EDITH COWAN UNIVERSITY
CENTRE FOR LEARNING AND DEVELOPMENT

CAPS
CURRICULUM APPROVAL & PUBLICATION SYSTEM

TRAINING COURSE OUTLINES
CAPS for Read Only Access

Description
This 60-minute workshop introduces staff to the Curriculum Approval and Publications System (CAPS). Staff will learn how to use CAPS to access curriculum information and generate reports.

The workshop is suitable for all staff but especially for professional staff in student service roles and faculty administration who need to access curriculum data.

Learning Outcomes
On successful completion of this course, participants will be able to:

• Locate basic curriculum information in CAPS; and
• Extract curriculum information from CAPS reports to advise students about their enrolment.

Content
• The range of reports available in CAPS
• Simple queries in CAPS
• Customising and selecting options in CAPS reports

Teaching & Learning Processes
Demonstrations and hands-on authentic activities in a computer lab.

Assessment
In class activities.

T0072
Technology

Specific Capabilities
• Uses ECU systems to maintain accurate records and provide excellent customer service to students and staff

Resources & Texts
Tip sheets and guides are provided in the workshop and accessed inside the CAPS application

CLD Data
Accredited: No
Credit points: n/a
Pre-requisites: No
Related offerings: None
Min–max number: 4–12
CAPS for Unit Coordinators

Description
This 60-minute hands-on workshop will introduce unit coordinators to the new Curriculum Approvals and Publication System (CAPS) and enable them to propose a unit change on the spot.

Unit coordinators are encouraged to prepare any upcoming edits to their unit before attending the workshop so that the workshop time can be spent entering the data and submitting their ‘proposal’ for the next approval stage.

For more details, contact CLD on ext 2554 or email at cld@ecu.edu.au

Learning Outcomes
On successful completion of this course, participants will be able to:

- Initiate a proposal for a unit change in CAPS that complies with system principles, ECU policy and meets process timelines;

Content
- CAPS: a quick overview
- Proposal types and how they are defined in CAPS
- Policy updates in relation to unit development
- Principles and guidelines for unit data
- Initiating a ‘proposal’
- Editing unit data
- Adding unit data
- Using preview reports to review a proposal
- Submitting a proposal for review

Teaching & Learning Processes
This is a learner centred workshop comprising a system demonstration followed by hands-on authentic activities in a computer lab.

Assessment
Outputs from class activities.

Specific Capabilities
- Uses ECU systems to maintain accurate records and provide excellent customer service to students and staff

Resources & Texts
Tip sheets and guides are provided in the workshop and accessed inside the CAPS application

CLD Data
Accredited: No
Credit points: n/a
Pre-requisites: No
Related offerings: None
Min–max number: 4–16
CAPS for Unit Set and Course Coordinators

Description
This 60-minute hands-on workshop will introduce course and unit set coordinators to the course level aspects of the new Curriculum Approvals and Publication System (CAPS).

Course and unit set coordinators are encouraged to prepare any upcoming curriculum changes before attending the workshop so that the workshop time can be spent entering the data and submitting it for the next stage of approval.

For more details, contact CLD on ext 2554 or email at cld@ecu.edu.au

Learning Outcomes
On successful completion of this course, participants will be able to:
• Initiate a ‘proposal’ for a course or unit set revision that complies with system principles and process timelines;
• Edit (or enter) data in CAPS appropriate for the change category;
• Manipulate data fields in CAPS for publication purposes; and
• Submit a curriculum change for review to the next approval stage.

Content
• How curriculum change types are defined in CAPS
• Policy updates in relation to course and unit set development
• Overarching principles, rules and guidelines for curriculum data
• Initiating a ‘proposal’
• Entering and editing curriculum data
• Refining data in complex fields
• Preview reports
• Submitting a ‘proposal’ for review

Teaching & Learning Processes
This is a learner centred workshop comprising a system demonstration followed by hands-on authentic activities in a computer lab.

Assessment
Outputs from in class activities.

