

FASS: Using Sydney Curriculum for UoS Outlines in S1C, 2020

Key tips:

- If you have a question, need help or find something odd/incorrect when using the system, ask your School's Teaching & Curriculum Coordinator (TCC) or the FASS Curriculum & Quality (C&Q) team for assistance in the first instance.
- Save as you go – click the small green tick when you change individual items in a unit and then the large blue SAVE button before you leave a tab. There's no auto-save.
- The quickest way to pull up a unit is to search by UoS code in the system's "Unit name" field.
- The editable data in units for learning outcomes, teaching activities, assessments, and additional information was a copy+paste from a previous FOOG or SUMO outline as part of a general data entry exercise early in 2019. In many cases it would be from a 2018 outline. Check that it is still accurate and update it where necessary.
- Work with the 2020 version of the unit, whether it says its status is "draft" or "approved". For S1C most units will have a status of draft. Going forward they will mostly be approved.
- What you see in Sydney Curriculum is not what students will see as an outline. They will see an online outline that looks like this [mocked up version](#) provided by the central Education Innovation team.
- You create the information for the outline in Sydney Curriculum. You will publish the outline for your session in SEAMS when you activate your Canvas site for 2020.

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1. ABOUT SYDNEY CURRICULUM

Sydney Curriculum is a University-wide system being introduced for all unit outlines from S1C, 2020.

FASS will use FOOG and SUMO for any units running in S1CIJA Intensive January or S1CIFE Intensive February 2020, but then switch across to Sydney Curriculum for all units for S1C Semester 1 2020 onwards.

The outline format is standard across faculties and allows for the publication of an online, public-facing outline. Students will be able to view outline without having to be enrolled in a unit first. Outline details are also able to be accessed by the Special Considerations and Disability Services teams to help inform their systems and processes.

It is a pared down version compared to FOOG. Extra information can be put on your unit's Canvas site.

It differs from FOOG and SUMO in that where those systems create a discrete entity for a specific session offering for a unit (eg ANHS1600 for Semester 1, 2019), Sydney Curriculum has a single entity for the unit. It holds the key Handbook unit data (eg UoS code, title, description, prerequisites etc) and applies that to all sessions and modes of delivery. Sessional information, ie the teaching schedules, assessment details and due dates etc are updated against a 'mode of delivery' in the unit. In most cases this is a default "Normal day". Generally if a unit is being offered in an intensive session, it should have the mode "Block Mode (BM)".

While outline details are updated in Sydney Curriculum, publication of an online outline for a session is done in SEAMS. Data is pulled from Sydney Curriculum to create the online outline. You are able to preview it before finalising publication.

2. WHERE DO I GO FOR HELP?

Your first port of call for help are the "Faculty Experts", ie your School Teaching & Curriculum Coordinator (TCC) or the FASS Curriculum & Quality team (C&Q).

FASS/School	Faculty Expert / TCC
FASS C&Q	Jen Peden
Economics	Jessica Regan
SLAM	Norlela Husen
SLC	Wayne Isbister
SOPHI	Emma Doyle
SSPS	Joshua Sim
SSESW	Michael McCabe or Michael Narciso
USSC	Madelyne Cummings

There is also a [resources site on Canvas](#), produced by the central Education Innovation team, featuring a range of quick guides etc.

3. WHAT WILL THE OUTLINES LOOK LIKE?

What you see in Sydney Curriculum while you are creating your outline is not how the information is displayed to students.

The central Education Innovation team has produced this [mock up version of the online UoS outline](#).

Outlines will be public facing. The outline will be published to the University's public website as well as to your individual UoS Canvas site. This is a significant change from current practice. As outlines are produced in Sydney Curriculum for various sessions/years, they will also be archived and available on the website.



Unit of study_

VETS6305: Equine Practice A

Equine Practice A and B will assist students in developing the knowledge, skills and attitudes relevant to equids required of a 'day-one' graduate in rural mixed practice. These units of study will provide the foundations for equine and mixed practice clinical placements in DVM Year 4. Equine Practice A will build on the content of DVM Years 1 and 2, and VETS6302 Clinical Foundations, and will expose students to a wide range of aspects of equine practice using a case-based pedagogic approach.

Details	Enrolment rules	Learning outcomes
Code	VETS6305	
Academic unit	Faculty of Science - School of Veterinary Science Academic Operations	
Credit Points	3	

Enrol now

Current students can enrol in Sydney Student



Unit search

Unit outlines

[Current year](#)

[Previous years](#)

Semester 2, 2019 [Normal day]

Semester 1, 2019 [Normal day]

Semester 1, 2018 [Normal day]

Useful links

- [myUni](#) →
- [Library](#) →
- [Canvas](#) →
- [Sydney Student](#) →
- [Handbooks](#) →
- [Student Admin](#) →

4. LOGGING IN

Login using your unikey directly via <https://curriculum.sydney.edu.au/curriculum/> or via the Intranet under [Systems Logins](#)

Service updates



Phishing alert

Watch out for an email purporting to have accessed your internet browsing history.



Clean-up of incorrectly licensed software

To ensure the University remains compliant with its software licensing terms, ICT will perform a clean-up of all incorrectly licensed software that is detected on University devices over the coming days.



Cloudstor extended outage: 11–12 December

Cloudstor is conducting an extended service upgrade commencing 9pm Wednesday 11 December through to 5am Thursday 12 December. During the upgrade period, staff will not be able to access Cloudstor.

[More service updates](#)

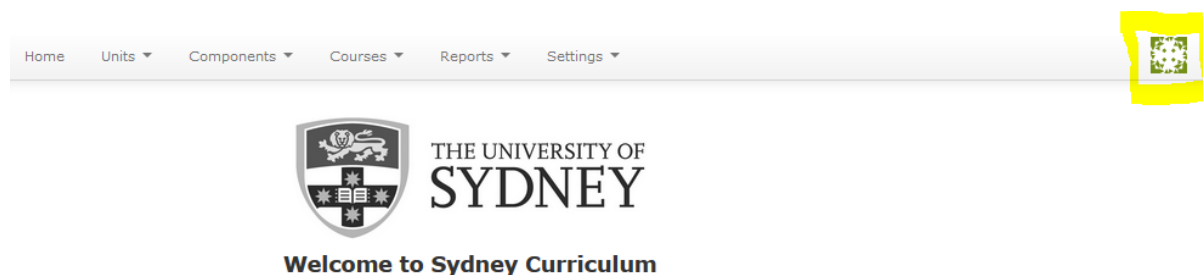
Popular pages

- > [Strategy 2016–20](#)
- > [HR Forms](#)
- > [Annual closedown](#)
- > [Phonebook](#)
- > [Salary - annual rates of pay](#)
- > [Key semester dates](#)

