

Guide to managing courses for teaching staff and campo administrators

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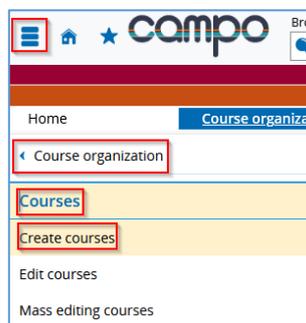
Introduction

Courses can be linked to the person responsible and organizational units. Teaching staff must be added as the person responsible for a course before they can edit it. Campo administrators can edit all courses for the organizational units and subordinate units they are responsible for. Teaching staff can edit the courses for which they have been entered as a lecturer.

Courses consist of both data which remain the same each semester (semester-independent data, SUV) and data which change each semester (semester-dependent data, SAV). For example, the course title remains the same and other data such as the course dates will change each semester.

Creating a course

From the main menu, click "Course organization", "Courses" and "Create courses".



This will take you to a search screen, which can help you to see whether the course has already been added.

This avoids creating duplicate data in the system. Select the semester, enter the course title and then click "Search". If the search does not return any results you will be taken to a screen where you can enter the course details. If courses already exist that match your search criteria, you will be forwarded to the results list. **You must enter a semester and a course title.** A placeholder can be used for the title, more information is available [directly in campo](#). Click on the information symbol to display the help text. Additional help is available by clicking on the "Help for search" link.

Click on "Show all possible search criteria" for a more detailed search that includes the organizational unit and the degree program.

You are here: Home > Course organization > Courses > Create courses

Create courses

Search Reset Show only quick search criteria Help for search

Save search

Basic data

* Semester: Winter semester 2024
 * Title: Brück*JB

Structure

Organizational unit = [] Select
 Degree program = [] Select

Search Reset Show only quick search criteria Help for search

The search results are then displayed in the following window:

You are here: Home > Course organization > Courses > Create courses

Create courses

New search Change search

Search terms: Semester: WiSe 2024 ; Title: Br?ck*JB

Found Courses Show filter Edit table

Number	Title of course	Course type	Organizational unit	Actions
	Brückenkurs JB	Lecture with exercise	Professur für Volkswirtschaftslehre	  

Search result: 1 record | Row count (Max:300) 10

The correct course is not found?

Create new course

Please check this list carefully to see whether your course already exists in the system. If you would like to edit an existing course, click on the book and pencil icon (1). To simply view the details, click on the magnifying glass icon (2) or on the course title, and to display the related degree programs and modules, click on the calendar icon (3) or the down arrow. In other cases, or if the book and pencil icon is not displayed, click on "Create new course". The following window will open:

You are here: Home > Course organization > Courses > Create courses

Neue Veranstaltung anlegen

Save Back

Basic Data of Course

* Semester: Wintersemester 2024/25
 * Title: BrückenkursJB
 Number: []
 * Course type: Vorlesung mit Übung
 Frequency of offer: Every semester
 Number of parallel groups: 1
 Editing status: Freigegeben

Usage of course

Please specify the modules and courses of study this lecture can be used. Your specification will only be used internally.

Usage of course: []

Enter the details required and then click "Save". You will then be forwarded to the screen where you can enter the semester-dependent courses; please refer to the next section "Editing courses" for more information. Semester-independent courses are generated automatically in the background and can be edited at a later date. All fields marked with a * are compulsory. Click "Back" to return to the list.

Editing courses

From the main menu, click "Course organization" and then "Courses". This will take you to a search screen where you can find courses that match a certain title or lecturer, or courses which are offered by a specific organizational unit or degree program. If you do not enter any search criteria, all courses in the selected semester will be shown in the results list. It is recommended that you enter at least a lecturer's name, your organizational unit or your name to limit the number of results. The settings are described in the next section.

