



User Document

For

Capability Mapping Tool

Version number: 1.1

RMIT University

02-November-2012

Revision History

Date	Version	Description	Author
26/10/2012	1.0	Initial revision	Jin Zhong Xi
02/11/2012	2.0	Added screenshots + Review initial version	Preetham K H

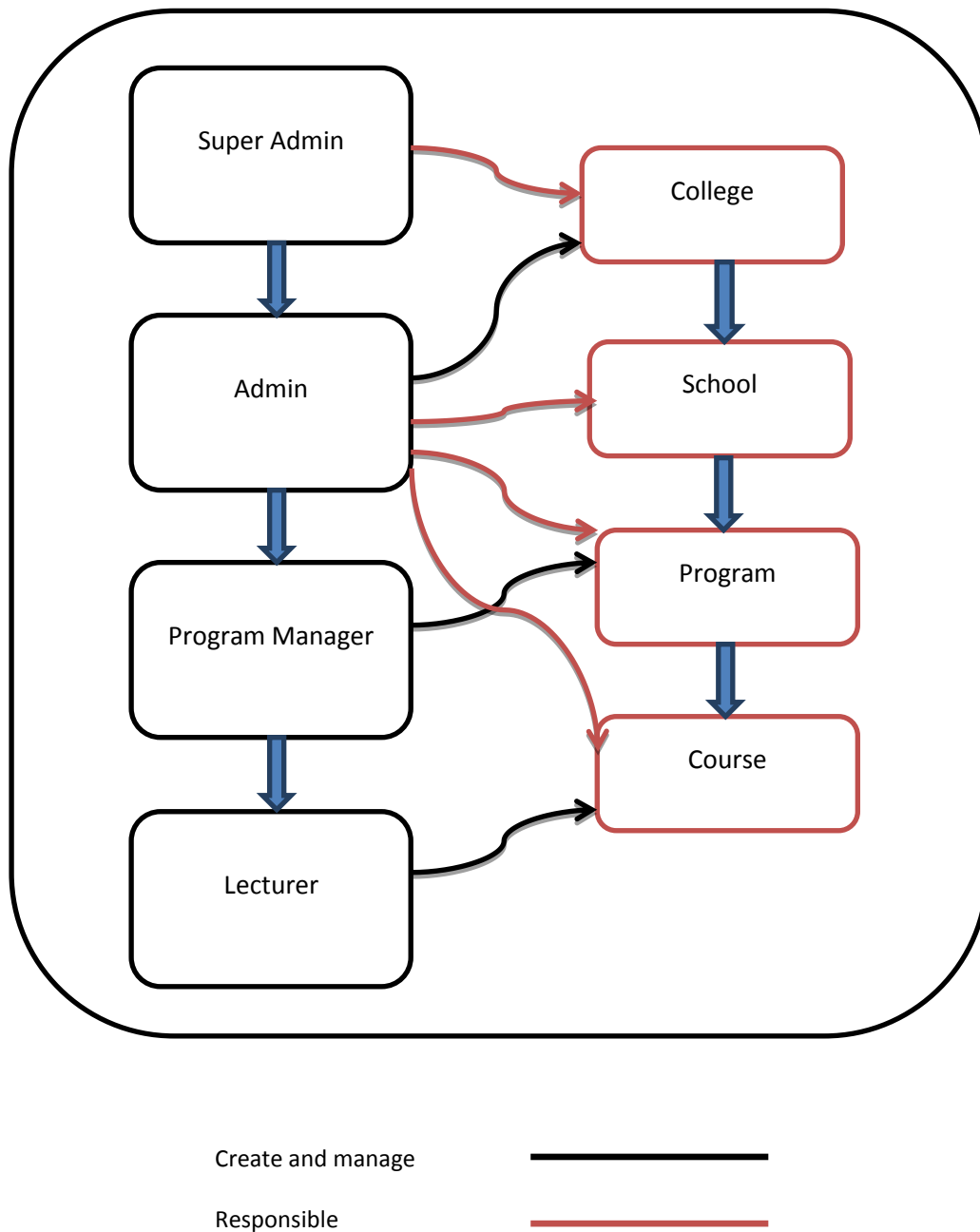
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1. Introduction

Program Outcome Mapping Tool which also is called Curriculum Mapping Tool is a web application based on Microsoft ASP.net. This web application gives tertiary education management an effective way for monitoring, reflecting, even evaluating the programs run by any tertiary education institution. Another purpose of this application is to aid designing and developing programs to affect improved graduate employability.

There are different roles adapted for the final users, for example, course lecturers, program administrators, administrator and super administrators. Different levels of users have different responsibilities and obligations.



Organogram of the application

2. Home Page and Login

As user access into this system, the default web is index.

The screenshot shows the home page of the Program Outcome Mapping Tool. It features a header with the RMIT University logo and navigation links (HOME, ABOUT US, LOG OUT). A red banner displays the title 'Program Outcome Mapping Tool'. The main content area includes a description of the tool and a circular process diagram. The footer contains copyright information and additional navigation links. Numbered annotations (1-4) highlight specific elements: 1 points to the navigation links, 2 points to the RMIT logo, 3 points to the circular diagram, and 4 points to the footer navigation links.

Program Outcome Mapping Tool

PROGRAM OUTCOME MAPPING TOOL

Curriculum mapping, particularly in relation to graduate capabilities, has become increasingly popular in Australian universities in recent years. Many universities have developed, or are in the process of developing, excellent tools. Curtin's Curriculum Mapping Tool (abbreviated hereafter as CCMMap) is available as part of an Australian Learning and Teaching Council (ALTC) Fellowship, Benchmarking Partnerships for Graduate Employability, led by Professor Beverley Oliver (see <http://tiny.cc/boliver>). Similar resources are already in use across the sector: sharing Curtin's CCMMap is aimed at encouraging others to share alike, use peer review for enhancements and scholarship and enhance the potential of the formal curriculum to affect improved graduate employability.

Program Outcome Mapping Tool provides an easy to use interface to input and prepare reports about the capabilities in programs and their development and assessment in courses.

Process Diagram:

```

graph TD
    A[Determine Capabilities] --> B[Map Inputs]
    B --> C[Support student achievement]
    C --> D[Evaluate achievement of capabilities]
    D --> E[Evaluate Outcomes]
    E --> F[Plan Enhancements]
    F --> A
  
