

Subject Outline Tool Quick Start Guide

Version 2 | 20 September 2019

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Help Resources & Support Options

Comprehensive Help Site

This guide is intended to provide a quick overview of the [Subject Outline Tool](#) (SOT). A complete set of help resources can be found on the Division of Learning and Teaching [Subject Outline help site](#).

Use the Search function at the top right of the Subject Outline help site to find specific information. You may also find [known issues and troubleshooting](#) and [FAQs](#) useful.

Reports

- The SOT utilises [templates](#) to provide every CSU Outline with a standard structure. You can run the SOT [Template Report](#) for your School to create an overview of your template.
- The [Graduate Learning Outcomes \(GLO\) Report](#) is also available to all staff. It provides a point-in-time overview of the GLOs that are selected within an Outline.

Support & Technical Fixes

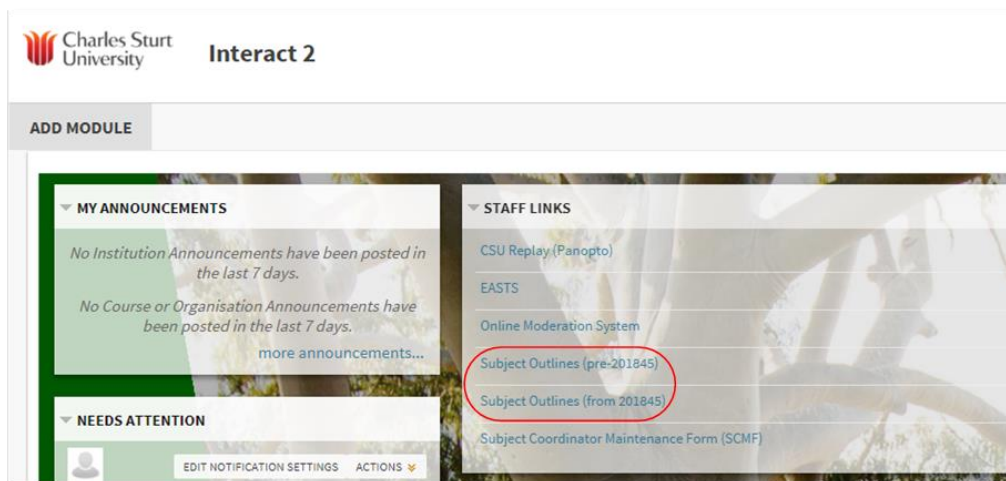
Log an [SRS Request](#) if you require further assistance. Issues that seem to be of a technical nature can be raised via an [IT Service Desk Request](#).

Browser Compatibility & Mobile Responsiveness

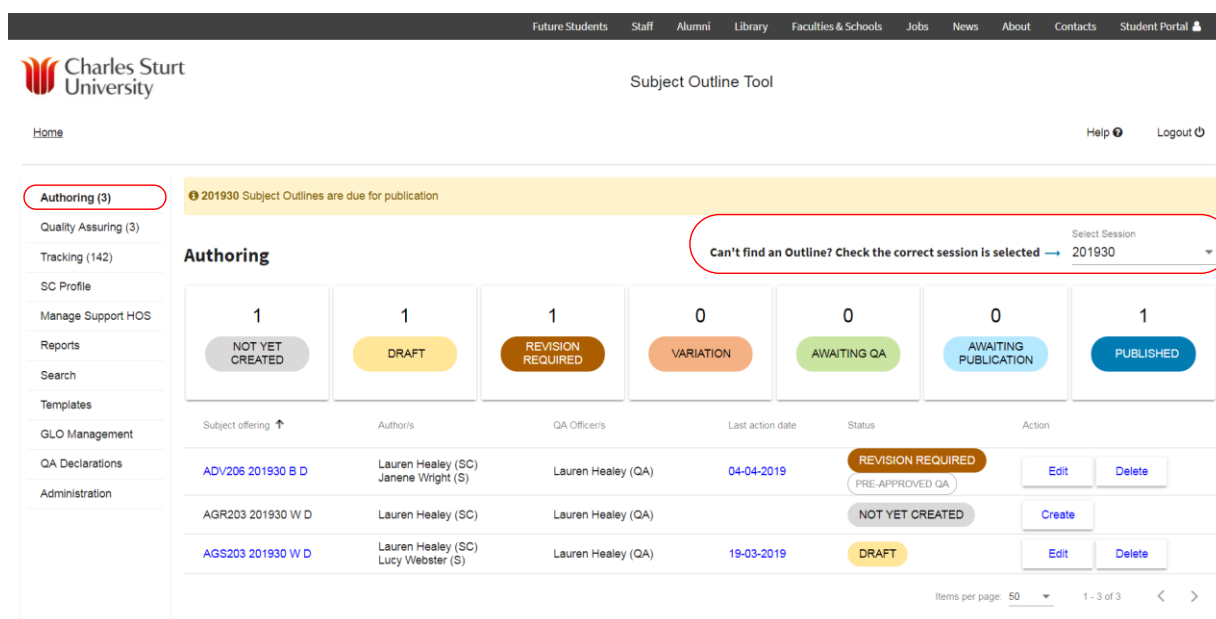
- Chrome (recommended), Firefox (recommended for STEM formula) and Safari.
- Students can view outlines via their Interact2 sites using all browsers (except Internet Explorer which is no longer compatible with Interact2). The student view is responsive to allow students to view outlines on small laptop screens, tablets and smartphones.

