

Maintenance of module data –
Instructions for examiners, lecturers,
campo administrators, and degree
program coordinators

Contents

Editing modules in campo	3
Structural and textual module data.....	3
Changes to structural module data: Process.....	3
Linked modules	4
Searching for a module	5
Edit module.....	7
Overview	7
Module details.....	9
Degree programs	10
Linked modules	10
Structure.....	11
Reverse structure	11
Coordinator	11
Organizational units	12
Logging changes.....	12

Editing modules in campo

Users who are assigned any of four different roles are able to edit modules in campo:

- **Examiner:** You can only view and edit the modules for which you are entered as the coordinator.
- **Teaching staff:** You can only view and edit the modules for which you are entered as the coordinator.
- **Campo administrator:** You can edit all the modules assigned to your organizational unit. You do not have to be entered as a coordinator for a specific module.
- **Degree program coordinator:** You can view and edit all modules allocated to your degree program.

Structural and textual module data

When editing modules, a distinction is made between structural and textual module data.

1	Modulbezeichnung	deutsch: XXX englisch: YYY	Gesamtzahl ECTS-Punkte
2	Lehrveranstaltungen	Beispiel: WS - V: XXX (4 SWS) SS - S: XXX (2 SWS)	ggf. ECTS-Punkte pro Lehrveranstaltung (optional)
3	Lehrende		
4	Modulverantwortliche/-r	Wenn möglich, bitte nur eine verantwortliche Person benennen.	
5	Inhalt	Hier werden die Inhalte des Moduls beschrieben.	
6	Lernziele und Kompetenzen	Hier werden die zu erwerbenden Kompetenzen der Studierenden für das Modul beschrieben und ggf. eine für den Kompetenzerwerb notwendige Anwesenheitspflicht.	
7	Voraussetzungen für die Teilnahme	Hier werden ggf. Module genannt, die für die erfolgreiche Teilnahme des vorliegenden Moduls vorausgesetzt werden.	
8	Einpassung in Studienverlaufsplan	Beispiel: ab dem 3. Fachsemester	
9	Verwendbarkeit des Moduls	Hier werden die Studiengänge genannt, für welche dieses Modul vorgesehen ist.	
10	Studien- und Prüfungsleistungen	Hier werden alle Studien- und Prüfungsleistungen des Moduls aufgelistet, ausgerichtet an der Kompetenzorientierung sowie der Arbeitsbelastung der Studierenden.	
11	Berechnung der Modulnote	z.B. Klausur (100%)	
12	Turnus des Angebots	Winter- und Sommersemester / Wintersemester oder Sommersemester	
13	Wiederholung der Prüfungen	Zeile optional nutzbar.	
14	Arbeitsaufwand in Zeitstunden	Präsenzzeit: XX h (Präsenzzeit in SWS x 15 je Semester) Eigenstudium: XX h (ECTS-Anzahl x 30 – Präsenzzeit)	
15	Dauer des Moduls	Um die Mobilität der Studierenden nicht einzuschränken, sollte ein Modul nicht länger als zwei Semester dauern.	
16	Unterrichts- und Prüfungssprache	Hier wird auf die im Modul verwendeten Sprachen verwiesen (z. B. Deutsch und Englisch) und ggf. auf eine divergierende Sprache in der Prüfung.	
17	Literaturhinweise	Hier werden Literaturhinweise zum Modul möglichst semesteraktuell aufgeführt.	

