



USING COURSELOOP MAPPER FOR VALIDATION AND PERIODIC PROGRAMME REVIEW

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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

Academic Items

Proposals

Notifications

My Tasks



Approval Meetings

Marketing Items

Academic Items

36893 My Academic Items

Show applied filters

36893	Law Starter	DRAFT	PROGRAMME	
STATUS	STAGE	APPROVAL LEVEL	VERSION	
2023	Proposed	CREATION AND REVIEW	FULL VALIDATION	2023.01  

1 results Show: 10 Page 1 of 1

Screenshot 2

Information

Managed Documents

Academic Items

Approval Meetings

Attachments

Proposal Tasks

Related Planning Proposals

Information

Workflow

CREATION AND REVIEW — VALIDATION CONDITIONS

Managed Documents Manage

Screenshot 3

Information

Managed Documents

Academic Items


Approval Meetings

Attachments


Proposal Tasks

Related Planning Proposals

Academic Items

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION	
36893	Law Starter	PROGRAMME	New		2023.01	

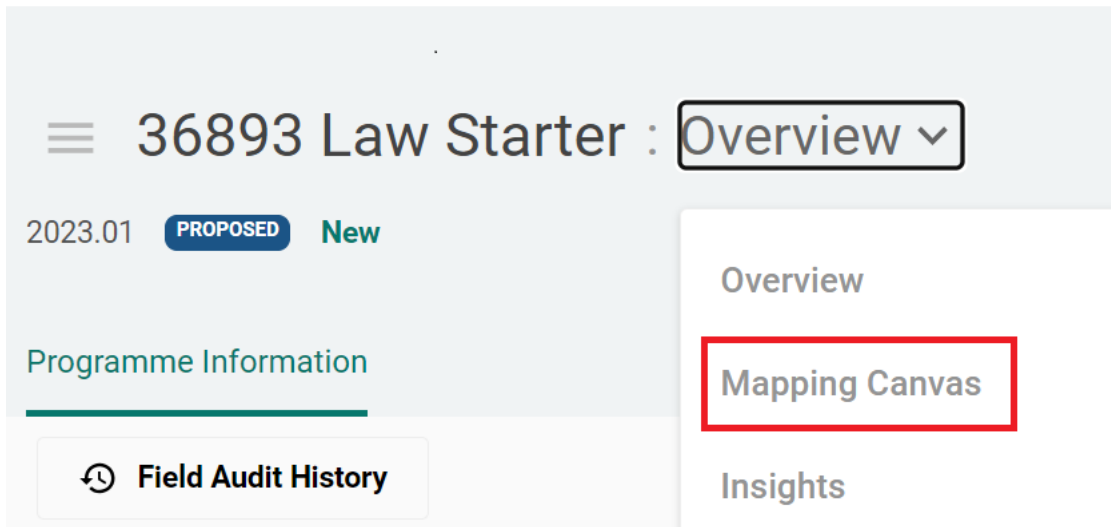
Approval Meetings

MEETING NAME	LEVEL	DATE	
VRE-23-BUS-F05	Validation / Review Event	24 Nov 2023	

1 results Show: 10 Page 1 of 1

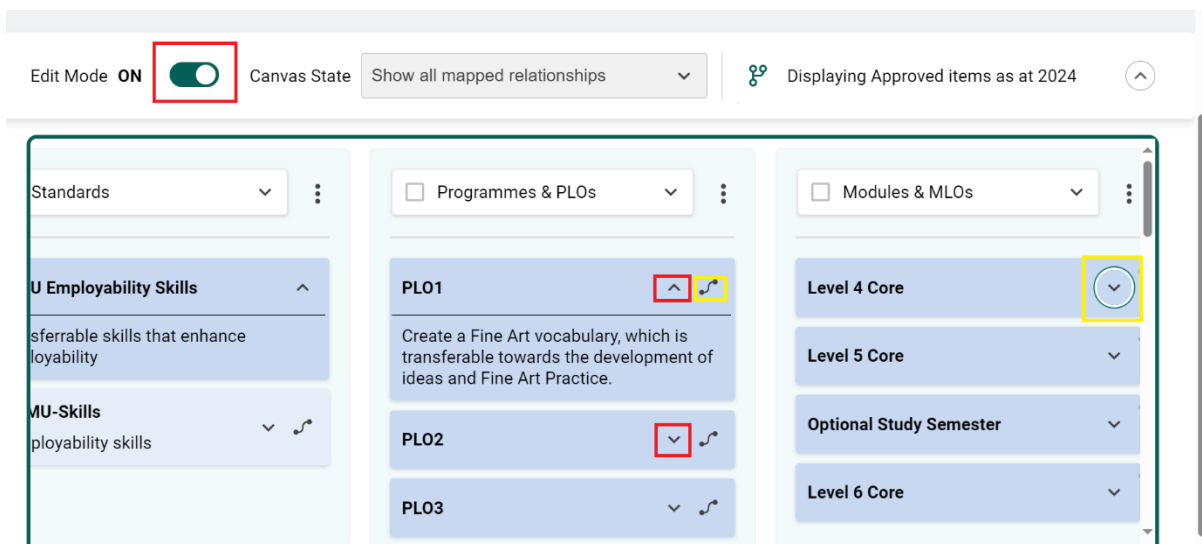
Screenshot 4

- From within the Programme Specification, select 'Mapping Canvas' from within the 'Overview' tab (as per highlighted boxes).



