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Part I
1 Introduction

Welcome needed here
2 Subject Outline Tool

2.1 Overview

What can we expect from this help

2.2 Opening / Creating

2.2.1 Open Subject Outline Tool

To open the Subject Outlines tool go to My Workspace and click on the ‘Subject Outlines’ link in the Left hand column. This opens the My Outlines in the work area.

My Outlines work area

In the first release you will only have the option to ‘Create New Outline’. The “Search” tab is only for subjects that have been created within the My Workspace environment within Interact. However, there is also a hypertext link to search for subject Outlines created prior to Trimester 3 2009.

2.2.2 Create an outline

Select “Create New Outline”. This opens the “Create New Outline’ in the work area in which you will identify the subject you wish to write. You are presented with a number of questions and options to identify the subject and how you want to proceed in writing the Subject Outline.
1. Would you like to clone from a previously created Outline?
   This option is not available in the first release.

2. Select Subject Offering for which you are creating the Outline for:
   Click on the down arrow to see the list of your subjects. This will only list subjects that you have been listed on the Subject Availability List (SAL) and allocated to you as the Subject Coordinator or Nominal Subject Coordinator in the Subject Coordinator Maintenance Form (SCMF).

   If your subject does not appear in the list it could be because either:
   - You have not been entered into the Subject Coordinator Maintenance Form (see your School Administration Officer, or Head of School to rectify); or
   - The Nominal Subject Coordinator has already commenced writing the Subject Outline. Only one Subject Outline per offering is able to be produced. If another member of staff has commenced writing it will not appear on your list.
2.2.2.1 Select single subject offering

Highlight the Subject you want to start writing (Fig. 3)

2. Select Subject Offering/s for which you are creating the Outline for:

Select Subject Offering

Then click “Add Offering”. This will list the subject in the Selected Offering field.

3. Edit the name of the Working Title if desired

Add Offering

Note: The default is to list the Subject code + session offering + campus + mode into the working title field.

2.2.2.2 Select more than one subject offering

Subjects that have the same content in more than one mode – Internal, DE or OT – including assessment – can be authored simultaneously. Choose more than two offering modes one at the time. The working title, which can be changed (see Working title), is the first offering mode added.
2. Select Subject Offering/s for which you are creating the Outline for:

Select an Offering  Add Offering

Selected Offerings
ERT713 200940 WD
ERT713 200940 WI

3. Edit the name of the Working Title if desired

ERT713 200940 WD

Figure 5: Select Subject Offering

The information that can be altered between the offering modes are:

- Subject summary
  - School
  - Campus
  - Mode
  - Subject coordinator (These are changed automatically as this information is drawn from Enterprise data.)
- Subject overview
  - Academic biography
  - Other teaching staff
- Contact procedures
  - Consultation procedures *
  - Contact procedures
    - Mobile phone number (an editable field and can be empty.)
  - Other teaching staff enquiries
  - Other teaching staff consultation procedures
- Subject delivery
  - Class/Tutorial times and location
  - Residential school program
- Assessment procedures
  - Online submission
  - Postal submission
  - Hand delivered submission

Assessment items must be identical. So if you have a DE and Internal subject in which the Internal has a Tutorial presentation and the DE has a small essay, do not use this tool (Use the clone option.) [Is this available for release 1?]
In Release 1, 200979, the Subject outlines will have to be written separately as the cloning function will not be in operation. Thereafter the process would be to create the Subject Outline for one mode, clone it for the other mode and change the assessment.

2.2.2.3 Working Title

*Edit the name of the Working Title if required:*
You can change that Working title to a user friendly name if you wish. Your subject will then be identified by the “Working Title”. For example: “ERT713 – all modes” in Fig. 6.

2. Select Subject Offering's for which you are creating the Outline for:

![Selected Offerings](image)

3. Edit the name of the Working Title if desired

![ERT713 - all modes](image)

Working Title

2.2.2.4 Online SO available to other SCs

*Make this Outline accessible to other Subject Coordinators (or delegates) prior to it being approved?*

*Note that once the Outline is deemed “Ready to Publish” it will become available to all CSU staff.*

- Yes (public access)

Selecting ‘Yes’ to have public access, will provide view access to the authoring of the document to any users - Subject Coordinators, Nominated Subject Coordinators and QA Officers listed in the Subject Coordinator Maintenance Form. (Note: Only after the Subject Outline has been published, will all staff of the university will be able to view the Subject Outline.) The Users will be able to:

- search, view and clone the Subject Outline; or
- search, view and reuse any piece of authored content within that Subject Outline.

