

OPAMA Module Approval: *Managing the Personnel Collections*

User Guide for School Quality Administrators only

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Welcome & Introduction

Welcome to this user guide to the management of the Personnel Collections in OPAMA. This Guide is for the use of School Quality Administrators who need to set up and maintain on behalf of their Schools, the groups of users of the OPAMA module approval process, i.e. SQA teams, Approval Panel members, and Approval Panel chairs.

The Project Team is keen to receive your feedback, on the usability of the system, on the OPAMA process, and on this User Guide, so that we can improve OPAMA in the months and years to come. Please do get in touch with us at opama.support@kcl.ac.uk with any comments, compliments or brickbats.

1. The basics

1.1 WHAT ARE PRCs?

PRCs (Personnel Collections) are records held on SITS of groups of staff assigned to undertake specific tasks in SITS eVision. With regard to OPAMA Module Approval, it is the way that gives specific groups of people access to specific parts of the approval process. There are three PRCs currently defined in OPAMA for each School: the SQA team; the members of the Module Approval Panels, and the Chairs of Module Approval Panels. Since staff can be members of more than one PRC, it is possible for the Panel Chair to also be a Panel Member, and thus take part in both the Panel scrutiny stage and the Chair's decision-making stage for the module proposals which are submitted to any School. It is possible too for a member of staff to be a panel member in more than one School (e.g. the person who acts as External CEC member).

1.2 ACCESS TO THE PRC MAINTENANCE SCREENS

Only staff within the School Quality Administrator teams that are already set up within OPAMA have access to the PRC maintenance screens. This is in order to ensure that any changes to the groups, i.e. additions to, and removal from, the Collections are only made with appropriate School authorisation.

1.3 LOCAL ARRANGEMENTS

It is for Schools to decide how they wish to control the memberships of the PRCs for their School; e.g. the process for updating membership of their module approval panel, or for providing for a deputy to cover the Chair's role in the latter's absence.

2. Access and navigation in the PRC maintenance task

2.1 ACCESSING THE TASK SCREENS

First, log into 'Student Records' and click on the OPAMA tab. Then click on 'View/Update Personnel Collections' which is in the Personnel Management container (Fig. 1).

