ENTRING A GRADE FOR A SINGLE STUDENT

FOR „HAUPTBENUTZER“ (PRIMARY USERS)

Notes
- Entering grades for exams, courses and modules is mostly similar. The starting point is always the tab “Prüfungen/Leistungen” (exams and achievements). In this ShortGuide we will show you how to enter grades for single students in courses.
- Grades can be entered also for several enrolled students at the same time. In this case please refer to our ShortGuide “Giving grades for students enrolled in a course/module”.
- You can also enter grades for students not signed up. Please refer to our ShortGuide “Giving grades for students not signed up”.

Step 1
1. Log as „Hauptbenutzer“ (Primary User) into Campus 1.0 and choose the correct semester.
2. In the list of courses click on the icon in the column “Prüfungen/Leistungen”.

Step 2
Click on the link Einzelleistungsnachweis erfassen (create single achievement).

Step 3
1. Pick the exam you would like to enter a grade for.
2. Click on “Weiter”.

Step 4
Enter the matriculation number of the student you would like to enter a grade for and click on “Suchen”.

Hinweis: Er können nur für veröffentlichte Prüfungen Leistungsnachweise erfasst werden.
Step 5
Fill in the required fields and click on “Speichern”.

Grade
If the achievement is a recognition, please select the appropriate reason in the field „Anerkannte Leistung.” Please also indicate the origin of the achievement.

Step 6
The grade needs to be published (otherwise the student would not see it). In the row of the grade, click on the button “Veröffentlichen” (publish).

Note
Once you publish a grade, the student will be informed via e-mail and can access the grade in CampusOffice.
1 Leistungsnachweise(e) veröffentlicht.

<table>
<thead>
<tr>
<th>Ändern</th>
<th>Lückchen</th>
<th>Veröffentlichen</th>
<th>Veranstaltung</th>
<th>Prüfung</th>
<th>Nachname</th>
<th>Vorname</th>
<th>Matrículanummer</th>
<th>Leistungsort</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>✗</td>
<td></td>
<td>Testkurs 1</td>
<td>Essay</td>
<td>Student136</td>
<td>Text</td>
<td>108055196436</td>
<td>Essay</td>
<td>2.3</td>
</tr>
</tbody>
</table>

Finished
Campus generates a status message about publishing the grade.

For further information and instructions regarding Campus, please refer to our user support documents. You can find them on our support sites for university employees ➔ www.rub.de/ecampus/campus

Your eCampus-Team