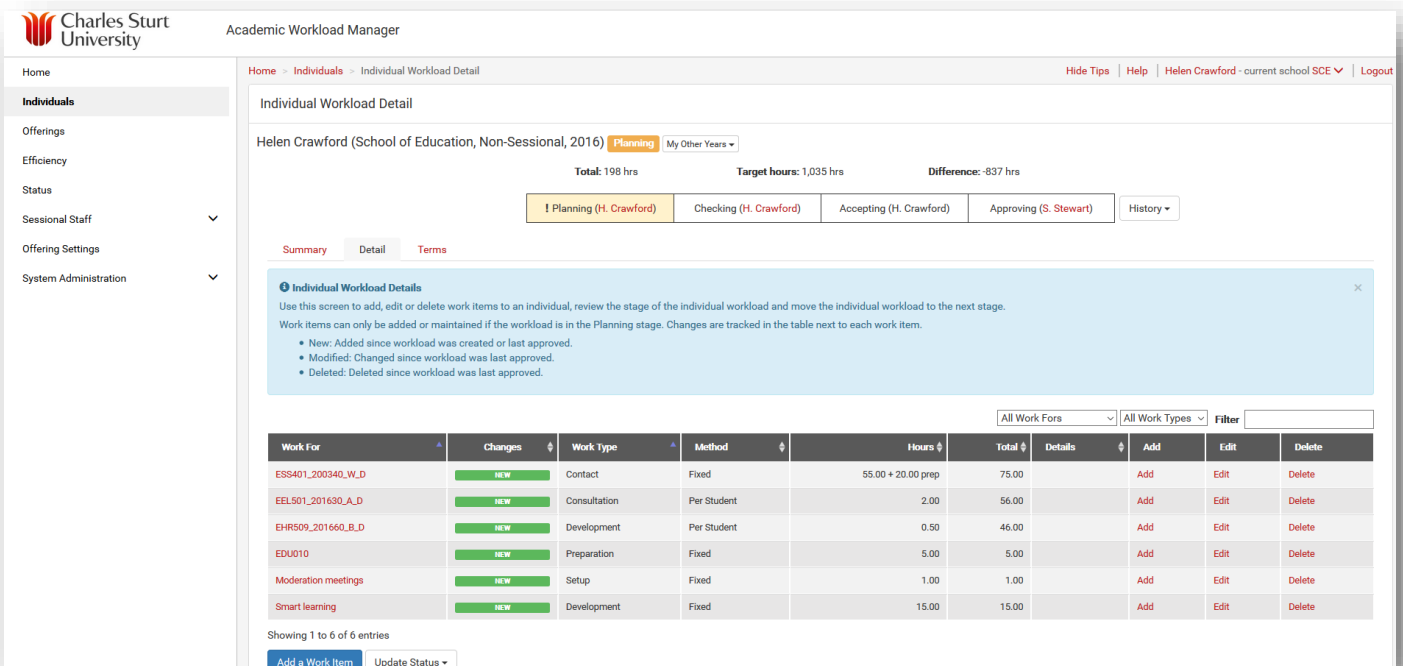


EDIT A WORK ITEM

- You can only edit work items if you have permission to do so.
- Changes are tracked in the table next to each work item:
 - New: Added since workload was created or last approved.
 - Modified: Changed since workload was last approved.
 - Deleted: Deleted since workload was last approved.
- Always add a note in the details box as to the reason for the change to the Work Item.
- You can use the Edit option to transfer Work Items to another academic (only if you have permission to plan for that person).



The screenshot shows the 'Individual Workload Detail' page for Helen Crawford. It includes a navigation menu on the left, a breadcrumb trail, and a summary of workload items. A table lists work items with columns for Work For, Changes, Work Type, Method, Hours, Total, Details, Add, Edit, and Delete. A details box provides instructions on how to add, edit, or delete work items and lists the change types: New, Modified, and Deleted.