However, only the author can Edit the Subject Outline.
2.2.2.5 **Create Outline**

When you click on “Create Outline” you will have a confirmation screen. Click yes. This will open the Subject in the Edit Online screen (see Fig. 8).

If you click ‘Reset Form’ you will return to a blank screen.

2.2.3 **Open an outline**

To continue working on your subject after you have created it, but have not completed it go to My Workspace in *CSU Interact*.

1. Click on the “Subject Outlines”. The subjects that you have started working on are listed in the Work area (Fig. 7).

![Figure 7: Re-opening My Outlines](image)

Note that in Figure 7 the name I have given the combined subjects is listed in the Name column. The codes, offering years and modes are listed in the Linked subject offering/s and the Status of both Subject Outlines is Draft.

2. Move the cursor over the subject that you want to work on and click. This will highlight the area and open a dialogue box giving you three options: **Delete** the Subject Outline from your
workspace, the View the Subject Outline online as students would see it, or to Edit it (Fig. 8)

If you are writing your subjects separately, follow the same procedure for the subject you wish to reopen. See Fig. 9

The three options in the reopening field are:

Delete: (Warning - this deletes the Subject Outline and deletes all of the work in the Subject Outline.)
It would be best to use this Delete option in the case where there is a change of Subject Coordinators and there has been very little, or no, work done in authoring. The New Subject coordinator will then be able to author the subject. *(If a nominal SC deletes a subject can the real SC then get in to write it?)*

This is only available if the subject is still in the authoring and editing phase. If the subject is Ready to Publish or Published, the Delete function will not work.

**View:** this option provides an online view the same as the student would see the subject outline online.

**Edit:** this takes you to the page to continue editing.

### 2.3 Edit An Outline

Enter topic text here.

#### 2.3.1 Introduction

The Edit Subject Outline screen has a number of important functions.
Edit Online screen

There are two parts of this screen:
1. The header area; and
2. The work area.

2.3.1.1 Header area

A. The “Working title” and status

This is the Working title you have given to the subjects, (e.g. “ERT713 - all modes”) which appears in the top of the header area along with the status of the Subject Outline, in this case “Draft”. If you have not given the subject a working title, the standard coding us used (Subject code, session of offering, campus and mode of offering).

B. Editing tools:

- Data Refresh: This updates Enterprise data – that is all the data that is bought into the Subject Outline from other university databases such as: Subject coordinator name and contact information; and updating the formatting for the Subject Objectives which are drawn from the CASIMS database. The Refresh data function would be used to update the Subject Coordinator name and Contact Detail if the subject coordinator has changed while authoring the Subject Outline.

- Compliance check: This checks the Subject Outline to make sure that all mandatory information (see definitions) is included in the Subject Outline. This is a self-initiated quality control procedure to assist in checking that you have completed all compulsory components of the Subject Outline. The compliance check is offering sensitive. This means that it checks for information that is required for a particular offering such as ‘Class/tutorial times and location’ for internal offering, or ‘Residential school program’ for DE subjects that have a Residential school.
If the Subject Outline is completed, you will be notified that there are not any components that need checking and that the Subject Outline is ‘Ready to Publish’. Click OK and you will return to the “My Outlines Edit” screen.

If parts of the Subject Outline are missing, the compliance check provides a report identifying those components. For example:

- **Ready to Publish**: This puts the Subject Outline on the next phase for publishing it or making it live for students. In the first offering it will make the subject live in the Subject interact site. In future offerings the Subject Outline will be published immediately if it is less than 70 days prior to the start of session. If the Subject is put “Ready to Publish” more than 70 days before the start of session it will be held until 70 days prior to the start of session.

- **View**: this option provides an online view the same as the student would see the subject outline online.

- **PDF View**: This provides a view of the Subject Outline to date. The draft status of the Subject outline in the PDF View is identified with the watermark: ‘Draft’.

- **Delete**: Warning - this deletes the Subject Outline and all of the work that has been done in the Subject Outline.

  This would be best used in the case where there is a change of Subject Coordinators and there has been very little or no work done in authoring.

  This is only available if the subject is still in the authoring and editing phase. If the subject is Ready to Publish or Published, the Delete function will not work.
C. Subject identification and status.

