

Instructions GGL Credit Counter (October 2022)

1. Login

At the GGL Starting Page (<https://www.uni-giessen.de/fbz/zentren/ggl>) please click on “Credit Counter (members only)”. You will be directed to the start page of the new GGL Credit Counter:

JUSTUS-LIEBIG-
UNIVERSITÄT
GIESSEN

Enter Life Sciences ... Since 2007

Gießen Graduate Centre for the Life Sciences (GGL)

Home

Not logged in

Login

Event Calendar

Request New Password

Welcome to the GGL Calendar and Credit Counter!

To view current training events in the GGL Curriculum, please go to Event Calendar.
To check and edit your GGL Credits please log in first. You will need your e-Mail and Password.
Please read the instructions first before you start to enter your credits!

If you want to check your existing application please log in with your username and password.

When using the Credit Counter **for the first time**: please click on “Request New Password”.

On the following screen, just enter your E-Mail address and request the password link.

Login

Event Calendar

Request New Password

Reset Password

Please enter your e-mail address:

E-Mail:

Request password link

Cancel

Important: You must type in the E-Mail address, you have submitted to the GGL either during your application or as an update (whenever possible, this should be your JLU address). If you are not sure anymore or get the message “There is no account with this e-mail address”, please write to the GGL office and ask which Email address is registered.

Check you E-Mail account for a message from the GGL looking similar to the following message:

New Password Request for International Giessen Graduate Centre for the Life Sciences (GGL) Posteingang

International Giessen Graduate Centre for the Life Sciences (GGL) <office@ggl.uni-giessen.de>
an mich

Dear Miss Example,

Someone has sent a password request for your account at International Giessen Graduate Centre for the Life Sciences (GGL). If it was not sent by you, simply ignore this e-mail.

Otherwise you can change your password by following this link:

<https://www.ggl.uni-giessen.de/...>

This is an automatically generated email, please do not reply to this e-mail-address.

Click on the link to create/change your password:

Please enter your new password:

New password * :
Please choose a new password.

New password confirmation * :
Please repeat your new password.

** Fields marked with an asterisk are mandatory.*

Then use this new password together with your E-Mail address as Login.

2. Start Screen

My Account	Event Calendar	My Credits	Logout	Logged in as Miss Example, Status: member
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After you have successfully logged in, please note your options: “My Account”, “Event Calendar”(preselected), and My Credits.

My Account

Please check whether the details under **My User Data** here are correct and notify office@ggl.uni-giessen.de if anything needs to be changed.

At the bottom you can change your **Password**.

Event Calendar

You can use this calendar not only to check for past or future events, but you can also select, which events you attended in order to add them to your credit list. If you attended an Event that was already listed in the study calendar, you can add this directly to the “My credits” list.

My Credits

Here you will find an **Overview** of the credits you or the GGL Office entered and the status of the credits (pending or confirmed). You will also find an option to **add private events**, i.e. events only you attended and that are not listed in the event calendar.

3. Adding events to your list of credits from the GGL Event Calendar

The easiest way to add credits to your list, is to search for them in the **Event Calendar** and then to add them to your list.

To find a certain event you attended, you may use the **filter options** for instance by combining a section or a type with a time frame, then click on “apply filter”. See example below.

The screenshot shows the 'Event Calendar' interface. At the top, there are three dropdown menus: 'Section: Section 2', 'Type: [empty]', and 'Date: all past events'. Below these is a 'Search:' text input field. Underneath the search field, there are examples of search criteria: 'You can also find a specific date (examples): Year: 2022, Year and month: 2022-10, Specific day: 2022-10-30'. A blue button labeled 'Apply filter' is highlighted with a red box. Below the filter section, there is a course entry titled 'Current Topics in Biochemistry and Parasitology'. The entry details include: Section: Section 2, Type: Research seminar or lecture, Date: 23 September 2022, 19:17, Venue: Online Seminar, and Description: Theme: Actin-like protein mutations in ookinete motility: an update. It also lists the current online URL, teacher (Caroline Busse, JLU), and credit points (2.00). A blue button labeled 'Add Course to my list' is highlighted with a red box.

