



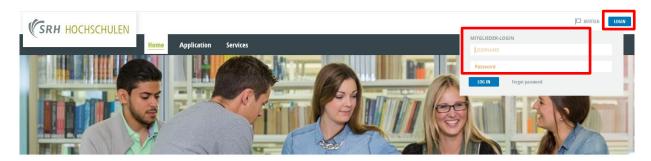
CampusNet Web Portal SRH Heidelberg

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Login

SRH University Heidelberg's Web portal is a resource providing all the important information regarding your courses as well as other services. After calling up the portal with the URL https://campus.hochschule-<u>heidelberg.de</u>, you can log in with your **Username** and **Password**.



Welcome to the study portal at SRH University Heidelberg

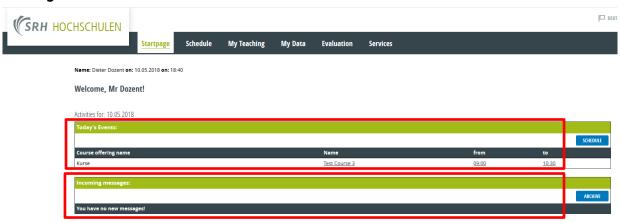


Following information are provided for our lecturers

- Class schedule
 Modules and Courses
 Lists of participants
 Insertion of grades

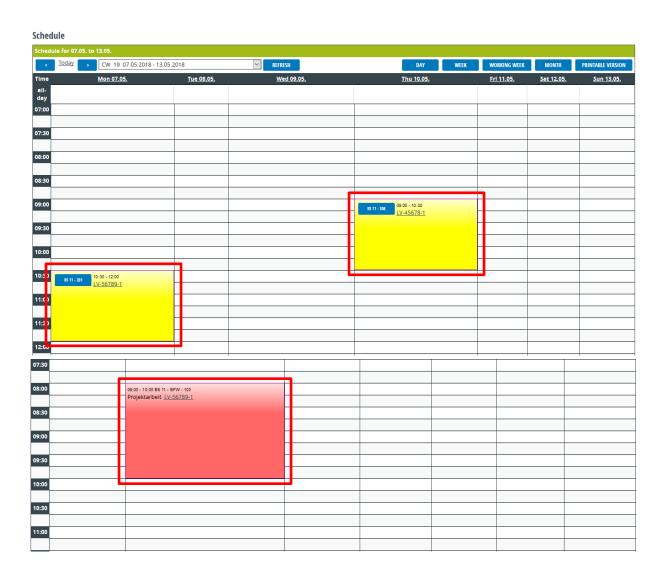
Homepage

Once you have successfully logged in, you will be directed to your homepage on the Web portal. This page displays an overview of your **lectures** for the day, your **exam dates** and any incoming **messages**.



Schedule

The Schedule tab shows your upcoming events for the current week. **Lectures** are highlighted in **yellow** while **exam dates** are highlighted in **red**. The room number for an event is always shown next to the time.



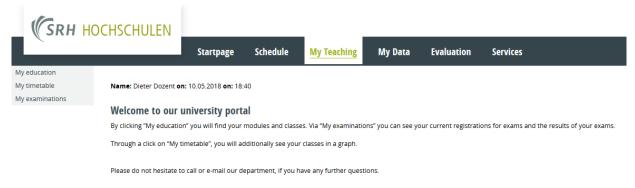
Configuring the schedule

You can use the **dropdown list** to view another week. You can also switch between a **daily**, **weekly** and **monthly** view of the calendar.



My teaching activities

The My Teaching activities tab contains the details of your teaching activities.



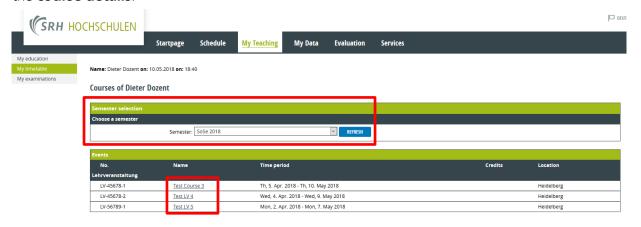
My Teaching

Under **My education** are listed all the modules to which you are assigned for the selected semester (the current semester is selected by default).



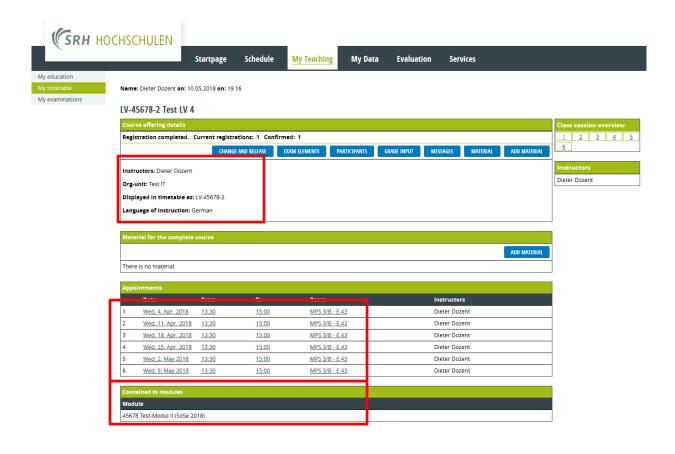
My timetable

My timetable shows all the courses to which you are assigned. Clicking on an event takes you to the **course details**.



