CAMPUSOFFICE SHORTGUIDE
SUBSEQUENTLY ENTERING COURSE ACHIEVEMENTS
FOR STUDENTS

Notes
- Achievements existing as a paper document or issued by other universities can be subsequently entered in CampusOffice.
- First, transfer your course achievements to CampusOffice. Several course achievements are often summarized in one module achievement: every single course achievement needs to be entered into CampusOffice individually.

Step 1
In the main menu of eCampus WebClient click on the link Ansehen / Bearbeiten under the rubric „Meine Leistungsnachweise“.

Step 2
At the bottom of the page click on the link Leistungsnachweise für eine Veranstaltung nacherfassen (enter a course achievement subsequently).
Step 3
You can
a. either search the system for your course or
b. click on the link Neuen Leistungsnachweis für Veranstaltung mit freier Titeleingabe erfassen (subsequently enter a course achievement with manual data input).

Step 4
Enter all your data from your paper based achievement into the form. Next, click on “Speichern” (save).

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 inbetween.
b. Achievements gained while on a study break or before being enrolled at the RUB need to be entered with the current date. Once you have filled all the necessary fields, click on “Speichern”.
c. If the achievement is a recognition, please select the appropriate reason. Please also indicate the origin of the achievement.
Your subsequently entered course achievement can now be assigned to a subsequently entered module. Please note that these entered achievements do not become valid until they have been compared with their paper based counterparts and then validated. Please ask your “Studienfachberater” (academic advisor) who is responsible for validating your subsequently entered achievements.

Please note the following instructions on achievement validation:

- For the validation of your subsequently entered achievements, please bring their paper based counterparts along.
- Please keep your paper based achievements secure – even after they have been entered into CampusOffice!
- Subsequently entered course achievements can either be validated directly after being created, or after they have been assigned to a subsequently entered module.

For further information and instructions regarding CampusOffice, please refer to our student tutorials. You can find them on our support sites for students → www.rub.de/ecampus/campusoffice

Your eCampus-Team

Created by the eCampus-Team
Status: 20.10.2020