

# 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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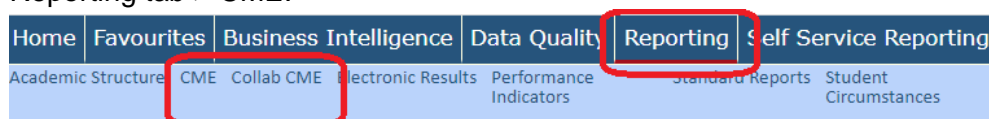
## Access to Programme CMEs

From 2022/23 onwards, programme CMEs have been set up by Academic Quality<sup>1</sup>.

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

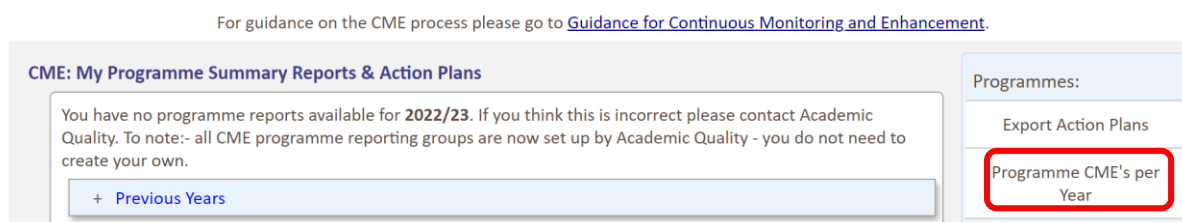
Anyone else, for example Directors of School or Heads of Department, can access programme CMEs as follows:

- 1) Reporting tab > CME:

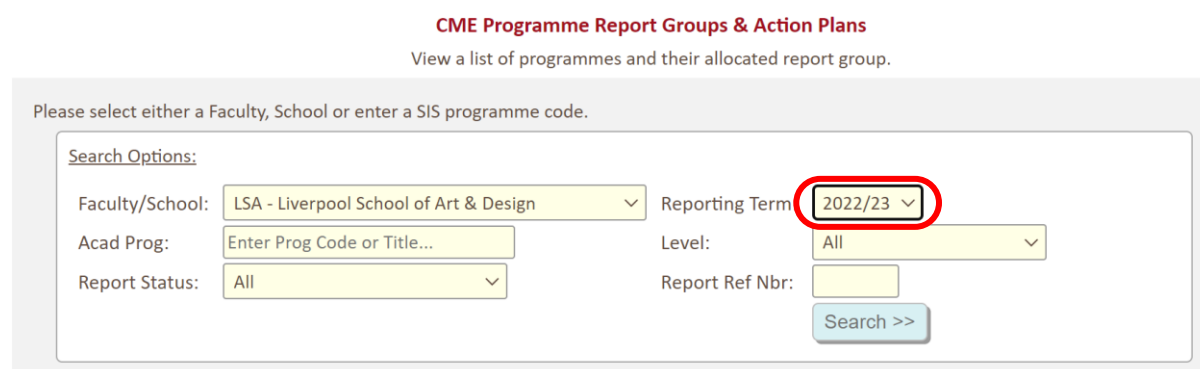


Select either 'CME' for internal, or 'Collab CME' for collaborative.

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



- 3) NB to filter by the correct Academic Year (in this case 2023/24) 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.

<sup>1</sup> All previous year CME's can still be accessed via this area.

- 4) Access the CME data and any current narrative by selecting the 'View' in the final column.

Search Results - [2023/24](#):

 [Download Results](#)

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Fac	Sch	Career	Acad Prog	Default Award	Title	Cohort Month	2023/24 Students	CME Group Name	Ref Nbr	Status	2023 Reflection & Action Plan
APS	LSA	PGTN	30064	MArch	Architecture	September	58	MArch Architecture	3480	Programme team to complete	<a href="#">View</a>
APS	LSA	UG	30132	BAH	Architecture	September	235	Architecture	3342	Programme team to complete	<a href="#">View</a>

## 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	<a href="#">Go to Report</a>	<a href="#">Download Action Plan</a>	<a href="#">Edit</a>
5	Programme team to complete	Not open - no module results this term	No ongoing actions	<a href="#">Edit</a>
7	Pre 2022/23 CME process	<a href="#">Go to Report</a>	-	<a href="#">Edit</a>
0	Pre 2022/23 CME process	<a href="#">Go to Report</a>	-	<a href="#">Edit</a>

Programmes:

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

Other Options:

- Collaborative v
- Quick Guides v

- 2) In the Module Search area, use the **filters** or the pre-selected **checklists** on the right-hand side of the screen to find the modules you wish to review e.g. '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 v

Optional Filters:

Term: 2022/23 v

Session: All v

Level: All v

Evaluation Status: Required - All v

**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 the blue 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)<sup>2</sup>
- OfS Degree Type
- OfS Mode of Study

Further information on how OfS data is used for benchmarking and monitoring can be accessed [here](#).

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](#) | [TUNDRA](#) | [IMD](#)

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.

View Evaluation
<a href="#">View - No Comments</a>
<a href="#">View - No Comments</a>
<a href="#">View - No Comments</a>
<a href="#">View</a>

View the Module Leader CME 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
<a href="#">View</a>
<a href="#">View</a>
<a href="#">View</a>
<a href="#">View</a>

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.

<sup>2</sup> If no subject benchmark is available then the OfS baseline only is applicable.