Manual

Attendance and Grade recording in Studen

Lifecycle Management (SLcM)

Team CMA

April 25

Inhaltsverzeichnis

1 Introduction and general Information

The subsequent advice is organized by the sequence of pages you will encounter registering participation and grades.
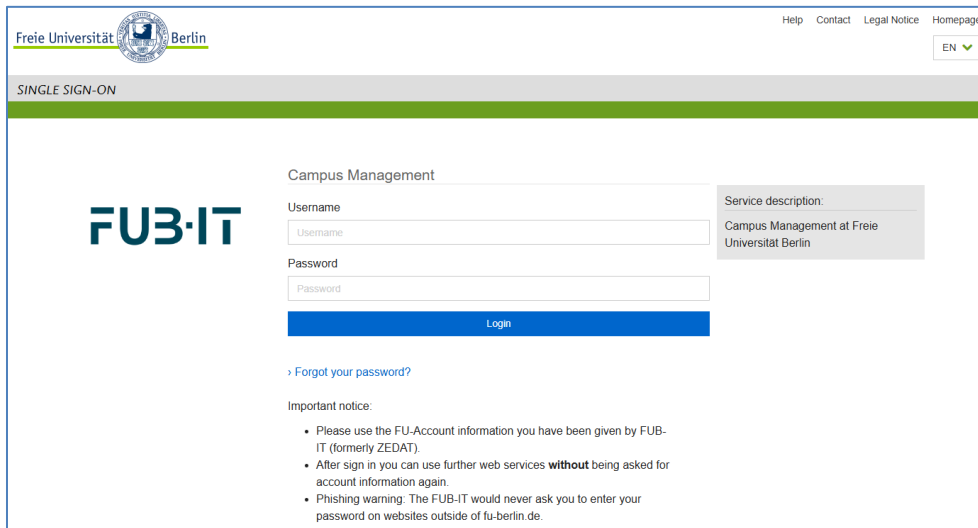
Some general advice:

- The web interface supports Microsoft Edge and Mozilla Firefox (and derivatives). Apple Safari is currently not supported, but works reasonably well
- Browser navigation using the page forward/page backward buttons is not available in the web interface
- All functionalities are accessible using the left mouse button
- The interface is currently not optimized for keyboard usage and does not support the use of the TAB key to move the cursor to the next field. On the grade recording interface, however, you can use the cursor keys to jump from note field to note field in order to enter numerical note values.

This manual is designed to support you recording grades in the SLcM Web Interface. It initially explains major interface elements before addressing the four steps of recording participation and grades:

1) Record participation
2) Assign to Exam
3) Record Grade
4) Release Note

1.1 Overview

Login via single sign-on after accessing lb.ecampus.fu-berlin.de

After logging on with your Username and password you will reach the welcome page, containing tips for the Campus Management System as well as links to further information and support for problems that may occur.

Via the menu on the welcome page you will reach the performance recording interface by selecting Teilnahmen/Noten.

Standardized Webpage Display

#	Explanation
1	Menu Bar
2	Text Space
3	Navigation Information
4	Data Space

Navigating to another page requires either clicking on a symbol in the data space or a button below it.

An exception is the substitution transfer, which is triggered at the top center by clicking on the menu item **Vertretung**.

1.2 Overview Page

This page displays all of a lecturer's exams and courses for a certain semester. The current semester is preselected by default. Previous semesters may be selected by using the *Semesterauswahl*

Sommer 2024 (choice of semester) list. Choosing a new semester refreshes the data space on the overview page. The overview page features both status indicators for your classes and exams as well as access to most of the functions addressed in this manual.

All modifiable data-fields in the grade-recording interface feature a yellow hue.

Column Title	Type	Explanation
Status	Info	Exam/Class Status
Typ	Info	MP – Module Exam
		MTP – Partial Module Exam
		LV.xyz - Class Type
Kürzel	Info	Class- or Exam ID
Bezeichnung	Info	Title of Class or Exam
Stand	Info	Number of Students assigned to exam and conclusively graded. Nz marks classes without mandatory participation requirements.
Zur Prüfung zuordnen	Action	See Chapter 3
Beurteilen	Action	See Chapter 2
Mail	Action	See Chapter 6.1
Teilnehmer- und Notenliste	Action	See Chapter 6.1
Anwesenheitsliste	Action	See Chapter 6.1

The example shows 4 module exams, all of which have been conclusively graded already. In the *Status* column, the first number always indicates the number of registered students or participants, while the second number shows the of conclusively recorded grades.

✓	0145bA3.1.4	Botanik und Biodiversität (BM)	23 / 23				
✓	0145bC2.1.4	Tier-/Pflanzenphysiologie (VM)	9 / 9				
✓	0145cA3.1.4	Botanik und Biodiversität (BM)	108 / 108				
✓	0145cC2.1.4	Tier-/Pflanzenphysiologie (VM)	1 / 1				

When all the grades have been recorded, or a class has no mandatory participation requirement, the symbol 🔍 appears in the column *Beurteilen*, indicating that the data for those classes cannot be edited any more. In all other cases, the symbol ✎ indicates that participation and grade recording is possible and/or necessary.

Using Online Help

The Text area displays information about the current user, a brief description of the current page, as well as a brief description of the data space. Moreover, on the right-hand side, the bullet points recount the steps necessary to record grades and/or participation.

Moreover, upon accessing the Grade Recording Interface, important news or information can be shown. Clicking on ＞ Aktuelle Hinweise either opens or collapses the feature.

Schritte der Leistungserfassung

- Teilnahmen erfassen
- Teilnahmen freigeben
- Zur Prüfung zuordnen
- Prüfungsdatum, Noten erfassen
- Noten freigeben

Current Information

> ∨ Aktuelle Hinweise
>
> Bearbeitungssperre
> Die Vorkehrungen gegen die parallele Bearbeitung der gleichen Daten durch mehrere Benutzer sind verbessert worden. Falls Sie Prüfungsleistungen in einem Modul eingeben oder bearbeiten wollen, das bereits zeitgleich von einer Kollegin oder einem Kollegen bearbeitet wird, erhalten Sie zukünftig eine entsprechende Meldung.
>
> Prüfungsanspruch exmatrikulierter Studierender
> Beachten Sie die Möglichkeit zur Suche, Aufnahme und Zuordnung exmatrikulierter Studierender.
>
> Prüfungsversuchszählung
> Näheres siehe: http://www.fu-berlin.de/studium/studienorganisation/pruefung/anzahl_pruefungen.html

Each page contains compact advice in the > Bedienungshinweise section, providing help and explanations about the currently displayed webpage.
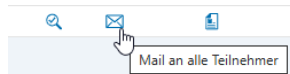
Moreover, you can show brief tooltips and icon explanations by hovering the cursor over the symbols.

