

SharePoint User Guide for Uploading CREF SENAS Forms

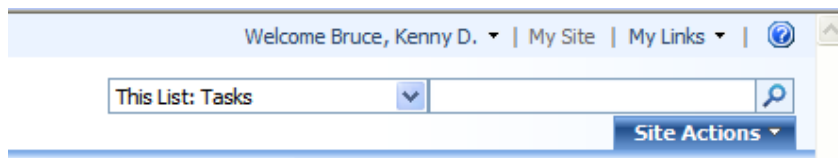
SENAS Review Process using SharePoint MOSS 2007 – Uploading New SENAS FORMS

Log into SharePoint

Go to the following URL and log in to the SharePoint site for submitting and approving the new Curriculum reform SENAS forms.

<http://sp.abdn.ac.uk/cref/>

If you are logged in straight away you will see you name displayed in the top right hand side of the screen.



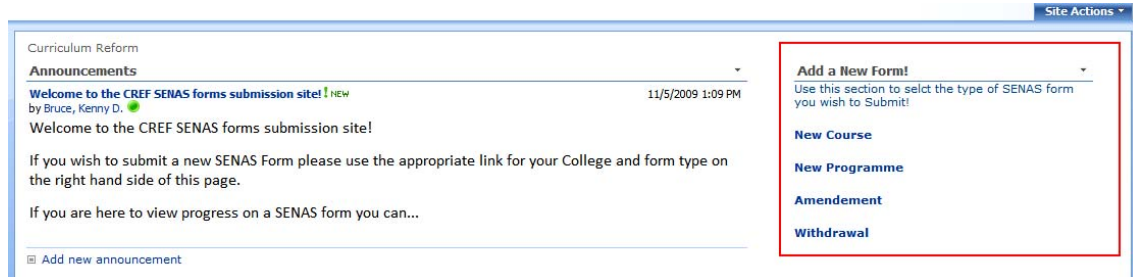
If you are prompted for your username and password you should enter your standard PC username and password, including the UOA domain name



Complete a Form

Once logged in you should select and complete the form you wish to Submit.

- Select the appropriate form link from the right hand side of the site Homepage. Forms are distinguished by college and include: New Course; New Programme; Course Amendment and Course Withdrawal.



Curriculum Reform

Announcements

Welcome to the CREF SENAS forms submission site! ^{NEW}
by Bruce, Kenny D. 11/5/2009 1:09 PM

Welcome to the CREF SENAS forms submission site!

If you wish to submit a new SENAS Form please use the appropriate link for your College and form type on the right hand side of this page.

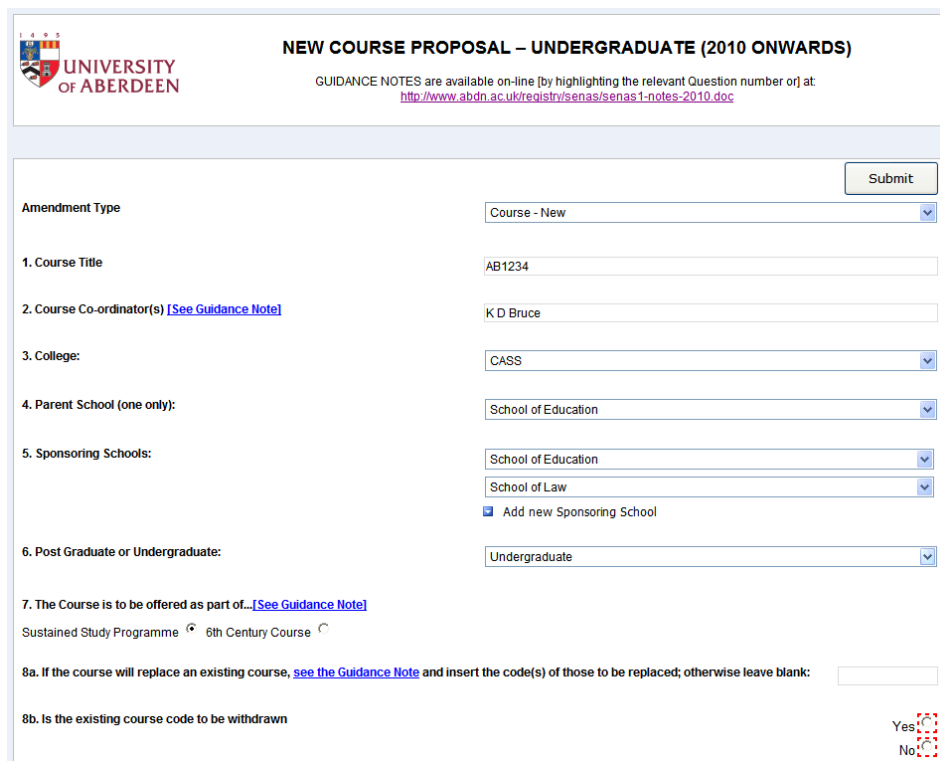
If you are here to view progress on a SENAS form you can...