Step 1 – Accessing the Subject Outline Tool

Access the Subject Outline Tool (SOT) via the **Staff Links** in your **Interact2 Dashboard** by clicking the link for [Subject Outlines \(from 201845\)](#). To search the Subject Outline Archive, click [Subject Outlines \(pre-201845\)](#).



From the [Authoring Dashboard](#), select the session you wish to author using the **session filter** on the right. Deselect all sessions to default your list to all sessions.



Access Issues / Missing Outlines

If you cannot find an Outline, please check the following:

- Are you in the **Authoring Dashboard**? Click Authoring in the left hand menu.
- Do you have the correct session selected in the **session filter**? Select from the filter on the top right.
- Use the SOT [Search](#) to check the Outline exists in the SOT and that your name is **listed as Author**. If you are not listed, contact your Faculty Subjects Team to be added via ACSES.
- Should your [offering be excluded from the SOT](#)? You will **not** see offerings on your Dashboard which are:
 - a subject code with [CASIMS](#) tag 'Interact - No Subject Outline'
 - a multi-session subject (MSS) for a session that does not have a commencing cohort ([SAL+](#))
 - inactive on the Subject Availability Listing ([SAL+](#))

If you cannot determine why your Outline is missing, please raise an [IT Service Desk Request](#).

Step 2 – Creating an Outline

Outlines can be [created from new](#) or [by cloning](#). Authors who clone will experience the [Autotext Refresh prompt](#) on creation of the Outline; and may be eligible for [QA exemption](#) if certain criteria are met.

Click **Create** from the **Action** column of the Outline you wish to author.

Can't find an Outline? Check the correct session is selected → 201930

Last action date	Status	Action
0	0	0
VARIATION	AWAITING QA	AWAITING PUBLICATION
		1
		PUBLISHED

NOT YET CREATED **Create**

Select '**Create a new Outline**' or select '**Clone from an existing outline**'. Then either select the outline you wish to clone from the 'Suggested' list or start typing the offering details of the Outline you wish to clone.

Create Outline

For offering BMS192 201860 D I

☐ Create a new outline

☒ Clone from an existing outline

Suggested

BMS192 201860 W I DRAFT Clone

BMS192 201830 OA D PUBLISHED MSI Clone

Search by entering offering details of the Outline you wish to clone

BMS192 201760

BMS192 201760 A I PUBLISHED MSI

BMS192 201760 B D PUBLISHED MSI

BMS192 201760 B I PUBLISHED MSI

BMS192 201760 D I PUBLISHED MSI

BMS192 201760 H I PUBLISHED MSI

1. Select 'Clone from an existing outline'

2. Select the Outline you wish to clone







2a. Click the 'Clone' button if the desired Outline is in the 'Suggested' list

2b. Start typing offering details then click on the desired Outline in the list to select it

Outlines published in the old MSI tool display an MSI chip

Step 3 – Editing an Outline

[Basic functionalities](#) are available to all staff with a role on the Outline. Authors are provided [various editing features](#). These features are available to QA Officers/HOS/Support HOS during QA if the Author has granted edit permissions via the [Manage Roles & Permissions](#) function.

