TUM

TUMonline

The service portal for study and teaching

Introduction for employees 2015

Contents

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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").

Facilities   **Search**   **Language**

Login

TUM Technische Universität München

Search   Login

TUM Technische Universität München
- TUM Board of Management
- University Boards
- Functional Units
- Central Service Institutions
- Central Administration
- Academic department
  - Mathematics
  - Physics
  - Chemistry
  - TUM School of Management
  - Civil, Geo and Environment
  - Architecture
  - Mechanical Engineering
  - Electrical and Computer Engin
  - Informatics
  - TUM School of Life Science W
  - TUM School of Medicine
  - Sport and Health Sciences
  - TUM School of Education
- Integrative Research Centers
- Graduate schools
- Central Scientific Institutions
- Research projects
- Officers and Representatives
- Institutions close to the University

Technische Universität München
- Homepage
- Contact
- Site Plan
- TUM Board of Management
- University Boards
- Functional Units
- Central Service Institutions
- Central Administration
- Academic department
- Integrative Research Centers
- TUM Graduate School
- Central Scientific Institutions Wissenschaftliche Zentralinstitute
- Research projects
- Officers and Representatives
- Institutions close to the University

Teaching & Research
Module Handbook
Courses

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Manuals   **Contact**

🔒 Account & Login

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**):

We help you if you have problems or questions: **it-support@tum.de**

- Click on the link "**Mitarbeiter: Enter your PIN code here**":
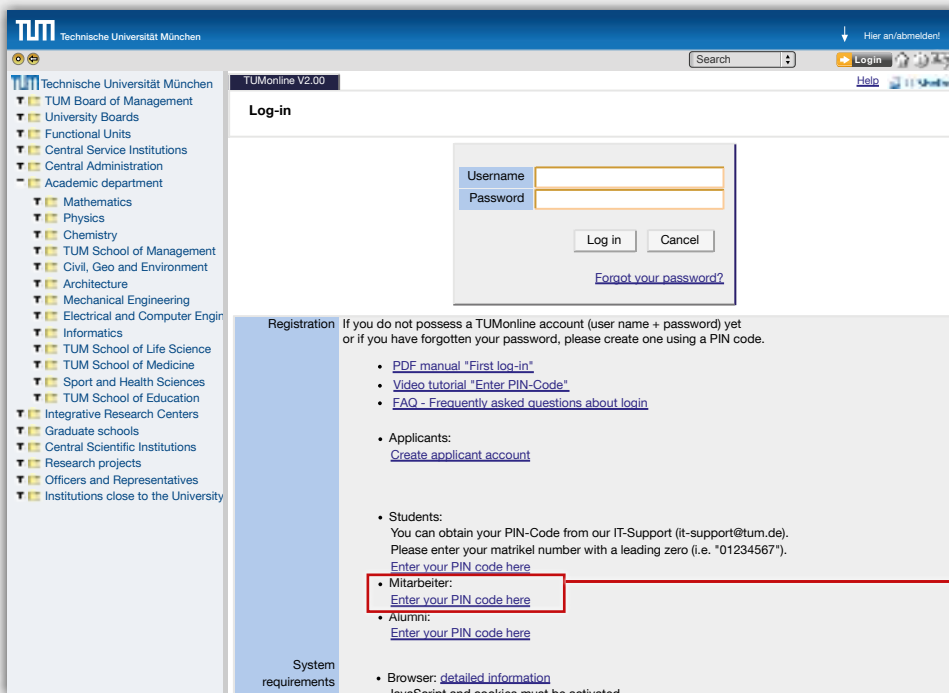
- Type your PIN code and birth date in the next field:

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.

Account & Login

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.
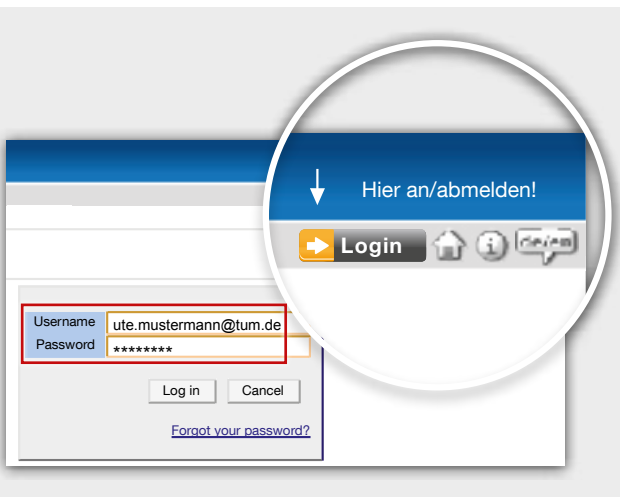
How can I change my username or password?

