CLASSES

Australian National University

Curriculum Management System
Classes

CMS User Manual

HOME / CLASSES — Breadcrumb Navigation

Classes

Buttons — NEW SCHEDULE | WORKFLOW | MODIFY | VIEW | COPY OUTLINE | NEW OUTLINE — **[1]**

COURSE CODE	SEARCH BY COURSE OR CLASS DETAILS	ORGANISATION	AVAILABILITY	STATE	YEARS	DATE	**[2] Filters**
e.g. BIOL1000	e.g. Biology	All	All	All	2020 - 2021	Select date...	

☐ Created by me   ☐ Recently modified or reviewed by me   ☑ Include child orgs

Clear All Filters

📊 REPORT   EXPAND ▼ — **[3] Reports - expands**

[4] Header – icons sort

	CODE ↕	TITLE ↕	TERM ↕	DETAILS ↕	ORGANISATION ↕	AVAIL ↕	STATE ↕	PROGRESS ↕	DATE ↕	☰
1	☐ STAT1003	Statistical Techniques	First Semester, 2021	3696 - In Person	04130 - Rsch Sch of Finance, Actuarial Studies & App Stats - ANU College of Business and Economics	Active	DRAFT	▮	29/05/2020	
2	☐ LAWS6249	Legal Theory	Second Semester, 2021	5709 - In Person	03050 - ANU Law School - ANU College of Law	Active	Approved	▮▮▮	27/05/2020	
3	☐ LAWS6105	Australian Public Law	Second Semester, 2021	5707 - In Person	03050 - ANU Law School - ANU College of Law	Active	DRAFT	▮	27/05/2020	
4	☑ **FINM7045**	**Asian Capital Markets**	**Second Semester, 2021**	**5789 - In Person**	**04130 - Rsch Sch of Finance, Actuarial Studies & App Stats - ANU College of Business and Economics**	**Active**	**DRAFT**	▮	**27/05/2020**	
5	☐ CBEA6070	CBE Internship Project (PG)	Second Semester, 2021	5871 - In Person	CBE - ANU College of Business and Economics - The Australian National University	Active	DRAFT	▮	27/05/2020	
6	☐ LING6026	Topics Adv Syntax & Morphology	First Semester, 2020	4214 - In Person	01403 - School of Literature, Languages and Linguistics - Research School of Humanities and the Arts	Active	Submitted for Review	▮▮	27/05/2020	
7	☐ FINM7044	Applied Valuation	Second Semester, 2020	7596 - In Person	04130 - Rsch Sch of Finance, Actuarial Studies & App Stats - ANU College of Business and Economics	Active	PUBLISHED	▮▮▮▮▮	26/05/2020	

Expand/Contract row height in table

[5] Table View – based on filters

Currently displaying 14663 results — **[6]**   « ‹ page 1 of 734 › » — **[6]**   20 ▼ items per page — **[6]**

Display results, list size, page selection

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[1] Button functionality

Selecting a curriculum item enables buttons based on your role permissions:

Copy Outline
• New class summary based on existing content from current course or a different course

New Outline
• New Class Summary based on the latest class summary template

View
• Read only access to Class Summary content
• Print Class Summary to PDF

Modify
• Make changes to the content of the selected Class Summary

Workflow
• Provides graphical view of workflow
• Supports change state (based on your role)
• View history and comments

New Schedule (access by Class Schedule Manager only)
• Requests a new Class Schedule to be created in the Student Administration System (SAS)

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[2] Filters

Filters add together – allowing for complex searching and improved reporting

Course code
• Enter first 3 characters to autocomplete

Search by Course or Class Details
• Free text, searches title, term, details columns (including class number, topic and mode of delivery)

Organisation, Availability, State
• Drop down lists relating to content stored in the columns of the same name
• Items in drop downs are multi-selectable

Years
• Defaults to current and next year, multiple years can be selected

Date
• Allows date range selection

Checkbox Controls
• Created by Me – select to show only your items
• Recently modified by me – modified in the last month
• Clear all filters – reset all filters by clicking
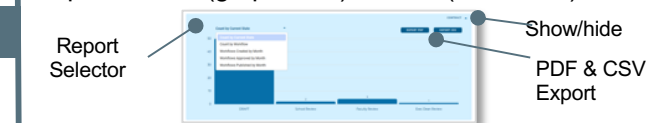• Include child orgs – on by default, includes parent and

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[3] Reports

Four **Reports** available via top left drop down
• Count by current state
• Workflows created, approved or published by month (across 1, 2 or 3 years)

Dynamically updates based on **Filter** choices **[2]**

Export to **PDF** (graph view) or **CSV** (table view)

Report Selector

Show/hide

PDF & CSV Export

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[4] [5] [6] Other

Header – columns can be sorted by clicking on icons

Row Height – Icon at far right of columns controls row height – Alternates between condensed view or expanded view so all text can be displayed

Table View – To select an item click anywhere in the row. Some buttons **[1]** require an item to be selected to become active

Display – A page number can be entered in small box to jump to any page. Items per page can be 10, 20 or 50