Manual

Manual Creating and Managing Courses in CAMPUS

Updated: 23.08.2017
Contents

0  Required Roles and Notes ................................................................. 3
1  Creating a new course ......................................................................... 3
   1.1 Adding Literature and further information (Sonstiges) ..................... 6
   1.2 Adoption of a course ..................................................................... 6
   1.3 Further adjustments .................................................................... 7
2  Input page "Veranstaltungsdaten ändern" ........................................... 8
   2.1 Add new degree course ................................................................. 9
   2.2 Adding appointment and location .................................................. 10
      2.2.1 Adding location ................................................................. 10
      2.2.2 Adding dates .................................................................. 11
      2.2.3 Moving, deleting or determining starting date ....................... 13
   2.3 Adding lecturers ........................................................................ 14
   2.4 Adding organizer (organization unit) ............................................. 16
   2.5 Adding assessments ................................................................... 17
   2.6 Adding information concerning exams and course contents ............ 18
   2.7 Adding registration procedure ...................................................... 18
   2.8 Adding bibliography and other information .................................. 19
   2.9 Adding connected/follow-up courses .......................................... 19
   2.10 Adoption of a course ................................................................ 20
   2.11 L2P-Integration ...................................................................... 21
0 Required Roles and Notes

<table>
<thead>
<tr>
<th>Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dozent (Lecturer)</td>
</tr>
</tbody>
</table>

Note

There are two types of courses: teaching courses (Lehrveranstaltungen) and examination courses (Prüfungsveranstaltungen). Assessments (Prüfungsleistungen) with Credit Bonus always have to be examination courses. For further information visit the website of the Central Examination Office. Scroll down to "Downloads" > "Instructions for Preparing Information for Exam Administration (de)".

1 Creating a new course

After logging in into CAMPUS, you will find the link for creating a new course below the list of your courses. After clicking the link "Neue Veranstaltung anlegen" (create new event/course) an input mask opens in which you can make entries to the listed categories. When creating a new course please make sure that you selected the right semester for the appointment you want to make for the course. Please see "Prüfungsveranstaltungen" for information on exam courses.

To switch quickly between the individual categories, these, as well as the buttons "Speichern" (save), "Abbrechen" (cancel) and "Kommentierung löschen" (delete annotations), are displayed several times in a menu bar. Please note that clicking the buttons does not only save or delete the annotation directly above the menu bar but affects all data in the input mask.
The boxes on this page are configured as free text fields or check boxes. You can enter annotations to the course in free text fields of the different categories.

Format your text using the HTML editor.

If you do not use the HTML editor, the following HTML tags can be inserted:

- `<p>` stands for paragraph, new paragraph. Ending with `</p>` is not allowed.
- `<br>` stands for break, word-wrap.
- `<ol>` stands for ordered list, beginning of a numbered list.
- `</ol>` end of a numbered list.
- `<ul>` stands for unordered list, beginning of a bullet list.
- `</ul>` end of a bullet list.
- `<li>` new list entry, has to end with `</li>`.

Example for a list:

```html
<ul>
  <li>My first point</li>
  <li>My second point</li>
</ul>
```

Please note that lists cannot be nested.

A list of course types can be made available via the arrow on the right of the field. Activate the check boxes function by clicking on them.
<table>
<thead>
<tr>
<th>Abkürzung</th>
<th>Veranstaltungsart</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>requires registration</td>
</tr>
<tr>
<td>AG</td>
<td>working group</td>
</tr>
<tr>
<td>DoK</td>
<td>doctoral colloquium</td>
</tr>
<tr>
<td>E</td>
<td>excursions</td>
</tr>
<tr>
<td>EK</td>
<td>colloquium for exam candidates</td>
</tr>
<tr>
<td>FK</td>
<td>research colloquium</td>
</tr>
<tr>
<td>F</td>
<td>question time</td>
</tr>
<tr>
<td>HS</td>
<td>advanced seminar</td>
</tr>
<tr>
<td>I</td>
<td>intensive course</td>
</tr>
<tr>
<td>KI</td>
<td>exam</td>
</tr>
<tr>
<td>K</td>
<td>colloquium</td>
</tr>
<tr>
<td>OS</td>
<td>pre-degree seminar</td>
</tr>
<tr>
<td>P</td>
<td>internship</td>
</tr>
<tr>
<td>PS</td>
<td>introductory seminar</td>
</tr>
<tr>
<td>PSI</td>
<td>introductory seminar I</td>
</tr>
<tr>
<td>PSII</td>
<td>introductory seminar II</td>
</tr>
<tr>
<td>PSIII</td>
<td>introductory seminar III</td>
</tr>
<tr>
<td>S</td>
<td>seminar</td>
</tr>
<tr>
<td>Tut</td>
<td>tutorial</td>
</tr>
<tr>
<td>Ú</td>
<td>exercise course</td>
</tr>
<tr>
<td>ÜP</td>
<td>exercise course/internship</td>
</tr>
<tr>
<td>V</td>
<td>lecture</td>
</tr>
<tr>
<td>VK</td>
<td>lecture/colloquium</td>
</tr>
<tr>
<td>VP</td>
<td>lecture/internship</td>
</tr>
<tr>
<td>VÜ</td>
<td>lecture/exercise course</td>
</tr>
<tr>
<td>VÜP</td>
<td>lecture/exercise course/internship</td>
</tr>
</tbody>
</table>
1.1 Adding Literatur and further information (Sonstiges)