Additional icon explanations can be accessed by clicking > Legende der Symbole .

#	Explanation
🔔	Incomplete
	In progress
✓	Complete
◆	No registration/No assignment to Exam
	Class without mandatory participation requirement
🔗	Binding exam date
	Assign to exam
🔍	Display participation and/or grades
✏	Edit participation and/or grades
✉	Send mails
	Student/participation list

1.3 Notifications

System notifications appear in a popup. There are three different kinds: ⓘ information-, ⚠ error-, and ✓ confirmation notifications.

Information Notification

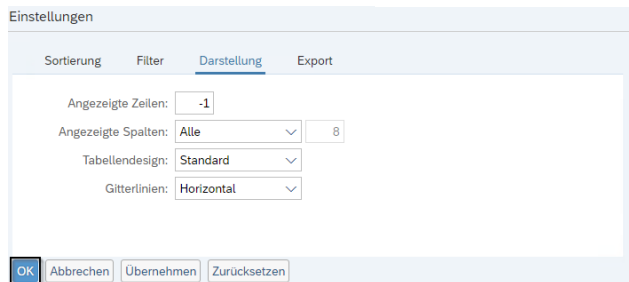| Meldungen	⤢ ✕
ⓘ Datensicherung nicht notwendig, da keine Daten geändert wurden	
	Schließen
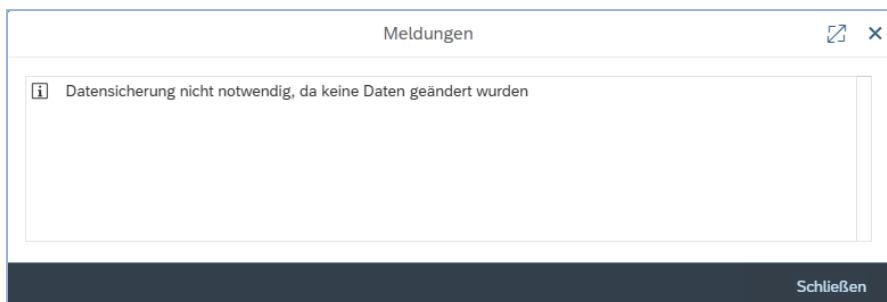
1.4 Customize data area display

You can modify the display of information in the data area to suit your needs. Both the displayed amount of rows and the display and sorting of columns are modifiable.

Filtering also enables the reduction of the data space in accordance with your chosen parameters. Tables with more than 20 rows require you to scroll to see all the students. However, this setting can be changed to display all the rows by default. Click 🔧 in the table header.

Tab *Darstellung* (Display options) in table modification dialogue

In the table modification dialogue, select the tab *Darstellung* to alter the display of rows and columns. Entering -1 in the field *Angezeigte Zeilen* displays all rows all the time.

> Displaying too many rows may lead to a less responsive user experience due to system slowdown, however.

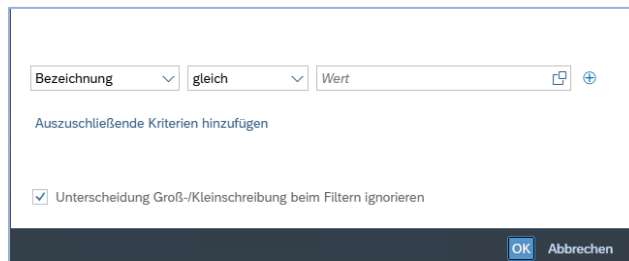After clicking OK, the changes will be applied.

We do not recommend using the Filter tab to hide matriculation numbers at short notice.

By left-clicking on the column header, you can set your own filters and sort within the column. An individual search, e.g. for designations, is made possible by selecting the 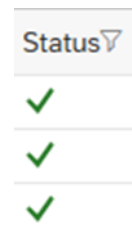*Benutzerdefinierter Filter*. Clicking on *Zurücksetzen* again closes the filter row and removes the filtering. The preset filtering also disappears after saving examination and course results.

> You can combine filters!

The filter symbol next to the column header indicates that a filter has been set.

It is possible to combine and filter several columns (e.g. matriculation number and course).

## Various options for filtering with a number of matriculation numbers

Paste from clipboard

Click on the column *Matrikelnummer*, select User-defined filter and paste one or more matriculation numbers from the clipboard into the Value field.

Selection via *Benutzerdefinierter Filter*

It is also possible to make a selection using the input help on the right in the Value field.

