Course Outline Editor Quick Reference Guide

Introduction

This document provides a quick guide to the key features and functionalities of the Course Outline Editor. This is a supplementary document. Please refer to the Course Outline Editor Manual for more detailed information (https://www.victoria.ac.nz/staff/your-university/projects/ssip/training/)

There are two levels of information:
- Information required by 1 October (identified in the Course Outline Editor by '*')
- Information required before the trimester starts (identified in the Course Outline Editor by blue '*')

IMPORTANT NOTE: Academic Office provides policy and guidelines for the requirements and process for course outline information. Please refer to the Academic Approvals Handbook (in particular, if you are making changes to a published Course Outline please see section 3: Implementation of Assessment) and also the Assessment Handbook. Both policy documents are available at http://www.victoria.ac.nz/about/governance/strategy/policies

Requirements

The Course Outline Editor needs to be used in either Internet Explorer 11 or Firefox. If you don't have these browsers and versions on your computer, please contact ITS service desk.

Contents

	SEARCHING FOR A COURSE OUTLINE
1.	The **Course Outline Editor** is accessed from the main menu in **Student Records**
2.	First **Select Academic Year** to choose the appropriate year for the course outline you want to update, then click **Submit** You will be returned to the main menu in Student Records where you can begin your search for courses in the chosen academic year
3.	Select **Course Outline Editor** and use the drop down menus to select search criteria to find courses. Click **Search**
4.	Click on the **Course** code to open the desired course

	USING THE EDITOR - COURSE PAGE
1.	The **Course Editor** for a selected course will be displayed with information that has been imported from Banner and, where available, from previous courses (not CRNs) The course screen is split into 5 sections: • **General Information, Course Details** and **Course Learning Objectives** - holds information related to the course as a whole • **Status** – holds the **Submit** and **Reset** buttons as well as the status of the course, who last updated it and when • **CRNs** – the offerings that are listed in Banner for this course (offered and not offered)

2.	Review the General Information but note this information **cannot** be edited within Course Outline Editor. To make changes to these fields, Please contact the Course Administration team at course-administration@vuw.ac.nz or your Faculty Academic Programme Manager.
3.	Scroll down to the **CRNs** section to find all associated offerings. Review the following fields: • **CRN** – the CRN number for that offering • **Trimester/Part of Term** – when the offering is run • **Campus** –location of the offering • **Offered** – Yes/No, whether the offering is available for students to take
4.	**Course Details** and **Course Learning Objectives** can be edited in two different ways: • Enter manually • Copy from other course Where information exists, Course Details fields will automatically populate from the previous Academic Year
5.	To add information to the **Course Details** section, click **Edit** ! *Please ensure you 1) accept all tracked changes, before saving, and 2) use the paste function keys to paste copied information into the Editor. For information on using the Edit Toolbar, go to Appendix B* Where required, update the following fields: • **Course Content** – If more information than what is covered in the Prescription is required, enter it here • **Required Academic Background** - Any previous experience which would be useful knowledge i.e. basic statistics, which is recommended before enrolling into a course • **Relevant Professional Accreditation** - Any association with a professional body which may be required or obtained on completion of the course • **Penalties** – State any penalties to be incurred for late submission of work or for exceeding word limits. If there are other penalties, list them here • **Student Feedback** – Provide a brief statement summarising the feedback from the most recently surveyed cohort of students and an outline of any relevant changes that have been made to this course as a result of that feedback and/or an explanation of why suggestions from students have not been followed • **Communication of Additional Information** – Explain how additional information on changes will be conveyed to students, for example via class noticeboards, Blackboard, email etc. Click **Save** to apply the changes then **Close** to return to the **Course Editor** page to review changes