Using the “**Search**” field, you can also filter for specific texts, such as names of speakers or specific dates.

When searching for **dates**, you must use the following format in the search field: **yyyy-mm-dd!**

After you have found the event you were looking for, click on “**Add course to my list**”. You will get a confirmation, that this event was added and you list. You can also check in your Overview.

Also, the “Add course to my list” button will disappear, i.e. if there is an event in your calendar, where this button is missing, it was already added to your list.

4. Adding Private Events

You can also add events that are not listed in the event calendar, such as lab rotations or conferences. First go to **My Credits** and then choose “**Add private event**” on the left side.

Important notes:

- Always check first, whether the event is in the calendar or already added to your list!
- Anything you type here might be copied to your GGL Certificate. The GGL will not check your spelling!

JUSTUS-LIEBIG-UNIVERSITÄT GIESSEN Enter Life Sciences ... Since 2007 GGL

Gießen Graduate Centre for the Life Sciences (GGL) My Account Event Calendar My Credits Logout Logged in as Miss Example, Status: member

Overview 1. Credit Entry Type

Add Private Event

Credit Entry Type *:

* Fields marked with an asterisk are mandatory.

Continue Cancel

Add the **Type** from the drop down list and continue.

Overview 1. Credit Entry Type

Add Private Event

Credit Entry Type *:

* Fields marked with an asterisk are mandatory.

Continue Cancel

Add all the details and save (example below).

Add Private Event 1. Event Entry

Title *:

Date *:
Please indicate date as "day.month.year" (dd.mm.yyyy).

Venue:

Teacher *:
Enter "Various" for Conferences, etc.

Description:

Duration *:
Duration in days

* Fields marked with an asterisk are mandatory.

Save Credit Entry Cancel

The entry gets confirmed and you can also look at your Overview (see below). You can edit private credit entries, as long as they are not yet confirmed by clicking on the event title in your overview.

Lab Rotations			
Smith Lab	2020-07-14	Smith	40
Markus Lab	2022-04-04	Prof. Dr. Peter Markus	40
Miller Lab - Molecular Genetics	2022-05-12	Nelson Miller	40
Western Blot	2022-09-23	Prof. Tom Schmidt	20

5. How many credits have I collected already?

You can get a quick overview of your credits by looking at your overview:

My Account	Event Calendar	My Credits	Logout	Logged in as Miss Example, Status: member
Credit entries for Miss Example				
Title	Date	Trainer	Credits pending	Credits confirmed
Doctoral Development Programme				
Test-DDP-Event	2000-01-01	Mr Test		
Conference Coaching: Coaching at the Conference: Personal Coaching, Group and Video	2018-09-19	Dr. Stefanie Rummel		0
Induction for New GGL Members	2018-10-18	Dr. Lorna Lueck		4
Biotech Quality Manager, Regulatory Affairs Manager	2020-05-18	Dr. Christian Grote-Weetick		8

Credits you have entered are listed as **pending**, but not yet **confirmed**. You need to submit proof of attendance to the GGL Office before your graduation.

For all events that you add to your list, you should have proof of attendance:

- a signature in your portfolio,
- a screenshot with date, time and your name for online events,
- another form of written confirmation such as a certificate of attendance.

For most events of the type Doctoral Development Programme, your credits will be pre-entered by the GGL-Office, but it is still a good idea to keep your own record in the portfolio.

This Overview of your credits is our point of reference when advising on your current credits status and the final credit confirmation for your graduation. **So you need to enter all your attended events before handing in your portfolio for graduation.**

6. Further questions?

For further queries, questions, suggestions for improvement, please write to office@ggl.uni-giessen.de.