- **Created For:** lists all subjects that you are authoring now. If you are authoring multiple modes of the subject at once, all modes will be listed.

- **View QA Comments:** This will not be available in the first release. [Will this be available for Release 1?]

- **Online access:** Shows whether you selected the draft to be Private and not available for anyone until you have completed it, or Public so that other Subject Coordinators and QA Officers can see the subject. In Fig. 9 'Private was selected. In Fig. 11, Public was selected. [Link?]

D. Offering Details

This lists the formal subject identity: Subject code, year and session of offering and mode of offering.

E. Change offering:

When working on multiple modes of the same subject at once, you can change the offering of your subject by clicking on the ‘Down arrow’, highlighting another offering, and clicking ‘Change’. You will be reminded to save your work. **Why would you swap between offerings if they are all going to be the same?** (In my version the other subject is not listed, but I presume that it should be.)
2.3.1.2 Subject Outline Footer

- **Expand all**: Expands all section heads. The default is that only the ‘Subject Summary’ is open.

- **Collapse all**: Collapses all section headings.

- **Manage assignment**: Opens the assignment tool in a separate window (See Assessment items for assistance in using the assignment tool.)

- **Access Online subject outline**: This opens the last offering of the subject outline in a separate window. This opens the Subject Outlines pre 200979 (2009 Trimester 3 offerings)
Go to Subject Summary

2.3.2 **Subject Summary**

The information contained in the Subject Summary is drawn from other University databases. As a result this information cannot be changed within the Subject Outline Edit screen.
Subject Summary

The information that is contained in the Subject Summary (Fig. 13) has been drawn from university databases and drawn in to the Subject Outline. The information is not editable within the Subject Outline tool. It must be changed in at the source. (See Enterprise Data in the Definitions document.)

Should there be any errors in the information you should see the School and/or discipline Administration Officer in your School, or the Head of School, to find out the procedures to update the databases. You should note first that not all information can be changed in the short term. If the information can be changed, to display the updated information click the Data Refresh button (see Edit Subject outline: Introduction).

All the information is included to comply with the Subject Outlines policy of Academic Senate regulations (Academic Manual, L6.3).

2.3.2.1 Subject Code and Name

This Information is Imported from Banner, The Subject Availability Listing, which is finalised by the School/Faculty.

The inclusion of this information is required by the Subject Outlines policy of Academic Senate (Academic Manual, L6.3)

This section is not editable. See the School and/or discipline Administration Officer in your School, or the Head of School, to find out the procedures to change this information.
2.3.2.2 Session offering

This Information is Imported from the Subject Availability List, which is finalised by the School/Faculty.

The inclusion of this information is to identify the session of the subject offering.

This section is not editable. See the School and/or discipline Administration Officer in your School, or the Head of School, to find out the procedures to change this information.

2.3.2.3 Teaching Faculty

This Information is Imported from the Subject Availability List, which is finalised by the School/Faculty.

The inclusion of this information is required by the Subject Outlines policy of Academic Senate (Academic Manual, L6.3)

This section is not editable. See the School and/or discipline Administration Officer in your School, or the Head of School, to find out the procedures to change this information.

2.3.2.4 Teaching school

This Information is Imported from the Subject Availability List, which is finalised by the School/Faculty.

The inclusion of this information is required by the Subject Outlines policy of Academic Senate (Academic Manual, L6.3)

This section is not editable. See the School and/or discipline Administration Officer in your School, or the Head of School, to find out the procedures to change this information.

2.3.2.5 Campus

This Information is Imported from the Subject Availability List, which is finalised by the School/Faculty.

This section is not editable. See the School and/or discipline Administration Officer in your School, or the Head of School, to find out the procedures to change this information.

2.3.2.6 Mode

The mode refers to the mode of offering such as Distance Education, Internal, Offshore Tutorial.

This is the subject mode that you selected for editing when you entered the Subject Outline editing tool.

This information is imported from the Subject Availability List, which is finalised by the School/Faculty.
2.3.2.7 Subject coordinator

This lists the subject coordinator of the Subject identified for each session offering by the mode of offering and teaching school.

This information is imported from Subject Coordinators Maintenance Form maintained by the administrative staff within each school. If the subject coordinator has registered a preferred name, which is different from their given name, the preferred name will be inserted into this section via the Human Resources ALESCO database. **To change your preferred name How?**

If the subject coordinator has not been allocated to the subject, the text ‘To be advised’ will appear in the Subject Coordinator field.