```

ABOUT

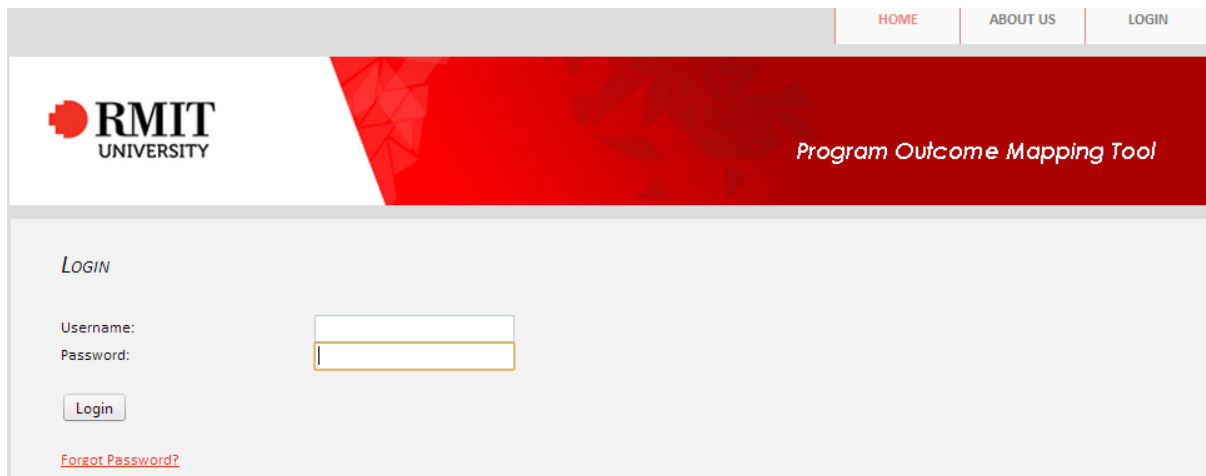
Program Outcome Mapping Tool is an online tool (Website) which contains and allows aggregation of course and unit learning outcomes, aspects of assessment tasks, learning experiences and resources

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The index page is consisted by four parts, the top one is header which contains three navigation links, the second one is the banner of the system, and third part is the main content of the web. Last part is footer which shows policy, developer information, and another navigation links.

3. Universal user access and diversity control panel

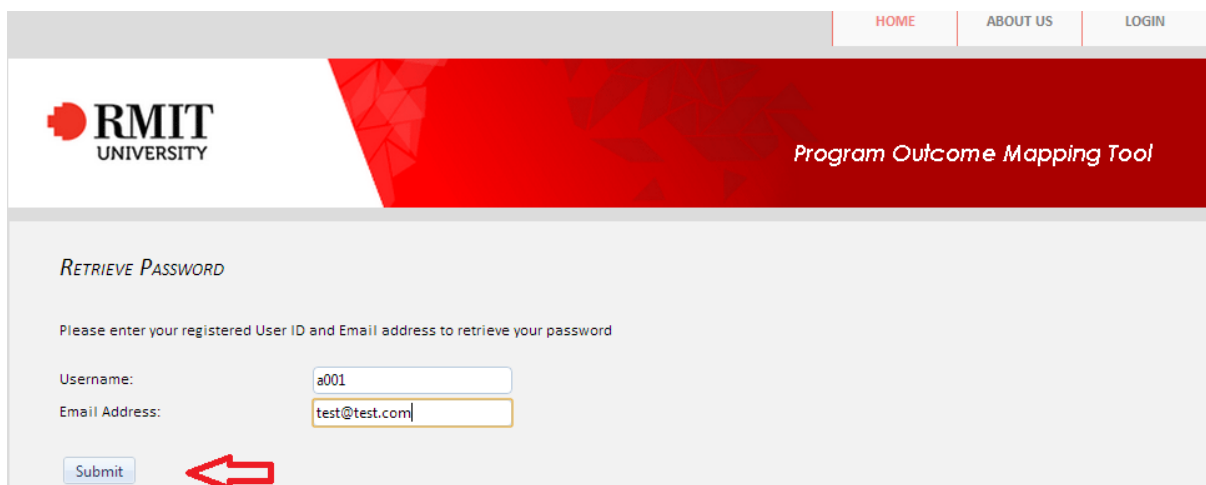
For using the functions provided by this application, the only way is to have a valid user account. No matter what level of account this user has, the interface for log in will be same.



The screenshot shows the login interface of the RMIT University Program Outcome Mapping Tool. At the top, there is a navigation bar with links for HOME, ABOUT US, and LOGIN. Below this is a header section with the RMIT UNIVERSITY logo on the left and the text "Program Outcome Mapping Tool" on the right. The main content area is titled "LOGIN" and contains a form with fields for Username and Password. A Login button is located below the password field. A link for "Forgot Password?" is provided at the bottom of the login section.

The user is required to enter username and password to login to the application.

A forgot password link is also provided in case a user forgets his/her password. If the provided details are correct, the login credentials will be sent as an e-mail to the user.



The screenshot shows the "RETRIEVE PASSWORD" page of the RMIT University Program Outcome Mapping Tool. The page has the same header and navigation bar as the login page. The main content area is titled "RETRIEVE PASSWORD" and includes a sub-header "Please enter your registered User ID and Email address to retrieve your password". Below this, there are input fields for Username (containing "a001") and Email Address (containing "test@test.com"). A Submit button is located at the bottom of the form, with a red arrow pointing to it.

Once a user logs in successfully, the appropriate control panel is displayed for that user. The layouts of control panels are very similar, with the left portion consisting of navigation links, and the main area where one can make use of the features available to that user (as shown below)

Features
CREATE ADMIN
CREATE COLLEGE
MANAGE ADMINS
MANAGE COLLEGES
ASSIGN ADMIN

Reporting
GENERATE REPORT
CREATE ARCHIVE

STAFF ID

PASSWORD

RE-TYPE PASSWORD

FIRSTNAME

LASTNAME

EMAIL

PHONE

Create Admin

4. Super Admin Activity

a. Brief

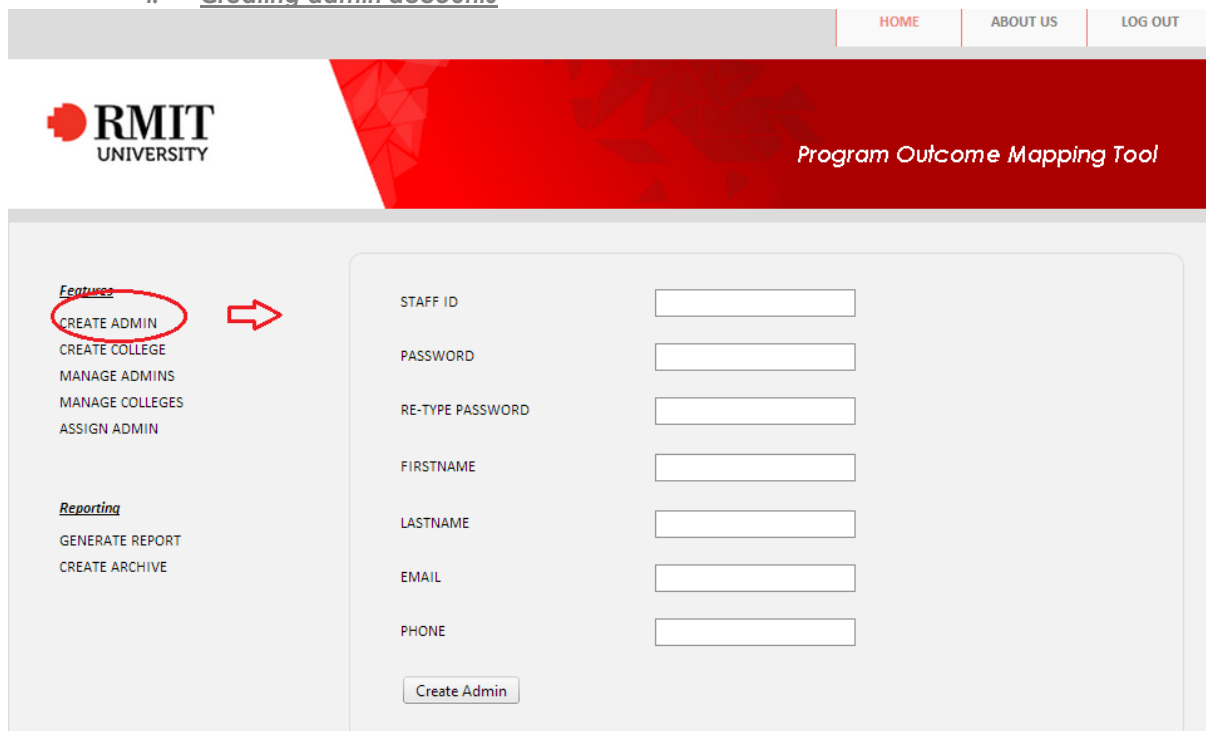
The default page for super admin account is an informational page, show what functions granted to Super admin account. Super Admin is on the top level of governance hierarchy structure, who is mainly responsible for creation and management of colleges and admin accounts.

