



SUBJECT OUTLINES: A BASIC USERS' GUIDE

This guide is for subject coordinators who are responsible for editing data in SO and producing subject outline PDFs via the system. It does not replace the online [documentation](#), but rather acts as a condensed version pointing you to the detailed information.

Download this guide at: <http://cis.uts.edu.au/documentation/subjectoutlines/access.html#guide>

If you are a faculty administrator, you should also download [CIS Admin: A Basic Users' Guide](#).

CONTENTS

1. Introduction	2	8. Change Request tab	13
1.1. Curriculum Information System (CIS)	2	8.1. Submit	13
1.2. System requirements	2	8.2. Cancel	13
1.3. Documentation	2	8.3. Validation errors at [Submit]	14
2. Registration and access	3	8.3. Preview PDF	14
2.1. Complete the rego form	3	8.4. Change request approval	14
3. Finding and editing data	4		
3.1. Instances	4		
3.2. Editing data	4		
4. Edit Main tab	5		
4.1. Editing buttons	5		
5. Assessment Tasks tab	6		
5.1. Manage tasks	6		
5.2. Copy tasks	7		
5.3. GA pie charts	7		
6. Program tab	8		
6.1. Re-order rows	8		
6.2. Add rows	8		
6.3. Autofill	8		
6.4. Wizard	8		
6.5. Delete	8		
7. Preview/Generate PDF tab	9		
7.1. Show existing PDFs	9		
7.2. Create the subject outline PDF	10		
7.2.1. Make available on UTSONline	11		
7.2.2. Download the PDF	11		
7.3. Troubleshooting	12		
7.3.1. Font has shrunk	12		
7.3.2. Need to delete a PDF	12		
7.3.3. Can't access your subject	12		
7.3.4. Data missing	12		

1. INTRODUCTION

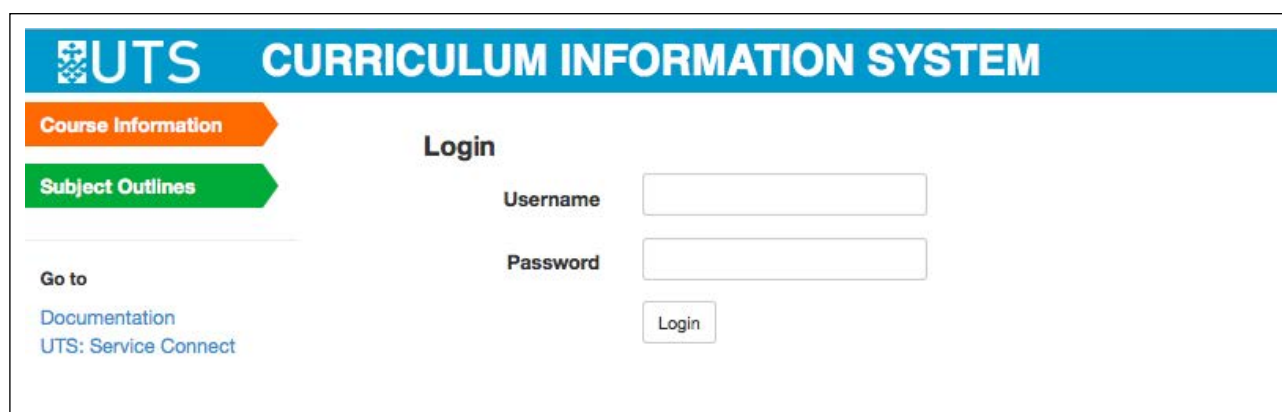
- **Log in:** <https://cis-admin.uts.edu.au>

UTS course and subject data is stored in one authoritative source, made up of two systems, the Curriculum and Student System (CASS), and the Curriculum Information System (CIS):

- **CASS** stores high-level data: e.g. subject names, codes, credit-point values, prerequisites, etc. Changes to CASS data need to be requested via UTS: ServiceConnect, Academic Programs Office, Curriculum.
- **CIS** stores descriptive data: e.g. subject descriptions, learning objectives, week-by-week program, assessment task information, etc.

