

# How to register teaching activities in Pure

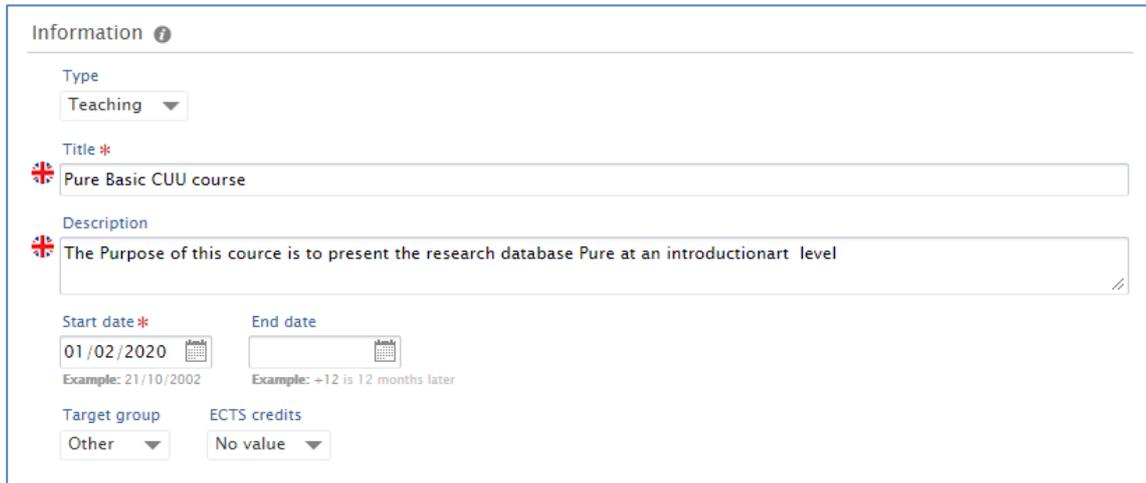
Log in to Pure at [www.sdu.dk/pure](http://www.sdu.dk/pure). Click the 'Add new item' button in the top right corner of your screen.

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.



The screenshot shows the 'Information' section of a form in the Pure system. It includes the following fields and options:

- Type:** A dropdown menu with 'Teaching' selected.
- Title \*:** A text input field containing 'Pure Basic CUU course'.
- Description:** A text area containing 'The Purpose of this course is to present the research database Pure at an introductionart level'.
- Start date \*:** A date picker showing '01/02/2020' with an example of '21/10/2002'.
- End date:** An empty date picker with an example of '+12 is 12 months later'.
- Target group:** A dropdown menu with 'Other' selected.
- ECTS credits:** A dropdown menu with 'No value' selected.

**In the Subject Director 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.

### Subject Director

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Subject Director \*

 **Lone Grip**  
Internal person  
 **University Library of Southern Denmark. Odense. Pure Office**  
Organisational unit: Department/section

Edit ↓ -

 **Regine Ejstrup**  
Internal person  
 **University Library of Southern Denmark. Odense. Pure Office**  
Organisational unit: Department/section

Edit ↑ -

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

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Managing organisational unit \*

 **University Library of Southern Denmark. Odense. Pure Office**  
Organisational unit: Department/section

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

### Edit teaching occurrence

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#### Schedule

Semester  Year \*

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#### Teacher/supervisor

Teacher/supervisor \*

 **Lone Grip**, Lecturer  
Internal person  
 **University Library of Southern Denmark. Odense. Pure Office**  
Organisational unit: Department/section

Edit ↓ -

 **Regine Ejstrup**, Lecturer  
Internal person  
 **University Library of Southern Denmark. Odense. Pure Office**  
Organisational unit: Department/section

Edit ↑ -

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#### Details

Number of students  Subject/education

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

Occurrences ⓘ	
<b>Spring, 2021</b> Regine Ejstrup	Edit —
<b>Fall, 2020</b> Lone Grip, Regine Ejstrup	Edit —
<b>Spring, 2020</b> Regine Ejstrup, Lone Grip	Edit —
<a href="#">Add teaching or supervision occurrence</a>	

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

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

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**Information ⓘ**

Type  
Teaching

Title \*  
Pure Basic CUU course

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

Start date \*  
01/02/2020

End date  
Example: +12 is 12 months later

Target group  
Other

ECTS credits  
No value

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**Subject Director ⓘ**

Subject Director \*

**Lone Grip**  
Internal person  
University Library of Southern Denmark. Odense. Pure Office  
Organisational unit: Department/section

**Regine Ejstrup**  
Internal person  
University Library of Southern Denmark. Odense. Pure Office  
Organisational unit: Department/section

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

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**Managed by ⓘ**

Managing organisational unit \*

University Library of Southern Denmark. Odense. Pure Office  
Organisational unit: Department/section

[Change organisational unit...](#)

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**Occurrences ⓘ**

**Spring, 2021**  
Regine Ejstrup

**Fall, 2020**  
Lone Grip, Regine Ejstrup

**Spring, 2020**  
Regine Ejstrup, Lone Grip

[Add teaching or supervision occurrence](#)

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**Visibility ⓘ**

Visibility  
Public - No restriction

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.

## Contact and questions

Any comments or questions in relation to this guide can be directed to The Pure office at [puresupport@bib.sdu.dk](mailto:puresupport@bib.sdu.dk)

The Pure office/  
Updated 22.7.2021