



UNIVERSITÄT  
LEIPZIG

AlmaWeb  
campus management system

Click-by-click guide for teachers

# AlmaWeb-Portal

State  
Editor

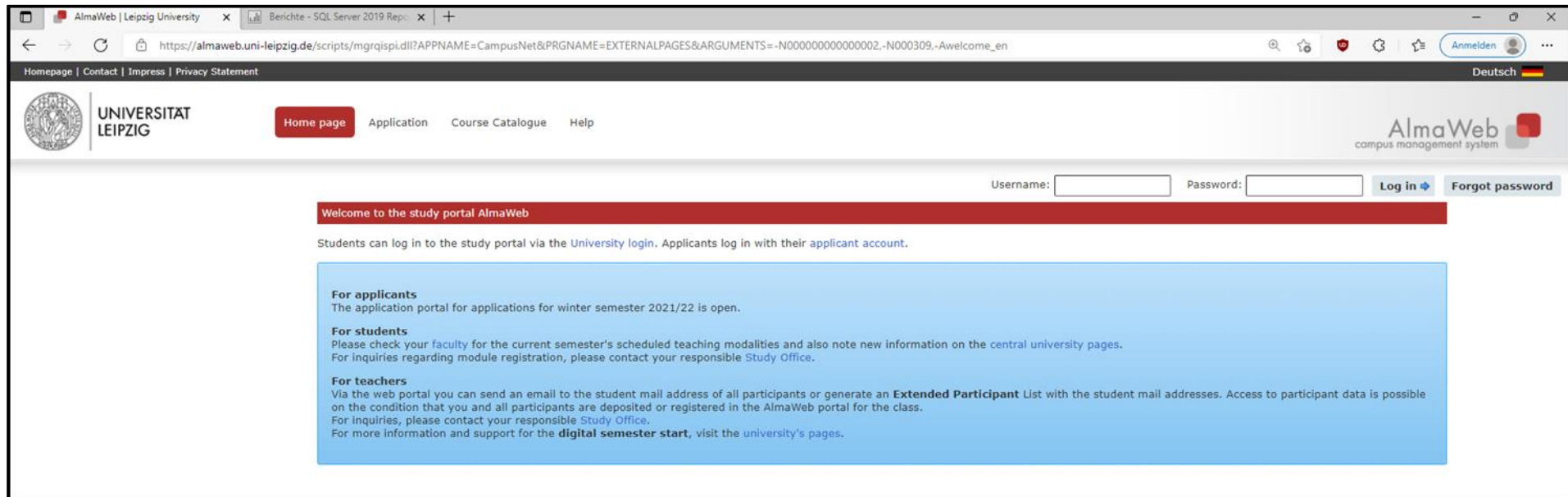
07.11.2023  
Sachgebiet Studienkoordination  
[studienkoordination@uni-leipzig.de](mailto:studienkoordination@uni-leipzig.de)

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## Login and Overview

Log in to <https://almaweb.uni-leipzig.de> with your AD login. (This corresponds to the login you use for your university email, the W-LAN or VPN).



The screenshot shows the AlmaWeb Leipzig University login page. The browser address bar displays the URL: [https://almaweb.uni-leipzig.de/scripts/mgrqjspl.dll?APPNAME=CampusNet&PRGNAME=EXTERNALPAGES&ARGUMENTS=-N000000000000002.-N000309.-Awelcome\\_en](https://almaweb.uni-leipzig.de/scripts/mgrqjspl.dll?APPNAME=CampusNet&PRGNAME=EXTERNALPAGES&ARGUMENTS=-N000000000000002.-N000309.-Awelcome_en). The page features the University of Leipzig logo and navigation links: Home page, Application, Course Catalogue, and Help. The AlmaWeb campus management system logo is also present. A login form includes fields for Username and Password, with Log in and Forgot password buttons. A red banner reads "Welcome to the study portal AlmaWeb". Below this, a blue box contains instructions for applicants, students, and teachers.

