Course And Programme Information System

'Teacher Comments and Permissions page' user guide

Contents

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 teacher comments where appropriate and - for some departments - student performance data averaged across a three-year period.

'Teacher Comments and Permissions page' user guide

Please follow these instructions step by step in order to:

- Confirm permissions (if applicable) for student performance data. Additional information about this can be found in the 'instructions to enhanced course guides' in CAPIS and online on the TQARO website;

- Add additional contextual commentary on student performance results for courses where relevant. Comments may also address other relevant points, e.g. recent changes to the course made in response to student feedback; specific teaching and learning support offered on the course; the course's position in the wider programme; external examiner comments, etc. Providing these comments is optional.

Log in

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

Your usual LSE credentials

You may see a welcome note explaining that the system has been carried forward for 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 top right corner of the page.

2019

Manage course guide publication

On the home page of CAPIS select *Manage course guide publication*

Note: screenshot examples below from 2018/19

In order to search for a specific course please enter the course code in the search box located in the top left-hand corner

You can also search groups of courses by entering for example 'AC4' for taught masters courses in Accounting.

Once you have entered the course code select *Search by partial course code*

To 'enhance' the details for a particular course guide by adding contextual comments etc. select *Enhance*

Teacher Comments and Permissions Page

Please start by reading the *'Introduction to Enhanced Course Guides'* referred to in the text box in the top left-hand corner of the page.

This supplies important information about the background to the introduction of ECGs and an explanation of the different pieces of information displayed on the page.

Please read the *'Introduction to Enhanced Course Guides'* before continuing (a copy of which is provided in **Appendix A**).

Please enter the 'teacher responsible comments' in the text box on the left- hand side. As previously mentioned, adding comments is *optional*.

Please see **Appendix B** for some brief **'*additional information*'** about doing this.

Please also read the information under the text box.

Once you have entered your comments please ensure to use the spell check function and select
save comments and changes at the bottom of the screen.

Once all your comments and selections have been entered and saved use your browser's 'back' button to return to the **Manage course guide publication** page.

You can now view the additional details that will be displayed in the Enhanced course guide by selecting ***Preview***.

2019

Access to enhanced course guides

Access to enhanced course guides is managed in exactly the same way as to the courses themselves in CAPIS.

Therefore if a member of staff has access to the course information for AC100 for example via the 'list of existing courses and proposals', they should also have access to the 'Teacher Comments and Permission page' for AC100 via the 'Manage course guide publication' page. Both pages can be found under the **Navigate** heading on the CAPIS homepage.
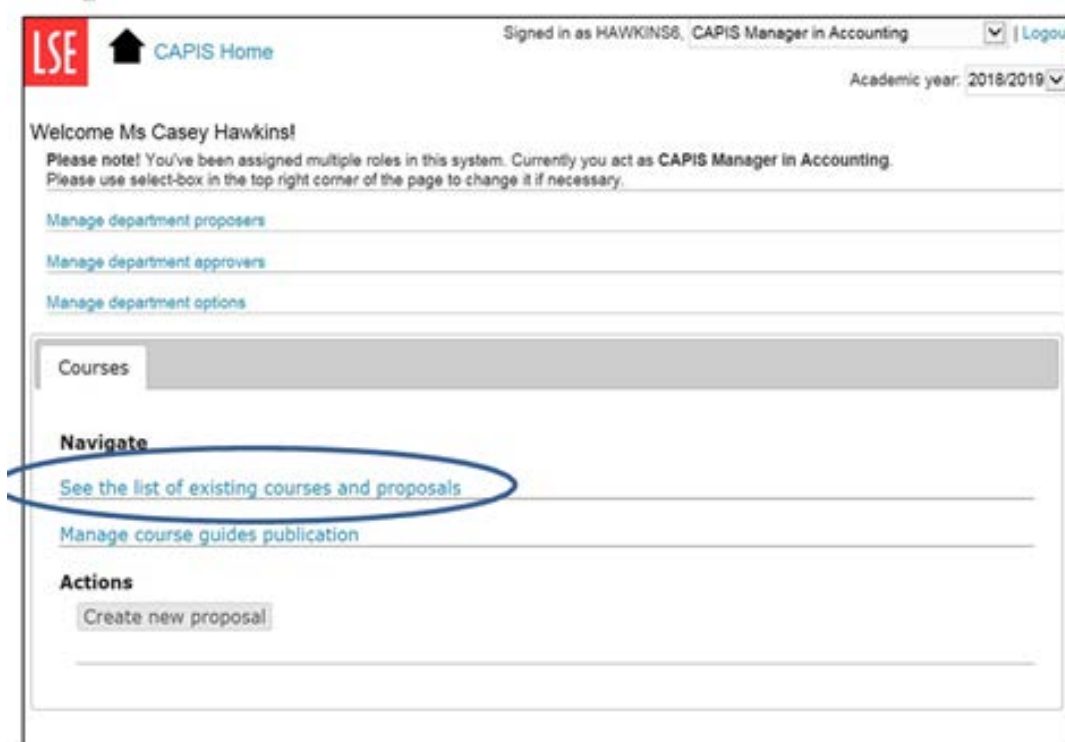
On the home page of CAPIS select
See the list of existing courses and proposals

