



Date: 12th June 2020

The Curriculum Management System (CMS) will be updated to v5.5.1 on the **15<sup>th</sup> June 2020**. All existing curriculum items will be migrated into the new release and will now include workflow, reporting and some new functions. This document is to provide guidance and support in responding to user FAQs and enquiries.

#### 1. Will my draft Class Summary still be available?

Yes. All curriculum will be migrated into the new CMS version. It will now have an associated workflow (specific states, notifications, and roles involved) as defined by your College.

#### 2. Where is the Design screen?

The Design screen has been renamed Courses, Programs and MMS and still provides access to create, view and amend curriculum (except Classes). Classes can only be accessed via the new Classes tile. They are no longer accessed through the course.

#### 3. Why can't I edit my Class Summary?

The introduction of workflow allows greater control over management of curriculum and when changes can be made to the curriculum during the lifecycle. For example, if you are the author of a class summary, you will only be allowed to edit it whilst it is in a state of Draft or Pending Feedback Resolution. Once it has been entered into the workflow i.e. changed state to Submitted for Review access will be restricted to view mode only.

#### 4. Where has the Change State button gone?

The Change State button has been replaced by the Workflow button. This button now provides a graphical view of workflow for the curriculum object, supports change state (based on your role) and allows you to view history and comments.

#### 5. Why am I receiving emails from CMS?

The introduction of workflow allows greater control over management of curriculum and when changes can be made to the curriculum during the lifecycle. At specific changes of state, key participants in the workflow will receive notifications that they are required to perform the next step (e.g Delegate Approver will be notified to APPROVE a Class summary) or that a state has been reached (e.g. Author that a Class Summary has been PUBLISHED).

#### 6. How do I know where my curriculum is up to in the workflow?

The Progress column in the dashboard provides a visual indicator of the number of steps completed so far in the workflow – if you hover over it – the number of steps remaining will be displayed. The Workflow button provides a graphical view of workflow for the curriculum object also indicating the current state (blue), previous states (grey), and future states (white).

#### 7. Where is the data validation and why am I not seeing it?

The new data validation is generally found on tables within the class summary template. Days and hours, and Uids will display red text below the field if invalid data is entered. If this isn't occurring, check at the bottom of the screen that the template has been updated to the latest version.

#### Need Help?

For other information and guidance, see  
<http://drss.anu.edu.au/asqo/>

**CMS:** [cms.anu.edu.au](http://cms.anu.edu.au)  
For further support, contact your relevant  
College/School Administrators.



## 01 General Questions

### 1. How do I log in to CMS?

Once a CMS account has been activated for you, go to <https://cms.anu.edu.au> access is via Single Sign-On using your University ID (e.g. u1234567) and HORUS Password.

### 2. What browser should I use?

The CMS supported browsers are the latest versions of Chrome, Firefox and Safari. Google Chrome was added as a supported browser with the latest release of CMS.

### 3. Can I access CMS from home?

Yes. You will need to log in to CMS using your Uni-ID and HORUS Password. Single Sign-On is available through centrally managed systems such as UDS, but off campus or if you are using a locally supported IT system, you will be required to logon each time.

### 4. Can I access CMS from my mobile device?

CMS is not currently supported on mobile platforms.

### 5. Why can I log in, but all the buttons are greyed out?

You need to have the correct role to be able to work on items. Check with your College or School administrator to confirm and/or update your role.

### 6. How do I check what role I have in the CMS?

Within CMS a user cannot determine the role they have been assigned. Access is also associated with a specific academic organisation. A user may have many roles within CMS. For example, you may be able to edit items within your School or College and only view items from another School or College. Check with your College or School administrator to confirm and/or update your role.

### 7. How do I update my template?

You can update the template by clicking the Update button at the bottom of the screen if available.

### 8. Will CMS automatically save my work?

CMS **will not** automatically save your work; you will need to click the Save button frequently.

### 9. What is a Curriculum Object?

A curriculum object is the general term for any item of curriculum e.g. Program/Plan, Major, Minor, Specialisation, Course or Class Summary.