Left hand menu	
Tools & Settings	<p>Manage Roles & Permissions (for SC/NSC Authors), Run Compliance Check, Run Data Refresh, Complete QA Declarations, Set Publication Date, Open Supporting Systems, Export Comments, History Log; and Version History (if Outline >V.1).</p> <p>Click the double arrow to hide the left hand menu. >></p>
Outline Navigation & Comment Counts	<p>Clickable navigation to different sections of the Outline. Use the arrows ▼ ▲ to expand and collapse the menu. Find section comments by locating blue comment count chips on the menu.</p> <p>Subject Coordinator 2 ▼</p>
Floating toolbar	
Options	<p>Buttons to Save your changes, submit for QA; and get 'Back to top' ▲ while navigating through your Outline.</p> <p>Click the drawing pin 📌 to unpin/pin the floating toolbar; and the double arrow to re-show the left hand menu. <<</p>
Section Filter	<p>Generate your desired view by selecting an option on the section filter to hide certain section types.</p> <p>Show all sections ▼</p>
Preview Options	<p>Click a Preview option to check the 'Student View' and PDF Version; or use the non-editable SOT View.</p> <p>Preview Outline Preview PDF </p>
Section Options	
Compliance Rules	Mandatory sections are marked with a red asterisk *.
Section Help	Click the question mark icons to open and close the inline help panels . Click 'More help' to open comprehensive help in the DLT Subject Outline help site. ?
Section Commenting	Click the comment bubble icon to add a comment for co-Authors or QA Officers; or reply to a comment.  Export Comments via the Tools & Settings menu.
Section options for PDF	Click the PDF section option page icons to control page orientation (landscape or portrait); and/or to start a section on a new page in the PDF. Section options for PDF:  
Reuse Content	Click to search for an Outline to preview and add its section content .  You can also reuse whole Assessment Items .
Autotext Refresh	Click to revert an Editable Autotext section to the default Autotext. 

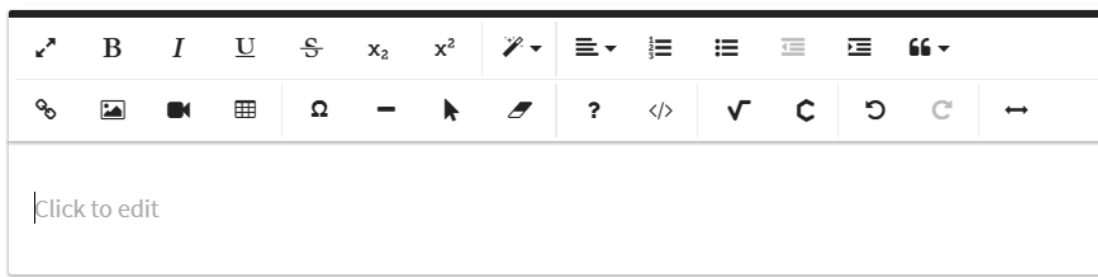
TIPS

- Remember to **click the Save button regularly**.
- Run a [Data Refresh](#) to draw in information that has changed at its source (subject information and SC Profile details) as well as after ticking/unticking the Subject Coordinator [To Be Advised](#) option.
- The [History Log](#) lists each section a user edits; as well as other actions on the Outline.
- Leaving the screen with **unsaved changes** triggers a pop up for you to choose whether to return to click 'Save' or leave which causes unsaved changes to be lost.
- Find out how to handle a [time out](#) so you do not lose unsaved changes.

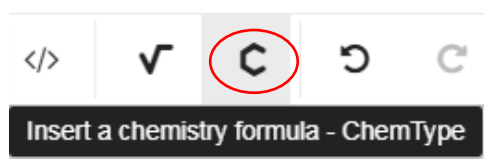
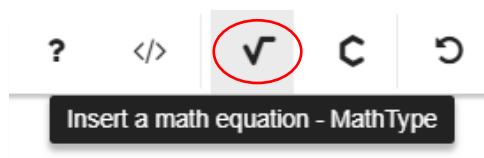
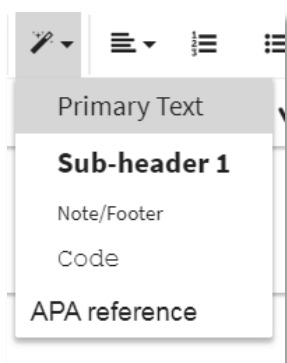
Using the Editor

The SOT uses the Froala rich text [WYSIWYG editor](#). It provides the basic functions of Microsoft Word while maintaining the styles required for seamless Outline delivery in Interact2 subject sites.