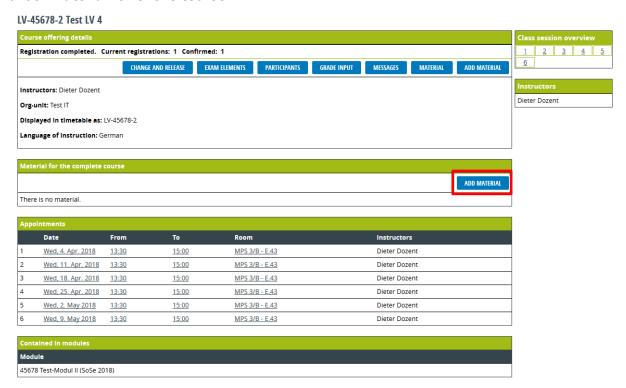
Course details

Course details provides an overview of all lecture dates, rooms, course contents, lecturers and course material.

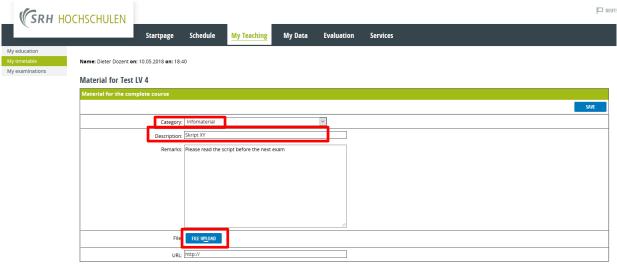


Upload course material (entire course)

If you wish to make course material available to your students, click on the **Add material** button under **Material for entire course**.

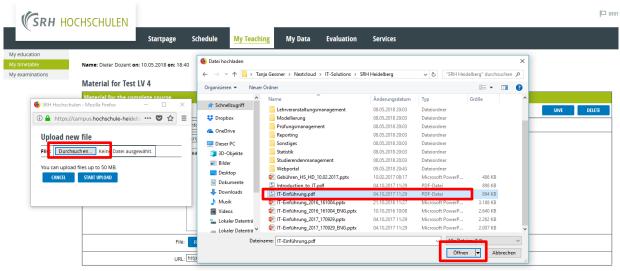


Then select a **category** and enter a brief description of the material in the **Description** field. You can add additional comments about the material in the **Notes** field. Finally, click on the **file Upload** button. *Note: this will open a new window in your browser. If you do not see the new window, minimize your current browser window.*



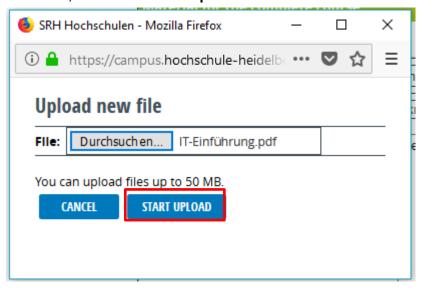
If the material is available on the Internet, you can alternatively enter the corresponding link here

Click on the **Browse** button. In the **Upload file dialog box**, please select a file on your computer and click **Open**. *Note: you can currently only upload PowerPoint, Excel, Word, PDF and JPEG files, up to a maximum size of 50 MB*.

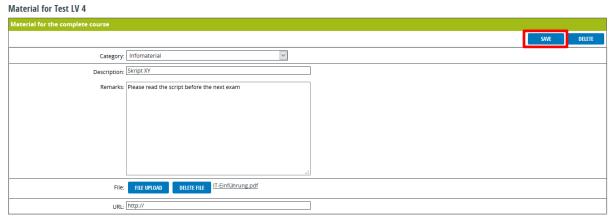


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To upload the selected file, click on the **Start upload** button.



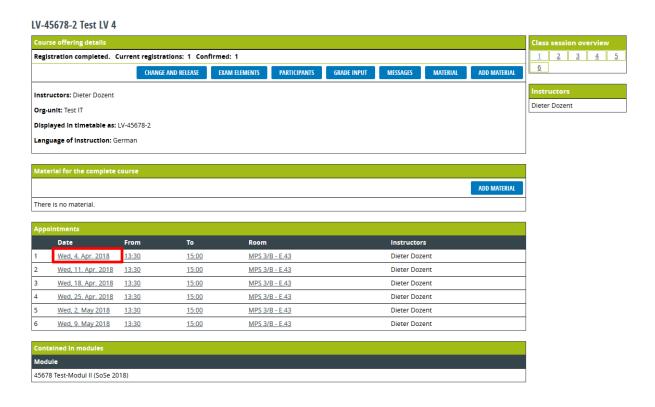
Once the file has been uploaded, complete the process by clicking on **Save**.

