Introduction to Stud.IP for Students

This guide helps students find their way around Hochschule RheinMain – University of Applied Sciences and Arts' Stud.IP platform.

Last updated: 18.08.2026

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Preliminary remarks

Stud.IP (Internet Support for Face-to-Face Teaching) is Hochschule RheinMain – University of Applied Sciences and Arts' central teaching and learning management system. It provides digital support for courses and helps students and teaching staff organize and manage teaching and learning.

In Stud.IP, you can access course materials, complete and submit assignments, participate in forums and surveys, view events, and communicate with teaching staff and fellow students. With these functions, Stud.IP complements face-to-face teaching while also serving as the central communication and organizational platform for your studies.

Organizational notes on Stud.IP 6.1

Stud.IP 6 is a new version of the system. In addition to numerous stability and security improvements, various functions have been expanded and parts of the user interface have been redesigned.

All existing courses, material and content have been transferred from the predecessor version and can still be found in their usual locations.

If you have any technical difficulties, or if you have any questions, please contact the IT and Media Department (ITMZ) of Hochschule RheinMain – University of Applied Sciences and Arts at service-itmz@hs-rm.de.

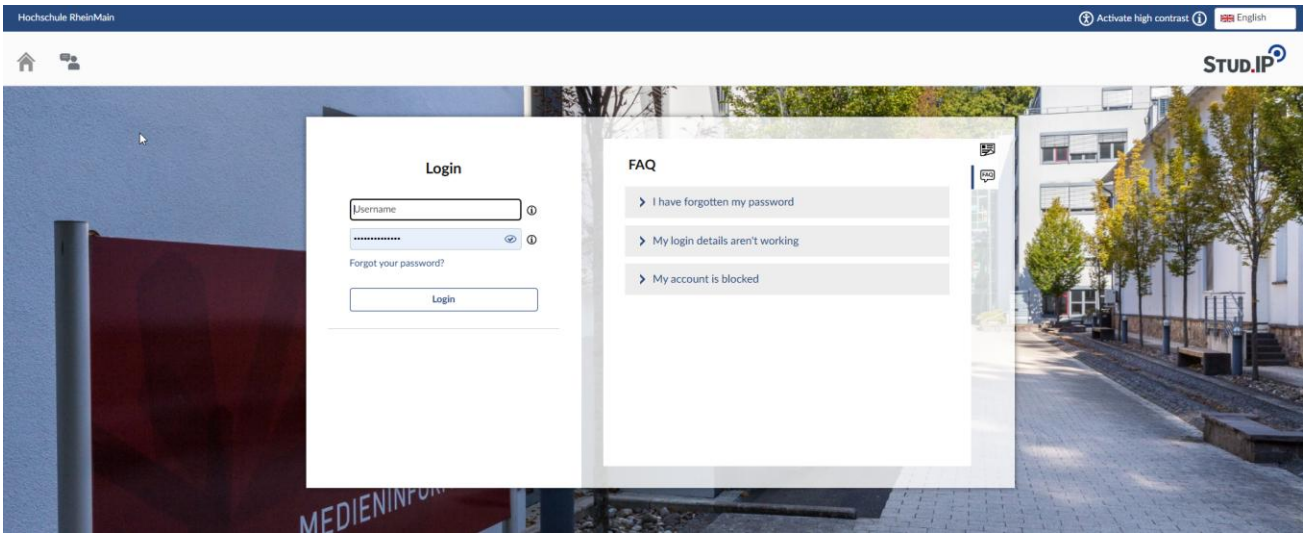
1 Logging in

To start, go to the Stud.IP homepage at https://studip.hs-rm.de.

Then log in with your university **User ID (HDS)**. As with all central online services of the Hochschule RheinMain – University of Applied Sciences and Arts, use your username and personal password to log in. These login details automatically give you access to Stud.IP. You will usually receive this access data after enrolment.

You must activate your HDS access before logging in to Stud.IP for the first time. You can activate HDS access on the university's Activation Portal. Please note that it can take up to **60 minutes** for your data to be transferred to the university system.

After activation, you can log in to Stud.IP with your HDS User ID at https://studip.hs-rm.de.