- 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?").

We help you if you have problems or questions: **it-support@tum.de**

Personal Business Card

- **Click on your name** top right to get to your business card.
- The business card is the key element of your TUMon-line 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
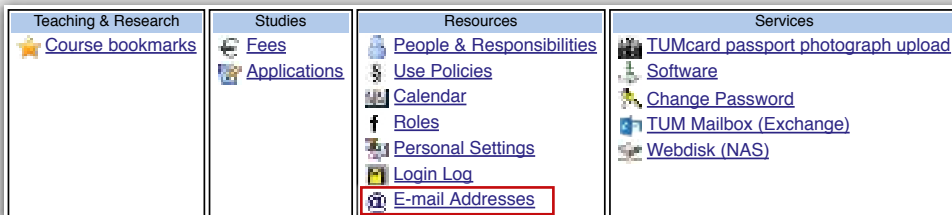

Edit your e-mail address

🔒 Account & Login

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.

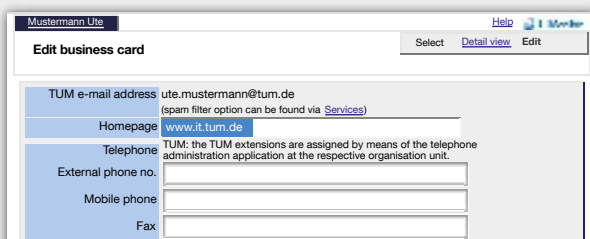| Teaching & Research	Studies	Resources	Services
⭐ Course bookmarks	📧 Fees	📘 People & Responsibilities	📷 TUMcard passport photograph upload
	📋 Applications	📄 Use Policies	⚖ Software
		📅 Calendar	🔧 Change Password
		f Roles	📧 TUM Mailbox (Exchange)
		📑 Personal Settings	💾 Webdisk (NAS)
		📒 Login Log	
		📇 E-mail Addresses	

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.

Homepage und Office Hours

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

Mustermann Ute		Help 📄 📖
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 of the telephone administration application at the respective organisation unit.
External phone no.	
Mobile phone	
Fax	

We help you if you have problems or questions: **it-support@tum.de**

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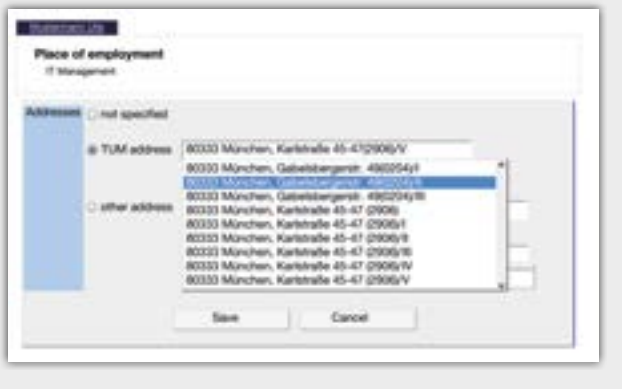
- The information is set out based on postcode, street, house number, building number and floor (e.g. 0501/I = building 0501, 1st floor).
- You can then select your room from a list.

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, 1st 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.
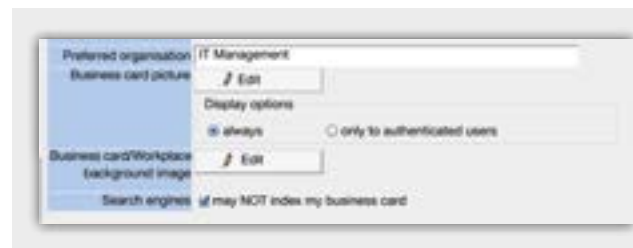
Account & Login

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.

Teaching & Research	Studies	Resources	Services
⭐ Course bookmarks	💶 Fees 📑 Applications	🔒 People & Responsibilities 📊 Use Policies 📅 Calendar f Roles 🔧 **Personal Settings** 📄 Login Log ✉️ E-mail Addresses	🪪 TUMcard passport photograph upload 🔧 Software 🔑 Change Password 📧 TUM Mailbox (Exchange) 💾 Webdisk (NAS)

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.

