



# Info

# Functions of the New Grade and Credit Point Summary

Team CMA February 2017





# **Contents**

1 Help and support	3		
2 Access	4		
3 Symbols and Buttons			
4 Functions	7		
4.1 New Functions as of Winter Semester 2015/2016	7		
4.1.1 Display of examination attempt counter	7		
4.1.2 Display of compulsory exam dates, notations and exam attempt counter	8		
4.2 Detail-view	9		
4.2.1 Booked and completed modules	9		
4.2.2 Approved Modules and Courses	10		
4.3 Filter view	15		
4.4 Print grade and credit point overview	16		
4.4.1 Grade and credit points overview	17		
4.4.2 Single modules	19		
4.5 Calculate preliminary average grade	22		
5 Appendix	23		





# 1 Help and support

We have compiled a list of Frequently Asked Questions (FAQ), available on our website <a href="http://www.fu-berlin.de/sites/campusmanagement/">http://www.fu-berlin.de/sites/campusmanagement/</a>. Please make sure your question has not been accounted for there already.

In case you forgot your password, please contact ZEDAT in the Silberlaube building (Internet-PC-Pools, Room JK27/121a).

If you have forgotten your username as well, ZEDAT user support in the Silberlaube building (Internet-PC-Pools, Room JK27/133) can help you.

#### Please note:

You need to bring a valid ID card to verify your identity to ZEDAT staff.

For further questions regarding Campus Management, please contact our CM-Hotline, which you can reach by dialing (030) 838-77770 or via e-mail at <a href="mailto:cm-hotline@fu-berlin.de">cm-hotline@fu-berlin.de</a>. For advice in person, please see the info service for students and applicants at all info counters: <a href="http://www.fu-berlin.de/studium/info-service/">http://www.fu-berlin.de/studium/info-service/</a>

For information on Campus Management at Freie Universität Berlin, please see: <a href="www.fu-berlin.de/campusmanagement/">www.fu-berlin.de/campusmanagement/</a>.

For translations of the main functions and information provided by the grade and credit points account, please consult part **5 Appendix** of this reference guide.

#### Please note:

The Link "Benutzungshinweise anzeigen" in the upper right part of your browser window unfolds a basic user guide to the functions of the new grade and credit points account.





#### 2 Access

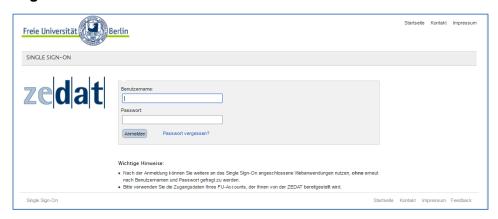
To access the registration pages, please visit: <a href="https://www.ecampus.fu-berlin.de">https://www.ecampus.fu-berlin.de</a> .

Use your valid ZEDAT account to log-in and then click the "Anmelden" (Log-In) button.

You must have both cookies and JavaScript activated in your browser to display the pages correctly.

If you are accessing the website from a Mac, you need to use the Firefox web browser (newer than Version 3.6) in order to make use of all the functions of Campus Management.

# Login



After logging in with your user name and password you will reach the welcome page.

There you will find current tips for the Campus Managment System as well as Links to further information and support for problems that may occur.

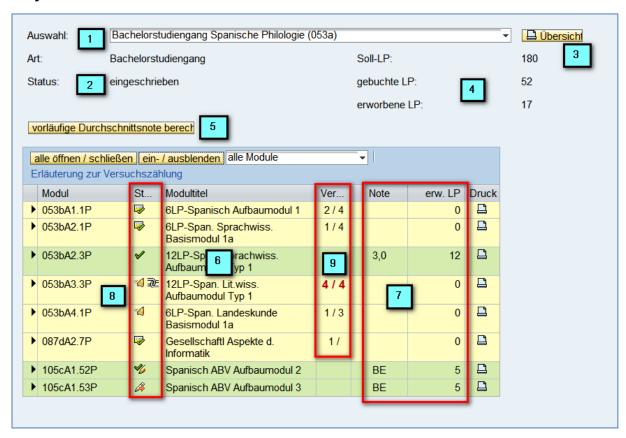


Choose the tab "Noten & Punkte" in the Campus Management Navigation bar.





