

Technical University of Graz

INSTITUTE FOR THEORETICAL PHYSICS

**Instructions for export/import of
participant groups**

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1 Preconditions

In order to carry out the following steps, an assignment to the function LV participant administration must be available at the supervising institute of the course, as well as the application Evaluation/Exports must be available on the personal business card in the Services area.

If you do not have this assignment, please contact the TUGRAZonline representative.

2 Organizational recommendation

- **Procedure:** In order to enable the cross-university organisation of the exercises and thus also the transport of groups of participants, it is recommended that the trainer discusses all aspects of the exercises with his counterpart at the partner university. It seems particularly important here to do this with the **required lead time** and above all to enter identical times at both universities with regard to the registration and deregistration times of the exercise. Furthermore, at the university where no registration takes place, there should also be a reference to the university responsible for the registration.
- **Contact person:** First and foremost, the contact persons at the partner university are the trainers involved in the exercise. In some cases, however, the secretariats may also be responsible. At the beginning of the planning the responsible partner should be clarified.

3 Export of participant groups

Before groups of participants can be exported, the name for the export/import process must be selected correctly. As you can see in fig.1, the Gruppe_01 of the University of Graz will be exported here. Important here is the postfix _UNIGRAZ[653|PHU.004UB], which consists of the university name, the institute number and the course number (here with UB at the end). The groups to be exported must be named according to this template so that they can be successfully transferred from the system.

Gruppenname	Max.TN (Grp.)	/	TN (Dr.)	/	WL	Ar
Anmerkung						
Gruppe_01_TUGRAZ[5150 PHU.004UF]	35	/	33	/	0	10.09.18,07:45
Gruppe_01_UNIGRAZ[653 PHU.004UB]	35	/	32	/	0	10.09.18,07:45
Gruppe_02_TUGRAZ[5150 PHU.004UF]	35	/	33	/	0	10.09.18,07:45

Figure 1: Group names for export

Now the actual export process can begin. The application Evaluation\Exports must be activated in the personal business card.

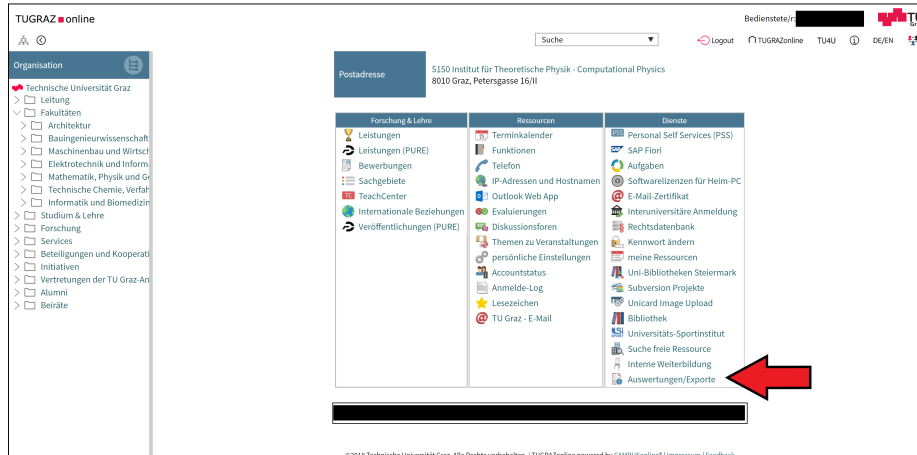


Figure 2: Evaluation/Export

Afterwards we get to the export window and can now download the desired groups of a course. All LV groups to be exported are always saved in one file. The following data must be entered (see fig.3):

- LV number (e.g.: PHU004UB)
- Number of the organizational unit (UNI Graz: 653)
- semester (e.g.: 18W)