E-mail client	○ TUMonline ⊙ own e-mail client
HTML e-mail warning	⊙ show message ○ do not show message
Icons	Sorting ○ alphabetically ⊙ by subject
Preferred page after login	○ my organisation Current: IT Management ⊙ my business card
Navigation tree	☑ show on the left of the page Design ⊙ Windows ○ Mac
Hyperlinks	☐ always underline
Font size	normal
Lists	☐ Highlight lines with cursor
Browser check	☑ active
Hide profile	for ☐ Studierende ☐ Bewerber ☐ Alumni ☐ Anonym
Preferred language	○ German ⊙ English

Language

- You can configure whether your TUMonline is to be displayed in German or English via "**Preferred Language**".
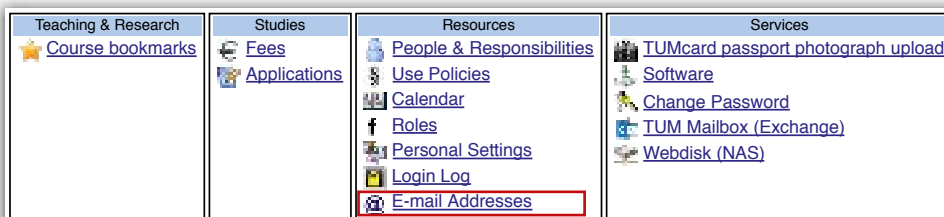
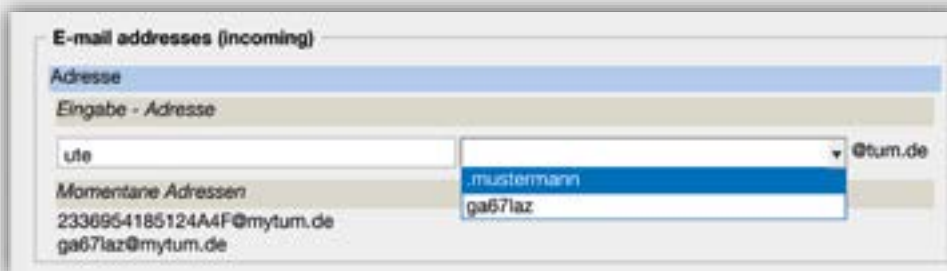# E-Mail and Personal Storage

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	📧 Fees 📋 Applications	👤 People & Responsibilities § Use Policies 📅 Calendar f Roles 📊 Personal Settings 🔑 Login Log ☎ E-mail Addresses	📷 TUMcard passport photograph upload 🔧 Software 🔑 Change Password 📧 TUM Mailbox (Exchange) 💾 Webdisk (NAS)

- 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)

Adresse

Eingabe - Adresse

| ute | | ▾ @tum.de |

.mustermann
ga67laz

Momentane Adressen
2336964185124A4F@mytum.de
ga67laz@mytum.de

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.

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.
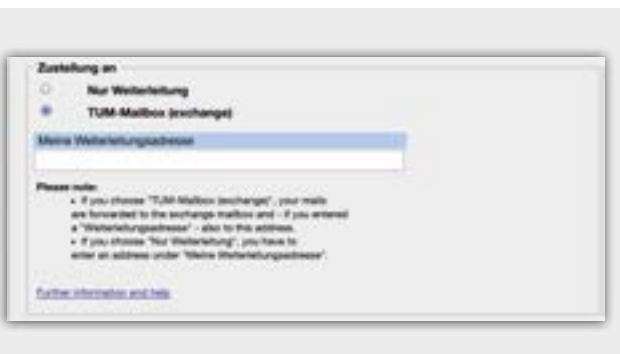
E-Mail and Personal Storage

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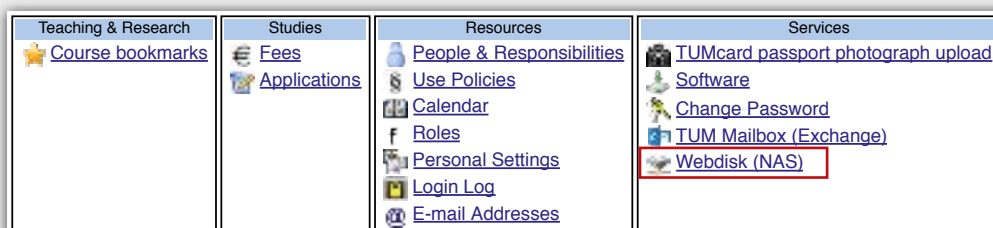
- A window opens containing your TUM-Kennung and login information.
- Click on "**Continue**" and log in with your TUM-Kennung (e.g. ga67laz) and your password:

