USING COURSELOOP MAPPER FOR VALIDATION AND PERIODIC PROGRAMME REVIEW

Contents

Using Mapper in CourseLoop

CourseLoop's Mapping Canvas automatically displays the courses in a programme and allows you to easily create relationships between learning outcomes, assessments and standards. It provides a focus on student outcomes and enables identification of overlaps or gaps in learning. Once mapped, CourseLoop's Insights Heatmap provides a summary to inform your curriculum design and can be downloaded or viewed directly from within CourseLoop.

Programme Learning Outcomes Mapped to Modules

In order to demonstrate the relationship between Programme Learning Outcomes and individual modules, please use Mapper to provide the links from directly within the Academic Item (i.e. the Programme Specification).

You are required to map Programme Learning Outcomes (PLO) to Modules (**not** PLO to Module Learning Outcome).

For more information about the rationale for undertaking this mapping exercise, please refer to the curriculum auditing section of the university's Curriculum Design Guide, available here on the Teaching and Learning Academy's webpages.

How to map Programme Learning Outcomes to Modules

1. When programmes are undergoing validation or review, Academic Registry will normally provide you with a CourseLoop proposal code. You should access your Programme Specification via this proposal link to ensure you are accessing the correct version.

2. If you have not received a link to the proposal code, follow these instructions. From the Dashboard, select 'Academic Item' and input the programme code into the search box and press the arrow (as per red highlighted boxes). This will display the programme and its versions by academic year (where multiple versions exist).

3. In order to start the mapping process, the programme must be in a 'proposed' state, with all the modules and Programme Learning Outcomes listed in the Programme Specification.

4. Follow the screenshots below to open up your 'Academic Item' (i.e. your Programme Specification). The example below is for a brand new programme going through validation. Your programme may be going through Periodic Programme Review, but the process for accessing the Academic Item remains the same.

Screenshot 1

Screenshot 2

Screenshot 3

Screenshot 4

5. From within the Programme Specification, select 'Mapping Canvas' from within the 'Overview' tab (as per highlighted boxes).
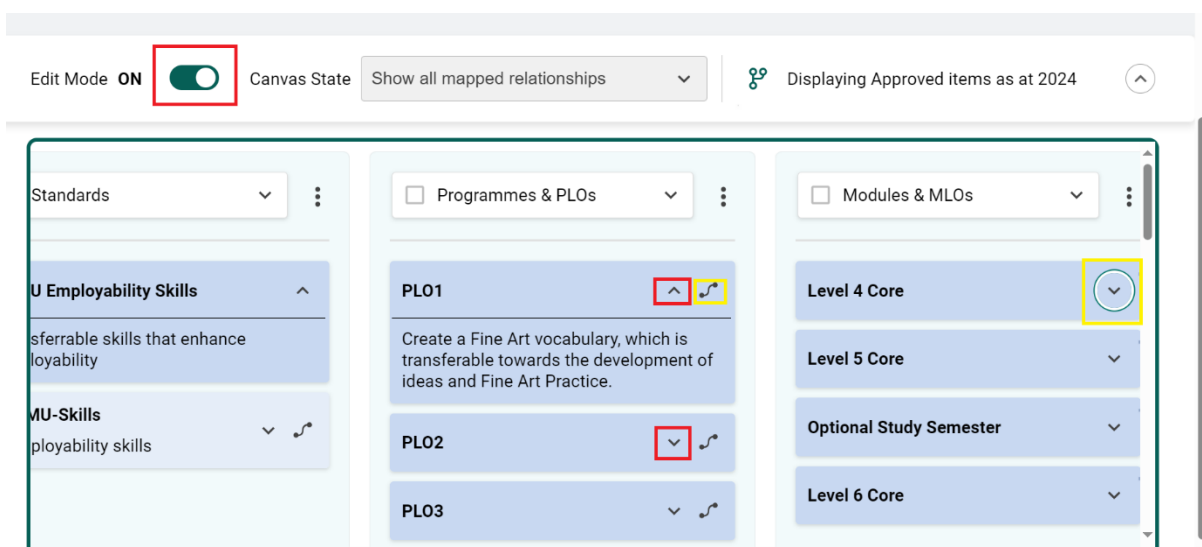
Dashboard > Proposal-38875 Law Starter > 36893 Law Starter