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 UNIVERSITÄT LEIPZIG [Home page](#) [Application](#) [Course Catalogue](#) [Help](#) AlmaWeb  
campus management system 

Username:  Password:  [Log in](#) [Forgot password](#)

**Welcome to the study portal AlmaWeb**

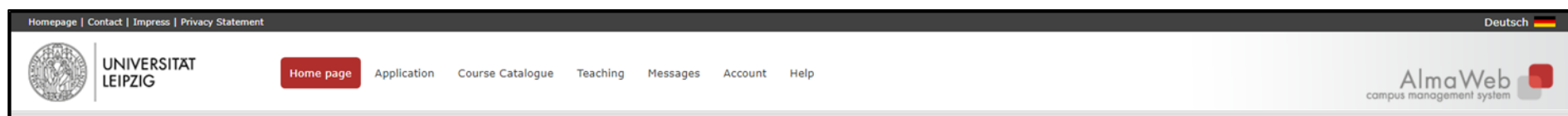
Students can log in to the study portal via the University login. Applicants log in with their applicant account.

**For applicants**  
The application portal for applications for winter semester 2021/22 is open.

**For students**  
Please check your faculty for the current semester's scheduled teaching modalities and also note new information on the central university pages.  
For inquiries regarding module registration, please contact your responsible Study Office.

**For teachers**  
Via the web portal you can send an email to the student mail address of all participants or generate an **Extended Participant** List with the student mail addresses. Access to participant data is possible on the condition that you and all participants are deposited or registered in the AlmaWeb portal for the class.  
For inquiries, please contact your responsible Study Office.  
For more information and support for the **digital semester start**, visit the university's pages.

The start page gives you an overview of your events today as well as system messages received. You can navigate via the menu bar at the top.



Explanation of the menu items for teachers:

**Course Catalogue:** Overview of the courses offered at Leipzig University; if the study office of your faculty uses this functionality, you can view and partially edit the modules and courses assigned to you here. Via "Search", you can search for courses in the selected semester. This option is also available without registration.

**Teaching:** Access various functions for your courses and examinations. Please note that you will only be shown the courses and examinations for which you are registered as a teacher and/or examiner. The [study office](#) of your faculty is responsible for this assignment.

**Messages:** Overview of your received and sent messages; you can filter them by outbox and inbox or display only the unread messages.

**Account:** You can view and partly edit your personal data. If changes need to be made to your personal data that you cannot implement yourself, please contact the Sachgebiet Studienkoordination ([studienkoordination@uni-leipzig.de](mailto:studienkoordination@uni-leipzig.de)).

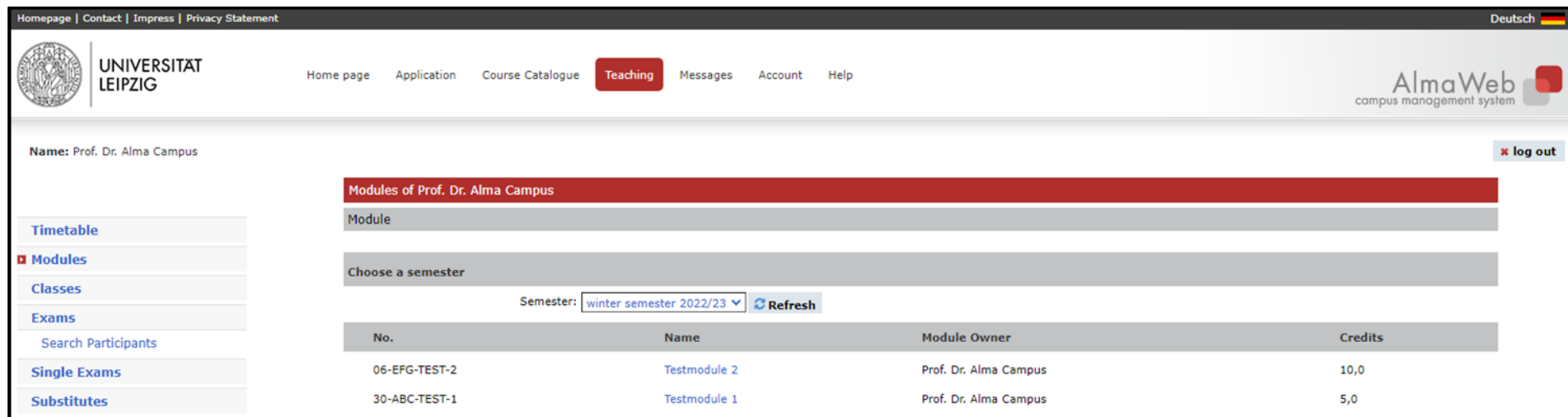
To make sure you don't miss a message, you should have your **AlmaWeb messages forwarded to your university email address**. To do this, first click on "Change contact information" in the left-hand column and then on "Change". Tick the function "Forward messages to uni-mail-account?" and save the change.

