

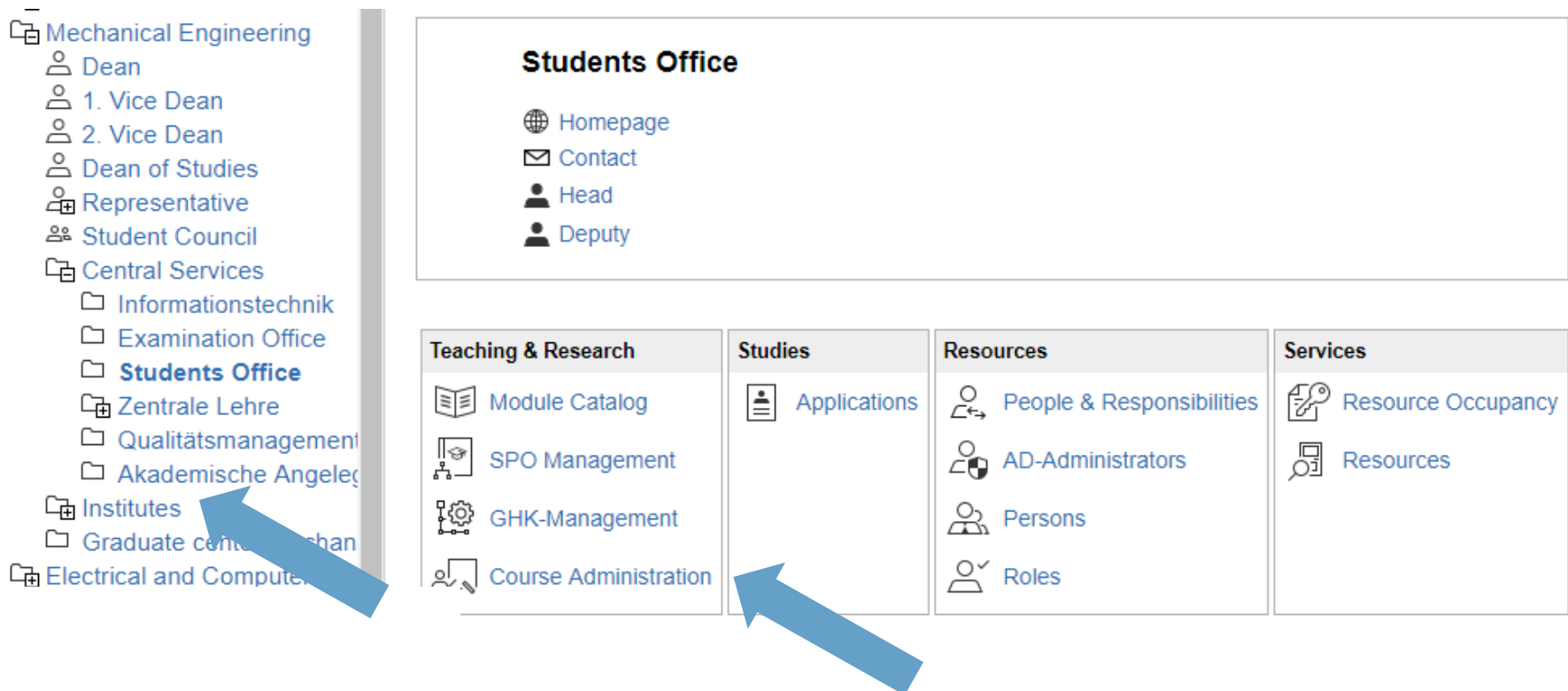
How to create a new course in TUMonline

Legend:

Responsible of the institute 

Open TUMonline

1. Select your institute on the left-hand side.
2. Click on „Course Administration“.



The screenshot displays the TUMonline interface. On the left, a vertical navigation menu lists various departments and offices. The 'Students Office' is highlighted in blue. A blue arrow points from this menu item towards the main content area. The main content area is divided into several sections. The top section is titled 'Students Office' and contains links for 'Homepage', 'Contact', 'Head', and 'Deputy'. Below this, there are four columns of links: 'Teaching & Research', 'Studies', 'Resources', and 'Services'. The 'Teaching & Research' column contains 'Module Catalog', 'SPO Management', 'GHK-Management', and 'Course Administration'. A blue arrow points from 'Course Administration' in this column towards the center of the page.

