# Creating the module handbook – A guide for degree program coordinators

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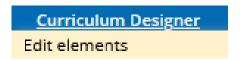
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Degree program coordinators can view and edit module data in campo and they can also generate module handbooks in PDF format, for publishing on a website, for example. Before getting started, it is important that you familiarize yourself with the basic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



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.



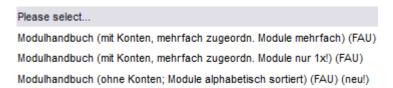
## Generate and edit module handbook

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.



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:



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

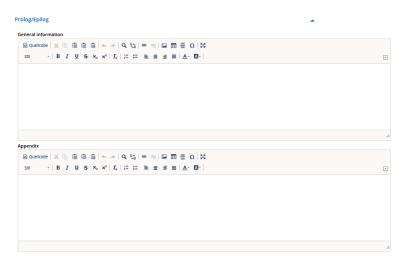
Info about 1.: Module appears several times under various accounts to which it is assigned

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.



You can also <u>add further information</u> 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:



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.

