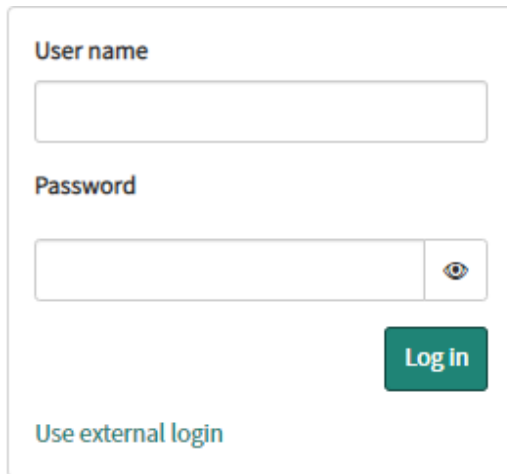


## Logging-in to CourseLoop Guidance

1. Initially, CourseLoop can be accessed by the following link: [Log in | ServiceNow \(ljmu.ac.uk\)](#). This will direct you to a log-in page, which features the box pictured below:



The login form contains the following elements:

- A text input field labeled "User name".
- A text input field labeled "Password" with a visibility toggle icon (an eye) to its right.
- A green "Log in" button.
- A link labeled "Use external login" at the bottom left.

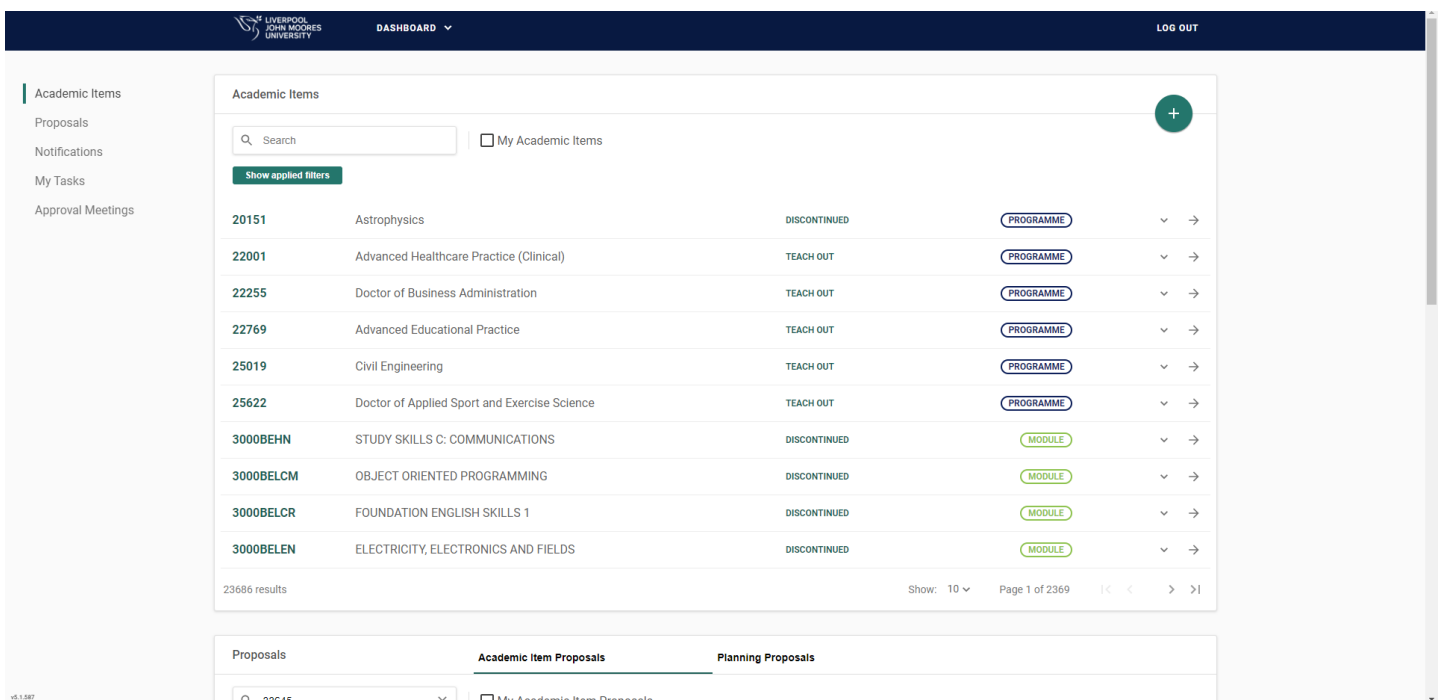
**DO NOT CLICK ON 'USE EXTERNAL LOG IN'** – If this does happen, click 'Use Local Login' to get back to the correct screen.

