

Creating the module handbook – A guide for degree program coordinators

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Degree program coordinators can view and edit module data in campo and they can also generate module handbooks in PDF format, for publishing on a website, for example. Before getting started, it is important that you familiarize yourself with the basic features in the guide to editing modules. This guide follows on from it.

Open the examination regulations

Expand the menu and click "Edit elements" under "Curriculum designer".



You can search for elements on this screen:

 A screenshot of a web application interface titled 'Edit elements'. It contains a search bar with a 'Search' button and a 'Reset' button. Below the search bar, there are two main sections: 'Attributes' and 'Structure'. In the 'Attributes' section, there are input fields for 'Number', 'Title', and 'Type'. The 'Type' dropdown menu is open, showing 'PO Examination regulations' selected. In the 'Structure' section, there are dropdowns for 'Depth of recursion' and 'parent', with a 'Select' button below them.

Module handbooks can only be generated from the examination regulations screen. Please select "Examination regulations" and click "Search". A list of all examinations regulations that you can access will be displayed. You can refine your search by searching for the name of the degree program in the "Title" field.

Click "edit" (pen icon) or the title to open the required examination regulations.

Found elements of examination rules




Info	Number	Default text	Type of elements	Organizational unit	Valid from	Valid to	Editing status	Notwendigkeitsgrad	Edit table
			Austauschstudium Bachelor Wirtschaftswissenschaften Hauptfach PO-Version 1	Examination regulations	• Austauschstudium Bachelor Wirtschaftswissenschaften (N)	1900-01-01	2100-12-31	Released	
			Austauschstudium Staatsexamen Wirtschaftswissenschaften Hauptfach PO-Version 1	Examination regulations	• ReWiFak Wirtschaftswissenschaften (N) Austauschstudium Bachelor	1900-01-01	2100-12-31	Modelled	
			Bachelor of Arts (1 Fach) Wirtschaftswissenschaften Hauptfach PO-Version 2010	Examination regulations	• Austauschstudium Staatsexamen Wirtschaftswissenschaften (N)	1900-01-01	2100-12-31	Released	
			Bachelor of Arts (1 Fach) Wirtschaftswissenschaften Hauptfach PO-Version 2011	Examination regulations	• ReWiFak Wirtschaftswissenschaften (N) Bachelor of Arts (1 Fach)	1900-01-01	2100-12-31	Released	

Generate and edit module handbook


You can generate the module handbook from the "Basic data" tab, by entering the "Reports" area and clicking there on "Select report", to select the module handbook you wish to generate and then clicking on "Add configuration" followed by "Generate report". This activates the cache and releases the document for downloading (e.g. for students). You must then save the document.

Reports

Zugeordnete Berichte werden als Download in der Funktion 'Modulbeschreibungen betrachten' zur Verfügung gestellt.
Berichte werden beim ersten Aufruf gecached. Bei Änderungen am Element wird der Cache automatisch invalidiert und beim nächsten Aufruf erneut erzeugt.
Berichte zu Prüfungsordnungen können via Cronjob automatisch vorgeneriert werden um Wartezeiten zu verkürzen.

Berichtsname	Cache	
Modulhandbuch (ohne Konten; Module alphabetisch sortiert) (FAU)		  

Bericht auswählen

Modulhandbuch (ohne Konten; Module alphabetisch sortiert) (FAU) 

[+ Konfiguration hinzufügen](#) [↓ Bericht erzeugen](#)

The module handbook consists of a title page, a table of contents and the individual module descriptions. The module descriptions are organized into different sections which are sorted alphabetically and based on the data model for the examination regulations for individual degree programs set up by L2 Campus Management. Initially the compulsory modules are displayed which are allocated directly to the top level. This is followed by compulsory elective areas such as specializations or minor subjects and the modules that are associated with them.

Three types of module handbook can be generated:

Please select...

Modulhandbuch (mit Konten, mehrfach zugeordn. Module mehrfach) (FAU)

Modulhandbuch (mit Konten, mehrfach zugeordn. Module nur 1x!) (FAU)

Modulhandbuch (ohne Konten; Module alphabetisch sortiert) (FAU) (neu!)

1. Modules assigned multiple times – more than once
2. Module assigned multiple times – once
3. Modules sorted alphabetically, without higher-level accounts

Info about 1.: Module appears several times under various accounts to which it is assigned

Info about 2.: Module appears only once underneath the first account in the PO structure.

Modules are assigned by degree program coordinators via the "Structure" tab.

Add information

As a degree program coordinator, you can add general information as an introduction to the module handbook, which is inserted between the title page and the table of contents. Enter the text you require in the examination regulations under “**Basic data**” in the “General information/Prolog” field and then click “Save”. You can also add text into the “Appendix” field. This information will be shown on the final page of the module handbook.

[illegible]

You can also add further information for each of the compulsory elective areas. However, to do this you will need to switch to the level for the compulsory elective area. Either use the search for elements to get to this level or switch to the account from the "Structure" tab in the examinations regulations by clicking on the edit icon:

Structure		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 1000 Grundlagen- und Orientierungsprüfung (GOP) (Abschlusszuordnung) 10000 Bachelor's examination (Abschlusszuordnung) 1530 Business studies specialisations (Abschlusskonto) 		

Text can be added here in the “Comment” field under the “Basic data” tab. If you add and save a text on this level, it will be shown at the start of the section for the compulsory elective area in the module handbook. Text added to the comment fields in the examination regulations or modules will not be displayed in the module handbook.

Basic data I

Type of element	Konto
Editing status	Released
Language	Deutsch
Template	Template_fou
Number	1530
* Title	BWL-Vertiefungen
Short text	BWL-Vertiefung
Long text	
Short comment	51-184-----H-2015Z

Comment

Quellecode | ✕ | 📄 | 🗑️ | 🔄 | ↶ | 🔍 | 📎 | 📅 | ⌚ | Ω | ☰

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