Table of Contents

Module 1 - Course Profiles Explained........................................................................................................ 4
What is a course profile? .................................................................................................................................. 4
Course Profile Roles .................................................................................................................................... 4
System Administrator – University Level Access ................................................................................ 5
School Administrator – School Level Access .............................................................. 5
Convenor – Profile Level Access ................................................................................................. 5
Approver – School Level Access ..................................................................................................... 5
Moderator– University Level Access ............................................................................................... 5
Course Profiles States .............................................................................................................................. 6
1. Seeded .................................................................................................................................................. 6
2. Draft ................................................................................................................................................... 7
3. Submitted .......................................................................................................................................... 7
4. Published ........................................................................................................................................ 7
5. Archived ......................................................................................................................................... 7
6. Retired ............................................................................................................................................ 7
Key Events ................................................................................................................................................ 7
Significant Profile Dates .................................................................................................................. 7
Display Date ....................................................................................................................................... 8
Due Date ............................................................................................................................................... 8
Critical Lockdown Date .................................................................................................................. 8
Total Lockdown Date .......................................................................................................................... 8
Module 2 - Course Profiles Overview ........................................................................................................ 9
Navigating to Course Profiles ............................................................................................................... 9
Process Steps ........................................................................................................................................ 9
Module 3 - Submitting a Course Profile .................................................................................................. 12
Course Convenor – Steps to Submit a Profile ...................................................................................... 12
3.1 Approval Process Steps .................................................................................................................. 12
3.2 Changing the Status of a Profile to Submitted ................................................................................ 14
3.3 Sample Emails – these emails are system generated .................................................................. 16
3.4 States of a Profile ............................................................................................................................ 19
Module 4 - Publishing and Clone a Profile ............................................................................................... 20
4.1 Manually clone a profile .................................................................................................................. 20
4.2 Withdraw a Profile .......................................................................................................................... 23
Module 5 - Course Profiles Search and Sets and Program Search ......................................................... 25
Profile Search and Sets .......................................................................................................................... 25
My Profiles ................................................................................................................................................ 25
Save a Search .......................................................................................................................................... 26
Use a Saved Search ................................................................................................................................ 27
Sets ......................................................................................................................................................... 27
Module 6 – Noticeboards ............................................................................................................................ 34
6.1 Development Board ...................................................................................................................... 34
6.2 Create a Development Board Notice following a Review recommendation. (Convenors only) ..................................................................................................................... 34
6.3 Administrator Board ....................................................................................................................... 37
Create an Administrator Board Notice ............................................................................................. 37
Module 7 - Profile Reports .......................................................................................................................... 39
Access Reports ......................................................................................................................................... 39
7.1 Assessment Report .......................................................................................................................... 40
7.2 Learning Activities Report ............................................................................................................. 40
7.3 Graduate Attributes Report .......................................................................................................... 41
7.4 Internationalisation and Cultural Diversity Report ....................................................................... 41
7.5 Aboriginal and/or Torres Strait Islander Learnings Report .......................................................... 42
7.6 Blended Learning Strategies Report ............................................................................................. 42
7.7 Work Integrated Learning ............................................................................................................. 43
7.8 Consensus Moderation Report ...................................................................................................... 44
Module 1 - Course Profiles Explained

What is a course profile?
Course Profiles are online documents that provide an overview of a course at Griffith and include learning outcomes, learning resources, learning activities and assessment.

Information is organised into seven sections:
- Course Information
- Aims, Outcomes and Graduate Attributes
- Learning Resources
- Learning Activities
- Assessment Plan
- Policies and Guidelines
- Curriculum Initiatives Tracking.

A learning summary is available to view the relationship between the learning outcomes for this course and the broader graduate attributes developed, the learning activities used to develop each outcome and the assessment task used to assess each outcome.

Course Profile Roles
There are five main roles in Course Profiles, each provide different levels of access to profiles in the system:
- System Administrator
- School Administrator
- Convenor
- Approver
- Moderator.

<table>
<thead>
<tr>
<th>Course Profile Roles</th>
<th>Access Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convenor</td>
<td>Profile</td>
<td>Convenor</td>
</tr>
<tr>
<td>Approver</td>
<td>School</td>
<td>Heads of School</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deans</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Academic Service Consultants</td>
</tr>
<tr>
<td>School Admin</td>
<td>School</td>
<td>School Administrative Officers (SAO)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Program Service Officers (PSO)</td>
</tr>
<tr>
<td>Moderator</td>
<td>University</td>
<td>Program Convenors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Technical staff</td>
</tr>
<tr>
<td>System Administrator</td>
<td>University</td>
<td>Program Accreditation Officer (Academic Services)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Academic Programs Officer (Academic Services)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manager, Academic Program Services (Academic Services) and BSS Staff</td>
</tr>
</tbody>
</table>

Table 1 Course profile roles
**System Administrator – University Level Access**
Staff with System administrator access:
- Academic Services
- Business Systems Services (BSS) Backline.

Roles include:
- View and edit any course profile within the University
- Edit content and settings for the University
- Add and edit Graduate Attribute Information
- Edit Help link maintenance and maintain dropdown lists
- Send emails to Course Profile users
- Enter/edit School-level data to appear in all profiles within a School
- Withdraw published profiles in emergencies and reinstate them.

