Class summary

In CoSM, class summaries are initiated in the CMS by the Curriculum Architecture Team. A class summary can be cloned from a previous year if one exists in CMS. Users must have an active profile set up in CMS*.

Key considerations to keep in mind when creating and reviewing class summaries:

- Student assessment (coursework) policy and procedure Class Summary policy and procedure, and Guideline: Code of practice for teaching and learning.
- Academic calendar of relevant year to check for census dates, weekends, public holidays etc.
- Class summary field matrix with detailed information on what to include in each field.
- Other information published in the Programs and Courses catalogue entry including course message, delivery and workload. This is to identify discrepancies and facilitate updates.
- Whether the course has been recently amended (check CMS or P&C entry).

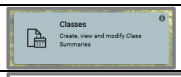
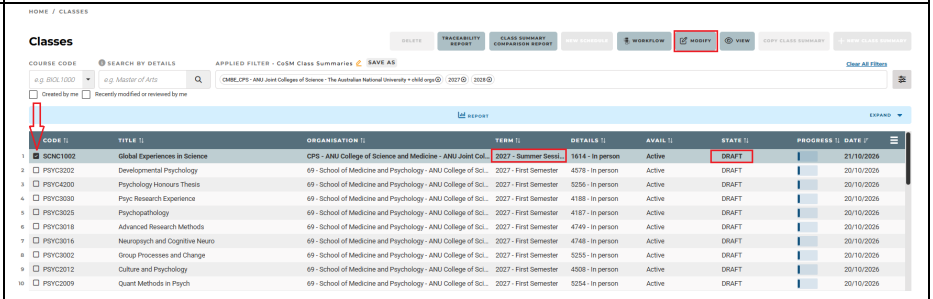
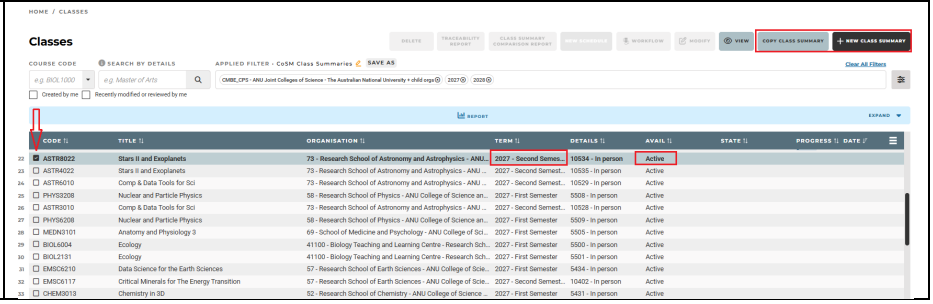
Deadlines for submission and publication in CMS:

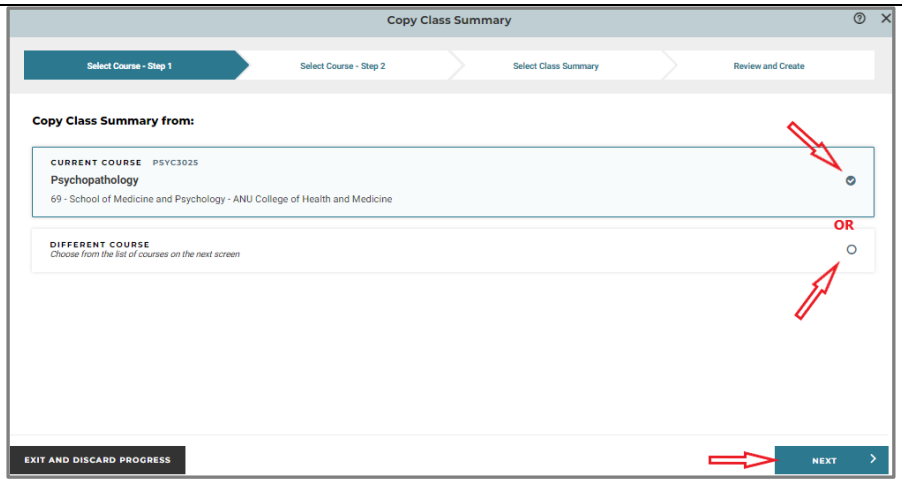
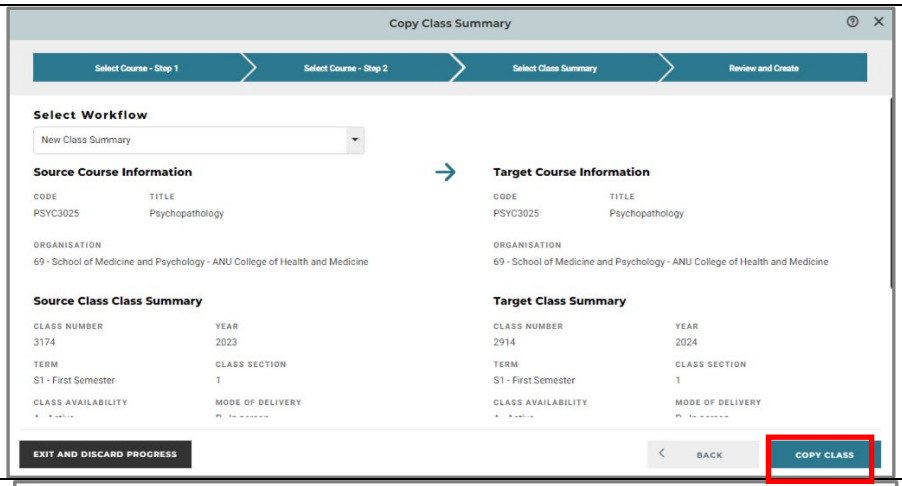
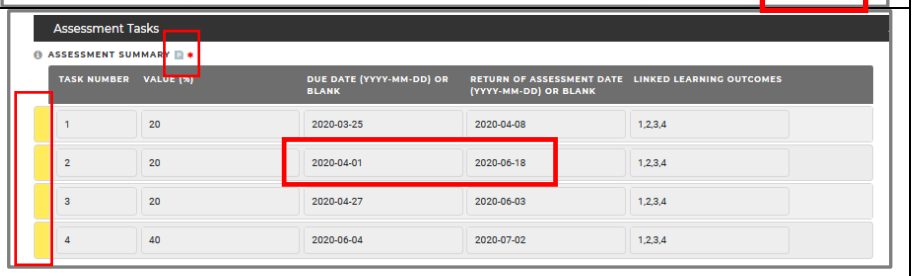
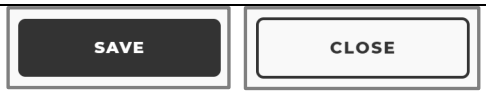
- Deadlines for submission: as per Curriculum Architecture Team determined deadlines.
- Deadlines for publication: no later than 2 weeks prior to the start of the course.

