



Co-creator – working with a course at another department

When an employee needs to work with a course (syllabus, course information, and/or course occasion) at another department than their own, authorization can be granted in the following ways:

Co-creator for syllabus

Authorization to work with a syllabus (write a new or revise an existing one) can be granted through the role of **co-creator**.

The role is assigned by someone at the department responsible for the course who:

- a) **creates a new/revise syllabus** and fills in the basic information required to be able to save.
- b) clicks on **Actors** and adds the person who will be the co-creator.

Thus, it is not possible to add a co-creator for an existing syllabus without creating a syllabus revision. If the revision only concerns the addition of a co-creator, please write this in the message box when submitting the course syllabus for review.

(See further the user guide **Create new syllabus**, section **Co-creator of syllabus**).

Co-creator for course information and course occasion

Authorization to **create** course information and/or course occasion for a course at another department than one's own can be granted through the role **Authorized to perform admission** in the course occasion.

Do this:



A person at the department responsible for the course clicks on **New course occasion** for the relevant course, looks up the person who is to be granted authorization as a collaborator, and assigns the role **Authorized to perform admission**. No other information needs to be entered to save the created course occasion and hand it over to the co-creator.

The co-creator can now continue working with the course occasion.

(The role **Authorized to perform admission** is not visible in the course catalogue).

(See further the manual for *Create and edit course occasion*).