2.3.2.8 Nominal Subject coordinator

The Nominal Subject Coordinator is a new field in the Subject Coordinators Maintenance Form and is appointed by the Subject coordinator. This role will enable the Nominal Subject Coordinator to write a Subject Outline when the Subject Coordinator has not been finalised, or has not been appointed.

If the subject coordinator has been appointed, and entered into the Subject Coordinator Maintenance Form before the Subject Outline has been completed, the Nominal Subject Coordinator will be required to continue to write the Subject Outline. Pressing the Data Refresh button will update the name of the subject coordinator. However the author of the Subject Outline will not be able to be changed.

This section is not editable. See the School and/or discipline Administration Officer in your School, or the Head of School, to find out the procedures to change this information.

2.3.3 Subject Overview

The subject Overview contains the introductory information of the subject.
Subject Overview screen

The fields within the Subject Overview are:

1. Welcome and abstract (This is not a heading. It is Enterprise data and is compulsory.)
2. Introduction
3. Your subject coordinator
   Academic biography
4. Other teaching staff
5. Subject author(s)
6. Subject preparation
7. Acknowledgement
8. Learning Objectives
9. Assumed knowledge
10. Learning Outcomes
11. Graduate attributes
12. Generic skills
13. Courses served
14. Course objectives
15. Course competencies
16. Practicum requirements
2.3.3.1 Welcome and abstract

The Welcome and abstract introducing the Subject Overview does not have a heading. This is a compulsory, pre-populated and un-editable section. It consists of two components that are not editable:

- welcome to study; and
- subject abstract.

The welcome to study is just a sentence welcoming students to their new session of study at Charles Sturt University.

The subject abstract is imported from the Subject Profile, the approved subject documentation, which is stored in the Course and Subject Information Management System (CASIMS) database. To change the Abstract in the Subject Profile will require following School and Faculty procedures for updating subject profiles. Check with your School/Faculty Administration Officer or your Head of school for the procedures for changing the Subject Profile.

This is a compulsory section and it is not editable in the Subject Outline tool.

2.3.3.2 Introduction

The Introduction is an academically authored introduction to the Subject. It provides the opportunity to elaborate on the Abstract for the subject that is contained in the Subject Profile. It is recommended that the writing style be a personal writing style.

This is an optional field. If this section is left blank, the heading will not display in the published version of the Subject Outline.

2.3.3.3 Your subject coordinator

The Subject coordinator name is automatically entered from the Subject Coordinators Maintenance Form (SCMF) which lists the subject coordinators for each mode of offering of a subject. The Subject Coordinators Maintenance Form is maintained by the administrative staff in each School. The subject coordinator name will be their given name or the preferred name if a preferred name has been registered with HR.

If a subject coordinator is not listed in the SCMF, the Nominal Subject Coordinator will write the Subject Outline and ‘To be advised.’ will appear automatically for the Subject Coordinator name.

When the Subject coordinator is added to the Subject Coordinators Maintenance Form, during the authoring phase, the author of the Subject Outline can upload the new Subject Coordinator name and contact details by pressing the ‘Data Refresh’ button (See Edit Subject Outline: Introduction). If the Subject outline has already been published when the Subject coordinator name is published students will be notified automatically? notified of the change.
2.3.3.4 **Academic biography**

The academic biography is an **academically authored** section containing a personal introduction and can include a photograph. It is recommended that an introduction to the Subject Coordinator be provided in each Subject Outline, particularly for DE and OT offerings of the subject. It is sometimes not possible to include an Academic biography such as cases when the Subject coordinator is not known. If an introduction to the Subject Coordinator is not added, the heading will not appear in the published version of the Subject Outline. In this case only the name of the subject coordinator will be listed.

2.3.3.5 **Other teaching staff**

Add the names and introduction to other teaching staff for the mode offering of the subject.

This is academically authored. If this section is left blank it will not be displayed in the published version of the Subject Outline.

2.3.3.6 **Subject author(s)**

This is an **academically authored** section in which attribution can be given to authors of the Subject Outline if it has not been written by the Subject Coordinator.

If this section is left blank it will not be displayed in the published version of the Subject Outline.

2.3.3.7 **Subject preparation**

This is an **academically authored** section of the Subject Outline.

If this section is left blank it will not be displayed in the published version of the Subject Outline.

2.3.3.8 **Acknowledgement**

This is an **academically authored** section of the Subject Outline.