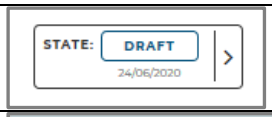
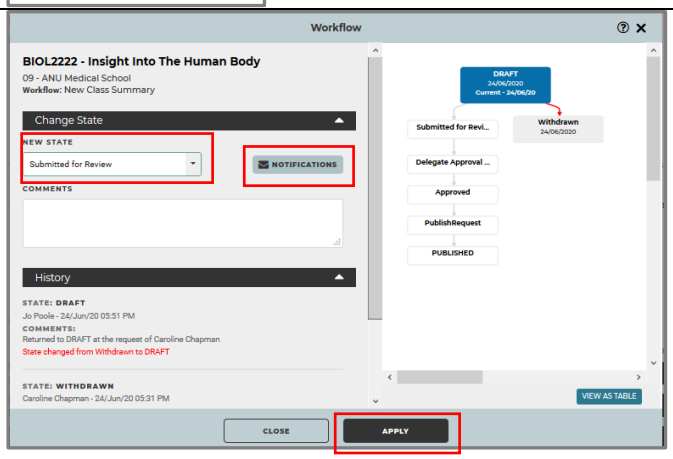
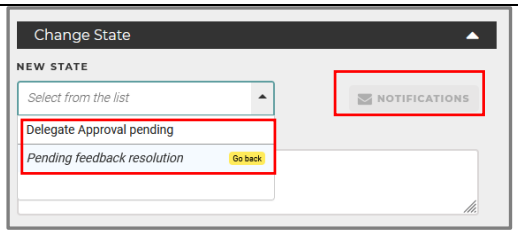
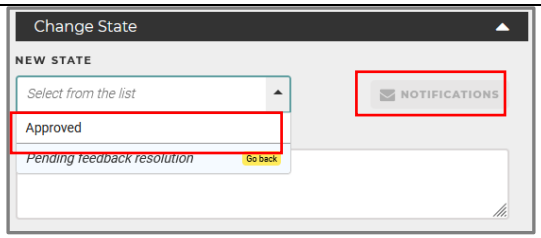
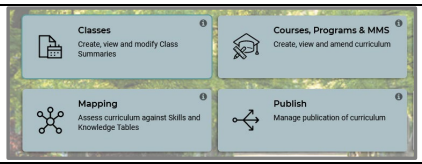
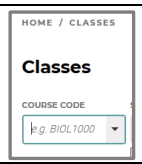
Changes to published summaries can be made within 10% of the class commencement. For semester 1 and semester 2, this means changes must be submitted before the end of week 2. Changes made after 10% require Associate Dean (Education) approval, (see page 4).

Procedure:

Option 1: Navigating to the class summary from within CMS:

1	Log in to CMS Click "**Continue**".	https://cms.anu.edu.au
2	Click "**Classes**".	
3	Use search boxes or filters to locate course by course code or class details.	
4a	Check whether a class summary has been created for the relevant year, term and class number. If one has, it will be in "**DRAFT** "state. Select the relevant entry by clicking on the data row **once**. This will activate the buttons at the top of the page. Click "**Modify**". This will open the template.	
4b	If no class summary has been created, create a new one by selecting the available *Active* class for current year. You will then have the option to either a) "**Copy Class summary**" (prefill from existing), or b) "**+New Class summary**" (blank template). Follow the prompts in the ensuing panels.	

4b	If "**Copy Class summary**" is selected, it is possible to clone from any other existing class summary. This is useful for courses that have multiple offerings in the same session or year (e.g. variable unit) or co-taught courses (UG and PG). Click "**Next**" to progress through the next steps in the wizard. Note: Please review any fields that contain default template statements and make sure the most recent statements are being applied (eg Recommended resources, late submission, feedback).	
5	Review final panel of information before selecting final step "Copy class". After this step the Draft can't be discarded.	
6	Review all fields, paying attention to dates, years, weeks of the semester. If the course was recently amended through formal approval channels, check relevant fields align with the approved amendments. Compulsory fields are marked with red asterisks, some require specific formatting. Refer to the Compliance Checklist wherever possible **Save** changes. This will enable the **Track changes** - available by clicking the yellow highlights.	
7	To find out more information about each individual field click on the "i" (information) icon. Note, fields tagged with P will be published on P&C.	
8	**Save** changes using the button at bottom of form. **Close** to finish editing later.	