**Help:** Contact as well as guidelines for students and teachers. If you have any questions about working with the AlmaWeb-Portal and the processes in your faculty, please contact the [study office](#) of your faculty or the Sachgebiet Studienkoordination.

## Manage Modules and Classes

The **Timetable** shows you the events for which you are registered as a teacher. It is advisable to select the view "Week" or "Month". If you click on the specific event, you can view the details of the respective date and, for example, add material only for this date. You can also store material for an entire class ([see point 2.3](#)).

Under the menu items **Modules** and **Classes**, the modules for which you have been entered as a teacher by the study office in the semester planning are displayed for each semester.



The screenshot shows the AlmaWeb interface for Prof. Dr. Alma Campus. The user is logged in as Prof. Dr. Alma Campus. The main navigation menu includes Home page, Application, Course Catalogue, Teaching (highlighted), Messages, Account, and Help. The AlmaWeb logo is visible in the top right corner. The user's name is displayed as Prof. Dr. Alma Campus. The main content area shows the 'Modules of Prof. Dr. Alma Campus' section. A dropdown menu for 'Choose a semester' is set to 'winter semester 2022/23'. A 'Refresh' button is next to the dropdown. Below the dropdown is a table of modules.

No.	Name	Module Owner	Credits
06-EFG-TEST-2	Testmodule 2	Prof. Dr. Alma Campus	10,0
30-ABC-TEST-1	Testmodule 1	Prof. Dr. Alma Campus	5,0

If you click on a module or a class, the corresponding details are displayed.

## View Module Details

The settings and descriptions stored here are taken directly from the modelling in AlmaWeb and generally correspond to the official study documents. No editing options are available here.

If an examination is stored for the module and you are entered as the examiner in AlmaWeb, you can access it from here via the "Grade Input" button.

In the lower section, all courses belonging to the module are displayed in the "Classes" area. If you click on them, you will get to the respective class. In this overview, all classes belonging to the module are displayed, regardless of whether you are registered as a teacher. However, you only have editing rights for the classes assigned to you.

**30-ABC-TEST.VL01 Testveranstaltung**

Course offering details Class session overview

Registration completed. Current registrations: 146 Confirmed: 146

[Exam elements](#) [Participants](#) [Grade Input](#) [Messages](#) [Material](#) [Add material](#)  
[Change and release](#) [Course descriptions](#)

Instructors: Prof. Dr. Alma Campus

Event type: Lecture

Org-unit: 13-Chemistry and Mineralogy

Displayed in timetable as:

Subject:

Crediting for:

Hours per week: 4

Language of instruction: German

Min. | Max. participants: - | 999

Release text:

There are no appointments.

Instructors  
Prof. Dr. Alma Campus

## View and Edit Class Details

After selecting a class, you can, among other things, view the dates and the list of participants of your class, upload material or send a message to the participants.

Explanation of the buttons in the class details:

**Participants:** Display the list of participants (with the option "Extended list"). To export it, it is recommended to select the list of participants, copy it and paste it into a spreadsheet programme. The print option offered by the system only provides a pdf document.

**Grade Input:** Entering the assessments for an examination performance (if an examination is stored at the event) ([see point 3.1](#)).

**Messages:** Sending system messages to the participants/teachers of your class ([see point 2.4](#)).

**Material:** Overview of the material already provided.

**Add Material:** Upload material for the entire class ([see point 2.3](#)).

**Change and release:** In this way, stored class details (official course description, organisational issues, readings) can be published in the course catalogue and made accessible to students. This function is only available if the [study office](#), which is responsible for semester planning, has not yet centrally released the class.

