

CaMS for you!

Examination management in CaMS

Step-by-step instructions for students

Preliminary note

These instructions are aimed at **students of TH Köln** and describe the main functions of the examination management in our **campus management system (CaMS)**.

For example, you will find explanations on how to register for examinations, view your achievements or generate a transcript of records. Please keep in mind that programs or assessments from other programs (see point 6) that have not yet moved their examination management to CaMS are still managed in PSSO. This may affect registrations for examinations as well as transcripts of records, etc.

In this overview, you can check when each program is moving its examination management to CaMS*.

If you have any questions or problems, please contact your **Office of Student and Examination Services****.

Note on the page layout

Please note that the **page layout and descriptions may vary slightly depending on the faculty and program**.

Instructions for the mobile version on portable devices will be provided separately.

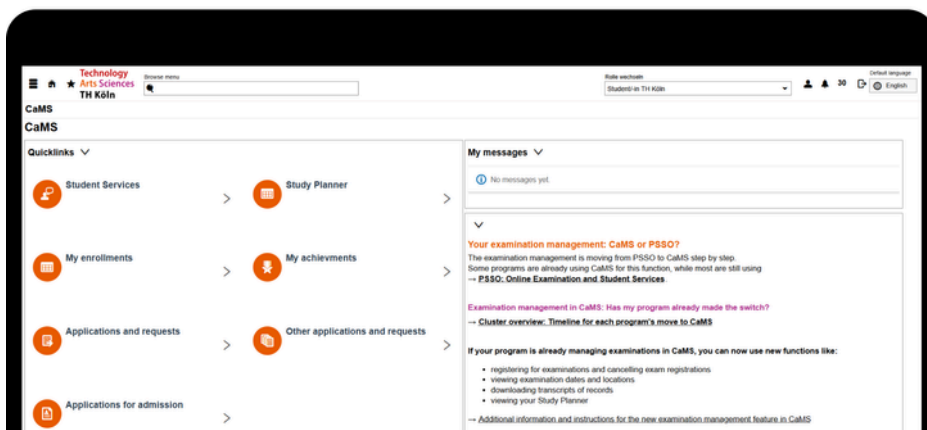
* www.th-koeln.de/camsready

** www.th-koeln.de/studium/studienbueros_359.php

Contents

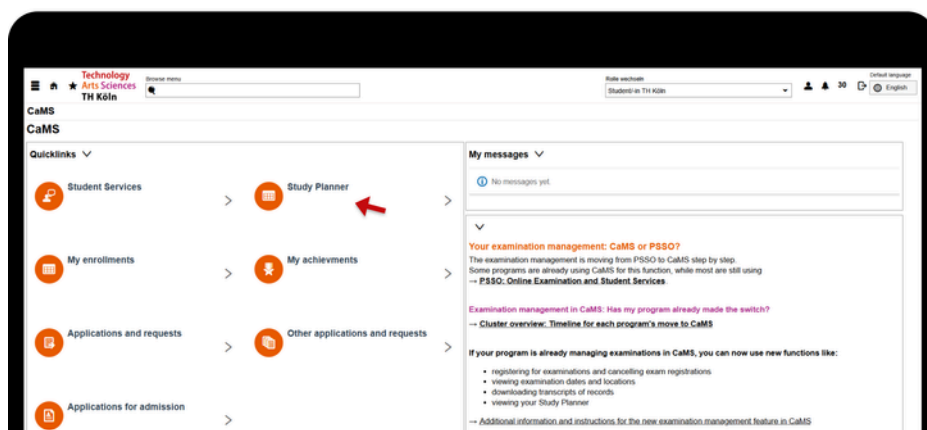
1. Login and home page	4
2. The Study Planner	4
○ Finding information about modules and examinations	5
○ Search	6
○ Registering for examinations	6
○ Cancelling or changing an exam registration	7
3. Viewing achievements / generating transcripts of records	8
4. Current exam registrations	9
5. Documents / confirmations / certificates	10
6. Exception: examinations from other programs	11