You are here: [Home](#) > [Course organization](#) > [Courses](#) > [Create courses](#)

Edit course

Test | Lecture with exercise

[Back](#) 

Choose semester

Semester:

More functions

[Open course details](#) [Edit semester-independent course unit](#)

Semester planning

Semester-dependent events | [Dates & Rooms](#) | [Periods](#) | [Course groups](#) | [Modules / Courses of Study](#) | [Texts for all parallel groups](#)

[Internal note](#) | [Link to StudOn course \(login\)](#)

[Create new parallel group](#) | [Duplicate/transfer parallel groups](#) | [Edit all parallel groups](#) | [Edit responsible lecturers](#)

[Edit approval status](#)

Processing state	Conflicts	Parallel group	Semester-dependent title	Max. Att.	Contact hour	Responsibles	Exp. Occupancy	Actions
		1. parallelgroup	Test					     

Semester-dependent data

Rather than using the search function described above, you can also use the following path to access semester-dependent data in campo. From the main menu under "Course organization", click "Courses and examinations in my organizational unit" as a campo administrator or "My courses and examinations" as a member of teaching staff.

← Main menu

Course organization

[Courses and exams of my organizational unit](#)

Show my room requests

Special events [▶](#)

Courses [▶](#)

Examination Dates [▶](#)

Copy semester data

From here, you can click the pencil icon to access the edit screen.

You are here: [Home](#) > [Course organization](#) > [Courses and exams of my organizational unit](#)

Courses and exams of my organizational unit

Courses Courses (unplanned) Examinations Examinations (unplanned)

Choose semester
Semester: Wintersemester 2024/25

Sort and filter option
Sort sequence: Titel (Aa-Zz) Filter:

Perspective:

Semester planning

Semester-independent course title and details	Attendee statistics	Exp. Occupancy	Actions
<ul style="list-style-type: none"> Adaptive Simulation - Senior seminar Adaptive Simulation (1. PG) 	BEW ZU 0 0		

Parallel groups

Parallel groups are used if a course or examination needs to be split across several groups, for example when alternative classes are offered for a tutorial.

Semester planning

Semester-dependent events Dates & Rooms Periods Course groups Modules / Courses of Study Texts for all parallel groups

Internal note Link to StudOn course (login)

[Create new parallel group](#) [Duplicate/transfer parallel groups](#) [Edit all parallel groups](#) [Edit responsible lecturers](#)

[Edit approval status](#)

Processing state	Conflicts	Parallel group	Semester-dependent title	Max. Att.	Contact hour	Responsibles	Exp. Occupancy	Actions
		1. parallelgroup	Test					

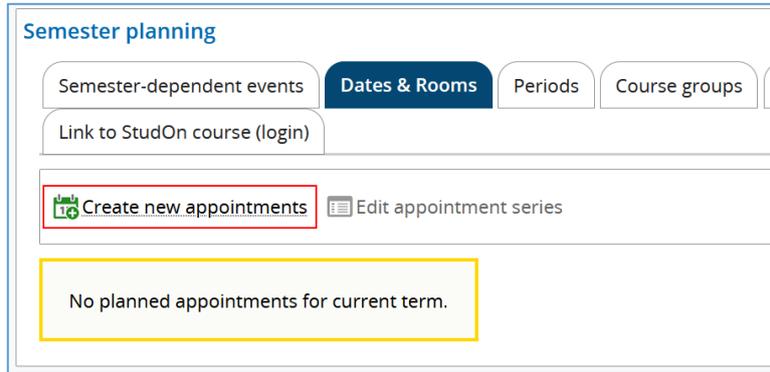
You can find all parallel groups that have been set up under the “Semester-dependent events” tab. If you click "Create new parallel group" a new parallel group will be added with the status "in progress". You can access the edit screen via "Edit basic data for parallel groups" or "Edit all parallel groups".

You can edit or delete your parallel group until it has been approved. The information is only passed on to StudOn after the course has been approved, which is when it is visible for students and they can register for it. This means you must approve your course after you have finished editing it.