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



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.

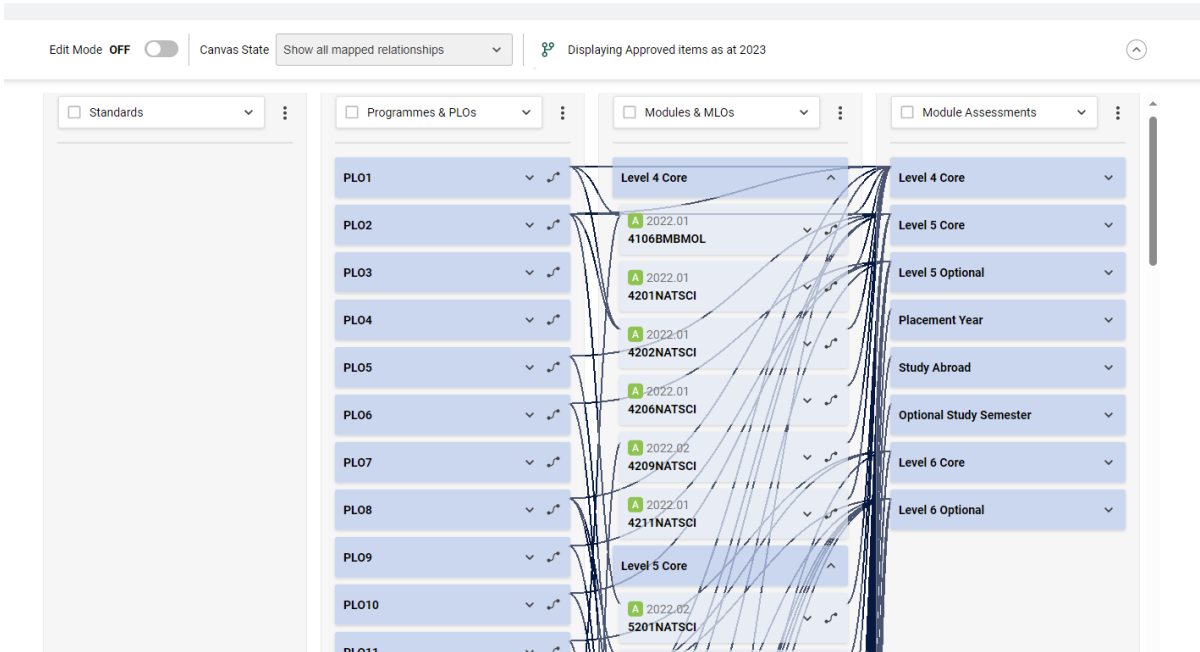
11. Click the mapping link against each Programme Learning Outcome (highlighted yellow), and then click anywhere in the relevant module row to establish the link. A black line will appear to indicate the connection (see screenshot 6).
12. If your programme has options, make sure the PLO is not mapped 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

The screenshot displays the '10231 Ready Programme One : Mapping Canvas' interface. The top header shows the programme name and a 'PROPOSED' status. Below the header, there are controls for 'Edit Mode' (ON), 'Canvas State' (Show all mapped relationships), and 'Displaying Approved items as'. The main area is divided into two panes: 'Programmes & PLOs' on the left and 'Modules & MLOs' on the right. In the 'Programmes & PLOs' pane, PLO1 is highlighted in yellow, and a red box highlights its mapping link. In the 'Modules & MLOs' pane, the 'Level 4 Core' section is expanded, and the module '4201CIV' is highlighted in yellow, with a red box around it. A right-hand pane shows 'PLO1' and a list of items currently mapped to it, including 'Level 4 Core' and '4201CIV'. A 'Hide unrelated items on canvas' button is also visible.