**School Administrator – School Level Access**
Every (School / Department) has at least one School Administrator, who possesses the highest level of access to Course Profiles within their School.
Staff with School Administrator access:
- School Administrative Officers (SAO)
- Program Service Officers (PSO).

School Administrators can:
- View and edit any course profile within their School until the profile is published
- Staff details may be edited until Total Lockdown
- Enter School-level data in School Session Content & Settings in sections 1.4 and 3.4 – information in these fields will appear in all profiles within their School
- Clone from the Wizard
- Publish profiles for public access
- Withdraw published profiles in emergencies and reinstate them
- Add notices to the Development board and the Administrator board
- Run access reports for the School.

**Convenor – Profile Level Access**
Staff with Convenor access:
- Course Convenors

Convenors can:
- Edit and submit course profiles at the profile level until the profile is published.
- Change profile status to submitted.
- Post comments about the submission of the profile.

**Approver – School Level Access**
Staff with Approver access:
- Heads of School
- Deans
- Group Academic Service Consultants.

Approvers are responsible for the approval of the course in Course Profiles and are able to:
- View course profiles for a given School and, once they are submitted, review them.
- Access the development noticeboard where they can view comments or recommendations which have been posted prior to publishing.

**Moderator – University Level Access**
Staff with Moderator access:
- Program Convenors
- Technical staff

Moderators are able to view course profiles at the University level prior to publishing. Moderators are unable to edit profiles.
Course Convenors will be able to edit and submit the profile for review by the Head of School, and in the case of major changes or a new course, by the Dean, Learning and Teaching.

The School Administrative Officer or Program Service Officers have been granted the role of School Administrator. Staff with this role, are able to view and edit any course profile within the School until the profile is published. Upon publication, no staff will have editing rights to assessment detail. Should there be a change to the published information in this section, you will need to seek approval from the Dean (Learning and Teaching).

School Administrators will also Publish profiles following a review recommendation from the Head of School or Dean, Learning and Teaching and clone the approved content into all iterations of profiles with the same course code.

The Head of School and Dean, Learning and Teaching are given the Approver role within the system. Approvers are responsible for the approval of the course in Course Profiles.

Program Directors and Technical staff have Moderator access to the system. Moderators are able to view course profiles at the University level prior to publishing. Staff with this role are unable to edit profiles.

Course Profile access will be granted according to Course Profile Roles which are maintained by Academic Services within in the Application Portal.

As a School Administrative Officer (School Administrator) you may be asked to provide assistance to your Course Convenors.

### Course Profile States

Course Profiles pass through a series of states which control the abilities of different users on that profile.

<table>
<thead>
<tr>
<th>State</th>
<th>Convenor</th>
<th>Moderators</th>
<th>Approver</th>
<th>School Admin</th>
<th>Sys Admin</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SEEDED</td>
<td>VIEW/EDIT</td>
<td>VIEW</td>
<td>VIEW</td>
<td>VIEW/EDIT</td>
<td>VIEW/EDIT</td>
<td>VIEW/EDIT</td>
</tr>
<tr>
<td>2. DRAFT</td>
<td>VIEW/EDIT</td>
<td>VIEW</td>
<td>VIEW</td>
<td>VIEW/EDIT</td>
<td>VIEW/EDIT</td>
<td>VIEW/EDIT</td>
</tr>
<tr>
<td>3. SUBMITTED</td>
<td>VIEW/EDIT</td>
<td>VIEW</td>
<td>VIEW</td>
<td>VIEW/EDIT</td>
<td>VIEW/EDIT</td>
<td>VIEW/EDIT</td>
</tr>
<tr>
<td>4. PUBLISHED</td>
<td>VIEW</td>
<td>VIEW</td>
<td>VIEW</td>
<td>VIEW/EDIT</td>
<td>VIEW/EDIT</td>
<td>VIEW</td>
</tr>
<tr>
<td>5. ARCHIVED</td>
<td>VIEW</td>
<td>VIEW</td>
<td>VIEW</td>
<td>VIEW</td>
<td>VIEW</td>
<td>VIEW</td>
</tr>
<tr>
<td>6. RETIRED</td>
<td>VIEW</td>
<td>VIEW</td>
<td>VIEW</td>
<td>VIEW</td>
<td>VIEW</td>
<td>VIEW</td>
</tr>
</tbody>
</table>

Table 2 Course profile states

Profiles frequently move from one state to another automatically based on a series of milestone dates (e.g., Archive Date, Removal Date). To check the actual setting of these dates on a profile, visit the profile’s Status and Settings page.

### 1. Seeded

A *Seeded* profile results from a course offering becoming available in Course Catalogue in the Student System. Profiles in the *Seeded* state are in the process of being created with the data from Course Catalogue. The system will search for the last offering of the course and it will be automatically cloned for the new trimester. Profiles do not usually stay *Seeded* for more than a few minutes while the data is imported. They then move into *Draft* state.
2. **Draft**
When a profile is in *Draft* state, it is ready for editing or it is currently being edited. The Convenor for the profile will manually move the profile to *Submitted* when it is ready for review and / or publishing using the profile’s Status and Settings page.

3. **Submitted**
Anyone with Approver access (eg Heads of Schools/Departments) are able to post peer reviews on profiles with *Submitted* status to the Development Noticeboard via the Status and Settings page. Peer reviews may include recommendations with a view to publishing the profile.

The School Administrator is able to publish a *Submitted* profile, by manually changing the profile’s status to *Published* using the profile’s Status and Settings page, after the profile has been through the appropriate approval processes.

