COURSE PROFILE SYSTEM
QUICK GUIDE FOR:

HEADS OF SCHOOL / DEPARTMENT and DEAN

This Quick Guide summarises information contained in the Course Profile Workbook for HOS/HOD and Deans (L&T) which is available at https://intranet.secure.griffith.edu.au/teaching/course-profile-resources/resources or via myGriffith Staff Portal>Learning and Teaching>Course profile resources

Quick Guides are also available at this site for:

- Course Convenors
- School Administrative Officers/Program Service Officers

Staff with Head of School/Head of Department/Dean (Approver) access are responsible for the approval of the course profiles.

- Approvers can view course profiles for a given School or Department and review profiles submitted by the Course Convenor
- Course Profiles with no change or minor change/s are approved for publication by the HOS/HOD
- Course Profiles for any new and major change profiles are referred by the HOS/HOD to the Dean for approval to publish. The Dean should await a referral from the HOS/HOD before taking any action.
- Reviewers use the Development Board to Add a Review, to advise: ‘Approve’, ‘Approve with minor changes’ ‘Dean approval required’ or ‘Changes Required – return to draft state’ as further work is required.
- Once approved the SAO/PSO will publish the profile and clone for other iterations of the course

To locate the Course Profile System:
1. Log into myGriffith Staff Portal
2. Select Learning and Teaching> Course profiles

To find SUBMITTED Profiles (2 ways):

1 - Via “I’m an Approver”
1. Select ‘I’m an Approver’
2. Scroll down to find the course/s you have the authority to review.
   You may need to scroll down the page to view all results
3. Select View against each course to reviewed
4. To go back to the home page at any time click ‘News’
5. To go back to see the link to ‘I’m an Approver’ select ‘Search’

2 - Via Course Search
1. Select Search
2. Enter course code
3. Click the Search button; scroll down to see the link to view the profile
4. Select View
5. To return to home, select ‘News’

Course Profile Contents
Each profile contains the following sections, as listed on the left Navigation bar under the heading ‘Course Profile’. Refer to the relevant pages in the Course Profile Workbook For Heads of School and Deans for May, 2018
instructions. The Course Profile Template (in the Policy Library) also provides useful advice about what each section of the Profile is to contain; note this template is for reference only). Also refer to Useful Information below listing relevant Policies and Procedures.

1. Course information [Note, Previous student feedback (Section 1.2) must be updated annually and be approved by the Head of School/Department]
2. Aims & Outcomes
3. Learning Resources
4. Learning Activities
5. Assessment
6. Policies & Guidelines
7. Curriculum Initiatives Tracking (not viewable by students)
   Learning Summary (not viewable by students)
   Submitting a profile via Status and Settings (not viewable by students)

You may wish to refer to the Quick Guide for Convenors for information about submitting a profile and instructions for Convenors to communicate changes via the Status and Settings page indicating what, if anything, has changed in the profile.

Course Profile Help

At any time and in any section of the Profile you can Select Help to access help information which provides advice about content. Note it opens either a new browser or a new tab (depending on your browser set up) which you can leave open and refer to at any time.

REVIEWING A PROFILE:

1. Select the Development board on the left hand navigation bar at
2. Consider the notice added by the Convenor, to check what, if any, changes have been made to the profile, whether they are proposing to use staff authored required resources, or whether any of the changes were in response to any University review process;
3. Review the Profile to ensure all sections have been completed, including:
   ➢ the Previous Student Feedback provided in Section 1.2, requiring HOS/HOD approval;
   ➢ Section 7 - Curriculum Initiatives Tracking; data from this section will be reported to the University Council and Australian Government
   ➢ Learning Summary to see an overview of Learning Outcomes and the mapping to Learning Activities, Assessment Tasks
   ➢ Choose Status and Settings to consider warnings and ensure all mandatory sections have been completed.
ADDING A REVIEW:

1. To add a Review select the Development board link again and select  
2. Enter a Subject, eg Profile approved; Profile requires further work; Forward to Dean etc.
3. Select recommendation from the drop-down. NB: if further work is required, select Changes required
4. Enter an explanation in the ‘Body’ text box, indicating recommendation outcome and where necessary what sections require further work
5. Select Save. (Select Cancel to close screen without saving changes)
6. An email will be automatically forward from the course profile system regarding the Review decision to the Course Convenor and School Administrative Officer/Program Service Officer. Where ‘Dean Approval required’ has been selected an email is also forwarded to the Academic Service Consultants for information.

Once approved, the School Administrative Officer/Program Service Officer will publish the profile and clone it for any other instances of the course.

Further information and/or assistance for Course Profiles:

- Technical difficulties (eg cannot see the link to Course profiles in the Griffith Portal) >> EIS-Assist (extension 55544)
- Cannot add a Review or other difficulties within the Course profiles> System Administrator (ecps@griffith.edu.au). Responses to emails will normally be provided within 24 hours.

Useful information:

On the Policy Library search for the following (use links if viewing an electronic document):

Course Profile Requirements
Course Review and Approval Processes
Course Profile Template