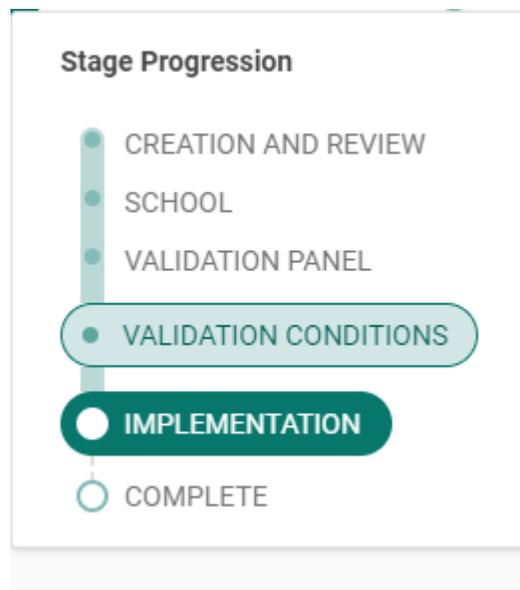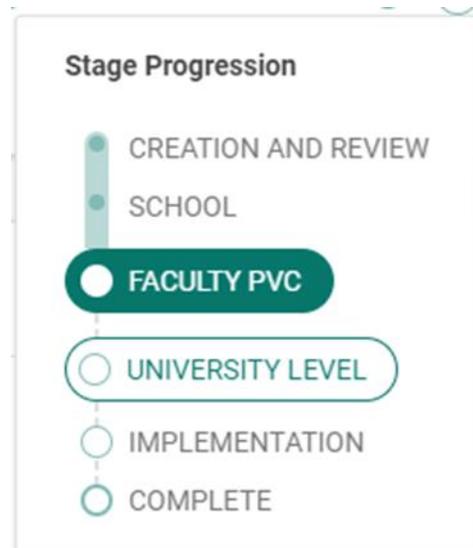**Courseloop Guidance for School Directors:**

Within Courseloop there are two types of proposals: Planning Proposals, which are used to get permission from APFP to set-up a brand-new programme or to replace an existing one with a new title, and Academic Item Proposals, which are used to validate or modify programmes and modules.

School Directors are involved in all the workflows within Courseloop, except for administrative amendments to existing programmes/modules. The workflows are reproduced below:
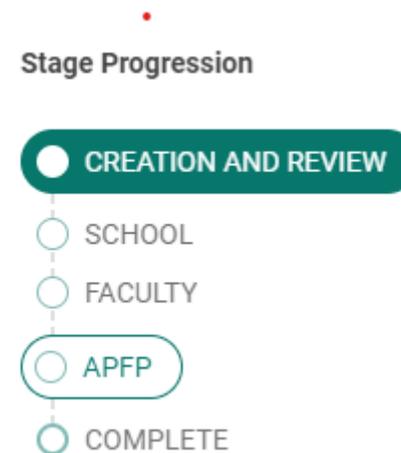
Validation and review workflow

Stage Progression

- CREATION AND REVIEW
- SCHOOL
- VALIDATION PANEL
- VALIDATION CONDITIONS
- IMPLEMENTATION
- COMPLETE

Amendment workflow

Stage Progression

- CREATION AND REVIEW
- SCHOOL
- FACULTY PVC
- UNIVERSITY LEVEL
- IMPLEMENTATION
- COMPLETE

Planning proposal workflow

Stage Progression

- CREATION AND REVIEW
- SCHOOL
- FACULTY
- APFP
- COMPLETE

In all three workflows you will be assigned an endorsement task and will receive an email like this:

Task Created

N NoReplyCourseLoop <ljmuoemprod@service-now.com>
To ✅ Sherwood, Graham

LIVERPOOL JOHN MOORES UNIVERSITY

The following task has been created and assigned to you:

Task Number: TAS-0001533

Title: Please endorse this proposal

View Task

Ref:MSG0032884 ldilOZFZKkfniD5bh5AD

In order to get to the proposal task, you will need to click on the link two times: the first click will take you to your Courseloop landing page – if you are off-campus then you will need to login using your LJMU username@ljmu.ac.uk and password and go through multi-factor authentication. Go back to the email and click on the link again. That will take you to the proposal page:

The proposal page will have a contents list like this one if it is a Proposal:

Information

Managed Documents

Academic Items

Approval Meetings

Attachments

Proposal Tasks

Related Planning Proposals

A planning proposal will not contain the third or final sections.

You should go to the managed documents and review them thoroughly along with any attachments. If you are happy with the proposal, then please go to the Proposal Tasks section and open the endorsement task assigned to you, either by clicking on the Task or on the right arrow.

ASSIGNED TO	TASK	TYPE	STATUS	OUTCOME	PRIORITY	DUE DATE	
GS	Please endorse this proposal APP-0001084	ENDORSEMENT	Open	↗	High	19 Oct 2022	→

Please endorse this proposal

ENDORSEMENT APP-0001084

Edit 🗑

Title

Please endorse this proposal

Priority

High

Assigned to

GS Graham Sherwood

Description

Please review and endorse this proposal if you are supportive.

Due Date

📅 19 Oct 2022

Notes

-

Status

Open

Approval Status

Requested

Endorse Reject Remind

Endorse?

Add any final comments below for endorsing this task. Once the task is endorsed, this cannot be undone.

Close notes: *

Cancel   Confirm

Assuming you select endorse, you will be asked to add notes to your endorsement.

Once you press **Confirm** you will see the task will update on the Proposal:

| Please endorse this proposal APP-0001075 | ENDORSEMENT | Done | ✓ | High | 12 Oct 2022 | → |

If you think the documentation needs more work, please select **Reject** and in the closure notes explain to the proposer what needs to be changed.

Now move to the top of the proposal screen and click on the **Submit to…** button – for Planning proposals this will say **Submit to Faculty**, for validation/review Proposals, this will say **Submit to Validation Panel** and for other Proposals

SUBMIT TO FACULTY PVC ⋮

The final stage of the process for you as School Director is to inform the relevant individual that you have endorsed the proposal. You will do this by setting a standard proposal task.

For planning proposals, you should set a standard proposal task for your FMT secretary to attach the planning proposal to the next FMT agenda. In addition, you need to email the financial modelling to them.

For Validation and Review proposals there is no need to set a task as the Event Officer will be expecting the endorsed proposal and will be checking its progress.

For Programme and module amendments, you will need to set a task for the Academic Registrar (Alison Cotgrave) who will forward the proposal to the appropriate meeting for consideration.

If you have any queries about this process, please contact your Assistant Academic Registrar.