

Study@ANU – User Documentation

Change Form Status – Quick Guide

Version: 1.0

Date: May 05

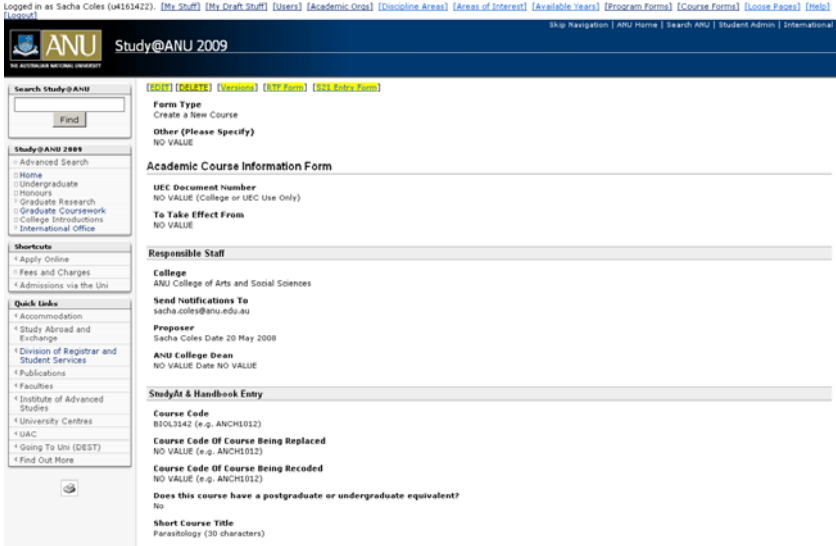
Status: Draft

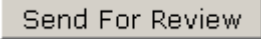
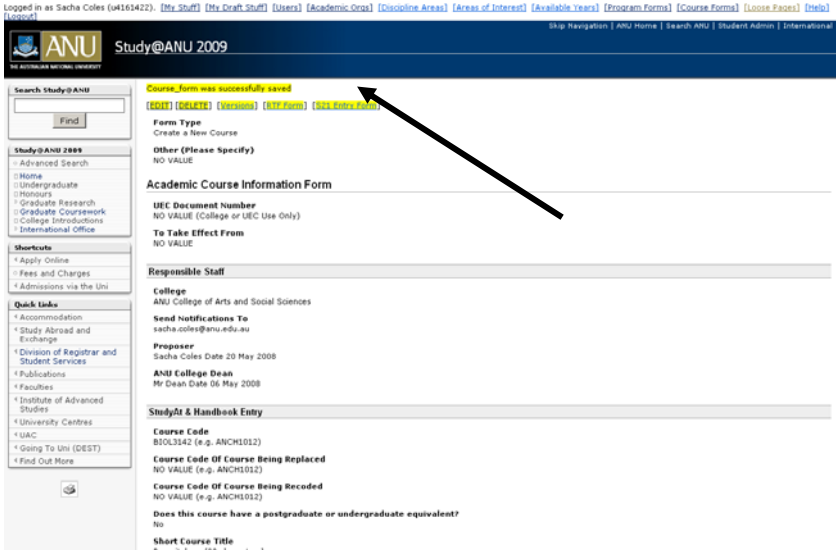
Prepared By: Sacha Coles, SBS

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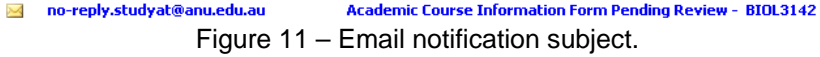
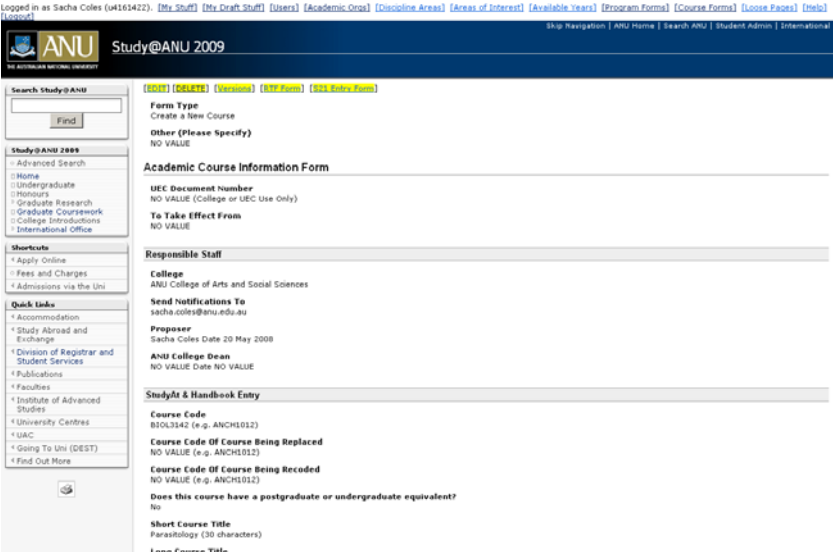
Task: Change Form Status To Pending Review

