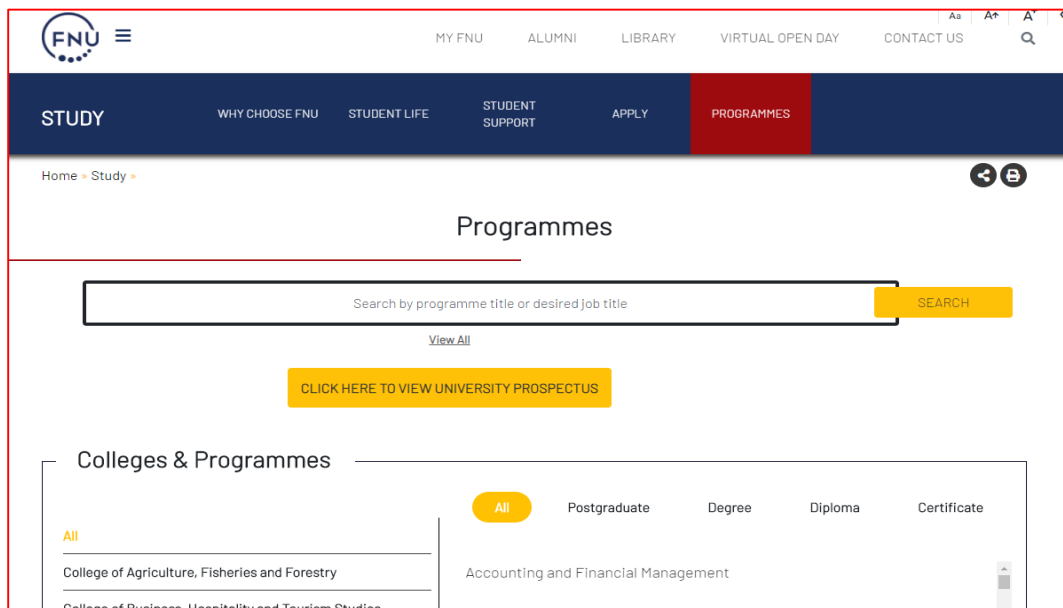


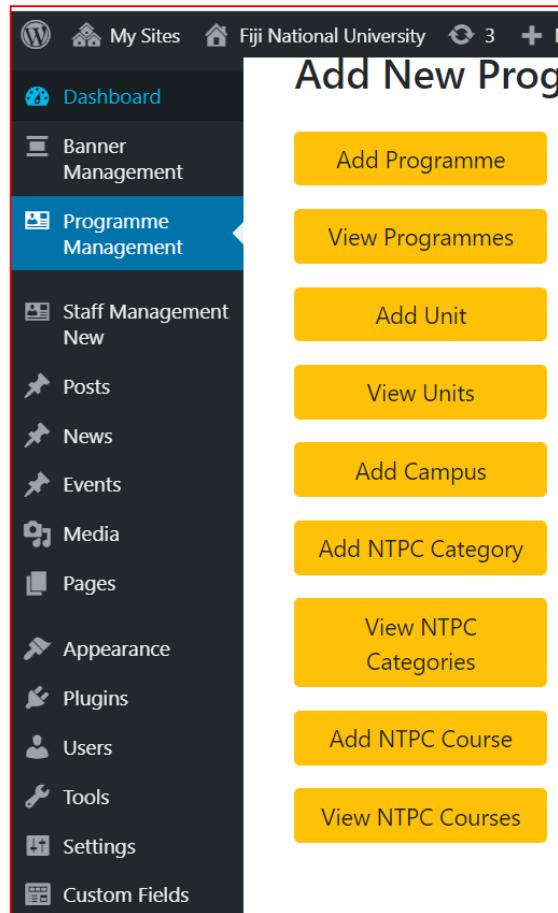
Working with Programme Management

The Programme Management Functionality is used to manage the Programmes shown on the FNU Website.



