



THE UNIVERSITY
of ADELAIDE

Degree Finder SOP

A guide for web editors

Edition 1.0

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**make
history.**

Table of Contents

Admin tools	2
Custom extracts	3
Editing guide	5
Degree content zones	5
Degree structure	8

Need help or have a question about Degree Finder? Get in touch with us.

Michelle Coe

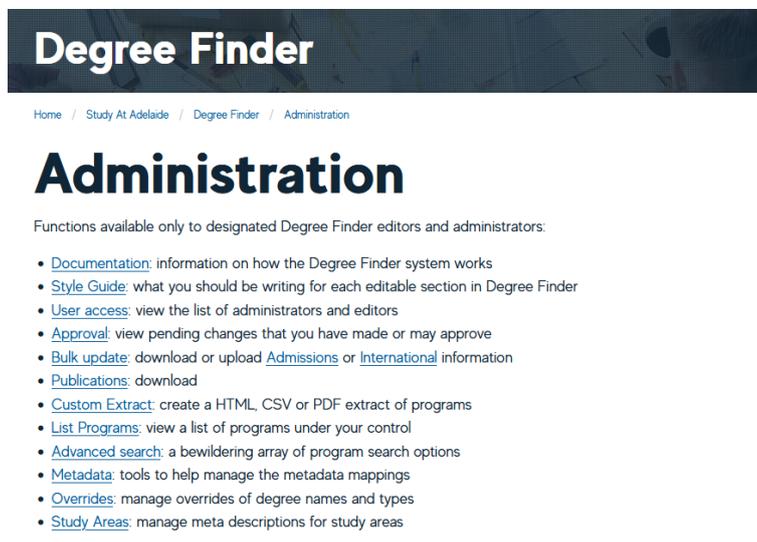
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Admin tools

Specific admin tools are available to editors, depending on their level of access. The below table provides a summary of each admin tool.



Degree Finder

Home / Study At Adelaide / Degree Finder / Administration

Administration

Functions available only to designated Degree Finder editors and administrators:

- [Documentation](#): information on how the Degree Finder system works
- [Style Guide](#): what you should be writing for each editable section in Degree Finder
- [User access](#): view the list of administrators and editors
- [Approval](#): view pending changes that you have made or may approve
- [Bulk update](#): download or upload [Admissions](#) or [International](#) information
- [Publications](#): download
- [Custom Extract](#): create a HTML, CSV or PDF extract of programs
- [List Programs](#): view a list of programs under your control
- [Advanced search](#): a bewildering array of program search options
- [Metadata](#): tools to help manage the metadata mappings
- [Overrides](#): manage overrides of degree names and types
- [Study Areas](#): manage meta descriptions for study areas

Admin tool	Comments
Documentation	Links to an internal-facing website that contains information on the Degree Finder platform, including various 'how-to' guides.
User access	An up-to-date list of current administrators and editors. Requests for access must be sent to M Coe to review/action.
Approval	List of recent changes made by users that may require Admin approval.
Bulk update	This tool is for Admissions use only and allows editors in this user group to make bulk updates to domestic and international admissions information.
Publications	Pre-made reports for use by M Coe / K Sibly when preparing publication extracts for review.
Custom extract	Allows users to prepare custom extracts of program information. Helpful when undertaking content audits and reviews.
List programs	Lists all programs a user has access to edit.
Advanced search	Enables users to undertake an advanced search of all programs across the platform. Provides more customised search criteria than the 'Advanced search' option visitors have access to.
Metadata	A set of tools for reviewing, managing, and updating metadata mappings.
Overrides	This function is for creating manual overrides of degree names where required; managed by M Coe.
Study areas	This tool is for reviewing, managing, and updating the meta descriptions for each study area.

Custom extracts

The custom extract tool enables users to download customised extracts of specific program information. This is especially useful when undertaking content audits across the platform.

