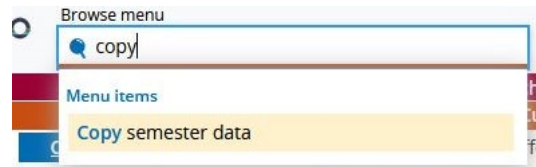


Instructions for campo administrators

Copying semester data for courses

Copying semester data

Campo administrators can copy courses and examinations for their organizational unit from one semester to another. You can access this function from the menu under "Teaching management" by clicking "Copy semester data".



Transferring course data

At the top of the following screen you can select the source semester which the data should be copied from and the target semester which the data should be copied to.

Please note: Be sure to mark all selection criteria and copy options before clicking the button "Copy semester data".

Choose semester

Source semester

Sommersemester 2024

Target semester

Sommersemester 2025

Current term copy job executions

Type	Source semester	Target semester	Progress	Starttime	Estimated end
No records found.					

Konfiguration der Semesterübernahme

Courses

Examinations

4 courses selected

Copy semester data

Execution history

Configuration templates

Selection criteria

Offering frequency

☐

Kind of event

Vorlesung mit Übung

Vorlesung

Seminar

Praktikum

Kurs

Online-Kurs

Übung

Einzelunterricht

Discard selection criteria

Copy options

Appointments

☐ Consecutive appointments

☐ Single appointments

☐ Recurring appointments

☐ Dates by arrangement

☐ Planning rules

☐ Set up/follow up times

Rooms

☐ Reservations of not administrated rooms

☐ Specific room requests

☐ Unspecific room requests

Lecturers

☐ Lecturer(s)

☐ Responsible lecturers

Information / Content / Materials

☐ Details of parallel groups

☐ Texts for all parallel groups

[Selection criteria](#)

Offering frequency ☐

Kind of event

- Lecture with exercise
- Lecture
- Seminar
- Practical training**
- Course
- Online Course
- Tutorial/exercise
- Individual tuition

[Discard selection criteria](#)

You can also choose to limit your selection to certain types of courses, for example if you only want to copy data for lectures but not seminars. If the interval data has been maintained properly for previous semesters (winter semester only, summer semester only, every semester, irregular), we recommend enabling this criteria as you can define exactly which courses should be copied into the new semester and those which you wish to ignore regardless of the type of course.



If you click on the link with the number of courses selected for copying, you are shown a list of courses selected for copying. Here, you can deselect individual courses that you do not want to copy.

Copy options

☐ **Appointments**

- ☐ Consecutive appointments
- ☐ Single appointments
- ☐ Recurring appointments
- ☐ Dates by arrangement
- ☐ Planning rules
- ☐ Set up/follow up times

☐ **Rooms**

- ☐ Reservations of not administrated rooms
- ☐ Specific room requests
- ☐ Unspecific room requests

☐ **Lecturers**

- ☐ Lecturer(s)
- ☐ Responsible lecturers

☐ **Information / Content / Materials**

- ☐ Details of parallel groups
- ☐ Texts for all parallel groups

You can use the copy options to set which data are copied into the new semester. It may help you to copy the lecturer(s) into the lecturers section. Set checkmarks next to the dates or rooms if the courses are held again on the same day of the week, at the same time or in the same room and you would like to copy over standard dates and room reservations. This depends on the extent the data remain the same or change from one semester to the next. If you decide not to copy any data from the

previous semester, you will need to enter the data later in individual courses. If you copy too much data, you may need to make a large number of changes manually within individual courses.

Please make sure you have selected the correct data before starting the transfer as you will **not be able to undo** any changes. Any data that is transferred by mistake will need to be corrected or deleted manually.

Only click on "Copy semester data" at the top right hand side once you have selected and checked all required options. This starts copying semester data for the selected courses. You will see a message indicating that data are being transferred and a confirmation message is displayed in green after the transfer has completed.



Once courses have been transferred they cannot be selected again for transferring into the same target semester.