1.1. Curriculum Information System (CIS)

CIS comprises two components: Course Information (the orange tab) and Subject Outlines (the green tab).



Subject Outlines

As a subject coordinator, you'll work in Subject Outlines (SO) (i.e. the green tab), where you can directly edit a sub-set of CI subject fields. Amendments to subject fields not directly editable by you in SO must be made via the **Change Request** tab (if your faculty uses the inbuilt approval process, i.e. workflow) or by following your faculty's regular approval processes.

The Subject Outline PDF is an official document distributed to students in accordance with UTS's [Subject Descriptions and Outlines Policy](#). It informs students and the university of the overall requirements of a subject, including assessment. CIS is the approved authoritative source of subject data and Subject Outline PDFs should be generated via SO.

1.2. System requirements

Ensure that your internet browser is compatible. CIS supports the following:

- Internet Explorer 9 and above
- Firefox ESR 17 and above
- Safari 6 and above
- Chrome

Ensure you have [Adobe Reader](#) and [Adobe Flash Player](#) installed.

1.3. Documentation

There is detailed information available about the functions and usage of SO. It is accessible via the [Documentation](#) link in the left navigation of the system under the 'Go to' heading.

- Subject Outlines Documentation: <http://cis.uts.edu.au/documentation/subjectoutlines>

To assist with finding information in the documentation, you can also check the [A-Z Index](#). For help with navigating the documentation, see the [Site map](#).

2. REGISTRATION AND ACCESS

You need to be a registered user and should be familiar with the documentation to access SO. There is an online and a PDF registration form available in the [documentation](#). Either can be used.

2.1. Complete the rego form

As a subject coordinator, you generally only need edit access to the specific subjects you coordinate. If your faculty uses the workflow approval function, you also need 'create' workflow privileges. To request the standard subject coordinator access on the rego form, complete the sections as follows:

- Section 1: Staff Member Details
 - complete your details
- Section 2: Course Information
 - you do not need access to CI, so tick 'No'
- Section 3: Subject Outlines
 - you need access to SO, so tick 'Yes'
 - you need to be able to 'Edit' data
 - in 'specific subjects'
 - list the subject codes you need access to
 - you do not need administrative access
- Section 4: Workflow
 - if your faculty uses workflow, you need to be able to 'Create and submit change requests'
- Section 5: Graduate Attributes
 - you need to be able to 'View' criteria linkages
- Section 6: User Declaration
 - complete the declaration
- Section 7: Access Approval
 - get access approval from a person listed and complete the section.

2.2. Submit the rego form

Before submitting your form, you **must** check with your [faculty administrator](#) to ensure that you have completed the form correctly and that the access you are requesting is appropriate (section 7 of the form). Faculty contacts are listed in the documentation and in the electronic form.

If you complete the electronic form, access will be provided by APO CIS and you will be sent a confirmation email when this has been done.

3. FINDING AND EDITING DATA

Once registered in the system, you can [log in](#) using your LDAP details (UTS staff id. and password).

Note: You are navigating via the green **Subject Outlines** tab in the left navigation.

Any subjects added to your access via registration will be displayed in a list after you log in.

To begin work on your outline, click the blue instance button, e.g. **[Default]**.

The screenshot shows the UTS Curriculum Information System interface. On the left, there is a navigation menu with 'Subject Outlines' highlighted. The main area contains a search bar and a table of search results. The table has the following data:

Code	Name	Status	Publish	Instance	
92616	Core Concepts in Acute Care Nursing	Active v2	Yes	Default	New instance
92617	Early Interventions in Acute Care Nursing	Active v2	Yes	Default	New instance
92617	Early Interventions in Acute Care Nursing	Active v2	Yes	Distance	Delete
92620	Family and Community Health Practice	Active v2	Yes	Default	New instance

3.1. Instances

The Default instance of the subject is used for standard session offerings. Other instances, e.g. Distance, Block, Short or Special, can be created for other teaching modes by selecting **[New instance]** and following the [documentation](#).