Step	Description																																			
<p>Step 1: Navigate to Forms list</p>	<p>Select Course Forms on the menu at the top of the page (Figure 1).</p> <p style="text-align: center;">[Course Forms]</p> <p style="text-align: center;">Figure 1 – Course Forms link.</p> <p>This Course Forms list shows the status of all forms that are currently going through the approval process until uploaded into Study@ANU. The course form to be reviewed will have a Status of <i>Draft</i> (Figure 2).</p> <table border="1" data-bbox="507 584 1337 757"> <thead> <tr> <th>College</th> <th>Course Code</th> <th>Type</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td colspan="5">New course form</td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>ANCH2014</td> <td>Minor Amendment - Change to an Existing Course</td> <td>Draft</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>Unknown course code</td> <td>Create a New Course</td> <td>Draft</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>Unknown course code</td> <td>Create a New Course</td> <td>Draft</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>ARTS4444</td> <td>Create a New Course</td> <td>Draft</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>BIOL3142</td> <td>Create a New Course</td> <td>Draft</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> </tbody> </table> <p style="text-align: center;">Figure 2 – Course Forms list with status Draft.</p>	College	Course Code	Type	Status	Actions	New course form					ANU College of Arts and Social Sciences	ANCH2014	Minor Amendment - Change to an Existing Course	Draft	View RTF Form S21 Entry Form Edit Delete	ANU College of Arts and Social Sciences	Unknown course code	Create a New Course	Draft	View RTF Form S21 Entry Form Edit Delete	ANU College of Arts and Social Sciences	Unknown course code	Create a New Course	Draft	View RTF Form S21 Entry Form Edit Delete	ANU College of Arts and Social Sciences	ARTS4444	Create a New Course	Draft	View RTF Form S21 Entry Form Edit Delete	ANU College of Arts and Social Sciences	BIOL3142	Create a New Course	Draft	View RTF Form S21 Entry Form Edit Delete
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<p>Step 2: Open Form and review.</p>	<p>Select View in the list of Actions (Figure 3) to open the form viewing page.</p> <p>Course: _____ Draft: _____ View RTF Form S21 Entry Form Edit Delete</p> <p style="text-align: center;">Figure 3 – form Actions.</p> <p>The form viewing page displays the form as it is currently completed. At this stage, not all mandatory fields need to be completed.</p>  <p style="text-align: center;">Figure 4 – Form viewing page.</p> <p>Scroll through the form and review information.</p>																																			
<p>Step 3: Submit Form for Review</p>	<p>To submit form for review, select Edit at the top of the form (Figure 5).</p> <p style="text-align: center;">[EDIT] [DELETE] [Versions] [RTF Form] [S21 Entry Form]</p> <p style="text-align: center;">Figure 5 – Edit link.</p> <p>The form will open to be edited. If required, make any changes.</p> <p>Scroll to the bottom of the form, select Send for Review (Figure 6).</p>																																			

