

# Course Profile System: A Guide for Approvers

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Locate the Course Profile System

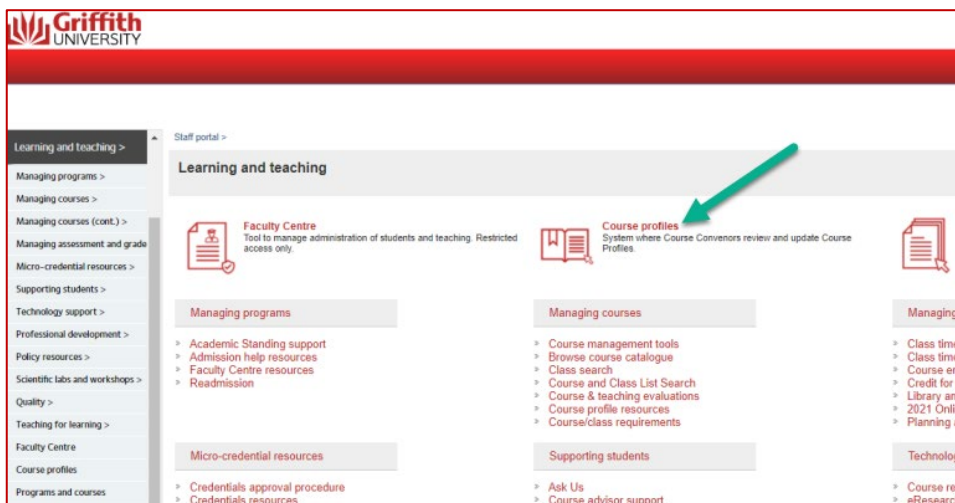
Find the Courses you Approve

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How to Add Your Review

## Locate the Course Profile System:

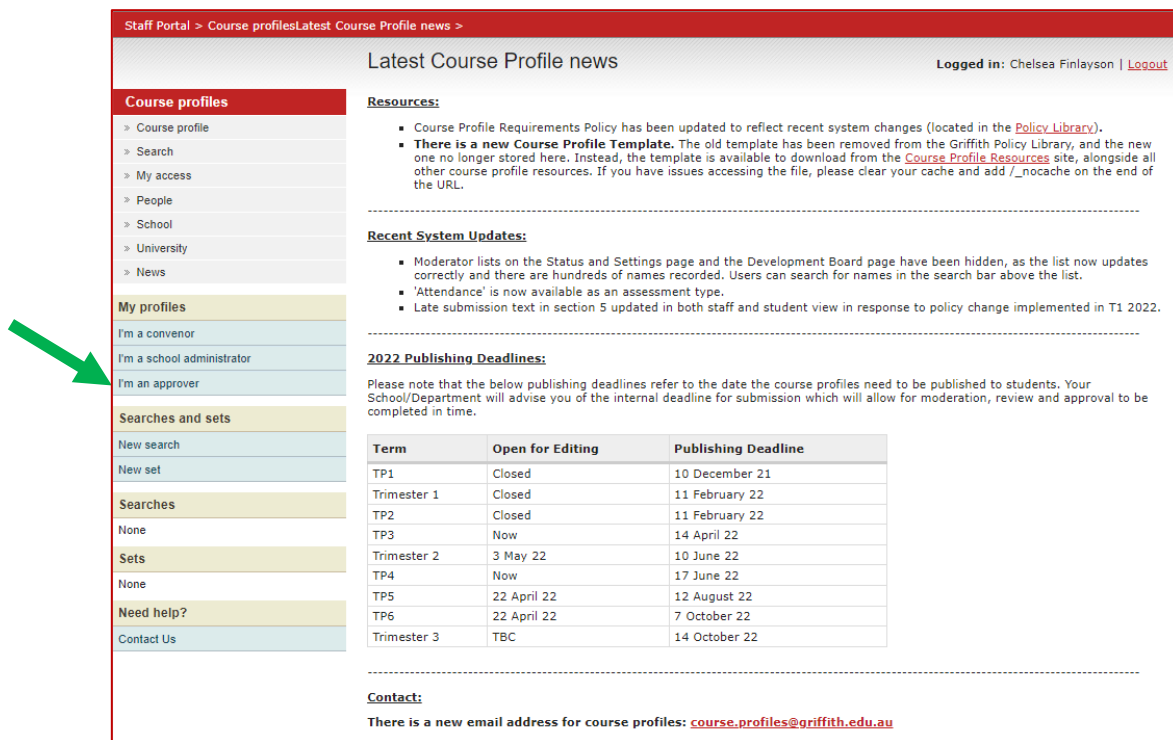
1. Log into the Staff Portal
2. Select Learning and Teaching
3. Select Course Profiles:



## Find the Courses you Approve:

There are two ways to find the profiles of the courses you approve within the Course Profile System:

1. Via 'My profiles'
  - a) Select 'I'm an approver' from the homepage:



Staff Portal > Course profiles Latest Course Profile news >

Latest Course Profile news Logged in: Chelsea Finlayson | [Logout](#)

**Course profiles**

- > Course profile
- > Search
- > My access
- > People
- > School
- > University
- > News

**My profiles**

- I'm a convenor
- I'm a school administrator
- I'm an approver**

**Searches and sets**

- New search
- New set

**Searches**

None

**Sets**

None

**Need help?**

[Contact Us](#)

**Resources:**

- Course Profile Requirements Policy has been updated to reflect recent system changes (located in the [Policy Library](#)).
- There is a new Course Profile Template.** The old template has been removed from the Griffith Policy Library, and the new one no longer stored here. Instead, the template is available to download from the [Course Profile Resources](#) site, alongside all other course profile resources. If you have issues accessing the file, please clear your cache and add `_nocache` on the end of the URL.

**Recent System Updates:**

- Moderator lists on the Status and Settings page and the Development Board page have been hidden, as the list now updates correctly and there are hundreds of names recorded. Users can search for names in the search bar above the list.
- 'Attendance' is now available as an assessment type.
- Late submission text in section 5 updated in both staff and student view in response to policy change implemented in T1 2022.

**2022 Publishing Deadlines:**

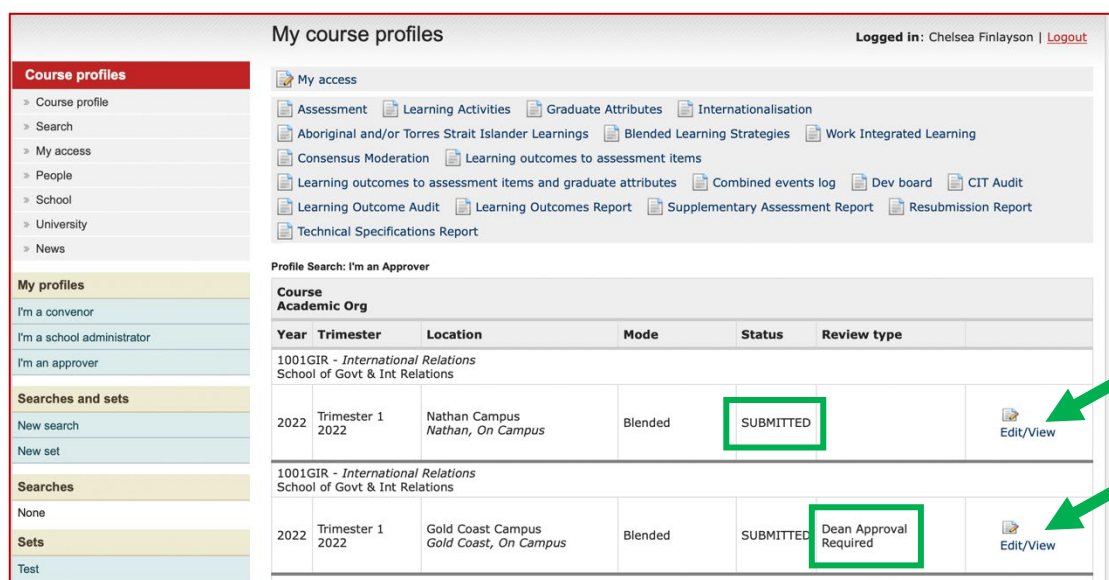
Please note that the below publishing deadlines refer to the date the course profiles need to be published to students. Your School/Department will advise you of the internal deadline for submission which will allow for moderation, review and approval to be completed in time.