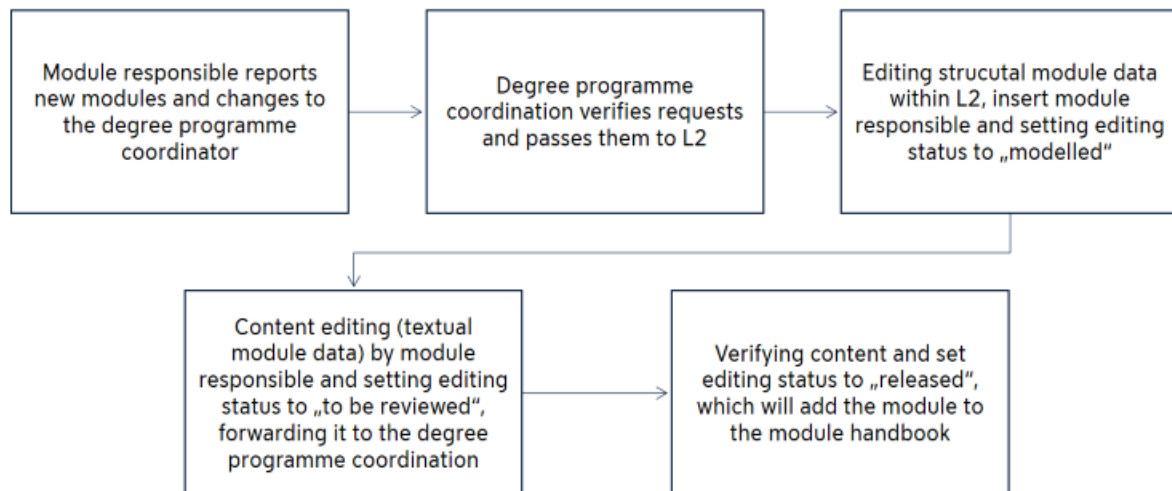
Structural module data (in gray) include, for example, the name and ECTS credits for a module, the lectures and seminars, examinations and course achievements assigned to that module and how the module can be included in various degree programs.

Textual module data (in white) include, for example, content, learning objectives and skills, or recommended reading.

In the module description, certain fields are filled in automatically using structural data, and other fields are filled in as texts are entered.

Changes to structural module data: Process

Structural data are determined by staff responsible for central modeling in L2 and are based on the current examination regulations or on Excel lists for the compulsory elective module catalogs. Process:



All changes to the structural data for the coming semester are sent by the module coordinators to the degree program coordinators, so that they can then collect all requested changes, check them, and send them to L2 in one package.

As soon as staff at L2 have modeled the structural data of the module, the new module has been assigned to a module coordinator and the editing status set to “modeled”, the examiners or teaching staff can access the module to enter the textual data in their role as module coordinators. The module coordinators then inform the degree program coordinators that they have finished editing the module and change the status of the module to “For review”. The degree program coordinator can then approve the module by changing the editing status to “approved”. It is then published in the module handbook. If changes are necessary, the editing status is changed to “modeled”. In this case, the module coordinator must be informed and then edits the module accordingly.

Please note: Once a module has been approved, examiners, teaching staff and campo administrators can still view it, but they no longer have permission to edit it.

Linked modules

One special situation which arises concerns linked modules, when one module with the same content is included in several degree programs (combinations of final subjects). As the Bavarian Higher Education Act stipulates that students who change degree programs ought to be allowed to decide whether they want to have modules accredited or whether they want to start them again, a separate module is required for each degree program.

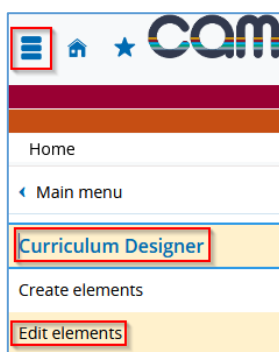
In order for this to be implemented in campo, the modules are linked, making it easier to enter modules and reducing scope for error.

This means that one of the modules is defined as a linked parent element and assigned to one of the degree programs. The module description can only be edited in this parent module. If other degree programs offer a module with the same content, a copy is made of the parent

element and it is assigned to the relevant degree programs. This copy is known as a child element. Changes to the parent element are automatically transferred to all linked child elements. The texts for the child modules can be viewed, but not edited.

Searching for a module

Expand the menu and follow the “Curriculum designer” path to get to “Edit elements”. Click on this menu item.



You can search for elements on this screen:

If you limit the type in your search to “M Module” and click on “Search”, all the elements for which you have editing rights will be displayed. Alternatively, you can search for a module number (number) or module name (title), and restrict the type to “M Module”.

You can activate the **advanced search** option (“show all possible search criteria”) at any time. When this option is activated, additional search options are offered that you can select to refine your search:

Attributes >	Module characteristics (Only evaluated if element type=module) >
Relations >	Structure >
Examination characteristics (Only evaluated if element type=examination) >	Responsibilities >
Event characteristics (Only evaluated if element type=event or eventgroup) >	Missing data >
	Version information. >

If you would only like to display parent elements for editing module descriptions, limit the search to “M Module” and, in the advanced search, select “Is no synchronized child module” in “Module data”.

