Are you new to FAU?
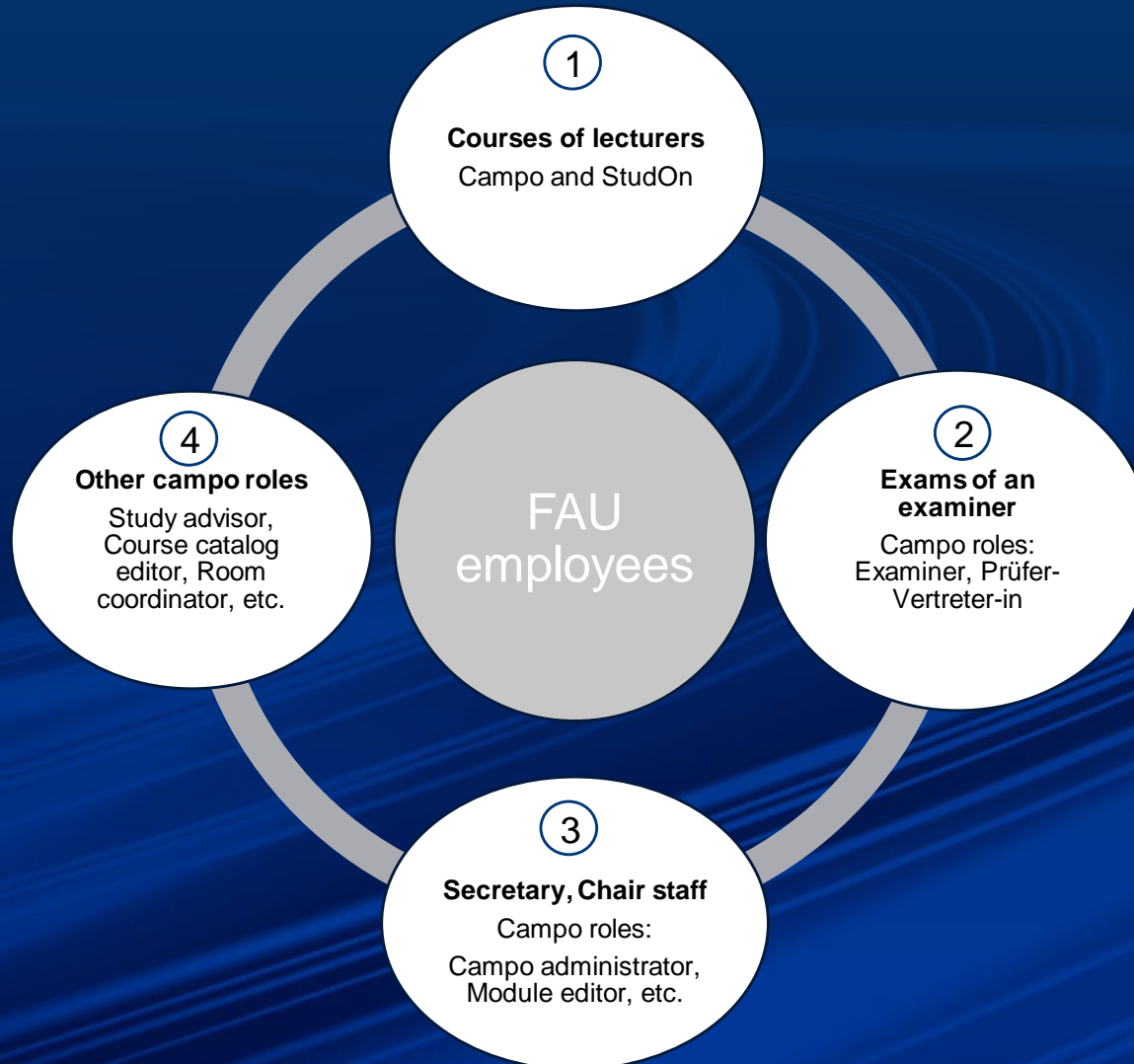# Are you looking for information about the Campo/Studon/IdM online platforms?

This guide takes you by the hand...