Term	Open for Editing	Publishing Deadline
TP1	Closed	10 December 21
Trimester 1	Closed	11 February 22
TP2	Closed	11 February 22
TP3	Now	14 April 22
Trimester 2	3 May 22	10 June 22
TP4	Now	17 June 22
TP5	22 April 22	12 August 22
TP6	22 April 22	7 October 22
Trimester 3	TBC	14 October 22

**Contact:**

There is a new email address for course profiles: [course.profiles@griffith.edu.au](mailto:course.profiles@griffith.edu.au)

- b) Click 'Edit/View' to open a course profile to review
  - a. Only 'SUBMITTED' profiles are ready to be reviewed by the first approver
  - b. Only 'Dean Approval Required' profiles are ready to be reviewed by the second



My course profiles Logged in: Chelsea Finlayson | [Logout](#)

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**Searches and sets**

- New search
- New set

**Searches**

None

**Sets**

Test

**My access**

- Assessment
- Learning Activities
- Graduate Attributes
- Internationalisation
- Aboriginal and/or Torres Strait Islander Learnings
- Blended Learning Strategies
- Work Integrated Learning
- Consensus Moderation
- Learning outcomes to assessment items
- Learning outcomes to assessment items and graduate attributes
- Combined events log
- Dev board
- CIT Audit
- Learning Outcome Audit
- Learning Outcomes Report
- Supplementary Assessment Report
- Resubmission Report
- Technical Specifications Report

Profile Search: I'm an Approver

Year	Trimester	Location	Mode	Status	Review type	
2022	Trimester 1 2022	Nathan Campus Nathan, On Campus	Blended	<b>SUBMITTED</b>		Edit/View
2022	Trimester 1 2022	Gold Coast Campus Gold Coast, On Campus	Blended	SUBMITTED	<b>Dean Approval Required</b>	Edit/View

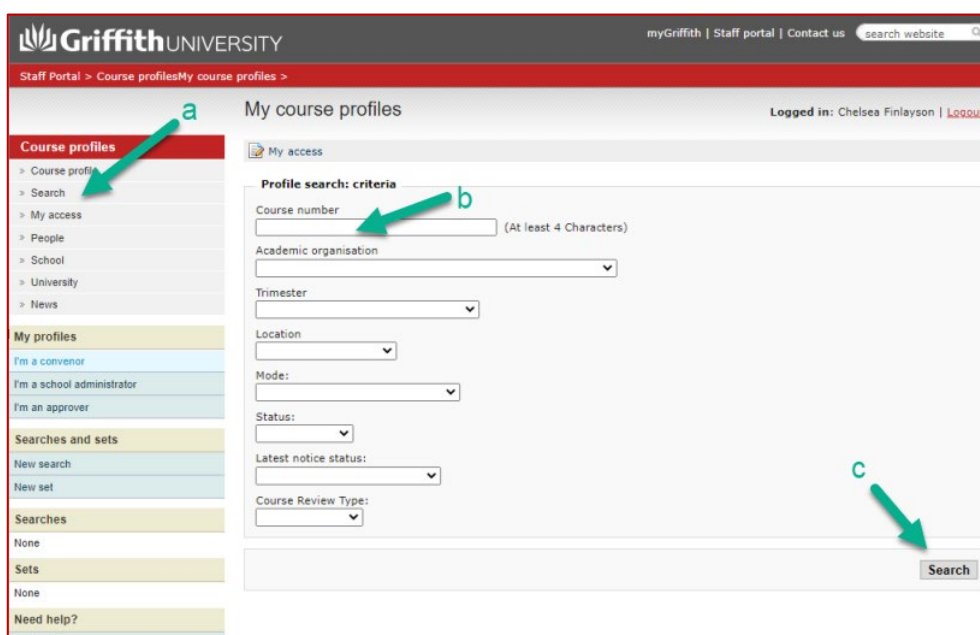
approver

**Note for GBS Program Directors:** As there is no record of programs in the Course Profile System, access must be granted by School/Department ('academic organisation'). For this reason, on the 'I'm an