14. When you have finished, switch 'Edit Mode' to 'off' (see screenshot 5 above).

Screenshot 6

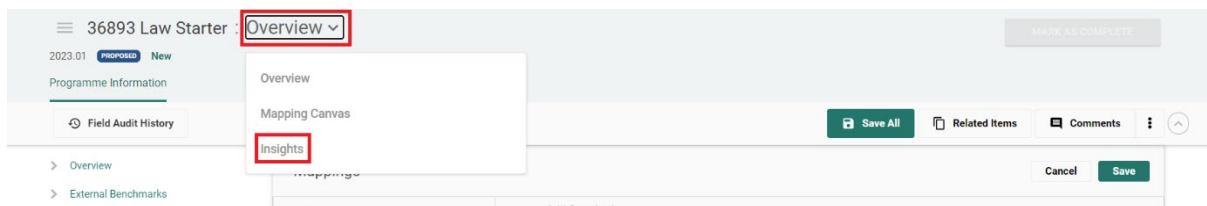


15. When you have finished mapping, please produce an Insights map that will provide an overview of the mapped relationships in table form.

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

Horizontal axis: Modules

Vertical axis: Programme Learning Outcomes

Key: Mapped ● | Proposed P | Approved A | Archived A

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

30159	Biology	PROGRAMME		^	→
STATUS	STAGE	APPROVAL LEVEL	VERSION		
2024					
Approved	COMPLETE	EDITORIAL	2024.02 BASED ON 2024.01	⋮	→
Archived	COMPLETE	EDITORIAL	2024.01 BASED ON 2023.02		→
2023					
Approved	COMPLETE	EDITORIAL	2023.02 BASED ON 2023.01	⋮	→
Archived	COMPLETE	EDITORIAL	2023.01 BASED ON 2022.02		→

LJMU Employability Standards

21. The Mapping Canvas provides the tool whereby programme teams will demonstrate how each of LJMU's nine employability skills¹ link to Programme Learning Outcomes, modules and assessment items².

¹ LJMU's Student Employability, Enterprise & Employment Strategy (available via the [Policy Centre](#))

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

Overview	
Programme Code *	36893
Programme Title *	Law Starter
Awarding Institution	Liverpool John Moores University
Owning Faculty	Business and Law
Owning School	Law
Career	Postgraduate Taught

