please choose a format for the input and presentation of time.

Personal Starting Point ^{*}

☐ Use Standard Settings
Use the standard global settings as set by the administrator of your platform.

☒ Dashboard

☐ 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.

Figure 6 General Settings

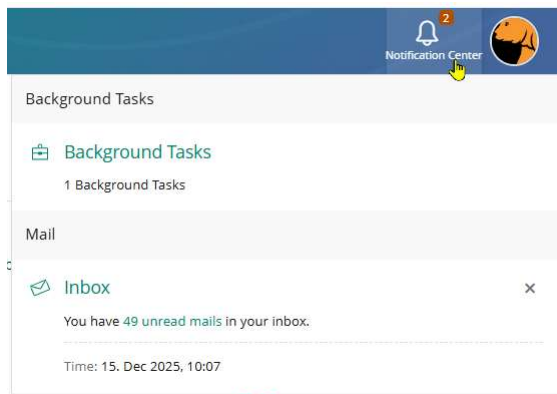
In the General Settings tab, you can customize the system language of ILIAS. This means that menu terms or descriptions are displayed in the selected language. If there are appropriately configured language variants, e.g. of page content or learning materials, they will be displayed accordingly.

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

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



Figure 8 Dashboard



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

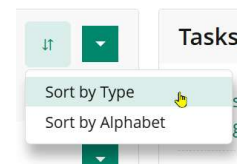


Abbildung 10 Sorting

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

Personal workspace

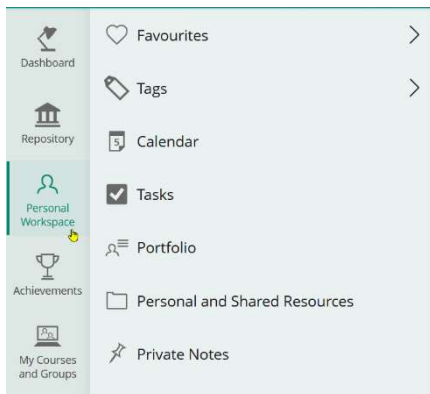


Figure 11 Personal workspace

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.

Learning Success

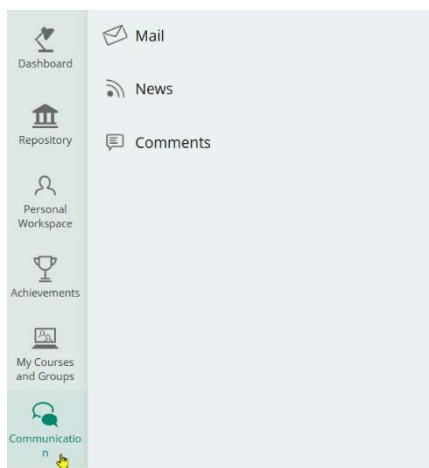
In the "Learning Achievements" menu, you will find all certificates and badges that you have obtained, if assigned.

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



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

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