**Course descriptions** *(is only available if it has not already been released by the semester planning department in the study office):* You have the possibility to store the official course description and organisational issues as well as readings for your courses, which will be displayed in the course catalogue for the students after approval (see above). Changes to the course descriptions after approval can be made via the study office.

In the lower section you will find an overview of the class dates and the possibility to go directly to an individual class date, e.g. to upload material there.

## Upload Material / Request Moodle Course

AlmaWeb offers the possibility to upload material for the entire class as well as for individual class dates. For the first case, select the item "Add material" at the class. To add material to an individual class, first select the corresponding class in the class details or via the timetable.

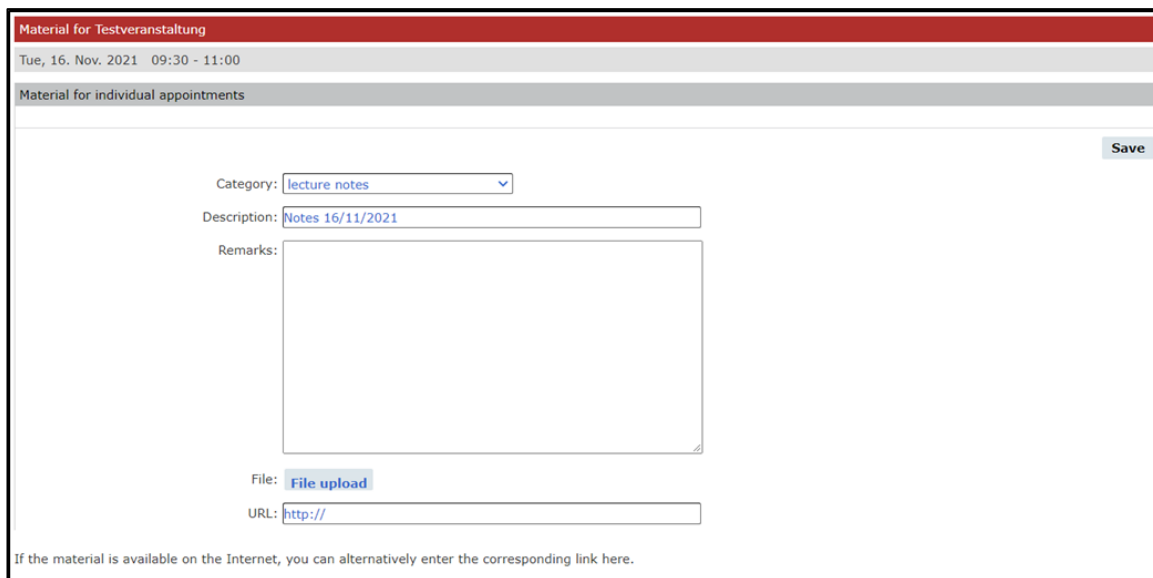
Select the category of the material in the drop-down list and add a description (title) and optionally a note in the remark field. You can select the material via the "File upload" button, the limit is a size of 50 MB.

After a successful upload, the window must be saved.

At this point, you also have the option of requesting a **Moodle course**. To do this, select "Moodle" as the category. In a nightly routine, the AlmaWeb-Moodle interface creates the Moodle course and writes its link back to AlmaWeb. A detailed guide on how to use the AlmaWeb-Moodle interface can be found in the help section of the AlmaWeb-Portal (<https://almaweb.uni-leipzig.de>) under "Guides".

For links to already existing Moodle courses, the material type "Moodle (ohne Schnittstelle)" can be used. To do this, add the link to the Moodle course in the "URL" field. The enrollment key can be stored in the "Remarks" field.

The information stored with the material types "Moodle" and "Moodle (without interface)" (the fields "Remarks" and "URL") about the Moodle course will be additionally imported into the module registration system TOOL (if TOOL is used by your faculty for module registration) and displayed to the students registered for the class. The Moodle information is transferred/updated every night from AlmaWeb to TOOL. Exception to this: If the "Moodle" or "Moodle (ohne Schnittstelle)" type material is deleted in AlmaWeb, the Moodle information remains in TOOL. So if the processes in your faculty stipulate that students are not yet registered in AlmaWeb at the beginning of the semester, but remain in TOOL for the time being, you can still use this functionality. If you have any questions about the processes, please contact the [study office](#) of your faculty.