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

Screenshot 11

Dashboard > Proposal-38875 Law Starter > 36893 Law Starter

36893 Law Starter : Overview

2023.01 **PROPOSED** New

Programme Information

Field Audit History

Save All Related Items Comments

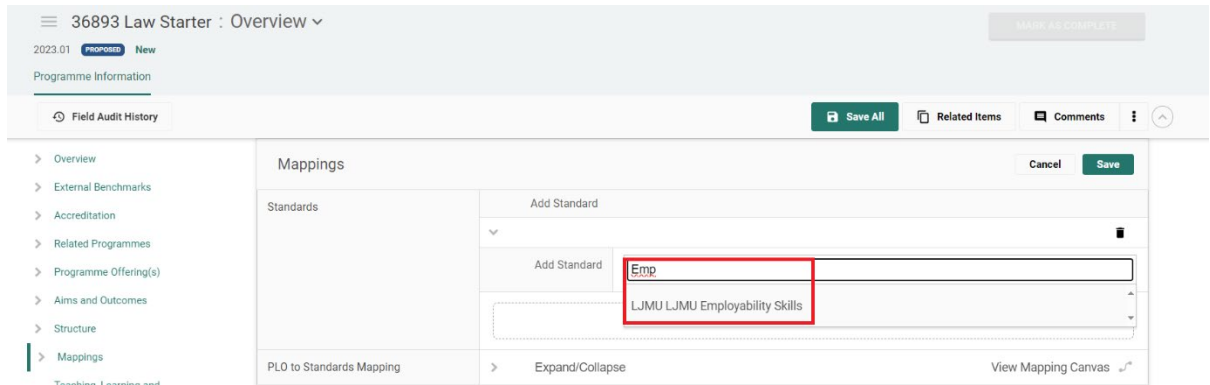
Mappings

Standards

PLD to Standards Mapping > Expand/Collapse View Mapping Canvas

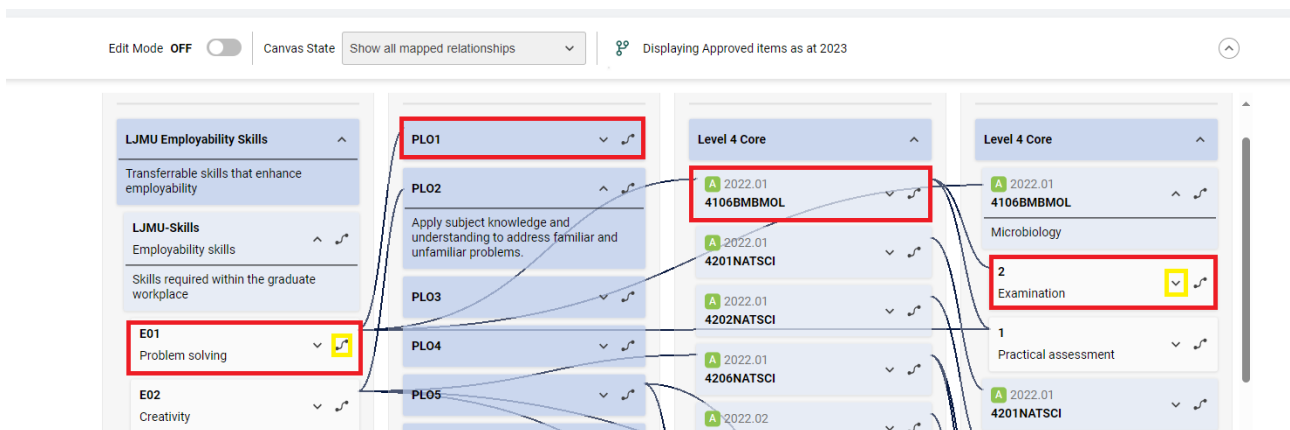
27. In the 'Add Standard' box start typing to bring up a list of pre-loaded standards. In the screenshot below, 'Emp' has been typed to bring up LJMU Employability Skills. Once you have added it, remember to select 'save' in the green box.

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



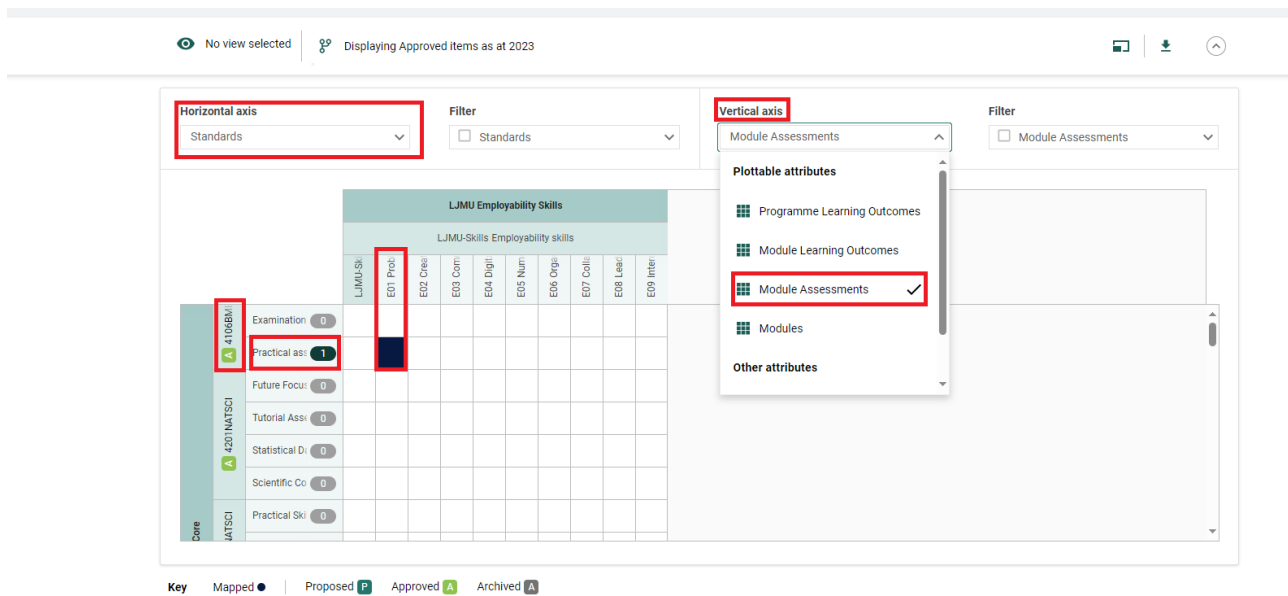
32. The above example shows that Employability Skill E01 Problem Solving is mapped to PLO1, module 4106BMBMOL and the examination assessment item.
33. When you have finished mapping, switch 'Edit Mode' to 'off'.

