

Checking programme details in Courseloop

Many university systems use the contact information held in Courseloop against programmes and modules. Therefore, it is essential that programme and module contact information is kept up to date

Firstly, log into Courseloop – <https://courseloop.ljmu.ac.uk> (if accessing from home you will require Multi-factor authentication to be set up).

Your Courseloop dashboard will look something like this:

The screenshot shows the Courseloop dashboard for Liverpool John Moores University. The top navigation bar includes the university logo, 'DASHBOARD', and 'LOG OUT'. On the left, there is a sidebar menu with 'Academic Items' selected. The main content area displays a table of Academic Items with columns for ID, Name, Status, and Action. A search bar and a 'Show applied filters' button are visible above the table.

ID	Name	Status	Action
20151	Astrophysics	TEACH OUT	PROGRAMME
22001	Advanced Healthcare Practice (Clinical)	TEACH OUT	PROGRAMME
22255	Doctor of Business Administration	TEACH OUT	PROGRAMME
22769	Advanced Educational Practice	TEACH OUT	PROGRAMME
25019	Civil Engineering	TEACH OUT	PROGRAMME
25622	Doctor of Applied Sport and Exercise Science	TEACH OUT	PROGRAMME
3000EUPS	English for Undergraduate and Postgraduate Studies (20, 12 and 6 weeks)		MODULE
3000FHSC	Communication for Health and Social Care		MODULE

1. Enter your programme or module code in the Academic Items search box

This screenshot shows the search box in the Academic Items section of the Courseloop dashboard. The search box is highlighted with a red circle, and the 'Show applied filters' button is also visible below it.

2. Having found what you are looking for, click on the right arrow:

This screenshot shows the search results for the code '36495'. The search box contains '36495' and the 'Show applied filters' button is visible. The results table shows one result: 'Port and Terminal Management with Maritime Logistics' with a 'PROGRAMME' status. The right arrow in the action column is highlighted with a red circle. At the bottom, it shows '1 results' and 'Page 1 of 1'.

ID	Name	Status	Action
36495	Port and Terminal Management with Maritime Logistics	PROGRAMME	

This will bring up a list of versions of your programme/module:

Dashboard > 36495 - Port and Terminal Management with Maritime Logistics

36495 Port and Terminal Management with Maritime Logistics

Versions			
STATUS	STAGE	APPROVAL LEVEL	VERSION
2022			
Approved	COMPLETE	DATA MIGRATION	2022.01

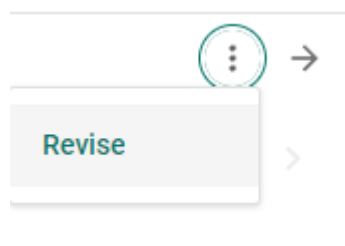
1 results Show: 10 Page 1 of 1

In this example, just the one version.

- If you just want to view the programme or module specification, click the right arrow



- To revise the specification, click on the three vertical dots and select **Revise**



You will then be taken to the Amend a Programme/Module screen.

- Select Activity **Amendment – Administrative amendment** – Implementation Year **2022**

Important note: *The LJMU academic year runs from 1st August to 31st July – an implementation year of 2022 means a change for the 2022-2023 academic year*

Activity *

Amend Programme

Amendment Type *

Administrative Amendment

Implementation Year *

2022

Create

6. When you amend a programme or module in Courseloop the system will create an amendment proposal with a new proposed version of the programme or module (in this example 2022.02) and an associated **Outline summary** document explaining the nature of the change and its rationale. For substantive changes which require approval the **Outline summary** will need to be completed (*see separate guidance note*).

