ExamSoft ®

Map
User Guide

Map
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This user guide provides instructions for the use of Map for curriculum mapping. For an introduction to the Map tool, please review *https://examsoft.com/solutions/map.*

1. Accessing Map

The **Map** tool is accessed through the 'Map' button on the navigation bar of the **Liftupp Web Portal**. Each staff member requiring access to **Map** must have their own Staff User Account in the portal. At each institution, only designated 'Super Admins' can create new Staff User Accounts via the 'Admin' button on the navigation bar. Once new accounts have been created, the relevant permissions are assigned by designated 'Super Admins' or 'Map Product Admins'. For an individual who requires access to **Map** but already has a Staff User Account for other products, it is necessary only to add the relevant **Map** permissions to their existing account. Please refer to the Liftupp Web Portal User Guide for detailed information on managing Staff User Accounts and using client Single Sign-On to access the **Liftupp Web Portal** (where enabled).

On clicking the 'Map' button, the **Map** tool opens beneath the navigation bar and comprises three tabs (Map, Coverage and Archive), which are used to navigate between the three main functions of the tool. Clicking on a tab displays the associated function in the space below. By default, the **Map** tool opens in the Map function/tab.
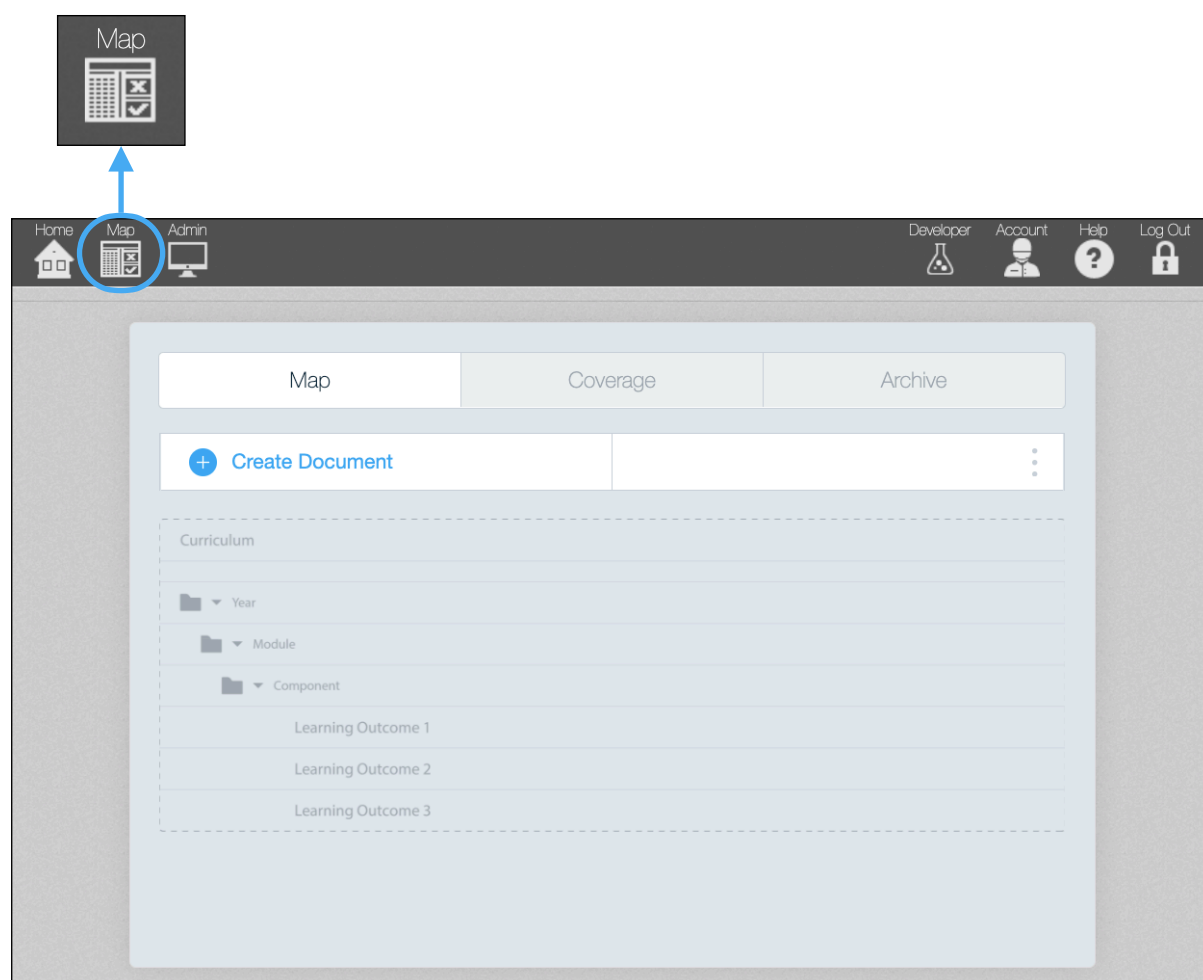
2. Documents