System logins

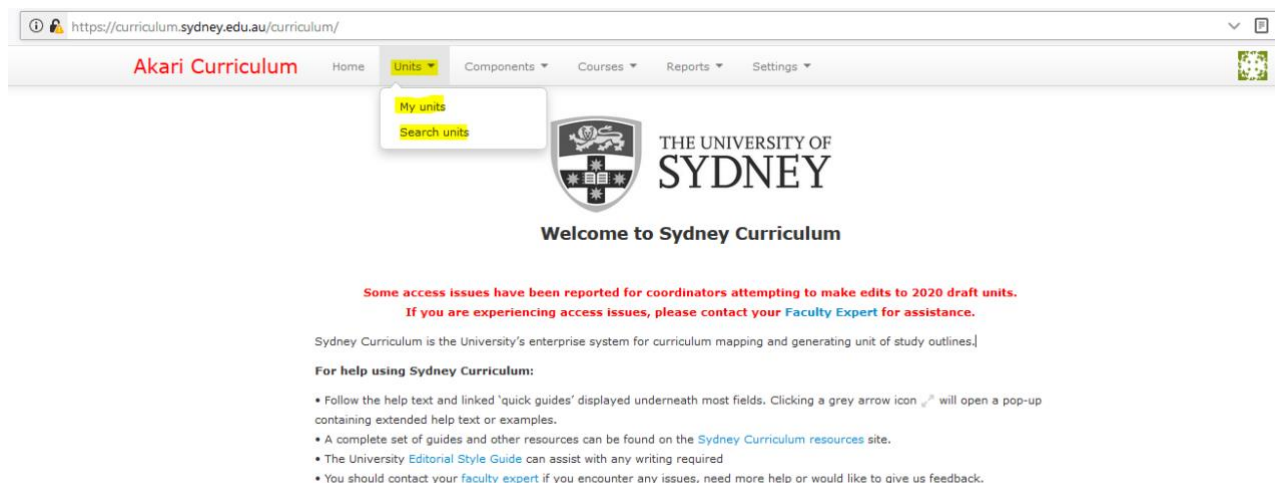
- > [Academic Planning & Development \(AP&D\)](#)
- > [CMS - AEM](#)
- > [Campus Assist Online](#)
- > [CareerPath](#)
- > [Cloudstor \(large file transfer\)](#)
- > [Concur](#)
- > [Email Office 365](#)
- > [Exams portal](#)
- > [IAP Insights \(OBIEE\)](#)
- > [IRMA](#)
- > [LinkedIn Learning \(Lynda.com\)](#)
- > [myHRonline](#)
- > [Oracle Hyperion Reporting](#)
- > [Payments to the University](#)
- > [Policy Register](#)
- > [Qualtrics](#)
- > [Research Professional](#)
- > [Research Profiles Management](#)
- > [RiskWare](#)
- > [Services Portal](#)
- > [Special consideration and arrangements](#)
- > [Sydney Student](#)
- > [Timetable Unit and room bookings](#)
- > [Urchin web analytics](#)
- > [Casual Timesheets](#)
- > [CMS - Teamsite](#)
- > [Canvas](#)
- > [Citrix \(including Sydney Student\)](#)
- > [Cloudstor + \(file storage\)](#)
- > [Finance PBCS](#)
- > [eNotebooks](#)
- > [External Engagement CRM](#)
- > [Insights Hub](#)
- > [Lecture recording](#)
- > [Macquarie Dictionary](#)
- > [Office 365 Portal](#)
- > [Outfit](#)
- > [PeopleSoft financials](#)
- > [Publish Partner](#)
- > [Records Online](#)
- > [Research Data Management Planning](#)
- > [Research Supervisor Connect](#)
- > [SEAMS](#)
- > [SPIRE](#)
- > [Sydney Curriculum](#)
- > [Student Survey System](#)
- > [UniBuy](#)
- > [WordVine](#)

To log out, click the green symbol top right on the Sydney Curriculum home page.



5. FINDING YOUR UNIT

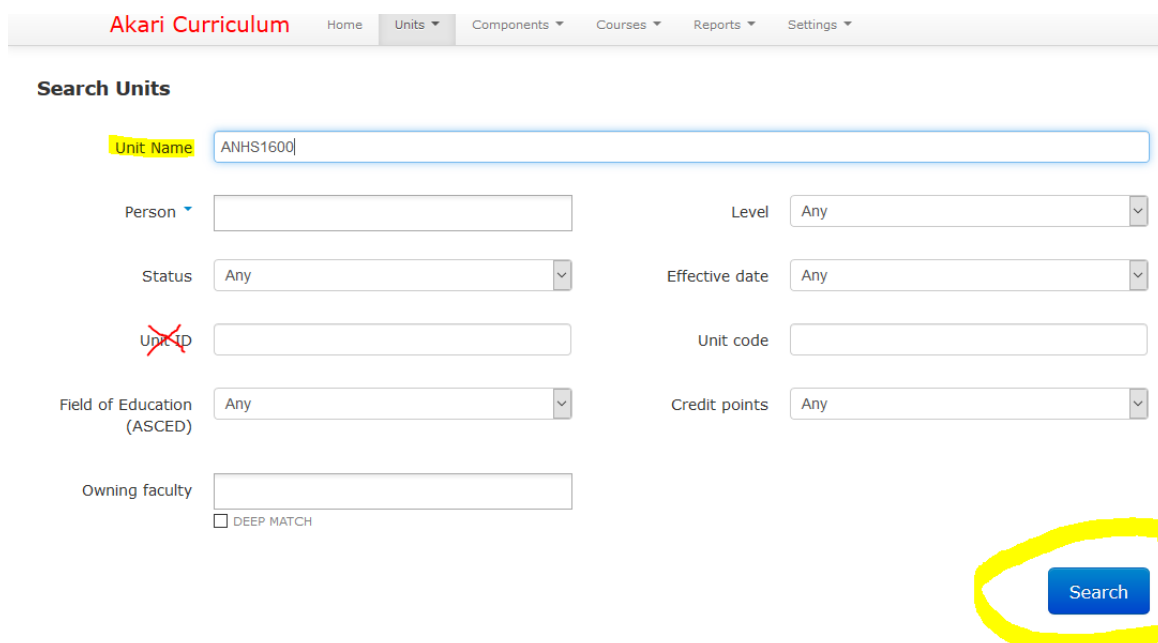
Click on either “My units” or “Search units” under the top line “Units” tab.