The screenshot shows a web form titled "Material for Testveranstaltung" with a subtitle "Material for individual appointments". The form includes a date and time header: "Tue, 16. Nov. 2021 09:30 - 11:00". The main form area contains the following fields:

- Category:** A dropdown menu with "lecture notes" selected.
- Description:** A text input field containing "Notes 16/11/2021".
- Remarks:** A large text area for additional notes.
- File:** A button labeled "File upload".
- URL:** A text input field containing "http://".

A "Save" button is located in the top right corner of the form area. At the bottom of the form, there is a note: "If the material is available on the Internet, you can alternatively enter the corresponding link here."



## Sending Messages to Participants

You can send a system message to the participants of your class; this will also be automatically forwarded to the student mail account. To do this, first select the relevant class.

Click on "Messages" in the event details and then on "New message".

**Send to all participants:** Sending the message to all registered participants of the class.

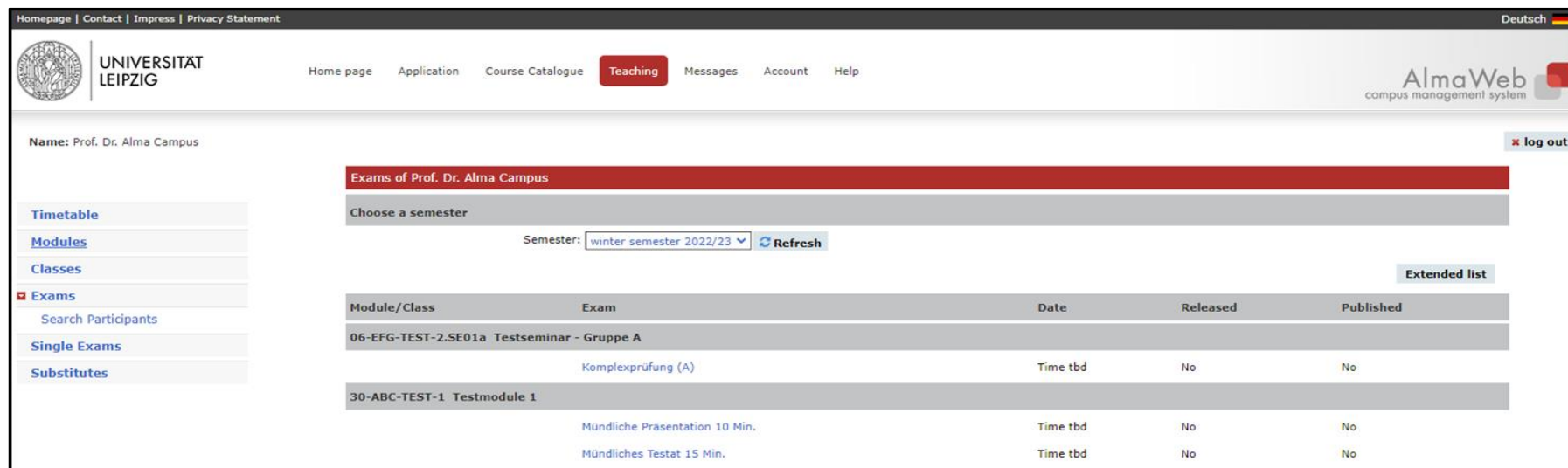
**Send to all instructors:** Sending the message to all deposited teachers of the class.

**Add/Delete participants:** An additional window opens with the option to select individual participants of the class or to remove them from the selection. A search option is also available. Click on the desired option [To+](#) [To-](#) [CC+](#) [CC-](#) and then close the window. The selection is automatically transferred to the "To:" field.

The screenshot shows a web interface for sending a new message. At the top, there is a red header bar with the text "New Message". Below the header, there are two buttons: "Close" and "Send". The "To:" field contains the text "30-ABC-TEST.VL01". Below the "To:" field, there is a "Delete all" button and two checkboxes: "Send to all participants" and "Send to all instructors". To the right of these checkboxes is an "Add/Delete participants" button. Below this, the "CC:" field is empty. Another "Delete all" button is present, followed by a checkbox labeled "Send copy to my account". The "Subject:" field is empty. The "Text:" field is a large, empty text area.

