

### **IUMonline**

### The service portal for study and teaching

Introduction for employees 2015

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# Getting started with TUMonline

TUMonline helps you to organize your work concerning study and lectures at the TU München. This information sheet aims to make getting started with TUMonline as easy as possible.

The following pages contain information and instructions on TUMonline's key functions which you will require for your work.

### How can I access TUMonline?

You can access TUMonline using a web browser via the address **www.campus.tum.de**.

### What do I need?

- a computer with an internet connection
- a web browser

**Tip**: You can find information on recommended browsers and the use of pop-up blockers and Acrobat Reader by clicking on the white "Info Button" in TUMonline in the top right-hand corner:



### What does TUMonline offer you?

- You can search for people, facilities (organisations) and rooms at the TU München.
- You can obtain an overview of the lectures of the organisations at the TU München.
- You can view module descriptions and courses.
- You have the option of editing your personal "business card" (homepage, telephone, consultation times).
- You can select and edit your TUM e-mail addresses.

#### **Special features for lecturers:**

- You obtain an overview of your own lectures and examinations.
- You can manage participating students and communicate with them via e-mail.
- You can use a personal calendar in which the dates of your lectures and examinations automatically appear and to which your own dates can be added.
- And much more besides ...

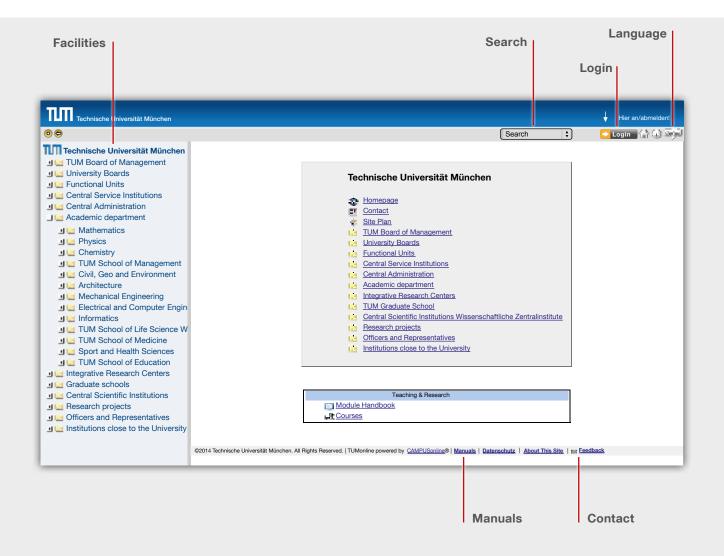
### Where can I get help in case of questions or problems?

- If you have any questions or problems relating to TUMonline, please contact our IT Support: it-support@tum.de
- Detailed information on using TUMonline, current news, contacts and instructions for a wide range of functions is to be found on our website:
   www.it.tum.de/en/tumonline

### Getting started with TUMonline

### How is TUMonline structured?

- TUMonline provides information for both anonymous users and those who are logged in.
- You can access TUMonline's organisation pages via the **navigation tree** on the left. The subordinate levels of the navigation tree can be displayed and hidden using + and -.
- TUMonline consists of applications that you can access via the icons on the organisation pages or on your business card.
- The screenshot below shows the view of TUMonline for users who are not logged in.
- When you log in TUMonline provides you much more in terms of information and applications (cf. chapter "How do I register?").
- The search results are different when you are logged in as, for example, some employees only make their information available to members of the TUM (see chapter "Account").



### Account

### How does the first login work?

- If you are new at the TUM and wish to log into TUMonline for the first time, you firstly require a **PIN code**. (Information on this is contained in the personal employee letter on TUM IT identifiers which you received upon your appointment.)
- The PIN code can be obtained from the **TUMonline user administrator** of your facility. Please enquire at your facility to find out who holds this position.
- You log in with the PIN code on a one-off basis. To log in, click on the **login button top right** on the TUMonline homepage (**www.campus.tum.de**):

Technische Universität München	↓ Hier an/abmeiden!       Search       ↓ Login
Technische Universität München Tubi Board of Management University Boards Functional Units Central Service Institutions Central Administration Academic department Mathematics Physics Chemistry Tubi School of Management Civil, Geo and Environment Architecture Mechanical Engineering Electrical and Computer Engir EInformatics Tubi School of Life Sciences Tubi School of Education ESport and Health Sciences Graduate schools Central Scientific Institutions Central Scientific Inst	<image/> <section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><text></text></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>

• Click on the link "Mitarbeiter: Enter your PIN code here":