1. Login and home page




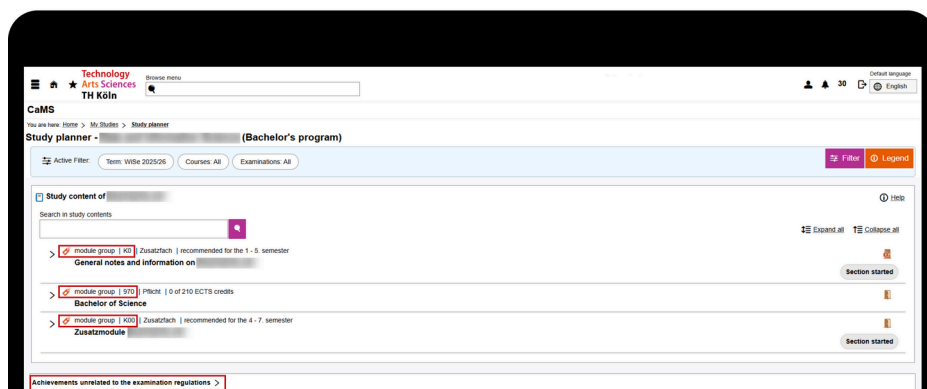
1. Log in to CaMS (<https://cams.th-koeln.de>) in the **Students** section using your **campusID** and **password**.
2. On the left side of your home page, you will find quicklinks that you can use to navigate directly to specific areas. On the right side, you can see notifications and information relevant to you.

2. The Study Planner




The *Study Planner* is the main resource within the system. Here, you can manage your semester schedules, keep track of your program content, assessments and examinations, register for examinations, etc.


On your home page, select **Study Planner** or use the menu:  → My studies → **Study Planner**.



You will be directed to an overview of your program content.

Select "**Collapse all**" to view the  **Module groups** on the highest level.

Please note: The structure, order and names of the module groups may vary depending on your faculty and program.

The following  Module groups are always displayed:

| K0 Here, you will find important information regarding your examination regulations as well as additional examination attempts and attempts to improve grades.

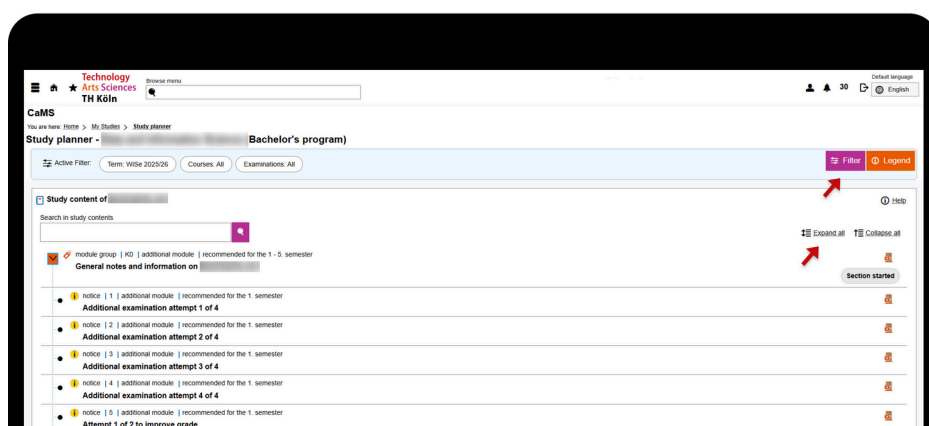
| 970 This is your main module group containing all required modules and required electives. When expanding **| 974** (ECTS credits), you will see all items of the selected semester and can directly register for examinations.

Optional: | **K00** This module group (if available) shows all additional modules. It lists modules that you have taken but which are not part of your examination regulations and are not achievements from a different program.

Achievements unrelated to the examination regulations (surplus modules)

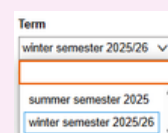
The so-called **surplus modules** are displayed automatically once achievements from a different program have been entered.