Step	Description			
	<p>Warning: Selecting any other option will not result in the status of the form changing to <i>Pending Review</i>. Other actions will keep the form in <i>Draft</i> status.</p> <p>Select Update to save contents and be able to view form as filled in. The Status will stay as <i>Draft</i>.</p> <div style="text-align: center;">  </div> <p>Figure 6 – Sent for Review button.</p> <p>Warning: If all mandatory fields are not populated, the mandatory fields will be listed at the top of the form and the fields will be displayed with a red border.</p> <p>The status of the form is changed from <i>Draft</i> to <i>Pending Review</i>. An email notification will be sent to the email address stated on the form that the form is ready for review (Figure 7).</p> <p>Academic Course Information Form Pending Review - BIOL3142 no-reply.studyat@anu.edu.au To: Sacha Coles</p> <hr/> <p>Academic Course Information Form Pending Review - BIOL3142</p> <p>The form located at http://admin.studyat.anu.edu.au/course_forms/39 is pending your review.</p> <p>Figure 7 – Pending Review email notification.</p> <p>The user will be transferred to the form viewing screen of the form just sent for review.</p> <p>A message stating that the form was successfully saved will appear at the top of the form (Figure 8).</p>  <p>Figure 8 – form Successfully Saved.</p>			
<p>Step 4: Navigate to Forms list</p>	<p>Select Course Forms on the menu at the top of the page (Figure 9).</p> <p style="text-align: center;">[Course Forms]</p> <p>Figure 9 – Course Forms link.</p> <p>The course will now have a Status of <i>Pending Review</i> (Figure 10).</p> <table border="1" data-bbox="491 1921 1353 2011"> <tr> <td>rse</td> <td>Pending Review</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> </table>	rse	Pending Review	View RTF Form S21 Entry Form Edit Delete
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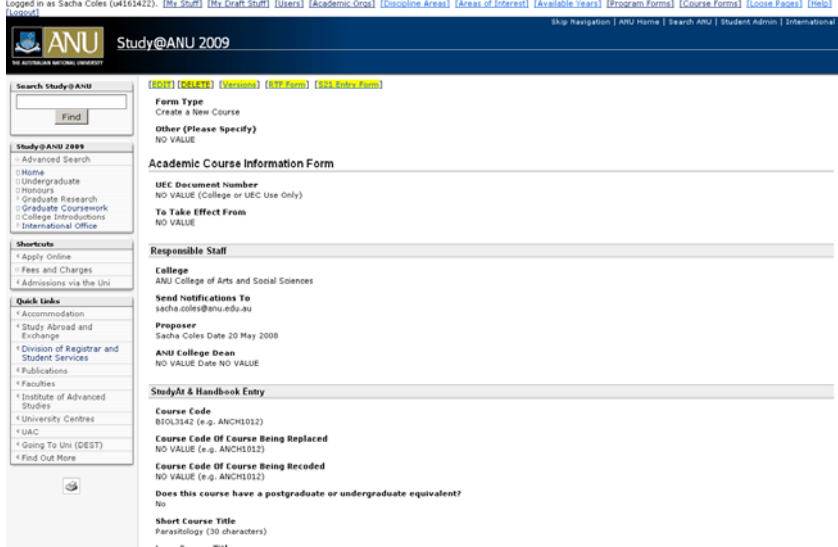
Step	Description
	Figure 10 – Course Forms list with status <i>Pending Review</i> .

Task: Change Form Status to Pending Approval

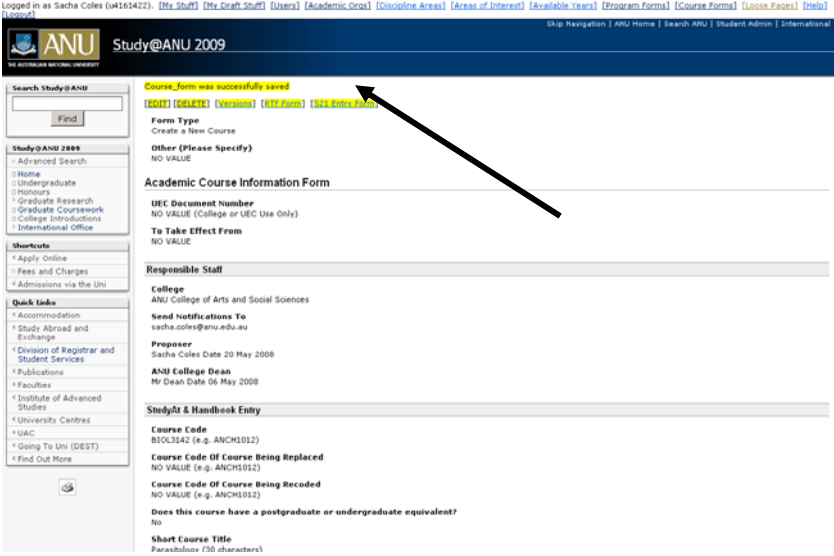
Step	Description
<p>Step 1A: Accessing Form via email notification.</p>	<p>An email notification will be sent to the reviewer with the subject “<i>Academic Course Information Form Pending Review – [Course]</i>” (Figure 11)</p> <p> Figure 11 – Email notification subject.</p> <p>The message will contain a link to the form to be reviewed (Figure 12).</p> <p>Academic Course Information Form Pending Review - BIOL3142 no-reply.studyat@anu.edu.au To: Sacha Coles Academic Course Information Form Pending Review - BIOL3142</p> <hr/> <p>The form located at http://admin.studyat.anu.edu.au/course_forms/39 is pending your review.</p> <p>Figure 12 – Email notification.</p> <p>Select the link in the email notification. If you are not already logged into the Study@ANU Admin site, you will be required to log on.</p> <p>The form viewing page will be displayed.</p>  <p>Figure 13 – Form viewing page.</p> <p>Proceed to Step 4.</p>
<p>Step 1B: Accessing Form without email notification.</p>	<p>Log on to Study@ANU Administration site as described in Topic: Log On To Study@ANU Administration Site.</p>
<p>Step 2: Navigate to Forms list</p>	<p>Select Course Forms on the menu at the top of the page (Figure 14).</p> <p>[Course Forms]</p> <p>Figure 14 – Course Forms link.</p> <p>This Course Forms list shows the status of all forms that are currently going through the approval process until uploaded into Study@ANU. The course form to be reviewed will have a Status of <i>Pending Review</i> (Figure 15).</p>