Note: Mostly you'll be working in the Default instance and won't need to create a new instance.

3.2. Editing data

All fields that are part of the Subject Outline PDF are all displayed on the [Edit Main](#) tab.

You can edit any field that is flagged with a green +/- icon (i.e. or) in the top right-hand corner of the text box and turns yellow when you hover your mouse over it.

The screenshot shows a 'Subject coordinator' field with a green +/- icon in the top right corner. The field content is highlighted in yellow and reads:

Dr Neil England
 Email: Neil.England@uts.edu.au
 Office: CB10.05.412



If you don't have edit access to a field, it will be flagged with a red +/- icon (i.e. or) and won't turn yellow when you hover over it. There will also be a green change request icon () beside the field name.

You can request changes to fields you are unable to edit via the **Change Request** tab in the subject's Default instance (if your faculty uses the [workflow](#) function), or via your faculty's existing approval processes.

See the documentation for details of the [fields that subject coordinators can edit](#) and the fields that make up the [Subject Outline PDF](#).

4. EDIT MAIN TAB

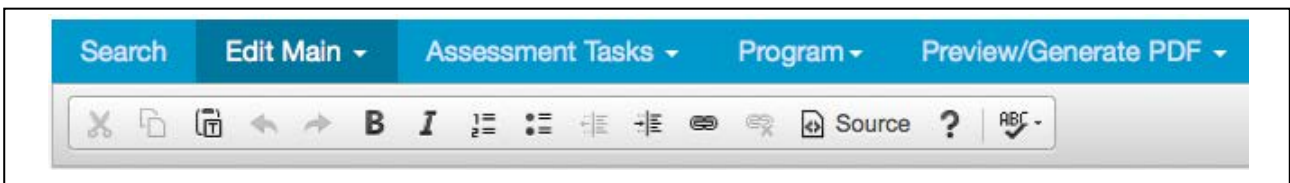
After clicking the instance button, you'll be taken to the **Edit Main** tab



Click in a field to begin editing (you'll only be able to edit fields that are flagged with a green +/- icon (i.e.  or ) in the top right-hand corner of the text box and turn yellow when you hover your mouse over them).


Help: Each field has a question mark icon (). Hover over this to see a pop-up box containing formatting, word count, content and style guidelines.


4.1 Editing buttons

After you click in a field, a text editor tool bar (very similar to Microsoft Word styling buttons) will appear at the top of the screen, just under the tabs.



Use it in the same way you'd use Word, e.g. to change several paragraphs into a list, highlight them and click the bulleted or numbered list button ( ).

The third option on the editor tool bar () enables you to paste your data as plain text. Always use this button if you are pasting in data copied from another source document. This ensures that hidden formatting, such as exists in Word, is stripped out and will not interfere with formatting in CIS.

If you want to view the HTML coding, you can click the  **Source** button, but unless you're familiar with HTML coding it's probably safer to use the text editor button to style your data.

Note: This tool bar will always appear in the same place at the top of the screen, even if you had to scroll to the bottom of the screen to click in the field you want to edit.

Consult the documentation for more detail on the [text editor toolbar buttons](#).

Click [**Save**] to retain your changes. If you click [**Cancel**] your changes will be lost.

Note: Data that subject coordinators have edit access to (e.g. subject coordinator details, texts, references) does not go through an APO CIS approval process before it can appear in your Subject Outline PDF.




5. ASSESSMENT TASKS TAB

You can edit existing assessment tasks via the [Assessment Tasks](#) tab by selecting either:

- Assessment Tasks/Manage tasks/[Edit] button, or
- Assessment Tasks/Edit tasks (if there are existing tasks, they will be displayed here in numeric order).

Each assessment task is made up of a number of fields. On the assessment task edit screen, any field that turns yellow when you hover over it with your mouse is editable.

Subject coordinators can edit the 'Task', 'Length', 'Due date', and 'Further information' fields, and include or exclude assessment tasks in the PDF via the display checkbox on the Manage tasks screen (see 5.1. below).

