Course Outline System
User Guide

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DOCUMENT DETAILS

Owner [Responsible Officer]: Program Accreditation Officer
Last Updated: 10 October 2008
Version Number: 4
The University’s Glossary of Terms: www.griffith.edu.au/policylibrary/
1.0 Introduction

The Course Outline system is a web-based system to implement and sustain the approved process for creating, modifying, approving and publishing Course Outlines.

The Course Outline system:

- Allows Convenors to upload Course Outlines to a central location
- Includes workflows for approval of Course Outlines by Heads of School and Deans
- Draws on PeopleSoft data to ensure consistency of information
- Provides relevant staff with early access to Course Outlines
- Replicates Course Outlines to the web for student access
- Maintains an archive of approved Course Outlines
- Is based on the following assumptions:
  - One Course Outline per course code for a given semester
  - One Convenor per campus
  - Where there is more than one convenor for a multi-campus course, a ‘Primary’ Convenor will be designated as responsible for submitting the Course Outline
- The Course Outline system builds Course Outlines using the Course Outline Template.

The Course Outline template:

- Represents the approved format for a Griffith University Course Outline
- Prescribes the minimum content for a Course Outline
- Provides guidelines on preparing content for the Course Outline.
- The Template can be downloaded from the GIHE Course Outline Support website: [http://www.griffith.edu.au/gihe/learning-teaching-resources/curriculum-design](http://www.griffith.edu.au/gihe/learning-teaching-resources/curriculum-design)

2.0 Accessing the Course Outline System

i. Login to the Griffith Portal from the Griffith University Homepage, and login using your standard GU login:
ii. **Under Learning and Teaching select Course Administration:**

1. Login to the Griffith Portal
2. Expand Learning and Teaching menu as shown above
3. Click on the Sub folder ‘Course Administration’ on the right hand menu.
4. Select ‘My Convenorships’
5. Select the ‘View’ button for the course you will submit a Course Outline ‘body’ for
6. Click on the ‘Course Information’ button and check the cover page text (advise SAO/PSO if amendments are required)
7. Select ‘Upload’, locate the appropriate Word document on your computer, click the ‘Upload’ option
8. Enter a summary of the changes you have made since the last offering of the course in the ‘Submission Comments’ field
9. Tick the appropriate ‘Modified Sections’ boxes
10. Flag ‘Major Changes’ or ‘New Course’, as appropriate
11. Select ‘Submit’. This will return you to ‘My Convenorships’ and the Status should now read ‘Submitted’.

💡 If document sits at ‘Building’ for longer than 30 minutes, please contact EIS Assist on extension 55544.

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3.0 **Quick Guide for Course Convenors: Submitting a Course Outline**

1. Login to the Griffith Portal
2. Expand Learning and Teaching menu as shown above
3. Click on the Sub folder ‘Course Administration’ on the right hand menu.
4. Select ‘My Convenorships’
5. Select the ‘View’ button for the course you will submit a Course Outline ‘body’ for
6. Click on the ‘Course Information’ button and check the cover page text (advise SAO/PSO if amendments are required)
7. Select ‘Upload’, locate the appropriate Word document on your computer, click the ‘Upload’ option
8. Enter a summary of the changes you have made since the last offering of the course in the ‘Submission Comments’ field
9. Tick the appropriate ‘Modified Sections’ boxes
10. Flag ‘Major Changes’ or ‘New Course’, as appropriate
11. Select ‘Submit’. This will return you to ‘My Convenorships’ and the Status should now read ‘Submitted’.

