### Step 1
Log into Campus 1.0 with the special authorization “Zuordnung von Modulen zu Modul-Typen”.
Enter the matriculation number of the student you would like to create a course achievement for.
Next, click on “Suchen”.

### Step 2
On the student’s grade overview click on the link Leistungsnachweis für eine Veranstaltung nachführen (subsequently create a course achievement).
Step 3
You can
a. either search the system for your course or
b. click on the link Neuen Leistungsnachweis für Veranstaltung mit freier Titelievabe erfassen (subsequently enter a course achievement with manual data input).

Step 4
Enter the paper-based data into the form.

Notes
a. In case the achievement is graded, enter the grade next to “Note, wenn benotet” (grade, if graded). The grade needs to be entered as two-digits with a dot in between.
b. Achievements gained while on a study break or before being enrolled at the RUB need to be entered with the current date.
c. If the achievement is a recognition, please select the appropriate reason. Please also indicate the origin of the achievement.

Once you have filled all the necessary fields, click on “Speichern”.

Finished
You are being forwarded to the student’s grade overview. The subsequently entered achievement can be found in the category “Veranstaltungsspezifische Leistungsnachweise – keinem Modul zugeordnet” (course specific achievements – not assigned to a module). Click on the plus-symbol next to the achievement to expand it.
Notes

- The subsequently entered course achievement can now be assigned to a module. An instruction can be found in our ShortGuide “Assigning course achievements to subsequently entered modules”.
- Subsequently entered achievements need to be confirmed. An explanation can be found in our ShortGuide “Confirming subsequently entered achievements”.
- Subsequently entered course achievements can be confirmed before or after assigning them to a module.

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