Other important functions are creating archive and generating program level report based on current or archived data.

b. Features

Account creation is similar to creating accounts on any other system. The super admin can create admin accounts and manage (activate/deactivate) them.

i. Creating admin accounts









The screenshot displays the RMIT University Program Outcome Mapping Tool interface. At the top, there is a navigation bar with links for HOME, ABOUT US, and LOG OUT. Below this is a red banner with the RMIT UNIVERSITY logo on the left and the text 'Program Outcome Mapping Tool' on the right. The main content area is divided into two sections. On the left, under the heading 'Features', there is a list of options: CREATE ADMIN, CREATE COLLEGE, MANAGE ADMINS, MANAGE COLLEGES, and ASSIGN ADMIN. The 'CREATE ADMIN' option is circled in red, and a red arrow points from it to the right. Below this list, under the heading 'Reporting', there are two options: GENERATE REPORT and CREATE ARCHIVE. On the right side of the main content area, there is a form for creating a new admin account. The form contains input fields for STAFF ID, PASSWORD, RE-TYPE PASSWORD, FIRSTNAME, LASTNAME, EMAIL, and PHONE. At the bottom of the form is a button labeled 'Create Admin'.

ii. Manage admins









[GENERATE REPORT](#)
[CREATE ARCHIVE](#)

Filter Search

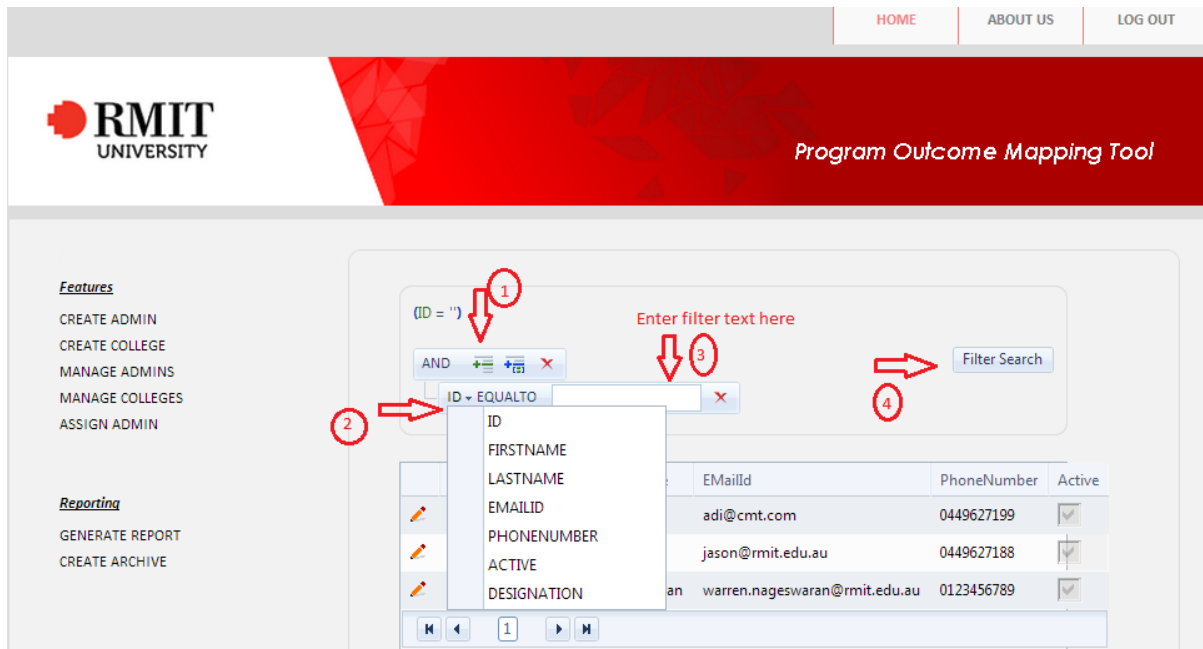
	ID	FirstName	LastName	EMailId	PhoneNumber	Action
	A001	Aditya	Sabnis	adi@cmt.com	0449627199	
	A002	Jason	Dias	jason@rmit.edu.au	0449627188	
	warren	Warren	Nageswaran	warren.nageswaran@rmit.edu.au	0123456789	

GENERATE REPORT
CREATE ARCHIVE

Filter Search

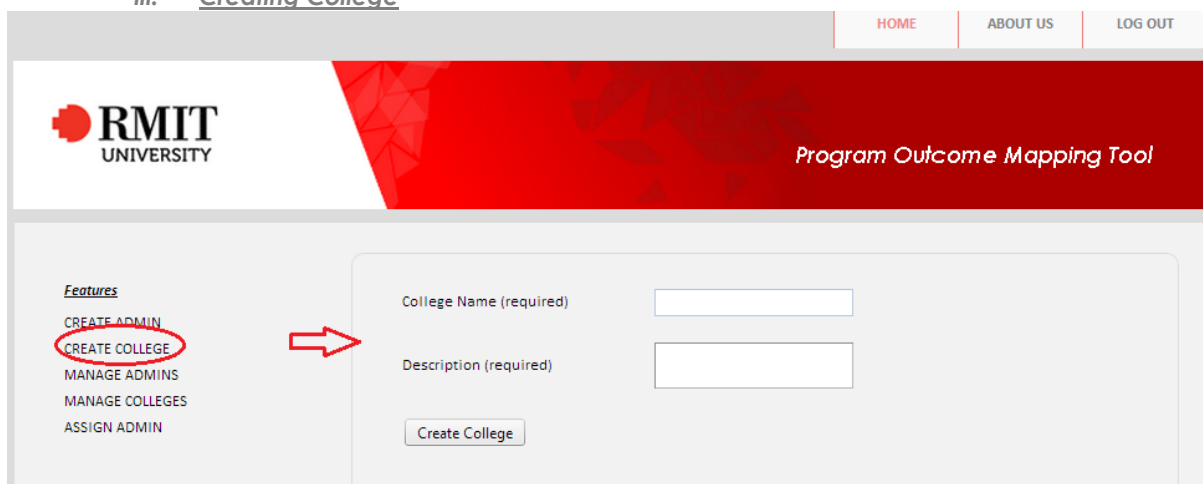
	ID	FirstName	LastName	EMailId	PhoneNumber	Active
ID	A001					
FirstName	Aditya					
LastName	Sabnis					
EMailId	adi@cmt.com					
PhoneNumber	0449627199					
Active	<input checked="" type="checkbox"/>					
 						