💡 If document sits at ‘Building’ for longer than 30 minutes, please contact EIS Assist on extension 55544.
4.0 Course Outline System Menu Panels and Sub-panels

4.1 My Convenorships

The **My Convenorships** panel lists all current and future courses an individual is convening that require Course Outlines.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course</th>
<th>Campus</th>
<th>Convenor Role</th>
<th>Details</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1 - 2005</td>
<td>1037EVP</td>
<td>Environmental Planning</td>
<td>Nathan</td>
<td>Primary</td>
<td>View</td>
<td>Ready To Publish</td>
</tr>
<tr>
<td>Semester 1 - 2005</td>
<td>4027EMP_P1</td>
<td>Research Project</td>
<td>Nathan</td>
<td>Primary</td>
<td>View</td>
<td>None</td>
</tr>
<tr>
<td>Semester 1 - 2005</td>
<td>4027EMP_P2</td>
<td>Research Project</td>
<td>Nathan</td>
<td>Primary</td>
<td>View</td>
<td>None</td>
</tr>
<tr>
<td>Semester 1 - 2005</td>
<td>7117EVP_P1</td>
<td>Graduate Research Project</td>
<td>Nathan</td>
<td>Primary</td>
<td>View</td>
<td>Submitted</td>
</tr>
<tr>
<td>Semester 1 - 2005</td>
<td>7117EVP_P2</td>
<td>Graduate Research Project</td>
<td>Nathan</td>
<td>Primary</td>
<td>View</td>
<td>Submitted</td>
</tr>
</tbody>
</table>

The **My Convenorships** panel is accessible to Course Convenors only.

Courses that do not require a Course Outline (literature review courses, research proposal courses, theses and dissertations) will not appear in this list.

The ‘Primary’ Convenor is responsible for submitting the Course Outline. Convenor Role is either ‘Primary’ or ‘Campus’. ‘Campus’ is only used for multi-campus courses.

Clicking **View** takes you to the **Course Outline Details** panel to upload a Course Outline.

You may sort this information differently by clicking on any of the following underlined column headings.

Go to **8.0 Publication Status** for an explanation of the status values.
Course Outline Details

provides convenors with a point to upload and submit the convenor 'body' section of the Course Outline, or to check what has been submitted. Convenors provide a submission summary noting the changes since the last offering of the course.

The panel is accessible to Course Convenors only and is accessed via.

1. The Course Outline’s Committee Approval and Publication Status are displayed.
2. To change Instruction Mode for a course refer to Appendix A.
3. The convenor of each course offering is displayed, with the ‘Primary’ convenor flagged.
4. Selecting displays the data that will populate the Course Outline cover page.
5. The name of the uploaded document and the date and time uploaded are shown.
6. Convenors enter comments on amendments to the Course Outline since the last offering of the course, flag areas that have been modified, and signal if major changes have been made or if the course is new.
7. Selecting saves all action on this page, indicates that a Course Outline is ready for consideration, and returns you to.
Users: COURSE CONVENORS

Course Information (Cover Page Text)

Selecting **Course Information** on the **Course Outline Details** panel displays the information that will populate the Course Outline cover page.

This data is drawn directly from the Course Catalogue and Class Schedule in PeopleSoft. Only SAOs/PSOs can amend this information. This ensures that information in the web Course Catalogue is consistent with information in the Course Outline.

Selecting either **OK** or **Cancel** will return you to **Course Outline Details**.

Browse to upload document

Selecting **Upload** on the **Course Outline Details** displays a browse window to locate in your computer the convenor ‘body’ section Course Outline document to upload.

Locate the convenor ‘body’ section Course Outline document in your computer. Select **Upload** to upload the document and return to **Course Outline Details**.
4.2 School Summary

The School Summary panel shows the submission details and approval status for each of the School/Department’s courses for a given semester and provides a point for HOS/SAO/PSO to publish approved Course Outlines.

- ‘New Course’ and ‘Major Change’ flags added by the convenor on the panel flow to the School Summary, together with the flagged modified sections.
- The ‘View Comments’ button takes you to a panel containing all of the submission and approval comments for the course.
- The ‘View’ button opens the entire Course Outline in a new window.
- Courses with Committee Approval set to ‘Required’ sort to the top of the list.
- The ‘Manage Approval’ and ‘Publish’ columns are visible to HOS/SAO/PSO only.

