

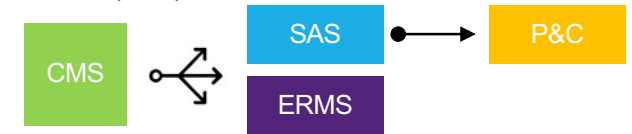


# PUBLISH – Only available to users with a Publisher Role

## 1 What does publishing do?



When an item is published, behind the scenes, data is pushed from CMS to the ANU Student Administration System (SAS) and the Electronic Records Management System (ERMS). SAS will then make relevant information available to the Programs and Courses (P&C) website for current and future students.



Because CMS is 'talking' to other systems there can be a failure due to a break in communication or the other system not accepting the data. This will result in a **Publish Failed** state.



Comments in the workflow history contain information from the external system. This can be used to guide resolution of the problem, once addressed (e.g. update incorrect field) the item can be published.

**Buttons activate upon selecting one or more items you have permission to publish**

**Filters – What I Can Publish**

**Reports - expands**

**Table View based on filters, allows selection of multiple items of curriculum to support batch publishing**

**Use filters to reduce the table view to only items to be published, and tick the box in the header to select ALL.**

**Display results, includes number of items selected**

TYPE	DETAILS	VER	ORGANISATION	WORKFLOW	STATE	PROGRESS	DATE/TIME
<input type="checkbox"/>	Specialisation PLNTSPEC - Plant Science	003	ANU - The Australian ...	Amend Specialisa...	PUBLISHED	██████████	11/06/2020 11:41 AM
<input type="checkbox"/>	Undergraduate Award BAPAF - B Asia Pacific Affairs	006	00 - ANU Wide - The ...	Amend Program	PUBLISHED	██████████	11/06/2020 11:34 AM
<input type="checkbox"/>	Course PREP1115 - Psychology	002	00 - ANU Wide - The ...	Amend Course	PUBLISHED	██████████	10/06/2020 06:47 PM
<input type="checkbox"/>	Specialisation MPHY-SPEC - Mathematical...	003	00 - ANU Wide - The ...	Amend Specialisa...	PUBLISHED	██████████	10/06/2020 06:47 PM
<input type="checkbox"/>	Postgraduate Award CMGMT - GCert Mgmt	006	00 - ANU Wide - The ...	Amend Program	PUBLISHED	██████████	10/06/2020 06:46 PM
<input type="checkbox"/>	Class ANUC1120 - Art and Design ...	00	ANU Wide - The ...	New Class Summ...	PUBLISHED	██████████	10/06/2020 06:42 PM
<input type="checkbox"/>	Class MEAS8105 - Special Topic L...	01405	Centre for Ar...	New Class Summ...	PublishFailed	██████████	04/06/2020 07:31 PM
<input type="checkbox"/>	Class ENGN4524 - Photovoltaic T...	07346	Research Sc...	New Class Summ...	PublishFailed	██████████	03/06/2020 12:41 AM
<input type="checkbox"/>	Class ENGN2218 - Electronic Syst...	07346	Research Sc...	New Class Summ...	PublishFailed	██████████	03/06/2020 12:41 AM
<input type="checkbox"/>	Class ANIP6505 - ANIP B - 2019 - ...	90100	Australian Na...	New Class Summ...	PublishFailed	██████████	03/06/2020 12:41 AM
<input type="checkbox"/>	Class ANIP6505 - ANIP B - 2019 - ...	90100	Australian Na...	New Class Summ...	PublishFailed	██████████	03/06/2020 12:41 AM
<input type="checkbox"/>	Class ANIP3003 - ANIP A - 2019 - ...	90100	Australian Na...	New Class Summ...	PublishFailed	██████████	03/06/2020 12:41 AM
<input type="checkbox"/>	Class ANIP3003 - ANIP A - 2019 - ...	90100	Australian Na...	New Class Summ...	PublishFailed	██████████	03/06/2020 12:41 AM
<input type="checkbox"/>	Class ANIP6503 - ANIP A - 2019 - ...	90100	Australian Na...	New Class Summ...	PublishFailed	██████████	03/06/2020 12:41 AM
<input type="checkbox"/>	Class ANIP6503 - ANIP A - 2019 - ...	90100	Australian Na...	New Class Summ...	PublishFailed	██████████	03/06/2020 12:41 AM
<input type="checkbox"/>	Class ANIP3005 - ANIP B - 2019 - ...	90100	Australian Na...	New Class Summ...	PublishFailed	██████████	03/06/2020 12:41 AM
<input type="checkbox"/>	Class ANIP3005 - ANIP B - 2019 - ...	90100	Australian Na...	New Class Summ...	PublishFailed	██████████	03/06/2020 12:41 AM

## 4 Publishing multiple items

How do I publish multiple items?

Use the filters to assist in selecting the items to publish (ticking the box in the header row will select all), and click the **PUBLISH** button to trigger a wizard:

- Selected Items**
  - Confirm the selected items are correct
- Enter comments**
  - The comments will be appended to the state history of all selected items
- Review and Publish**
  - CMS provides a count of each type of curriculum to be publish and the publish comments for review
  - Select **PUBLISH**, each item is sent to SAS
  - You can continue to work in CMS
  - CMS will notify you of any **PUBLISH FAILS** for action.

**You are about to Publish:**

COURSES: 0	POSTGRADUATE AWARD: 1	RESEARCH AWARD: 0
CLASSES: 2	NON-AWARD: 0	MINOR: 0
UNDERGRADUATE AWARD: 0	MAJOR: 0	SPECIALISATION: 0

**TOTAL: 3 ITEMS**

COMMENT: Approved for publish by College Education Committee meeting 30 March 2020

Buttons: EXIT AND DISCARD PROGRESS, BACK, PUBLISH

## 2 What I can publish...

The **What I can publish** filter is on by default. Unchecking the filter will show all curriculum in CMS that has been **PUBLISHED** or is in the process of being **PUBLISHED**.



This filters the dashboard to show only curriculum items in Approved or Published Failed state that you have permission to publish within the academic organisation assigned to your publisher role.

The CMS Publisher roles are restricted by curriculum type:

- Class Publisher – Class Summaries only
- Course Publisher – Courses only
- MMS Publisher – Majors, Minors, Specialisations only
- Program Publisher – All Programs

**i** MMS Publisher and Program Publisher roles are assigned to ASQO staff only.