Subject Outline Integration – Question and Answer

What has changed in CIS and UTSOnline that I need to be aware of?

CIS now integrates subject outlines with UTSOnline. Where a user chooses to generate a subject outline in CIS and mark it as ready for UTSOnline, the subject outline(s) will become available via a download link(s) in the subject outline section of the subject site in UTSOnline. The subject outline will now be the first item in the side menu.
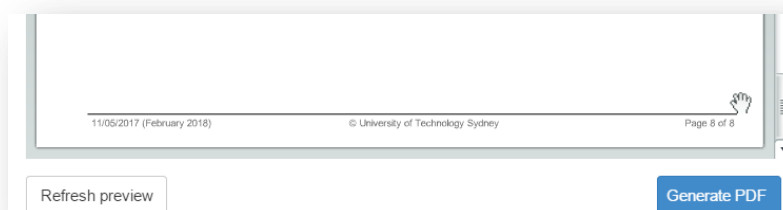

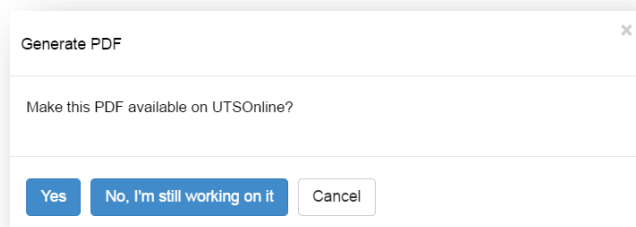**How do I publish a subject outline to UTSOnline from CIS?**

To publish a subject outline to UTSOnline, use the following process:

1.   In CIS, create the subject outline and generate the PDF as normal by selecting [Generate PDF].
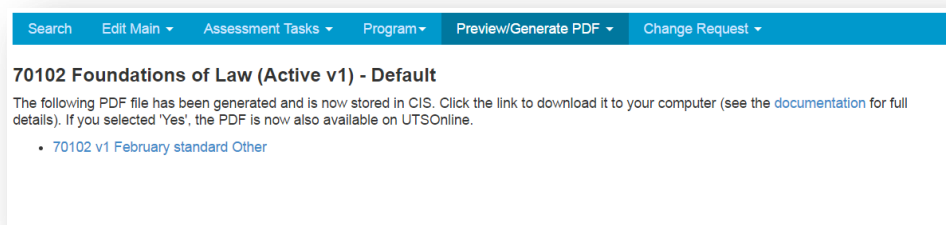

Result: The Generate PDF screen will appear.

2.   On the Generate PDF screen, select the option that applies:

Button	Result
[Yes]	Subject outline is generated and made available in UTSOnline. *Only where subject site has been created*
[No, I'm still working on it]	Subject outline is generated, but NOT made available in UTSOnline. *Option may be used to generate PDF for circulation prior to approval*
[Cancel]	Returns user to Generate PDF screen.

3.   Where [Yes] or [No, I'm still working on it] have been selected, the post generation page will appear as normal to download the PDF.

Result: *the subject outline(s) will become available via a download link(s) in the subject outline section of the subject site in UTSOnline. The subject outline will now be the first item in the side menu. Please note, where subject outline has had a new mode created, the link to the subject outline mode in UTSOnline will appear in the subject outline content area overnight.*

For more information about the display of subject outlines in UTSOnline please go to the help guides on UTSOnline:

https://help.online.uts.edu.au/information-for-staff/subject-outlines-in-utsonline/

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What happens if I have already created subject outlines for the 2017 Spring Sessions or any future Session?

Subject outlines that have already been created for 2017 spring or any future Session will not automatically be integrated with the UTSOnline subject site. If you have already created your subject outline(s) for 2017 spring Session or any future Sessions you will need to go back into CIS and select [Yes] on the generate PDF screen.

See: How do I publish a subject outline to UTSOnline?.

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What happens when there is no subject outline for a subject?

Where there is no subject outline available in CIS for a subject and a subject site has been created in UTSOnline, students will receive a message asking them to check back later, or contact their subject coordinator.

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What happens to my subject outlines from previous Sessions prior to the 2017 Spring Session?

Subject outlines prior to the 2017 Spring Session will remain In CIS as usual, without any UTSOnline availability settings (see Subject Outlines> Preview/Generate PDF> Show existing PDFs). The subject outlines will also remain in UTSOnline as they were manually uploaded into the subject site.

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What if I have created a subject outline for UTSOnline and now want to update content?

To update a subject outline in CIS, generate the PDF as usual and select [Yes] on the generate PDF screen. See <u>How do I publish a subject outline to UTSOnline?</u>.

Result: *The Subject Outline PDF in UTSOnline will be overridden by the new PDF.*

If you would like to remove the subject outline from UTSOnline prior to updating the subject outline:

1.   Navigate to Preview/Generate PDFs> Show existing PDFs.
2.   Select the PDFs you would like to 'withdraw' from UTSOnline and select [Withdraw].

Result: All selected PDFs for that subject will be withdrawn from UTSOnline. If a student then clicks on the download link, a message informing them that the subject outline has been withdrawn for update, to check back later, or contact their subject coordinator, will be displayed.

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With this new process - what happens if I am 'late' preparing my subject outlines?

Nothing has changed with the process of late or amended subject outlines. Subject Outlines should be generated as normal.

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What if I am having trouble viewing the PDF in CIS and or UTSOnline?

If you are having trouble viewing the PDFs in CIS and or UTSOnline:

1. Upgrade your web browser or try using a different web browser:
   https://help.online.uts.edu.au/information-for-all-users/supported-operating-systems-and-browsers/#supported-browsers
2. Install or upgrade the PDF reader https://get.adobe.com/reader/ *NOTE: On the Adobe Acrobat Reader Download page, untick the checkboxes in the Optional Offers section before installing.*

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Where do I go for support if I need it?

For further instruction for CIS please visit:
http://cis.uts.edu.au/documentation/subjectoutlines/procedures_createpdfs.html

For further instruction for UTSOnline, please visit:
https://help.online.uts.edu.au/information-for-staff/subject-outlines-in-utsonline/

Alternatively, you may log a service request via the IT Support Centre.

Phone: x2222 or (02) 9514 2222 (off campus)

Web: ServiceConnect at: https://serviceconnect.uts.edu.au/