

# Entering grades into campo

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In this guide, examiners or examination administrators (which we will now refer to collectively as examiners) will learn how to view grade lists, enter and edit grades, import and export data and send emails to examination candidates.

Beforehand you will need to set up the examination in the required semester and ensure that you are assigned as the examiner for the examination. If you have not already done so, you will need to add the examination in campo. If you are unsure how to do this, please refer to the guide "[Managing examinations](#)".

## Grade entry

To enter grades, expand the menu and select "Grading" under "Achievements".



You can now select the active semester from the menu. Click the semester (1) to access examinations for this semester. Click the examination title (2) to access the required examination. You can also access an examination by clicking on the edit icon (3).

You are here: [Home](#) > [Achievements](#) > [Grading](#)

### Grading - Select exam/course

Your exams/courses

Earliest year:

Latest year:

Examination	Date/Examination	Grading status	Registrations	Actions
▶ Summer semester 2023 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">4</span>				
▶ Summer semester 2023, Date 1				
▶ Winter semester 2023				
▶ Winter semester 2023, Date 1				
▶ Summer semester 2024				
▶ Summer semester 2024, Date 1				
▶ Winter semester 2024				
▼ Winter semester 2024, Date 1 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>				
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span> • 31801 - Examination (Klausur) on system programming (Examination) <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span>	Examination (Klausur) on system programming   1. parallellgroup   19.02.25   Prüfer/-in: Kleinöder, Jürgen		179 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">3</span>	<input type="button" value="✎"/> <input type="button" value="🔍"/>
• 31811 - Examination on foundations of system programming (Examination)	Examination on foundations of system programming   1. parallellgroup   19.02.25   Prüfer/-in: Kleinöder, Jürgen		3	<input type="button" value="✎"/> <input type="button" value="🔍"/>

Note: You can find your examinations among the entries with an examination period (e.g. "Date 1"). All your other courses are listed in the entries that only contain the semester. At FAU, the list of examination participants and grade entry is only displayed in the examinations.

Alternatively, you can also navigate to the grade entry screen via the following path: From the main

menu click “Course organization” and then “My exams/events”:



This menu item takes you to an overview of all examinations assigned to you in the active semester. You can choose the active semester from the dropdown menu (1). To access the grade entry screen you can click on the list and pencil icon “Edit grades” (2).

My exams/events

Examinations | Achievements per student | Written exams

Choose term: Semester: Wintersemester 2022/23 (1)

Sort and filter option: Sort sequence: Titel (Aa-Zz) | Filter: [ ]

Exam details	EP	Type of examination	Date	Room	Attendee statistics	Pub. status	Actions
Accompanying Seminar with Master's Thesis Presentation 1997					RT   ZU   BEW		[ ] [ ]
Begleitseminar mit Referat zur Masterarbeit Philippsen, Michael (Prüfer/-in)	1	Presentation			0   2   0		[ ] [ ] (2)
Ausgewählte Kapitel aus dem Übersetzerbau 381033					RT   ZU   BEW		[ ] [ ]
Ausgewählte Kapitel aus dem Übersetzerbau Philippsen, Michael (Prüfer/-in)	1	Oral			0   8   0		[ ] [ ]

## Grade list overview

When you open a grade list for editing, you will be shown the following overview:

You are here: Home > Achievements > Grading

Grading

Save | Discard changes | Back to result list | Show grading statistics

Number: 31801 | Examination: Systemprogrammierung | Term: Winter semester 2024 | Part of date: 1 | Number of Attendees: 179 | Grading type: 1 (6)

Basic data

Date/Examiner: Examination (Klausur) on system programming | 1. parallelgroup | 19.02.25 | Prüfer/-in: Michael Philippsen (1) (2)

Candidates and grades (Help)

Batch edit

Registration number (3)	Name	Degree program	Withdrawal	Grade (4)	ECTS credits	Annotation	Status	Grade release date	Date of exam (5)	Exceptions	Actions	Messages
31801-001	Michael Philippsen	B.Sc. Informatik (PO 20222)	No	[ ]	0		Admitted		02/19/ (5)	No	[ ]	[ ]
31801-002	Michael Philippsen	B.Sc. Informatik (PO 20222)	No	[ ]	0		Admitted		02/19/ (5)	No	[ ]	[ ]
31801-003	Michael Philippsen	B.Sc. Informatik (PO 20222)	No	[ ]	0		Admitted		02/19/ (5)	No	[ ]	[ ]
31801-004	Michael Philippsen	B.Sc. Informatik (PO 20222)	No	[ ]	0		Admitted		02/19/ (5)	No	[ ]	[ ]

The list shows detailed information on the students registered for the examination. The list headings display examination details such as the examination title (1) and the date and time of the

examination (2), if this information is available. The name, degree program and student registration number (3) is shown for each candidate along with information on the student's academic performance. In particular, this area shows the withdrawal status, ECTS credits, examination format, remarks and examination status. The date of the achievement can be changed at "Examination date (achievement)" (5).

