

OPAMA Module Approval: *Process Reporting and Monitoring*

User Guide for all staff

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Welcome & Introduction

Welcome to this user guide to OPAMA Module Approval Process Reporting and Monitoring which is designed to enable all staff, whether Module Proposers, School Approval Panel members and Chairs, or Professional Services staff with responsibility for quality assurance administration, to access status reports on all module proposals at any stage in the OPAMA process.

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. Overview

1.1 WHO NEEDS TO USE THE REPORTING FACILITY?

Any member of staff with access to OPAMA can interrogate the database and display lists of modules at all stages of the approval process. Users can then view the latest version of the module summary document if they wish. We anticipate that these reports will be of most use to staff who need to monitor the process of specific modules on behalf of their School Education Committee, staff in the Quality & Academic Support Office who wish to be able to check that quality standards are being maintained, and those who wish to check the accuracy of the data which will be transferred to SITS at the end of the process.

1.2 PROCESS REPORTS, NOT MODULE STATISTICS

The data retrieved by this reporting facility are those held in OPAMA's process files, not the data fields on SITS. Information is therefore only available on proposals for new modules which have been or are going through the OPAMA process, rather than pre-existing modules on SITS. OPAMA reports are meant to be used to check on the current status of a proposal, rather than about the modules themselves; it is intended that reports which will provide comprehensive data from the module records on SITS will be developed in due course via Microsoft Reporting.

2. How to generate and use the reports

2.1 ACCESSING THE OPAMA MODULE REPORT

In 'Student Records', after clicking the OPAMA tab, click on 'Module Report' which is in the 'Modules' container (Fig. 1).