2 Participation Recording
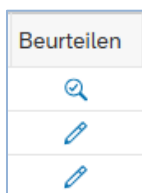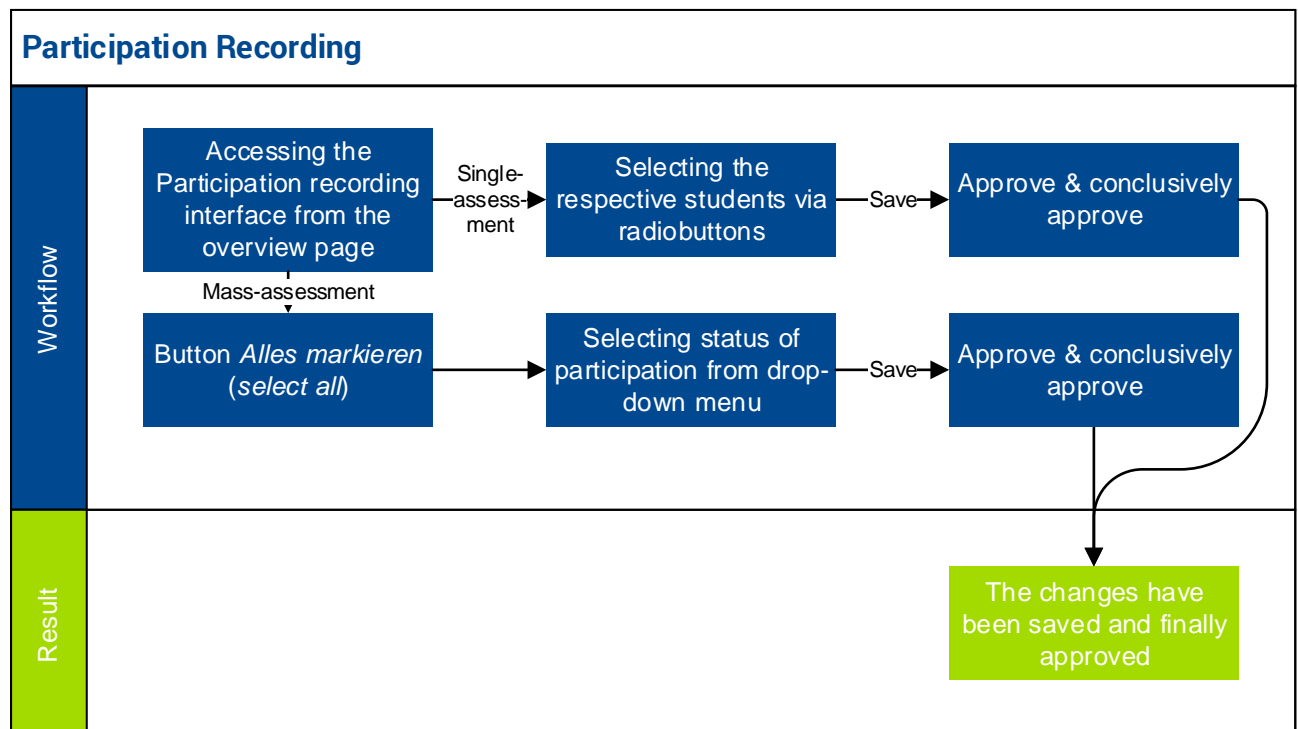
You access the grade recording interface for classes with mandatory attendance requirements by clicking ✎ in the *Beurteilen* column on the overview page.

By default, 20 entries are displayed per screen page to speed up the response time of the system.

The subsequent page lists all students enrolled in this class. You can record both *active* and *regular* participation from this page either for individual students or all at once.

Individual Participation Recording Using Radiobuttons

aT-Nein	aT-Später	rT-Ja	rT-Nein	rT-Später
○	○	◉	○	○
○	○	◉	○	○
○	○	◉	○	○
○	○	◉	○	○
○	○	◉	○	○

	Explanation
aT Ja	active participation
aT Nein	No active participation
aT später	Record active participation later
rT Ja	Regular attendance
rT Nein	No regular attendance
rT später	Record regular attendance later

Global Participation Recording for all Selected Students Using the Dropdown Menu

aktive Teilnahme ∨	Ja ∨	Teilnahme setzen

2.1 Individual Recording

If you want to record participation for each student individually, use the radiobuttons in the table.

Individual Participation Recording Using Radiobuttons

Pos	Status	Mat-Nr.	Name Student(in)	°	Mail	LV-Nr.	Bezeichnung	LV-Form	aT-Ja	aT-Nein	aT-Später	rT-Ja	rT-Nein	rT-Später	
1	✓				✉	23701a	S Botanik und Mikrobiologie (für BC) A		◉			◉			
2	✓				✉	23701a	S Botanik und Mikrobiologie (für BC) A		◉			◉			
3	✓				✉	23701a	S Botanik und Mikrobiologie (für BC) A		◉			◉			
4	✓				✉	23701a	S Botanik und Mikrobiologie (für BC) A		◉			◉			
5	✓				✉	23701a	S Botanik und Mikrobiologie (für BC) A		◉			◉			
6	✓				✉	23701a	S Botanik und Mikrobiologie (für BC) A		◉			◉			
7	☐ ▲				✉	23701a	S Botanik und Mikrobiologie (für BC) A		○	○	◉	○	○	◉	1
8	✓				✉	23701a	S Botanik und Mikrobiologie (für BC) A		◉			◉			
9	✓				✉	23701a	S Botanik und Mikrobiologie (für BC) A		◉			◉			
10	☐ ▲				✉	23701a	S Botanik und Mikrobiologie (für BC) A		○	○	◉	○	○	◉	
11	✓				✉	23701a	S Botanik und Mikrobiologie (für BC) A		◉			◉			
12	☐ ▲				✉	23701a	S Botanik und Mikrobiologie (für BC) A		○	○	◉	○	○	◉	
13	☐ ▲				✉	23701a	S Botanik und Mikrobiologie (für BC) A		○	○	◉	○	○	◉	
14	☐ ▲				✉	23701a	S Botanik und Mikrobiologie (für BC) A		○	○	◉	○	○	◉	
15	✓				✉	23701a	S Botanik und Mikrobiologie (für BC) A		◉			◉			
16	✓				✉	23701a	S Botanik und Mikrobiologie (für BC) A		◉			◉			
17	✓				✉	23701a	S Botanik und Mikrobiologie (für BC) A		◉			◉			
18	✓				✉	23701a	S Botanik und Mikrobiologie (für BC) A		◉			◉			

Übersicht	Prüfungszuord...	Notenerfassung	Sichern	Freigeben
			2	3

For security reasons, you will be logged out after 30 minutes of inactivity. Please make sure to save all your changes before too much time passes.

You need to follow three steps to successfully record participation:

1) Use the radiobuttons to record both participation (aT) and attendance (rT).
2) Save [Sichern] your changes. The student(s) cannot see them yet.
3) [Freigeben] conclusively saves and publishes your changes. You will get a confirmation of your changes on the next page.

2.2 Mass Recording

If you want to record participation and attendance for all students enrolled in a class, you can use the mass recording function. First, select all students via Alle markieren . It is also possible to select all students first and then reverse the selection for individual students who are to be excluded before the mass action.

