

How to register teaching activities in Pure

Log in to Pure at www.sdu.dk/pure. Click the 'Add new item' button in the top right corner of your screen.

Teaching is registered in several categories in Pure. If you are registering teaching, courses and supervision go to the 'Teaching and supervision' tab. Are you registering presentations and visits to other institutions go to the 'Activity' tab.

In the teaching tab the fields are identical for teaching and supervision. Choose the one corresponding to what you want to register.

The template contains fields grouped in four categories; Information, Coordinator, Managed by and Occurrences. The purpose of the template is to think of the teaching template as a way to register whole courses potentially maintained and taught by several persons.

In the Information section you should ideally register the title of the entire course and description thereof. The start and end date should correspond with the entire period the course is taught. If the course is ongoing you can leave the end date open or set a future date.



Information

Type
Teaching

Title *
Pure basic CUU course

Description
The purpose of the course is to present the research database Pure at an introductory level

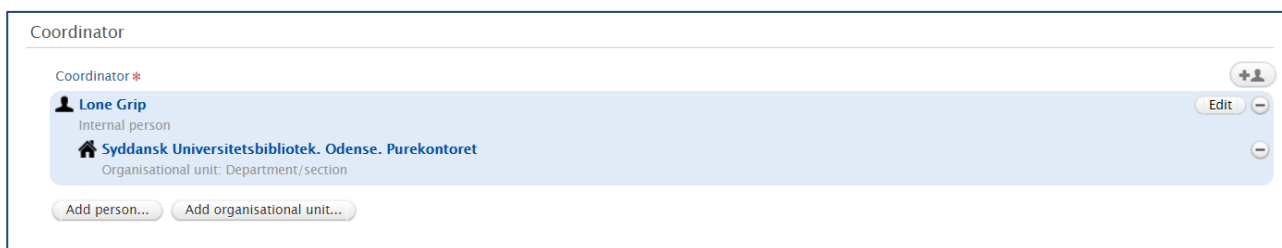
Start date *
01/01/2015
Example: 21/10/2002

End date
Example: +12 is 12 months later


Target group
Other




ECTS credits
None



In the Coordinator section the persons responsible for the courses should be registered. If you are registering your own course this should be your name. If you only taught one session out of many occurrences it is probably coordinated by someone else. Only people listed here can automatically add the course to their CV if they wish to do so. This should be kept in mind.


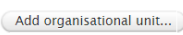


Coordinator

Coordinator *
+ 

 **Lone Grip**
Internal person  


 **Syddansk Universitetsbibliotek, Odense, Purekontoret**
Organisational unit: Department/section 

You may recognize **the Managed by section** from other templates. Its purpose is solely technical since it will not be displayed in the registration on sdu.dk. This is the internal division which can edit the registration. You should fill in your current institute or department.

Managed by

Managing organisational unit *

 **Syddansk Universitetsbibliotek. Odense. Purekontoret**

Organisational unit: Department/section

[Change organisational unit...](#)

The Occurrence section is where you can register each occurrence. It offers more option for registering details on the course.


New teaching occurrence

Schedule


Semester Year *

Lecturer/supervisor

Lecturer/supervisor *

 **Regine Ejstrup, Co-lecturer**
Person

Edit —

 **Syddansk Universitetsbibliotek. Odense. Purekontoret**
Organisational unit: Department/section

—

[Add person...](#) [Add organisational unit...](#)

Details

Number of students Subject/education

[Cancel](#) [Create](#)


The occurrences will be listed with limited information in the overview:

Occurrences

Fall, 2017	Regine Ejstrup, Lone Grip	Edit —
Spring, 2017	Lone Grip	Edit —

[Add teaching or supervision occurrence](#)

The same registration can be updated continuously as more occurrences happen.

 **Pure basic CUU course**
 Teaching and supervision: Teaching

Information

Type
 Teaching ▾

Title *
 Pure basic CUU course


Description
 The Purpose of this course is to present the research database Pure at an introductory level


Start date * End date
 01/01/2015 [calendar icon] ←
Example: 21/10/2002 Example: +12 is 12 months later

Target group ECTS credits
 Other ▾ None ▾

Coordinator


Coordinator * + [person icon]

 **Lone Grip** Edit -
Internal person

 **Syddansk Universitetsbibliotek. Odense. Purekontoret** -
Organisational unit: Department/section

Add person... Add organisational unit...

Managed by

Managing organisational unit *
 **Syddansk Universitetsbibliotek. Odense. Purekontoret**
Organisational unit: Department/section

Change organisational unit...

Occurrences

Spring, 2018	Edit -
Karen Lindvig	
Fall, 2017	Edit -
Regine Ejstrup, Lone Grip	
Spring, 2017	Edit -
Lone Grip	

Add teaching or supervision occurrence ←

Visibility ⓘ

Visibility
 Public - No restriction ▾

Save

This is the finished template. You can update with an End date when the course will no longer be repeated.

Is the course taught once more, you can add it to 'Occurrences'.

 The registration can be edited by the coordinator and each person added in the 'Occurrences' section.