

Course **A**nd **P**rogramme **I**nformation **S**ystem

‘Teacher Comments and Permissions page’ user guide

Contents

Contents	2
Introduction to Enhanced Course Guides.....	3
Log in.....	4
Manage course guide publication.....	5
Teacher Comments and Permissions Page	6
Access to enhanced course guides	8
Appendix A - Introduction to Enhanced Course Guides.....	10
Appendix B – additional information about teacher comments	11

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.

Manage course guide publication

LSE CAPIS Home

Signed in as HAWKINS8, CAPIS Manager in Accounting | Logout

Academic year: 2018/2019

Welcome Ms Casey Hawkins!

Please note! You've been assigned multiple roles in this system. Currently you act as CAPIS Manager in Accounting. Please use select-box in the top right corner of the page to change it if necessary.

[Manage department proposers](#)

[Manage department approvers](#)

[Manage department options](#)

Courses

Navigate

[See the list of existing courses and proposals](#)

[Manage course guides publication](#)

Actions

Create new proposal

On the home page of CAPIS select
Manage course guide publication

Note: screenshot examples below from 2018/19

LSE CAPIS Home

Signed in as BOYLEA1, TQARO Admin

Academic year: 2019/2

Status of the published course guides for 2019/20.

[Manage ECG options](#)

Search by partial course code

Course code	Published	Time of publishing	Enhance Course Guide	Preview	Publish	Download	Val
<input type="checkbox"/> AC100	Yes	15:07:38, 11/07/2019	Enhance	Preview	Publish	Download	Val
<input type="checkbox"/> AC102	Yes	15:07:52, 11/07/2019	Enhance	Preview	Publish	Download	Val
<input type="checkbox"/> AC103	Yes	14:39:02, 31/07/2019	Enhance	Preview	Publish	Download	Val
<input type="checkbox"/> AC200	Yes	09:39:05, 30/07/2019	Enhance	Preview	Publish	Download	Val
<input type="checkbox"/> AC310	Yes	15:08:29, 11/07/2019	Enhance	Preview	Publish	Download	Val
<input type="checkbox"/> AC311 (S)	Yes	15:08:37, 11/07/2019	Enhance	Preview	Publish	Download	Val
<input type="checkbox"/> AC312 (S)	Yes	15:08:51, 11/07/2019	Enhance	Preview	Publish	Download	Val
<input type="checkbox"/> AC330	Yes	15:09:05, 11/07/2019	Enhance	Preview	Publish	Download	Val
<input type="checkbox"/> AC331 (S)	Yes	15:09:13, 11/07/2019	Enhance	Preview	Publish	Download	Val
<input type="checkbox"/> AC332 (S)	Yes	15:09:20, 11/07/2019	Enhance	Preview	Publish	Download	Val

☐ select/un-select all

(S) - Suspended

1 2 3 4 5 6 7 8 9 10 .. 182 Next

If you want to publish selected course guides please press the button below.

[Publish selected](#)

If you want to validate selected published course guides please press the button below.

[Validate selected](#)

If you want to publish all the course guides please press the button below.



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

 CAPIS Home

Signed in as BOYLEA1, TQARO Admin [Log out](#)

Academic year: 2019/2020

Teacher Comments and Permissions Page

Enhanced Course Guide, AC100, 2019/20

The following statements ask for your permission to publish certain information in the online course guide for this course. Only those statements that are relevant for this course are editable. Detailed information about why some statements are relevant to some courses but not to others can be found in the ['Introduction to Enhanced Course Guides'](#).

1. Your department has decided to publish student performance data in its online course guides. However, this course has less than three years' worth of data. Please indicate whether an average of the existing data should be displayed in the online course guide.




Not Applicable

Student performance results

Classification	% of students
First	60.1
2:1	17
2:2	10.5
Third	7.8
Fail	4.6

Past data [show](#)

Teacher responsible's comments ([show additional information](#))

B **I** **U**   

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, libellous, 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.

[save comments and changes](#)

version: 1.3.10

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](#)).

[GB] | <https://apps.lse.ac.uk/capis/courseGuide/enhancement/412664>

ble program... [LSE](#) [TQARO](#) [BI Launchpad](#) [Equity-Diversity-Inc...](#) [LSE](#) [telephone directory](#) [LSE](#) [UG Prospectus](#) [LSE](#) [CAPIS Home](#) [CAPIS](#) [CAPIS Co...](#)

LSE [CAPIS Home](#) Signed in as BOYLEA1, [TQARO Admin](#) [Logout](#) Academic year: 2019/2020

Teacher Comments and Permissions Page

Enhanced Course Guide, AC100, 2019/20

The following statements ask for your permission to publish certain information in the online course guide for this course. Only those statements that are relevant for this course are editable. Detailed information about why some statements are relevant to some courses but not to others can be found in the 'Introduction to Enhanced Course Guides'.