4. **Published**
Profiles in the *Published* state are considered complete. The only section that can be changed is Staff Details; changes to this section can be made up to Total Lockdown. The profile will be displayed to the public the following day.

5. ** Archived**
Profiles are *Archived* automatically on the designated Archive Date (usually the beginning of the following trimester).

When a profile is archived it will still be visible to the public. Staff and students will continue to be able to view archived profiles in the Course Profile System and on Learning@Griffith.

6. **Retired**
*Retired* course profiles are not publically accessible, but they will remain in the system’s database for ongoing archival and reference purposes. They will also be available to be cloned into other profiles.

**Key Events**
The production of course profiles runs to a regular schedule. The following table illustrates the usual cycle of profile availability and completion through the year.

Please note, actual dates will change from year to year. All School Administrative Officers will be sent an email from Academic Services identifying the actual dates for the upcoming trimester.

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>First week of February</td>
<td>Publishing of Trimester 1 profiles complete</td>
</tr>
<tr>
<td>Week 5 of T1</td>
<td>T2 profiles available for development</td>
</tr>
<tr>
<td>Week 12 of T1</td>
<td>Publishing of T2 profiles</td>
</tr>
<tr>
<td>Week 5 T2</td>
<td>T3 profiles available for development</td>
</tr>
<tr>
<td>Week 12 of T2</td>
<td>Publishing of T3 profiles</td>
</tr>
<tr>
<td>Week 12 of T3</td>
<td>Publishing of T1 2019 profiles</td>
</tr>
</tbody>
</table>

Table 3 Key events

**Significant Profile Dates**
Every profile is subject to some significant dates which can be seen on the profile’s *Status & Settings* page.
Display Date
This date identifies when a profile is available for display to students, once the School Administrator has set the profile to Published. By default, display date is set to two days after class creation.

Due Date
The Due Date for a profile is not the same as Critical Lockdown Date. At this stage, Griffith University is not using Due Date.

Critical Lockdown Date
Critical Lockdown Date denotes when certain critical fields in a profile are locked down. When these fields are locked down, they are unable to be edited by a Convenor or School Administrators. System Administrators are not affected by critical lockdown.

All fields except Course Staff are automatically locked down when a course is published.

Total Lockdown Date
The entire profile is not able to be edited after Total Lockdown Date. By default, Total Lockdown Date is set to Monday of Week 5 for the current trimester.
Module 2 - Course Profiles Overview

Navigating to Course Profiles

To access Course Profiles, log into Griffith Portal, and choose Learning and Teaching, Course Administration, Course Profiles.

![Figure 1 Accessing Course Profiles from Griffith Portal](image1)

The Course Profiles Latest News page will be displayed.

![Figure 2 Course Profiles Latest News](image2)

Process Steps

Step 1: Academic Services staff undertake a number of processes for the importing of session information including dates for sessions.
Step 2: Cloning Sessions for a new trimester. This process is undertaken by Academic Services whereby University Content and Settings for each session is cloned. Information for the session is updated including display dates, critical and total lockdown dates.

Step 3: Advice forwarded to Schools advising that the profiles are ready for updating.

Step 4: Profiles are edited by the Course Convenors

Step 5: Once all required edits of the course profile have been completed the Course Convenor changes the status of the profile from 'Draft' to 'Submitted'.

Step 6: Convenor navigates to the Status and Settings page and indicates what has changed since the last offering of the course.

Step 7: Convenor indicates whether the changes made are minor, whether there have been no changes made (except for the updating of the Previous Student Feedback section) or whether it is a new course. Convenors are not required to select whether the changes made are major the system will automatically select the ‘major change’ option when one of the following change areas have been selected: Aims and Outcomes | Assessment | Content | Lecture Capture | Examination Duration Exemption. The email template should now be completed. The change type (minor, major etc..) will populate the subject heading. The text box provided allows staff to elaborate on the changes made to the profile.

Step 8: Convenor is ready to ‘Submit’ the profile. If the profile is in draft the ‘Submitted’ value should display in the drop down menu. Convenor selects the staff who should receive email notification of the submission then selects the Set button.

Step 9: Heads of School and School Administrators (School Administrative Officers/Program Service Officers) receive an automated email notification advising them that a profile has been submitted for review. Head of School reviews profile and makes a recommendation – Approved, Approved with minor changes, Changes Required, Dean Approval Required. Where the recommendation = Approved, or Approved with minor changes, – progress to Step 12. Where the recommendation is ‘Changes Required’ – return to Step 4. NB: The profile will be returned to ‘Draft’ status if this review recommendation is selected.

Step 10: Where a course has undergone major changes ie changes made to the Aims and Outcomes | Assessment | Content | Lecture Capture | Examination Duration Exemption – or where the course is a new course – the Head of School reviews the profile and makes a recommendation of ‘Dean Approval’ required. The School Administrative Officer (School Administrator) should then advise the Dean that these profiles require Dean approval. This step may be undertaken by running a Development Board report or from returned search results Academic Organisation; Trimester and Latest notice status of ‘Dean Approval required’ and download the results to Excel for forwarding to the Dean.

Step 11: Dean reviews the profile and Adds a review – the Dean makes a recommendation of: Approved or Approved with minor changes. Where the recommendation is Changes Required – return to Step 4. NB: The profile will be returned to ‘Draft’ status if this review recommendation is selected.