☒ Is no synchronized child module ⓘ

All modules which descriptions are synchronized with a parent module are excluded from the search result.

☐ Search for synchronized child modules ⓘ

Search for child elements. Search for modules which descriptions are sourced from the synchronized parent module.

☐ Search for synchronized parent modules ⓘ

Search for parent elements. Search for modules containing descriptions used by synchronized child modules.

Please note: Descriptions of the search parameters are available on the system help page: “[Hilfe zur Suche](#)”.

Please note: Explanations are available for certain fields if you click on the information icon “[i](#)” next to the box.

The results list appears after you click on “search”:

Search terms: Type: Module ; Depth of recursion: 1									
Found elements of examination rules									
<input checked="" type="checkbox"/>		Info	Number	Default text	Type of element	Organizational unit	Valid from	Valid to	Editing status
<input type="checkbox"/>			43822	Computer graphics	Module	<ul style="list-style-type: none"> TechFak Computational Engineering Master of Science TechFak Computational Engineering (Elite) Master of Science Lehrstuhl für Informatik 9 (Graphische Datenverarbeitung) 	1900-01-01	2100-12-31	To be reviewed
<input type="checkbox"/>			97370	Computer science for engineers II	Module	<ul style="list-style-type: none"> TechFak Wirtschaftsingenieurwesen Master of Science Professur für evolutionäres Datenmanagement 	1900-01-01	2100-12-31	Modelled
<input type="checkbox"/>			43870	Simulation und Wissenschaftliches Rechnen 2	Module	<ul style="list-style-type: none"> Professur für Informatik (Numerische Simulation mit Höchstleistungsrechnern) TechFak Computational Engineering Bachelor of Science 	1900-01-01	2024-03-31	Modelled

The “Info” column can be added by editing the table view ([Anpassen](#)). This means it is possible to differentiate between parent () and child () modules in the results list:


Info	Number	Default text
	43822	Computer graphics
	97370	Computer science for engineers II

Degree program coordinator: If you do not receive any hits, this may be because the module does not yet exist and still has to be created by the staff responsible for central modeling. In this case, please contact the staff responsible for central modeling at L2.

Campo administrator: If you do not receive any hits in your search, it may be because the module does not yet exist, or it does exist but your organization is not entered in the tab “Organizational units”, and that is why you do not see it. Please contact the relevant degree program coordinator in this case.


Examiner/teaching staff: If you do not receive any hits in your search, it may be either because the module does not yet exist, or it does exist but you are not entered as the module coordinator. Please contact the relevant degree program coordinator in this case.

If you need to adjust your search criteria, click the **“Change the search”** button to return to the search screen.


In the hit list, select edit (pencil icon ) or the default text in order to edit the module.

Edit module

Once you have selected a module for editing, you can see above the title whether the module is a parent element where you can edit the module description:

 Dieses Modul ist ein gekoppeltes Elternelement. Wenn Sie Modulbeschreibungen ändern, ändern Sie diese auch an allen gekoppelten Modulen.

A child element cannot be edited:

 Die Modulbeschreibungen dieses Moduls sind mit einem anderen Modul gekoppelt und lassen sich nur über das gekoppelte Elternelement bearbeiten. Dorthin gelangen Sie, indem Sie im Reiter Modulkopplungen im Bereich Gekoppeltes Elternelement auf "Bearbeiten" (Stiftsymbol) klicken.


If the information box is not displayed under the title, then this module is not linked to any others. This is the only version of this module and you can edit the relevant texts. Several tabs are available when editing modules, as described briefly below.

Overview

Most of the boxes in the first tab “Basic data” are grayed out for you. These are structural data that can only be altered by the staff responsible for central modeling.





Create PDF of module description

If the module is in the **editing status “modeled/for review”**, you can generate module descriptions as PDF files that are then available to download if you have the role degree program coordinator, teaching staff, examiner or campo administrator. Please scroll to “Reports” and


click on “Select report” and then “Module description (FAU)”. Once you have selected the report, click on “Add configuration” and the report is shown above. Next, click “Generate report” . This activates the cache. If you omit the steps “add configuration” and “generate report”, the cache is not created and the module description is only available for viewing internally. To publish the document, please click on save.



