

CME: Viewing CMEs (Read only)

Guidance notes for internal staff to assist with accessing any online programme CME as read only.

This guidance may be helpful for Heads of Department/Directors of School/Professional Services Teams in order to monitor CME engagement and to review Programme CME data regardless of its approval status (i.e. completed or in draft).

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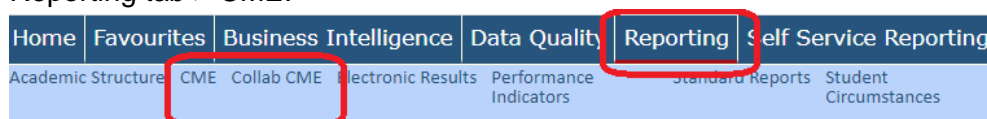
Access to Programme CMEs

From 2022/23 onwards, programme CMEs are set up by Academic Quality¹.

All staff with access to input/edit the reflection section or action plans have direct access to their CMES via the Programme Leaders Dashboard.

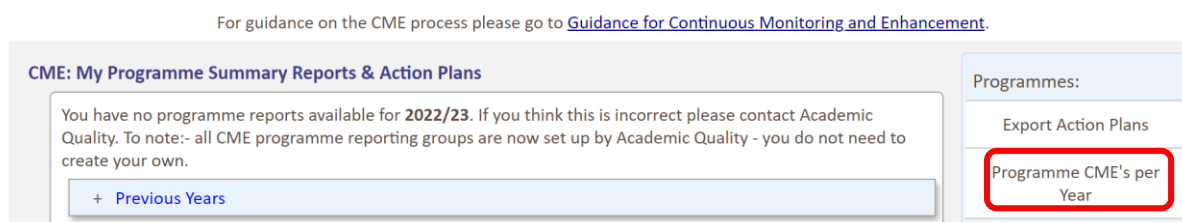
Anyone else, for example Directors of School or Heads of Department, can access programme CMEs as follows:

- 1) Reporting tab > CME:

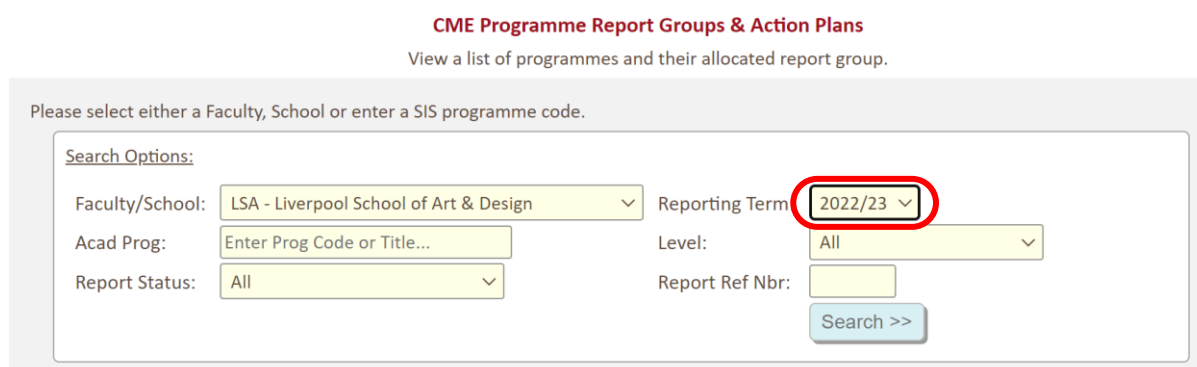


Select either 'CME' for internal, or 'Collab CME' for collaborative.

- 2) From the main CME Homepage > Programme CMEs per Year



- 3) NB to filter by the correct Academic Year (in this case 2022/23) and then use the other filters to narrow your search e.g. by School or Programme Code.



The search results will list any CME that matches the search criteria alphabetically, by CME Group title.

¹ All your previous year CME's can still be accessed via this area.

- 4) Access the CME data and any current narrative by selecting the 'View' link under 2022 Reflection & Action Plan.

Search Results - [2022/23](#):

 [Download Results](#)

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Fac	Sch	Career	Acad Prog	Default Award	Title	Cohort Month	2022/23 Students	CME Group Name	Ref Nbr	Status	2022 Reflection & Action Plan
APS	LSA	PGTN	30064	MArch	Architecture	September	49	MArch Architecture	3188	Programme team to complete	View
APS	LSA	UG	30132	BAH	Architecture	September	228	Architecture	3057	Programme team to complete	View

Module CME

Access to Module Evaluations via the Programme CME and Collaborative Programme CME areas:

- 1) Select the **Self Evaluation tool** from the Modules sub menu on the right-hand side of the screens (Nb to look in both Internal and Collaborative Programme CME areas):

Internal Programme CME Admin Area

For guidance on the CME process please go to [Guidance for Continuous Monitoring and Enhancement](#).

Reflections & Action Plans

Update the programme reflection and action plan points. Help: [How to use this section](#) | [Why can I see these reports?](#)

Nbr	Status	Programme Management Tool	Reflection and Action Plan	Manage Authors
7	Programme team to complete	Go to Report	Download Action Plan	Edit
5	Programme team to complete	Not open - no module results this term	No ongoing actions	Edit
7	Pre 2022/23 CME process	Go to Report	-	Edit
0	Pre 2022/23 CME process	Go to Report	-	Edit

Programmes:

- Action Plans
- Pre 2022-23 CME's
- Modules:**
 - Self Evaluation tool**
 - Module List
 - Summary per School

Other Options:

- Collaborative ▼
- Quick Guides ▼

- 2) In the Module Search area, use the or the pre-selected [checklists](#) on the right-hand side of the screen to find the modules you wish to review e.g. all incomplete evaluations.

Completed Module Evaluations for my Programme(s):

Select this option to view module evaluations that have been completed for your programme CME - [View Modules >>](#)

Module Search:

Select a search option:

Catalog Nbr:

School: **BUS - LBS**

Optional Filters:

Term: 2022/23

Session: All

Level: All

Evaluation Status: **Required - All**

Checklists:

- Module Checklist
- Modules per Prog
- Incomplete Evaluations
- Incomplete Evaluations per Prog

Statistical Data

Data is aggregated to include all programme codes and intakes included in the CME group.

The list of students can be viewed via links in each section. The students listed in the pop ups are those included in the data tables.

Most of the statistics are measured across:

- OfS Subject Benchmark (Common Aggregation Hierarchy level 2)²
- OfS Degree Type
- OfS Mode of Study

Where programmes are split across multiple OfS groups, data summary tables will be available.

Click the expandable links within each section to view the data per individual cohort / year.

These links will display a breakdown of data at various different levels:

Summary Data:

[Rates split by Programme cohort](#)

Split Metrics:

[Age on Entry](#) | [Disability](#) | [Ethnicity](#) | [Gender](#) | [Domicile](#) | [IMD](#) | [POLAR4](#)

To note:- *demographic data is not available if there are less than 5 students in the dataset. This will display as <5 and N/A in the statistics columns.*

Modules:

Module data is aggregated to include all cohorts included in the CME group.

² If no subject benchmark is available then the OfS baseline only is applicable.

View Evaluation
View - No Comments
View - No Comments
View - No Comments
View

View the Module Leader evaluation via this link (opens in a new tab or window).

If no comments have been entered by the ML this will be highlighted here (you can still view the statistical information).

Longitudinal Data
View
View
View
View

Click here to expand the table to view previous year statistics (if applicable)

Only completed module attempts for the current academic year are included in this section.