Griffith
UNIVERSITY

COURSE PROFILE SYSTEM QUICK GUIDE FOR

COURSE CONVENORS

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

Staff with **Course Convenor access** can:

- ❖ Edit course profiles at the profile level until the profile is published; after publication only section 1.3 Course staff can be edited until the end of Week 4 of Trimester.
- ❖ Change profile status to 'Submitted'
- ❖ Communicate changes to their profile via the Status and Settings page by providing details to the profile approver/s around the type of changes that have been made to the profile since the last offering of the course and by indicating the level of change/s made to the profile ie whether the course is new, or where the changes made are minor or major or if there have been no changes including changes to Previous Student Feedback

To locate the Course profile system:
1. Log into the myGriffith Staff Portal
2. Select **Learning and teaching** > **Course profiles**

To find courses you convene (2 ways):

1 - via "I'm a Convenor"

1. Select "I'm a Convenor"
2. Scroll down to find the course/s you convene
3. Select Edit/View
4. To go back to the home screen at any time click 'News'.
5. To go back to see the link to 'I'm a Convenor' select 'Search'.
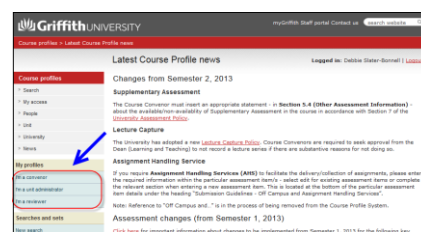
2 - via Course Search
1. Select Search
2. Enter course code
3. Click the Search button
4. Select Edit/View
5. To return to home, select News
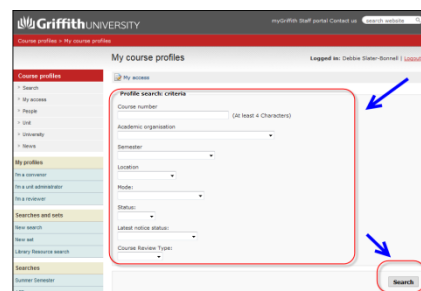
Course Profile Contents

Please refer to the relevant pages in the Course Profile Workbook for instructions. The Course Profile Template (in the Policy Library) also provides useful advice about what each section of the Profile is to contain.

1. Course information [Note: Previous student feedback (Section 1.2) must be updated annually] (pp12-18)
2. Aims & Outcomes (pp19-22)
3. Learning Resources (pp 24-26)
4. Learning Activities (pp 27-32)
5. Assessment (pp 33-40)
6. Policies & Guidelines (p 41)
7. Curriculum Initiatives Tracking (not viewable by students) (pp 42-48)

Learning Summary (p 49)

Submitting a profile via Status and Settings (not viewable by students) (pp 51-57)
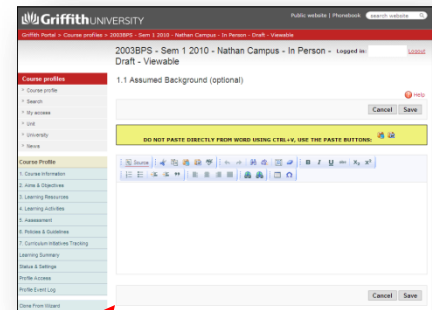
STEPS TO COMPLETING YOUR PROFILE:

A. EDIT your profile

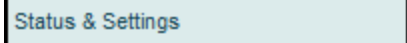**Work through the profile in order from section 1 to 7.**

Notes:

- The online editor is used throughout course profiles for fields that contain text. Note the instructions in the yellow box.
  Do not use 'Ctrl V' to paste text (this will cause hidden formatting text to appear in the Student View of the profile). Also note other useful icons; hover over each to see a description of that icon.
- Complete the profile in the order as listed. If you go ahead to later sections before you have completed earlier sections you will need to go back and may be double-handling.
- If you need to differentiate between different activities for different offerings of a course (refer to page 70 of the workbook) for instructions on adding Groups to Learning Activities.
- From Semester 2, 2016 you are no longer required to enter into the course profile system Required or Recommended Learning Resources (please read the instructional information in sections 3.1 and 3.2 of the course profile system
- Where an assessment item has multiple components for which separate marks are awarded and aggregated to a total mark, ensure the **Criteria and Marking** text box for that item contains this information
- You will need to select where each of the **new Griffith Graduate Attributes** is taught, practiced or assessed in your course – and map learning outcomes to professional graduate attributes where they exist
- You will need to complete **Supplementary Assessment** details – where responses have not been selected you will not be able to submit your profile
- You will also need to indicate whether there is a **resubmission** provision for each of your configured assessment items (excluding End of Trimester Centrally organized examinations)
- The details in section 7.5 Consensus Moderation Practices are not copied over from an earlier offering of the course profile, therefore you will need to provide responses to these questions before submitting your profile
- Submitting and communicating changes made to the course profile now takes place on the **Status and Settings** page

Course Profile Help

At any time and in any section of the Profile you can Select to access help information and tips for editing your profiles. 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.

