

Manual

Attendance and Grade recording in Studer Lifecycle Management (SLcM)

Team CMA
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1 Introduction and General Information

The subsequent advice is organized in the order of pages you will encounter when entering attendance and grades.

Some general advice:

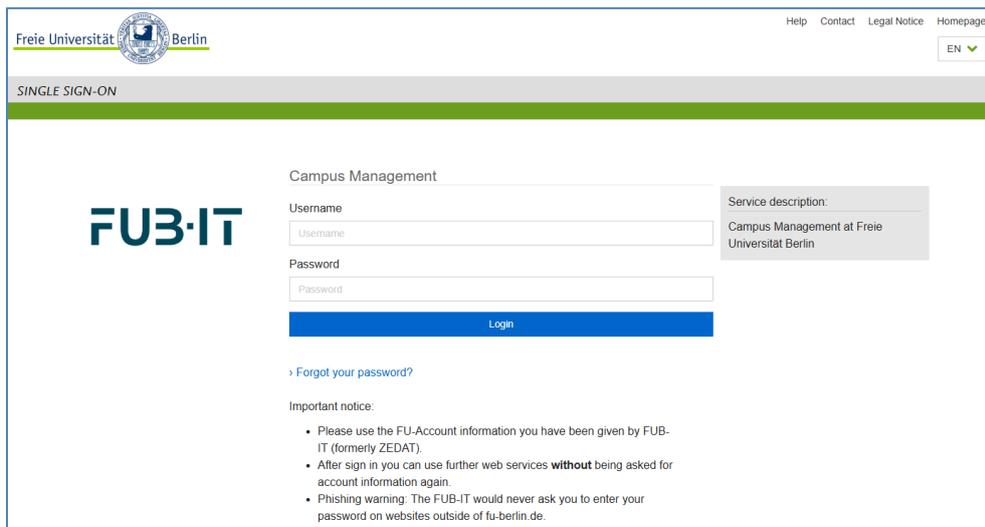
- The web interface supports Microsoft Edge and Mozilla Firefox (and their derivatives). Apple Safari is currently not supported, but works reasonably well
- Browser navigation using the page forward/page backward buttons is not available in the web interface
- All functionalities are accessible using 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 grade field to grade field in order to enter numerical grade values.

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

- 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



Freie Universität Berlin

Help Contact Legal Notice Homepage

EN

SINGLE SIGN-ON

Campus Management

Username

Username

Password

Password

Login

Service description:
Campus Management at Freie Universität Berlin

> [Forgot your password?](#)

Important notice:

- Please use the FU-Account information you have been given by FUB-IT (formerly ZEDAT).
- After sign in you can use further web services **without** being asked for account information again.
- Phishing warning: The FUB-IT would never ask you to enter your password on websites outside of fu-berlin.de.

After logging on with your username and password you will see the welcome page, which provides 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 grades and attendance recording interface by selecting **Teilnahmen/Noten**.

Standardized Webpage Display

The screenshot shows the 'Campus Management' interface for the Free University of Berlin. At the top, there is a navigation bar with tabs for 'Vertretung', 'Teilnahmen/Noten', 'LV-Ansicht', and 'Logout'. The main header area includes the university name and a banner image (callout 1). Below this, there is a section for 'Übersicht' (Overview) with a sub-header 'Übersicht' (callout 2). To the right, a 'Schritte der Leistungserfassung' (Steps of Performance Recording) section lists tasks like 'Teilnahmen erfassen' and 'Noten freigeben' (callout 3). The main content area contains a semester selection dropdown set to 'Sommer 2024' (callout 4), a checkbox for 'nicht-teilnahmepflichtige Lehrveranstaltungen ausblenden', and an 'Export' button. Below these is a table with columns for Status, Typ, Nummer, Bezeichnung, Stand, Zur Prüfung zuordnen, Beurteilen, Mail, Teilnehmerliste, and Anwesenheitsliste. The table lists various courses and exams with their respective status and counts.

- | # | Explanation |
|---|------------------------|
| 1 | Menu Bar |
| 2 | Info Area |
| 3 | Navigation Information |
| 4 | Data Section |
- Navigating to another page requires either clicking on a symbol in the data section or one of the buttons underneath that section.

An exception is the “substitution” functionality, 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 given 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 section on the overview page. The overview page features both status indicators for your classes and exams as well as access to most of the functionality 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" indicates 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 already been conclusively graded. In the *Status* column, the first number indicates the number of students registered for this exam / participants registered for this class, while the second number shows the number of final grades / confirmed attendance records.

✓	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 grades have been entered, or attendance is not mandatory for a class, the symbol  is shown in the column *Beurteilen*, indicating that the data for those classes cannot be edited any more. In all other cases, the symbol  indicates that attendance and grades may / must be maintained.

Using Online Help

The info area displays information about the current user, a brief description of the current page, as well as a brief description of the data section. In addition, the bullet points on the right-hand side recount the steps necessary to enter grades and/or participation.

On the Grade Recording Interface, important news or information is displayed as well. 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 provides compact advice in the [Bedienungshinweise](#) section, providing help and explanations for the webpage currently displayed.



Moreover, tooltips and icon explanations are displayed when hovering the cursor over the symbols.

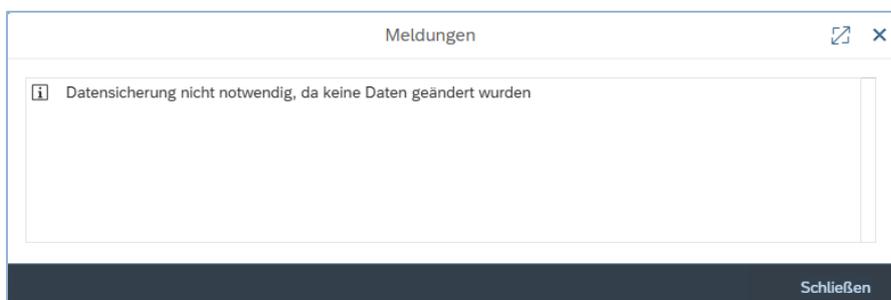
Additional icon explanations can be accessed by clicking [Legende der Symbole](#).

#	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

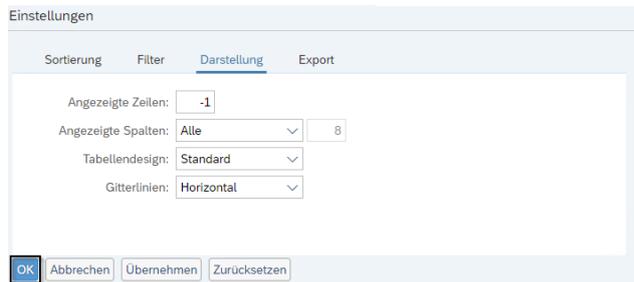


1.4 Customizing Data Display

You can modify the display of information in the data section to suit your needs. Both number of rows displayed, and the display and order of columns may be modified.