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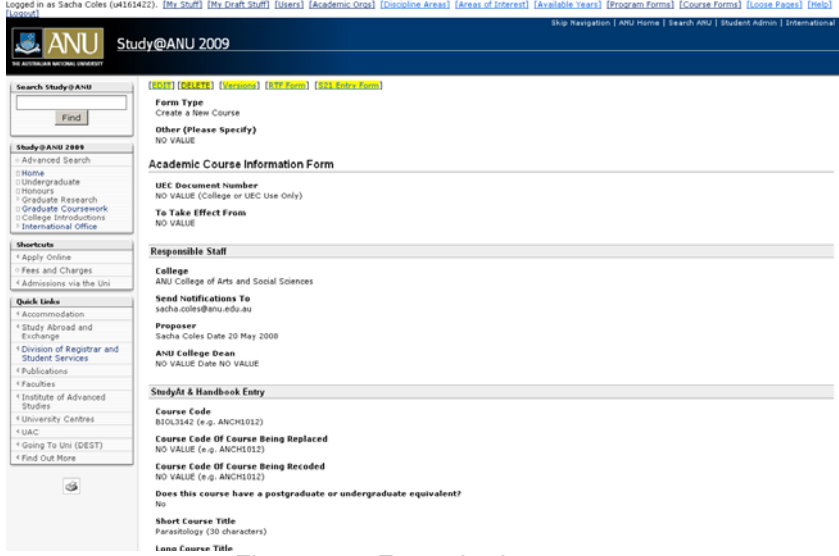
Figure 15 – Course Forms list with status Pending Review.