≡ 36893 Law Starter : Overview ⌄

2023.01 **PROPOSED** **New**

Programme Information

� **Field Audit History**

Overview

Mapping Canvas

Insights
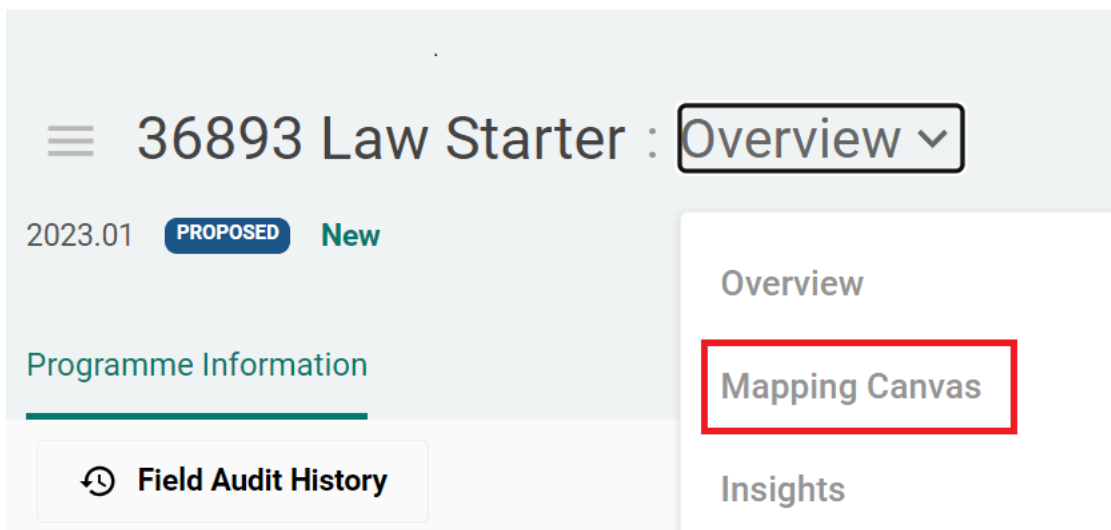
6. Once in the 'Mapping Canvas', ensure that 'Edit Mode' is switched to 'on' (highlighted in red). Clicking the down arrow in each PLO box will display the full Programme Learning Outcome (highlighted in red). Or you can click on the 3 dots next to the Programmes and PLOs' box to expand all the rows.

7. Clicking the down arrow next to each row of modules will display all the modules within that level (highlighted in yellow).

Screenshot 5

Edit Mode **ON** 🔘 Canvas State Show all mapped relationships ⌄   ⏣ Displaying Approved items as at 2024 ⌃

Standards ⌄ ⋮	☐ Programmes & PLOs ⌄ ⋮	☐ Modules & MLOs ⌄ ⋮
U Employability Skills ⌃	PLO1 ⌃ ↝	**Level 4 Core** ⌄
sferrable skills that enhance loyability	Create a Fine Art vocabulary, which is transferable towards the development of ideas and Fine Art Practice.	**Level 5 Core** ⌄
MU-Skills ⌄ ↝ ployability skills	PLO2 ⌄ ↝	**Optional Study Semester** ⌄
	PLO3 ⌄ ↝	**Level 6 Core** ⌄

8. You are required to map Programme Learning Outcomes (PLOs) to modules (not to individual module learning outcomes).

9. Map one PLO at a time to all the applicable modules. Then move to the next PLO.

10. You must map every PLO to at least one module and vice versa.

11. Click the mapping link against each Programme Learning Outcome (highlighted yellow), and then click anywhere in the relevant module row to establish the link. A black line will appear to indicate the connection (see screenshot 6).

12. If your programme has options, make sure the PLO is not mapped exclusively to an option module (as a student who does not select that option module will be unable to demonstrate they have met all the PLOs).