approver' page, GBS PDs will not only see the courses in their program, but all courses in all academic organisations they have system access to.

OR

2. Search for a specific course
  - a) Select search
  - b) Enter the course code
  - c) Click the 'search' button



Griffith UNIVERSITY myGriffith | Staff portal | Contact us search website

Staff Portal > Course profilesMy course profiles >

My course profiles Logged in: Chelsea Finlayson | Logout

**Course profiles**

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- > News

**My profiles**

- I'm a convenor
- I'm a school administrator
- I'm an approver

**Searches and sets**

- New search
- New set
- Searches
- None
- Sets
- None
- Need help?

**Profile search: criteria**

Course number (At least 4 Characters)

Academic organisation

Trimester

Location

Mode:

Status:

Latest notice status:

Course Review Type:

Search

- d) Scroll down and select 'Edit/View'

Profile Search: New Search Results (2 profiles found)

[Download to Excel](#)

Course: Academic Org

Course	Trimester	Location	Mode	Status	Action
7001ENG <i>Research Methods for Engineers</i> School of Eng & Built Env	Trimester 2 2021	Nathan Campus <i>Nathan, On Campus</i>	Blended	DRAFT	Edit/View
7001ENG <i>Research Methods for Engineers</i> School of Eng & Built Env	Trimester 2 2021	Online	Online	DRAFT	Edit/View

## Who Approves What?

### Approver 1:

- **AEL, Health and Science:** Deputy Head of School (Learning and Teaching)
- **GBS:** Program Director

### Approver 2:

- **All Groups:** Dean (Learning and Teaching)

### Background:

- When the Course Convenor submits the profile, they will manually select which parts of the profile have been changed, and the system will automatically determine what type of change it is.
- Course Convenor's view when submitting the profile:

Information manually entered by the Course Convenor when

Information automatically determined based on what has been entered above, that will then determine who needs to approve the

Changed section(s)

**What areas of the course profile have changed?**  
Select all that apply. Please elaborate on the specific changes in the text box below.

NEW COURSE  
 Assessment  
 Pre-requisites, Co-requisites or Incompatibilities  
 Aims and Outcomes  
 Course Description  
 Teaching and Learning Activities  
 Course Content Sequence  
 Dates  
 Previous Student Feedback  
 Texts and reference materials (please note Learning Resources question below)  
 Other (Please elaborate on the changes in the text box below)  
 NO CHANGES MADE

Learning Resources

Only select the Learning Resources check box below if you are proposing to use required resources which have been authored, co-authored, edited, published or developed by a staff member or where the resource requirements cannot be met within the budget of the School.

Yes

Closing the loop

Were these changes made in response to any University review process, eg. Student Experience of a Course (SEC), peer review etc.? If yes, please select the check box below and provide details about the changes in the text box provided.

Yes

Examination Duration Exemption

Select the following check box if you are requesting an exemption to the standard examination duration. Please provide details for requesting this exemption in the text box provided.

Yes

Change type

New course  
 Major change made  
 Minor change made  
 No change  
 Administrative change made  
 Assessment change made

\* Subject:  
Administrative change made  
(Max. 150 characters)

\* Body: (Please provide details for all of the check boxes that you have selected above)

- The information the Course Convenor enters will then post as a notice on the development board, for you, as the approver, to add your review.