Filtering also helps to reduce the data section in accordance with your chosen parameters. Tables with more than 20 rows require you to scroll to see all 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



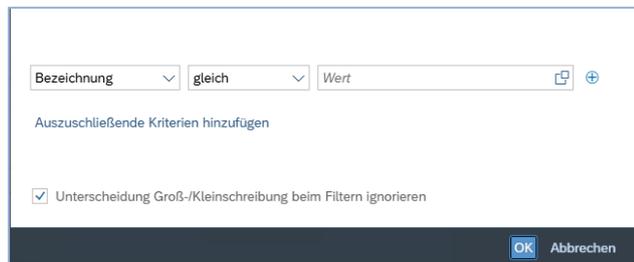
In the table modification dialogue, select the tab *Darstellung* to alter the display of rows and columns. Entering -1 in the field *Angezeigte Zeilen* displays all rows all the time.

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

After clicking , the changes will be applied.

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

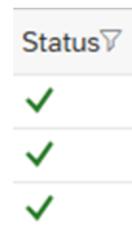
By left-clicking on the column header, you can set your own filters and sorting criteria for each column. An individual search, e.g. for keywords, is made



You can combine filters!

possible by selecting the *Benutzerdefinierter Filter*. Clicking on *Zurücksetzen* closes the filter row and removes all filters. Your own filter also disappears after saving examination and course results.

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

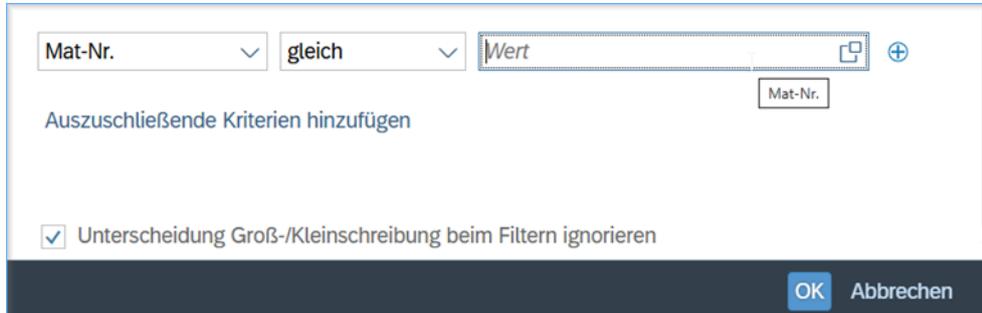


It is possible to combine and filter several columns (e.g. student number and course).

Various options for filtering with more than one student number

Paste from clipboard

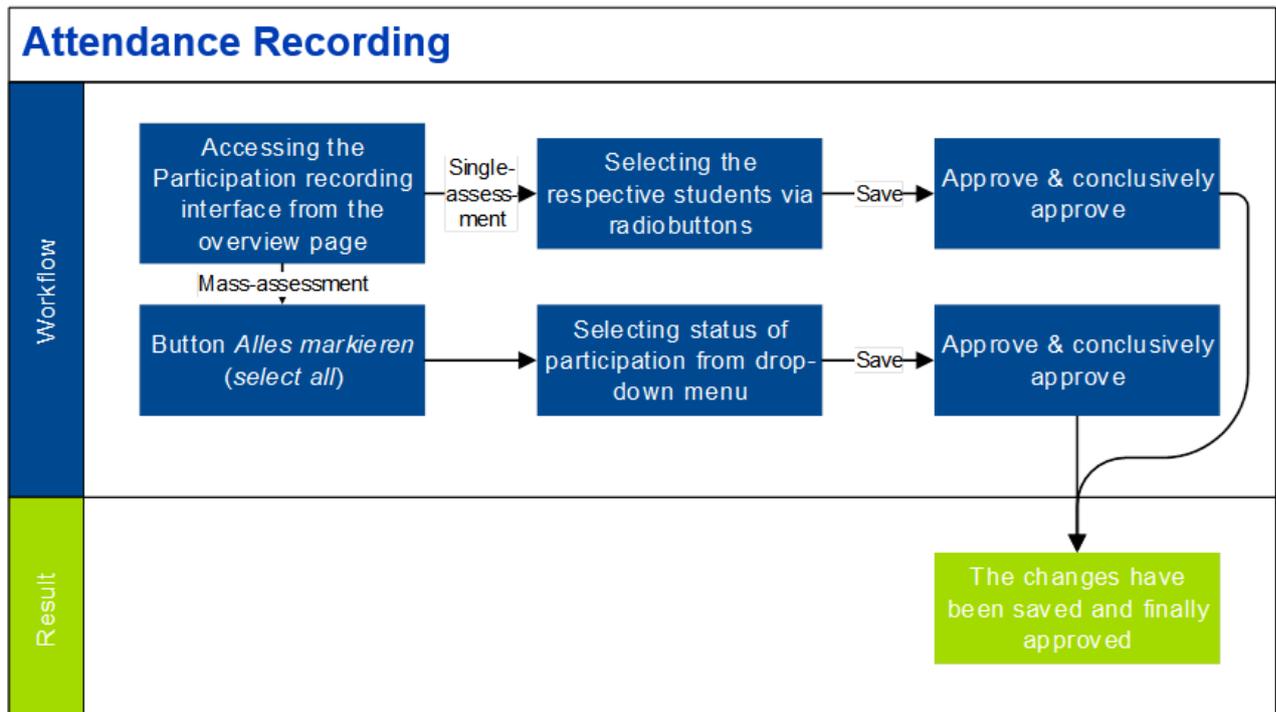
Click on the column *Matrikelnummer*, select User-defined filter and paste one or more student numbers from the clipboard into the value field.



Selection via *Benutzerdefinierter Filter*

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

2 Attendance Recording



You access the attendance 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* attendance from this page either for individual students or all at once.

Individual Attendance Recording Using Radio Buttons

aT-Nein	aT-Später	rT-Ja	rT-Nein	rT-Später
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

Attendance Recording for all Selected Students Using the Dropdown Menu

aktive Teilnahme Ja

2.1 Individual Recording

If you want to record attendance for each student individually, use the radio buttons in the table.

Individual Attendance Recording Using Radio Buttons

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		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	✓				23701a	S Botanik und Mikrobiologie (für BC) A		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	✓				23701a	S Botanik und Mikrobiologie (für BC) A		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	✓				23701a	S Botanik und Mikrobiologie (für BC) A		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	✓				23701a	S Botanik und Mikrobiologie (für BC) A		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	✓				23701a	S Botanik und Mikrobiologie (für BC) A		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	⬇	▲			23701a	S Botanik und Mikrobiologie (für BC) A		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
8	✓				23701a	S Botanik und Mikrobiologie (für BC) A		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	✓				23701a	S Botanik und Mikrobiologie (für BC) A		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	⬇	▲			23701a	S Botanik und Mikrobiologie (für BC) A		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
11	✓				23701a	S Botanik und Mikrobiologie (für BC) A		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	⬇	▲			23701a	S Botanik und Mikrobiologie (für BC) A		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
13	⬇	▲			23701a	S Botanik und Mikrobiologie (für BC) A		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
14	⬇	▲			23701a	S Botanik und Mikrobiologie (für BC) A		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
15	✓				23701a	S Botanik und Mikrobiologie (für BC) A		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16	✓				23701a	S Botanik und Mikrobiologie (für BC) A		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17	✓				23701a	S Botanik und Mikrobiologie (für BC) A		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18	✓				23701a	S Botanik und Mikrobiologie (für BC) A		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Übersicht

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 attendance:

- 1) Use the radio buttons to record both participation (aT) and attendance (rT).
- 2) Save your changes. The student(s) cannot see them yet.
- 3) 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

Für alle Markierten: aktive und regelmäßige Teilnahme | Ja

Export

- aktive Teilnahme
- regelmäßige Teilnahme
- aktive und regelmäßige Teilnahme

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.