We help you if you have problems or questions: **it-support@tum.de**
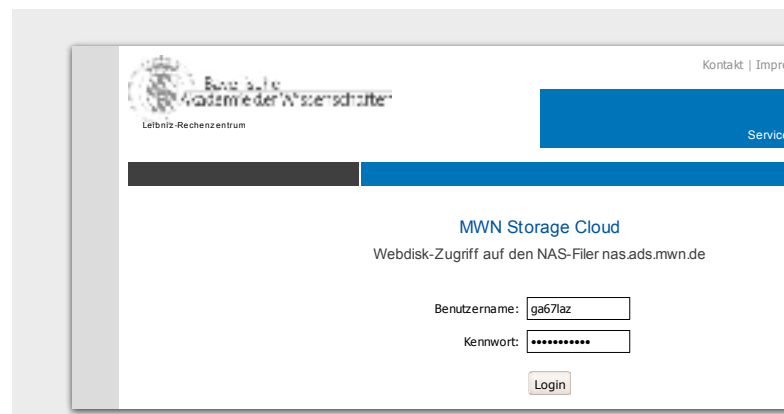
What are roles?

- 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?

1. 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 Department of Electrical and Computer Engineering

- Homepage
- Contact
- Site Plan
- Dean
- Vice Dean
- Dean of Studies
- Representative
- Student Council
- Administration of the department
- Area Lehrstühle und Fachgebiete
- Graduate center Electrical Engineering and Information Technology

| Teaching & Research	Resources	Services
Courses	People & Responsibilities	Resource Occupancy
Degree Programmes	Persons	Resources
Exam Dates	Roles	
Module Handbook		

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

2. 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**.

Roles

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).
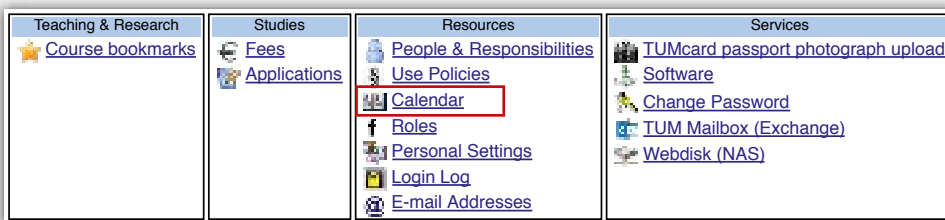
Personal Business Card:
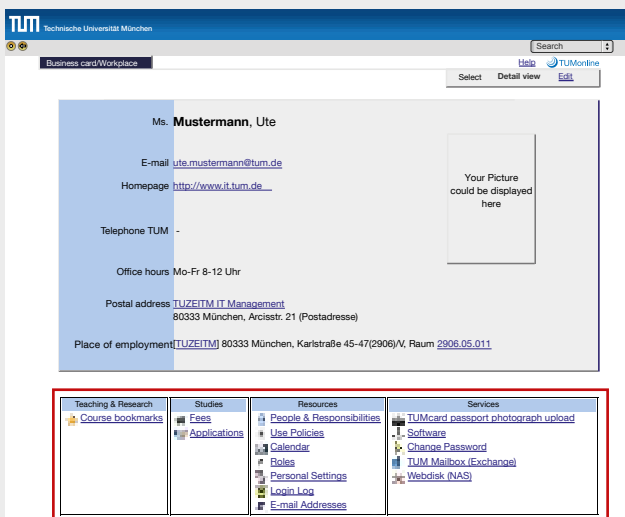
Business Card of a Facility:

Access applications

Access applications

We help you if you have problems or questions: **it-support@tum.de**
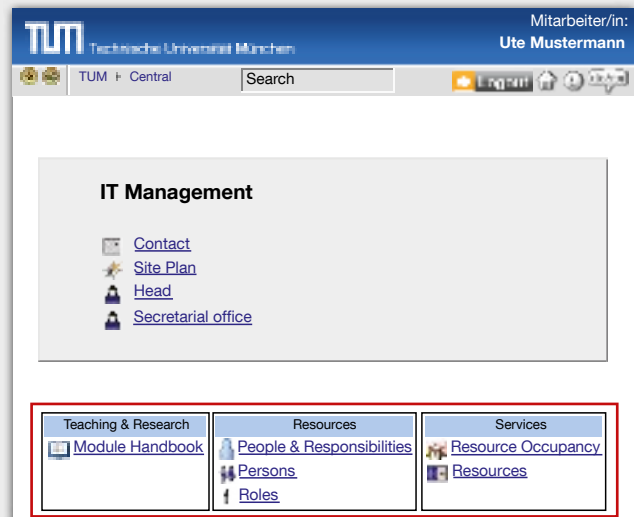
- You will find the application in your personal business card under "**Calendar**":

