

Editing the course catalog

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General

When course and examination management was initially officially migrated to campo, a new course catalog (VVZ) was created for the first time. The course catalog is organized into the five faculties at FAU by degree program and the courses offered by central institutions such as the RRZE, Language Centre or ZiWiS. The currently valid versions of all degree program and examination regulations have been added for each Bachelor's, Master's and State Examination program. Course catalog editors can access the assigned central areas or degree program subjects and edit the course catalog in the assigned area.

The examination regulations have the same structure as the study plan that students use to register for examinations. In this structure, you can hide elements such as levels or modules but you cannot add titles. If this structure is not suitable for your subject, you can add new headings and insert courses or modules below them.

You can access this function from the menu under "Teaching management" by clicking "Edit university course catalog".

← Main menu

Course organization

Edit university course catalog

This opens the entire course catalog for FAU. You can use the arrow icon in front of the titles to show or hide a specific level. You can show and hide multiple levels with "Expand all" (10) or "Collapse all" (2).

Course catalogue	Actions
FAU course catalogue	↑
Faculty of Humanities, Social Sciences and Theology	↑
Algemeine und fachbezogene Bildung in der digitalen Welt	① ↑ ② ③ ④ ⑤ ⑥
Theater- und Medienwissenschaft	
Bachelor – Erstfach	⑦
Bachelor of Arts (2 Fächer) Theater- und Medienwissenschaft 1. Fach PO-Version 20192	⑧
1000 Grundlagen- und Orientierungsprüfung (GOP)	
990 Grundlagen- und Orientierungsprüfung (GOP) Modules	
10000 Bachelor's examination	
Wirtschaftswissenschaften (ER)	

You can use the table symbol (1) to edit titles; see next chapter for details. You can use the cut (3) or delete (6) icons to cut or delete elements. When you delete an element, it will be deleted from the course catalog but not deleted permanently. Please take care not to delete the main title for the degree program. If this is deleted accidentally, it will need to be created again by L2 – Campus Management. You can change the order of elements on the same level using the arrow icons (9) and (11). To move an element to another level, you need to cut it and add it into a new level. You can use

the paper icon to move an element to the clipboard (8) and insert it using the command “Insert examination regulations from the clipboard below” (5). You can insert new examination regulations using the command “Insert new element below” (4). You only see these icons if you are editing a course catalog from your organizational unit, otherwise you only see the icons (2), (8) and (10).

Examination regulations

You can add elements to a structure by clicking “Add new element below”. This will display further options and you can choose what type of element you would like to add. Adding titles, examination regulations and courses are important functions. The following window is displayed:

To add a new element ×

Theater- und Medienwissenschaft

1 Select type and position **2**
Step 1 from 2

Select elementtype

Element type

- Examination regulation element
- Course
- Special event
- Parallel group.
- Title

Select position

Position

- Insert as a child
- Insert at the same layer, above the actual element
- Insert at the same layer, below the actual element

▶ Continue

Close

First choose the desired element type on the left. Here you can choose whether you would like to search for examination regulations, modules or courses. Select the desired item on the right. Items that are grayed out cannot be selected. You can return to the previous screen by clicking “close” at any time. When you have made a selection, you can click “next” to go to the second step with this window:



2
Search / Selection
Step 2 from 2

Narrow search

Attributes

Number

Title

Type = +

Editing status = +

Relations

Organizational unit =

Degree program =

Search Reset  Help for search  Save search

Already selected (10) ✔ Select all ✗ Delete selected items

Found elements of the examination regulations. (2304 items)

<input type="checkbox"/>	Number	Title	Type	Editing status of units
<input type="checkbox"/>		Magisterprüfung Klassische Archäologie Hauptfach PO-Version 1	Examination regulations	Modelled
<input type="checkbox"/>		Magisterprüfung Klassische Archäologie Nebenfach PO-Version 1	Examination regulations	Modelled
<input type="checkbox"/>		Magisterprüfung Baltistik Nebenfach PO-Version 1	Examination regulations	Modelled
<input type="checkbox"/>		Magisterprüfung Buchwissenschaft Hauptfach PO-Version 1	Examination regulations	Modelled
<input type="checkbox"/>		Magisterprüfung Buchwissenschaft Nebenfach PO-Version 1	Examination regulations	Modelled

⏪ ⏩ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 ...Search result: 2,304 records | Showing page 1 of 461 | Row count (Max:300)

Back  Save

Close

In the second step, all elements belonging to the FAU catalog that you can add are displayed. If you are searching for a specific module or course, you can use the title field to search for the title.

