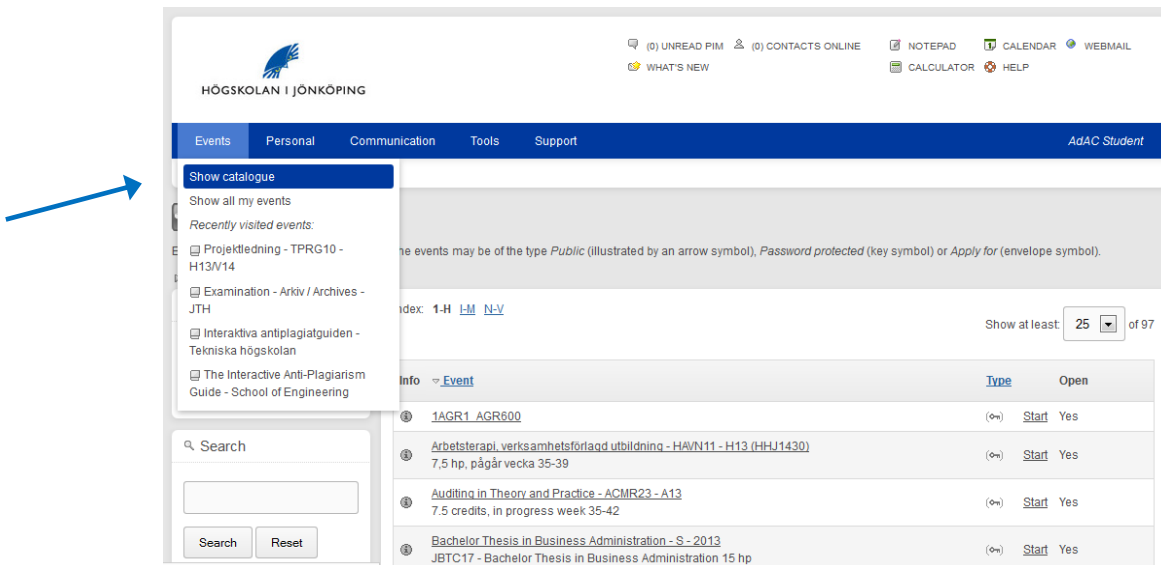


Adding a course (event) in Pingpong

To access a course, you first have to apply to take part in the course.

1. Log on at <http://pingpong.hj.se>
2. Click **Events**, and choose **Show catalogue**.



The screenshot shows the Pingpong web interface. At the top, there is a navigation bar with 'Events', 'Personal', 'Communication', 'Tools', and 'Support'. Below this, a dropdown menu is open for 'Events', with 'Show catalogue' selected. A blue arrow points to this option. The main content area displays a list of events with columns for 'Info', 'Type', and 'Open'. The first event listed is '1AGR1 AGR600'.

3. Find the course in the list or use the search function.
Note that the list may span over several pages.
4. Click **Start** to access the event. Most events requires a password. The event's password is **not** your personal password.

At the beginning of the study period your trainer gives you the unique course password. Therefore it is important that you are present at the first lecture in each course and that you add yourself as participant as soon as possible. In online courses and in distance courses, the passwords are distributed by regular mail or by e-mail.

Some browsers does not allow scripted windows so the password box will not pop up. Click the list in the top of the browser to allow scripted windows. Then click Start again.

Once you have started a course through the catalogue you will find it via **All my events** in Pingpong.

NOTE! You still have to register for the courses on the web (Ladok's Web Services) or at the office of education administration.