Fields you don't have access to edit are flagged with a red +/- icon (i.e.  or ) at the top right-hand corner of each text box and a change request icon (). Changes to these fields can be requested via the **Change Request** tab in the subject's Default instance, or by following your faculty's regular approval processes.

In the [Criteria linkages](#) table (CLT) you can link assessment criteria to their associated Graduate Attributes (GAs), i.e. the Course Intended Learning Outcomes (CILOs) and Subject Learning Objectives (SLOs) or simply specify which CILOs and SLOs are addressed by the assessment task.

Changes to SLOs and/or the CLT can be requested via the **Change Request** tab in the subject's Default instance, or by following your faculty's regular approval processes.

5.1. Manage tasks

All assessment tasks held for a subject are displayed on the [Manage tasks](#) screen. The 'Display' checkbox determines which ones appear in the subject outline PDF. Assessment tasks may be un-ticked if you have more than one instance of a subject and each instance uses a different sub-set of assessment tasks. However, the total weight of tasks that have the 'Display' checkbox ticked on needs to add up to 100 to validate.

Subject coordinators can only edit the 'Display' checkbox on this screen. Amendments to the Heading, Type, Groupwork and Weight fields can be requested via the **Change Request** tab in the Default instance, or by following your faculty's regular approval processes.

Manage tasks

Order	Display	Heading ?	Type ?	Groupwork ?	Weight (%) ?	
1	<input checked="" type="checkbox"/>	Essay			50	Edit
2	<input checked="" type="checkbox"/>	Case study			50	Edit
3	<input type="checkbox"/>					
4	<input type="checkbox"/>					
5	<input type="checkbox"/>					
6	<input type="checkbox"/>					
7	<input type="checkbox"/>					

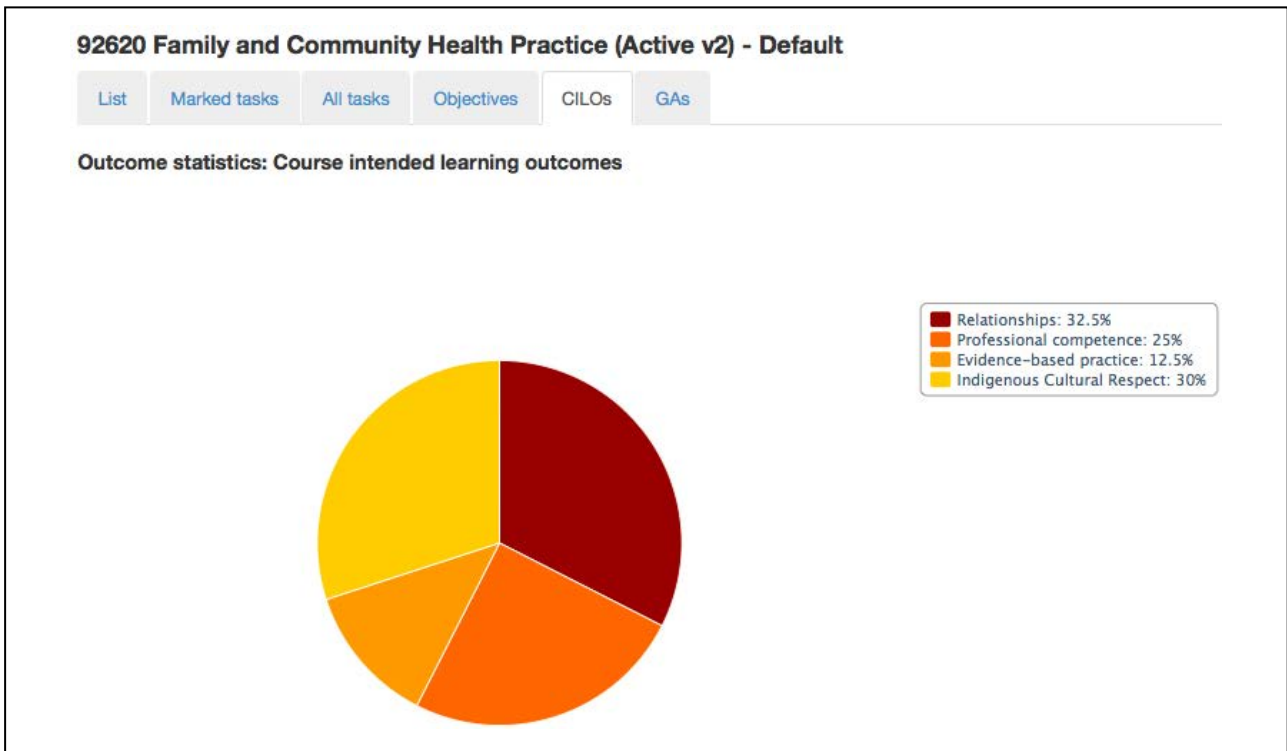
[Save with validation](#) [Save without validation](#)

