Curriculum Management System (CMS)
Frequently Asked Questions

Purpose

This document is to provide guidance and support in responding to user FAQs and enquires.

Overview

The Curriculum Management System (CMS) is a cloud-based solution that enables the centralised, online development and storage of the ANU core curriculum assets. It is primarily used by Academic Staff, College Administration Staff and ASQO.

Access

1. How do I log in to CMS?

Once a CMS account has been activated for you, access is via Single Sign-On using your University ID (e.g. u1234567) and HORUS Password.

2. What browser should I use?

The CMS supported browsers are Firefox and Safari. However other browsers should work as well.

3. Can I access CMS from home?

Yes. You will need to log in to CMS using your Uni-ID and HORUS Password. Single Sign-On is available through centrally managed systems such as UDS, but off campus or if you are using a locally supported IT system, you will be required to logon each time.

4. Why can I log in, but all the buttons are greyed out?

You need to have the correct role to be able to work on items. Check with your local administrator to confirm and/or update your role.

5. How do I check what role I have in the CMS?

Within CMS a user cannot determine the role they have been assigned. Access is also associated with a specific academic organisation. A user may have many roles within CMS. For example, you may be able to edit items within your School or College and only view items from another School or College.

General

1. Will CMS automatically save my work?

CMS will not automatically save your work; you will need to click the Save button. We would recommend that you do this regularly as you work through a form to ensure you do not lose your work.

2. What will I get back when I tick 'Modified by me?

Any curriculum object that you have created, modified or changed its state in the last 30 days will be returned by the search when you tick Modified by Me.

3. Does CMS have a spell and grammar check?

Yes. CMS works with the free browser extension "Grammarly". It will ask if you would like to install it as you enter text in the CMS forms.

4. How do I change Grammarly to an Australian setting when I install it?

Once installed, you can sign up to a free account which will allow you to change languages via the Profile tab.

5. I missed out installing Grammarly the first time - how do I get it now?

Click on any text box within a form, the Grammarly extension will ask you if you want to install. Alternatively, open a browser, search for Grammarly and click the install button.

6. When changing state, it tells me there are errors or missing mandatory fields to be fixed, how do I keep this window open and go back to edit the course?

CMS works in multiple windows; it is possible to open another tab in the browser and edit the curriculum object while still viewing the first.

7. How do I find out how to use workflow in my College?

Talk to you College/School administrators.

8. Will Concourse content be available in CMS?

All Concourse content that matches the fields in the CMS Class Summary form will be available.

9. Will CIMS content be available in CMS?

All CIMS content that matches the fields in the CMS Class Summary form will be available.

10. What is the relationship between CMS and other systems such as Wattle and Programs & Courses?

CMS is the authoritative source of curriculum development history. Wattle will have the option to link to the published Class Summary on Programs & Courses. Programs & Courses will remain the University's online handbook with the addition of Class Summaries.

11. Is Wattle still the primary site for the distribution of learning activities?

The role of Wattle does not change with the introduction of the CMS except that in 2019, Class Summaries can be published on Programs & Courses.

12. How does workflow work in CMS?

CMS does not have a system driven workflow like eforms. Talk to your College or School administrators about how to use the available states within CMS to reflect the status of each curriculum item.

Curriculum Design

Enables staff to create, modify and disestablish programs, plans, courses, majors, minors, specialisations and course (class) summaries.

1. Can links between curriculum objects be created in CMS when the curriculum object is still in draft?

Yes, CMS links can be made to curriculum objects in any state.

2. I want to change the title of my Major but it isn't an option on the amendment form?

Changing the name of a Major (minor or specialisation, also referred to as MMS) is not an amendment; it requires a disestablishment of the existing major and the creation of a new one.

3. What do I put for the owning organisation, my college or my School/Centre?

Typically, the owners are:
- o Courses - School/Centre
- o Majors, Minors, Specialisations - School/Centre
- o Programs - College
- o Contact your College or School administrator for further information

4. Why is the owning organisation and title requested twice in the forms?

The first (via the registration wizard) is used for search and filtering. The second (inside the form) is published to the Student Administration System (SAS) and on to P&C. Don't forget to use the same for both.

5. Why does some text appear in a field and disappear when I start typing?

This is hint text which displays before adding any new text to provide some guidance as to the content that should be entered in the field.

6. Who can change the states?

Anyone with permission to modify the curriculum, up to approved. Then only Local administrators in each school/college or ASQO can change the state.