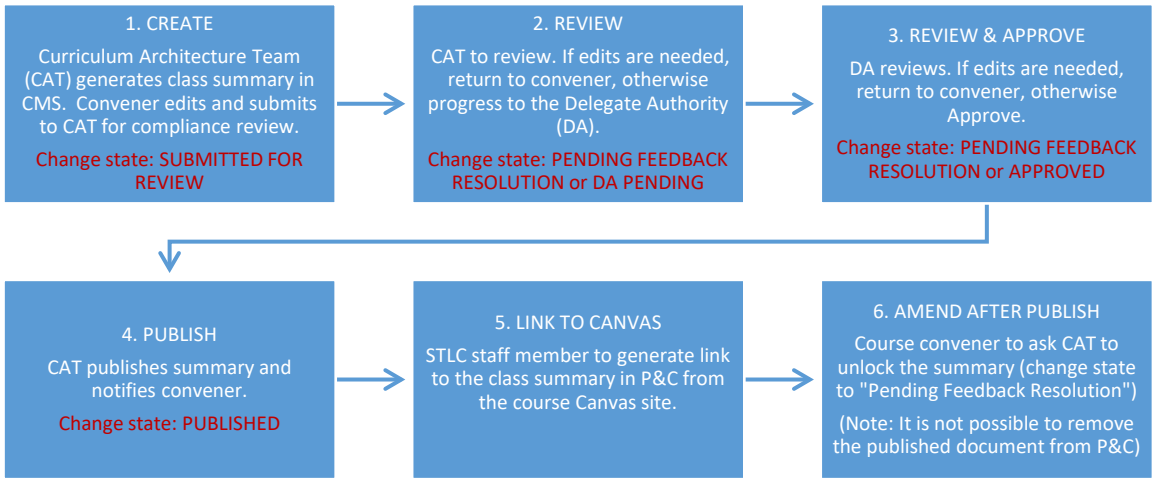
9	If no further edits are required, submit the form by clicking on "**STATE**" at the top right-hand side of the page.	
10	To progress the form through to the next step of the review process, change state to "**Submitted for Review**". Use the comments box to provide messages to the reviewer. Click "**Apply**". Any error messages must be resolved before the state changes. **The CMS generates an automated notification to the first reviewer (you can see who this is by clicking notifications)**	
11	First reviewer to review. If edits are required, return to course convener by selecting "**pending feedback resolution**". Consider using the comments box to record feedback. If the creator of the summary was not the course convener, add the convener via **Notifications** button, click "**ADD"** and search for the name. If no edits are needed, change state to "**Delegate Approval Pending**".	 **CMS generates an automated notification to the Delegate Authority.**
12	Delegate Authority reviews. If edits are required, return to course convener by selecting "pending feedback resolution". Consider using the comments box to record feedback. If the creator of the summary was not the course convener, add the convener via **Notifications** button, click "**ADD"** and search for the name. If no edits are needed, change state to "**Approved**"	 **CMS generates an automated notification to the Publisher.**
13	Curriculum Architecture Team publishes class summary via the "**Publish**" icon on the CMS landing page, also accessible via the "**Home**" icon on the classes panel.	  **CMS generates an automated notification to the class summary creator.**

Option 2: Accessing the class summary through a link sent by automated email notification.

The Curriculum Management System can generate automatic notifications with links to class summaries. These links typically send you to a "view" panel, which does not allow edits. To enable edit access, click the 'Modify' button at the top of the screen.



Workflow:



Final notes:

Need help understanding the class summary template and what to put in each field?

A Class Summary detailed field matrix can be downloaded from the STLC intranet at https://stlc.anu.edu.au/resources/curriculum-management-and-cms/class-summary

Class summary vs course overview:

Edits made in a class summary **do not write back to the course overview page** in Programs & Courses. Changes to the main course overview entry follow a different procedure and timelines. Please refer to course amendment procedure at https://stlc.anu.edu.au/resources/curriculum-management/courses---new-amend-disestablish

Change after 10% course commencement:

Where a change is made after 10% commencement of the course, when changing state to "Delegate Approval Pending" add the email address of the Associate Dean Education via the Notifications: CoSM: Juliey.Beckman@anu.edu.au and apply the following message: Change requested after 10% commencement, ADE approval required.

Link from Class Summary in P&C to Course Canvas Site:

A staff member in the STLC will generate this link within 48 hours from when the class summary is published – email Curriculum.Architecture@anu.edu.au for information if necessary.

Course messages:

Course messages are small 150-character limited fields that can be added to the top of each course entry in P&C. These usually contain information Expressions of Interest due to enrolment restriction, mode of delivery, dates for intensive courses, or important information about the course itself. If this field needs to be updated, please email Curriculum.Architecture@anu.edu.au

Questions or concerns, need assistance or don't have access to the CMS?

*All staff who need to use the CMS must have user profile, email Curriculum Architecture Team.to request a user profile please email Curriculum.Architecture@anu.edu.au