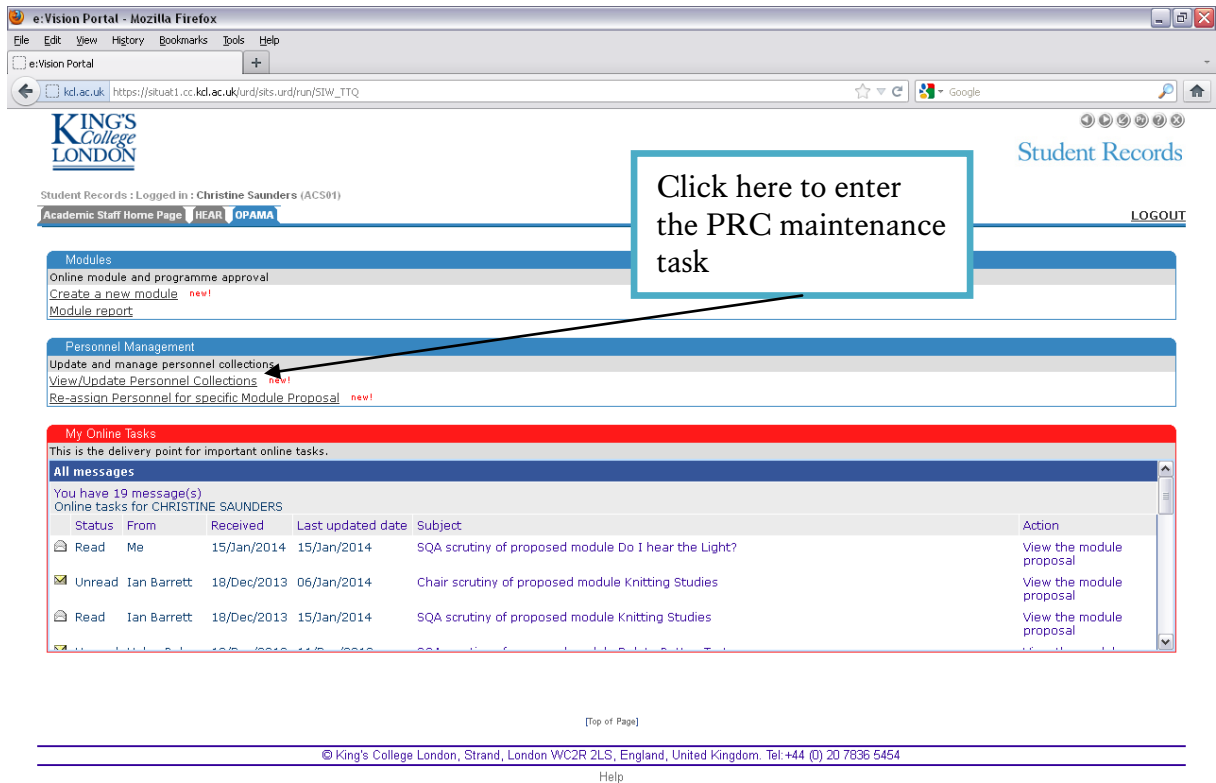


Fig. 1

2.2 CHOOSING A PRC

When you enter the task, you will be presented with a drop-down list of the three Collections to which you can make changes (Fig. 2).

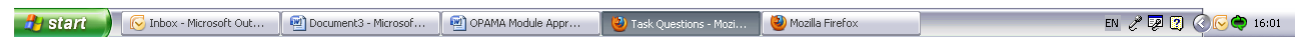
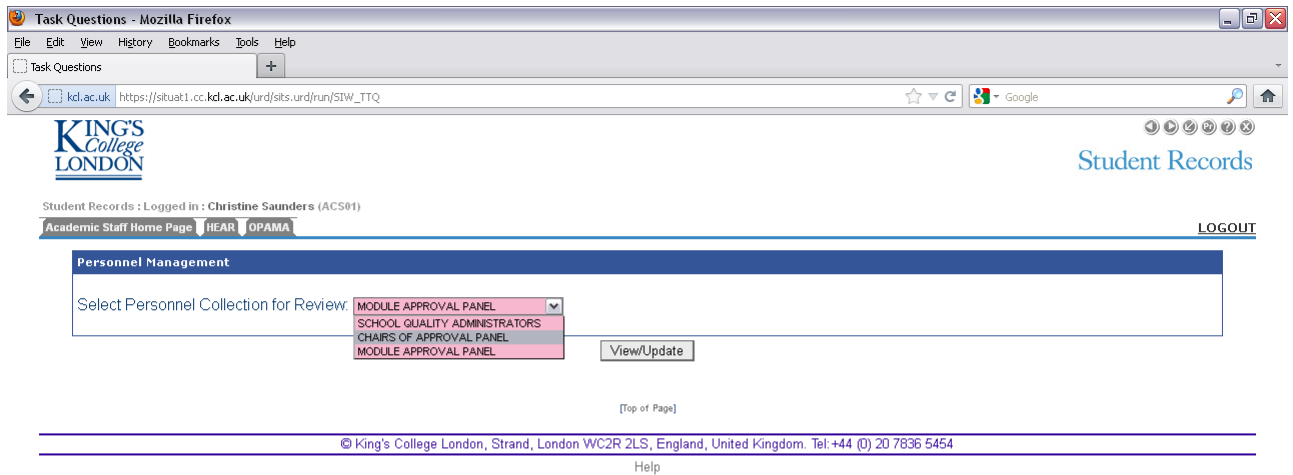


Fig. 2

Choose the PRC you want to amend, and click View/Update .

2.3 YOUR OPTIONS

In the example below (Fig. 3) the PRC chosen was the Module Approval Panel. A list of the current membership is displayed, and you can either add a member to the list, remove a member or leave the list as it is.