The screenshot shows the top navigation bar of the Akari Curriculum system. The 'Units' tab is selected, and a dropdown menu is visible with options for 'My units' and 'Search units'. Below the navigation bar is the University of Sydney logo and a welcome message. A red banner indicates access issues for coordinators attempting to make edits to 2020 draft units. Below this, a message states that Sydney Curriculum is the University's enterprise system for curriculum mapping and generating unit of study outlines. A section titled 'For help using Sydney Curriculum:' provides links to help text, guides, and contact information for faculty experts.

NB: If the unit you are coordinating isn't retrieved when you click on “My units” or you don't have edit access when you pull up a unit via “Search units”, please [check with your TCC](#). UoS coordinator information is pulled from Sydney Student. They can confirm if the details are correct there, update if necessary and ensure you have access to edit your unit.

To search for a unit, the quickest option is to title the unit code, eg ANHS1600 into the “Unit Name” field and hit enter or “Search”. Ignore the field “Unit ID” – it does not relate to the UoS alphanumeric codes. If you search by a unit name eg “research methods” it will pull up a range of units with the same or similar UoS titles.



The screenshot shows the 'Search Units' form in the Akari Curriculum system. The 'Unit Name' field is highlighted in yellow and contains the text 'ANHS1600'. Other fields include 'Person', 'Level', 'Status', 'Effective date', 'Unit ID' (marked with a red X), 'Unit code', 'Field of Education (ASCED)', 'Credit points', and 'Owning faculty'. A 'DEEP MATCH' checkbox is also present. A blue 'Search' button is circled in yellow at the bottom right of the form.

6. UPDATING YOUR UNIT

Choose the appropriate version of the unit for the year. The most recent version of the unit will be the highest integer, eg in the case below, version 2.0 of *ANHS1600 Foundations for Ancient Greece* effective for 2020 is the version to use. After S1C 2020, you will be updating outline information in units with a status of “approved” rather than “draft”. The integer will indicate which version is the most recent.

2 records found

Unit code	Unit Name	Version	Effective date	Status	Workflow type
ANHS1600	Foundations for Ancient Greece View previous versions of this unit	1.2	2019	approved	
ANHS1600	Foundations for Ancient Greece View previous versions of this unit	2.0	2020 (Int Jan)	draft	Primary changes

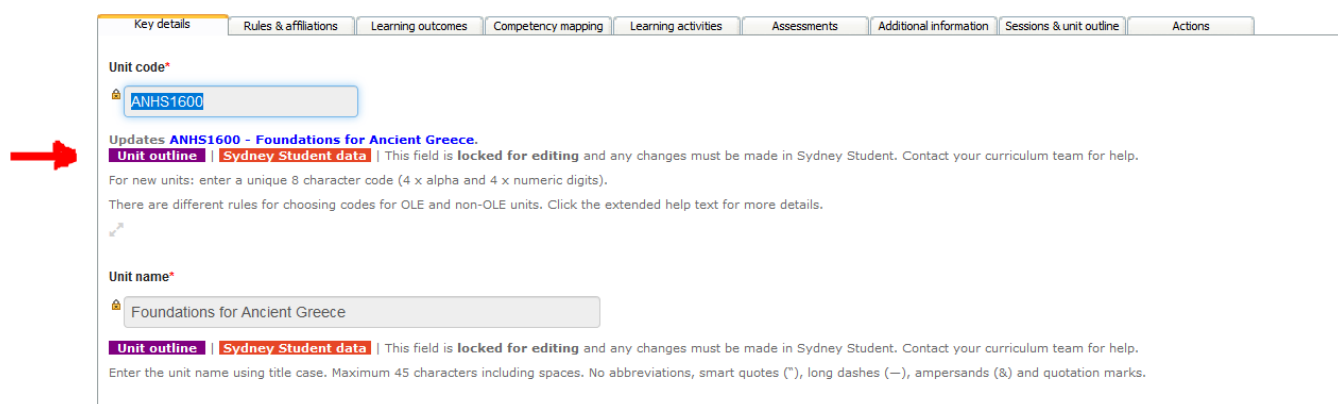
Click on the unit’s title to get a menu and then select “Edit” for a draft version or “Change or modify” for an approved unit.

2 records found

Unit code	Unit Name	Version	Effective date	Status	Workflow type
ANHS1600	Foundations for Ancient Greece View previous versions of this unit	1.2	2019	approved	
ANHS1600	<div><div>Set to pending approval</div><div>View unit summary</div><div>Edit</div><div>Download unit summary</div><div>Copy this unit</div><div>Manage coordinators</div><div>View status log</div><div>View unit outline</div></div> unit	2.0	2020 (Int Jan)	draft	Primary changes

The tabs across the top level split up the various sections of the unit. Fields with Handbook data pulled from Sydney Student, eg UoS code, UoS title etc., are locked. The first 2 tabs, “Key details” and “Rules & affiliations” contain this data and don’t require any action.

Fields which have a purple box “Unit outline” under them will display in a published outline.



Key details | Rules & affiliations | Learning outcomes | Competency mapping | Learning activities | Assessments | Additional information | Sessions & unit outline | Actions

Unit code*

ANHS1600

Updates ANHS1600 - Foundations for Ancient Greece.

Unit outline | Sydney Student data | This field is locked for editing and any changes must be made in Sydney Student. Contact your curriculum team for help.

For new units: enter a unique 8 character code (4 x alpha and 4 x numeric digits).

There are different rules for choosing codes for OLE and non-OLE units. Click the extended help text for more details.

Unit name*

Foundations for Ancient Greece

Unit outline | Sydney Student data | This field is locked for editing and any changes must be made in Sydney Student. Contact your curriculum team for help.

Enter the unit name using title case. Maximum 45 characters including spaces. No abbreviations, smart quotes (”), long dashes (—), ampersands (&) and quotation marks.

The tabs you will be using to create and edit your unit outlines are

- Learning outcomes

- Learning activities
- Assessments
- Additional information
- Sessions & unit outline
- Actions

Most units in FASS do not need to do anything with the “Competency mapping” tab. This is designed for units that contribute to professional accreditation standards. There will be separate information for SSESU units that need accreditation reporting details included in outlines.

7. UPDATING LEARNING OUTCOMES

The *Learning outcomes* tab has a locked field for the unit description and then editable details for the unit’s learning outcomes. These outcomes have been taken from a previous FOOG or SUMO outline, or in the case of brand new units for 2020, from the outcomes submitted to the Faculty as part of the unit’s approved proposal in UAS. You can edit / delete / move an outcome up or down using the icons on the right side of the list. To add a new learning outcome, click the green plus sign at the top of the list. This example uses *GCST1601 Introduction to Cultural Studies*.

