# Course Profile System: A Guide for Approvers

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Locate the Course Profile System:

- 1. Log into the Staff Portal
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Learning and teaching > Anaging programs >	Staff potal > Learning and teaching		
Managing courses > Managing courses (cont.) > Managing assessment and grade Micro-credential resources > Supporting students >	Faculty Centre Tool to manage administration of students and teaching. Restricted access only.	Course profiles System where Course Convenors review and update Course Profiles	
Technology support > Professional development > Policy resources > Scientific labs and workshops > Quality > Teaching for learning >	Managing programs Academic Standing support Admission help resources Faculty Centre resources Readmission	Managing courses Course management tools Browse course catalogue Class search Course and Class List Search Course At teaching evaluations Course Profile resources Course/class requirements	Managing ( Class timet Class timet Course enr Credit for p Library and 2021 Onlin Planning at
Faculty Centre Course profiles Programs and courses	Micro-credential resources Credentials approval procedure Credentials resources	Supporting students  Ask Us Course advisor support	Technolog Course res Research



# 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:

	Latest Col	urse Profile news		Logged in: Chelsea Finlayson   L
Course profiles	Resources:			
» Course profile	Course	Profile Requirements Policy ha	as been updated to reflect recent sys	stem changes (located in the <u>Policy Library</u> ).
» Search	There is	s a new Course Profile Ten	nplate. The old template has been r	removed from the Griffith Policy Library, and the n
» My access	other co	ourse profile resources. If you	have issues accessing the file, pleas	se clear your cache and add /_nocache on the end
» People	the URL			
» School				
» University	Recent System	Updates:		
» Nowo	<ul> <li>Moderat</li> </ul>	or lists on the Status and Set	tings page and the Development Bo	ard page have been hidden, as the list now updat
» News	correctly • 'Attenda	y and there are hundreds of n	ames recorded. Users can search fo	or names in the search bar above the list.
My profiles	<ul> <li>Late sub</li> </ul>	omission text in section 5 upd	ated in both staff and student view	in response to policy change implemented in T1 2
I'm a convenor				
I'm a school administrator	2022 Publishir	ng Deadlines:		
I'm an approver	Please note that	the below publishing deadlin	es refer to the date the course profi	iles need to be published to students. Your
I'm an approver	Please note that School/Departm	the below publishing deadlin ent will advise you of the inte	es refer to the date the course profi ernal deadline for submission which	iles need to be published to students. Your will allow for moderation, review and approval to
I'm an approver Searches and sets	Please note that School/Departm completed in tin	: the below publishing deadlin ient will advise you of the inte ne.	es refer to the date the course profi ernal deadline for submission which	iles need to be published to students. Your will allow for moderation, review and approval to
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I'm an approver Searches and sets New search New set	Please note that School/Departm completed in tin Term TP1	the below publishing deadlin tent will advise you of the inte ne. Open for Editing Closed	es refer to the date the course profi rmal deadline for submission which Publishing Deadline 10 December 21	iles need to be published to students. Your will allow for moderation, review and approval to
I'm an approver Searches and sets New search New set Searches	Please note that School/Departm completed in tim Term TP1 Trimester 1	Closed     Closed	es refer to the date the course profi rmal deadline for submission which Publishing Deadline 10 December 21 11 February 22	iles need to be published to students. Your will allow for moderation, review and approval to
I'm an approver Searches and sets New search New set Searches	Please note that School/Departm completed in tim Term TP1 Trimester 1 TP2	the below publishing deadlin ent will advise you of the inte Open for Editing Closed Closed Closed	es refer to the date the course profi rmal deadline for submission which Publishing Deadline 10 December 21 11 February 22 11 February 22	iles need to be published to students. Your will allow for moderation, review and approval to
I'm an approver Searches and sets New search New set Searches None	Please note that School/Departm completed in tin TP1 Trimester 1 TP2 TP3	the below publishing deadlin tent will advise you of the inter open for Editing Closed Closed Closed Closed Now	es refer to the date the course profi rmal deadline for submission which Publishing Deadline 10 December 21 11 February 22 11 February 22 14 April 22	iles need to be published to students. Your will allow for moderation, review and approval to
I'm an approver Searches and sets New search Searches None Sets	Please note that School/Departm completed in tin Term TP1 Trimester 1 TP2 TP3 Trimester 2	Open for Editing           Closed           Closed           Closed           Closed           Standard           Now           3 May 22	es refer to the date the course profi ernal deadline for submission which Publishing Deadline 10 December 21 11 February 22 11 February 22 14 April 22 10 June 22	iles need to be published to students. Your will allow for moderation, review and approval to
I'm an approver Searches and sets New search Searches None Sets None	Please note that School/Departm completed in tin TP1 Trimester 1 TP2 TP3 Trimester 2 TP4	Open for Editing           Closed           Closed           Closed           Closed           Stard           Now           3 May 22           Now	es refer to the date the course profi email deadline for submission which 10 December 21 11 February 22 14 April 22 10 June 22 17 June 22	iles need to be published to students. Your will allow for moderation, review and approval to
I'm an approver Searches and sets New search New set Searches None Sets None None None None None None None None	Please note that School/Departm completed in tin TP1 Trimester 1 TP2 TP3 Trimester 2 TP4 TP5	Closed Closed Closed Closed Closed Closed Closed Closed Closed 22 April 22	es refer to the date the course profi rmal deadline for submission which Publishing Deadline 10 December 21 11 February 22 14 April 22 10 June 22 17 June 22 12 August 22	iles need to be published to students. Your will allow for moderation, review and approval to
I'm an approver Searches and sets New search Searches None Sets None Need help?	Please note that School/Departm completed in tin TP1 Trimester 1 TP2 TP3 Trimester 2 TP4 TP5 TP5 TP6	Open for Editing           Closed           Closed           Closed           Closed           Now           3 May 22           Now           22 April 22	es refer to the date the course profi rmal deadline for submission which 10 December 21 11 February 22 14 April 22 10 June 22 17 June 22 12 August 22 7 October 22	iles need to be published to students. Your will allow for moderation, review and approval to