# 3 Symbols and Buttons



#### 1 Choice of degree program (see 4.2)

By using this function, you can filter the grade- and credit points overview by degree program elements (for instance main subject, module offering, or ABV).

#### 2 Status

The status indicates the progress in the respective degree program. It displays *eingeschrieben* (enrolled) until a (partial) degree has been accomplished. Upon completion, it will either show *angerechnet* (for partial degrees) or *erfolgreich abgeschlossen* (successfully completed) for the final degree. When a partial degree or a final degree is completed without success it will show the status *ohne Erfolg abgeschlossen* (unsuccessfully completed).

# 3 Print grade and credit points summary (see 4.4)

This function automatically generates an academic records summary in .pdf file format. You can save and print these records as needed.

#### 4 Quick credit points overview

This box informs you about your current study progress, measured in credit points.





- Soll LP: Credit Points necessary for obtaining your degree according to the provisions of your examination regulation.
- Gebuchte LP: Sum of credit points of all booked and completed modules
- Erworbene LP: Sum of earned credit points

## 5 Calculate preliminary average grade (see 4.5)

This function opens a pop-up which displays your preliminary average grade. Please note that this preliminary grade is just for informational purposes and may diverge strongly, more or less from your eventual final grade, as the rules for final grade-calculation are not implemented in the grade and credit points summary.

The button will disappear if a partial or final degree have been accomplished. Instead, the respective calculated grade will be shown by default.

# 6 Filter and expand view (see 4.3)

You can easily expand all modules (show all courses and exams per module), access additional information concerning your modules, and filter the module overview by the current status of your modules.

#### 7 Quick grade and credit points overview per module

These columns inform you about the grades and credit points you received for your completed modules. When you are in detail view (using the "alle öffnen/schließen" button), you are also informed about specific exams in those modules.

#### 8 Status icons

In addition to the color-coding (yellow=not completed, green=completed), the status icons inform you about the booking-status of your modules. The symbols in this view correspond with the symbols in the module registration.

- This module has been completed
- All necessary courses have been booked, but the module has not been completed yet (because there are still exams to be passed, for instance)
- Not all necessary courses have been booked. Thus, the module cannot be completed yet
- The module has been approved
- The module has been used for another module's approval
- ldentifies a compulsory exam date
- The module was unsuccessfully completed.

#### 9 Examination attempt counter





This column displays the examination attempt counter. It shows the current attempt as well as the maximum number of exam attempts. The last possible attempt is highlighted by **red**, **bold type**.

#### 4 Functions

#### 4.1 New Functions as of Winter Semester 2015/2016

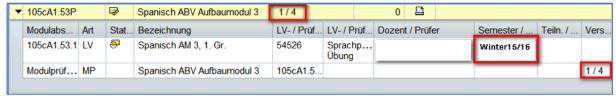
The general examination regulation (<u>RSPO</u>) comes into effect as of winter semester 2015, as far as §20, section 3 is concerned which limits the number of exam retakes. Further information can be accessed on the INFO-SERVICE's relevant web pages: <a href="http://www.fu-berlin.de/en/studium/studienorganisation/pruefung/anzahl\_pruefungen.html">http://www.fu-berlin.de/en/studium/studienorganisation/pruefung/anzahl\_pruefungen.html</a> or, alternatively, by clicking <a href="https://ersuchszählung">Erläuterung zur Versuchszählung</a> (exam attempt counter explanations) in the grade and credit point summary. The resulting changes to the grade and credit point summary are detailed below.

## 4.1.1 Display of examination attempt counter

Counters for exams taken **before or on 30.09.2015** are not displayed any more. Hence, many fields in the attempt counter column may remain blank at first:



For exams taken **on or after 01.10.2015**, the new counter is displayed:

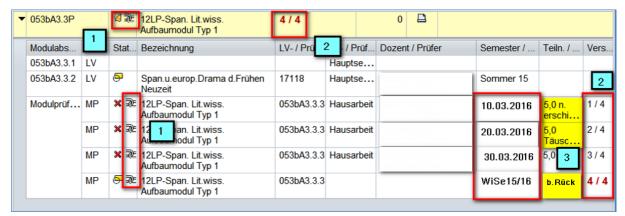


The field in the attempt counter column displays both the current and the maximum number of examination attempts.