Refining your report criteria

Custom Extract

* Indicates Required Information

Faculties

Arts, Business, Law, and Economics

Health and Medical Sciences

Sciences, Engineering, and Technology

Arts, Business, Law, and Economics

Disciplines

Accounting and Finance

Agriculture, Food and Wine

Allied Health

Animal and Veterinary Sciences

Architecture

Arts

Biomedical Science and Biotechnology

Business

Defence, Cyber and Space

Dentistry and Oral Health

Study Level*

Undergraduate

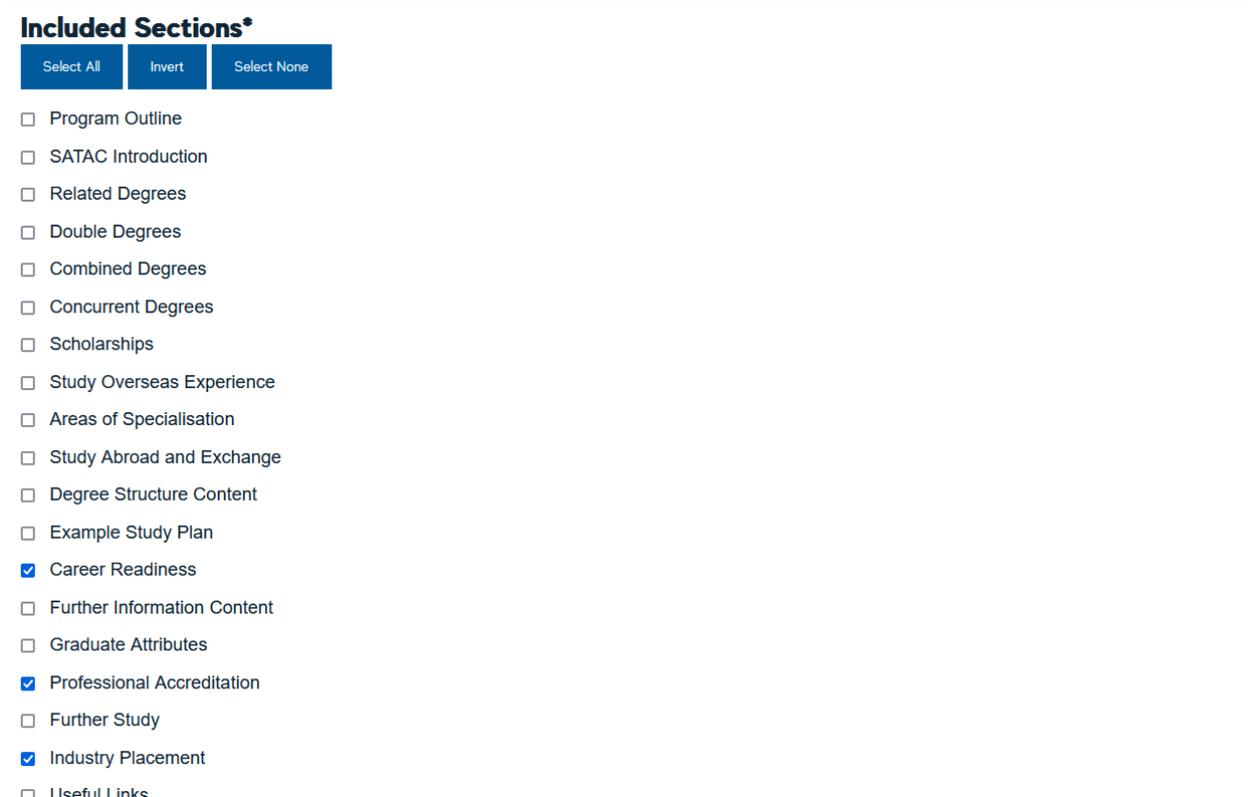
Postgraduate Coursework

Users can refine the content of reports by the following criteria:

- **Faculty** – this will pull in all programs ‘owned’ by the selected faculty.
- **Discipline (Study Area)** – will include all programs mapped to the selected study area.
- **Level of study** – will include all programs mapped to selected level of study (UG or PGCW).
- **Year** – will include content displayed for selected year.

