

Course Approval Proposal System (CAPS) User Guide

Creating a Resource and Planning (R&P) Proposal – Higher Education (HE)

About this guide

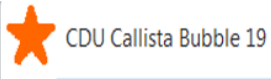
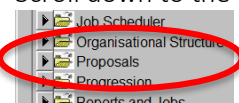
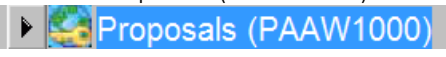
This guide is for staff creating HE R&P proposals for stage 1 accreditation and includes:

- **New Proposals:** a course being developed in its own right. It is not based on the reaccreditation of a current course nor replacing a current course
- **Reaccreditation:** a course that is being reaccredited with no major changes. However, some changes may require transitional arrangements for continuing students.
- **Redeveloped Proposals:** when a course is being reaccredited and the reaccreditation leads to significant changes. Some changes may require transitional arrangements for continuing students.

Refer to *Resource & Planning Guide* in Stage 1 of [HE Course and Unit Accreditation](#) website for more guidance on content required for HE R&P 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 R&P proposal

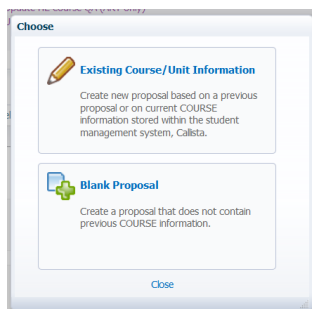
If the screen is blank click on the Proposals tab on the left side of the screen. Then click on Proposals (PAAW1000) and choose from **Create a HE R&P – New**, **Create a HE R&P – Redeveloped** or **Create HE R&P - Reaccredit** at the top of the page.

Create a HE R & P - NEW

Create a HE R & P - REDEVELOPED

Create a HE R & P - REACCREDIT

1. If you select **Create a HE R&P New** or **Create a HE R&P Redevelop** a popup will appear asking whether the new proposal is to be based on **Existing Course/Unit Information** or from a **Blank Proposal**.



2. For a **New R&P** select **Blank Proposal** as there will be no information in Callista about this new course.
3. For a **Redeveloped R&P** select **Existing Course/Unit Development** and search for the latest version of the course in CAPS by typing in the course title or code. This will create a pre-populated proposal from the data in CAPS. This data can be changed as required as part of the course redevelopment.
4. For a **Reaccredited R&P** search for the latest version of the course in CAPS by typing in the course title or code. Scroll down the list of courses displayed. Click on the Course Code. A pre-populated proposal will be created based on the data in Callista.

Course or Unit Code	Description / Title
SENG01 1	MASTER OF ENGINEERING
VENG01 1	BACHELOR OF ENGINEERING HONOURS
WENG01 1	BACHELOR OF ENGINEERING SCIENCE
XENG01 1	ASSOCIATE DEGREE OF ENGINEERING
XENG1 1	ASSOCIATE DEGREE OF ENGINEERING
XNENG1 1	ASSOCIATE DEGREE OF NETWORK ENGINEERING
YNENG1 1	DIPLOMA OF NETWORK ENGINEERING

Create New Proposal

- Click on
- Click on the **Year** drop down and select the accreditation cycle year.

Course Proposal

Timeline & Description

Proposal Timeline

* Year

Creation Date → Submit by → Transfer Date → Implementation Date

Proposal Description

* Description

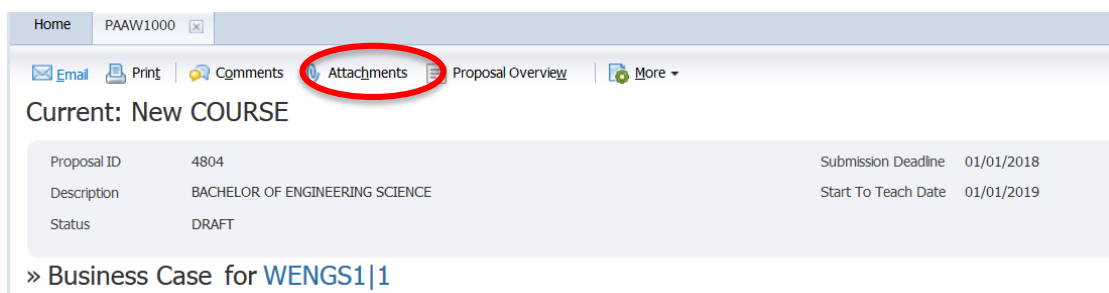
< Back Next > Cancel

- The description should contain the new course code, the proposal type and the accreditation cycle year. For example: WACC01 Course RP 2017.
- Click **Next** to continue filling out the proposal.

Further details on the requirements for each section of the R&P for HE courses can be found on the [HE Course and Unit Accreditation](#) webpage in the *Resource & Planning Guide* under Stage 1 accreditation.


Adding attachments

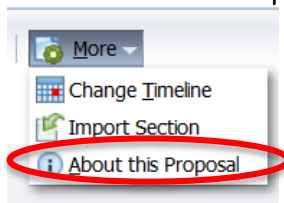
Additional documents can be added to the proposal as attachments throughout the R&P by clicking 'Attachments' at the top of the page.

