Guide to managing courses for teaching staff and campo administrators
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Introduction

Courses can be linked to the person responsible and organisational 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 organisational units they are responsible for.

Courses consist of both data which remains the same each semester (semester-independent data, SUV) and data which changes 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.

Adding a course

From the main menu, click ‘Teaching management’, ‘Courses’ and ‘Add course’.

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.
Please check this list carefully to see whether your course already exists in the system. If you are certain that the course has not already been added, click ‘Add new course’.

Enter the details required and then click ‘Save’. You will then be forwarded to the screen where you can enter semester-dependent data. Semester-independent data will be updated automatically in the background from the data you enter.

**Editing courses**

From the main menu, click ‘Teaching management’ 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 organisational unit or degree programme. 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 organisational unit or your name to limit the number of results.

Clicking ‘Search’ will take you to the results list. Click the course name, the book icon or the calendar icon with the orange pencil to access the edit screen.

**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 ‘Teaching management’, click ‘Courses and examinations in my organisational unit’ as a campo administrator or ‘My courses and examinations’ as a member of teaching staff.
From here, you can click the pencil icon to access the edit screen.

**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.

You can find all parallel groups that have been set up under the ‘Semester-dependent courses’ tab. If you click ‘Create new parallel group(s)’ 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 only use the delete icon to delete the parallel group if data has not already been imported from StudOn. It is not recommended to delete a parallel group in campo if 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.
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 date 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 a date series using the plus or minus icons.

<table>
<thead>
<tr>
<th>Conflicts</th>
<th>Day</th>
<th>Time from / to</th>
<th>Event series</th>
<th>Exp. Alt.</th>
<th>Room</th>
<th>State of room request</th>
<th>Lecturer(s)</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mon 9:00 AM - 1:00 PM</td>
<td>Weekly (T3, Individual dates, T cancelled dates)</td>
<td>Apr 25, 2022 - Jul 25, 2022</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mon 9:00 AM - 1:00 PM</td>
<td>Apr 25, 2022</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mon 9:00 AM - 1:00 PM</td>
<td>May 2, 2022</td>
<td></td>
<td></td>
<td></td>
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Room substitutions or substitute lecturers can be assigned to individual dates in a date series, or the individual date can be cancelled. When you click ‘Cancel date’, you will be prompted to enter a reason for the cancellation. Individual dates can be reactivated after they have been cancelled if necessary.

**Edit lecturer/manager**

In this area, a distinction is made between the person who is responsible for the course (manager) and the person who will be teaching the course (lecturer). Managers are added to the parallel group and do not have to be present while the course is held. Lecturers 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 managers/lecturers for each parallel group, you can also use the ‘Edit manager and lecturers’ function for all parallel groups.

You can also use ‘Edit lecturer’ on the ‘Dates & rooms’ tab.

Each of these options will take you to the following selection window:
On the left you will see the user who is 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 on 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.

Add texts

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

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’.

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

In this section, you can assign courses to modules. For more information, see the guide ‘Assigning courses to modules’.

Modules and degree programmes

On this tab, you can see which degree programmes and modules the course is connected to.

Semester-independent data

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

From this screen, you can edit the title of the course, the type of course, ECTS credits, semester hours or the frequency. If you choose the option ‘1 = Examination/Course: Available for the entire university’, in the ‘Offer as elective’ field, this adds the module to the key qualifications area and these modules are available to the entire university.
Next to the ‘Basic data’ tab you can find an overview of all ‘Degree programmes’ that the course is assigned to.

On the next tab, you can add or remove 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’.

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

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.