Editing the course catalogue

When course and examination management is officially migrated to campo, a new course catalogue (VVZ) will be created. The course catalogue will be organised into the five faculties at FAU by degree programme and the courses offered by central institutions such as the RRZE, Language Centre or ZiWiS. The current degree programme and examination regulations will be added for each Bachelor’s, Master’s and State Examination programme. Course catalogue editors can access the assigned central areas or degree programme subjects and edit the course catalogue 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 course catalogue’.

This opens the entire course catalogue for FAU. You can show and hide individual levels by clicking the plus and minus icons. You show and hide multiple levels with ‘Expand all’ or ‘Collapse all’.

You can use the cut or delete icons to cut or delete elements. When you delete an element, it will be deleted from the course catalogue but not deleted permanently. Please take care not to delete the main title for the degree programme. 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. To move an element to another level, you need to cut it and add it into a new level.
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.

Headings

When you click on ‘Add title’ or ‘Add new title above/below same level’, this opens an entry field above or below the current level. Enter the title and then click ‘Save’.

You can change the title at any time by clicking ‘Edit title’. You can also set the status of the title to ‘Approved’ which will publish your changes to the course catalogue. If the title has not yet been approved, it will be greyed out in the edit screen. If you have added several titles, you can approve all of them by changing the status of the top element from ‘in progress’ to ‘approved’ and clicking yes to the message ‘Would you like to apply your changes to all child elements?’

Examination regulations

Clicking ‘Add examination regulations’ opens the search screen.
All elements at FAU that you can add are shown here. You can use the type field to select whether you would like to search for examination regulations, modules or courses. 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 programme, you can enter your search term into the organisational unit or degree programme field. This will show you all organisational units or degree programmes that include this search term. If the organisational unit or degree programme you are looking for is included in the results, click it to adopt it in the search criteria.

For more search options, you can click ‘Select’ in both sections. Clicking ‘Select’ in the organisational unit section opens a tree showing all organisational units at FAU, where you can select a level with or without sub-elements. In the degree programme section, you can search for degree programme types or subjects and select several degree programmes at once.

After you have entered all search criteria, click ‘Search’ to update the results list. Select the required elements and then click ‘Confirm selection’. To save your changes, click ‘Finish editing’.

Visibility of elements

To set whether an element is visible or not, click the first icon on the right of the toolbar next to the entry that you would like to hide. You now have several options:

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You can hide the examination regulations element or hide the element and all sub-elements in the public course catalogue. You can also hide all levels, modules and examinations within a subtree in the public course catalogue. To save your changes, click ‘Finish editing visibility’.