[Add new announcement](#)

Add a New Form!
Use this section to select the type of SENAS form you wish to Submit!

- New Course**
- New Programme**
- Amendment**
- Withdrawal**

- A blank copy of the form selected will open
- You should work your way through the form and complete the sections as instructed.



 **UNIVERSITY OF ABERDEEN**

NEW COURSE PROPOSAL – UNDERGRADUATE (2010 ONWARDS)

GUIDANCE NOTES are available on-line [by highlighting the relevant Question number or] at:
<http://www.abdn.ac.uk/reqis/ivsenas/senas-1-notes-2010.doc>

Amendment Type: Course - New

1. Course Title: AB1234

2. Course Co-ordinator(s) [See Guidance Note]: K D Bruce

3. College: CASS

4. Parent School (one only): School of Education

5. Sponsoring Schools:
School of Education
School of Law
 Add new Sponsoring School

6. Post Graduate or Undergraduate: Undergraduate

7. The Course is to be offered as part of... [See Guidance Note]
Sustained Study Programme 6th Century Course

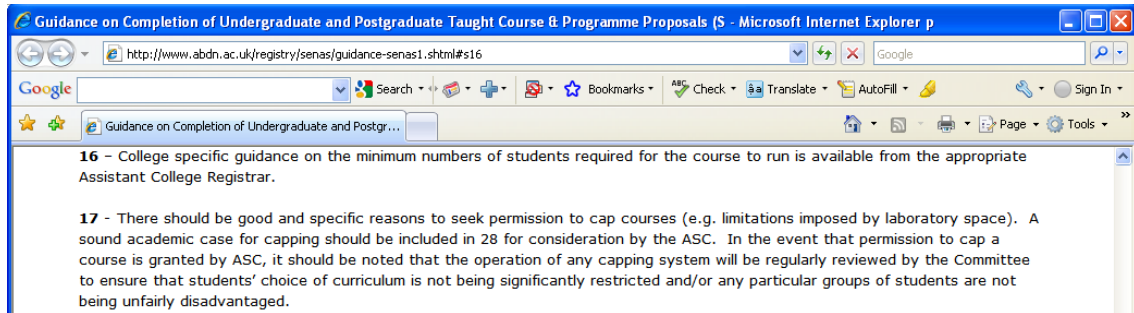
8a. If the course will replace an existing course, see the Guidance Note and insert the code(s) of those to be replaced; otherwise leave blank:

8b. Is the existing course code to be withdrawn
Yes: No:

- Fields marked with an * are mandatory

16. Minimum number of students required for the course to run [\[See Guidance Note\]](#): *

- [\[See Guidance Note\]](#): sections will link directly to the specific guidance for the specific question on the UoA Website.



- Where possible **drop down menus** are available to assist:

3. College:

4. Parent School (one only):

- Radio buttons allowing you to select only one of a number of options are also present:

7. The Course is to be offered as part of... [\[See Guidance Note\]](#)

Sustained Study Programme 6th Century Course

8b. Is the existing course code to be withdrawn

Yes:
 No:

- Where any number of additional can be made to a field you can 'Add New' to create additional entries on the field. See below the example for JACS codes

JACS Code(s)	Providing Discipline/Institution(s)	Extra Load? (Y or N)	% Share
Code 1		<input type="text" value="N"/>	
Code 2		<input type="text" value="N"/>	
Code 3		<input type="text" value="N"/>	
Total:			<input type="text" value="0"/>

Add new JACS Code

- Fields marked with an * are mandatory and fields marked with a red dashed border

like this

refer to fields which need data in a specific format or value. Running your mouse over the field will advise of requirements. See examples below.