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.

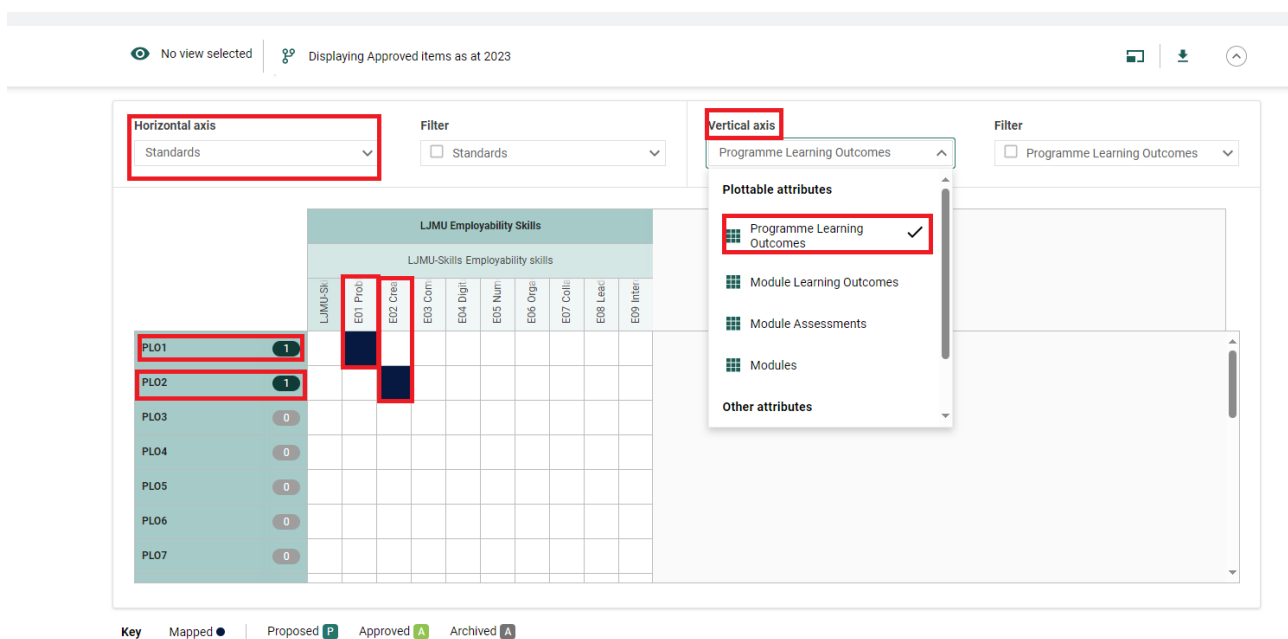
35. Screenshot 6 above shows you how to create an Insights map. You will need to change the 'Horizontal axis' to display 'Standards' and the 'Vertical axis' to display either 'Programme Learning Outcomes', 'Modules' or 'Module Assessments' to produce the map.

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.

Screenshot 16

Degree Apprenticeship Standards

38. The Apprenticeship Standards have been entered into CourseLoop by LJMU and the user should select the relevant standard from the drop-down list. If the programme is new and going through validation, you will need to first attach the relevant standard to your 'Academic Item' (i.e. Programme Specification; see screenshots 8-10 above).

39. When searching for the correct standard to attach, start typing in the 'Add Standard' box. If you input 'S' it will display the list of available standards. Select the one you require from the drop-down list, as per the example below.

