

Course Profile System: A Guide for Course Convenors

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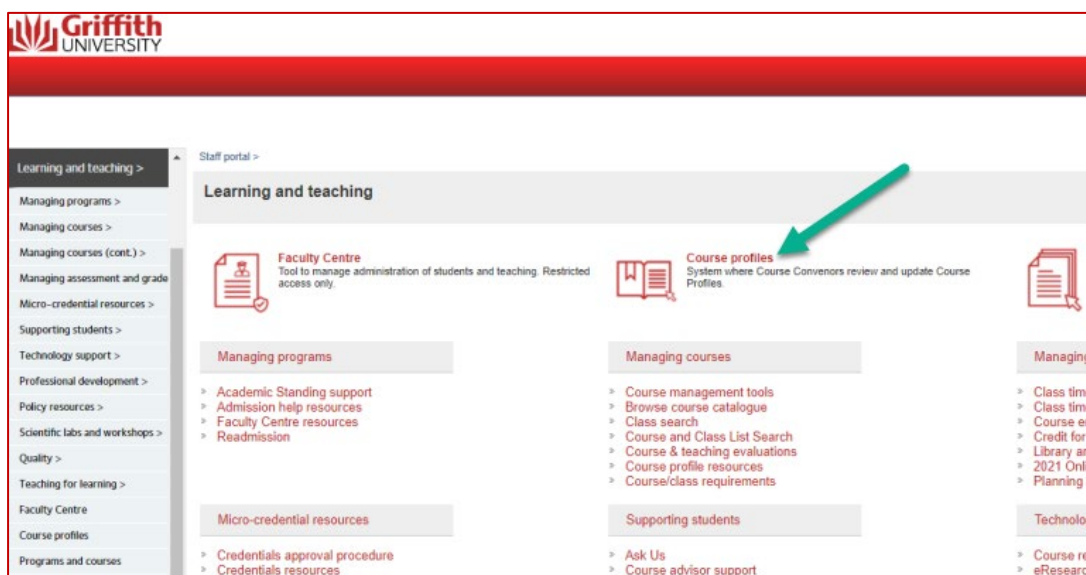
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Locate the Course Profile System:

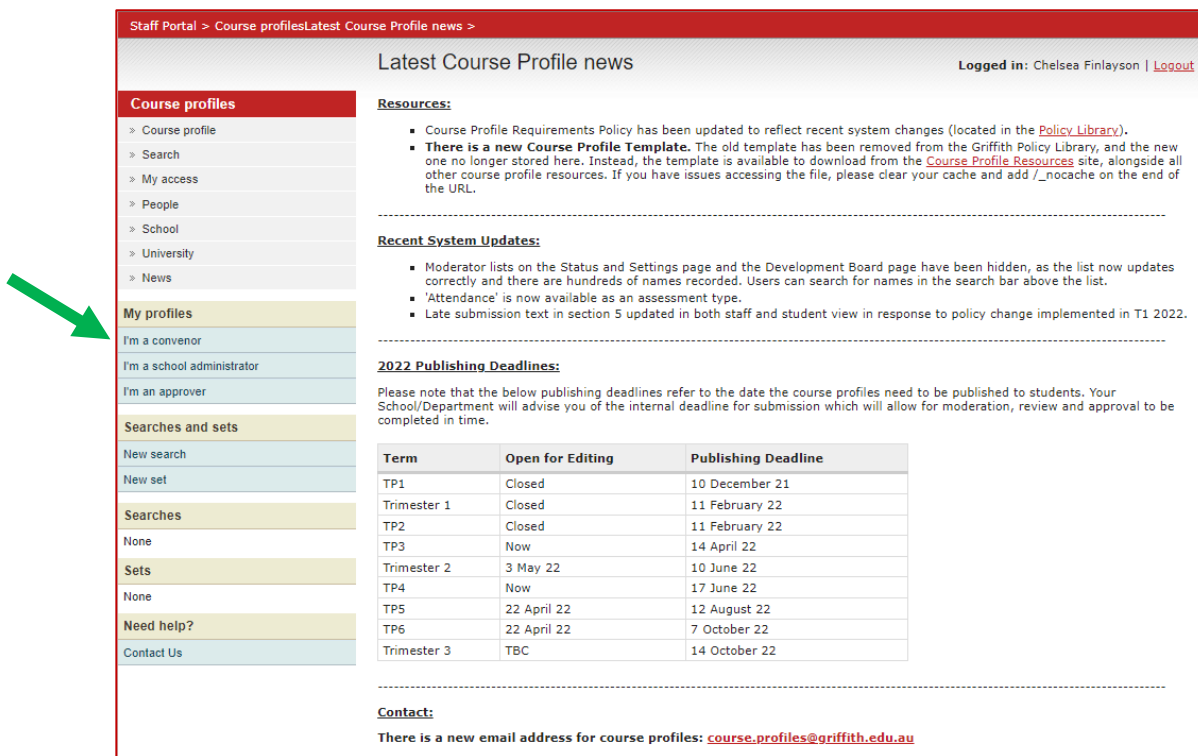
1. Log into the Staff Portal
2. Select Learning and Teaching
3. Select Course Profiles:



Find the Courses you Convene:

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

1. Select 'I'm a Convenor'
 - a) Select 'I'm a Convenor'
 - b) Scroll down to the course(s) you convene



OR

2. Search for your 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 profiles My course profiles >

My course profiles Logged in: Chelsea Finlayson | Logout

Course profiles

- > Course profiles
- > 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?