You can edit any Programme Management Pages on your website, if you have permission. After you have connected to a website, you can easily open and edit Programme Management Pages on that website. To open a Programme Management Pages for editing:

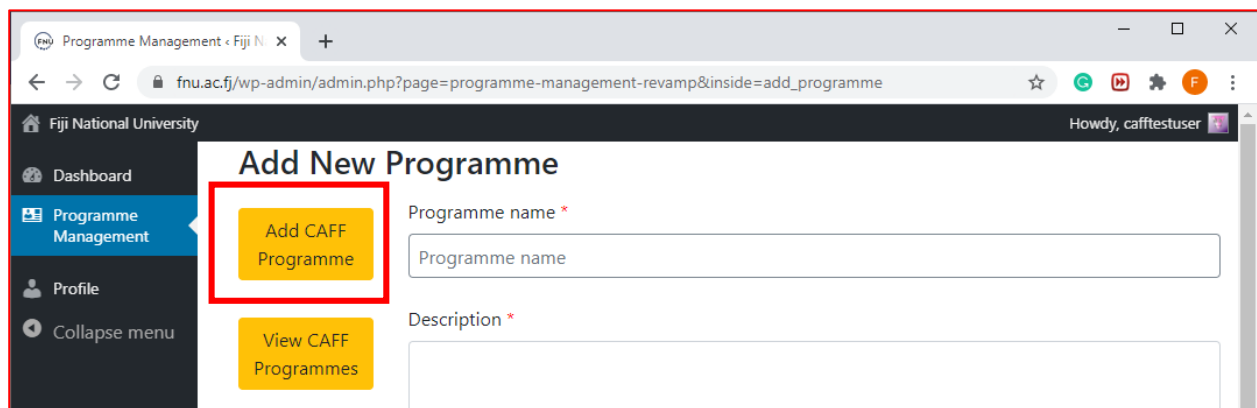
1. Sign into WordPress at <https://www.fnu.ac.fj/oclfnu/login/>
2. Click on Programme Management in the WordPress sidebar



1. Adding a New Programme

To add a new Programme you would have to:

- 1 Click on the **Add Programme** button from the Programme Management page



When adding a new Programme, The Programme name, Description, Majors, Minimum Requirements will come directly from the Programme Structure.

Note: Do not copy and paste as trailing spaces will cause formatting problems

Fiji National University

Howdy, cafftestuser

Dashboard

Programme Management

Profile

Collapse menu

Add New Programme

Add CAFF Programme

View CAFF Programmes

View CAFF Units

Add CAFF Unit

Programme name *

Programme name

Description *

Majors

Majors

Minimum Requirements

Fields having red asterisk * needs to be completed

For the remaining fields, the following selections can be made:

- **School:** the respective school for the programme is to be chosen.
- **Programme Type:** the respective programme type for the programme is to be chosen. For e.g. Certificate or Diploma or Bachelor's Degree, etc.
- **Programme Level:** Choose from the dropdown menu. Kindly note that there are only four levels to choose from (Certificate, Diploma, Degree, Postgraduate)
- **Total Credit Point:** to be filled in from the programme Document
- **Duration:** the number of years it will take to complete the programme
- **Estimated Tuition Fees:** Local: type in the estimated tuition fees for local students. Kindly note not to use dollar sign (\$), commas (,) or a dot (.). If no value is entered here, the field will not show on the Website
- **Estimated Tuition Fees – Regional:** type in the estimated tuition fees for Regional and international students. Kindly note not to use dollar sign (\$), commas (,) or a dot (.). If no value is entered here, the field will not show on the Website
- **Term:** choose the appropriate term for the programme, either semester, trimester or quarter
- **Mode of Delivery:** choose the appropriate Mode of Delivery for the programme
- **Campus Offered:** choose the appropriate Campus in which the programme is offered. Kindly note that multiple campuses can be chosen in there

The screenshot shows a 'Programme Management' dashboard with a sidebar on the left containing 'Dashboard', 'Programme Management', 'Profile', and 'Collapse menu'. The main area contains several filter sections:

- School ***: A dropdown menu with 'Nothing selected'.
- Programme Type ***: A dropdown menu with 'Programme Type'.
- Programme Level ***: A dropdown menu with 'Programme Level'.
- Total Credit Point**: A text input field with 'Total Credit Point'.
- Duration ***: A dropdown menu with 'Number of Years'.
- Estimated Tuition Fees - Local**: A text input field with 'Estimated fees'.
- Estimated Tuition Fees - Regional**: A text input field with 'Estimated Tuition Fees - Regional'.
- Terms**: A dropdown menu with 'Terms'.
- Mode of delivery**: A dropdown menu with 'Mode of delivery'.
- Campus offered**: A dropdown menu with 'Nothing selected'.
- Search Terms**: A text input field with the placeholder 'Press Enter to Add Search Term or Click Add Search Term button' and a blue 'Add Search Term' button.