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	
Modulbeschreibung (module description) (FAU)		  

Bericht auswählen

Modulbeschreibung (module description) (FAU) 

 Konfiguration hinzufügen
  Bericht erzeugen

Active

After completing these steps, the module description is available for students as a PDF document under “Allocated documents” within the module handbook:


You are here: [Home](#) > [My Studies](#) > [module handbook](#)

module handbook

[← Back](#)

[Expand all](#)
[Collapse all](#)
[Documents](#)

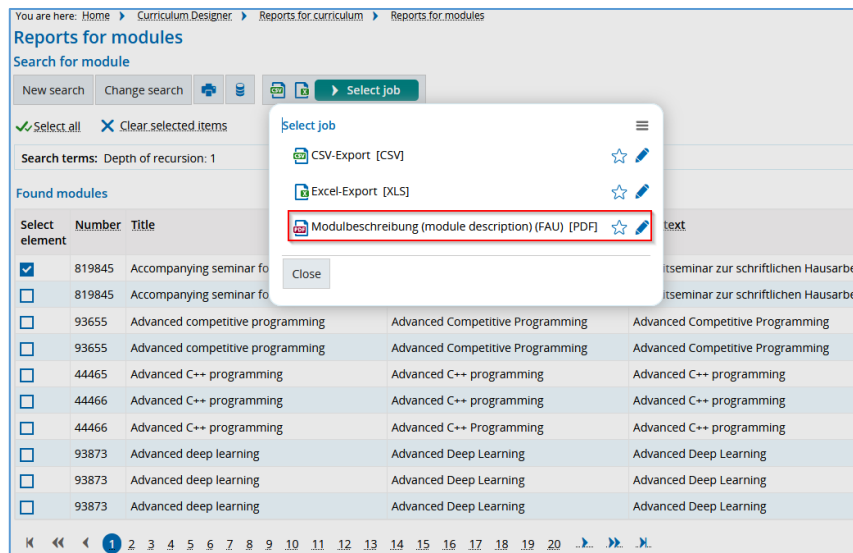
Assigned documents

 Information:

There are no documents available for download

Cancel

Once the module is assigned the **editing status "approved"**, the module can only be edited by the degree program coordinator. If you have been assigned the role teaching staff, examiner or campo administrator, you can still create a module description as follows: "Curriculum Designer" menu item "Reports for the curriculum" and "Reports for modules." Enter a number for the module you are looking for or leave the parameter blank to display all modules. This then brings up a hit list in which you have to tick the required module number. Click on the button “Select job”.



Please note: Unfortunately, it is not possible to select several modules, this results in an error message. You can only select one module at a time for creating the module description.

Module details

The “Module details” tab displays all the fields you need for editing the textual module data (content, learning objectives and skills, requirements for participation, teaching and examination language, recommended reading, attendance time and independent study, module frequency, duration of module).

Examiner, teaching staff, campo administrator: Entering textual module data. The status is changed to “For review” once this is complete.

Degree program coordinator: Only those with this role can set the editing status to “approved” once the module description is ready to be included in the module handbook. If changes are required, the degree program coordinator can change the status back to “modeled” and contact the person who edited the texts. After making changes, click “Save” to ensure that your changes to the text or status are accepted.

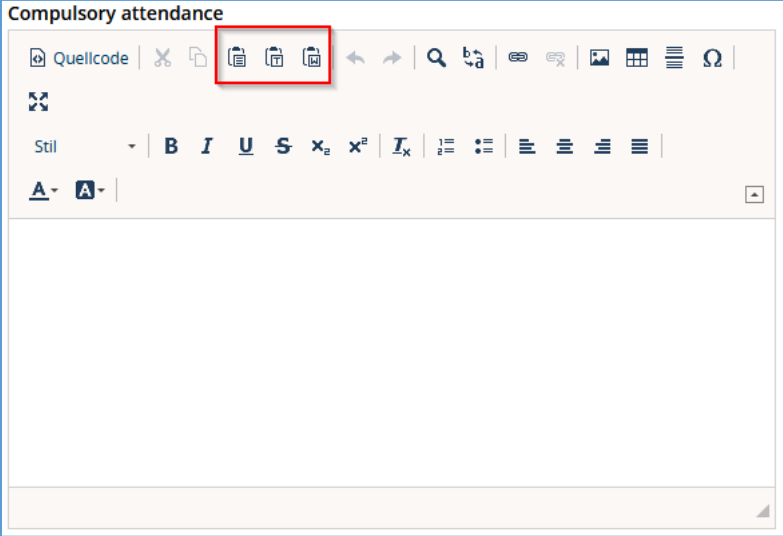
Type of element	Modul
Editing status	Modelled
Language	Modelled
Template	To be reviewed Released