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Central Service Institutions     Central Administration     Academic department     Administratics     Physics		Username Password
Chemistry     Chemistry     UM School of Management     Civil, Geo and Environment     Architecture     Mechanical Engineering		Log in Cancel Eorgot your password?
Electrical and Computer Engin     Enformatics     Informatics     TOT W School of Life Science     TOT UM School of Medicine     Sport and Health Sciences     TOT School of Education     TOT Hearative Research Centers		If you do not possess a TUMonline account (user name + password) yet or if you have forgotten your password, please create one using a PIN code. • <u>PDF manual "First log-in"</u> • <u>Video tutorial "Enter PIN-Code"</u> • <u>FAQ - Frequently asked questions about login</u>
Graduate schools     Graduate schools     Central Scientific Institutions     Research projects     Officers and Representatives     Institutions close to the University		Applicants: <u>Create applicant account</u>
		Students: You can obtain your PIN-Code from our IT-Support (it-support@tum.de). Please enter your matrikel number with a leading zero (i.e. '01234567'). Enter your PIN code here Mitarbeiter:
		Alumni:     Enter your PIN code here     Alumni:     Enter your PIN code here
	System requirements	Browser: <u>detailed information</u> JoursSeriet and exercises must be activated

• Type your PIN code and birth date in the next field:

01011980	Format: DDMM/Y	
	Save	Cancel
	and the second second	01011980 🗍 Form

**Tip**: To change your password, use the application "**Change Password**" in your TUMonline business card (cf. chapter "How can I change my username or password?").

• Now you can choose your self-defined password.

### How do I register?

- As user name you can use:
  - your "**TUM Kennung**": combination of letters and numbers, e.g.ga67laz, or
  - your **TUM e-mail address** (cf. chapter "E-Mail & Personal Storage")
- As password please use your self-defined password.
- Log on by clicking on the login-button at the top right, then enter your user name and self-defined password.



#### How can I change my username or password?

- You can change your TUM e-mail address, which can be used as a user name, in the application "E-mail Addresses" in your TUMonline business card (cf. chapter "E-Mail & Personal Storage").
- Your password is not time limited. To change your password, use the application "Change Password" in your TUMonline business card.

### What should I do if I forget my username or password?

 If you forget your password or user name, please contact the user administrator of your organisation to get a PIN code. This will permit you to log in once and reset your password (cf. chapter "How does the first login work?").

### **Personal Business Card**

- Click on your name top right to get to your business card.
- The business card is the key element of your TUMonline user account. Your most important **TUM contact details** are displayed here: Telephone number, e-mail address, room number etc.
- You can edit many of the details shown via the link "Edit" top right.
- You also have access here to the applications and authorizations relevant to you.

			Editing your business card	Link to your business card
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		ute.mustermann@tum.de http://www.it.tum.de	Your Picture could be displayed here	
	Telephone TUM	-		
	Office hours	Mo-Fr 8-12 Uhr		
		TUZEITM IT Management 80333 München, Arcisstr. 21 (Postadresse)		
F	Place of employment	TUZEITM] 80333 München, Karlstraße 45-47(2906)/V, Raun	n <u>2906.05.011</u>	
	eaching & Research Course bookmarks	Applications     Juse Policies     Juse Policies     Calendar     F Roles	Services card passport photograph upload vare ige Password Mailbox (Exchange) tisk (NAS)	

Edit your e-mail address

#### Name & Postal Address

- Your **name** will be **managed in SAP** by the personnel department and is automatically entered in TUMonline. If your name is spelt incorrectly or if you need to change your name, please contact the personnel department.
- The **postal address of your organisation** is usually entered automatically. However, if you are allocated to several organisations, you can select the postal address to which your post is to be sent yourself.

#### E-mail Address

• Your TUM E-Mail Address you can edit by clicking the "E-mail addresses" button.

Teaching & Research	Studies	Resources	Services
🚖 Course bookmarks	Eees	People & Responsibilities     Use Policies     Calendar     f Roles     Personal Settings     Login Log     E-mail Addresses	<ul> <li>TUMcard passport photograph upload</li> <li>Software</li> <li>Change Password</li> <li>TUM Mailbox (Exchange)</li> <li>Webdisk (NAS)</li> </ul>

### **Telephone and Fax**

- The **telephone number** is entered by your facility's "**Telefonverwalter**". Please contact him/her if this has not yet been entered. (You will find your telephone administrator on your facility's business card under "roles")
- You can enter the **fax number** yourself via the link "**Edit**" in your business card top right.

ustermann Ute			Help	🚽 i Merik
Edit business card		Select	Detail view	Edit
TUM e-mail address	ute.mustermann@tum.de			
	(spam filter option can be found via Services)		_	
Homepage	www.it.tum.de		-	
Telephone	TUM: the TUM extensions are assigned by means or administration application at the respective organis	of the telep ation unit.	hone	
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Mobile phone				
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### Homepage und Office Hours

• You can enter your **homepage and office hours** by clicking the link "**Edit**" in your business card.

