



# Getting Started



## Contact

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## Welcome to Executive Education in Finance!

We are delighted that you have chosen one of our programs/courses and aim to provide you with an engaging and successful learning experience. If you have any questions, feel free to visit the FAQs on our website (<https://www.finance-weiterbildung.uzh.ch/en/faq.html>) or contact us directly (see contact details above).

## Learning Methods

Our goal is to provide you with the greatest possible flexibility without compromising on quality and with outstanding support by offering various learning methods. We differentiate between four different types of courses:

- Distance Learning
- Blended Learning
- Classroom session
- Game-based Learning

For more information on the different learning methods, please visit our website:

<https://www.finance-weiterbildung.uzh.ch/en/methodology.html>.

For all our courses - regardless of the learning method - you will need access to our online learning platform OLAT.

## Online Learning Platform OLAT

### Switch edu-ID Registration

1. To gain access to our OLAT courses, please create a Switch edu-ID account. If you already have a Switch edu-ID (from a previous course or studies), please use it to log in and proceed to **Step 7**.
2. To create a Switch edu-ID, open the following link: <https://eduid.ch/>.



3. Click on the “Create account” button.

4. Fill in the required information (1.), accept the Terms of Use (3.) and click on “Create account” (4.).  
**Important:** Please enter your **personal** email address, which you will use going forward (2.). We do not recommend using your company email address here. This login system is also used at other universities in Switzerland and is intended to accompany you on your path of lifelong learning.

5. Confirm your email address by clicking on the link you have received in an email.  
**Important:** The link is only **valid for 5 days**, after which, if you have not activated your account, it will be deleted. Therefore, please also check your spam folder. If the account has been deleted, you will have to re-enter your details.
6. After activating your account, you can change your information at any time by logging on to Switch edu-ID.  
**Important:** The password can only be changed here.
7. To register your Switch edu-ID in our system, please log in to the “OLAT Registration” course. To do so, click on the following link:  
<https://lms.uzh.ch/auth/RepositoryEntry/17335387468/CourseNode/106905548191090>.



8. On the login screen, select “SWITCH edu-ID” as the institution (1.) and click on “Login” (2.).

OLAT  
Online Learning and Training

Login

Please select your institution.  
You will be redirected for authentication.

1. Switch edu-ID

2. Login

Guest access

9. Enter your Switch edu-ID login details on the new screen.
10. Next, select your preferred language (German or English) and confirm with “Next”.
11. In the next step you define your username.  
**Important:** The username cannot be changed and is unique. Therefore, it is possible that a chosen username is already taken. In this case, please choose another username. Then accept the OLAT Terms of Use.
12. You will then be forwarded directly to the course “OLAT Registration”. Click on “Enrol” and follow the instructions to enrol in the course.

This is necessary so that we can grant you access to the OLAT course before the respective course starts. Otherwise you will not be able to access our OLAT courses.

Thank you for your registration.  
Your Executive Education Team

Click "Enrol" to enrol in one of the learning groups.

1 Entry

| Name              | Description | Number of places<br>Taken/Total | Status       | Enrol | Delist |
|-------------------|-------------|---------------------------------|--------------|-------|--------|
| OLAT Registration |             | 0                               | Not enrolled | Enrol | -      |

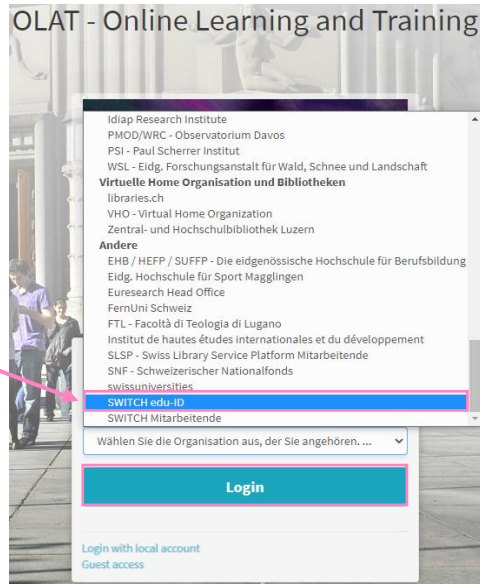
13. Thank you very much for completing the OLAT Registration!  
**Important:** If you do not click on “Enrol”, you will not be able to access our courses in OLAT. Please note that you will not immediately see the courses you have registered for on OLAT. They will only be visible on OLAT once the course information has been sent to you.



