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**.

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.

(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.

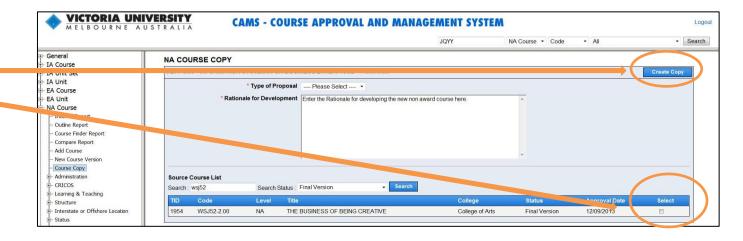All fields are accessible from the **Main Menu** on the left hand side of the screen.

11. To populate a field, click on the appropriate section of the drop down menu **i.e. Introduction**.
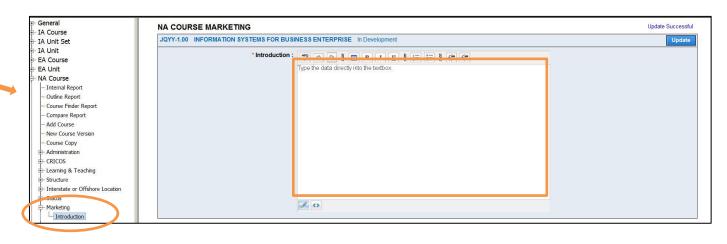
Where a textbox is supplied, type your data directly into the textbox. Then click on Update at the top right corner of the screen to save changes made.
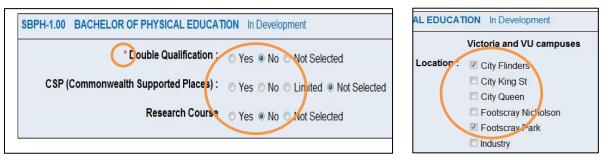
Please NOTE the "**Update Successful**" text that notifies of saved changes.

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.

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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.

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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**.

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.