For editable sections, click anywhere inside the grey outlined box to activate the editor.



Click on the 'wand' icon for text / paragraph styles. There are also specific Maths and Chemistry plugins.

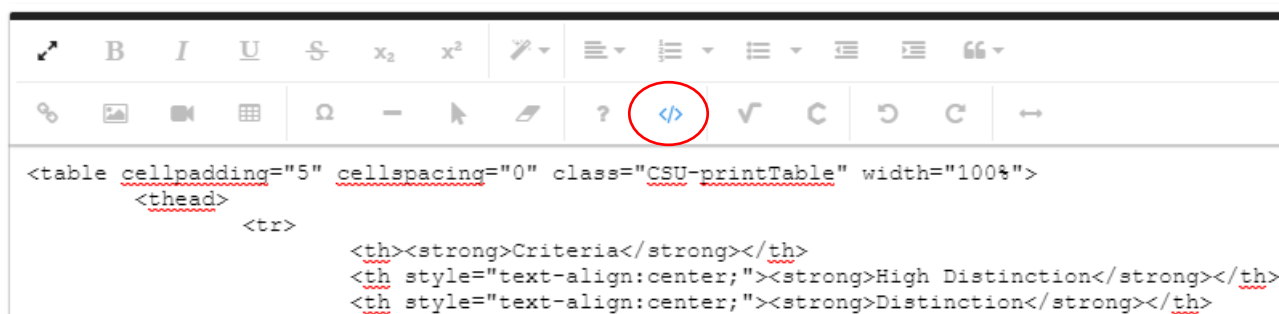


Working with Tables

To add a table, you can:

1. Use the 'Insert Table' button on the editor menu or via the 'Quick Insert' menu –OR–
2. Use keyboard shortcut Ctrl + V to paste a table from another source into the SOT editor.

Pasting 'clean' tables from Microsoft Word or Excel should provide a good outcome. However, complicated tables and tables with a complex history may behave in unexpected ways because HTML editors cannot consistently handle a wide variety of scenarios. You can use the **Code View** option on the editor menu if you are comfortable using it to remove problematic code.



The editor provides [basic table functionality](#) much like MS Word; plus custom options to support Outlines:

Header Row	If a table spans >1 page of the PDF, a header row will repeat on each page.
Table Style – Width to 100%	Click to set the table width to 100% in the online and PDF versions.
Insert PDF landscape page	To display specific content on a landscape oriented page in the PDF version. NB: use PDF section options to control the page orientation for the whole section including its header.

TIPS

- Before submitting your Outline for QA, ensure all content, tables and images display as expected in both the **online student view** and **PDF** versions.
- [Schedule templates](#) contain the correct number of weeks for the session, mid-session breaks, a revision week, the formal end of session exam period and any Public Holidays. You can complete the table then paste it into the Schedule section; or simply use it to reference key dates for the session.
- If your schedule would present better on a landscape page in the PDF version, click 'Display on landscape page' on the [Section options for PDF](#) buttons (left button).
- Learn more [handy tips and tricks](#) for working with tables.
- If you require **assistance** with the editor (content/tables/images/etc), raise an [SRS request](#).

Authoring Assessment Items

The [Assessment Item](#) grouping contains the section [Essential requirements to pass this subject](#) and assessment items. [Assessment Item](#) and [Exam Item](#) fields and sections differ to suit the nature of the task. Refer to a [side-by-side comparison](#) to identify their similarities and differences.

Note that from mid-July 2019, the Item Number, Title and Value of assessment tasks will be publicly available via the [CSU Handbook](#). Information will be drawn from your Outline once it is published if it is for the subject offering with the highest number of enrolments for the session. The Handbook will be updated each session that the subject is offered.

Assessment Items

Essential requirements to pass this subject

Section options for PDF:

1 QA declaration to make

Click to edit

Items

Section options for PDF:

	Item Number	Title	Value	Due Date*	Return Date**	
↑↓	1	Online Quizzes		Variable	-	Delete
↑↓	2	Final Exam		To be advised	-	Delete

* Due date is the last date for assessment items to be received at the University
** Applies only to assessment items submitted by the due date

Add assessment
Add exam
Reuse assessment items

Item 1
Item 2

Assessment Item 1

Section options for PDF:

Title *
Online Quizzes

Using Assessment Functionality

Key actions for authoring assessment are tabled below. Find more detail on [using assessment functionality](#) on the [Subject Outline help site](#); and refer to comprehensive help on how to author high quality information within a specific section by clicking the question mark icon on each section menu.