You can enter data into the "Grade" field (4) yourself, if this has not been done already by the Examinations Office. You can enter grade or point scores using the comma as a decimal separator such as grade 1,7 or 14,5 points. It is also possible to enter ungraded course achievements. To enter an ungraded course achievement, enter '+' if the student has passed and '-' if the student has failed. Grades ending with ,0 may be entered as single-digit values such as 2 or 5. The system completes the value after the decimal separator automatically. Please do not use the point as a decimal separator (e.g. 2.3) or the three-digit entry form (e.g. 230) which was previously used in "mein campus" as this will generate an error. Please remember to save your entries by clicking the "Save" button above or below the list or your changes will not be saved when you leave the page.

Depending on the grading system, you can enter remarks here such as "VO" (absence without reason). You can view the types of remarks permitted in a grading system by clicking the magnifying glass icon (6). To reset the examination candidate's status as admitted to the examination, enter "ZU". This is important to ensure that entering the examination grade does not overwrite a remark that has been previously entered. For example, if an achievement had previously been graded as 5,0 VO and you simply entered the grade 2,7, the achievement would be recorded as 2,7 VO. You must reset the candidate's status to ZU to remove the previous remark before entering the grade. You can also view which increments are permitted for grades (in 0,3 or 0,1 increments) by clicking on the magnifying glass.

By clicking on "Batch edit", you can edit several entries at once.

After clicking this button, you can select the options for batch editing (usually only possible via the "Grade" column) and the relevant students in the lines.

Buttons such as "Select all entries on this page", "Select all unassessed", and "Clear selected items" enable users to edit entries more quickly.

Candidates and grades										
<input type="button" value="Batch edit"/> <input checked="" type="checkbox"/> Select all entries on this page <input checked="" type="checkbox"/> Select all unassessed <input type="button" value="Clear selected items"/>										
Registration number	Name	Degree program	Withdrawal	Grade	ECTS credits	Annotation	Status	Date of work	Exceptions	Actions
<input type="checkbox"/>		M.Sc. Mechatronik (PO 20212)	No	<input type="text"/>	0		Admitted	04/04/2024	No	<input type="button" value="Use"/>
<input type="checkbox"/>		M.Sc. Elektromobilität-ACES (PO 20222)	No	<input type="text"/>	0		Admitted	04/04/2024	No	
<input type="checkbox"/>		B.Sc. Elektrotechnik - Elektronik und Informationstechnik (PO 20192)	No	<input type="text"/>	0		Admitted	04/04/2024	No	
<input type="checkbox"/>		B.Sc. Mechatronik (PO 2009)	Yes	<input type="text"/>	0	VM	Admitted	04/04/2024	No	

After making your selection, enter the value for all the selected students in the "Grade" field, for example "+" to mark ungraded examinations as passed. Click "Use" when you are finished.

Candidates and grades										
<input type="button" value="Batch edit"/> <input checked="" type="checkbox"/> Select all entries on this page <input checked="" type="checkbox"/> Select all unassessed <input type="button" value="Clear selected items"/>										
Registration number	Name	Degree program	Withdrawal	Grade	ECTS credits	Annotation	Status	Date of work	Exceptions	Actions
<input checked="" type="checkbox"/>		M.Sc. Mechatronik (PO 20212)	No	<input checked="" type="checkbox"/> 1,3	0		Admitted	04/04/2024	No	<input type="button" value="Use"/>
<input checked="" type="checkbox"/>		M.Sc. Elektromobilität-ACES (PO 20222)	No	<input checked="" type="checkbox"/>	0		Admitted	04/04/2024	No	
<input checked="" type="checkbox"/>		B.Sc. Elektrotechnik - Elektronik und Informationstechnik (PO 20192)	No	<input checked="" type="checkbox"/>	0		Admitted	04/04/2024	No	
<input type="checkbox"/>		B.Sc. Mechatronik (PO 2009)	Yes	<input type="text"/>	0	VM	Admitted	04/04/2024	No	

This will enter the grade for all the selected students.