You can sort the information in the School Summary by clicking on any of the column headings. As a default, the School Summary sorts courses by Committee Approval status, then by Course Code (so that courses with Committee Approval set to ‘Required’ head the list).
Course Outline Comments

Selecting the ‘View Comments’ button in the School Summary takes you to This displays all of the submission and approval comments for the Course Outline.

Each action in the submission and approval process and the author of the action are noted in the Approval Log/Comments.

View Current Course Outline

Selecting the button in the School Summary opens the current Course Outline in a new window.
Users: HOS / SAO / PSO

Manage Course Approval (School level)

The Manage Course Approval panel provides the Head of School with the information necessary to consider a new course or a course with major changes and recommend it executively to Faculty Board or record a School Committee recommendation.

1. The submitted Course Outline may be ‘Recycled’ with comments to the Course Convenor (HOS, SAO or PSO).
2. The submitted Course Outline may be ‘Recommended’ with comments to the Dean for Faculty Board approval (HOS only).
3. The Course Outline may be viewed via this panel.
4. The Convenor’s submission comments appear.
5. The Approval Log/Comments records a history of action on the Course Outline.
6. Selecting Save closes the panel, records approval and comments and returns you to the School Summary.
4.3 Faculty Approval Summary

The Faculty Approval Summary provides a listing of all courses currently awaiting Faculty approval and a base for managing the approval process.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course</th>
<th>Primary Convener</th>
<th>Modified Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>208630007C</td>
<td>Consumer Behaviour</td>
<td>Debra Grace</td>
<td>1. Arms &amp; Objectives</td>
</tr>
<tr>
<td>208620007C</td>
<td>Services Marketing</td>
<td>Debra Grace</td>
<td>2. Content</td>
</tr>
</tbody>
</table>

1. Flags distinguish new courses from courses with major changes.
2. The modified sections flagged by the Course Convenor appear.
3. The button links to the complete Course Outline.
4. Committee Approval status will always be ‘Recommended’ in this table, indicating that the course has been recommended by the School/Department for Faculty consideration. Publication Status will always be ‘Submitted’ in this table.

   For version control, Course Convenors, SAO/PSOs and Heads of School/Department can take no action while a course is awaiting Faculty Board consideration.
5. The ‘Manage Approval’ button links to the Faculty level ‘Manage Course Approval’ panel.
Manage Course Approval (Faculty level)

The Manage Course Approval panel provides the Dean with the information necessary to consider a new course or a course with major changes recommended for Faculty approval.

1. The submitted Course Outline may be 'Recycled' with comments to the Course Convenor or 'Approved'.
2. Comments summarising the Faculty Board's approval of the course may be added.
3. The Course Outline may be viewed via this panel.
4. The Convenor’s submission comments appear.
5. The Approval Log/Comments records a history of action on the Course Outline, including the Head of School/Department's recommendation comments.
6. Selecting Save closes the panel, records approval and comments and returns you to the Faculty Approval Summary.
4.4 Course Outline Resources

The link to Course Outline Resources on the Griffith Portal goes to the Griffith Institute for Higher Education Course Outline Support website: http://www.griffith.edu.au/gihe/learning-teaching-resources/curriculum-design

For further information, refer to Appendix B.

5.0 System Structure

Access to Course Outline system menu panels and their sub-panels is determined by user role, as illustrated in the table below.

The Course Outline system includes the following user roles:

- Course Convenor
- Dean
- Academic Services Officer (ASO)
- Head of School/Department (HOS)
- School Administrative Officer (SAO)
- Program Service Officer (PSO)