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

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	<input type="checkbox"/>				23107b	S Botanik Biodiversität B (BM)		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="checkbox"/>				23107b	S Botanik Biodiversität B (BM)		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="checkbox"/>				23107b	S Botanik Biodiversität B (BM)		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Buttons: Übersicht, Prüfungszuordn..., Notenerfassung, **Sichern**, Freigeben

- 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 previously made entries are listed again for confirmation. The confirmation page has the same appearance both for mass and individual recordings, i.e. only the students for whom participation and/or attendance data have been entered (or changed) will be listed.

If you do not want to confirm an individual student's participation and/or attendance, you need to uncheck the respective row.

Übersicht leads back to the overview page.

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

[Teilnahmeerfas...](#) leads back to the previous page (to correct your entries if necessary), whereas [Endgültig freige...](#) definitively confirms the data in all selected rows and renders them visible for students.

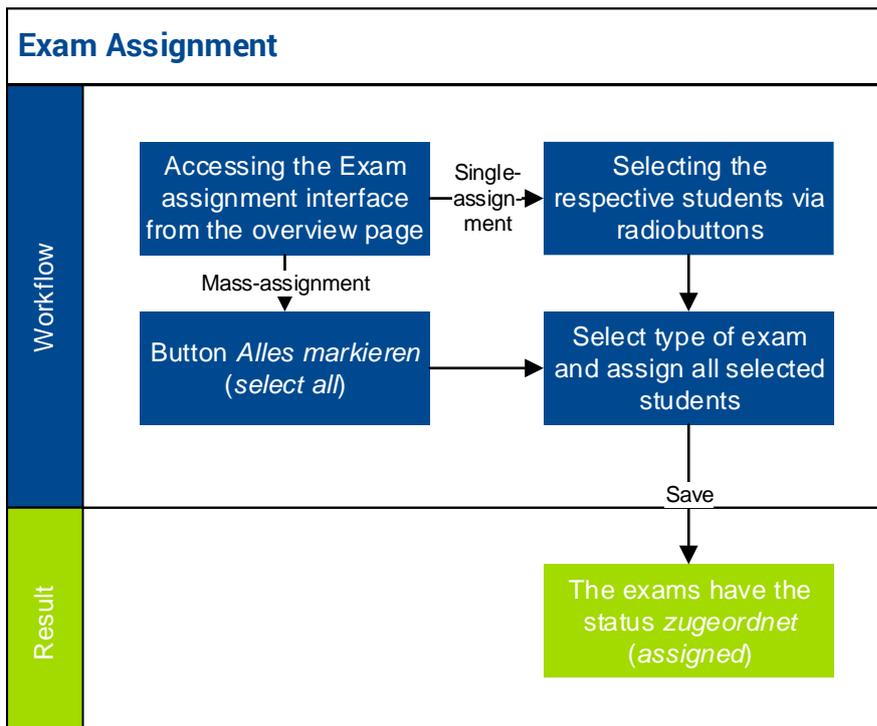
Once you confirmed your entries, a page confirming the approval appears.

Changes successfully confirmed



The overview page now displays the updated status. 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.

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

The page *Prüfungszuordnung (Assign to Exam)* contains all the functionality to assign students to their respective exams. This assignment is a prerequisite for entering exam grades. It can be accessed in two ways:

- From the overview page, you can access it by clicking .

- Alternatively, you can also navigate from the attendance recording interface when you are recording participation and attendance. Just click on the bottom of the page. This way is particularly useful when a class is offered in the context of different modules, and grades need to be recorded for several different module exams. To get a better overview, it can be helpful to sort students by *Prüf.-Nr* (exam number) on the exam assignment page, so that all students registered for a certain exam are shown together.

Prüf.-Nr.
0145cA3.1.4

Column Title	Explanation
Status	<ul style="list-style-type: none"> ◆ not assigned ▲ assigned, incomplete ✓ complete.
Letzte Modulbuchung	Date student last registered for a module (or a class as part of the module)
Prüf.-Nr.	Assigned exam ID
Prüfungsform	Definition of exam type: Hausarbeit (term paper), Portfolioprüfung (portfolio exam), mündlich (oral exam), schriftlich und mündlich (combined written and oral exam) or 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	<p>Notes, you can record a range of notes that will become visible to the student when data are saved:</p> <ul style="list-style-type: none"> • Fristgerechter Rücktritt (for binding exam dates) The student withdrew on time from the exam. • Begründeter Rücktritt (for binding exam date) The student had justified reasons to withdraw from the exam. • Nicht erschienen (for binding exam dates), The student did not show up for the exam. In this case, you will have to enter a failed exam attempt as well (usually a 5.0 grade). • Täuschungsversuch, The student tried to cheat. In this case, you will have to enter a failed exam attempt as well (usually a 5.0 grade). <p>Nicht abgegeben The student has not handed in the term paper. This option is available only for 'term paper', 'special term paper', and 'presentation with written elaboration'.</p>

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.

The columns displayed differ from the participation and attendance recording interface and there are different ways to filter the table:

The following filter options are available:

- Display by class, using the dropdown menu
- Display only students with module bookings in the current semester
- Display/hide students assigned to take their exams with other instructors
- Display only students that have been added to the list in the current session (see Ch. 3.3)

Filtering in the Exam Assignment Interface

Filter Lehrveranstaltung

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:

Click on to select all rows (students)

2) Select the exam type from the dropdown menu above the table and confirm the selection by clicking .

Selection of Exam Type

- Klausur
- mündliche Prüfung
- Hausarbeit
- nicht zugeordnet

3) Save the result by clicking

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

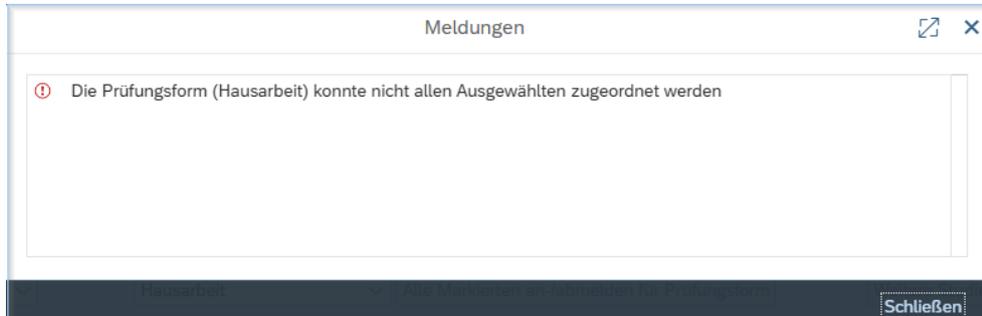
In the cases of a timely or justified withdrawal, a repeat exam can be created in the same semester by clicking on the green plus. This opportunity also exists when the student has been assigned to another instructor.

