

# CAMPUS SHORTGUIDE

## CONFIRMING SUBSEQUENTLY ENTERED ACHIEVEMENTS INCLUDING ASSIGNED COURSES

FOR THE SPECIAL AUTHORIZATION "ZUORDNUNG VON MODULEN ZU MODUL-TYPEN"

### Notes

- Students may enter achievements gained at other universities or from the time prior to Campus. These subsequently entered achievements need to be compared with their paper based counterpart and then confirmed. The person with the special authorization "Zuordnung von Modulen zu Modul-Typen" is responsible for the confirmation.
- There are two possible confirmation methods:
  - a. Confirming multiple achievements simultaneously  
You may confirm multiple course or module achievements by a student at the same time. Instructions can be found in our ShortGuide "Best Practice: Nacherfassung".
  - b. Confirming individual modules including assigned courses  
In case there are only few achievements to confirm, confirmation can be performed module-wise. When confirming a subsequently entered module, all non-confirmed courses assigned to this module will also be confirmed (see following screenshots).
- Please assign any corresponding courses to the module prior to confirming it. After the confirmation is concluded, no further course achievements may be assigned. In case this should become necessary, you would have to withdraw the confirmation of the module.
- After the confirmation, the subsequently entered module can be assigned to a module-type. A manual can be found in our Short-Guide "Assigning modules to module-types".

### Advice for the exam date

- Achievements gained in a semester on leave or before studying at the RUB have to be entered with the current date (i.e. the date of subsequently entering the achievement).

### Step 1

Log into Campus with the special authorization "Zuordnung von Modulen zu Modul-Typen".

Enter the matriculation number of the student you would like to confirm subsequently entered achievements for.

Next, click on "Suchen".

SS 2015 Anmeldung: Zuordnung von Modulen zu Modul-Typen: Testfach A

ⓘ Sitzungsende in 59:46 Matrikelnummer:

**INFORMATION**

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- ▶ [Suchen](#)

**ÜBERSICHT**




- ▶ [Leistungsnachweise](#)

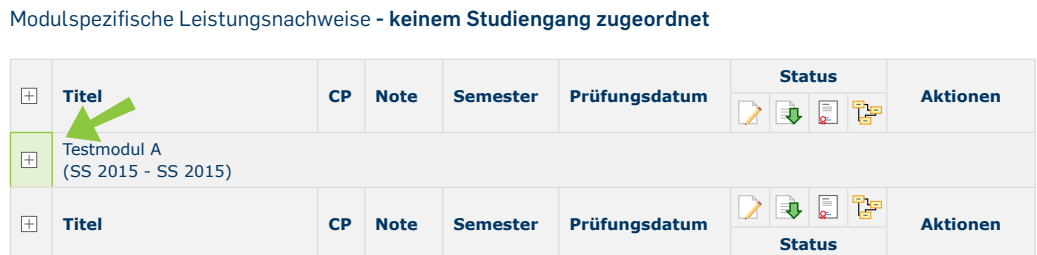


### Step 2

In the category "Modul-spezifische Leistungsnachweise – keinem Studiengang zugeordnet" (module specific achievements – not assigned to a field of study), click on the plus-symbol next to the module you would like to confirm. This expands the module.

Modulspezifische Leistungsnachweise - keinem Studiengang zugeordnet

	Titel	CP	Note	Semester	Prüfungsdatum	Status	Aktionen
+	Testmodul A (SS 2015 - SS 2015)						
+	Titel	CP	Note	Semester	Prüfungsdatum		



### Step 3

In the column "Gesamt-note" click on the link [Bestätigen](#) to confirm the module achievement and all assigned course achievements.

#### Modulspezifische Leistungsnachweise - keinem Studiengang zugeordnet

Titel	CP	Note	Semester	Prüfungsdatum	Status				Aktionen	
Testmodul A (SS 2015 - SS 2015)										
<u>Gesamtnote</u>	7	2,3		SS 2015	12.06.2015					<a href="#">Bestätigen</a>
Veranstaltung Testvorlesung (SS 2015, 90003, Vorlesung)										
<u>Klausur</u>	4	2,0		SS 2015	03.06.2015					<a href="#">Zuordnung auflösen</a> <a href="#">Bestätigen</a>
Veranstaltung Testseminar (SS 2015, 90004, Seminar)										
<u>Klausur</u>	3	2,7		SS 2015	12.06.2015					<a href="#">Zuordnung auflösen</a> <a href="#">Bestätigen</a>

### Step 4

Campus lists all assigned course achievements, which will be confirmed together with the module. If you would like to confirm all the achievements listed, click on the button "Bestätigen".

Anmeldung: Zuordnung von Modulen zu Modul-Typen: Testfach A

**Durch die Bestätigung dieses Leistungsnachweises werden auch untergeordnete Leistungsnachweise bestätigt. Insgesamt werden folgende Leistungsnachweise bestätigt:**

- Testvorlesung
- Testseminar

[Bestätigen](#) [Abbrechen](#)

[Zurück](#)

### Finished

The subsequently entered module achievement as well as all assigned course achievements are now confirmed. As a next step, the module may be assigned to a module-type by either you or the student.

#### Modulspezifische Leistungsnachweise - keinem Studiengang zugeordnet

Titel	CP	Note	Semester	Prüfungsdatum	Status				Aktionen	
Testmodul A (SS 2015 - SS 2015)										
<u>Gesamtnote</u>	7	2,3		SS 2015	12.06.2015					<a href="#">Zuordnen</a> <a href="#">Bestätigung zurücknehmen</a>
Veranstaltung Testvorlesung (SS 2015, 90003, Vorlesung)										
<u>Klausur</u>	4	2,0		SS 2015	03.06.2015					
Veranstaltung Testseminar (SS 2015, 90004, Seminar)										
<u>Klausur</u>	3	2,7		SS 2015	12.06.2015					

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

Created by the eCampus-Team  
Status: 30.11.2015