Teaching & Research	Studies	Resources	Services
<ul style="list-style-type: none"> Module Catalog SPO Management GHK-Management Course Administration 	<ul style="list-style-type: none"> Applications 	<ul style="list-style-type: none"> People & Responsibilities AD-Administrators Persons Roles 	<ul style="list-style-type: none"> Resource Occupancy Resources

The following view opens

1. Refer to „Operation“ and click on „Create“ in the box on the right.

Course administration
Wintersemester 2018/19
Course status: approved

Academic year 2015/16 2016/17 2017/18 **2018/19**

Semester **Winter** Summer all

Grouping **Compulsory subject/ elective subject** Winter/ summer none

Sort by **Title** Number

Course status **all reported approved**

Display Refresh Show filter Timetables

Lists of participants Planned posts Authorisations

Gender statistics

Operation Create Reporting Approval Export Course group administration

Categories Mass editing of dates

Select Courses **Course administration** Administration based on rights

SPO allocations Tutors Overview Assignment/ appointment

all courses of the status: approved, of winter semester, listed by CS/ES, sorted by Title - Total: 0

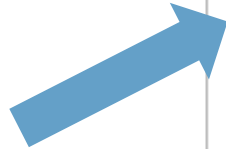
Course no.	Time location	Title	Duration (SWS)	Type	SPO C/E/O	sm. cs.	Course cat.	Block	new course	Status R A	Perc.	Grp. size	Numb. of grps. appr sched held	Part(WL)/Grp(wl)/maxPart	Lect. [appr.SWS sched.SWS / (Part.acc.reg.) part. heldSWS / part.] (Assistants) (Tutors)	exam. org.	Place (1st session)	Time (1st session)
No courses found in Wintersemester 2018/19 (approved)																		

Zeit: 0.09 d 0.09 s

1. Click on „Create“ (select the right academic year)

Create course

Studienjahr 2018/19



Academic year	📌	2015/16	2016/17	2017/18	2018/19
Operation		Create new course not assigned to curriculum			
		Copy equivalent course to the other semester			
		Copy equivalent course from other academic year			

new course not assigned to curriculum

Create



Note:

A new course should only be created if the course has not yet been offered in the other semester or other academic years.



The following view opens

Course parameter

Cs. no.	<input type="text"/>	next avail. course no.
Title	<input type="text"/>	
Semester weekly hours	<input type="text"/>	
Half-days	<input type="text"/>	
Cs type	lecture (L) ▼	
ECTS credits		
Percentage	n.a.	Semester <input checked="" type="radio"/> WS <input type="radio"/> SS
Group size (planned)	<input type="text"/>	
examining organisation	TUMWSTB Students Office ▼	
responsible organisation	TUMWSTB Students Office ▼	
Options	<input type="checkbox"/> Course will be taught in blocks <input type="checkbox"/> Allow entry of subtitle for equivalent courses in academic year	
Lecturers	Assign persons	
Internal note	<input type="text"/>	

1. Select the next available course number.
2. Fill in the relevant data.
3. Click on „Save and allocate persons“

Course parameter

Cs. no.	<input type="text" value="0000005185"/>	next avail. course no.	
Title	<input type="text" value="test lecture"/>		
Semester weekly hours	<input type="text" value="2"/>		
Half-days	<input type="text"/>		
Cs type	<input type="text" value="lecture (L)"/>		
ECTS credits			
Percentage	n.a.	Semester	<input checked="" type="radio"/> WS <input type="radio"/> SS
Group size (planned)	<input type="text"/>		
examining organisation	<input type="text" value="TUMWSTB Students Office"/>		
responsible organisation	<input type="text" value="TUMWSTB Students Office"/>		
Options	<input type="checkbox"/> Course will be taught in blocks <input type="checkbox"/> Allow entry of subtitle for equivalent courses in academic year		
Lecturers	Assign persons		
Internal note	<input type="text"/>		
		<input type="button" value="Save and allocate persons"/>	<input type="button" value="Save and close"/>
			<input type="button" value="Cancel/Close"/>

1. Fill in the relevant persons.
2. Click on „Save person assignment“.

Lecturers

+ Add

Add lecturers to this course ✖

Search criterion 🔍 ℹ

Organisation all Own organisation [TUMWSTB] and subordinate organisations

Group Employee Planned posts

Allocate persons

Note	TF	Rem. type	Name	Duration (SWS)	Ls type	Sorting	
	V ▾	Doz	Darth Vader	2	Lehre ▾		💾

