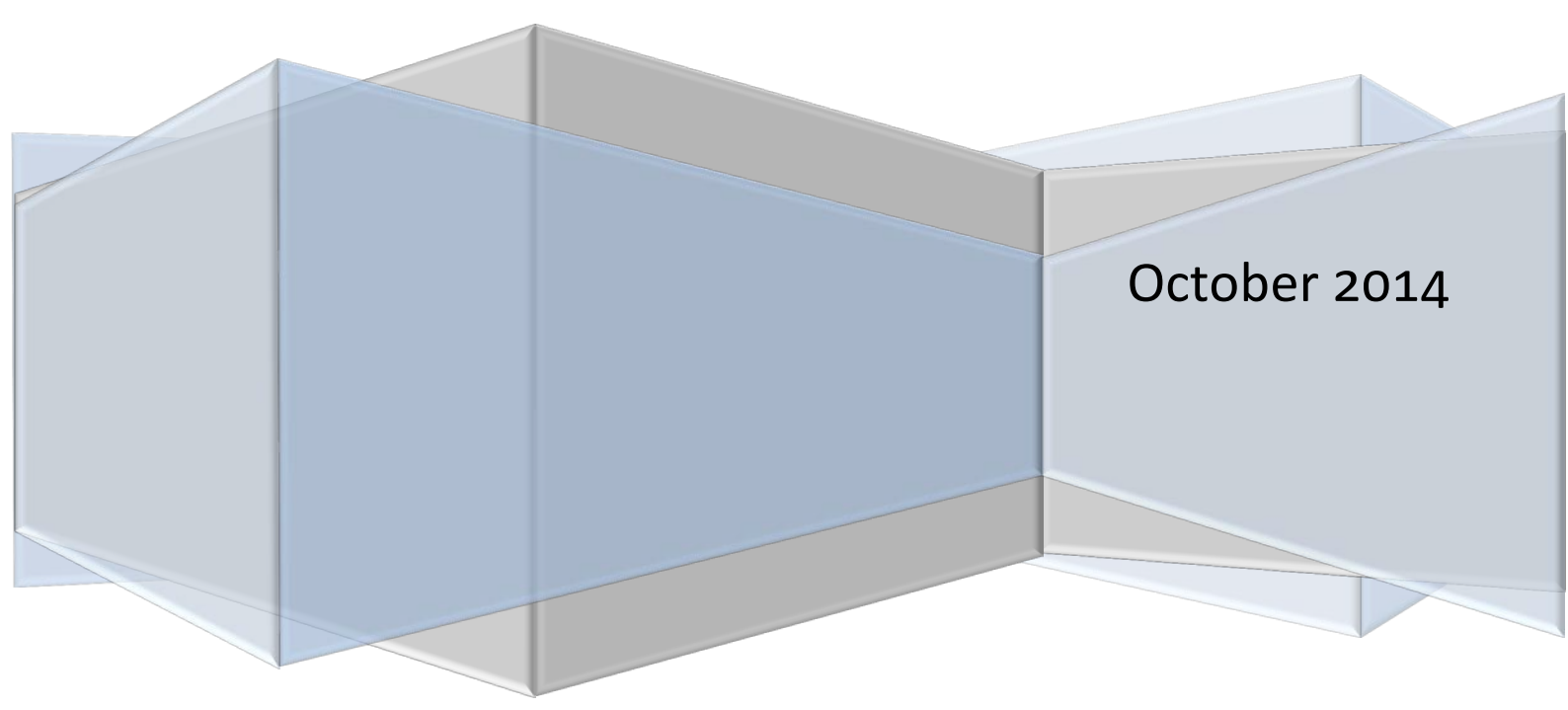


Universitetet i Stavanger

User manual EpN

Course teachers



October 2014

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General information about EpN

EpN is an application used for creating, revising and auditing course descriptions in the interaction between the scholar, via the institute to the Faculty before they are transferred to the web via the administrative student system at UiS – FS. Information about our existing courses is transferred from FS to EpN and edited there before it is transferred back to FS and published on the internet. Information about new courses can be registered directly in EPN and then exported to FS once the course description is approved by the Dean.