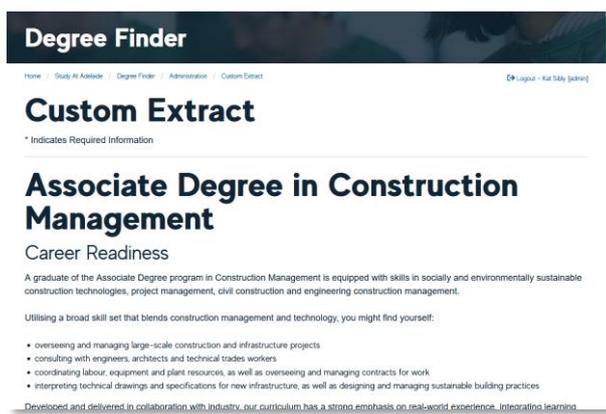
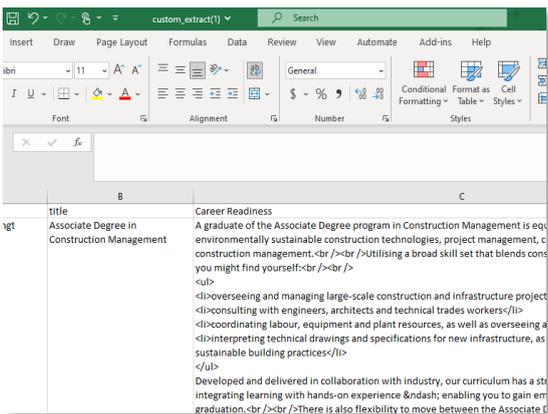
Additionally, users can refine their reports even further by selecting which specific content zones of a program entry they would like included.

For example, if a user wanted to undertake a review of all 'Careers' content for their programs, they could simply select the *Career Readiness*, *Professional Accreditation*, and *Industry Placement* criteria:



Downloading your custom report

Extracts can be downloaded in either of the following formats: *CSV* (Excel file) or *HTML* (content appears in browser as a plain text web page).



Whichever format you choose to use comes down to personal preference. CSV (Excel) files can be useful for large content audits, particularly if you are seeking review/input from additional stakeholders. CSV files will include chunks of code within the content, so these do require manual clean-up to be useable.

HTML format can be useful if you would prefer to avoid Excel, and just wish to do a visual check of content from specific or multiple programs.

Editing guide

Degree content zones

Degree Finder editors each have access to edit specific content relevant to their department/area.

For example: Faculty-based marketing team editors will have access to edit specific marketing content for their Faculty's programs. International Admissions-based editors will have access to edit specific International admissions content for all programs offered by the University.

The below table provides a summary of the Degree Finder content zones, including which user group access to edit sits with.

Content zone	Comments
Dashboard 	Unable to edit. This is a direct feed from Peoplesoft
Overview	<p>Yes, this can be edited by areas. However, the style that is set should not be altered. Content within can certainly be changed.</p> <p>The infographics should not be changed by the area but if changes are needed these should be sent to M Coe or Kat.</p> <p>The content for Academy by Deloitte is to remain and not be changed.</p> <p>There will be times that we add and/or change content to ensure that campaign activities are maximised.</p>
Entry requirements	Unable to edit. This is a direct feed from Peoplesoft. If this content is considered incorrect questions to raise are: has a change been made via APEAC? Admissions (both domestic and international) update these zones.
Selection criteria	Unable to edit. Zone maintained by Admissions
Admissions data	<p>Unable to edit. Zone maintained by Admissions.</p> <p>This information is related to compliance requirements.</p>
Student profile	<p>Unable to edit. Zone maintained by Admissions.</p> <p>This information is related to compliance requirements.</p>
Fees	Unable to edit. This is a direct feed from Peoplesoft.