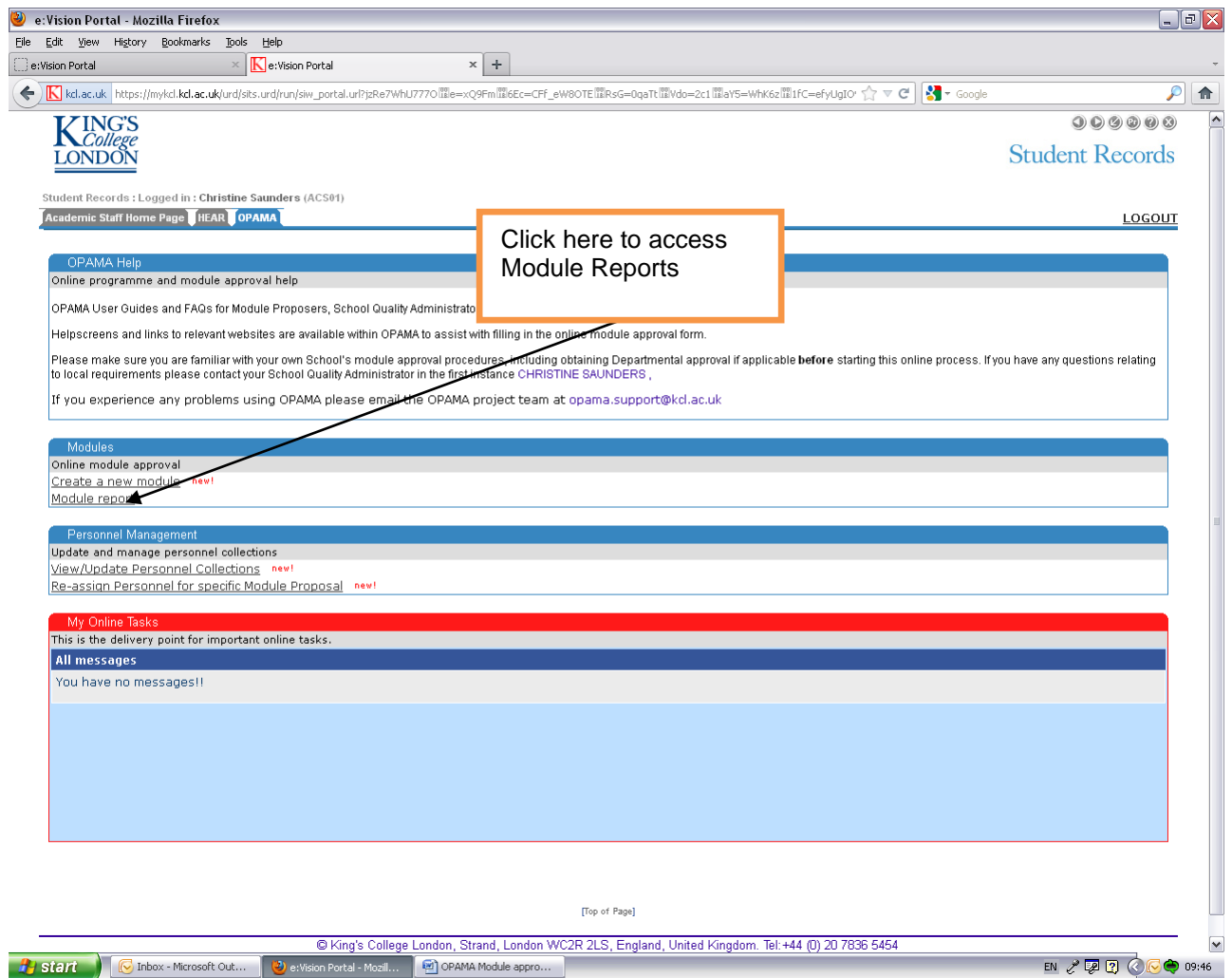


Fig. 1

2.2 ADDING FILTERS TO THE REPORT RETRIEVAL CRITERIA

You are strongly advised to filter the report as much as possible so that only the module proposals you really want to see are displayed. This will generate results much faster than leaving the filters blank, although if you need to see a global list of all proposals College-wide, at all stages of the approval process, it is possible to do so, although it will take longer to generate.

You can filter down to a very granular level by using any or all of the retrieval criteria on the screen (Fig. 2).

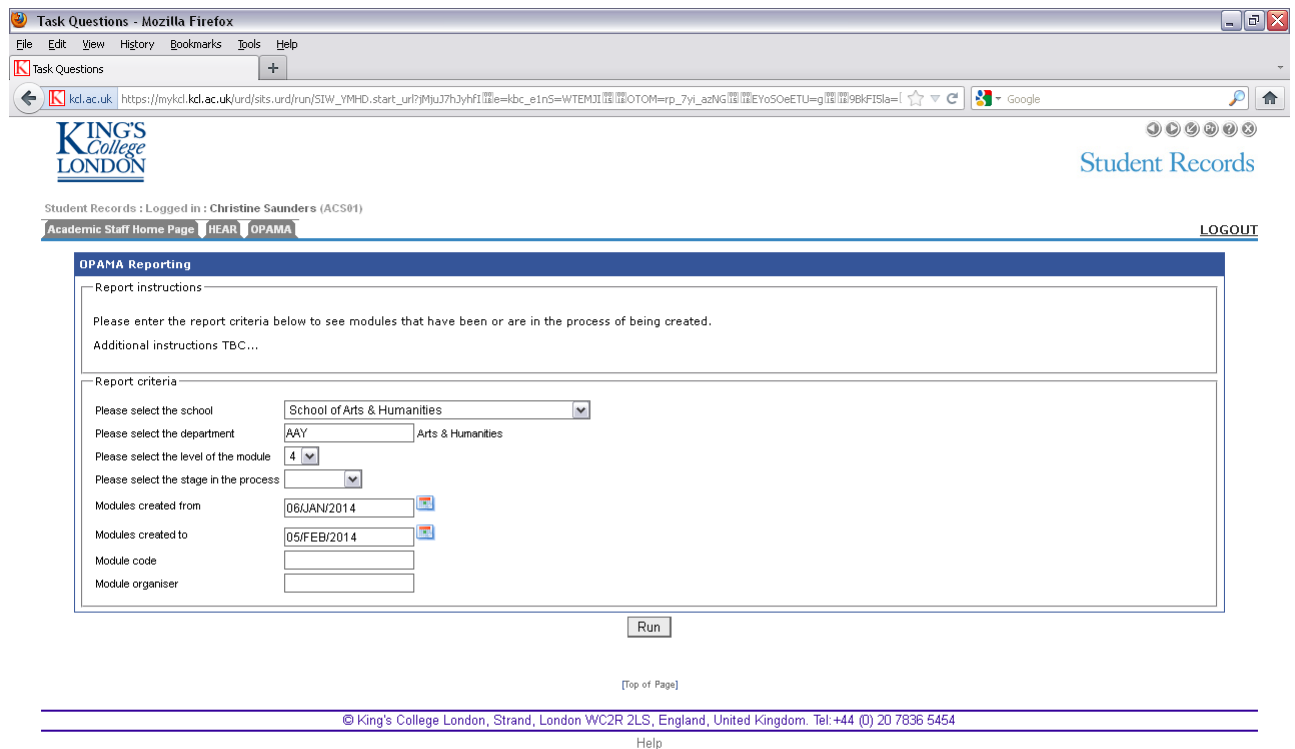


Fig. 2

2.3 RETRIEVING YOUR REPORTS

You can retrieve lists of modules in OPAMA using any, all, or none, of the following filters:

1. **School** [choose from drop-down list]: the default value is the user's School as defined in their PRS record – this can be left blank if a College-wide set of results is needed
2. **Department**: the default value is the user's Department as defined in their PRS record; type in the Department code or the first letters of the Department name – this can be left blank if a School- or College-wide set of results is needed
3. **Module Level** [choose from drop-down list]: remove default value if all levels are required
4. **Stage in the process** [choose from drop-down list]: Select from: Proposer; SQA; Panel; Chair; Approved or leave blank to retrieve all stages
5. **Date range of approved modules only**: Choose dates from calendar; but delete the default values if you don't want to retrieve only approved modules

6. **Module code:** Exact module code needed: for use if you only want to check the status of one module; either delete all other default values or at least make sure that other default values don't contradict the module code
7. **Module organiser:** Enter the PRS code or type the first few letters of the Module Organiser's surname; delete all other default values if you want to retrieve all modules for this PRS code

When you have selected your retrieval criteria, click Run .