13. If you make a mistake when creating the mapping relationships, press the dustbin icon to delete it. An example is shown below, linked to module 4201CIV.

Screenshot 5a

14. When you have finished, switch 'Edit Mode' to 'off' (see screenshot 5 above).
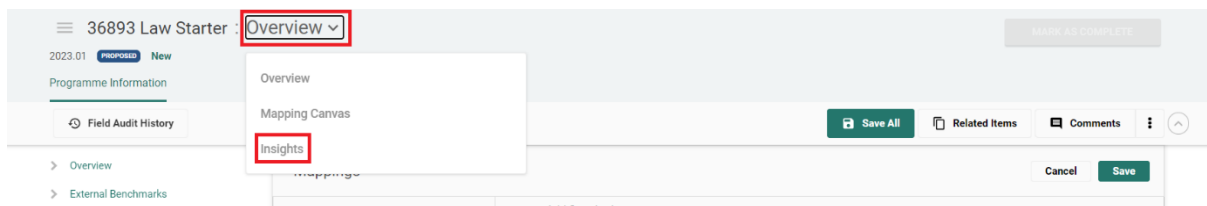
Screenshot 6
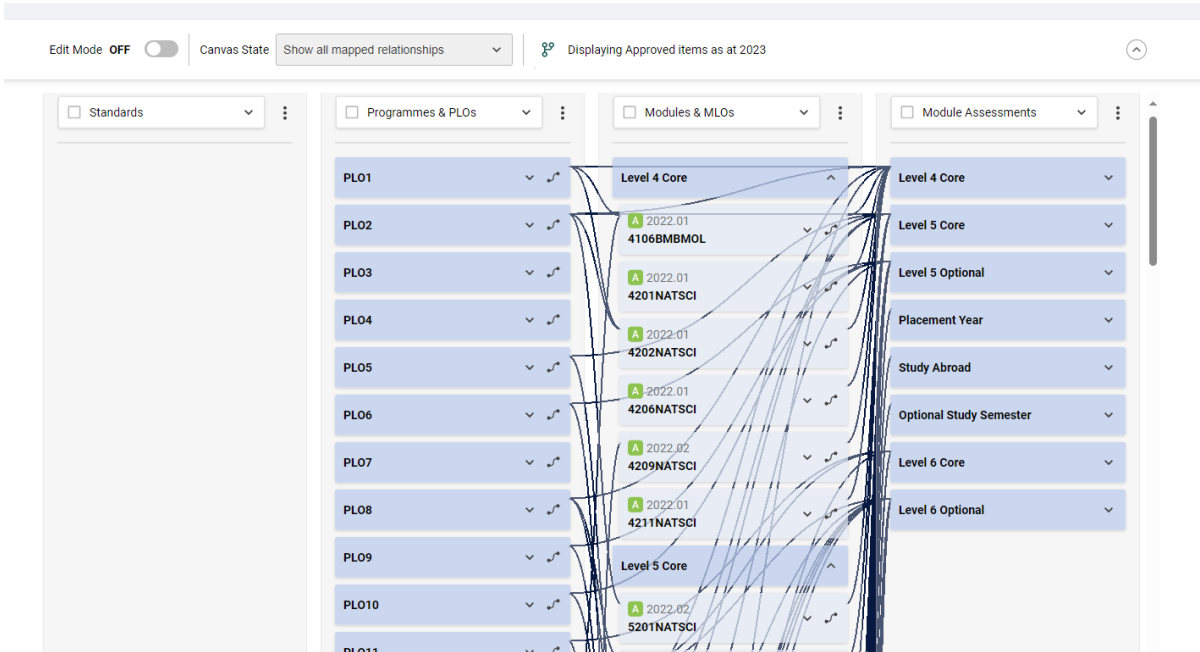
15. When you have finished mapping, please produce an Insights map that will provide an overview of the mapped relationships in table form.

How to produce an Insights Map for Programme Learning Outcomes to Modules

16. Select 'Overview' followed by 'Insights'.

Screenshot 7

17. Use the dropdown lists within the 'Horizontal axis' and 'Vertical axis' to ensure the correct format is displayed. The black square highlighted in red indicates that PLO5 is mapped to module 5212NATSCI, and PLO8 is also mapped to 5212NATSCI. For every mapped relationship, a black square will be displayed in the grid.