2. Please use your User ID provided by the Curriculum Development and Review Team in the 'User name' box and type in the below password:

Qua1ityLJMU#

Following this, you will be prompted to change your password, please keep a note of this as this will be your new password every time you are required to login from this point onwards.

3. After changing your password, you should be redirected to the CourseLoop dashboard (pictured below) and therefore have access to CourseLoop.



The screenshot shows the CourseLoop dashboard for Liverpool John Moores University. The top navigation bar includes the university logo, "DASHBOARD", and "LOG OUT". A left sidebar lists menu items: Academic Items, Proposals, Notifications, My Tasks, and Approval Meetings. The main content area is titled "Academic Items" and features a search bar, a "My Academic Items" checkbox, and a "Show applied filters" button. Below this is a table of items:

ID	Name	Status	Type	Actions
20151	Astrophysics	DISCONTINUED	PROGRAMME	▼ →
22001	Advanced Healthcare Practice (Clinical)	TEACH OUT	PROGRAMME	▼ →
22255	Doctor of Business Administration	TEACH OUT	PROGRAMME	▼ →
22769	Advanced Educational Practice	TEACH OUT	PROGRAMME	▼ →
25019	Civil Engineering	TEACH OUT	PROGRAMME	▼ →
25622	Doctor of Applied Sport and Exercise Science	TEACH OUT	PROGRAMME	▼ →
3000BEHN	STUDY SKILLS C: COMMUNICATIONS	DISCONTINUED	MODULE	▼ →
3000BELCM	OBJECT ORIENTED PROGRAMMING	DISCONTINUED	MODULE	▼ →
3000BELCR	FOUNDATION ENGLISH SKILLS 1	DISCONTINUED	MODULE	▼ →
3000BELEN	ELECTRICITY, ELECTRONICS AND FIELDS	DISCONTINUED	MODULE	▼ →

At the bottom of the table, it says "23686 results" and "Page 1 of 2369". Below the table are tabs for "Proposals", "Academic Item Proposals", and "Planning Proposals". The "Academic Item Proposals" tab is active, showing a search bar with "33645" and a "My Academic Item Proposals" checkbox.

## Accessing CourseLoop to Read Documentation

4. When the documents are ready and available, panel members will be notified and provided with a link that will take them directly to the correct page on CourseLoop – you will be required to log-in on this day, using your updated password.
  - a. Please note, you may be provided with more than 1 link as some events have multiple proposals.
5. The link provided should directly lead you to the proposals page for your event, which should look like below:

Dashboard > Proposal-33645 Community Justice

Proposal-33645 Community Justice MARK AS COMPLETE

Information

Managed Documents

Academic Items

Approval Meetings

Attachments

Proposal Tasks

Related Planning Proposals

Information

Workflow

CREATION AND REVIEW

VALIDATION CONDITIONS

Managed Documents Manage

Outline Summary → Design and Delivery →

Academic Items

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION	
36820	Community Justice	PROGRAMME	New		2022.01	→
5001COMJUS	The Criminal Justice System	MODULE	New		2022.01	→
5002COMJUS	Understanding Crime and Criminal Behaviour	MODULE	New		2022.01	→

Please note, the Proposal number and name shown at the top of the screen will differ between events to refer to the relevant programme

6. The proposal page houses all relevant documentation for each programme or module being considered at the event, and these can be seen under 'Academic Items' and 'Managed Documents' which can be seen on the left-hand side of the screen (picture above).
  - a. Please also see the 'Attachments' section, underlined in the picture above in yellow. Documents are uploaded to this area that will need to be read by the panel, for example staff CVs and Self-Evaluation Documents.
7. Under Academic Items, the programmes and modules being reviewed/validated can be seen. Clicking on the arrow (right hand side of the screen, picture below) next to a programme or module will take you to the proforma.