Setting Recording Type, Recording Value, and Confirming

Selected rows now feature a green hue. On the top of the table, select the desired recording type (participation, attendance, or both), set the value (yes, no, later) and confirm by using Teilnahme setzen . Selecting *Später* in the Dropdown can also be used to reverse data entries as long as they have not been conclusively saved yet.

Example: Set Active Participation and Regular Attendance

1) Click Alle markieren . A Popup appears, informing you about the number of selected rows.
2) Select *Aktive und regelmässige Teilnahme* and *Ja* in the next dropdown menu. Confirm with Teilnahme setzen . The cells' color changes from green to orange.
3) Save Sichern and confirm Freigeben data entries.

You can also record participation and attendance separately.

2.3 Confirmation

On the *Freigabe* (confirmation) page, the entries previously made are listed again for checking. The confirmation page is identical for mass and individual recordings, i.e. only the students for whom a new participation and/or attendance assessment has been entered are listed.

If you do not want to confirm an individual student's participation and/or attendance after all, you need to remove the check in the respective line. Übersicht leads back to the overview page.

Teilnahmeerfas... leads back to the previous page (in order to make potential corrections, whereas Endgültig freige... definitely confirms the data of all selected columns and renders them visible for students.

Using *Alle markieren* selects all columns, even the ones that are not being displayed. However, a popup will inform you about the number of selected rows.

After conclusively saving, only the examination office can make changes to the data.

Once you confirmed your entries, a page confirming the approval appears.

Changes successfully confirmed
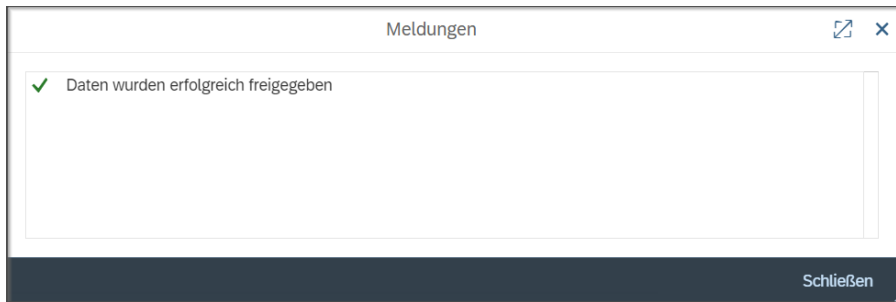
You can also see the refreshed status on the overview page. In this example, all 3 enrolled students have had their participation and attendance recorded and confirmed 3 / 3 .

3 Assign to Exam
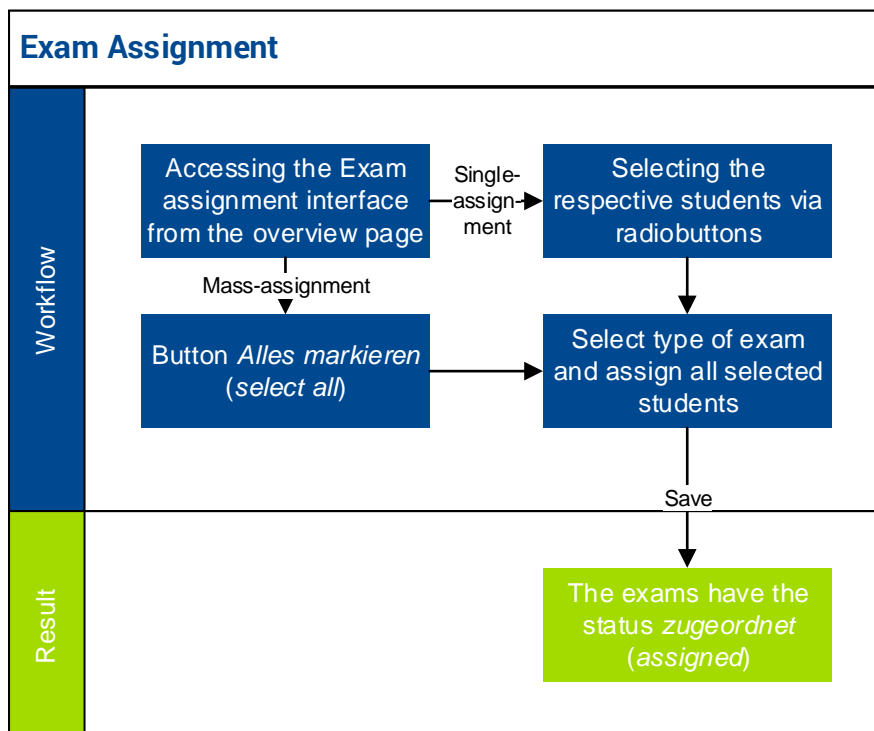
Students that do not appear in the table on the Assign to Exam page have possibly been assigned to a colleague. Or they are not displayed because they have already completed the module, have not booked it, or are no longer enrolled in a degree program.

The page *Prüfungszuordnung* (*Assign to Exam*) contains all functions to assign students to respective exams. This assignment is required for the grading of exams. It is accessible by two ways.

This interface displays different columns than the Attendance Recording pages.

- From the overview page, you can access it by clicking .
- Alternatively, you can also navigate from the participation recording interface when you are recording participation and attendance. Just click Prüfungszuordn... on the bottom of the page. This way is particularly useful, when a class is offered as part of several modules and grades need to be recorded for several different exams. To get a better picture, it can be helpful to to sort by *Prüf.-Nr* (exam

Whether an exam is binding or not is shown for each individual student. Regulations may vary from student to student.

Prüf-Nr.
0145cA3.1.4

number) on the exam assignment page, so that all students for a specific exam are shown together.

The displayed columns differ from the participation and attendance

Column Title	Explanation
Status	◆ not assigned ⚠ assigned, incomplete ✔ complete.
Letzte Modulbuchung	Date student last booked a module
Prüf.-Nr.	Assigned exam ID
Prüfungsform	Definition of exam type: Hausarbeit (term paper), Portfolioprüfung (portfolio exam), schriftlich und mündlich (combined written and oral exam) oder Klausur (written exam), spezielle Hausarbeit (special term paper)
Versuch	Display of current exam attempt and maximum number of possible attempts.
Prüf.-Datum	Exam Date
Vermerk	Notes, you can record a range of notes that will become visible to the student upon saving: • **Fristgerechter Rücktritt** (for binding exam dates) The student withdrew on time from the exam. • **Begründeter Rücktritt** (for bindending exam date) The student had justified reasons to withdraw. After entering grades, the following notes may become visible: • **Nicht erschienen** (for binding exam dates), The student did not show up for the exam. In this case, you will additionally have to record a failed exam attempt (usually a 5.0 grade). • **Täuschungsversuch**, The student tried to cheat. In this case, you will additionally have to record a failed exam attempt (usually a 5.0 grade). **Nicht abgegeben** The student has not handed in the term paper. Note only possible for 'term paper' and 'special term paper' and presentation with written elaboration'.