List of current members of an Approval Panel PRC (1). You can either add a member by clicking here (2), take a member off the list by clicking here (3), go back to the list of PRCs (4) or exit the system (5).

Student Records

Student Records : Logged in : Christine Saunders (ACS01)

Academic Staff Home Page HEAR OPAMA LOGOUT

Personnel Collection Details for Programme and Module Approval Panel (ARTS & HUMS)

Personnel (PRS) Code	Name	School	Department	Email	Telephone	Remove?
ACS01	CHRISTINE SAUNDERS	School of Arts & Hu	Arts & Humanities	christine.saunders@kcl.ac.uk	4541	<input type="button" value="Remove"/>
JONATHANH	Jonathan Hill	School of Arts & Humanities	Classics	Jonathan.1.hill@kcl.ac.uk	1930	<input type="button" value="Remove"/>
ZHB01	HELEN BAKER	School of Arts & Humanities	History	elen.baker@kcl.ac.uk	1131	<input type="button" value="Remove"/>
ACS01	CHRISTINE SAUNDERS	School of Arts & Humanities	German	christine.saunders@kcl.ac.uk	4541	<input type="button" value="Remove"/>

SELECT DIFFERENT PRC | ADD STAFF MEMBER

EXIT

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Help

Fig. 3

2.4 ADDING A NEW MEMBER TO THE PRC

Click on 'Add Staff Member'. You'll see a screen prompting you to enter the new member's PRS code (Fig. 4).

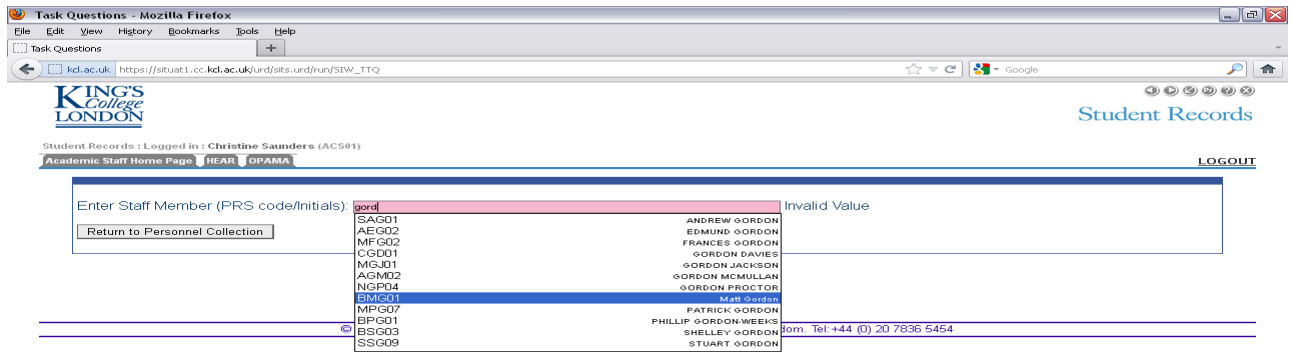


Fig. 4

If you don't know the PRS code, you can filter a search by adding the first few characters (in upper or lower case) of either the PRS code or the person's surname. As soon as the correct name and code appears, click on it to select it. The screen will then look like this (Fig. 5):