The application uses FEIDE authentication log on. You use your normal UIS user name and password to log on. You can log on from anywhere as long as you have access to the internet, so you do not have to in your office and not even in your office to log on.

A course description goes through several stages of editing and proof-reading before it is ready to be published on our web pages. In EPN there are 4 stages:

1. The course teacher edits or creates a course description.
2. The institute proof-reads and does quality assurance.
3. The department approves the course description.
4. The FS unit checks that no vital information is missing and that there are no conflicts and transfers the course information back to FS.

During the process of editing the course descriptions courses can be sent back to a previous stage if there is a need for clarification, editing or improvement to the description. When a course description is passed on to the next level you cannot continue editing the course description once someone at the next level has started working on it. A course description can be sent back from a higher level to a lower level for more editing.

We recommend that you use either Mozilla Firefox or Chrome when working in EPN.

Logging on

You can access the log on page via <http://ansatt.uis.no>

The screenshot shows the top part of the UIS website. At the top right, there is a search bar with the text 'Søk' and a button. Below it, there are navigation tabs: 'Aktuelt', 'Forskning', 'Bibliotek', 'Håndbøker', 'IT-hjelp', and 'Organisasjon'. The main content area is divided into several sections. On the left, there are news items with titles like 'seminar for faglig ansatte ved SV-' and 'samarbeider for studentene og byggebransjen'. In the center, there is a section titled 'FØLG UIS I SOSIALE MEDIER' with icons for Facebook, Twitter, YouTube, LinkedIn, and YouTube. Below that, there is a section 'NYTTIGE LENKER' with links like 'Les e-post hjemmefra', 'SAP', 'Agresso Self Service', 'ePhorte', 'Cristin', and 'Fra idé til kommersialisering'. On the right side, there is a vertical menu with buttons for 'it's learning', 'Studentsider', 'Søk i studier', and 'EpN - Emneplanlegging på nett'. The 'EpN - Emneplanlegging på nett' button is circled in green. Below the menu, there is a purple hexagonal sign that says 'STOPP. TENK. KLIKK.'

Click on blue the EPN-button to go to the UIS EPN start page. From here you find a link to the EPN log in page.

The screenshot shows the UIS EPN start page. The browser address bar shows 'ansatt.uis.no/utdanning/studieprogram-og-emner/emneplanlegging-paa-nett-epn/'. The page has a navigation bar with tabs: 'Aktuelt', 'Planer, prosesser og rapporter', 'Utdanning', 'Forskning', 'Bibliotek', 'Håndbøker', 'IT-hjelp', and 'Organisasjon'. The main content area is titled 'Emneplanlegging på Nett' and contains a 'Logg inn her:' section with a large 'EpN' button circled in green. Below the button, there is text describing the EPN system and a 'Pålogging' section. There are also links for 'Brukerveiledning' and 'User manuals in English'. On the right side, there is a vertical menu with buttons for 'it's learning', 'Studentsider', 'Søk i studier', 'Timeplan', and 'EpN - Emneplanlegging på nett'. The 'EpN - Emneplanlegging på nett' button is circled in green.

EpN

Universitetet i Stavanger

Pålogging ▶

Pålogging

Velg institusjon

Universitetet i Stav...

- Universitetet i Agder
- Universitetet i Bergen
- Universitetet i Nordland
- Universitetet i Oslo
- Universitetet i Stavanger**
- Universitetet i Tromsø
- Universitetet for miljø- og biovitenskap
- Westerdals Høyskole

First you have to choose institution (scroll down to «Universitetet i Stavanger»). Then you click on «Logg inn i EpN via Feide» (= log on using Feide). The first time you log on you also have to accept that some information is stored about your user ID.