1. Your department has decided to publish student performance data in its online course guides. However, this course has less than three years' worth of data. Please indicate whether an average of the existing data should be displayed in the online course guide.
Not Applicable

Student performance results

Classification	% of students
First	60.1
2:1	17
2:2	10.5
Third	7.8
Fail	4.6

Past data [show](#)

Teacher responsible's comments ([show additional information](#))

B *I* U [ABC](#)

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, libellous, 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.

[save comments and changes](#)

version: 1.3.10

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.

LSE [CAPIS Home](#) Signed in as BOYLEA1, [TQARO Admin](#)

Status of the published course guides for 2019/20.

[Manage ECG options](#)

Course code	Published	Time of publishing	Enhance Course Guide	
<input type="checkbox"/> AC100	Yes	15:07:38, 11/07/2019	Enhance	Preview
<input type="checkbox"/> AC102	Yes	15:07:52, 11/07/2019	Enhance	Preview
<input type="checkbox"/> AC103	Yes	14:39:02, 31/07/2019	Enhance	Preview
<input type="checkbox"/> AC200	Yes	09:39:05, 30/07/2019	Enhance	Preview
<input type="checkbox"/> AC310	Yes	15:08:29, 11/07/2019	Enhance	Preview
<input type="checkbox"/> AC311 (S)	Yes	15:08:37, 11/07/2019	Enhance	Preview
<input type="checkbox"/> AC312 (S)	Yes	15:08:51, 11/07/2019	Enhance	Preview
<input type="checkbox"/> AC330	Yes	15:09:05, 11/07/2019	Enhance	Preview
<input type="checkbox"/> AC331 (S)	Yes	15:09:13, 11/07/2019	Enhance	Preview
<input type="checkbox"/> AC332 (S)	Yes	15:09:20, 11/07/2019	Enhance	Preview

☐ select/un-select all

(S) - Suspended

1 2 3 4 5 6 7 8 9 10 ... 182 Next

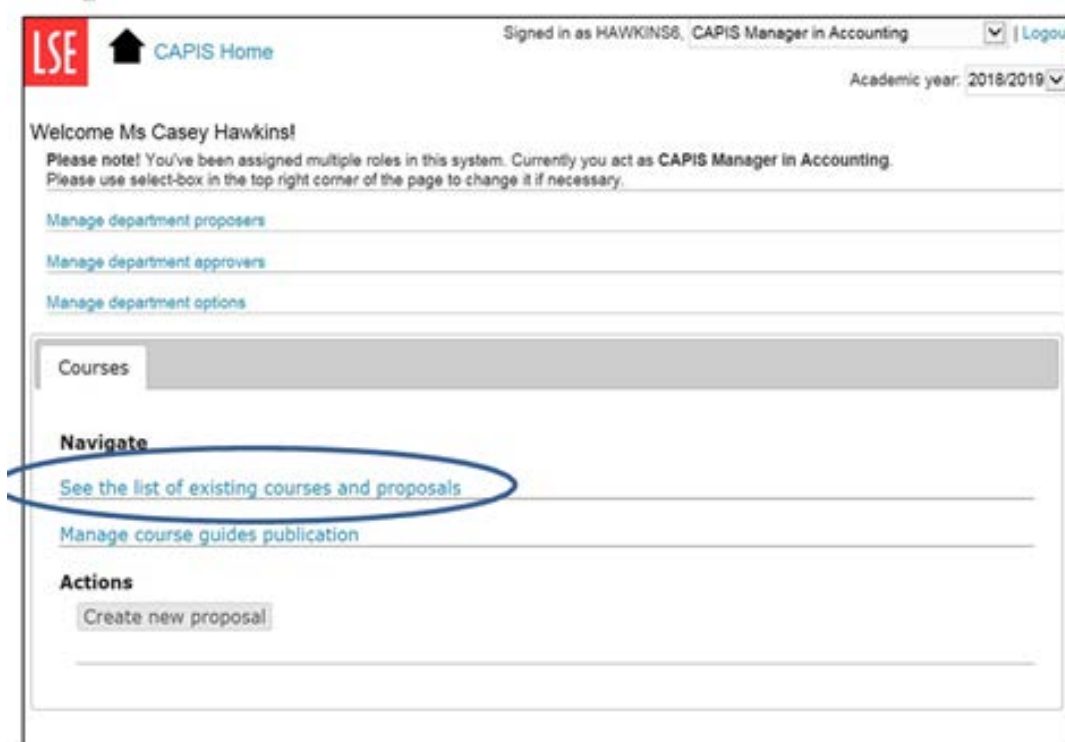
Once all your comments and selections have been entered and saved use your browser's 'back' button to return to the **Manage course guide publication** page.

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

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

The screenshot shows the 'Courses and course proposals list for 2018/2019' page. It features a table with columns: Code, Title, Status, Complete, Resources, Committee, Owner, and Last Edited. There are 16 rows of course data. Each row has a 'View' link in the last column. The 'View' link for the row with Code AC104 is circled in blue. Below the table, there's a 'Batch actions:' section with a 'Show printable' button.

