

Portalen & CampusNet

Intranet and Internet-based
collaboration and knowledge
@ DTU

Portalen Is the common intranet for all of DTU

Portalen is your access point for information and news throughout DTU. You can customize Portalen so that you only receive the information you need. You can customize the front page and subscribe to information of relevance to you. Portalen also enables you to access numerous tools at DTU.

Please note that Portalen was initially created as an information system in Danish. Not all the information has been translated yet. We are still in the process of translation, and in some places you will therefore encounter content in Danish (as faded text) even though you have selected English as your language. In the mean time, if you want to know what the Danish content says, strike up a conversation with someone who speaks Danish and ask them to help you.

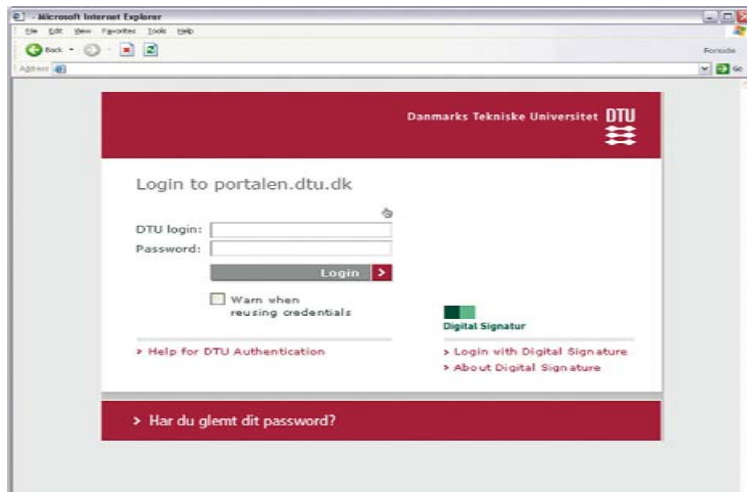
CampusNet Is DTU's Internet-based collaboration tool

CampusNet is your access point to your courses, and you can exchange files, messages and much more with fellow students. This is where you sign up for courses and access data related to your studies such as grades and forms. CampusNet is designed based on your educational activities.

How to get started

Whether you need Portalen or CampusNet, go to **portalen.dtu.dk** and log in with your student number and password you received with your student ID card. (The direct link to CampusNet is campusnet.dtu.dk). If you lose your log-in information, please contact the student information in Building 101. You can also log in using a digital signature. (Digital signature can only be set up once you have a Danish cpr. Number)

You have access to Portalen and CampusNet from any computer, including at home, if you know your password.





Portalen

You can start using Portalen right away. You will get the full benefit of its features when you customize the front page.

You can set up your Portal just as you like. You can among other things subscribe to RSS-feeds, to particular info-lists or get easy access to internal and external commands such as CampusNet, Google, Encyclopedia Britannica or an online dictionary.

You customize your Portal this way


- Add webparts to the front page by clicking this icon in the top right:

- Click the dropdown icon on the various webparts and choose your settings:


You can also personalize your Portal by moving your webparts around to exactly where you want them.

You do this by pulling the webpart you want to move, with the mouse to where you want it, and then let it go.

Infolists cover everything from research to rock concerts. New infolists are created continually, and you may choose to subscribe to news from a DTU department or to a list of social activities at DTU. You choose the infolists in which you are interested. Find the infolists under "Settings" in the top right.

Personal shortcuts

Create shortcuts by clicking this icon: 

Left tabs: Profiles / Right tabs: Organization

You can edit the frontpage, but the other tabs always present the standard settings and information for different groups across DTU.

News from Portalen and DTU.dk

The news from the frontpage of DTU's homepage is marked by a small globe and links directly to the homepage.

Messages

Relevant study messages and any other messages. Some are mandatory (red dot), but a lot is open for subscription (green dot). Below the heading it is indicated which infolist the message comes from. To the right it is indicated which department has posted the message.