After creating a course you can enter in the free text fields in the input mask information on necessary literatur.

Under Literatur you may enter a list of necessary or helpful literatur regarding the course’s content. In the field Sonstiges you may enter further information, that you could not give in any of the other input field.

1.2 Adoption of a course

When creating a new course you can choose between a few options regarding the adoption (Übernahme) of the course.
In the "Übernahme" section you can
- confirm courses for this semester.
- mark courses as private.
- have courses taken over automatically to the next but one semester.
- unblock courses for printed versions of catalogues.
- unblock courses for printed versions of commented catalogues.

Courses have to be confirmed every semester. Confirming a course includes making a binding lecture hall reservation and making the course available in the public offering. Unconfirmed courses are marked red in the customized area of CAMPUS. To be able to make unused lecture hall capacities available during the planning phase, all lecture hall reservations of unconfirmed courses will be deleted at a certain point of time. Please take note of the current information on the web.

Note

All persons in charge of the access authorization "lecturer" who reported to the Department 1.1 - Academic Affairs Office will be informed about important appointments and deadlines via e-mail.

To improve the organization of the course planning process and lecture hall reservation please tell the Department 1.1 - Academic Affairs Office via e-mail who is in charge of your access authorization.

When automatically adopting courses, annotations, appointments and locations as well as the degree courses and lecturers assigned to the course are retained. These data can then be corrected in the next but one planning semester, before confirming the course.

The following appointments of a course will be transferred:
- All serial appointments that are linked to the course. The date of the appointment will be adapted to the new semester i.e. relative to the Monday of the week of the start of the respective semester.
- Single appointments that are outside of the lecturing period of the previous semester.

Contents of courses marked as private can only be viewed and changed by the login-lecturer of the respective course. In the public view only the lecture hall reservation and the contact data of the login-lecturer are available. Private courses cannot be assigned to a degree course and are intended for individual courses of the medicine department.

If the option "unblock courses for printed versions of commented catalogues" is selected, course data as title, lecturer, appointments and location as well as comments to the course will be included in the printed versions of the commented catalogue of the assigned degree course. You can select the option for every individual course.

1.3 Further adjustments

Once you entered all annotations and acquisition criteria of the course you can save these using the respective button ("speichern"). You will then be directed to the page "Veranstaltungsdaten ändern" (edit course data).
Once you saved all annotations and acquisition criteria of the course you will be directed to the page "Veranstaltungsdaten ändern" (edit course data). You will have to assign degree courses to the course, lecturers and organizers (organization units), book a lecture hall, fix a date for the course and, if required, set up a registration procedure in this view. You will find more information on the subpages.

Clicking "Ändern" (edit) takes you back to the previously edited input mask enabling you to modify the entries subsequently.

### Input page "Veranstaltungsdaten ändern"

Once you saved all annotations and acquisition criteria of the course you will be directed to the page "Veranstaltungsdaten ändern" (edit course data). You will have to assign degree courses to the course, lecturers and organizers (organization units), book a lecture hall, fix a date for the course and, if required, set up a registration procedure in this view. You will find more information on the subpages.

Clicking "Ändern" (edit) takes you back to the previously edited input mask enabling you to modify the entries subsequently.