6.	To add information to the **Course Learning Objectives** section, click **Edit**
	Where required, update the following fields:
	• **Preamble** – select either that the student 'will be able to' or 'should be able to' complete these objectives
	• **Learning Objectives** –Review and amend as required. If blank, enter the first objective in to the first line. Repeat this for each of the objectives
	ⓘ If an objective line is left blank it will be removed when you click **Save**
7.	To change the order of the objectives, select the line you want to move and then click **Move Up** or **Move Down**
	You can also delete a line by selecting it and clicking **Delete** or add a new objective manually by clicking **New**
	Click **Save** to apply the changes then **Close** to return to the **Course Editor** page to review changes

8.	To progress the course related information/details, scroll to the **Status** section, select the desired **Approval Status** from the drop down list, and click **Submit**
	The **Updated By** and **Updated On** fields will updated with your name and the date
	! If you are the last person in the process before approval is given, select 'Submit for Faculty Approval' and click Submit
	! Remember there will be several statuses to reflect all the points of process depending on faculty/school requirements

Status						
Submit	Reset					
Approval Status	In-progress		**Updated By**	Angela Timbs	**Updated On**	23-MAR-2016 16:15:56
Publication Status	Not Published		**Locked Status**	Not Locked	**Effective Term**	201601

USING THE EDITOR - CRN PAGE

1.	The **CRN Editor** page will display in a new tab with general information entered automatically from Banner
	Review the following fields that have been filled with imported data: **Course Code; CRN; Status; Part of Term; Title; Term Code; Campus; Stream; Standard or Non-Standard Trimester Dates**
	! These fields **cannot** be edited within Course Outline Editor. *For updates, please contact the Course Administration team at course-administration@vuw.ac.nz or your Faculty Academic Programme Manager*
	The rest of the information on the CRN is split into sections (sometimes referred to as 'tables'). These can be filled in 3 different way:
	• Enter manually • Copy from a previous CRN of this course • Copy from a previous CRN (of any course)
	! **CRN Editor** always appears with no details (is blank) to start with
2.	To add information to the **CRN Details** section, click **Edit**

	Complete the following fields:
	• **Extensions**
	• **Submission and Return of Work**
	• **Non-Standard Dates: Teaching and Break Dates**
	• **Other Classes (non-Lecture)**
	• **Office Hours**
	• **External Teaching Staff**
	• **Workload**
	• **Teaching Format**
	• **Materials and Equipment and/or Additional Expenses**
	• **Practicum/placement/field trip/internship arrangements**
	Click **Save** to apply the changes then **Close** to return to the **CRN Editor** page to review changes
3.	To add information to the **Mandatory Course Requirements** section, click **Edit**
	Complete the following fields:
	• **Preamble** – select either that the student will need to complete these additional items as well as achieving 50% or more, or that 'there are no mandatory course requirements for this course'
	• **Requirements** – Enter or copy and paste the first requirement into the first line. Repeat this for each requirement in subsequent lines
	If you have a number of requirements you can change the order or delete them and add in a new requirement by selecting the line and clicking **Move Up** or **Move Down**, **Delete** or **New**
	Click **Save** to apply the changes then **Close** to return to the **CRN Editor** page to review changes
	A default message for Mandatory Course Requirements is automatically available in Course Finder: 'If you believe that exceptional circumstances may prevent you from meeting the mandatory course requirements, contact the Course Coordinator for advice as soon as possible'
4.	To add information to the **Assessment** section, click **Edit**
	Complete the following fields:
	• **Preamble**
	• **Marking Criteria**
	• **Group Work**
	• **Peer Assessment**
	• **Assessment Items**
	It is important that you enter the due/test date where possible (even if it is just the week it will be due) as this will help Student Support services capacity planning
	Can use 'TBA' for initial approval (i.e. pre 01 Oct) then update when doing the pre-course starting reviews and updates
	Prior to Enrolments opening (01 Oct), a generic overview of assessment intentions is sufficient i.e. Internal assessment 60%, Exam 40%. Pre course commencing more details should be provided i.e. Essay 20%, Weekly Quizzes 20%, Test One 10%, Test Two 10%, Exam 40%
	Do not use the symbol (%). This automatically populates.

