Using Courseloop for validation or review

Courseloop is LJMU's curriculum management system – it contains a definitive record of all programme and modules along with their associated governance.

What is a Proposal?

A proposal in Courseloop is a bundle of draft programme and module specifications and associated documentation that is being considered by a meeting. If the validation or review event is considering a cluster of related programmes, they will normally be within the same proposal bundle with a single set of supporting documentation attached to the proposal. If a validation/review event is considering more than one cluster of programmes, then there will be more than one proposal attached to the meeting.

The Curriculum Development and Review team will set up your event within Courseloop as an **Approval Meeting**. Following the planning meeting, they will attach one or more **Proposals** to that meeting. The proposals will already contain new draft versions of the programme specifications for you to edit.[1]

You will need to do the following:

1. Add existing modules that you plan to revise as part of the validation/review event to the proposal bundle (if the module is shared across more than one proposal then only add to one) and make the necessary changes to the modules. **NB the revision should be made as part of the validation/review proposal**
2. Add any new module that you wish to validate as part of the validation/review event to the proposal bundle and complete the module specification. **NB do NOT create the module separately – new modules should ONLY be created as part of a programme validation/review or programme amendment process.**
3. Make the necessary changes to the programme specification.
4. Complete and attach the validation/review documentation in accordance with the guidelines provided by your event officer.
5. When all are marked as complete, submit your proposal(s) to your school director and add an endorsement task to the proposal.
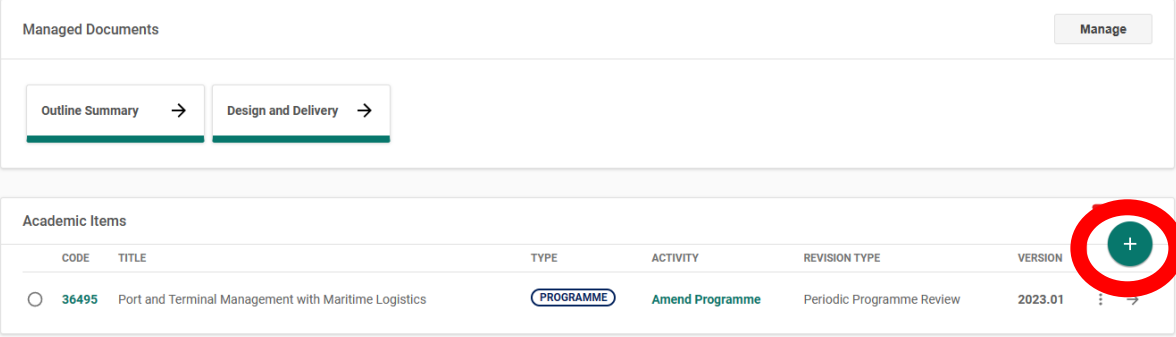
Note – if a module used on the programme is not being changed, it should not be added to the proposal bundle.

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[1] Please note that, due to the annual rollover of programmes, any events scheduled to take place in or after February of a given academic year will need to have the next year's version of each programme specification included in the proposal. For example, for events taking place in the 2023-24 academic year, where a programme is being reviewed for implementation in the 2024-25 academic year, the 2025 version of the programme specifications would need to be included in the proposal if the review event is due to take place in or after February 2024. In this scenario, the 2025 version should be included by selecting the green plus button in Academic Items (as shown in the second screenshot below), and selecting Revise Academic Item, searching for the programme code, and following the steps to revise it for 2025. For validations in this scenario, if a validated programme is due to commence in the 2024-25 academic year, and so a 2024 version has been created, but the event is taking place in February 2024 or later, a 2025 version of each programme specification would need to be created post-validation.

