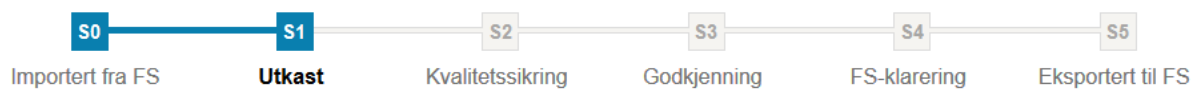


Emneplanlegging på nett - EpN

The Web Application **Emneplanlegging på nett - EpN** (EpN) is a tool for editing course descriptions. Existing topics are retrieved from FS and can be edited in EpN. After the course responsible has edited his or her subject, the subject is passed on for quality assurance and approval. Once the changes are approved in next step S2 etc, the revised topics are transferred to FS, and are then published on the web pages before to the upcoming semester.

Here is a presentation of the flow, as it appears in EpN:



- S0 Emnene importeres fra FS til EpN (courses imported from FS)
- S1 Faglærer redigerer emnet (course edit by course responsible)
- S2 Instituttet kvalitetssikrer emnet (quality assurance by the Department)
- S3 Emnet godkjennes av programleder (approval by Program Manager)
- S4 Emnet overføres til FS (publication)

Only one can be logged in to the topic at a time.

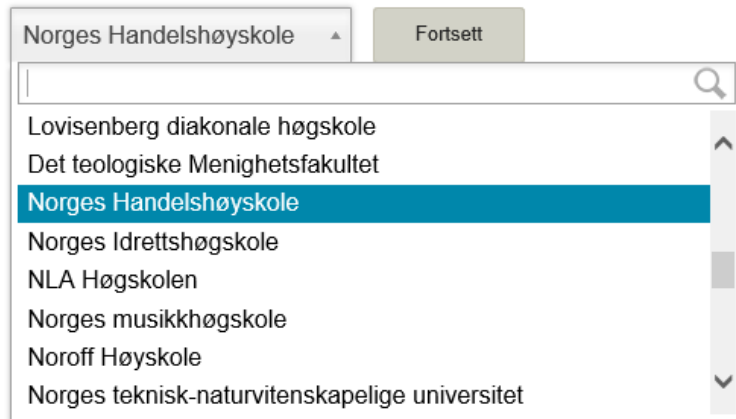
Login

Please login here: <https://fsweb.no/e pn/>

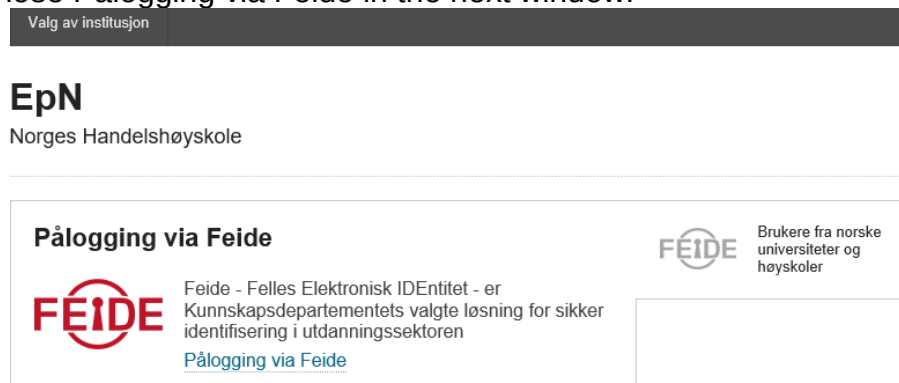
1. Chose Norges Handelshøyskole from the list

EpN

Velg institusjon



2. Chose Pålogging via Feide in the next window.



3. Use your regular username and password:



EpN is not available in English. Hopefully this will change in the next upgrade. In the following the English translation is give parallel to the Norwegian

Brukerinnstillinger – User setting

You can change your e-mail adress. This email address is used to notify you if the course descriptions is sent back to you from a higher level

Nytt emne Oversikt

s2166 Fagperson

Innstillinger Logg ut bus403

EpN

Norges Handelshøyskole

Brukerinnstillinger for s2166

Fornavn
Maj-Brit

Etternavn
Iden

Foretrukket epost
Maj-Brit.Iden@nhh.no

Mine steder
Velg fra lista

Foretrukket rolle:
undefined

Lagre endringer

Make sure to press the green button (Lagre endringer = Save changes)

To find your course enter the course code in the search field in the red circle and press Enter

Nytt emne Oversikt ksen Fagperson

EpN

Høgskolen i Bergen

Emner knyttet til mine steder og min EpN-rolle

Min arbeidsliste

Emnekode	Ver	Emnenavn	Status	Sist endret av	
----------	-----	----------	--------	----------------	--