EpN

Universitetet i Stavanger

Pålogging ▶

Pålogging

Velg institusjon

Universitetet i Stav... ▼

Pålogging via Feide:

Feide - Felles Elektronisk IDEntitet - er Kunnskapsdepartementets valgte løsning for sikker identifisering i utdanningssektoren.

[Logg inn i EpN via Feide](#)

In the log in window you write you employee number and password. Make sure that the window says that your institution is “Universitetet i Stavanger”.

Pålogging gjennom Feide

Emner på nett (FS) har bedt om at du logger inn. Valgt tilhørighet er **Universitetet i Stavanger**. [Endre?](#)

Brukernavn

Passord

[Glemt brukernavn og passord?](#)

[Hjelp](#)

[Personvern](#)

[Mer informasjon](#)

The front page

This page consists of an overview of courses linked to your institute and your roles in EPN, your work list and recently viewed course descriptions

The screenshot shows the EPN interface with several callouts:

- Employee number for the person that is logged on. Click here to log out.** Points to the user ID '2900191' in the top navigation bar.
- The role you're logged on as («Fagperson» = teacher).** Points to the role dropdown 'Fagperson' in the top navigation bar.
- User preferences** Points to the gear icon in the top navigation bar.
- Search four courses by name or course code** Points to the search input field in the top right.
- Courses connected to my institute(s) and my role** Points to the 'Emner knyttet til mine steder og min rolle' table.
- My worklist** Points to the 'Min arbeidsliste' table.
- Recently viewed courses** Points to the 'Sist viste emner' table.

EpN
Universitetet i Stavanger

Navigation: Forside, Emne, Søk

■ Dette er EpN-test

Emner knyttet til mine steder og min rolle					
Emnekode	Vei	Emnenavn	Status	Sist endret av	
AG-204	1	The Physical Geography of Svalbard	Importert fra FS		
AG-209	1	The Tectonic and Sedimentary History of Svalbard	Importert fra FS		
AG-210	1	The Quarternary History of Svalbard	Importert fra FS		
AG-211	1	Artic Marine Geology	Importert fra FS		
AG-322	1	Geometry and Kinematics of Foreland Fold and Thrust Belts	Importert fra FS		

Min arbeidsliste					
Emnekode	Vei	Emnenavn	Status	Sist endret av	
BHO270	1	Markedføringsledelse ny tekst følger her	Eksporert til FS	Tor Erga (2900191)	
TEST010	1	Test10	Eksporert til FS	Tor Erga (2900191)	

Sist viste emner					
Emnekode	Vei	Emnenavn	Status	Sist endret av	

User preferences

You can change your preferred e-mail address and you can add more institutes and departments to «My places» (“Mine steder”). The e-mail address stored in EPN will be used to send you notifications about course descriptions that have been sent back from a higher level. The places you add will determine which courses that are shown in the window “Courses connected to my institute(s) and my role” on the front page.

2900191 Fagperson

EpN
Universitetet i Stavanger

Forside
Emne
Søk

Brukerinnstillinger for 2900191

Fornavn
Etternavn
Foretrukket epost
Mine steder
Velg fra lista
Foretrukket rolle:
Fagperson

Lagre endringer

EpN 2.0 - 2013-09-25 11:54
Universitetet i Stavanger
Telefon: 51831083
E-post: uis-epn@uis.no

«Emne» in the left hand menu.

Emne = course

Under this menu item you have «Oversikt» (Overview) and «Nytt emne» (new course).

The menu item **Overview** gives you the status for all courses and which level they are at in the revision process. You can choose to see the overview for the institution as a whole, or drill down to department or institute level. The percentage behind each place name tells you the percentage of courses that have been completed through all 4 stages.

