

# Course Approval Proposal System (CAPS) User Guide

## Creating a Quality Assurance (QA) Proposal – Higher Education (HE)

### About this guide

This guide is for staff creating HE QA proposals for stage 2 accreditation and includes:

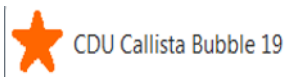
- **Creating a HE unit QA** – these are typically created in conjunction with a course QA
- **Creating a HE Course QA** – these are typically created after the R&P has been approved. An R&P that has been fully approved and transferred into the system will appear with a 'COMPLETE' status against the R&P proposal ID.

Refer to *Course QA Guide* and *Unit QA Guide* in Stage 2 of [HE Course and Unit Accreditation](#) website for more guidance on content required for HE QA submissions.

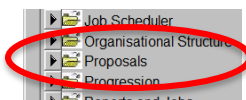
**Please note:** this is NOT an accreditation guide but a CAPS user guide only.

### Login

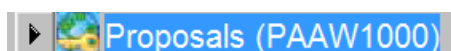
1. Login to the VPN client via your computer's "Start" button.
2. Select the CDU Callista Bubble 19 via the "Start" button.



3. Click on login to Callista. Use your Callista username and password to login.
4. Scroll down to the Proposals heading and click on the chevron.



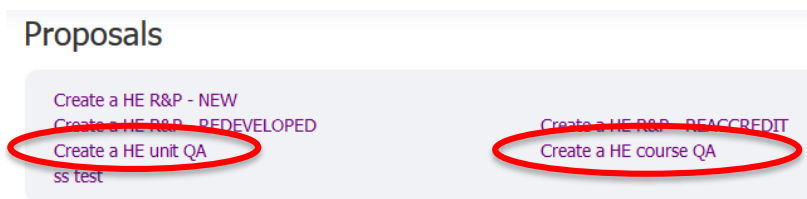
5. Click on Proposals (PAAW1000).



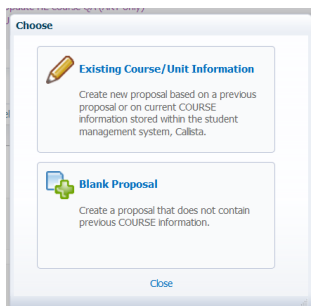
6. Login to Callista SMS using your Callista username and password.

## Creating a QA proposal

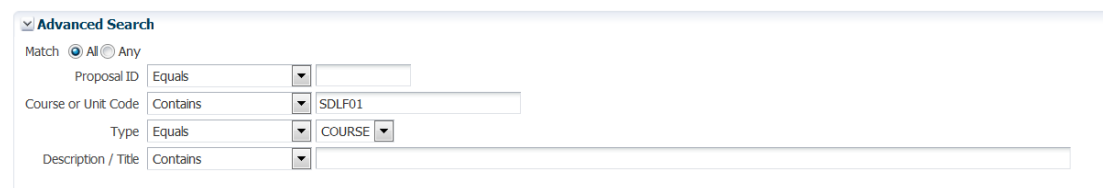
If the screen is blank click on the Proposals tab on the left side of the screen. Then click on Proposals (PAAW1000) and choose from **Create a Unit QA** or **Create a HE Course QA** at the top of the page.



1. If you select **Create a HE Unit QA** a popup will appear asking you to choose whether the new proposal is to be based on **Existing Course/Unit Information** or from a **Blank Proposal**. Select your preferred option. If you selected Existing Course/Unit Information, follow steps 2 onwards.



2. If you select **Create a HE Course QA**, search for the course by typing in the corresponding course code or course description in the Course or Unit Code search box.



The screenshot shows an 'Advanced Search' form with the following fields and values:

- Match:  All  Any
- Proposal ID: Equals [ ]
- Course or Unit Code: Contains [SDLF01]
- Type: Equals [COURSE]
- Description / Title: Contains [ ]

**Please note:** it is always recommended that a QA is created from an approved R&P to ensure all information is accurate and correct.

Please refer to the two scenarios in the *Course QA Guide* in Stage 2 of [HE Course and Unit Accreditation](#) area of website for more guidance.

- From the displayed data, click on the latest version in the course or unit version column. **Do not create your course/unit QA from a Proposal ID** – or the information in the R&P will **not** be pre-populated.

**Please note:**

An approved or transferred R&P proposal will have the proposal status showing as ‘Planned’ or ‘Active’.