5.2. Copy tasks

You can **Copy tasks** from previous versions of the subject you're working in, or from another subject via Assessment Tasks/[Copy tasks](#), and then make the appropriate selections.

5.3. GA pie charts

[Outcome statistics](#) contains pie charts for the Assessment tasks, SLOs, CILOs and GAs. These provide visual indications of how various criteria have been allocated across the subject as a whole, and aim to assist users to assess data categorisation.



6. PROGRAM TAB

Subject coordinators can edit all fields on the [Program](#) tab.

The **Program** tab is where you set up your week-by-week program. In a standard session, each row equals a class, or week.

6.1. Re-order rows

You can [change the order](#) of the rows via the dropdowns in column 1. If you do this, you'll probably also need to manually adjust the **Dates** in column 3 to match. Alternatively, if the subject is being taught in a standard session, you can autofill (see below) all the dates once you've finalised the content.

6.2. Add rows

If you need to [add more rows](#) to the table, go to Program/Add rows. Insert the number of rows you want, e.g. 11, and click the **[Add]** button. New rows are added to the bottom of the table. Put them where you want them using the order dropdown in column 1.

6.3. Autofill

[Autofill](#) allows you to automatically populate dates for a specified session, while retaining the **Content** in its current row. This is useful when your week-by-week content hasn't changed (or changed slightly) but the subject is being offered in the next year/teaching period and you need to amend the dates.

Go to Program/Autofill, select the teaching period you want to autofill the dates for from the dropdown and click the **[Fill]** button. The session start date held in CASS will be the first date inserted in the first row. All existing dates will be overwritten with the new autofilled dates. Autofill only fills on existing rows, so you need to ensure there are enough rows in the table for the teaching period.

6.4. Wizard

The table [wizard](#) allows you to further customise your week-by-week program by choosing a start date (e.g. outside the standard teaching period), up to two classes per week, and the number of weeks or rows.

6.5. Delete

You can [delete all rows](#), via Program/Delete all. If you want to delete only one row, just use the **[Delete]** button to the right of the row.

The documentation contains full details about the [Program](#) tab.

7. PREVIEW/GENERATE PDF TAB

On the [Preview/Generate PDF](#) tab you can download any existing PDFs (via 'Show existing PDFs') and create a new subject outline PDF (via 'Create/refresh outline').

7.1. Show existing PDFs

Choosing the 'Show existing PDFs' option on the **Preview/Generate PDF** tab dropdown provides a complete list of PDFs already generated for the subject and stored in the system, and identifies if the PDF is available via UTSONline (once the subject site has been created for that session).

To remove access to a PDF currently available on UTSONline, tick the relevant checkbox in the '[Withdraw PDF\(s\) from UTSONline](#)' shaded column and click the **[Withdraw]** button (only PDFs that are currently available on UTSONline have the withdraw checkbox).

Search
Edit Main ▾
Assessment Tasks ▾
Program ▾
Preview/Generate PDF ▾
Change Request ▾

41017 Global Mobility A (Active v1) - Default

The following PDFs have been generated for this subject and are stored in the system.