7. When is the absolute latest I can submit this change?

Contact your College or School administrators for the schedule for curriculum changes.

8. When should the states be changed?

As defined by College business processes.

9. The Academic Contact field displays my email address, can it be changed to a school functional email address?

Yes, the academic contact must be named as an individual. However the email can be altered to a functional account. e.g. cap.student@anu.edu.au

10. Can the content of one course be copied into another course?

You cannot do this automatically, however, you can create a new course from the template and cut and paste relevant content from any other source.

11. How can I identify the template fields required in the pre-creation stage of course development?

Appendix A of the Course reference guide provides a list of the required information for completing the Course template. The same applies to other templates, e.g. Program, MMS, and Class.

12. When running the Audit History Report, does it matter what state the curriculum item is?

No, you can compare any two versions and with any state e.g. draft, approved, published.

13. When should I use modify?

Modify is selected to make changes to a draft version of the curriculum.

14. When should I use amend?

Amend is selected to make changes to a published version of the curriculum. The state will then change to draft, and a new version number will be allocated.

15. What is the difference between 'amend' and 'modify'?

Amending creates a new version of a curriculum object and opens it in draft to enable editing. You can think of modifying like "edit". After you create a new version of an object, modify lets you go back into your draft to continuing updating it.

16. How do I copy a class summary from one term to another?
Select the class number that you wish to add the class summary to, click copy outline, choose your source class summary and click create.
See CMS Class Summary Quick Reference Guide for further information.

Curriculum Mapping

Enables staff to create, view and modify curriculum mapping (e.g. assessment item to learning outcomes, course outcomes to program outcomes) and competency tables (internal and external).

1. When would I use the mapping feature?

The mapping feature is a very flexible component and can be used to meet external professional accreditation requirements or a review process.

2. Do I need to have a curriculum in draft to be able to make amendments as part of a collaboration review?

Yes, and you need to have permission to modify content to enable updates to be made via the Design screen.

3. Can I map the Learning Outcomes (LOs) of courses to Program LOs, or is mapping only possible against external skills tables?

Mapping, along with Skills and Knowledge tables is very flexible and can be used for any mapping purpose you choose. You can create a Skills and knowledge table that is a list of Program LOs and then create a map to Course LOs and/or Indicative Assessments (IA's). Alternatively, within a Curriculum object, there is a button in the toolbar (once you select a text box) that supports linking to LO's and/or IA's, as well as a whole curriculum object.

4. Are there any sample maps or examples for class summaries in CMS?

Currently there are no sample maps or examples; however contact your College / School administrators for training materials.

Curriculum Publishing

Enables staff to publish and export approved curriculum design and mapping information to Student Administration System (SAS), Programs and Courses (P&C) and other defined systems as required.

1. What do the field icons mean?

P = published on P&C	***** = means this is a mandatory field	**i** = help text is available when you click on the icon

2. What is my college business process for course development and approval?

Contact your College or School administrators for the business processes for curriculum development and approval.

3. How frequently will P&C be updated once I've published?

The P&C website is updated approximately every 4 hours with data published in SAS.

4. There is an icon of the P everywhere on the course form, but I do not seem to be able to find a legend that describes it.

The (P) icon refers to fields that when published will display on the Programs and Courses website.

5. Can course content be copied into a new course?

Not automatically, you can, however, create a new course from the template and cut and paste relevant content from any other source.

Curriculum Collaboration

Enables staff to review and approve curriculum documents through an online workflow.

1. Can I edit a comment in the Collaboration review?

No you cannot edit a comment but you can add further comments to clarify.

2. How do I enter comments for the first time in a collaboration review?

Beside the right hand side of each field in the form is a bubble icon, click that icon and a comment window will appear. See CMS Collaboration Quick Reference Guide.

3. When would I use the collaboration feature?

One way to use the collaboration feature is to circulate curriculum objects in a draft state during the development phase, as evidence of the consultation process.

4. Is a collaboration review part of the curriculum review process?

Collaboration review is not mandatory but provided to enable the capture of review comments and history for the curriculum item or map.

5. Who can see my comments in the collaboration component?

Only those members of the review group can see your comments**.**

6. Why didn't the URL links in the Collaboration email didn't take me to the item in CMS?

If you have not logged into CMS, it will require you to authenticate first.

7. Who is the owner of a review?

The owner of the review is the person who initiated the review in CMS.