At the bottom of the form is a green 'Save' button.

- **Search Terms:** type the appropriate Search Term for your programme. Multiple terms can be set, just separate them with an ampersand sign &. E.g. if you want student to search for the programme using the keyword Agriculture, then

The screenshot shows the FNU website's 'Programmes' search results page. The top navigation bar includes the FNU logo, 'MY FNU', 'ALUMNI', 'LIBRARY', 'VIRTUAL OPEN DAY', and 'CONTACT US'. A secondary navigation bar has 'STUDY', 'WHY CHOOSE FNU', 'STUDENT LIFE', 'STUDENT SUPPORT', 'APPLY', and 'PROGRAMMES' (highlighted in red). Below the navigation is a breadcrumb 'Home > Study >' and a search bar containing 'agriculture' with a yellow 'SEARCH' button. A 'View All' link is positioned below the search bar. A yellow button reads 'CLICK HERE TO VIEW UNIVERSITY PROSPECTUS'. The 'Colleges & Programmes' section features a filter menu with 'All' (selected), 'Postgraduate', 'Degree', 'Diploma', and 'Certificate'. Below the filter, it displays 'Courses offered for search term: agriculture' and a 'Clear Search Result' link. The first result is 'College of Agriculture, Fisheries and Forestry' with the 'Master of Science in Agriculture' program listed.

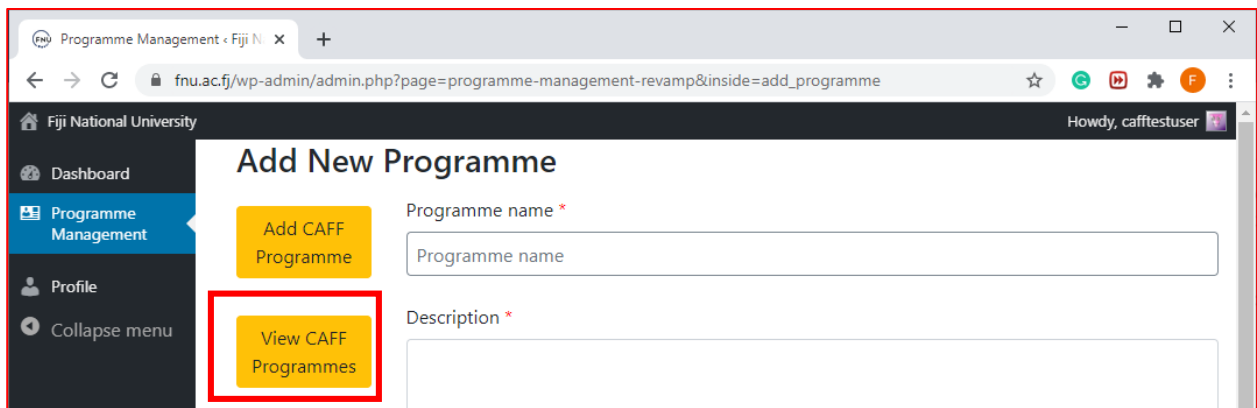
Once you have filled in all the details in the Add New Programme, click on the **Save** button.