Transferring changes to child modules:

- On the same day for all fields in which changes were made
- Exception: Teaching language and module frequency on the next day


Add texts

Select the text field that you would like to edit. You have three options for inserting copied text:






Paste



Insert as plain text



Insert from Word

The reason for providing these three options is that when copying text into the clipboard, formatting may also be taken over that then leads to text being displayed incorrectly in

campo. If you would only like to insert text from your clipboard, we would recommend taking the option “insert as plain text”.

You can also add an English translation of the text by clicking on the “Translate” icon on the top right and clicking “English” in the dropdown list that appears. You can then edit the text fields in the screen beneath the flag symbol for English.

Degree programs

The third tab shows all the degree programs which the module is linked to. Staff responsible for central modeling (L2) assign the module to the various degree programs.

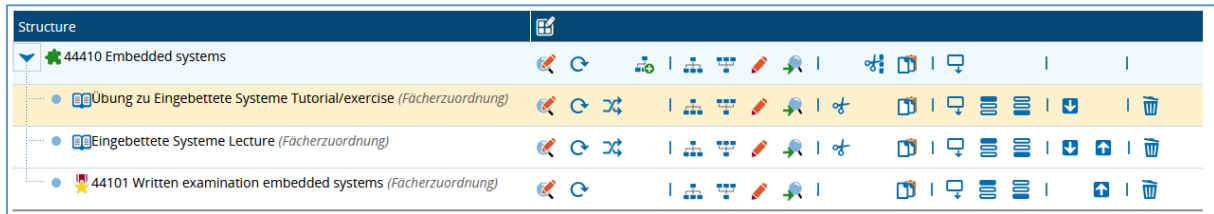
Associated degree programs					
Name	Vertiefung	Fachkennzeichen	Prüfungsordnungsversion	Studientyp	Studienform
M.Sc. Informations- und Kommunikationstechnik (PO 2010)	No specialization	Main subject	Version 2010	Full-time program	Consecutive Master's degree
M.Sc. Informations- und Kommunikationstechnik (PO 2010 Teilzeit)	No specialization	Main subject	Version 2010	Part-time degree program	Consecutive Master's degree
M.Sc. Information and Communication Technology (Part-time)	No specialization	Main subject	Version 20161	Part-time degree program	Consecutive Master's degree

Linked modules

The fourth tab “Linked modules” displays all linked parent or child elements. If you have the rights to edit a child element in the degree program, the pencil icon will appear beside the relevant parent element, and you can click on this to edit the module.

Structure

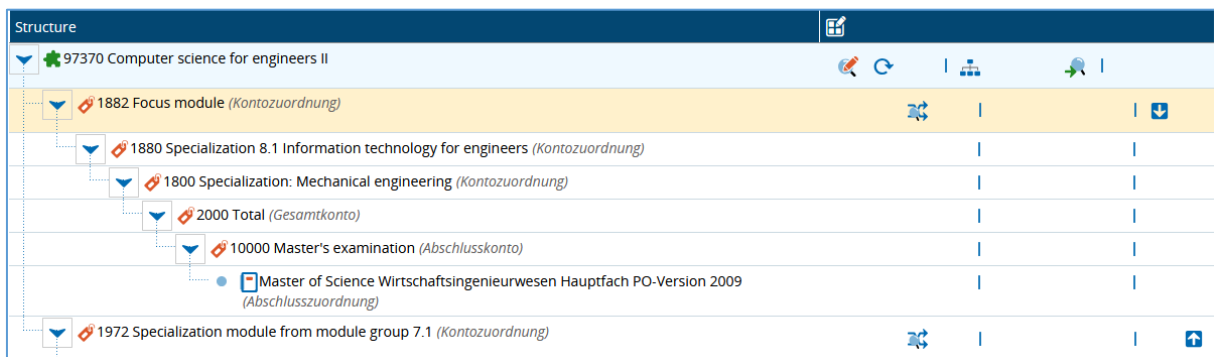
The “Structure” tab shows which lectures and seminars, examinations and course achievements are assigned to the module and you can use the functions to add, copy and cut them. These functions are not available for examinations.