2.4 DISPLAYING THE LIST OF MODULES

Modules are displayed in date order, with the most recent at the top of the list.

Below is a screenshot of a sample module list (from the OPAMA UAT system) at all stages in the OPAMA process, filtered for the School of Social Science & Public Policy only (Fig. 3).

List of SSPP 'test' modules in date order (most recent first) (1), showing their current status in the OPAMA process (2). Click on 'View module details' (3) to see a copy of the current version of the module as held on OPAMA.

The screenshot shows the OPAMA Module Report interface. At the top, there is a navigation bar with 'HEAR' and 'OPAMA' buttons. Below this is a table of modules. The table has columns for Module code, Module name, Module organiser, School, SQA, Type of process, Date of last update, and a 'View module details' button. Three callouts are present: '1' points to the 'Date of last update' column, '2' points to the 'Type of process' column, and '3' points to the 'View module details' button. The table lists several modules, including 'Global Evangelicalism', 'Air Management', 'Internship', 'International Child Protection', 'Test Module', 'What is Geography?', 'Teaching Language as Communicative Skills', 'Doing stuff the SSPP way', 'Second Language Acquisition with Psycholinguistics', and 'Peace Studies'. At the bottom of the table is an 'EXIT' button.

Module code	Module name	Module organiser	School	SQA	Type of process	Date of last update	Click here for more information
7SSD7SSD	Global Evangelicalism	Sarah Somers	School Of Social Science & Public Policy	Lois Thorley	Module creation	10/Dec/2013	View module details
6SSMN999	Air Management	Eve Zawadski	School Of Social Science & Public Policy	Lois Thorley	Module creation	09/Dec/2013	View module details
4SSG1012	Internship	Isobel Ige	School Of Social Science & Public Policy	Lois Thorley	Module creation	09/Dec/2013	View module details
7SSEC011	International Child Protection	Jenny Driscoll	School Of Social Science & Public Policy		Module creation	09/Dec/2013	View module details
7SSG5210	Test Module	Maria Halas Lisoy	School Of Social Science & Public Policy	Lois Thorley	Module creation	09/Dec/2013	View module details
4SSG2059	What is Geography?	Isobel Ige	School Of Social Science & Public Policy		Module creation	09/Dec/2013	View module details
5SSEL019	Teaching Language as Communicative Skills	Emily Sagues	School Of Social Science & Public Policy	Lois Thorley	Module creation	09/Dec/2013	View module details
4SSE4SSE	Doing stuff the SSPP way	Lois Thorley	School Of Social Science & Public Policy	Helen Baker	Module creation	09/DEC/2013	View module details
7SSEE020	Second Language Acquisition with Psycholinguistics	Nick Andon	School Of Social Science & Public Policy	Lois Thorley	Module creation	09/Dec/2013	View module details
6SSPP333	Peace Studies	Eva Peters	School Of Social Science & Public Policy	Lois Thorley	Module creation	09/Dec/2013	View module details

Fig. 3

2.5 ACCESSING THE MODULE PROPOSAL DETAILS

Click on 'View module details' to see the current version of the module approval form (Fig. 3 above). If it is the final, i.e. approved, version, the name of the Chair of the relevant Approval Panel and the date of approval will appear at the bottom of the form, as in the example of the bottom section of a form below (Fig. 4). You can also if you wish email the report to yourself as a .pdf attachment.

External Provision and Delivery 1 (step 17)

Main campus:	Waterloo
Off campus:	Yes
Where it will be delivered:	Mainz Meerkat Museum
Off campus address:	as above
Percent delivered off campus:	2.5%
Learning resource available off campus:	an inexhaustable supply of Meerkat memorabilia
Link to agreement document	View agreement document

Additional Information & Useful Websites (Step 19)

Website	URL
King's College London	http://www.kcl.ac.uk

Additional information from the proposer

We seem to have lost the bullet points again in the learning outcomes

SOA comments to Panel

Hope this looks OK to you

Panel comments to the chair:

Panel member	Date reviewed	Comments
Christine Saunders	10/Jan/2014	Looks fine now. Shame about the bullets though!

Approved by Christine Saunders, Chair of School of Arts & Humanities Module Approval Panel on 10/Jan/2014

[Click this link to email report to yourself](#)

Approval noted with Chair's name and School, and date stamp (with the author's apologies to Arts & Hums!)

2.6 FUTURE PLANS

We intend to introduce the facility to export the reports to Excel in the next release of OPAMA module reports.

If you have any comments on the content, usability or format of the current report, or would like to suggest any new retrieval criteria, please contact opama.support@kcl.ac.uk with your feedback.