Course Profiles
Section 1 Course Introduction
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Section 1 Course Introduction

1.1 Course Details
Course details are drawn from the PeopleSoft course catalogue every night. This information cannot be updated in the course profile and must be changed by the person in the School/Department who is responsible for updating the course catalogue (in most instances this will be the School Administrative Officer or the Program Service Officer).

Data drawn from PeopleSoft includes: Course code and title, academic organisation, trimester of offer, mode (eg In Person), level (eg UG, PG), location, credit points, restrictions, course description.

Any changes made to the course catalogue will be reflected in this section of the course profile at least 24 hours after the changes have been made.

Assumed Background - optional
This field is used to describe the background students are required to have prior to starting the course. This is a descriptive field that supplements and expands the prerequisite courses list.

Assumed background is an optional field. If no information is displayed, the heading will not be visible in Student view.

Note
Any pre-requisites entered into the PeopleSoft Course Catalogue > Offerings tab > Enrolment Requirement Group will be listed as Restrictions on a Course Profile. A small number of academic organisations have approval to use this functionality.

Any prerequisites entered into the course description field WILL NOT appear as Restrictions in the Course Profile.

1.2 Course Introduction - mandatory
This section should elaborate on the brief description and include additional information on the course.

You are encouraged to include sub-sections such as ‘Contact summary’ and ‘Campus-specific arrangements’.

Research-based projects of less than 30CP – Coursework Masters degrees

For research-based projects of less than 30CP offered in coursework masters degrees, and where the supervision is group or tutorial based, the roles and responsibilities of both students and staff are to be set out explicitly in the course profile, and provided to examiners. This information should include, where appropriate, the number of hours of group supervision students can expect to receive.

Previous Student Feedback - mandatory
This field is mandatory for existing courses; it is not applicable for new courses.

You are required to report on Previous Student Feedback obtained within the last calendar year from Student Evaluations of the Course (SEC). Where necessary key issues identified for improvement and changes made to the course as a result of student feedback are to be included.
There is no requirement to report on student feedback in a Course Profile when the course is taught in consecutive trimesters; as a minimum, feedback is to be provided annually.

This section should not include any numerical values or actual student quotations. Please refer to ‘Error! Reference source not found.’ for more information and some exemplars.

As this feedback may change from trimester to trimester, previous student feedback will not be included when the profile is cloned.

Every time this section is updated Head of School approval is required. You are asked to select ‘Other’ as the Changed section and ‘No Change’ as the change type when submitting your profile via the Status and Settings page.

Head of School must approve the Previous Student Feedback before publishing.

1.3 Course Staff - mandatory
Details of all staff teaching in the course and details of their consultation times should be included in this section. You are required to provide information to students about how to communicate with you and/or any other member of the teaching team.

Issues such as staff availability for face to face consultations, the use of email and what issues to address to the teaching team via email should be addressed.

You are required to provide information about the teaching team. Convenors have until week 4 of the trimester to update this information. For courses offered at more than one campus, please enter the details for each offering. You are also required to include the details of additional members of the teaching or, if unknown by Week 4, details of where, when and how this information will be provided to students.

When Schools are appointing staff to moderate assessment in courses, you may wish to include the name of the Course Moderator in the Course Profile. This role is available when inserting staff details. Examples of the tasks a Course Moderator may undertake are as follows:

- Review the Course Profile prior to submission to ensure the Learning Outcomes, Learning Activities and Assessment are aligned and appropriate.
- Review draft exams for accuracy and suitability prior to printing.
- Moderate a sample of student work in the summative pieces of assessment in the course to ensure that the marks are appropriate to the standards.
- Complete a Moderation checklist with details of the above.

Notes
Please do not change the Primary Course Convenor details in the Course Profile System without making the same changes in the PeopleSoft Course Catalogue. The role of Course Convenor is entered into the Course Catalogue on PeopleSoft; this ‘role permission’ in PeopleSoft provides the appropriate person with access to the Course Profile System. Campus Convenors are also entered into the Course Catalogue on PeopleSoft.

Please contact your School Administrator to make any changes to PeopleSoft.

