Creating a Course Structure Form (CSF)

Course Structure Form (CSF)

For this process the use of two computer monitors is recommended.

In Student One access the Study Package window by clicking on the Study Package tab. Select Study Package under the Study Package Details.

Enter or search for the Study Package code you would like to make a CSF for. Check you have the correct version.

Open the CSF Template. New course/major/stream information should be detailed on the right-hand side of the CSF. Where changes are required to an existing course/major/stream the existing structure is entered on the left-hand side and the new structure on the right-hand side.
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**STEP 1  Detail the Course Profile Information**

The following information needs to be entered into the upper fields of the CSF on the left hand side marked *Existing Course* and the right *New or Changed Course* to indicate any changes to this text:

- Study package number (SPK) / User Defined Code (UDC)
- Version
- Full title
- Credit value
- Primary FOE - Code and the text description
- Owning School/area – Org Unit Code and Org Unit Name

<table>
<thead>
<tr>
<th>Existing Course</th>
<th>New or Changed Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Package Number/SPK/UDC</td>
<td></td>
</tr>
<tr>
<td>Version</td>
<td></td>
</tr>
<tr>
<td>Full Title</td>
<td></td>
</tr>
<tr>
<td>Credit Value</td>
<td></td>
</tr>
<tr>
<td>Primary FOE Code and the text description</td>
<td></td>
</tr>
<tr>
<td>Owning School/Area – Org Unit Code and Org Unit Name</td>
<td></td>
</tr>
</tbody>
</table>

This information can be found at the Study Package window under the Sections to display function panel on the left hand side margin.
STEP 2 Order the Structure Lines by Year & Study Period

To make the CSF creation easier, it is important to ensure the structure lines are ordered correctly first by the year then by the study period. To do this right click on the column titled “Year Level” and select the option “Group By This Column”.

Once that option is selected the years are put into expandable groups:

Use the plus (+) sign to expand the information by year.

To then ensure the Study Periods are ordered consecutively, click on the column titled “Study Period”.
Creating a Course Structure Form (CSF)

The structure lines should now be ordered correctly by year then study period. To save this column order click on the tick button to the right.

<table>
<thead>
<tr>
<th>Min</th>
<th>Effective Date</th>
<th>Study Package Category Type</th>
<th>Max Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1/07/2008</td>
<td>310</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/07/2010</td>
<td>310</td>
<td></td>
</tr>
</tbody>
</table>

**STEP 3  Detail the Course Structure**

The core units, alternates and the location of options (i.e. the study period in which students would choose an option) need to be detailed on the CSF in the *Structure Lines* grid for the *Existing Course*.

On Student one, under Links to other Functions on the left hand margin select *Study Package Structure*.

Scroll down to the *Structure Lines* grid or navigate to it by clicking *Structure Lines* under the Sections to Display function panel on the left.
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Select the *Excel* icon adjacent to the grid on the right hand side.

When the Excel spread sheet opens select the data under the following headings:

- Year Level
- Study Period
- Study Package Code
- Ver (Version)
- Structure Line
- Credit Points
- List

Once all data is selected, click on the Border icon on the upper margin in the Excel spread sheet and select All Borders.

Then copy and paste this information into the corresponding area on the left hand side of the CSF.
In the List: AC, E, O, C column on the CSF, type over the list names using the relevant abbreviation: AC - Alternate Core, E - Elective, O - Option.

**Before Example:**

<table>
<thead>
<tr>
<th>STRUCTURE LINES EXISTING COURSE</th>
<th>Code</th>
<th>List</th>
<th>FOE</th>
<th>Credit</th>
<th>CG</th>
<th>Period</th>
<th>Year</th>
<th>Study Period</th>
<th>Package</th>
<th>Unit Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Secondary Teaching</td>
<td>543</td>
<td>AC CE</td>
<td>E</td>
<td>12</td>
<td>2</td>
<td>2013</td>
<td>2013</td>
<td>Winter</td>
<td>0</td>
<td>12024010</td>
</tr>
</tbody>
</table>

**After Example:**

<table>
<thead>
<tr>
<th>STRUCTURE LINES EXISTING COURSE</th>
<th>Code</th>
<th>List</th>
<th>FOE</th>
<th>Credit</th>
<th>CG</th>
<th>Period</th>
<th>Year</th>
<th>Study Period</th>
<th>Package</th>
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<td>2</td>
<td>2013</td>
<td>2013</td>
<td>Winter</td>
<td>0</td>
<td>12024010</td>
</tr>
</tbody>
</table>

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**STEP 4  Detail the Owning Org Codes, FOE's and Fund Cluster**

Other details are required to be entered against each of the units pasted onto the CSF. To retrieve the owning org code, & FOE, select the Report tab on Student One. Under the SPK Data Audit Reports select Requisites Check with Links Analysis by Course Report. Enter the course details; for the Show Links Analysis enter N. The output will contain the owning org code, and FOE for entry into the CSF. Keep this report open to refer to later when entering the details for the optional and alternate units.

