Course Profiles
How to Generate Course Profile Reports
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Module 12 - Profile Reports

A number of reports are available for any search or set. You can obtain reports to view a summary of assessment, learning activities, resubmission and supplementary assessment, curriculum initiatives tracking across a group of profiles, mapping of assessment items to learning outcomes, data from the event log, content from the development board etc..

The available reports are listed above the search / set results.

Access Reports

Access reports will list all staff who have access to the selected School. Two versions of access reports are available:

<table>
<thead>
<tr>
<th>Person</th>
<th>List the profiles each staff member is responsible for within the selected School.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile</td>
<td>Lists the profiles and identifies the staff who have access to each profile within the selected School.</td>
</tr>
</tbody>
</table>

To run access report
Select School from the left navigation.
Choose Access Reports.
Select Person or Profile.
Choose the required School and trimester from drop-down lists.
Choose (Generate).
The selected report will be displayed.
If a course profile is red in the Profile Report – it does not have a Convenor assigned. If the course profile is required, assign a Convenor in the Course Offerings detail in PeopleSoft. The information will be updated overnight into Course Profiles System.

### 12.1 Assessment Report

View the required group of profiles using search or set. Choose ![Assessment](Assessment). A summary of assessment items will be displayed in a new window / tab of your browser.

### 12.2 Learning Activities Report

View the required group of profiles using search or set.
Choose **Learning Activities** (Learning Activities).
A summary of learning activities, dates and readings / reference will be displayed in a new window / tab of your browser.

![Learning Activities](image)

**Figure 4 Learning activities report**

12.3 Graduate Attributes Report
View the required group of profiles using search or set.

Choose **Graduate Attributes** (Graduate Attributes).
A summary of Graduate Attributes (including professional attributes) will be displayed in a new window/tab of your browser. The mapping of learning outcomes to professional attributes will also be displayed in a new window / tab of your browser.

![Graduate Attributes](image)

**Figure 5 Graduate Attributes report**

12.4 Internationalisation and Cultural Diversity Report
View a summary of responses to Internationalisation and Cultural Diversity in Section 7 of the Course Profiles for the required group of profiles using search or set.

Choose **Internationalisation** (Internationalisation).
A summary of internationalisation responses will be displayed in a new window / tab of your browser.
12.5 Aboriginal and/or Torres Strait Islander Learnings Report

View a summary of responses to Aboriginal and/or Torres Strait Islander Learnings in Section 7 of the Course Profiles for the required group of profiles using search or set.

Choose [Aboriginal and/or Torres Strait Islander Learnings]

A summary of Aboriginal and/or Torres Strait Islander Learnings responses will be displayed in a new window / tab of your browser.

12.6 Blended Learning Strategies Report

View a summary of responses to Blended Learning Strategies in Section 7 of the Course Profiles for the required group of profiles using search or set.

The Blended Learning Strategies report divides the results under four headings:

- Learning content
- Communication with or between students
- Assess learning outcomes
- Support to assist student learning.

Choose [Blended Learning Strategies]

A summary of Blended Learning Strategies responses will be displayed in a new window / tab of your browser.
12.7 Work Integrated Learning

View a summary of responses to Work Integrated Learning in Section 7 of the Course Profiles for the required group of profiles using search or set.

The Work Integrated Learning report divides the results into three tables:

- Course involves 4 or more hours of work integrated learning or professional placement
- Access to the course
- Work Health and Safety for WIL Activities covered.

Choose (Work Integrated Learning). A summary of Work Integrated Learning responses will be displayed in a new window/tab of your browser.
12.8 Consensus Moderation Report

View the required group of profiles using search or set.

Choose ![Consensus Moderation](Consensus Moderation).

A summary of the Consensus Moderation will be displayed in a new window/tab of your browser.

![Consensus Moderation Report](Consensus Moderation Report)

12.9 Learning outcomes to assessment items report

View the mapping of course assessment to learning outcomes of the Course Profiles for the required group of profiles using search or set.

Choose ![Learning outcomes to assessment items](Learning outcomes to assessment items).

A summary of the assessment items, weighting, type of assessment, whether the item is self assessed, a group or individual activity, whether the assessment is a centrally organised or school based and the learning outcomes that have been mapped to these items.
12.10 Learning outcomes to assessment items and graduate attributes (to only be used for profiles pre 2017)

View the mapping of course assessment to learning outcomes to graduate attributes of the Course Profiles for the required group of profiles using search or set.

Choose ![Learning outcomes to assessment items and graduate attributes](image)

A summary of the assessment items, weighting, type of assessment, whether the item is self assessed, a group or individual activity, whether the assessment is a centrally organised or school based and the learning outcomes that have been mapped to these items. Included in this report is the detail of the graduate attribute mapping to learning outcomes.

![Figure 12 Assessment Items to Learning outcomes to Graduate Attributes report](image)
12.11 Development Board Report

View the data recorded in the Development Board for the submission and review process for the required group of profiles using search or set.

Choose ![Dev board](Dev Board [Development Board])

A summary of actions taken in the review and submission process including: type of notice added, time, author, subject, body [details from the emails added via Status and Settings and add a Review] Course review type, changed content and the review recommendation.

![Figure 13 Development Board Report](image)

12.12 Combined Events Log

View the events created (status changes) within the profile for the required group of profiles using search or set.

Choose ![Combined events log](Combined events log report)

A summary of created events including the date of the event, the person who made the change, the type of change made, description of change. Also include are course identifying details.

![Figure 14 Combined events log](image)
12.13 Learning Outcomes Report
View the learning outcomes for the required group of profiles using search or set.

Choose Learning Outcomes Report

A summary of the learning outcomes for each of the listed profiles is displayed.

12.14 Technical Specifications Report
View the Technical Specifications for the required group of profiles using search or set.

Choose Technical Specifications Report

A summary of the technical specifications for each of the listed profiles is displayed.

12.15 Resubmission Report
View the resubmission details for the required group of profiles using search or set.

Choose Resubmission Report
A summary of the assessment tasks with resubmission and the conditions under which assessment tasks are to be resubmitted display for the listed profiles

Figure 17 Resubmission Report

12.16 Supplementary Assessment Report

View the resubmission details for the required group of profiles using search or set.

Choose Supplementary Assessment Report

A summary of the courses with Supplementary Assessment display for the listed profiles

Figure 18 Supplementary Assessment Report

12.17 Exporting Reports to Excel

It is possible to export the Assessment and Learning Activities reports and the four Curriculum Initiatives Tracking Reports to Excel.

To export a report
Display the required report.
Choose “View this report in Excel”.

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A Save AS dialog box will be displayed.
Enter in the required file name and choose where to save the report.

Choose **Save** (Save).
Open the required file from the selected directory.