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.

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

			JQYY	NA Course • Code • All	• Se
General					
A Course	SEARCH RESULTS	- 2 207			20000
IA Unit Set IA Unit	TID Course Code	Title	College	Status	Approval Date
- A Course	2297 JQYY-0	INFORMATION SYSTEMS FOR BUSINESS ENTERPRISE	College of Business	Placeholder	13/08/2015



		VICTORIA UNIVERSITY MELBOURNE AUSTRALIA CAMS - COURSE APPROVAL AND MANAGEMENT SYSTEM Logout				
5.	Click on the drop down menu at Type of		JQYY NA Course • Code • All • Search			
	Proposal and choose New Non Award	General	NEW NA COURSE VERSION			
	Course.	IA Unit Set	JQYY-0.00 INFORMATION SYSTEMS FOR BUSINESS ENTERPRISE Placeholder New Version			
6.	Enter a Rationale for creating the new Non Award Course.	EA Course EA Unit EA Unit A Course Internal Report Outine Report Course Ender Report Compare Report	Type of Proposal New Course Rationale for Development Enter the Rationale for developing the new non award course here.			
7.	Click on New Version.	- Add Course - New Course Version - Course Copy - Administration				
,.	Click OK to confirm.		selected version type - New Course			
	OR	All fields a Press OK t	are available to edit.			
	he case of a Replacement Title you can copy nformation from an existing Non Award					
Cou	irse.					
8.	Click on Course Copy to select the Non	WELBOOKNE AUS	JQYY NA Course V Code V All V Search			
0.	Award Course code and version of the Non	e General	NA COURSE COPY			
		+ IA Course + IA Unit Set	JQYY-0.00 INFORMATION SYSTEMS FOR BUSINESS ENTERPRISE Placeholder Create Copy			
	Award Course you would like to copy from.	→ IA Unit → EA Course → EA Unit → NA Course	* Type of Proposal Please Select • * Rationale for Development Enter the Rationale for developing the new non award course here.			
9.	Enter the code you wish to copy from. Click on the drop down menu and choose the	Internal Report Outine Report Course Finder Report				
		Compare Report Add Course New Course Version	-			
	version you wish to copy from. Click on	Course Copy				
	Search.	Administration	Source Course List Search : wsj52 Search Status : Final Version Search			
		⊕- Learning & Teaching ⊕- Structure				

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.

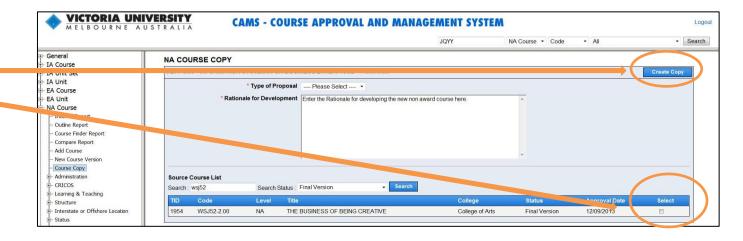
11. To populate a field, click on the appropriate section of the drop down menu **i.e. Introduction**.

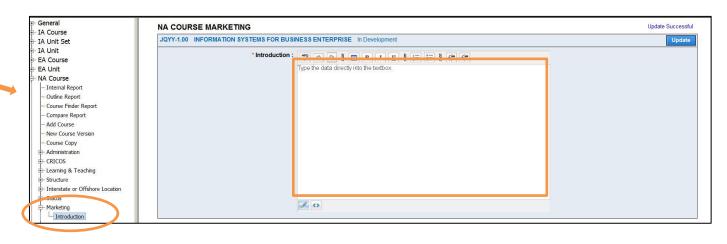
Where a textbox is supplied, type your data directly into the textbox. Then click on Update at the top right corner of the screen to save changes made.

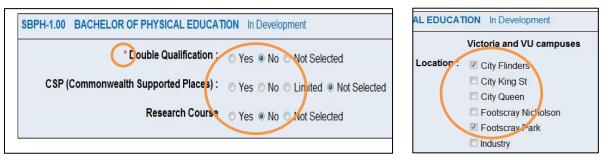
Please NOTE the "Update Successful" text that notifies of saved changes.