The screenshot shows the EpN web application interface. At the top right, there is a user profile '2900191' and a role 'Fagperson'. The main header displays 'EpN' and 'Universitetet i Stavanger' with a search box. A left-hand navigation menu is visible, with 'Emne' selected. The main content area is divided into two panels. The left panel, titled 'Enheter', shows a tree view of departments with completion percentages: 'Universitetet i Stavanger 217.00.00.00' (1%), 'Det humanistiske fakultet 217.06.00.00' (0%), 'Det samfunnsvitenskapelige fakultet 217.07.00.00' (1%), 'Det teknisk-naturvitenskapelige fakultet 217.08.00.00' (1%), and 'UiS Pluss: Etter- og videreutdanning 217.12.00.00' (0%). The right panel, titled 'Universitetet i Stavanger', contains a checkbox for 'Inkluder underenheter', statistics for 'Antall emner i enheten: 0', 'Antall ferdige emner: 0', and 'Antall emner inkludert underenheter: 1555', and a section for 'Fordeling på stadier (0 emner):' with 'Emner:' listed below.

You can navigate to the course descriptions by going via department and institute from «oversikt», but you can also use the search box up in the right hand corner to search for courses.

New course/Nytt emne: Only click here if you want to create a wholly new course description for a course that has not been taught previously at the University of Stavanger. You can also create a new course by copying the course description from an existing course and edit the description. See page 9 for more information about this.

Søk – Search

The menu consists of two options, Advanced search “Avansert søk”) and Replacement text search (“Erstatningsfeltssøk”). The latter is to identify courses where there have been suggested changes in required previous courses, exams/assessment, overlap with other courses, compulsory activities that must be passed before sitting for the exam... i.e. all the fields where you can write a text instead of choosing values from a drop-down menu. You can add more than one search criteria.

EpN
Universitetet i Stavanger

Forside
Emne
Søk
Avansert søk
Erstatningsfeltssøk

Felt	Operasjon	Verdi
Formelle forkunnskapskrav (kun fritekst)	Ikke lik	
Anbefalte forkunnskaper (kun fritekst)	Ikke lik	
Vektingsreduksjon (kun fritekst)	Ikke lik	

Legg til kriterium Start på nytt Søk Alle steder Kriterier som må tilfredsstiles Minst ett

Editing a course description

When you access a course description for an existing course that has been imported from FS you see the following window:

EpN
Universitetet i Stavanger

The arrow indicates which stage of the editing process the course is at.

Redigering av emne: BYG200 (1)

Importert fra FS Utkast Kvalitetssikring Godkjenning FS-klarering Ek

Generelt Rapportering Vurdering Undervisning Emneinfo

Emnekodeforslag: BYG200 Versjonskodeforslag: 1

Studienivå: Andreårsemner, nivå II (200)

Administrativt sted: 217.08.05.00 Institutt for konstru...

Faglig sted: 217.08.05.00 Institutt for konstru...

Vekting: 10.0 Vektingstype: Studiepoeng

Navn - bokmål: Stålkonstruksjoner

5 flags with different content that can be edited.

Handlin...

Visnin

Endre

Legg f

Kopier

Lag rø

On the right hand side of the window you find the following buttons:

The image shows a software interface with a central menu titled "Handlinger" (Actions). The menu items are: "Lagre" (Save), "Legg til kommentar" (Add comment), "Visning:" (Viewing), "Endre stadium:" (Change stage), "Forkast emne" (Reject subject), "Legg til arbeidslista" (Add to worklist), "Kopier emne" (Copy subject), and "Lag rapport" (Create report). Each item has a small icon to its right. Above the menu, there is a status bar with "S5" and "Eksportert til FS". Below the menu, there is a warning icon and text: "S1 Klar for kvalitetssikring".