If this section is left blank it will not be displayed in the published version of the Subject Outline.

2.3.3.9 **Learning objectives**

The learning objectives are enterprise data and are taken from the Subject Profile, the approved subject documentation which is stored in the [Course and Subject Information Management System (CASIMS)](http://casims.charlessturt.edu.au) database.

If the formatting is not correct in the Subject Outline, it may require reformatting in CASIMS. To make formatting changes follow the School/Faculty procedures for changing the formatting of the objectives. (Substantial changes to the Learning objectives in the Subject Profile will require different procedures.) Once the formatting changes have been made click ‘Data Refresh’ to update the changes.

This section is not editable within the Subject Outline tool and cannot be empty.
2.3.3.10 Assumed knowledge

This is an **academically authored** section of the Subject Outline.

The Faculty of Business postgraduate coursework subjects **must** include a statement indicating assumed knowledge. It is a mandatory field for the Faculty of Business. For other Faculties this is an optional field.

If this section is left blank it will not be displayed in the published version of the Subject Outline.

2.3.3.11 Learning outcomes

This is an **academically authored** section of the Subject Outline.

If this section is left blank it will not be displayed in the published version of the Subject Outline.

2.3.3.12 Graduate attributes

This is an **academically authored** section of the Subject Outline.

If this section is left blank it will not be displayed in the published version of the Subject Outline.

2.3.3.13 Generic skills

This is an **academically authored** section of the Subject Outline.

If this section is left blank it will not be displayed in the published version of the Subject Outline.

2.3.3.14 Courses served

The list of the ‘Courses served’ are **enterprise data** and are taken from the Subject Profile, the approved subject documentation which is stored in the [Course and Subject Information Management System (CASIMS)](http://www.casims.com) database.

To change the Abstract in the Subject profile follow School and Faculty procedures for updating subject profiles.

This section is not editable and cannot be empty.

2.3.3.15 Course objectives

This is an **academically authored** section of the Subject Outline.

If this section is left blank it will not be displayed in the published version of the Subject Outline.

2.3.3.16 Course competencies

This is an **academically authored** section of the Subject Outline.

If this section is left blank it will not be displayed in the published version of the Subject Outline.
2.3.3.17 **Practicum**

This is an *academically authored* section of the Subject Outline.

If this section is left blank it will not be displayed in the published version of the Subject Outline.

2.3.3.18 **Attendance**

This is an *academically authored* section of the Subject Outline.

If this section is left blank it will not be displayed in the published version of the Subject Outline.

2.3.4 **Contact procedures**

The contact procedures contains the ????

TO BE DONE

2.3.4.1 **Academic enquiries**

This section is *academically authored* listing the Subject coordinator and their contact details.

The Subject coordinator, given or preferred name, is taken from the Subject Coordinator Maintenance Form, maintained by the administration staff in each school.

The contact details includes:

- Email:
- Phone:
- Fax:
- Mobile:*  
- Campus:
- Building/Room number:

All details, except for the Mobile number, are taken from the CSU Communications Directory and these fields are not editable.

*The Mobile number is editable and is not compulsory. If it is left blank, the mobile number will not be displayed in the published version of the Subject Outline. The mobile number as an editable field will apply only to the current session. To update for another offering, select the offering from the dropdown box at the top of the screen.

Subject coordinators who are employed part-time on a sessional basis will need to be added to the CSU Communications Directory to have a CSU email contact address. They can add their mobile phone number for contact details.

If the Subject coordinator has not been finalised ‘To be advised.’ Will be displayed. When the Subject coordinator has been finalised by the school the Contact details will be automatically updated and students will be notified of the changes.
2.3.4.2 Consultation procedures

The ‘Consultation procedures’ is an **academically authored** section. This is a mandatory field and the Subject Outline will not be able to be published if this field has not been completed.

The consultation procedures provides details on the processes of consultation with the Subject coordinator, including whether or not specified hours of consultation have been set aside for the subject.

If the contact details have not been finalised and the field is left blank, because this is a mandatory field required by the Subject outline policy ([Academic Manual, L6.3](#)), the MSI will automatically include the text: ‘The subject coordinator will be available for student consultation. You will normally be informed of the details of such consultation via your subject site or other methods.’

2.3.4.3 Contact procedures

The contact procedures field is an **academically authored** section and is an optional field.

This is academically authored. If this section is left blank it will not be displayed in the published version of the Subject Outline.