> The exam date will only be shown if it has been recorded already. Usually, the recording of the exam date is done in the grade recording interface.

recording interface and there are different ways to filter the table:

These are the filter options available to you

- Display by class enrolled in using the dropdown menu
- Display only students with module bookings this semester
- Display/hide students assigned to other instructors
- Display only students that have just been added (see Ch. 3.3)

Filtering in the Exam Assignment Interface

Filter Lehrveranstaltung	23125b S Pflanzenphysiologie (VM) ∨	
☐ nur Studierende mit Modulbuchungen im aktuellen Semester anzeigen		☐ nur zugeordnete Teilnehmer (ohne Note) anzeigen
✓ Bei anderem Dozenten Zugeordnete ausblenden		☐ nur neu hinzugefügte Studierende anzeigen

3.1 Assignment Procedure

The assignment is somewhat analogous to the participation and attendance recording.

> 1a) **Individual Assignment**:
> Select rows (students) by marking the checkbox ☐ in the second column. *Or*

> 1b) **Mass Assignment:**
> Clicking Alle markieren to select all rows (students)

> 2) Selecting the exam type from the dropdown menu above the table and confirm the selection by clicking Alle Markierten an-/abmelden für Prüfungsform .

Selection of Exam Type

Klausur ∨	Alle Markierten an-/abmelden für Prüfungsform
Klausur	
mündliche Prüfung	
Hausarbeit	
nicht zugeordnet	

> 3) Save result with Sichern

Grade recording is now possible. The students now have the status assigned ▲.

Result: Individual Assignment

	Status	Mat.-Nr.	Name Student(in)	*	LV-Nr.	Letzte Modulbuchung	Prüf.-Nr.	Bezeichnung	Prüfungsform	*	Versuch	LP	Prüf-Datum
☐	▲					Sommer 2024	0482aA5.1.4	Forschungsheuristiken	Klausur		1/ 4	15	
	✓				13032	Sommer 2024	0552bA1.4.2	Forsch.meth. / Theorien Geschichtswiss.	spezielle Hausarbeit		1/ 4	5	20.09.2024
☐	♦					Winter 2022/2023	0482aA1.2.3	Problemf. Alte Geschichte 2	nicht zugeordnet			15	
	✓				13032	Sommer 2024	0552bA1.4.2	Forsch.meth. / Theorien Geschichtswiss.	spezielle Hausarbeit		1/ 4	5	01.08.2024

Error in Exam Type Assignment

When a class is part of several modules, there is a good chance that several exam types might be required. If students are mistakenly assigned the wrong exam type in a mass assignment, the interface will highlight those wrong assignments in red and alert you with a popup.

> In the cases of a timely or justified withdrawal, a repeat exam can be created in the same semester by clicking on the green plus. This opportunity also exists when the student has been assigned to another instructor.
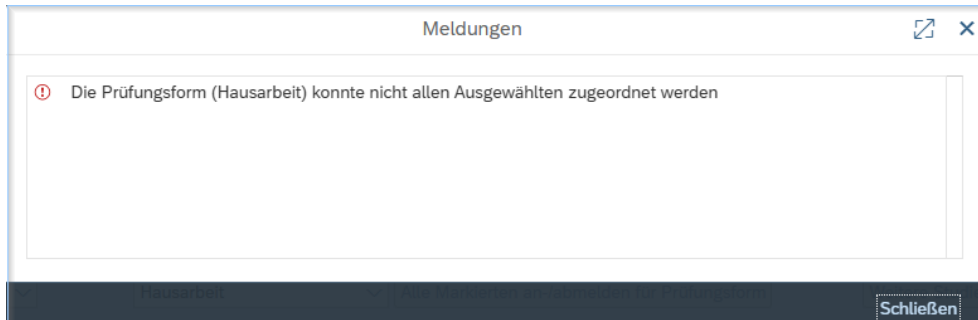
Error in Exam Type Assignment II

Whereas the orange cells indicate that the exam type has been assigned, the red ones inform you that the students cannot be assigned to the chosen exam type.

Pos		Status	Mat-Nr.	Name Student(in)	°	LV-Nr.	Letzte Modulbuchung	Prüf-Nr.	Bezeichnung	Prüfungsform	°	Versuch	LP	Prüf-Datum
1	☐	△	5343069	Benz, Sabrina Mercedes		13032	Sommer 2024	0482aA1.3.3	Problemf. Alte Geschichte 3	Hausarbeit		1 / 4	15	
2	✓	◆	5447694	Bulut, Adem		13032	Sommer 2024	0552bA1.4.2	Forsch.meth. / Theorien Geschichtswiss.	nicht zugeordnet			5	
3	☐	△	5313907	Judt, Adrian		13032	Sommer 2024	0482aA1.2.3	Problemf. Alte Geschichte 2	Hausarbeit		1 / 4	15	
4		✓	5554487	Pfeil, Nele Nadin		13032	Sommer 2024	0552bA1.4.2	Forsch.meth. / Theorien Geschichtswiss.	spezielle Hausarbeit		1 / 4	5	20.09.2024
5		✓	5526790	Potrykus, Naemi Celina		13032	Sommer 2024	0552bA1.4.2	Forsch.meth. / Theorien Geschichtswiss.	spezielle Hausarbeit		1 / 4	5	01.08.2024
6	☐	△	5325064	Puhlemann, Maximilian Marc		13032	Sommer 2024	0552bA1.6.3	Histor. Kompetenz - Alte Geschichte B	Hausarbeit		1 / 4	10	
7	☐	△	5191844	Schulz, Marie-Luise		13032	Sommer 2024	0552bA1.6.3	Histor. Kompetenz - Alte Geschichte B	Hausarbeit		1 / 4	10	
8	✓	⚠	5273390	Weinreich, Angelika Carolin		13032	Sommer 2024	0482aA5.1.4	Forschungsheuristiken	Klausur		1 / 4	15	

After saving the correct assignments, you can reassign the erroneously assigned students to the correct exam type.

