

Course And Programme Information System

Quick guide to new course proposals

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Logging into CAPIS

Log in using your LSE username and password: <https://apps.lse.ac.uk/capis>

If you don't have access your departmental CAPIS manager can add you as a course proposer or editor, or you can contact ard.capis@lse.ac.uk for assistance.

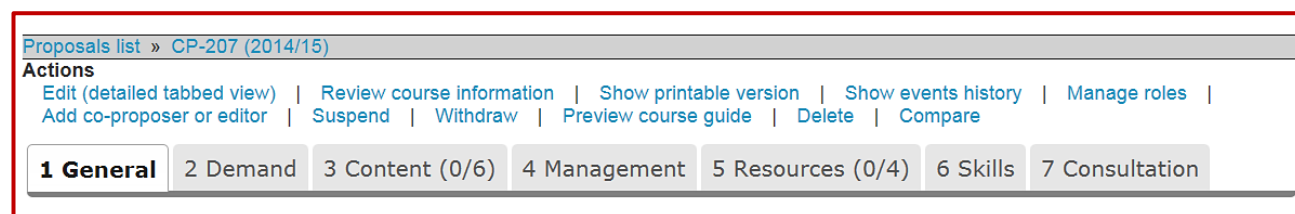
Creating a new course proposal

On the courses tab on the CAPIS home page, select '[Create a new proposal](#)'. The course will be allocated a CP-code. This code can be used to search for the proposal. To search for an existing proposal you should select the '[See the list of existing courses and proposals](#)' option from the CAPIS home page.

Course proposal screen

At the top of the screen you will see that there are seven tabs which need completing, the questions on each of these tabs relate to different aspects of the course proposal.

Compulsory fields are marked with a * and you will not be able to submit the proposal until the required information has been entered into these fields.



The screenshot shows the top of the CAPIS interface. At the top, there is a breadcrumb trail: "Proposals list » CP-207 (2014/15)". Below this is a section titled "Actions" containing several links: "Edit (detailed tabbed view)", "Review course information", "Show printable version", "Show events history", "Manage roles", "Add co-proposer or editor", "Suspend", "Withdraw", "Preview course guide", "Delete", and "Compare". Below the actions is a row of seven tabs: "1 General", "2 Demand", "3 Content (0/6)", "4 Management", "5 Resources (0/4)", "6 Skills", and "7 Consultation". The "1 General" tab is highlighted with a green border.

Saving and Completing each tab

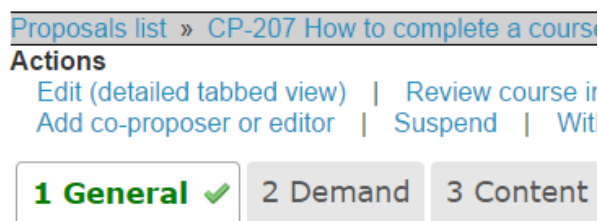


The screenshot shows the bottom of the CAPIS interface. There are three buttons: "Cancel", "Save as draft", and "Save and complete". The "Save as draft" and "Save and complete" buttons are circled in blue.

After entering data into a tab you have two options:

Save as draft – to continue work on the proposal later;
Save and Complete – if no further edits are required.

Note: All pages must be 'saved and completed' before the proposal can be submitted. Before moving to another tab, you should either save as draft or save and complete. Moving tab without saving will result in you losing the data you have entered on that tab. A warning message will appear if you do not save before selecting another tab.



The screenshot shows the top of the CAPIS interface. At the top, there is a breadcrumb trail: "Proposals list » CP-207 How to complete a course". Below this is a section titled "Actions" containing several links: "Edit (detailed tabbed view)", "Review course information", "Add co-proposer or editor", "Suspend", and "Withdraw". Below the actions is a row of three tabs: "1 General", "2 Demand", and "3 Content". The "1 General" tab is highlighted with a green border and a green checkmark.

You will also get a message in the moment you '**Save and complete**' to confirm the status of the tab.

Completed tabs will appear at the top of the screen in **green with a tick** next to them. Any tabs where information is **not complete** will be **shown in grey** (see left).

If any of the compulsory questions have not been answered the proposer will not be able to save a tab as completed. The tabs shown in grey will need to be completed before the proposal can be submitted.

Adding comments

At any time after a tab has been saved, either as a draft or when completed, a proposer has the option to add comments as necessary. Additional edits can also be made to the information entered, even after saving the tab as completed. Comments can be added or edits made by any person who has access to the proposal, including proposers, co-proposers and editors. Comments may be added as a reminder to do something or as a note to TQARO to explain why certain information has been included or omitted. There is a comments box at the bottom of every page. Write your comment and then press [Add comment](#) to save the text, as shown below.

Comments:

Add a new comment:

Add comment

Remember: add comments only after the tab has been saved. If you add a comment without saving the data you have entered, you will lose your changes.

Be aware:

- Comments are not editable nor can they be deleted once added;
- Comments **will not** be included in the proposal submitted to the sub-committee;

Moving on

Once you have saved the tab you are working on and added comments if necessary, you will need to select the next tab you would like to work on. The data entry process is set out in numerical order, tabs 1 – 7, but **you do not have to complete them in order**. You can manually select any tab in any order. You will not be taken to the next tab automatically after saving.

