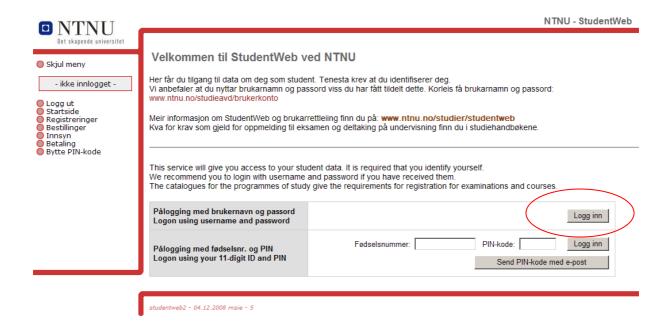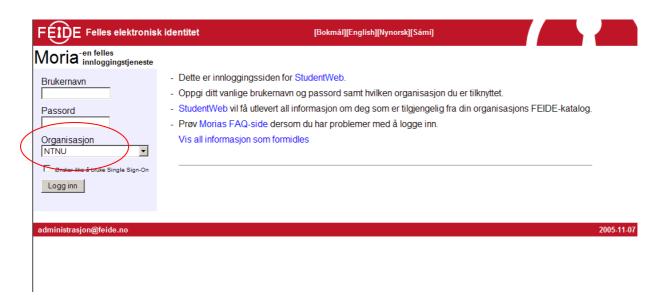# USER GUIDELINES STUDENTWEB
for Exchange Students/Free Movers

Logon to StudentWeb using your username and password.

Select the "English" interface from the menu on top or use:
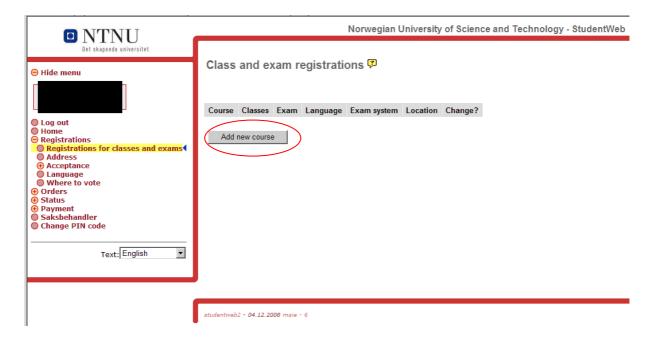
Brukernavn = Username

Passord = Password

Organisasjon: Pick NTNU from the drop-down menu and press "Logg inn" to logon.
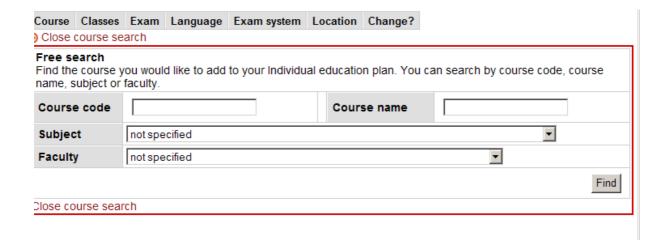
To register for classes and exams open Registrations in the Main menu. Then "Registrations for classes and exams". Click "Add new course".

If your menu looks like the picture below, click "Semester registration" and you'll get to "Class and examination registrations".

Close course search

Free search
Find the course you would like to add to your Individual education plan. You can search by course code, course name, subject or faculty.

Course code		Course name	
Subject	not specified		
Faculty	not specified		

Find

Close course search

Search by course code, name, subject area or faculty. In this example we have searched by course code TGB41* .

Close course search

Free search
Find the course you would like to add to your Individual education plan. You can search by course code, course name, subject or faculty.

Course code	TGB41*	Course name	
Subject	not specified		
Faculty	not specified		

Find

The search results

Select	Course code	Course name	Points
●	TGB4100	Geology, Introduction	7.5
○	TGB4110	Resources of the Earth	7.5
○	TGB4115	The Geology of Mineral Deposits	7.5
○	TGB4120	Thematic Ore Geology	7.5
○	TGB4125	Mineralogy and Petrography	7.5
○	TGB4130	Petrology and Geochemistry	7.5
○	TGB4135	Basin Analysis	7.5
○	TGB4140	Regional Geology	7.5
○	TGB4145	Analytical Methods in Geology	7.5
○	TGB4150	Structural Geology	7.5

Previous batch 1/2 Next batch   Add selected course

Close course search

Select the course you prefer and "Add selected course".

TGB4100 - Geology, Introduction

Class registrations	
New class registration	
Exam registrations ☑	Exam term/Exam system 2009-12, Muntlig/Semesterprøve ▼ Language Norwegian-B ▼
	Cancel changes Save

Add new course

Please note that you cannot expect an examination in English unless this is an option in the language drop-down.

Click "New class registration"

TGB4100 - Geology, Introduction

Class registrations ☑	Class term Autumn 2009 - 1 ▼	
Exam registrations ☑	Exam term/Exam system 2009-12, Muntlig/Semesterprøve ▼	Language Norwegian-B ▼
		Cancel changes Save

Add new course

Select Class and Exam term and "Save".

