

How to register teaching activities in Pure

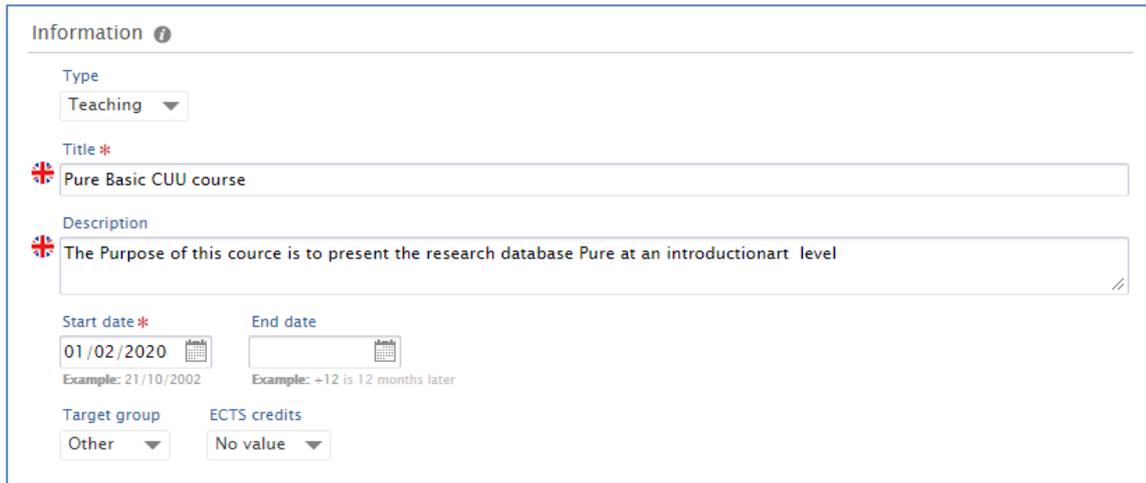
Log in to Pure at www.sdu.dk/pure. Click the 'Add new item' button in the top right corner of your screen.

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.



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

- 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' below it.
- End date:** An empty date picker with an example of '+12 is 12 months later' below it.
- 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

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

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

Schedule

Semester: Year:

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 ↑ -

Details

Number of students: Subject/education:

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

Occurrences ⓘ	
Spring, 2021 Regine Ejstrup	Edit —
Fall, 2020 Lone Grip, Regine Ejstrup	Edit —
Spring, 2020 Regine Ejstrup, 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 introductionart level

Start date: 01/02/2020 End date: Example: +12 is 12 months later

Target group: Other ECTS credits: No value

Subject Director ⓘ

Subject Director: **Lone Grip** (Internal person, University Library of Southern Denmark. Odense. Pure Office)

Regine Ejstrup (Internal person, University Library of Southern Denmark. Odense. Pure Office)

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

Managed by ⓘ

Managing organisational unit: University Library of Southern Denmark. Odense. Pure Office

[Change organisational unit...](#)

Occurrences ⓘ

Spring, 2021
Regine Ejstrup

Fall, 2020
Lone Grip, Regine Ejstrup

Spring, 2020
Regine Ejstrup, Lone Grip

[Add teaching or supervision occurrence](#)

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

The Pure office/
Updated 22.7.2021