#### Place of Employment & Room Number

- You can enter the place of employment including the room number yourself via the link "Edit" in your business card top right.
- Click on "Edit" in the "Place of Employment" mask and select your building and floor from the list under "TUM address":

ITU/IIIM 80333 Minches, Katstrafe 45-6	EN:
201736 80033 München, Karlatisfe 45-47(2906)/V Raum 2201-05-071	/ Edit
	45-47(2906)/V

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		Same Caron	

- The information is set out based on postcode, street, house number, building number and floor (e.g. 0501/l = building 0501, 1<sup>st</sup> floor).
- You can then select your room from a list.

**Please note**: The numbers indicated do not fully correspond to the numbering on the room doors. The numbers indicate building number/floor/room number in sequence (e.g. 0501.01.119 = building 0501, 1<sup>st</sup> floor, room 1119).

#### Photo & Background Image

- Click on "Edit" top right in your personal business card.
- You can upload a photo via "Business card picture". You can also configure the setting to determine whether the photo can be seen by anonymous users or just by users who are logged in.
- You can upload a photo to appear as the background to your business card via "Business card/workplace background image".

#### **Preferred Organisation**

- You can select the organisation to be displayed as your preferred organisation here.
- Via "**Personal settings**", you can decide whether your personal business card or that of the preferred organisation is displayed after log-in (see chapter "Personal Settings").

#### Search machine settings

• Under "Search engines", you can decide whether your business card can be found by search engines, such as Google.

Preferred organisation	IT Management	
Business Card picture	J 641	16
	Display options	
	(B always	O only to authenticated users
Businesi card/Workplace Exclusional image	1.60	1
	a may NOT index	my business card

### **Personal Settings**

 You can configure the display of TUMonline in line with your personal requirements under "Personal settings", e.g. e-mail client, browser, language, etc.



#### E-mail Client -

You can configure which mail program opens when you click on an e-mail address in TUMonline via "E-mail client".

#### Sorting Icons

"**Icons**" allows you to sort the links in the applications menu alphabetically or by subject.

#### Preferred Page after Login \_

Via "**Preferred page after login**", you can decide whether your personal business card or the business card of your preferred organisation is to be displayed after log-in.

#### **Navigation Tree**

You can decide whether the TUMonline navigation tree is to appear on the left-hand side via "**Navigation tree**".

**Tip**: You can also display and hide the navigation tree manually via the arrow in TUMonline in the top left-hand corner.

#### **Hide Profile**

- You can determine which user groups (applicants, students, alumni, anonymous users) can view your profile via "**Hide profile**".
- If you enter a tick, for example, in front of the "Studierende" group, students cannot find you in the people search and your contact details will not be displayed to them.
- Please note: Your own contact details cannot be hidden from TU München employees who are logged in.



### Language

 You can configure whether your TUMonline is to be displayed in German or English via "Preferred Language".

# E-Mail and Personal Storage

### **TUM E-Mail Address**

### How can I set up a TUM e-mail address?

• Set up your TUM e-mail address using the menu item "E-mail Addresses" in your personal business card.

Teaching & Research	Studies	Resources	Services
🛉 Course bookmarks	E Fees	People & Responsibilities	TUMcard passport photograph upload
	Physical Internations Internations	Use Policies	<u>Software</u>
		Calendar	A Change Password
		Roles	TUM Mailbox (Exchange)
		Personal Settings	Webdisk (NAS)
		🛅 Login Log	
		E-mail Addresses	

- The e-mail address is made up of your first name and last name, i.e. your e-mail address is firstname. lastname@tum.de (e.g. ute.mustermann@tum.de).
- You can edit your first name in the field on the left. You can change the predefined name to a first name.
- In the field on the right, you can select your surname or part of your surname in the drop-down field.
   Double-barrelled names cannot be used.
- A further option is the use of the e-mail address TUM-Kennung@tum.de (e.g. ga67laz @tum.de).

E-mail addresses (incoming)		
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Momentane Adressen	.mustermann	
2336954185124A4F@mytum.de	ga67laz	

### E-Mail and Personal Storage

#### Mailbox and forwarding

- You can select your mailbox under "Zustellung an":
  - "Nur Weiterleitung": Your e-mails will be forwarded to the e-mail address entered under "Meine Weiterleitungsadresse." Please enter a valid e-mail address under "Meine Weiterleitungsadresse".
  - "TUM-Mailbox (exchange)": Your e-mails are forwarded to the exchange mailbox. You can access your e-mails under the following link https://mail.tum.de after logging in with the "TUM-Kennung" (e.g. "ga67laz") and your password. You can also call your e-mails with a client such as thunderbird or outlook. Further information on the exchange and the set-up of Outlook or other mail clients can be found at http://www.lrz.de/services/netzdienste/email.
  - If you have entered a forwarding address in this setting, your e-mails will be forwarded.