Result: Individual Assignment

Status	Mat-Nr.	Name Student(in)	LV-Nr.	Letzte Modulbuchung	Prof-Nr.	Bezeichnung	Prüfungsform	Versuch	LP	Prüf-Datum
<input type="checkbox"/>	▲			Sommer 2024	0482aA5.1.4	Forschungseuristiken	Klausur	1 / 4	15	
<input checked="" type="checkbox"/>	✓		13032	Sommer 2024	0552bA1.4.2	Forsch.meth. / Theorien Geschichtswiss.	spezielle Hausarbeit	1 / 4	5	20.09.2024
<input type="checkbox"/>	◆			Winter 2022/2023	0482aA1.2.3	Problemf. Alte Geschichte 2	nicht zugeordnet		15	
<input checked="" type="checkbox"/>	✓		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 differing 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.



Error in Exam Type Assignment II

Whereas rows colored in orange 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		1 / 4	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	0552aA1.6.3	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 first, you can reassign the remaining students to the correct exam type.

3.2 Deleting Assignments

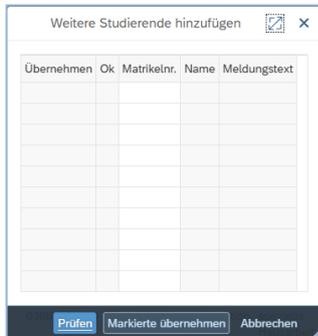
To delete specific students from the assignment, press the icon in the *Löschen* column. The changes must be saved using .

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

3.3 Missing Students

Students that cannot be found in the assignments list must be added via . In most cases, these are students who have already deregistered, but they can be assigned and assessed in this way. After clicking the button, a popup appears.

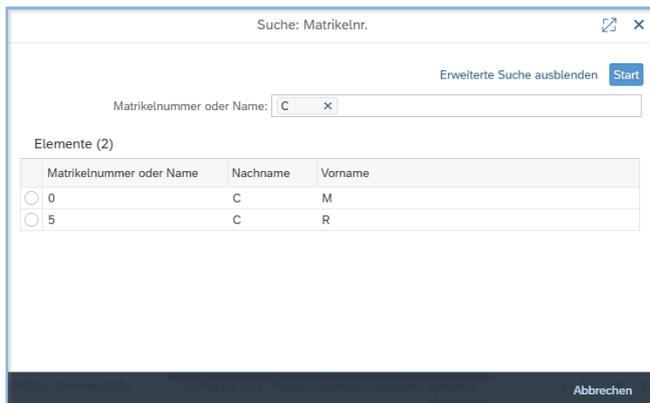
Popup: Add Students to Exam Assignment List



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). In the search box you can as well look up students by name.

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

Search by Name



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

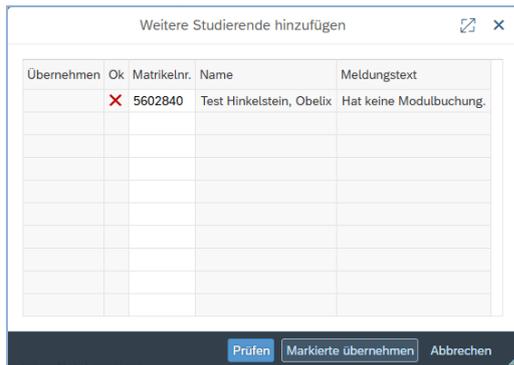
After adding students to the preliminary list, you will need to check whether they are eligible to be added to the assignment list.

Prüfen runs a test and

informs you about the results. Eligible students feature  and a check in the column *Übernehmen*. You can however 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 module belonging 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 from this list to the exam assignment list. For a better overview, only the students which have just been added 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 filter setting will be removed anyway on the next login; the filter option will not be available and the button colored in grey, too. *nur neu hinzugefügte Studierende anzeigen*

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

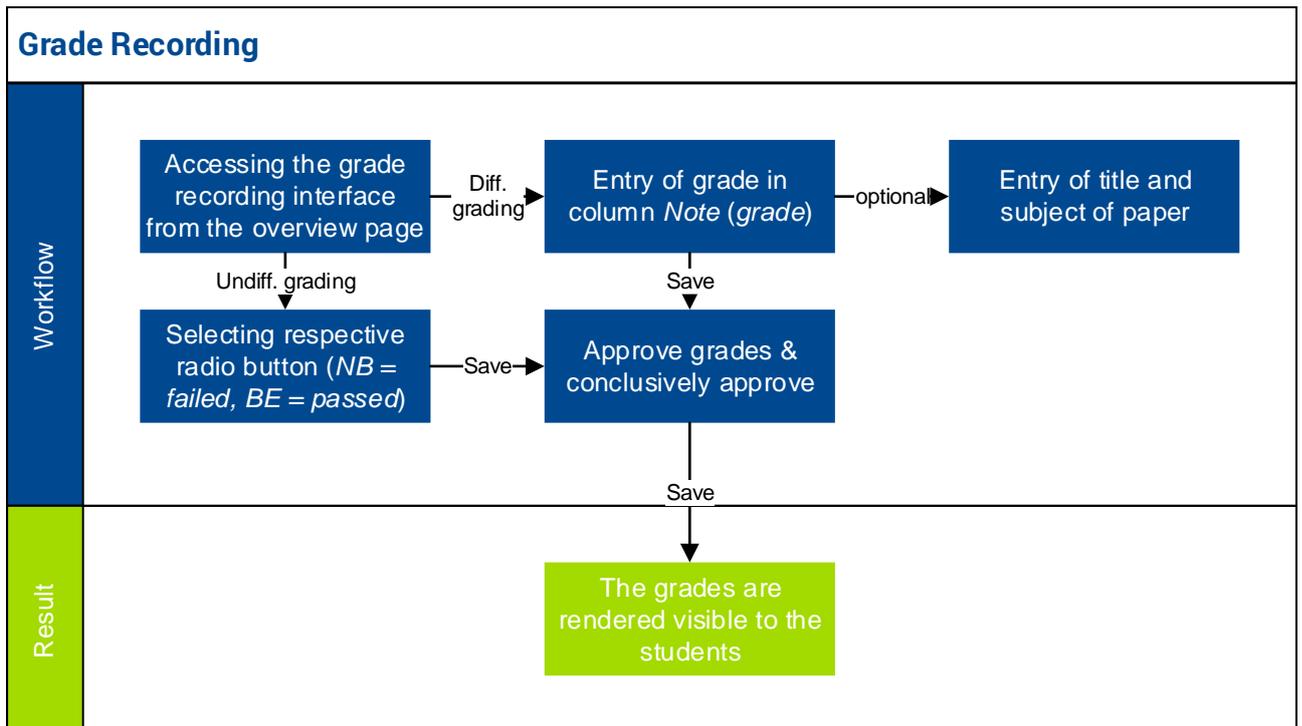
3.4 Assignment for Alternative Grading Methods

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

For such modules, if the alternative assessment must to be entered in the exam assignment's *alternative Beurteilungsart (alt.B.)* column. *Differentiated grading* 🗳️ is the default.

If the student decides to be graded on a pass/fail basis, you have to select *alt.B* in the appropriate cell. The icon changes to *undifferentiated grading* 🗳️. You will be able to choose between “bestanden” (pass) or “nicht bestanden” (fail) in the grade recording interface now. Until the final grade is recorded, you can change the selection however.

4 Grade Recording



Since August 2025, the web interface for grade recording has included an Excel upload function for exam grades in addition to individual entry. See chapter 5.6.

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. The values , for instance, inform you that 28 students have registered, and that all of them have been graded definitively. "28/nz", on the other hand, means that 28 students have registered, but that neither grading nor attendance recording is enabled due to the lack of mandatory attendance requirements for this course.