B. SUBMIT your profile and communicate changes to the course profile approver/s

You need to indicate what, if anything, has changed in your profile by adding/completing the details on the **Status and Settings** page.This informs the HOS, Dean (L&T) and School Admin staff what action is required to approve and publish the profile; it also provides an archive about how the course has changed over time.

1. Choose `Status & Settings` 'Status and Settings' from the left navigation.
2. Consider the warnings identified for the profile and make changes as necessary.
   NB Warnings in **bold** are mandatory and identify items which must be completed.
3. Follow the instructions to identify 'Change section(s)' – NB: the system will automatically select **'major change made'** radio button if you select one of Aims and Outcomes | Assessment | Content | Lecture Capture.
4. **Learning Resources** – Only select the Learning Resources check box if you are proposing to use required resources which have been authored, co-authored, edited, published or developed by a staff member
5. **Closing the Loop** - if changes were made to the profile in response to any University review process select the check box provided (also include further details in the text box provided)
6. Follow the instructions to identify the 'change type' See page 6 of this guide for definitions of 'minor' and 'major' changes.
7. Provide details on **all** of the changes made in the text box provided.
8. Select the required checkboxes for staff who are to receive an email regarding this notice; for example a Program Director may be required to 'preview' your profile.
9. Choose `Set` to change the status from 'draft' to 'submitted'

Note:

- The **HOS/HOD** and **SAO/PSO** will receive emails when the profile status is changed to SUBMITTED.
- There is no longer a need to add a notice via the Development Board – the details completed on Status and Settings will be included in the abovementioned email.

The HOS/HOD/Dean (approvers) may require further work on the Profile before it is finalised.

Once a profile has been approved by HOS/HOD/Dean and published, it is immediately locked down; the Course Convenor can no longer edit the profile, except section 1.3 Course Staff. This section can be edited to change staff information until the end of week 4. Once published the profile will normally be available to students the following day.

Minor or Major Change?

Minor

Examples include:
- updating submission dates for assignments
- updating texts and reference materials
- adjusting the sequence of the course content.

Major

Examples include changes to:
- course content
- teaching methods
- assessment weightings
- assessment strategy and/or resource requirements.

Notes:

- The decision on whether the course change is sufficiently major (other than those referred to above) to warrant approval by the Dean is at the discretion of the Head of School/Department, and in conjunction with the Program Director in the case where the course is a core component of programs.
- Any changes to requirements for laboratory/studio activities and/or technical staff support require agreement from the Technical Services staff where relevant.
- Convenors are required to complete Section 1.2 (*Previous Student Feedback*) annually. **The Head of School/Department is required to approve this content each time**.

Trouble Shooting

PROBLEM	SOLUTION	CONTACT
Cannot see link to ***Course Profiles*** from the Portal (Please note you cannot edit the Profile via *Learning@Griffith*)	Check you're looking in the right place: Log in to the Griffith Portal then go to: Learning and Teaching > Course Administration > Course Profiles. This will take you to the System itself. If you cannot see the link to *Course Profiles* there may be a problem with your 'job data', especially if you're a new employee.	Call EIS Assist, ext 55544
Cannot access the profile to edit it. 1. When you're in the System your course is not listed under *"I'm a convenor"* on left navigation. 2. The Course is listed but you cannot see the link to '*Edit/View*'	1. Check that the SAO/PSO has entered your details into PeopleSoft Course Catalogue. 2. The publication deadline may have passed and you have been locked out. *or* The course has previously been published and you want to make changes but don't have edit access.	Contact your SAO/PSO in the first instance. If the publication deadline has passed s/he will need to request an extension to enable you to finalise your profile. If the profile has been published but needs to be changed your SAO/PSO will need to contact the System Administrator for policy advice.
You need advice about editing your profile:	Log in to the Griffith Portal the go to: Learning and Teaching > Course Administration > Course Profile Resources. There's a range of information at this site. Please refer to the Quick Guide for Course Convenors.	If you need further advice contact the System Administrator (details below).

Further information and/or assistance for Course Profiles:

❖ Difficulties with entering/editing your profile >> System Administrator (email: ecps@griffith.edu.au). Responses to emails will normally be provided within 24 hours. If your query is urgent please call ext 54392 or 57096.

❖ Technical difficulties with Portal Access (ie cannot get into the System) >> EIS-Assist (extension 55544).

Useful information:
On the Policy Library search for the following, or use links if viewing an electronic document:
Course Profile Requirements
Course Review and Approval Processes
Course Profile Template