Screenshot 8

18. The Insights map will be viewed within CourseLoop by Validation and Periodic Programme Review Panels.

19. If you map on one version of the 'Academic Item' (Programme Specification) you also need to make sure you have mapped for all later versions. To do this, please create new proposals via the amendment route, and follow the guidance above to complete the Mapping Canvas.

20. The screenshot below shows what multiple versions will look like in CourseLoop. Select the arrow next to the version (example highlighted in red below) to display the Programme Specification version you wish to attach the mapping to:

Screenshot 9

LJMU Employability Standards

21. The Mapping Canvas provides the tool whereby programme teams will demonstrate how each of LJMU's nine employability skills[1] link to Programme Learning Outcomes, modules and assessment items[2].

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[1] LJMU's Student Employability and Graduate Outcomes Plan 2023-30 (available via the Student Futures webpage)

[2] Degree Apprenticeship, CPDs and one year undergraduate programmes do not need to do this mapping.

22. There should be an appropriate place in the programme for at least one learning outcome related to each of the nine skills.

23. The corresponding assessment item will be linked via the Mapping Canvas, but the qualitative commentary explaining how the assessment links to the skill will be provided in the word template provided by the Event Officer (either Design and Delivery Overview for validation, of Self-Assessment Document for Periodic Programme Review).

How to map the LJMU Employability Standards:

24. Existing programmes will have the LJMU Employability Standards already attached. For new programmes going through validation, you must first attach the standards.

25. Click 'Mappings' followed by 'Edit' as indicated in the screenshot below.

Screenshot 10

26. Select 'Add' from within the 'Standards' section, as indicated below.

Screenshot 11

27. In the 'Add Standard' box start typing to bring up a list of pre-loaded standards. In the screenshot below, 'Emp' has been typed to bring up LJMU Employability Skills. Once you have added it, remember to select 'save' in the green box.

Screenshot 12
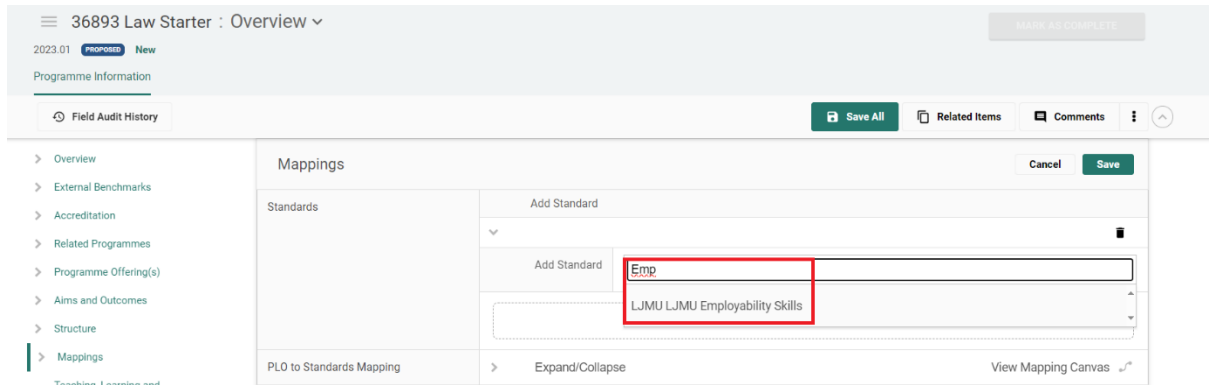
28. From within the Mapping Canvas in the Programme Specification (as per screenshot 4 above), ensure edit mode is switched on.

29. Use the down arrow against each Employability Skill to expand the box so that you can see the full text.

30. Click the mapping link against each Employability Skill (highlighted yellow), and then click anywhere in the relevant PLO row in 2nd column (Programme Learning Outcome) to establish the link.