3.2 Delete Assignment

To delete specific students from the assignment, you need to use 🗑 in the *löschen* column. The changes need to be saved using [Sichern].

The deleted assignment is indicated by the status ◆ . You can now reassign them. [Übersicht] leads back to the overview page.

3.3 Missing Students

If some students are not in the assignment list, they can be added via [Weitere Studierende suchen]. In most cases, these are students who have already exmatriculated and can be assigned and assessed in this way. After clicking the button, a popup appears.

Popup: Add Students to Exam Assignment List

Enter the student ID into the field *Matrikelnr.* directly, or use the search engine by clicking (the icon appears upon hovering over the field with the cursor). You can then also look students up by name.

If you enter the student IDs directly, you can just enter several at once (one per row). If you are searching for names, they need to be selected sequentially.

Search by Name

Selecting the lines in the search results list leads to the selection being accepted.

After adding students to the preliminary list, you will need to check whether they are eligible to be added to the assignment list. Prüfen runs a test and informs you about the results. Eligible students feature ✓ and a check in the column *Übernehmen*. However you can, deselect the checkbox if you do not want to add those students to the assignment list for some reason.

Ineligible students, for instance those that have not booked the respective module to the exam, are marked with ✗ . An explanatory text is also displayed.

Student cannot be Added, no Module Booking

Clicking ⟨Markierte übernehmen⟩ moves the eligible and selected students in the list into the exam assignment list. For a better overview, only the newly added students will be shown now. If you want to display the entire list again, uncheck the box in the filter settings named *nur neu hinzugefügte Studierende anzeigen.* This filtering will be reset upon a new login anyways, however. The filter will be greyed out, too.

☐ nur neu hinzugefügte Studierende anzeigen

> Once added, however, you cannot delete students from the list again.

3.4 Assignment for Alternative Grading Methods

Some examination regulations specify modules in which students can choose at the time of booking whether their examinations are to be assessed on an undifferentiated (pass/fail) or differentiated (with a grade) basis.

If the module contains this option, it needs to be recorded in the exam assignment's *alternative Beurteilungsart (alt.B.)* column. By default, *differentiated grading* 🖐 is selected.

If the student does decide to be graded on a pass/fail basis, you will need to select *alt.B* in the appropriate cell. The icon changes to *undifferentiated grading* 🔲. You will only be able to select pass or not passed in the grade recording interface now. Until the final grade is recorded, you can change the selection however.

4 Grade Recording

Grade Recording flowchart:

Workflow:
- Accessing the grade recording interface from the overview page
  - → Diff. grading → Entry of grade in column *Note* (*grade*)
    - → optional → Entry of title and subject of paper
    - → Save → Approve grades & conclusively approve
  - → Undiff. grading → Selecting respective radio button (*NB = failed, BE = passed*)
    - → Save → Approve grades & conclusively approve
  - Approve grades & conclusively approve → Save →

Result:
- The grades are rendered visible to the students

On the overview page, the column *Stand* (*status of attendance and grade recording*) indicates the number of registered students and the status of their grading, 28 / 28 , for instance, informs you about 28 registered students of which all have been graded definitively. 28/nz indicates 28 registered students. However, neither recording of grades nor of attendance is enabled due to the lack of mandatory attendance requirements for this course.
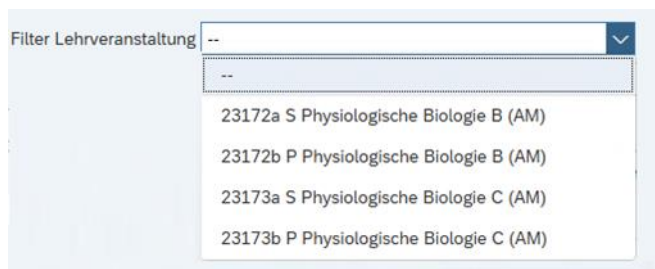
Just like before, there are several ways to access the grade recording interface:

Access by type:
For Courses: access via participation recording interface. For module exams: access through exam or exam-assignment pages.

- If students of only one class are assigned to the exam, it is most convenient to access through the exam
- If students booked the course for several different modules, it is better to access via the participation recording interface

You can access the grade recording page via the exam by clicking ✎ in the appropriate exam's (*type MTP or MP*) row in the overview page.

| ♫ | MP | 0098dB3.1.3 | Physiologische Biologie (AM) | 4 / 0 | ⌨ | ✎ |
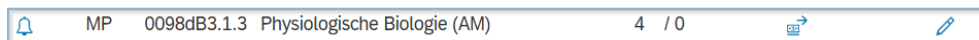
If you want to filter the displayed students by course, use the dropdown menu *Filter Lehrveranstaltung*

Filter Lehrveranstaltung	--	⌄
	--	
	23172a S Physiologische Biologie B (AM)	
	23172b P Physiologische Biologie B (AM)	
	23173a S Physiologische Biologie C (AM)	
	23173b P Physiologische Biologie C (AM)	

From the exam assignment site, the page is accessible through the button Notenerfassung .