<table>
<thead>
<tr>
<th>Titel</th>
<th>Deutsch Musterveranstaltung</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Englisch Musterveranstaltung</td>
</tr>
<tr>
<td>Art</td>
<td>Vorlesung (V)</td>
</tr>
</tbody>
</table>

### Studiengänge

Keine Studiengänge zugeordnet

[Neuen Studiengang hinzufügen](#)

### Hörerkreise

Es sind keine Hörerkreise zugeordnet

[Hörerkreis als Pflicht hinzufügen](#)

[Hörerkreis als optional hinzufügen](#)

### Termine und Ort

Regelmäßigen Termin hinzufügen (Assistent zur Suche nach freien Hörsaalterminen)

Einmaligen Termin hinzufügen (Assistent zur Suche nach freien Hörsaalterminen)

Blocktermin hinzufügen

Keine Termine eingetragen

**Hinweis, wenn kein Termin gebucht wird (z. B. Termin nach Vereinbarung)**

### Dozenten

<table>
<thead>
<tr>
<th></th>
<th>Univ.-Prof. Dr.-Ing Alberto Dozent 01</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Univ.-Prof. Dr.-Ing Charly Dozent 07</td>
</tr>
<tr>
<td>3</td>
<td>Univ.-Prof. Dr.-Ing Dan Dozent 09</td>
</tr>
</tbody>
</table>

[Dozenten hinzufügen](#)
At the end of the page you can return to the list view of your courses by clicking the button “Zurück zur Veranstaltungsliste” (return to course list). The newly set up course will be displayed in this list now.

### 2.1 Add new degree course

The assignment of degree courses is of special importance because of the degree course oriented presentation online as well as the printed catalogues, as the course will not be included in the catalogues without this assignment. The academic advisor will be informed automatically about an assignment or the deletion of an assignment via e-mail.

When clicking on the link "neuen Studiengang hinzufügen" (add new degree course) on the input page "Veranstaltungsdaten ändern" an input mask opens in which you can select degree courses and the structure levels created by the academic advisors.

**Studiengänge**

| Angewandte Geographie (B.Sc.)/Hauptfach Angewandte Geographie (B.Sc.) | X |
| Bauingenieurwesen (B.Sc.) | X |
| CAMPUS-Studiengang/1. Semester | X |
| Neuen Studiengang hinzufügen |

You can search for degree courses relevant to the course via the search function in the free text field.

**Suchen**

Studiengang: [ ] [Suchen]

Zurück  Standard-Vorschläge

Depending on the entered search criteria you will receive a list from which you can select the desired degree courses by checking the box on the left of the degree course. Use the “Zuordnen” button to assign the course to the selected degree courses (structure levels).

Academic advisors can disable individual structure levels for the assignment of courses. These structure levels can be identified in the result list by the lock symbol in front of the structure level. Before assigning a course please pay attention to the study and exam regulations compulsory for every degree course and where required department internal arrangements and guidelines. Please also pay attention to the degree course for senior citizens (Seniorenstudium) and the pupil's catalogue (Verzeichnis für Schüler).
You can delete a course's assignment to a degree course by clicking the "X" behind the degree course (structure level).

**Note regarding the deletion of courses**

When deleting a degree course assigned to a course, the degree course will only be deleted from the view, it will not be deleted from the database. The same degree course (structure level) can be selected again and re-assigned via "Studiengang hinzufügen" (add degree course).

### 2.2 Adding appointment and location

Open the course by clicking on the course's title listed under “Änderbare Veranstaltungen”. There you will find the section “Termine und Ort” (appointment and location).

#### Termine und Ort

- **Regelmäßigen Termin hinzufügen** (Assistent zur Suche nach freien Hörsaalterminen)
- **Einmaligen Termin hinzufügen** (Assistent zur Suche nach freien Hörsaalterminen)
- **Blocktermin hinzufügen**
- Keine Termine eingetragen

You can schedule a new appointment or book a lecture hall by clicking the link "regelmäßigen Termin hinzufügen" (add regular appointment), "einmaligen Termin hinzufügen" (add single appointment) or "Blocktermin hinzufügen" (add block appointment). When booking with the assistant you can search for available lecture halls at certain dates and with the required equipment and size. You can book several single appointments at once via the link "Blocktermine". The procedure is analogous to the booking of single appointments for centrally or institutionally managed lecture halls. There will only be more options available for determining the interval. Block appointments are, just like single appointments, not bound to the lecturing period. All block appointments are shown as single appointments. Correspondingly the rules for transferring single appointments to another semester, also apply to block appointments.