2 Widgets on the homepage

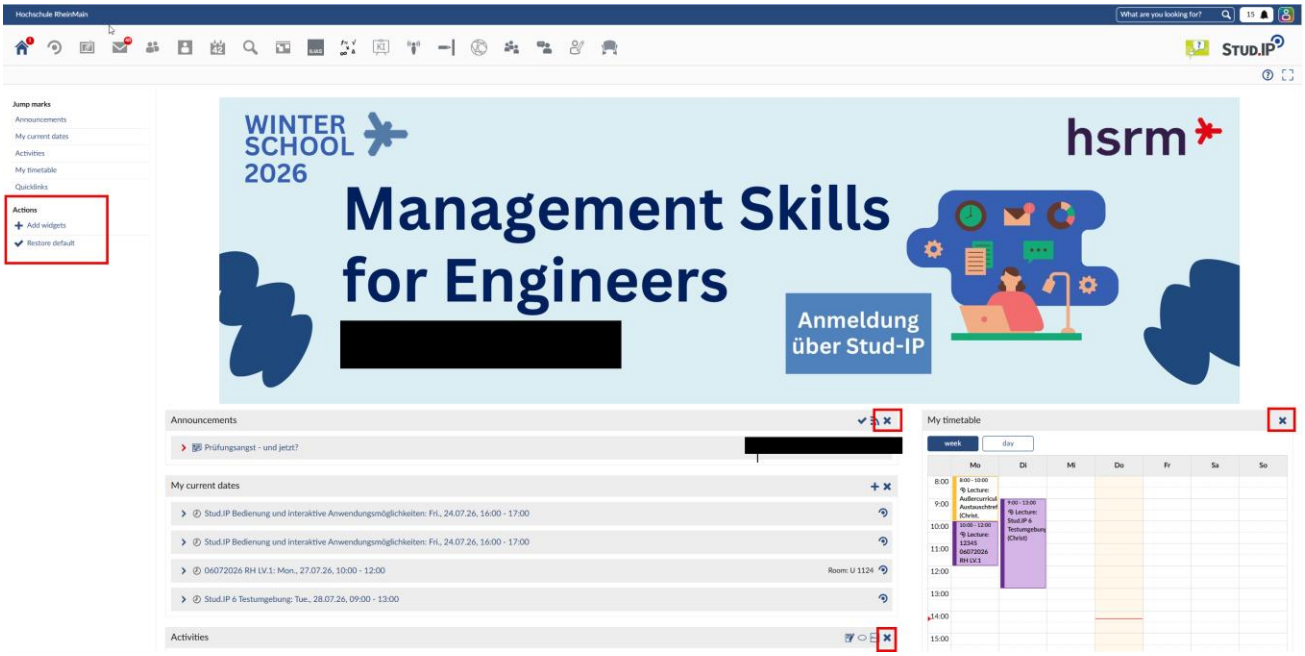
After logging in, you are taken to the Stud.IP **homepage**. The homepage is made up of various **widgets**.

Widgets are individual panels that provide information, links or useful functions. They provide you with an overview of current notices, events or your courses. You can also configure individual widgets to your personal requirements.

You can identify a widget by the "×" in the top right corner. Click this to close the widget.

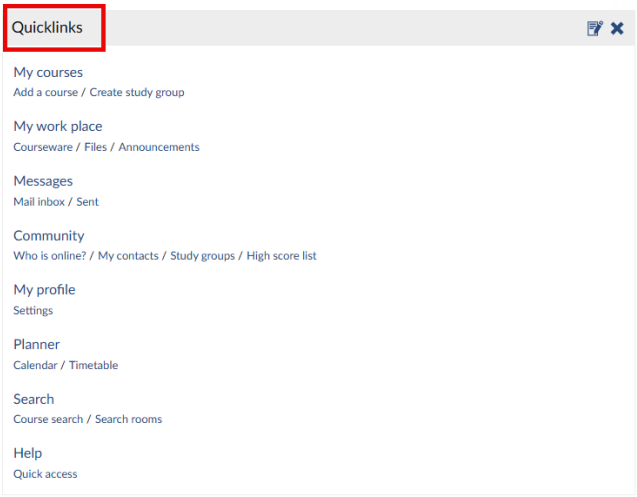
You can customize the **homepage** to suit your preferences. You can drag and drop the widgets into the order that suits you. You can move widgets up and down within a column or between the left-hand and right-hand columns. You can remove any widgets you do not need from the homepage. You can add them again at any time, or add further widgets, via the relevant settings.

Feel free to experiment with the customization options. If you want to return to the original configuration, go to the sidebar and select **Restore default** under **Actions**.



You can click on the **jump links** to move to different sections of the homepage.

You can access key areas on Stud.IP by using **Quicklinks**.



My courses

Here you have an overview of all courses you are registered on. You can select individual courses and view information, materials or events.

My work place

The **work place** provides a central point of access to your content, such as personal files, and further functions such as announcements and questionnaires.

Messages

Under **Messages**, you can find your personal messages, such as communications from teaching staff or other students in your courses.

Community

The **Community** area takes you to the **blubber stream**. Here you can communicate with other Stud.IP users. You can also see who is currently online on Stud.IP.

My profile

Everyone who is registered on Stud.IP has their own profile page. You can add your picture under **Picture** and manage your personal data under **User Data**. You can also configure various personal settings for Stud.IP here.

Planner

The **Planner** contains your personal calendar and timetable. Once you have registered for a course, the associated events will be automatically added to your **Planner**.

Search

Search enables you to find courses and other content in Stud.IP. Various search options are available for targeted searches. Alternatively, you can also use the **Search** field in the header to quickly search for specific terms.

Help

Help takes you to the Stud.IP help page. It is context-dependent, meaning that the displayed help texts are based on the page you are currently on.

You can access help on all Stud.IP pages via the button in the upper right corner below the Stud.IP logo.

