

**C**ourse **A**nd **P**rogramme **I**nformation **S**ystem

**Student performance data  
departmental opt-out  
instructions**

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## Introduction to Enhanced Course Guides

Enhanced course guides (ECGs) are published in the LSE Calendar and aim to improve the information available to students. ECGs contain all of the standard course information, e.g. teacher responsible, availability, content, teaching, assessment, etc. as well as supplementary information including student performance data, averaged across a three-year period.

## Student performance data departmental opt-out instructions

Please follow these instructions step by step if your department has decided to opt-in / opt-out of publishing the student performance data, averaged across a three-year period, for ALL courses in your department.

This must be done by a CAPIS manager.

This selection should be made once before other staff members from your department start updating the information due to be included in the 'enhance course guide' (ECG) for any given course.

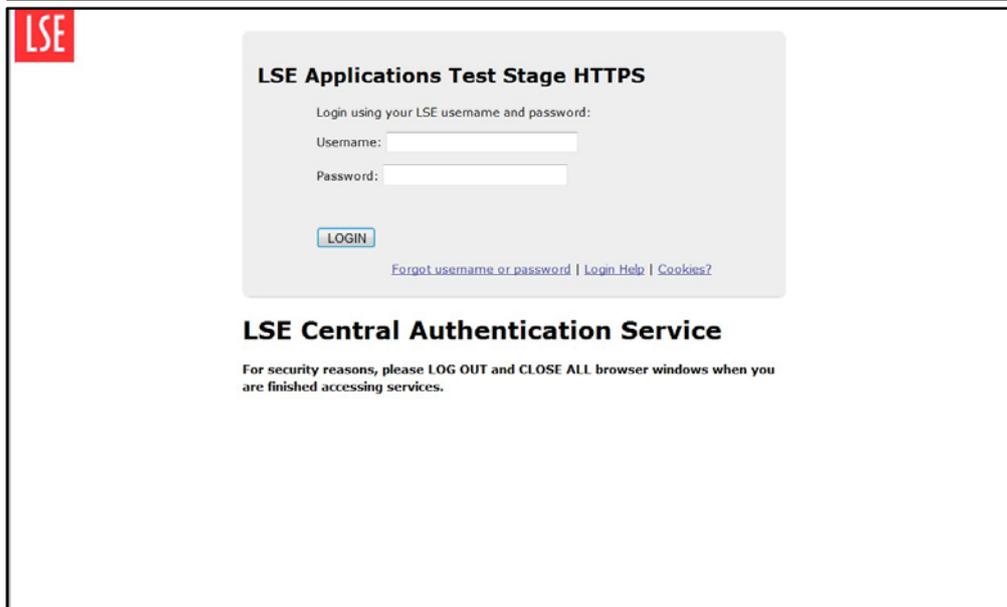
**IMPORTANT:** Publication settings for student performance data have been copied forward from 2018/19. Please make sure you opt-in or opt-out if your department has decided to change your decision about whether to publish this information or not for 2019/20.

We strongly recommend that the student performance publication settings are checked by your lead CAPIS user to ensure they are correct.