Access by user roles: Course Outline system menu panels and sub-panels

<table>
<thead>
<tr>
<th>Menu Panel</th>
<th>Access by Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Convenorships</td>
<td>COURSE CONVENORS</td>
</tr>
<tr>
<td>Course Outline Details</td>
<td></td>
</tr>
<tr>
<td>Course Information (Cover Page Text)</td>
<td></td>
</tr>
<tr>
<td>Browse to upload document</td>
<td></td>
</tr>
<tr>
<td>School Summary</td>
<td>ALL USERS</td>
</tr>
<tr>
<td>Course Outline Comments</td>
<td></td>
</tr>
<tr>
<td>View current Course Outline</td>
<td></td>
</tr>
<tr>
<td>Manage Course Approval (School level)</td>
<td>HOS / SAO / PSO</td>
</tr>
<tr>
<td>Faculty Approval Summary</td>
<td>DEAN / ASO</td>
</tr>
<tr>
<td>Manage Course Approval (Faculty level)</td>
<td></td>
</tr>
<tr>
<td>Course Outline Resources</td>
<td>ALL USERS</td>
</tr>
</tbody>
</table>
6.0 Business Process

Course Outlines Approval Process

Course Outlines with Minor Changes

Convenor

- Start
- Convenor submits Course Outline with minor changes to an existing course
  - Yes (Recycled)

SAO/PSO

- SAO/PSO checks Course Outline
- HOS reviews Course Outline
  - Yes
    - SAO/PSO sets status to 'Ready to Publish'
    - HOS sets status to 'Ready to Publish'
  - No
    - Awaiting go-ahead for publishing

- SAO/PSO/HOS selects Major Changes flag?
  - Yes
    - Continue to Major Change Process
  - No
    - Continue to Major Change Process

Head of School

- Convenor Action Required?
- HOS reviews Course Outline
  - Yes
    - SAO/PSO sets status to 'Ready to Publish'
    - HOS sets status to 'Ready to Publish'
  - No
    - Awaiting go-ahead for publishing

- SAO/PSO/HOS selects Major Changes flag?
  - Yes
    - Continue to Major Change Process
  - No
    - Continue to Major Change Process
Note: For new courses, the convenor needs to provide preliminary course catalogue details (cover page text) to the SAO/PSO for entry into PeopleSoft to create an entry in the Course Outline system.
### 7.0 Publication Status

There are five Publication Status values:

<table>
<thead>
<tr>
<th>Publication Status</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| None               | Convenor has not yet submitted a Course Outline for the current semester.  
                  | **Convenor action is required.** |
| Submitted          | Convenor has submitted a Course Outline.  
                  | **SAO/PSO/HOS action is required.** |
| Recycled           | Course Outline has been returned to the convenor for amendment.  
                  | **Convenor action is required.** |
| Ready to Publish   | Course Outline has been approved for publication.  
                  | **No further action is required.**  
                  | The publication batch process is required. |
| Published          | The publication batch process has converted the Course Outline to .pdf and delivered the Course Outline to the Course Outline website for access by students. |

### 8.0 Committee Approval Status

There are five Committee Approval status values:

<table>
<thead>
<tr>
<th>Committee Approval</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Blank              | Convenor has not yet uploaded a Course Outline for the current semester.  
                  | **Convenor action is required.** |
| Not required       | Neither the New Course flag nor Major Change flag has been selected. The course is an existing course with minor changes.  
                  | **SAO/PSO/HOS action is required to publish the Course Outline.** |
| Required           | The New Course flag or Major Change flag has been selected. The course requires the approval of the School Committee and the Faculty Board.  
                  | **HOS action is required to recommend the course to the Faculty Board for approval.** |
| Recommended        | The New Course flag or Major Change flag has been selected. The course requires the approval of the School Committee and the Faculty Board. The HOS (as Chair of the School Committee) has **Recommended** the course to the Faculty Board for approval.  
                  | **Dean/ASO action is required.**  
                  | NOTE: While the Committee Approval status is **Recommended** the convenor is prevented from uploading another version of the Course Outline. |
| Approved           | The appropriate Faculty Board has approved the Course Outline.  
                  | **SAO/PSO/HOS action is required to publish the Course Outline.** |
9.0. Key Points to Remember about the Course Outline System

- Course Outline publication deadlines set by Academic Committee:
  - Semester 1: First week in February
  - Semester 2: Week 15 of Semester 1
  - Semester 3: Week 15 of Semester 2

- The Course Outline template is a three-part document. Convenors complete and submit the ‘body’ document – the Course Outline system automatically adds the cover page and final page with key University information.