UTSONline availability settings

The UTSONline availability settings (if any) are also shown below. To remove access to a PDF currently available on UTSONline, tick the relevant checkbox(es) in the 'Withdraw PDF(s) from UTSONline' shaded column and click the **[Withdraw]** button (only PDFs that are currently available on UTSONline have the withdraw checkbox).

Year	Session	Mode	Location	Status	Date generated	PDF			
						File	Previously available on UTSONline	Currently available on UTSONline	Withdraw PDF(s) from UTSONline
2017	Spring	Standard	City		17 May 2017	View PDF	✓	✓	<input type="checkbox"/>
2017	Autumn	Standard	City	late & amended	17 May 2017	View PDF	✓		
2017	Autumn	Standard	City	late	17 May 2017	View PDF			

Withdraw

Note: Generate a new or update an existing subject outline PDF, or make it available on UTSONline, via the **Preview/Generate PDF** tab, 'Create/refresh outline' option.

7.2. Create the subject outline PDF

To generate a new PDF, choose the 'Create/refresh outline' option. You'll see the following:

41017 Global Mobility A (Active v1) - Default

Choose from the following options, then click the **[Preview PDF]** button.

If the subject outline contains Chinese, Japanese or Korean characters, ensure that 'Other' is chosen as the 'Language' option.

Preview subject outline PDF

Mode All Standard Block Distance

Year 2017 2018

Teaching period Autumn session

Location City Other

Language Latin alphabet Other

Preview PDF

Note: Clicking the **[Preview PDF]** button takes you to a preview of the PDF where you can insert any required page breaks before generating the PDF and, if final, making it available on UTSONline. See the [documentation](#) for full details.

Select the applicable options and click the **[Preview PDF]** button. You'll be taken to a split screen where you can insert page breaks and review the outline onscreen before generating the actual PDF:

Insert page breaks

You are currently previewing a subject outline for Autumn session 2017 | [Amend subject data](#)

SUBJECT OUTLINE

41017 Global Mobility A

Course area UTS: Engineering
Delivery Autumn 2017; City
Subject classification Elective
Credit points 2cp
Result type Pass fail, no marks

Requisite elaboration/waiver:
Faculty approval required.

Subject description
This subject provides students with the opportunity to engage in global short-term programs such as Engineers Without Borders study tours, UTS Build-Aboard programs and other pre-approved international activities such as volunteer internships, practicum or entrepreneurship placements.

Contribution to the development of graduate attributes
F3. Cross-cultural
F4. Global perspectives

Teaching and learning strategies
This subject provides an immersive, practical learning experience in a host organisation in an international location. The pre-departure workshops will allow students to work in groups to explore aspects of intercultural learning and to help prepare them for their practical experience in a different society and culture. During the in-country program, students will participate in a program with the host organisation designed to give them practical work and problem-solving experience. Students will also collaboratively and individually reflect on their own and other students' experiences and learning in workshops after returning to Sydney.

Field trips
Students will participate in an overseas study tour, internship, practicum or program for 2 to 5 weeks.

Additional subject costs
Students must independently pay the costs of the overseas program as well as airfares, incidentals, costs of travel and other items. Some students may be supported via competitive grants. Domestic students may be eligible for OS-HELP loans.

Use of plagiarism detection software
This subject will use Turnitin.

Minimum requirements
Students must actively participate in all activities of the in-country host institution program. Attendance at the pre-departure and pre-arrival seminars is essential. Seminar attendance and the field trip are compulsory.

Graduate attribute development
For a full list of the faculty's graduate attributes and EA Stage 1 competencies, refer to the [Student Guide](#).

Assessment: faculty procedures and advice
Special Consideration
If you believe your performance in an assessment item or exam has been adversely affected by circumstances beyond your control, such as a serious illness, loss or bereavement, hardship, trauma, or exceptional employment.