System overview

01 campo: https://www.campo.fau.de/

- Lecturers and examiners manage the organizational data of courses and examinations in campo.

- Students register for exams in campo.

- Here you can find out which campo roles are available, what they can do and how to get them.

02 StudOn: https://www.studon.fau.de/

- Lecturers manage the admission process, the registration periods and the participants of their courses in StudOn.

- Students register for courses in StudOn.

- StudOn and campo are synchronized so that course data can be accessed from both systems.

03 IdM: https://www.idm.fau.de/

- The roles required for campo and StudOn are assigned in IdM.

- IdM ID and password are used to log in to campo and StudOn.

1. Courses
Campo & StudOn

01 New courses are created in campo, automatically synchronized with StudOn and created there as courses. For this you need the campo role 'lecturer' or 'campo administrator': Guide on course management in campo

02 To create new courses in StudOn, follow these instructions:

- StudOn -> Support -> StudOn-News -> „Schritt für Schritt: Einrichtung von StudOn-Kursen mit campo-Bezug" (December 2022)

03 Sometimes the synchronization of course participants from StudOn to campo does not work correctly, to fix this follow these instructions:

- StudOn -> Support -> StudOn-News -> „Teilnehmerliste in campo aktualisieren" (November 2022)

04 How you can divide a campo course with parallel groups into individual StudOn courses can be found in these instructions:

- StudOn -> Support -> StudOn-News -> „campo-Kurs mit Parallelgruppen in einzelne Kurse aufteilen" (October 2022)

05 Further instructions, videos and frequently asked questions about course organization in campo can be found under this link.

2. Exams
Campo

01 Semester-independent examination numbers are assigned as part of the mapping of examination regulations in <u>department L2</u> and assigned to modules and courses.

02 You need the role of '<u>campo administrator</u>', '<u>examiner</u>' or '<u>examinations administrator</u>' in order to be able to create and edit semester-dependent examination dates in campo.

- Wie Sie die Rollen bekommen, finden Sie <u>hier</u>.

- Instructions for creating and organizing semester-dependent exams can be found <u>here</u>.

- Instructions for entering grades can be found <u>here</u>. To do this, you need the role of examiner or examinations administrator.

03 You can find more instructions, videos and frequently asked questions about <u>organizing exams</u> and <u>entering grades</u> in campo under the given links.

3. Chair staff, secretary

Campo

01 Each chair/organizational unit should have a person with the role of 'campo administrator'. Persons with this role can edit both courses and exams. Typically, a chair secretary should be given this role.

02 A module comprises one or more courses and examinations. Modules are in turn assigned to accounts. A study degree program consists of accounts.

- Persons with the roles of 'campo administrator' or 'lecturer' can assign courses to modules.

- The allocation of examinations to modules is carried out by the department L2

- Persons with the role of 'degree program coordinator' are responsible for determining who is responsible for the module and reporting newly required modules to the department L2

- Persons with the roles of 'module editor' or 'module coordinator' are responsible for the textual maintenance of the module descriptions and the release of their modules.

- More information on module management can be found here.

4. Other campo roles

Campo

01 Room requests can be made with the roles of '<u>campo administrator</u>', '<u>lecturer</u>', '<u>examiner</u>', '<u>examinations administrator</u>' or '<u>room booking coordinator</u>'. Persons with the role of '<u>room coordinator</u>' then process these room requests. You can find more information about room management <u>here</u>.

02 There is a role of the same name for <u>study advisors</u>, which gives you access to the grade overviews of students of study degree programmes in order to advise them on their study planning. You can find more information about student counseling <u>here</u>.

03 In order to be able to insert and edit intermediate levels in the course catalogue, there is the role of '<u>course catalog editor</u>'. Further information on the course catalog can be found <u>here</u>.

04 An overview of all campo roles, what they can do and how to get them can be found <u>here</u>.

Contacts in case of problems

01 StudOn-Support for problems with the administration of courses

02 Examination Office for problems with examinations: Department L6 Examinations office

03 Campo support for inquiries about the mapping of examination regulations and technical problems: support-exa@fau.de

04 IdM-Support in case of problems with IdM.