Screenshot 17

The screenshot shows a 'Mappings' window with a search bar labeled 'Add Standard' containing the letter 'S'. Below the search bar, a list of standards is displayed, with 'ST0025 Manufacturing engineer (degree)' highlighted. The interface also includes a 'Cancel' button and a 'Save' button in the top right corner.

Standards	Add Standard
	LJMU
	Add Standard
	LJMU LJMU Employability Skills
	ST0025 Manufacturing engineer (degree)
PLO to Standards Mapping	Expand/Collapse
Teaching, Learning and Assessment	ST0045 Construction quantity surveyor (degree)
	ST0047 Construction site management (degree)

40. Using the Mapping Canvas, please demonstrate how the knowledge, skills and behaviours (KSB) outcomes, specified within the applicable Apprenticeship Standard, are reflected within the programme.

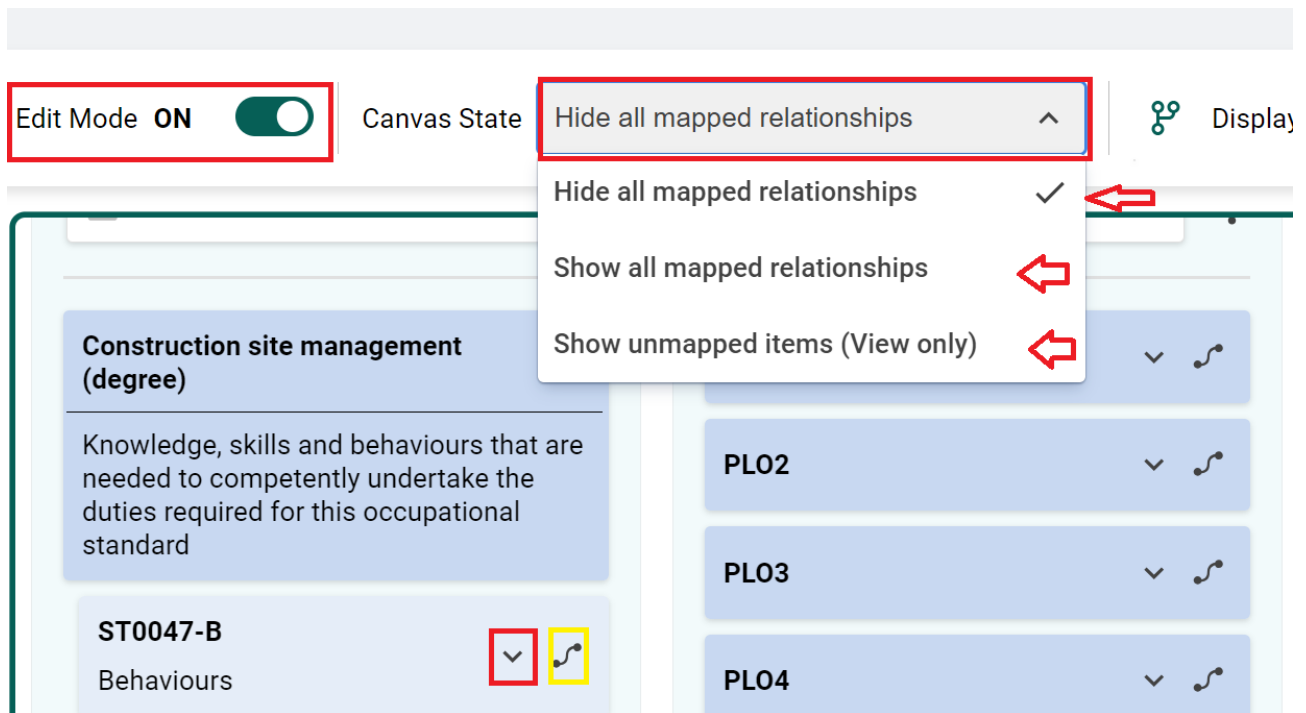
41. Each KSB should be mapped at both Programme Learning Outcome and module levels. This means you should map each KSB to the relevant Programme Learning Outcome, and each KSB to the relevant Module Learning Outcome.

How to map the Apprenticeship Standard

42. Please refer to the instructions above for mapping to PLOs/Employability Standards as the process is the same. Some screenshots relating specifically to Apprenticeship Standards are given below as a guide.