- Access to panels within the Course Outline system is determined by a user’s role. If ‘Course Outlines’ does not appear in the Enterprise Menu in the Griffith Portal or a course you convene is missing from your ‘My Convenorships’ list, please see your School Admin Officer/Program Service Officer to check that you have been registered as the convenor for the course.

- The Modified Sections flags selected by the Convenor should be a summary of the changes made since the last offering of the course (ie not since the last upload of the current semester’s Course Outline if a second version is being uploaded).

- Text in the Submission Comments text box entered by the convenor is likewise a summary of the submission comments regarding the Course Outline for the semester.

- The approval log shows all submission and approval action for a course for a given semester. The approval log ensures a full historical record is maintained.

- Changes to Course Outline cover page text are made by the SAO/PSO in the PeopleSoft Course Catalogue.

- Committee Approval is required for all new courses and courses where a major change has been made to the course content, teaching methods, assessment strategy and/or resource requirements. Committee Approval status becomes ‘Required’ when the New Course flag or Major Change flag has been selected by the course convenor or Head of School.

- Queries regarding the Course Outline template should be directed to your Group Academic Services Officer (Secretary to Faculty Board) as the policy advisor for the Course Approval and Evaluation Policy. Contacts details are in the Griffith Phone Book under University Administration → Academic Administration → Secretariat.

- Support resources are accessible via the Course Outline support page in the Griffith Institute for Higher Education (GIHE) website at:
  http://www.griffith.edu.au/gihe/learning-teaching-resources/curriculum-design

- If you encounter system errors in the Course Outline System, please contact EIS Assist on 55544.
Appendix A: Inserting Learning Mode for a Course

Where to indicate the Learning Mode for a Course:
Go to the Course Offering Details Page on HE 9.0 and insert your course code.
1. Click search.
2. Select the relevant course offering from the list (3085 in the example below).
3. HE 9.0 shows this as “Instruction Mode”; in the Course Catalogue this is referred to as “Learning Mode”.
4. Click on to see the options as listed below and select the appropriate description:

This list of options is likely to change to add newly established learning modes.
Appendix B: Tip Sheet for Academic and Administrative Staff

By following the advice below you should minimise any problems in relation to publishing course outlines via the Course Outline System.

If you do have trouble please call EIS Assist on 55544. Staff in EIS Assist work directly with PeopleSoft and have the technical expertise to support the system.

Please note the following advice is current as at the date of publication. With the new version of PeopleSoft being introduced in May 2008 it may be necessary to update this advice. Each semester an evaluation of the publishing process will be undertaken and this advice will be up-dated as necessary.

If you do have any difficulties please also forward advice to the Group Academic Services Officer or Program Accreditation Officer so that your experience will be included in the next evaluation process.

1. Use the actual Course Outline Template, found under “Course Outline Resources” within the Griffith Portal, which links to the following GIHE site. Do not modify the template format.

2. If there is an existing Course Outline please use the Template and cut and paste text for the existing, excluding headings, into the newly downloaded outline; the headings are already in the template.

3. It is important to start with a new template each time. The previous course outline may contain text that will become corrupted in the process of republishing, for example page numbers, etc.

4. Do not use multiple fonts within the document.

5. Use Arial, 10pt Font.

6. Use single line spacing within paragraphs and one line space between paragraphs.

7. Do not use bullet points, use numbers instead.

8. Do not include special characters such as “/ > \
 etc in the 40 word description on PeopleSoft – these appear in the course outline as different characters.

9. Do not use icons such as (use the words telephone, email, etc);

10. Do not insert new tables. Use only the tables provided in the template. If need be, copy and paste an existing table from the template.

11. Save the document as Coursecode_Sem, eg: 3083BBS_3081.
Note:
- Do not upload more than 3 Course Outlines at one time.
- Do not upload the same course outline more than once if not successful the first time.
- If not successful, contact IES Assist on 55544 to have it cancelled, before the next upload, even if it’s not the same course outline.