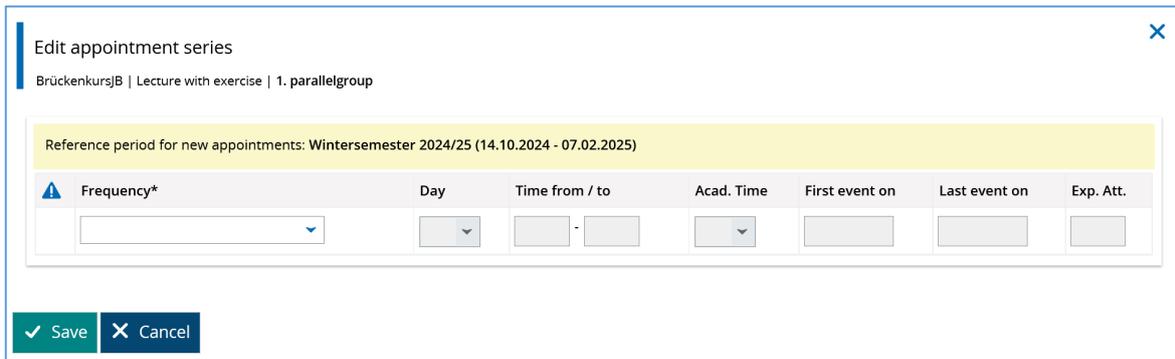
You can only use the delete icon to delete the parallel group if data has not already been imported from StudOn. Deleting a parallel group in campo is not recommended as students have already registered in StudOn. In this case, the course needs to be deleted in StudOn before deleting the parallel group in campo.

Dates and date series

Dates include the time and location of a course. You can add a new date on the "Dates & rooms" tab.



Click on "Add a new date" and this window is displayed:



Select the parallel group, frequency, the weekday or the date, and the time and then click "Save". You will see a green box confirming that the date or appointment series has been added. Afterwards you can edit the date with "Edit basic data for the date series" or delete the entire series with the delete icon, if students have not already registered in StudOn. You can also use the "Assign room" icon (door with a magnifying glass) if you have already entered a date and time. Please refer to the guide "Requesting a room" for further information. You can show or hide individual dates within an appointment series using the arrow symbol.

Individual dates



Room substitutions or substitute lecturers can be assigned to individual dates in an appointment series, or the individual date can be canceled. When you click "Cancel appointment", you will be prompted to enter a reason for the cancellation. Individual appointments can be reactivated after they have been canceled if necessary.

Edit lecturer/manager

In this area, a distinction is made between the lecturer who is responsible for the course (also referred to as manager) and the lecturer who will be teaching the course (instructing lecturer). Lecturers responsible for the course are added to the parallel group and do not have to be present while the course is held. Lecturers responsible for teaching the course are added to the date, and a conflict check is run as the system assumes that they will be present in person. Rather than editing each parallel group, you can also use the "Edit **responsible** lecturers" function for all parallel groups to set which lecturer is responsible for the course. You can edit them by using the icon that shows a person with a star.

Semester-dependent events | Dates & Rooms | Periods | Course groups | Modules / Courses of Study | Texts for all parallel groups | Internal note

Link to StudOn course (login)

Create new parallel group | Duplicate/transfer parallel groups | Edit all parallel groups | **Edit responsible lecturers** | Edit approval status

Processing state	Conflicts	Parallel group	Semester-dependent title	Max. Att.	Contact hour	Responsibles	Exp. Occupancy	Actions
Released		1. parallelgroup	Adaptive Simulation		2.0			

You can also use "Edit **instructing** lecturer" on the "Dates & rooms" tab to set which lecturer will hold the course. By clicking on the person icon, you can assign lecturers and the icon with a person and an arrow is used for assigning a substitute lecturer.

Semester planning

Semester-dependent events | **Dates & Rooms** | Periods | Course groups | Modules / Courses of Study | Texts for all parallel groups

Internal note | Link to StudOn course (login)

Create new appointments | Edit appointment series

1. parallelgroup: Test

Max. Att.: - | Hours per week: - | Teaching language: german

Verantwortliche/r: -

Conflicts	Day	Time from / to	Event series	Exp. Att.	Room	State of room request	Lecturer(s)	Actions
	Mon	8:00 PM - 10:00 PM c.t.	Weekly (14 Individual dates, 3 Cancelled dates)					
			Oct 14, 2024 - Feb 3, 2025					
	Mon	8:00 PM - 10:00 PM	Oct 14, 2024					
	Mon	8:00 PM - 10:00 PM	Oct 21, 2024					

The following window is displayed if you click on one of these symbols:

Assign instructing lecturers

BrückenkursJB | Lecture with exercise | 1. parallelgroup | Mon, 10/14/24 - 2/3/25 (Weekly) of 4:00 PM - 7:00 PM

✕

Grimm, Claus
✕

Committee name, First name, Surname OR Department

🔍 Defaulttext: Professur für Volkswirtschaftslehre Person ▼ Search

Name	Organisation units	Actions
Grimm, Reinhold	Professur für Volkswirtschaftslehre	+

Search result: 1 record | Row count (Max:50) 10 ▼

Close

On the left you will see the users who are already assigned. You can remove them with the delete icon. From the yellow box on the right, you can search for users and any matches will be shown in the results list below. If the lecturer has not yet been confirmed, you can enter "N.N." by selecting "Person placeholder" from the dropdown menu. If you would like to assign more than one user, click the plus icon. The user is then shown in the list on the left and this change is saved automatically. Click "Close" to close this dialog box.