|	you can change the order or delete them and add in a new requirement by selecting the line and clicking **Move Up** or **Move Down**, **Delete** or **New**
	Click **Save** to apply the changes then **Close** to return to the **CRN Editor** page to review changes
5.	To add information to the **Set Texts and Recommended Readings** section, click **Edit** Complete the following fields: • **Set Text Preamble** • **Recommended Reading Preamble** • **Texts** – Use the **Required** (Yes/No) field to indicate if it is a required text or a recommended reading. Maximum of 10 recommended readings can be listed • If you have a number of texts, you can delete them and add in a new text by selecting the line and clicking **Delete** or **New** click **Save** to apply the changes then **Close** to return to the **CRN Editor** page to review changes **!** If you do not select 'Yes' from the **Required** field (see below), a default message will appear on the Course Page in Course Finder: 'There are no required texts for this offering'.
6.	To add information to the **Teaching Plan** section, click **Edit** Complete the following fields: • **Preamble** – If some of this information is still yet to be finalised in the first or second week of the course then you need to include a note outlining clearly where they can find the information. • **Type** – select from the list the type of interaction you will have. I.e. lectures, tutorials, laboratories, assessments and any other classes • **Week** – required field. The week that the item will occur/is due. There can be more than one item each week • **Lecturer** – ensure you have assigned staff to the course in Banner as this list is populated from there • **Guest Teaching Staff** – any lecturer not maintained in Banner. These can be manually entered as required • **Date/Time** - go to Step 73 for more information on how to format **Dates** If you have a number of Teaching Plan items you can change the order or delete them and add in a new requirement by selecting the line and clicking **Move Up** or **Move Down**, **Delete** or **New** click **Save** to apply the changes then **Close** to return to the **CRN Editor** page to review changes
7.	To submit the CRN for approval, scroll to the **Status** section and click **Submit**

8.	.	Once you have completed adding and updating all the information for the CRN, selected the next **Status** and clicked **Submit** then scroll to the top of the page and click **Return to Course Editor**
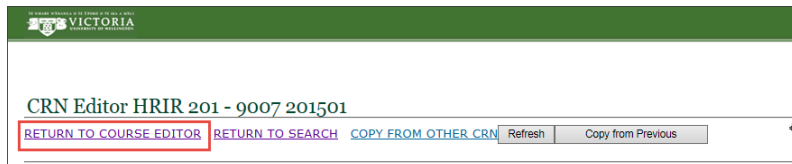
APPROVAL PROCESS

1.	A course or CRN that hasn't had any changes made to it will have nothing in the **Status** section

When you make a change to the course or CRN the following fields are updated:
- **Updated By** – is set to the name of the person who made the change
- **Updated On** – is set to the date and time the changes were made
- **Publication Status** – is set to a default
- **Locked Status** – is set to a default
- **Effective Term** – is set to a default

When you are ready to have the course or CRN reviewed for approval, change the **Approval Status** to *Submit for Faculty Approval* and click **Submit**

> **!** If you are the last person in the process before approval is given, select Submit for Faculty Approval and click Submit

> **!** Remember there will be several statuses to reflect all the points of process depending on faculty requirements.

2.	When the course or CRN has been quality checked and deemed ready for release, change the **Approval Status** to *Approved* and click **Submit**

As well as saving who and when the course has been approved or CRN, the **Publication Status** will change to **Published**

> **!** **Published** does not mean the information is immediately available on Course Finder. This can take up to 24 hours