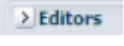



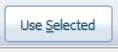
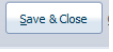
Adding an editor to a single proposal

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**

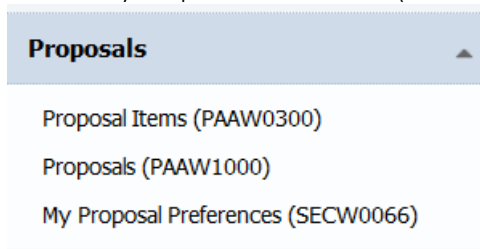


3. Click on 
4. Click on the  button
5. Search for the person by clicking on the magnifying glass. Type either their given or surname into the blank field and push the enter key.

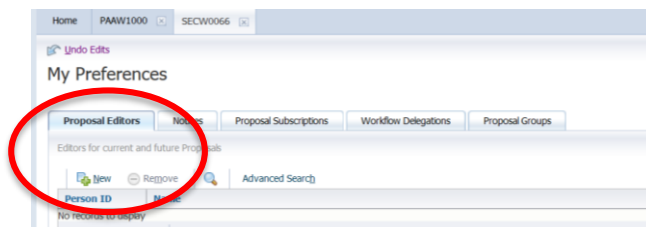
6. Click on the name of the person so it is highlighted.
7. Click on the  button at the bottom of the page and the person is added as an editor.
8. Click on  at the bottom of the screen.

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

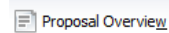


4. Follow steps 5 onwards from the above section.

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.

Review Content

Proposal ID	4824	Final Review Deadline	01/04/2018
Description	BACHELOR OF PHARMACY TEST	Start To Teach Date	01/01/2019
Status	IN-REVIEW		

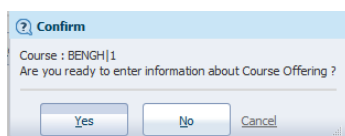
Expand All Collapse All View

- ▶ Course Information Complete
- ▶ Course Ownership Complete
- ▶ Course Award Complete
- ▶ Majors and Specialisations Complete
- ▶ Course Field of Education Complete
- Business Case Complete
- Total Resource Costs Complete
- Staffing Complete
- Unit Development-New Unit Complete
- Unit Development-Redeveloped Unit Complete

Please note: Once submitted the status will change from **Draft** to **In-Review**.

Multiple Entries/ Multi Instance Screens

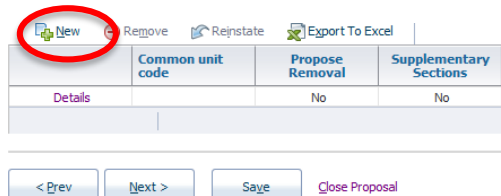
When a section of the proposal requires multiple sets of data a pop-up appears asking if you are ready to enter information in that section. In these screens only one set of data can be added per screen



Confirm
Course : BENGH|1
Are you ready to enter information about Course Offering ?

Yes No Cancel

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.




	Common unit code	Propose Removal	Supplementary Sections
Details		No	No

< Prev Next > Save Close Proposal

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.

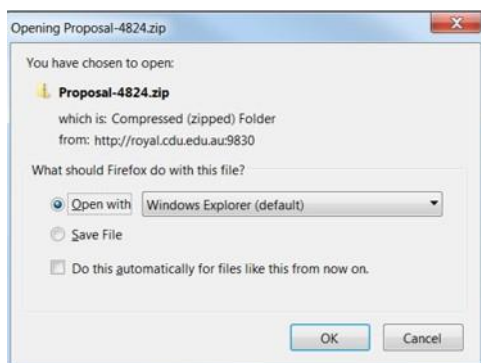
Downloading the proposal and attachments

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 removed from **My Proposals** 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.

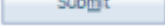
Please Note: Proposals **In-Review** can be withdrawn.

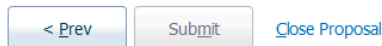
1. From the **My Proposals** table select the row of the proposal to be withdrawn. Do not select the Proposal ID number or the proposal will open.
2. With the selected proposal/s highlighted click the  **Withdraw** button.

Submitting a proposal

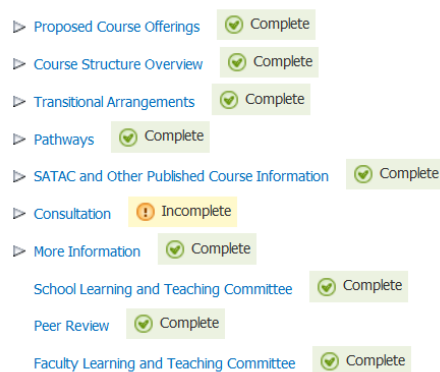
To submit a proposal, complete all sections; including mandatory questions.

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

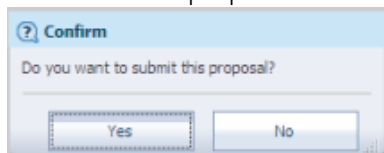
2. Once all sections are complete click on the  button. If this button is greyed out it indicates that a mandatory field is incomplete.



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 ✔ Complete 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. The status of the proposal will also change from **Draft** to **In-Review**.

General Notes and Other Information


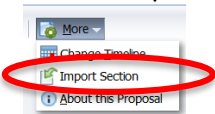
Amending the course description:

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.

Importing information from another proposal

It is possible to import parts of another proposal in to the one 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 proposal or course you wish to import from.
4. Select the course by clicking on the proposal ID.
5. Select **Import from Current View** to add the required section to another proposal.

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.

