Unit Information Management System (UIMS)

MANUAL for Unit Coordinators

The main functions of the UIMS are to:

- Display unit information
- Edit unit information
- Manage unit information

UIMS replaces the PDF format and hard copy Unit Outlines pre 2012. In line with current student needs, UIMS has been designed to be highly functional in an online environment.

All faculties at UWA are using UIMS for their unit outlines, giving students a complete list all of their enrolled units when they log in.

When a Unit Coordinator (UC) logs in, only the unit/s they teach will be listed.

Content

Content in UIMS is categorised as below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Source</th>
<th>Editability</th>
</tr>
</thead>
<tbody>
<tr>
<td>D=Derived</td>
<td>Sourced by UIMS from UWA data stored in Calista, ESS, handbook etc</td>
<td>NOT editable</td>
</tr>
<tr>
<td>M=Mandatory</td>
<td>Added by the Unit Coordinator</td>
<td>Editable by UC</td>
</tr>
<tr>
<td>R=Recommended</td>
<td>Added by the Unit Coordinator</td>
<td>Editable by UC</td>
</tr>
<tr>
<td>O=Optional</td>
<td>Added by the Unit Coordinator</td>
<td>Editable by UC</td>
</tr>
<tr>
<td>Generic information for all unit outlines</td>
<td>Added by UWABS T&amp;L Committee</td>
<td>Editable by the UWABS T&amp;L Committee</td>
</tr>
</tbody>
</table>

It is worth bearing in mind that content in UIMS should be at outline level. We recommend that you insert links in your unit outline to sites where students can access more detailed information, for example, to LMS, timetables, peer review software websites etc.

Please refer to the UIMS Site Map, Appendix A, for a schematic view of the UIMS structure.
PUBLICATION OF UNIT OUTLINES IN UIMS

In line with UWA requirements, all unit outlines are published automatically by the system ONE DAY BEFORE SEMESTER COMMENCES.

The Business School aims for earlier publication. To ensure the content in unit outlines is correct and maintains the UWABS standard, Unit Coordinators are requested to follow the timelines below.

TIMELINES FOR REVIEW OF INFORMATION IN UIMS LEADING UP TO PUBLICATION

<table>
<thead>
<tr>
<th>What</th>
<th>Completion date</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review /update of unit outline content</td>
<td>3 weeks prior to commencement of the teaching period</td>
<td>Unit Coordinator</td>
</tr>
<tr>
<td>Proofread</td>
<td>2 weeks prior to commencement of the teaching period</td>
<td>Team Manager</td>
</tr>
<tr>
<td>Final approval and sign-off</td>
<td>Day after proofread completed</td>
<td>Head of Discipline/Postgraduate Director</td>
</tr>
<tr>
<td>Unit Coordinators are encouraged to publish their unit outlines after approval</td>
<td>Following approval by HoD with no further amendment required</td>
<td>Unit Coordinator</td>
</tr>
<tr>
<td>All unit outlines published</td>
<td>Day before commencement of the teaching period</td>
<td>UIMS (i.e. publication is systems generated)</td>
</tr>
</tbody>
</table>

To publish your unit outline after approval and prior to commencement of the teaching period, click [Save and Publish]. To save changes prior to publication, click [Save Draft].

Unit information should not be changed after publication, including dates for submission of assignments. Requests for any and all changes will be referred to the Sub Dean.

PLEASE NOTE the following information from Paul Lloyd, Sub Dean

While we grant individual students extensions as a form of special consideration we should never revise the assignment deadline on a unilateral, unit-wide basis. There are two reasons for this:

Firstly, as in all other aspects, the published assessment mechanism statement is a binding contract between the students and the university. This contract can only be waived with evidence of assent by all students in the unit. In larger units such evidence is highly impractical to obtain, meaning that the best working principle is simply to proceed on the basis that no aspect of the assessment mechanism, including submission deadlines, can be varied.

Secondly, a unit-wide extension can be argued to significantly disadvantage students who were managing their workload to meet the original deadline. Successful appeals and complaints have been made on this basis in the past.