Note: Always, as a thumb rule, see how the programme displays on the FNU Website

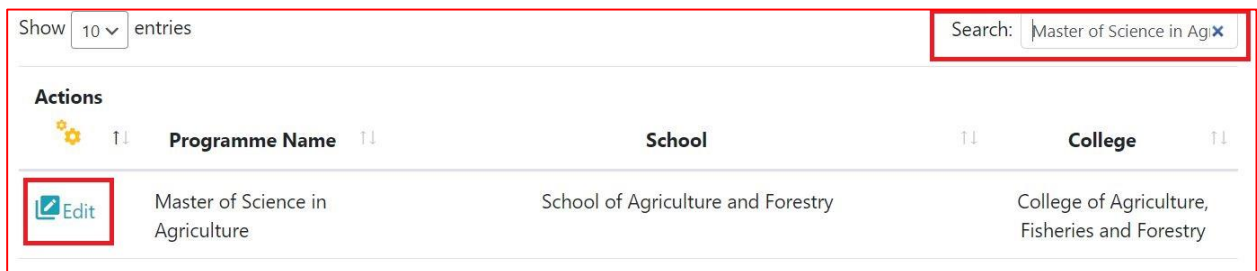
2. Edit Programme

To Edit a Programme you would have to:

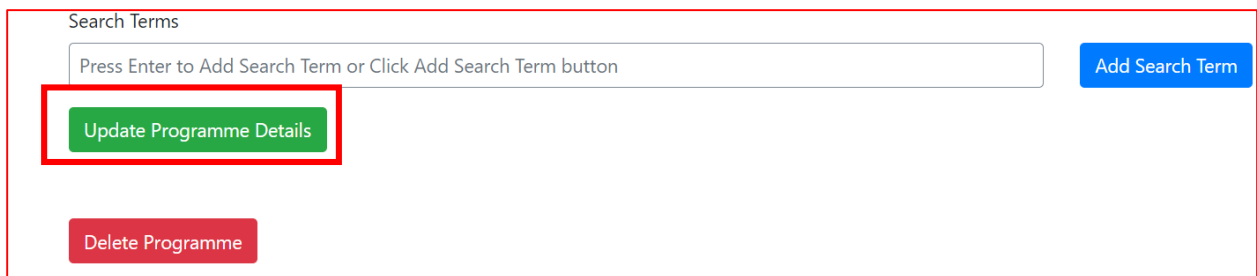
1. Click on the **View Programmes** button from the Programme Management page



2. Use the **Search Box** to search programme to edit, by full programme name



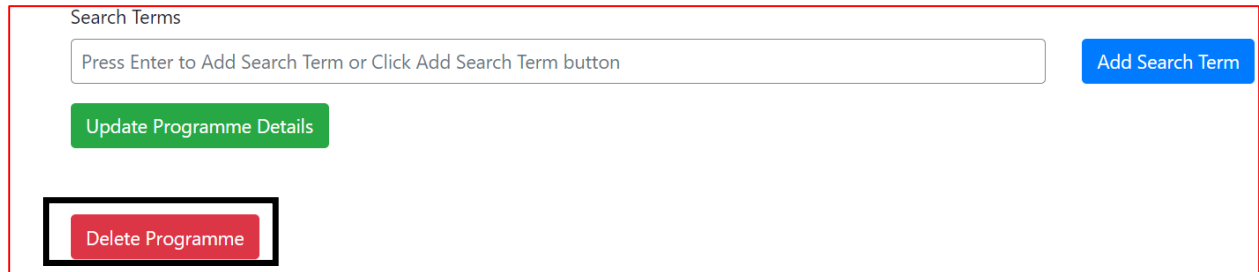
3. Click on the **Edit** text to edit the programme
4. After making changes Click on the green **Update Programme Details** button to save



3. Delete Programme

To delete a Programme you would have to:

1. Click on the **View Programmes** button from the Programme Management page
2. Use the **Search Box** to search programme to edit by full programme name
3. Click on the **Edit** text to edit the programme
4. Scroll down the page and click red **Delete Programme** button

