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

Managing department approval settings for the annual review

A quick guide for CAPIS Managers……

Contents

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)	- 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	- 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	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	- 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 using department approval during the annual review process

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.

- At the top of the CAPIS homepage are three options available specifically to CAPIS managers, two of which relate to managing department approvals. Select Manage department options.

Department Options

- The **Department Options** page includes settings for:

    o The publication of Enhanced Course Guide (ECG) student performance data;
    o Departmental approval settings.

    The page displays the following options:

    > ☐   Show "Student performance results" in Enhanced Course Guides. By selecting this option your department agrees to publish student performance results for all eligible course guides, i.e. courses with three years' worth of exam data. This applies to courses at all levels, undergraduate, taught masters and research.
    >
    > ☒   Use department approver(s) during the annual review process?
    >
    > > ☒ require approval before Publishing (no changes)
    > > ☒ require approval before Publishing (minor changes)
    > > ☒ require approval before Submitting (major changes) to TQARO
    >
    > The default setting requires approval for all courses during the annual review process. By selecting or de-selecting one or more of the three options above you can specify what type(s) of change needs approval. Major changes include changes to course title, availability, teaching and assessment. Further information about making modifications to existing courses can be found on the TQARO website.

- Department approval can be 'switched on' for all courses within the department by selecting the checkbox for Use department approver(s) during the annual review process? as shown in the example above.

    If this option is selected all courses will by default require approval prior to submission to TQARO, whether a change has been made to the course information or not.

- Alternatively a CAPIS manager can select to switch approval on and then de-select one or two of the three options, for example:

    > ☐ require approval before Publishing (no changes)
    > ☐ require approval before Publishing (minor changes)
    > ☒ require approval before Submitting (major changes) to TQARO

Approval will then only be required for courses with the relevant submission status after edits to the course guide have been completed. In the example above only courses with 'major' changes will require approval.

- Some changes must be supported by a **rationale** and are flagged as **'major'** changes in CAPIS. This is when sub-committee approval is required, when TQARO needs to inform colleagues of changes or where updates to programme regulations are required. Changes to **course availability, teaching, summative assessment** and the **course title** are considered to be 'major'.

  Further information about making modifications to existing courses can be found on the TQARO website.

Navigate

- At the top of the CAPIS homepage are three options available specifically to CAPIS managers, two of which relate to managing department approvals. Select Manage department approvers.

Manage department approvers

- If your department has chosen to use department approval, but no one is specified on this page, the CAPIS manager will act as the default department approver.

- Any member of staff can act as a department approver. A department can have one or many approvers, each of whom will have access to and approval rights for all courses within that department.

- Department approvers cannot be assigned to sub-sets of specific courses within a department. Any division of approval responsibilities must be agreed between the individuals concerned.

- To add approvers select Click to add a row… and search for a staff member by surname. Type the surname and wait for the look-up list to populate. Using your mouse, select the member of staff from those available. Select Update.

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