Tip: We recommend to use an exchange mailbox.

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Tip: If you have set up an exchange mailbox, you can access your e-mails quickly and easily via the "TUM Mailbox (Exchange)" link in the applications menu.

### Sender Address

Under "**Sender address**" you can choose your main TUM e-mail address (name or TUM-Kennung). This address appears in your TUMonline business card and in the Exchange address book.

A REAL PROPERTY.		
Display name	Uta Mustermann	
Advesse	Ute Muslemann (ute muslemann@tum.de)	
welfare Einste	augus.	
Oute	2048 MR	

# E-Mail and Personal Storage

### Access to the Personal Storage (NAS)

You will see the "**Webdisk (NAS)**" link in the applications menu of your TUMonline business card. Here is some information on this:

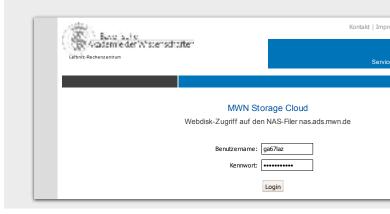
- Personal storage is available to all students and employees of the TUM on the central storage system (NAS). You can currently store documents and files up to a total size of 40 GB there.
- You can access your storage with the internet browser via webdisk: https://webdisk.ads.mwn.de
- You require your TUM-Kennung and the associated password to log in. More information on the central storage system and how you can access it can be found at http://portal.mytum.de/faq/it-dienste/ dateidienste2.

You can access your personal storage on Webdisk quickly and easily from your TUMonline business card:

 Click on the link "Webdisk (NAS)" in the applications menu:



- A window opens containing your TUM-Kennung and login information.
- Click on "**Continue**" and log in with your TUM-Kennung (e.g. ga67laz) and your password:





### What are roles?

- A role describes a specific task in a facility (chair/ organisation) and entitles its holder to various rights.
   Examples include: "TUMonline-Beauftragter", "Prüfer", "Telefonverwaltung".
- If you require authorisation in TUMonline, such as for the administration of your lectures or examinations, you have to be assigned the relevant role in TUMonline.

### How do I obtain a role?

 Contact the **TUMonline-Beauftragter (TOB)** of your facility (chair/organisation). This person is responsible for **assigning roles in TUMonline** to employees of the facility. You can find your facility's TOB by clicking on the "**Roles**" link on your facility's business card (please note that you have to be logged in to obtain this information.). If no name is displayed here, please contact the **TOB of the superordinate facility** (e.g. faculty).

TUM Departn Computer En	nent of Electrical and gineering	
Area Lehrstüh	<u>/e</u>	I Information Technology
Teaching & Research         Image: Courses         Image: Degree Programmes         Image: Exam Dates         Image: Module Handbook	Resources People & Responsibilities Persons Resources Resources	Services Resource Occupancy

**Tip**: You can view a list of authorisations assigned to you in TUMonline on your personal business card under "**Roles**".

- The assignment of the role is **documented in writing** and signed by you, the TOB and the facility management.
- 3. The TOB assigns you authorisation in TUMonline.



### How do I access the application concerned?

- You must be logged in to perform the new role.
- The application concerned can be accessed in two ways:
  - Some applications can be found in the applications menu in your personal business card (e.g. room date administration, management of examinations).
  - Some applications can be found in the **applications menu in the business card of the facility where you are employed** (e.g. telephone administration). Your facility can be found via the search function top right (see chapter "Search") or on your personal business card via the link to your facility in the "postal address" section.
- Some applications can be found **in both applications menus**. If you access the lectures application, for example, on your business card, those lectures in which you are involved as a lecturer will be displayed (even if your lectures are managed at several different organisations). If you access the application on your organisation's page, all of your organisation's lectures will appear (even if you are not involved as a lecturer).

