

STEPS TO SETUP A NON AWARD NON AWARD COURSE IN CAMS

Now that you have;

- completed all of your preparation;
- had your Business Case approved **and** signed off;
- contacted your designated Course Management Officer to set up a placeholder for your new Non Award Course, you are ready to begin entering your Non Award Course information into CAMS.

Login to CAMS to search for your new Non Award Course.

1. Enter the code supplied to you by your Non Award Course Management Officer then click on **SEARCH**.

VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

CAMS - COURSE APPROVAL AND MANAGEMENT SYSTEM

Logout

JQYY NA Course Code All Search

SEARCH RESULTS

TID	Course Code	Title	College	Status	Approval Date
2297	JQYY-0	INFORMATION SYSTEMS FOR BUSINESS ENTERPRISE	College of Business	Placeholder	13/08/2015

2. Open the **Non Award Course** by clicking on the code.

3. From the **Main Menu** on the left hand side of the screen, click on **NA Course**, a drop down menu will appear.

4. To build a **New NA Course** from scratch, click **New Course Version** to create an "In Development" version.

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JQYY NA Course Code All Search

NA COURSE INTERNAL REPORT

Generate Report

VICTORIA UNIVERSITY
NON AWARD
COLLEGE OF BUSINESS

TRACKING ID : 2297
COURSE TITLE : INFORMATION SYSTEMS FOR BUSINESS ENTERPRISE
COURSE CODE : JQYY
VERSION : 0
STATUS : Placeholder
PROPOSER : Georgette Karagiozis
TYPE OF PROPOSAL : Placeholder

COURSE FINDER ENTRY

(See steps 8-12 to build your Non Award Course by copying the information from an existing Non Award Course.)

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5. Click on the drop down menu at **Type of Proposal** and choose **New Non Award Course**.

6. Enter a **Rationale** for creating the new Non Award Course.

7. Click on New Version.

Click **OK** to confirm.

OR

In the case of a **Replacement Title** you can copy all information from an existing Non Award Course.

8. Click on **Course Copy** to select the Non Award Course code and version of the Non Award Course you would like to copy from.

9. Enter the code you wish to copy from. Click on the drop down menu and choose the version you wish to copy from. Click on **Search**.

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10. Tick the select box then click on **Create Copy**.

You will now be returned to the Non Award Course Internal Report ready to input data into your Non Award Course.

All fields are accessible from the **Main Menu** on the left hand side of the screen.

TID	Code	Level	Title	College	Status	Approval Date	Select
1954	WSJ52-2.00	NA	THE BUSINESS OF BEING CREATIVE	College of Arts	Final Version	12/09/2013	<input checked="" type="checkbox"/>

11. To populate a field, click on the appropriate section of the drop down menu i.e. **Introduction**.

Where a textbox is supplied, type your data directly into the textbox. Then click on Update at the top right corner of the screen to save changes made.

Please NOTE the “**Update Successful**” text that notifies of saved changes.

Click on tick boxes and radio buttons to make your appropriate selection.

Please note: * indicates a Mandatory field and must be completed before you can successfully submit the Non Award Course to the next approvals level.

*** Double Qualification :** ☐ Yes ☒ No ☐ Not Selected

CSP (Commonwealth Supported Places) : ☐ Yes ☐ No ☐ Limited ☒ Not Selected

Research Course : ☐ Yes ☒ No ☐ Not Selected

Victoria and VU campuses

Location : ☒ City Flinders ☐ City King St ☐ City Queen ☐ Footscray Nicholson ☒ Footscray Park ☐ Industry

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12. Complete all mandatory fields within the expanded menus from the **Main Menu - NA Course** on the left hand side of the screen.

More detailed topic specific guides are available should you require further assistance.

13. Once all data has been entered, go to **Submit Course**.

14. Select **College** from the **New Status** drop down menu. Then click **Check Status** to see if you have completed all mandatory fields.

NB: You will receive a pop-up message similar to this. If field has a “failed” next to it, it means that it is a mandatory field and requires information to be entered. Go back and edit any failed fields.

NA COURSE CHECK STATUS

JQYY-1.00 INFORMATION SYSTEMS FOR BUSINESS ENTERPRISE In Development Close

Mandatory information required to progress from In Development to College

✖ Mandatory items have been identified by the system

Item Tested	Progress
Course Code	Passed
Course Title	Passed
College	Passed
Proposed	Passed
First Offered Date	Passed
Certification	Passed
Course Application (Previously VU Offered)	Passed
Course Application (Re-approval Application)	Passed
Course Basis (Based on Accredited Unit of Study)	Failed
Need for Course (Evidence of Need)	Failed
Need for Course (Evidence of Need Example)	Failed
Target Market	Failed
Rationale for Development	Passed
Learning & Teaching - Pre-requisite	Passed
Learning & Teaching - Course Coordinator	Passed
Structure - Mode of Delivery	Passed

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15. Once all failed fields are complete, return to **Submit Course** and again choose **College** from the **New Status** drop down menu. Add a **comment** (generally the same as in the Rationale for Development field).

16. Click **Update**.

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JQYY NA Course Code All Search

SUBMIT NA COURSE

JQYY-1.00 INFORMATION SYSTEMS FOR BUSINESS ENTERPRISE In Development

* New Status : College Check Status

* Comments : Enter the Rationale for developing the new non award course here.

Endorsement Date and Meeting # and minute relate to the current status

Endorsement Date : Meeting # and minute :

Update

17. This window will appear when successfully submitted.

18. Contact your Director, Learning and Teaching to let them know your Non Award Course is ready to progress to the next Course approvals level.

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CAMS - COURSE APPROVAL AND MANAGEMENT SYSTEM

Logout

sbhh IA Course Code All Search

IA COURSE TRACKING

SBHH-1.00 BACHELOR OF PHYSICAL EDUCATION College

Status Tracking :

#	Date	Endorsement	User	Status	Comments	Meeting # and minute
1	6/08/2015 11:05:03 AM		Ruth Aitken	In Development	New Version generated from Course Copy SBPE	
2	6/08/2015 3:10:13 PM		Ruth Aitken	College	Enter a brief rationale here.	