

Course Approval Proposal System (CAPS) User Guide

Active Reviewers with Edit Rights during the review process – School/ Faculty Administrators, Higher Education (HE) / Vocational Education Training (VET)

About this guide

Active Reviewers with Edit Rights have the ability to:

- Approve proposals in the work flow and will have a tick next to their name in the workflow for a proposal in the status of 'In-Review'

Reviewer List

Reviewer	Response Required	Response
MORRISSEY, MS HANA	<input checked="" type="checkbox"/>	INREVIEW

- Edit a proposal once it is in the status of 'In-Review' without returning it to the proposer.

Workflow Step	Description	Any Reviewer Completes	Order	Workflow Instance Step Status
HE-NTW-EDC	SCHOOL OF EDUCATION	<input checked="" type="checkbox"/>	20	INREVIEW

Please note: Once the proposal is completed for that workflow step, the Active Reviewer with edit rights can no longer edit the proposal.

Workflow Steps (Current)

Workflow Step	Description	Any Reviewer Completes	Order	Workflow Instance Step Status
HE-NTY-PSC	SCHOOL OF PSYCHOLOGICAL AND CLINICAL SCIENCES	<input checked="" type="checkbox"/>	20	COMPLETED
HE-PEER-CV	PEER REVIEW	<input checked="" type="checkbox"/>	30	INREVIEW
HE-FACULTY	FACULTY LEARNING AND TEACHING COMMITTEE	<input checked="" type="checkbox"/>	50	PENDING
CDU-LTC-CI	UNIVERSITY LEARNING AND TEACHING COMMITTEE	<input checked="" type="checkbox"/>	80	PENDING

This user guide includes information for:

- [School / Faculty Administrators who need to edit the content of a proposal when 'In-Review'](#)
- [Accessing the workflow screen](#)
- [School / Faculty Administrators who need to edit the people who can complete a review / approval within a workflow](#)
- [Faculty Administrator who need to add a workflow step](#)

School/Faculty Administrators: Edit within an In-Review Proposal

In order to make edits to the proposal it must have the status of In-Review.

Proposal ID	3550
Description	BPHAR COURSE QA 2017
Status	IN-REVIEW

The proposal must be in the workflow step where the administrator is active.

For example:

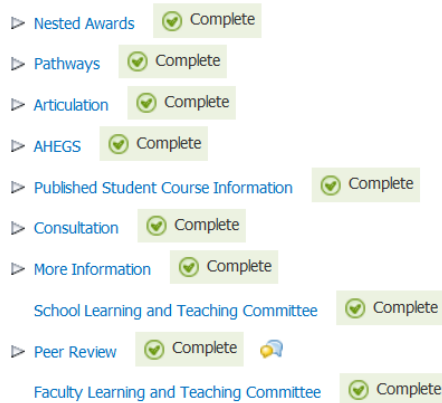
- School administrators can only make changes while the proposal is **In-Review** at the *School Learning and Teaching Committee* workflow step.
- Faculty administrators can only make changes when the proposal is in **In-Review** at the *Faculty Learning and Teaching Committee* workflow step.

Workflow Step	Description	Any Reviewer Completes	Order	Workflow Instance Step Status
HE-NTW-EDC	SCHOOL OF EDUCATION	✓	20	INREVIEW

To edit an **In-Review** proposal the easiest way to navigate through the various sections is from the **Review Content** screen.

To access this screen:

1. Click on the Proposal ID of the course you wish to review and it will take you to **Review Content** screen. This brings up all sections of the proposal together to allow you to move between them.
2. Click the hyperlink for the section you wish to edit to see it in full.



3. The page will open up, enabling editing to occur.

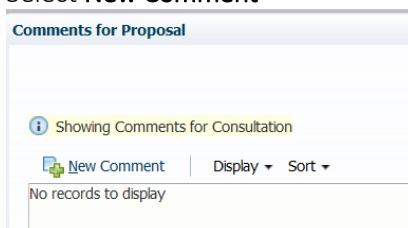
Please note: Information that has been pre-populated from the R&P is unable to be edited. Contact ART immediately if any changes are required to pre-populated pages at arteam@cdu.edu.au .