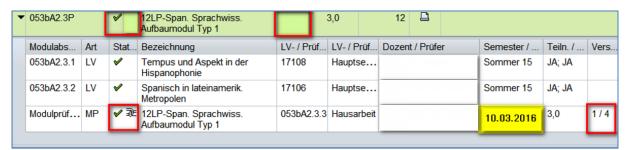


# 4.1.2 Display of compulsory exam dates, notations and exam attempt counter Uncompleted modules



- Display of compulsory exam date on module level as well as on detail level of the examination attempt.
- 2) The number of possible and actual exam attempts is displayed on both module level and exam attempt detail level. Red print indicates the last possible attempt.
- 3) The notations "cheating" ("Täuschungsversuch") or "failure to turn up" ("nicht erschienen") appear along with the grade 5.0 (fail). Notations for withdrawal ("Rücktritt") withdrawal in due time ("fristgerecht") or justified withdrawal ("begründet") are displayed in the grades column as well.

# Completed modules:



Compulsory exam dates and exam attempt counters appear on detail level, but not on the module level.



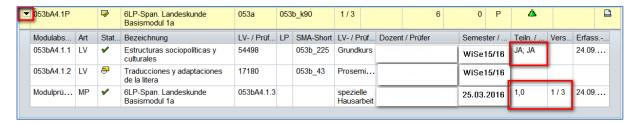


#### 4.2 Detail-view

The detail view offers precise information concerning your grade and credit points for a given module. Access the detail view for a single module by clicking ▶.

# 4.2.1 Booked and completed modules

## **Example: uncompleted module**

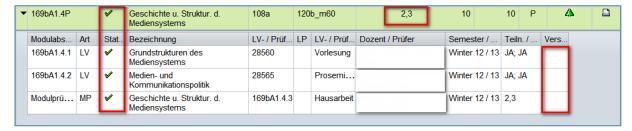


Now details are visible below the chosen module. In this case, neither of the two courses have been completed. This can be due either to lecturers not yet having entered any of this information or due to the student not yet having achieved the necessary accomplishments for recognition.

#### Please note:

The non-detail view just displays grades for completed modules. Please use the detail view in order to see all grades that you have obtained.

#### **Example: Completed module**



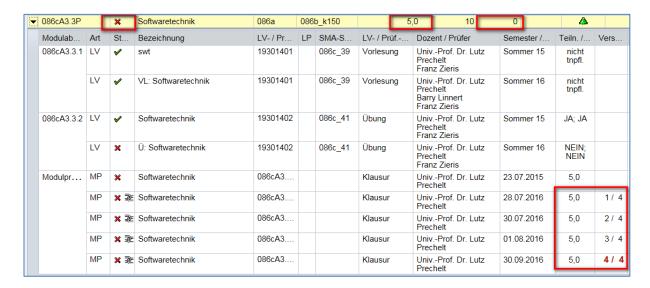
The module in the image above has been completed. It is highlighted in green and its status is marked by 

✓. All necessary courses and exams have been booked and completed. The fields in the attempt counter column are empty since the exams have been taken and passed before 01.10.2015.

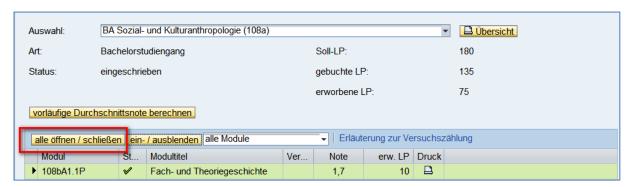




## **Example: Unsuccessful module**



If you wish to see the detail view of all modules, just click alle offnen / schließen



