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.

W	/elcome Bruce, Ken	nny D. 👻 My Site	My Links 👻	0	^
This List: Tasks	*			9	
			Site Action	s 🔻	

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

Connect to sp.a	bdn.ac.uk 🛛 🛛 🔀
R	GA
Connecting to sp.a	abdn.ac.uk.
<u>U</u> ser name:	🖸 UOA\adc057 🛛 👻
<u>P</u> assword:	•••••
	Remember my password
	OK Cancel

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.



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

UNIVERSITY	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/registru/senas/senas1-notes-2010.doc				
			Submit		
Amendment Type		Course - New	*		
1. Course Title		AB1234			
2. Course Co-ordinator(s) [See Guidance Not	te]	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[Se	ee Guidance Notel				
Sustained Study Programme 🌀 6th Century	Course C				
8a. If the course will replace an existing cou	rse, <u>see the Guidance Note</u> and inser	t the code(s) of those to be replaced; otherwise leave blank:			
8b. Is the existing course code to be withdra	ıwn		Yes Č No Č		

• 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.

🖉 Guida	nce on Completion of Undergraduate and Postgraduate Taught Course & Programme Proposals (S - Microsoft Internet Explorer p
60	Ittp://www.abdn.ac.uk/registry/senas/guidance-senas1.shtml#s16
Google	🚽 🛃 Search + 🖗 🗧 🍁 + 📓 + 🏠 Bookmarks - 🦓 Check + 🗿 Translate + 🎦 AutoFill + 🌽 🔍 + 🔘 Sign In +
🚖 🏟	😰 Guidance on Completion of Undergraduate and Postgr 📄 🍅 Page 🗸 🎲 Tools 🗸 🎽
	 16 - College specific guidance on the minimum numbers of students required for the course to run is available from the appropriate Assistant College Registrar. 17 - There should be good and specific reasons to seek permission to cap courses (e.g. limitations imposed by laboratory space). A sound academic case for capping should be included in 28 for consideration by the ASC. In the event that permission to cap a course is granted by ASC, it should be noted that the operation of any capping system will be regularly reviewed by the Committee to ensure that students' choice of curriculum is not being significantly restricted and/or any particular groups of students are not being unfairly disadvantaged.

• Where possible drop down menus are available to assist:

3. College:	CASS	
	CASS	1
4. Parent School (one only):	CLSM	1
	COPS	
	A.	1

• 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	Ċ
No	C

*

• 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		N	
	Code 2		N	
•	Code 3		N	
			Total:	0
1	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.

		Mandatory Field notice
4. Parent School (one only):	*	v
	Cannot be blank	

11. When will the course be taught? [See Guidance Note]		Please enter a numeric value, no greater]
First Half-session (Weeks 12-23)	From Week:	than 2 characters 734,826,345 To Week:]
		Invalid Data Entere	d 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.

Save As	Powered by:
You can only save this file to	the current site.
Overwrite existing file?	
Save in:	[https://test17.blackmarble.co.uk/SENAS/]
File name:*	Saved Form
	<u>Save</u> <u>Cancel</u>

• 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.

Home SEN	SENAS										
New	• Upload •	Ac	tions -							View:	All Documents •
Туре	Name		Modified	O Modified By	Checked Out To	SENAS Title	SENAS Change	SENAS College	SENAS School	SENAS Level	SENAS Course Code
1	Saved Form NEW	•	10/27/2009 9:19 AM	ABERDEEN- MOSS\spaberdeen		AB1234	Course - New	CASS	School of Education	Undergraduate	ė

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

	🛃 <u>Save</u>	Save As 🔯 Close	View	Default	💌 🖂 Print View
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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.

Window	vs Internet Explorer 🛛 🛛 🔀
1	InfoPath cannot submit the form because it contains errors. Errors are marked with either a red asterisk (required fields) or a red, dashed border (invalid values).
	OK

- 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? Yes	
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- 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.
- <u>http://sp.abdn.ac.uk/cref/SubmittedforApproval/Forms/SENAS%20View.aspx</u>