- 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.
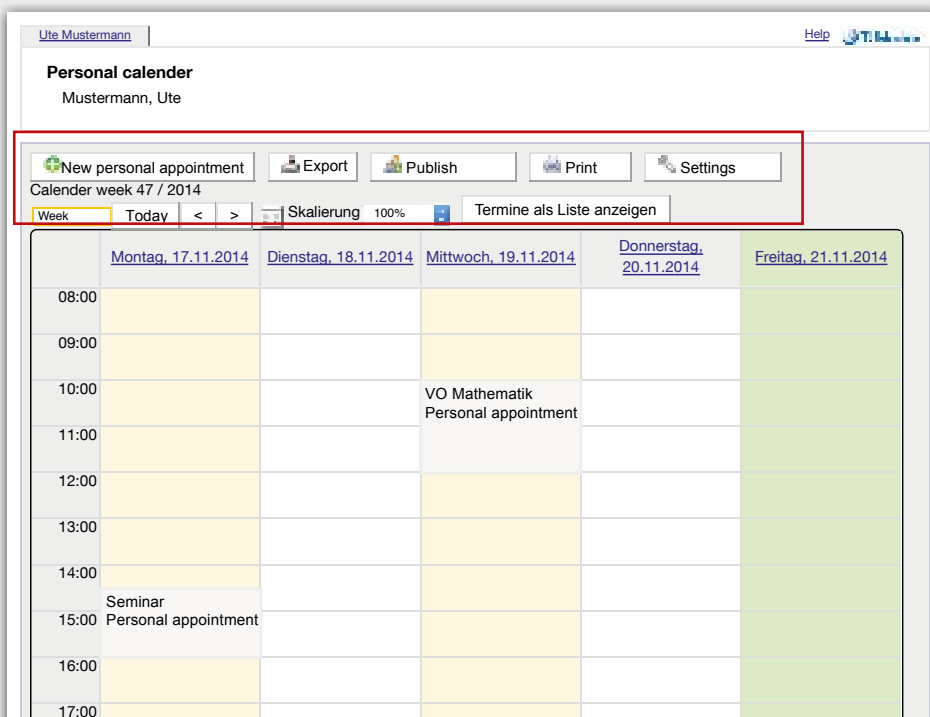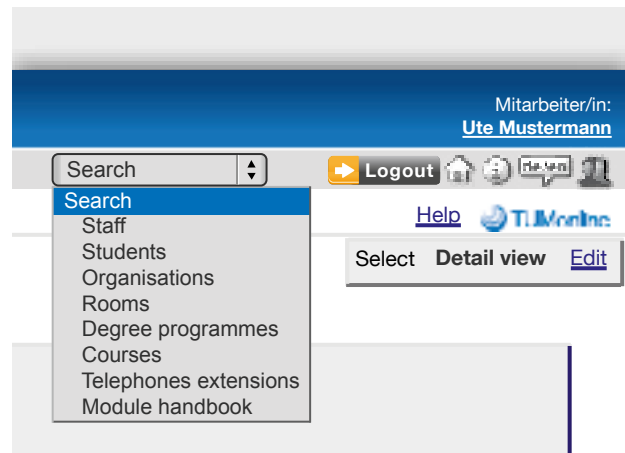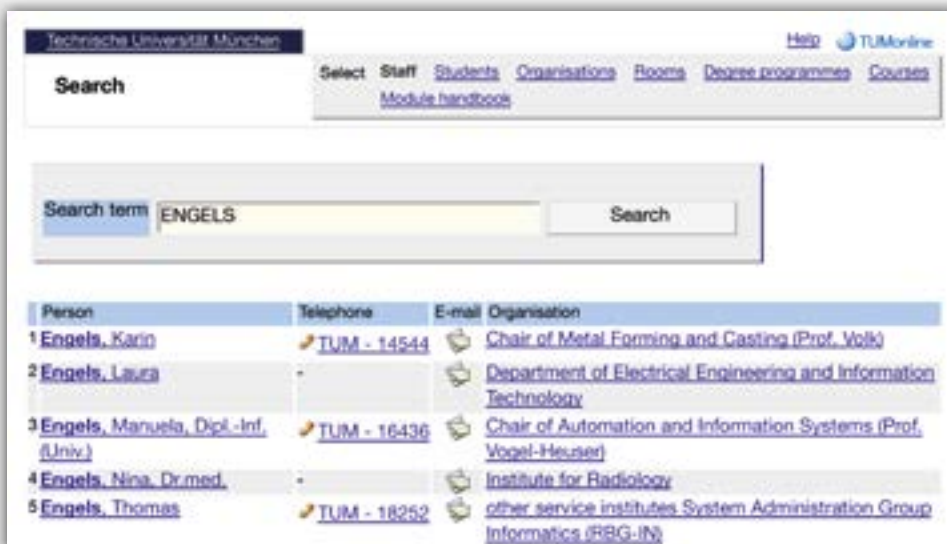
🔍 Searching