Finding information about modules and examinations

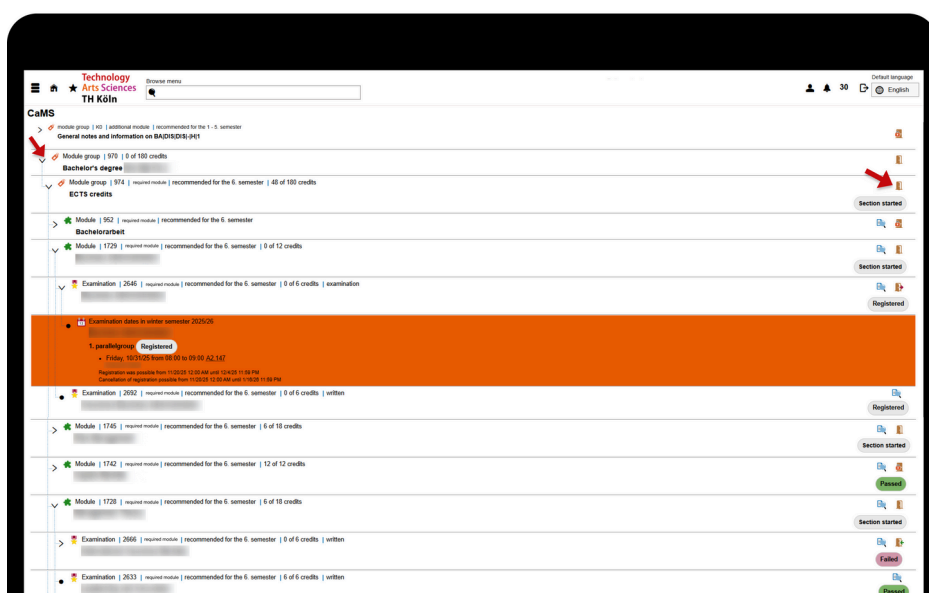


Note

Bei selecting **Filter** in the top-right corner, you can choose a semester to only display the modules and examinations from the selected semester.



Select **"Expand all"** to show all components of the selected semester.



When expanding | 974 (below | 970), all **modules** of your program are displayed. By expanding individual modules, you will see the related **examinations**.

This view provides various details:

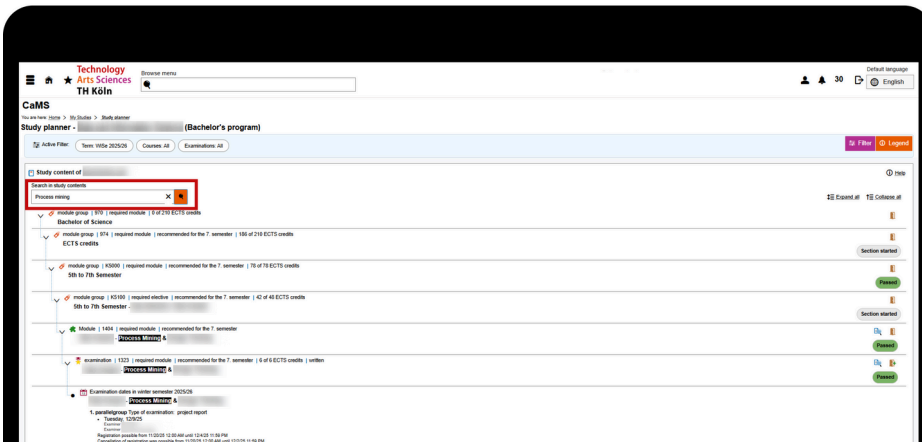
- **registration periods**
- **examination dates** (time and location)
- **examination status** (registered/admitted/passed/failed)
- **ECTS credits earned for each module**

If a module examination consists of several components and not all components have been passed yet, the status **"Section started"** will be displayed on the right. By selecting this button, you can view the current status of this module.

Note

By selecting the **Section started** symbol next to the module group | 974, you can view **"Events and exams open for registration"**. In this pop-up, you will see an overview of additional information regarding examinations that you have already registered for. You can also register for available exams, cancel registrations and change registrations in this list.