Adding modules to the proposal bundle[2]

Only add new modules or existing modules which are being changed.
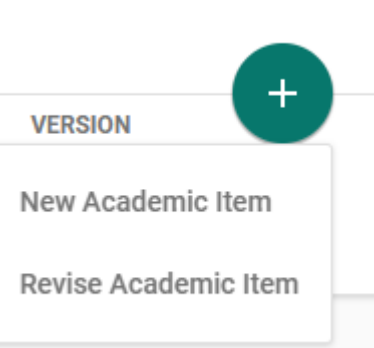
Click on the + button under Academic Items

 To create a revise an existing module, select ***Revise Academic Item***

Use the search function to find the module, click on the three dots next to the latest approved version and click ***revise***.

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[2] Before adding in modules, please check that there are no changes pending on the current module proformas that might impact the proformas for review. This can be done via the CourseLoop Dashboard, by searching for the module code and clicking the drop-down arrow. If there is a pending change for the same year that you want to revise, there will be a module proforma for that year with the status of 'Proposed'. It is advisable that all pending changes are completed before adding a module to your proposal for amendment, so as to ensure that the latest version is captured. In cases where administrative amendment changes are pending, and have reached the 'Implementation' stage, it would be advisable to follow up with the AAR for that area to see if they can be approved in order for you to revise the module, which should be done using the new approved module proforma. For all other changes, you should wait until they have received the relevant approval, which will move the module proforma version from 'Proposed' to 'Approved', ready for you to use.

5309MECH

☐ My Academic Items

Hide applied filters

Academic Item Type	Master Status	Faculty	School	Type	Version Status
All ✕	All ✕	All ✕	All ✕	None ▾	None ▾

All   Clear

5309MECH   Marine Electrical Systems   (MODULE)   ⌃

STATUS	STAGE	APPROVAL LEVEL	VERSION
2022			
Approved	COMPLETE	DATA MIGRATION	2022.01 ⋮ →

1 results   Show: 20 ▾   Pag...   Revise   ›

The implementation year is the year in which you want the change to take effect.

REVISE A MODULE

Enter Module information

Activity *

Amend Module

Amendment Type *

Amendment

Implementation Year *

2023

Create

The module being amended has now been added to the proposal:

Academic Items

	CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION		
○	36495	Port and Terminal Management with Maritime Logistics	PROGRAMME	Amend Programme	Periodic Programme Review	2023.01	⋮	→
○	5309MECH	Marine Electrical Systems	MODULE	Amend Module	Amendment	2023.01	⋮	→

If you need to add further modules, keep using the search box to find and add them to the proposal.

When finished click on the **X**

To create a new module, click on the **+** and select **New Academic Item** and select **Create a new module**

CREATE A NEW ACADEMIC ITEM

Choose an academic item type

PROGRAMME

MODULE

Create a new programme
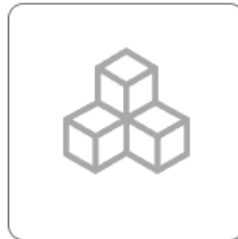
Create a new module

CREATE A NEW MODULE

Enter Module information

Module Title *

My New Module

Implementation Year *

2023

ⓘ The implementation year refers to the academic year in which the Module will commence, e.g. select 2022 if the Module will commence during the 2022/23 academic year.

Create

Enter the title of the new module (in title case) and the implementation year.

This will create a new module as part of the proposal –

At this stage the module only has a title and implementation year with a code of **New**. It will need a proper code adding as well as all the other details.

To do this click on the right arrow and then click Edit at the top-right of each section. Once the code and other basic details (credit rating, level, etc) have been added, the proposed module may be added to a programme structure.

Module codes – the rules are as follows:

1) Codes should be unique and consist of four digits followed by up to six letters.
2) The first digit represents the level.
3) The second digit should be 0-4 for LJMU-delivered modules and 5-9 for partner-delivered modules.
4) There are no particular rules for the third and fourth digits.
5) The letters should always be uppercase and make some form of reference to the programme/subject area

Attaching Documents in CourseLoop

1. To attach documents to a CourseLoop proposal, please click on the 'Attachments' section (outlined in red in the picture below).

2. This will take you to the attachments section. Here you click 'Manage', seen on the right-hand side of the screen (in red, below). Remember to click 'Confirm' (which will appear where 'Manage' is) when you have finished attaching items.