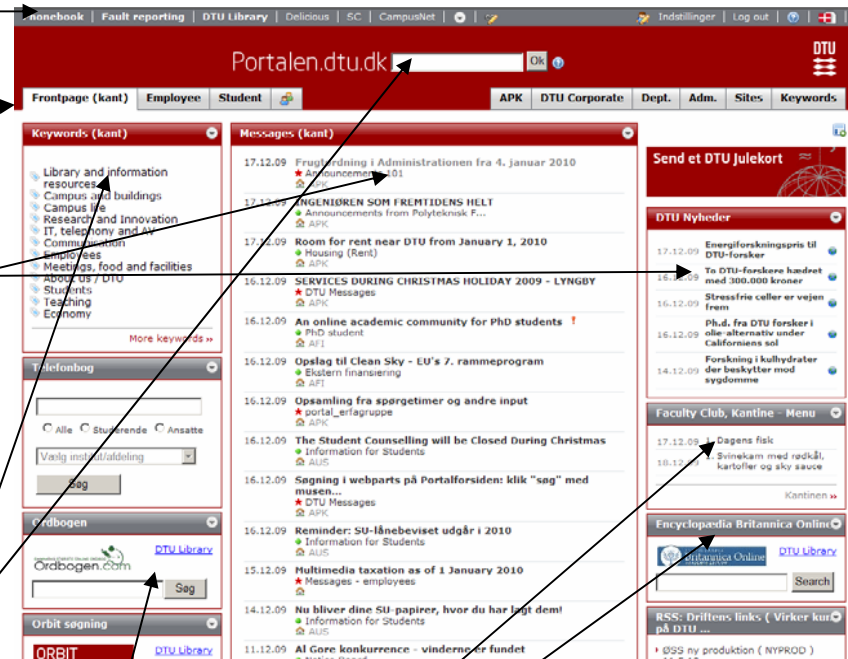
Keywords and search

IMPORTANT: The list of keywords is the central navigation on Portalen. When you click a keyword on the frontpage you will see a new collection of sub-keywords and the pages on Portalen with that specific keyword. Usually you will need to click on the sub-keyword to get a more refined search, which again will display all related keywords and the pages with that keyword.

From the top search field you get access to all keywords – Start typing and wait for the suggestions...

Personal webparts

Examples of personal webparts you can add.



CampusNet

You can access CampusNet through Portalen or directly at www.campusnet.dtu.dk or www.cn.dtu.dk. When you log in the first time, you will find a CampusNet web part and a link to CampusNet in the menu. In the different web parts on Portalen you can see your courses and the groups you have subscribed to and the latest messages from all groups.

Left menu

The left menu gives you a rapid overview of your courses and the groups you are a subscribing to. If you click on a group you can access the menu for this particular group. At the bottom of the menu you can create shortcuts to information you often use.

Courses

When you click on a course number or group name in the left menu you can access several menu items for the course or the group.

See the right side page for various services available.

- **List of participants.** This shows all teachers and other students enrolled in the course and contact information.
- **Messages.** You can read the messages that the teachers have sent about the course.
- **Calendar.** This lists lectures, exercises and other relevant information regarding the course. Information on this will only be visible if the teacher has posted a message.
- **Lesson plan** is an alternative way to show the calendar in which the milestones are presented as a list.
- **Conference.** This enables students and teachers to discuss the course content and the like.
- **Groups.** If you need a virtual group to share files and other resources, you can create it under “Make new usergroup”. You can add members under “Admin”.
- **Chat.** This enables several users to chat in real time, for instance in connection with a class-based question time. The content of the chat is not being saved.
- **File sharing.** This enables users to exchange files with other members of the group, such as Word, PowerPoint, PDF files or other notes. Only group members may upload and download files. Only administrators may create new folders. When you upload a file you can check the version. This ensures that several people cannot work on the same document simultaneously.
- **Home page.** This directs you to a specified home page of the group (if the administrator has specified one).

Personal menu

The personal menu is at the top of the page. You can customize this menu. This is your gateway to numerous services.

See the right side page for various services available.

Support - Portalen & Campusnet

Open each weekday from 10 A.M. to 4 P.M.

help@campusnet.dtu.dk

www.portalen.dtu.dk

- **My messages.** This gathers messages from all the groups you subscribe to. You may edit the types of messages that are displayed in the overview through the menu item **Settings** and may decide whether you want messages sent as SMS to your mobile telephone.
- **My Calendar.** This compiles information from the calendars in the groups of which you subscribe to, plus your personal calendar. Normal users may only create, edit and delete calendar items in their personal calendars.
- **My conferences.** This provides an overview of the various conferences you subscribe to.
- **My grades.** This lists the grades you have received at DTU. Clicking on a course number shows the distribution of grades among the students of the course.
- **Course enrolment.** This gives you the opportunity to enroll for or cancel a course or an exam.
- **Home drive.** This provides access to a web-ftp gateway to your home drive at DTU's data bars. This means that you can share files between your home computers and the computers at DTU.
- **Settings.** This enables you to customize how CampusNet functions on your computer.
- **Course evaluation.** This takes place electronically after each semester. The results are also available on CampusNet. Remember to participate in the evaluation and thus contribute to improving the teaching at DTU.
- **Webmail** this provides access to a DTU e-mail account which you can use via Portalen or CampusNet.