All appropriate engagement and induction forms must be completed for sessional staff who are Convenors to ensure they will have Designer access to the Course Profile System to produce or edit a Course Profile.
Changes may be made to the Course staff section up to **Week 4** of trimester. Adding staff to this section does NOT give them access to the course profile system.

**Note**

If you wish to add the details for another staff member you will need to delete the staff member details that are no longer required and add the details for the new staff member.

**Adding staff**

Choose **Add** (Add).

The Course Staff - Add window will be displayed. (Refer to Figure 7)

Enter known data into the search fields.

Choose **Search** (Search).

![Figure 1 Course staff add window](image)

Staff matching the criteria will be listed.

Select the required staff member.

Choose **Next** (Next). (You may need to scroll down the page)

![Figure 2 Course staff edit window](image)
The Related staff information window will be displayed. Complete the details.

Choose **Save** (Save) to save your changes or
Choose **Cancel** (Cancel) to close the screen without saving the changes.

![Image of Related staff information window](image)

**Figure 3 Entering related staff information**

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**Note**

The Course Convenor details will be viewable by all users including the public, however the contact details of other teaching team members will only be available to Griffith staff and students.

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**Edit Course Staff**

If the contact details for a staff member changes, it is important to update the details in Course Profiles.

*Editing course staff*

Choose **Edit** (Edit).
The course staff edit window will be displayed.
Make the required changes.

Choose **Save** (Save) to save your changes or
Choose **Cancel** (Cancel) to close the screen without saving the changes.

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**Delete Course Staff**

When there are changes to the teaching team, delete the record you wish to remove and add the details of the new staff member. [Note earlier advice about the need to request the School Administrative Officer to change the Course Convenor in PeopleSoft.]

*Deleting course staff*

Choose **Delete** (Delete).
The confirmation dialog box will be displayed.
Choose **OK** (OK) to confirm the deletion.
The staff member will be removed from the course staff list.
1.4 Course Timetable

This section provides a link to the Griffith timetable web site. The timetable will be displayed in a new window/tab of your browser.

**Figure 5 Link to view Griffith timetable site.**

Standard text will appear in all course profiles including the following:

*NB: Details contained in this section of the course profile and section 4.1 Learning Activities are to be read in conjunction with the official class timetable. The published class timetable which is the authoritative source for timetabling information for all campuses can be located by clicking on the link above.*

Additional Timetable Information

Any additional timetable information regarding the course profile may be added in this section. For example, information about workshop details, laboratory schedules.

You may include additional timetable information in this sub-section. If including additional information please include the abovementioned statement as standard text.

1.5 Lecture Capture

It is standard practice at Griffith University that lectures timetabled in lecture capture-enabled venues are recorded and made available to students on the relevant course site, in accordance with the University’s Lecture Capture Policy.

If there are substantive reasons for not recording a lecture series in enabled facilities, the Course Convenor may apply to the Dean (Learning and Teaching) of the relevant Group for an exemption from
the above requirement. The Course Convenor must seek this exemption prior to the commencement of the course and the publication of the Course Profile.

To obtain approval please complete the New Notice in the Status and Settings page in the Course Profile System, selecting the ‘Lecture Capture’ box, which will automatically set the ‘Change type’ to ‘major change made’ and other relevant ‘change types’, if any. Provide a justification in the text box for not recording the lectures, along with all other details about how the course has changed since the last offering, as appropriate.

By selecting ‘Edit’ you may, under certain conditions, change the status of Lecture Capture for this course.

Options are as follows, and one of these will be forward facing to students:

- This course is compliant with the automatic recording practice
- The Dean (Learning and Teaching) has approved that this course will not use automatic recording
- There are no lectures in this course.

If a teaching space does not have lecture capture facilities the default ‘This course is compliant…’ is selected, if the space is equipped with the technology during the trimester lectures will be recorded.
1.6 Technical Specifications

Convenors are required to provide computer technical specifications that students should adhere to with regard to studying online. The minimum requirements for students studying online can be found at [https://www.griffith.edu.au/online/about-us/minimum-it-requirements](https://www.griffith.edu.au/online/about-us/minimum-it-requirements).

If left blank, this section will not appear in the course profile.