EpN

Norges Handelshøyskole

Søkekriterier

Felt	Operasjon	Verdi
Emnekodeforslag	inneholder	bus403

Søk + Legg til kriterium Nytt søk Alle steder Kriterier som må tilfredsstilles: Alle

Søkeresultat (1 treff)

Emnekode	Ver	Emnenavn	Status	Sist endret av		
BUS403	1	Supply Chain Management	Utkast	Maj-Britt Iden (s2166)		

Legg til arbeidsliste

Lag rapport

Arbeidsliste: 0 emner

Find the course in question on the list, and add it/them to your “Working list” by ticking them off in the right column and press the button in the red circle (Legg til i arbeidslista – Add to working list)

Editing course descriptions

Press the pen to the right to start editing

RAD1400	1	Kliniske og medisinske fag	Importert fra FS	
---------	---	----------------------------	------------------	---

You will find three tabs; “Generelt” were you can edit the course title, “Undervisning” were you can edit teaching language (English) and “Emneinfo” were you can edit the course description

1. Generelt

Remember to save (Lagre) by pressing the green button if you have made changes

EpN

Norges Handelshøyskole

bus403



Redigering av emne: BUS403 (1)

Bla i arbeidslista:

Emne 1 / 1

S0

Importert fra FS

S1

Utkast

S2

Kvalitetssikring

S3

Godkjenning

S4

FS-klarering

S5

Eksportert til FS

Generelt

Undervisning

Emneinfo

Navn - bokmål:

Supply Chain Management

Navn - nynorsk:

Supply Chain Management

Navn - engelsk:

Supply Chain Management

Forkortet:

Supply Chain Managem

Handlinger

Lagre

Legg til kommentar

Visning:  

2. Teaching

Nytt emne Oversikt

s2166 Fagperson

EpN
Norges Handelshøyskole

bus403

Redigering av emne: BUS403 (1)

Bla i arbeidslista:
Emne 1 / 1

S0

S1

S2

S3

S4

S5

Importert fra FS

Utkast

Kvalitetssikring

Godkjenning

FS-klarering

Eksportert til FS

Generelt

Undervisning

Emneinfo

Undervisningsspråk:

× Engelsk

Kommentarer og historikk: [Vis](#) [Skjul](#)

Handlinger

Lagre

Legg til kommentar

Visning:

Endre stadium:

► S1 Klar for kvalitetssikring

Fjern fra arbeidslista

Kopier emne

Lag rapport

3. Emneinfo (Course description)

The course description is visible a sectional menu. Press Åpne alle – Open all in the red circle to see and edit the text in each section

Generelt

Emneinfo

Åpne alle

Lukk alle

› Innhold	Topics
› Læringsutbytte	Learning Outcome
› LUB i forhold til program	How does this course contribute to the overall learning outcome of the programme
› Kursansvarlig	Course responsible
› Undervisningssemester	Teaching semester
› Undervisningsspråk	Teaching language
› Undervisningsopplegg	Teaching
› Krav til kursgodkjenning	Requirement for course approval
› Vurderingsform	Assessment
› Karakterskala	Grading scale
› Overlapping med andre emner	Credit reduction due to overlap
› Anbefalte forkunnskaper	Recommended prerequisites
› Krav til forkunnskaper	Recommended prerequisites
› Dataverktøy	Computer tools
› Litteratur	Literature
› Oversikt over endringer	Changes

When you work on the text in a section, you will see the Actions box to the right of the image:

1. Remember to save (Lagre)
2. Add a comment (Legg til kommentar) A comment will be available to the next person reading the course description
3. Sammenlign/Rediger – Comparison mode/Edit mode: **ay**: When you are editing the course description you are in the “Rediger”/Editing mode. If you want to compare your changes to the original, press the “Sammenlign” button. To return to Editing mode press “Rediger”.



Tabs where changes have occurred are marked with green warning triangle. In the sections under Subject Info, you can tap

the magnifying glass  and get a view with track changes. The changes will appear in the text (**Green** when adding and **red** when removing). To quit comparison mode, press the single sheet 

▼ Handler

Lagre

Legg til kommentar (0)

Sammenlign

Endre stadium:

▶ S1 Klar for kvalitetssikring

Fjern fra arbeidslista ✕

Kopier emne 

Lag rapport

 1
2
3

▼ Innhold 

Engelsk  ✕ 

B I           

- TESTER
- Linear regression and classification
- Resampling methods

▼ Innhold 

Engelsk  ✕ 

- TESTER
- Linear regression and classification
- Resampling methods

Course description step-by-step:

INNHold/TOPICS: Topics and content

LÆRINGSUTBYTTE/LEARNING OUTCOME: Learning outcome must be formulated in accordance with current [regulations](#)

TIMEPLANBEHOV/SPECIAL NEEDS FOR SCHEDULING: Standard schedule is 2 x (2x45)/week. Please state if you need group rooms. Please state if you don't need the 2 x (2x45)/week, and indicate what you need instead. Special needs must be specified, and approved by your department.

