



# How to create courses «Categories»

Exam Collection AIV: Community  
Solutions - <https://exams.aiv.ethz.ch/>

1. Scroll to the bottom of the website and click on the big plus under "New Category".

New Category



veth



2. Name the subject according to the VVZ and click on "Add Category".

**Add Category**

CATEGORY NAME



## 3a. Metadata editing

- Scroll to the bottom of the website again and click on the box under "Unassigned Categories".
- Click on "Edit

HOME > BEISPIEL

### Beispiel



- **Semester:** Indication of the semester in which the course is offered.
- **Form:** Form of the examination
- **Remark:** Grade weight according to regulations and other special features of the subject, if available.

SEMESTER

Select...



FORM

Written



REMARK



## 3b. Metadata and Attachments editing

- **Permission:** Set to "Public", after successful creation of the subject.
- **More Exam Links:** The link of the Moodle or lecture page can optionally be added, if exams are offered there
- **Has Payments:** Not relevant for the AIV, please never select!

PERMISSION  MORE EXAMS LINK

Has Payments

- **Attachments:** Additional documents relevant to the lecture (e.g. lecture script). First upload the document, name it correctly and finally press "Add".

### Attachments

CHOOSE FILE	Display name	ADD
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## 3c. Restliche Metadata bearbeiten

Under Offered In:

**Meta 1:** Selection of the appropriate study programme

**Meta 2:** Selection of the matching examination block

The selected meta levels must be confirmed by "Add". If a course is embedded in several degree programmes, each degree programme must be selected and confirmed with its respective examination block.

**Nothing has to be added under "Admins" and "Experts"!**

Offered In

META 1

META 2

ADD

Admins

NAME

ADD

Experts

NAME

ADD



4. The course has been now created and you are done. Finally, click on "Save" so that everything can be saved.

✕ CANCEL

SAVE