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

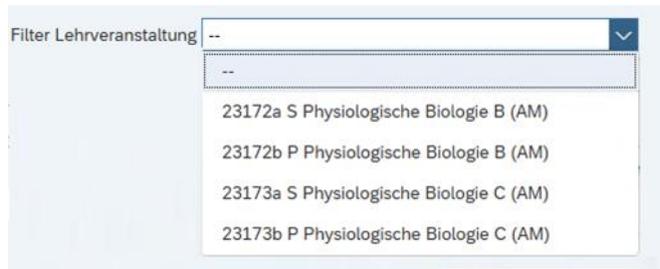
Just like before, there are several ways to access the grade recording interface:

- If students of just one class are assigned to the exam, it is most convenient to access the page via the exam.
- If students booked the course in the context of 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.



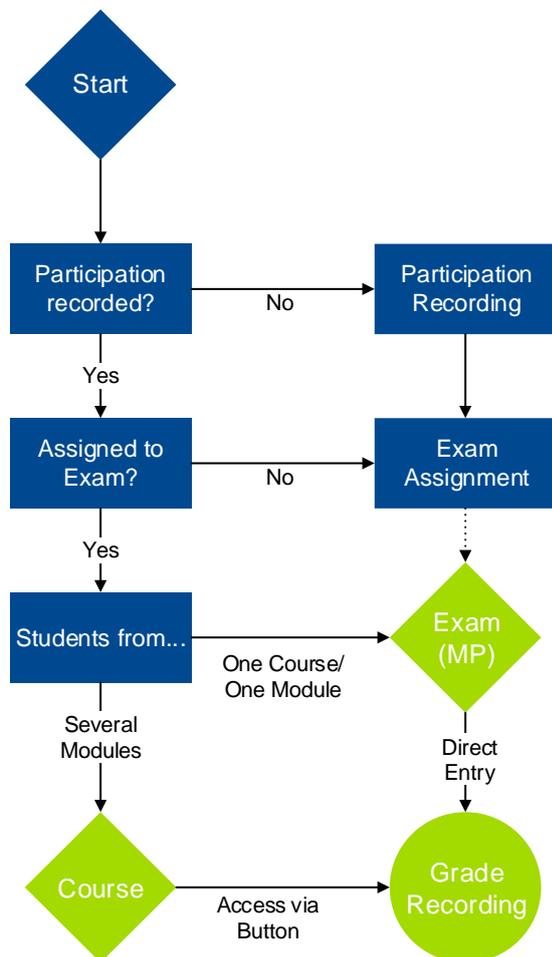
If you want to filter the displayed students by course, use the dropdown menu *Filter Lehrveranstaltung*



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



Visualization: Best Ways to Access Grade Recording Site



From the participation and attendance recording page, the button *Notenerfassung* directs you to the grade recording interface for that specific class as well.

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 section 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

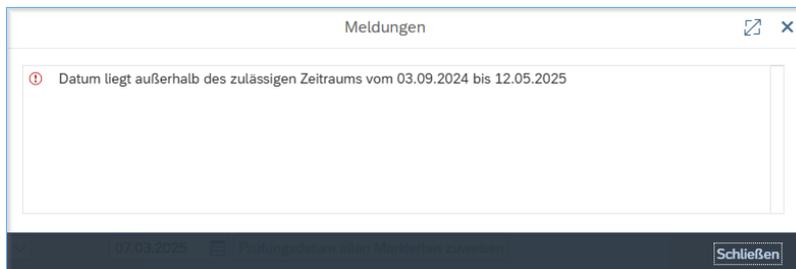
Note on the new column *letzter Versuch* (last attempt), new feature from mid-summer semester 2025

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.

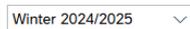
Important note: For students marked with a cross in this column, a second examiner must be consulted. When you move the mouse over the marking, the corresponding note appears.

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 box will turn red and the status will be indicated as **X**.

Invalid Exam Date



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



Saving the data is only possible when the correct date has been entered. You can record exam dates individually, for several students at one go, or 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 at once using the checkboxes and assign them the date you enter into the data field on top of the table



Using **Alle markieren** automatically selects all students, the mass assignment then works analogously to the multiple-assignment described in the previous paragraph, enter the date and confirm by clicking *Prüfungsdatum allen Markierten zuweisen* . As usual, 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

Pos	Status	Mat-Nr.	Name Student(in)	LV-Nr.	Mail	Typ	Prüf-Nr.	Bezeichnung	Prüfungsform
1	▲					MP	0098dB3.1.3	Physiologische Biologie (AM)	Portfolioprüfung
2	▲			23173a,23173b		MP	0098dB3.1.3	Physiologische Biologie (AM)	Klausur
3	▲					MP	0098dB3.1.3	Physiologische Biologie (AM)	Klausur
4	▲			23172a,23172b		MP	0098dB3.1.3	Physiologische Biologie (AM)	Klausur

In some cases, the exam date is pre-recorded, for instance when exam offices have already entered it 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 has already been entered, you can change it, too. After

Note
4,0
5,0
2,3

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

4.3 Undifferentiated Grading

BE	NB	offen
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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.

4.4 Alternative Grading

Modules allowing students to choose between differentiated or undifferentiated are graded in accordance with the selection made in the exam assignment. Thus, either a differentiated grade (see 4.2) or an undifferentiated grade (see 4.3) is recorded. 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 .

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.

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.

4.5 Confirmation

Click after saving your data to open the confirmation page. The page displays all students for whom you have entered a grade 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	<input checked="" type="checkbox"/>			MP	0098dB3.1.3	Physiologische Biologie (AM)	1 / 4	5	13.03.2024	2,3		
2	<input checked="" type="checkbox"/>			MP	0098dB3.1.3	Physiologische Biologie (AM)	1 / 4	5	13.03.2024	2,0		
3	<input checked="" type="checkbox"/>			MP	0098dB3.1.3	Physiologische Biologie (AM)	1 / 4	5	13.03.2024	1,3		

Übersicht

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

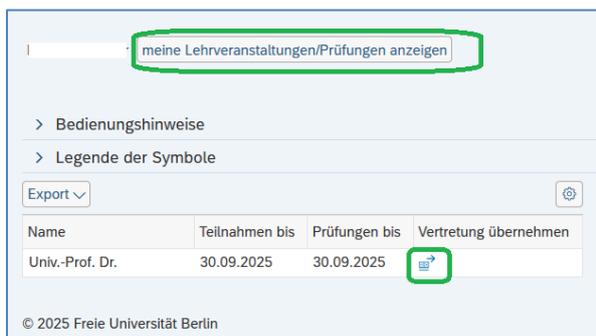
Afterwards, the exam's status is grade confirmed.

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

5 Additional Functions

5.1 Assumption of substitution

If you have been registered in Campus Management as a substitute for other colleagues in your department, you must decide, **after logging on to the system**, whether you want to work on your own courses/exams (*“meine Lehrveranstaltungen/Prüfungen anzeigen”*) or take over as a substitute.



On this overview page, you can take over the previously set up substitution for one or more colleagues. 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 access that functionality by clicking on the overview page.

For lecturers for whom you have accepted to act as substitute, all courses and examinations in a given semester will be displayed.

