



Help Guide: Using Comments, Track Changes and Field Audit History in CDAP

CDAP provides several tools to support assessment review and collaboration between Subject Coordinators and reviewers.

These tools allow you to:

- ask or respond to questions using **Comments**;
- see the difference between the Proposed and Approved versions using **Track Changes**; and
- inspect changes to individual fields using **Field Audit History**.

Comments

Comments can be used by reviewers and Subject Coordinators to discuss a particular issue without changing the assessment information itself.

Viewing comments

Where a comment has been added to a section, you will see a comment indicator associated with that section.

You can also select **Comments** at the top right of the academic item to view the comments associated with the item.

The screenshot shows the 'AGR203 Production Analysis and Optimisation : Overview' page. At the top right, there is a red button labeled 'MARK ACADEMIC ITEM AS COMPLETE'. Below this, the 'Subject Information' section is visible. In the top right corner of the 'Subject Information' section, there is a button labeled 'Comments' which is circled in red. Other buttons visible include 'Track Changes' and 'Field Audit History'.

Adding a comment

Open the comment function for the relevant section and enter your comment.

Keep the comment specific so it is clear what information you are referring to.

This screenshot is similar to the previous one, showing the 'Subject Information' section. In this view, the 'Add Comment' button (represented by a speech bubble icon) is circled in red. The 'Subject Information' table shows fields for Implementation Year (2026), Subject Code (AGR203), and Subject Title (Production Analysis and Optimisation).

+

Assessment Review Complete

Cancel

Add

Could you clarify what students are required to submit for this assessment?

Post the comment so it becomes part of the review conversation.

> Subject Information > Metadata - Not for Publication > Duration > Offering > Ownership > Institutional Agreements	Subject Information Edit <table> <tr> <td>Implementation Year</td> <td>2026</td> </tr> <tr> <td>Subject Code</td> <td>AGR203</td> </tr> <tr> <td>Subject Title</td> <td>Production Analysis and Optimisation</td> </tr> <tr> <td>Abstract</td> <td>The importance of yield and productivity as key contributors to the profitability and sustainability of agricultural production systems is introduced in this subject. The</td> </tr> </table>	Implementation Year	2026	Subject Code	AGR203	Subject Title	Production Analysis and Optimisation	Abstract	The importance of yield and productivity as key contributors to the profitability and sustainability of agricultural production systems is introduced in this subject. The	Add new comment R Rebecca Aches... 9/9/2026 03:21 PM Reply Assessment Review Complete
Implementation Year	2026									
Subject Code	AGR203									
Subject Title	Production Analysis and Optimisation									
Abstract	The importance of yield and productivity as key contributors to the profitability and sustainability of agricultural production systems is introduced in this subject. The									

Replying to a comment

If a reviewer leaves a comment requesting clarification or a change:

1. review the comment;
2. make the required amendment where appropriate;
3. save the updated assessment information; and
4. reply in the comment thread to indicate how the issue has been addressed.

For example: **Updated to clarify the required submission components.**

Keeping the response in the same thread makes it easier for the reviewer to see what has been resolved. The CDAP walkthrough shows comments being used in this way as part of the assessment review process.

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Track Changes

Track Changes allows you to compare the Proposed academic item with another version.

For assessment updates, the most useful comparison will normally be the Proposed version against the previous Approved version for the same year.

For example:

Current version: 2026.03 Proposed
Compare version: 2026.02 Approved



Subject Information

Compare version: 2026.02 **APPROVED** **Track Changes** Field Audit History **Related**

Publication

Duration

Offering

Ownership

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Contacts

Enrolment Restrictions

Subject Learning Outcomes

Curriculum Mapping

Subject Syllabus

Assessment Items

Learning Activities

Teaching Resources

Learning Resources

Subject Syllabus

Edit

- The principles underpinning the development of simulation and decision-support tools and the application of selected examples in agricultural production systems;
- Principles of qualitative data analysis and survey design; and
- The interpretation and presentation of experimental and model-based data in agricultural contexts.

Assessment Items

Edit

Essential Requirements to Pass the Subject *

To achieve a passing grade in this subject, students are required to achieve an aggregate minimum mark of 50%.

Assessment	Number	Task Title	Value (percentage)	Weighting type
>	1	Yield Gap Analysis	5	Weighting %
>	2	Agricultural Systems Decision Support Tools	25	Weighting %
>	3	Conducting and Reporting Agricultural Experiment	25	Weighting %
>	4	Final Exam	45	Weighting %

Viewing changes

Select **Track Changes**.

Changes between the versions will be identified within the academic item.

In the current CDAP display:

- Green indicates information that has been added.**
- Red text with a line through it indicates information that has been deleted.**

Track Changes is useful when you want to quickly see what has changed between the Approved version and the Proposed version during review.

Track Changes does not edit the information

Turning on Track Changes changes how differences are **displayed**. It does not itself make or accept changes.

To update assessment content, use **Edit** in the Assessment Items section.

Field Audit History

Field Audit History provides another way to inspect where information in the academic item has changed.

Select **Field Audit History** from the toolbar.



Subject Information

Compare version: 2026.02 APPROVED
Track Changes
Field Audit History
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Publication
Duration
Offering
Ownership
Institutional Agreements
Contacts
Enrolment Restrictions
Subject Learning Outcomes
Curriculum Mapping

Subject Syllabus

factor experiments to randomised block, split-plot and factorial experiment designs;

- The principles underpinning the development of simulation and decision-support tools and the application of selected examples in agricultural production systems;
- Principles of qualitative data analysis and survey design; and
- The interpretation and presentation of experimental and model-based data in agricultural contexts.

Assessment Items

Essential Requirements to Pass the Subject
To achieve a passing grade in this subject, students are required to achieve an aggregate minimum mark of 50%.

Use the audit history when you need to look more closely at changes associated with particular fields rather than simply comparing the overall Proposed and Approved versions.

Fields with recorded changes can be identified within the audit-history view.

Field Audit History for
Essential Requirements to Pass the Subject

at 09-Sep-2026 01:05:27 PM

To achieve a passing grade in this subject, students are required to achieve an aggregate minimum mark of 50%.

Which tool should I use?



Comments are for discussion and review feedback.

Track Changes is for comparing the Proposed version with an earlier version and seeing what has been added or removed.

Field Audit History is for inspecting the change history associated with individual fields.

Used together, these tools allow Subject Coordinators and reviewers to see what has changed, discuss issues and confirm that requested amendments have been addressed.

