

Course And Programme Information System

Approving course guides using CAPIS

A quick guide for departmental approvers and CAPIS managers.....

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Introduction

The **C**ourse **A**nd **P**rogramme **I**nformation **S**ystem (CAPIS) was first introduced in 2012-13. One of its main purposes is to facilitate the updating or modifying of existing course information.

In order to get maximum benefit from the system, please take a moment to understand the different levels of access the system grants people. For staff members modifying course information, there are four levels to consider:

Who (roles)	Access	
TQARO (Teaching Quality Assurance and Review Office)	<ul style="list-style-type: none"> • Access all areas • All functions • Port of call for initial enquiries (ard.capis@lse.ac.uk) 	TQARO is the overall administrator of the system and has full access to all courses and all possible functions.
(Departmental) CAPIS Manager	<ul style="list-style-type: none"> • Editing rights • Add course proposers, departmental approvers and course proposal editors • Create course proposals • Change department settings for ECG student performance data publication and annual review approval 	“CAPIS Manager” is a role assigned by TQARO. The role can be assigned to any member of staff within an academic department at the instruction of the Department Manager. The role does not have to be filled by the actual Departmental Manager. Changes to this role are administered by TQARO.
(Departmental) Approver	<ul style="list-style-type: none"> • Department wide access for the approval of changes to course guides made during the annual review process 	This role is assigned by the “CAPIS Manager”. A department can have multiple approvers.
Course Proposer, Co-proposer, Course proposal Editor	<ul style="list-style-type: none"> • Access to a specific course or set of courses depending on their role within a given department. • Editing rights to a specifically assigned course or set of courses. 	“Course Proposer” is a role assigned by TQARO or by a department’s CAPIS Manager(s). Course proposers can add “co-proposers” and also “course proposal editors”. The “Teacher Responsible” for a course (as detailed in the course guide) is automatically assigned the role of “course proposal editor”.

There are three committees which consider modifications to existing courses submitted via CAPIS, usually via Chair’s action:

USSC - Undergraduate Studies Sub-committee

GSSC – Graduate Studies Sub-committee

RDSC – Research Degrees Sub-committee

Further information about the committees can be found here:

<http://www2.lse.ac.uk/intranet/LSEServices/TQARO/committees.aspx>

Colleagues from other support units will also have access to view courses in CAPIS and may be asked to review modifications as part of the approval process: APRC - Academic Planning and Resources Committee, Timetables, Library and the Information Management and Technology division.

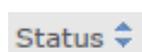
Important

Further important information about making modifications to existing courses can be found on the [TQARO website](#). This includes details of what approval is required for changes to specific pieces of information displayed in the course guide, such as availability or teaching.

Checklist for approving updated course guides

Navigate

- Login at <https://apps.lse.ac.uk/capis/> using your normal LSE credentials.
- You may see a welcome note explaining that the system has been carried forward for the following academic session. Press **OK** to accept.
- Under the heading **Navigate** select [See the list of existing courses and proposals](#).
- Search for a course using the search box in the top right of the table using the course code. Alternatively order the 'status' of the courses using the blue up/down arrows:



Look for courses listed as **Pending dept approval**

- Select a course using the [view](#) option found on the far right of each row. This will take you into the course summary page.
- Alternatively, for ease approvers can access the Department approver's screen for a specific course using the URL below. Update the 5 digit course code highlighted in yellow for any existing course and paste the link into your web browser. You will be asked to login to CAPIs.

<https://apps.lse.ac.uk/capis/courseGuide/departmentApprove/AC100>

However, if a course has not yet been reviewed, edited and submitted for approval, then no options will be available to submit a course to TQARO.

Compare and Approve

- Select [Departmental approval](#) from the **Actions** menu on the right-hand side of the screen.
 - Please read the information at the top of the annual review page before you start to review the course guide.
 - If you are aware of what change has been made, review the updated course guide and select one of the options at the bottom of the page. Different options will be available depending on the type of change(s) that have been made:
 - **Do Not Approve** – this sets the proposal to 'draft' status and allows for further editing to take place. If you select "Do Not Approve" the individual who submitted the course for departmental approval will be notified by email that this has occurred.
- Or
- **Publish (no changes)**
 - **Publish (minor changes)**
 - **Submit with major changes**
- If you do not know what has been changed, select [Compare](#) at the bottom of the page. A comparison with the previous years' course guide will be displayed in a new tab, with the updated course data displayed on the right-

hand side of the screen. Each section is marked (SAME) or (DIFFERENT) to highlight where the change has been made. Look for the change and compare the data.

- Equity, Diversity and Inclusion should be addressed through a consideration of accessibility and inclusivity in all areas of teaching, learning and assessment. Please see [Equity, Diversity and Inclusion](#) or contact Tlc.Academicdevelopment@lse.ac.uk for more information.
- Once you have reviewed the data, select an appropriate option (do not approve, publish or submit) at the bottom of the page as detailed above.
- You can exit the approval process at any time by selecting [Save and Exit](#) found in the bottom left-hand corner of the annual review screen. You can login later and select [Departmental approval](#) from the **Actions** menu on the right-hand side of the course summary screen to continue.
- TQARO will process all submitted course guides. Any guides flagged as having 'major' changes will be considered by TQARO, and/or the Chair of the relevant Sub-Committee, and/or appropriate resource approvers (Timetables, Library, Information Management & Technology, APRC). Course proposal editors will be contacted if queries arise.

Any and all queries related to the annual review process and CAPIS can be sent to ard.capis@lse.ac.uk.