UNDERVISNINGSEMESTER/TEACHING SEMESTER: Legal values are spring and/or autumn.

UNDERVISNINGSSPRÅK/TEACHING LANGUAGE: Legal values are Norwegian or English.

UNDERVISNINGSSOPPLEGG/TEACHING: Please describe how the teaching will be conducted.

KRAV TIL KURSGODKJENNING/REQUIREMENTS FOR COURSE APPROVAL:

Please see the [Guidelines for designing assessment methods](#).

It is optional to have a course approval.

Requirements for course approval is a prerequisite to attend/take part in the assessment, and must be stated here, not in the assessment section. There should be a clear distinction between course approval and assessment. If there is no course approval in your course, please write none.

- Course approval are rewarded Approved / Not approved
- Please note that there must be a clear distinction between course approval and assessment
- Repeat examination in courses requiring course approval is only possible if the student have a valid course approval in that course.
- If one wishes the student to retake the entire course when they repeat the examination (typical topics with a folder assessment, group assessment or case), it is possible to state that the course approval is valid only in the semester it has been achieved. This implies that the student must repeat all requirements for course approval again.

VURDERINGSFORM/ASSESSMENT: Assessment must be formulated in accordance with the [guidelines for assessment methods](#). [Here](#) you can find more information about assessment methods.

Example 1:

4 hours written school exam

Example 2:

4 days individual home exam, start Day 1 at 8.00, deadline Day 4 at 14.00

Example 3:

Group presentation (50%) – grading scale A-F

Written school exam, 3 hours, (50%) - grading scale A-F

Overall course grade A-F

KARAKTERSKALA/GRADING SCALE: NHH uses the following grading scale for assessment:

- Pass / fail
- A-F, where E is the lowest passing grade

The general rule is to use the same grading scale for all elements and overall grade. The overall grading scale for the course must be Pass/fail, if one of the assessment elements are graded Pass/fail

OVERLAPPING MED ANDRE KURS/CREDIT REDUCTIONS DUE TO OVERLAP: If the course has an overlap with other courses this must be stated in this section. Please include the course code(s). When overlap between two or more courses the student will only get credit for one course (credit reduction).

Example: BUS440E cannot be combined with BUS440B or BUS440A.

ANBEFALTE FORKUNNSKAPER/RECOMMENDED PREREQUISITES: If it is recommended (but not required) that the student have certain prerequisites this should be stated in this section.

KRAV TIL FORKUNNSKAPER/ REQUIRED PREREQUISITES: Legal values are other NHH courses at the same level (use course code).

DATAVERKTØY/COMPUTER TOOLS: All students are expected to use CANVAS and MS Office. Other computer tools should be stated here.

LITTERATUR/LITERATURE: Please use API reference style

OMFANG OG ARBEIDSBELASTNING/SCOPE OF WORK: All courses at Bachelor and Master (MØA and MRR) must have an overview of how the students are expected to fill 25-30 hours of effort per credits.

Example 1(guidance)

Activities for the students

Lectures	39 hour
Term paper with presentation	15 hour
Self-study of curriculum	90 hour
Exam preparation	50 hour
Group practice	0 hour
Home exam	8 hour
Sum	202 hour

Description

Change stage:

When you have finished editing the course (remember to save (Lagre)), EpN will provide a signal to forward the subject to the flow. The ready signal is the green button for quality assurance S2. Tap this to send the course description to the next stage.

▼ Handler

Lagre

Legg til kommentar (0)

Sammenlign

Endre stadium:

► S1 Klar for kvalitetssikring

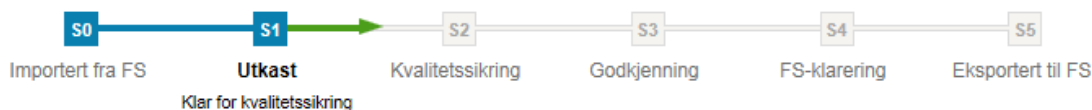
Fjern fra arbeidslista ✕

Kopier emne 

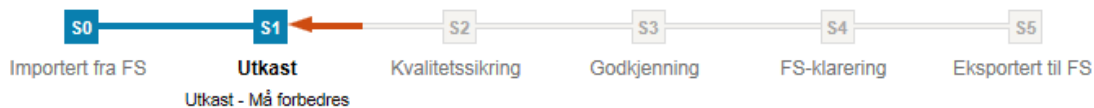
Lag rapport

Lag endringsrapport

The course description is forwarded to the next level, this is visualized with a green arrow.



The course description has been returned from a higher level, this is visualized with a red arrow. When the course description is returned, you will receive an email with a message about what needs to be improved.



Support

For support contact marte.roska@nhh.no