Step 12: When a Review has been made either by the Dean or by the Head of School. The Course Convenor and School Administrative Officer (School Administrator) are automatically forwarded email notifications advising of the review recommendation.

Step 13: When the profile has been ‘Approved’ the School Administrative Officer will publish the profile by changing the status at the Status and Settings page.

Step 14: Where there is more than one iteration of the profile the School Administrative Officer will clone the content from the approved profile into all iterations of the profile then publish those profiles.

Step 15: Profiles will be viewable by students 24 hours after publication of the profile.
**Once minor edits have been undertaken profile is reviewed again by the Head of School – this step of the process is up to the School/Department on how they wish to proceed.**

![Diagram of Course Profile process steps]

**Figure 3 Course Profile process steps**
Module 3 - Submitting a Course Profile

Course Convenor – Steps to Submit a Profile

1. Navigate to Status and Settings, review warnings
2. Indicate what sections have changed and the type of changes that have been made to the course since the last offering
3. Disclose whether they propose to use staff authored required resources
4. Indicate if the changes made to the profile are in response to any University review
5. Elaborate on the changes
6. Select the Head of School in the email template
7. Select the Set button.

3.1 Approval Process Steps

1. The Course Convenor indicates changes made, ie the sections that have changed and the type of change, provides details of the changes and submits the profile. An email is forwarded to notify the Head of School (Approver) and School Administrative Officer (School Administrator) whether a new course has been submitted or whether the changes made are major / minor or there have been no changes made to the profile with the exception of the updated Previous Student Feedback section.

2. If a minor change or no change, the Head of School adds a review (via the Development Board page) to approve, approve with minor change or requests changes required; - an email is automatically forwarded to notify the Course Convenor and School Administrative Officer (School Administrator) of the review recommendation. (Note every time the Previous Student Feedback section is up-dated, Head of School approval is required).

3. If major change or a new course - therefore requiring the Dean (Learning and Teaching), approval - the Head of School either:

   a. Selects ‘Dean Approval required’ and an email is automatically forwarded to the Convenor, the School Administrative Officer and Academic Services staff – the School Administrative Officer is responsible for advising the Dean that a profile is awaiting review.

   b. Profile is not approved – adds a review (via Development Board) selects the ‘Changes required’ recommendation. An email is automatically forwarded to notify Course Convenor and School Administrative Officer of the decision. The profile status is changed back to ‘Draft’.

Decision by Dean (Learning and Teaching)

   c. ‘Approves’ or ‘Approves with minor changes’ - adds a review (via Development Board page) to notify Course Convenor and the School Administrative Officer of decision.

   d. Profile is not approved ‘Changes required’ - adds a review (via Development Board) to notify the Course Convenor and the School Administrative Officer of decision.
Approval Process Flowchart

1. Convenor edits profile for the current offering – ready to submit

2. Checks warnings on Status and Settings page

3. Indicates sections of the profile that have changed

4. Indicates what type of change

   - No Change
   - Minor change
   - Major change
   - New Course

5. Head of School reviews profile and adds a review

6. Dean reviews profile and adds a review

   - Dean Approval Required
   - Dean receives profile and adds a review

7. Email forwarded to Convenor and SAO advising Review outcome

8. SAO publishes approved profile

9. SAO stores approved content into all other iterations of the approved profile

10. Profiles available for students to view

End of process

Figure 4 Approval Process Flowchart
3.2 Changing the Status of a Profile to Submitted

Once the Convenor has completed editing the course profile details they will be required to address any warnings identified for the profile. Make any required changes. Indicate the sections of the profile that have changed and the type of change that has been made. Provide further details about the change/s, select email recipients and Set the status to Submitted – these steps are all undertaken at the Status and Settings page of the profile.

Submit a Profile for Review

(Completed by Course Convenor)

Choose Status and Settings from the left navigation.
Consider the warnings identified for the profile. Make any required changes
Select the sections of the profile where changes have been made.
Select the type of change – NB: major change will be automatically selected for you if one of Aims and Outcomes | Assessment | Content | Lecture Capture | Examination Duration Exemption has been chosen.
Provide further details about the changes in the text box provided.
Select intended email recipients.

Choose [Set] (Set).
Note

Warnings in **bold** identify mandatory information.
Minor Changes to a Profile
Where revisions to the Course Profile are minor - updating dates for assignments, updating texts and reference materials, and adjusting the sequence of the course content - the Course Convenor submits the Course Profile via the Course Profile System to the Head of School (Approver) as a minor change for approval and publication.

Any changes to requirements for laboratory/studio activities and/or technical staff support require agreement from the Technical Services staff where relevant.

Changes to the Previous Student Feedback section require Head of School (Approver) approval.

The decision on whether the course change is sufficiently major (other than those referred to below) to warrant approval by the Dean is at the discretion of the Head of School, or the Head of School in conjunction with the Program Director in the case where the course is a core component of programs.

Major Changes to a Profile
Where revisions to the Course Profile are major – a change in the course content, teaching methods, assessment strategy and/or resource requirements, lecture capture changes - the revised Course Profile and Statement of Resources must proceed through Steps 2 to 5 of the approval process for a new course.

3.3 Sample Emails – these emails are system generated

Figure 6 Sample Submission email
Review of Profile - Minor changes to Profile
(Completed by Head of School – Approver)
Choose Status and Settings from the left navigation.
Consider the warnings identified for the profile.
Review content entered within Course Profile.
Choose the Development Board from the left navigation.