31. Repeat the above to link the Employability Skill with the relevant module (3rd column) and its assessment item (4th column). To display the assessment items, use the arrow against each module to expand the row (yellow highlight in 4th column).
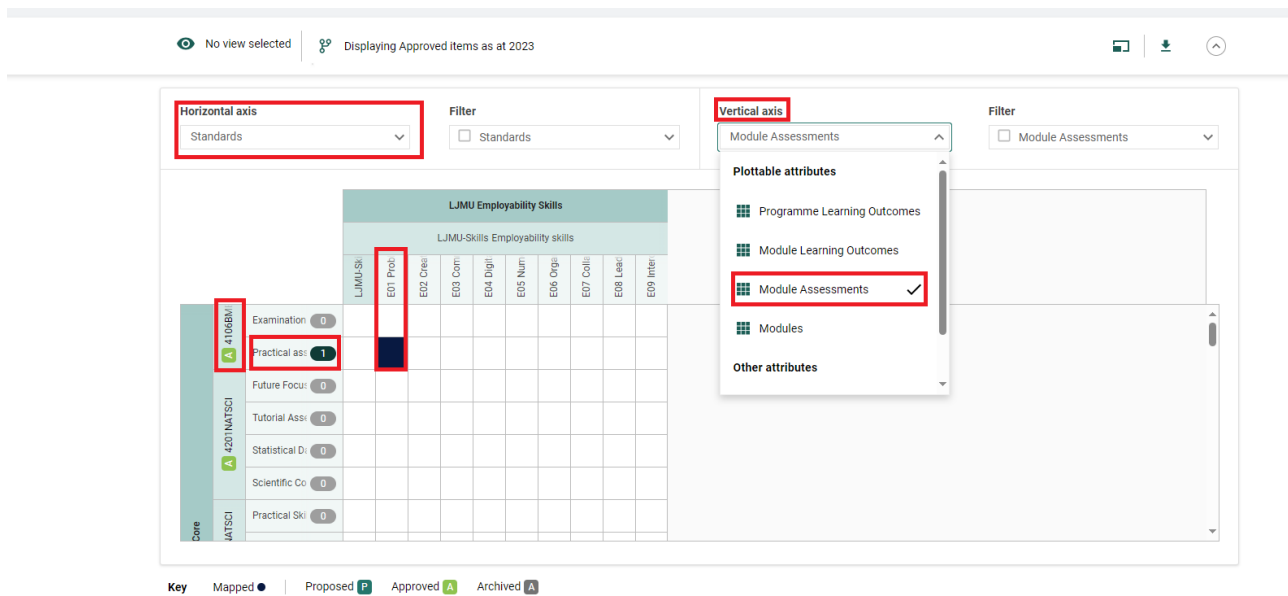
Screenshot 13
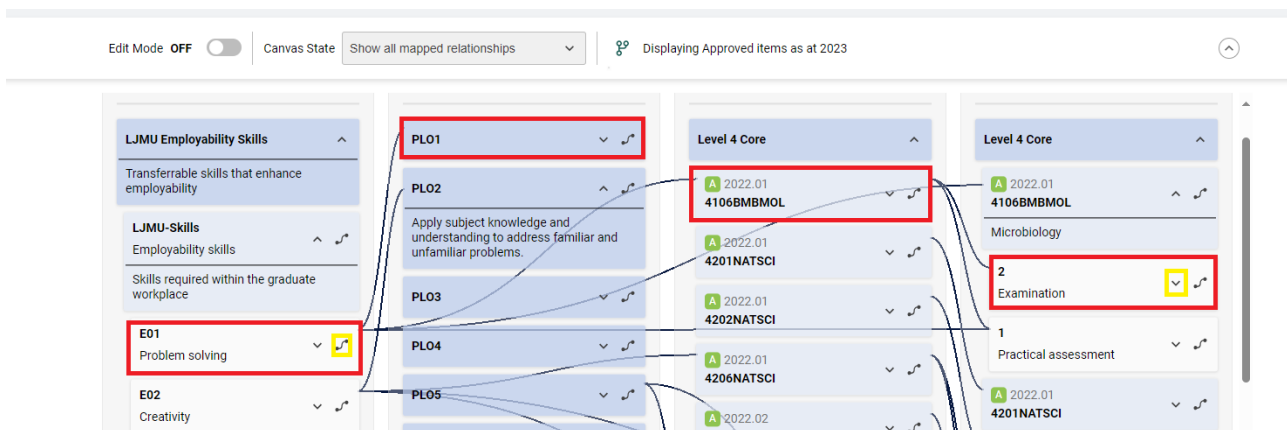
32. The above example shows that Employability Skill E01 Problem Solving is mapped to PLO1, module 4106BMBMOL and the examination assessment item.