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Business card/Workplace	Help JTUMonline Select Detail view Edit	TUM F Central Search	💶 🖬 🖓 🛄 🖬
Ms. Mustermann, Ute			
E-mail <u>ute.mustermann@tum.de</u> Homepage <u>http://www.it.tum.de</u>	Your Picture could be displayed here	IT Management	
Telephone TUM - Office hours Mo-Fr 8-12 Uhr		Contact ★ Site Plan	
Postal address <u>TUZETTM IT Management</u> 80333 München, Arciastr. 21 (Postadresse) Place of employment[TUZETTM] 80333 München, Karlstraße 45-47(29)	NeW Paum 2006 05 011	Eead     Secretarial office	
Teaching & Research Studies Resources	Services TUMcard passport photograph upload Software	Teaching & Research Resources	Services
kg Galendar ≠ Boles Boles Bernond Settings Login Log # E-mail Addresses	Change Password     TUM Mailbox (Exchange)     Webdisk (NAS)	Module Handbook	Resource Occupancy
	Access applications	Acc	ess applications

### Personal Business Card:

#### **Business Card of a Facility:**

### Calendar 31

• You will find the application in your personal business card under "**Calendar**":

Teaching & Research	Studies	Resources	Services
Course bookmarks	Eees	People & Responsibilities     Use Policies     Calendar      Roles     Personal Settings     Login Log     E-mail Addresses	<ul> <li><u>TUMcard passport photograph upload</u></li> <li><u>Software</u></li> <li><u>Change Password</u></li> <li><u>TUM Mailbox (Exchange)</u></li> <li><u>Webdisk (NAS)</u></li> </ul>

- The calendar automatically shows your courses and examinations (e.g. for lecturers).
- You can also create your own appointments under "New appointment".
- Under "Settings" you can make precise settings as to how the various elements are displayed in your calendar (e.g. time interval, length of course title, type of subject, type of date, colors, ...)
- You can also subscribe your TUMonline calendar to an external calendar (e.g. Outlook, Thunderbird, ...) as an iCal calendar. Under "**Publish**" you can generate the address for the iCal calendar and enter it in the external calendar.

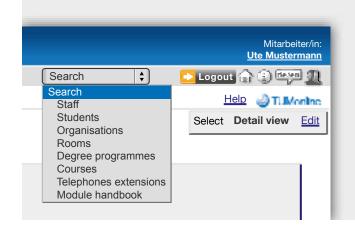
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10:00			VO Mathematik Personal appointment		
11:00					
12:00					
13:00					
14:00	Seminar				
15:00	Personal appointment				
16:00					
17:00					

## **Q** Searching

### Search

• The search function gives you various options:

Tip: You must be logged in to obtain the full display



#### Staff & Students

• Search for the surnames of TUM staff and students.

Search	Select Staff Module	1000	tta Organisatione Booma Degree programmes Courses 2015
Search term ENGELS			Search
Person	Telephone	E-mail	Organisation
10000051	Telephone	-	Organisation Chair of Metal Forming and Casting (Prof. Volk)
Engels, Karin	CONTRACT.	-	ALCONTRACTOR .
<sup>1</sup> Engels, Karin <sup>2</sup> Engels, Laura	CONTRACT.	00	Chair of Metal Forming and Casting (Prof. Volk) Department of Electrical Engineering and Information
<sup>1</sup> Engels, Karin <sup>2</sup> Engels, Laura <sup>3</sup> Engels, Manuela, DiplInf.	→ TUM - 14544	00	Chair of Metal Forming and Casting (Prof. Volk) Department of Electrical Engineering and Information Technology Chair of Automation and Information Systems (Prof.

**Tip:** Some employees have restricted viewing of their data by anonymous users which means they can only be found if you are logged in.

### Searching Q

### Facilities (organisations)

- Please enter a keyword for the facility concerned.
- By clicking on the facility concerned in the results list, you will go to its business card with all key contact details.
- The **navigation tree of TU München** also opens here on the left in the place of this facility.