- Select the course row with the following
  - latest version of the course by checking the course code (course code | \*)
  - no Proposal ID in the proposal ID column
  - Type = Course

Proposal ID	Course or Unit Code	Description / Title	Type	Status
	<b>BPHAR 1</b>	BACHELOR OF PHARMACY HONOURS	COURSE	ACTIVE
	BPHAR 7	BACHELOR OF PHARMACY	COURSE	PLANNED
6	BPHAR 6	BPHAR 99 COURSEQA 2015	COURSE PROPOSAL	COMPLETE
110	BPHAR 1	BPHARH QACOURSE 2015	COURSE PROPOSAL	COMPLETE
488	BPHAR 6	BPHAR 99 COURSE QA 2014	COURSE PROPOSAL	COMPLETE
1912	BPHAR 6	BPHAR COURSE QA 2015	COURSE PROPOSAL	COMPLETE

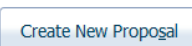
  

Proposal ID	Course or Unit Code	Description / Title	Type	Status
	<b>SDLF01 1</b>	MASTER OF DIGITAL LEARNING FUTURES	COURSE	PLANNED
3430	SDLF01	SDLF01 HE R&P 2017	COURSE PROPOSAL	LATE-DECISION
3556	SDLF01	SDLF COURSE QA 2017	COURSE PROPOSAL	IN-REVIEW
3560	SDLF01	SDLF COURSE QA 2017	COURSE PROPOSAL	IN-REVIEW
3561	SDLF01	SDLF COURSE QA 2017	COURSE PROPOSAL	IN-REVIEW
3574	SDLF01	SDLF COURSE R&P 2017	COURSE PROPOSAL	COMPLETE

An R&P proposal that is still in review or is awaiting approval will have the proposal status showing as ‘In Review’ or ‘Approval-Pending’.

- Select the course row with the ID of the R&P
  - Description/Title column = Description of R&P submission
  - Type = Course Proposal
  - Status – In-Review or Approval- Pending

Proposal ID	Course or Unit Code	Description / Title	Type	Status
	BESS 4	BACHELOR OF EXERCISE AND SPORT SCIENCE	COURSE	ACTIVE
	XEXSS1 1	ASSOCIATE DEGREE OF EXERCISE AND SPORT SCIENCE	COURSE	ACTIVE
	YEXSS1 1	DIPLOMA OF EXERCISE AND SPORT SCIENCE	COURSE	ACTIVE
4769	<b>XEXSS1 1</b>	DEGREE OF EXERCISE AND SPORT SCIENCE	COURSE PROPOSAL	APPROVAL-PENDING

4. Click on  . Complete the Timeline & Description information.

**Timeline & Description**

Proposal Timeline

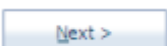
\* Year

Creation Date 09/02/2016	➔	Submit by 31/12/2016	➔	Transfer Date 31/12/2016	➔	Implementation Date 01/01/2017
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Proposal Description

\* Description

5. Ensure that when completing the description, you use the description convention of course/unit code, proposal type, and accreditation cycle year, e.g. ECM215 Unit QA 2017 or WACC01 Course QA 2017.

6. Click on  . Data will pre-populate into the Course/unit QA.

7. Complete any items which are not pre-populated. For example, on the first screen this item should be completed.

\* Is this a non-award course?

8. Check all pre-populated data remains correct.

9. If changes are required, ring or email [arteam@cdu.edu.au](mailto:arteam@cdu.edu.au) immediately as changes may affect the information published in SATAC and in the CDU course catalogue. Once ART have been contacted write the required changes in the text box at the bottom of the page.

**Request to amend locked items**

Contact ART immediately if changes are required. Any changes may affect information published in [SATAC](#) or in the [Course Catalogue](#).