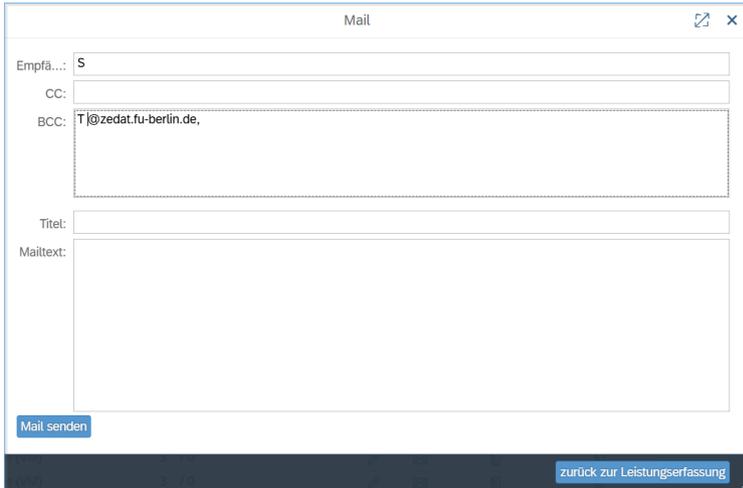
A note appears above the overview:

You are logged in as: (your username) substituting for: (name of colleague)

5.2 Mailing

You can send emails to all participants (be it in a class or for an exam) 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' mail 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 a student's mail address is unknown, the name and student ID are displayed. The examination office can help with missing email addresses.

On the participation and attendance recording page, as well as on the grade recording page, you may send mails to individual students. Just click on  in the respective row to open your system's email client.

5.3 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 or saved on your computer using Acrobat Reader.

Grades in parentheses indicate an grade not yet confirmed; 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															

5.4 Excel Download

You can download all data presented in the data section to an Excel file using the  button.

Excerpt Excel File

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		●			●		

5.5 Overview of supervised theses

Teachers who supervise theses can access an overview of theses (Bachelor's and Master's theses) by clicking on the button in the Assessment column .

This area shows the number and status of theses that they have to assess as first or second examiner. Particularly relevant for lecturers is the column "Erwartetes Datum Bewertung/Gutachten" Expected date of assessment/ review, which shows the deadline set for the assessment of the thesis.

Please note that this access is read-only and the information cannot be edited in the performance recording. All changes and entries of thesis data are made exclusively through the examination office.

There is also a filter option within each column.

Status	Typ	Nummer	Bezeichnung	Stand	Zur Prüfung zuordnen	Beurteilen	Mail	Teilnehmerliste	Anwesenheitsliste
🔍	ABAR		Abschlussarbeit/-prüfung	12 / 11		🔍			

Semester	Name Stu...	Mat-...	Beginndat.	Abgabedat.	Thema	Prüfer(in)1	Bewertung 1	Prüfer(in)2	Bewertung 2	Erw. Datum Bewertung	Status
Sommer 2024	Ba		19.06.2024	06.11.2024	Diskriminie...	Univ.-Prof. ...		Jc		02.12.2024	Arbeit bestan...
Winter 2024/2...	Bö		10.03.2025	28.07.2025	Prädiktore...	Univ.-Prof. ...		Jc			Thema ausge...
Sommer 2024	Dn		09.09.2024	02.12.2024	Der Einflus...	Univ.-Prof. ...	13.12.2024	Dr	13.12.2024	30.12.2024	Arbeit bestan...
Sommer 2025	Fir		27.02.2025	17.07.2025	Der Zusan...	La		Ur			Thema ausge...
Sommer 2012	Fir		02.08.2012	01.10.2012	Der Einflus...	Dr. Nicole ...		Ur			Thema ausge...
Sommer 2024	Fis		19.09.2024	06.02.2025	Selbstregu...	La		Ur		02.12.2024	Arbeit bestan...
Sommer 2014	Ge		23.09.2014	24.11.2014	Freiwillige...	Univ.-Prof. ...		Jc		29.12.2014	Arbeit einger...
Winter 2019/2...	Gh		26.02.2020	28.09.2020	Wie kann ...	Univ.-Prof. ...		Dr			Thema ausge...
Winter 2024/2...	Ha		17.12.2024	06.05.2025	Kinder und...	Univ.-Prof. ...		Dr			Thema ausge...

If lecturers wish to view supervised theses from previous semesters, they must first select the relevant semester on the main page and then call up the overview.

5.6 Downloading and Uploading Grade Lists

As of August 2025, an Excel upload function for grade recording has been made available in the web interface. This allows grade lists to be downloaded, edited, and then uploaded to the system. The upload can be used in combination with grade recording in the application. Grades that have already been released to students cannot be modified.

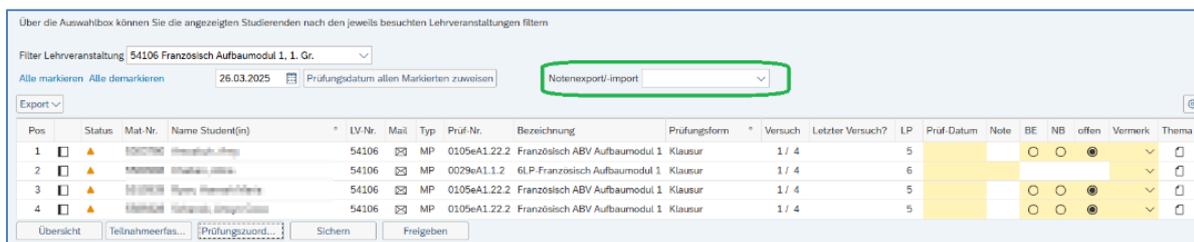
Downloading Grade Lists

Before you can upload grades, you must first download the list of students registered for the exam. This means students must already be assigned to an exam type, an instructor, or an exam date.

The download / upload via Excel file is **only accessible from within the grade entry interface.**

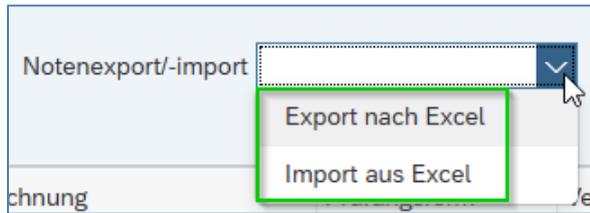
As you know, there are two ways to access grade entry:

- via the **participation list** of your course, or
- via a **direct link** from the exam assignment section.

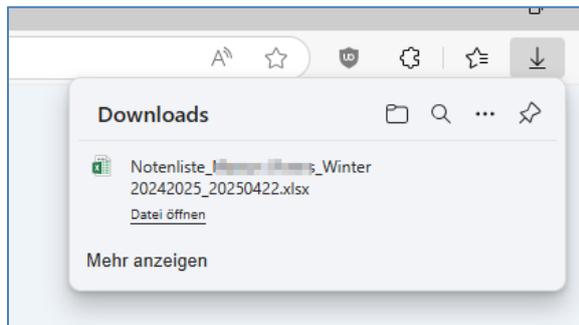


Download:

- Open the grade entry interface.
- Click on the new field **“Grade Download / Upload”** („Notenexport/-import“) and open the dropdown menu.
- Select **“Download to Excel”** („Export nach Excel“).
- The file will be saved on your computer depending on your browser settings.