Unit outline | Sydney Student data | This field is **locked for editing** and any changes must be made in Sydney Student. Contact your curriculum team for help.

Enter a short description of the unit, to a maximum of 200 words. This will appear in the handbook.

Learning taxonomy

- Not Applicable -

Select a learning taxonomy (Blooms or SOLO) if appropriate.

The relevant taxonomy options will be displayed when adding a new learning outcome. Refer to this [guide to writing learning outcomes](#) for more information.

Learning outcomes

+

At the completion of this unit, you should be able to:

#	Learning outcome	Depth of learning	Learning taxonomy	Up	Down	Edit	Del
1	critically appraise the social significance of media and cultural representations	None	None		▼	✎	✕
2	appreciate the relationships between signification, social power, and identity	None	None	▲	▼	✎	✕
3	apply techniques of textual analysis and theoretical concepts to cultural criticism	None	None	▲	▼	✎	✕
4	research, evidence, and articulate arguments about critical issues	None	None	▲	▼	✎	✕
5	communicate ideas effectively in academic discourse	None	None	▲	▼	✎	✕
6	work collaboratively with other students.	None	None	▲		✎	✕

If you add a new learning outcome a text field opens. Click the green tick to save or the X to discard.

Learning outcome *

Depth of learning

☐ Introduce (LO1)
 ☐ Assure/Master (LO3)
 ☐ Develop (LO2)

Learning taxonomy

If you make any changes or additions, please also click the large blue “SAVE” button at the top or bottom right of the page BEFORE you move to the next tab. Save regularly as you go to be on the safe side. The system doesn’t auto-save.

At the completion of this unit, you should be able to:

#	Learning outcome	Depth of learning	Learning taxonomy	Up	Down	Edit	Del
1	critically appraise the social significance of media and cultural representations	None	None		▼	✎	✕
2	appreciate the relationships between signification, social power, and identity	None	None	▲	▼	✎	✕
3	apply techniques of textual analysis and theoretical concepts to cultural criticism	None	None	▲	▼	✎	✕
4	research, evidence, and articulate arguments about critical issues	None	None	▲	▼	✎	✕
5	communicate ideas effectively in academic discourse	None	None	▲	▼	✎	✕
6	work collaboratively with other students.	None	None	▲		✎	✕

Unit outline | Unit learning outcomes identify what students will know, understand and be able to do upon successful completion of the unit. Refer to this [guide to writing learning outcomes](#).

1. Click the green + button to begin adding a new unit learning outcome
2. Enter the learning outcome
3. Select the depth of learning that applies to each learning outcome if required for your faculty/University school. (Note: this may be needed for accreditation reporting)
4. Select the Blooms cognitive level or SOLO quantitative phase if you are using a learning taxonomy
5. Click the green tick to save your new learning outcome

Show/Hide Debug:

Save

The “Competency mapping” tab

The “Competency mapping” tab is there to link unit learning outcomes to professional accreditation requirements where needed. For most units of study in the Faculty (except SSESW) you can safely leave this tab untouched. For information on accreditation for SSESW units and Sydney Curriculum, please contact [Belinda Chambers](#) in SSESW.

Key details Rules & affiliations Learning outcomes **Competency mapping** Learning activities Assessments Additional information Sessions & unit outline Actions

Competency mapping

Enter text to filter...

#	Learning outcome	Competencies
1	identify centuries of history	0 ▼
2	demonstrate intellectual skills such as critical, historical and lateral thinking	0 ▼
3	demonstrate an understanding of alien culture	0 ▼
4	demonstrate discipline-specific skills	0 ▼
5	understand the responsibility that comes with knowledge	0 ▼
6	persuade and influence through different media	0 ▼

Unit outline | Only use this tab if this unit needs to be mapped to a competency framework. This unit must already contain learning outcomes before a competency mapping can be applied.

For each learning outcome:

1. Click the dropdown arrow in the Competencies column
2. Select the relevant competency framework from the dropdown list, or enter a keyword to search for a specific competency
3. Check the box next to all competencies that align to the learning outcome
4. Click the green tick to save your competency mapping for the learning outcome

For more assistance, refer to this [quick guide: map professional competencies](#).

Contact your [faculty expert](#) if you cannot see a required competency or competency framework.

8. UPDATING TEACHING / LEARNING ACTIVITIES

You update your schedule of lectures / seminars / tutorials / workshops for the session in the “Learning activities” tab. The top half of the screen lists policy information around study commitments levels expressed as hours per credit point (this will display in the outline) and the Handbook information on classes (this doesn’t display).

Key details Rules & affiliations Learning outcomes Competency mapping **Learning activities** Assessments Additional information Sessions & unit outline Actions

Study commitment*

Typically, there is a minimum expectation of 1.5-2 hours of student effort

Unit outline | Enter %%% to view all available options, then select the statement that aligns to the credit point value of the unit. If you make the wrong selection, click the 'x' in the left hand corner to remove the statement.

This field is read-only once the study commitment has been approved.

Classes (Handbook)

2x1hr lectures/week, 1x1hr tutorial/week

Sydney Student data | This field is **locked for editing** and any changes must be made in Sydney Student. Contact your curriculum team for help.

Enter class information for the Handbook. This is required for all units except exchange units.

Include: different class types (e.g. lecture, tutorial, workshop, online chat); frequency; duration; weeks and hours if the unit is not running for the full session. Do not use upper case letters, full stops, ;

See extended help text for examples.

The lower half of the screen is where you can edit or enter class schedule details. Note that the information is specific to the “mode of occurrence”. This information has been a copy+paste from a previous FOOG/SUMO outline. If nothing is displayed, check the detail isn’t under a different mode, eg block or supervision and/or [check with your TCC](#) about the unit’s mode for that session in Sydney Student.