4. Once editing is completed, click on **Save**.

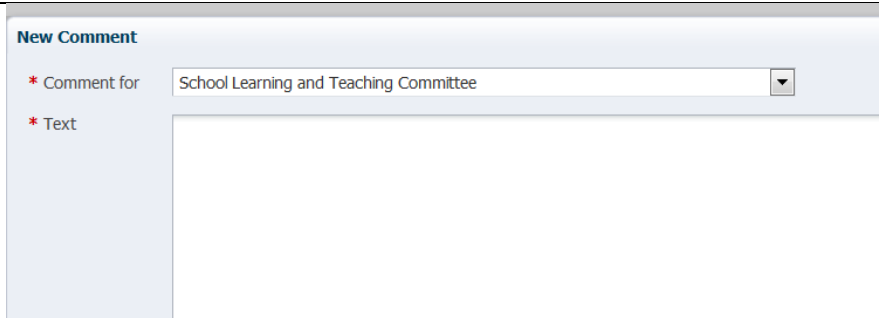
5. Make a note of all changes made by clicking on the **comments** icon at the top of the page.



6. Select **New Comment**



7. Select the School or Faculty Learning and Teaching Committee from the drop down.



8. Once comments are completed click on **Add** at the bottom of the screen.
9. **Close** the comments screen.

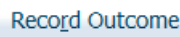
The proposal can then be completed by the **Active Reviewer** or **School/Faculty Administrator** who has been delegated permission to complete the proposal by the Active Reviewer.

Please note: Once the proposal is completed by the School/Faculty, the School/Faculty administrator can no longer edit the proposal.

Accessing the workflow screen – to edit reviewers and workflows





In order to make changes to reviewers and/or workflows you need to be on the workflow steps screen.

1. Open CAPs and either search for the proposal you wish to edit or click on the proposal ID number from your homepage.



2. From the **Review Content** page click on  at the bottom of the screen.

Workflow Steps (Current)

 Add
  Edit
  Remove
  Advanced Search

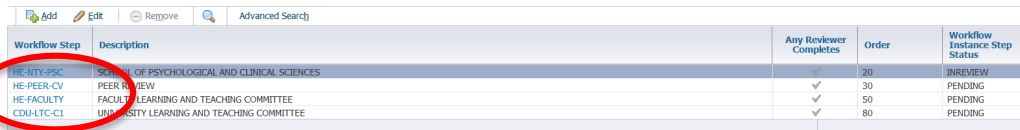
Workflow Step	Description	Any Reviewer Completes	Order	Workflow Instance Step Status
VET-T-HORT	VET HORTICULTURE TEAM	No	20	INREVIEW
VET-S-PRIM	VET PRIMARY INDUSTRIES SCHOOL	No	30	PENDING
VET-DIR-PR	DIRECTOR OF VET PROGRAMS	No	40	PENDING
VET-ETD	VET EDUCATION AND TRAINING DEVELOPERS	✓	50	PENDING
VET-VLG	VET EXECUTIVE GROUP	No	70	PENDING
ART-VET-AP	ACCREDITATION AND REGISTRATION TEAM	✓	80	PENDING
VET-VCAG	VICE CHANCELLORS ADVISORY GROUP	✓	90	PENDING

School/Faculty Administrators: Reviewer Edits

The School/Faculty Administrator can edit the reviewers from within a workflow step. This includes changing a reviewer to **Active** (enabling them to approve a proposal), changing a reviewer to **Passive** (removing their permission to approve a proposal), adding reviewers, and completing the workflow step.

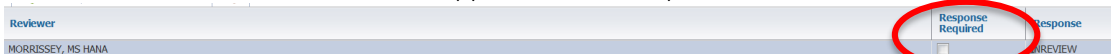
To change reviewer to active/passive:

1. Click on the School/Faculty workflow step.



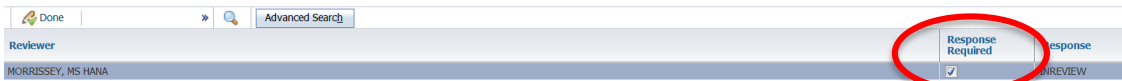
Workflow Step	Description	Any Reviewer Completes	Order	Workflow Instance Step Status
HE-NTY-PSC	SCHOOL OF PSYCHOLOGICAL AND CLINICAL SCIENCES	✓	20	INREVIEW
HE-PEER-CV	PEER REVIEW	✓	30	PENDING
HE-FACULTY	FACULTY LEARNING AND TEACHING COMMITTEE	✓	50	PENDING
CDU-LTC-C1	UNIVERSITY LEARNING AND TEACHING COMMITTEE	✓	80	PENDING

2. Click on the name of the person to become the active/passive reviewer. (If they are already an active reviewer they will have a 'tick' in the 'Response Required' column).
3. Click on **Edit** and a check box should appear next to the person's name.



