INSTRUCTIONS FOR:
CLASSES CANCELLED IN PEOPLESOFT
DUPLICATE PROFILES IN ECPS

SAOs/PSOs need to check this data for 2 reasons:

- If a course is being offered and the published profile is attached to the incorrect ProfileID students will not be able to access their profiles.
- Any cancelled classes and duplicate courses will skew the data reporting on profiles to be published by each academic organisation.

A. CLASSES CANCELLED IN PEOPLESOFT

The Cancelled Classes Report (Public query: GU_CP_CANCELLED_STATUS) provides a list of courses for which classes have been cancelled in PeopleSoft and that have Course Profiles in the ECPS:

- Column B (yellow) - the relevant profileID – this is the number appearing at the end of the URL for a specific Course Profile in the ECPS
- Column J (pink) – this iteration’s Profile Status in ECPS
- Column L (orange) indicates the class has been cancelled in PeopleSoft
- Some courses (blue) will appear in this Report and in the Duplicate Courses Report

Action required:

1. If the class has been correctly cancelled and the profile status is anything other than RETIRED please take action to RETIRE it. Refer to instructions in steps 8 a. and b. below.

2. If the class should not have been cancelled you will need to create a new class in PS. This will create a new class number and you will need to take action as per steps 5. – 8. below.

Note, some of the courses listed in the Cancelled Classes Report will also be listed in the Duplicate Courses Report. Follow instructions for Duplicate Courses below in such instances.

B. DUPLICATE PROFILES IN ECPS

THIS OCCURS WHERE THERE IS A DUPLICATE COURSE IN THE ECPS WITH EXACTLY THE SAME LEARNING MODE AND LOCATION.

The Duplicate Courses Report (Public query: GU_CP_DUPLICATE_PROFILES) provides a list of courses X 2, for which classes have been cancelled in PeopleSoft and that have Course Profiles in the ECPS:

- Column B (yellow) - the relevant profileID – this is the number appearing at the end of the URL for a specific Course Profile in the ECPS
- Column J – this iteration’s Profile Status in ECPS
- Column M (orange) indicates the class has been cancelled in PeopleSoft

Action required:

1. Search in the ECPS for the courses listed in the Duplicate Courses Report. Note one of the classes is likely to have a cancelled status (X) and one is likely to be active (A).

2. Some of the duplicate courses may already have a status of RETIRED. If this is correct no further action required.

3. For those course codes where neither profile is RETIRED, check which is the offering to remain in the ECPS and which is to be RETIRED by selecting ‘Edit/View’ against each iteration and looking at the URL at the very top of the page – you will see each profile has a distinct ID with the last 5 digits.

4. If neither offering is to be offered ensure both iterations of the Profile are RETIRED.

5. As shown in the example below 2302HSL (sem 2 2012) has 4 offerings, 2 at the Nathan campus both offered on Campus, and 2 at Gold Coast, both on Campus. 1 of each of these needs to be retired.

Last updated: Feb 2014
6. Select 'Edit/View' for each and looked at the URL at the top of the profile. One of them will have the same profileID in the URL which is listed in column B of the Report (see screenshots on next page).

7. This iteration of the course profile needs to be RETIRED.

8. Select Edit/View for this Profile and go to **Status and Settings** on the left navigation bar.
   a. Change the Status to RETIRED.
   b. Then go into the **Administrator Board** (under Noticeboards on the left Navigation of the ECPS) and place a notice explaining why you’ve RETIRED this iteration of the course profile; eg “Duplicate course created in PeopleSoft; this class has been cancelled and therefore the profile has been Retired.”.

9. Note the other offering of this course will have a different profile ID in the URL; the class established in PeopleSoft will still be active in PeopleSoft.

10. If the Profile against the cancelled Profile ID has been worked on this iteration can be cloned into the correct Profile.

If you have any problems, please contact:

Erika Rak, ext 54392 or email e.rak@griffith.edu.au
OR
Sharon Clifford, ext 55372 or email s.clifford@griffith.edu.au

Last updated: Feb 2014