Assessment Items Summary Table	
Create summary	The Items table automatically generates as items are added and fields are completed.
Delete item	Click the Delete button on the item you wish to delete.
Reorder items	Click anywhere on the table row to drag and drop an item into the desired order. Item re-numbering will occur automatically.
Navigate items	Click the hyperlinked item Title on the table to show the item tab below the table. Alternatively, click through the item tabs to view and edit each item.
Adding Items	
Add new item	A new assessment item or a new exam item can be added by clicking the 'Add assessment' or 'Add exam' buttons under the Items summary table.
Reuse item	Assessment items from other Outlines can be reused by clicking the Reuse assessment items button and searching for the appropriate subject.
Selecting Learning Outcomes	
Subject Learning Outcomes <i>Mandatory</i>	<p>The Rationale section of each Assessment Item requires selection of the Learning Outcomes (LOs) the task is aligned with. LOs may align with multiple Assessment Items; and all LOs must align to at least one (1) Item to meet compliance rules.</p> <ol style="list-style-type: none"> 1. Click the 'Select Learning Outcomes' button to display a pop-up containing your subject's Learning Outcomes from CASIMS. 2. Use the dropdown to select the appropriate stem text to precede your LO selections (or if appropriate, select the 'hurdle task' autotext then click OK). 3. Make your LO selection/s by clicking each relevant checkbox then click OK. 4. Your selected stem and LO/s (or hurdle autotext) will display in the Edit screen.
Graduate Learning Outcomes <i>Optional</i>	<p>The Rationale section of each Assessment Item enables selection of the Graduate Learning Outcomes (GLOs) that the assessment contributes to. This is optional and not required for all assessment tasks. Please make selections in consultation with your Course Director. It is not expected that a subject would contribute to more than three to five (3-5) GLOs. You may select GLOs beyond those required by the Course Director, but do not exceed seven (7) GLOs for the subject.</p> <ol style="list-style-type: none"> 1. Click the 'Select Graduate Learning Outcomes' button to display the GLO pop-up. 2. Make your GLO selection/s by clicking each relevant checkbox. GLO badges will display with the selected GLO 'slice of pie' highlighted. Then click OK. 3. Your selected GLO/s will display in the Edit screen with a GLO sub-header; and the selected LO/s will now also have a sub-header.
Completing QA Declarations	
Make declarations <i>Mandatory</i>	<p>Each Assessment Item includes three (3) QA Declarations: Task (assessment), Requirements (exam), Rationale and Marking criteria and standards.</p> <p>To make a declaration, click the QA Declaration inline panel with the 'Q' icon below the section header to view and click the checkbox. Click 'View QA Checklist' to open a supplementary QA checklist in a new tab. Click the panel again to close it.</p> <p><i>Also see the Completing QA Declarations section of this guide.</i></p>
View all declarations	<p>There are two (2) ways to trigger the Complete QA Declarations pop up:</p> <ol style="list-style-type: none"> 1. Click 'View all QA Declarations' on any inline QA Declaration panel 2. Click 'Complete QA Declarations' on the Tools & Settings left hand menu

Step 4 – Completing QA Declarations

[QA Declarations](#) must be completed by the Author during editing (and QAO during QA) to pass the [Compliance Check](#). QA Declarations are included in [cloned Outlines](#); however, certain declarations must be remade depending on what is edited in the clone.

Declarations may concern the overall Outline; or a specific section. You can make a declaration via the inline panels marked with a 'Q' icon. As shown below, the declaration for the Schedule section is supported by a [date reconciliation function](#).

Schedule

Open pre-filled schedule

Section options for PDF:

1 QA declaration to make

Schedule: The Schedule has been updated; and the assessment due dates on the Schedule match the due dates for Assessment Items.

☐ Author ☐ QAO ☐ N/A

[View all QA declarations](#) [View QA checklist](#)

Hide assessment due dates

Item Number	Title	Value	Due Date*	Return Date**
1	WileyPlus Online Tests	10 %	Variable	-
2	Assignment 1	15 %	29-Mar-2019	23-Apr-2019
3	Assignment 2	25 %	10-May-2019	04-Jun-2019
4	Final Exam	50 %	To be advised	-

* Due date is the last date for assessment items to be received at the University
** Applies only to assessment items submitted by the due date

Session Week	Week commencing	Topic	Readings/Assessment
1	4 March 2019	1. The role of accounting	Chapter 1 Chapter 2 pp. 62-73 Online test 1 Topic 1 due 11pm 10 March

Click [Complete QA Declarations](#) on the Tools & Settings left hand menu for a collated view of the declarations. Note: the N/A checkbox will be enabled on optional sections. If an optional section is null, tick the N/A box.