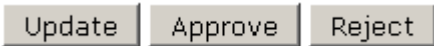
<p>Step 3: Open Form and review.</p>	<p>Select View in the list of Actions (Figure 16) to open the form viewing page.</p> <p>Course Draft View RTF Form S21 Entry Form Edit Delete</p> <p>Figure 16 – form Actions.</p> <p>The form viewing page displays the form as it is currently completed. At this stage, not all mandatory fields need to be completed.</p>  <p>Figure 17 – Form viewing page.</p> <p>Scroll through the form and review information.</p>
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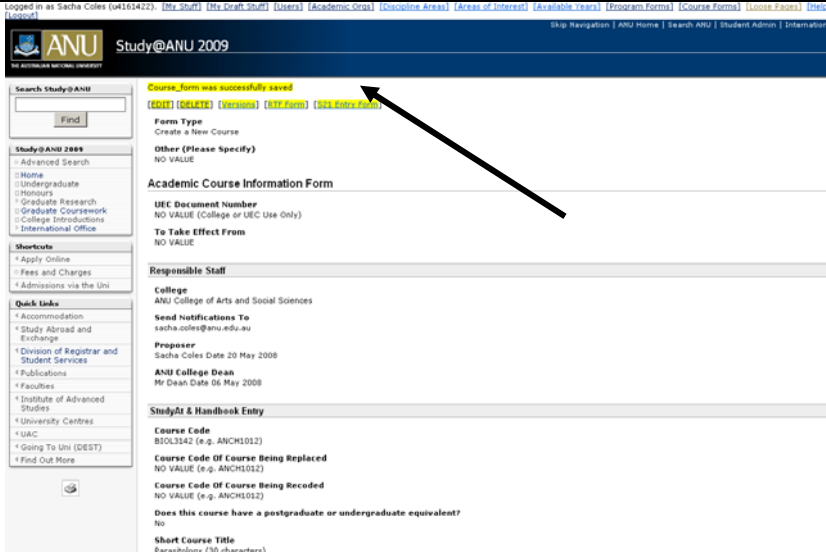
<p>Step 4: Submit Form for Approval</p>	<p>To submit form for approval, select Edit at the top of the form (Figure 18).</p> <p>[EDIT] [DELETE] [Versions] [RTF Form] [S21 Entry Form]</p> <p>Figure 18 – Edit link.</p> <p>The form will open to be edited. If required, make any changes.</p> <p>Scroll to the bottom of the form, select Send for Approval (Figure 19).</p> <p>Warning: Selecting any other option will not result in the status of the form changing to <i>Pending Approval</i>. Other actions will keep the form in <i>Pending Review</i> status.</p> <p>Select Update to save any updated information. The form will remain in <i>Pending Review</i> status.</p> <p>Select Reject to change the status of the form to <i>Rejected</i></p>
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Step	Description			
	<p>by College.</p> <div style="text-align: center;"> Update Send For Approval Reject </div> <p>Figure 19 – Sent for Approval button.</p> <p>Warning: If all mandatory fields are not populated, the mandatory fields will be listed at the top of the form and the fields will be displayed with a red border.</p> <p>The status of the form is changed from <i>Pending Review</i> to <i>Pending Approval</i>. The user will be transferred to the form viewing screen of the form just sent for approval.</p> <p>A message stating that the form was successfully saved will appear at the top of the form (Figure 20).</p>  <p>Figure 20 – form Successfully Saved.</p>			
<p>Step 5: Navigate to Forms list</p>	<p>Select Course Forms on the menu at the top of the page (Figure 21).</p> <p style="text-align: center;">[Course Forms]</p> <p>Figure 21 – Course Forms link.</p> <p>The course will now have a Status of <i>Pending Approval</i> (Figure 22).</p> <table border="1" data-bbox="491 1489 1353 1556"> <tr> <td>urse</td> <td>Pending Approval</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> </table> <p>Figure 22 – Course Forms list with status <i>Pending Approval</i>.</p>	urse	Pending Approval	View RTF Form S21 Entry Form Edit Delete
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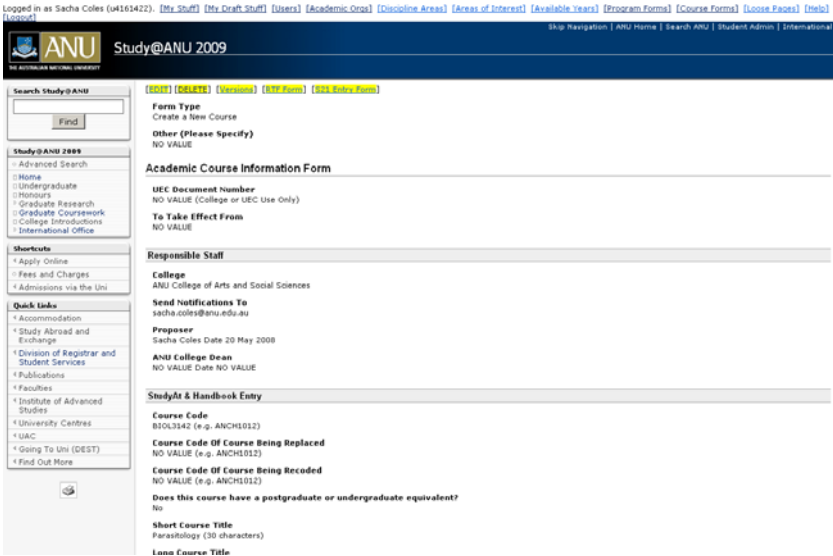
Task: Change Course Form Status to Approved