## Manage Exams

Under the menu item **Exams**, you can see the exams for which you have been registered as an examiner by the [study office](#). These can be module exams or class-related exams.



The screenshot shows the AlmaWeb interface for Prof. Dr. Alma Campus. The main content area is titled "Exams of Prof. Dr. Alma Campus" and includes a "Choose a semester" dropdown menu set to "winter semester 2022/23" with a "Refresh" button. Below this is a table of exams with the following data:

Module/Class	Exam	Date	Released	Published
06-EFG-TEST-2.SE01a	Testseminar - Gruppe A			
	Komplexprüfung (A)	Time tbd	No	No
30-ABC-TEST-1	Testmodule 1			
	Mündliche Präsentation 10 Min.	Time tbd	No	No
	Mündliches Testat 15 Min.	Time tbd	No	No

The examination management of your study office usually organises the examination administration in such a way that the examination list of a term contains both examination participants of the first attempt and repeaters. You can display the module reference incl. start semester and the assigned examination rounds (repeats) via the "Extended list" button.

Under the menu item "Single exams" you will generally see all exams for which you have been defined by the Office of Student Affairs as individual examiners for individual students. All functions, such as posting and publishing grades, are configured here in the same way as under the menu item "Exams".

You can access exams from previous semesters via the drop-down field under "Semester". Furthermore, under the menu item **Search Participants** you have the option of searching for participants in your examinations by their enrolment number or name. If the examination result has not yet been released (published), you will be shown all examinations for which the participant you are looking for is registered and for which you are entered as the examiner.

## Entering Grades

Once you have selected an exam, you will be taken to the assessment entry screen.

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UNIVERSITÄT LEIPZIG Home page Application Course Catalogue Teaching Messages Account Help AlmaWeb campus management system

**Name:** Prof. Dr. Alma Campus ✖ log out

**Filter list of participants, enter grades**

Detailed instructions for filtering and entering grades can be found [here](#).

**Enter grades**

30-ABC-TEST Testmodul, winter semester 2021/22

Klausur

Context

**Module 30-ABC-TEST Testmodul**

Module offering from winter semester 2021/22: Klausur

For instructions on entering grades and further information see the [bottom](#) of this page.

Participants

No.	Matric. no.	Name	Grade	Absent	Reason	Released	Action
1	1234567	Max Mustermann	<input type="text"/>	<input type="checkbox"/>			<input type="button" value="Details"/>
2	7654321	Maxi Musterfrau	<input type="text"/>	<input type="checkbox"/>			<input type="button" value="Details"/>

In the upper part, the details of the examination as well as the module or class reference are displayed, in the lower part, the examination participants are listed alphabetically sorted by last name. On the left side of the screen there is an input mask for importing grades.

Explanation of the functions in the grade input:

**Grade statistics:** Statistical overview of the grades already entered and saved for the respective exam

**Print participant list:** Print option for the examination list, if necessary for signing and handing in at the study office after the grades have been entered in full (depending on the process of the respective faculty).

**Export/Import:** Download a txt file of the examination candidates for further processing in tabular form and subsequent import with the entered grades (this comparatively time-consuming procedure is not recommended).

**Release:** Grades entered are displayed to students in the AlmaWeb-Portal ([see point 3.2](#))

**Save:** Please save your entries regularly, as there will be an automatic logout from the AlmaWeb-Portal after a 30-minute processing pause, which may result in the loss of data already entered.

**Details:** Depending on the type of examination, this button can be used to enter additional information on the respective candidate or to make documents available to the candidate as long as the assessment has not yet been released (published).

- For individual examinations with individual examination dates (e.g. oral examination), the examination date can be entered.
- For group examinations (e.g. written examinations), the examination date is usually entered by the examination management and is already stored at the time of grade entry.

The extent to which this additional information should be entered by the examiner during grade entry must be agreed with the examination management of the relevant [study office](#).

In the **Grade** field, you can enter the grades of the individual students. If a student is **absent**, please make sure to tick the box "Absent", otherwise no legally compliant examination administration is possible. The reason for a student's absence (e.g. sickness certificate) is recorded exclusively via the examination management of the study office.

Assessments that do not comply with the valid form are displayed in red when you try to save them.