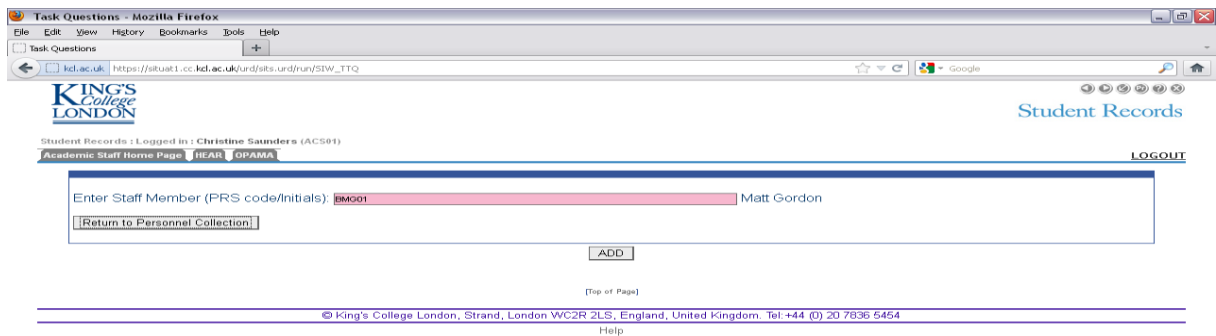


Fig. 5

Then click 'Add'. The new name will be added to the bottom of the list.

2.5 REMOVING A NAME FROM THE PRC

To remove a staff member's name from a PRC, first retrieve the list you wish to amend (see Fig. 2 above), and click on the 'Remove' button next to the name you wish to remove (Fig. 6):

The screenshot shows a web browser window titled 'Task Questions - Mozilla Firefox' displaying the 'Personnel Collection Details for Programme and Module Approval' page. The page header includes the King's College London logo, the user name 'Christine Saunders (ACS01)', and navigation links for 'Academic Staff Home Page', 'HEAR', 'OPAMA', and 'LOGOUT'. A callout box with the text 'Click here to remove a name from the Collection' points to a 'Remove' button in the 'Remove?' column of the staff details table.

Personnel (PRS) Code	Name	School	Department	Email	Telephone	Remove?
ACS01	CHRISTINE SAUNDERS	School of Arts & Humanities	Arts & Humanities	christine.saunders@kcl.ac.uk	4541	<input type="button" value="Remove"/>
JONATHANH	Jonathan Hill	School of Arts & Humanities	Classics	Jonathan.1.hill@kcl.ac.uk	1530	<input type="button" value="Remove"/>
ZHB01	HELEN BAKER	School of Arts & Humanities	History	helen.baker@kcl.ac.uk	1131	<input type="button" value="Remove"/>
ACS01	CHRISTINE SAUNDERS	School of Arts & Humanities	German	christine.saunders@kcl.ac.uk	4541	<input type="button" value="Remove"/>
BMG01	Matt Gordon	School of Biomedical Sciences	PHARMACEUTICAL SCIENCE RESEARCH DIVISION	matt.gordon@kcl.ac.uk	6368	<input type="button" value="Remove"/>

Buttons at the bottom of the table:

EXIT

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Help

Windows taskbar: start, Inbox - Microsoft Out..., Task Questions - Mozi..., OPAMA Module Appr..., EN, 10:05

Fig. 6

You will be warned that you are about to delete the name and asked if you wish to continue. Click 'Remove Staff Member' to confirm the deletion from the list. If you have second thoughts, click 'Return to Personnel Collection' instead (Fig. 7).