Troubleshooting

If the document sits at ‘building’, call EIS Assist, have the upload process cancelled. Then,

a) Open Document
b) Save it as .rtf (ie, Rich Text Format)
c) Save it back as .doc (ie, Word document)
d) Save document and Upload.
e) Submit

If you are unable to view Course Outlines on the Web:

Scenario 1
You click on the view button and it makes a “blip” noise, a window comes up and vanishes quickly. This would require a change of settings on Internet Explorer.

1. Go to:

![Internet Explorer options](image)

2. In the Internet Options window:

![Internet Options window](image)
3. In the next window, check if the following websites appear within the “Websites” box.
http://*.griffith.edu.au
http://*.gu.edu.au
https://*.griffith.edu.au
https://*.gu.edu.au
https://www81.secure.griffith.edu.au
https://www82.secure.griffith.edu.au
https://www85.secure.griffith.edu.au

If not, then uncheck the box “Require server verification (https:) for all sites in this zone” and then add all the sites.

4. Once sites are added, hit “Close” then “Apply” and “OK”.

**Scenario 2:**

If you are getting the following error message, then make sure you follow all the steps on the “Tip Sheet” and resubmit. If problem still persists, contact EIS Assist on eisassist@griffith.edu.au (and send a copy of the course outline).
**General Queries**

**When is the Course Outline publication deadline?**

The University's [Course Outline Requirements](http://www.griffith.edu.au/courseoutlines) policy stipulates "that all Course Outlines are published in accordance with the format prescribed in this policy at http://www.griffith.edu.au/courseoutlines by the following dates:

- Semester 1 courses: First week of February for semester 1 course offerings
- Semester 2 courses: Week 15 of semester 1 for semester 2 course offerings
- Summer semester courses: Week 15 of semester 2 for semester 3 course offerings"

Course Outlines are published to the course outlines website via the Course Outline system. Note that Heads of School/Department may set earlier internal deadlines to allow time to consider submitted Course Outlines.

**“I don’t see ‘Course Outlines’ under Learning and Teaching in the Griffith Portal?”**

‘Course Outlines’ is also accessible from under ‘Connect Here’. Select HE 9.0 at the left of the Portal page. Click to open. Once the new window has opened choose ‘Curriculum Management’ from the left and then open ‘Course Catalogue’. Contact your SAO/PSO who will record you as a course convenor if appropriate access is enabled.

**Is there a policy on printing hard copy Course Outlines for students?**

The provision of hard copies of the Course Outline to students is at the discretion of the School. This is not a result of the new Course Outline process. It has been the case for at least the last few years.

**SAO/PSO Queries**

**EIS Assist: Troubleshooting problems with GU_CO_BUILD:**

Occasionally instances of GU_CO_BUILD stall, with winword.exe errors appearing on the server running the process. As the server allows only three processes to run simultaneously, the erroring instances are killed by the database administrators so that channels for processes to run are kept open. If a course outline is “building” for 30 minutes or more please contact EIS Assist.

**“I have updated the course description in the PeopleSoft Course Catalogue, but the Brief Course Description in the Course Outline system is not showing the updated information?”**

The description should not be revised after the semester has commenced. If the semester has already commenced, the SAO/PSO can update the course description for future semesters, but not for the current semester.

If it is necessary to change the course description after the outline has been published, and before semester commencement, the course outline will need to be resubmitted and republished.

If, due to exceptional circumstances, the Brief Course Description needs to be updated after the start of the semester, a [EIS Help Desk Request](http://www.griffith.edu.au/) will need to be submitted (Note: Correction mode required to backdate revised course description).

**Multipart course – do all parts require a course outline?**

Schools have three options for multipart courses:

1. Prepare a Course Outline for the initial component of the course only which covers the entire multipart course. (ie _Y1 or _P1 Course Outline to contain information for both/all semesters)*

2. Prepare two or more Course Outlines, one for each part of the year-long course or for each part of the multi-part course.