### 10. How frequently will P&C be updated once I've published?

The P&C website is synced with data approximately every 4 hours. This only occurs after the curriculum object has been published from CMS to the Student Management System (SAS).

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## 02 Workflow

Workflows are assigned when you create new or amend existing curriculum and will be selected based on the type of curriculum, the academic organisation the curriculum is owned by and the action to be performed. Workflow controls who and when the curriculum can be modified; the states the curriculum needs to move through; and who will be notified at key state changes.

### 1. Where has the change state button gone?

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### 2. Why am I receiving emails from CMS?

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### 4. Who can change the states?

The introduction of workflow allows greater control over management of curriculum and who can change state of the curriculum during the lifecycle. For example, if you are the author of a class summary, you will only be allowed to change the state from DRAFT to SUBMITTED FOR REVIEW as that is typically the next state in the workflow. Other roles e.g. College Administrators may have other options e.g. DRAFT to WITHDRAWN

### 5. Why can't I edit my Course?

The introduction of workflow allows greater control over management of curriculum and when changes can be made to the curriculum during the lifecycle. For example, if you are the author of a course amendment, you will only be allowed to edit it whilst it is in a state of Draft or Pending Feedback Resolution. Once it has been entered into the workflow i.e. changed state to Submitted for Review access will be restricted to view mode only.

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6. How do I sort my CMS emails into a separate folder(s) in Outlook?

<b>Step 1. How to create folders in your Outlook for CMS activities</b>	<b>Step 2. Create the rules for CMS emails to automatically go to these new folders</b>
<ul style="list-style-type: none"> <li>• Using the desktop version of Outlook:               <ul style="list-style-type: none"> <li>○ From the Folder menu tab, Click on New Folder which is the first button on the grey toolbar screen below the blue menu bar.</li> <li>○ A “Create new Folder” box will pop up</li> <li>○ Name your folder - for example “CMS Emails” – and choose where you would like it to go – a sub folder under your inbox is most likely to be useful – so make sure “Inbox” is highlighted.</li> <li>○ Press OK</li> </ul> </li> <li>• From browser version of Outlook               <ul style="list-style-type: none"> <li>○ Right click on the parent folder where you would like the new subfolder to be created, select “create new subfolder”</li> <li>○ Enter a name for the folder</li> <li>○ Press ‘enter’</li> </ul> </li> </ul> <p>Repeat the above steps if you would like to separate out the different sorts of emails you will receive from CMS. You can create several CMS Folders – for example Collaboration review requests or by curriculum type.</p>	<ul style="list-style-type: none"> <li>• Using the desktop version of Outlook:               <ul style="list-style-type: none"> <li>○ From your inbox, click on an example of the email you would like to automatically go to the CMS folder.</li> <li>○ Then click on the “Rules” button within the Home menu bar. The easiest option is to click on the first option</li> <li>○ “Always move Messages from: Curriculum Management”</li> <li>○ This will open a new box “Rules and Alerts” which allows you to choose where you want emails from this email address to go to.</li> <li>○ Select the new CMS folder you have created in Step one – Click Ok</li> </ul> </li> </ul> <p>Repeat for any different types of email messages.</p> <p>Alternatively, you can Click on “Create rule” in Rules button menu.</p> <p>A new box “Create rule” will open with detailed options. Input the required text to the “Subject Contains” box and tick the “Move the item to folder” box and choose the folder you would like the email to be sent to from the new CMS folders you created in Step One.</p> <p>Click OK. You will now get a message “run this rule for items already in your inbox?” and click Ok if you would like to.</p>

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## 03 Classes

Enables staff to create, view and modify Class Summaries.

### 1. How do I create a Class Summary?

A Class summary can either be created using Copy Outline to reuse existing content or New Outline to open a blank class summary template.

### 2. Why can't I edit my Class Summary?

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### 3. Will my draft Class Summary still be available?

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### 4. Where is the Design screen?

The Design screen has been renamed Courses, Programs and MMS and still provides access to create, view and amend curriculum (except Classes). Classes can only be accessed via the new Classes tile.