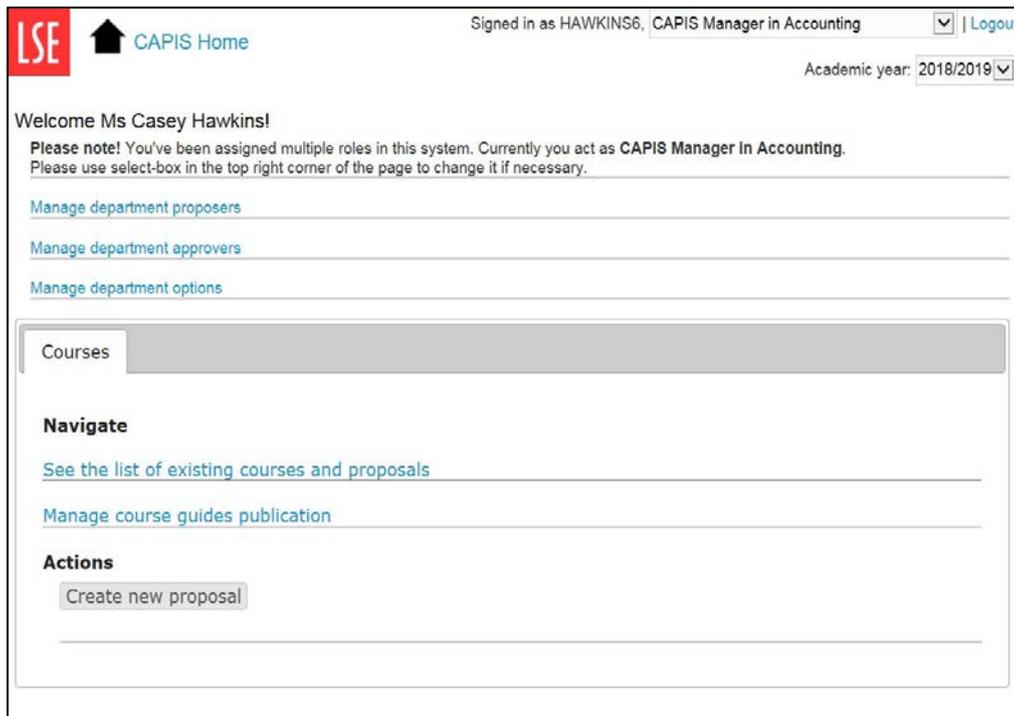
## Login



Login at  
<https://apps.lse.ac.uk/capis/>



Your usual LSE credentials are used here



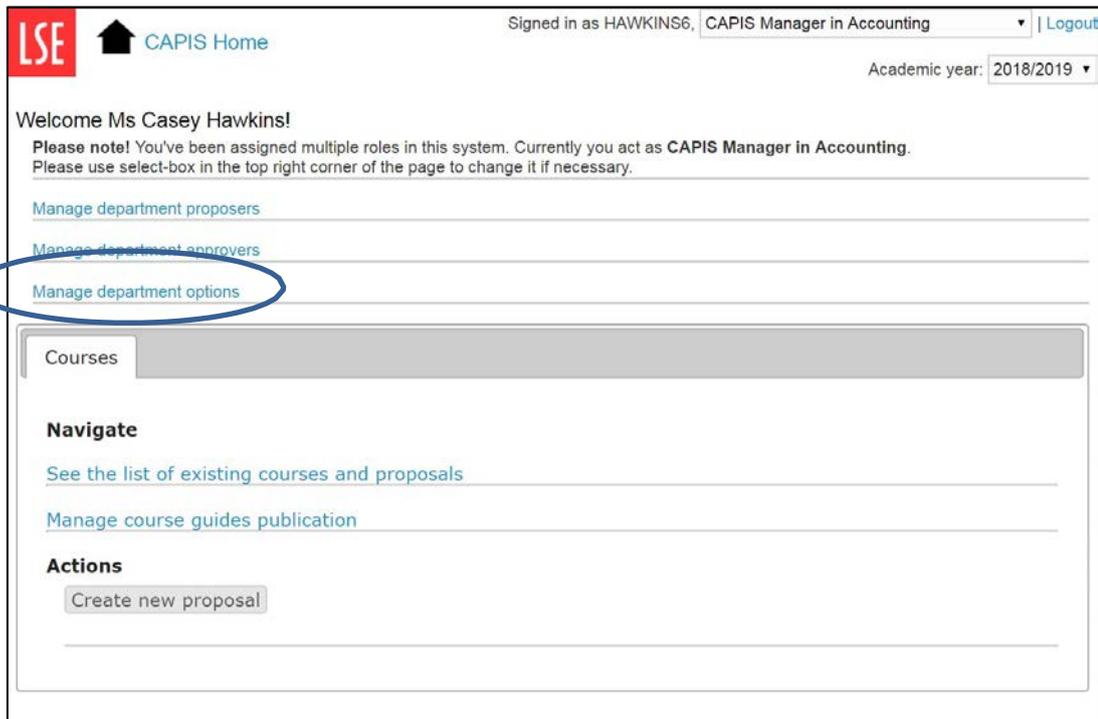
You may see a welcome note explaining that the system has been carried forward to the following academic session. This will appear only the first time you log in. Press OK to accept.

### Welcome to CAPIS! ✕

Please note that CAPIS is currently in the process of preparing the course proposals for 2019/20!

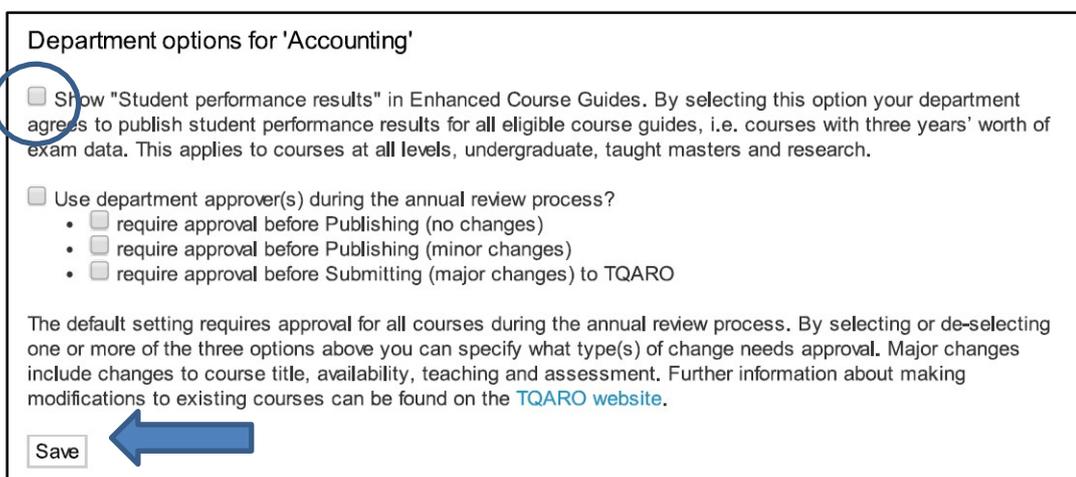
To access the previous academic years please use the list in the opt-right corner of the page

## Manage department options



The screenshot shows the CAPIS Home page for user HAWKINS6. The page includes a navigation bar with the LSE logo, a home icon, and the text 'CAPIS Home'. The user is signed in as 'HAWKINS6' and is acting as 'CAPIS Manager in Accounting'. The academic year is set to '2018/2019'. A welcome message for 'Ms Casey Hawkins!' is displayed, along with a note about multiple roles. Three links are listed: 'Manage department proposers', 'Manage department approvers', and 'Manage department options', which is circled in blue. Below these links is a 'Courses' section with a 'Navigate' subsection containing two links: 'See the list of existing courses and proposals' and 'Manage course guides publication'. An 'Actions' subsection contains a 'Create new proposal' button.

On the home page of CAPIS select [Manage department options](#)



The screenshot shows the 'Department options for Accounting' form. The first checkbox, 'Show "Student performance results" in Enhanced Course Guides...', is circled in blue. Below it are three radio button options for department approval during the annual review process. A paragraph explains the default setting and provides a link to the TQARO website. A blue arrow points to the 'Save' button at the bottom left of the form.

In order to select whether to publish student performance results in all your enhanced course guides or not, please use the check box.

Once you have checked or unchecked the box please [Save](#) your choice.