Dashboard > Proposal-32610 Port and Terminal Management with Maritime Logistics

Proposal-32610 Port and Terminal Management with Maritime Logistics MARK AS COMPLETE

Information

Managed Documents

Academic Items

Approval Meetings

Attachments

Proposal Tasks

Related Planning Proposals

Information

Workflow

CREATION AND REVIEW IMPLEMENTATION COMPLETE

Managed Documents

Manage

Outline Summary →

Academic Items

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION	
36495	Port and Terminal Management with Maritime Logistics	PROGRAMME	Amend Programme	Administrative Amendment	2022.02	→


7. For an administrative amendment, you do not need to complete the Outline summary. Click on the right arrow to open the proposed version of the programme/module: Use the contents list to jump to the contacts section (or scroll down)

- > Overview
- > External Benchmarks
- > Accreditation
- > Related Programmes
- > Programme Offering(s)
- > Aims and Outcomes
- > Structure
- > Teaching, Learning and Assessment
- > Entry Requirements
- > Programme Contacts
- > Admin

Programme Contacts			
Programme Leader			
Partner Programme Leader			
External Examiner(s)			
Link Tutor	Contact Name	Contact Email	Applies to all Offerings
	> Dante Matellini	D.B.Matellini@ljmu.ac.uk	Yes

8. Click on Edit

Click on the right arrowhead to the left of the contact you want to amend:


Contact Name	Contact Email	Applies to all Offerings	
Dante Matellini	D.B.Matellini@ljmu.ac.uk	Yes	
Contact Name *	<input type="text" value="Dante Matellini"/> 		
Contact Email	<input type="text" value="D.B.Matellini@ljmu.ac.uk"/>		
Applies to all Offerings	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		


If you are replacing a person in a role, rather than clicking on the *Bin*, click on the *X* – it will then show *–Please Select User–* start typing in the new name and select the correct option from the list of names. The *Applies to all offerings* should always be set to *Yes*


IMPORTANT NOTE: if an existing member of a module team is being promoted to module leader, you must remove their name from the list of team members.


- Once you have made all required amendments to the contacts, press **Save All** at the top of the screen,
- This will allow you to mark your draft revised programme/module specification as complete:

MARK AS COMPLETE

 Related Items

 Comments





If you don't see this button at the top right of your screen you may have inadvertently collapsed your header: **Click on the down arrow** to fix this.

 Export to PDF
  Print
 

11. Once the 'Mark as Complete' button is greyed out, you need to return to your proposal., Mark as complete and submit for implementation.

Dashboard > Proposal-32610 Port and Terminal Management with Maritime Logistics > 36495 Port and Terminal Management with Maritime Logistics

At the top of your screen you will see a breadcrumb trail similar to this – click on the next level up (Proposal-.....)

12. You will see a screen similar to this (note the green tick next to your programme/module, indicating it is marked as complete). You will also see that your Proposal is still at the **Creation and Review** stage of the workflow – you need to get it to the **Implementation** phase of the workflow by completing two more steps.

Dashboard > Proposal-32610 Port and Terminal Management with Maritime Logistics

Proposal-32610 Port and Terminal Management with Maritime Logistics

MARK AS COMPLETE

Information

Managed Documents

Academic Items

Approval Meetings

Attachments

Proposal Tasks

Related Planning Proposals

Information

Workflow

CREATION AND REVIEW IMPLEMENTATION COMPLETE

Managed Documents

Manage

Outline Summary →

Academic Items

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION
36495	Port and Terminal Management with Maritime Logistics	PROGRAMME	Amend Programme	Administrative Amendment	2022.02

13. You now need to mark the overall proposal as complete (top right of screen) by clicking on the button.

14. When marked as complete, a new button will appear in the top right, which you need to click to complete your part of the process.



It is essential that you submit your proposed changes, as otherwise nothing will be updated.

At the implementation stage your proposal will be reviewed by an AAR and then, assuming everything is ok, it will be moved to Completed, and your proposed version will become the **Approved** version of your programme/module.

You can check on the progress of your proposal by searching for your academic item on the dashboard.

In this example, the amendment has been signed off and 2022.02 is the Approved version – the previous version is now archived.

36495 Port and Terminal Management with Maritime Logistics

Versions

Versions			
STATUS	STAGE	APPROVAL LEVEL	VERSION
2022			
Approved	COMPLETE	EDITORIAL	2022.02
Archived	COMPLETE	DATA MIGRATION	2022.01

2 results Show: 10 Page 1 of 1

If you have made changes, but it is not showing as Approved after a few days, check you have submitted your proposal to Implementation. The AARs regularly review submissions from their faculty and move to Completion. It may take up a day or so for these changes to be reflected in other university systems once completed in Courseloop.