 A002	Jason	Dias	jason@rmit.edu.au		0449627188	
 warren	Warren	Nageswaran	warren.nageswaran@rmit.edu.au		0123456789	

There is a filtering option provided to search the accounts

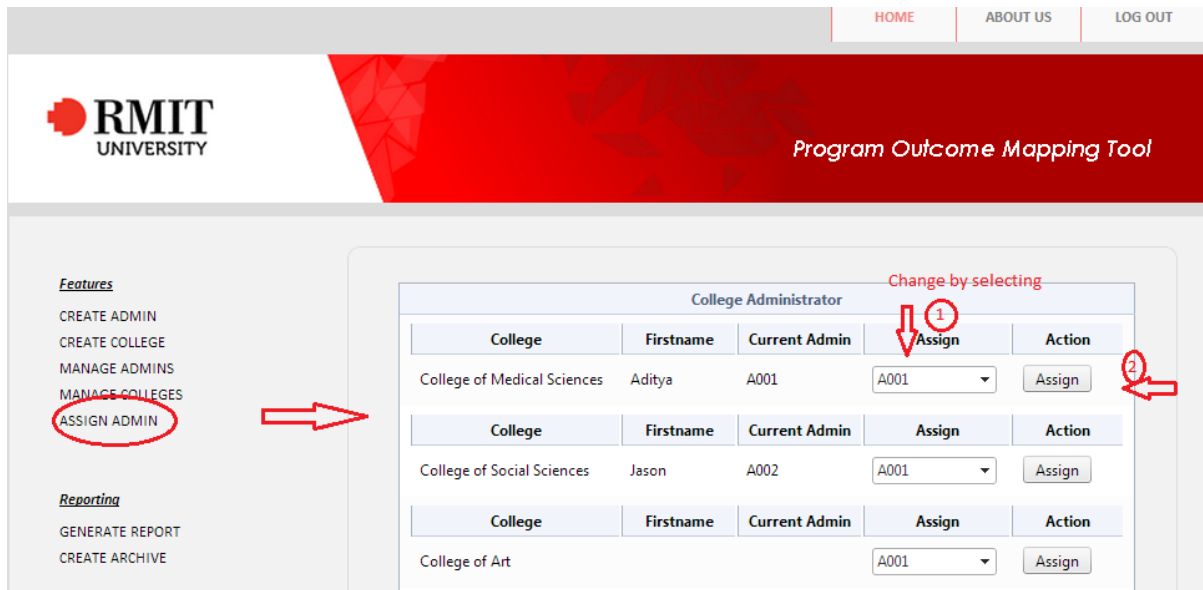


The super admin is also bestowed with the responsibility of creating colleges and assigning administrators to these colleges.

iii. Creating College

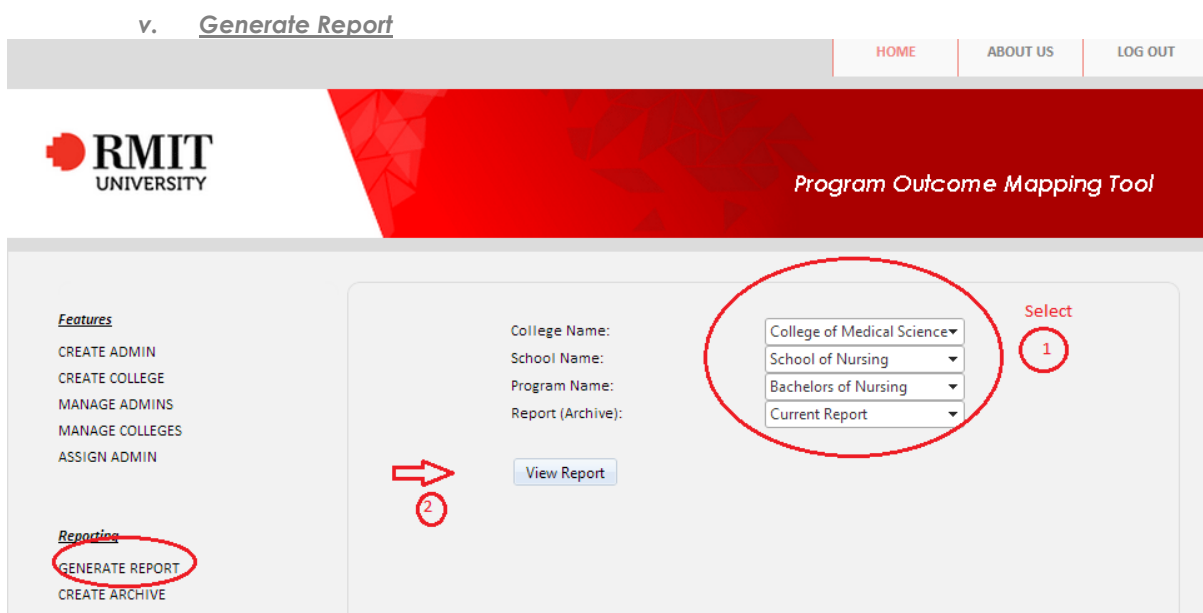


iv. Assign Admin



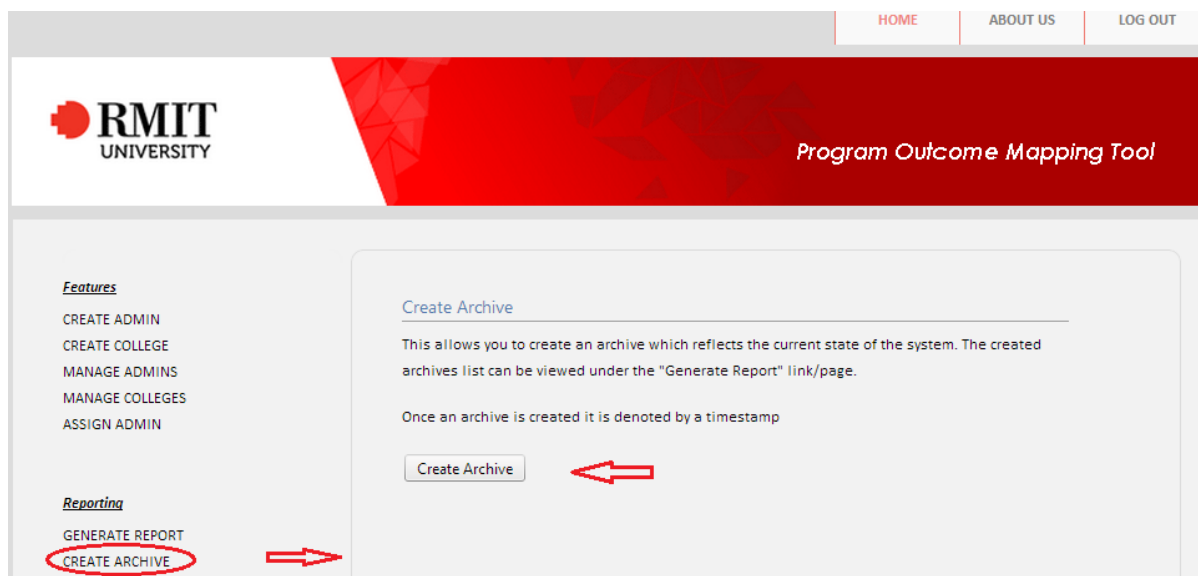
Note: An admin has to be assigned to a college before he/she can make use of the functionalities available to them.