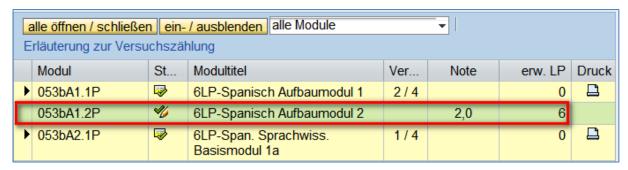
# 4.2.2 Approved Modules and Courses

There are two types of approval at the Free University concerning modules (1) completed at other institutions and (2) completed at the Free University that cannot be booked via Campus Management. This type of approval is called *external module approval* (see example 1). Additionally, completed modules and courses booked via Campus Management can be approved for other degree programs (examples 2-7)





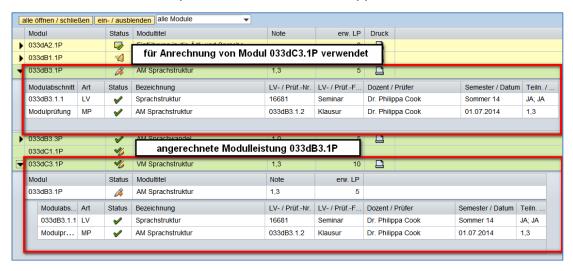
# **Example 1: External Module Approval**



If a module has been approved externally, no module-details can be shown in the summary.

#### **Example 2: Module Approval 1:1**

One booked and one completed module have been approved for one module.

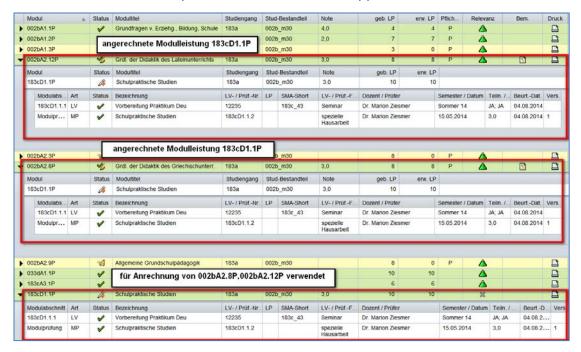






# **Example 3: Module Approval 1:N**

One booked and one completed module have been approved for *two* modules.



In detail view for both approved modules, the module "Schulpraktische Studien" (183cD1.1P) that has been used for approval is shown





# **Example 4: Module Approval N:1**

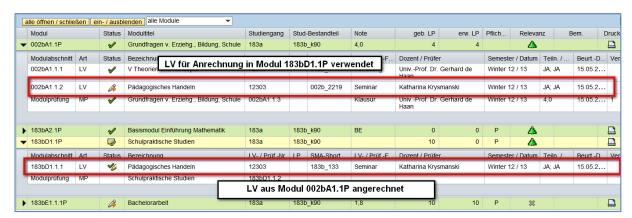
Two booked and completed modules are approved for one module.



In detail view of the approved module "AM Sprachfunktion" (033dB3.2P), both used modules (033dB3.1P and 033dB3.3P) are shown.

#### **Example 5: Course Approval 1:1**

One course from a booked and completed module has been approved for a different abstract course in another module.



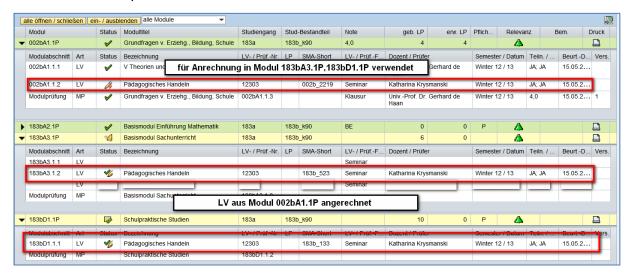
The course 12303 from the module 002bA1.P has been approved for the module 183bD1.1P





## **Example 6: Course Approval 1:N**

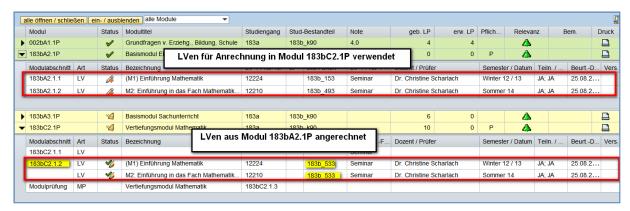
One course from a booked and completed module has been approved for two abstract courses in two respective modules.