Review any notices added by the Convenor.
Choose (Add Review) This records the decision and forwards an email to the Course Convenor and School Administrative Officer.
Choose the required recommendation from the drop down list:
Approve or Approve with minor change, Dean Approval Required or Changes Required (return to draft)
Enter explanation in Body text box.

Choose Save (Save) to save your changes or
Choose Cancel (Cancel) to close the screen without saving the changes.
The Review will be added to the Development board.
Select the I’m an Approver page link – this will navigate you back to the list of profiles for approval

Figure 9 Add review

Review of a Profile - Major changes to a Profile
Completed by Head of School (Approver) and referred to Dean (L&T) (Approver)

Choose Status and Settings from the left navigation.
Consider the warnings identified for the profile.
Review content entered within Course Profiles.
Choose the Development Board from the left navigation.
Review any notices added by the Convenor.
Add a Review.
Enter explanation in the Body text box.

Choose Save (Save) to save your changes or
Choose Cancel (Cancel) to close the screen without saving the changes.
The notice will be added to the Development board.
Select the I’m an Approver page link – this will navigate you back to the list of profiles for approval

Completed by Dean (L&T) (Approver)
Choose Status and Settings from the left navigation.
Consider the warnings identified for the profile.
Review content entered within Course Profiles.
Choose the Development Board from the left navigation.
Review any notices added by the Convenor and Head of School.
Choose Add Review (Add Review) This records the decision.
Choose the required recommendation from the drop down list:
Approve or Approve with minor change or Changes required
Enter explanation in Body text box.
Choose Save (Save) to save your changes or
Choose Cancel (Cancel) to close the screen without saving the changes.
The Review will be added to the Development board.
Select the I’m an Approver page link – this will navigate you back to the list of profiles for approval.

<table>
<thead>
<tr>
<th>Remember</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes to Previous Student Feedback and Course Staff can be made to a profile up to Week 4 of trimester. Variations to the Course Profile during the trimester are not permitted, except in exceptional circumstances, where the Dean, after advice from both the Course and Program Director, may approve a variation that will be notified to students in writing.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Administrative Officers (School Administrators) are automatically selected to receive email notifications of submitted profiles. Where a major change is being made, requiring approval by the Dean (Learning and Teaching), the Convenor will initially select the Head of School as Approver.</td>
</tr>
</tbody>
</table>

3.4 States of a Profile

| Draft | Profiles can be edited but unable to be viewed by the public. |
| Submitted | When a profile is ready to be reviewed by peers, Course Convenors can change the status to submitted. The profile is still not able to be viewed by the public. |
| Published | When the profile has been reviewed and is considered ready for publication, staff with School administrator access will be able to change the status to published. Once published, the profile is locked and unable to be edited except for Staff Details. |
Module 4 - Publishing and Clone a Profile

Choose Status and Settings from the left navigation. Consider the warnings identified for the profile. Choose Published from the drop-down list. Choose (Set). The profile is immediately locked down and will be viewable by students the following day.

![Figure 10 Status and Settings – Publish value selected]

Note: Once approved, the School Administrative Officer /Program Service Officer will publish the profile and clone it to remaining course codes.

4.1 Manually clone a profile

Completed by the School Administrative Officer - School Administrators

Course profiles are required for each instance of the course (e.g. different campus, different modes).

The Course Convenor will work on one instance of the course and provide all relevant details for each instance, within the one Course Profile. It will then be processed for approval, if changes are proposed.

Once approved the School Administrator will publish the approved Course Profile and then clone for the different instances of the course.

Note: One version of the Course Profile is to be approved and published BEFORE cloning for the other instances of the course.
Cloning a profile

Open the profile where the data is to be copied into. (Target profile)
Choose Clone from Wizard from the left navigation.

Figure 11 – Clone from Wizard

Search for the profile which contains the entered data.
Choose (Search).
Select the required profile from the search results (Source profile).
Choose (Select as Source).
The Content selection window will be displayed.

The profile which is opened first – the target – will be overwritten with the new cloned information.

Remember
Choose **Select All** (Select All), or
Click the check box for the required content fields.
Choose **Proceed** (Proceed).
The results for the clone will be displayed.
Course profile content may now be modified for individual profile instance.

Figure 15 Clone a profile wizard - step 3 - result window

### 4.2 Withdraw a Profile

Figure 16 Withdraw profile
Remember

For any minor change (which affects students) required after publication, School administrative staff will be required to contact Academic Services to request access to the profile.

Choose Status and Settings from the left navigation.

Choose Withdraw (Withdraw).
The Course Profile list will identify the status as Published Withdrawn.
The profile will not be visible to students.

Note

Course profile must be published to be able to see the option to Withdraw.

Figure 17 Course profile withdrawn
Module 5 - Course Profiles Search and Sets and Program Search

Profile Search and Sets

My Profiles
My Profiles links allow you to quickly view the profiles for which you have access.

To view My Profiles
Choose (Search).
Choose “I’m a Convenor”, “I’m a School administrator” or “I’m an approver” from the left navigation.
The profiles for which you are responsible will be listed.
You may need to scroll down the page to view the results.

Course Profile Search
Choose Search from the left navigation, or
Choose New Search from the left navigation.
The Profile search criteria screen will be displayed.
Enter any known details to assist with identifying the required course profile.
Choose (Search).

