



Help Guide: Finding the Correct Subject Version and Editing Assessment in CDAP

Subject Coordinators have been provided with access to update the **Assessment Items** section of relevant Proposed academic items in CDAP.



It is important to open the correct subject version before beginning your assessment updates.

1. Search for your subject

In CDAP, search using the **subject code**.

For example:

MHP105

Select the correct subject from the search results to open the academic item.

Academic Items

MHP105

×

My Academic Items

Show filters

MHP105

Introduction to Primary Health Care: Mental Health

APPROVED

SUBJECT

⌵

→

1 results

Show: 10 ▾

Page 1 of 1

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2. Open the Versions page

Once you open the subject, review the available academic-item versions.

You may see versions for several years, including both **Approved** and **Proposed** versions.

MHP105

Introduction to Primary Health Care: Mental Health

APPROVED

SUBJECT

STATUS	STAGE	APPROVAL LEVEL	VERSION
2027			
Approved	COMPLETE	ROLLOVER	2027.01 BASED ON 2026.01
2026			
Proposed	PROPOSAL CREATION	MINOR SUBJECT CHANGE	2026.02 BASED ON 2026.01
Approved	COMPLETE	ROLLOVER	2026.01 BASED ON 2025.01

3. Match the Proposed version to the year of your Subject Outline

You need the **open Proposed version for the year in which the Subject Outline is being offered**.

For example: **Subject Outline 202690 → 2026 Proposed version in CDAP**

- In the example below, the relevant version is **2026.02 – Proposed**.
- The 2026.01 version is Approved and represents the previously approved version.
- A 2027 Approved rollover version may also already exist, but this is **not** the version to use for the 202690 Subject Outline.

MHP105

Introduction to Primary Health Care: Mental Health

APPROVED

SUBJECT

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STATUS	STAGE	APPROVAL LEVEL	VERSION	
2027				
Approved	COMPLETE	ROLLOVER	2027.01 BASED ON 2026.01	⋮ →
2026				
Proposed	PROPOSAL CREATION	MINOR SUBJECT CHANGE	2026.02 BASED ON 2026.01	⋮ →
Approved	COMPLETE	ROLLOVER	2026.01 BASED ON 2025.01	⋮ →

4. Open the Proposed version

Use the arrow at the right of the Proposed-version row to open the proposal.



MHP105

Introduction to Primary Health Care: Mental Health

APPROVED

SUBJECT

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STATUS	STAGE	APPROVAL LEVEL	VERSION
2027			
Approved	COMPLETE	ROLLOVER	2027.01 BASED ON 2026.01
2026			
Proposed	PROPOSAL CREATION	MINOR SUBJECT CHANGE	2026.02 BASED ON 2026.01
Approved	COMPLETE	ROLLOVER	2026.01 BASED ON 2025.01

Locate the correct subject and use the arrow at the right to open the Academic Item.

Academic Items							
CODE	TITLE		TYPE	ACTION TYPE	VERSION		
☒ MHP105	Introduction to Primary Health Care: Mental Health		SUBJECT	Minor Change	2026.02	⋮	→
☐ MHP109	The Body, Illness and Health		SUBJECT	Minor Change	2026.02	⋮	→
☒ MHP116	Mental Health Theory 1		SUBJECT	Minor Change	2026.04	⋮	→
☐ MHP209	Mental Health, Law and Ethics		SUBJECT	Minor Change	2026.02	⋮	→
☒ MHP217	Assessment and Crisis Management		SUBJECT	Minor Change	2026.03	⋮	→

5. Confirm that you are in the correct version

Once opened, check the version information near the top of the academic item.

You should see: **the correct version number** and **PROPOSED** status.

- For a 202690 update, this should be the relevant 2026 Proposed version.

Charles Sturt University

DASHBOARD

LOG OUT

Dashboard > Proposal-50613 Introduction to Primary Health Care: Mental Health > MHP105 Introduction to Primary Health Care: Mental Health

Print
Delete

MHP105 Introduction to Primary Health Care: Mental Health : Overview

UNDO MARK AS COMPLETE

2026.02 PROPOSED

Subject Information

Compare version: 2026.01 APPROVED

Track Changes

Field Audit History

Related Items

Comments



You may also see the current Approved version available in the **Compare version** field.

