University of **Kent**

Kent
Business School

EQUIP USER GUIDE /
KENT BUSINESS
SCHOOL 2017

Introduction

This user guide has been designed as a reference for anyone using the new KBS EQUIP workbook. It covers the day to day use of EQUIP and aims to clear up any issues a user may have.
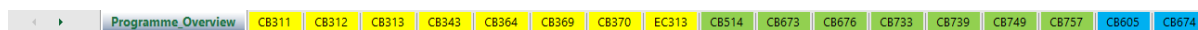
If reading this on MS Word you can jump to any of the headings listed in the contents below by clicking on one whilst holding the Ctrl key or via the navigation bar (Ctrl + F, then select "Headings").

Table of Contents

1.   Navigating the Tabs

A completed EQUIP will have many tabs, with one for each module and a Programme Overview Tab. It might look something like this:

These tabs allow for the user to put in all of the details of their individual modules – including, assessments, deadlines and learning outcomes – as well as making it easy for anyone to find a quick summary of those details in the Programme_Overview tab. It has a number of features that are designed to make it easier to use, including an automated tab sorter that sorts the tabs by stage, then alphabetically! The colours of the tabs refer to the stage that has been assigned to the module and are detailed on page 4.

In terms of tabs, there are just two varieties within the workbook; The Programme_Overview tab and the Module tabs. When you pick up a blank copy of EQUIP there will just be the Programme_Overview Tab to start, but you will start adding plenty of module tabs before long – We will cover how to add or remove module tabs on page 7.
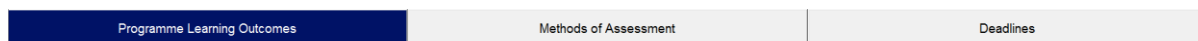
2.   The Programme_Overview Tab

The Programme_Overview page is designed to allow easy analysis of a programme's learning outcomes, methods of assessment and assessment deadlines, at both a high-level and at a more granular one. At the very top of the page is the header, which can be changed to the name of the programme of study you want the EQUIP to be for.

NB: This will not reflect the file name, so make sure to save it as something easily identifiable and not to overwrite a pre-existing one if you are using it as a starting point!

Below the header is the summary selection for the types of analysis you can view:

The active summary will always have its relevant button highlighted to help you navigate between them. You can switch to another at any time by clicking a different one.

The rest of the Programme_Overview page will show a combination of high-level and granular summaries of the module data entered into the workbook.

2.1. Programme Learning Outcomes

Programme Learning Outcomes are split by 'Stage', 'Credits' and 'Level', but will only show one of these splits at a time in the high-level summary at the top of the page. You can change between these summaries by clicking on the column header of the summary you would like to see.

Stage	Credits	Level	A1	A2	A3	A4	A5	A6	A7
1			26	11	23	5			
2			20	13	23	17			
3			7	3	7	12			
A/C/S			4	4	4	4	2	2	
O			20	10	19	8			

Stage	Credits	Level	A1	A2	A3	A4	A5	A6	A7
	15		68	35	67	37			
	30		6	3	6	6		1	
	45								
	60		2	2	2	2	2		
	90		1	1	1	1		1	

Stage	Credits	Level	A1	A2	A3	A4	A5	A6	A7
		3							
		4	26	11	23	5			
		5	25	15	26	13			
		6	26	15	27	28	2	2	
		7							

Typically, it is the stage summary we are most interested in and it is also the most vibrant, as it shows a unique colour for each stage. This is beneficial in keeping track of your modules in each stage and so the same colours are auto-assigned to the module summary below and to the module tabs themselves depending on the stage that module is associated with!

We have chosen to include a couple of options other than the typical 1,2,3 to collapse a few alternatives and make tracking some modules easier. The table below will show you what each stage code stands for:

Stage	Translation
1	Stage 1
2	Stage 2
3	Stage 3
A/C/S	Year Abroad, Year in Computing, Year in Industry
O	Optional (This is for modules that occur at various stages - usually stages 2 or 3 at KBS)

2.2. Methods of Assessment

The Methods of Assessment analysis details every kind of assessment type being used within the programme of study. At the top is a quick analysis of assessments based on whether it is groupwork or individually assigned.

Individual/Groupwork	Number of Assessments	Mean Weight
Individual	79	41
Groupwork	14	15

The table and chart below shows a much greater level of detail, by either type or detail. The type is the general assessment category, such as essay, exam, presentation and the detail includes further breakdowns of those. They might include;

- The number of words in an essay
- The length of time for an exam
- Whether a presentation is individual or a group assignment

A lot like the high-level summaries on the Programme Learning Outcomes page, the summary type of this table can be changed between 'Type' and 'Detail' by clicking on the relevant column header.