Two other very important features are the create archive, and generate report features. Creating an archive timestamps the data in the system at that instant and a report for such time stamped data can be generated along with the report at the current instance.



It takes approximately 5-6 seconds to generate the reports, and it also provides an option to print the report as well.

vi. Create Archive




5. Admin activity

a. Brief

An admin is responsible for creating program manager and staff accounts, creating schools under colleges, creating programs and assigning program managers, creating courses under programs and assigning courses to program. An admin is also responsible for managing the above (activate/deactivate)

In addition to these, the administrator maintains (registers) all the master data in the system (adding/managing attributes) at various levels.

All the manage pages have been provided with a filter functionality for ease of searching through the records. Usage of the filter tool is provided in the appendix.


Program Outcome Mapping Tool

Features

- CREATE ACCOUNTS
- MANAGE ACCOUNTS
- CREATE SCHOOL
- MANAGE SCHOOL
- CREATE PROGRAM
- MANAGE PROGRAM
- CREATE COURSE
- MANAGE COURSE
- ASSIGN COURSE TO PROGRAM

Register Attributes

- UNIT LEARNING OUTCOMES
- ASSESSMENT TASK
- LEARNING EXPERIENCE
- TRIPLE-I CURRICULUM THEMES
- LEARNING RESOURCE
- ABCD

Features

Create Accounts

Provides an interface for the Admin to create a program manager or a staff account

Manage Accounts

Provides an interface to view program manager and staff accounts and also activate/deactive them

Create School

Provides an interface to create a School. ex: School of Computer Science


Manage School

Provides an interface to view the list of schools and also activate/deactivate them

Create Program

i. Creation of Accounts

HOME
ABOUT US
LOG OUT


Program Outcome Mapping Tool

Features

CREATE ACCOUNTS

MANAGE ACCOUNTS

CREATE SCHOOL

MANAGE SCHOOL

CREATE PROGRAM

MANAGE PROGRAM

CREATE COURSE

MANAGE COURSE

ASSIGN COURSE TO PROGRAM

Register Attributes

UNIT LEARNING OUTCOMES

ASSESSMENT TASK

LEARNING EXPERIENCE

TRIPLE-I CURRICULUM THEMES

LEARNING RESOURCE

ABCD

USERNAME

PASSWORD

RE-TYPE PASSWORD

FIRSTNAME

LASTNAME

E-MAIL

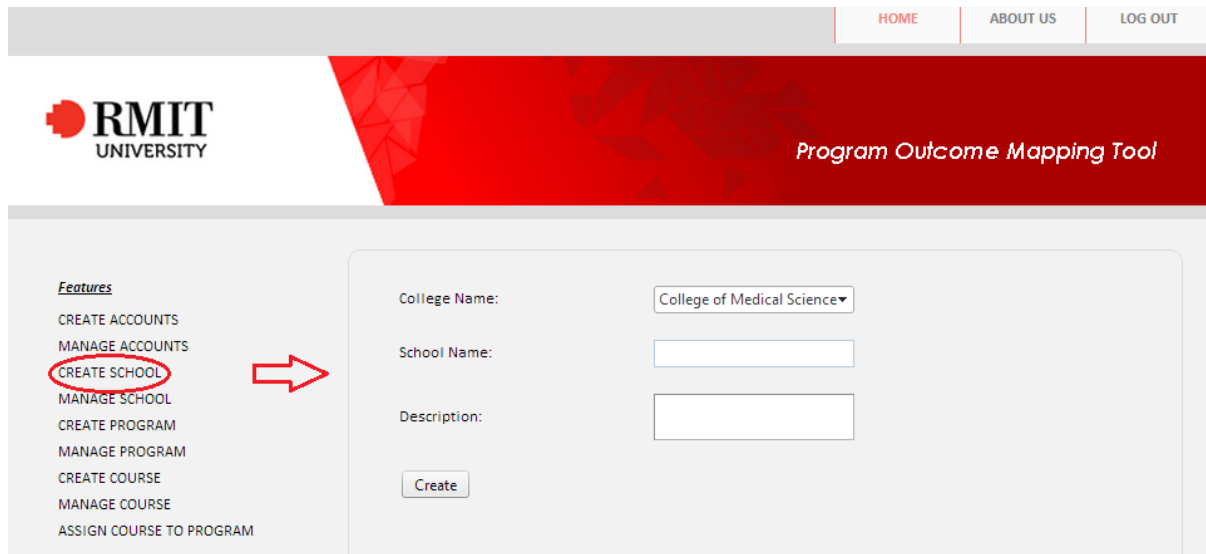
PHONE

DESIGNATION

Enter information ①

②

ii. Create School



HOME ABOUT US LOG OUT

RMIT UNIVERSITY

Program Outcome Mapping Tool

Features

- CREATE ACCOUNTS
- MANAGE ACCOUNTS
- CREATE SCHOOL**
- MANAGE SCHOOL
- CREATE PROGRAM
- MANAGE PROGRAM
- CREATE COURSE
- MANAGE COURSE
- ASSIGN COURSE TO PROGRAM

College Name: College of Medical Science▼

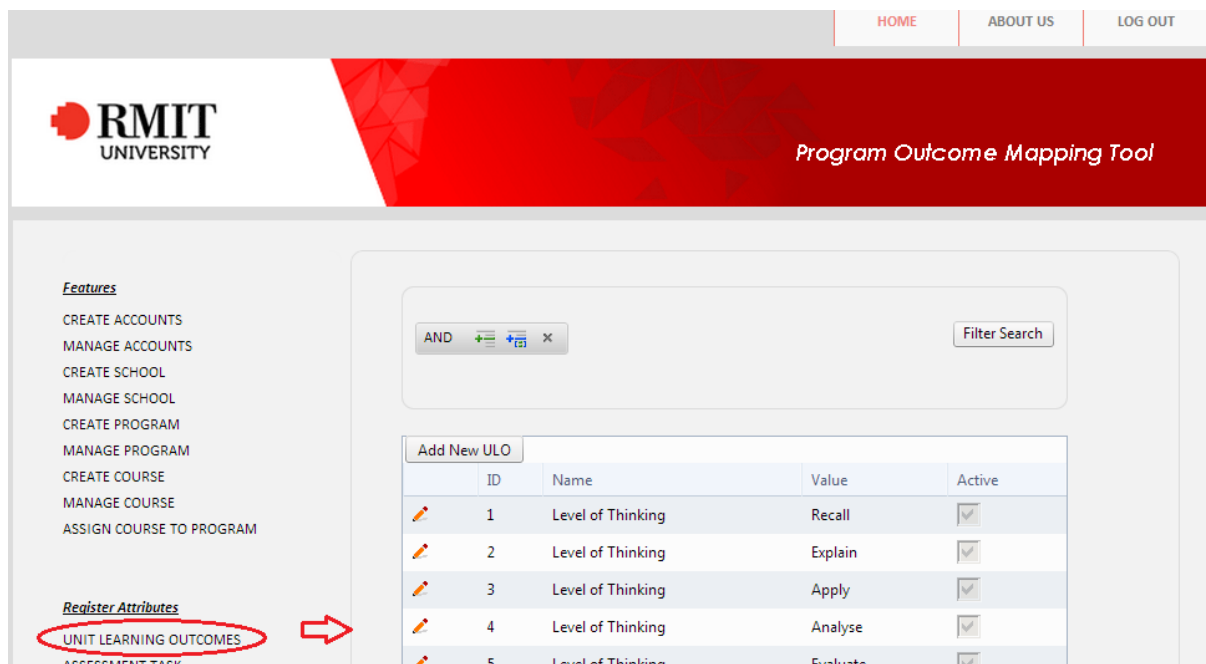
School Name:

Description:

Create

b. Register Attributes

i. Unit Learning Outcomes (ULO)



HOME ABOUT US LOG OUT

RMIT UNIVERSITY

Program Outcome Mapping Tool

Features

- CREATE ACCOUNTS
- MANAGE ACCOUNTS
- CREATE SCHOOL
- MANAGE SCHOOL
- CREATE PROGRAM
- MANAGE PROGRAM
- CREATE COURSE
- MANAGE COURSE
- ASSIGN COURSE TO PROGRAM

Register Attributes

- UNIT LEARNING OUTCOMES**
- ASSESSMENT TASK

AND + - ×

Filter Search

Add New ULO

ID	Name	Value	Active
1	Level of Thinking	Recall	<input checked="" type="checkbox"/>
2	Level of Thinking	Explain	<input checked="" type="checkbox"/>
3	Level of Thinking	Apply	<input checked="" type="checkbox"/>
4	Level of Thinking	Analyse	<input checked="" type="checkbox"/>
5	Level of Thinking	Evaluate	<input checked="" type="checkbox"/>

ii. Add new ULO

Features

- CREATE ACCOUNTS
- MANAGE ACCOUNTS
- CREATE SCHOOL
- MANAGE SCHOOL
- CREATE PROGRAM
- MANAGE PROGRAM
- CREATE COURSE
- MANAGE COURSE
- ASSIGN COURSE TO PROGRAM

Register Attributes

- UNIT LEARNING OUTCOMES
- ASSESSMENT TASK
- LEARNING EXPERIENCE
- TRIPLE-I CURRICULUM THEMES
- LEARNING RESOURCE
- ABCD

AND + - ×

Filter Search

Add New ULO

ID	Name	Value	Active
1	Level of Thinking	Recall	<input checked="" type="checkbox"/>
2	Level of Thinking	Explain	<input checked="" type="checkbox"/>
3	Level of Thinking	Apply	<input checked="" type="checkbox"/>
4	Level of Thinking	Analyse	<input checked="" type="checkbox"/>
5	Level of Thinking	Evaluate	<input checked="" type="checkbox"/>

Attribute Name: Level of Thinking

Attribute Value:

Active: ☐

1 2 3 4 5

iii. Manage Attributes

Features

- CREATE ACCOUNTS
- MANAGE ACCOUNTS
- CREATE SCHOOL
- MANAGE SCHOOL
- CREATE PROGRAM
- MANAGE PROGRAM
- CREATE COURSE
- MANAGE COURSE
- ASSIGN COURSE TO PROGRAM

Register Attributes

- UNIT LEARNING OUTCOMES
- ASSESSMENT TASK
- LEARNING EXPERIENCE
- TRIPLE-I CURRICULUM THEMES
- LEARNING RESOURCE
- ABCD

AND + - ×

Filter Search

Add New ULO

ID	Name	Value	Active
1	Level of Thinking	Recall	<input checked="" type="checkbox"/>
2	Level of Thinking	Explain	<input checked="" type="checkbox"/>
3	Level of Thinking	Apply	<input checked="" type="checkbox"/>
4	Level of Thinking	Analyse	<input checked="" type="checkbox"/>
5	Level of Thinking	Evaluate	<input checked="" type="checkbox"/>

ID: 1

Value: Level of Thinking

First Name: Recall

Active: ☒

1 2 3 4 5

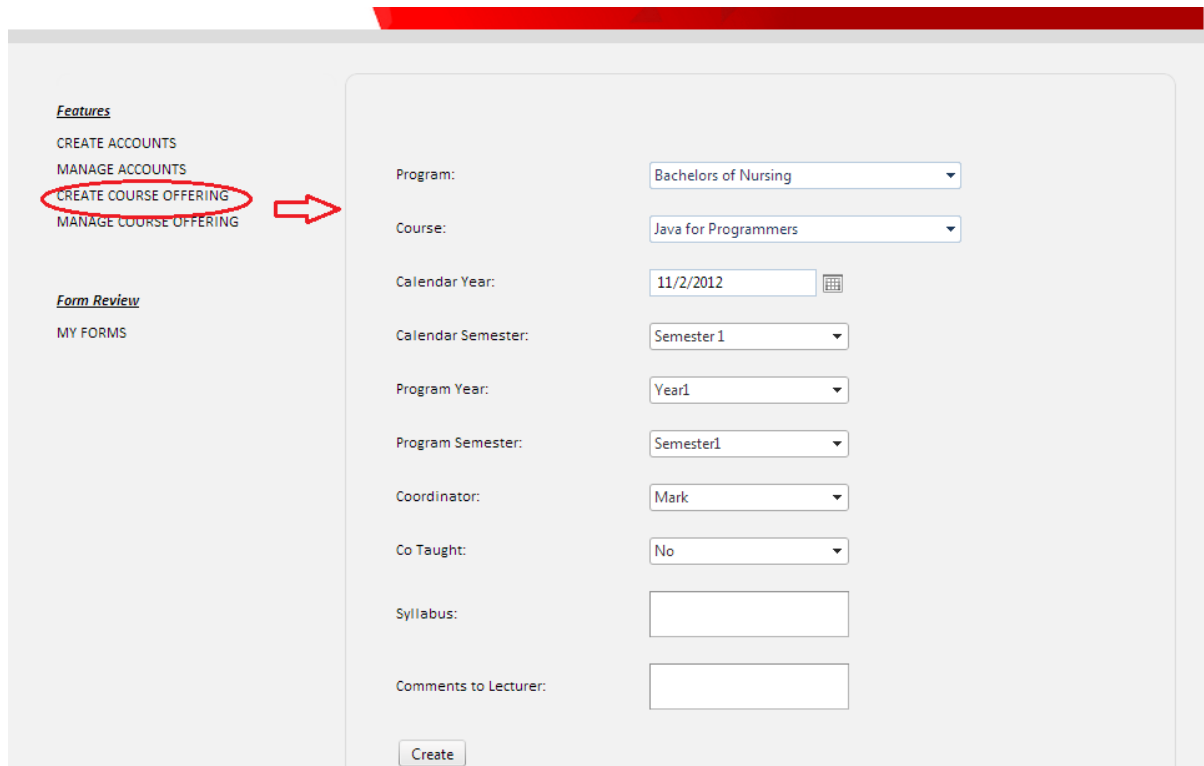
Adding and managing attributes for Assessment tasks, Learning experiences, Triple-I curriculum themes, Learning resource and ABCD follow the same pattern similar to the Unit Learning Outcomes.