33. When you have finished mapping, switch 'Edit Mode' to 'off'.

## How to produce an Insights Map for LJMU Employability Standards

34. You can produce an Insights map that will provide a summary of how the Employability Skills connect with the Programme Learning Outcomes, modules and assessments.

35. Screenshot 6 above shows you how to create an Insights map. You will need to change the 'Horizontal axis' to display 'Standards' and the 'Vertical axis' to display either 'Programme Learning Outcomes', 'Modules' or 'Module Assessments' to produce the map.

Screenshot 14

36. The above example shows that module 4106BMBMOL's practical assessment is mapped to E01 Problem Solving.

Screenshot 15
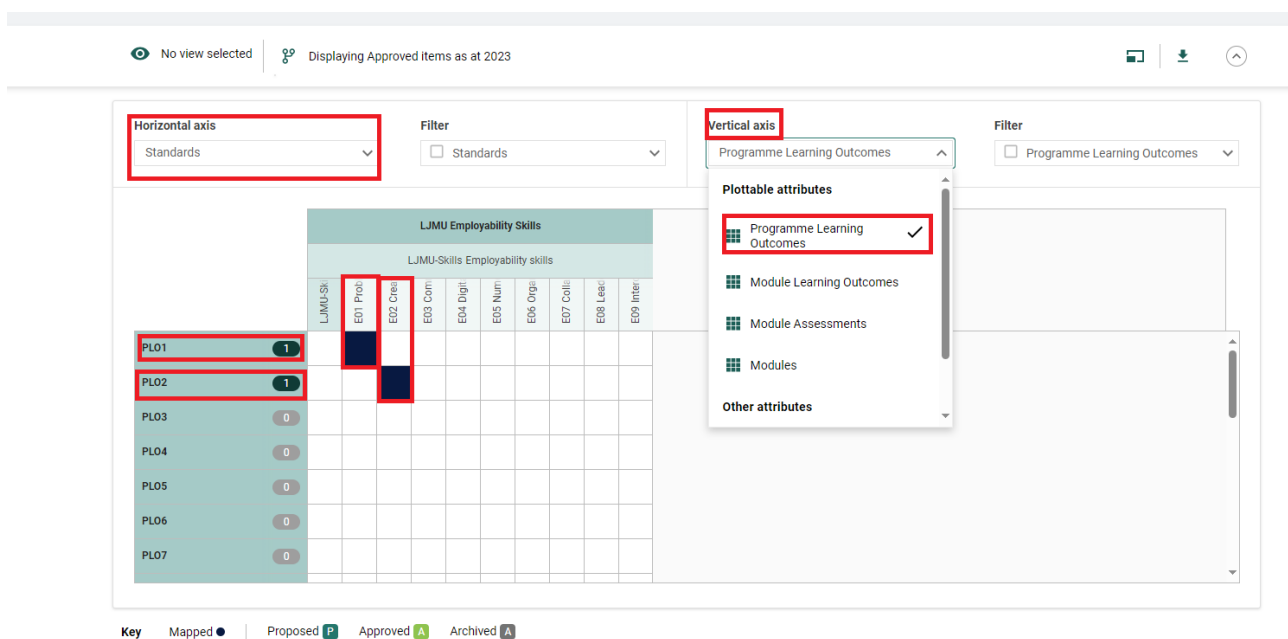
37. The above example shows that the 'Vertical axis' has been amended to show 'Programme Learning Outcomes'. PLO1 is mapped to E01 Problem Solving, and PLO2 is mapped to E02 Creativity.