Search

- The search function gives you various options:

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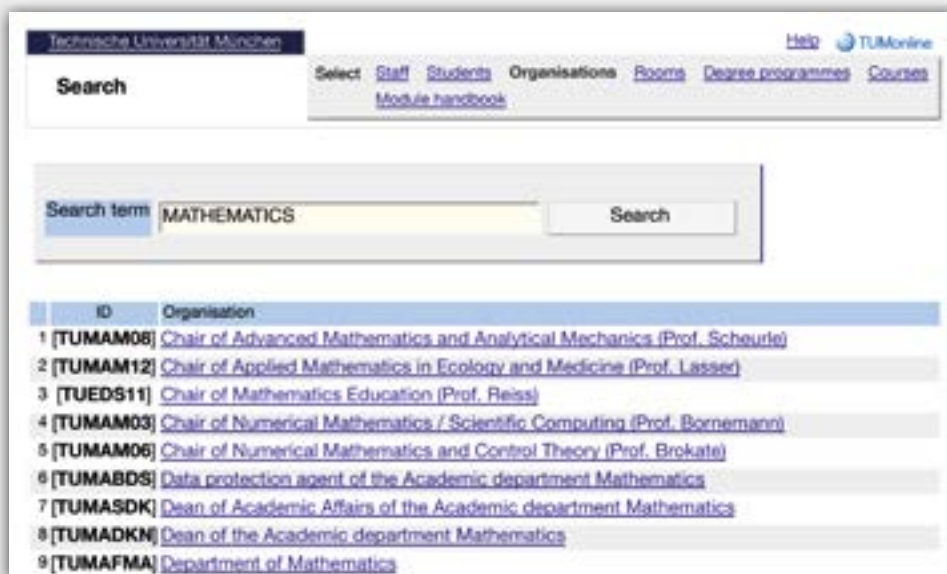

Staff & Students

- Search for the surnames of TUM staff and students.

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

We help you if you have problems or questions: **it-support@tum.de**

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.

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.

We help you if you have problems or questions: **it-support@tum.de**

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).

⌕ 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.
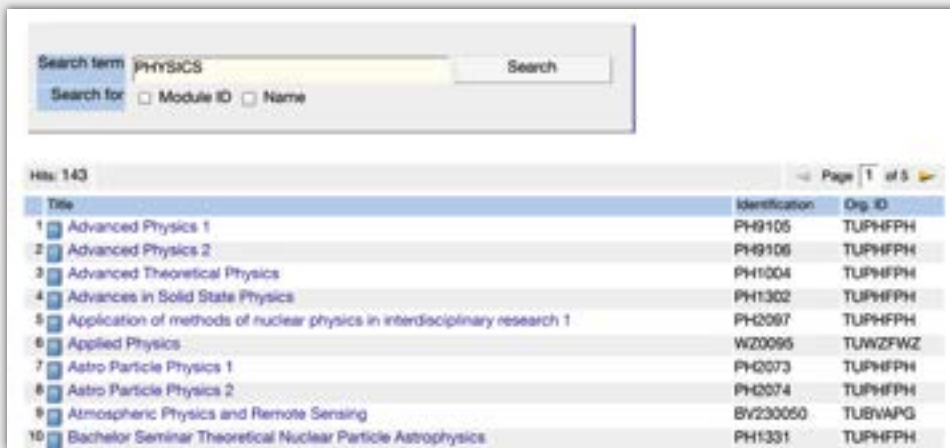
People & Responsibilities

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.