Search

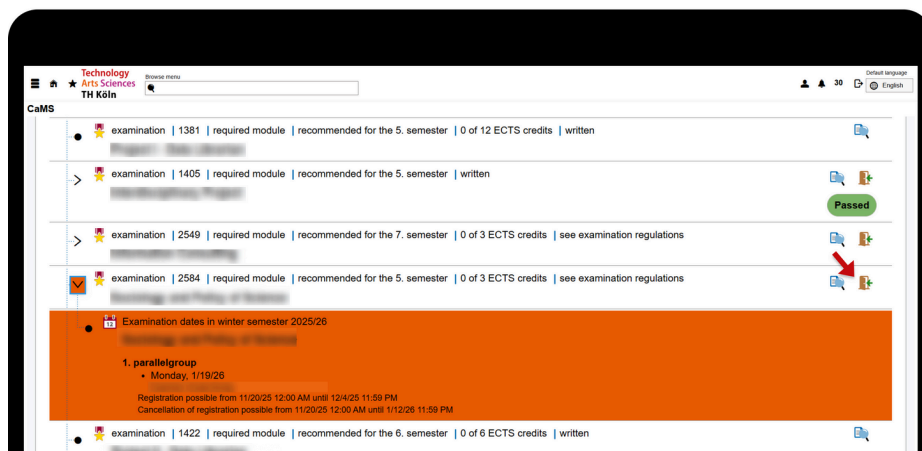


In the **Search bar** at the top, you can search for specific modules or examinations.

For example, you can enter the search term "Process mining" or the respective examination number to see a list of all relevant search results throughout **all module groups**.

This function is a **quick and easy way to find modules and examinations**. You can go directly to the detailed view or register for an examination with a few clicks.

Registering for examinations



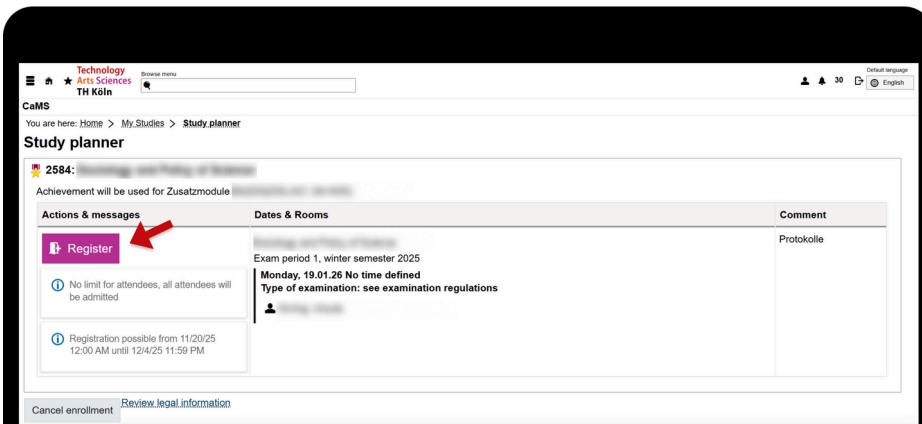
1. Go to the relevant examination via the **Study Planner**, for example by expanding the respective module and its examination. For a better overview, you can also use **the Filter function**: Select **Filter** at the top right of the page and select examinations "with planned dates" to see all examinations that you can register for. Additionally, you can "Expand all" to make sure all examinations are displayed.

Alternative: Use the Search bar in the **Study Planner** or select the door symbol next to the module group | 974 to "**show events and exams open for registration**".

2. In order to register for an examination, select the **Register** symbol next to the relevant examination (see screenshot).

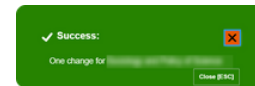
If you have found the examination via "show events and exams open for registration", please select

Register.