The course 12303 from the module 002bA2.1P has been approved for an abstract course in the modules 183bA2.1P and 183bD1.1P.

## **Example 7: Course Approval N:1**

Two courses from one or more booked and completed modules have been approved for *one* abstract course in another module.



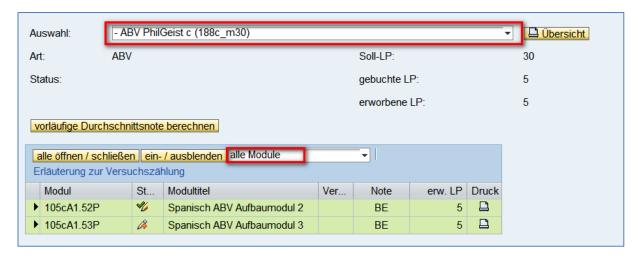
The courses 12224 and 12210 from the module 183bA2.1P have been approved for an abstract course in the module 183bC2.1P.





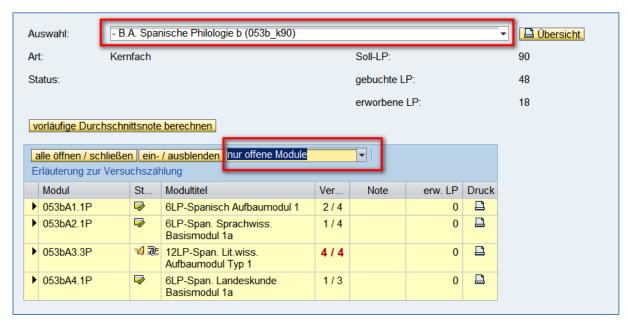
#### 4.3 Filter view

The filter function enables you to remove modules that do not match the selected criteria from the overview. You can filter by degree program elements and module status. In this case, the ABV element has been chosen in the "Auswahl" dropdown menu. The overview has been reduced to the two modules visible below.



#### Please note:

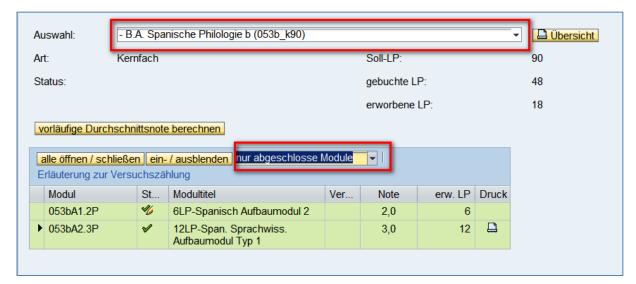
As soon as you change your selection, the credit points info-box changes as well ("soll", "gebucht", and "erworben").



The second dimension you can filter the view by is module status. The selection of only non-completed modules in the image above yields the visible result.







Changing the filter to nur abgeschlossene Module only displays completed modules.

# 4.4 Print grade and credit point overview

This function automatically generates various types of academic records overviews in .pdf file format. For non-completed modules, module- and exam-registration certificates can be generated. For completed modules, there is an option to create module-certificates. This enables users not only to generate general academic records (see 4.3.1), but also module-specific certificates (see 4.3.2). However, it is a precondition for this function that there is at least one completed module in the respective degree program.

#### Please note:

Certain transcripts need to conform to specific formal criteria (signed and/or sealed). In those cases, they need to be requested at the respective office for student affairs (Studienbüro/Prüfungsbüro).

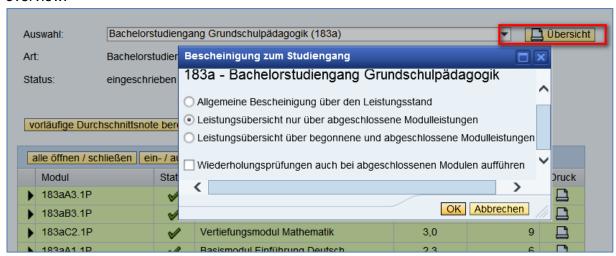




# 4.4.1 Grade and credit points overview

This function generates an overview of a range of modules depending on selection (completed/all).