Profile search: criteria

Course number (At least 4 Characters)

Academic organisation

Trimester

Location

Mode:

Status:

Latest notice status:

Course Review Type:

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

Profile Search: New Search Results (2 profiles found)

[Download to Excel](#)

Course: Academic Org

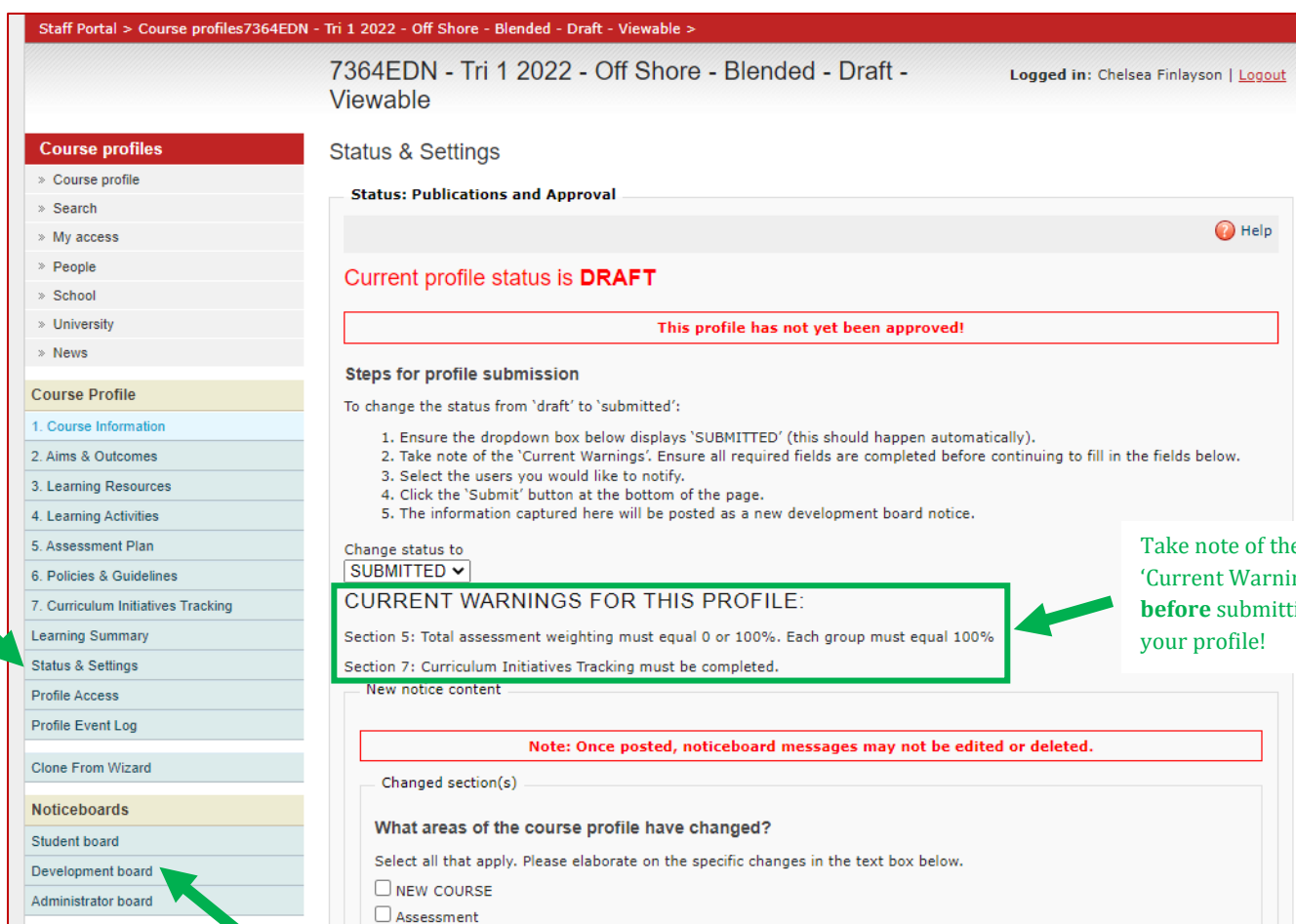
Course	Trimester	Location	Mode	Status	Action
7001ENG <i>Research Methods for Engineers</i> School of Eng & Built Env	Trimester 2 2021	Nathan Campus <i>Nathan, On Campus</i>	Blended	DRAFT	Edit/View
7001ENG <i>Research Methods for Engineers</i> School of Eng & Built Env	Trimester 2 2021	Online	Online	DRAFT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