Unit outline									
Normal (lecture/lab/tutorial) day (22 items)									
Learning activity type	Topic	Learning outcomes	Hours	Week	Up	Down	Edit	Del	
Lecture	The world of the Greeks	None	2	Week 1		▼	✎	✕	
Lecture	The world of Homer	None	2	Week 2	▲	▼	✎	✕	
Tutorial	How to read an ancient text?	None	1	Week 2	▲	▼	✎	✕	
Lecture	Showing off wealth	None	2	Week 3	▲	▼	✎	✕	
Tutorial	How to read a modern text?	None	1	Week 3	▲	▼	✎	✕	
Lecture	Life in the Mediterranean	None	2	Week 4	▲	▼	✎	✕	
Tutorial	How to read a map?	None	1	Week 4	▲	▼	✎	✕	
Lecture	Empire and democracy	None	2	Week 5	▲	▼	✎	✕	
Tutorial	How to read material evidence?	None	1	Week 5	▲	▼	✎	✕	
Lecture	Leagues and monarchies	None	2	Week 6	▲	▼	✎	✕	
Tutorial	How to read a disagreement?	None	1	Week 6	▲	▼	✎	✕	
Lecture	Cities	None	2	Week 7	▲	▼	✎	✕	
Tutorial	Revision	None	1	Week 7	▲	▼	✎	✕	
Lecture	Life in Egypt	None	2	Week 9	▲	▼	✎	✕	
Tutorial	How to read a papyrus?	None	1	Week 9	▲	▼	✎	✕	
Lecture	Hard power	None	2	Week 10	▲	▼	✎	✕	
Tutorial	How to read an inscription?	None	1	Week 10	▲	▼	✎	✕	
Lecture	Soft power	None	2	Week 11	▲	▼	✎	✕	
Tutorial	How to read a constructed space?	None	1	Week 11	▲	▼	✎	✕	
Lecture	Modern questions	None	2	Week 12	▲	▼	✎	✕	
Tutorial	How to ask a historical question?	None	1	Week 12	▲	▼	✎	✕	
Lecture	The big picture	None	2	Week 13	▲		✎	✕	

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In the example above, the default “Normal (lecture/lab/tutorial) day is used. If you are doing an outline for an intensive session, you would use “Block mode” as the mode of occurrence from the options available.

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▶ Normal (lecture/lab/tutorial) evening (0 items)

▶ Block mode (0 items)

▶ Clinical experience (0 items)

▶ Distance education (0 items)

▶ Distance education/intensive on campus (0 items)

▶ External (0 items)

▶ Field experience (0 items)

▶ Online (0 items)

▶ Professional practice (0 items)

▶ Supervision (0 items)

From the list of options, please only use the modes “Normal day”, “Normal evening”, “Block mode”, “Online” or “Supervision” and please ensure that it matches up with Sydney Student ([your TCC can confirm](#)). Please don’t use “Field experience”, “Professional practice” etc even though it seems counter-intuitive. This request comes from the central Education Innovation team, who are streamlining modes across the University for 2020.

You don’t need to do anything to the “Learning activity competency mapping” fields at the bottom of the screen unless your unit is one of those with accreditation requirements.

To edit or delete an existing class detail, click on the edit or delete icons on the right of the screen against the individual class.

To add a new class detail, click on the green plus sign below the current schedule list. Fill in the details and click the green tick. Use the up/down arrows to move the class into the relevant place in the list.

Lecture	Oligopoly and game theory	None	2	Week 10	⬆️
Tutorial	Monopoly	None	1	Week 10	⬆️
Lecture	Government intervention	None	2	Week 11	⬆️
Tutorial	Oligopoly and game theory	None	1	Week 11	⬆️
Lecture	Externalities and public goods	None	2	Week 12	⬆️
Tutorial	Government intervention	None	1	Week 12	⬆️
Lecture	Asymmetric information	None	2	Week 13	⬆️
Tutorial	Externalities and public goods	None	1	Week 13	⬆️
			36		

You can link unit learning outcomes to the individual class if you wish, but you do not have to do so.

If you make any changes or additions, please also click the large blue “SAVE” button at the top or bottom right of the page BEFORE you move to the next tab. Save regularly as you go to be on the safe side. The system doesn’t auto-save.

9. UPDATING ASSESSMENTS

You update your unit’s assessment details under the *Assessments* tab.

Key details

Rules & affiliations

Learning outcomes

Competency mapping

Learning activities

Assessments

Additional information

Sessions & unit outline

Actions

Assessment breakdown

Normal (lecture/lab/tutorial) day

Normal (lecture/lab/tutorial) evening

Block mode

Clinical experience

Distance education

Distance education/intensive on campus

External

Field experience

Online

Professional practice

Supervision

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In-class assessment

Assessment type	Assessment title	Length/duration	Assessment type description	Weight	Week due	Due date & time	Closing date	Formal exam duration	Learning outcomes	Individual or group	Pass/fail?
Participation	Participation	n/a	Class attendance and participation	15%	Multiple weeks				1, 5	Individual	No
Total for In-class assessment				15%							

Submitted work

Assessment type	Assessment title	Length/duration	Assessment type description	Weight	Week due	Due date & time	Closing date	Formal exam duration	Learning outcomes	Individual or group	Pass/fail?
Assignment	Source-based assessment	1000 words	Essay	25%	-				1, 2, 6	Individual	No
Assignment	Essay preparation task	1000 words	Essay	20%	-				2, 3, 4, 6	Individual	No
Assignment	Essay	2500 words	Essay	40%	-				1, 2, 3, 4, 6	Individual	No
Total for Submitted work				85%							
Total		100%									

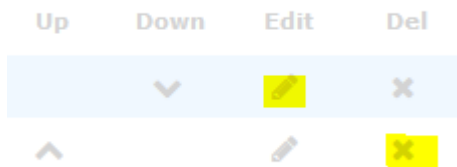
This information has been a copy+paste from a previous FOOG/SUMO outline and will need checking and an update. If nothing is displayed, check the detail isn’t under a different mode, eg block or supervision and/or check with your TCC about the unit’s mode for that session in Sydney Student.

Assessments are broken up into groups such as “exam”, “in-class assessments” and “submitted work” etc that align with information used by the central Special Consideration and Disability Services academic plan units and systems. There is increasing integration between these and unit outlines, to ensure accurate information is produced for students.

Each assessment item must be linked to at least one of the unit’s learning outcomes, and each of the unit’s learning outcomes need to be covered by the assessments.

To edit an existing assessment: click on the edit icon on the right of the page against the individual assessment item.

To delete an existing assessment: click on the delete icon on the right of the page against the individual assessment item



To add a new assessment item: click on the green plus sign and fill in the details.