4. Parent School (one only):

*

Mandatory Field notice

11. When will the course be taught? [\[See Guidance Note\]](#)

First Half-session (Weeks 12-23)

From Week:

Please enter a numeric value, no greater than 2 characters

734,826,345

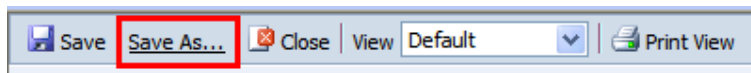
To Week:

Invalid Data Entered notice

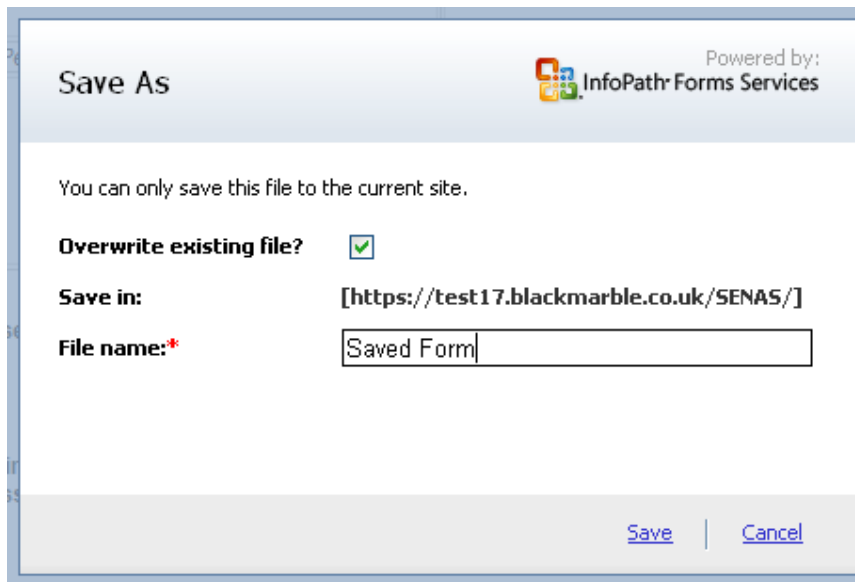
Saving a form

If you have begun completing a form but have not finished you can save your work and return to it later:

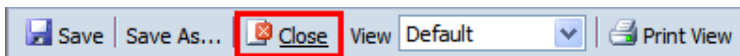
- Select 'Save As' at the top left of the form



- Give the form a meaningful title and select save.



- You can then close the document and it will be added to the system

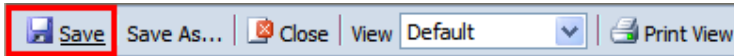


- You can then return to the form at any time using the link at the beginning of the document.



Type	Name	Modified	Modified By	Checked Out To	SENAS Title	SENAS Change	SENAS College	SENAS School	SENAS Level	SENAS Course Code
Form	Saved Form NEW	10/27/2009 9:19 AM	ABERDEEN-MOSS/spaberdeen		AB1234	Course - New	CASS	School of Education	Undergraduate	

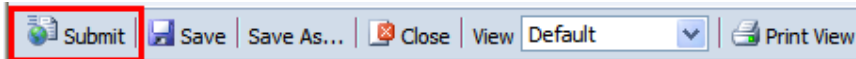
- Once a form has been initially saved you can select the save button to save any additional progress.



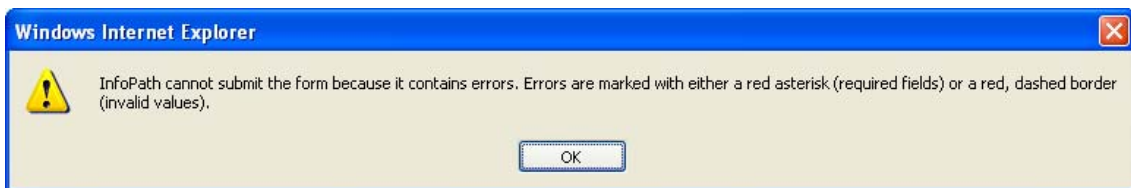
Submit a form

When you have completed the form and wish to submit it for review you should:

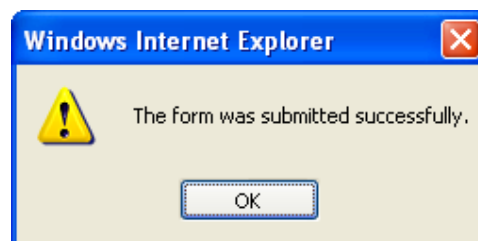
- Select the Submit Button at the either the top or bottom of the form.



- If any mandatory fields have not been populated, or data has been entered in the wrong format you will be unable to submit the form and will be advised by the following message.



- Selecting OK on the message will return you to the first field which required content to be added or data to be re-entered.
- When successfully submitted you will be advised with the following message.



- Once Selected the Submitted? Status will be changes to Yes.

Submitted?

- You can then save and close the form and it will be sent to the School Scrutiny group for Initial Approval. Logging back in to the site at any stage will allow you to view the progress of the form but you will not be able to edit the document unless otherwise requested as part of the approval process.
- <http://sp.abdn.ac.uk/cref/SubmittedforApproval/Forms/SENAS%20View.aspx>