Reviewer	Response Required	Response
MORRISSEY, MS HANA	<input type="checkbox"/>	INREVIEW

4. To make the reviewer 'Active' click in the box and a tick should appear. If you want to remove the user's permission to approve the proposal, then you select the required user with a 'tick' in the box and then 'uncheck' the box.

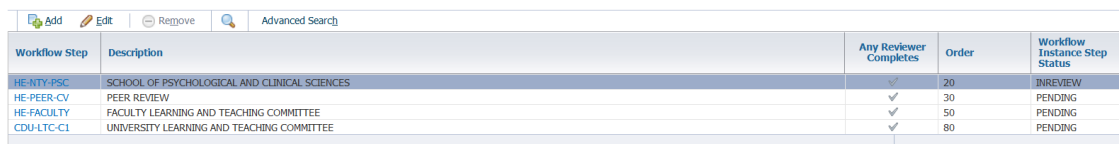


Reviewer	Response Required	Response
MORRISSEY, MS HANA	<input checked="" type="checkbox"/>	INREVIEW

5. Click on **Done**.

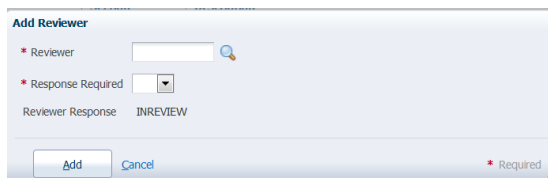
Adding a reviewer:

1. To add a reviewer, click on the School workflow step.

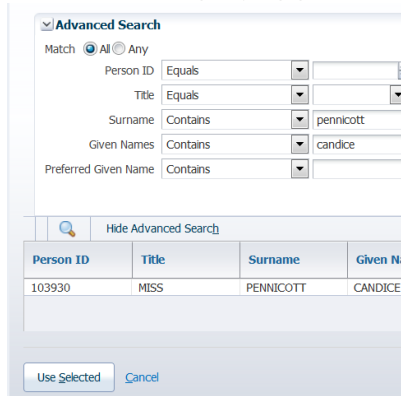


Workflow Step	Description	Any Reviewer Completes	Order	Workflow Instance Step Status
HE-NTY-PSC	SCHOOL OF PSYCHOLOGICAL AND CLINICAL SCIENCES	✓	20	INREVIEW
HE-PEER-CV	PEER REVIEW	✓	30	PENDING
HE-FACULTY	FACULTY LEARNING AND TEACHING COMMITTEE	✓	50	PENDING
CDU-LTC-C1	UNIVERSITY LEARNING AND TEACHING COMMITTEE	✓	80	PENDING

2. Click on **Add** and the following window appears

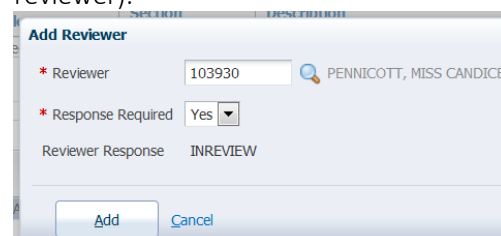


3. Click on the magnifying glass and search for the person to be added.



Person ID	Title	Surname	Given Name
103930	MISS	PENNICOTT	CANDICE

4. Click on the person that is to become an active reviewer.
5. Click on **Use Selected** (if there is a long list of possible matches, scroll to the very bottom to see this button)
6. If the added person is to be an **Active Reviewer** (i.e. they will be required to make a response to the proposal) select **'Yes'** in the **Response Required** item (otherwise, select No if they're to be a passive reviewer).



7. Click **Add**.
8. In this instance, the person is now an active reviewer in the workflow and can access the proposal to add their response.



The screenshot shows a web interface for managing reviewers. At the top, there are buttons for 'Add', 'Edit', 'Remove', and 'Advanced Search'. Below this is a table with the following structure:

Reviewer	Response Required	Response
PERINICOTT, MISS CANDICE BANCA MEAGHAN		INREVIEW
MORRISSEY, MS HANA	✓	INREVIEW

9. Click **Save and Close** to save your data

Please note: If the reviewers and their roles in a workflow step change on a permanent, or long term, basis please contact ART at arteam@cdu.edu.au so that the lists can be updated.