Exam

Add assessment

Assessment category*	<input type="text" value="Exam"/>
Mode of delivery	<input type="text" value="Normal (lecture/lab/tutorial) day"/>
Assessment type*	<input type="text" value="Final exam"/>
Assessment title*	<input type="text"/>
Assessment type description*	<div></div>
Non-weighted/variable	<input type="checkbox"/>
Formative	<input type="checkbox"/>
Weight	<input type="text"/>
Week due*	<input type="text" value="-"/>
Due date & time	<input type="text"/>
Closing date	<input type="text"/>
Formal exam duration*	<input type="text" value="not set"/>

Learning outcomes*

- ☐ 1. apply economic concepts to examine real world problems from both an individual's and policymaker's perspective
- ☐ 2. demonstrate problem solving skills
- ☐ 3. critically evaluate the assumptions and limitations of the theories and arguments presented in class
- ☐ 4. demonstrate written communication skills
- ☐ 5. employ technologies effectively in gathering information from written, oral, and electronic sources
- ☐ 6. manage, analyse, evaluate and use information efficiently and effectively
- ☐ 7. develop team presentation skills.

Individual or group***Pass/fail?**☐**Hurdle task**☐

Click the green tick at the end to keep your changes or the x to discard.

NB: If you make any changes or additions, please also click the large blue “SAVE” button at the top or bottom right of the page **BEFORE** you move to the next tab. Save regularly as you go to be on the safe side. The system doesn't auto-save.

The remainder of the page includes policy and Handbook information:

Assessment summary and late penalties*

Mode of delivery	Assessment summary	Late penalties	Edit	Del
Normal (lecture/lab/tutorial) day	Detailed information for each assessment can be found on Canvas.			

Unit outline Use this section to define assessment summaries and late penalties for each mode of delivery. Please note: an assessment table must exist for the mode of delivery in order for the assessment summary and late penalty information to be populated.

Assessment summary: create one bullet point per assessment task, with a brief description that answers the question: 'What will a student be required to do?' Each item should not exceed 100 words, and details contained in the assessment summary table (e.g. weighting) should not be duplicated. More detailed information (e.g. assessment rubrics) and submission instructions should be published on Canvas instead. Add an additional note at the end: 'Detailed information for each assessment can be found on Canvas.' See extended help text for examples.

Late penalties: This field displays a policy statement regarding late penalties, which will display **before** any qualifying information you choose to include. Note that standard late penalties may only be modified in accordance with Assessment Procedures 2011. See the extended help text for the full policy statement.

Assessment grading*

Source

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A- ?

Pass	50 - 64	
Fail	0 - 49	When you don't meet the learning outcomes of the unit to a satisfactory standard.

For more information see sydney.edu.au/students/guide-to-grades

body table tbody tr tdt p span span Characters: 701

Unit outline

1. Insert a 3 column table with the headings 'Result name', 'Mark range' and 'Description'.
2. Enter a description for each result (grade) indicating to students what is needed to pass, gain a credit etc. for this unit.
Refer to the [Coursework Policy 2014, Schedule 1](#) for common result grades and their use in undergraduate and postgraduate courses and the [Guide to grades](#) on the Current students website.

Assessment (Handbook)

online quizzes (10%), 1xMid-semester test (30%), 1xEssay (10%) and 1x2hr Final exam (50%)

Enter assessment details for the Handbook. Do not use upper case letters, full stops, smart quotes ("), long dashes (—), ampersands (&) and quotation marks. See extended help text for more information.



Special consideration

Unit outline | This field displays a policy statement regarding special consideration.

See the extended help text for the full policy statement.



Educational integrity

Unit outline | This field displays a policy statement regarding educational integrity.

See the extended help text for the full policy statement.



Assessments can also be linked to competency mapping where this is relevant for a unit. This would only be where the unit has competency mapping down for accreditation requirements.

Assessments competency mapping

Enter text to filter...

Mode of delivery	Assessment type	Assessment title	Competencies
Normal (lecture/lab/tutorial) day	Final exam	Final exam	0 ▾
Normal (lecture/lab/tutorial) day	In-semester exam	Mid-semester test	0 ▾
Normal (lecture/lab/tutorial) day	Participation	Tutorial participation	0 ▾
Normal (lecture/lab/tutorial) day	Small test	Online quizzes	0 ▾

Assessment competency mapping currently only applies to accredited education degrees.

To map professional competencies to individual assessments:

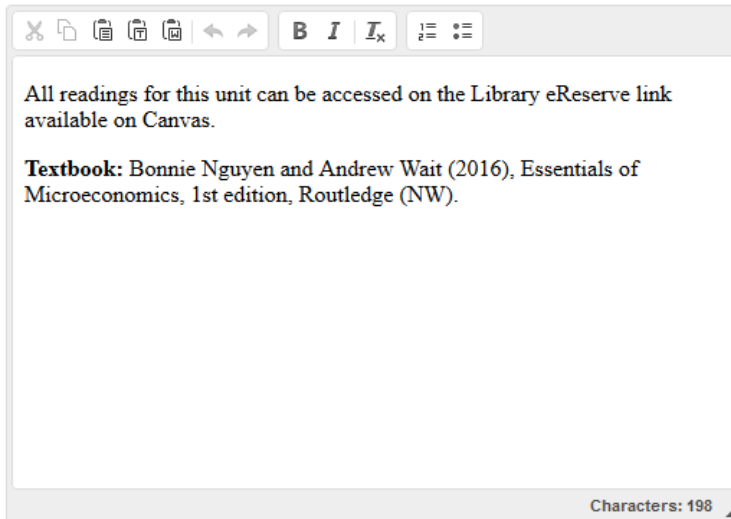
1. Click the grey down arrow in the 'Competencies' column
2. To find a specific competency set, filter by code (e.g. 4.1.1) or part of the text of the competency (e.g. "inclusive student participation"). You can also view a complete set of professional competencies by selecting a professional body from the drop down menu. Please note: the search function does not search for the name of the external competency set
3. Indicate whether the competency is taught (T), practiced (P) and/or assessed (A) for this assessment
4. Once you have indicated all applicable competencies for the assessment, click the green tick to save your selections

10. UPDATING ADDITIONAL INFORMATION

Most of the information under the *Additional Information* tab is optional. If information is entered, it will display in the published UoS outline. If it is left blank, nothing will appear. If the fields “Work, health and safety requirements”, “Site visit guidelines” and “Additional costs” (eg personal protective equipment, vaccinations, travel etc) are not relevant for your unit, leave them blank.

Text in the “Prescribed readings” and in the “Attendance and class requirements” fields has been copy+pasted from FOOG/SUMO. The example below uses *ECON1001 Introductory Microeconomics*.

Prescribed readings



All readings for this unit can be accessed on the Library eReserve link available on Canvas.

Textbook: Bonnie Nguyen and Andrew Wait (2016), Essentials of Microeconomics, 1st edition, Routledge (NW).