Callout boxes provide the following instructions:

- Save changes. Remember to use this often!** (points to "Lagre")
- Use this button to send the course on to the next level** (points to "Legg til kommentar")
- Click on the green square to compare with earlier versions of the course descr.** (points to the green square icon next to "Legg til kommentar")
- Add to «My work list» on the front page.** (points to the trash can icon next to "Forkast emne")
- Create a pdf of course description (with changes)** (points to the document icon next to "Lag rapport")
- Copy the content of this course description to create a new course.** (points to the document icon next to "Kopier emne")
- If you have created a new course and want to delete it, you can put it in the trash.** (points to the trash can icon next to "Forkast emne")

Course information and editing

Flag Generelt (General information)

The screenshot shows the 'Redigering av emne: ELE200 (1)' interface. At the top left is a navigation menu with 'Emne' selected. A progress bar at the top indicates the current stage is 'S0 Importert fra FS', with other stages being 'S1 Utkast', 'S2 Kvalitetssikring', and 'S3 Godkjenning'. Below the progress bar are tabs for 'Generelt', 'Rapportering', 'Vurdering', 'Undervisning', and 'Emneinfo', with 'Generelt' being the active tab.

Annotations on the left side of the interface include:

- Course code**: Points to the 'Emnekodeforslag' field containing 'ELE200'.
- Institute the course belongs to**: Points to the 'Administrativt sted' dropdown menu.
- Credits («studiepoeng»)**: Points to the 'Vekting' field containing '10.0'.
- Course name, Norwegian, bokmål**: Points to the 'Navn - bokmål' field containing 'Elektroteknikk 2'.
- Course name, Norwegian, nynorsk**: Points to the 'Navn - nynorsk' field.
- Course name, English**: Points to the 'Navn - engelsk' field containing 'Electrical Engineering 2'.
- The first term the course was offered**: Points to the 'Første undervisningstermin' dropdown menu.
- Formal prerequisites for taking the course (course codes)**: Points to the 'Formelle forkunnskapskrav' text area.
- Recommended prerequisites (course codes)**: Points to the 'Anbefalte forkunnskaper' text area.
- Overlap between this and other UIS-courses (including courses taught earlier)**: Points to the 'Vektingsreduksjon' text area.

Annotations on the right side of the interface include:

- Click on the green square to see what is already registered**: Points to a small green square icon next to the 'Anbefalte forkunnskaper' field.
- Write suggested changes here**: Points to the same green square icon.

Other visible fields in the 'Generelt' tab include 'Versjonskodeforslag' (1), 'Studienivå' (Andreårsemner, nivå II (200)), 'Faglig sted' (217.08.04.00 Institutt for data- o...), 'Vektingstype' (Studiepoeng), 'Forkortet' (ELEKTROTEKNIKK 2), and 'Siste undervisningstermin' (Velg fra lista).

Flag Rapportering (external reports)

Søk

Generelt Rapportering Vurdering Undervisning Emneinfo

Varighet undervisning: 1 Tidsenhet varighet undervisning: Semestre x v

Studieprogram rapportering: B-ELEKTRO Elektro - bachelorst... x v

Tilknyttede studieprogram: x B-ELEKTRO Elektro - bachelorstudium i ingeniørfag

Fag sortering: Velg fra lista

Tilknyttede fag: Velg fra lista

Duration (number of terms)

Which programmes have access to this course

Flag Vurdering (assessment-exams)

Søk

Generelt Rapportering Vurdering Undervisning Emneinfo

Vurderingskombinasjon:

See the green box for existing information. Write suggested changes in the box.

Flag Undervisning (Teaching)

Søk

Generelt Rapportering Vurdering Undervisning Emneinfo

Undervisningsspråk: x Norsk

Undervisningstermin:

Personroller

Obligatoriske rolle(r): Emneansvarlig (S2)
Planleggingsperiode: 01.09.2014-31.08.2015 (Rollene må være aktive i denne perioden)

Person	Rolle	Dato fra - til (DD.MM.YYYY)
Romuald Karol Bernacki...	Faglærer	01.08.2012 - [] x
Svein Landsvik (290048...)	Emneansvarlig	01.08.2012 - [] x

+ Legg til Personrolle

Language the course is taught in:

Semester (Autumn, Spring or both)

Course Teachers

Flag Emneinfo (Information)

Short description/teaser text

Learning outcome.