	Note that if no fees are showing for International then a message that the degree is not available for international students should be visible. This message can't be changed and is based on a compliance need.
Scholarships	<p>There is default text that you can't change.</p> <p>However, this zone is available for you to edit as required. You should note that both domestic and international students will see the same content so be careful how this is utilised. If deadlines exist for scholarships ensure that this is then taken down ASAP after it closes.</p>
Career Readiness	<p>Content below is standard and can't be changed.</p> <p>[edit] The University of Adelaide Careers Service prepares, inspires and empowers students to achieve successful career transitions and connect with industry.</p> <p>However, there is a field above this that can and should be utilised to highlight how programs give students the skills they need to succeed in their careers.</p> <p>Currently there is content for Deloitte Academy that is to remain and should not be altered.</p>
Graduate Attributes	This is standard content and can't be altered
Industry Placement	Yes you can and should edit this zone. If a degree has work-based learning or internships, information on these should be included.
Professional Accreditation	Yes you can and should edit this zone. Note that we use this zone when asked to show as an organisation what programs we have that are accredited.
Potential Careers	Yes you can select from the list of careers. Note that this forms part of the search function within the platform
Degree Structure	Yes this can be edited. All degrees should have content in this zone.
Academic program rules	Yes this can be edited. There should be a link to the University calendar but be mindful not to put a link to the actual page as the calendar uses a year and you would need to ensure that it is updated each year otherwise it will generate broken links.
Areas of Specialisations	Yes this zone can be edited
Example study plan	Yes this zone can be edited. All degrees should have an indicative study plan. Note that when putting together study plans it is preferable to use tables as this will conserve space on the page and make it easier for the user.

	If you are unsure how to do this please reach out to Kat.
Assessment	No need to use as the course links within the study plans will have this information available
Related degrees	Yes this zone can be edited. All degrees should have content in this zone. UG degrees should have UG degrees PGCW degrees should have PCGW degrees
Further study	Yes this zone can be edited. UG should have PCGW PCGW you should think of broadening options (e.g. this section in the Master of Cyber Security might include links to Master of AIML; Graduate Certificate and Diplomas may include links to the Master).
Metadata Subjects - metadata Careers - metadata	Yes, you can select from the lists provided. Noting that this also links to search functions within the platform.
Metadata Themes - metadata Study Area - metadata Program Hierarchy - metadata	DO NOT EDIT
Testimonial	No, you can't edit these but if changes are required they should be sent to Michelle or Kat.

Degree structure

In the **Degree Structure** section, it is recommended that the following information is included.

In the example below, the following text was taken, word-for-word, from the current [Academic Program Rules for the Bachelor of Science](#).

APR website content

Qualification Requirements

Academic Program:

To qualify for the degree of Bachelor of Science, the student must complete satisfactorily a program of study consisting of the following requirements with a combined total of not less than 72 units:

1. Core course to the value of 3 units.
2. Elective courses to the value of 69 units.
3. Level I courses not exceeding 30 units.
4. Level III Science courses to the value of at least 24 units.
5. One major chosen from the following:

- Biochemistry
- Bioinformatics
- Chemistry
- Ecology and Environmental Science
- Evolutionary Biology
- Genetics
- Geology
- Microbiology & Immunology
- Palaeontology
- Physics
- Plant Biology
- Soil Science
- Theoretical Physics

or a double major from:

- Chemistry (Double)
- Experimental & Theoretical Physics
- Geology (Earth Resources)
- Geology (Geophysics)
- Palaeontology (Evolution)
- Palaeontology (Geology)
- Physics (Geophysics)

Same content, formatted slightly differently for Degree Finder

Entry Requirements	Fees and Scholarships	Careers	Degree Structure	Related Degrees	Further Study	Testimonial
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Degree Structure

To qualify for the degree of Bachelor of Science, students must complete satisfactorily a program of study consisting of the following requirements with a combined total of no less than 72 units:

- Core course to the value of 3 units.
- Elective courses to the value of 69 units.
- Level I courses not exceeding 30 units.
- Level III Science courses to the value of at least 24 units.
- One major chosen from the following:
 - Biochemistry; Bioinformatics; Chemistry; Ecology and Environmental Science; Evolutionary Biology; Genetics; Geology; Microbiology & Immunology; Palaeontology; Physics; Plant Biology; Soil Science; Theoretical Physics.
 - Or a **double major** from: Chemistry (double); Experimental and Theoretical Physics; Geology (Earth Resources); Geology (Geophysics); Palaeontology (Evolution); Palaeontology (Geology); Physics (Geophysics).

Indicative study plan content

In the **Example study plan** section, we suggest including only the **core** and **major courses** to help give future students an idea of the types of topics they may study as part of their chosen degree. This is a sufficient 'jumping off' point for future students, and ensures content is kept at a digestible size.