Add texts

You can add texts for each parallel group under the "Semester-dependent courses" tab by clicking on "Edit texts for parallel group".

Semester planning

Semester-dependent events | Dates & Rooms | Periods | Course groups | Modules / Courses of Study | Texts for all parallel groups | Internal note

Link to StudOn course (login)

Create new parallel group | Duplicate/transfer parallel groups | Edit all parallel groups | Edit responsible lecturers | Edit approval status

Processing state	Conflicts	Parallel group	Semester-dependent title	Max. Att.	Contact hour	Responsibles	Exp. Occupancy	Actions
Released		1. parallelgroup	Adaptive Simulation		2.0	Prof. Dr. ...		

Select the text field that you would like to edit. You can edit the following text fields: Recommended prerequisites, content, learning objectives and skills, recommended reading and target group. You can also add an English translation of the text by clicking on the flag icon. When you are finished, click "Save and close".

Texts of 1. parallelgroup (BrückenkursjB)

BrückenkursjB | Lecture with exercise | 1. parallelgroup

Textfeldauswahl

Field: Contents | Parallel group specific text | Term dependent information | Term independent information

Parallel group specific text

Quellcode |

Stil |

Term dependent information

Quellcode |

Stil |

Term independent information

Quellcode |

Stil |

Quellcode |

Stil |

Translate:

Save and close | Save and continue | Cancel

You can also edit semester-dependent texts on the "Texts for all parallel groups" tab by clicking on the pencil icon.

Field	Term dependent information	Term independent information	Actions
Recommendation			
Recommended requirements / Organizational notes			
Contents			
Teaching methods			
Learning objectives and skills			
Bibliography			
Qualification objective			
Target group			
Expected examination performance			
Expected course achievement			
Mandatory requirement			

Course groups

In this section, you can assign courses to modules. For more information, see the relevant [Instructions](#).

Semester-independent data

To edit semester-independent data for a course, go to the edit course screen and click "Show semester-independent course".

Processing state	Conflicts	Parallel group	Semester-dependent title	Max. Att.	Contact hour	Responsibles	Exp. Occupancy	Actions
		1. parallelgroup	Adaptive Simulation		2.0			

Alternatively, you can access semester-independent data from the menu, under Curriculum Designer, by clicking "Edit elements". You can search for the name of the course in the title field. If you click "Search" without entering search criteria, this will display all courses that you can access. You can use

the pencil icon in the results list to switch to the edit screen. You can delete courses which do not have any semester-dependent data by clicking on the delete icon.

<input checked="" type="checkbox"/>		Number	Default text [▲]	Type of element	Organizational unit	Valid from	Valid to	Editing status	Info	
<input type="checkbox"/>			1. Klausureinsicht zu Systemprogrammierung SS22	Course	Lehrstuhl für Informatik 4 (Systemsoftware)	2022-04-01	2022-10-28	Released		
<input type="checkbox"/>			Adaptive Simulation	Course	Lehrstuhl für Informatik 10 (Systemsimulation)	1900-01-01	2100-12-31	Released		
<input type="checkbox"/>			Advanced Competitive Programming	Course	<ul style="list-style-type: none"> TechFak Informatik Bachelor of Arts (2 Fächer) TechFak Informatik Bachelor of Science 	1900-01-01	2100-12-31	Released		

Overview

From this screen, you can edit the title of the course, the type of course, ECTS credits (for information only), semester hours or the frequency. If you choose the option "1 = Examination/Course: Available for the entire university", in the "Elective" field, this adds the module to the key qualifications area and these modules are available to the entire university.

