

Programmes of Study Editor

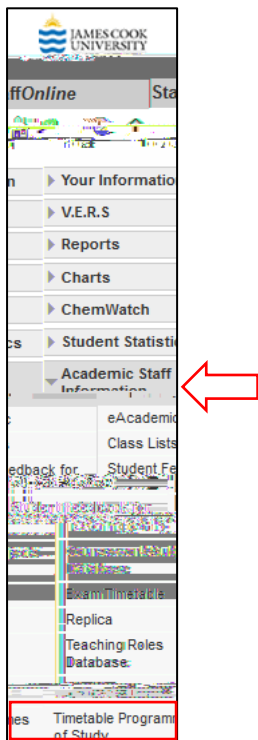


Guide to reviewing, updating and validating
JCU Programmes of Study in the Programme of Study Editor

Contents

| | |
|--|--------|
| The Purpose of the Programmes of Study Editor | 2.... |
| Timetable Constraints | 2..... |
| Programmes of Study Editor | 2..... |
| Step 1: Accessing the Programmes of Study Editor | 2... |
| Step 2: | |

Once logged in, under the Academic Staff Information tab, click on the Timetable Programmes of Study link:



You'll be directed to the Programmes of Study landing page, see below:



To review, update or validate POS during the POS data collection phase, you will need to select the Timetable Programmes of Study Editor as highlighted below:



Step 2: Searching and Filtering Programmes of Study

You can filter for POS using one or all of the following:

- x Organisation Unit (2100 - DTHM or 2200 - DTES)
- x Course Code
- x Validation (whether a POS has already been validated: Yes, No or All)
- x Teaching Period (TP1, TP2 or All)

Please note: TP1 incorporates SP1, SP3, SP4, SP5, SP6, SP7, SP46, SP64, SP65, SP81, SP82 and SP83 subjects. TP2 incorporates SP2, SP8, SP9, SP10, SP11, SP47, SP48, SP66, SP67, SP84, SP85 & SP86 subjects.

ie. TP1 date range is January to late July (end of O-week) and TP2 date range is the second half of the year.

To apply the filter, update the relevant field with what you wish to search and select Search:

Step 3:

Update Existing Options

Changes to subject details ie. Study Period, Study Mode, Location & Core can be made by updating the available fields and selecting 'Update' :

Subjects can be deleted from a POS by selecting 'Delete' :

Queries, Help and Process for Requesting Changes

If you require assistance with your POS, please refer to the following for who best to contact:

- 9 For all Course queries, please contact your CMO.
- 9 For all Subject or CSDB queries, please contact your College Timetable Representative (ASO).
- 9 For all other questions relating to the POS Editor, please contact the JCU Timetable Team at timetable@jcu.edu.au (or by phoning ext. 21376).

Important Note: While the POS Description can be edited (using the Edit button), the main details of the POS (Course code, Location, Year, etc.) cannot. If you create a new POS that contains errors the POS will need to be deleted and re-entered.

If a POS is blank by the date it's due to be imported (i.e. no subjects attached), all subjects relating to that POS will be timetabled without student sets attached and therefore may have core subjects clashing.

If a POS has not been validated by the due date, this will not be imported into the timetable system. All subjects relating to that POS will be timetabled without student sets attached and therefore may have core subjects clashing.

Deleting a POS

If a POS is no longer offered for the current timetable iteration, please contact the JCU Timetable Team at