### 5. Where has the Change State button gone?

The Change State button has been replaced by the Workflow button. This button now provides a graphical view of workflow for the curriculum object, supports change state (based on your role) and allows you to view history and comments.

### 6. Can I create a class summary copying content from a different course?

Yes. Select the Class that you would like to create a class summary for and select COPY OUTLINE button. Then chose the Different Course option and search and select the relevant course and class summary to use as the source for your new class summary.

### 7. How do I copy a class summary from one term to another?

Select the class number that you wish to add the class summary to, click "Copy Outline", choose your source class summary and click "Create".

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## 04 Courses, Programs & MMS

Enables staff to create, view, amend and disestablish programs, courses, majors, minors, and specialisations.

### 1. How do I create a Class Summary?

The new Class tile on the Home screen has replaced the Class button from the Design Dashboard. To create a Class Summary, go to the Classes Tile and search for your course.

### 2. Can links between curriculum objects be created in CMS when the object is still in draft?

Yes, CMS links can be made to curriculum objects in any state.

### 3. I want to change the title of my Major but it isn't an option on the amendment form?

Changing the name of a Major (minor or specialisation, also referred to as MMS) is not an amendment; it requires a disestablishment of the existing major and the creation of a new one.

### 4. What do I put for the owning organisation, my College or my School/Centre?

Typically, the owners are:

- Courses - School/Centre
- Majors, Minors, Specialisations - School/Centre
- Programs - College

Contact your College or School administrator for further information.

### 5. Why is the owning organisation and title requested twice in the forms?

The first (via the registration wizard, then the metadata) is used for access control, search and filtering. The second (inside the form) is published to SAS and is the owning organisation of the curriculum object. The organisation (in the metadata via the wizard) may be different to the form, for example the School may be listed in the metadata for a program for management and workflow, but the College is listed in the form to be published to SAS and displayed on P&C.

### 6. Why can't I edit my Course?

The introduction of workflow allows greater control over management of curriculum and when changes can be made to the curriculum during the lifecycle. For example, if you are the author of a course amendment, you will only be allowed to edit it whilst it is in a state of Draft or Pending Feedback Resolution. Once it has been entered into the workflow i.e. changed state to Submitted for Review access will be restricted to view mode only.

### 7. Why does some text appear in a field and disappear when I start typing?

This is hint text which displays before adding any new text to provide some guidance as to the content that should be entered in the field.

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#### 8. Who can change the states?

The introduction of workflow allows greater control over management of curriculum and who can change state of the curriculum during the lifecycle. For example, if you are the author of a class summary, you will only be allowed to change the state from DRAFT to SUBMITTED FOR REVIEW as that is typically the next state in the workflow. Other roles e.g. College Administrators may have other options e.g. DRAFT to WITHDRAWN

#### 9. When is the absolute latest I can submit this change?

Contact your College or School administrators for the schedule for curriculum changes.

#### 10. When should the states be changed?

These are defined by College business processes and managed through the workflow.

#### 11. The Academic Contact field displays my email address, can it be a school email address?

Yes, the academic contact must be named as an individual. However, the email can be altered to a school functional account. e.g. cap.student@anu.edu.au

#### 12. Can the content of one course be copied into another course?

You cannot do this automatically, however, you can create a new course from the template and cut and paste relevant content from any other source.

#### 13. How can I identify the template fields required in the creation stage of course development?

Appendix A of the Course reference guide provides a list of the required information for completing the Course template. The same applies to other templates, e.g. Program, MMS, and Class. The reference documents can be accessed through the ANU Programs and Courses SharePoint site.

#### 14. When running the Audit History Report, does it matter what state the curriculum item is?

No, you can compare any two versions and with any state e.g. draft, approved, published.

#### 15. When should I use modify?

Modify is selected to make changes to a draft version of the curriculum.

#### 16. When should I use amend?

Amend is selected to make changes to a published version of the curriculum. The state will then change to draft, and a new version number will be allocated.

