UNIVERSITÄT BERN

List of courses CTS

Instructions

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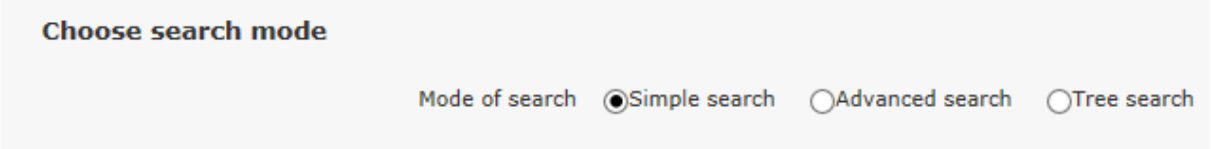
UNIVERSITÄT BERN

1. Searching for Courses

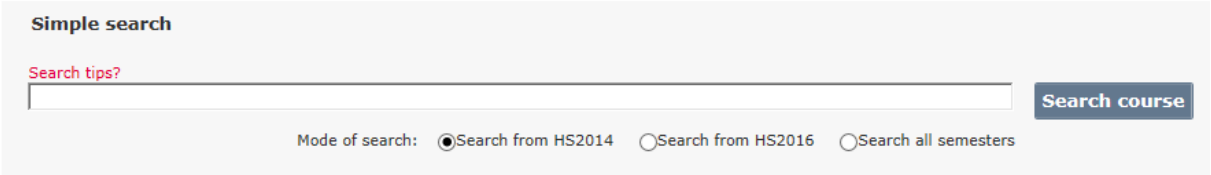
There are several search methods in CTS:



- **Simple search**, works similarly to google-search
- **Advanced search**, a search form, in which specific criteria can be searched for.
- **Tree search**, in which the structural relationship of a course to the subject and study program is shown
- Additionally, you can download the complete **course catalogue as a pdf**

1.1 Simple Search

When opening CTS, you will see the free text search, which works in the same way as Google. The search field is shown here:



Several terms can be entered in the search field. Each term must be found in at least one of the searched fields, which are: Title, type, description, subject, faculty, institute, lecturer, semester (written: HS2015 for an autumn semester, or FS2016 for a spring semester), learning outcome and root number.
As with Google: the more specific the search criteria, the more relevant the search result.
The Radio Button "Search from HS2016", (or the current semester), is selected by default. You can also search for courses within the last 4 semesters or all semesters.
The "search course" button or the enter-key activates the query.

The meaning of the **only your own courses** checkbox depends on the user's role:

- Area open to the public (guests): not available, the checkbox is hidden.
- Subject coordinators: all courses assigned to their subject(s).
- Teaching staff: all courses to which they are assigned as a lecturer or assistant (contribution to course)
- Course coordinator (CC): all courses, to which the CC is assigned.

- Director of studies: all courses which are assigned to study programs in his or her subject(s).
- Dean's office: all courses belonging to all subjects of the faculty.
- Room administrators have a special dialogue to administer courses and the allocation of lecture rooms. The **only your own courses** the checkbox is therefore hidden

The latest search request will be saved and shown in the input field at the next login.

Examples:

Search for the course with root number 26135:

Search for courses relating to the topic "risk management":

⚠ If the terms „risk" and „management" appear in the German title or description, but not in the English description, the course will still be found.

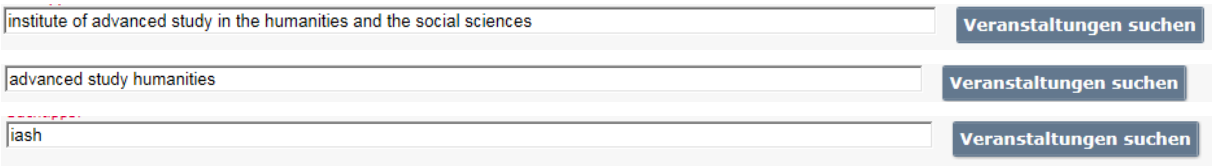
Search for courses in the subject "business administration" in the autumn semester 2012:

⚠ If the term „business administration" appears in the description of a course which is not allocated to the subject business administration, the course will still be found.