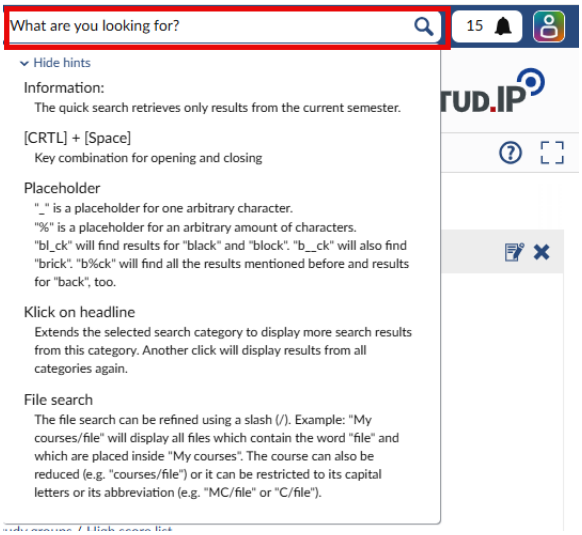
3 Menu and navigation

3.1 The header bar

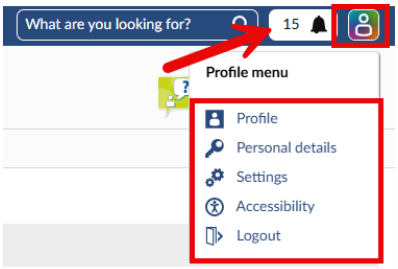
The header bar is located at the top of every Stud.IP page and allows quick access to key functions.

Search

You can use the **Search field** to search for various content in Stud.IP, such as courses, people or files. Once you click in the **Search field**, you will receive hints and suggestions for your search.



Profile menu



An indicator next to your profile picture shows whether you have any new notifications. The number next to the profile picture indicates how many unread notifications you have.

You can open your personal menu via your profile picture. There you will find things such as:

- Profile,
- Personal details,
- Settings
- Accessibility

- An option to log out.

3.2 The static toolbar

The toolbar provides quick access to frequently used areas of Stud.IP. The toolbar remains the same wherever you are in Stud.IP.

When you hover over an icon, the name is displayed first, followed by further information about the respective function.

Here is an overview of the most important icons within the toolbar:

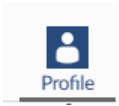
You can always return to the homepage via the “little house” icon.

Here is a list of all your registered courses. The function corresponds to the menu item **My courses** in the **Quicklinks** widget.

Workplace provides a central location where you can manage content you have received from your courses.

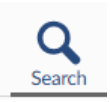
The envelope icon will take you to the Stud.IP internal messaging system. Here you can write messages to teaching staff and students, i.e., to all persons registered in Stud.IP.

This symbol takes you to **Blubber,** a community chat that allows you to communicate with others. It also provides an overview of who is currently online (logged in). You can now add them to your private contacts, send them a message, or invite them to chat. Don't pay too much attention to the ranking. It really doesn't signify anything. ;-)

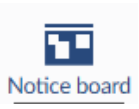


You can upload a digital photo of yourself on the **Profile** tab to give your profile a personal touch. You can enter personal information under **Personal Details**.

The weekly and event schedule is in the **Planner**. All courses you are assigned to will appear here automatically. You can also add further events there if needed.



Here, teaching staff and students can search for courses. You will also find people, literature, resources, etc. there.

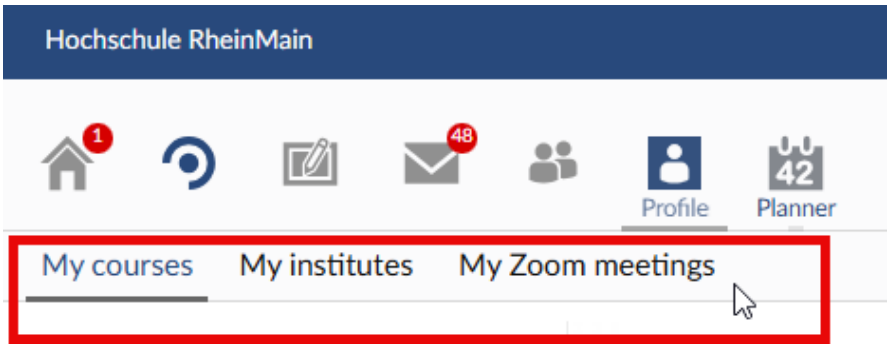


Using the **Notice board**, you can, for example, place classified ads or obtain or post further information from your field of expertise.

If one of the above symbols is marked with a red circle, this means there is new activity here. This includes, for example, the receipt of a new notification or message.

3.3 The navigation bar

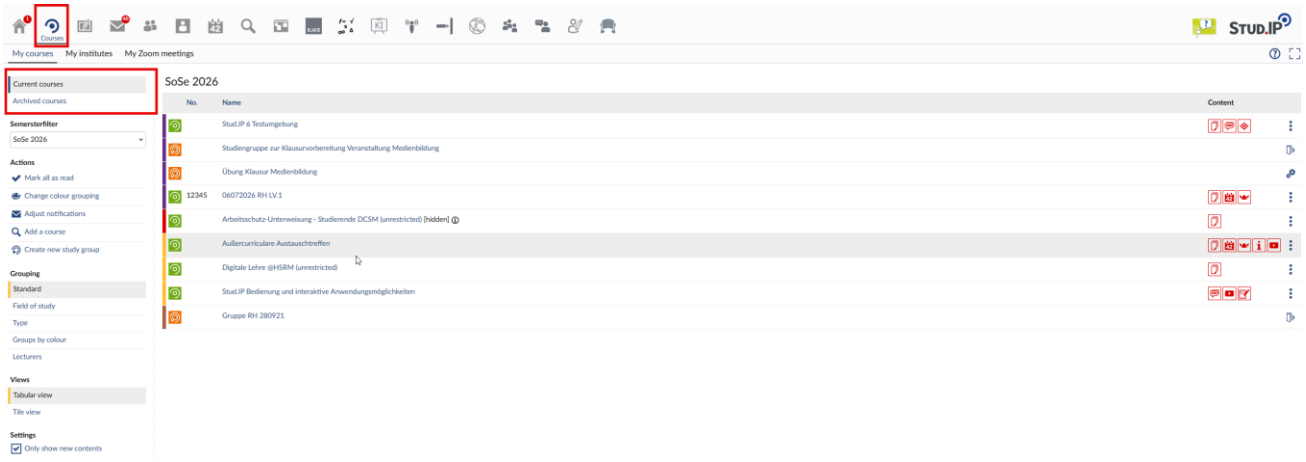
Directly below the toolbar, there is another navigation bar which presents the functions of the selected menu item in tabs.



