



Guideline for creating new courses in the Course catalogue - Spring20

If you have new courses for the spring semester 2020, the course descriptions must be uploaded in the new courses folder under the degree programme's folder. The link to the folder is available from your Degree programme director.








You can find the folder by following the path below:


Navigation: Term → Institut/Center (Department/Centre) → Uddannelse (Degree programme) → Nye kurser (New courses).



Kursuskatalog

|  Navn ▾ |
|---|
|  Opdatering af kurser Forår 2020 |
|  Tidligere års kurser |





Kursuskatalog > Opdatering af kurser Forår 2020

|  Navn ▾ |
|--|
|  Center for Bioinformatik (BiRC) |
|  Ingeniørhøjskolen Aarhus Universitet |
|  Institut for Agroøkologi |
|  Institut for Biomedicin |
|  Institut for Bioscience |
|  Institut for Datalogi |

Kursuskatalog > Opdatering af kur... > Center for Bioinformatik (BiRC) 





|  Navn ▾ |
|---|
|  Kandidatuddannelsen i bioinformatik |

Kursuskatalog > Opdatering af kur... > Center for Bioinfo... > Kandidatuddannelsen i bioinformatik 

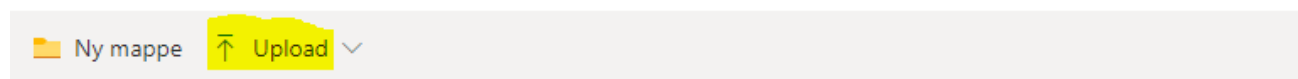
|  Navn ▾ | Ændret ▾ |
|---|------------------|
|  Eksisterende Kurser F19 | For 6 dage siden |
|  Nye Kurser | For 6 dage siden |
|  Ændrede og Rettede Kursusbeskrivelser | For 6 dage siden |

Remember to name the course description so the current year and term is stated in the title, e.g. organic chemistry II: Reaction mechanisms, Spring 2020.

Kursuskatalog > Opdatering af kur... > Center for Bioinfo... > Kandidatuddannelsen i bioinformatik 

|  Navn ▾ | Ændret ▾ |
|---|------------------|
|  Eksisterende Kurser F19 | For 6 dage siden |
|  Nye Kurser | For 6 dage siden |
|  Ændrede og Rettede Kursusbeskrivelser | For 6 dage siden |

The new course description is uploaded by having the folder *Nye Kurser* (new courses) open, and then clicking **Upload** on the menu bar. **Select files**. Then select the new course description, and then press **Open**. The new course description will now be located in the right folder.



... Opdatering af kur... > Center for Bioinfo... > Kandidatuddannel... > Nye Kurser 

|  Navn ▾ |
|--|
|--|

Uploading an incorrect file

If you upload an incorrect file by mistake, you will not be able to delete the file. The file can only be removed if you write to Kim Kusk Mortensen at kkm@au.dk and ask him to remove the file. It is important to be precise about what to remove.

Course Overview in Excel sheet

In all the folders on the degree programme level, you will find an Excel file containing a table of the current courses of the degree programme in the given semester. The file follows the approval procedure through the Education Committee, the Boards of studies, and final registration in the course catalogue, which means it's important to update the excel sheet.