We help you if you have problems or questions: **it-support@tum.de**
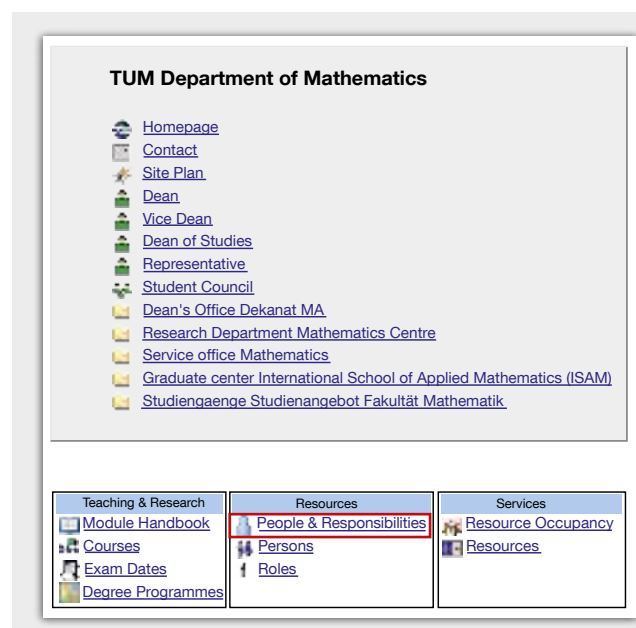
How can I find rooms at the TUM?

· 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.

Searching for rooms

Searching for available rooms

▪▪ Rooms

How can I reserve a room for an event?

· If you wish to reserve a room for one of your organi-
sation'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 Roles	
🖼 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 differ-
ently during the various periods of a semester. Please
contact the "**LV-Erhebung**" or "**LV-Teilnehmer-
verwaltung**" 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
Courses	Persons	Ressources
Course Administration	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
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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 self-learning. 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.
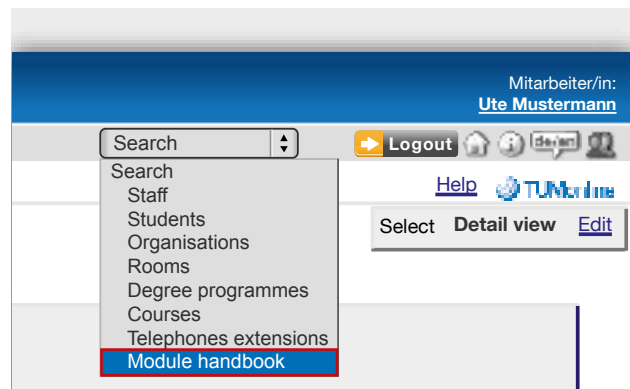
Modules

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:

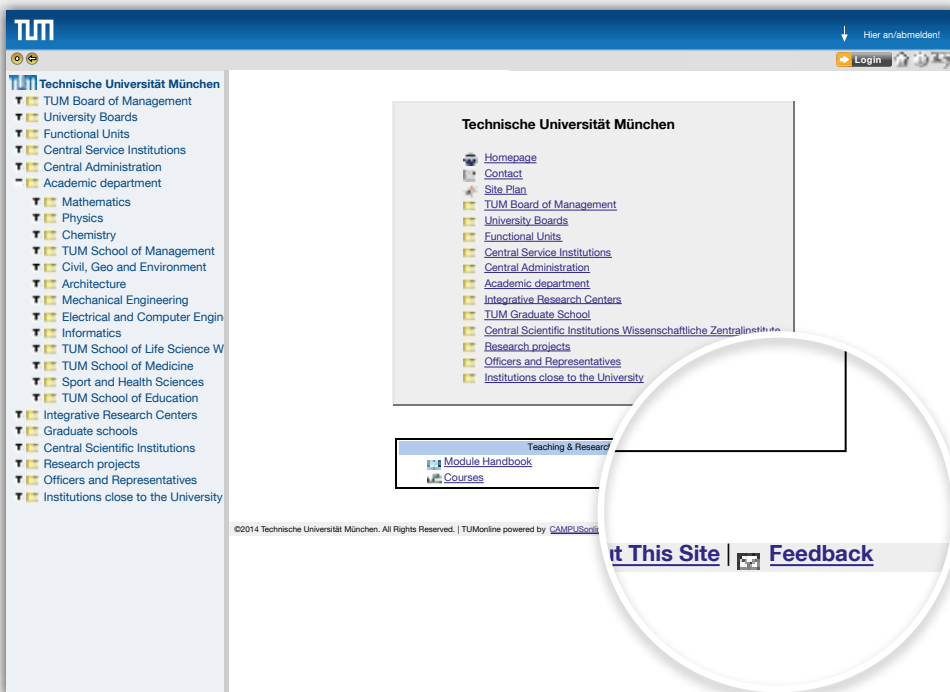**Tip:** The Module Handbook is also called Module Catalog.
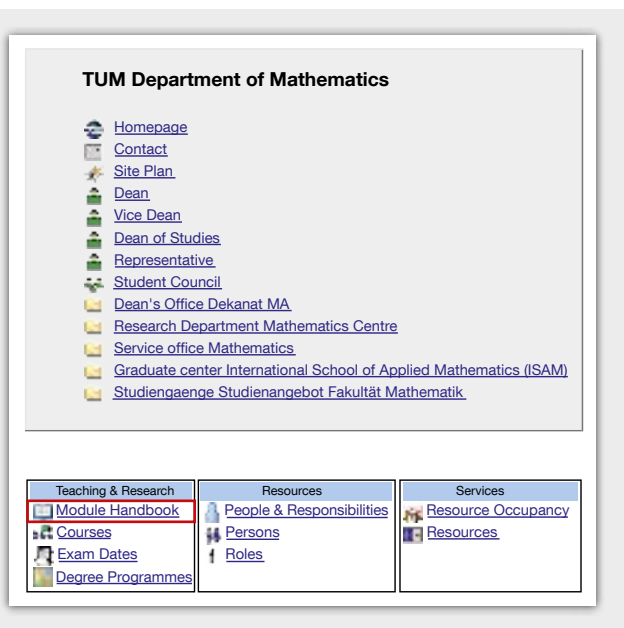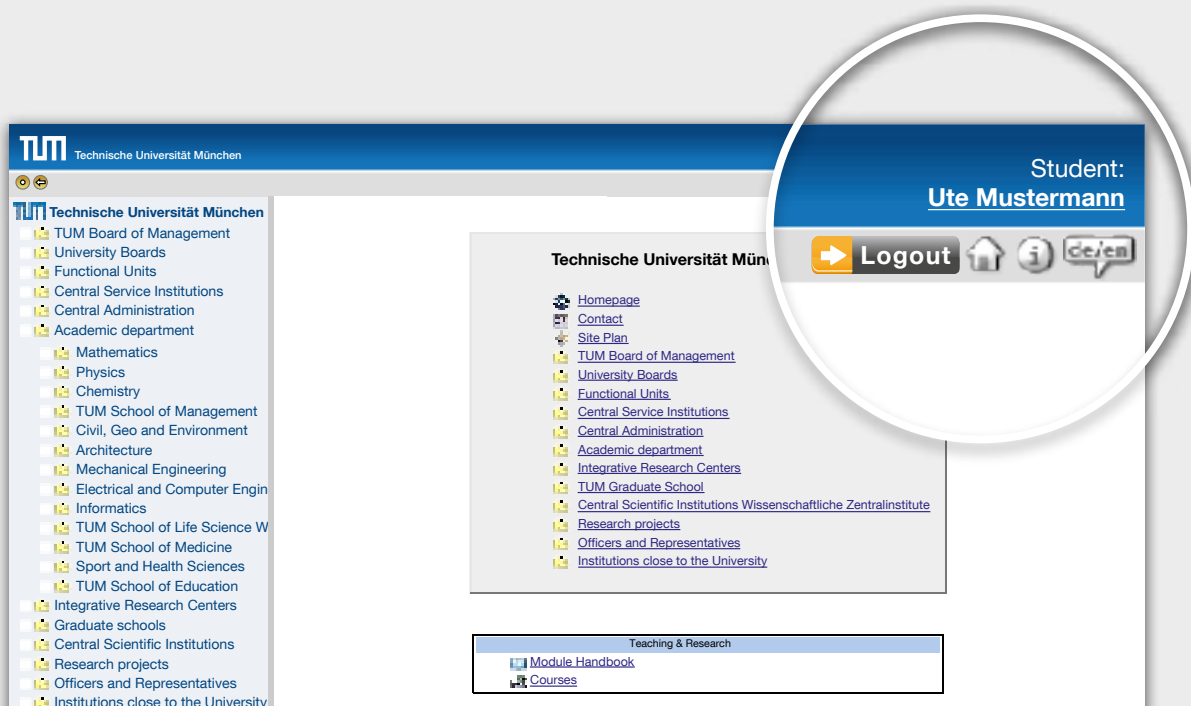
Help and Contacts

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)

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.

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