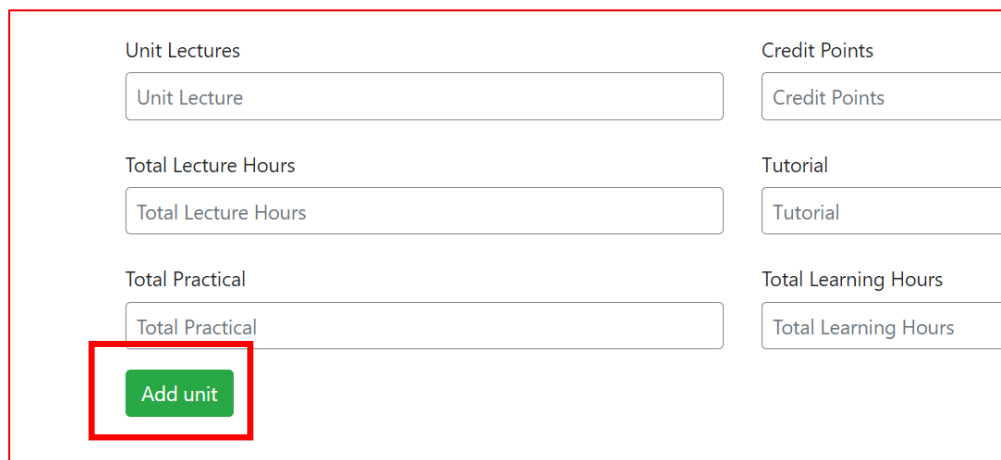


The screenshot shows a search interface with a text input field containing the placeholder text "Press Enter to Add Search Term or Click Add Search Term button". To the right of the input field is a blue button labeled "Add Search Term". Below the input field is a green button labeled "Update Programme Details". At the bottom left, a red button labeled "Delete Programme" is highlighted with a black border.

4. Add Unit

To Add Unit, you would have to:

1. Click on the **Add Unit** button from the Programme Management page
2. Fill the fields with unit information
3. Scroll down the page and click green **Add Unit** button









The screenshot shows a form for adding a unit. It has two columns of input fields. The left column contains: "Unit Lectures" (input field with placeholder "Unit Lecture"), "Total Lecture Hours" (input field with placeholder "Total Lecture Hours"), and "Total Practical" (input field with placeholder "Total Practical"). The right column contains: "Credit Points" (input field with placeholder "Credit Points"), "Tutorial" (input field with placeholder "Tutorial"), and "Total Learning Hours" (input field with placeholder "Total Learning Hours"). At the bottom left, a green button labeled "Add unit" is highlighted with a red border.

5. Edit Units


To Edit Unit, you would have to:

1. Click on the **View Units** button from the Programme Management page
2. Use the **Search Box** to search units to edit units by unit code

Show 10 entries Search:

Actions	Unit Code	Unit Name
	ABW318	Fundamentals of Vehicle Minor Repairs (E)
	ABW319	Fundamentals of Vehicle Minor Repairs Workshop
	ABW317	Welding and Rust Repairs Workshop
	ABW320	Panel Forming Techniques
	ABW316	Welding and Rust Repairs (E)
	ABW323	Vehicle Body Maintenance (E)

Show 10 entries Search: cin301

Actions	Unit Code	Unit Name
	CIN301	Computer Use & Applications

Showing 1 to 1 of 1 entries (filtered from 2,007 total entries) Previous 1 Next

3. Click on the **Edit** icon to edit the units
4. After making changes scroll and Click on the green **Update Unit Details** button to save

Total Lecture Hours	Tutorial
<input type="text" value="Total Lecture Hours"/>	<input type="text" value="Tutorial"/>
Total Practical	Total Learning Hours
<input type="text" value="Total Practical"/>	<input type="text" value="Total Learning Hours"/>
<input type="button" value="Update Unit Details"/>	
<input type="button" value="Delete Unit"/>	


6. Delete Units

To Delete Unit, you would have to:

1. Click on the **View Units** button from the Programme Management page
2. Use the **Search Box** to search unit code to edit units by unit code

Show entries

Search: ✕

Actions	Unit Code	Unit Name
	CIN301	Computer Use & Applications

Showing 1 to 1 of 1 entries (filtered from 2,007 total entries)

Previous **1** Next

3. Click on the **Edit** icon to edit the units
4. After making changes scroll and Click on the green **Delete Unit** button to save

Total Lecture Hours	Tutorial
<input type="text" value="Total Lecture Hours"/>	<input type="text" value="Tutorial"/>
Total Practical	Total Learning Hours
<input type="text" value="Total Practical"/>	<input type="text" value="Total Learning Hours"/>