

Guideline for editing existing courses in the Course catalogue - Spring20

All existing course descriptions of courses conducted in spring 2020 are in a folder called *Update of courses Spring 2020*. The link to the folder is available from your Degree programme director.

The course descriptions for courses, which were held in spring 2018, autumn 2018, and spring 2019, are in the folder *Previous year's courses*.

You can find your own courses by following the path below:

Navigation: Term → Institut/Center (Department/Centre) → Uddannelse (Degree programme) → Eksisterende kurser (Existing courses) → Kursusnavn (Course name).

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

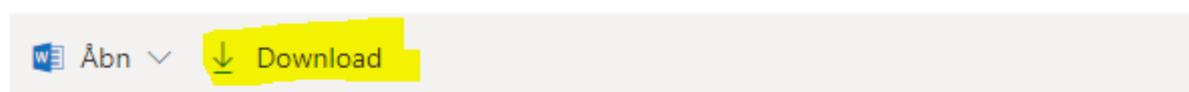
Kursuskatalog > Opdatering af kur... > Center for Bioinfo... > Kandidatuddannelsen i bioinformatik ^{g8}

Navn ^v	Ændret ^v
 Eksisterende Kurser F19	For 6 dage siden
 Nye Kurser	For 6 dage siden
 Ændrede og Rettede Kursusbeskrivelser	For 6 dage siden

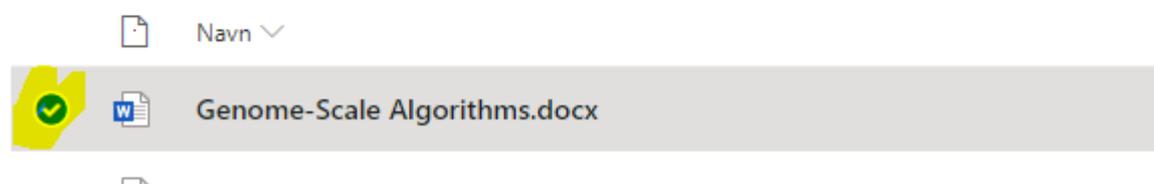
... Opdatering af kur... > Center for Bioinfo... > Kandidatuddannel... > Eksisterende Kurser F19 ^{g8}

Navn ^v	Ændret ^v
 Genome-Scale Algorithms.docx	For 6 dage siden
 Next-Generation Sekventering.docx	For 6 dage siden
 Populationsgenetik på genomer.docx	For 6 dage siden
 Projekter i bioinformatik.docx	For 6 dage siden
 Speciale - 30 ECTS - Bioinformatik.docx	For 6 dage siden
 Statistical and Machine Learning in Bioinformatics.docx	For 6 dage siden

The course description is retrieved by clicking the button next to the course description, and then clicking Download on the menu bar.



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



The course description can now be edited in Microsoft Word (**not Word Online!**). Remember to turn on **track changes** so all changes are registered. Save the file locally on your own computer.

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.

At the end of the editing, the edited course description is uploaded in *Ændrede og Rettede Kursusbeskrivelser* (changed and edited course descriptions).

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 edited course description is uploaded by having the folder *Ændrede og Rettede kursusbeskrivelser* (changed and edited course descriptions) open, and then clicking **Upload** on the menu bar. Select **files**. Then select the edited course description, and then press **Open**. The edited course description will now be located in the correct folder.



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.