 Charles Sturt University

DASHBOARD

LOG OUT

Dashboard > Proposal-50613 Introduction to Primary Health Care: Mental Health > MHP105 Introduction to Primary Health Care: Mental Health

Print Delete

MHP105 Introduction to Primary Health Care: Mental Health : Overview

2026.02 PROPOSED

UNDO MARK AS COMPLETE

Subject Information

Compare version: 2026.01 APPROVED Track Changes Field Audit History

Related Items Comments

6. Navigate to Assessment Items

Move to the **Assessment Items** section of the academic item.

Subject Coordinators completing this process have edit access to this section.

Dashboard > Proposal-50613 Introduction to Primary Health Care: Mental Health > MHP105 Introduction to Primary Health Care: Mental Health

Print Delete

MHP105 Introduction to Primary Health Care: Mental Health : Overview

2026.02 PROPOSED

UNDO MARK AS COMPLETE

Subject Information

Compare version: 2026.01 APPROVED Track Changes Field Audit History

Related Items Comments

Subject Information

Metadata - Not for Publication

Duration

Offering

Ownership

Institutional Agreements

Contacts

Enrolment Restrictions

Subject Learning Outcomes

Curriculum Mapping

Subject Syllabus

Assessment Items

Subject Information		Edit
Implementation Year	2026	
Subject Code	MHP105	
Subject Title	Introduction to Primary Health Care: Mental Health	
Abstract	There is evidence that increasing involvement and control of health policy, health initiatives and service delivery by Aboriginal and Torres Strait Islander people themselves delivers improved health outcomes. A Primary Health Care model is the focus of this subject, which covers the promotion of health and mental health, early intervention and the prevention of illness. The subject simplifies the dynamics of care, explaining the differences for upstream, midstream and downstream models of care, downstream being primary medical care whereas primary health care is upstream. This addresses a range of health issues that have no specific medical intervention yet impact populations as well as individual health, community involvement and the use of current technology. Holistic health encompasses spirituality as well as the physical, social, and emotional wellbeing of the individual and community. Professional skills such as literacy and locating and interpreting information necessary to understand and communicate disciplinary knowledge will be introduced.	
Does this academic item include Indigenous Australian content?	* Discipline-specific - Subject	

HELP

Dashboard > Proposal-50613 Introduction to Primary Health Care: Mental Health > MHP105 Introduction to Primary Health Care: Mental Health