Work For	Changes	Work Type	Method	Hours	Total	Details	Add	Edit	Delete
ESS401_200340_W_D	NEW	Contact	Fixed	55.00 + 20.00 prep	75.00		Add	Edit	Delete
EEL501_201630_A_D	NEW	Consultation	Per Student	2.00	56.00		Add	Edit	Delete
EHR509_201660_B_D	NEW	Development	Per Student	0.50	46.00		Add	Edit	Delete
EDU010	NEW	Preparation	Fixed	5.00	5.00		Add	Edit	Delete
Moderation meetings	NEW	Setup	Fixed	1.00	1.00		Add	Edit	Delete
Smart learning	NEW	Development	Fixed	15.00	15.00		Add	Edit	Delete

Non-Sessional

- A work item can only be edited if it is in the Planning stage.
- If a Non-Sessional is at any other stage it needs to be moved back to Planning before editing can take place.

Moving a Work For back to Planning

- Ensure you are in the Individual Workload Detail screen on the Detail tab.
- Scroll to the bottom of the screen and choose Revise from the Update Status drop down menu.
- Add a comment regarding the revision.
- Choose Revise.
- You will receive a message on your screen stating the Workload item [code and name referenced] is revised.
- Edit option is now available.

Charles Sturt University Academic Workload Manager

Home > Individuals > Individual Workload Detail Hide Tips | Help | Helen Crawford - current school SCE | Logout

Individual Workload Detail

Angela Keys (School of Education, Sessional, 2016)

Summary Detail

Individual Workload Details

Use this screen to add, edit or delete work items to an individual, review the stage of the individual workload and move the individual workload to the next stage. Work items can only be added or maintained if the workload is in the Planning stage. Changes are tracked in the table next to each work item.

- New: Added since workload was created or last approved.
- Modified: Changed since workload was last approved.
- Deleted: Deleted since workload was last approved.

All Work Fors | All Work Types | All Sessions | Filter

Work For	Changes	Work Type	Sub-type	Method	Hours	Total	Workload Status	SoW Status	Add	Edit	Delete
<input type="checkbox"/> EEA202_201630_A_I		Analysis	Standard	Fixed	5.00	5.00	PLANNING		Add	Edit	Delete
Planner: Helen Crawford		Account: 0111111111-1544444445-1614555612-1505558462		Relevant PHD or Equiv: N		Details:		Comments: 2			
<input type="checkbox"/> EEA202_201630_B_J		Marking	Standard	Per Student	1.00	79.00	APPROVING		Add		
Planner: Helen Crawford		Account: 01211-2121-2220-0122		Relevant PHD or Equiv: N		Details: Exams only		Comments: 2			
<input type="checkbox"/> ECO130_201660_S_I		Consultation	Standard	Per Student	2.00	24.00	CHECKING		Add		
Planner: Helen Crawford		Account: 2221-2121-221-0215		Relevant PHD or Equiv: N		Details: The bulk of this work will be moderating chatrooms.		Comments: 1			
<input type="checkbox"/> EEA310_201660_W_D		Marking	Standard	Per Student	1.00	21.00	PLANNING		Add	Edit	Delete
Planner: Helen Crawford		Account: 2121-42451-2451-245		Relevant PHD or Equiv: N		Details: Choose the wrong Method initially.		Comments: 0			

Sessional

- A work item can only be edited in a Sessional workload if it is in the Planning stage.
- If you do not see the word Edit in the table when you are in the Individual Workload Detail screen, you know the workload is not in the right stage to be able to edit it. Therefore you need to move it back to the planning stage to be able to edit it.

Moving a Work For back to Planning

- Ensure you are in the Individual Workload Detail screen on the Detail tab.
- Tick the box beside the Work For.
- Scroll to the bottom of the screen and choose Revise from the Action Selected drop down menu.
- Add a comment as to why you are revising this Work For.
- Choose Revise.
- You will receive a message on your screen stating the Workload item [code and name referenced] is revised.
- Edit option is now available.