

Guidance for staff creating Collaborative Programme Guides for 2024/25

Deadline

Once you have completed your Programme Guide, it should be approved by the LJMU Director of School (or nominee) ready to upload to the VLE. This should be done **before the programme starts**.

Programme Guide authors should find out when the guides need to be submitted to the LJMU Director of School (or nominee) in order to be approved before the programme starts.

Guide authors should ensure that Programme Guides are then published for access by students before the programme starts.

Programme Guide Templates available on the LJMU website

For 2024-25, please ensure that you create a new Programme Guide using the approved Collaborative Programme Guide template for 2024-25. The template and this guidance can be accessed here;

www.ljmu.ac.uk/academic-registry/collaborative-partners/quality-management-processes

Creating Your Programme Guide

Save a copy of the template. Ensure that editing is enabled.

Insert your programme title and partner college logo on the front cover where indicated.

The template includes sections of generic text which are locked. This text cannot be edited. When you click on a section of locked generic text your cursor will normally move to the next area of the guide that can be edited. These locked sections have been created to provide consistency of core information in the programme guides.

Sections of the guide which require programme specific text inputting have prompts in *italic and highlighted text*. These prompts explain the information you should enter into this section, but this is not exhaustive. If there is other information which would be useful to students on the programme (NB that module level information should go into VLE sites) then it should be entered into the relevant section(s).

If you have relevant information already available on your VLE site, you can enter links to that information rather than duplicating it.

Once you have entered your text, please ensure all remaining *italicised and highlighted prompts* have been removed from the document.

Updating the Table of Contents

Once you have entered all the relevant text into your Programme Guide you need to update the contents table to ensure it shows the correct pages for each section.

- Put your cursor anywhere in the contents table
- Right click
- From the list of options click on 'Update Field' and then 'Update entire table'

Your contents page should then update to include any new sections and the correct page numbers for each section.

Creating a PDF

You will then need to PDF your Programme Guide so that it is available for students to access in a format that is supported by different devices.

- Go to 'File' and select 'Save As'
- Select a location
- Use the 'Save as type' drop down box to select PDF.

Once you have completed your Programme Guide, it should be approved by the relevant LJMU Director of School (or nominee).

If you have any queries about Programme Guides, please contact ProgrammeGuides@ljmu.ac.uk