After clicking <u>ubersicht</u>, a pop-up opens asking you to configure the scope of the overview.



There are the following options:

# General overview ("Allgemeine Bescheinigung über den Leistungsstand")

This function generates an overview of your general academic progress without specifying modules.

# Completed modules only ("Leistungsübersicht nur über abgeschlossene Modulleistungen")

This function generates a .pdf file after clicking OK, which contains a transcript for all completed modules. Hence, unfinished modules are not included.

#### Please note:

If the overview is supposed to contain uncompleted modules with respective exams as well, the option "Leistungsübersicht über begonnene und abgeschlossene Modulleistungen" (see below) must be selected.

# All modules ("Leistungsübersicht über begonnene und abgeschlossene Modulleistungen")

This function generates an academic records overview that contains all booked modules.

# Include failed exams ("Wiederholungsprüfungen auch bei abgeschlossenen Modulen aufführen")

Generally, the document lists successfully completed exams only. If you wish to have failed exams included, you need to activate this checkbox.







Freie Universität Berlin Fachbereich Erziehungswissenschaft und Psychologie

#### Leistungsübersicht

Dies ist kein offizielles Studienabschlussdokument, sondern lediglich eine Übersicht über alle Leistungen im aufgeführten Studiengang zum Zeitpunkt der Ausstellung dieses Dokuments.

Die ausgewiesenen Zwischennoten und Leistungspunktsummen sind bis zum Abschluss des Studiums vorläufig! Bereits erfolgreich abgeschlossene Teilnoten sind gekennzeichnet. Bitte beachten Sie auch die Erläuterungen auf der letzten Seite.

 Name:
 Tom Kramer
 geboren am:
 14.02.1990

 Matrikelnummer:
 6000000
 geboren in:
 Berlin

Bachelorstudiengang Grundschulpädagogik (Regelstudienzeit 6 Semester, Fachsemester 6) mit den Bestandteilen:

- 1. Grundschulpädagogik (183a\_k90)
- 2. Grundschulpädagogik, erfolgreich abgeschlossen (183c\_k90)
- 3. Englische Philologie, erfolgreich abgeschlossen (043d\_m60)
- 4. Lehramtsbezogene Berufswissenschaft, angerechnet (002b\_m30)

#### I. Im Studiengang erbrachte Studien- und Prüfungsleistungen

		Signatur	LP Ist / Soll	Note
4 0	d==k-d==2d=====9.	Signatur		3.0
	dschulpädagogik		6 (6) / 90	3,0
13.07.20	006 (FU-Mitteilungen Nr. 58/2006)			
Basism	odul: Sachunterricht	183aA3.1P	6/6	3,0
LV	Seminar: "SU2: Gesellschaft, Natur und Technik I" (2 SWS), Sommer 2013, UnivProf. Dr. Hilde Köster	12215		best.
LV	Seminar: "SU1: Einführung in den Lernbereich Sachunterricht" (2 SWS), Winter 2013/2014, Dr. Johanna Hochstetter	12243		best.
MP	"Basismodul: Sachunterricht", Klausur, Prüfungsdatum 09.07.2013			3,0
2. Grun	dschulpädagogik, erfolgreich abgeschlossen		68 (90) / 90	1,5
19.04.20	012 (Fu-Mitteilungen Nr. 32/2012)			
10 / 10	Bachelorarbeit		183aE1.1.1P	1,8
Thema:	Bilder als Schreibanlass im Kontext sprachlich- Ästhetischer Bildung im Deutschunterricht der Primarstufe			
Stand:	Arbeit bestanden, Beginndatum 02.04.2015, Abgabedatum 28.05.2015	183aE1.1.1P		1,8
Leistungsübersicht vom 29.05.2015 für Tom Kramer (6000000)		Se	lte 1 von 7	

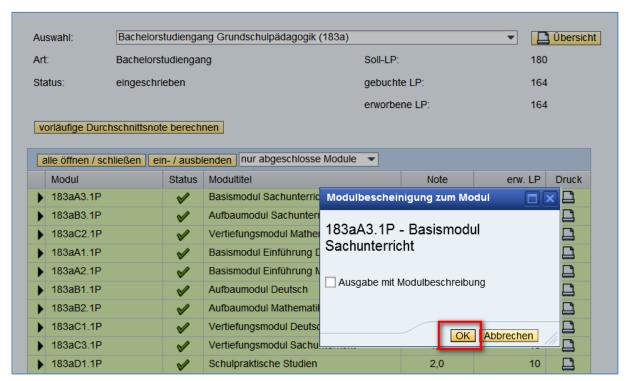
Academic records overview for completed modules only.





