





What is TUGRAZonline? (online.tugraz.at)

The information and management tool of TU Graz; the central point of access for info and tasks concerning your study programme

Navigating, looking for information, language

- Navigation tree on left-hand side (click  to hide/show it)
- Organisations: home page, persons, rooms, exam dates, etc.

Icons/symbols in the icon bar


-  (key): log in (literally the key to the system)
-  (home): top level (Graz University of Technology)
- TU4U** (TU4U): Graz University of Technology information platform
-  (de/en): switch to English (permanently if logged in)

General search

- No wildcard necessary for simple search or string of words; start the search using <Enter>
- Search for staff members, organisations, events, rooms, courses, etc.

Recommended browsers, Adobe® Reader®

- Best results if you use Firefox®
- Deactivate your popup blocker
- Adobe® Reader® necessary to view documents

More information: link in the login window or  (i icon)

Logging in and out your account

- PIN code only for first-time registration in the system
- Username cannot be changed later

Account (incl. e-mail) valid for a limited period of time after end of semester; save your data (certificates, etc.)!



You will find the TUGRAZonline Guide here:

<https://tu4u.tugraz.at/en/students/beginning-my-studies/tugrazonline/>

Support


- Help pages: 'Help' in upper right corner. Some pages contain the names of persons or organisations to contact, or helpful links
- TUGRAZonline helpdesk: click on 'feedback' link at bottom of every TUGRAZonline page to write to helpdesk@online.tugraz.at (please enter a descriptive subject; include your browser version)
- All other IT-related matters: helpdesk@TUGraz.at; or x 7000
- Questions concerning your studies (courses, exams, credits):
Studienservice (Registration Office): Rechbauerstraße 12/I, call x 6149, mail: studienervice@tugraz.at, office hours: Mon - Fri: 9:00-12:00
Internationale Beziehungen und Mobilitätsprogramme (International Relations and Mobility Programmes): Mandellstraße 15/II, call x 6418, mail: international@tugraz.at, office hours: Mon - Fri: 10:00-12:00, Wed: 13:00-15:30

Your personal business card

- Main page to perform tasks (accessing applications)
- Changing your password
- Updating info on business card (link 'Edit'); TU Graz e-mail address is important so staff/lecturer can contact you if a course is cancelled, etc.
- Keeping your postal address(es) current: link ' Current/Home Address' > 'Edit address'
- Personal settings (): e-mail client, look-and-feel, etc.
- To get back to your business card from anywhere in the system (e. g. from an organisation page), just click on your name



Courses

Viewing information on courses

- Organisation page > link 'Courses';
- Business card: link ' Course Registration' > search for course
 - Access through business card: list of courses you are registered for
 - Link on title: detail view (course description, materials, etc.)

- Other info in list of courses: business card of lecturer(s); link on C/E/PhD: number of credits; etc.
- Dates/times (link on W or S); link on room leads to room plan

Registering, deregistering



- Business card:  'Course Registration' > search > click on  (green T) > click on group > button "Register" > confirm
- Register separately for each course
- You register for a course group; there may only be one group
- If you are placed on the waiting list, please contact the institute; registration for equivalent course may be possible
- If you are not going to take the course, please deregister
- If you are (de)registered by a staff member, you receive an e-mail; please check your e-mails regularly

Exams

Important information

- You are never automatically registered if you attended the course; register separately for each exam
- You may be registered by a staff member or register in TUGRAZonline (registration/dereg. period!) yourself; if you are placed on the waiting list but need to take the exam contact the institute
- On the organisation page you see exam dates for that org.

Registering, deregistering

- Business card:  'Exam Registration' > 'Register' > search > click on  (green P) > button "Register" > optional: print out confirmation
- Register separately for each exam
- If you cannot take the exam please deregister
- If you are (de)registered by a staff member you receive an e-mail; please check your e-mail regularly

Webmail




Change the language: click on "Einstellungen" and then "Sprache und Zeit".

Set a forwarding rule to another e-mail-address: click on "Filters" then "Forward" and fill in address.








Your personal calendar

- Only you can view/access it
- Dates are updated automatically if a course is cancelled/moved or if you deregister from an exam
- View/edit details by clicking on the date link; to add appointments, birthdays, etc., click on link 'New personal appointment'
- Configure your calendar by clicking on the link 'Settings'
- Generate an iCal address ('Publish') for your mail client/mobile device

Exam results (grades, certificates)

- Grades have to be officially confirmed (validated) before you can see them in your exam results (, green dot) and before you can print the certificate (, printer symbol is active)
- Some lecturers may publish results before the official confirmation; you can view the results (, orange dot) and additional information (optional) but you cannot print the certificate yet
- By default you receive an e-mail when results are published for you; you can change the notification settings (link)

Other features

-  'Teach Center'
-  'Evaluations' (column 'Resources'); view existing evaluations; evaluate courses or exams; for details see the online help
-  'Student Files': view your master/study data; exams; course participation; etc.
-  'Registration Documents' (confirmation of registration)
-  'Transcripts'
-  'Web News' (newsgroups)
-  'Library'