Type	Detail	Number of Assessments	Mean Weight
Abstract or Summary		0	
Annotated Bibliography		0	
Article		0	
Attendance		2	100
Case Study		0	
Debate		0	
Dissertation		0	
Essay		7	32
Exam		17	65
In Course Test		10	22
Literature Review		1	34
Log Book		0	
Online or Moodle		14	14
Online Participation		1	10
Placement Report		1	100
Portfolio		1	0
Proposal		3	53
Poster		1	33
Presentation		14	15
Reflective Writing		1	30
Report Groupwork		2	20
Report Individual		18	44

Where the detail is blank, the assessments associated with it did not match any of the available options – Due to the wide variety of assessment types this has been allowed for extreme circumstances, but it is best to fit your assessment types into an available detail when recording them on a module tab, for a more detailed summary.

Type	Detail	Number of Assessments	Mean Weight
Abstract or Summary		0	
Annotated Bibliography		0	
Article		0	
Article	Press Release	0	
Article	Research Paper	0	
Attendance		2	100
Attendance	Lecture	0	
Attendance	Seminar	0	
Attendance	Workshop	0	
Case Study		0	
Debate		0	
Dissertation		0	
Dissertation	Less than 10,000 (inc.)	0	
Dissertation	More than 10,000	0	
Essay		1	20
Essay	Up to 1000 Words (inc.)	0	
Essay	Up to 2000 Words (inc.)	3	30
Essay	Up to 3000 Words (inc.)	2	23
Essay	Up to 5000 Words (inc.)	1	70
Essay	Up to 10,000 Words (inc.)	0	
Essay	More than 10,000 Words	0	
Exam		2	65

2.3. Deadlines

This summarises every **final** assessment deadline within each module. The summary at the top shows the volume of deadlines in each week by 'Stage', 'Credits' or by 'Level' and can be changed once again, by selecting the column header you would like to see. This view does not distinguish assessments by type, so if one module appears to have a heavy volume of deadlines, it is worth looking in the module tab to find out exactly why that is.

Stage	Credits	Level	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Term 3	Out of Term	Attendance
1					1			1	1	1	1		1	3					1	1			1	1	2	4	6		
2								1	1		1		1	3					1				1	1	3		6		
3				1						2				3	1				2		1				3	3			1
A/C/S				2																									2
O				1		1			1	2	2	1						1	1	2	1	1	4	4	4			

The deadlines are all organised by week, with a few exceptions:

Deadline	Translation
Term 3	The summer term, when most students are off campus
Out of Term	For any assignments between terms or during the holidays
Attendance	For any assignments where their mark is determined by their attendance

3.   Adding or Removing Module Tabs

All data in the Programme_Overview tab is populated by the module tabs. In order for it to be of any use, there must first be module tabs with data on.

There are two ways in which a module can be added; as a blank template or by copying/importing it from another EQUIP file.

We will start by covering the basics of a module tab, by discussing the final two buttons on the Programme_Overview tab:

+ The plus button instantly creates a new blank module tab for you to fill in. The workbook will display this new tab and it is best to fill in the header details before adding another one, to avoid confusion.

- The minus button is for removing an existing module tab. When pressed it will load a small window asking you which module you would like to remove.
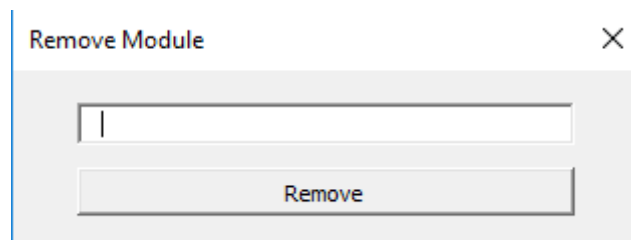
Type in the module code for the tab you would like to remove and then click remove.

NB: Be careful not to type in the wrong module code as it will not be recoverable once you save it after deleting it!

If you type in a module code that does not exist within the document, an error message will display to let you know:
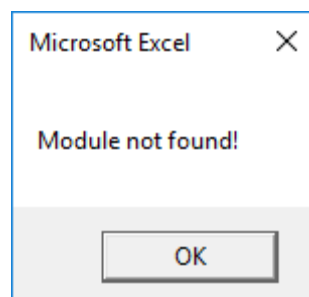

You can also remove a module by right clicking its tab and selecting delete. The summary page will be updated when you next look at it.

4.   Module Tabs

Every module tab has a header, much like the Programme_Overview tab, it can be edited. The First two boxes within the header are for the module code and title. The remaining three are all dropdown boxes for the Stage, Credits and Level.