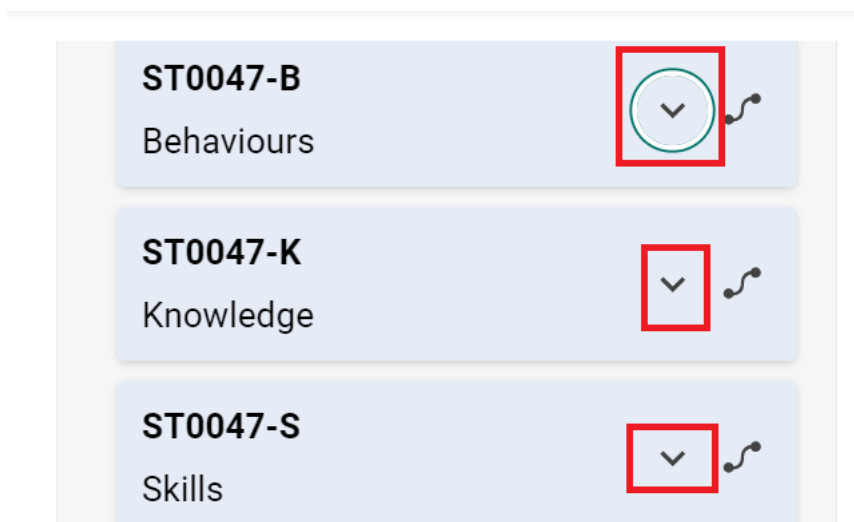
Screenshot 18

43. 'Canvas State' (highlighted in red box below) allows you to choose what you want to display once you have undertaken the mapping. There are three options, as highlighted by the red arrows.
44. The mapping link is highlighted in the yellow box below (the detailed mapping instructions are provided in the sections above for mapping PLOs to modules, and Employability Standards).



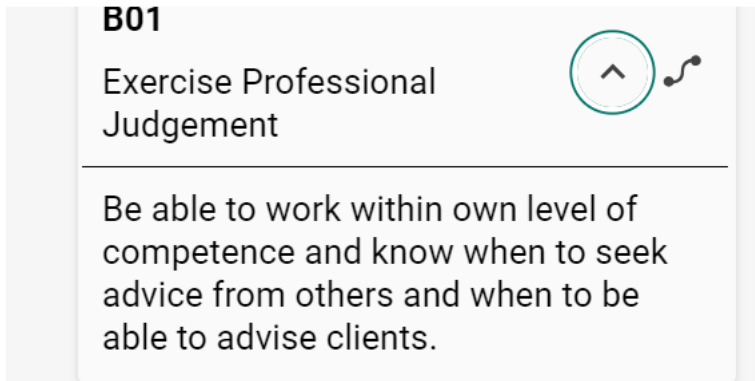
Screenshot 19

45. Clicking on the arrow against the 'Behaviours' row (in the example below this is ST0047-B) will expand it to reveal all the 'Behaviours'.
46. Similarly, click the arrow to expand 'Knowledge' and 'Skills' to reveal the detail of each one.