Information  
Managed Documents  
Academic Items  
Approval Meetings  
Attachments  
Proposal Tasks  
Related Planning Proposals

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION	
36820	Community Justice	PROGRAMME	New		2022.01	→
5001COMJUS	The Criminal Justice System	MODULE	New		2022.01	→
5002COMJUS	Understanding Crime and Criminal Behaviour	MODULE	New		2022.01	→
5003COMJUS	Penal Policy and Punishment	MODULE	New		2022.01	→
5004COMJUS	Rehabilitation	MODULE	New		2022.01	→
5005COMJUS	Adult Learning and Reflective Practice	MODULE	New		2022.01	→
6001COMJUS	Professional Ethics, Values and Practice	MODULE	New		2023.01	→
6002COMJUS	Rehabilitation and Change Agency	MODULE	New		2023.01	→
6003COMJUS	Risk Assessment and Management	MODULE	New		2023.01	→
6004COMJUS	Developing Research Informed Practice in Criminal Justice	MODULE	New		2023.01	→
6005COMJUS	Developing Professional Practice in Criminal Justice	MODULE	New		2023.01	→

Approval Meetings

MEETING NAME	LEVEL	DATE

8. When looking through the proforma (pictured below), some areas may have automatically collapsed/closed that you will need to read. These areas can be opened again using the small arrow next to them (pictured below, 2 pictures to show the differences in how sections can look opened vs closed). Please be aware to look for this arrow as it appears throughout the entire proforma.

- > Summary Information
- > Learning Methods
- > Module Offerings
- > Aims and Outcomes
- > Module Content
- > Assessments
- > Specialist Resources
- > Module Contacts
- > Admin Use

Summary Information Edit

Credits	20				
Academic level	FHEQ Level 5				
Grading Schema	40				
Teaching Responsibility	<table border="1"> <thead> <tr> <th>JMU Schools involved in Delivery</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Justice Studies</td> <td>100</td> </tr> </tbody> </table>	JMU Schools involved in Delivery	Percentage	Justice Studies	100
JMU Schools involved in Delivery	Percentage				
Justice Studies	100				
Total Teaching Responsibility (%)	Sum of Responsibility = 100				
Partner Teaching Institution					
Subject Area	Criminal Justice				
Module Attributes					

Learning Methods Edit

Learning Methods	Learning Method Type	Hours
	Online	29
Total Hours	Total hours	29

Module Offerings Edit

Module Offerings
------------------

### 5002COMJUS Understanding Crime and Criminal Behaviour

MARK AS COMPLETE

2022.01 **Previous** New

Module Information

Field Audit History

Related Items

Comments

- > Summary Information
- > Learning Methods
- > Module Offerings
- > Aims and Outcomes
- > Module Content
- > Assessments
- > Specialist Resources
- > Module Contacts
- > Admin Use

Summary Information			Edit
Academic level:	FRCU Level 3		
Grading Schema	40		
Teaching Responsibility	JMU Schools involved in Delivery		Percentage
	Justice Studies		100
	JMU Schools * involved in Delivery	Justice Studies	
	Percentage *	100	
Total Teaching Responsibility (%)	Sum of Responsibility = 100		
Partner Teaching Institution			
Subject Area	Criminal Justice		
Module Attributes			
Learning Methods			Edit
Learning Methods	Learning Method Type		Hours
	Online		29
	Learning Method Type	Online	
	Hours	29	
Total Hours	Total hours	29	