Refresh preview **Generate PDF**

The right-hand-side view displays what your PDF will look like when generated. The larger left-hand-side view is where you can insert page breaks for better formatting (for example, if a heading is sitting at the bottom of a page without a paragraph).

Hover your mouse over the heading on the left-hand-side pane; the heading will be highlighted yellow, and a pop-up message will appear: **[Insert a page break before this element]**. Click on the heading. An orange rule will appear; this is where the page break will be. Click on the orange line to remove the break.

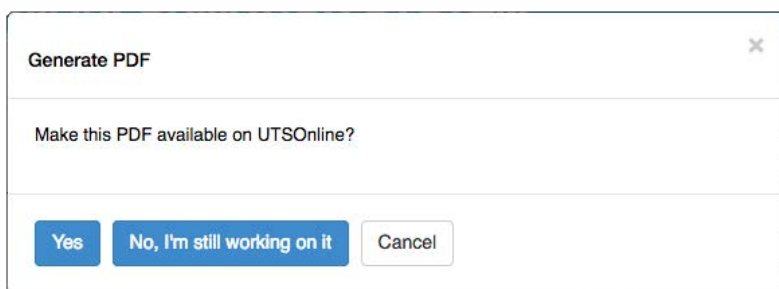


After inserting a page break, click **[Refresh preview]** to view how the pages are now falling on the right-hand side. Continue by scrolling down the right-hand-side pane and inserting page breaks on the left-hand-side pane and clicking **[Refresh preview]** until you reach the end of the document.

When you're happy with where the page breaks are, click the **[Generate PDF]** button.

7.2.1. Make available on UTSONline

You will next see a dialogue box, asking you if you wish to 'Make this PDF available on UTSONline?'



The dialogue box options are:

- **Yes:** the PDF will be generated, stored in CIS and a link to the PDF will be displayed in UTSONline (once the subject site has been created in UTSONline for that session).
- **No, I'm still working on it:** the PDF will be generated, and stored in CIS but will not be available via UTSONline.
- **Cancel:** the generate PDF process is cancelled and you will return to the previous screen.

If you generate a PDF and then regenerate it on a subsequent day with the same offering details, the latest PDF will overwrite the existing PDF, as it will have the same name.

Warning: In the PDF, if the font is really small or you have blank pages, chances are there is one or more long URLs somewhere in the data. The PDF generator cannot determine where a line break is required if the URL is longer than the width of the page (because there are no spaces in URLs). The solution is to go back to the field where the long URL is and either shorten the URL or insert some spaces, e.g. after a forward slash or other punctuation mark. To ensure the link does not break in an electronic PDF, follow the [tips](#) in the documentation.

7.2.2 Download the PDF

You can [download](#) a copy of the PDF to your computer, print a copy, and circulate it to faculty staff for checking and approval either via the 'Generate PDF' confirmation screen or via the 'Show existing PDFs' screen.

The PDFs are archived in TRIM (UTS's recordkeeping system). The version(s) of the Subject Outline PDF stored in TRIM will be the version(s) used for resolving any disputes with students.

7.3. Troubleshooting

7.3.1. *Font has shrunk*

If the text in the Subject Outline PDF has dramatically reduced in size, it's probably because long URLs have been included in one of the fields that make up the PDF.

Long links and URLs (e.g. website addresses, links to PDFs) can cause layout problems in the PDF because, as there are no spaces in the link, the PDF generator doesn't know where to break the line. The result of this can be that the text of the whole document is shrunk so the link can fit onto the one line unbroken.

7.3.2. *Need to delete a PDF*

If you create a PDF that you shouldn't have (e.g. you created a Spring PDF instead of a Summer PDF), it can be deleted permanently from the system, but only by an APO CIS admin. Contact your faculty administrator to organise this.

7.3.3. *Can't access your subject*

If you are unable to access a subject that you are the subject coordinator for, there are a few possible reasons for this:

- **Do you have access to the system:** Ask your faculty administrator to check for you. If you don't have access, you need to complete a registration form.
- **Has the subject been assigned to you:** Ask your faculty administrator to check for you. If the subject isn't on your access list, your faculty administrator can add it for you.