4 My courses

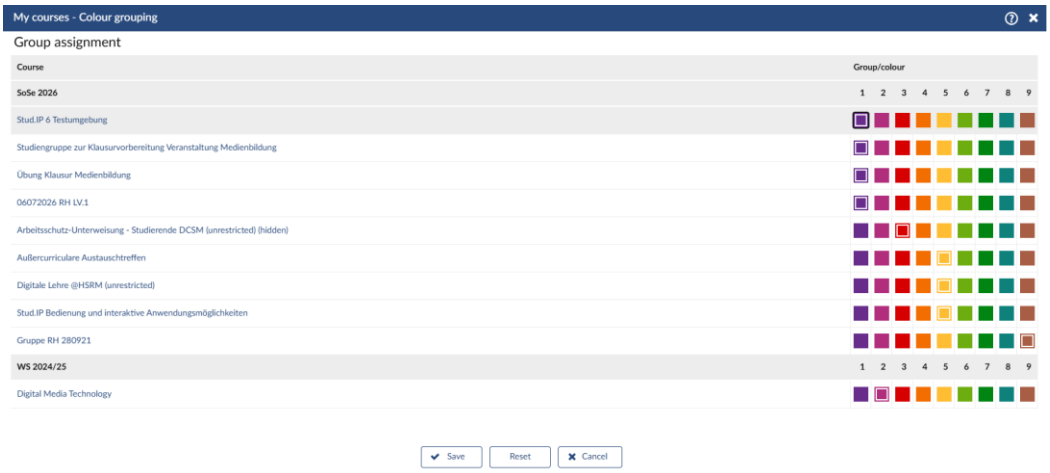
The menu item **My Courses** is one of the central areas in Stud.IP. Here you will find an overview of all courses for which you are registered.

Clicking on the **Course name** takes you to the respective course area where you can view information, materials and other content.



On the left is the sidebar with various functions and settings options.

You can customize the display of your courses using **Change Colour Grouping**. You can use colors to sort and prioritize courses. If you select a color further to the left, the course will be displayed higher up in the list. Colors further to the right rank courses further down.



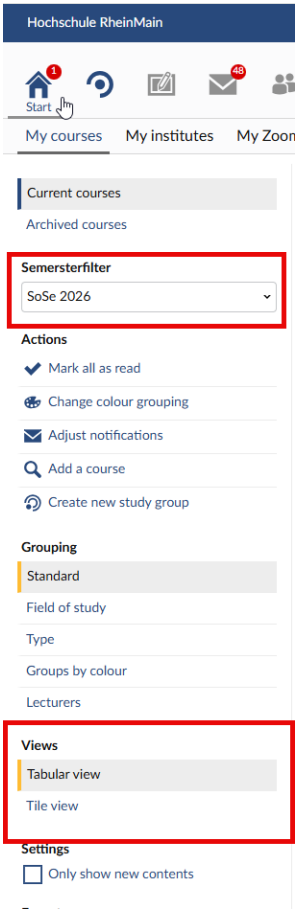
The course overview displays different symbols for each course. These provide quick access to the respective areas within a course.

If one of the symbols is **marked in red**, there is new or changed content. For example, if the Wiki symbol (Viking helmet) lights up red, a Wiki page has been updated.

Clicking on an icon will take you directly to the corresponding section of the course.

In addition to the tabular view, you can also display your courses in a **Tile view**. Activate this view via the sidebar below **Views →Tile View**.

If you are missing any courses, first check the **Semester filter** in the sidebar. Make sure you have the correct semester selected. After adjusting the filter, the relevant courses will be displayed again.



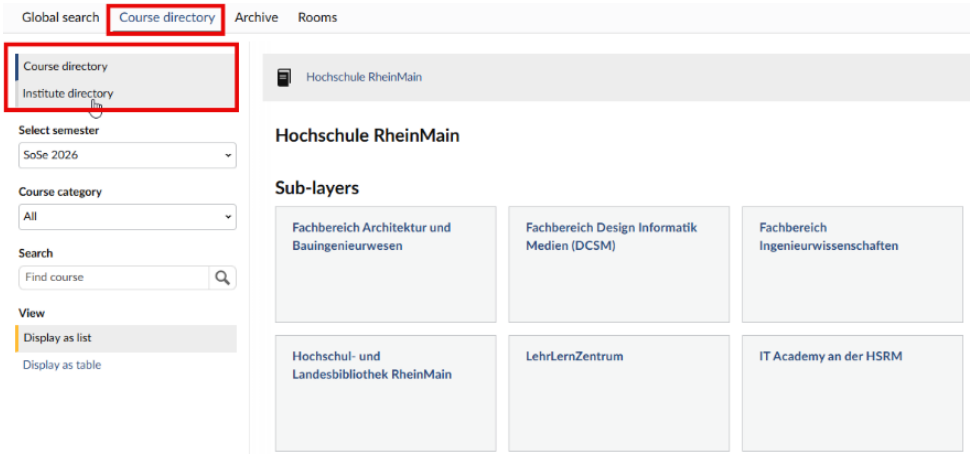
4.1 Course search

There are several ways to find courses in Stud.IP.