Print Delete

MHP105 Introduction to Primary Health Care: Mental Health : Overview

2026.02 PROPOSED

UNDO MARK AS COMPLETE

Subject Information

Compare version: 2026.01 APPROVED Track Changes Field Audit History

Related Items Comments

Publication

Duration

Offering

Ownership

Institutional Agreements

Contacts

Enrolment Restrictions

Subject Learning Outcomes

Curriculum Mapping

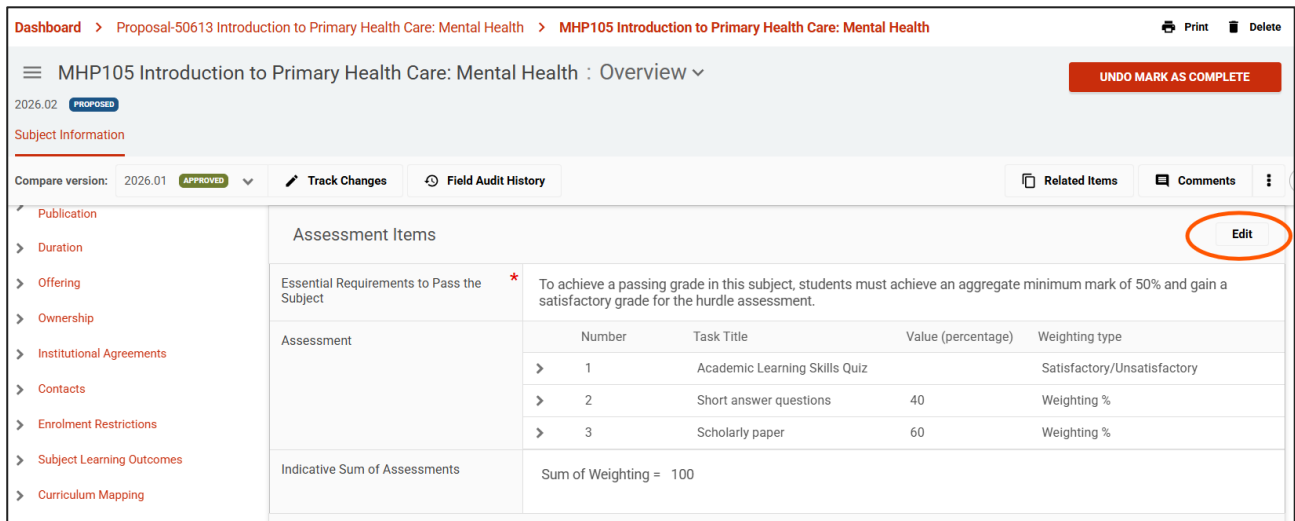
Assessment Items

Assessment Items		Edit		
Essential Requirements to Pass the Subject	* To achieve a passing grade in this subject, students must achieve an aggregate minimum mark of 50% and gain a satisfactory grade for the hurdle assessment.			
Assessment	Number	Task Title	Value (percentage)	Weighting type
	1	Academic Learning Skills Quiz		Satisfactory/Unsatisfactory
	2	Short answer questions	40	Weighting %
	3	Scholarly paper	60	Weighting %
Indicative Sum of Assessments	Sum of Weighting = 100			



7. Select Edit

Select **Edit** to begin updating the assessment information.



Dashboard > Proposal-50613 Introduction to Primary Health Care: Mental Health > MHP105 Introduction to Primary Health Care: Mental Health

Print Delete

MHP105 Introduction to Primary Health Care: Mental Health : Overview

2026.02 PROPOSED

Subject Information

Compare version: 2026.01 APPROVED Track Changes Field Audit History

Related Items Comments

Publication

Duration

Offering

Ownership

Institutional Agreements

Contacts

Enrolment Restrictions

Subject Learning Outcomes

Curriculum Mapping

Assessment Items

Essential Requirements to Pass the Subject *

To achieve a passing grade in this subject, students must achieve an aggregate minimum mark of 50% and gain a satisfactory grade for the hurdle assessment.

Assessment	Number	Task Title	Value (percentage)	Weighting type
>	1	Academic Learning Skills Quiz		Satisfactory/Unsatisfactory
>	2	Short answer questions	40	Weighting %
>	3	Scholarly paper	60	Weighting %

Indicative Sum of Assessments

Sum of Weighting = 100

Edit

If you are in an Approved version, or the wrong academic item, you will not be able to edit the assessment information through this process.

If you cannot see **Edit**, check again that: **you are in the Proposed version → for the correct calendar year → for the correct subject.**

- If all three are correct and Edit is still unavailable, seek support to confirm your CDAP access.

What can I edit?

The Subject Coordinator access provided for this process allows you to edit the **Assessment Items** section.

This includes:

- Essential Requirements to Pass the Subject;
- assessment-item details;
- due dates;
- assessment settings;
- Task Description;
- Rationale;
- Subject Learning Outcomes;
- Rubric;
- Feedback Method; and
- offering applicability.

Other parts of the academic item are not being opened for general academic editing through this process.

If you already have higher CDAP permissions associated with another role, your access may differ.

Save regularly

Once you begin editing, save regularly rather than waiting until all assessment items have been updated.



Mandatory fields are marked with an asterisk (*), and these must be completed before the assessment information can be saved successfully.

MHP105 Introduction to Primary Health Care: Mental Health : Overview

UNDO MARK AS COMPLETE

2026.02 PROPOSED

Subject Information

Compare version: 2026.01 APPROVED Track Changes Field Audit History Save All Related Items Comments

Subject Information
 Metadata - Not for Publication
 Duration
 Offering
 Ownership
 Institutional Agreements
 Contacts
 Enrolment Restrictions
 Subject Learning Outcomes
 Curriculum Mapping
 Subject Syllabus
 Assessment Items

Assessment Items

Cancel Save

Essential Requirements to Pass the Subject

B I Link List Bulleted List Text Help

To achieve a passing grade in this subject, students must achieve an aggregate minimum mark of 50% and gain a satisfactory grade for the hurdle assessment.

Press Alt/Option+F10 for toolbar.

Assessment	Number	Task Title	Value (percentage)	Weighting type
	▼ 1	Academic Learning Skills Quiz		Satisfactory/Unsatisfactory
	Number *	1		
	Task Title *	Academic Learning Skills Quiz		
	Weighting type	Satisfactory/Unsatisfactory		