You need to register for classes to gain access to our learning management system IT'S LEARNING. If you run into problems registering for classes or exams, please contact NTNU Office of International Relations at O.S. Bragstadsplass 3 or by phone +47 73 59 57 00. For more information: http://www.ntnu.no/international/

To order a transcript of records (examination transcript): Click "Orders" and then "Examination transcript".

Norwegian University of Science and Technology - StudentWeb

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- Hide menu

- Log out
- Home
- Registrations
- Orders
  - Examination transcript ◄
- Status
- Payment
- Saksbehandler
- Change PIN code

Text: English

Ordering of examination transcript (transcript record)

You can order a transcript on this page. It will be sent to you in the post.

Note that you can select how you want the transcript to be presented:

- **Chronologically**. The courses are sorted and listed chronologically starting with the oldest courses.
- **Grouped according to your individual education plan**. The focus in the transcript is the individual education plan. The courses can be sorted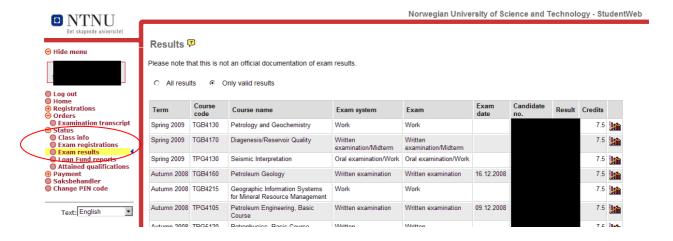 by compulsory courses/electives or by the course year. It depends on how your education plan is structured. Courses that are not in the individual education plan are grouped as 'Other courses'.
- **Grouped by subject**. The courses are sorted according to which subject they are registered under.

Examination transcript (transcript record) will be sent to	● Semester address Show the address
	○ Home address Show the address

Grouping	● Chronological
	○ Group by Individual education plan
	○ Group by subject

Examination transcript (transcript record) will be in	☐ Norwegian
	☑ English

Examination transcript (transcript record) was ordered 03-Feb-2009. The transcript has not been made yet.

Do not send Examination transcript (transcript record) before inclusion of marks in the following examinations

	Course	Exam term
☑	TGB4130 - Petrology and Geochemistry	Spring 2009
☑	ST0201 - Statistics with Applications	Spring 2009
☑	TGB4135 - Basin Analysis	Spring 2009
☑	TGB4165 - Sedimentology and Stratigraphy	Spring 2009
☑	TGB4170 - Diagenesis/Reservoir Quality	Spring 2009
☑	TPG4130 - Seismic Interpretation	Spring 2009

Ordering of examination transcript (transcript record)

The transcript will then be sent to your address.

To see your results: Click "Status" and then "Exam Results"

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⊖ Hide menu

● Log out
● Home
⊕ Registrations
⊖ Orders
  ● Examination transcript
⊖ Status
  ● Class info
  ● Exam registrations
  ● Exam results
  ● Loan Fund reports
  ● Attained qualifications
⊕ Payment
● Saksbehandler
● Change PIN code

Text: English

Results 💬

Please note that this is not an official documentation of exam results.

○ All results   ● Only valid results

Term	Course code	Course name	Exam system	Exam	Exam date	Candidate no.	Result	Credits	
Spring 2009	TGB4130	Petrology and Geochemistry	Work	Work				7.5	📊
Spring 2009	TGB4170	Diagenesis/Reservoir Quality	Written examination/Midterm	Written examination/Midterm				7.5	📊
Spring 2009	TPG4130	Seismic Interpretation	Oral examination/Work	Oral examination/Work				7.5	📊
Autumn 2008	TGB4160	Petroleum Geology	Written examination	Written examination	16.12.2008			7.5	📊
Autumn 2008	TGB4215	Geographic Information Systems for Mineral Resource Management	Work	Work				7.5	📊
Autumn 2008	TPG4105	Petroleum Engineering, Basic Course	Written examination	Written examination	09.12.2008			7.5	📊
Autumn 2008	TPG5120	Petrophysics, Basic Course	Written	Written				7.5	📊

Icons used in StudentWeb:

Icon name	What do the icons do?
Question Mark	o By clicking on the question mark, a help text relating to the page you are on appears. o It can be useful to click on this icon if you are stuck.
Pencil	o By clicking on the pencil you can apply for courses and register for exams. o Click the pencil when you wish to make changes. o When the pencil's colour is pale/grey, you must finish what you are doing first.
Red 'X'	o The red 'X' shows that you can delete a row (e.g. a course or exam registration). o Click on the 'X' to delete. o When the 'X's colour is pale/grey, you must finish what you are doing first.
Plus Icon	o The plus icon shows that you can open a new menu. o Clicking on the plus icon opens the menu.
Minus Icon	o The minus icon shows that you can close a menu. o Clicking on the minus icon closes the menu.
Exclamation Mark	o The exclamation mark tells you if there is anything you have forgotten or have not done.
Dark 'X'	o Follow the description in the text, and click [X] to proceed.