To obtain fund cluster information, select the Report tab on Student One. Under the Committee Reports select Course Report for Committee. Enter the course details; for the Show FOE Details for Components enter Y. The output will contain both FOE and Fund Cluster information for entry into the CSF. Keep this report open to refer to later when entering the details for the optional and alternate units.
STEP 5  Detail the Course Alternates in the Structure

Alternates need to be listed on the CSF in the **Structure Lines** grid. The first alternate unit should already be listed in the structure lines on the CSF, the others will need to be inserted and listed beneath this.

On Student One locate the **Study Package Lists** grid under the **Study Package Structure** window. If there are alternate units in the courses they should be listed here. Select a row where an alternate is indicated and click **Modify List** (located under grid) to see what the alternate units are.

A new window will open showing you all the units which are alternates to each other. The first unit listed should be the unit already shown on the CSF under the **Structure Lines** grid.
In the CSF template, insert extra rows (if required) beneath the first alternate listed in the structure to accommodate all the alternates listed.

Return to the **Structure Package Lists** window showing the alternates. To retrieve the list of alternates select the Excel icon adjacent to the grid on the right hand side. Select the columns SPK Cd, Ver, and SPK Title and add all borders as shown in Step 2.

Copy and paste the alternates (excluding the one already listed on your CSF) and paste into the CSF in the **Structure Lines** grid.

Now insert a row between each alternate titled **OR**.
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Add AC for alternate on the CSF in the column List: AC, E, O, C for each alternate added.

Once all alternates are listed, refer back to the Requisites Check with Links Analysis by Course Report and Course Report for Committee. Enter the owning org code and FOE and cluster band into the CSF.
STEP 6  Detail the Course Options in the Structure

If options are included in the structure they will have been identified in the CSF (prepared in Step 2).

The option units will need to be added to Option Component List on the CSF.

Retrieve the option details from the Study Package Lists. Locate the option list relevant to that year/semester (there may be different lists for different study periods). Select the row and click Modify List (located under grid) to see what the optional units are.

A new window will open showing you all the optional units. To retrieve the list of options select the Excel icon adjacent to the grid on the right hand side.
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Check the number of options and ensure there are sufficient rows in the **Option Component List** grid to import details from the Excel spread sheet. Add more rows if required.

From the Excel spread sheet export the SPK Cd, Ver, SPK Title and Credit Points adding border as detailed in Step 2.

Copy and paste the options into the **Option Component List** grid in the CSF.

Enter in the year and semester details for the options using the information provided in the **Structure Lines** grid.

Once all options are listed, refer back to the **Requisites Check with Links Analysis by Course Report**. Enter the owning org code, FOE and cluster band into the CSF.
STEP 7  Detail the Course Electives in the Structure

If the study package contains electives the location in the structure will have been captured in Step 2 above and should be displayed on the CSF.

<table>
<thead>
<tr>
<th>Week</th>
<th>Year</th>
<th>Study Period</th>
<th>Study Package #</th>
<th>Full Title</th>
<th>Credit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Semester 1</td>
<td></td>
<td></td>
<td>Elective for Year 2 Semester 1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Semester 2</td>
<td></td>
<td></td>
<td>Elective for Year 2 Semester 2</td>
<td></td>
</tr>
</tbody>
</table>

From the Study Package Lists grid on Student One select the Elective list(s) and select Modify List.

The presence of a % symbol in the SPK Cd column and the absence of data in the other columns indicate the electives are not restricted.
Creating a Course Structure Form (CSF)

Enter the text **Free choice of electives** under the **Elective Component List** grid.

![Image of CSF]

**STEP 8 Add Key Codes**

Using the key code abbreviations noted at the bottom of the CSF indicate the change for each unit. This is to be added against units in both the existing course and the new or changed course.