Generelt Rapportering Vurdering Undervisning StudentWeb Diverse Emneinfo

Minst ett: Nynorsk, Engelsk, Bokmål Apne alle Lukke alle

▼ Kort sammendrag emne

Engelsk

Norway and the other Nordic countries have been recognised as some of the most gender equal countries in the world. These countries have extensive welfare states and have developed their politics for equality over several decades. Nordic gender equality policies are linked to family policies, work-life policies, social policies and in general the Nordic welfare state regimes.

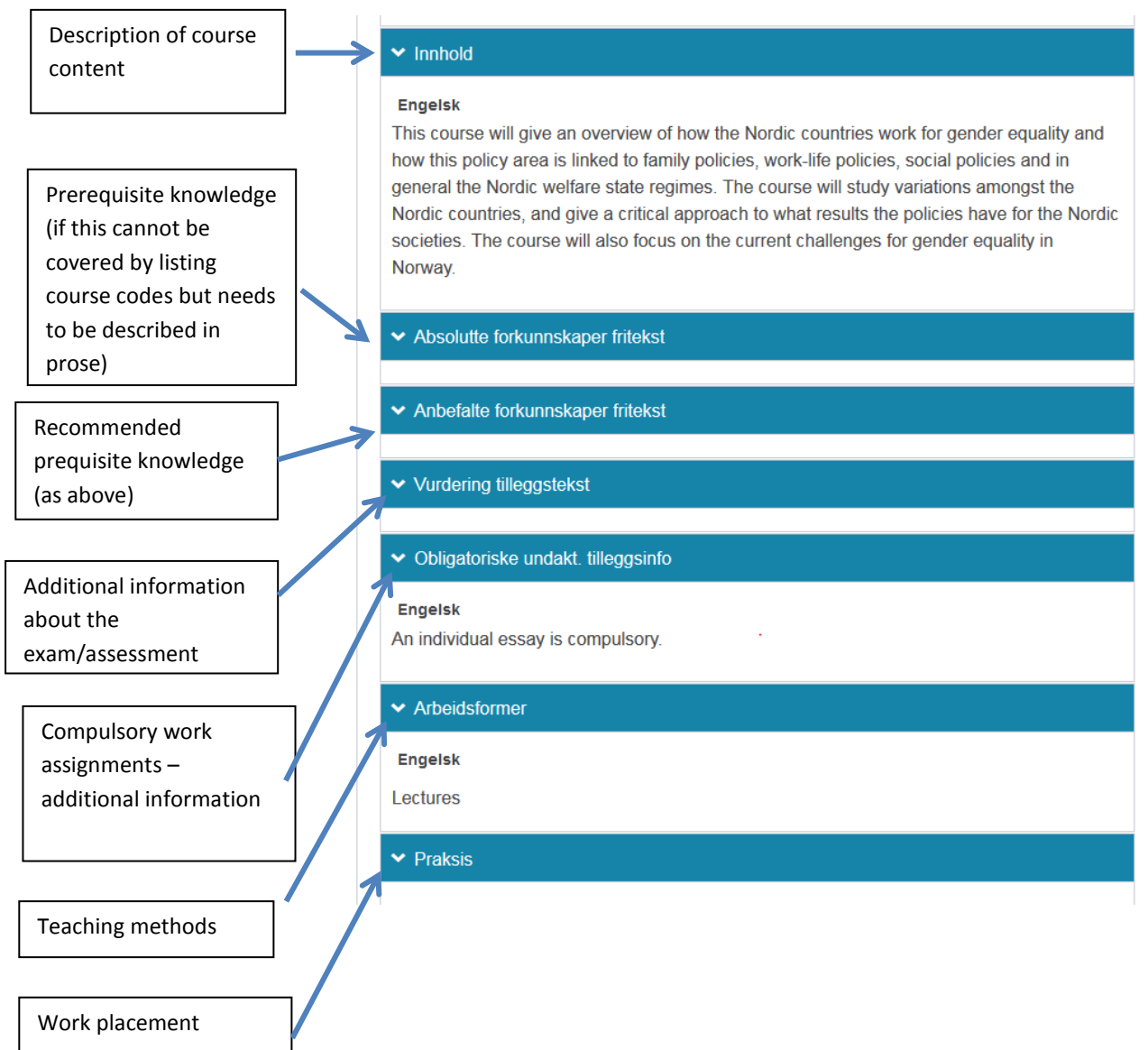
Despite good scores on UN rankings there are still many challenges ahead before the Nordic countries can claim to be truly gender equal, such as gender divisions in the labour market, economic inequalities and gender based violence. Policies for gender equality are also challenged with increased immigration, multi-culturalism, a wider range of family arrangements and a broader recognition of different sexual orientations. Such societal developments challenge Nordic politicians, researchers and government officials to seek new ways to develop policies based on increased sensitivity to multi-dimensional challenges to equality.