Code	Title	Status	Complete	Resources	Committee	Owner	Last Edited	View
AC100	Elements of Accounting and Fina...	Published (major)	Yes	Approved	Approved	Thomas He...	15:14, 21/05/18	View
AC102	Elements of Financial Accounting	Published (major)	Yes	Approved	Approved	Thomas He...	15:23, 21/05/18	View
AC103	Elements of Management Accou...	Published (major)	Yes	Approved	Approved	Thomas He...	15:22, 21/05/18	View
AC104	Elements of Accounting, Financia...	Withdrawn	Yes	Approved	Approved	Thomas He...	14:50, 20/02/18	View
AC200	Accounting Theory and Practice	Suspended	Yes	Approved	Approved	Pik Liew	17:35, 24/05/18	View
AC211	Managerial Accounting	Published (minor)	Yes	Approved	Approved	Thomas He...	10:06, 12/04/18	View
AC310	Management Accounting, Financi...	Published (major)	Yes	Approved	Approved	Thomas He...	12:35, 24/05/18	View
AC311	Financial Management and Orga...	Suspended	Yes	Approved	Approved	Thomas He...	15:19, 30/05/18	View
AC312	Contemporary Issues in Manage...	Suspended	Yes	Approved	Approved	Thomas He...	15:21, 30/05/18	View
AC330	Financial Accounting, Analysis an...	Published (minor)	Yes	Approved	Approved	Thomas He...	10:45, 12/04/18	View
AC331	Contemporary Issues in Financia...	Suspended	Yes	Approved	Approved	Thomas He...	15:11, 30/05/18	View
AC332	Financial Statement Analysis and...	Suspended	Yes	Approved	Approved	Thomas He...	10:58, 23/05/18	View
AC340	Auditing, Governance and Risk ...	Published (major)	Yes	Approved	Approved	Thomas He...	11:03, 12/04/18	View
AC341	Auditing, Risk Management and ...	Suspended	Yes	Approved	Approved	Thomas He...	15:26, 30/05/18	View

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

LSE CAPIS Home Signed in as BOYLEA1, TQARO Admin Logout Academic year: 2019/2020

Course proposal details

Please note! Your current role has been changed to TQARO Admin.

Proposals list

Applying Behavioural Economics for Social Impact: Design, Delivery and Policy

Lead department: Economics
Course level: Executive
Code: EC452E
Proposed by: Jonathan Roberts

Actions
Set to draft
Review course information
Show printable version
Show events history
Manage roles
Add co-proposer or editor
Suspend

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

LSE CAPIS Home Signed in as BOYLEA1, TQARO Admin Logout Academic year: 2019/2020

Add co-proposers/editor

Proposals list » EC452E Applying Behavioural Econom... (2019/20)

EC452E Applying Behavioural Economics for Social Impact: Design, Delivery and Policy (2019/20)

User *	Role *	
Ashraf, Nava (ASHRAFN)	Course Proposal Editor	remove
Roberts, Jonathan (ROBERTJJ)	Course Proposal Editor	remove
Roberts, Jonathan (ROBERTJJ)	Course Proposer	remove
Townsend, Anna (TOWNSEAK)	Course Proposal Editor	remove

Click to add a row...

save

Click to add a row

LSE CAPIS Home Signed in as BOYLEA1, TQARO Admin Logout Academic year: 2019/2020

Add co-proposers/editor

Proposals list » EC452E Applying Behavioural Econom... (2019/20)

EC452E Applying Behavioural Economics for Social Impact: Design, Delivery and Policy (2019/20)

User *	Role *	
Ashraf, Nava (ASHRAFN)	Course Proposal Editor	remove
Roberts, Jonathan (ROBERTJJ)	Course Proposal Editor	remove
Roberts, Jonathan (ROBERTJJ)	Course Proposer	remove
Townsend, Anna (TOWNSEAK)	Course Proposal Editor	remove
Boyle		remove

Click to add a row...

save

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

LSE CAPIS Home Signed in as BOYLEA1, TQARO Admin Logout Academic year: 2019/2020

Add co-proposers/editor

Proposals list » EC452E Applying Behavioural Econom... (2019/20)

EC452E Applying Behavioural Economics for Social Impact: Design, Delivery and Policy (2019/20)

User *	Role *	
Ashraf, Nava (ASHRAFN)	Course Proposal Editor	remove
Roberts, Jonathan (ROBERTJJ)	Course Proposal Editor	remove
Roberts, Jonathan (ROBERTJJ)	Course Proposer	remove
Townsend, Anna (TOWNSEAK)	Course Proposal Editor	remove
Boyle, Andrea (BOYLEA1)	Course Proposer	remove

Click to add a row...

save

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.

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