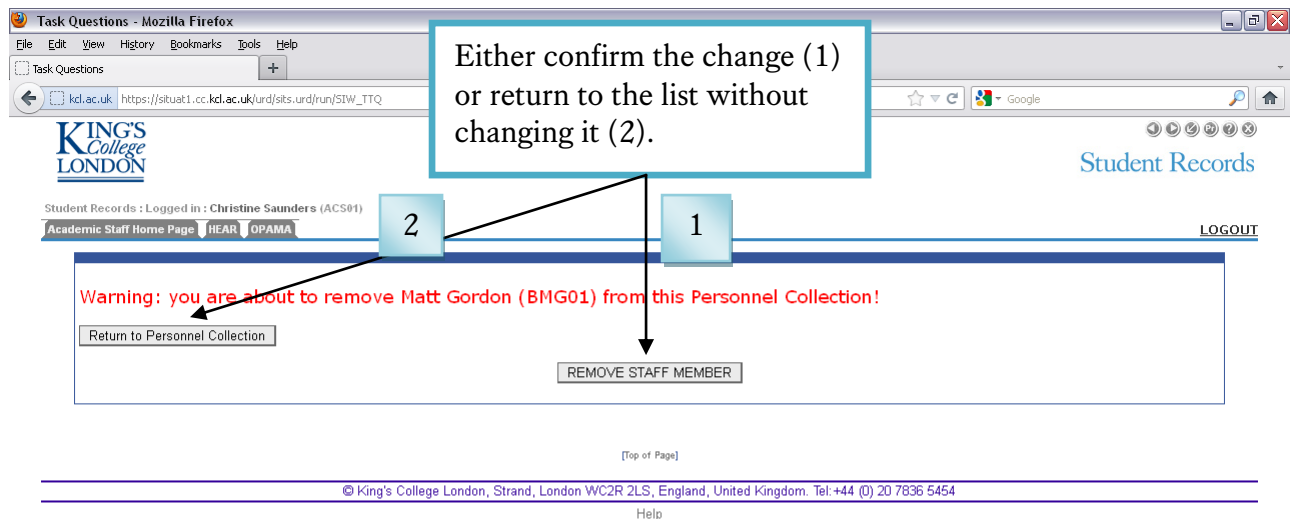


Fig. 7

Tip: Unless it's your own name that's being removed, you can easily add the staff member's name again if you made a mistake!

3. Important things to remember when setting up or amending the PRCs

3.1 THE SQA COLLECTION

If you're setting up or amending a list of people in the School Quality Administrators' Team, do bear in mind the following:

- Only the person at the top of the list will receive the email alerts, although anyone on the list will be able to access all the module proposals currently listed in the OPAMA task tray for the SQA's attention
- To move a name to the top of the list, you'll need to delete the other names in the intermediate positions and then add them back onto the list afterwards

- Never delete your own name from the SQA list – once you've exited the system you won't be able to get back into it, since only SQAs can access the PRC maintenance screens (you'd need to ask your deputy to reinstate you- if yours was the only name on the SQA PRC list you'll need to contact IT on 8888@kcl.ac.uk to be added back onto the list)
- It's probably best to keep this list as short as possible in order to avoid possible confusion as to who is dealing with which module proposal – the optimal model would be one main person who will act as SQA for the majority of the proposals and perhaps a deputy who can take some of the volume in busy periods and deputise during periods of illness or annual leave

3.2 THE MODULE APPROVAL PANEL COLLECTION

If you're setting up or amending a list of Panel Members, the following applies:

- There is one Collection of Panel members, but it isn't necessary for all Panel Members to be assigned to all module proposals; the SQA can select sub-groups to look at individual proposals
- All members assigned to a particular module proposal by the SQA will receive the appropriate email alerts
- You can attach any member of staff with a PRS code to the Collection – so you can include the College Education Committee representative from another School and others such as your local Library Liaison member if it's a good idea to give other College officers input into the approval process
- It is not currently permitted to give students a PRS record, so they cannot be included in the OPAMA process as a panellist. If you need to circulate a proposal to student representative(s) on your Education Committee/Approval Panel this will need to be done offline. A solution is being sought for future releases of OPAMA

3.3 THE PANEL CHAIRS' COLLECTION

If you're setting up or maintaining the Panel Chairs' Collection please remember:

- This Collection works similarly to the SQA Collection; only the person at the top of the Collection list will receive email alerts, although all on the list can access the proposals listed in the Task Tray as being ready for Chair's scrutiny/decision
- It is recommended that this list be kept as small as possible, preferably just the Chair (who has the College's formal responsibility) and a formal deputy to cover emergency absence, illness and annual leave
- The name and School of whoever from the Chairs' PRC approves the module proposal will be date-stamped on approved modules on OPAMA; be aware that the process will be monitored by QAS staff to ensure (amongst many other things) that the official Chair is the primary approver save in exceptional circumstances
- If a deputy needs to take the Chair's role for a period of time, you may wish to put that person's name at the top of the list in order that they can receive the email alerts for any new proposals that arrive during their role.