Select ***view*** for the course you would like to give access to.

From the **Actions** menu on the right-hand side of the page select *Add co-proposer or editor*

Click to add a row

Start typing the surname of the person and select them from the drop-down list

Add the person as a course proposer or editor and select *save*

The member of staff added to the course should now be able to access the 'Teacher Comments and Permissions page'.

2019

Appendix A - Introduction to Enhanced Course Guides

An introduction to Enhanced Course Guides

Enhanced course guides (ECGs) are published in the Calendar and aim to improve the information available to students.

They contain all of the standard course information, e.g. teacher responsible, availability, content, teaching, assessment, etc. as well as additional information, such as teacher comments and student performance data averaged across a three-year period.

Student performance data

Student Performance data is published by default for all courses, but Departments may decide to opt out of publishing student performance data for their courses. This decision can be made on a department-wide basis only and not for specific courses or sets of courses only.

Tables showing student performance data will still be shown on the 'Teacher Comments and Permissions' page in CAPIS for those departments that have decided not to include this information. This information is included for illustrative purposes only, and will not be published. These ECG tables will not be viewable by students.

Some courses in departments that have decided to include student performance data in their course guides have less than three years' worth of data (e.g. if the course is new). For these courses, the teacher responsible will be invited to indicate whether an average based on the existing data should be displayed in the online course guide.

Teacher's comments

Teachers may provide contextual commentary on student performance results for their courses, which will be displayed in the course guide. Comments may also address other relevant points, e.g. recent changes to the course made in response to student feedback; specific teaching and learning support offered on the course; the course's position in the wider programme; external examiner comments, etc. Providing these comments is optional, but is highly recommended.

Please be vigilant against typographical, grammatical and spelling errors.

The School also expects that staff will take all reasonable steps to ensure the currency and accuracy of any comments, opinions, information or statements which they give or make for publication in their course guides; and that any comments etc. published on the site are not, or cannot be reasonably construed as, abusive, discriminatory, libelous, misrepresentative or fraudulent. In the event that staff publish comments etc. which are or which could reasonably be regarded as in breach of these requirements or of any of the School's policies, codes or procedures, the School may remove them without notice.

If you have any questions, please submit them to ard.capis@lse.ac.uk.

^ return

Appendix B – additional information about teacher comments

These can be contextual comments about the survey and - where relevant - student performance results.

They might include excerpts from external examiner reports, or explain recent changes that have been made to the course in response to student and other feedback.

They might also explain the position and role of the course within the wider programme.

Providing comments is optional.

Please be vigilant against typos, and grammatical and spelling errors. There may also be legal implications for the School if teachers knowingly provide any false, inaccurate or misleading information about their courses.

^ return