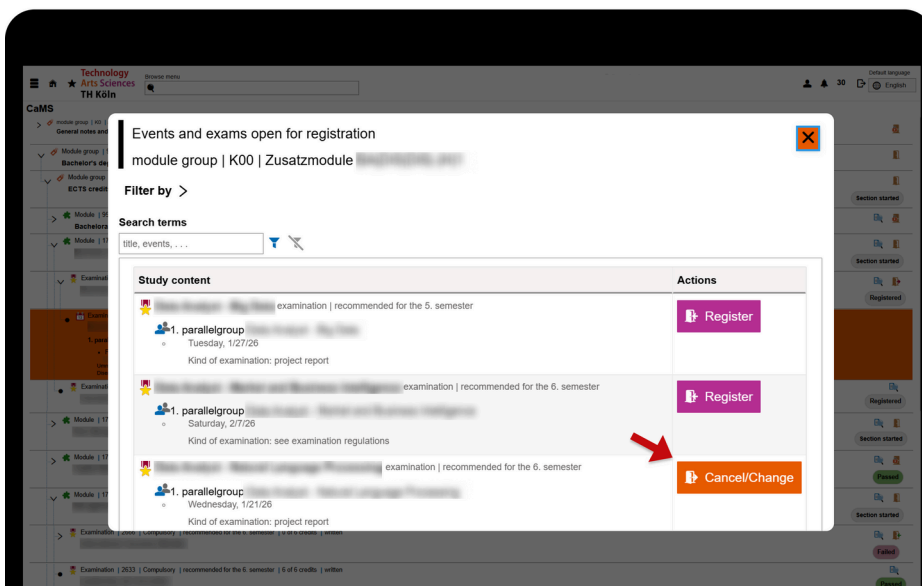


1. You will be directed to an overview listing all relevant information about the selected examination.
On this page, you need to select **Register** again to complete your registration.

2. Once your registration is successful, you will receive a **confirmation** and the status of the examination will change to **"admitted"**.



Cancelling or changing an exam registration

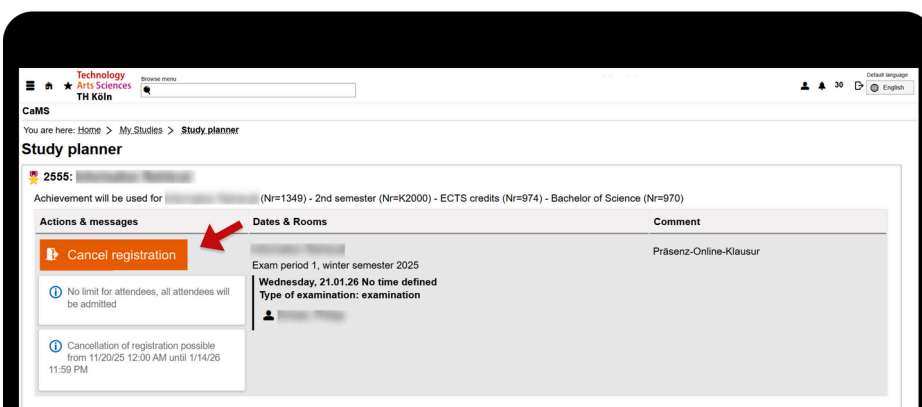


1. Go to the examination via the *Study Planner*, for example by expanding the respective module and its examination.

Alternative: Use the Search bar or select the door symbol next to the module group | 974 to "show events and exams open for registration".

2. To cancel or change an exam registration in the expanded module overview or in the search results, select the **Cancel/Change** symbol next to the relevant examination.

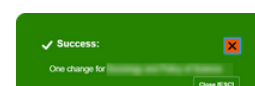
If you have found the examination via "show events and exams open for registration", please select **Cancel/Change** (see screenshot).



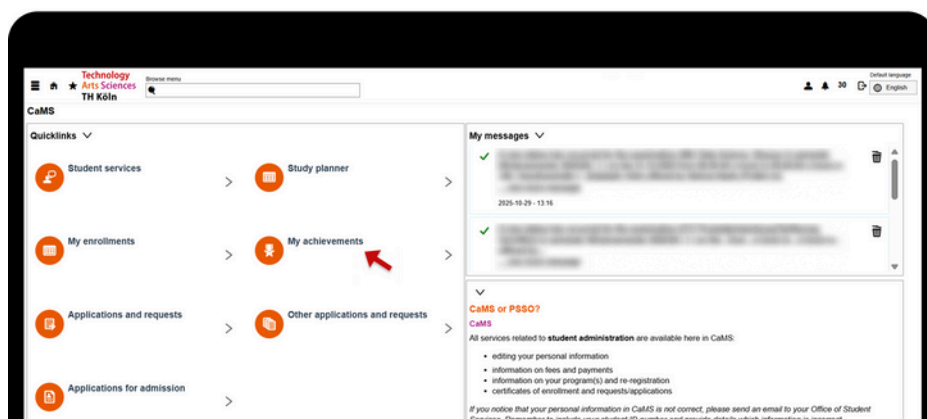
1. You will be directed to a new overview listing all relevant information regarding the selected examination.

Select **Cancel registration** to complete the cancellation or change.

2. Once your cancellation or change is successful, you will receive a confirmation and the status of the examination will change accordingly.