Save person assignment Cancel/Close

Add further persons

- [Create planned post](#)



1. Click on „Save“

Lecturers ▼

+ Add

Lectureships

<input type="checkbox"/>	TF	Rem. type	Name	Duration (SWS)	Type of lectureship	c	Sort	Ass.	assign.	Print
<input type="checkbox"/>	V ▼	Doz	Darth Vader	2	Lehre ▼	i	[]	+		
<input type="checkbox"/>										

Delete
Save



New course was created

1. Click on the German title.
2. Fill in the English title.

Course administration
 Wintersemester 2018/19
 Course status: all

Academic year 2015/16 2016/17 2017/18 2018/19

Semester **Winter** Summer all

Grouping Compulsory subject/ elective subject Winter/ summer none

Sort by **Title** Number

Course status **all** reported approved

Display **Refresh** Show filter Timetables
 Lists of participants Planned posts Authorisations
 Gender statistics

Operation **Create** Reporting Approval Export Course group administration
 Categories Mass editing of dates

Select **Courses** **Course administration** Administration based on rights
 SPO allocations Tutors Overview Assignment/ appointment

all courses of winter semester, sorted by Title - Total: 1

Course no.	Time location	Title	Duration (SWS)	Type	SPO C/E/O	sm. cs.	Course cat.	Block	new course	Status R A	Perc.	Grp. size	Numb. of grps. appr sched held	Part(WL)/Grp(wl)/maxPart	Lect. [appr.SWS sched.SWS / (Part.acc.reg.) heldSWS / part.] (Assistants) (Tutors)	exam. org.	Place (1st session)	Time (1st session)
000005187	W	test lecture	2	VO		0	0		NEU					0/0/0	Vader D [2/Lehre]...			



English Title


1. Click on „English“ and fill in the title.
2. Click on „Save“.

Edit course
selected: English

Language	German	English
Operation	planned allocation in curricula	
Select	Detail view	Edit

General information

Title	<input style="width: 85%;" type="text" value="test lecture"/>
Number	0000005187
Type	lecture
Semester weekly hours	2
Offered in	Winter semester 2018/19 - is not offered (Course status: geplant)



Save

Cancel

Reporting

1. Refer to „Display“ and click on „Refresh“.
2. Refer to „Operation“ and click on „Reporting“.

Course administration
 Wintersemester 2018/19
 Course status: all

Academic year 2015/16 2016/17 2017/18 2018/19

Semester **Winter** Summer all

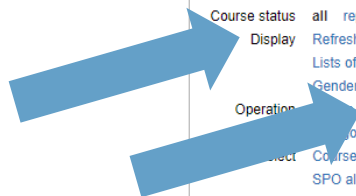
Grouping Compulsory subject/ elective subject Winter/ summer none

Sort by **Title** Number

Course status **all** reported approved

Display Refresh Show filter Timetables
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Operation Reporting Approval Export Course group administration
 Courses Mass editing of dates
 Courses **Course administration** Administration based on rights
 SPO allocations Tutors Overview Assignment/ appointment



all courses of winter semester, sorted by Title - Total: 1

Course no.	Time location	Title	Duration (SWS)	Type	SPO C/E/O	sm. cs.	Course cat.	Block	new course	Status R A	Perc.	Grp. size	Numb. of grps. appr/sched/held	Part(WL)/Grp(wl)/maxPart	Lect. [appr.SWS sched.SWS / (Part.acc.reg.) part. heldSWS / part.] (Assistants) (Tutors)	exam. org.	Place (1st session)	Time (1st session)
0000005187	W	test lecture ☆	2	VO		0	0		NEU					0/0/0	Vader D 2/Lehre]...			

Reporting

1. Select the relevant course or select all.
2. Click on „Save“.

Report course

Wintersemester 2018/19
Course status: all

Select Tutors Overview Assignment/ appointment
Operation Mass reporting

all courses of winter semester, sorted by Title - Total: 1

Course no.	Time location	Title	Duration (SWS)	Type	SPO C/E/O	sm. cs.	Course cat.	Block	new course	Status R A	Perc.	Grp. size	Numb.of grps. appr sched held	Part(WL)/Grp(wl)/maxPart	Lect. [appr.SWS sch heldSWS / pa
0000005187	W	test lecture ☆	2	VO		0	0		NEU	<input checked="" type="checkbox"/>				0/0/0	Vader D [2/Lehre]
select all										<input type="checkbox"/>					



Save Cancel


Reporting

1. If you want to report the very first course of your institute, click on „Mass reporting“.
2. Click on „Save and close“.
3. Click on „Yes“.