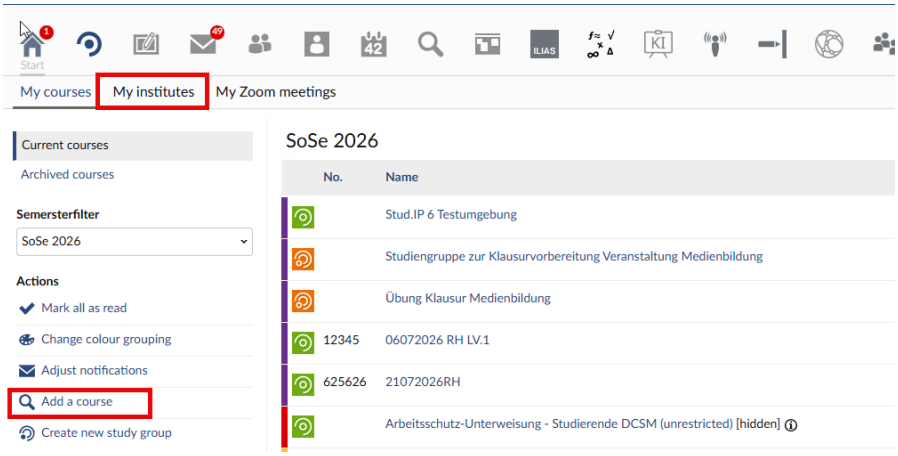
You can use the **Global search in the header** to quickly search for courses of the current semester. Enter a keyword or search term.

Open the **Course directory** tab. You will then have various search options available:

- **Search the course directory**: You can use the **course directory** to navigate to the desired courses step by step. First, choose your **faculty** and then your **degree program**. At each level, you can view all the entries below and thus quickly get an overview of the courses for your degree program and semester. The levels you have selected will be displayed as a navigation path.



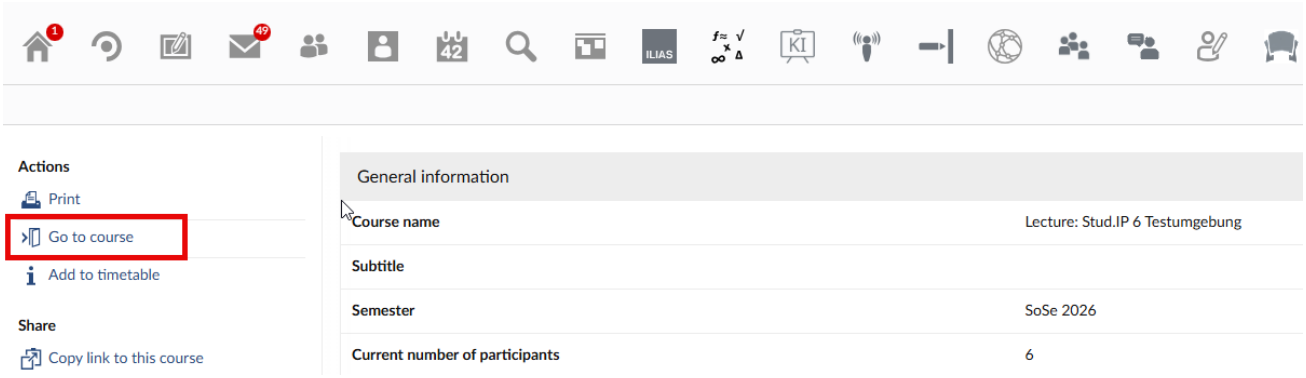
- **Search the institute directory**: Search for courses organized by specific institutes or organizational units.



4.2 Course registration

To register for a course, first open the desired course by clicking on the **Course name**. Next, select the function **Go to course** in the sidebar.

If registration is not possible, the course may not yet be open to students. In this case, access has not yet been activated by teaching staff. Often, access is only granted shortly before or after the first teaching session. If the course is still not accessible, you can speak to your instructor about it. Depending on the course, you may have to enter a password.