COPYING FROM ANOTHER COURSE OUTLINE

1.	This function is used mainly in co-taught courses. From within the course, click **COPY INFO FROM OTHER COURSE**
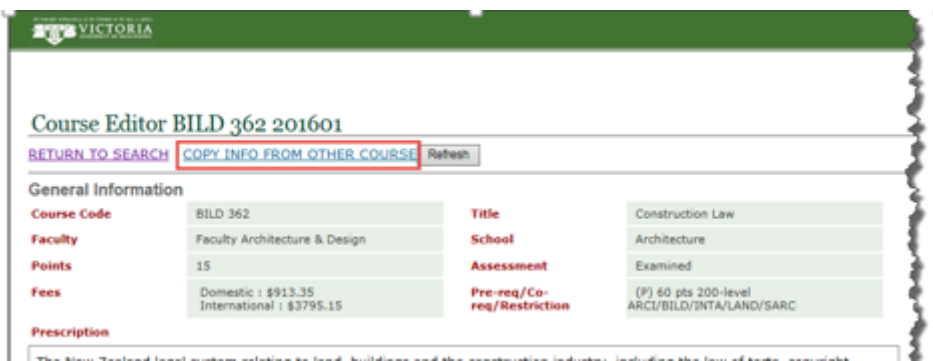
Enter the **Subject Code** and **Course Number** that you wish to copy <u>from</u> and click **Find**

Click the radio button for the course you want to copy and click **Copy**

A message will display advising that it will replace (rather than add to) the existing data
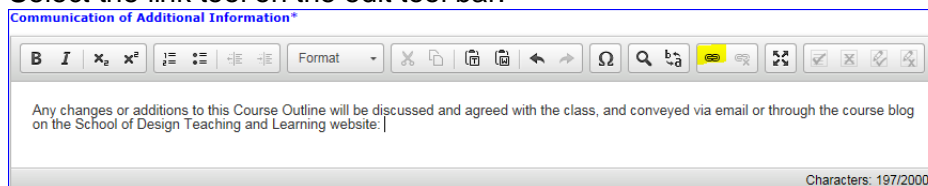Click **OK**

Clicking **OK** means there is no turning back without manually deleting or over-typing all the fields

Click **Refresh** to show the copied data

COPYING FROM A PREVIOUS CRN (OF THIS COURSE)

1.	From within the CRN, click **Copy From Previous**

A message will display advising that it will replace (rather than add to) the existing data
Click **OK**

Clicking **OK** means there is no turning back without manually deleting or over-typing all the fields

Click **Refresh** to show the copied data All fields will be populated with information from the most recent previous version of the CRN where information exists

COPYING FROM A PREVIOUS CRN (OF ANY COURSE)

1.	This function provides the ability to copy the information from another CRN. This is used mainly in co-taught CRNs From within the CRN, click **COPY FROM OTHER CRN**
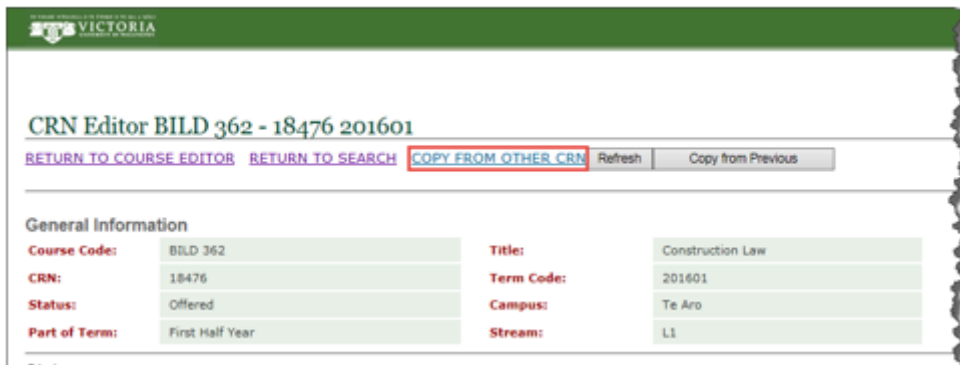
Enter the **Subject Code**, **Course Number** and **CRN** that you wish to copy <u>from</u> and click **Find**
Click the radio button for the CRN you want to copy and click **Copy**