## Login

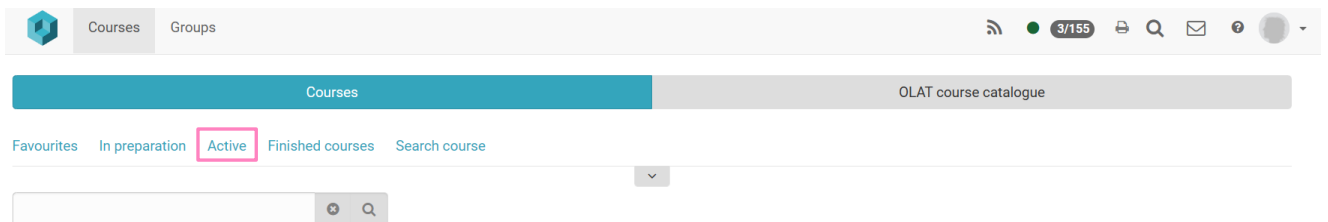
1. Open the OLAT start page using the following link: <https://lms.uzh.ch/dmz/>.
2. Please select the organization Switch edu-ID to login.

SWITCH edu-ID



3. Enter your login data. On successfully logging in, you should see your course under the tab “Active” (found top left of your screen). You may have to click the tab to see your list of courses. If you cannot find the course mentioned in your course information document, please contact [finance@execed.uzh.ch](mailto:finance@execed.uzh.ch).

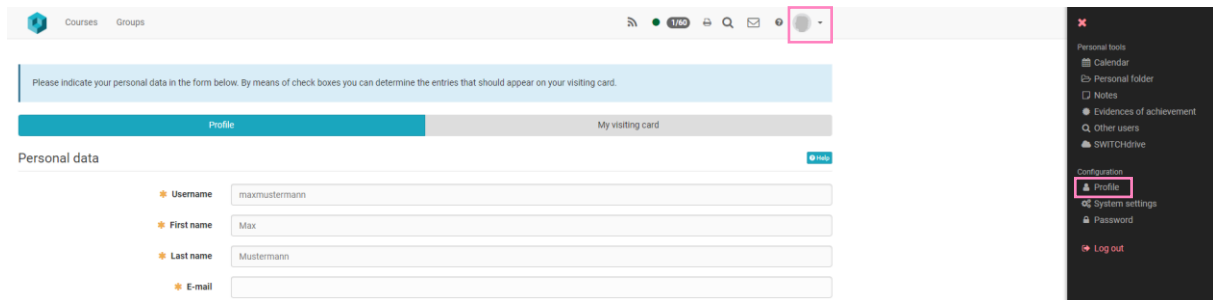
**Important:** You can only view the course you signed up for after the course information has been sent out.



**Note:** If you have forgotten your password, please proceed as follows: Select “Forgot password” on the following website and follow the steps indicated: <https://eduid.ch/>.



Personal Profile



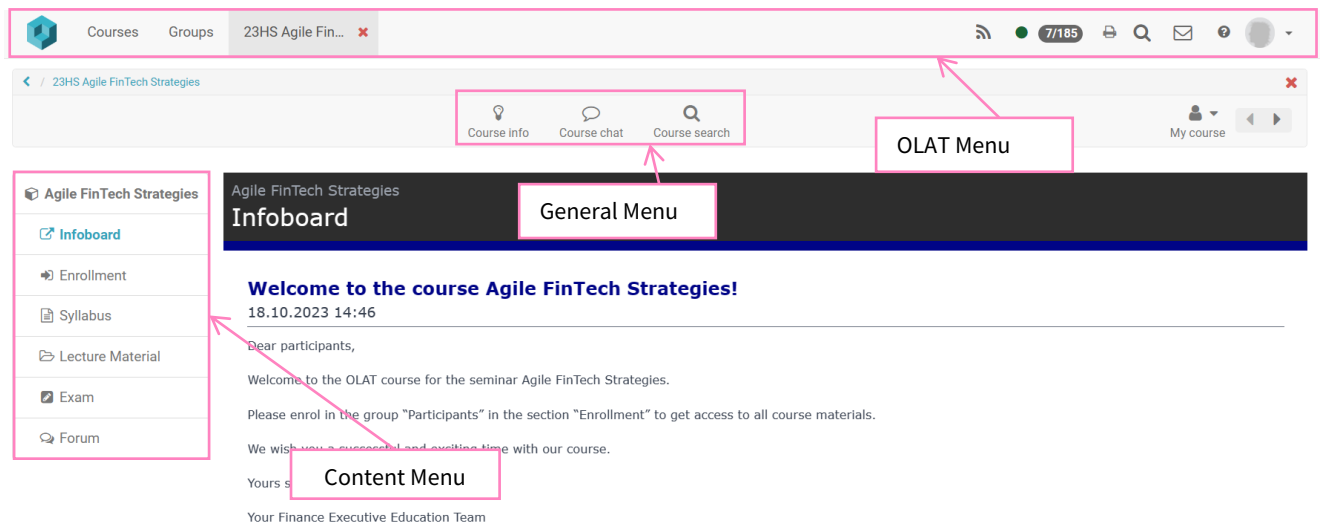
Communication between participants and coaches will take place over the internet. To create a personal learning environment, we kindly ask all participants to make themselves visible in the learning environment by uploading a photo and providing their contact details if possible.