All lecturers assigned to the course (except for the currently logged in lecturer) will be informed automatically about new appointments and changes to previously made appointments via e-mail.

#### 2.2.1 Adding location

Before entering the dates of your course you have to determine the lecture hall, where it will take place. You can do it by clicking on the respective buttons.

By default a list of the lecture halls already used by you will be displayed.
You can display further lecture halls by entering the name of the lecture hall and clicking the "suchen" (search) button on the search screen. If you do not enter a search criterion, all lecture halls managed by CAMPUS, which you are authorized to book, will be displayed. For some lecture halls this authorization is limited to a specific group of lecturers; the chemistry lecture halls are e.g. only available for lecturers of the chemistry department. But you can see all lecture halls managed by CAMPUS in the public offering via the link "Hörsäle" (lecture halls) in the navigation bar.

When booking institute internal rooms or rooms managed by the institute itself, just enter the name of the lecture hall in the free text field. This is can only be done for institute internal lecture halls. Before booking such a lecture hall you will have to agree upon the appointment with the person(s) responsible for the room management. There will be no automatic check for overlapping courses in this room. You may also indicate other locations of the course in this field e.g. meeting points for excursions or field trips.

You can change the name of a free text lecture hall via the link "Hörsaalbezeichnung ändern". This will only change the name. Booked appointments will not be affected.

### 2.2.2 Adding dates

After choosing the lecture hall you can choose the dates of your course below the booking plan.
You can book single appointments for every day of a week as well as single appointments on one or several days for a certain period of time by selecting either a starting and end date for the booking or by selecting the days of the week. Optionally you can enter a start date of the regular appointment, if the first course session is not in the first lecturing week. In this case the appointment series will only be booked starting from the previously entered date to the end of the lecturing period.

In addition, you will have to state (by clicking the circular fields) in which cycle the course is going to be held. If you select a fortnightly cycle you can choose between starting in the first or in the second week of the semester. This makes it possible to book two courses in the same lecture hall changing every second week.

You can add additional information to this appointment in the comment field, especially if you booked several appointments for one course. Book the selected appointment by clicking the "Speichern" (save) button. When the lecture hall plan is displayed again the newly created appointment is marked.

In case of overlap with already booked single appointments, a warning note will be displayed informing you about this overlap. In this case you can still book the available appointments of the series. Aside from overlaps with other courses, DIES appointments and Christmas holidays will also be shown as overlaps. Therefore, please check carefully with which other appointments your chosen appointment might overlap before saving it. These will not be available for your series of appointments. Where necessary you may have to book additional single appointments in other lecture halls.

You can view contents of and information about the course and lecturers by clicking on the beginning of the course title in the lecture hall view.

Single appointments can be booked in the same way. Only that in this case you will have to select the precise date of the course session.

The procedure of booking block appointments is analogous to the booking of single appointments for centrally or institutionally managed lecture halls. There will only be more options available for determining the interval. Block appointments are, just like single appointments, not bound to the
lecturing period. All block appointments are shown as single appointments. Correspondingly the rules for transferring single appointments to another semester, also apply to block appointments.

**Note**

Exams have to be created as single appointments and have to have the correct "PT-Vermerk" in the field "Kommentar zum Termin". For further information visit the page of the Central Examination Office and open the document under "Downloads" > PDF "Anleitung zum Anlegen von Prüfungsveranstaltungen".

You can enter a note, e.g. **appointment by arrangement**, under the heading "Termine und Orte" (appointments and locations) if no concrete appointment can be determined yet. You can enter this note by clicking on the link "Ändern" (edit). To enter the note click on "Ändern" (edit). A free text mask is opened where you can enter the text.

If you already know that no appointment will be booked when creating the course you can enter the note when entering the title and comments to the course.

### 2.2.3 Moving, deleting or determining starting date

Via the link "Termin zu anderer Veranstaltung verschieben" (switch appointment to other course) you can switch regular or single appointments of one course to another without deleting the appointment.

Switching is only possible for courses that can be edited with one access authorization. Click the link on the right of the appointment to switch it. Select the course that is supposed to be linked to this appointment from the course list that opened after clicking the link, by checking the right-hand box. To confirm the changes click the "Verschieben" (switch) button at the bottom of the list.