Candidates and grades

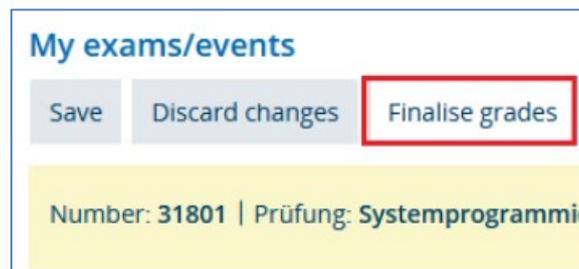
Batch edit  Select all entries on this page  Select all unassessed  Clear selected items

Registration number	Name	Degree program	Withdrawal	Grade	ECTS credits	Annotation	Status	Date of work	Exceptions	Actions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	M.Sc. Mechatronik (PO 20212)	No	<input type="text" value="1,3"/>	5,0		passed	04/04/2024	No	<a href="#">Use</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	M.Sc. Elektromobilität-ACES (PO 20222)	No	<input type="text" value="1,3"/>	5,0		passed	04/04/2024	No	<a href="#">Use</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	B.Sc. Elektrotechnik - Elektronik und Informationstechnik (PO 20192)	No	<input type="text" value="1,3"/>	5,0		passed	04/04/2024	No	<a href="#">Use</a>
<input type="checkbox"/>	217	B.Sc. Mechatronik (PO 2009)	Yes	<input type="text"/>	0	VM	Admitted	04/04/2024	No	<a href="#">Use</a>

Students can view the grades as soon as they have been entered and saved. Further changes can still be made (for example if a correction is required following the inspection of examination papers) until you finalize the examination.

## Finalizing an examination

After all grades have been entered and you are ready to finalize the examination, click "Finalize grades" above the grade list. To display this button, grades must be entered for all achievements within the examination. After finalizing the examination, you will only be able to view the grades which have been entered for the examination and you cannot make any further changes to these grades. If you need to change a grade after finalizing an examination, you will need to contact the Examinations Office. The grade approval workflow which was implemented in mein campus is no longer necessary.



## Add candidates

Examiners may register individual candidates if they have not already been registered for the examination. To do this, enter the candidate's student registration number under "Manual entry" in field (1) and click the update icon (2) to save the change. The candidate will now be added and displayed in the grade list. You may also enter the candidate's grade directly in the Grade field (3). Then click save.

Manual entry

Batch edit

Registration number	Name	Degree program	Grade	ECTS credits	Messages
<input type="text" value="1"/> <input type="button" value="2"/>			<input type="text" value="3"/>	0	
<input type="text"/>			<input type="text"/>	0	
<input type="text"/>			<input type="text"/>	0	
<input type="text"/>			<input type="text"/>	0	

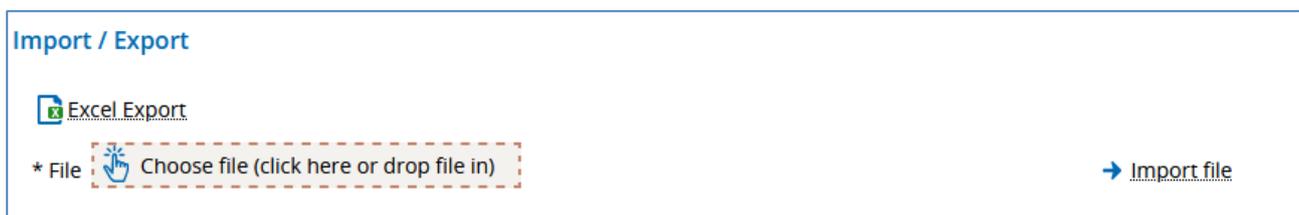
If a planning grid has been created for an examination, you can only register candidates on the planning grid level and not via the overall list of all planning grids.

Lecture/tutorial: Labour market institutions and organisations						ZU	RT	BEW		
30601	Lecture/tutorial: Labour market institutions and organisations Schnabel, Claus (Prüfer/-in)	1	Oral	08/04/2023 09:30-14:00	21102.04.435		0	0	9	Entry started
	Lecture/tutorial: Labour market institutions and organisations Schnabel, Claus (Prüfer/-in)	1	Oral	08/04/2023 09:30-09:45	21102.04.435	Main date	0	0	1	Entry started
	Lecture/tutorial: Labour market institutions and organisations Schnabel, Claus (Prüfer/-in)	1	Oral	08/04/2023 09:50-10:05	21102.04.435	Raster appointments	0	0	1	Entry started
	Lecture/tutorial: Labour market institutions and organisations Schnabel, Claus (Prüfer/-in)	1	Oral	08/04/2023 10:10-10:25	21102.04.435		0	0	1	Entry started

## Importing and Exporting Data (Excel)

Rather than entering individual grades through the web application, you can also import an Excel file containing grade data. If you choose to do this, it is important that you export the examination data from campo just before entering grades and use this file afterwards to import grade data into the same examination. It is also important that you do not change the structure of this file. To export a list from Campo for entering grades in Excel, click "Excel export" under "Import/Export" (1) Please save the file on your computer and enter the grades in the same format used for the web application. You only need to complete the student registration number and achievement fields, all others can remain blank.