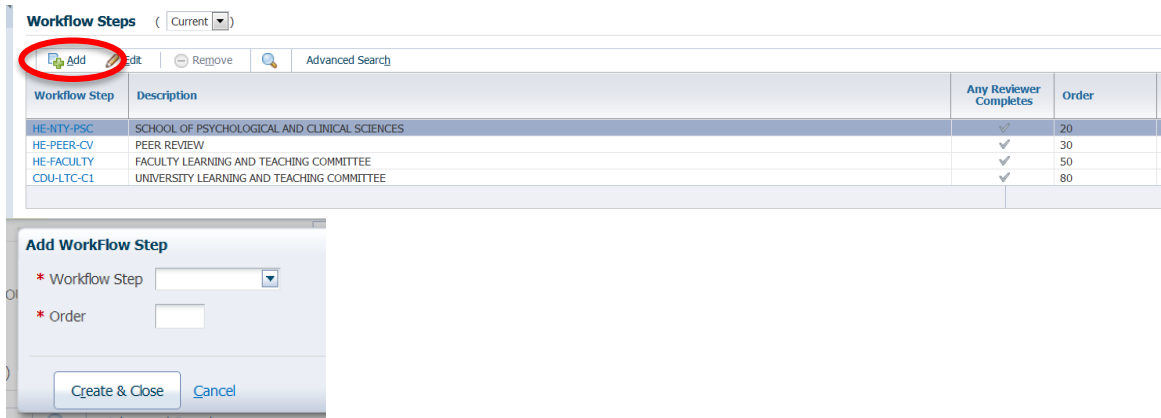
Faculty Administrators: Adding a workflow step

Faculty administrators may be required to add an additional workflow step if a proposal requires significant changes to be undertaken by the school. In effect this returns the proposal back to an earlier stage of the workflow to allow the changes to be made without it going back to the proposer and losing the comments already added.

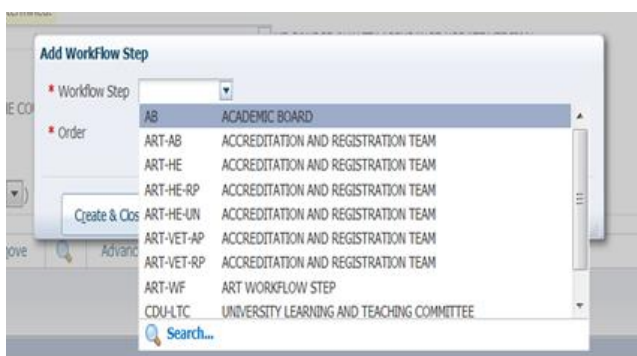
Please note: You should use this process if changes are required, rather than an Active Reviewer 'Returning' a proposal **as by returning a proposal all comments are lost.**

To do this you need to be on the **Workflow Steps** screen of the proposal you wish to add a step to.

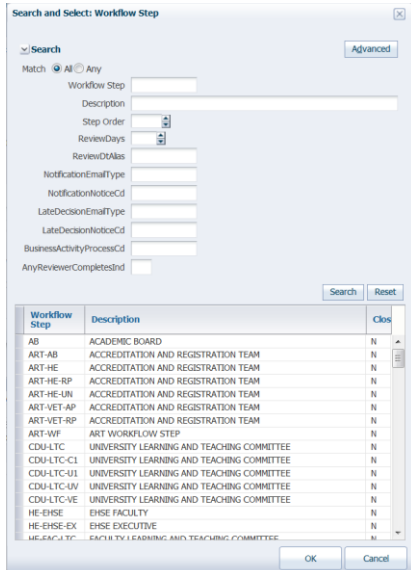
1. Select **Add**.