4.3 Structure of a course

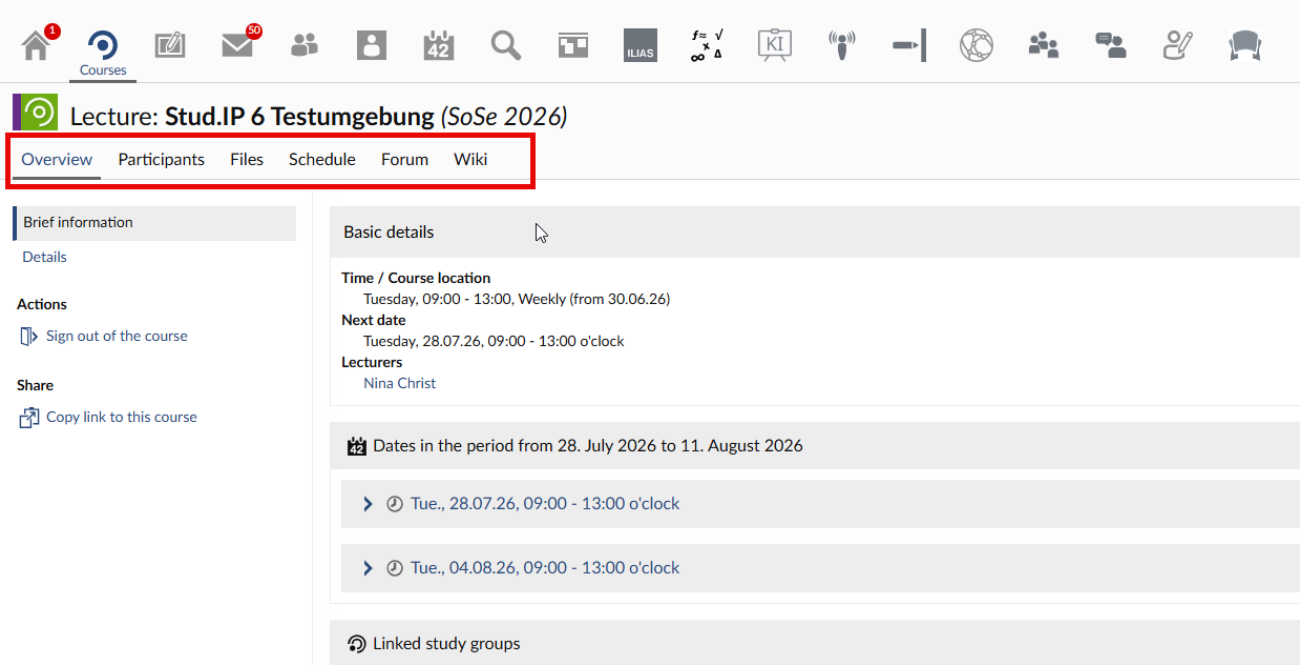
All courses you have registered for will be automatically displayed under **My courses**.

Open a course to view its content and features. The areas available within a course depend on the settings selected by the instructor.

Examples of the most common tabs include:

- **Overview**
- **Participants**
- **Files**
- **Schedule**
- **Forum**

The tabs and functions displayed to you depend on which tools the instructor has enabled for the course.



4.4 Files in Stud.IP

Stud.IP provides various file areas in which files can be stored and managed. This includes, among other things, the **course file area** and the **personal file area**.

These two file areas are particularly important for students:

- **Course file area**: Here, teaching staff provide materials such as lecture slides, exercise sheets, or other documents for a course.
- **Personal file area**: Here you can save and manage your own files.

You can access the course file area via the **Files** tab within a course.

Open your **personal file area** via **Work place**.

Each file area has a **folder structure**, which allows files to be organized clearly. This allows you to store documents in various folders and retrieve them quickly when needed.

4.5 Uploading a file to a course

If you would like to make a file available to teaching staff or other participants of a course, you can upload it in the course file area.

Proceed as follows:

1. In the course, open the **Files** tab.
2. Open the folder provided by the instructor by clicking on the **folder name**.
3. Below the existing files, click the button **Add document**.
4. Select the desired file and upload it.

Alternatively, you can also add files via drag-and-drop. Simply drag the file into the designated **Upload files** field on the left.

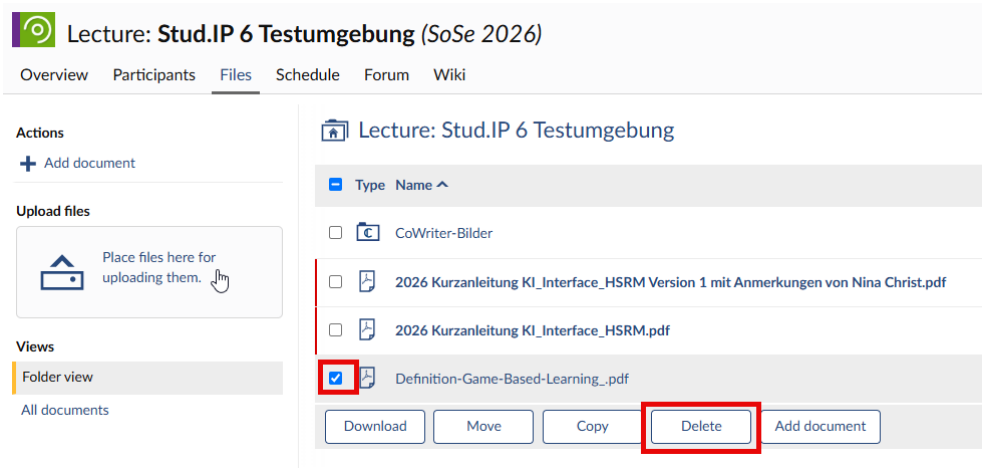
4.6 Deleting a file

To delete a file you have uploaded, first open the **Files** tab in the course and then the corresponding folder.