Search for courses taught by Prof. Dr. Wolfgang Wilcke

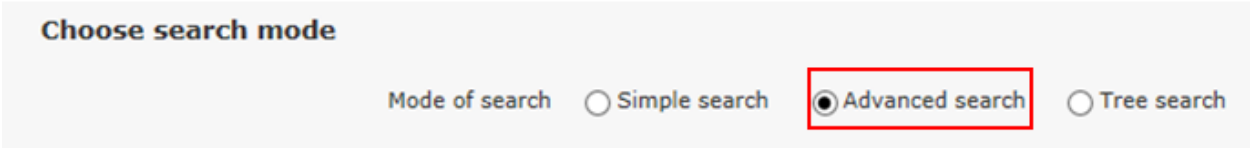
⚠ Enter only the surname, the given name will not be included in the search.

Search for courses taught by lecturers at the Institute of Advanced Study in the Humanities and the Social Sciences: There are three options:

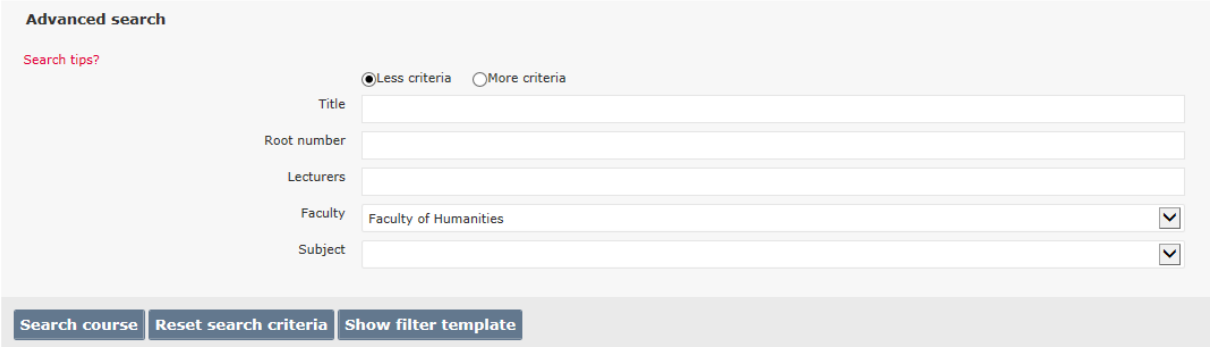


1.2 Advanced Search

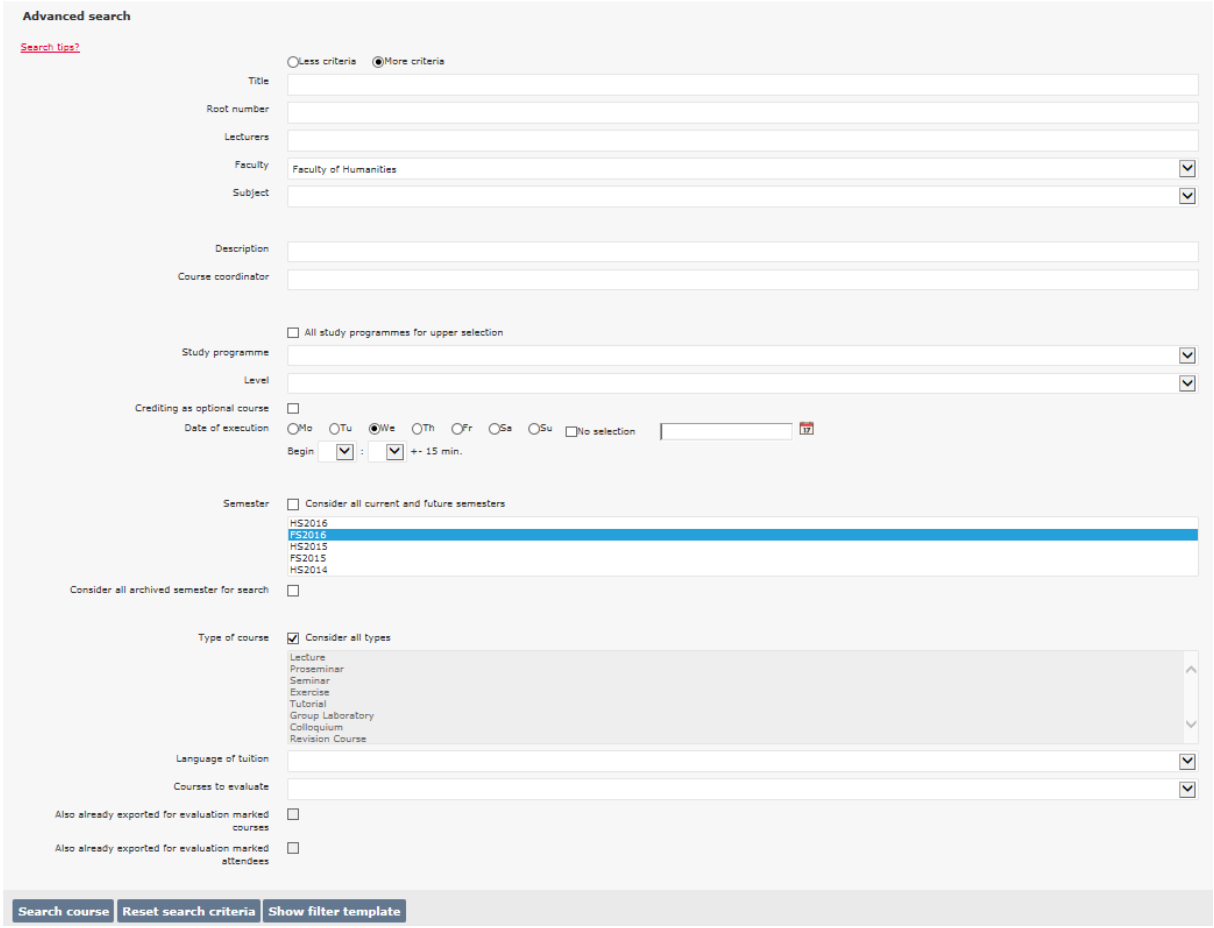
In the advanced search, certain fields can be searched for to receive more relevant search result.



Clicking on Advanced search, the following form opens:



More criteria are shown when the corresponding radio button is activated:



At least one search field must be filled. Any combination of search is possible. It is possible to search on the attributes of the courses combined with their inclusion in the study programs:

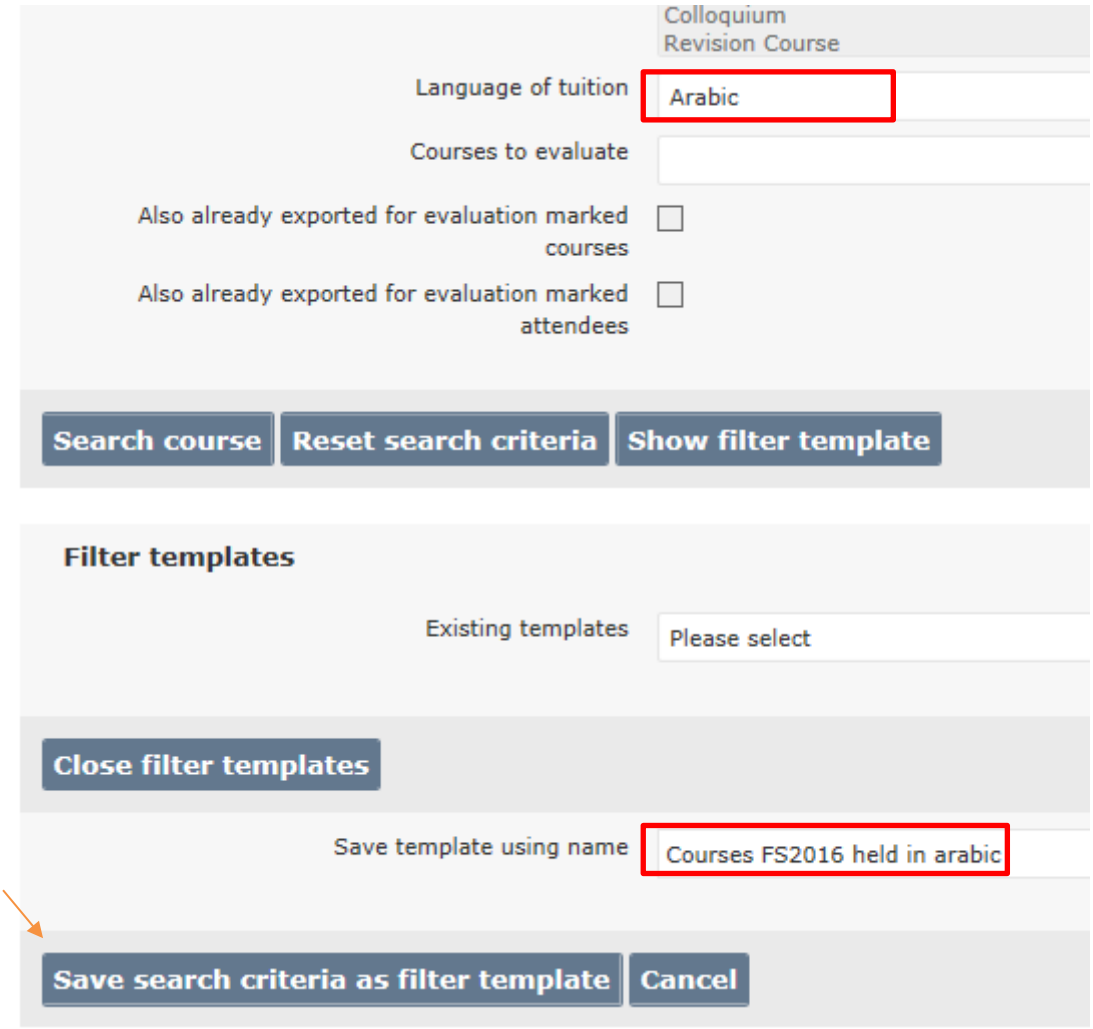
Title: Searches for the terms in the title of the courses.
Root number: Searches for the root number.
Lecturers: Searches given name and surname of the lecturers
Faculty: When a faculty is selected, all courses belonging to it are searched. There is a checkbox, allowing you to choose only the courses included in at least one study program of the faculty:

Subject: All courses belonging to the subject are searched. If a faculty has also been selected, the choice of subjects is **restricted** accordingly. Here again the previously mentioned checkbox can be used to include only those courses included in at least one study program belonging to the subject.

Description: Searches for the terms in the description. All terms entered must be found.
Course coordinator: Searches for the course coordinators.
Study programme: Choice of study programs, depending on previous selection of faculty or subject.
Level: Searches for courses either at BA- / MA- or PhD Level
Crediting as optional course: Select this checkbox to search for optional courses.
Schedule: In order to fill in specific gaps in a timetable, you can search for dates and times of the course.
Semester: Search for courses taught in the selected semester(s). By default, the current and all future semesters are searched. After clearing the checkbox, the required semesters can be selected in the list (Ctrl for multiple selections). If the checkbox below is selected, archived courses are also considered.
Type of course: Selection of type of course, several can be selected.
Language of tuition: Searches for courses taught in the selected language.