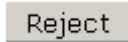
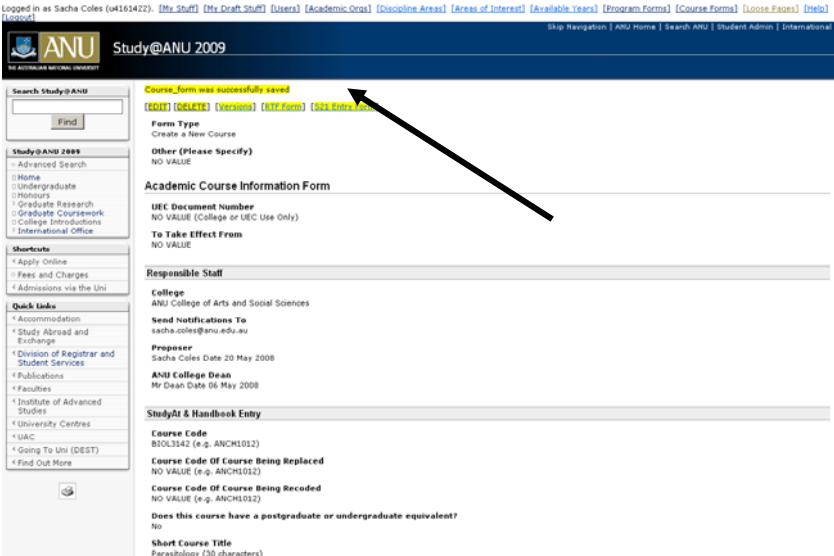
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<p>Step 1: Navigate to Forms list</p>	<p>Select Course Forms on the menu at the top of the page (Figure 23).</p> <p style="text-align: center;">[Course Forms]</p> <p style="text-align: center;">Figure 23 – Course Forms link.</p> <p>This Course Forms list shows the status of all forms that are currently going through the approval process until uploaded into Study@ANU. The course/ program form to be reviewed will have a Status of <i>Pending Approval</i> (Figure 24).</p> <p>Course Forms</p> <table border="1" data-bbox="504 645 1334 882"> <thead> <tr> <th>College</th> <th>Course Code</th> <th>Type</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td colspan="5">New course form</td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>ANCH2014</td> <td>Minor Amendment - Change to an Existing Course</td> <td>Draft</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>Unknown course code</td> <td>Create a New Course</td> <td>Draft</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>Unknown course code</td> <td>Create a New Course</td> <td>Draft</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>ARTS4444</td> <td>Create a New Course</td> <td>Draft</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>TEST0023</td> <td>Create a New Course</td> <td>Pending Approval</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>B10L3142</td> <td>Create a New Course</td> <td>Pending Approval</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>MUSM1252</td> <td>Minor Amendment - Change to Delivery Type</td> <td>Pending Review</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> </tbody> </table> <p style="text-align: center;">Figure 24 – Course Forms list with status Pending Approval.</p>	College	Course Code	Type	Status	Actions	New course form					ANU College of Arts and Social Sciences	ANCH2014	Minor Amendment - Change to an Existing Course	Draft	View RTF Form S21 Entry Form Edit Delete	ANU College of Arts and Social Sciences	Unknown course code	Create a New Course	Draft	View RTF Form S21 Entry Form Edit Delete	ANU College of Arts and Social Sciences	Unknown course code	Create a New Course	Draft	View RTF Form S21 Entry Form Edit Delete	ANU College of Arts and Social Sciences	ARTS4444	Create a New Course	Draft	View RTF Form S21 Entry Form Edit Delete	ANU College of Arts and Social Sciences	TEST0023	Create a New Course	Pending Approval	View RTF Form S21 Entry Form Edit Delete	ANU College of Arts and Social Sciences	B10L3142	Create a New Course	Pending Approval	View RTF Form S21 Entry Form Edit Delete	ANU College of Arts and Social Sciences	MUSM1252	Minor Amendment - Change to Delivery Type	Pending Review	View RTF Form S21 Entry Form Edit Delete
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<p>Step 2: Open Form and review.</p>	<p>Select View in the list of Actions (Figure 25) to open the form viewing page.</p> <p>Course <input type="text" value="Draft"/> View RTF Form S21 Entry Form Edit Delete</p> <p style="text-align: center;">Figure 25 – form Actions.</p> <p>The form viewing page displays the form as it is currently completed. At this stage, not all mandatory fields need to be completed.</p>  <p style="text-align: center;">Figure 26 – Form viewing page.</p> <p>Scroll through the form and review information.</p>																																													
<p>Step 3: Approve form.</p>	<p>To approve the form, select Edit above form (Figure 27).</p> <p style="text-align: center;">[EDIT] [DELETE] [Versions] [RTF Form] [S21 Entry Form]</p> <p style="text-align: center;">Figure 27 – Edit link.</p> <p>The form will open to be edited.</p>																																													