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.







expanded menus from the Main Menu - NA VICTORIA UNIVERSITY **CAMS - COURSE APPROVAL AND MANAGEMENT SYSTEM** Logou **Course** on the left hand side of the screen. MELBOURNE AUSTRALIA - Search JOYY NA Course + Code ▼ ΔⅡ NA Course SUBMIT NA COURSE - Internal P.po More detailed topic specific guides are available JQYY-1.00 INFORMATION SYSTEMS FOR BUSINESS ENTERPRISE In Development - Outline Report - Course Finder Report New Status : College should you require further assistance. - Compare Report Comments - Add Course New Course Version - Course Copy - Administratio - CRICOS - Learning & Teaching 13. Once all data has been entered, go to Endorsement Date and Meeting # and minute relate to the current status - Structure - Interstate or Offshore Location Endorsement Date Submit Course. - Status Meeting # and minute Marketing Submit Course VICTORIA UNIVERSITY **CAMS - COURSE APPROVAL AND MANAGEMENT SYSTEM** Logou AUS JQYY NA Course - Code • ΔII - Search 14. Select **College** from the **New Status** drop NA Course SUBMIT NA COURSE - Internal Report JQYY-1.00 INFORMATION SYSTEMS FOR DUSINESS ENTERPRISE In Developme Update down menu. Then click Check Status to see Outine Report New Status : College Check Status if you have completed all mandatory fields. - Compare Report - Add Course - New Course Version - Course Copy - Administration - CRICOS - Learning & Teaching - Structure Endorsement Date and Meeting # and minute relate to the current status - Interstate or Offshore Location Endorsement Date ------ Status Meeting # and minute - Marketing Submit Course NA COURSE CHECK STATUS JQYY-1.00 INFORMATION SYSTEMS FOR BUSINESS ENTERPRISE In Development Close **NB:** You will receive a pop-up message similar Mandatory information required to progress from In Development to College to this. If field has a "failed" next to it, it means Mandatory items have been identified by the system that it is a mandatory field and requires Item Tested Progress Course Code Passed information to be entered. Go back and edit Course Title Passed College Passed Propulent Passed any failed fields. First Offered Date Passed Certification Passed Course Application (Previou ly 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 Targe Market Failed Rationale for Development cased Learning & Teaching - Pre-requisite Passed Learning & Teaching - Course Coordinator Passed Structure - Mode of Delivery Passed

12. Complete all mandatory fields within the

SUBMIT NA COURSE

JOYY-1.00 INFORMATION SYSTEMS FOR BUSINESS ENTERPRISE In Development

Endorsement Date :

Meeting # and minute :

New Status : College

course here

VICTORIA UNIVERSITY

MELBOURNE AUSTRALIA

- NA Course

mal Report

Outline Report

Compare Report

Add Course

- Course Copy - Administration - CRICOS - Learning & Teaching

- Structure

- Status

- Marketing - Submit Course

- Interstate or Offshore Location

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

						sbhh	IA Course · Code	✓ All	 Sea
General IA Course - Internal Report - Outine Report	SBI	COURSE TRAC HH-1.00 BACHELC atus Tracking :		EDUCATION CO	bilege				
- Course Finder Report - Compare Report	#	Date	Endorsement	User	Status	Comments		Meeting # and minute	
Add Course New Course Version Course Copy	1	6/08/2015 11:05:03 AM		Ruth Aitken	In Development	New Version generated from Course	Copy SBPE		. 0
- <u>Administration</u> - CRICOS - ER/PA	2	6/08/2015 3:10:13 PM		Ruth Aitken	College	Enter a brief rationale here.			

CAMS - COURSE APPROVAL AND MANAGEMENT SYSTEM

Che k Status

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

* Comments Enter the Rationale for developing the new non award

JQYY

NA Course · Code

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- Search

pdate