3. Viewing achievements / generating transcripts of records



Viewing achievements

To view your achievements, i.e. your assessments that have been graded to date (including your surplus modules), please follow these steps:

On your home page, select the quicklink **My achievements** or navigate there via the menu:

☰ → **My studies** → **My achievements**.

The screenshot shows the 'My achievements' page with a table of achievements. A red box highlights the 'Bachelor of Science' section, which includes the following data:

Title	Number	Attempt	Withdrawal	Grade	ECTS credits	Malus	Status	Free examination attempt	Annotation	Condition	Additional attribute	Grade release date	Actions
General notes and information on	K0	1			0.0	PV	-			No			
Bachelor of Science													
ECTS credits	974	1		2.3	186.0	0.0	PV	-		No			
Bachelor's thesis	952	1		2.5	12.0	0.0	BE	-		No			
1st semester	K1000	1			30.0	0.0	BE	-		No			
2nd semester	K2000	1			18.0	0.0	PV	-		No			
3rd semester	K3000	1			18.0	0.0	PV	-		No			
4th semester	K4000	1			30.0	0.0	BE	-		No			
5th to 7th Semester	K5000	1			78.0	0.0	BE	-		No			
Zusatzmodule	K00	1					PV	-		No			

Select individual modules below the ECTS credits in your program to find more information regarding individual examinations and assessments.

Alternatively, you can select **"Expand all"** to see all assessments (and the surplus modules) including the grades, ECTS credits, number of attempts and status.

The screenshot shows the 'My achievements' page with the 'Edit table' button highlighted with a red arrow. The table of achievements is visible below it.

Tip

Select **"Edit table"** to adjust the order of the columns displaying your achievements.

In the customization window, you can select which columns are displayed (**"choose columns"**) and in which order (**"Move columns"**).

The screenshot shows the 'Choose columns' dialog box with the following columns selected:

- ☒ Number
- ☒ Cancellation
- ☒ Grade
- ☒ ECTS credits
- ☒ Attempt
- ☒ Status
- ☐ Free trial
- ☐ Annotation
- ☐ Exception
- ☐ Additional attribute
- ☐ Grade release date
- ☐ Actions

After saving your settings, the table will be displayed in the newly customized layout.

Transcript of records

Below your achievements in the section titled **Reports**, you can generate different **transcripts of records** in PDF format.

Alternatively, you can access transcripts of records and other confirmations/certificates in the Student Services section:

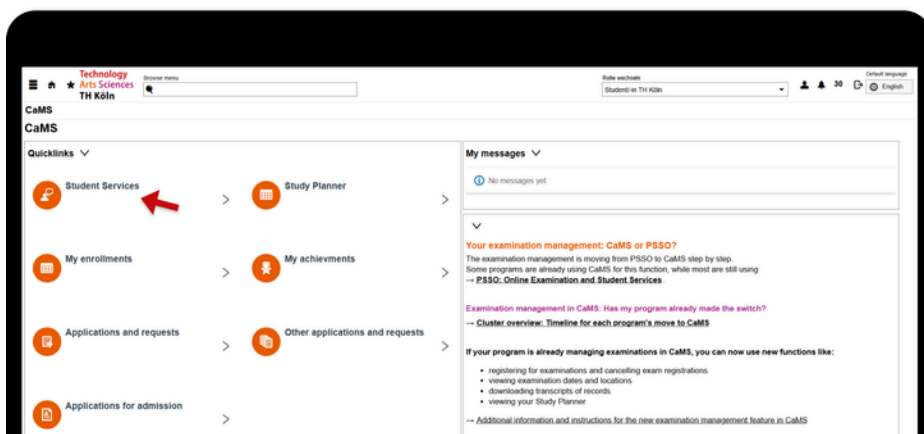
On your home page, select the quicklink **Student Services** and then go to the **"Certificates"** tab. Or go there via the menu: → My studies → Student Services and then to the **"Certificates"** tab.

4. Current exam registrations

To get an overview of your current exam registrations, please go to your home page and select the quicklink **My enrollments** or use the menu: → My studies → My enrollments.

