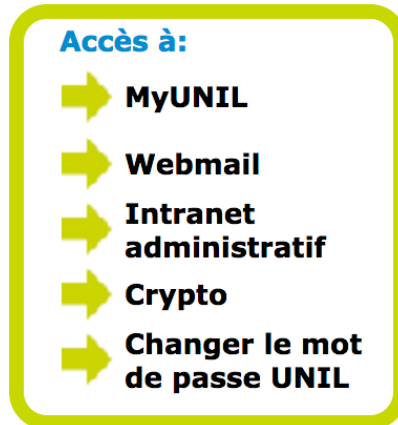


Course descriptions

Update procedure:

This procedure is only for individual teaching staff UNIL logins (username + password).

- Go to the University of Lausanne's website www.unil.ch
- Select "Campus life" / "Campus pratique" (at the top)
- To the right, under "Accès à", click on "Intranet administratif" (Administrative intranet)



- Write your username and password, then "Se connecter / Login"
- Select "SylviaAcad: Enseignants" (Teaching Staff)
- Click on "Mise à jour de mes enseignements" (Update my courses)
- To the top right, select the relevant academic year
- Click on "modifier" (modify) on one of your courses (only appears for courses for which you are course leader)

As you can see, the French version is first, followed by the English version.

It is important to complete all fields (French and English versions). This information is displayed on UNIL's internet site and consulted by students.

To add to or modify your information, just

- Click the "Modifier" (modify) button for each section "Thème" (theme), "Objectif" (objective), "Contenu" (content), "Bibliographie" (bibliography), "Prérequis" (prerequisites), "Infos sup." (supplementary info), etc.
- Then write your text and click on "enregister" (save)

Your modifications will only become active on the UNIL (Unidoc) site the following day.

Once you have finished a course, click on "Mise à jour de mes enseignements" (Update my classes) (the third option in red to the left), and you can continue with other classes you are in charge of by selecting them as before.