6. Program Admin

a. Brief

A Program admin / Program manager can also create staff accounts like an admin. And course offering is the bridge to associate program admin and lecturer together.

i. Create Course Offering



Features

- CREATE ACCOUNTS
- MANAGE ACCOUNTS
- CREATE COURSE OFFERING**
- MANAGE COURSE OFFERING

Form Review

MY FORMS

Program: Bachelors of Nursing

Course: Java for Programmers

Calendar Year: 11/2/2012

Calendar Semester: Semester 1

Program Year: Year1

Program Semester: Semester1

Coordinator: Mark

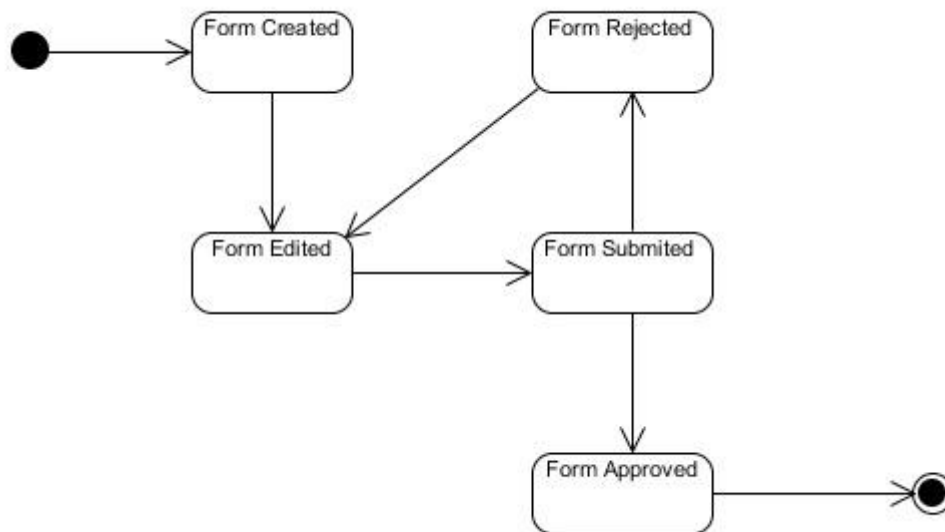
Co Taught: No

Syllabus:

Comments to Lecturer:

Create

THE CYCLE THAT A FORM (COURSE INFO) CAN GO THROUGH IS ILLUSTRATED AS BELOW:



Features

- CREATE ACCOUNTS
- MANAGE ACCOUNTS
- CREATE COURSE OFFERING
- MANAGE COURSE OFFERING

Form Review

MY FORMS →

The screenshot shows the 'Form Review' section of the application. At the top, there's a search bar with a dropdown menu set to 'AND'. Below the search bar is a red arrow pointing to the first row of the table, labeled 'Clickable' with a circled '1'. The table has five columns: Id, CourseOffering, Status, ActionDate, and Comments.

Id	CourseOffering	Status	ActionDate	Comments
19	Programming Fundamentals	Approved	10/11/2012 1:54:20 PM	The form is now approved.
22	Web Server and Web Technology	Approved	10/11/2012 2:12:44 PM	All entries look right.
27	Web Server and Web Technology	Submitted	10/11/2012 2:44:39 PM	
28	Document Markup Languages	Created	10/18/2012 2:15:34 PM	please fill up the form immediately.
29	Java for C Programmers	Rejected	10/19/2012 1:58:10 AM	rejected
30	Programming Fundamentals	Created	10/19/2012 6:22:16 PM	Testing the Copy function
	Secure Electronic		10/27/2012	This is submitted as well as approved

iii. A form which has been approved (viewable)

[HOME](#)
[ABOUT US](#)
[LOG OUT](#)

Program Outcome Mapping Tool

Features
 CREATE ACCOUNTS
 MANAGE ACCOUNTS
 CREATE COURSE OFFERING
 MANAGE COURSE OFFERING

Form Review
 MY FORMS

[Back](#)

Programming Fundamentals

Unit Learning Outcomes

Unit Learning Outcomes	Level of Thinking	Primarily To GA	Also GA1	Also GA2	PAC
Question1	Apply	Utilise lifelong learning skills	Access, evaluate and synthesise information	Apply discipline knowledge, principles and concepts	Practices w an evidence framework
Question2	Analyse	Access, evaluate and synthesise information	Think critically, creatively and reflectively	Use technologies appropriately	Evaluates pr towards exp outcomes ir consultant
Question3	Evaluate	Recognise and apply international perspectives	Utilise lifelong learning skills	Access, evaluate and synthesise information	Practices in accordance legislation
Question4	Create	Utilise lifelong learning skills	Apply discipline knowledge, principles and concepts	Demonstrate cultural awareness and understanding	Participates ongoing professional developmer
Question5	Recall	Utilise lifelong learning skills	Apply discipline knowledge, principles and concepts	Communicate effectively	Plans nursin in consultat with patients/sig others & tea collaborates interdisciplinary team

Assessment Tasks

Assessment Task	Weighting	Due Week	Primary To ULO	Also ULO1	Also ULO2	Type	Mea
Assessment Task1	30	12	Question1	Question2	Question4	Test	Writ
Assessment Task2	20	10	Question3	Question4	Question5	Exercise	Prac
Assessment Task3	15	11	Question2	Question4	Question1	Laboratory	Prac
Assessment Task4	35	7	Question1	Question1	Question1	Test	Writ

Learning Experiences

Row	Experience	Duration	Frequency	MSA
1	Lecture	2 Hours	3 times a week	Listening/viewing/reading
2	Tutorial	1 Hour	Twice a week	Problem-solving
3	Laboratory	1 Hour	Weekly	Hands on practice

Triple-I Curriculum Themes

Theme Name	Triple-I Themes	Level
Industry	Triple1	Information about matters relating to this theme
Indigenous	Triple2	Upskilling in this theme
Intercultural	Triple3	Hands on engagement with this theme
International	Triple4	Upskilling in this theme
Interdisciplinary	Triple5	Information about matters relating to this theme

Australian Blueprint for Career Development

BluePrint	Area	Level of Engagement
ABCD1	Area A - Personal Management	Acquire
ABCD2	Area B - Learning and Work Exploration	Apply
ABCD3	Area C - Career Building	Personalise
ABCD4	Area B - Learning and Work Exploration	Act
ABCD5	Area A - Personal Management	Apply

Learning Resources

Row	Resources	FOU	CO\$
1	Textbook	Daily	No charge
2	Blackboard site	Twice a week	No charge
3	Clothing	3 times a week	\$26 - \$50
4	Website (not Bb)	Weekly	No charge

About

Program Outcome Mapping Tool is an online tool (Website) which contains and allows aggregation of course and unit learning outcomes, aspects of assessment tasks, learning experiences and resources

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[HOME](#)
[ABOUT US](#)

a. **Brief**

A lecturer account is basically responsible for entering course information for the courses that he/she has been assigned.