The Excel file name is generated automatically in the following format:
GradeList_FirstName LastNameInstructor_Semester_YYYYMMDD.xlsx
You may rename the Excel file after downloading if necessary.



If one or more columns in the Excel file display hash symbols (#####), please adjust column width for the respective column.

The Excel file contains five key identifiers for each student, which **must not be altered**:

- Student ID (MATNR)
- Last Name (Nachname)
- First Name (Vorname)
- Exam Code (KUERZEL)
- Attempt Number (VERSUCH)

The following columns **may** (or sometimes must) be edited for later upload:

- **Exam Date** (Prüfungsdatum) (only entered once per student)
- **Grade** (Note)
- **Remark** (Vermerk) (to be selected from the dropdown in the corresponding cell)
- **Title** (Thema) (applicable for term papers)

	A	B	C	D	E	F	G	H	I
1	MATNR	NACHNAME	VORNAME	KUERZEL	VERSUCH	PRÜFUNGSDATUM	NOTE	VERMERK	THEMA
2	53	A		0105eA1.22.2	1 / 4				
3	55	C		0029eA1.1.2	1 / 4				
4	55	R		0105eA1.22.2	1 / 4				
5	55	S		0105eA1.22.2	1 / 4				
6									

It is recommended to fill in the exam date in bulk within the web application **before** downloading to Excel.

The exam date can only be imported and saved **once** via Excel upload. Overwriting or correcting the exam date through a subsequent upload is **technically not possible**.

If an error message appears during the upload of a grade list including an exam date (e.g., due to an invalid date entry), you must exit the grade entry screen without saving, correct the data in Excel, and start a **new upload**.

For **mandatory exam dates**, the exam date is automatically prefilled and cannot be changed via Excel upload.

In the grade field, please enter values in accordance with the grading scale defined for the course — for example, numeric values such as 1,0, 1,3, 1,7 (GESA scale), or 0–18 points (Law grading scale), or predefined letter codes such as **BE** (pass), **NB** (fail), as shown in the web interface.

In the "Remark" column, a predefined dropdown menu allows you to choose from three remark options when entering a failing grade (e.g., 5,0 or equivalent).

Please note:

- "Failed to turn up" (**nicht erschienen**) is allowed only for **mandatory exam dates**.
- "Not submitted" (**nicht abgegeben**) may be used only for **written exams** or **term papers**.

These conditions are checked during the upload process, and you will be notified of any violations by an error message in the web-based grade entry interface.

G	H	I
NOTE	VERMERK	THEMA

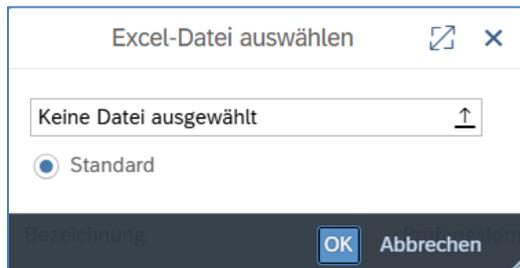
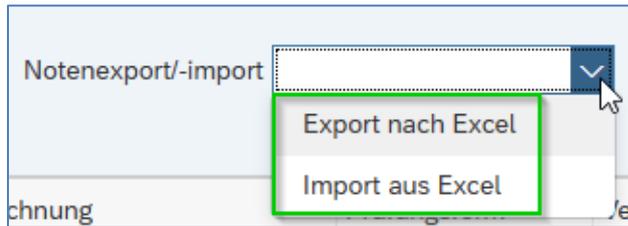
Täuschungsversuch
 nicht erschienen (bind. Termin)
 nicht abgegeben

In the "Title" column, the exam or term paper topic can be entered optionally. The title will appear on the student's Transcript of Records under the corresponding module examination.

5.6.1 Grade Upload

Once you have filled in the Excel file as described above:

1. Open the grade entry screen again.
2. In the dropdown menu "Grade Download / Upload," („Notenexport/-import“) select the import option.
3. Choose a standard Excel file (from the grade download),
4. Select the corresponding Excel file and start the upload.

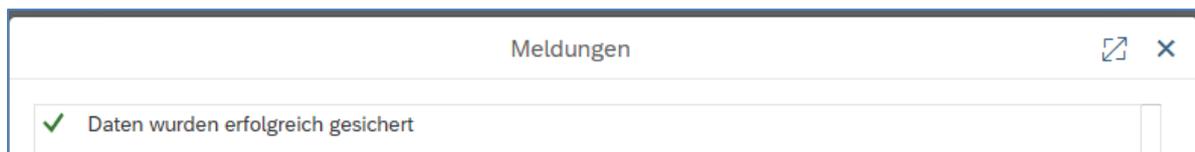


After a Successful Upload:

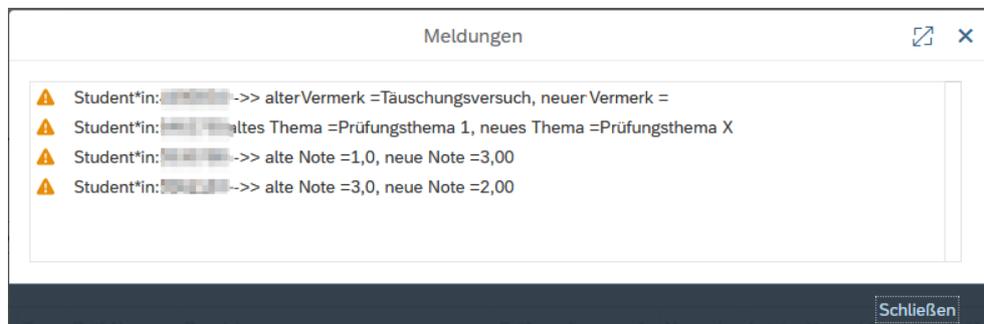
- The imported data will appear highlighted in orange.
- Save the data by clicking the “Save” button („Sichern“).

Pos	Status	Mat-Nr.	Name Student(in)	* LV-Nr.	Mail	Typ	Prof-Nr.	Bezeichnung	Prüfungsform	* Versuch	Letzter Versuch?	LP	Prüf-Datum	Note	Vermerk	Thema
1	□	△	[redacted]	549721	MP	0550aA1.3.3	Franz.: Sprachkompetenz im Unterricht	spezielle Hausarbeit	1 / 4	5	1,0	▼	⊗			
2	□	△	[redacted]	549721	MP	0550aA1.3.3	Franz.: Sprachkompetenz im Unterricht	spezielle Hausarbeit	1 / 4	5	2,0	▼	⊗			
3	□	△	[redacted]	549721	MP	0550aA1.3.3	Franz.: Sprachkompetenz im Unterricht	spezielle Hausarbeit	1 / 4	5	3,0	▼	⊗			
4	□	△	[redacted]	549721	MP	0550aA1.3.3	Franz.: Sprachkompetenz im Unterricht	spezielle Hausarbeit	1 / 4	5	3,7	▼	⊗			
5	□	△	[redacted]	549721	MP	0550aA1.3.3	Franz.: Sprachkompetenz im Unterricht	spezielle Hausarbeit	1 / 4	5	5,0	Täu...	⊗			

Success message: “Data was saved successfully.”