Edit elements

Title: **Advanced Competitive Programming** | Number: | Type of element: **Veranstaltung**

Navigation: [New search](#) | [To change the search](#) | [Back to the result list](#) | [3402](#)

Tab: **semester-dependent details** | Documents (0)

Buttons: [Basic data](#) | [Courses of study](#) | [Structure](#) | [Inverse structure](#) | [Responsible](#) | [Organizational unit](#) | [Fachliche Protokollierung](#)

Basic data I

Type of element:

Editing status:

Template:

Number:

* Title:

Short text:

Long text:

Short comment:

Comment:

Special data

Mandatory participation:

* Type of event:

* Frequency of offer:

ECTS credits:

Semester hours per week:

Kind of grading:

Integration in curriculum:

Alternative integration in curriculum:

Typisierung von Elementen:

Teaching and examination language

Teaching and examination language:

[Add](#)

Connect rules

Create new copy

Please select the features you want to copy. Remember that the copying of entire sub-structures and rules may take some time.

Copy structure:

Copy prefix:

Assignments to the overlying elements retained

Copy rules

Mit Bedingungen und Regeln mit letzten Katalogen kopieren.

Copy person connections

Copy org unit connections

Copy periods

Fremdsprachliche Bezeichnungen kopieren

Save as new copy

Offer / visibility

Offer as elective:

Information for the planner of studies:

Validity period

Valid from:

Valid to:

Buttons: [Save](#) | [Discard](#)

Degree programs

This tab shows all the degree programs which the course is linked to. Staff responsible for central modeling (L2) assign the module to the various degree programs.

Basic data						Courses of study	Structure	Inverse structure	Responsible	Organisational unit	Fachliche Protokollierung
<p>★ The assignment to courses of study can be edited only for examination rules. Please use 'inverse structure' for editing the subordinated elements.</p>											
<p>Associated degree programs Edit table</p>											
Name	Vertiefung	Fachkennzeichen	Prüfungsordnungsversion	Studientyp	Studienform						
B.A.(2 Fächer) Informatik (Erstfach PO 2010)	No specialization	First subject	Version 2010	Full-time program	First degree						
B.A.(2 Fächer) Informatik (Erstfach PO 2010 Zweitstudium)	No specialization	First subject	Version 2010	Full-time program	Second degree						
B.A.(2 Fächer) Informatik (Erstfach PO 2013)	No specialization	First subject	Version 2013	Full-time program	First degree						
B.A.(2 Fächer) Informatik (Erstfach PO 2013	No	First subject	Version 2013	Full-time program	Second degree						

Structure

The “Structure” tab shows the course including all the subordinate structures. Since there are no other elements below a course at FAU, this tab is not important.

Inverse structure

In the “Inverse structure” tab, you can see which modules, sub-accounts and accounts the event is assigned to.

Basic data						Courses of study	Structure	Inverse structure	Responsible	Organisational unit	Fachliche Protokollierung
<p>Tree view HTML print view</p> <p>Expand all Collapse all</p>											
<p>Structure</p>											
<p>Advanced Competitive Programming</p>											
<p>93655 Advanced competitive programming (Fächerzuordnung)</p>											
<p>93655 Advanced competitive programming (Fächerzuordnung)</p>											

Click the blue arrows to open the paths. You can use the white arrows to move the elements to the same level.

Those responsible

On the next tab, “Responsible”, you can add or remove people responsible for the course (managers). If you create a course as a member of teaching staff, you will be added automatically as the course manager to ensure that you can edit the course. To add another member of teaching staff at FAU as a manager, you can enter their name into the search field and click "Filter". Choose "Lecturer" in the responsibility field and click "Assign". More than one person can be assigned.