Visualization: Best Ways to Access Grade Recording Site
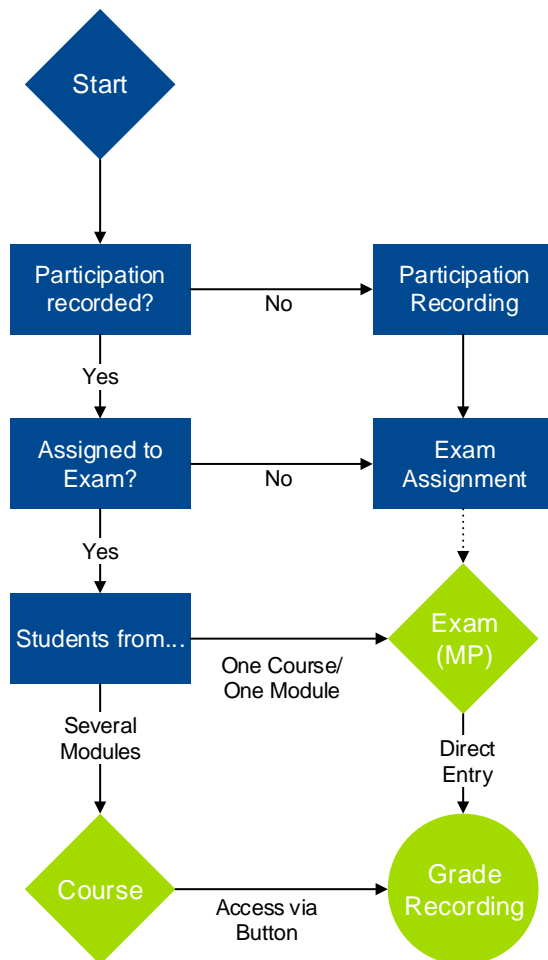
From the participation and attendance recording page, the button [Notenerfassung] also directs you to the grade recording interface for that specific class.

The interface accommodates three kinds of grading schemes: differentiated (1,0/1,3/1,7…5,0), undifferentiated (pass: BE, fail: NB), and alternative (abweichend) that leaves the choice of grading type to the student.

4.1 Attempt Counter and Exam Dates

The data space displays both the maximum number of possible attempts and the current number.

Recording exam dates is mandatory Final grades will only be recorded when the date confirms to regulation guidelines.

Exam Attempt Counter

Status	Mat.-Nr.	Name Student(in)	°	LV-Nr.	Mail	Typ	Prüf-Nr.	Bezeichnung	Prüfungsform	°	Versuch
⚠					✉	MP	0098dB3.1.3	Physiologische Biologie (AM)	Portfolioprüfung		1 / 4
⚠				23173a,23173b	✉	MP	0098dB3.1.3	Physiologische Biologie (AM)	Klausur		1 / 4
⚠					✉	MP	0098dB3.1.3	Physiologische Biologie (AM)	Klausur		2 / 4
⚠				23172a,23172b	✉	MP	0098dB3.1.3	Physiologische Biologie (AM)	Klausur		1 / 4
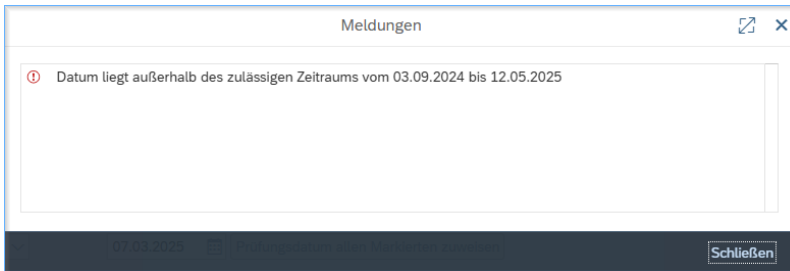
Note on the new column *letzter Versuch* (last attempt), new feature from mid-summer semester 2025

To the right of the *Versuch* column is the *letzter Versuch* column. If a grade of 5.0 was recorded in the penultimate examination attempt, a cross is displayed in the column.

Important note: For students marked with a cross in this column, a second examiner must be consulted. When you move the mouse over the marking, the corresponding note appears.

Moreover, it is now necessary to record the exam date as well. It must be within the chosen semester, including a 4-week period pre- and 6-week period post-semester. If you enter and try to save an invalid exam date, an error message appears, the cell will turn red and the status will be indicated as ✖.

Invalid Exam Date

In this case, the semester corresponding to the exam date must be selected on the overview page.

Saving the data is not possible before the correct date has been entered. You can record exam dates individually, for several students, and globally. The respective processes are analogous to previously described procedures. Individual recording works by manually entering the date into the respective cell, for instance 07032025 for March 3rd, 2025. You can also select several students using the checkboxes ☐ and assign them the date you enter into the data field on top of the table 07.03.2025 📅 Prüfungsdatum allen Markierten zuweisen .

Note
4,0
5,0
2,3
2,3

Using Alle markieren automatically selects all students, the mass assignment then works analogously to the multiple-assignment described previously, enter the date and confirm by clicking *Prüfungsdatum allen Markierten zuweisen* Prüfungsdatum allen Markierten zuweisen . As usual, Sichern saves the data preliminarily, until confirmed.

> If the semester needs to be changed, but it is unclear in which module exam to find the respective student, the exam-ID can always be found in the participant list.
> If the exam is not shown for the selected semester, please contact your exam-office.

> You can sort by exam date.

Exam Date: Multiple or Mass-Recording

In some cases the exam date is pre-recorded, for instance when exam offices have entered it already as part of their exam-coordination activities. However, it remains editable until it is conclusively saved and published. If you delete your entry, the preselected date will reappear.

4.2 Differentiated Grading

For differentiated grading (for instance 2,7), just enter the exam results directly into the respective cell. If the exam type is a term paper (*Hausarbeit*), you can also record the paper title by clicking ☐ in the column *Thema.* If a title is already entered, you can change it, too. After clicking

> Each exam type refers back to a specific grading scale. Entering an invalid value, for instance *4,3* will prompt the system to display an error message. ❌ appears in the *Status* cell and the grade-cell will be red.

Sichern , the paper subject appears next to the respective student's grade. Save the grade preliminarily by clicking. Sichern It is not yet visible to the students as it still needs to be confirmed.

4.3 Undifferentiated Grading

In the case of undifferentiated grading, you will need to record the grade by using the radio buttons. The cell in the *Note* columns are not active. *Offen* (ungraded) is preselected for all students upon first access. Clicking *BE* (passed) or *NB* (failed) records the grade and automatically fills the cell in the *Note* column. Save entered data.

> Saved, but unconfirmed grades can be changed at any time, whether differentiated or undifferentiated. You just need to make sure to save the data after making alterations.

4.4 Alternative Grading

Modules enabling students to choose between differentiated or undifferentiated are graded in accordance with the selection made in the exam assignment. Then, the grade is entered either as differentiated (see 4.2) or as undifferentiated (see 4.3).The differentiated grade is entered directly into the field in the "*Note*" column.