Figure 18 My Profiles links

Figure 19 Profile search criteria window
The search results will be displayed on the same page. You may need to scroll down the page to view the results.

Figure 20 Profile Search: New Search Results

Note
Completing additional criteria will narrow the search and produce smaller set of results.

Save a Search
You can choose to save a search in order to quickly locate the same results in future.

To save a search
Search for the required course profiles.
Enter a name for the search in the Save Search text box.
Choose (Save) to save your changes or
The saved search will be listed in the left navigation under Searches.

Figure 21 Saved search list
Hint
To keep a track of profiles which are submitted, save a search with the status set to “submitted”. You will then be able to quickly view all submitted profiles for your School / Department.

Use a Saved Search
Click the required search from the Search list in the left navigation. The search results will be displayed.

Sets
A set is similar to a search except that you can select specific courses which match your search criteria.

Create a new set
Choose New Set from the left navigation panel. The Add / Edit Profile Set window will be displayed. Enter a name for the new set in the text box. Choose Save (Save) to save your changes.

Figure 22 Creating a new set
The Profile search criteria window will be displayed and the set will be added under Sets on the left navigation. Enter the required search criteria. Choose Search (Search).
The search results will be displayed on the same page. You may need to scroll down the page to view the results.
Select the checkbox for the required courses.
Choose "Add Selected" (Add selected).

The set of courses will be displayed.
Hint
Create a set of all first year courses in a program of study to be able to view the due dates of assessment items or create a resource list for the bookshop or library.

Program Search

Program Search allows the user to search for courses within a program either as a list of core courses of a program and courses core to a plan ie majors, specialisations, award majors etc. Features of this functionality include:

1. Program search allows the user to search for courses within a program either as a list of core courses to the program or core to a plan ie an award major, major, specialisation, teaching area etc..
2. Minors and elective lists are not returned
3. Only published profiles will return in the search results
4. Courses which form the latest approved cohort [approved structure] will return
5. The most current and two previous trimesters of profiles will be returned
6. All iterations of the course will return
7. Only programs that have an intake will be returned [error message will be presented to user where programs are no longer available]
8. Where profiles do not exist in the system the user will be presented with an error message
9. Search results can be downloaded into Excel
10. Course list search results can also be used to generate any one of the front end extant reports

Undertake a search by entering the Program Code into the text box provided. If you do not know the program code, select the link to the Programs and Courses website as indicate below. Once you have entered the program code select the Search by program button.

Only programs with an intake will be returned. If you enter a program code where the program is closed and there are no further intakes into the program an error message ‘Sorry, no results were found for this program code’ will be returned.
The latest cohort (approved structure) for a program will be returned. The most current and two previous trimesters of profiles will be returned. All iterations of a profile will be returned. Only published profiles will be listed. Where the profile does not exist ie has been created, the user will be presented with a message 'The following profiles do not exist in the course profiles system'.

All rows (Program Course Lists) can be downloaded into Excel by selecting the Download to Excel link:

The program course lists can be used as the search criteria for any of the extant reports. In the following example we will generate an Assessment report for courses in the Bachelor of Science Advanced with Honours – Applied Mathematics major:

1. Enter in the program code 1330
2. Select the Search by program button

![Figure 27: Download search results to Excel](image)

![Figure 28: Enter a program and select the Search by program button](image)
3. Select the required course list by clicking the hyperlinked Program Title – the selected list of profiles will be returned.

Figure 29: Program search results

4. Select the required report:
5. An on screen report of the assessment item details for the courses within the Applied Mathematics major will be returned:

![Assessment report screenshot](image-url)

Figure 31: Assessment Report
6. The data can also be downloaded to Excel by selecting the ‘View this report in Excel’ link at the top left hand corner of the report.

Figure 32: View report in Excel

7. 

Figure 33: All reports can be downloaded into Excel
Module 6 – Noticeboards

There are three noticeboards in the course profile system

1. Student board - not currently in use
2. Development board - enables staff involved in the submission and review process to advise of any changes to the profile since the last offering and recommendations for publishing
3. Administrator board - enables the University Administrator to make announcements on profile process

6.1 Development Board

Moderators, School Administrators and Convenors may use the Development Board. Emails may be sent to Approvers and School Administrators – adding a notice via the Development board is not required in the submission process. Please note, the submission process now takes place on the Status and Settings page.

6.2 Create a Development Board Notice following a Review recommendation. (Convenors only)

When the profile has been submitted and the Head of School has added a review of Approved with minor changes or Changes required - Course Convenors are able to ‘Add Notice’ to the Development Board to convey to the Approver and/or School Administrative Officer that any changes required following the review process have been completed.

Open the required profile.
Choose Development Board from the left navigation.
Choose (Add Notice).
The New Notice Content window will be displayed.
The change category and identified sections of the profile which have changed will already populate the notice template.
Enter the required subject and body into the text boxes.
Select the required checkboxes for staff who are to receive an email regarding this notice.
Choose (Save) to save your changes or
Choose (Cancel) to close the screen without saving the changes.
The notice will be displayed on the Noticeboard and the emails will be automatically sent.
School Administrators are automatically selected to receive the email notification.

Where a major change is being made, requiring approval by the Dean (Learning and Teaching), the Convenor will initially select the Head of School as Approver. Once the Head of School approves the profile the Dean (Learning and Teaching) is notified that a profile is awaiting consideration.