QA Declarations

Ensure your Subject Outline complies with the [Moderation Policy](#) by completing the quality assurance declarations. A [supplementary checklist](#) is available to further guide content and quality of the Outline. You can also consult the Division of Learning & Teaching [Quality Assurance page](#).

	Author	QAO	N/A
1. Overall Tone: The tone of communication with students in the Subject Outline is appropriate. That is, not too formal, no excessive use of jargon and written in plain English.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Schedule: The Schedule has been updated; and the assessment due dates on the Schedule match the due dates for Assessment Items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Essential requirements to pass this subject: The essential requirements to pass this subject are reasonable and in line with CSU Assessment Policies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assessment Items

1. Essay on Indigenous Health Issues

Task: The Task description includes all necessary information for the student to complete the assessment item.

☐ Author ☐ QAO ☐ N/A

Close

Step 5 – Submitting for QA

Once all mandatory sections are completed, each Assessment Item has Learning Outcomes selected, all QA Declarations are made; and a [publication date is set](#), click the [Submit for QA](#) button.

Technical checks are performed including [Due Date](#) checks, a [Data Refresh](#) and [Compliance Check](#). Pop ups list any data that has been refreshed and/or if any issues must be resolved before submission can occur, e.g. content is invalid and/or non-compliant or [QA Declarations](#) are incomplete.

If the Outline is able to be submitted for QA, confirm this action (or click Cancel to resume editing). If your cloned Outline meets [QA Exemption](#) criteria, you can confirm submission for publication to students.

On successful submission, an [email notification](#) will be sent to all QA Officers advising that the Outline is ready for QA via the [QA Dashboard](#).


Submit for QA - ASC400 201845 W I

As part of the submission process, a Data Refresh and Compliance Check has been run. The results are shown below for your action.

Data Refresh

Updates to data and fixed autotext sections was not required.

Compliance Check

 The sections listed are non-compliant and must be resolved prior to submitting the Outline to QA or Publication to students.

Assessment Items

Essential requirements
to pass this subject

Mandatory - cannot be null

Items

Learning Outcome: have developed a sound knowledge and practical skills in specific areas of animal science, equine science, veterinary science, clinical practice and or research - needs to be mapped to at least 1 Assessment Item

Step 6 – QA Outcome

Once a [QA outcome is applied](#), Authors receive an [email notification](#). If you have granted your QAO/s [edit permissions](#), the email will include a list of sections they edited during QA (if any). You can also refer to the [History Log](#) to view all actions; and [Export Comments](#) for a collated view of comments. If your Outline requires revision, re-submit it for further QA; or pre-approved revisions allows Authors to submit for publication.

Step 7 – Publication to Students, Updates & Variations

Following QA approval, your Outline remains in 'Awaiting Publication' status until its [set publication date](#) so any edits can be made to Version 1 using the [Update workflow](#). Once the Outline is [published to students](#) (has a Published status), an Action of [Vary](#) becomes available on the Author Dashboard. Confirming the variation enables editing of Version 2. Students maintain access to Version 1 in PDF along with a [notice](#) that the Outline is undergoing variation. Staff can access Version 1 in PDF via the SOT [Version History](#) under the Tools & Settings menu. Unless the variation is [QA exempt](#), your HOS (and any Support HOS) will receive email notification that they must QA the Outline via their [QA Dashboard](#).

What else might you need to know?

- There are [workflows](#) available to accommodate various contexts.
- Published Outlines cannot be deleted – if edits are required, they must undergo a [variation](#).
- View the [timeline and anticipated dates](#) for Outlines to be released to the SOT for your creation.
- You can add [Support Authors](#) to collaborate on the Outline via the [Manage Roles & Permissions](#) function.
- [Concurrent editing](#) is supported. You will be prompted to choose which content to keep if another Author updates a section while you were editing that same section.
- Run a [Data Refresh](#) after changing data at its source, e.g. CASIMS Learning Outcomes, [SC Profile](#), etc.