2. Click on the workflow step dropdown and select **Search**.



3. Scroll down or search for the Workflow Step displaying in the current workflow.

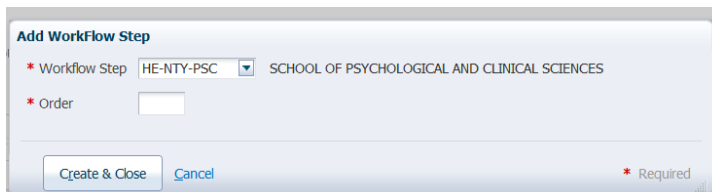


Workflow Step	Description	Close
AB	ACADEMIC BOARD	N
ART-AB	ACCREDITATION AND REGISTRATION TEAM	N
ART-HE	ACCREDITATION AND REGISTRATION TEAM	N
ART-HE-RP	ACCREDITATION AND REGISTRATION TEAM	N
ART-HE-UN	ACCREDITATION AND REGISTRATION TEAM	N
ART-VET-AP	ACCREDITATION AND REGISTRATION TEAM	N
ART-VET-RP	ACCREDITATION AND REGISTRATION TEAM	N
ART-WF	ART WORKFLOW STEP	N
CDU-LTC	UNIVERSITY LEARNING AND TEACHING COMMITTEE	N
CDU-LTC-C1	UNIVERSITY LEARNING AND TEACHING COMMITTEE	N
CDU-LTC-U1	UNIVERSITY LEARNING AND TEACHING COMMITTEE	N
CDU-LTC-UM	UNIVERSITY LEARNING AND TEACHING COMMITTEE	N
CDU-LTC-VE	UNIVERSITY LEARNING AND TEACHING COMMITTEE	N
HE-EHSE	EHSE FACULTY	N
HE-EHSE-EX	EHSE EXECUTIVE	N
ULC-NTY	FACULTY LEARNING AND TEACHING COMMITTEE	N

4. In the example below, the Faculty would search for NE-NTY-PSC to add another School Workflow.

Workflow Step	Description	Any Reviewer Completes	Order
HE-NTY-PSC	SCHOOL OF PSYCHOLOGICAL AND CLINICAL SCIENCES	✓	20
HE-PEER-CV	PEER REVIEW	✓	30
HE-FACULTY	FACULTY LEARNING AND TEACHING COMMITTEE	✓	50
CDU-LTC-C1	UNIVERSITY LEARNING AND TEACHING COMMITTEE	✓	80

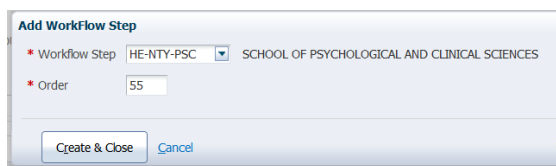
5. Select the workflow step and click on **OK**.
6. The correct school workflow should now display.



Please Note: If you select the wrong workflow it won't be returned to the school.

7. The order of the workflow is determined by where the School Learning and Teaching Committee (LTC) should be added.
8. In the example above, the School LTC is to be added after the Faculty and before the University LTC (ULTC).

9. Therefore, the order can be any number between 51 – 59 as these numbers are before 80, which is the order of the ULTC. Do not use any number ending in zero i.e. 30, 40, 50, 60, 70, 80 or 90 as they have already been allocated. (The number must be greater than the current workflow step



10. Click **Create & Close** and the workflow will now be added.

Workflow Step	Description	Any Reviewer Completes	Order
HE-NTY-PSC	SCHOOL OF PSYCHOLOGICAL AND CLINICAL SCIENCES	✓	55
HE-NTY-PSC	SCHOOL OF PSYCHOLOGICAL AND CLINICAL SCIENCES	✓	20
HE-PEER-CV	PEER REVIEW	✓	30
HE-FACULTY	FACULTY LEARNING AND TEACHING COMMITTEE	✓	50
CDU-LTC-C1	UNIVERSITY LEARNING AND TEACHING COMMITTEE	✓	80

11. The added workflow will always appear at the top of the workflow steps, regardless of the order.
12. You now need to add another Faculty workflow step to review the changes made by the School after recommendation by the faculty committee, prior to it being signed off/completed to go to ULTC. If previous step was 31, this one is 32.
13. To numerically reorder the workflow, click on **Save & Close**, then open **Record Outcome**. If you do not click Save & Close the added workflow steps will be lost.

Please note: The order in which the workflow displays does not affect the workflow. The numbering determines the workflow steps sequence.

Workflow Step	Description	Any Reviewer Completes	Order
HE-NTY-PSC	SCHOOL OF PSYCHOLOGICAL AND CLINICAL SCIENCES	✓	20
HE-PEER-CV	PEER REVIEW	✓	30
HE-FACULTY	FACULTY LEARNING AND TEACHING COMMITTEE	✓	50
HE-NTY-PSC	SCHOOL OF PSYCHOLOGICAL AND CLINICAL SCIENCES	✓	55
CDU-LTC-C1	UNIVERSITY LEARNING AND TEACHING COMMITTEE	✓	80

Please note: Once the workflows have been added, you may need to populate / amend the workflows with the reviewers, depending on the step added. Refer to above sections on adding reviewers.

If the reviewers and their roles in a workflow step change on a permanent, or long term, basis please contact ART at arteam@cdu.edu.au so that the lists can be updated.