Change Type:

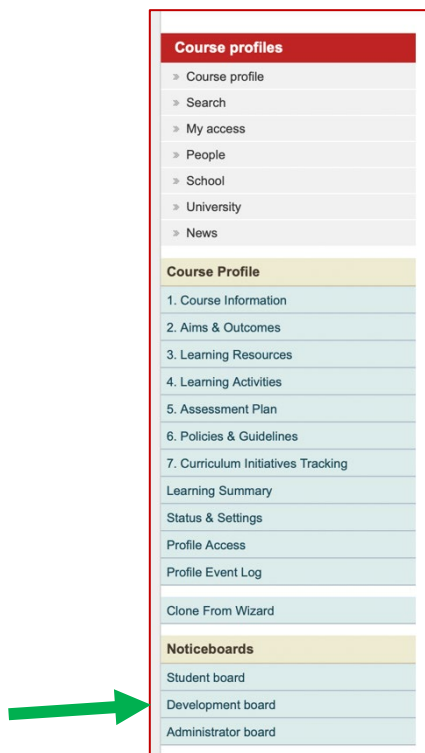
- **No change:** No need for approval. The ASO will publish the profile after the Convenor submits it.
- **Administrative change:** No need for approval. The ASO will publish the profile after the Convenor submits it.
- **Minor change:** First approver adds their review after the Convenor submits the profile. Once approved, the ASO will publish the profile.
- **Major change:** First approver adds their review after the Convenor submits it. Once approved by the first approver, the second approver will add their review. Once approved by the second approver, the ASO will publish the profile.
- **Assessment change:** First approver determines whether the change should be treated as a minor or a major change (and action accordingly, as per the above).
- **New course:** The profile, having already been approved by the Dean (L&T) in the development of the new course, can be submitted by the Convenor and then approved by the first approver only, UNLESS, there have been changes made in the course profile since the course was originally approved.

Examples of Changes:

Change Type	Examples
<b>New course</b>	When the course is new and it is the first and only course profile.
<b>Major change</b>	Course title; pre-requisites, co-requisites and incompatibilities; learning outcomes and course aims; learning resources where the change cannot be met within the budget of the School
<b>Minor change</b>	Course description; teaching and learning activities
<b>No change</b>	No changes made to course profile
<b>Administrative change</b>	Dates; sequence of course content; texts and reference materials
<b>Assessment change</b>	Assessment

## How to Add Your Review

1. Once you are in the submitted course profile, navigate to the 'Development board':



2. Review the notices to see what parts of the profile have changed. Click through the different sections of the course profile to see the content:



- When you are ready to add your review, navigate back to the development board and click 'Add Review':

The screenshot shows the 'Development Notices' section of the Griffith University system. On the left is a navigation menu with 'Course profiles' selected. The main content area shows a notice titled '11/NOV/21 Automatic Cloning from "1001GIR - Tri 1 2021 - Nathan Campus - Mixed Mode" (118906)'. Below the title are 'Edit' and 'Delete' buttons. A green arrow points to the 'Add Review' button in the top navigation bar. Below the notice, there is a section for 'Examination Duration Exemption Requested: No' with a detailed warning about the automatic cloning process.

- Your review will then be posted as a notice on the development board. Once approved by the relevant approver(s), the ASO will then clone the content from the approved profile into any other iterations (i.e. campuses), and publish the profile(s) to students.

### Review Type

- Approve:**
  - The profile can be published by the ASO.
  - Used by first approvers where there has been a minor change only, and second approvers (Deans (L&T)).
  - If the first approver 'approves' a profile that has had a major change, the correct review type should be 'Dean approval required' to prompt the next step in the process.
- Approve with Minor Changes:**
  - The convenor must make small changes, but the profile can then be published by the ASO without needing to be approved again.
  - Used by first approvers where there has been a minor change only, and second approvers (Deans (L&T)).
- Dean Approval Required:**
  - The first approver approves the profile and is happy to send it to the second approver for review.
  - Used only by first approvers.
- Changes Required:**
  - The convenor must make the changes requested by the approver, before submitting to the same approver again to review.
  - Used by both first and second approvers.