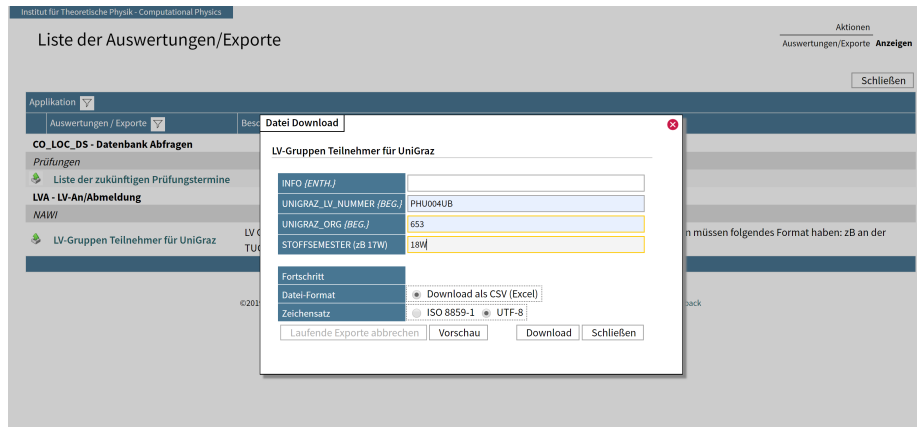


Figure 3: LV groups: Participants for UniGraz

The preview bar can be used to get an incomplete preview of the exported data, otherwise you can click directly on Download and get an Excel (.csv) file, the name of which can be changed for easier transfer.

!!! Attention: You can open and view the file, but it should not be saved to it when you close it, because some programs make changes that make the contents of the file unusable. !!!

The file can then be sent to the responsible secretariat at KFU, where it is imported into UNIGRAZonline by authorised persons. For this purpose, the TU Graz NextCloud has set up its own folder where you can store the file.

!!! You may not open the file in the NextCloud, but only upload and download it, since the file is automatically saved when it is opened and thus modified. Unfortunately, this function cannot be deactivated. !!!

If you don't have access yet, please contact: alexander.gruber@tugraz.at

4 Import of participant groups

If you want to import received participant groups, you must (if not already done) set the names of the groups correctly. In UNIGRAZonline, the postfix must be removed from the group name and the simple group name in the form Gruppe_XX remains (see fig.4).

Gruppenname	Max.TN (Grp.)	/	TN (Dr.)	/	WL	Anmeldung	
						von	bis
Gruppe_01	25	/	25	/	0	06.09.18,09:45	06.09.18,23:59
	Die Anmeldung für alle Gruppen erfolgt über das UniGRAZ						
Gruppe_02	26	/	24	/	0	06.09.18,09:45	06.09.18,23:59
	Die Anmeldung für alle Gruppen erfolgt über das UniGRAZ						
Gruppe_03	25	/	25	/	0	06.09.18,09:45	06.09.18,23:59
	Die Anmeldung für alle Gruppen erfolgt über das UniGRAZ						
Gruppe_04	25	/	19	/	0	06.09.18,09:45	06.09.18,23:59
	Die Anmeldung für alle Gruppen erfolgt über das UniGRAZ						

Figure 4: Group names for import

The next step is to navigate to the LV survey area of the institute and click on the LV group administration menu item as shown in Fig.5.

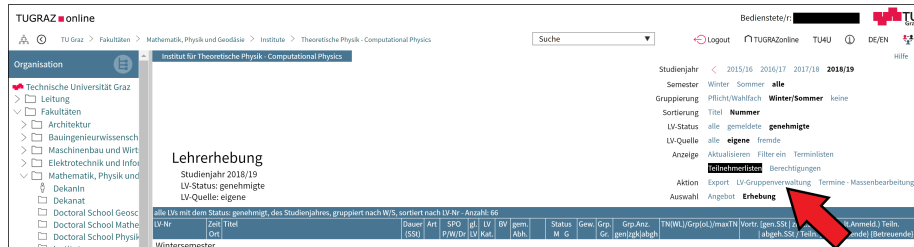


Figure 5: LV group administration

After that a window like in fig.6 opens and you can start the login wizard.