CB605	European Business	Stage	Credits	Level
		3	30	6

Be careful when updating the module code as when you select off of it, the tab name will update to match that entry! – If you name it something unacceptable or the programme code has been used elsewhere, you will get the following warning:
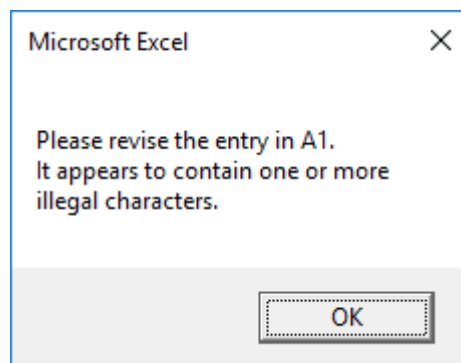
The module code can not exceed 31 characters, nor can it include any of the following characters: **\ / ? * [ ]**

Each individual module tab is like a miniature Overview. They each have buttons that allow you to move between various data entry tables. The buttons appear as below:

Assessments	Learning Outcomes

As with the Overview tab, a button will be highlighted if the page is being displayed. If it is not highlighted it can be clicked on to switch to the relevant section.

4.1. Assessments

The Assessments section is for inputting all assessments details and deadlines relevant to that module. It contains a 'Notes' field for any general information regarding the module and requires input into several columns listed below;

Name: This column allows for any kind of text to be input freely into it. It could be as simple as 'Assessment 1' or as complex as 'Essay on the importance of statistical analysis within business – 3000 Words'. This serves a purpose of allowing you to quickly and easily recognise it when cross referencing with other resources. It's best to use something that's simple and recognisable.

Type & Detail: These fields both have limited inputs with dropdowns to help select something applicable. The assessment types only includes ones approved by UELT (https://www.kent.ac.uk/teaching/assessment/profile/index.html), but those not relevant to KBS have been omitted – These can be altered for other schools by contacting Michael Green (contact info on page 11). The 'Detail' column looks to further define the assessment type, so make sure to select the 'Type' first. These fields are important for the Methods of Assessment Summary on the Programme_Overview tab.

If you decide to change the 'Type' field at a later date make sure to select a new option from the 'Detail' drop down as it may no longer be correctly associated with the 'Type'.

In the event that none of the drop down options suit the assessment type, the field can be left blank, but this is recommended only for extreme cases.

'Weighting': The weighting is for the individual assessments. The sum of all assessments within the module should not typically go beyond 100, but in some modules there may be assessment options. If this is the case make sure to clarify this in the Notes section next to the high-level summary table.

'Week Due': The remaining columns allow for a single 'x' to be entered in each cell. This is for entering assessment deadlines. If there are multiple deadlines for an assessment (such as multiple presentations over the course of a few weeks) than an 'x' in all of the relevant weeks is allowed. The high-level summary will distinguish between them, with the 'Assessments' row picking out all the 'x's and the 'Deadlines' row only picking out the final 'x'.

Term 3, Out of Term and Attendance is for inputting an 'x' if it is expected to be due during one of those time periods. The translations for those periods can be found on page 6.

'Date of Deadline': This should be filled in to allow a greater level of detail and accuracy in the event that it is needed by the EQUIP user. Typically, a professional services member might only use the Programme_Overview tab to see the deadlines, but in the event that they need a specific date, they will refer to this column.

4.2. Learning Outcomes

The Module Learning Outcomes table, below the high-level summary, will allow access to any white cell within the table. All cells are limited to only allow an 'x' to be inserted into it and doing so will update the summary at the top. This summary displays the number of each Student Learning Outcome and Global Learning Outcome met within the module. The combined total of these will be displayed for the module on the Programme_Overview tab.

You can switch between the Assessments and Module learning outcomes by selecting the buttons left of the high-level summary - The current selection will be in blue:

Assessments	Learning Outcomes	A1	A2	A3	A4	A5	A6
Module	SLO	5	1	4	5		
	GLO						

When you select the Assessments option on the Learning Outcomes page, the table will change to display each of the assessments that had been entered on the Assessments page. Always make sure to fill in the Assessments page first so that you have information at the top of this table!

5.   Transferring Modules between EQUIP workbooks

With many programmes having overlapping modules, this version of EQUIP has been designed to make life easier. If you want to copy a module from one workbook to another, it is the same as if you were copying a normal excel spreadsheet;

1. Select the tab or tabs you want to copy
2. Right click on one of them
3. Select 'Move or Copy'
4. Select the file you want to transfer it to from the dropdown list
5. Tick the box for 'Create a copy'
6. Click 'OK'

The EQUIP workbooks have a built in tab sorter, so once the tabs are copied into another EQUIP they will rearrange themselves!

6.   Contacts for Further Support

This guide should cover the day to day use of EQUIP and some of the less frequent queries, but should further help be required, then one of the following contacts should be able to help you:

Michael Green - Student Success Officer (KBS)
M.Green-575@kent.ac.uk
01227 82 6440
01634 88 8481

Silvia Colaiacomo - Curriculum & Educational Developer (UELT)
S.Colaiacomo@kent.ac.uk
01227 82 4098

Dr Zita Stone - Director of Education (KBS)
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