

Instructions for campo administrators

Batch editing courses

## Batch editing courses

The following guide outlines how you can edit several courses at once if you are a campus administrator. Search in the menu at the top left hand side for "Mass editing courses" or alternatively navigate to this function:

Home -> Course organization -> Courses -> Mass editing courses



If you would like to see all courses from your organizational unit in one specific semester, first select the organizational unit. You can start typing its name in the box. Some suggestions will appear immediately, and you can then select your organizational unit. Alternatively, you can leave the box blank and click "Select". You will be shown the FAU organizational units structure and by expanding the trees you can navigate to and select your organizational unit.

As well as selecting the organizational unit, you should also select the semester, then you will only be shown the courses that have semester-dependent parallel groups in the selected semester.

**Mass editing courses**

Search Reset [Show all possible search criteria](#) [Help for search](#)

**Basic data**

Semester-dependent title

Number

Semester Summer semester 2024

Course type =

**Structure**

Organizational unit =

Degree program =

Search Reset [Show all possible search criteria](#) [Help for search](#)

[Save search](#)

**Lecturers, locations and dates**

Lecturer(s)

psv.bau.raum =

Date of course

To start the search click on the button "Search".

The hit list looks as follows:

## Mass editing courses

New search Change search

Search terms: Semester: SoSe 2024

 Already selected (0)
  Select all
  Delete selected items
Edit / mass assignment action: Perspective:  

	Semester-independent course title and details Basic parallel group data	 Approval status	Manager(s)	Actions
<input type="checkbox"/>	<b>AG Wirtschaftsmathematik</b> Working group  Professur für Optimization under Uncertainty & Data Analysis 1. parallelgroup  0,0  german	In progress	• Prof. Dr. Frauke Liers-Bergmann	  
<input type="checkbox"/>	<b>Bachelorseminar "Optimierung Praxis"</b> Main seminar  Professur für Optimization under Uncertainty & Data Analysis 1. parallelgroup  2,0  english	Released	• Prof. Dr. Frauke Liers-Bergmann • Jorge Ignacio Weston Fernández	  
<input type="checkbox"/>	<b>Masterseminar</b> Master seminar  Professur für Optimization under Uncertainty & Data Analysis 1. parallelgroup  Project Seminar 'Optimization'  2,0  german or english	Released	• Prof. Dr. Frauke Liers-Bergmann • Jorge Ignacio Weston Fernández	  

You can now choose between four different mass allocation options:

- Lecturer (responsible)
- Lecturer (instructing)
- Approval status
- Rooms

If you would like to mark all courses as "approved", you must first select all the checkboxes next to the courses.

Next, select the action approval status.

### Mass editing courses

New search | Change search

Search terms: Semester: SoSe 2024

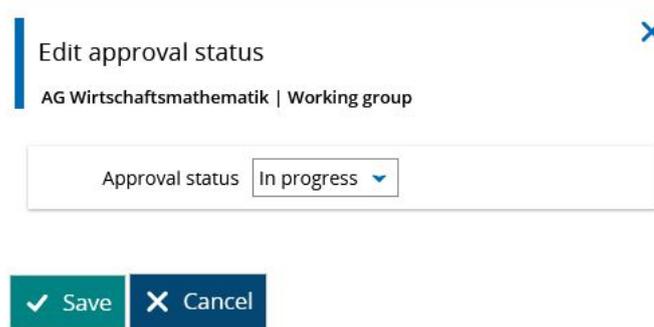
Already selected (4)
  Select all
  Delete selected items
 Perspective: 12

Edit / mass assignment action:

	Semester-independent of Basic parallel group data	Approval status	Manager(s)	Actions
<input checked="" type="checkbox"/>	AG Wirtschaftsmathematik Working group 1. parallelgroup	In progress	Prof. Dr. Frauke Liers-Bergmann	
<input checked="" type="checkbox"/>	Bachelorseminar "Optimierung Praxis" Main seminar 1. parallelgroup 2,0 english	Released	Prof. Dr. Frauke Liers-Bergmann Jorge Ignacio Weston Fernández	
<input checked="" type="checkbox"/>	Masterseminar Master seminar 1. parallelgroup Project Seminar 'Optimization' 2,0 german or english	Released	Prof. Dr. Frauke Liers-Bergmann Jorge Ignacio Weston Fernández	
<input checked="" type="checkbox"/>	Projektseminar Optimierung (Bachelor) Lecture 1. parallelgroup 28 2,0 german or english	Released	Prof. Dr. Frauke Liers-Bergmann Jorge Ignacio Weston Fernández	

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Search result: 4 records | Showing page 1 of 1 | Row count (Max:300) 10

A screen opens in which you can select the approval status. In this instance, we select approved:



The screenshot shows a dialog box titled "Edit approval status" with a close button (X) in the top right corner. Below the title, it says "AG Wirtschaftsmathematik | Working group". The main content area contains a label "Approval status" followed by a dropdown menu currently set to "In progress". At the bottom of the dialog, there are two buttons: a green "Save" button with a checkmark icon and a blue "Cancel" button with an X icon.

Once you click on "save", all courses have the status "approved".

The procedure is the same for the other three actions.