Please create a personal business card after successfully logging into the OLAT learning environment.

Select the "Profile" link in the OLAT menu. Here you can update your personal information and choose which data you want to make public. Additionally, you can upload an image that will be displayed in the forum.

Start Page

After logging in and clicking on your course, you will see the following learning environment. On the first page, you find the Infoboard, which contains the most recent course information and announcements:



The navigation consists of three parts:

- **Content Menu:** The course menu includes all components of the course. Here you can navigate between the different elements, which will be explained further below.
- **OLAT Menu:** This menu is used for navigating within the entire OLAT learning platform of the University of Zurich. For you, only the far right button is relevant, for example, if you want to create a profile of yourself or upload a photo.
- **General Menu:** Here you can write course notes and access the course chat.



The following are the core elements:

- **Infoboard:** Here you will find the overview and important information about the course.
- **Enrollment:** In order to access all course contents, enrollment is necessary.
- **Syllabus:** For Blended Learning courses the syllabus is linked so that you can use it as an alternative navigation to the menu.
- **Course Materials:** Under this section, you will find the documents for preparation, slides from the classroom session, and the bios of the instructors.

For Distance Learning and Blended Learning courses, the following elements are added:

- **Self-Learning:** This is the actual heart of the course with recordings, all learning materials, and reading assignments. At the end of many units, you will find multiple-choice questions to assess your learning progress.
- **Administration:** Here you can ask any administrative questions (please refrain from asking course-related content questions here).

### Distance Learning

The Distance Learning courses include the eFundamentals courses, and for some courses, the Distance Learning element of the course must be completed before the classroom session.

Begin each course by watching a teaching video. You can then work on the exercises. Detailed solutions are also available so you can quickly identify any mistakes. At the end of each unit, you will find multiple-choice questions, allowing you to check your learning progress.

The eFundamentals courses have a learning path which helps you keep track of your course activities. The visualization of the learning path shows briefly what you have already completed, where you are in the course at the moment and which unit you are still required to complete.

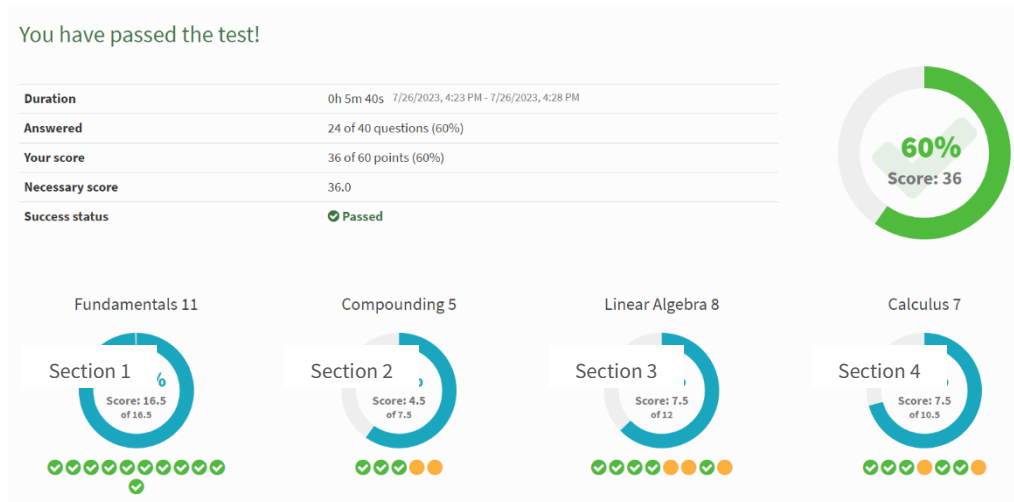
The screenshot displays a course interface with a top navigation bar containing icons for Course info, Learning path, Forum, and Course search. A 'My course' section shows a '30% 2pt' progress indicator. Below this is a 'Self-Test' section with a yellow background. It contains the text: 'There is no score information of this test since you have not taken it yet. Maximum number of attempts: Unlimited.' A 'Start' button is present. Below the self-test section is a 'Confirmation' box with a 'Start' button. At the bottom, there are navigation buttons: 'Previous course element', 'I've read the content', and 'Next course element'. A pink box labeled 'Percentage Progress' points to the '30% 2pt' indicator, and another pink box labeled 'Confirmation' points to the 'Start' button.

