Staff guide – Key Module Information

This page provides guidance for staff related to the new Key Module Information section that is provided in every Canvas course.

What is it?

This is a new addition to Canvas that replaces the existing module handbook. Key Module Information will appear in the Canvas course menu on every taught course. This development means that students will have easy access to clear and consistent information about the modules they are studying. It will be partly pre-populated with module details gathered from existing systems. An advantage of this approach is that module leaders will no longer need to produce a separate module guide.

Key Information includes:

- **A general statement about the module:** This is taken from the validated module proforma.
- **Learning hours:** This includes the total delivery hours and private study hours as indicated on the proforma
- **Assessment details:** This reflects the details on the published proforma. Academic staff will still need to use the assignment area of Canvas to present guidance and submission details for both standard and deferral/referral tasks.
- **Teaching team:** This information is taken directly from the module proforma
- **Reading list:** This provides a link to the library reading list software that academic staff will populate with the relevant reading
- **Additional links:** This provides direct links to JMSU, Skills@LJMU, Student Advice & Wellbeing and accessibility information

How do I use it?

Make sure the information is correct and that it remains accessible from the left-hand course menu.

How do I correct any information it contains?

You can amend details of the module leader or module team by making the necessary changes in Courseloop. If any other changes are required, please contact your Assistant Academic Registrar for information on how to change these details.

Do I still create a programme and module guide documents?

There is no longer any need for a module guide. Any additional information that you may have added to the standard module guide can be provided elsewhere in the Canvas module site. However, programme guides contain programme level information and will still be produced.

What do I do about the assessment information?

Please make a Canvas assignment for all assessments (including referrals) on your Canvas course with the correct title, details of the assessment in the description area for that Canvas assignment, links to any additional guidance and deadline in that assignment's deadline date setting. Here is a guide to setting up a Canvas assignment.