

## How to fill in the request form

After logging into the Kampus platform <https://kampus.uw.edu.pl> choose „Teachers” in the menu, and then „The launch of e-courses” or click on the following direct link: <https://kampus.come.uw.edu.pl/local/comerequest/request.php>.



You will be redirected to the request form. In the menu choose the option “I wish to receive an empty virtual classroom for a new e-course”.

I wish to:

receive an empty virtual classroom for a new e-course  receive an empty virtual classroom for a new e-course  have my existing e-course copied

Copy its web address in your browser and paste it into the box below.  
Courses from the previous semesters can be found here: <https://kampus2016.come.uw.edu.pl>

Fill in the blanks in the request form with the data.

### ▼ Provide basic information about your new e-course:

Choose the category for your e-course:\*

Provide the full title of your e-course (preferably reflecting the USOS title):\*

Type the USOS code of your e-course (it will facilitate students authorisation):

Group number in USOS:

Choose the academic year in which you will run your -e-course:\*

Choose the semestre your e-course will cover:\*

If you are going to have the same class with other e-teachers, you can list them here (name, surname, email). If you have any other things to add, write them in the box provided. Then click on “Submit the request”.

If you are not the only teacher on your e-course, provide the names of the remaining teachers (name, surname, email address @uw.edu.pl). This will help us assign the proper roles to them.

Other teachers (name, surname, email): 

There are required fields in this form marked \*.

If you submit your request form correctly, you should see a pop-up with the following information: „Your course request has been saved successfully. You will be sent an email to inform you whether your request was approved”.



Your course request has been saved successfully. You will be sent an email to inform you whether your request was approved.