Please note: Indicative study plans *are a guide only and aimed at future students*. For this reason, they do not need to be as comprehensive as those required by current students undertaking enrolment.

In the below example, the following information on core and major courses was taken, word-for-word, from the current [Academic Program Rules for the Bachelor of Science](#).

For ease of reading across desktop and mobile devices, it is recommended to place this content into tables.

One table contains all the core courses. The other table provides an example of how the Majors information can be translated for Degree Finder. You can view this in situ on webdev-test here:

https://webdev-test.adelaide.edu.au/degree-finder/bsc_bsci.html

Example Study Plan

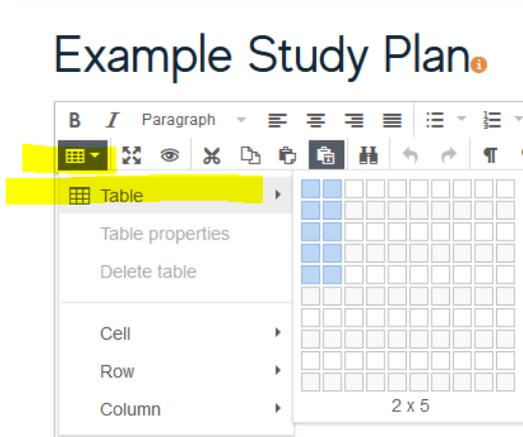
Core courses All students must complete one course (3 units) from the following.	<ul style="list-style-type: none">• BIOLOGY 1101  Biology I: Molecules, Genes and Cells• CHEM 1100  Chemistry IA• CHEM 1101  Foundations of Chemistry IA• GEOLOGY 1100  Planet Earth• GEOLOGY 1300  Extra-Terrestrial Geoscience• PHYSICS 1100  Physics IA
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Majors

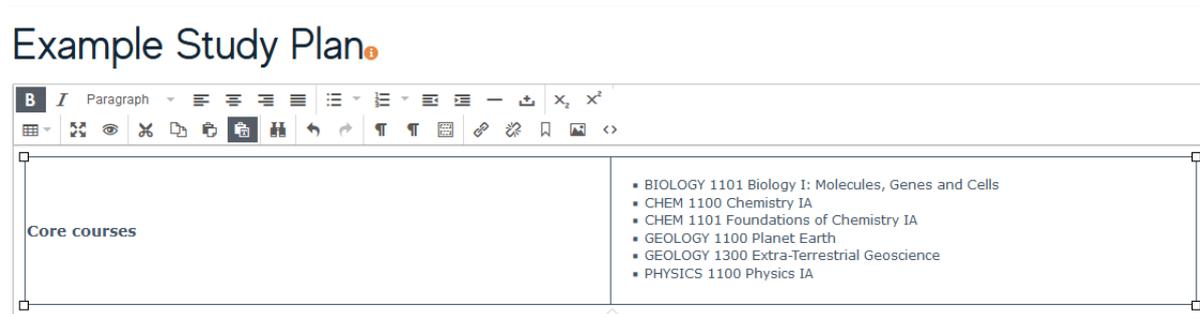
Biochemistry	To satisfy the requirements for the Biochemistry major, students must complete the following courses: <ul style="list-style-type: none">• BIOCHEM 3000  Molecular and Structural Biology III• BIOCHEM 3001  Cancer, Stem Cells & Development III
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How to create tables

1. To insert tables like those above, **click on the Table tool** from the toolbar, and select your desired table size. If needed, you can always add additional rows/columns as you go.



2. Once you have your table, **add your desired content** in the rows/columns.



3. If you need to add additional columns or rows to a table, click on the relevant table and the below menu will appear. You can use these tools to add/delete columns, rows, or even whole tables if needed.



4. When you are finished, click 'submit' as per usual and this will push your changes live.

Notes

- You do not need to hyperlink each individual course (e.g. CHEM 1100 Chemistry IA) as these links populate automatically **as long as you include the course code** (e.g. CHEM 1100).
- The size of the tables adjust automatically for a visitor, so you do not need to worry about adjusting the individual px sizes of tables. Just add a table, populate with your content, and publish.