# 4.4.2 Single modules

If you need a certificate for one specific module, you just need to click the button. Generating a module certificate requires having fulfilled at least one requirement for completion (participation or exam).



Once again, a pop-up opens, containing a checkbox that determines whether the .pdf file to generate will contain a module description or not. If no module description exists, the certificate will not contain a description no matter what choice you make.







## Modulbescheinigung

Herr Tom Kramer (6000000), geboren am 14.02.1990 in Berlin, hat folgendes Modul abgeschlossen:

#### Modul "Basismodul: Sachunterricht" (183aA3.1P)

aus dem Modulangebot Grundschulpädagogik am Fachbereich Erziehungswissenschaft und Psychologie [13.07.2006 (FU-Mitteilungen Nr. 58/2006)] Status: Erfolgreich abgeschlossen im Wintersemester 2013/2014

#### Prüfungen:

"Basismodul: Sachunterricht" (183aA3.1.3) Klausur, Univ.-Prof. Dr. Hilde Köster Prüfungsdatum: 09.07.2013

Note: 3,0

#### Lehrveranstaltungen:

12215 "SU2: Gesellschaft, Natur und Technik I" Seminar, 2 SWS, Univ.-Prof. Dr. Hilde Köster Sommer 2013

aktive/regelmäßige Teilnahme: ja/ja

12243 "SU1: Einführung in den Lernbereich Sachunterricht"

aktive/regelmäßige Teilnahme: ja/ja

Seminar, 2 SWS, Dr. Johanna Hochstetter Winter 2013/2014

Modulnote: 3,0 (befriedigend) \* Leistungspunkte: 6 LP

Berlin, den 29.06.2015

Unterschrift (Michaela Langer-Herpich) + Stempel

LV(A) Die Lehrveranstaltung wurde im Rahmen eines anderen Moduls oder Studienangebots an der Freien Universität erbracht und auf eine im Rahmen dieses Moduls vorgesehene Lehrveranstaltung angerechnet

Modulbescheinigung vom 29.06.2015 für Tom Kramer (6000000)

Selte 1 von 1

The final module certificate without module description.

<sup>\* (</sup>Berechnungsvorschrift gemäß § 18 RSPO. Die Leistungspunkte entsprechen dem European Credit Transfer System ECTS)
Note = 1,0 - 1,5 sehr gut; 1,6 - 2,5 gut; 2,6 - 3,5 befriedigend; 3,6 - 4,0 ausreichend; 4,1 - 5,0 nicht ausreichend; BE Bestanden; NB Nicht bestanden; SWS - Semesterwochenstunden







# Bescheinigung über die Anrechnung einer Modulleistung

Frau Nora Schubert (6000000), geboren am 14.10.1988 in Berlin, hat die Modulleistung "5LP-Sprachfunktion" durch Anrechnung einer äquivalenten Leistung erbracht. Für das bescheinigte Modul wurden die unter 2. aufgeführten, im Rahmen eines anderen Studiengangs oder einer anderen Prüfungsordnung an der Freien Universität erbrachten Studien- und Prüfungsleistungen angerechnet.