Basic data Courses of study Structure Inverse structure **Responsible** Organisational unit Fachliche Protokollierung

Bearbeitung und Verantwortung

Assigned persons

<input checked="" type="checkbox"/> Responsibility	Degree	Degree affix	Surname	First name	Roles
<input type="checkbox"/>					Lecturer - Lehrstuhl für Informatik 8 (Theoretische Informatik)

Auswahl Search result: 1 Records | Page 1 Of 1 | Records per page 10

Persons available

→ Assign

Degree	Degree affix	Surname	First name	Roles	Responsibility
				Examiner - Senior Professor of Sinology	Lehrende/-r Verantwortliche/-r
				Examiner - Lehrstuhl für Orientalische Philologie und Islamwissenschaft, Lecturer - Lehrstuhl für Orientalische Philologie und Islamwissenschaft	Lehrende/-r Verantwortliche/-r

Search result: 9191 Records | Page 1 Of 4596 | Records per page 2

K << < 1 2 3 4 5 ... 4595 4596 >> >>

Organizational units

On the "Organizational unit" tab, the organizational unit of the user who created the course will be added automatically when the course is created. The course may be assigned to additional organizational units to allow editing by campo administrators from other organizational units. However, this is unfortunately only possible for your own organizational unit and organizational units beneath it. If you add a lecturer from another organizational unit, they can assign their organizational unit to the course.

Basic data
Courses of study
Structure
Inverse structure
Responsible
Organisational unit
Fachliche Protokollierung

Connected organisational unit ▲

<input checked="" type="checkbox"/> <u>Organizational unit</u> ▲	<u>Organizational unit type</u>	<u>Schlüssel</u>	<u>Beschreibung</u>	<u>Valid from</u>	<u>Valid to</u>	<u>Relation type</u>	<u>Info</u>
<input type="checkbox"/> Lehrstuhl für Informatik 8 (Theoretische Informatik)	Lehrstuhl	1513001800		2009-11-01	2100-12-31	Verantwortlicher	
<input type="checkbox"/> TechFak Informatik Austauschstudium Bachelor	Lehreinheit	9015046079		1900-01-01	2100-12-31	Verantwortlicher	
<input type="checkbox"/> TechFak Informatik Austauschstudium Master	Lehreinheit	9015047079		1900-01-01	2100-12-31	Verantwortlicher	
<input type="checkbox"/> TechFak Informatik Austauschstudium Promotion	Lehreinheit	9015048079		1900-01-01	2100-12-31	Verantwortlicher	
<input type="checkbox"/> TechFak Informatik Bachelor of Arts (2 Fächer)	Lehreinheit	9015052079		2008-01-01	2100-12-31	Verantwortlicher	
<input type="checkbox"/> TechFak Informatik Bachelor of Science	Lehreinheit	9015055079		2007-01-01	2100-12-31	Verantwortlicher	
<input type="checkbox"/> TechFak Informatik Master of Science	Lehreinheit	9015065079		2010-01-01	2100-12-31	Verantwortlicher	

Select all on site / [Cancel selection](#) [Invert all](#)
Search result: 7 Records | Page 1 Of 1 | Records per page

[Remove](#)

Search organisational units and connect ▲

Title

Organizational unit type

Abgelaufene und zukünftige Elemente anzeigen. ⓘ

[Search](#)

Logging changes

The changes made to the course can be tracked here. You can filter according to date and chosen criteria.

By clicking on “Display changes”, you can view the changes made in the box on the right hand side (“Changes found”):

Basic data	Courses of study	Structure	Inverse structure	Responsible	Organisational unit	Fachliche Protokollierung
Suche nach Änderungen		Gefundene Änderungen				
<p>Operation und Zeitraum</p> <p>Operation</p> <p>Alle <input type="button" value="v"/></p> <p>Änderung von <input type="text" value="01.01.2000"/></p> <p><input type="button" value="12"/> <input type="button" value="i"/></p> <p>Änderung bis <input type="text" value="31.12.2100"/></p> <p><input type="button" value="12"/> <input type="button" value="i"/></p>						
<p>Allgemeine Daten</p> <p><input checked="" type="checkbox"/> Elementdaten</p> <p><input checked="" type="checkbox"/> Veranstaltungsdaten</p>						
<p>Zuordnungen</p> <p><input checked="" type="checkbox"/> Zuordnung zu Elternelement</p> <p><input checked="" type="checkbox"/> Zuordnung vom Kindelement</p> <p><input checked="" type="checkbox"/> Regeln</p> <p><input checked="" type="checkbox"/> Einrichtungen</p> <p><input checked="" type="checkbox"/> Zuständigkeiten</p> <p><input checked="" type="checkbox"/> Zeitraumgruppen</p>						
<p><input type="button" value="m"/> Änderungen anzeigen</p>						

Click on the magnifying glass icon next to a change to display which data have been changed.