2.3.4.4 Other teaching staff enquiries

This is an **academically authored** section for contact numbers for other teaching staff.

This section would list the contact procedures similar to the Academic enquiries section above:

- Email:
- Phone:
- Fax:
- Mobile:

This is academically authored. If this section is left blank it will not be displayed in the published version of the Subject Outline.

2.3.4.5 Class/tutorial times and location (Internal and Tutorial excluding OT)

This contains cohort and mode dependent information* for Internal and Tutorial mode subjects, except for Offshore tutorial mode subjects.

This section is academically authored. If this section is left blank it will not be displayed in the published version of the Subject Outline.

2.3.4.6 Class/tutorial times and location (DE and OT)

This contains cohort and mode dependent information* for Internal and Tutorial mode subjects, except for Offshore tutorial mode subjects.

This section is academically authored. If this section is left blank it will not be displayed in the published version of the Subject Outline.
2.3.4.7 Schedule

This is a mandatory field. In this field please insert the date for each week, topics to be covered and other information. A table is provided as a guide as most subjects use a schedule of a similar design.

This section is editable so that the table can be modified or even deleted and replaced with another table or with text material. The schedule for research subjects for example may just advise students of the need to plan their studies in order to submit material on time.

2.3.4.8 Residential school

This is a mandatory and un-editable field. It will only appear for DE subjects. MSI will automatically insert standard text into this field whether there is a residential school or whether there is not a residential school.

For subjects that do not have a residential school the ‘autotext’ will be:

‘There is no residential school in this subject.’

For subjects for which there is a residential school the automatically inserted text will be:

‘You should refer to the pink statement entitled 'Distance Education Subject Enrolment and Residential School Information' which accompanies your learning materials, for the official dates of any residential school(s) you may have to attend.

Residential school information is also available on the Student Services website [https://online.csu.edu.au/Inter/Action?type=B&amp;cmd=zsrsweb&amp;run=O](https://online.csu.edu.au/Inter/Action?type=B&amp;cmd=zsrsweb&amp;run=O).’

If the dates listed for the residential school for your subject are not correct please contact the Student Services Officer on (02 69332201 - ext 32201) or the Student Services Team Leader on (02 6338 4614 - ext 84226) if you need to amend the current residential school settings.

2.3.5 Subject Delivery

The subject delivery contains the ????

TO BE DONE

2.3.5.1 Class tutorials times and location

This is an *academically authored* section for *internal and tutorial mode student* cohorts only. It will not be shown for OT students.

When subjects are written in groups this section will need to be authored for the Internal and Tutorial student cohorts. This can be done through the change offering option (See Fig ???) or if the subject is cloned (not available in the first release) it will need to be authored for the Internal or Tutorial offerings. (Residential School timetables are located in the Residential section below.)
If this section is completed for the DE offering, it will not be shown for that cohort. (Is this correct?)

If this section is left blank it will not be displayed in the published version of the Subject Outline.

2.3.5.2 Learning, teaching and support strategies

This is an academically authored section.

If this section is left blank it will not be displayed in the published version of the Subject Outline.

2.3.5.3 Topics

TO BE DONE

2.3.5.4 Schedule

This is a mandatory and academically authored section. This section has been pre populated with a default schedule format that can be used or can be deleted and replaced with another table or with text.

It is possible to include a Schedule for a single or for multiple session subjects.

To edit:

Click on the schedule and the Schedule will open in an editor window.
Place cursor in Schedule table and entire text.

To Delete: click on the ‘Select all’ icon and press delete.

2.3.5.5 Residential school

If residential school information is not collected, contact the Student services Officer on 02 6933 2201 or see the Administration officer in your school.

2.3.5.6 Residential school program

This is an **academically authored** section.

If you do not have a residential school in your subject leave it blank and it will not be displayed in the published version of the Subject Outline.

2.3.6 Text and learning materials

TO BE DONE

2.3.6.1 Prescribed text

This is an **academically authored** and **mandatory** field.

If the field is not completed, the text ‘There is not a prescribed text for this subject.’ Will be inserted into the subject.

2.3.6.2 Required readings / resources

This is an **academically authored** section.

This is a useful field to include all of the required readings /resources for the subject particularly when readings have been linked to the CSU databases, or the resources are online resources. This location provides students with easy access to the readings.
If this section is left blank it will not be displayed in the published version of the Subject Outline.

2.3.6.3 Recommended readings / resources

This is an academically authored section.