Once this is done, the lecturer submits this for approval which has to be done by the program admin. If the data is rejected by the program admin, the course details come back to the lecturer for modification.

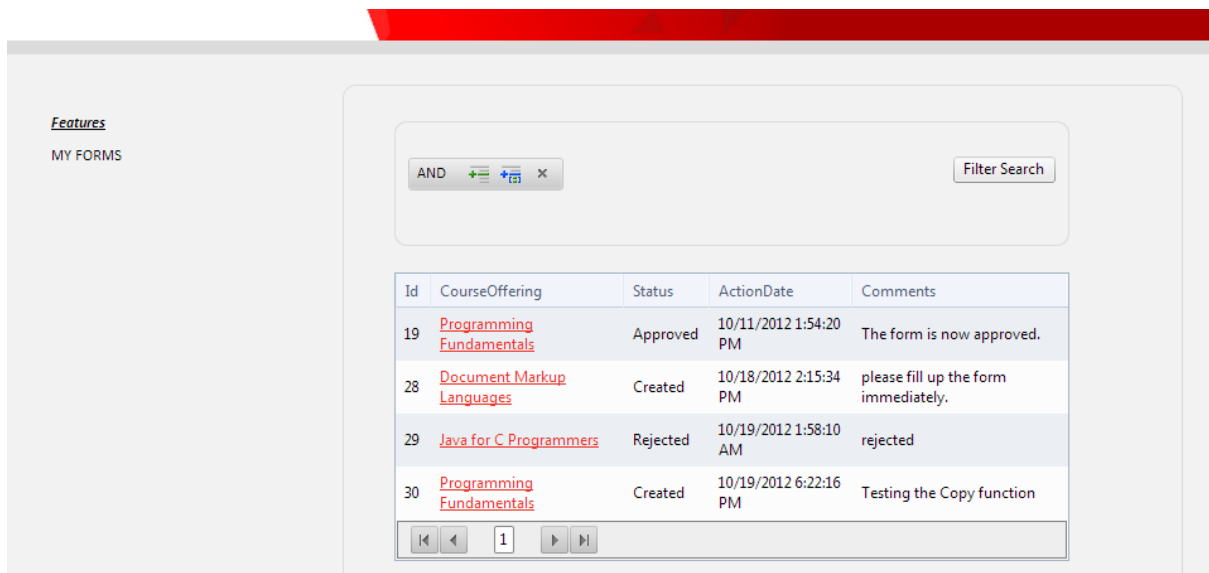
i. Features

The following states are available for the forms / courses.

Form State	Outcome
Created	Allows the lecturer to input form/course data
Edit	Allows the lecturer to edit a prefilled form data
Rejected	Allows editing of the form data which has been rejected
approved	Displays the data that has been approved for the course

ii. My Forms

If a similar template exists for a course, the lecturer can choose to copy this data into the template and only edit fields that are necessary. This saves a lot of data entry effort.



Once a course which has a “created” status is clicked, the lecturer is presented with the following screen:

The screenshot shows the top navigation bar with 'HOME', 'ABOUT US', and 'LOG OUT' links. Below is the RMIT University logo and the title 'Program Outcome Mapping Tool'. On the left, there is a sidebar with 'Features' and 'MY FORMS'. The main content area is titled 'Document Markup Languages' and contains the message: 'No Previous Data for this Course is available. Please Enter new Data. Please Click on 'Next' Button to proceed'. A 'Next' button is visible below the message.

The lecturer can then input information into the various attributes, as shown below:

The screenshot shows the same interface as before, but with the 'Input information' table visible. The table has four columns: 'No', 'Unit Learning Outcomes(ULO's)', 'Level of Thinking', and 'Primary to GA'. The first row contains the number '1', a text input field, a dropdown menu with 'Recall' selected, and the text 'Apply discipline knowledge, principles and concept'. Below the table, there is a button labeled 'Add New Unit Learning Outcome' and a 'Save' button. Annotations include: a red circle '1' pointing to the 'Unit Learning Outcomes(ULO's)' column header; a red circle '2' pointing to the 'Add New Unit Learning Outcome' button with the text 'Add more rows if necessary'; and a red circle '3' pointing to the 'Save' button.

No	Unit Learning Outcomes(ULO's)	Level of Thinking	Primary to GA
1	<input type="text"/>	Recall	Apply discipline knowledge, principles and concept

RMIT UNIVERSITY *Program Outcome Mapping Tool*

Features
MY FORMS

Input information

Document Markup Languages

No	Assesment Tasks	Weighting(%)	Due Week	Print to I
1	test	10	12	Q1

Add more rows if necessary

Add New Assessment Save

Annotations: 1 points to 'Assesment Tasks' header, 2 points to 'Add more rows if necessary' text, 3 points to 'Save' button.

Once done, the lecturer needs to submit this for approval:

RMIT UNIVERSITY *Program Outcome Mapping Tool*

Features
MY FORMS

Document Markup Languages

No	Resources	Recommended Frequency of Use	Cost of Student
1	Textbook	Daily	No charge

Save as draft, to edit later

Submit for approval

Save Submit

OR

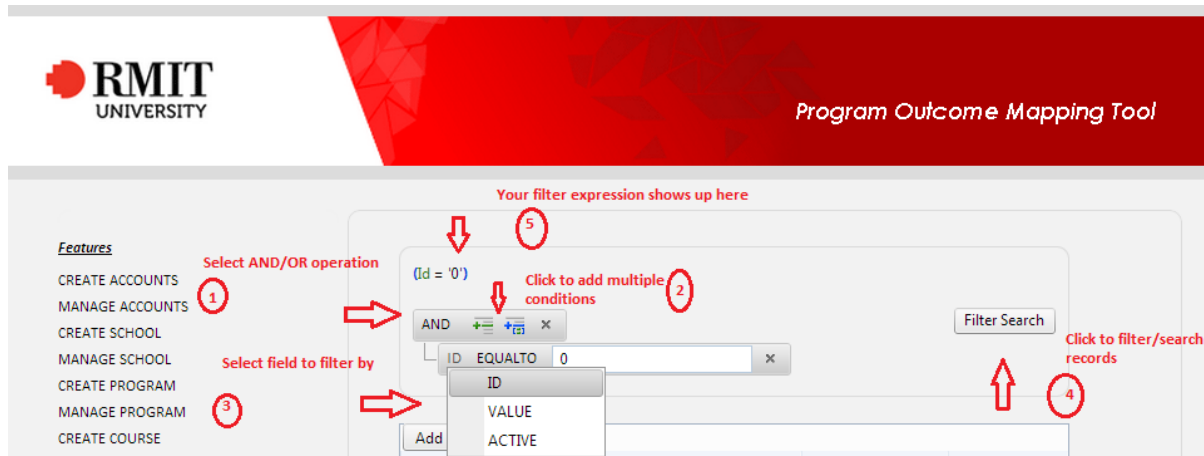
Annotations: 1 points to 'Resources' header, 2 points to 'Save as draft, to edit later' text, 3 points to 'Submit' button.

8. Appendix

a. Filters

For most user accounts (super admin, admin and the program admin) you will see filters on some of the pages. Filter can be helpful when searching from large number of records

Filters basically look like the following:



Logical AND/OR expressions can be used to filter the records.