CAMPUS 1.0 SHORTGUIDE
SUBSEQUENTLY ENTERING MODULE ACHIEVEMENTS
FOR THE SPECIAL AUTHORIZATION „ZUORDNUNG VON MODULEN ZU MODUL-TYPEN”

Notes
- Paper-based achievements or achievements issued by other universities can be subsequently entered in CampusOffice. Students can enter the content in CampusOffice themselves.
- Subsequently entered achievements need to be checked and confirmed by the faculty. This is done by persons with the special authorization “Zuordnung von Modulen zu Modul-Typen”. Persons with this authorization can also perform all additional steps concerning the subsequent creation of modules on behalf of a student. In this ShortGuide we will show you how to subsequently enter module achievements for a student.

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 enter a module achievement for. Next, click on “Suchen”.

Step 2
On the student’s grade overview click on the link Leistungsnachweis für ein Modul nacherfassen (subsequently enter a module achievement).

Step 3
You can
a. either search the system for your module or
b. click on the link Neuen Leistungsnachweis für Modul mit freier Titeleingabe erfassen (subsequently enter a module achievement with manual ata input).
### Notes

- **Course achievements** can now be assigned to the subsequently entered 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 added 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](http://www.rub.de/ecampus/campus)

*Your eCampus-Team*