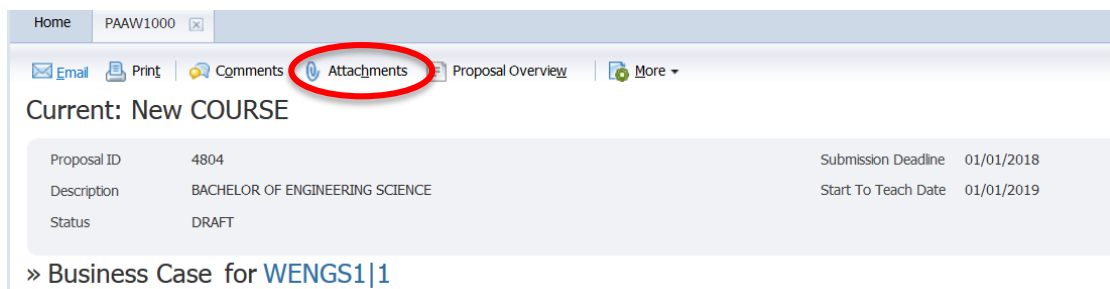
Request to amend locked items

10. Click **Next** to continue filling out the proposal.

Further details on the requirements for each section of the QA for HE courses can be found on the [HE Course and Unit Accreditation](#) webpage in the *Course QA Guide and Unit QA Guide* under Stage 2 accreditation.


### Adding attachments

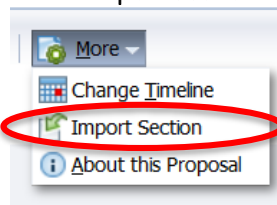
Additional documents can be added to the proposal as attachments throughout the R&P by clicking 'Attachments' at the top of the page.



### Importing information from a previous QA proposal

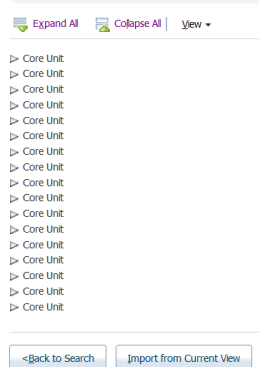
It is possible to import parts of another proposal in to the QA currently under development. This is particularly useful if there are lots of units and this information has been provided as part of another proposal.

1. Click on the  icon found at the top of each proposal screen.
2. Click on **Import Section**



3. Use the search to find a previous QA proposal.

4. Select the course you wish to import the section in to by clicking on the proposal ID.




5. Select **Import from Current View** to add the required section to another proposal. **Note** in the previous screenshot, the 17 core units will be imported.

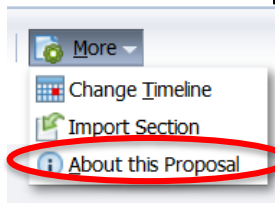
6. Click  , and the next screen in the proposal will display.

### Adding an editor to a single proposal

This option allows other staff to edit the R&P in the draft stage. Editors will receive an e-mail to notify them that they have been added to the proposal and can perform the same actions as the Proposer i.e. make changes to the proposal in its draft format. Once it has been submitted neither the proposer or the additional editor can make changes.

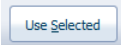
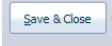
1. Click on the  icon found at the top of each proposal screen.

2. Click on **About this Proposal**



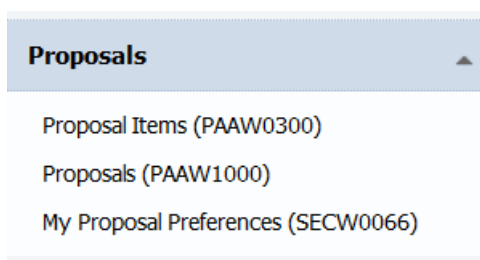
3. Click on 

4. Click on the  button

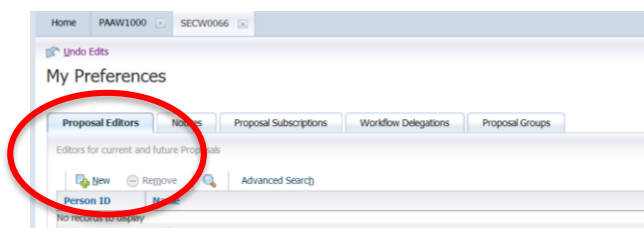
5. Search for the person by clicking on the magnifying glass. Type either their given or surname into the blank field and push the enter key.
6. Click on the name of the person so it is highlighted.
7. Click on the  button at the bottom of the page and the person is added as an editor.
8. Click on  at the bottom of the screen.

### Adding an editor to all proposals created by a proposer

1. Click on the Proposals menu on the left side of the screen.
2. Click on My Proposal Preferences (SECW0066)



3. Click on **New** under the Proposal Editors tab

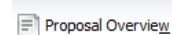


4. Follow steps 5 onwards from the above section.

## Navigating within a proposal

To navigate through the different sections of the proposal it is easiest to use the **Proposal Overview** as this brings up all sections of the proposal together to allow you to move between them.