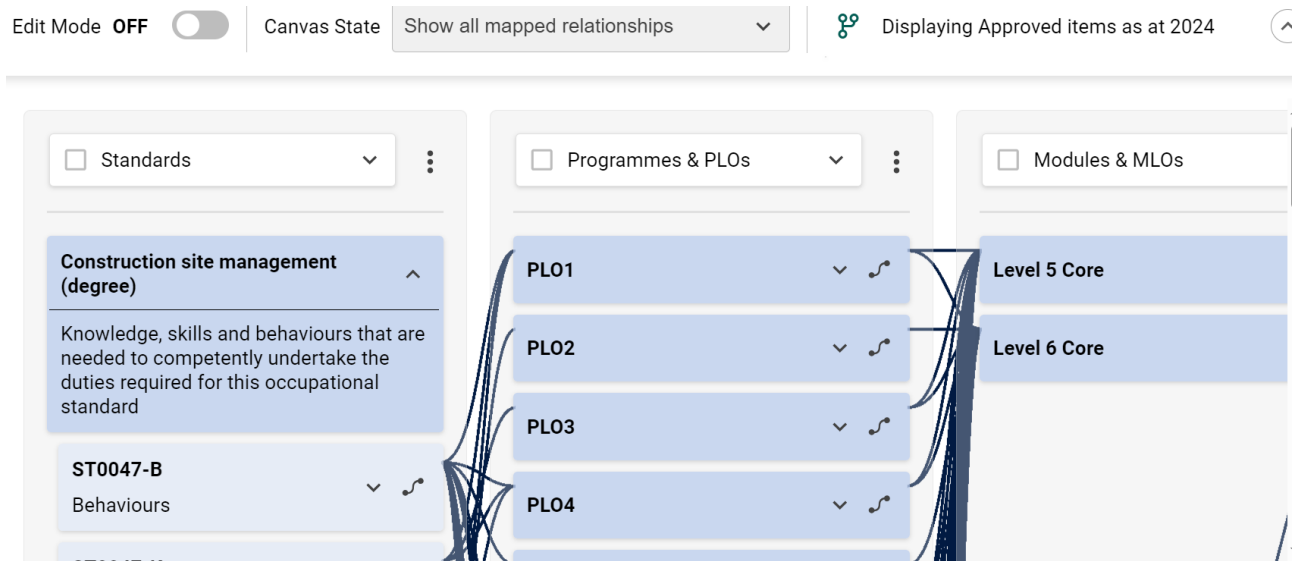
Screenshot 20

47. The example below shows that when you click the arrow to expand the section, you will see the full detail and can use this to decide which PLO and MLO it should map to.



Screenshot 21

48. The example below shows what you will see once mappings have been created.

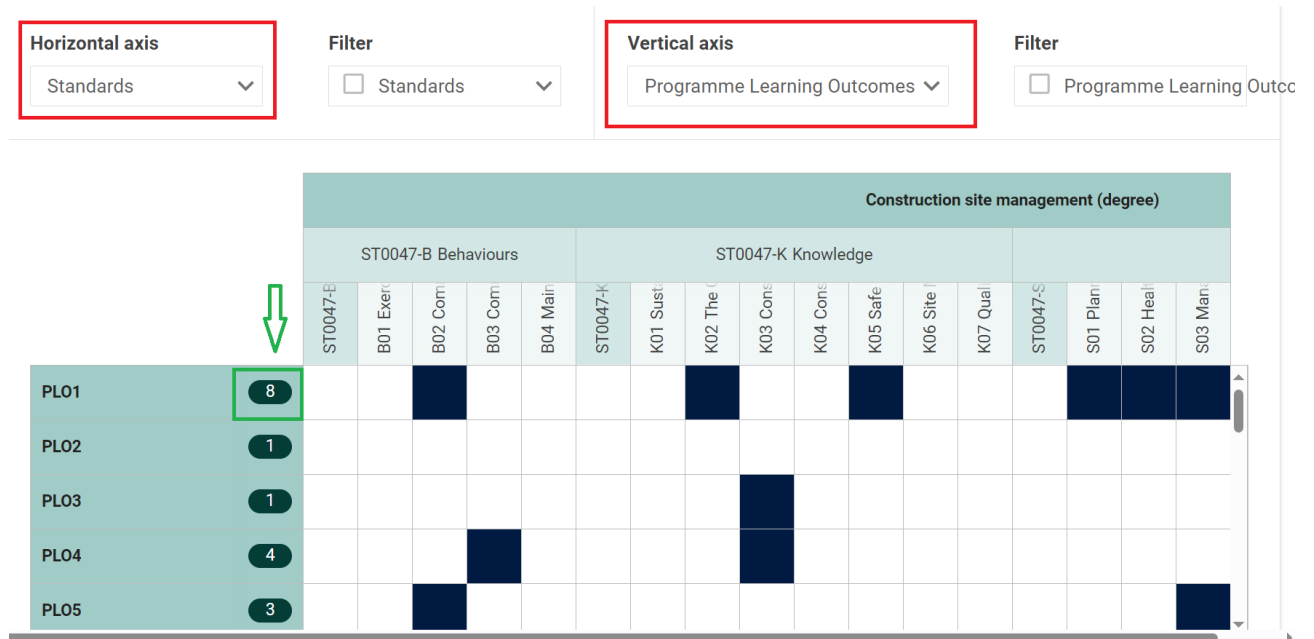


How to produce an Insights Map for Apprenticeship Standards

49. 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', or 'Module Learning Outcomes' to produce the map.

50. An example Insights map showing mapped relationships of 'Standards' to 'Programme Learning Outcomes' is provided below.

Screenshot 22



Screenshot 23

51. To display an Insights map of 'Standards' to 'Module Learning Outcomes', ensure the 'Vertical Axis' is set to 'Module Learning Outcomes' (example below).