Search	Select Staff Students Organisations Rooms Degree programmes Course Module handbook
Search term	MATHEMATICS Search
ID .	Organisation
TUMAM08	Chair of Advanced Mathematics and Analytical Mechanics (Prof. Scheurle)
1 (TUMAM08) 2 (TUMAM12)	Chair of Advanced Mathematics and Analytical Mechanics (Prof. Scheurle) Chair of Applied Mathematics in Ecology and Medicine (Prof. Lasser)
1 (TUMAM08) 2 (TUMAM12) 3 (TUEDS11)	Chair of Advanced Mathematics and Analytical Mechanics (Prof. Scheurle) Chair of Applied Mathematics in Ecology and Medicine (Prof. Lasser) Chair of Mathematics Education (Prof. Reiss)
1 (TUMAM08) 2 (TUMAM12) 3 (TUEDS11)	Chair of Advanced Mathematics and Analytical Mechanics (Prof. Scheurle) Chair of Applied Mathematics in Ecology and Medicine (Prof. Lasser)
1 (TUMAM08) 2 (TUMAM12) 3 (TUEDS11) 4 (TUMAM03)	Chair of Advanced Mathematics and Analytical Mechanics (Prof. Scheurle) Chair of Applied Mathematics in Ecology and Medicine (Prof. Lasser) Chair of Mathematics Education (Prof. Reiss)
1 [TUMAM08] 2 [TUMAM12] 3 [TUEDS11] 4 [TUMAM03] 5 [TUMAM06]	Chair of Advanced Mathematics and Analytical Mechanics (Prof. Scheurle) Chair of Applied Mathematics in Ecology and Medicine (Prof. Lasser) Chair of Mathematics Education (Prof. Reiss) Chair of Numerical Mathematics / Scientific Computing (Prof. Bornemann)
1 (TUMAM08) 2 (TUMAM12) 3 (TUEDS11) 4 (TUMAM03) 5 (TUMAM06) 6 (TUMABDS)	Chair of Advanced Mathematics and Analytical Mechanics (Prof. Scheurle) Chair of Applied Mathematics in Ecology and Medicine (Prof. Lasser) Chair of Mathematics Education (Prof. Reiss) Chair of Numerical Mathematics / Scientific Computing (Prof. Bornemann) Chair of Numerical Mathematics and Control Theory (Prof. Brokate)
1 (TUMAM08) 2 (TUMAM12) 3 (TUEDS11) 4 (TUMAM03) 5 (TUMAM06) 6 (TUMABDS) 7 (TUMASDK)	Chair of Advanced Mathematics and Analytical Mechanics (Prof. Scheurle) Chair of Applied Mathematics in Ecology and Medicine (Prof. Lasser) Chair of Mathematics Education (Prof. Reiss) Chair of Numerical Mathematics / Scientific Computing (Prof. Bornemann) Chair of Numerical Mathematics and Control Theory (Prof. Brokate) Data protection agent of the Academic department Mathematics

## **Q** Searching

### **Degree Programmes**

- You can search for TUM courses under "Degree Programmes".
- After entering the search term, you will receive a list of results showing all TUM courses containing this term including those for which no curriculum (yet) exists.
- Courses with curricula are identified by a curriculum number (e.g. 20091). Please click on the name of the course including the number to open the curriculum:

#### Rooms

- Various selection criteria can be used for searching for rooms, such as building location (e.g. Stammgelände Nord) and type of usage (e.g. Hörsaal).
- In addition to the room code, the location and address of the room and the room calendar, if applicable, are also shown in the list of results.

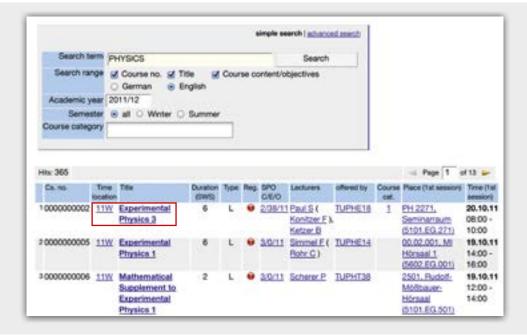
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### Searching Q

#### Courses

- You have the option here of carrying out a simple or an advanced search.
- You can enter the **key search criteria**, such as title, year of study and semester, in the simple search.
- In the advanced search, you can, for example, also search for courses with regular dates on a specific week day at a particular time.
- You can obtain detailed information on the course via the list of results.



#### **Telephone Extensions**

• You can also search for employee telephone extensions via the search function top right (e.g. 22060).

### **Q** Searching

#### Modules

- You can search for **published** module descriptions via the "**module handbook**" search function.
- You can obtain detailed information on each module by clicking on the title.

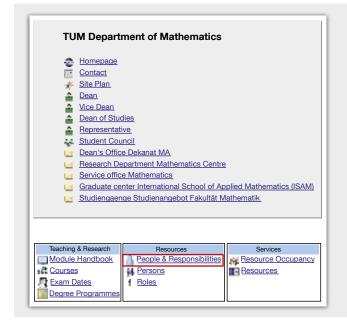
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a Advanced Theoretical Physics		PH1004	TUPHFPH
Advances in Solid State Physics		PH1302	TUPHEPH
Application of methods of nuclear physics in interdiscip	plinary research 1	PH2097	TUPHEPH
Applied Physics		WZ0095	TUWZFWZ
7 Astro Particle Physics 1		PH2073	TUPHEPH
Astro Particle Physics 2		PH2074	TUPHFPH
Atmospheric Physics and Remote Sensing		BV230050	TUBWAPG

### **People & Responsibilities**

There are various options for searching for people:

- You can search for people (staff members, students) at TU München (see chapter "Help and Contacts") via the **search function** at the top on the right (cf. Chapter "Search").
- You can also visit the business card of a facility and display the list of staff members via the link "**Persons**".
- The special responsibilities of persons at a facility can also be found on the respective business card via "People and Responsibilities".