1. Click on the **Proposal Overview** at the top of each proposal page.



Current: COURSE PROPOSAL WENG51

Proposal ID	4804	Submission Deadline	01/01/2018
Description	BACHELOR OF ENGINEERING SCIENCE	Start To Teach Date	01/01/2019
Status	DRAFT		

### Proposal Overview

Complete	Proposal Sections	Attachments	Comments	Last Viewed	Viewed By
✓	Course Information WENG51 1	0	0	22/02/2017	
✓	Course Ownership NTU NTY ET - ENGINEERING AND INFORMATION TECH	0	0	22/02/2017	
✓	Course Award BENS	0	0		
✓	Majors and Specialisations Specialisation,Chemical Engineering	0	0	22/02/2017	
✓	Majors and Specialisations Specialisation,Civil Engineering	0	0		
✓	Majors and Specialisations Specialisation,Electrical and Electronics Engineer	0	0		
✓	Majors and Specialisations Specialisation,Mechanical Engineering	0	0		
✓	Course Field of Education 039999 - ENGINEERING AND RELATED TECHN	0	0		
✓	Business Case	0	0	22/02/2017	
✓	Total Resource Costs Course and Unit Development,30000,School	0	0	22/02/2017	
✓	Total Resource Costs Other Ongoing Costs,10000,School	0	0		
✓	Staffing	0	0		

2. Click on the heading within the proposal that you wish to move to.
3. The proposal overview also displays if there are any attachments or comments that have been added to each section and who was last to view the proposal and when.

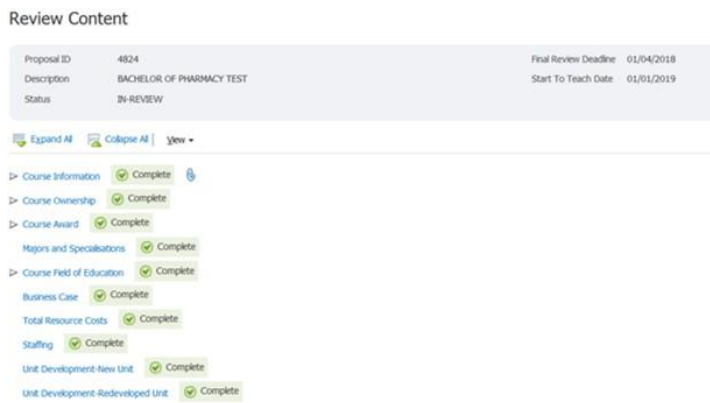
**Please Note:** In any section a mandatory item is indicated with a red asterisk. All mandatory items must be completed or the proposal will not submit.

\* Course Proposer



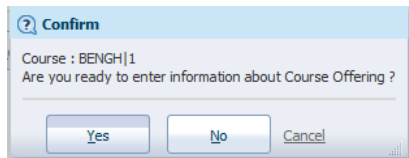
Once the proposal has been submitted the Proposal Overview will become Review Content and will show expandable sections to view the content but no changes can be made.

**Please note:** The status will change from **Draft** to **In-Review**.

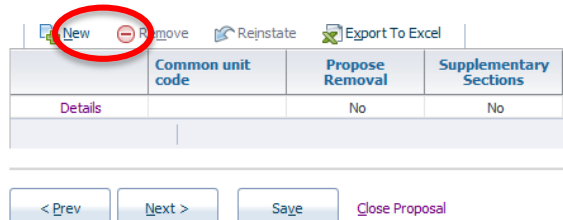


### Multiple Entries/ Multi Instance Screens

When a section of the proposal requires multiple sets of data a pop-up appears asking if you are ready to enter information in that section. In these screens only one set of data can be added per screen.




1. Click on **Yes** to enter information.
2. Click on **Next** at the bottom of the screen.
3. To add the next piece of information, click on the **New** icon.



4. Repeat until all information has been added then click on **Next**.

### Printing a proposal

To print a proposal:

1. Open the proposal.
  - a. Click on the  icon at the top of the screen to view the print preview.

**Please Note:** The print function only displays and prints fields that contain content.

- b. Scroll to the bottom of the page and click  then follow the prompts for your individual printer settings. Ensure you select **Landscape** as the paper orientation.