The undifferentiated grade is set by clicking on "BE" (pass) or "NB" (fail). The grades entered are then saved by clicking on Sichern .

4.5 Confirmation

Click Freigeben after saving your data to open to confirmation page. The page displays all students that you recorded a grade for without confirming it yet.

Confirmation Page

Pos	Status	Mat.-Nr.	Name Student(in)	Typ	Prüf-Nr.	Bezeichnung	Vers	LP	Prüf-Datum	Note	Vermerk	Thema
1	✓ ■			MP	0098dB3.1.3	Physiologische Biologie (AM)	1 / 4	5	13.03.2024	2,3		
2	✓ ■			MP	0098dB3.1.3	Physiologische Biologie (AM)	1 / 4	5	13.03.2024	2,0		
3	✓ ■			MP	0098dB3.1.3	Physiologische Biologie (AM)	1 / 4	5	13.03.2024	1,3		

| Übersicht | Notenerfassung | Endgültig freige... |

Clicking Endgültig freige... conclusively confirms all recorded grades, rendering them visible to the students. If you wish to leave one or multiple grades uncomfirmed, just uncheck the checkbox in the respective row.

Afterwards, the exam's status is ✓ grade confirmed.

> Changes to grades after confirmation need to be undertaken by the examination office and are only possible in specific cases.

5 Assumption of substitution

If you have been entered in Campus Management as a substitute for other colleagues in the department, you must decide after logging in whether you want to work on your own courses/exams or take over as a substitute.

On the overview page and all other application pages, the substitutions previously set up for colleagues can be taken over. To do this, click on the

🖥️➡️ button in the "*Vertretung übernehmen*" column.

If you want to grade classes for a colleague, or enable a colleague to grade your classes, you can use this function from the overview page. It is accessible through clicking Vertretung übernehmen.

All courses and examinations of a semester of a lecturer for whom a substitution has been accepted are displayed.

A note appears above the overview:
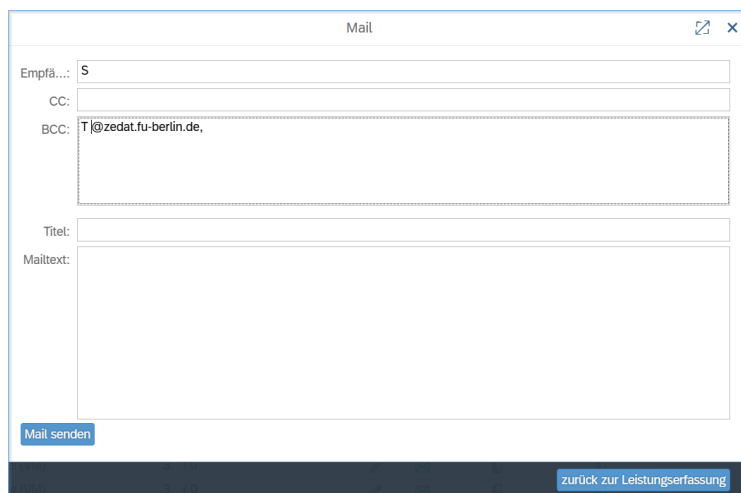
You are logged in as: (your username) substituting for: (name of colleague)

6 Additional Functions

6.1 Mailing

You can send emails to all class- or exam participants directly from the overview page. Just click ✉️ in the *Mail* column to open the mailing interface.

Mailing-Interface

You can compose the mail right in the interface. All students' mailing addresses are in the BCC-field. You need to fill the *Titel* and *Mailtext* fields before you can send the mail via Mail senden. The Button zurück zur Leistungserfassung closes the window and brings you back to the previous page.

If mailing addresses of students are unknown, their names and student IDs are shown. The examination office can help with missing email addresses.

On the participation- and attendance recording, as well as on the grade recording sites, you also have the opportunity to send mails to individual students. Just click on ✉ in the respective row to open your system's email client

6.2 Participation- and Attendance Lists

You can also generate participant lists directly from the overview page for your classes. The Button 📄 in the column *Teilnehmerliste* generates a participant- or grading list. These lists are created in PDF format and can be printed out or saved locally using Acrobat Reader.

Grades in parentheses indicate an unconfirmed recorded grade and binding exam dates are shown as well as special remarks.

Moreover, you can generate attendance lists via 📄 in the *Anwesenheitsliste* column.

Excerpt Attendance List

Nr.	Name	19.04.2024	26.04.2024	03.05.2024	10.05.2024	17.05.2024	24.05.2024	31.05.2024	07.06.2024	14.06.2024	21.06.2024	28.06.2024	05.07.2024	12.07.2024	19.07.2024
1															
2															
3															
4															
5															
6															
7															

6.3 Excel-Export

You can generally export all data presented in the data space to excel using the [Export ⌄] button.

Excerpt Excel-List

Pos	Status		Mat-Nr.	Name Student(in)	Mail	LV-Nr.	Bezeichnung	LV-Form	aT-Ja	aT-Nein	aT-Später	rT-Ja	rT-Nein	rT-Später
1	✓				✉	23451b	S Physiology of Plant Adaptation and Acc		◉			◉		
2	▲	☐			✉	23451b	S Physiology of Plant Adaptation and Acc		○	○	◉	○	○	◉
3	✓				✉	23451b	S Physiology of Plant Adaptation and Acc		◉			◉		
4	✓				✉	23451b	S Physiology of Plant Adaptation and Acc		◉			◉		
5	✓				✉	23451b	S Physiology of Plant Adaptation and Acc		◉			◉		
6	✓				✉	23451b	S Physiology of Plant Adaptation and Acc		◉			◉		
7	✓				✉	23451b	S Physiology of Plant Adaptation and Acc		◉			◉		
8	✓				✉	23451b	S Physiology of Plant Adaptation and Acc		◉			◉		
9	✓				✉	23451b	S Physiology of Plant Adaptation and Acc		◉			◉		
10	✓				✉	23451b	S Physiology of Plant Adaptation and Acc		◉			◉		
11	✓				✉	23451b	S Physiology of Plant Adaptation and Acc		◉			◉		