Select the file to be deleted by choosing the checkbox to the left of the file name. A menu bar with various options then appears below the file list.

Click on **Delete** and confirm the deletion.

Please note that you can only **delete files that you have uploaded yourself**.

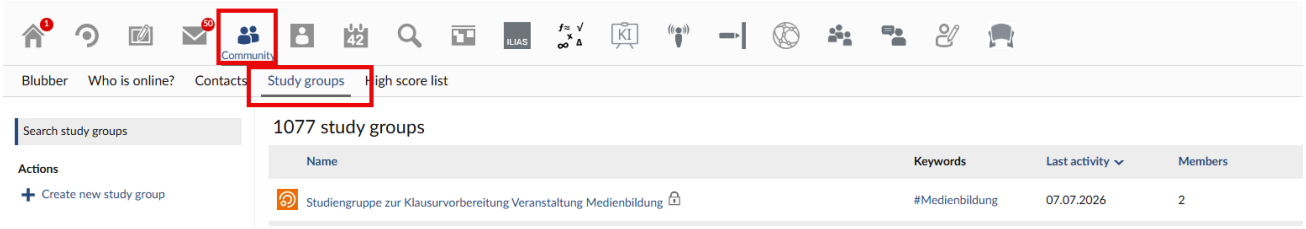


4.7 Study groups

In the **Community** area, you will find the **Study groups** tab. There you can create and manage your own study groups.

When creating a study group, you can choose between a **public** group and a **private** group. Public groups can be found and joined directly by other students (**open to everyone**). For private groups, students need confirmation from the person who created the group (**upon request**).

Study groups allow you to organize your work and communicate with one another, for example when completing projects or assignments or studying together.



5 Sending messages in Stud.IP

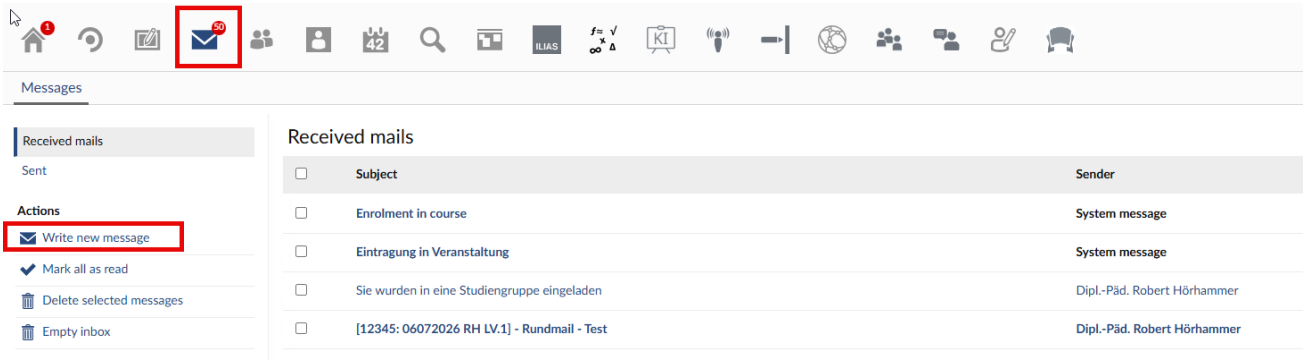
Generally, you will receive messages from university members via two different channels:

- **Stud.IP's internal messaging system**
- the **HSRM email system via Outlook**

Please keep a regular eye on both channels. It is recommended to check your messages and emails at least **twice a week** so that you receive important information and notifications in a timely manner.

Would you like to send a message to a fellow student or an instructor? Use the **Stud.IP internal messaging system** for this.

Click on the **Envelope icon** in the **toolbar** and then select **Write new message**. A new message window will open.



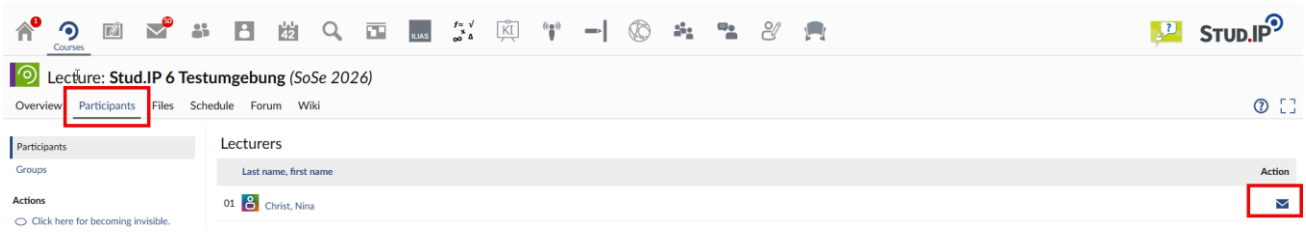
There you can select the recipients, enter a subject and compose your message. The functions are similar to those of other messaging systems. You can also attach files to your message, for example.

Sending messages to teaching staff

If you wish to contact an instructor regarding a specific matter related to a course, it is recommended that you send the message directly via the course itself.