Report course

Wintersemester 2018/19
Course status: all

Select Tutors Overview Assignment/ appointment
Operation Mass reporting



all courses of winter semester, sorted by Title - Total: 1

Course no.	Time location	Title	Duration (SWS)	Type	SPO C/E/O	sm. cs.	Course cat.	Block	new course	Status R A	Perc.	Grp. size	Numb. of grps. appr sched held	Part(WL)/Grp(wl)/maxPart	Lect. [appr.SWS sched.SWS / (Part.acc.reg.) part. heldSWS / part.] (Assistants) {Tutors}	exa org.
000005187	W	test lecture	2	VO		0	0		NEU	<input checked="" type="checkbox"/>				0/0/0	Vader D [2/Lehre]	


select all

Mass registration of courses

Organisation Students Office (und untergeordnete)

Period of time Wintersemester 2018/19

Save and close



Cancel/Close

Confirmation

Do you want all planned courses in the period Wintersemester 2018/19 at the organisation Students Office (and subordinate organisations) which meet the criteria to be reported?

Yes



No

Save

Cancel

Approval

1. Click on „Approval“.

Course administration
 Wintersemester 2018/19
 Course status: all

Academic year 2015/16 2016/17 2017/18 **2018/19**

Semester **Winter** Summer all

Grouping Compulsory subject/ elective subject Winter/ summer none

Sort by Title Number

Course status all reported approved

Display Refresh Show filter Timetables

Lists of participants Planned posts Authorisations

Gender statistics

Operation Create Report Approval Export Course group administration
 editing of dates

Course administration Administration based on rights

SPO allocations Tutors Overview Assignment/ appointment

all courses of winter semester, sorted by Title - Total: 1

Course no.	Time location	Title	Duration (SWS)	Type	SPO C/E/O	sm. cs.	Course cat.	Block	new course	Status R A	Perc.	Grp. size	Numb. of grps. appr/sched/held	Part(WL)/Grp(wl)/maxPart	Lect. [appr.SWS heldSWS / part.] (Assistants) (Tutors)	exam. org.	Place (1st session)	Time (1st session)
0000005187	W	test lecture ☆	2	VO		0	0		NEU	✓				0/0/0	Vader D [2/Lehre]...			

Approval

1. Select the relevant course or select all.
2. Click on „Save“.

Approve course
 Wintersemester 2018/19
 Course status: reported

[Select](#) [Tutors](#) [Overview](#) [Assignment/ appointment](#)
[Operation](#) [Mass approval](#)

all courses of the status: reported, of winter semester, sorted by Title - Total: 1

Course no.	Time location	Title	Duration (SWS)	Type	SPO C/E/O	sm. cs.	Course cat.	Block	new course	Status n	Approval Yes / No	Perc.	Grp. size	Numb. of grps. appr sched held	Part(WL)/Grp(wl)/n	
0000005187	W	test lecture ☆	2	VO		0	0		NEU	● ✓	<input type="checkbox"/> <input type="checkbox"/>				0/0/0	
select all											<input type="checkbox"/> <input type="checkbox"/>					

New course

1. The course is reported and approved.
2. Students can select the course in TUMonline.

all courses of winter semester, sorted by Title - Total: 1

Course no.	Time location	Title	Duration (SWS)	Type	SPO C/E/O	sm. cs.	Course cat.	Block	new course	Status R A	Perc.	Grp. size	Numb. of grps. appr sched held	Part(WL)/Grp(wl)/maxPart	Lect. [appr.SWS sched.SWS / (Part.acc.reg.) part. heldSWS / part.] (Assistants) {Tutors}
0000005187	W	test lecture ☆	2	VO		0	0		NEU	🟢 ✓ ✓				0/0/0	Vader D [2/Lehre]... 👤



Linkage of Course(s) and Module

The course(s) can be linked with the module, after the institute created the course(s).

The linkage is carried out by the module administration. Please inform the module administration via modulverwaltung@mw.tum.de about new courses.