COURSE PROFILE SYSTEM
QUICK GUIDE FOR:

SCHOOL ADMINISTRATIVE OFFICER / PROGRAM SERVICE OFFICER

This Quick Guide summarises information contained in the Course Profile Workbook for School Administrative Officers/Program Service Officers 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
• HOS/HOD and Deans (L&T) – Profile Approvers.

Staff with SAO/PSO access can:
● View and edit any course profile in their unit until the profile is published.
● Staff details may be edited until total lockdown.
● Clone from the wizard.
● Publish profiles for public access.
● Withdraw published profiles in emergencies and reinstate them, ensuring any changes have been made in accordance with University policy (Seek advice from Academic Services if unsure).
● Add notices to the development board and the administrator board.
● Run access reports for the unit.

Access to the course profile system is available via the Griffith Portal:
1. Select the Griffith Portal link
2. Enter your Griffith staff number into the Username box
3. Enter your Password
4. Click the Login button
5. Select Learning and teaching >Course profiles

Automatic cloning
Each Trimester course profiles will be automatically cloned from the previous offering. The dates for ‘Week commencing’ in Learning Activities and the dates entered into date fields for assessment items will be updated.

If content is brought across from a different teaching period the Convenor will need to review and update all references to specific dates for the current teaching period.

Supplementary assessment responses and consensus moderation practice responses will not automatically clone across to the next offering.

Manual cloning
The Primary Course Convenor will work on one instance of a course and will provide all relevant details for each instance (e.g. different campuses, different modes) within the one profile and then submit for review (approval).

Approval of Profiles
The Review process for Profile Approvers has been simplified with the Approver only required to ‘Add a Review’, which will appear on the Development Board. When this step has been completed emails will be forwarded to the SAO/PSO and the Course Convenor.

Where the review type of ‘Dean Approval Required’ has been selected, an information copy of the email is also forwarded to the relevant Academic Service Consultant.

Deans (L&T) will not receive any automated emails from the system notifying them that there are profiles awaiting review and approval, and will need to be advised their consideration and approval is required.
To manage approval and publication of Profiles, including advice to Deans, you may wish to consider one of the following options:

(a) A search at the front end of the System can be undertaken for all profiles for the relevant teaching period offered by the School/Dept. This can be downloaded to Excel and will show the status of the profiles, i.e., Draft, Submitted, Published, Retired.

(b) Add to the above search criteria those courses with a Latest Notice status of ‘Dean Approval Required’; the search results can then be downloaded into Excel and provided to the Dean.

(c) Search for all courses in the relevant teaching period then select the report link for Dev board. This report will provide you with a listing of profiles with all the Development Board entries against each course. This information can also be downloaded to Excel and filtered for specific purposes, such as providing the information relevant to Dean approval.

**Steps for changing profiles to Published:**

Once content is correct and relevant approval/s have been obtained, the profile is ready to publish.

1. Choose ‘Status and Settings’ from the left navigation.
2. Consider the warnings identified for the profile.
3. Choose Published from the drop-down list.
4. Choose Set (at the bottom of the page).
5. Once the course profile is approved and published, the School Administrative Officer/Program Service Officer will clone the profile into all other instances of that course.

**Steps to manually clone a profile (completed by SAO/PSO)**

*Note: One version of the Course Profile is to be approved and published BEFORE cloning for the other instances of the course. The profile which is opened first – the TARGET – will be overwritten with the new cloned information from the SOURCE.*

1. Open the TARGET profile
2. Choose Clone from Wizard
3. Search for and select your SOURCE profile
4. Select the required fields to copy
5. Check that you want data from the SOURCE profile copied into the TARGET profile. Once you proceed this cannot be undone! Once sure click Proceed.
6. Copy Previous Student Feedback from Target profile and paste into Source (see below)
7. Publish cloned profile/s

**Previous student feedback**

When a profile is manually cloned, all fields are copied EXCEPT Previous Student Feedback. Open the SOURCE profile, copy Previous Student Feedback and paste it into each profile which has been cloned. Every time this section is updated Head of School/Department approval is required.

**Other action and Useful tips**

- A Course Profile needs to be prepared and published for all courses/classes.
- Course Profiles for courses and/or classes that will not be offered need to have their status changed to ‘Retired’, via the Status and Settings page. Follow steps for Publishing except set status to Retired.
- Once a profile has been approved and then published, the profile is immediately locked down. The profile should be available to students the following day.
- If it is not visible to students the Course Profile may have been published against a cancelled class.
- In such cases refer to the Instructions for Cancelled Classes and Duplicate Profiles.

A range of resources are available to all staff involved in the preparation and publication of Course Profiles on the Griffith Portal > Learning and Teaching > Course Profile Resources.

**For further information and/or assistance for Course Profiles:**

- Technical difficulties >> EIS-Assist (extension 55544)
- Non-technical difficulties >> System Administrator (ecps@griffith.edu.au)