After all achievements have been recorded, you can upload the completed list by clicking "Select" or by using drag and drop. The import process may take some time depending on the size of the list. A message will be displayed to confirm whether the data has been imported successfully. To confirm the imported entries, you will need to save your changes.



## PDF export

To open a list of examination candidates and various other documents in PDF format, navigate to "My courses and examinations". By clicking on "Participant list" , you can open a list of the students who have registered for the examination.

The list contains the name, student registration number and the examination status as standard. The columns of the table can be configured by clicking the "Edit table" button. Use "Show filter" to filter the examination status.

#	Email notification	name	Registration number	Examination status
1	<input checked="" type="checkbox"/>			 Fail
2	<input checked="" type="checkbox"/>			 passed
3	<input checked="" type="checkbox"/>			 passed
4	<input checked="" type="checkbox"/>			 Fail

Above the list, the "Choose order" button contains a dropdown menu that enables you to generate a series of PDF documents:

★ Choose order

Choose order ☰

-  Participants list [PDF] ★ 
-  Teilnahmeliste (Excel) [XLS] ★ 
-  Serial email participant list ★ 
-  First/second examiner record [PDF] ★ 
-  Protocol template (oral) [PDF] ★ 
-  Examination records [PDF] ★ 
-  Seat numbers (alphabetical) [PDF] ★ 
-  Seat numbers (numerical) [PDF] ★ 
-  Protocol template (JUP oral) [PDF] ★ 
-  Certificate medicine, dentistry, food chemistry and pharmacy [PDF] ★ 
-  Replacement certificate medicine, dentistry, food chemistry and pharmacy [PDF] ★ 

## Sending emails to examination candidates

In addition, you can use the same function to send emails to examination candidates. There are two options for sending emails. The first option "Send email to all candidates" opens a new form on the page, where you can enter the subject, content, reply address and add attachments to your message. You can use this feature to send an email from campo without having to use your e-mail client.

You can select which students the email will be sent to using the check boxes in the 'Send email' column (1). By default the email will be sent to all students but you can choose to add or remove individual candidates to the email by activating or deactivating the checkbox next to their details. To display the checkboxes, you must first activate this function via the "Edit table" function (2). Please note: Emails are only sent to the marked examination candidates displayed on the selected page (page 1 in this example). The number of candidates displayed can be changed by entering a number ( $\leq 300$ ) in field 3. A maximum of 300 emails can be sent at once.

The screenshot shows the 'Meine Veranstaltungen und Prüfungen' interface. At the top, there are buttons for 'Zurück' and 'Auftrag auswählen'. Below this, the title 'Teilnehmerliste 30501 - Algorithmen und Datenstrukturen (1. Parallelgruppe) - Wintersemester 2022' is displayed. On the right, there are options for 'Filter anzeigen' and 'Tabelle anpassen' (highlighted with a red box and labeled '2').

The main part of the interface is a table with the following columns: 'Checkbox für Mail-Versand' (highlighted with a red box and labeled '1'), 'Name', 'Matrikelnummer', 'E-Mail', 'Status', and 'Studiengänge'. The table contains 12 rows of candidate data, each with a checked checkbox in the first column. The 'E-Mail' column shows 'hisinone-intern@lists.fau.de' for all entries. The 'Status' column shows 'zugelassen' with a green checkmark. The 'Studiengänge' column lists various programs like 'B.Sc. Computational Engineering' and 'Lehramt Realschulen Informatik'.

At the bottom of the table, there is a pagination control with a search result count 'Suchergebnis: 115 Ergebnisse | Seite 1 von 12 | Zeilen pro Seite (Max:300)' and a dropdown menu set to '10' (highlighted with a red box and labeled '3').

You can also choose the option "Send email with email client" from the dropdown menu beneath the candidate list. Use this option to send an email from the email client installed on your computer. Clicking the option will display a draft email in your email client and the email addresses will be copied automatically into the BCC field of the email message. By clicking on "Configure local email client", you can define whether the email addresses are copied and separated by commas or semi-colons into the BCC address line. A maximum of 100 emails can be sent at once in this way.