Characters: 198

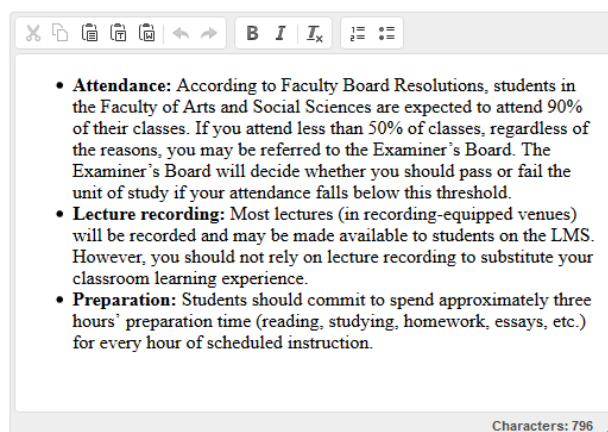
Unit outline | **Optional section** | Where no text is entered in this field, the 'Prescribed readings' section will not display on the unit outline.

Only enter prescribed textbooks or readings that are not already listed in eReserve. Enter readings as a bullet list; each entry should not exceed 30 words.

Add a note directing students to find readings on Canvas.

e.g. 'All readings for this unit can be accessed through the Library eReserve, available on Canvas.'

Attendance and class requirements



- **Attendance:** According to Faculty Board Resolutions, students in the Faculty of Arts and Social Sciences are expected to attend 90% of their classes. If you attend less than 50% of classes, regardless of the reasons, you may be referred to the Examiner's Board. The Examiner's Board will decide whether you should pass or fail the unit of study if your attendance falls below this threshold.
- **Lecture recording:** Most lectures (in recording-equipped venues) will be recorded and may be made available to students on the LMS. However, you should not rely on lecture recording to substitute your classroom learning experience.
- **Preparation:** Students should commit to spend approximately three hours' preparation time (reading, studying, homework, essays, etc.) for every hour of scheduled instruction.

Characters: 796

Unit outline | **Optional section** | Where no text is entered in this field, the 'Attendance and class requirements' section will not display on the unit outline.

Please specify any attendance and participation requirements for this unit of study as per the [Coursework Policy](#), and/or include a link to the Faculty resolutions for attendance (where applicable).

Please also specify any other unique requirements for this unit, e.g. important referencing guidelines. A bullet point list may be used if there are multiple other class requirements.

Each entry should not exceed 30 words; detailed information can be provided on Canvas.

* Importantly the “Closing the loop” field is mandatory. It is strongly recommended you check the text in it. In many cases, the default “No changes have been made since this unit was last offered” has been included,

but this may need an update for 2020 if you have amended your unit in response to student surveys or School / departmental review.

Closing the loop*

No changes have been made since this unit was last offered.

Unit outline | Enter a brief description of any changes that have been made to the unit in response to student feedback since the unit was last offered.

If this is a new unit, write 'This is the first time this unit has been offered.'

If no changes have been made since this unit was last offered, write 'No changes have been made since this unit was last offered'.

The outline will automatically include all the links listed below – you don't need to check them to have these included. You can add additional URLs if you wish, but in most cases these may be better housed on your unit's Canvas site.

Links to important information and resources

- ☐ Academic appeals: sydney.edu.au/students/academic-appeals.html
- ☐ Canvas: canvas.sydney.edu.au
- ☐ Expectations of student conduct: sydney.edu.au/students/student-responsibilities.html
- ☐ Financial support: sydney.edu.au/students/financial-support.html
- ☐ Learning and Teaching Policy: sydney.edu.au/policies/
- ☐ Libraries: sydney.edu.au/students/libraries.html
- ☐ Student administration: sydney.edu.au/study/student-administration.html
- ☐ Study resources: sydney.edu.au/students/learning-services.html
- ☐ Wellbeing and support: sydney.edu.au/students/health-wellbeing.html

Unit outline | These links automatically appear in the unit outline; no action is required.

Other links

+

URL and description

None

Unit outline | **Optional section** | Where no text is entered in these fields, this section will not display on the unit outline.

Enter the url and title for any important faculty/University school information.

Do not add links to information covered under the standard links above (eg, CAPs, the Write Site, the Koori centre etc.)

NB: If you make any changes or additions, please also click the large blue "SAVE" button at the top or bottom right of the page BEFORE you move to the next tab. Save regularly as you go to be on the safe side. The system doesn't auto-save.

12. SESSIONS & UNIT OUTLINES; INCLUDING COORDINATORS AND TEACHING STAFF

The *Sessions & unit outline* tab gives information on coordinators and unit availabilities, and allows you to add teaching staff or unit contributors to the unit.

UoS coordinator information is pulled into Sydney Curriculum from the data in Sydney Student. If it needs to be updated, please [check with your School's TCC](#) to get this done.

Please note that the "Primary coordinator" field has no operational function for outlines and ideally should be left blank. There is no connection between it and Sydney Student.

Primary coordinator



Name	Start date	End date	Edit	Del
------	------------	----------	------	-----

There are no primary coordinators attached to this unit.

This field lists all current & previous coordinators. Note that the current coordinator will not display in a unit outline by default – this is determined by the coordinator listed against each availability. Click the + button to enter a new coordinator or use the edit & delete buttons to update existing information.

The unit's availabilities should be displayed as below. The teaching session rather than the delivery period is what is important. If a session that should not be available is listed or conversely is missing, eg if a unit should be running in semester 1 but not in semester 2 but lists for both here, [please let your TCC](#) or [FASS C&Q](#) know asap so that they can check and confirm the information in Sydney Student.

Unit availabilities*

Camperdown/Darlington, Sydney - Semester 1 - Normal (lecture/lab/tutorial) day

Mode of delivery	Location	Teaching session	STABEX	Delivery period	Coordinator	View
Normal (lecture/lab /tutorial) day	Camperdown/Darlington, Sydney	Semester 1	Yes	2020 (Int Mar, Sem 1, Sem 1A, Sem 1G)	Marian Vidal-Fernandez	

Teaching staff



Name	Email	Role	Edit	Del
------	-------	------	------	-----

Camperdown/Darlington, Sydney - Intensive January - Normal (lecture/lab/tutorial) day

Mode of delivery	Location	Teaching session	STABEX	Delivery period	Coordinator	View
Normal (lecture/lab /tutorial) day	Camperdown/Darlington, Sydney	Intensive January	Yes	2020 (Int Jan)	Kadir Atalay	

Teaching staff



Name	Email	Role	Edit	Del
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Camperdown/Darlington, Sydney - Semester 2 - Normal (lecture/lab/tutorial) day

Mode of delivery	Location	Teaching session	STABEX	Delivery period	Coordinator	View
Normal (lecture/lab /tutorial) day	Camperdown/Darlington, Sydney	Semester 2	Yes	2020 (Sem 2, Sem 2A)	Stefanie Christine Schurer	

Teaching staff



Name	Email	Role	Edit	Del
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UoS coordinators are listed on the right for the relevant teaching session.