For the eFundamentals courses, you have access to various additional elements:

- **Placement Test:** The placement test offers you the opportunity to test your prior knowledge. At the end of the placement test, you will receive an evaluation to assess which topics you already understand well and which units you should definitely work through.



The goal is to achieve a minimum result of 60% on each unit of the course. If you achieve less than 60%, we recommend that you work through the corresponding self-learning unit so that you are optimally prepared for the final exam. You will receive an overview of your results after completing the placement test. This will look as follows:



After completing the placement test for the first time, the self-learning and the final assessment will open in the content menu below the placement test.

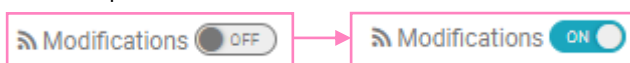
- **Final Assessment:** Here you can find all the information regarding the final exam.

### Blended Learning

The Blended Learning courses have a duration of one semester. Lectures are held weekly, recorded, and made available for self-learning. The courses are supplemented with exercises, involving activities (IA), and/or case studies all of which place the theories in an applied context.

Various additional elements are available to support your learning process:

- **Exercise:** The instructions for the exercise will also be published in a timely manner in the content menu. Please note that not every Blended Learning course has an exercise. In the respective course information, you will see whether your course has an exercise.
- **Involving activity (IA):** The instructions for the involving activity will also be published in a timely manner in the content menu. Please note that not every Blended Learning course has an involving activity. In the respective course information, you will see whether your course has an involving activity.
- **Case study:** The instructions for the case study will also be published in a timely manner in the content menu. Please note that not every Blended Learning course has a case study. In the respective course information, you will see whether your course has a case study.
- **Group enrollment:** Here you can enrol in a group for group work. In the respective course information, you will see whether your course has group work.
- **Discussion Forums:** In the discussion forums, you can interact with your coach, other participants, or students to discuss course topics and ask questions. Coaches will respond to your questions within one working day, providing you with optimal support. You can subscribe to the forums to receive an email whenever a new question or answer is posted in the relevant forum.



- **IT Support:** Here you will find recommendations for browsers and an Excel guide.
- **FinanceWiki:** The FinanceWiki explains terms related to the financial world and provides information on commonly used formulas. So, if you do not understand a term, you may be directed to its explanation. If the word is not fully explained, you will also see all other articles in which this word appears. This might help you understand the term better. → [www.financewiki.ch](http://www.financewiki.ch)



## Locations

### Zentrum für Weiterbildung



University of Zurich  
Zentrum für Weiterbildung  
Schaffhauserstrasse 228  
8057 Zurich  
[GoogleMaps](#)

Phone +41 44 635 22 55  
[zwbinfo@wb.uzh.ch](mailto:zwbinfo@wb.uzh.ch)

The “Zentrum für Weiterbildung” is centrally located in Zurich-Oerlikon, a 15-minute walk from Oerlikon railway station. The journey from Zurich city center by public transport takes around 10 minutes.

Parking for cars (fees apply - can be paid with Digitalparking or Twint) and bicycles are available.

Trams 10 and 14 run from Zurich Main Station and Oerlikon railway station to the tram stops Hirschwiesenstrasse and Berninaplatz.

### Further Locations

In addition to the “Zentrum für Weiterbildung”, courses also take place at other University of Zurich buildings. You can find the campus maps under the following link:

<https://www.plaene.uzh.ch/>

The individual rooms are labeled as follows: Building-Floor-Room, for example, KOL-F-122 (Main Building, Floor F, Room 122). Floor E always refers to the ground floor.

### Hybrid Setting with Zoom

Certain courses are offered in a hybrid setting, meaning the course will take place simultaneously on-site and online via the streaming platform Zoom. If you register to attend remotely, the invitation link and password for the Zoom meeting will be sent to you by email.

After clicking on the link, you will be redirected to the Zoom website with the two options of downloading Zoom onto a mobile device (application) or notebook (desktop version). Both downloads are free of charge and you do not need any license to participate in Zoom meetings.

1. We recommend the desktop version for this course.
2. After the download, click on “join meeting” and enter the respective meeting ID from the Zoom invitation sent to you via email prior to the course.
3. The link, meeting ID and password are the same for all Zoom sessions (course days).

Please take the following points into account:

- Please use the following structure for your username: “First\_name Last\_name, Company” (e.g., Max Mustermann, UZH) for the purpose of networking and knowledge sharing.
- Please mute your microphone in general and unmute it only when you want to participate orally (e.g., ask a question or make a comment).





- Except for discussion sessions, please do not speak out loudly during the lectures but instead use the button “raise your hand”. This is done by going to “participants” where you have a button that you can click to “raise your hand”.
- Where possible, please keep your camera on when attending remotely. We’ve found that this helps with the online classroom experience and keeps people more engaged.