- 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 pro	files			Logged in: Ch	elsea Finlayson   <mark>Logou</mark>
Course profiles	📄 My	y access					
» Course profile	As	sessment 🖹	Learning Activities 📑 Graduat	e Attributes 📑 I	nternationalisatio	n	
» Search		poriginal and/or	Torres Strait Islander Learnings	Blended Lear	ning Strategies	Work Integrated Lea	rning
» My access		onsensus Modera	ation	assessment items	ing bridlegies	in the integrated Lee	
» People		arning outcome	s to assessment items and grad	iate attributes	Combined event	s log Dev board	
» School		arning Outcome	Audit 📑 Learning Outcomes	Report Supple	amentary Assess	ant Penort Result	mission Report
» University		chnical Specifics	ations Penort		ententary Assessin	ient Report En Resub	inission Report
» News	i le	chinear Specifica	auona Report				
	Profile S	Search: I'm an App	rover				
My profiles	Cours	se					
I'm a convenor	Acad	emic Org					
'm a school administrator	Year	Trimester	Location	Mode	Status	Review type	
'm a school administrator 'm an approver	Year 10010 School	Trimester GIR - Internation of Govt & Int F	Location nal Relations Relations	Mode	Status	Review type	
'm a school administrator 'm an approver <b>Searches and sets</b>	Year 10010 Schoo	Trimester GIR - Internation of Govt & Int F	Location nal Relations Relations	Mode	Status	Review type	
'm a school administrator 'm an approver <mark>Searches and sets</mark> Vew search	Year           10010           School           2022	Trimester GIR - Internation of Govt & Int F Trimester 1 2022	Location hal Relations Relations Nathan Campus Nathan, On Campus	Mode	SUBMITTED	Review type	Edit Aliau
I'm a school administrator I'm an approver Searches and sets New search New set	Year           10010           School           2022	Trimester GIR - Internation of Govt & Int F Trimester 1 2022	Location nal Relations Relations Nathan Campus Nathan, On Campus	Blended	SUBMITTED	Review type	Edit/View
I'm a school administrator I'm an approver Searches and sets New search New set Searches	Year 10010 School 2022 10010 School	Trimester GIR - Internation of Govt & Int F Trimester 1 2022 GIR - Internation of Govt & Int F	Location nal Relations Relations Nathan Campus Nathan, On Campus nal Relations Relatio	Mode	SUBMITTED	Review type	Edit/View
'm a school administrator 'm an approver Searches and sets Vew search Vew set Searches Vone	Year 10010 School 2022 10010 School	Trimester GIR - Internation of Govt & Int F Trimester 1 2022 GIR - Internation of Govt & Int F	Location nal Relations Relations Nathan Campus Nathan, On Campus nal Relations Relations Relations	Mode	SUBMITTED	Review type	Edit/View
I'm a school administrator I'm an approver Searches and sets New search New set Searches None Sets	Year 10010 School 2022 10010 School 2022	Trimester GIR - Internation of Govt & Int F Trimester 1 2022 GIR - Internation of Govt & Int F Trimester 1 2022	Location al Relations Relations Nathan Campus Nathan, On Campus nal Relations Relations Gold Coast Campus Gold Coast, On Campus	Mode Blended Blended	SUBMITTED	Review type	Edit/View