Tips for Completing your Profile:

- Work through the profile in order from section 1 to 7. You may end up double handling information if you don't, as some sections require information to be set up in previous sections already.
- Do not use 'Ctrl + V' to paste text in the text editing boxes, as you could automatically include hidden formatting from Microsoft that the System doesn't recognise. This could result in having inverted question marks (¿) and other strange symbols display in the text on your profile.
- You will need to complete the **'Supplementary Assessment'** field at the bottom of Section 5, as this is a required field and the System will not permit you to submit your profile if it has not been completed. You can only select 'yes' if the grading basis is 'graded' or 'medical school grades'.
- The details in **'Section 7. Curriculum Initiatives Tracking'** are not copied over from a previous offering like other parts of the profile. You are required to provide responses to these questions each time, before submitting your profile.

Steps for Submitting your Profile:

- To submit your profile, first navigate to the 'Status & Settings' page once you're in your profile.
- Consider the **'Current Warnings'**. You will not be able to submit your profile if these warnings are ignored and required sections have not been completed.
- The information entered on the Status & Settings page by the convenor will collectively post as a notice on the **development board**. Once posted, the notice cannot be edited or deleted. There is no need to manually add another development notice. The development board is where the approver will then add their review.



Staff Portal > Course profiles7364EDN - Tri 1 2022 - Off Shore - Blended - Draft - Viewable >

7364EDN - Tri 1 2022 - Off Shore - Blended - Draft - Viewable

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

Course profiles

- > Course profile
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Course Profile

- 1. Course Information
- 2. Aims & Outcomes
- 3. Learning Resources
- 4. Learning Activities
- 5. Assessment Plan
- 6. Policies & Guidelines
- 7. Curriculum Initiatives Tracking
- Learning Summary
- Status & Settings**
- Profile Access
- Profile Event Log
- Clone From Wizard

Noticeboards

- Student board
- Development board**
- Administrator board

Status & Settings

Status: Publications and Approval

Current profile status is **DRAFT**

This profile has not yet been approved!

Steps for profile submission

To change the status from 'draft' to 'submitted':

1. Ensure the dropdown box below displays 'SUBMITTED' (this should happen automatically).
2. Take note of the 'Current Warnings'. Ensure all required fields are completed before continuing to fill in the fields below.
3. Select the users you would like to notify.
4. Click the 'Submit' button at the bottom of the page.
5. The information captured here will be posted as a new development board notice.

Change status to
SUBMITTED

CURRENT WARNINGS FOR THIS PROFILE:

Section 5: Total assessment weighting must equal 0 or 100%. Each group must equal 100%

Section 7: Curriculum Initiatives Tracking must be completed.

Note: Once posted, noticeboard messages may not be edited or deleted.

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

- You may need to make changes to the course profile from the last instance, for example, in response to the findings of the annual review of courses. In making changes to the course profile, consideration should be given to the constructive alignment of the course and its program (particularly for core courses). You are required to select which sections of the course profile have been changed (and/or whether it is a new course) by selecting all boxes that apply.
- That information will then determine what type of change it is, and automatically select the correct button further down the page in the 'Change type' section. The highest level of approval required will be selected. This section cannot be edited. You are required to enter details of the changes in the textbox.

Sections of the course profile that have changed are outlined by convenors here



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)

(Max. 2000 characters)

Change type is automatically selected based on the above



Details of what has been changed are entered here



- Where no changes, or only administrative changes, have been made, convenors only need to select the ASO to notify. For new courses and all other changes, the convenor also needs to select the first approver to notify. For AEL, Health and Science, the first approver is the Deputy Head of School (L&T). For GBS, the first approver is the Program Director. To notify users, select the checkbox next to their name.
- Once all information on the page has been completed, to set the status to 'submitted', scroll to the bottom of the page and select the 'Set' button.
- Once the profile has been approved and published, it is immediately locked down and you will not be able to edit the profile (excluding section 1.3 Course Staff which you will be able to edit until the end of week 4). Once published, the profile will be available to students the following day.

Change Types and Approval:

Change Type	Approver
New course	Deputy Head of School (L&T) / Program Director approves the new course profile, ensuring it aligns with the design of the course approved by Programs Committee and/or the Dean (L&T). Where subsequent changes have been made to the new course, these will be approved by the Dean (L&T).
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)	Deputy Head of School (L&T) / Program Director, then the Dean (L&T).
Minor change (Course description; teaching and learning activities)	Deputy Head of School (L&T) / Program Director only.
No change	Approval not required. Published by ASO.
Administrative change (Dates; sequence of course content; texts and reference materials)	Approval not required. Published by ASO.
Assessment change	Deputy Head of School (L&T) / Program Director, who then determines whether the change to assessment is significant enough to need approval from the Dean (L&T) as well.

First approver:

AEL, Health and Science: Deputy Head of School L&T
GBS: Program Director