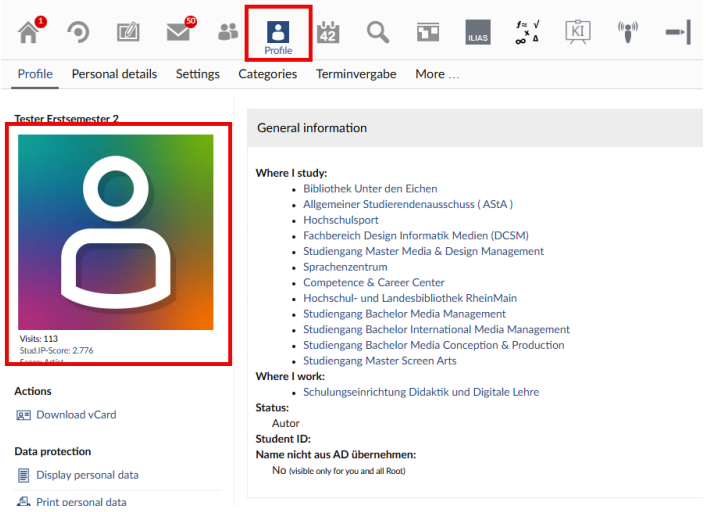
To do this, open the course and switch to the **Participants** tab. The instructor is usually displayed first in the list of participants. You can compose a message directly via the **Envelope icon** at the end of the line.

The advantage of this: The **course name is automatically added to the message subject.** This makes it easier for the instructor to identify which course your enquiry relates to.



6 Personal profile in Stud.IP

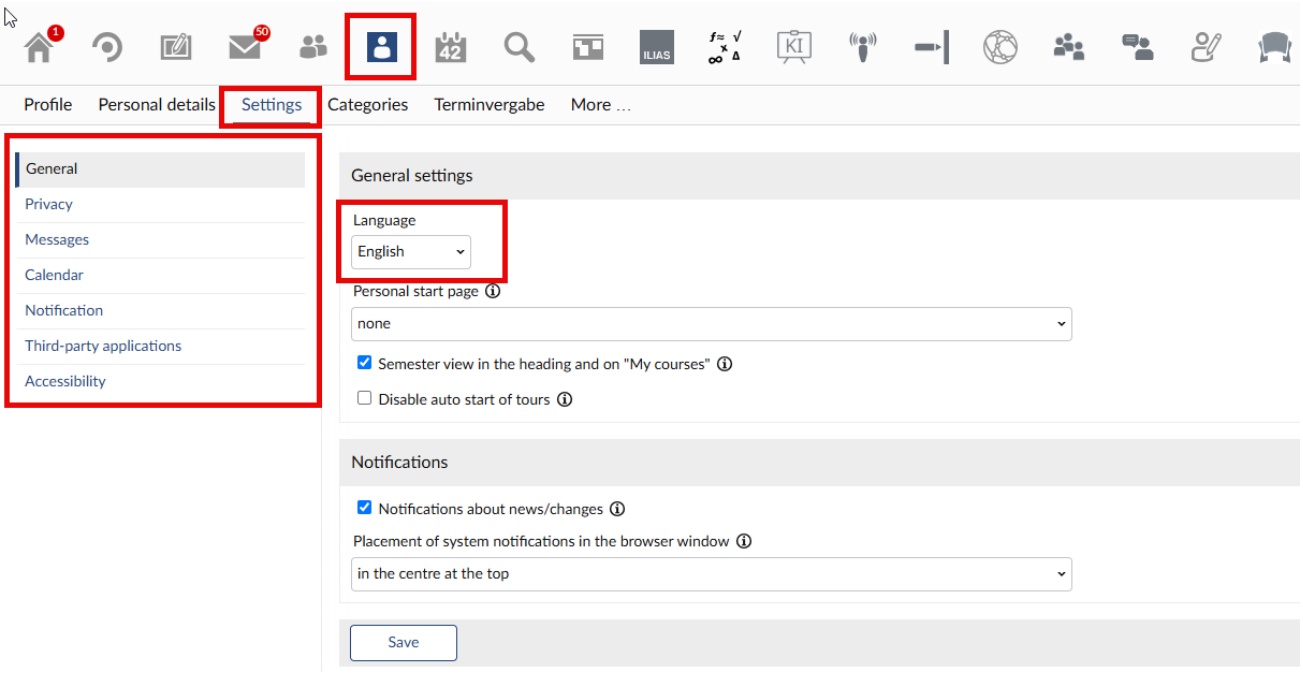
Each person in Stud.IP has their own **profile page** which can be individually customized.



On your profile page, for example, you can upload a **profile picture**. To do this, click on the blue photo field on the left. A window will then open where you can upload an image. The photo will be displayed in various places in Stud.IP where you, as a participant, appear with your name – for example, in the participant list of a course. You can change or remove your profile picture at any time.

Furthermore, you will find the **Settings** section on your profile page. Here you can make personal adjustments, for example, changing the Stud.IP language between **German and English**.

In addition, further individual settings options are available to you, including **privacy settings** or **settings governing your homepage display**.



Under the navigation point **Messages**, you can also set up a signature for your Stud.IP messages, which will be automatically added to the end when creating new messages.

Who to contact if you have questions

For technical problems, please contact the ITMZ service desk: service-itmz@hs-rm.de

We would be happy to help you.
Unit V.1 | Teaching Methodology and Digital Learning
Email address: digitale-lehre@hs-rm.de
Service page: https://www.hs-rm.de/ddl