1 General	2 Demand	3 Content (0/6)	4 Management	5 Resources (4/4) ✓	6 Skills	7 Consultation ✓
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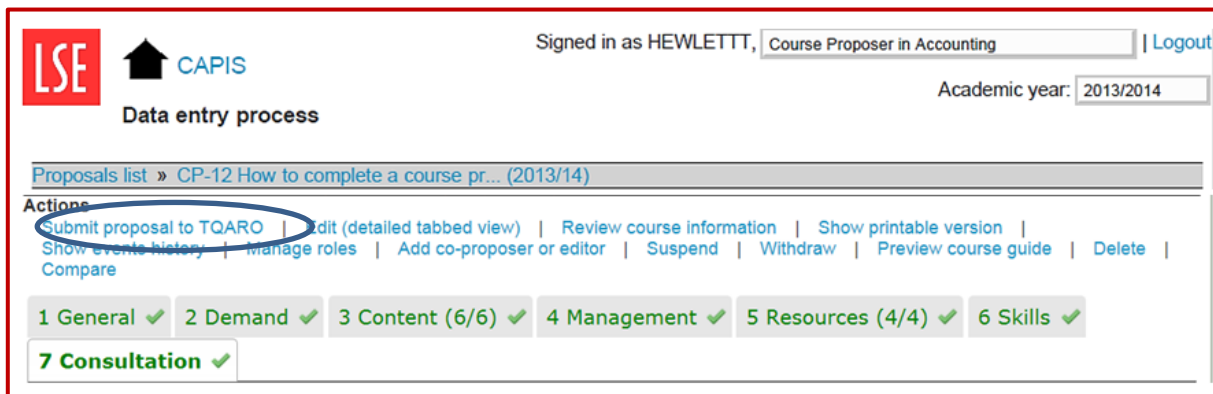
Submitting your course proposal

Once all sections of the course proposal have been completed you are ready to submit the proposal to the Teaching Quality Assurance and Review Office (TQARO). TQARO is responsible for servicing two of the three committees responsible for considering course proposals and acts as administrator for CAPIS.

Please be aware, **once submitted you will not have access to edit the proposal further**. Please therefore make sure you are 100% happy with the finished proposal.

You will see a '[Submit proposal to TQARO](#)' option in the **Actions** menu at the top of the screen.

If this option does not appear please check to make sure all seven tabs are displaying with the green **title** and **tick** to denote 'complete'. If some tabs appear with grey text and without the tick, return to the tab and "save and complete" it.



The screenshot shows the CAPIS system interface. At the top, it says "Signed in as HEWLETTT, Course Proposer in Accounting" with a "Logout" link. The "Academic year" is set to "2013/2014". The "Data entry process" section shows a breadcrumb trail: "Proposals list » CP-12 How to complete a course pr... (2013/14)". Below this is the "Actions" menu, which includes "Submit proposal to TQARO" (circled), "Edit (detailed tabbed view)", "Review course information", "Show printable version", "Show events history", "Manage roles", "Add co-proposer or editor", "Suspend", "Withdraw", "Preview course guide", and "Delete". At the bottom, there are seven tabs: "1 General", "2 Demand", "3 Content (6/6)", "4 Management", "5 Resources (4/4)", "6 Skills", and "7 Consultation". All tabs have a green title and a green tick, indicating they are complete.

IMPORTANT: Please ensure that all the necessary changes have been made to the proposal and that they are correct/accurate before submitting. Once your proposal is submitted you will not be able to make further edits.

Editing a course proposal

From the CAPIS home page you should select the [‘See the list of existing courses and proposals’](#) option.

Search for the course using the CP- code (for new course proposals) or the course code (for existing courses). You can also search by all or part of a course title.

Click [‘view’](#) to be taken to the summary page for the course proposal.

On the right of the summary page there is an **Actions** menu:

- **Edit (detailed tab view)** – to view and edit the tabbed version of the course. Note: Once the course is not in ‘draft’ status this option will not be available;
- **Review course information** - this shows a tabbed version of the course. This is a ‘read only’ view of the information and does not allow for changes to be made or saved;
- **Show a printable version** of the proposal – to print or copy for distribution. When using an LSE computer you can use the print option in your web browser and then select the PDF Creator for the printer to create a single PDF document of the proposal;
- **Show the events history** summarising the different stages of the proposal’s creation. This also includes any and all ‘comments’ that have been added to the proposal (at the bottom of each page);
- **Add co-proposers or editor** – to allow colleagues to access the proposal online;
- **Preview the course guide** – the data that will be included in the published guide that will appear in the School Calendar includes: teacher responsible, availability, pre-requisites, course content, teaching, formative coursework, indicative reading and assessment. Previewing the course guide is **strongly recommended** prior to submitting the proposal to TQARO. Please delete unnecessary line breaks or comments that you do not want published in the Calendar entry;
- **Compare** one version of a course to a previous year (only relevant for existing courses).