It is also possible to save filter templates if you are logged in. To do this, click on the "show filter template"-button. The following dialogue will be displayed:

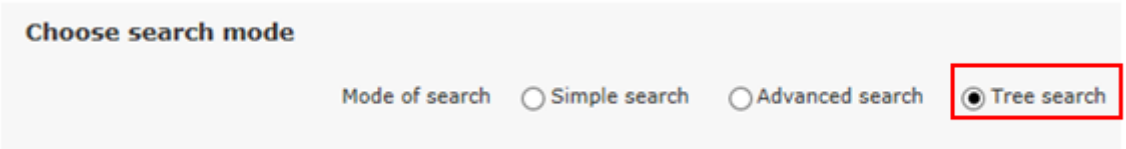
By clicking on "new template", the currently selected criteria from the upper form can be saved under any name.



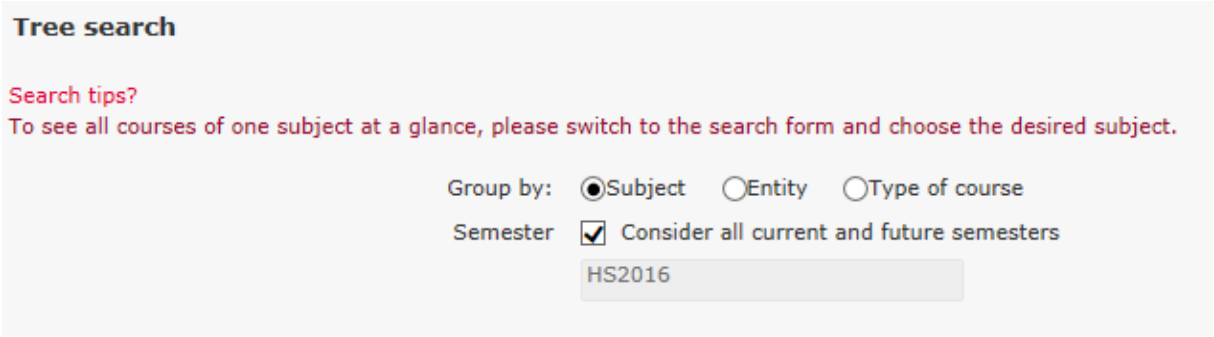
As with the simple search, the latest search request will be saved and shown in the input fields at the next login.

1.3 Tree search

In the tree search the courses are structured hierarchically by faculty.



After choosing the tree search, select the primary sort criteria and the semester(s) to be searched.



Once the criteria have been selected, the tree will be built.

- **Subject**: Hierarchy subject → study program → block: all courses which can be credited in the block and are offered now or in the future will be shown.
- **Entity**: Hierarchy faculty → organizational unit (institute, department, section etc.): all courses taught by a lecturer in the selected entity will be shown.
- **Type of course**: Hierarchy faculty → subject → type of course: all courses of the selected type will be shown.

Once the criteria have been selected, it can take a few seconds for the tree to be completed.

Clicking on ▷ opens the next level in the hierarchy clicking on ▽ closes all subordinate levels.
Courses are listed by the whole title, followed by root number, semester and sequence number in brackets. Courses belonging to more than one block will be displayed more than once in tree.
All the sub-levels will be closed by clicking on the "collapse all"-button.

1.4 PDF Course Catalogue

The complete course catalogue sorted by semester is available in the "Downloads"-Menu.

The course catalogue is subdivided into faculty, subject and type of course.