You can edit appointments booked for a course by clicking on the appointment. The booking schedule of the lecture hall with the current appointment and the input mask with the current dates will be displayed. To change the appointment enter the new dates and save the appointment.
You can view and check all single appointments of a series via the link "Termine ansehen/löschen" (view/delete appointments). This is necessary when overlaps are reported and you need to book single appointments subsequently. You can also delete single appointments of a series. To do so, select the respective appointment(s) and delete by clicking the button "Markierte Termine löschen" (delete selected appointments). Delete all appointments of the series by clicking "Alle löschen" (delete all).

To display the correct starting date of a course in CAMPUS, in case of regular appointments, you will have to delete all single appointments of the series previous to the desired starting date. The first entry will then automatically be displayed as starting date.

All lecturers assigned to the course (except for the currently logged in lecturer) will be informed automatically about new appointments and changes to previously made appointments via e-mail.

### 2.3 Adding lecturers

**Note**

Please take note of the fact that there is a difference between the role Dozent (lecturer; also called Login-Dozent, mostly head of the institute) and the Dozent (lecturer) that can be added to an event as the actual lecturer. The role Dozent (lecturer) is appointed by Abteilung 1.1 - Akademische Angelegenheiten (Department 1.1 - Academic Affairs) and can log into the the CAMPUS system, manage events etc. On the other hand when creating a new employee profile (this is done by the role Organisationseinheit) and checking "Dozent" this employee can simply be appointed to events and is listed as Dozent (lecturer) in those events.

When creating a new course, the name of the access authorized lecturer is set by default and assigned to the course.
Further lecturers can be assigned to the course and the assignment of the access authorized lecturer can be deleted.

**Note**

Please note that access authorization to the course depends on the assigned lecturers and organizers. Further information (in German) on this can be found in the short manual Erweitertes Rechtesystem zur Veranstaltungsbearbeitung.

The respective lecturer will be informed via e-mail about the assignment/deletion of an assignment via e-mail.

When clicking on the link "neuen Dozenten hinzufügen" (add new lecturer) an input mask is displayed in which you can select lecturers that are supposed to participate in the course.

By default lecturers assigned to your organization unit will be displayed. You can search for more lecturers via the search function. Depending on the entered search criteria you will receive a list from which you can select the respective lecturers by checking the box on the left of their name. Use the "Zuordnen" button to assign the selected lecturer to the course.

When searching for a lecturer, please make sure that all data are correct and especially in cases of identical names please pay attention to the index number of the institute (IKZ) given in brackets.

When creating an exam course at least one lecturer qualified for holding exams has to be added. He or she has to be able to do independent teaching in accordance with § 65 Abs. 1 HG i. V. m. (see also § 12 Abs. 1 ÜPO or § 15 Abs. 1 ÜPO-L Bachelor bzw. § 16 Abs. 1 ÜPO-L Master). Using the underlying database the system recognizes such lecturers.

You can change the order in which the lecturers are displayed using the arrows in the list of lecturer. The arrow pointing upwards means: Moving lecturer up the list. The arrow pointing downwards means: Moving lecturer down the list.
Warning

Aside from the teaching staff CAMPUS lists all research assistants as lecturer, if they are employed at a chair and participate in courses. Therefore, new employees that are supposed to be assigned to courses, have to be marked as "Dozent" (lecturer) via the checkbox in their personal data by the access authorization "Organisationseinheit" (organization unit). See Adding new staff member for further information.

Delete the assignment of a lecturer to a course by clicking the "X" behind the lecturer's name. When deleting a lecturer assigned to a course, the lecturer will only be deleted from the view, it will not be deleted from the database. The same lecturer can be selected again and re-assigned via "Dozent hinzufügen" (add lecturer).

2.4 Adding organizer (organization unit)

All courses that are supposed to be displayed in the course list of an organization unit must be assigned to the organization unit. By default all courses created with the current login-lecturer are automatically assigned to the login-lecturer's organization unit. But courses can be assigned to any organization unit of which the assigned lecturers are a member.

After creating a new course you can add organizer (Veranstalter). Open the course by clickling on the course title in your course list (Veranstaltungsliste "Änderbare Veranstaltungen").

Click the link "Veranstalter zuordnen" (assign organizer) on the page "Veranstaltungsdaten" (course data) and select the available organization units to which you want to assign the course by checking the respective box.
Only the organization units of the assigned lecturers are available in the list. Complete the assignment by clicking the "Zuordnen" (assign) button.

