How to add students to your e-course on the Kampus platform

If you have already prepared your course and provided the materials and if you want to admit students to it, go to the Administration panel on the right, choose Users / Enrolled users.

On the next page click on „USOS enrolments”.

In the right column you will see the names of the students who have been signed to your course in USOS.
If you click on „Synchronize”, the names in the right column will be moved to the left column which means they will be authorized to the course and the materials on the e-course will be available for them. If the registration is still in progress, it is good to check the right column a few times at the beginning of the course and synchronize students if necessary in order to let the new students in and remove those who changed their mind. You may use the „Synchronize” button many times.

ATTENTION: If there is no email address next to the name of a student (there is just an empty bracket „()”), you shouldn’t authorize them to your course, as it means that the email address of this person has not been provided in USOS. In each dean’s office there is someone who is in charge of USOS and students should ask them to add the email. Then a student should make sure that the missing data has been added.