You can use the arrows in the last column to move elements on the same level into a specific order.

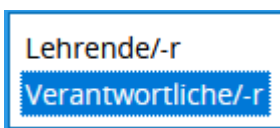
Inverse structure

The “Inverse structure” shows you all areas (accounts, degree programs, versions of examination regulations) to which the module is assigned:



Coordinator

In the next tab you can see all the people who can **access** the module.



Only **examiners and teaching staff** can be assigned as “coordinators”.

As a **campo administrator**, you already have **editing rights** provided that the respective module of your organizational unit is entered under the last tab “Organizational units”.

You can grant access to the module to other people. First of all, this person must be assigned the role of examiner and teaching staff in the IdM portal.

Setting up access:

1. “Available people”: Enter the names of the people
2. “Filter”
3. Select responsibilities
4. “Assign”

Organizational units

This is where the organizational unit of the **degree program coordinators** and **campo administrators** who can access the module is stored.

Examiners and teaching staff: Stored in the “Module coordinator” tab.

Logging changes

The changes made to the module can be tracked here. You can filter according to date and chosen criteria.

Suche nach Änderungen

Operation und Zeitraum

Operation: Alle

Änderung von: 01.01.2000

Änderung bis: 31.12.2100

Allgemeine Daten

- ☒ Elementdaten
- ☒ Moduldaten

Zuordnungen

- ☒ Zuordnung zu Elternelement
- ☒ Zuordnung vom Kindelement
- ☒ Regeln
- ☒ Einrichtungen
- ☒ Zuständigkeiten

Änderungen anzeigen

Gefundene Änderungen

By clicking on “Display changes”, you can view the changes made in the box on the right hand side (“Changes found”):

	Datum	Operation	Änderungen an	
	14.03.2024 13:52:50	Aktualisierung	Moduldaten	
	14.03.2024 13:59:32	Aktualisierung	Elementdaten	
	14.03.2024 14:30:17	Aktualisierung	Elementdaten	
	14.03.2024 14:30:26	Aktualisierung	Elementdaten	
	14.03.2024 14:31:29	Aktualisierung	Moduldaten	
	14.03.2024 14:32:34	Aktualisierung	Moduldaten	
	14.03.2024 14:34:03	Aktualisierung	Elementdaten	
	14.03.2024 14:34:27	Aktualisierung	Elementdaten	
	14.03.2024 14:35:54	Hinzufügen	Zuständigkeiten	
	14.03.2024 14:35:47	Aktualisierung	Elementdaten	
	18.03.2024 14:30:11	Aktualisierung	Moduldaten	
	21.03.2024 13:49:03	Hinzufügen	Zuständigkeiten	

Click on the magnifying glass icon next to a change to display which data have been changed:

Änderungen an Moduldaten

Aktualisierung vom 14.03.2024 14:01:25

In 'Name' wird der Oberflächentext des geänderten Feldes angezeigt. 'Feld' enthält den Namen des Datenbankfeldes.
Werden in den Feldern 'Alter Wert' und 'Neuer Wert' technische Bezeichnungen z.B.: 'cm.exe...' ausgegeben, so handelt es sich um Objekte, die in der Datenbank bereits gelöscht sind.
Da mehrere Änderungen innerhalb einer Operation vorgenommen werden können, werden in der in 'Gruppierung' zusammengefasste Änderungen gruppiert und mit einem Index versehen.

Gruppierung	Name	Alter Wert	Neuer Wert	Feld	tablename	entity_id
1 - Moduldaten	Anwesenheitspflicht	vorlesung 60%	vorlesung 60%	module_unit.directive	module_unit	29398

Schließen