Guide to transferring data from another semester

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

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. Please do not enable any check boxes in the dates or rooms sections if a planning tool is used at your faculty for scheduling and room management, for example at the Faculty of Engineering. If a planning tool is not used at your faculty, it may help you to copy date series or room reservations if courses will be held on the same weekday, at the same time, in the same room. This depends on the extent to which data change each semester. 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.

When you are copying examinations, it may help you to set the copy options for selecting certain types of examinations or specific examiners.

Once you have selected the options you need, you can start transferring the data by clicking ‘Copy semester data’ on the top right. 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. The ‘Start semester transfer’ function will transfer data for either courses or examinations, depending which tab you are currently in. You will see a message indicating that data are being transferred and a confirmation message is displayed in green after the transfer has completed. After courses and examinations have already been transferred they cannot be selected again for transferring into the same target semester.