Figure 35 Add a notice
Remember

Upon selection of the Change type – the same details will automatically populate the Subject line and Profile area where change has occurred. E.g. Minor Change

Explain change in body text box.

Reviewers (Heads of School/Deans) are able to use the development board (Add Review) to make review recommendations. Please note, Reviewers are no longer able to add a notice to the development board.

1. Open the required profile
2. Choose Add Review
3. The Review notice will display
4. Enter in the required subject
5. Select an appropriate recommendation from the drop down list
6. Enter the required detail into the text box provided
7. Select the Save button
8. The review will be displayed on the Noticeboard and the emails automatically forwarded to the School Administrative Officer and the Course Convenor
9. Where the recommendation of Dean Approval required is selected, an email will also be sent to Academic Services for information
10. School administration staff will be required to provide details of the profiles that require approval to the relevant Dean
6.3 Administrator Board
System Administrators and School Administrators are able to add notices on Administrator Board. No emails are sent.

Create an Administrator Board Notice
Open the required profile. Choose Administrator Board from the left navigation. Choose \texttt{Add Notice}. The Administrator Notice: Add window will be displayed. Enter the required subject and body into the text boxes. Choose \texttt{Save} to save your changes or Choose \texttt{Cancel} to close the screen without saving the changes. The notice will be displayed on the Administrator Noticeboard.

\begin{figure}[h]
\centering
\includegraphics[width=\textwidth]{figure37.png}
\caption{Administrator board}
\end{figure}

No emails are sent when an Administrator Notice is added.
Figure 38 Add Administrator Board notice

Figure 39 Notice displayed on Administrator Board
Module 7 - Profile Reports

A number of reports are available for any search or set. You can obtain reports to view a summary of learning resources, assessment, learning activities, graduate attributes and curriculum initiatives tracking across a group of profiles, mapping of assessment items to learning outcomes, another similar report including the mapping of learning outcomes to graduate attributes or just a list of learning outcomes for each course data from the event log, content from the development board etc..

![Profile Search: New Search Results (3 profiles found)](image)

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** (Generate).
The selected report will be displayed.
7.1 Assessment Report

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

7.2 Learning Activities Report

View the required group of profiles using search or set. Choose (Learning Activities).
A summary of learning activities, dates and readings / reference will be displayed in a new window / tab of your browser.
7.3 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.

7.4 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.
7.5 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.

7.6 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.

![Blended Learning Strategies](image)

Figure 47 Blended Learning Strategies report

### 7.7 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.

![Work Integrated Learning](image)
**Work Integrated Learning**

Table Legend

<table>
<thead>
<tr>
<th>Course</th>
<th>Activities in work integrated learning or professional placement</th>
<th>Outcomes assessed</th>
<th>Access to the course</th>
<th>WHS for WIL Activities covered by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10 days or more off campus in a work or professional setting; Less than 10 days off campus in a work or professional setting; All activities based on campus.</td>
<td>Discipline knowledge only; Professional/work skills/competencies only; Both; None of the above</td>
<td>Compulsory; Limited by some criterion (e.g. GPA, English language, pre-requisites, quota); Free elective (neither compulsory nor limited); Other</td>
<td>Online/WHS Use of Information Not Covered</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table 1</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Courses</th>
<th>Includes WIL</th>
<th>Off Campus/ On Campus</th>
<th>Key Activities</th>
<th>Outcomes are Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1101AFE - Sem 1 2010 - Nathan Campus - In Person</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>1101AFE - Sem 1 2010 - Gold Coast Campus - In Person</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>1101AFE - Sem 2 2010 - Gold Coast Campus - In Person</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>1101AFE - Sem 1 2011 - Nathan Campus - In Person</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>1101AFE - Sem 1 2011 - Gold Coast Campus - In Person</td>
<td>No</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>1101AFE - Sem 2 2011 - Nathan Campus - In Person</td>
<td>No</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Figure 48 Work Integrated Learning report**

### 7.8 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.

**Figure 49 Consensus Moderation Report**

### 7.9 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.

![Figure 50 Learning Outcomes to Assessment Items report](image)

7.10 **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** (Learning outcomes to assessment items and graduate attributes).

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.
7.11 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 [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.

7.12 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 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.

7.13 Learning Outcomes Report
View the learning outcomes for the required group of profiles using search or set.

Choose Learning Outcomes Report (Learning outcomes)
A summary of the learning outcomes for each of the listed profiles is displayed.

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

Choose Technical Specifications Report (Technical Specifications)
A summary of the technical specifications for each of the listed profiles is displayed.
7.15 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.

7.16 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.
7.17 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".

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.

![Image of Excel spreadsheet](image)

**Figure 60 The saved report opened in Excel**
Appendix

Appendix 1 Course Profiles - Administrative Checklist

COURSE PROFILES - ADMINISTRATIVE CHECKLIST

Print a ‘Student View’ copy of the Course Profile. Attach completed Checklist to copy of the Course Profile. * Required information is starred.

