Editing modules: a guide for module coordinators and module administrators
Table of contents

Editing modules in campo ................................................................. 3
Searching for a module ........................................................................ 3
Edit module .......................................................................................... 5
  Overview ............................................................................................ 5
  Module details ..................................................................................... 5
  Degree programmes ............................................................................ 6
  Linked modules .................................................................................. 6
  Structure ............................................................................................. 6
  Reverse structure ............................................................................... 6
  Permissions ........................................................................................ 7
  Organisational units ......................................................................... 7
Editing modules in campo

When editing modules in campo, a difference is made between structural and textual module data. Structural module data 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 programmes. Textual module data 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.

Structural data are determined by staff responsible for central modelling in L2 and are based on the current examination regulations or on Excel lists for the compulsory elective module catalogues that are forwarded to L2 by degree programme coordinators. If you require changes to be made to the structural data for the coming semester, you must therefore first forward your request to the degree programme coordinator, who will then check your request and send all requested changes to L2 at one time.

As soon as the structural data of the module have been modelled and the module has been assigned to you, you can then access the module to enter the textual data. Once you have finished entering your data, you can inform the degree programme coordinator by changing the status of the module to ‘For review’. The degree programme coordinator will then either approve the module for publication in the module handbook or will get in touch with you if further changes are required. Once a module has been approved, you can still view it, but the data cannot be edited.

One special situation which arises concerns linked modules, when one module is included in several degree programmes (combinations of final subjects). As the Bavarian Higher Education Act stipulates that students who change degree programmes ought to be allowed to decide whether they want to have modules that are included in both degree programmes accredited or whether they want to start them again, a separate module is required for each degree programme. These modules are identical, however, when it comes to the module description. In order to make it easier to enter modules and reduce scope for error, the modules are linked. This means that one of the modules is defined as a linked parent element. The module description can only be edited in this parent module and changes are automatically transferred to all linked child elements. The texts for the child modules can be viewed, but not edited.

The following describes how to use the system in practice.

Searching for a module

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

You are now able to search for elements.
If you don’t enter any text and just click on ‘Search’ (1), all the modules for which you have editing rights will be displayed. Alternatively, you can search for a module number (number) or module name (title).

You can activate the ‘advanced search’ option (2) at any time. When this option is activated, additional search options are offered that you can select to refine your search.

You can expand the various search options using the blue arrow next to the relevant section.

If you would only like to view parent elements in order to edit the module description, select ‘Module data’ and choose ‘search for linked parent elements’ in the advanced search.

Please note: Descriptions of the search parameters are available on the campo help page (3).

Please note: Explanations are available for certain fields if you click on the information icon (4) next to the box.

The results list appears after you click on ‘search’ (1).

If you do not receive any hits, this may be because you do not have the rights to edit the module, or because the module does not yet exist and still has to be created by the staff responsible for central modelling. Please contact your degree programme coordinator in either of these instances.
If you need to adjust your search criteria, click the ‘Edit search’ button (1) to return to the search screen.

Further information on the results list is available in the instructions ‘Using and customising search results’.

In the hit list, select the pencil icon (2) or the default text (3) 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, or whether the module is a child element which you cannot edit.

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 fields in the first tab ‘Overview’ are greyed out, as they are structural data that can only be edited by staff responsible for central modelling. The fields that can be edited are available under the second tab ‘Module details’, where all the important fields for your role are listed.

**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, integration in curriculum, module frequency, duration of module). It also displays the editing status of the module, which you can set to
‘For review’ once you have finished editing. Click ‘Save’ to ensure that your changes to the text or status are accepted.

Degree programmes

The third tab shows all the degree programmes which the module is linked to. Staff responsible for central modelling assign the module to the various degree programmes.

Linked modules

The fourth tab ‘Linked modules’ displays all linked parent or child elements. If you are listed as an editor for an element, the pencil icon will appear beside the element, and you can click on this to edit the module.

Structure

The fifth tab ‘Structure’ shows which lectures and seminars, examinations and course achievements are assigned to the module. Please do not click on any of the cut or paste symbols, as this damages the structure. Please contact campo support if you do happen to do so by accident.

Reverse structure

The sixth tab ‘Reverse structure’ shows all areas (lectures and seminars, examinations and course achievements) to which the module is assigned.
Permissions

In the seventh tab you can see all people who can access and edit the module. You can give other people access to the module, for example if you want to enter someone else who will be responsible for editing the module in the system. First of all, this person must be assigned the role of module coordinator in the IdM portal.

Use the search box under ‘Persons available’ (1) when assigning rights. Enter the person’s name and click on ‘Filter’ (2). You also need to select a specific area of responsibility (3) for the person, before clicking on ‘Assign’ (4). If the person shall be listed in the module handbook, choose module coordinator in the area of responsibility, otherwise choose administrator.

Organisational units

In the final tab ‘Organisational units’ you can view the organisational units of the degree programmes to which the module is assigned. Anyone who has the role of degree programme coordinator for this organisational unit can then access the module.