Step	Description
	<p>Enter the following details:</p> <ul style="list-style-type: none"> • <i>UEC use only: Document Number:</i> Type Document Number. This field becomes mandatory at this stage. The field is to be filled in by the College or UEC only. • <i>To Take Effect From:</i> Use calendar to select date that proposal will become effective from. This field becomes mandatory at this stage. The field is to be filled in by the College or UEC only. • <i>Additional Information:</i> Type additional information or clarification as required. This area can also serve as a record of the approval process for the course.
<p>Step 3: Approve the form.</p>	<p>Scroll to the bottom of the form, select Approve (Figure 28).</p> <p>Warning: Selecting any other option will not result in the status of the form changing to <i>Approved</i>.</p> <p>Select Update to save contents and be able to view form as filled in. The Status will stay as <i>Pending Approval</i>.</p> <p>Select Reject to change the status of the form to <i>Rejected</i>. The form viewing page will be displayed. No email notification will be sent to the form proposer as it is assumed that the college will interact with the school/faculty/centre directly.</p> <div style="text-align: center;">  </div> <p style="text-align: center;">Figure 28 – Approve button.</p> <p>Warning: If all mandatory fields are not populated, the mandatory fields will be listed at the top of the form and the fields will be displayed with a red border.</p> <p>The status of the form is changed from <i>Pending Approval</i> to <i>Approved</i>. The user will be transferred to the form viewing page. Notification emails will be sent to course.registry@anu.edu.au and policy.reqs@anu.edu.au. A message stating that the form was successfully saved will appear at the top of the form (Figure 29).</p>

Step	Description			
	 <p>Figure 29 – form Successfully Saved.</p>			
<p>Step 4: Navigate to Forms list</p>	<p>Select Course Forms on the menu at the top of the page (Figure 30).</p> <p style="text-align: center;">[Course Forms]</p> <p style="text-align: center;">Figure 30 – Course Forms link.</p> <p>The course will now have a Status of <i>Approved</i> (Figure 31).</p> <table border="1" data-bbox="496 1055 1324 1111"> <tr> <td>a New Course</td> <td>Approved</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> </table> <p style="text-align: center;">Figure 31 – Course Forms list with status <i>Approved</i>.</p>	a New Course	Approved	View RTF Form S21 Entry Form Edit Delete
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Task: Change Form Status to Rejected

Step	Description																																													
<p>Step 1: Navigate to Forms list</p>	<p>Select Course Forms on the menu at the top of the page (Figure 32).</p> <p style="text-align: center;">[Course Forms]</p> <p style="text-align: center;">Figure 32 – Course Forms link.</p> <p>This Course Forms list shows the status of all forms that are currently going through the approval process until uploaded into Study@ANU. The course form to be rejected will have a Status of <i>Pending Review</i> or <i>Pending Approval</i> (Figure 33).</p> <p>Course Forms</p> <table border="1" data-bbox="496 645 1321 882"> <thead> <tr> <th>College</th> <th>Course Code</th> <th>Type</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>New course form</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>ANCH2014</td> <td>Minor Amendment - Change to an Existing Course</td> <td>Draft</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>Unknown course code</td> <td>Create a New Course</td> <td>Draft</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>Unknown course code</td> <td>Create a New Course</td> <td>Draft</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>ARTS4444</td> <td>Create a New Course</td> <td>Draft</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>TEST0023</td> <td>Create a New Course</td> <td>Pending Approval</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>BIOL3142</td> <td>Create a New Course</td> <td>Pending Approval</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> <tr> <td>ANU College of Arts and Social Sciences</td> <td>MUSM1252</td> <td>Minor Amendment - Change to Delivery Type</td> <td>Pending Review</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> </tbody> </table> <p style="text-align: center;">Figure 33 – Course Forms list with status Pending Approval.</p>	College	Course Code	Type	Status	Actions	New course form					ANU College of Arts and Social Sciences	ANCH2014	Minor Amendment - Change to an Existing Course	Draft	View RTF Form S21 Entry Form Edit Delete	ANU College of Arts and Social Sciences	Unknown course code	Create a New Course	Draft	View RTF Form S21 Entry Form Edit Delete	ANU College of Arts and Social Sciences	Unknown course code	Create a New Course	Draft	View RTF Form S21 Entry Form Edit Delete	ANU College of Arts and Social Sciences	ARTS4444	Create a New Course	Draft	View RTF Form S21 Entry Form Edit Delete	ANU College of Arts and Social Sciences	TEST0023	Create a New Course	Pending Approval	View RTF Form S21 Entry Form Edit Delete	ANU College of Arts and Social Sciences	BIOL3142	Create a New Course	Pending Approval	View RTF Form S21 Entry Form Edit Delete	ANU College of Arts and Social Sciences	MUSM1252	Minor Amendment - Change to Delivery Type	Pending Review	View RTF Form S21 Entry Form Edit Delete
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<p>Step 2: Open Form and review.</p>	<p>Select View in the list of Actions (Figure 34) to open the form viewing page.</p> <table border="1" data-bbox="491 999 1321 1061"> <tr> <td>urse</td> <td>Pending Approval</td> <td>View RTF Form S21 Entry Form Edit Delete</td> </tr> </table> <p style="text-align: center;">Figure 34 – form Actions.</p> <p>The form viewing page displays the form as it is currently completed. At this stage, not all mandatory fields need to be completed.</p>  <p style="text-align: center;">Figure 35 – Form viewing page.</p> <p>Scroll through the form and review information.</p>	urse	Pending Approval	View RTF Form S21 Entry Form Edit Delete																																										
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<p>Step 3: Edit the form.</p>	<p>To reject the form, select Edit above form (Figure 36).</p> <p style="text-align: center;">[EDIT] [DELETE] [Versions] [RTF Form] [S21 Entry Form]</p> <p style="text-align: center;">Figure 36 – Edit link.</p> <p>The form will open to be edited.</p>																																													