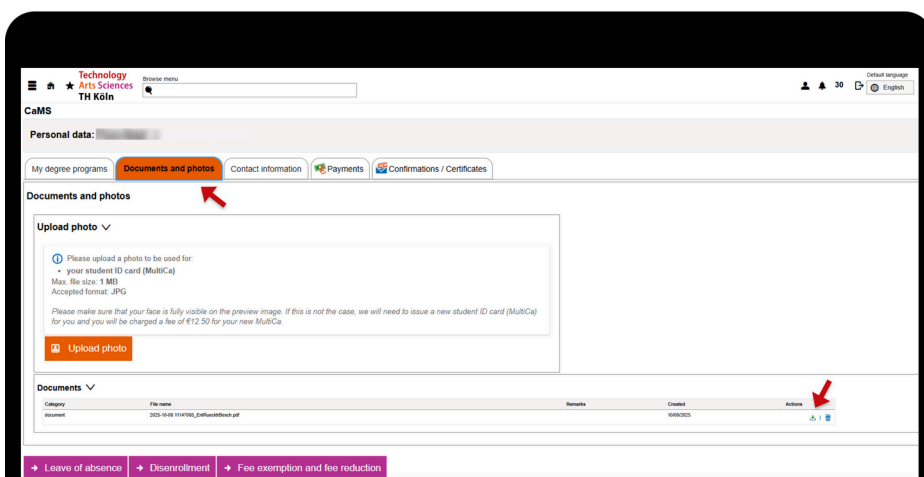
On this page, you can find information on examinations, i.e. date, time, room, type of examination, examiner and status. You can also view "More details" about individual examinations.

5. Documents / confirmations / certificates



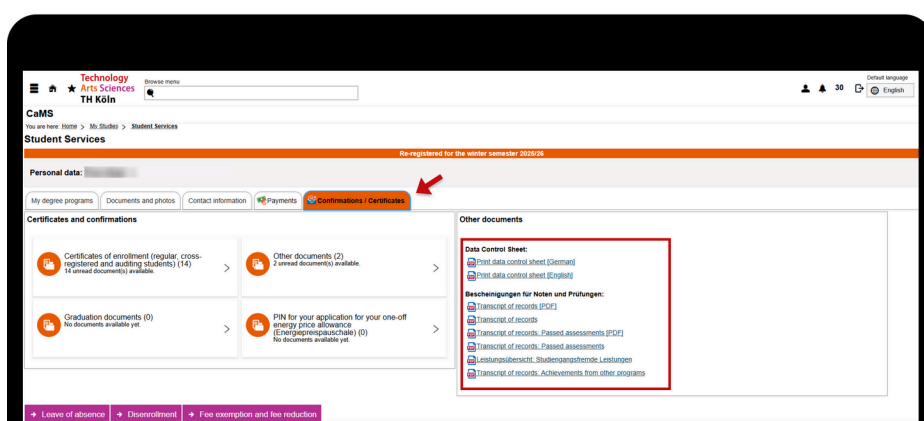
You can find various documents, confirmations and certificates in the *Student Services* section.

On your home page, select the quicklink **Student Services** or go there via the menu: ☰ → My studies → **Student Services**.



In the tab "**Documents and photos**", you will find all documents issued by the Office of Examination Services.

Here, you can download documents in PDF format, or delete them.



In the tab "**Confirmations / Certificates**", you can download transcripts of records.

You will also find additional confirmations and documents such as certificates of enrollment, graduation documents/provisional certificates of graduation etc.

6. Exception: examinations from other programs

In general, students can register for examinations from other programs by sending an email to the responsible Office of Examination Services.

Viewing these achievements differs depending on the [cluster*](#) the respective program belongs to:

Your program is in cluster 1 (examination management has already moved to CaMS)

- **Examinations from other programs in cluster 1:**

The results can be viewed in CaMS along with your other assessments – both under "surplus modules" and in the "Transcript of records: Achievements from other programs".

- **Examinations from other programs in clusters 2–5:**

The results can be viewed in PSSO. If required, you can also download transcripts of records under "Academic records".

Your program is in clusters 2–5 (examination management still in PSSO)

- **Examinations from other programs in cluster 1:**

The results can be viewed in CaMS – both under "surplus modules" and in the "Transcript of records: Achievements from other programs".

- **Examinations from other programs in clusters 2–5:**

All your examination results can be viewed in PSSO. If required, you can also download transcripts of records under "Academic records".

* www.th-koeln.de/camsready