You can add additional teaching staff for the individual session under a set list of titles. These staff members will be listed as contacts for the unit on the published outline but please note that it does not give them edit access to the unit in Sydney Curriculum.

Unit availabilities*

Camperdown/Darlington, Sydney - Semester 1 - Normal (lecture/lab/tutorial) day

Mode of delivery	Location	Teaching session	STABEX	Delivery period
Normal (lecture/lab/tutorial) day	Camperdown/Darlington, Sydney	Semester 1	Yes	2020 (Int Mar, Sem 1, 1A, Sem 1G)

Teaching staff

Name

x ✓

Name

Role

Tutor
Tutor
Lecturer
Demonstrator
Guest lecturer
Laboratory supervisor
Practitioner

Email

Camperdown/Darlington, Sydney - Intensive January - Normal (lecture/lab/tutorial) day

If you want a colleague who is not listed as the coordinator to have edit access to the unit, you should add them as a contributor. Note that contributors do not display on the unit outline.

Contributors

Kadir Atalay , Suraj Prasad , Stefanie Christine Schurer , Marian Vidal-Fernandez [\[Edit\]](#)

Click [\[Edit\]](#) to add or remove contributors. Search for staff using first name **or** last name, but not both.

Contributors added to this field will not be published in the unit outline. They will share the same Sydney Curriculum system permissions for this unit as a unit coordinator.

More instructions can be found in this [quick guide: add or remove contributors](#).

You can add details for professional staff, but only do this where they are a designated contact point for student, eg a professional placement officer. You can add in a role-based email account here if it is relevant — eg firstyearteaching@sydney.edu.au. These details will display on the published outline.

Administrative and professional staff

Unit outline **Optional section** Where no text is entered in this field, the 'Administrative staff' section will not display on the unit outline.

Professional staff names are published in the unit outline. Enter the details of any professional staff members who provide assistance to students for this unit. Include their first name, last name, email and role (e.g. "Contact person for clinical placement").

NB: If you make any changes or additions, please also click the large blue "SAVE" button at the top or bottom right of the page **BEFORE** you move to the next tab. Save regularly as you go to be on the safe side. The system doesn't auto-save.

12. PREVIEWING YOUR UNIT OUTLINE'S DETAILS

To preview the details for your outline for the relevant session, click on the eye icon to the right of the coordinator's name.

Study period	Coordinator	
1st Mar, Sem 1, Sem 2 (1G)	Marian Vidal-Fernandez	<div>View</div> <div></div>

In the pop-up, select any course from the dropdown and then select the eye icon again to see a pdf version. Note that this is not what is produced for students – it simply gives you a run down of what is in there.

Module Affiliated Entities

BPARTSAR-09 Bachelor of Arts v1

Title: **Bachelor of Arts**

Version: **1**

Code: **BPARTSAR-09**

Status: **approved**



13. SEND YOUR UNIT FOR APPROVAL

If you are planning to make more changes, select “save and exit”. Ignore the “save and preview” button for this process — it isn’t related to outlines and will only become important when the system as a whole moves to become a curriculum management one.

To submit your unit for approval for semester 1 in 2020, select the “Effective date” option for 2020 (Int Mar, Sem 1, Sem 1A, Sem 1G). If you are making changes to a Semester 2 unit etc, you would select that as the effective date.

Effective date*

2020 (Int Jan)

!

Select the appropriate year (e.g. 2020) and the session (e.g. Int Apr) for your unit changes.

If you are unsure what the correct session is, you can refer to the “Teaching session” field under “Unit availabilities” in the “Sessions & unit outline” tab.

Please note: some sessions have been grouped as their start dates are similar (e.g. Sem 2, Sem 2A), so you may need to choose the grouping that contains the correct session.

When you have finished making changes to this unit, select an appropriate action from the options below.
See the [quick guide: save changes or submit for approval](#) for more information.

Note: you must ‘Save and exit’ to allow others to view and edit this unit after you.

Save and exit

Save and preview

Click ‘Save and exit’ to save all changes and allow others to review and edit this unit. Saved changes will not be submitted for approval.

Click ‘Save and preview’ to save all changes and view a summary report of the curriculum item. Saved changes will not be submitted for approval.

Update status

Set to pending approval

Check that the ‘effective date’ (Actions tab) is correct before submitting your changes for approval.

Further editing is disabled once a unit is set to pending approval.

Summary of changes

Enter a brief description of the changes included in this draft and any stakeholder consultation and feedback that will provide guidance to those involved in the approval process.

Hit “Set to pending approval”. A pop-up will ask you to confirm and submit. Please note that the system is slow to save and confirm the submission.

14. PUBLISHING YOUR UNIT OUTLINE

After your unit is approved, the actual publication of the outline to both your Canvas site and to the University’s website occurs in SEAMS.

As part of the Canvas site request process and publication in SEAMS, there will be a button asking you to publish your outline. For more resources on SEAMS see

<https://canvas.sydney.edu.au/courses/1316/pages/introduction-to-seams>

There will be a red flag for sites without a published outline and a green flag for those that have one.

15. UoS OUTLINE DEADLINES SEMESTER 1, 2020

[University policy](#) requires that Canvas sites be live to students and contain a unit outline prior to semester.

To meet these requirements, the deadlines for semester 1 are:

UoS outline type	UoS outline to be submitted for approval	UoS outline available online
1000-level and PG outlines	3 February 2020	10 February 2020
2000-4000 level unit outlines	10 February 2020	17 February 2020

16. SYDNEY CURRICULUM RESOURCES AND WHERE TO GET HELP

The University's Educational Innovation unit provides extensive support resources, including a range of quick guides for coordinators, on their [Sydney Curriculum Canvas page](#).

If you run into any issues or require assistance, your contact points in FASS are your School Teaching and Curriculum Coordinator (TCC) or the FASS Curriculum & Quality team (C&Q).

FASS/School	Faculty Expert / TCC
FASS C&Q	Jen Peden
Economics	Jessica Regan
SLAM	Norlela Husen
SLC	Wayne Isbister
SOPHI	Emma Doyle
SSPS	Joshua Sim
SSESW	Michael McCabe or Michael Narciso
USSC	Madelyne Cummings