If you want to show all courses offered by a chair or all examination regulations or modules for a degree program, you can enter your search term into the organizational unit or degree program field. This will show you all organizational units or degree programs that include this search term. If the organizational unit or degree program you are looking for is included in the results, click it to add it to the search criteria.

To save your changes, click “Save” or click “Back” to discard your changes.

Heading

When you click on “Edit title” ① or “Add new title above/below same level”, this window opens:

Edit university course catalog

Back to course catalog Save Translate:  

Textual description of heading

Default text 
Theater- und Medienwissenschaft

Comment 

Stil 

Details regarding visibility and validity of heading

Released in printed version of the course catalog

State: freigegeben

Valid from: 01/01/1900

Valid to: 12/31/2100

Assigned orgunits:

Zugeordnete Organisationseinheiten: Theater- und Medienwissenschaft

[Change the selection.](#)

Visibility settings

No hidden elementtypes

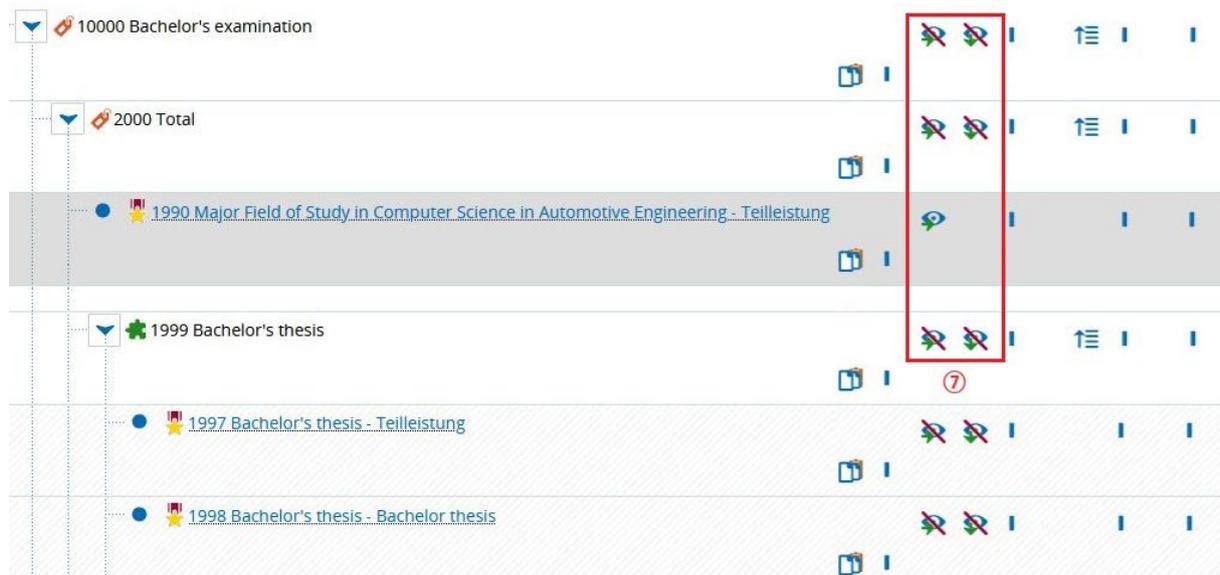
Visible Elementtypes:  

Back to course catalog Save

Use the flag icon to set the language and click “Save” to save your changes. When you click “Back to course catalog” to return to the course catalog view, your changes will be discarded.

Visibility of elements

To edit the visibility of elements, click the eye icon ⑦ on the toolbar. With the left eye icon you can hide the current examination regulations element and with the right eye icon you can hide all subordinate elements.



10000 Bachelor's examination

2000 Total

1990 Major Field of Study in Computer Science in Automotive Engineering - Teilleistung

1999 Bachelor's thesis

1997 Bachelor's thesis - Teilleistung

1998 Bachelor's thesis - Bachelor thesis