7.3.4. *Data missing*

If you added data but it is missing from the generated PDF, there are a few possible reasons for this:

- The data is yet to be approved (either via APO CIS or workflow); check if there is an edit icon (✎) beside the field name.
- The added data was rejected during workflow or APO CIS approval.
- The data is part of an assessment task that is not ticked on (check via SO/ subject code/ Assessment Tasks/ Manage tasks).

8. CHANGE REQUEST TAB

Note: Not all faculties use the inbuilt workflow approval process, so you may not have access to the **Change Request** tab (available only via the subject's Default instance). Check with your [faculty](#).

The **Change Request** tab enables subject coordinators to request changes to CIS fields that they don't have edit access to. Change requests enter the workflow process, which is accessed by faculty administrators via CI (the orange tab). A [complete overview of workflow](#) is provided in the CI documentation and will help to contextualise your role in the process.

To create a change request, click on the Change Request tab and choose 'Fields'. Click on the field name you want to request an amendment to. Make your changes by clicking [**click to add a change request**] in the second box; the first box shows the existing data. You must click [**Save**] or [**Cancel**] before trying to edit another field.

Clicking on more detailed fields, i.e. Learning objectives, Manage tasks, Criteria linkages, will bring up a pop-up box, where the data can be filled in.

Manage tasks

Tasks to be included in the subject outline need to be selected using the 'Display' checkboxes at Assessment Tasks / Manage tasks.

Heading ?	Type ?	Groupwork ?	Weight (%) ?
Essay	<input type="text" value=""/>	<input type="text" value=""/>	50
Case study	<input type="text" value=""/>	<input type="text" value=""/>	50
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

So, for example, to add, amend or remove an assessment task, go to Change Request/Fields/Manage tasks, and add, amend or delete the corresponding row details. Select [**Save**] once your changes are made.

If you've added a new task, you need to tick it on via Assessment Tasks/Manage tasks/Display or it will not appear in either a draft PDF or final PDF.

8.1. Submit

Finish all requested changes to fields and then click the [**Submit**] button at the bottom of the screen. After submission, a pop-up box will appear requesting a reason for the change; enter the reason, if required, and select [**Action**]. Once the request is actioned, the subject becomes locked to further requests until the request is finalised by the faculty. You'll see the lock symbol (🔒).

8.2. Cancel

If you click the [**Cancel**] button, all changes already made and saved in the change request will be lost.

8.3. Validation errors at [Submit]

If the change request includes changes to any of the assessment task 'Weight' fields, the new data is validated before the change request submission can be completed.

Weight validation occurs only on the tasks that are ticked on at SO/subject code/Assessment Tasks/Manage Tasks/ 'Display' column.

- If data in one or more weight fields has been amended that causes the total to not equal 100, then the change request submission process is cancelled and a pop-up screen will alert you to the problem. You need to recheck all assessment task weight fields, amend as required and then re-submit the change request.
- Any new task set up in the change request is, by default, not yet ticked on and its weight will therefore not be included in the validation calculation. If there is a new task in the change request, you need to go to SO/subject code/Assessment Tasks/Manage Tasks and tick the checkbox beside the relevant new task(s) in the 'Display' column; return to SO/subject code/Change Request/Fields and then re-submit the change request.

8.3. Preview PDF

To see a draft Subject Outline PDF including your requested changes, choose the 'Preview PDF' option. A draft, watermarked Subject Outline will be generated.

Note: Only assessment tasks with the **Display** checkbox ticked on via the Assessment Tasks/Manage tasks screen are included in the draft Subject Outline PDF. This means that if you request a new assessment task via the **Change Request** tab, you need to tick the 'Display' checkbox on via the Assessment Tasks/Manage tasks screen before generating the PDF.

8.4. Change request approval

You will receive emails updating you on the state of your request, and a final email advising whether the request has been approved. Once the request is approved, the updated text will appear in CIS and is then available for use in the Subject Outline PDF.