For these reasons, lecturers should never entertain the granting of unit-wide extensions. The need for submission of late assignments and assignments which are the subject of individual extensions (where students have demonstrated an individual case to the lecturer’s satisfaction) is adequately addressed by the present arrangement of hard-copy submission via the Student Centre.
LOGIN


2. Login using your Pheme username (Staff No) and password and click [Login]

3. A list of unit/s you teach will be displayed.

4. Click on the required row to open.
REVIEWING YOUR UNIT

Your unit information will open in **View** mode, and we recommend that you first read the unit outline in this mode.

Then when you reach a section you wish to amend, switch to **Edit** mode.

It's useful to toggle between View and Edit model, but **after EACH edit, save by clicking Save Draft** NOT **Save and Publish** before you check update in View mode.
You also can navigate your way to any section of the unit outline by clicking on any of the **section tabs** to edit content, and then by clicking on the sub section **Edit** buttons.
Example A: editing content in WYSIWYG fields (similar to MS Word):

1. Click the **Contacts** tab
2. Click the **Edit** button for **Unit Contact hours**
3. Modify/add content in **Unit Contact hours**
4. After EACH edit, save by clicking **Save Draft**

To add headings, select text and then click on Heading 4 in the Format drop down menu
Example B: editing content in tables

1. Click the **Contacts** tab
2. Click **Edit** to modify/add content in **Lecturers**
3. Click **Add Item** to insert a row.
4. After EACH edit, save by clicking **Save Draft**

To insert a line break in a cell, press Shift+Enter
USEFUL INFORMATION WHEN EDITING UNIT INFORMATION
(all screen shots in Edit mode)

1. DETAILS
   All content in the Details section is derived from university databases and cannot be edited.

2. CONTACTS

   2.1 **Unit co-ordinator**: derived content, non-editable
   2.2 **Consultation Hours**: editable in document format field (see example on pages 5 & 6)
   2.3 **Lecturers**: editable in table format (see example on page 7)
   2.4 **Tutors**: editable in document format field

   **NOTE**: A link to the UWA Timetable website would be useful here
   http://www.timetable.uwa.edu.au/

   2.5 **Unit Contact hours**: editable in document format field

   **NOTE**: A link to Learning Management System (LMS) can be used here

   2.6 **Unit website**: editable in document format field

   2.7 **School website**: derived content, non-editable
3. **RULES**
All content in the Details section is derived from university databases and cannot be edited.

4. **DESCRIPTION**

4.1 **Description Summary**: derived content from the handbook, non-editable

4.2 **Description extended**
In order to maintain the high standard of information provided in Business School unit outlines, the Teaching and Learning Committee has included four headings to the *Description extended* field and encourages Unit Coordinators to enter the relevant information under these headings:

- **Introduction**
- **Unit content**
- **Unit goals**
- **Educational principles and graduate attributes**
4.3 Unit schedule: Editable in table format (refer page 7 for example).

**Remember** to schedule the mid semester break and where applicable, the mid semester exam (you could note here whether lectures and tutorials will be held that week).

4.4 Unit structure: This field has not been used in the UWABS unit outline information to date.

5. ASSESSMENT

5.1 Assessment overview
The Teaching and Learning Committee has included one heading in Assessment overview and encourages Unit Coordinators to enter the relevant information under this heading:

- **Purpose of Assessment**
5.2 Assessment mechanism
5.3 Learning outcomes
5.4 Assessment items

We suggest you open all three of the above sections at the same time when editing as they cross refer.

<table>
<thead>
<tr>
<th># Component</th>
<th>Weight</th>
<th>Due Date</th>
<th>Relates To Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Connect on-line tests</td>
<td>12%</td>
<td>TDA</td>
<td>CP-1,CP-2,LO-1,2,3</td>
</tr>
<tr>
<td>2 Tutorial Mark</td>
<td>8%</td>
<td>TBA</td>
<td>EP-1,EP-2,LO-1</td>
</tr>
<tr>
<td>4 Mid-Semester Exam</td>
<td>25%</td>
<td>TBA</td>
<td>EP-1,EP-2,LO-1,2,3</td>
</tr>
<tr>
<td>5 Final Exam</td>
<td>40%</td>
<td>TBA</td>
<td>EP-1,EP-2,LO-1,2,3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note 1: Results may be subject to scaling standardisation under faculty policy and are not necessarily the sum of the component parts.