T0075
Technology

Specific Capabilities
• Uses ECU systems to maintain accurate records and provide excellent customer service to students and staff

Resources & Texts
Tip sheets and guides are provided in the workshop and accessed inside the CAPS application

CLD Data
Accredited: No
Credit points: n/a
Pre-requisites: No
Related offerings: None
Min–max number: 4–12
CAPS for Approvers

Description
This 60-minute workshop introduces staff to the approval functions in the Curriculum Approvals and Publications System (CAPS). You will learn how to use CAPS to review, edit and action curriculum change proposals according to timelines, principles and policy.

For more details, contact CLD on ext 2554 or email at cld@ecu.edu.au

Learning Outcomes
On successful completion of this course, participants will be able to:
• Process a curriculum proposal in CAPS and submit for the next approval stage;
• Run reports to determine exact changes in curriculum proposals; and
• Adjust personal settings in CAPS to manage notification emails.

Content
• How curriculum change types are defined in CAPS
• Policy updates in relation to course and unit set development
• Overarching principles, rules and guidelines for curriculum data
• Accessing and reviewing change proposals
• Running compare reports
• Approving/rejecting proposals
• Adding comments/feedback to proposals
• Customising notification settings

Teaching & Learning Processes
Group discussion, demonstrations and hands-on authentic activities in a computer lab.

Assessment
Outputs from in class activities.

Specific Capabilities
• Uses ECU systems to maintain accurate records and provide excellent customer service to students and staff

Resources & Texts
Tip sheets and guides are provided in the workshop and accessed inside the CAPS application
Curriculum Approval Policy [ac086] available from the ECU policy website:

CLD Data
Accredited: No
Credit points: n/a
Pre-requisites: No
Related offerings: None
Min–max number: 4–12
CAPS for Marketing

Description
This unstructured two-hour workshop is for marketing staff responsible for the input and maintenance of marketing data in the Curriculum Approval and Publications System (CAPS). The session is flexible and adaptable so that new staff can learn how to update and approve marketing information in an existing course, unit set or unit, and experienced staff can use the session to raise issues and find solutions to problems working with CAPS.

For more details or to customise the session for a specific purpose, contact CLD on ext 2554 or email at cld@ecu.edu.au

Learning Outcomes
On successful completion of this course, participants will be able to:

• Initiate a proposal for an update to an existing course, unit set or unit in CAPS;
• Process a curriculum proposal in CAPS;
• Manipulate data structures in CAPS for publication purposes; and
• Discuss process and technical issues in relation to CAPS for marketing purposes.

Content

• Initiating, editing and approving curriculum proposals
• Content issues: what to include and what not to include in fields
• Overarching principles, rules and guidelines for curriculum data
• Correct set-up for course structures
• Refining course structure data
• Refining special admission requirement data
• Activating new menu options

Teaching & Learning Processes

Discussions, demonstrations and hands-on authentic activities in a computer lab.

Assessment

Outputs from in class activities.
CAPS Drop-In Session

Description
This is a hands-on workshop for all staff needing assistance using the Curriculum Approvals and Publication System (CAPS). It is completely unstructured so that participants can seek advice or assistance on all CAPS-related matters. First come, first served.

Please note: the CAPS Drop-In Session is not intended to replace role specific training such as CAPS for Unit Coordinators, CAPS for Unit Set and Course Coordinators, CAPS for Approvers and CAPS for Read Only Access.

Learning Outcomes
Learning outcomes vary according to participant needs.

Content
There is no set content.

Teaching & Learning Processes
Demonstrations and hands-on authentic activities in a computer lab.

Assessment
There is no assessment.

Specific Capabilities
• Uses ECU systems to maintain accurate records and provide excellent customer service to students and staff

Resources & Texts
Tip sheets and guides are provided in the workshop and accessed inside the CAPS application
Curriculum Approval Policy [ac086] available from the ECU policy website:

CLD Data
Accredited: No
Credit points: n/a
Pre-requisites: No
Related offerings: None
Min–max number: 0–6