If grades, remarks, or topics are modified in the Excel file and uploaded again in the grade entry screen, you will receive a message in the following format:



Possible Errors During Grade Upload:

If there are incorrect values in the uploaded Excel file, warning or error messages may appear, such as:

- Incorrect date format (e.g., from a non-German Excel version), or a date outside the semester range
- Invalid grade values (e.g., "BE" for an exam that requires numeric grades according to the study regulations)
- Changes to student numbers or exam codes

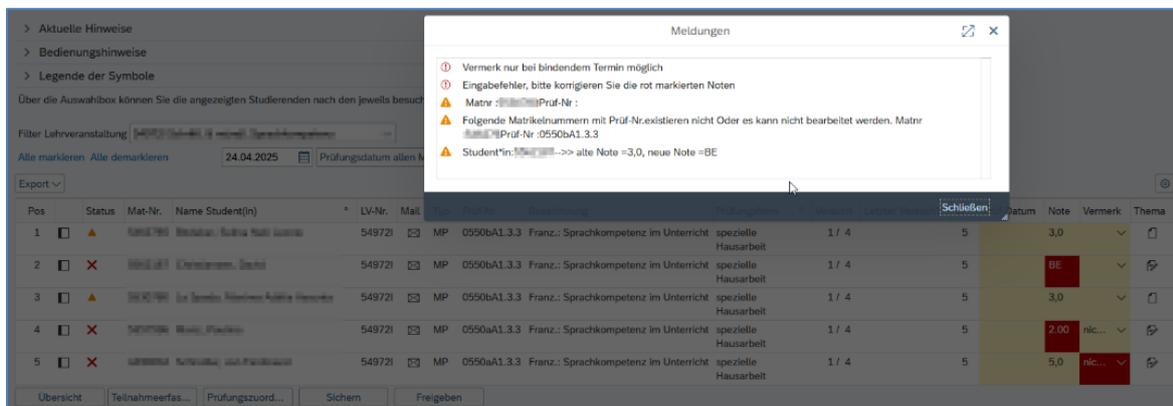
Example: An Excel file with incorrect values:

	A	B	C	D	E	F	G	H	I
1	MATNR	NACHNAME	VORNAME	KUERZEL	VERSUCH	PRÜFUNG	NOTE	VERMERK	THEMA
2	666666	Schneider	Juliana Maria	0550bA1.3.3	1 / 4		3		Prüfungsthema X
3	666667	Schneider	Juliana Maria	0550bA1.3.3	1 / 4		BE		Prüfungsthema B
4	666660	Lehmann	Marlene	0550aA1.3.3	1 / 4		3		Prüfungsthema C
5	666666	Schneider	Juliana Maria	0550aA1.3.3	1 / 4		2	nicht abgegeben	Prüfungsthema 1
6	666664	Schneider	Juliana Maria	0550aA1.3.3	1 / 4		5,0	nicht erschienen (bind. Termin)	Prüfungsthema 1

Pos	Status	Mat-Nr.	Name Student(in)	LV-Nr.	Mail	Typ	Prüf-Nr.	Bezeichnung	Prüfungsform	Versuch	Letzter Versuch?	LP	Prüf-Datum	Note	Vermerk	Thema
1	▲	666666	Schneider, Juliana Maria	54972i	✉	MP	0550bA1.3.3	Franz.: Sprachkompetenz im Unterricht	spezielle Hausarbeit	1 / 4		5		3,0		
2	▲	666667	Schneider, Juliana Maria	54972i	✉	MP	0550bA1.3.3	Franz.: Sprachkompetenz im Unterricht	spezielle Hausarbeit	1 / 4		5		3,0		
3	▲	666660	Lehmann, Marlene	54972i	✉	MP	0550bA1.3.3	Franz.: Sprachkompetenz im Unterricht	spezielle Hausarbeit	1 / 4		5		3,0		
4	▲	666666	Schneider, Juliana Maria	54972i	✉	MP	0550aA1.3.3	Franz.: Sprachkompetenz im Unterricht	spezielle Hausarbeit	1 / 4		5		2,0		
5	▲	666664	Schneider, Juliana Maria	54972i	✉	MP	0550aA1.3.3	Franz.: Sprachkompetenz im Unterricht	spezielle Hausarbeit	1 / 4		5		5,0		

When uploading this faulty Excel file to an existing grade entry, the following information, warnings, or error messages may appear:

- "Vermerk nur bei bindendem Termin möglich": "Remark only allowed for mandatory exam dates": The selected remark does not match the exam type (Excel row 6)
- "Eingabefehler, bitte korrigieren Sie die rot markierten Noten": "Input error, please correct the grades marked in red":
Example: Grade "BE" used with a GESA scale, or grade 2.0 combined with the remark "not submitted" (Excel rows 3 and 5)
- "Folgende Matrikelnummern mit Prüf-Nr. existieren nicht oder es kann nicht bearbeitet werden. Matrnr: 666666 Prüf-Nr: 2222bA1.3.3":
"The following matriculation numbers with exam ID do not exist or cannot be processed. Student No: 666666 Exam ID: 2222bA1.3.3": The student number is incorrect and could not be assigned to a student during upload (Excel row 2).



Meldungen

- ⚠ Vermerk nur bei bindendem Termin möglich
- ⚠ Eingabefehler, bitte korrigieren Sie die rot markierten Noten
- ⚠ Matrnr: 666666 Prüf-Nr: 2222bA1.3.3
- ⚠ Folgende Matrikelnummern mit Prüf-Nr. existieren nicht oder es kann nicht bearbeitet werden. Matrnr: 666666 Prüf-Nr: 0550bA1.3.3
- ⚠ Student*in: 666666 -> alte Note =3,0, neue Note =BE

Schließen

Pos	Status	Mat-Nr.	Name Student(in)	LV-Nr.	Mail	Typ	Prüf-Nr.	Bezeichnung	Prüfungsform	Versuch	Letzter Versuch?	LP	Prüf-Datum	Note	Vermerk	Thema
1	▲	666666	Schneider, Juliana Maria	54972i	✉	MP	0550bA1.3.3	Franz.: Sprachkompetenz im Unterricht	spezielle Hausarbeit	1 / 4		5		3,0		
2	▲	666667	Schneider, Juliana Maria	54972i	✉	MP	0550bA1.3.3	Franz.: Sprachkompetenz im Unterricht	spezielle Hausarbeit	1 / 4		5		BE		
3	▲	666660	Lehmann, Marlene	54972i	✉	MP	0550bA1.3.3	Franz.: Sprachkompetenz im Unterricht	spezielle Hausarbeit	1 / 4		5		3,0		
4	▲	666666	Schneider, Juliana Maria	54972i	✉	MP	0550aA1.3.3	Franz.: Sprachkompetenz im Unterricht	spezielle Hausarbeit	1 / 4		5		2,0	nicht abgegeben	
5	▲	666664	Schneider, Juliana Maria	54972i	✉	MP	0550aA1.3.3	Franz.: Sprachkompetenz im Unterricht	spezielle Hausarbeit	1 / 4		5		5,0	nicht erschienen	

Übersicht | Teilnahmeerfas... | Prüfungszuord... | Sichern | Freigeben

After a Successful Grade Upload:

Please note that grades uploaded via the Excel import are **not automatically saved** or **automatically finalized**.

Just with manual editing, you must **save** and/or **finalize** the exam results using the corresponding buttons.

Only after finalization will the results become visible to students and processed for module completion.