

The Language Centre has its own software to ease the registration process and data administration. We hope to be able to improve our services for you.

You will only need to register once. After that, you will always have access to the data regarding your registrations for our courses, the placement tests and the meetings for course times yet to be determined. In addition, you will be able to view your exam or placement test results and print certificates of attendance.

Please note that the following browsers are the most suitable ones for the new system: **Chrome, MS Edge, Safari, Firefox**. Using Microsoft Explorer may cause some faulty results. Its use is not recommended.

Below you will find some information about how to save or print your **Certificate of Attendance** at the end of a semester.

1. Grade List (Notenverwaltung)

On the starting page (1) you will see an overview of the courses you attended. The grades you achieved can be found under Notenverwaltung (= grade list) (2).

The screenshot shows the start page of the Bauhaus-Universität Weimar system. At the top left, there is a 'Start page' label with a red circle containing the number '1'. Below this is the university logo and a sidebar with 'Jump marks' (Quicklinks, Announcements, My current dates, Questionnaire) and 'Actions' (Add widgets, Restore default). The main content area is titled 'Quicklinks' and contains several sections: 'My courses' (Add a course / Create study group), 'Messages' (Mail inbox / Sent), 'Community' (Who is online? / My contacts / Study groups / High score list), 'My profile' (Settings), 'My planner' (Date calendar / Timetable), 'Search' (Course search / Resource search), 'Tools' (Announcements / Surveys and tests / Evaluations / References), 'Files', 'Help' (Quick access), and 'Notenverwaltung' (Meine Noten) with a red circle containing the number '2' next to it.

2. Certificate of Attendance

Select (1) *Courses - My courses*, (2) the *semester* and (3) the *course* you would like to download the certificate for.

Please make sure that you set the correct semester in the **semester filter (2)**.

The screenshot shows the STUD.IP interface with a top navigation bar containing icons for home, courses, messages (with a red notification bubble), users, profile, calendar, search, edit, and print. The 'Courses' tab is active, and a red circle with the number '1' highlights the 'Courses' icon. Below the navigation bar, there are tabs for 'My courses' and 'My institutes', with a red circle and '2' highlighting the 'My courses' tab. The main content area is titled 'My courses' and features a sidebar for 'Bauhaus-Universität Weimar' with options for 'Current courses' and 'Archived courses', a 'Semesterfilter' set to 'Current and last semester' (with a red circle and '2'), and an 'Actions' menu with options like 'Mark all as read', 'Change colour grouping', 'Add a course', and 'Create new study group'. The main area displays two course lists: 'WiSe 2019/2020' with 'Englisch Aufbaukurs' and 'Test Studiengruppe', and 'SoSe 2019' with 'Englisch Grundkurs' (marked with a red circle and '3') and 'Fransösisch Grundkurs'.

3. Download and print Certificate of Attendance

Under **Actions**, click on *Teilnahmebestätigung herunterladen* (= download certificate)

Language course: Arabisch A 1.1 - Notenverwaltung

The screenshot shows the 'Notenverwaltung' page for 'Arabisch A 1.1' at Bauhaus-Universität Weimar. It features a sidebar with the university logo and a 'Notenverwaltung' button. The main area displays the course title and a list of grades: 'Noten für: 1. LV (33%): 2.5, 2. MK (33%): 2.7, 3. SK (34%): 3'. Below this, the 'Gesamtnote: 2.7' is shown. An 'Actions' menu at the bottom contains the option 'Teilnahmebestätigung herunterladen' with a red dot next to it.