This section can have sub headings inserted within the field to accommodate your organisation of the material.

If this section is left blank it will not be displayed in the published version of the Subject Outline.

2.3.7 Assessment items

TO BE DONE

2.3.7.1 Opening assessment items

The assignment tool has been set up to automatically generate the summary of assessment or due dates table summarising all of the assessment items for the subject. The information is taken from the assignment or exam sheet.

The Assessment tool enables you to add assignments and exams in any order so that you can set an assignment, an examination and another assignment.

The assignment tool also enables you to add optional assessment items or assessment items with variable dates.

To open the Assessment items tool you can either click on the:

1. ‘Manage Assessment’ in the header of the ‘Edit Online’ tab; or
2. ‘Assessment item’ heading in the expand collapse body of the Edit outline field.

2.4 Publish an Outline

Enter topic text here.
3 Definitions

3.1 Data Refresh

Data refresh in the process whereby data that has been changed to be drawn into the Subject outline. The source of the data to be changed can be:

1. Enterprise data; or
2. Academically authored data.

1. **Enterprise data** updates do not require Quality Assurance approval to update. The data that does not require QA approval are:

   - Within the Subject Summary grouping:
     - Coordinator section
   - Within the Subject Overview grouping:
     - Your Subject Coordinator
   - Within the Contact Procedures grouping:
     - Academic Enquiries:
       - Subject Coordinator’s name; and
       - contact detail sections: email, phone, fax, campus and building / room number
       (Mobile number is manually added, or is it put into HR)

2. **Academically authored data**

   Within the Subject Overview grouping:
   - Academic Biography
   - Other Teaching Staff
   - Within the Contact Procedures grouping:
     - Academic Enquiries:
       - Subject Coordinator’s name; and
       - contact detail sections: mobile
     - Consultation Procedures
     - Other Teaching Staff Enquiries
     - Other Teaching Staff Consultation

3.2 Enterprise data

Enterprise data refers to University information that is stored in various databases within the university that is drawn into the Subject Outline. Enterprise data cannot be edited within the Subject Outline. It must be edited at the source following the appropriate procedures.

The Enterprise data and the source of that data is:

<table>
<thead>
<tr>
<th>Nature of information</th>
<th>Data source</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject Offering</td>
<td>Subject availability list (SAL)</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Subject Coordinator (for</td>
<td>Subject Coordinator Maintenance Form (for the name of the Subject coordinator) and Human</td>
</tr>
<tr>
<td>CSU or adjunct staff)</td>
<td>Resources ALESCO database (for preferred name if available)</td>
</tr>
<tr>
<td>Subject coordinator contact</td>
<td>Communications directory</td>
</tr>
<tr>
<td>details</td>
<td></td>
</tr>
<tr>
<td>Nominal Subject Coordinator</td>
<td>Subject Coordinator Maintenance Form</td>
</tr>
<tr>
<td>Quality Assurance Officer</td>
<td>Subject Coordinator Maintenance Form</td>
</tr>
<tr>
<td>Subject abstract</td>
<td>CASIMS</td>
</tr>
<tr>
<td>Subject objectives</td>
<td>CASIMS</td>
</tr>
<tr>
<td>Residential school</td>
<td>Banner</td>
</tr>
</tbody>
</table>

### 3.3 Master data

Enterprise data is information that already exists in other university databases. The categories of enterprise data are:

- CASIMS
- Communication directory
- SAL
- Subject coordinator database
- Autotext database

### 3.4 Mandatory information

Mandatory information refers to information that is mandated for inclusion into the subject outline by the Academic Senate policy on Subject Outlines. The mandatory information sections are identified with a red asterisk in the Subject Outline tool. It is compulsory to have information in these sections of the Subject Outline: section such as Contact procedures, Schedule, and Rationale and Criteria for all assessment items.

If information is missing, the Subject Outline will not be able to be published or sent to Quality assurance. This process is part of the in-built Quality Control checking of the Subject Outline tool. To check that all mandatory fields have information in them you can use the ‘Compliance Check’
tool in the Edit Subject Outline screen (see introduction).

In the ‘Assessment items’ tool, all mandatory fields must be completed in order to save your work. This is slightly different from the rest of the Edit Outline tool in which you are able to close the tool without completing all mandatory fields. If you cancel the Assessment item tool all work will be lost.

### 3.5 Compliance check

Enter topic text here.