Note 2: Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning outcomes as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of Business School programs. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the unit.

While the Learning outcomes field is situated in Assessment in EDIT mode to enable easy cross reference, Learning outcomes appear in Description in VIEW mode.

<table>
<thead>
<tr>
<th># Outcomes</th>
<th>Assessment Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>LO-1 Understand the objectives of financial management</td>
<td>1,2,3,4</td>
</tr>
<tr>
<td>LO-2 Understand the Time Value of Money concept (Financial Mathematics) and apply it to solve financial problems</td>
<td>1,2,3,4,5</td>
</tr>
<tr>
<td>LO-3 Be able to evaluate capital investment proposals and understand the implications and limitations of the main evaluation methods</td>
<td>1,2,3,5</td>
</tr>
<tr>
<td>LO-4 Be able to value both debt and equity securities</td>
<td>1,2,4</td>
</tr>
<tr>
<td>LO-5 Understand the concepts of risk, risk aversion and diversification</td>
<td>1,2,5</td>
</tr>
<tr>
<td>LO-6 Explain the relationship between returns and risk proposed by the asset pricing models</td>
<td>1,2,5</td>
</tr>
<tr>
<td>EP-1 Critically evaluate and solve financial problems</td>
<td>1,2,3,4,5</td>
</tr>
<tr>
<td>EP-2 Develop more effective communication skills through tutorial discussions and presentations</td>
<td>1</td>
</tr>
<tr>
<td>EP-3 Develop competencies to work more effectively in teams through the completion of a group case analysis project</td>
<td>3</td>
</tr>
<tr>
<td>EP-4 Demonstrate self-management and independent learning skills through the completion of the prescribed weekly on-line tests</td>
<td>1</td>
</tr>
</tbody>
</table>

The assessment mechanism for the unit should normally embody at least three different forms of assessment (such as an assignment, tutorial mark and examination) including the final examination.

Prof Phil Hancock, Associate Dean Teaching and Learning

At the end of January, HoDs will review the Assessment mechanism for all units, and the estimated marking times and level of judgement required for marking for each assessment item. Final approval and sign-off is scheduled for mid-February latest.

W/Prof Izan, Deputy Dean
SUBMISSION PROCEDURES in Assessment items

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OPTIONS FOR ASSIGNMENT SUBMISSION IN THE UWABS

There are three options for the submission of assignments. Please select one of the following and specify in the unit outline:

- **Uniprint**  [www.uniprint.uwa.edu.au](http://www.uniprint.uwa.edu.au), click on “Student Assignments” and follow the instructions
- Hand in hard copy during class or tutorial or to the Undergraduate Student Centre. Attach an Assignment Cover sheet to the front of the assignment. Download the relevant Assignment Cover sheet from the Business School Current Students web page [http://www.business.uwa.edu.au/students/assessments](http://www.business.uwa.edu.au/students/assessments)

NOTES:

If assignments are going to Uniprint, we receive hard copy 24 hours after submission time i.e. 12 noon on a Thursday is latest submission time for weekend marking.

Assignments should be returned to the students in tutorials or class. Therefore the submission date for the final assignment should allow for time for marking time and return in the final tutorial/class.

6. TEXTBOOKS

The Teaching and Learning Committee has included one heading in Textbooks to ensure it is clear to the student which books they must have:

- Required texts
7. TEACHING AND LEARNING

The Teaching and Learning Committee has included one heading in Teaching and learning and encourages Unit Coordinators to enter the relevant information under this heading:

- Teaching and learning evaluation
ERROR: syntaxerror
OFFENDING COMMAND: --nostringval--

STACK:

/Title ()
/Subject (D:20120606141714+08’00’)
/ModDate ()
/Keywords (PDFCreator Version 0.9.5)
/Creator (D:20120606141714+08’00’)
/CreationDate (bdoran)
/Author -mark-