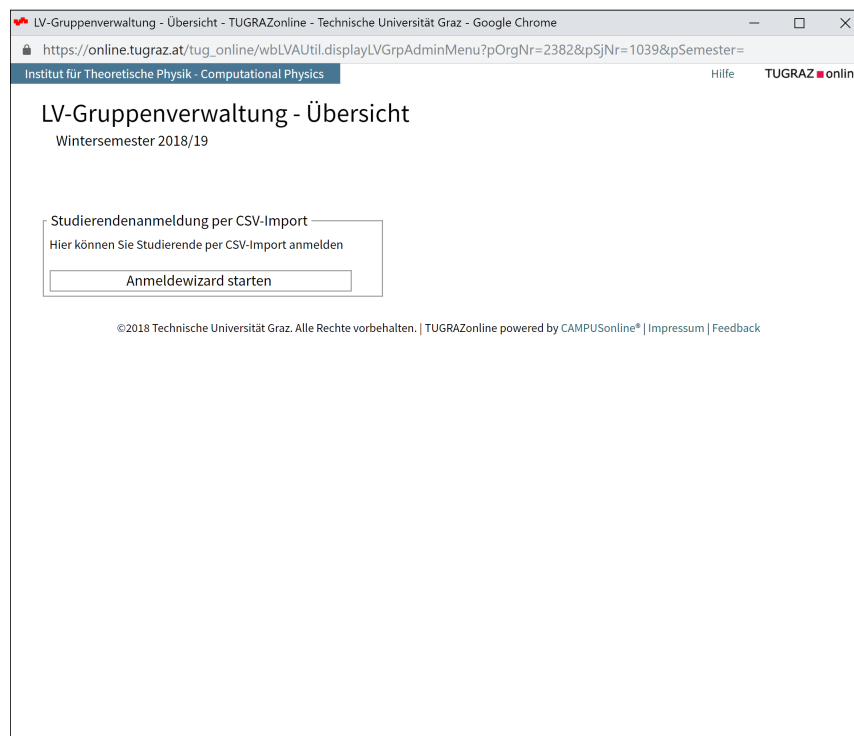


Figure 6: LV-Group Administration - Overview

Now only the received file must be selected and one can decide whether the participants should be informed of the registration or not (see fig.7). If Start Upload is clicked, the data will only be uploaded and checked, it will NOT be imported.

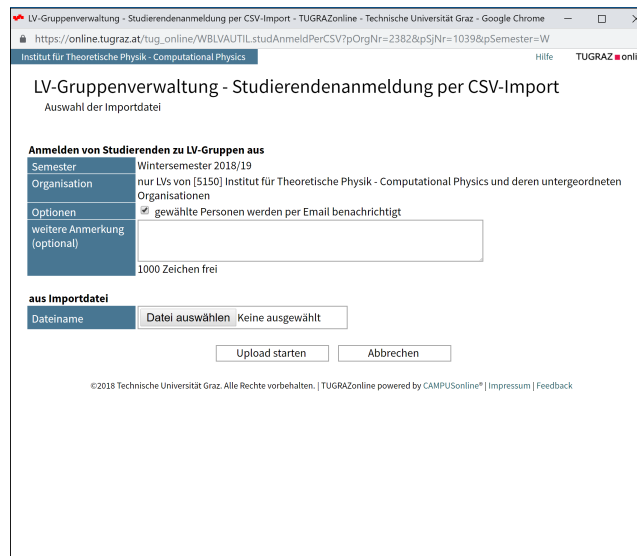


Figure 7: CSV-Import

In fig.8 you can see that errors occurred during the check (e.g.: it could be that the group names were not set correctly in the system yet). If no errors occur, the actual login of the participants to the groups can take place via Perform login.

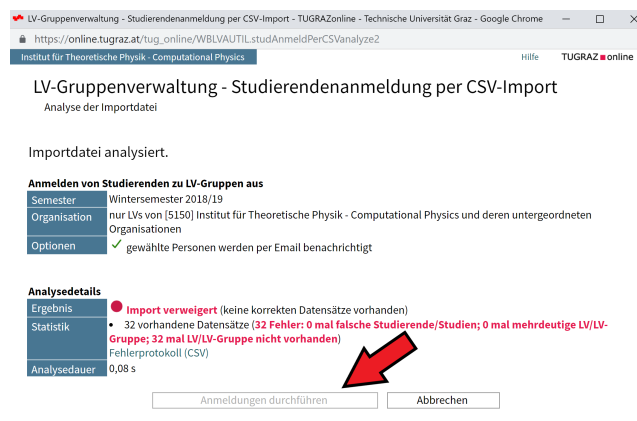


Figure 8: Login and errors

5 Known errors

- Individual records are displayed as errors:

This can happen if people are only registered at one university and then have to be manually added to LV (the rest can still be registered).

By manually saving the Excel (.xlsx) file after viewing it, a student number beginning with 0 was changed and is not recognized by the system.

- Export of the groups was not possible:

Check that the name of the group is correct, as described in Chapter 2. Check the entries in the export application.