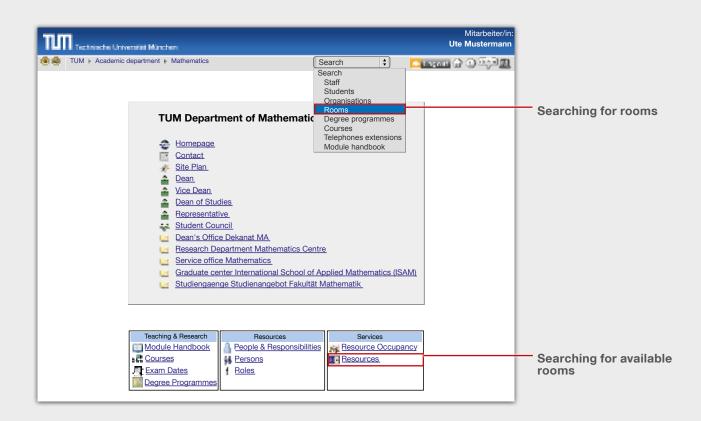
Tip: You must be logged in to obtain the full display.



### Rooms

### How can I find rooms at the TUM?

- You can search for all rooms at all locations throughout the entire TU München via the search function in the top right-hand corner (see chapter "Facilities (organisations)").
- You can search for free lecturing rooms for a specific date or a required series of dates via "Resources" in the applications menu of your organisation.





### How can I reserve a room for an event?

 If you wish to reserve a room for one of your organisation's events (e.g. conferences, workshops, other events, meetings), you can search for free rooms via the link "Resources" in the business card of your organisation of your organisation.

Teaching & Research	Resources	Services
Module Handbook	People & Responsibilities	Resource Occupancy
Courses	Persons	Resources
Exam Dates	f <u>Roles</u>	
Degree Programmes		

- A list of results showing the free rooms is displayed after the search criteria have been entered. Please then contact the person at your organisation holding the role "**Organisationstermine**" in order to make a reservation via TUMonline. Click on "Roles" on the organisation's business card to find the role holder (see chapter "Roles").
- Please note that training rooms and smaller meeting rooms are often still managed locally in the administrative offices of the respective organisation. These rooms always appear as "free" in TUMonline even if they are booked locally.
- If you require a room for lectures or examinations, room occupancy at the faculties is managed differently during the various periods of a semester. Please contact the "LV-Erhebung" or "LV-Teilnehmerverwaltung" role holder for further information on lectures (can be found under "roles" on your organisation's business card). For examinations, please contact your faculty office to find out about the procedure at your faculty.

### Additional information for lecturers



### Courses

- The extent to which you can manage your lectures yourself in TUMonline as a lecturer depends on the procedure at your faculty. As the lecturer, you can generally automatically see the lecture groups in which you are involved in TUMonline as well as their dates and registered participants. You have direct access to this on your personal business card via the applications "Courses" and "Course Administration". The dates of your lecture groups are also automatically shown in your personal calendar.
- For further editing rights to lectures and lecture groups in which you are not directly involved, please contact your TUMonline-Beauftragter (facility's business card -> "Roles"). He/she will inform you about the procedure at your faculty or facility. The authorisations required to manage your organisation's lectures in TUMonline can also be obtained from him.

Teaching & Research	Resources	Services
Module Handbook	People & Responsibilities	Room Occupancy
<u>Courses</u>	Persons	Ressources
<b>Equipart State Administration</b>	Roles	
Exam Dates		
Degree Programmes		

 For information on the configuration of your editing rights for your lectures, please contact your facility's "LV-Erhebung" role holder (facility's business card -> "Roles").

Teaching & Research	Resources	Services
Module Handbook	People & Responsibilities	Room Occupancy
Courses	Persons	Ressources
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Exam Dates		
Degree Programmes		

## Additional information for lecturers

### Moodle

Moodle is the Learning Management System of the TU München. You can access the platform with the web address: **www.moodle.tum.de.** 



Moodle offers online course rooms for lecturers to provide learning materials as well as many different activities for communication, collaboration and selflearning. Your students can use Moodle independent from regional and temporal limits and according to their own needs.

### **Create Moodle courses from TUMonline**

It is easy for lecturers to create a Moodle course automatically as an addition to an existing TUMonline course. Through the allocation of the category "eLearning" in TUMonline the appropriate course is generated in Moodle and all the participants of the TUMonline course (students, lecturers) are enrolled in the course, too

#### There are two possibilities for a new Moodle course:

1. "Neuen Moodle-Kurs im aktuellen Semester bereitstellen"

With this option the Moodle course will be created, and all participants will be enrolled in a single group called "Standardgruppe".