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	<p>Enter the following details:</p> <ul style="list-style-type: none"> • <i>Additional Information:</i> Type additional information or clarification as required. This area can also serve as a record of the approval process for the course. • <i>Additional Information or Clarification required by SBS or the UEC Secretary:</i> Type additional information or clarifications as required. This area will also serve as a record of the approval process for the form.
<p>Step 4: Reject the form.</p>	<p>Scroll to the bottom of the form, select Reject (Figure 37).</p> <div style="text-align: center;">  <p>Figure 37 – Reject button.</p> </div> <p>Warning: Selecting any other option will not result in the status of the form changing to <i>Rejected</i>.</p> <p>Select Update to save contents and be able to view form as filled in.</p> <p>Select Sent For Approval to change status to <i>Pending Approval</i>.</p> <p>Select Approve to change the status of the form to <i>Approved</i>. The form viewing page will be displayed.</p> <p>No email notification will be sent to the form proposer as it is assumed that the college will interact with the school/faculty/centre directly.</p> <p>Warning: If all mandatory fields are not populated, the mandatory fields will be listed at the top of the form and the fields will be displayed with a red border.</p> <p>The status of the form is changed to <i>Rejected</i>.</p> <p>A message stating that the form was successfully saved will appear at the top of the form (Figure 38).</p>  <p>Figure 38 – form Successfully Saved.</p>
<p>Step 5: Navigate to</p>	<p>Select Course Forms on the menu at the top of the page (Figure 39).</p> <p style="text-align: center;">[Course Forms]</p>

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Forms list	<p data-bbox="724 235 1091 264">Figure 39 – Course Forms link.</p> <p data-bbox="475 271 1270 342">The course/program will now have a Status of <i>Rejected</i> (Figure 40).</p> <table border="1" data-bbox="475 342 1345 421"> <tr> <td data-bbox="475 342 715 421">se</td> <td data-bbox="718 342 901 421">Rejected</td> <td data-bbox="904 342 970 421">View</td> <td data-bbox="973 342 1102 421">RTF Form</td> <td data-bbox="1106 342 1321 421">S21 Entry Form</td> <td data-bbox="1324 342 1345 421"> </td> </tr> <tr> <td></td> <td></td> <td data-bbox="904 383 970 421">Edit</td> <td data-bbox="973 383 1054 421">Delete</td> <td></td> <td></td> </tr> </table> <p data-bbox="603 427 1214 456">Figure 40 – Course Forms list with status <i>Rejected</i>.</p>	se	Rejected	View	RTF Form	S21 Entry Form				Edit	Delete		
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		Edit	Delete										