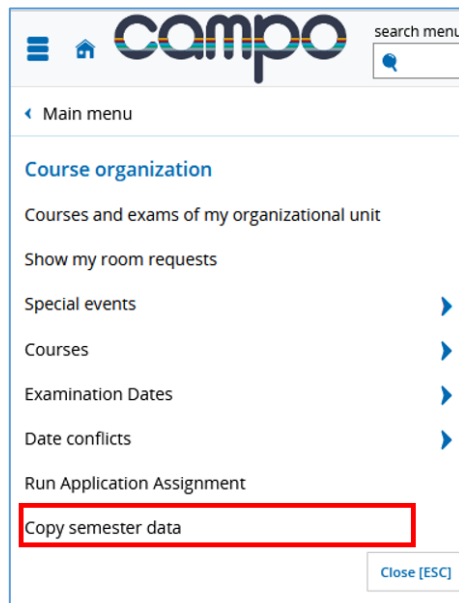


## Copy data from one semester to another semester

Campo administrators can copy courses and examinations for their organizational unit from one semester to another. You can access this function from the sub-menu 'Course organization' by clicking 'Copy semester data':



## Copy courses

At the top of the following screen you can select the source semester from which the data should be copied and the target semester to which the data should be copied:

The screenshot displays the 'Copy courses' interface. At the top, there are two dropdown menus: 'Source term' set to 'Wintersemester 2021/22' and 'Target term' set to 'Wintersemester 2022/23'. Below these are two tabs: 'Events' (active) and 'Examinations'. A green banner indicates '15 courses selected'. The 'Selection criteria' section on the left includes a checkbox for 'Offering frequency' and a dropdown for 'Kind of event' with options: Event/Exercise, Event, Seminar, Internship, Course, Exercise, Einzelunterricht, and Kleingruppenunterricht. A 'Discard selection criteria' link is at the bottom of this section. The 'Copy options' section on the right has three expandable categories: 'Appointments' (with checkboxes for Consecutive, Single, Recurring appointments, Dates by arrangement, Planning rules, and Set up/follow up times), 'Rooms' (with checkboxes for Reservations of not administrated rooms, Reservations of administrated rooms, Specific room requests, and Unspecific room requests), and 'Lecturers' (with checkboxes for Performing lecturers and Responsible lecturers). Red boxes highlight the 'Offering frequency' checkbox, the 'Responsible lecturers' checkbox, and the semester dropdowns.

You can also choose to limit your selection to certain types of courses, for example if you only want to copy data for lectures but not seminars. If the interval data has been maintained properly for previous semesters (winter semester only, summer semester only, every semester, irregular), we recommend enabling this criteria as you can define exactly which courses should be copied into the new semester and those which you wish to ignore regardless of the type of course. By clicking 'xxx courses selected' you will get a list of all the courses selected for copy and you can manually deselect courses you do not want to copy.

You can use the section 'Copy options' to define which data is copied into the target semester. It may help you to copy the lecturer(s) into the lecturers section. Enable any check boxes in the dates or rooms sections if courses will be held on the same weekday, at the same time, in the same room. This depends on the extent to which the data changes each semester. If you decide not to copy any data from the previous semester, you will need to enter the data later in individual courses. If you copy too much data, you may need to make a large number of changes manually within individual courses.

## Copy examinations

When you copy examinations, it may help you to set the copy options for selecting certain types of examinations or specific examiners. You can view a list of the selected examinations by clicking 'xxx examinations selected'.

Events **Examinations**

✓ 8 examinations selected ⚙️ Copy semester data ▼

**Selection criteria**

Type of examination: undefiniert, schriftl. Arbeit, Abschluss, Ärztliche Vorpr. Physikum, Bachelor of Arts, Bachelor of Education

Form of examination: schriftlich, mündlich, **Klausur**, Kolloquium, Monografie, kumulative Dissertation

[Discard selection criteria](#)

**Copy options**

☐ Appointments

- ☐ Appointment organisational attribute
- ☐ Examination appointment
- ☐ Initial dates of oral and bigger examinations (Single dates from allocation are not considered !)
- ☐ Set up/follow up times
- ☐ Geschätzte Anzahl Teilnehmer/-innen
- ☐ Examination procedure

☐ Examiners

- ☒ All assigned examiner
- ☐ Weight

Once you have selected the options you need, you can start transferring the data by clicking 'Copy semester data' on the top right. Please make sure you have selected the correct data before starting the copy process as you will not be able to undo any changes. Any data that is copied by mistake will need to be corrected or deleted manually!

The function 'Copy semester data' will transfer data for either courses or examinations, depending which tab you are currently in. You will see a message indicating that data is copied and a confirmation message is displayed in green after the process is completed. After courses and examinations have been copied they cannot be selected again for copy into the same target semester.