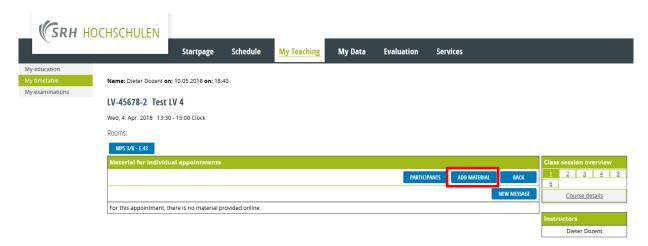


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Upload course material (single lecture)

If you want to upload material or information for individual lectures or events, click directly on one of the lectures listed under **Events**.



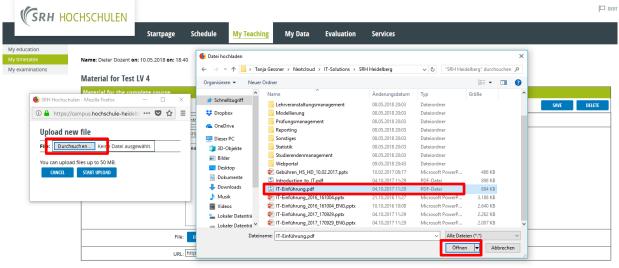


Select a **category** and write a brief description of the material in the **Description** field. You can add comments about the material in the **Notes** field. Click on the **Upload file** button. *Note: this will open a new window in your browser. If you do not see the new window, minimize your current browser window.*

Material for Test LV 4 Wed, 4. Apr. 2018 13:30 - 15:00 MPS 3/B - E. 43 Material for individual appointments SNYE Category: Informaterial Description: Skript XY Remarks: Please read the script before the next exam

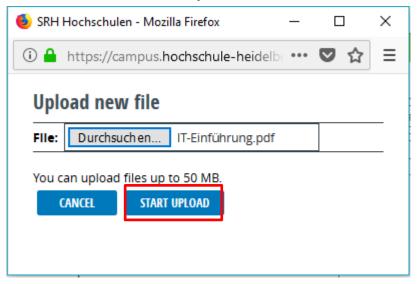
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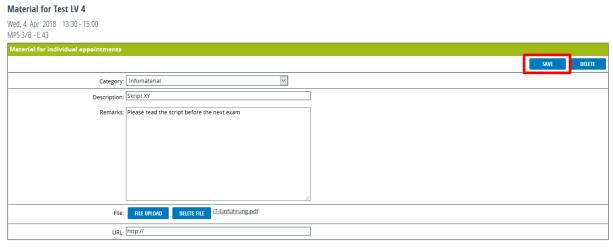


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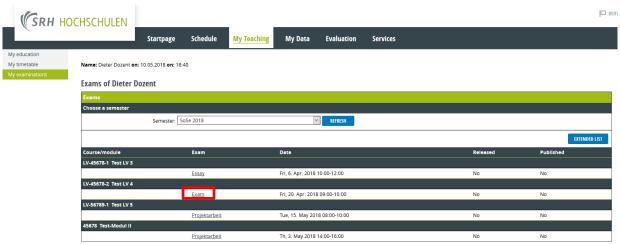
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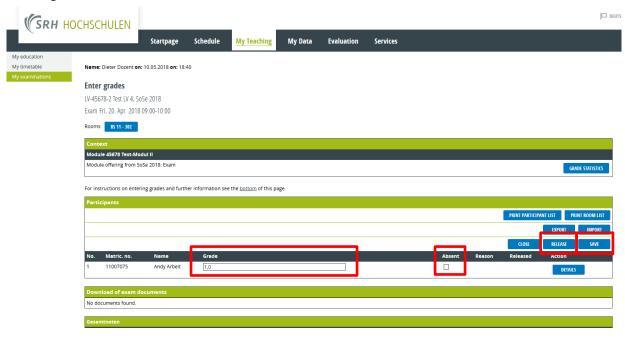
If the material is available on the Internet, you can alternatively enter the corresponding link here

My exams

My examinations shows all the exams to which you are assigned as examiner. The overview shows the dates of the exams and whether their results have already been approved for publishing and/or published (once the grades are finalized). Select the exam for which you want to enter the grades.



In the **Grades** field, enter each student's grade. If a student was not present for the exam, tick the Absent box. You can save your work at any time and continue later. Once you have entered all the grades, click on the **Release** button.



Click on the Release all button. Note: after approving for publishing you will no longer be able to change the grades.

Release grades LV-45678-2 Test LV 4, SoSe 2018 Exam Fri, 20. Apr. 2018 09:00-10:00 Module 45678 Test-Modul II Module offering from SoSe 2018: Exam For instructions on releasing grades see the <u>bottom</u> of this page Release date 10.05.2018 11007075 Andy Arbeit 1.0 Instructions on releasing grades: The grades for this exam can be released individually for each participant. To release the grades of selected participants select the check boxes in the column "Release" and click "Release marked entries". To release all entered grades click on "Release all".

Please note that you cannot edit grades once they have been released.