A message will display advising that it will replace (rather than add to) the existing data
Click **OK**
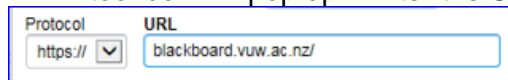
Click **Refresh** to show the copied data

FORMATING WITHIN TEXT FIELDS – Links, Dates and CLO's

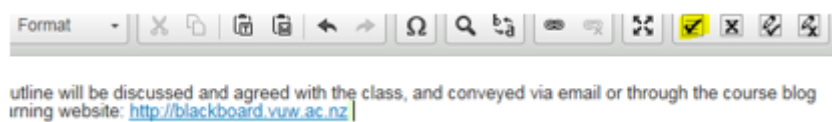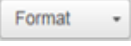| 1.	**When adding a URL/hyperlink:** Select the link tool on the edit tool bar. A link tool box will pop up. Enter the URL into the empty URL text box. Click 'OK'. The highlighted URL will be displayed in the field. Teaching and Learning website: http://blackboard.vuw.ac.nz Add a space after the URL to accept the tracked changes. utline will be discussed and agreed with the class, and conveyed via email or through the course blog irning website: http://blackboard.vuw.ac.nz
2.	**When formatting a single date:** 23-02-2016 or 23/02/2016 (DAY/MONTH/YEAR) 02-2016 or 02/2016 (MONTH/YEAR) 23-02-2015T14:20 or 23/02/2015T14:20 (DAY/MONTH/YEAR 2:20PM)
3.	**When formatting a date range:** Enter: 03/05/2016/12/05/2016 Meaning: 3-12 May 2016 (inclusive start and end date) or Enter: 03/05/2016, 06/05/2016/12/05/2016 Meaning: Excluding 4th and 5th May 2016

4.	**Working with CLOs:** Enter each separated by a comma and a space For example: "1, 4, 5, 6"

APPENDIX B - HOW TO USE THE EDITING TOOLBAR

When you click into a text box you will see an Edit pop up menu which allows you to format a word, paragraph or whole field. The following table outlines some of the less known icons:

Icon	What happens
x_2	Changes text to subscript
x^2	Changes text to superscript
Format ▾	Allows you to select from several pre-set heading/paragraph formats. This is automatically set to "Normal". If you wish to create a heading, select from the selection list
📋	Pastes as plain text (removes all formatting). ❗ This must be used instead of Ctrl + V or Right click>Paste. Not using the Paste buttons could cause technical mismatches and mixed text on Course Finder
📋	Pastes text from Word and keeps the formatting ❗ This must be used instead of Ctrl + V or Right click>Paste. Not using the Paste buttons could cause technical mismatches and mixed text on Course Finder
Ω	Inserts a symbol. This includes Māori and European characters
🔍	Opens function to find word(s) within the field
b↔a	Opens function to find and replace word(s) within the field
🔗 🔗	Link tool to ensure URLs are correctly formatted
⤢	Maximises the entry box. Click on the button again to reduce to the normal size entry box
❗ **When you make a change to wording within a text box it will show the changes you have made. These need to be accepted or rejected either by yourself or by a reviewer depending on the business rules of your Faculty/School. If you hold your mouse over the highlighted area it will show a note stating who made the change and when.**	
☑	Accepts <u>all</u> changes within the text field
☒	Rejects <u>all</u> changes within the text field

⬚	Accepts individual change The cursor needs to be in the highlighted section for this button to be available
⬚	Rejects individual change The cursor needs to be in the highlighted section for this button to be available

SUPPORT

For more details please refer to the full training manual at https://www.victoria.ac.nz/staff/your-university/projects/ssip/training

For further assistance, please contact a Super User in your area (email your School Manager for details)

For Technical Support, email its-servicedesk@vuw.ac.nz
For Feedback, please email course-outline@vuw.ac.nz