1.5 Which search mode for which purpose?

The **simple search** is suited for:

- Users, who wish to know if there are any courses relevant to specific keywords or topics at the University of Bern and who want to search in a more general sense
- Course Coordinators who want to edit one specific course

The **Tree Search** is suited for:

- Users who prefer the courses to be listed in a structured manner.
- Students, who would like to know which courses can be attended within a specific study-program.
- Coordinators who wish to check the range of courses available in their entity

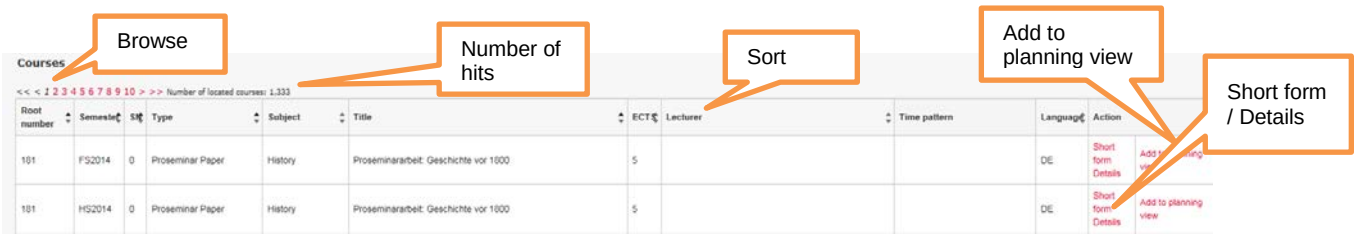
The **Advanced Search** is suited for:

- Users, who would like to search for specific terms in certain fields and value relevance above quantity in the results.
- Students, course coordinators or subject coordinators who would like to have an overview of the courses in a specified faculty, subject or study program
- Users who know the root-number of a specific course and want to check it
- Lecturers, who require a list of their own courses.

2. Details of the courses

2.1 How to sort and edit the search results

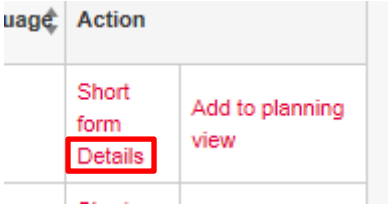
Clicking on the **start search for courses**-button results in courses of being listed in the search result:



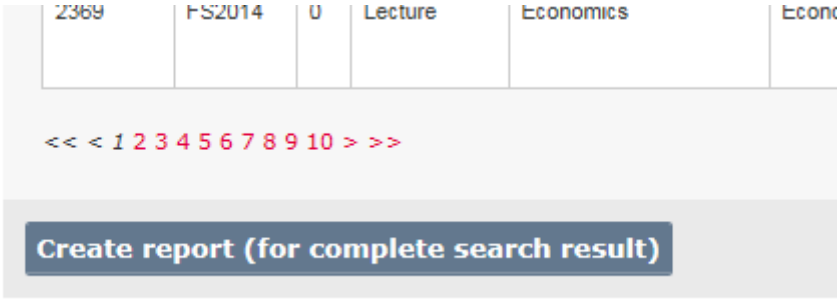
- **Browse**: If the list of search results contains more than 50 courses, you can browse through the results by clicking on the arrows or page number.
- **Sort**: By default the list is sorted by root-number in ascending order. By clicking on a column-header, the list will be sorted by the chosen column in ascending order. A second click will sort it in a descending order.
- **Short form**: The short form gives an overview over the chosen course. It contains information about the content, ECTS, dates and types of assessment. There is also the option to open the detailed view if needed.
- **Details**: Here you will find the details concerning the chosen course. You can print the details if needed.
- **ILIAS**: The link to the ILIAS-course.
- **Add to planning view**: By clicking on this link, the course will be added to your planning view. There is no need to go through the short/detailed view of the course.

2.2 Print a single course

The "Details"-link in the action column will take you to the detailed overview of the chosen course, which then can also be printed.



71-FS2014-0-Introductory Seminar Course Information Systems (Department Information Management)

2.3 To print a list of courses – Excel report

The results with additional details can be exported to Excel. The button under the list will produce the Excel sheet of the results.