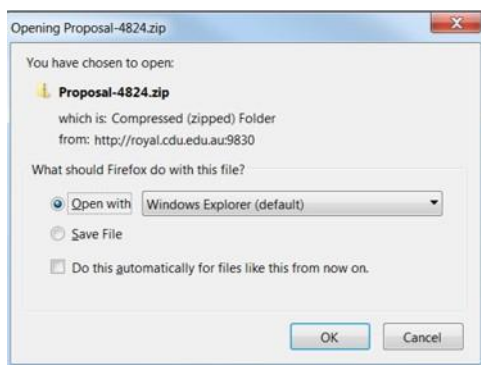
### Downloading the proposal and attachments

It is possible to download the attachments associated with a proposal from CAPS once it has been submitted. These can be downloaded as a zip folder.

1. From the **Review Content** page of the proposal click **Generate File** at the top of the screen.



2. A pop-up appears asking if you would like to 'Open with...' or 'Save'




3. Both options download all of the attachments related to the proposal which enables them to be saved or printed as required.

**Please note:** If you want to open the proposal itself from the downloaded file you need to be inside the Callista Bubble 19.

## Deleting or Withdrawing a Proposal

### Deleting a proposal

A **Draft** proposal can be deleted at any time **before** submission.

1. From the **My Proposals** table select the row of the proposal to be deleted. Do not select the Proposal ID number or the proposal will open.
2. With the selected proposal/s highlighted click the  **Delete** button.


Proposal ID	Description	Proposal Type	Status	Due Date	Details
26	BPHARH COURSE AWA	HEQACOURSE	IN-REVIEW	20/05/2014	Review Category: HE QA UPD Review Date: 11/02/2014 Workflow Step: HE-LTC-PSY Step Status: INREVIEW
24	BPHARH TEST AM	HEQACOURSE	DRAFT	20/05/2014	
25	BPHARH TEST AM	HEQACOURSE	DRAFT	20/05/2014	

**Please Note:** This is a permanent action and cannot be undone. Once this option is selected the proposal is removed completely from CAPS.

### Withdrawing a proposal

If a proposal is withdrawn it will remain within CAPs but hidden from view. This option is preferable over deleting a proposal as it enables the proposal and its content to be retrieved at a later date if required.

**Please Note:** Proposals **In-Review** can be withdrawn.

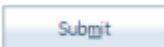
1. From the **My Proposals** table select the row of the proposal to be withdrawn. Do not select the Proposal ID number or the proposal will open.
2. With the selected proposal/s highlighted click the  **Withdraw** button.

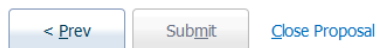
## Submitting a proposal

To submit a proposal, complete all sections; including mandatory questions.

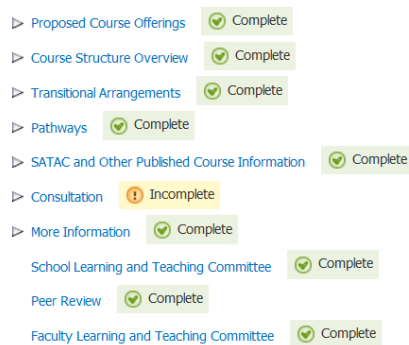
1. Click **Submit and Review** to view the **Review Content** page and check all sections are marked as



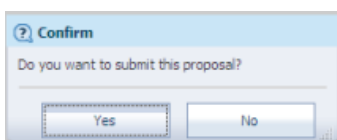
2. Once all sections are complete click on the  button. If this button is greyed out it indicates that a mandatory field is incomplete.

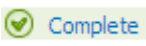


3. You will need to look for the section marked in yellow that is incomplete. Once this is completed the proposal is ready to submit.



4. When you have clicked the submit button a pop-up reminder will appear asking you to confirm you want to submit the proposal.




5. Click **Yes** to submit the proposal.
6. All sections need to be marked  in the proposal overview before a proposal can be submitted.
7. A pop up will advise when the proposal has been successfully submitted.

**Please Note:** Once a proposal has been submitted it cannot be edited. Please check all details have been completed fully and accurately before submission.

### General Notes and Other Information

#### Amending the course description:

If the course description needs to be amended to change the code or alter the naming convention this can be changed through the **About this Proposal** option from the  icon.

**Please note:** This can only be changed whilst the proposal is still in **Draft**, once it has been submitted no further changes can be made.

### Top tips and FAQ

1. There is no need to click **Save** at the end of each section as clicking **Next** does and automatic save
2. **DO NOT** use the back browser option at the top of the screen as this will take you out of CAPS and you could lose your work.