You can save your entry at any time and continue it at a later date. Saved entries can also be changed later, as long as they have not yet been released.

If the grades are already available to you digitally in a tabular list of participants with matriculation numbers, a larger input field is available on the left-hand side of the screen for easier booking. Copy your list of participants including matriculation numbers and grades/absence into the input field. Only grades corresponding to the grading system of the exam can be filled in, e.g. "1.7" for the grading system "Durchschnittsnoten (eine Nachkommastelle)" or "be" for the grading system "Unbenotet". The grading system of the exam as well as the permitted values can be found below the list of participants. If an "Absent" needs to be imported, enter an "x" in place of the grade. Other columns can be copied as well and will not be taken into account during the transfer to the AlmaWeb-Portal. Click on "Filter/Add", the grades for the listed participants will then be entered in the list.

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UNIVERSITÄT LEIPZIG Home page Application Course Catalogue **Teaching** Messages Account Help AlmaWeb campus management system

Name: Prof. Dr. Alma Campus [log out](#)

**Filter list of participants, enter grades**

Detailed instructions for filtering and entering grades can be found [here](#).

1234567 2,0  
7654321 1,3

[Filter/Add](#)

**Enter grades**

30-ABC-TEST Testmodul, winter semester 2021/22

Klausur

Context

**Module 30-ABC-TEST Testmodul**

Module offering from winter semester 2021/22: Klausur [Grade statistics](#)

For instructions on entering grades and further information see the [bottom](#) of this page.

**Participants**

[Print participant list](#) [Print room list](#)  
[Export](#) [Import](#)  
[Close](#) [Release](#) [Save](#)

No.	Matric. no.	Name	Grade	Absent	Reason	Released	Action
1	1234567	Max Mustermann	<input type="text" value="2,0"/>	<input type="checkbox"/>			<a href="#">Details</a>
2	7654321	Maxi Musterfrau	<input type="text" value="1,3"/>	<input type="checkbox"/>			<a href="#">Details</a>

With the help of this mask, you can also filter large lists of participants so that only the participants for whom you want to enter grades are displayed. To do this, copy the column of the required matriculation numbers from your list of participants into the input field. Only these participants will then be displayed in the dialogue for entering grades and you can enter the grades in the AlmaWeb-Portal as usual.

## Release Grades

In AlmaWeb, a distinction is made between **entering** the grades and **releasing** the grades.

**Entered** (and saved) grades are stored in the system and can still be edited later by the teacher in the AlmaWeb-Portal. These are only visible to the teachers and the examination management of the study offices. Students cannot yet see the grades they have entered.

**Released** grades, on the other hand, automatically mean an announcement of the grades. With the release, the entered performances also become visible to the students. The grades entered here can no longer be changed by the teacher in the AlmaWeb-Portal. Only the examination management of the Office of Student Affairs can make changes or cancel the release.

To publish the assessments, i.e. make them visible to students, click on the "Release" field. All or only individual assessments can be released. To do so, click on the corresponding field or mark the respective checkboxes in the column "Release".

The default tick in the field "Send message" triggers a system message to the students concerned, who are thus informed about the grade release. If this is not desired, the tick can be removed.

Finally, click on the button "Release marked entries".

**Release grades**

30-ABC-TEST Testmodul, WiSe 2021/22

Klausur

Context

**Module 30-ABC-TEST Testmodul**

- Module offering from winter semester 2021/22: Klausur

For instructions on releasing grades see the [bottom](#) of this page.

Grade release

Close Release marked entries Release all

Release date

Time

Send message

No.	Matric. no.	Name	Grade	Release
1	1234567	Max Mustermann	2,0	<input type="checkbox"/>
2	7654321	Maxi Musterfrau	1,3	<input type="checkbox"/>

**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.

## Substitutions

If you are registered as a substitute for a teacher, you can view the classes and examinations via the link **Substitutes**. Depending on the authorisation you have set, you can edit the classes or exams. The editing functions are identical to those of your own classes/exams (see above).

Please note that the substitute function for classes and examinations remains until it is reset via "Back to editing own classes/examinations".

The [study office](#) of your faculty will inform you about the guidelines for setting up a deputy for editing classes/exams and the associated rights.