<table>
<thead>
<tr>
<th>1.0 General Course Information</th>
<th>✓, x, or -</th>
<th>✓, x, or -</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Course Details</td>
<td>Details are entered into PeopleSoft by the School Administrative Officer and extracted into the Course Profile System.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Course Code, Course Title, Academic Organisation, Trimester, Mode, Level, Location, Credit Point Value</td>
<td></td>
</tr>
<tr>
<td>Course Description</td>
<td>Included in the PeopleSoft Course Catalogue; include relevant information about pre-requisite, co-requisite and prior-assumed courses.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Brief course description</td>
<td></td>
</tr>
<tr>
<td>Assumed Background</td>
<td>This is a descriptive field that supplements and expands the prerequisite course list.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Background students require prior to starting the course</td>
<td></td>
</tr>
<tr>
<td>1.2 Course Introduction</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Elaborate on brief course description</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• * Contact summary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Campus-specific arrangements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Research-based project advice to students</td>
<td></td>
</tr>
<tr>
<td>Previous Student Feedback</td>
<td>Obtained within the last calendar year from Student Experience of the Course (SEC) (any changes require approval).</td>
<td>HoS/D</td>
</tr>
<tr>
<td></td>
<td>• * Previous Student Feedback</td>
<td></td>
</tr>
<tr>
<td>1.3 Course Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• * Primary Convenor/Campus Convenor/Other Teaching Team Details</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Title, Full Name, Phone, Email, Building, Room, Consultation times</td>
<td></td>
</tr>
<tr>
<td>1.4 Course Timetable</td>
<td>Standard text</td>
<td></td>
</tr>
<tr>
<td>Additional Timetable Information</td>
<td>Standard text to be included with any additional information.</td>
<td></td>
</tr>
<tr>
<td>1.5 Lecture Capture</td>
<td>Standard text (any exemption to this requires approval)</td>
<td>Dean (L&amp;T)</td>
</tr>
<tr>
<td>1.6 Technical Specifications</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• * Computer specifications</td>
<td></td>
</tr>
</tbody>
</table>

2.0 Aims, Outcomes and Graduate Attributes

<table>
<thead>
<tr>
<th>✓, x, or -</th>
<th>✓, x, or -</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Course Aims</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Importance to learner</td>
</tr>
<tr>
<td></td>
<td>• Overall vision for student’s learning</td>
</tr>
<tr>
<td></td>
<td>• Contribution to program</td>
</tr>
<tr>
<td>2.2 Learning Outcomes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• * Measureable learning outcomes</td>
</tr>
<tr>
<td>2.3 Graduate Attributes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• * Indicate attributes taught</td>
</tr>
<tr>
<td>Professional Graduate Attributes</td>
<td>• Map professional graduate attributes to learning outcomes (accreditation)</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Additional School/Department Information on Graduate Attributes</td>
<td>• Information for all School/Department Course Profiles</td>
</tr>
<tr>
<td>Additional Course Information on Graduate Attributes</td>
<td>• Any other information not recorded above</td>
</tr>
</tbody>
</table>

### 3.0 Learning Resources

<table>
<thead>
<tr>
<th>3.1 Required Resources</th>
<th>Standard text (use of staff publications requires approval)</th>
<th>Check</th>
<th>Approve</th>
<th>HoS/D</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2 Recommended Resources</td>
<td>Standard text</td>
<td>Check</td>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>3.3 University</td>
<td>Standard text</td>
<td>Check</td>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>3.4 School/Group Learning Resources</td>
<td>• Academic Integrity Tutorial • School/Group based resources</td>
<td>Check</td>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>3.5 Other Learning Resources and Information</td>
<td>• Information on workshops or labs</td>
<td>Check</td>
<td>Approve</td>
<td></td>
</tr>
</tbody>
</table>

### 4.0 Teaching and Learning Activities

<table>
<thead>
<tr>
<th>4.1 Learning Activities</th>
<th>• * Structured summary of learning activities – Week Commencing, Activity, Learning Outcomes</th>
<th>Check</th>
<th>Approve</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2 Other Teaching and Learning Activities Information</td>
<td>• Teaching and learning methods, approaches/philosophies and learning modes</td>
<td>Check</td>
<td>Approve</td>
<td></td>
</tr>
</tbody>
</table>

### 5.0 Assessment Plan

<table>
<thead>
<tr>
<th>5.1 Course Assessment Plan</th>
<th>• * Summary of assessment items to include: number, type, weighting, due date, criteria, marking process (any changes require approval) • Mapped to learning outcomes • Task description • Method for submission and return • Total weightings 100% • Tier 1 assessment items (pre Week 8) • No major assessment (&gt;20%) after Week 11 (if there is an end of trimester exam) • 2-4 summative assessment items for 10CP • School based/Centrally based (must align with assessment type – test or quiz school based only) • Individual/Group • Self assessment activity or not • Resubmission/reattempt or not (must align with assessment type) • Standard exam duration (120 mins + 10 mins) for end of trimester exams</th>
<th>Check</th>
<th>Approve</th>
<th>Dean (L&amp;T)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.2 Assessment Details</td>
<td>Drawn from 5.1 – no content entry to 5.2</td>
<td>Check</td>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>5.3 Late Submission</td>
<td>Standard text (any variation requires approval)</td>
<td>Check</td>
<td>Approve</td>
<td>Dean (L&amp;T)</td>
</tr>
<tr>
<td>5.4 Other Assessment Information</td>
<td>• * Feedback on each Assessment Item • * Supplementary Assessment (Y/N) • * Resubmission of Assessment (Y/N) • Notification of Marks and Grades</td>
<td>Check</td>
<td>Approve</td>
<td></td>
</tr>
</tbody>
</table>