3. Upload the same ‘body’ document for both/all parts of the course in the Course Outline System, so that a student can locate the Course Outline by searching either for _Y1 or _Y2, but the information in the Course Outline ‘body’ will be consistent for both.

SAOs/PSOs have access to a flag called ‘Course Outline Required’ in Peoplesoft (HE 9.0) and have been advised to deselect this flag for courses which do not require a Course Outline. This flag is the trigger for information flowing through to the Course Outline system. If the flag is deselected for a particular semester offering, the course will not appear in the Course Outline system for that
semester. Staff in the Secretariat will be monitoring the courses with the Course Outline Required flag deselected to make sure that they are all courses that are acceptable for deselection.

* SAO/PSO to deselect the ‘Course Outline Required’ flag in the Course Offering Details panel under Curriculum Management in Peoplesoft HE 9.0 for the _Y2 or _P2 course offering.

^ Course Outline Required can be located – Griffith Portal > HE 9.0 > Curriculum Management > Course Catalogue > Course Offering Details

“How do I record convenors in the Course Outline system?”
JobAid: Maintaining Course Outline System Details.

Is it possible to include landscape-formatted pages in the body of the Course Outline?
Due to the document protection, the Course Outline template does not allow for pages to be in landscape format.

Convenor queries

“There is only space for one row of data in the Assessment Handling panel. How do I indicate additional items for collection?”
Click on the + button to create an additional row.

“My title is not correct. How do I change it?”
There are a small number of instances where a convenor may need to update their title (Dr, Ms, etc.) stored in the University’s record system. If a Course Outline cover page generated by the Course Outlines system shows an incorrect title, you will need to contact HR Connect (X 54011 or email hrconnect@griffith.edu.au) for instructions on how to update your personal details.
Sessional staff are required to submit requests for updating their recorded title to: payroll@griffith.edu.au

“My name as it appears on the Course Outline cover page is not my preferred name. How do I change what appears?”
There is a self service facility for staff to record their own preferred names via the Griffith Portal. In the Griffith Portal, navigate to Employment - Personal Details - Names. Note that if a preferred name has not previously been recorded, the current preferred name will be the same as your Primary name.

“I need to submit/re-submit my Course Outline but the ‘Upload’ button is greyed out. Why can’t I submit?”
First, check that convenor is the Primary Convenor. All campus convenors have view access to the details on the Course Outline Details panel, but only the Primary Convenor can upload the Course Outline ‘body’ document.

In the Course Outline system, the Convenor is able to upload a revised Course Outline ‘body’ document at almost any time, the only exception being when the course has been recommended by the Head of Department for consideration by the Dean/Faculty-level Board. This is to ensure that the version of the Course Outline the Head of Department considers is the same version the Dean considers. At this time only, the ‘Upload’ button is greyed out and the Convenor cannot upload or submit a course outline. If the Publication Status for the course is ‘Recommended’, it is intended that the Primary Convenor see a grey ‘Upload’ button.

“I press ‘Upload’ locate my Course Outline ‘body’ document on my computer, press ‘Upload’ again and nothing happens. Why doesn’t it upload?”
First, check that the file name you gave your Course Outline ‘body’ document does not include the backslash symbol (/) and that it contains only the full stop before the file extension (eg 1006ABC_Course Outline_2006.doc)
Files with names such as 1006ABC/Course Outline/2006.doc or 1006ABC.Course Outline.2006.doc will not upload.

“If I convene the same course in both Semester 1 and Semester 2, is there a late cut-off date for publishing the Semester 2 Course Outline so I can wait until I have the evaluation results for Semester 1? (Note: Many Convenors conduct evaluations in Week 13 and may not have the results in time to make changes to the Semester 2 Course Outline ahead of the publication deadline in Week 15)”
No. The priority is providing students with early access to information about the course. The approved deadline relates to all courses, including those offered in both semesters. Convenors might choose to consider evaluations from both course offerings together in making changes ahead of the following academic year.