**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

	RSITY	myGriffith   Staff portal   Contact us (search website Q)
Staff Portal > Course profilesMy cours	e profiles >	
a	My course profiles	Logged in: Chelsea Finlayson   Logout
Course profiles	📝 My access	
> Search	Profile search: criteria	
<ul> <li>My access</li> <li>People</li> </ul>	(At least 4 Characters)	
> School	Academic organisation	
<ul> <li>&gt; University</li> <li>&gt; News</li> </ul>	Trimester	
My profiles	Location	
I'm a convenor I'm a school administrator	Mode:	
I'm an approver	Status:	
Searches and sets	V	
New set	v	C
Searches	Course Review Type:	
None		
Sets		Search
None		
Need help?		

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

Profile Search: New Search Re <u>Download to Excel</u> Course: Academic Org	sults (2 profiles	found)			d
Course	Trimester	Location	Mode	Status	Action
7001ENG Research Methods for Engineers School of Eng & Built Env	Trimester 2 2021	Nathan Campus Nathan, On Campus	Blended	DRAFT	Bdit/View
7001ENG Research Methods for Engineers School of Eng & Built Env	Trimester 2 2021	Online	Online	DRAFT	📝 Edit/View



# Who Approves What?

## <u>Approver 1:</u>

- 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:

	Changed section(s)
	What areas of the course profile have changed?
	New COURSE
	Pre-requisites, Co-requisites or Incompatibilities
	Aims and Outcomes
	Course Description
	Teaching and Learning Activities
	Course Content Sequence
	Dates
Information	Previous Student Feedback
	Texts and reference materials (please note Learning Resources question below)
manually	Other (Please elaborate on the changes in the text box below)
entered by the	□ NO CHANGES MADE
Course	Learning Resources
Convenor when	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.
	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
Information	
automatically	New course
determined	Major change made
determined	Minor change made
based on what	No change
has been entered	
above, that will	* Subject:
then determine	Administrative change made
who poods to	(Max. 150 characters)
who needs to	* Body: (Please provide details for all of the check boxes that you have selected above)
approve the	

• 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
New course	When the course is new and it is the first and only course profile.
Major change	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
Minor change	Course description; teaching and learning activities
No change	No changes made to course profile
Administrative change	Dates; sequence of course content; texts and reference materials
Assessment change	Assessment



# How to Add Your Review

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

Course profiles	
» Course profile	
» Search	
» My access	
» People	
» School	
> University	
» News	
Course Profile	
1. Course Information	
2. Aims & Outcomes	
3. Learning Resources	
4. Learning Activities	
5. Assessment Plan	
6. Policies & Guidelines	
7. Curriculum Initiatives Trac	king
Learning Summary	
Status & Settings	
Profile Access	
Profile Event Log	
Clone From Wizard	
Noticeboards	
Student board	
Development board	
Administrator 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:





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

Course profiles	Development Notices
» Course profile	A Help
» Search	
» My access	🛟 Add Notice 🔮 Add Review 🔍 I'm an approver page
» People	11/NOV/21 Automatic Cloning from "1001GIR - Tri 1 2021 - Nathan Campus - Mixed Mode"
» School	(118906)
» University	Edit 💥 Delete
» News	Author: System
Course Profile	Type: Development notice, , Area:
1. Course Information	Learning resources:
2. Aims & Outcomes	Closing the Loop:
3. Learning Resources	Examination Duration Exemption Requested: No
4. Learning Activities	Immediately following the initial import (seeding) of this profile from the PeopleSoft system, profile content, settings and security were "automatically" conject from a previously published profile for the same course (see also the Profile Event Log). Be sure to <b>check the</b>
5. Assessment Plan	accuracy of the whole profile including any dates in the Learning Activities, Assessment, and Status and Settings pages. Note that yo
	can manually clone again from a different source prome if you WISh.

4. 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.
  - $\circ\quad$  Used by both first and second approvers.