#### 1. Bescheinigte Modulleistung:

# (A) "5LP-Sprachfunktion" (033dB3.2P)

Modulnote: 2,0 (gut) \* Leistungspunkte: 5 LP

aus dem Modulangebot Deutsche Philologie [08.02.2012 (FU-Mitteilungen Nr. 24/2012)]

Status: Angerechnet

#### 2. Angerechnet wurde:

#### Modul "5LP-AM Sprachstruktur" (033dB3.1P)

Status: Erfolgreich abgeschlossen im Sommersemester 2014

#### Prüfungen:

"5LP-AM Sprachstruktur" (033dB3.1.2) Klausur, Dr. Philippa Cook Prüfungsdatum: 01.07.2014

#### Lehrveranstaltungen:

16681 "Sprachstruktur" Seminar, 2 SWS, Dr. Philippa Cook

Sommer 2014

aktive/regelmäßige Teilnahme: ja/ja

Modulnote: 1,3 (sehr gut) \* Leistungspunkte: 5 LP

#### Modul "5LP-Sprachwandel" (033dB3.3P)

Status: Erfolgreich abgeschlossen im Sommersemester 2014

#### Prüfungen:

"5LP-Sprachwandel" (033dB3.3.2) Klausur, Dr. Ulrike Sayatz Prüfungsdatum: 02.07.2014

#### Lehrveranstaltungen:

16673 "Sprachwandel" Seminar, 2 SWS, Dr. Ulrike Sayatz

aktive/regelmäßige Teilnahme: ja/ja

Sommer 2014

Modulnote: 1,0 (sehr gut) \* Leistungspunkte: 5 LP

The generated certificate for an approved module without a module description.

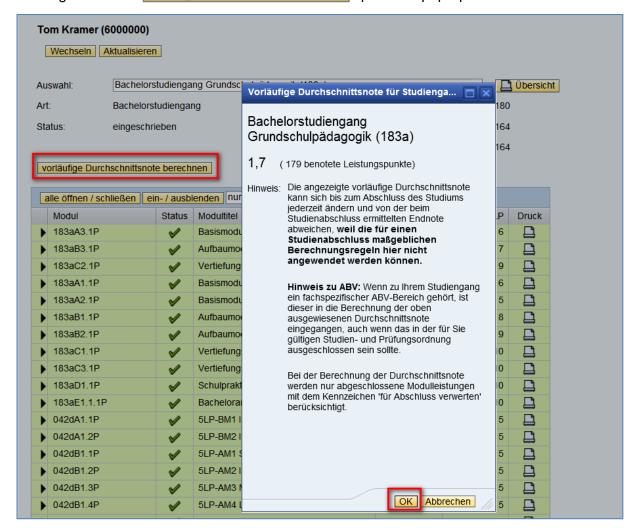




# 4.5 Calculate preliminary average grade

The title of this button should be relatively self-explanatory. The system will calculate an average grade based on the graded credit-points you obtained so far. However, grades from unfinished modules will not be considered.

Clicking the button vorläufige Durchschnittsnote berechnen opens the pop-up seen below:



Besides the average grade you are also informed about the quantity of credit points considered and your degree program. Ungraded modules are not considered for average grade calculation.





# **5 Appendix**

As the grade and credit points account is available in German only, this part provides a list of translations for ease of use.

Alle öffnen/schließen expand/hide all module details

Alle Module all modules

Angerechnet approved (degree)

**Art** type of degree program

**Auswahl** selection

**Bezeichnung** module title

Begründeter Rücktritt justified withdrawal

Bindender Prüfungstermin compulsory exam date

Dozent/Prüfer lecturer

**Ein-/ausblenden** expand/hide all details

**Eingeschrieben** enrolled

Erfolgreich abgeschlossen successfully completed (degree)

Erworbene LP acquired credit points

Fristgerechter Rücktritt withdrawal in due time

Gebuchte LP booked credit points

**LV-/Prüfungsform** type of course/exam

**Modul** module

**Modultitel** name of the module

**Nicht erschienen** failure to turn up

**Note** grade

Nur abgeschlossene Modulecompleted modules onlyNur offene Moduleunfinished modules onlyOhne Erfolg beendetunsuccessfully completed

**Prüfungsversuch** examination attempt

Semester/Datum semester/date

**Soll LP** necessary credit points

**Status** status

**Täuschungsversuch** cheating





Teilnahme/Note

Übersicht

Versuch

Vorläufige Durchschnittsnote berechnen

participation/grade

Print overview

attempt

calculate preliminary average grade