This assignment is only required and possible if courses are offered by lecturers of several organization units or if courses are held by a lecturer who is assigned to more than one organization unit.

Please note that after assigning a second organization unit the course can also be edited via the login of the head of this organization unit.

You can delete this assignment by clicking the "X" on the right of the organization unit.

### 2.5 Adding assessments

When creating a new course you can add assessments (Prüfungsleistungen) in the input mask.

You can search for assessments and add them to your course by using the search box. You may find further information on the page "Referencing Scheme for Assessments".

**Note**

You can only add assessments which are authorized by the academic advisor. Authorization is given when creating exam rule descriptions.
2.6 Adding information concerning exams and course contents

After creating a new course you can enter further information concerning the exams (Prüfungen) and the content (Inhalt) of the course.

In the box "Prüfungen" you can enter relevant information concerning the exam, the other two boxes can be used to provide further information regarding the content (Inhalt) of the course in german and english.

2.7 Adding registration procedure

After creating a course (Veranstaltung) you can create a registration procedure (Anmeldeverfahren) via the input mask. You may find detailed information on the page "Creating registration procedures (Type A-C)". You can also create the registration procedure first and then add a course to it.
2.8 Adding bibliography and other information

After creating a course you can enter further information concerning literature (Literatur) and information that has not been given anywhere else (Sonstiges).

In the box "Literatur" (literature) you can enter the bibliography. In the box "Sonstiges" you may enter further information, that did not fit into any of the other information boxes. For web usage it is recommended to enter the note "appointments by arrangement" here if no fixed date is given.

2.9 Adding connected/follow-up courses

When creating a new course you can add "zugehörige Veranstaltungen", connected courses in the same semester, e.g. a exercise course or seminar. You can also add "Folgeveranstaltungen" (follow-up courses), which take place in a different semester, e.g. the second part of the course.

Click on "ändern" (change) to open the input mask.

The input mask uses free text boxes.
2.10 Adoption of a course

When creating a new course you can choose between a few options regarding the adoption (Übernahme) of the course.

In the "Übernahme" section you can
- confirm courses for this semester.
- mark courses as private.
- have courses taken over automatically to the next but one semester.
- unblock courses for printed versions of catalogues.
- unblock courses for printed versions of commented catalogues.

Courses have to be confirmed every semester. Confirming a course includes making a binding lecture hall reservation and making the course available in the public offering. Unconfirmed courses are marked red in the customized area of CAMPUS. To be able to make unused lecture hall capacities available during the planning phase, all lecture hall reservations of unconfirmed courses will be deleted at a certain point of time. Please take note of the current information on the web.

### Note

All persons in charge of the access authorization "lecturer" who reported to the Department 1.1 - Academic Affairs Office will be informed about important appointments and deadlines via e-mail. To improve the organization of the course planning process and lecture hall reservation please tell the Department 1.1 - Academic Affairs Office via e-mail who is in charge of your access authorization.

When automatically adopting courses, annotations, appointments and locations as well as the degree courses and lecturers assigned to the course are retained. These data can then be corrected in the next but one planning semester, before confirming the course.

The following appointments of a course will be transferred:

- All serial appointments that are linked to the course. The date of the appointment will be adapted to the new semester i.e. relative to the Monday of the week of the start of the respective semester.
- Single appointments that are outside of the lecturing period of the previous semester.

Contents of courses marked as private can only be viewed and changed by the login-lecturer of the respective course. In the public view only the lecture hall reservation and the contact data of the login-lecturer are available. Private courses cannot be assigned to a degree course and are intended for individual courses of the medicine department.

If the option "unblock courses for printed versions of commented catalogues" is selected, course data as title, lecturer, appointments and location as well as comments to the course will be included in the printed versions of the commented catalogue of the assigned degree course. You can select the option for every individual course.

### 2.11 L²P-Integration

Via the L2P-Integration of CAMPUS you can create a course room for every course on the teaching and learning platform L2P. Click the button "Lernraum einrichten" (create course room) in the course details and follow the instructions.
You can then choose the primarily used language and create a password.

All students who were registered as participants via a registration procedure in CAMPUS will be able to log in to the course room of the respective course. Further information and manuals can be found here: Lehr- und Lernportal.