Introduction to CAIDi
Curriculum Approval Information Database online
CAIDi

http://www.caidi.uwa.edu.au/

- Online web application
- Designed to manage, approve and change curriculum information
- Key features include:
  - Draft and submit new curriculum proposals for approval
  - Draft and submit changes to existing curriculum
  - Complete history available of change and approvals
  - Comprehensive reporting and self-serve data exporting functionality
When might you use CAIDi?

• To create a new unit or course for teaching

• To change the information displayed on a curriculum item’s UWA Handbook page

• To change a unit’s teaching period, e.g. change from Semester 1 to 2

• To make a unit or course unavailable

• To find out about and change the units that make up a course

• To revise a postgraduate coursework course’s rules, e.g. admissions
Curriculum types

CAIDi manages new proposals and changes to the following types of curriculum:

- **Units**, including:
  - Standard units - undergraduate and postgraduate
  - Special units - unit approved for one teaching period only in specific circumstances
  - Pre2012 units – units in courses being taught out

- **Majors** – discipline-based sequence of units within an undergraduate degree course

- **Honours specialisations** – sequence of units including research following the completion of an undergraduate degree

- **Postgraduate coursework courses** – e.g. master’s degrees, graduate diplomas, graduate certificates and other postgraduate coursework qualifications
Units in courses – ‘unit sequences’

Every coursework course, major and honours has a ‘unit sequence’, a list of the units students take and related rules for that course. This links units to their courses so you can identify where units are taught.

To add or remove a unit from a course, you need to make changes to the course, not the unit.

**Major in Neuroscience:**

**Level 1**

- Take all units (12 points):
  - PSYC1101 Psychology: Mind and Brain
  - PSYC1102 Psychology: Behaviour in Context

- Take additional units to the value of 12 points, either (BIOL1130 and SCIE1106) or (ANHB1101 and SCIE1106) or (ANHB1101 and ANHB1102):
  - ANHB1101 Human Biology I: Becoming Human
  - ANHB1102 Human Biology II: Being Human
  - BIOL1130 Frontiers in Biology
  - SCIE1106 Molecular Biology of the Cell
  - SCOM1101 Communicating Science

**Level 2**

- Take all units (12 points):
  - ANHB2217 Human Neurobiology
  - PHYL2002 Physiology of Cells

- Take unit(s) to the value of 6 points:
Statuses and the curriculum life cycle

**Drafted:** A new proposal or a change proposal starts off ‘Drafted’. They stay this way through School and Faculty processes until submitted for **central** approval.

**Proposed:** when it is approved by Faculty, the Faculty can submit it and it becomes ‘Proposed’.
- The item or change remains proposed while going through central approval processes.

**Active:** when it is approved, it will become ‘Active’. Some changes are approved automatically or approved by delegated authority, and will become ‘Active’ soon after submission.

**Archived:** When a curriculum item is no longer needed and has been rescinded, it will be ‘Archived’ in CAIDi. Archived curriculum can always be viewed, and if necessary can be resurrected as a new proposal.
CAIDi data sharing with stakeholder systems

- CAIDi provides data to the following systems:
  
  - **Handbook** – all coursework curriculum information
  
  - **Callista** – unit availabilities/offerings and several other fields
  
  - **Timetabling** – unit availabilities/offerings
  
  - **Academic Workload Model** – unit availabilities/offerings and several other fields
  
  - Other stakeholders including the LMS, Admissions and Future Students

- For the data that CAIDi shares, it is necessary to update CAIDi first – the other systems will then update automatically, or be informed of the need to update their data
Getting started in CAIDi

• **Permissions** are required to draft changes or new proposals in CAIDi, and separate permissions are required to submit those changes

  – **Faculty** curriculum staff will provide the relevant permissions

  – Permissions can be for specific curriculum or for whole schools (‘Responsible Organisational Entities’)

• **Off-campus access** requires using the UniConnect VPN Service
Finding curriculum

• Use the **Search** tool to find your curriculum based on type, title, code, faculty or school.

• For example, any approved (‘active’) ECON coded units in Agriculture and Environment:

![Search example 1](image1)

• Or any proposed courses in Psychological Science:

![Search example 2](image2)

• No permissions are required to use the Search tool, but in some cases you may not be able to view detailed reports.
Curriculum summary page

• Use the **Summary** button in the search results to access tools and information for that item.

• The Summary page gives you shortcuts to various functions:

• If you are interested in a specific curriculum item and would like to be alerted when it changes, click ‘Watch’.

• You can access detailed information and more specific tools for various processes using the tabs:
1. Ensure you have ‘create drafted’ permission for an ROE/Faculty
2. Access a form under ‘New proposal forms’ on the left of the screen.
3. **Complete** the questions on the form. Read the information in the question to understand how to format your answers, where relevant.
4. You can **save the form** at any time to have your item allocated an ID.
5. You can leave and come back to **continue to draft** your item at any time, by filtering your search by ‘Drafted’ status and the ID:

   ![Curriculum type filter](image)

   ![Search filter](image)

   ![Status filter](image)

   ![Faculty filter](image)

   ![ROE filter](image)

6. **Check validity** to make sure the form is valid and complete.
7. You can then **request Faculty approval** of the curriculum item.
Making changes in CAIDi

1. Ensure you have ‘draft changes’ permission for the ROE/Faculty/curriculum item.
2. Visit the **Summary** page for your curriculum by finding it in Search
3. Go to the **Changes** tab to see available change processes
4. **Open the form** for the relevant process (fast-track for changes for this year, annual change for changes for next year)
5. **Draft changes**, providing all relevant information the form requests
6. **Check validity** of the form to see if anything is still incomplete
7. When ready, **request Faculty approval** to alert Faculty curriculum staff
8. Faculty will then **submit** with appropriate faculty approval information
9. Change will be **approved**, or **feedback** will be provided via the system
10. **Stakeholders are automatically alerted** of approved changes
Reports and exports

• Reports can be accessed from the Reports tab on the Summary page, or wherever you see a Report icon:
  – This includes tracked changes reports, which show drafted or proposed changes in tracked changes, e.g. for use on agendas.

• You can export information about the results of a search via Exports can be found at the bottom of Search:

• There are a variety of curriculum exports and lists available at ‘Reports and Exports’ in the left menu:

Note that the date of the report or export determines what data is shown, i.e. ensure you are running a 2018 report if you need 2018 data. Every report or export describes the date/status of its data at the top left.
Support

• For **Faculty curriculum management processes**, contact your Curriculum Officers

• For **central curriculum management processes**, visit our website at [http://www.worldclasseducation.uwa.edu.au/curriculum/](http://www.worldclasseducation.uwa.edu.au/curriculum/) or contact help-curriculum@uwa.edu.au

• For **CAIDi issues, bugs and assistance**, contact help-curriculum@uwa.edu.au

• For **CAIDi guidance**, use the inbuilt help information or consult our Advice Sheets at [http://www.worldclasseducation.uwa.edu.au/curriculum/caidi/caidi-advice-sheets](http://www.worldclasseducation.uwa.edu.au/curriculum/caidi/caidi-advice-sheets)