### 3.6 Subject Coordinator

The Subject Coordinator is the person who has been given responsibility for the subject by the School or Faculty. The Subject coordinator is listed on the Subject Coordinator Maintenance Form by the Administration Officer within each School. The Subject coordinator is part of the enterprise data of the subject. In the case that the Subject Coordinator used a preferred name, the preferred name will be used in the Subject Coordinator (See Enterprise data).

### 3.7 Nominal Subject Coordinator

Essentially it is the access to author a subject outline for a cohort or a school (when done through bulk add, see below).

By default subject coordinators can author so it is not necessary to also list them as nominal.

This role is used when a staff member, other than the subject coordinator, is to author a subject outline, thus allowing them to author without actually being the listed subject coordinator.

This role can be used when one coordinator is to author an outline for all cohorts when they aren’t the coordinator for all cohorts.

For example:

- 200979 ACC100 WD (Wagga Distance) subject coordinator: Albert Davies
- 200979 ACC100 WI (Wagga Internal) subject coordinator: Peter Smith
- 200979 ACC100 OT (Offshore Tutorial) subject coordinator: Mark Jones

If Albert Davies is required to Author an outline for all of these cohorts, then he should be added as the nominal coordinator for 200979 ACC100 WI and 200979 ACC100 OT. This will give him access to Author for the other cohorts.
Another example:

200979 MGT100 WD (Wagga Distance) subject coordinator: Brian Porter

If a contract writer needs to author an outline for the above cohort, without being the subject coordinator, they can do this once added as a nominal coordinator.

Please be aware that with the nominal coordinator, as with the subject coordinator, the person that first authors a subject outline for a cohort must complete the outline or delete it; ownership cannot be transferred. If considerable work has been done, it may be possible to transfer ownership with a IT Service Desk job, although this is not guaranteed.

3.8 QA Officer

The Quality Assurance officer is nominated by each school. The QA Officer could be the subject author or another member of staff. The Quality Assurance officer checks the subject prior to its publication. The QA Officer can leave notes for the Subject coordinator (author) in the QA process and refer the material back to the original author.

3.9 SCMF

The following changes have been made to accommodate new roles for the new subject outline system (Mandatory subject information, MSI) and EASTS redevelopment.

Three new roles have been added to the coordinators website.

You will also notice a bulk add feature which is explained below.

The proviso still remains that each person added to any role must be a valid staff member in the university. Different from the subject coordinator in each of the following roles, there can be multiple staff added, and this can accommodate for the varied nature of each task.

The subject coordinator is still only one staff member as academic senate determines that there is one definitive coordinator for each cohort.

Standard Addition of staff into new roles

“Coordinator entry and maintenance” is now known as “Add/Modify/Remove user(s) for an offering”.

To streamline the process as much as possible we have included the new roles in the standard subject coordinator form, so that where a staff member is in multiple roles, it is only an extra click to include them.
You can also quickly see the other staff currently stored under the cohort in various roles.

The process for entry is the same except that you now select the role in which you wish to add the Staff member for the cohort instead of it defaulting to subject coordinator.

A default of subject coordinator would now not be appropriate for many reasons, including technical. We apologize if this is seen as slightly slowing the process.

Current screen

New screen
Bulk Addition of staff into new roles

To attempt to curb the amount of entry that school administrative staff perform in relation to these new roles, we have now included a bulk add feature for appropriate roles.

You are now able to bulk add for both “Nominal subject coordinator” and “QA Officer”. That way staff who regularly perform these processes overall do not need to be added for each cohort.

Please note that the bulk add is not designed to add academics where they are to only QA their own outline as adding staff through the bulk add will allow them to perform QA on all cohorts of the school.

Additionally, the markers role has not been added to this bulk add feature due to restricted nature of student assignments.

New Screen
3.10 Quality Assurance

This role gives the ability for an individual to perform quality assurance tasks on an outline for a cohort or all outlines in a school (when done through bulk add, see below).

All new subject outlines need some form of Quality Assurance performed, the level of which is decided at a school/faculty level.

If your school deems it as the role of some staff members to QA for the whole school, it is possible to add these staff through the bulk add feature (see below).

If it is the choice of your school/faculty to allow each author to quality assure their own work, then you are able to add each subject coordinator with “QA officer” when you add them as a coordinator.

Alternatively if your outlines require peer review, you can add the peers as a “QA officer” for relevant cohorts, bearing in mind that only one “QA officer” needs to approve each outline.
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