Manual

List of Courses in CAMPUS

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0 Required Roles and Notes

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

The list "Änderbare Veranstaltungen" (changeable courses) shows all courses that are assigned to the login-lecturer's organization unit, irrespective of whether they are assigned to the login-lecturer or not. The link "Eigene Veranstaltungen" (my courses) directs you to a list of courses assigned to the login-lecturer, irrespective of whether the organization unit organizes these courses or not.

1 Course list "changeable courses" (Änderbare Veranstaltungen)

After logging in, a list of all courses of the organization unit (Liste aller änderbaren Veranstaltungen) is displayed.

Via the link "Eigene Veranstaltungen" at the end of the page, you can switch to a list of your own courses, i.e. the courses that are assigned to the lecturer account but not necessarily assigned to the organization unit (organizer).

You can change the order of the courses in the course list of the organization unit by clicking the arrows next to each course. Thereby courses are moved one stage up or down. Use the pre-fixed numbers to quickly move through the courses in the list. To do so enter the number of the course you want to move in the first field below the list. Then enter the number of the course before which
you want the selected course to be listed in the second field. Complete the process by clicking the "einfügen" (insert) button.

Courses will be displayed in the determined order in the course list of the public offering of the organization unit (link below the employee list of an organization unit).

Delete a course via the "X" button.

By clicking a course's title, you are directed to the input mask which enables you to change the course's data. You may find information concerning the creation of new courses on the page "Veranstaltungen pflegen" (managing courses).

2 Course list "own courses" (Eigene Veranstaltungen)

The list view "Eigene Veranstaltungen" shows all courses in which the login-lecturer participates. You can tell the course list of your own courses apart from the list of your organization's courses (Liste änderbarer Veranstaltungen) by reading the title.

You can sort the list in alphabetical order by clicking "Titel" or sort them by the first lecturer's name by clicking on "Dozent". You can also sort the list by course type by clicking the heading "Art der Veranstaltung".

Delete courses using the "X" button.

By clicking a course's title you are directed to the input mask, which enables you to change the course data.

Below the list you can use the link "Veranstaltungen - organization unit -" to see the list of all changeable courses (Liste aller änderbarer Veranstaltungen).

3 Printing or exporting course list

You can print or export selected courses of the course list. Just click the button "Druckansicht/Export zusammenstellen" (print view/compile export).
Afterwards select the desired courses in the list on the right-hand margin with the help of the checkbox. Create the print view and print it via the browser’s printing function by clicking the button “gewählte Veranstaltungen drucken” (print selected courses) or by selecting the printer symbol in the header (above the semester selection). To export the courses click the button “gewählte Veranstaltungen exportieren” (export selected courses). The data will be available as a file that you can save and edit on your computer.

4 Copying courses

Open the list of your changeable courses (Änderbare Veranstaltungen). Select the semester from which you want to copy one or several courses in the search mask.

Click on the link “Veranstaltungen kopieren” (copy courses) below the list.

Then choose the semester where your copied course is supposed to be in.
A list of all courses of the selected semester will now be displayed, in which you can mark the course(s) you want to copy.

Before the course(s) will irrevocably be copied to the currently edited semester you can still decide whether the degree courses, lecturers and organization units assigned to the course(s) are to be taken over or not.

The course(s) is/are available for editing after completing the copying process.
When copying a course, all annotations and assignments to degree courses, lecturers and organization units are taken over as long as the data are still available in the selected semester. Registration procedures set up for the course and appointments or assessments assigned to it are not copied. The copy function e.g. simplifies data maintenance of courses that are not held in a two semester cycle.