#### 17. What is the difference between 'amend' and 'modify'?

Amending creates a new version of a curriculum object and opens it in draft to enable editing. You can think of modifying like "edit". After you create a new version of an object, modify lets you go back into your draft to continuing updating it.

#### 18. What will I get back when I tick 'Recently modified or reviewed by me?'

Any curriculum object that you have created, modified, or changed states in the last 30 days will result in the curriculum object being returned by the search.

#### Need Help?

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<http://drss.anu.edu.au/asq/>

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## 05 Mapping

Enables staff to create, view and modify curriculum mapping (e.g. assessment item to learning outcomes, course outcomes to program outcomes) and competency tables (internal and external).

### 1. When would I use the mapping feature?

The mapping feature is a very flexible component and can be used to meet external professional accreditation requirements or a review process.

### 2. Do I need to have a curriculum in draft to be able to make amendments as part of a collaboration review?

Yes, and you need to have permission to modify content to enable updates to be made via the Course, Programs & MMS screen or Class screen.

### 3. Can I map the Learning Outcomes (LOs) of courses to Program LOs, or is mapping only possible against external skills tables?

Mapping, along with Skills and Knowledge tables, is very flexible and can be used for any mapping purpose you choose. You can create a Skills and Knowledge table that is a list of Program LOs and then create a map to Course LOs and/or Indicative Assessments (IA's).

Alternatively, within a Curriculum object, there is a button in the toolbar (once you select a text box) that supports linking to LO's and/or IA's, as well as a whole curriculum object.

### 4. Are there any sample maps or examples for class summaries in CMS?

Currently there are no sample maps or examples; however, contact your College/School administrators for training materials.

## Need Help?

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## 06 Collaboration

Enables staff to review and comment on curriculum documents and maps.

### 1. Can I edit a comment in the Collaboration review?

No, you cannot edit a comment, but you can add further comments to clarify.

### 2. How do I enter comments for the first time in a collaboration review?

Beside the right-hand side of each field in the form is a bubble icon, click that icon and a comment window will appear. See CMS Collaboration Quick Reference Guide.

### 3. When would I use the collaboration feature?

One way to use the collaboration feature is to circulate curriculum objects in a draft state during the development phase, as evidence of the consultation process.

### 4. Is a collaboration review part of the curriculum review process?

Collaboration review is not mandatory but is provided to enable the capture of review comments and history for the curriculum item or map.

### 5. Who can see my comments in the collaboration component?

Only those members of the review group can see your comments.

### 6. Why didn't the URL links in the Collaboration email take me to the item in CMS?

If you have not logged into CMS, it will require you to authenticate first.

### 7. Who is the owner of a review?

The owner of the review is the person who initiated the review in CMS.

### 7. Can I add other people to a review?

The owner of the review is able to add or remove members.

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### 07 Publishing

Enables staff to publish and export approved curriculum design information to the Student Administration System (SAS), Programs and Courses (P&C) and the Electronic Records Management System (ERMS).

#### 1. What do the field icons mean?

= published on P&C	= means this is a mandatory field	= help text is available when you click on the icon
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#### 2. What is my College business process for course development and approval?

Contact your College or School administrators for the business processes for curriculum development and approval.

#### 3. How frequently will P&C be updated once I've published?

The P&C website is synced with data approximately every 4 hours. This only occurs after the curriculum object has been published from CMS to the Student Management System (SAS).

#### 4. There is an icon of the P everywhere on the course form, but I do not seem to be able to find a legend that describes it.

The icon refers to fields that will display on the Programs and Courses (P&C) website when published.

#### 5. Can I publish more than one item at a time?

Yes. CMS now supports batch publishing. You can select multiple items in the publish dashboard and CMS will enter them into a queue for publishing to the Student Administration System. CMS will send notifications (if selected by your College) of any that fail to publish.

#### 6. Why can I access the publish dashboard but the Publish button is greyed out?

Publishing in CMS is now restricted by curriculum object type. If you have selected a curriculum object that you do not have permission to publish then the Publish button will become inactive. By default, the "What I can publish" filter should be on which will show the items you have permission to publish.

Check with your College or School administrator to confirm and/or update your role.

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