▼ Læringsutbytte

Engelsk

Knowledge:

Students who successfully complete the course should achieve:



Available for: Use this if you do not want to publish a full list of all the study programmes that have access (if i.e. all students at master level or at a particular institute have access to the course)

Student evaluation of the course

Course curriculum

▼ Åpent for studenter erstatningstekst

Engelsk
All study programs at the University of Stavanger.
Exchange students.

▼ Emneevaluering

Engelsk
Student evaluation will be carried out in accordance with the Faculty of Social Science evaluation system.

▼ Litteratur

Engelsk
Melby, Kari, Anna-Birte Ravn and Christina Carlsson Wetterberg (ed.) (2008) Gender equality and welfare politics in Scandinavia : the limits of political ambition?, Bristol, UK : Policy Press

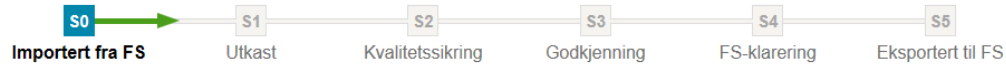
The complete syllabus will be announced at the start of the course.

At the bottom of the window you find a link to comments and history ("Kommentarer og historikk"). Here you can see who has made changes to the course description and when, and you can read comments.

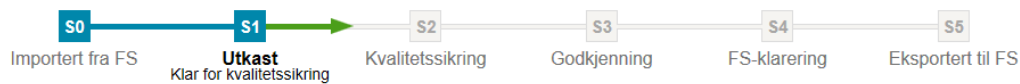
The four stages in EPN

During the revision process, the course passes through four stages, or check points.

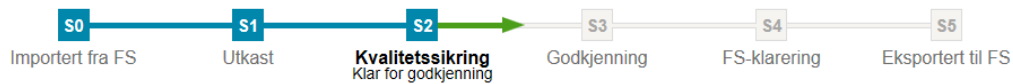
When the course description has been imported from FS it is between stage S0 and S1



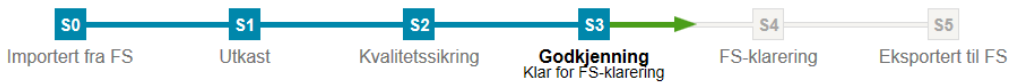
When a teacher starts to edit a course description, it moves to stage S1 (draft)



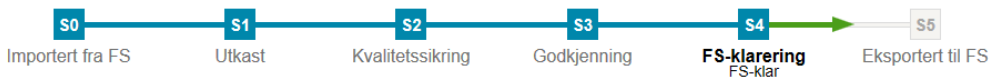
The institute assures the quality and passes it on for approval at department level, S2 through S3



When a course description has been approved by the department, it is sent to FS-clearance



When the FS unit has checked that the course description is ready to be exported back to FS it is between stage S4 and S5



When the course description is exported back to FS it has reached stage S5.