2. "Neuen Moodle-Kurs mit Gruppen im aktuellen Semester bereitstellen"

If you choose this option, all of the existing groups from the TUMonline course will also be generated as groups in the Moodle course.

If you need a Moodle course without an existing course in TUMonline, you can request the course directly in Moodle.

Using Moodle courses is optional for lecturers. If you don't allocate the category "eLearning" in TUMonline, no Moodle course will be generated.

Directly after the login in Moodle you find all your enrolled courses at **"My home > My courses"**.

For more information and help please visit the navigation aspect "Help & Support" with "FAQ", "Lecturers guide" and "eMail support" in the top navigation of Moodle.

### Additional information for lecturers



### **Examinations**

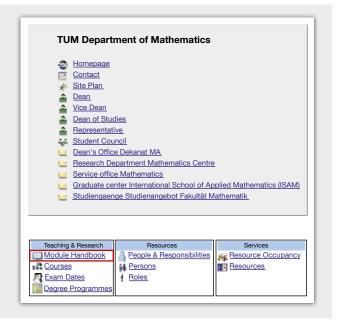
- The extent to which you can manage your examinations yourself in TUMonline as a lecturer depends on your faculty.
- Please contact your TUMonline-Beauftragter. He/she will inform you about the procedure at your faculty or facility. The authorisations required to manage your examinations in TUMonline can also be obtained from him/her.

### **Modules**

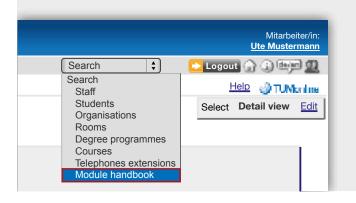
Some information on the subject of modules:

- Modules are the building blocks of bachelor and master degree courses. A module consists of one or more lectures coordinated in terms of content and time.
- The module descriptions provide information about the content structure of the respective modules.
- The module descriptions are also summarised in the "Module Handbook" by course, faculty or university-wide.

An overview of a facility's range of modules can also be found via the link "Module Handbook" in the facility's business card:



• You can also search freely for a module via the search function "Module Handbook" top right:

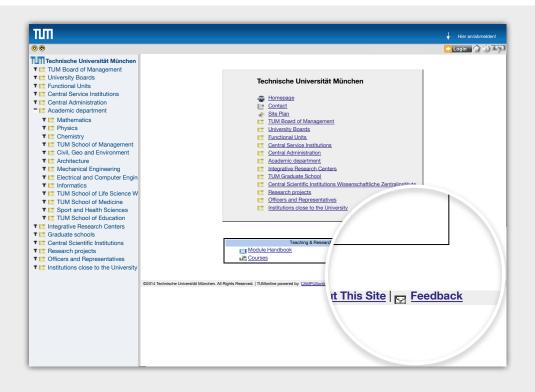


**Tip:** The Module Handbook is also called Module Catalog.

### Help and Contacts

### **IT-Support**

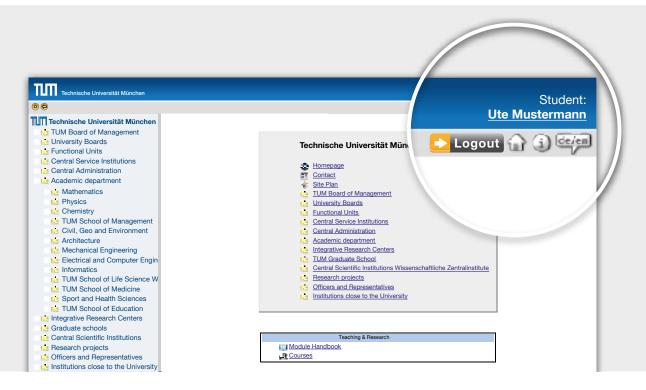
If you have any questions or problems relating to TUMonline, please get in touch with our IT Support: **it-support@tum.de** (Feedback link: in TUMonline at the bottom right)



### Help and Contacts 🔊

### **Online Help**

The **Online Help** in TUMonline provides a wide range of notes and tips (Help link: in TUMonline, top right).



### FAQ (Frequently Asked Questions)

Answers to the most frequently asked questions on TUMonline are to found at: http://portal.mytum.de/faq/it-dienste/tumonline.

### Information and instructions

More detailed information on using TUMonline, current news, contacts and instructions for a wide range of functions is to be found on our website: www.it.tum.de/en/tumonline.

### Imprint

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### **Picture credits**

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