CURRICULUM CONTENT

Curriculum Form layout

Mode (Modify/View) & Curriculum Type

Code & Title

Current state

ENGN4027 - SUSTAINABLE NANOMATERIALS

MODIFYING COURSE

STATE: DRAFT
02/11/2018

1 *Mode and Status,* Click status to access Workflow screen

Sustainable Nanomaterials
ENGN4027
Units: 6
Version: 002

2 *Meta Data* – Title, Code, Org owner, Units, Comments & Version (automatic). **To edit:** hover over the area for the *modify* button to appear

07346 - Research School of Electrical, Energy and Materials Engineering - ANU College of Engineering and Computer Science ✎ MODIFY

PROPOSER NAME: Takuya Tsuzuki
PROPOSED DATE: 02/11/2018
APPROVED DATE:

3 *Author details and key dates*

Expand all / Collapse all

6

- Course Information
- Course Description and Academic Content
- Are there any restrictions in enrolling in this Course?
- Justification
- Disestablishment - only complete when disestablishing the Course
- ASQO Only - Required Administrative Fields

4 *Form Content* – Black separators expand/contract form content

CHANGE TRACKING ☑ | TEMPLATE: COURSE VERSION: 001 NEW TEMPLATE VERSION AVAILABLE UPDATE | CLOSE | SAVE

5 *Control and information*

6 *Change tracking*

Update Template to latest version

4 Form Content - Supporting Icons

Each field on the form has supporting icons.

Help Text (click to reveal)

Published (visible on the P&C website)

Mandatory (must complete to move out of draft state)

ⓘ SUBJECT AREA 📄 ✱

ACCT - Accounting   ✕   ▾

ⓘ Please select the relevant four character subject area code (e.g. ENGN - Engineering, MUSI - Music, ACCT - Accounting) for the course.
If the subject area is not available, please contact your College Administrators about establishing new subject codes.

Some fields also have hint text to guide form completion. This text disappears when you start to type in the field.

ⓘ COURSE DESCRIPTION USED FOR MARKETING AND PUBLICATION 📄 ✱

Introduction at the top of the programs and courses website detail page to describe the course.

4 Form Content - Data Validation

Some tables in the templates have data validation to assist correct data entry. This reduces errors in publishing.

i You will be able to save, however changing state will fail until data validation errors are resolved

ⓘ ASSESSMENT SUMMARY 📄 ✱

TASK NUMBER	VALUE (%)	DUE DATE (YYYY-MM-DD) OR BLANK	RETURN OF ASSESSMENT DATE (YYYY-MM-DD) OR BLANK	LINKED LEARNING OUTCOMES
One	100%	22/06/2019	2019-07-04	1,2,3
An integer e.g. 1 to 10	An integer e.g 10 do not include % symbol	e.g. 2020 02-18 or blank		

Data validation error messages will stay visible until the error is resolved.

6 Change tracking

Change tracking found in *3 areas:*

a) **Form Separators** – coloured highlight identifies sections that include content changes

b) **Each Field** – coloured highlight identifies content changes in a field (click to see details)

ⓘ DISPLAYING FROM ACADEMIC YEAR 📄 ✱
2020   ✕   ▾

c) **Form button** – see changes from specific date or state or entire change track history

From DD/MM/YYYY
From PUBLISHED
From PublishRequest
From Approved
All
CHANGE TRACKING

From Date or last state

Toggle in-form highlights on/off

Click button for All change track history

1 5 Types of curriculum & Templates

ASQO manages 14 templates across 4 types of curriculum within CMS – Class, Course, Program and Majors/Minors/ Specialisations.

New versions of templates are released annually (or as needed). In modify mode, a Curriculum Object (CO) can be updated to use the latest version by clicking the **UPDATE** button in the footer of the CO.

TEMPLATE: COURSE   VERSION: 004
NEW TEMPLATE VERSION AVAILABLE   UPDATE

i Updating to the latest template version will ensure that workflows are enabled correctly

2 Meta data

Each form has meta data containing its code, title, organisation and number of units. This is used to present summary information in the *Dashboard View*

Hover over the area to show modify button to change

1 Amend Curriculum

You have an existing published item and you want to update it.

The **AMEND** button becomes enabled if the CO is in published state AND you have permission to modify that item:

- A new VERSION of the item is created by COPYING all of the old data across
- An amend workflow must be chosen, options are:
  - Amend – update the item with new information
  - Disestablish – remove the curriculum
- Once created, the modify screen is launched to allow content to be changed or added

Some of my old content disappeared !?

If ASQO have changed a template since the item was published the form automatically updates to the latest template. If the new template removes any fields then that data is no longer required.