2.1. Document Types And Structure

Curricula can be mapped to stakeholder outcomes and other lists, such as staff, teaching method, assessment type or clock hours. Each of these items must be entered into the **Map** tool as a 'Document' using a predefined tree structure, or hierarchy, as illustrated by the template beneath the 'Map' tab and described in Sections 2.2 and 2.3, before two Documents can be mapped to one another. The hierarchy allows Documents to contain multiple levels so that relevant items can be grouped together. Documents are entered into **Map** either via a CSV uploader or manual input.

2.2. Curriculum Documents

Each curriculum is typically entered as a Document with a hierarchy composed of seven levels, as shown below.

> ➢ Level 1: Year of study
>
> > ➢ Level 2: Semester
> >
> > > ➢ Level 3: Course
> > >
> > > > ➢ Level 4: Module
> > > >
> > > > > ➢ Level 5: Component
> > > > >
> > > > > > ➢ Level 6: Learning activity (name of lecture, practical etc.)
> > > > > >
> > > > > > > ➢ Level 7: Learning outcome

Level 4 (Module) and Level 5 (Component) are optional, however if this extra granularity in the curriculum might be required in the future, it is recommended that that they are included in the hierarchy from the outset, since it is difficult to insert additional levels later. Placeholder levels of this nature should be labelled as 'None'. In the example below, the Alimentary Course does not have any Modules or Components, however these levels have been included and labelled as 'None' so that they are available in the future.

When entering the curricula for programmes which share some common elements (e.g. some of the same courses), the same hierarchy should be used for each Curriculum Document so that the common elements only need inputting once and can be copied easily into the other curricula using the CSV Document Uploader (see Section 2.4).

```
➢ Year 1

    ➢ Term 2

        ➢ Alimentary

            ➢ None

                ➢ None

                    ➢ Canine Abdomen

                        ➢ Define the abdominal cavity and its boundaries
```

2.3. Stakeholder And Other Documents

Stakeholder outcomes, standards or competencies are typically entered as a Document with a hierarchy composed of two levels, as shown below.

```
➢ Level 1: Theme

    ➢ Level 2: Outcome, standard or competency
```

Lists such as staff, teaching method, assessment type or clock hours are even simpler and entered as Documents with a hierarchy composed of a single level (i.e. a simple list).

```
➢ Level 1: Staff, teaching method, assessment type or clock hours
```

2.4. CSV Document Uploader

The quickest and easiest way to enter Documents into the **Map** tool is via the CSV Document Uploader, however, manual input may be preferred by some users for large and complex curricula. First, information is transferred from the original document (usually a Word, Excel or PDF file) to an Excel CSV file with a prescribed structure, using copy and paste functions where possible. The CSV file is then uploaded using the CSV Document Uploader, which is located as a menu option beneath the Map button on the navigation bar.

Row 1 of the CSV must contain column headers with the following format:

Column A: "[Level 1]"
Column B: "[Level 2]"
Column C: "[Level 3]"
etc.

	A	B	C	D	E	F	G	H
1	[Level 1]	[Level 2]	[Level 3]	[Level 4]	[Level 5]	[Level 6]	[Level 7]	[Level 8]

Column A or [Level 1] of the CSV is used for the name of the Document, rather than the filename of the CSV, which is unimportant. For example, if a Document is to be called 'Curriculum', then this should be entered into Column A of the CSV.

Column B or [Level 2] represents the top level of the Document hierarchy. The items in [Level 2] and all subsequent columns of the CSV must be entered using one of two different formats:

• With Listings
• Without Listings

Listings are the numerical IDs that define the position of an item within the Document hierarchy (e.g. 1.1.2.3). Users can choose either format, provided they adhere to the guidance on using Short Names given in Sections 2.4.1 and 2.4.2 (refer to Section 3.1 for more information on Short Names).

2.4.1. CSV Files Formatted 'With Listings'

'With Listings' is the recommended format for large, complex Documents such as curricula and some stakeholder documents. This permits the use of Short Names with the following forms in ANY column of the CSV: "1", "1.1", "1-1" and "1_1". Items are entered into cells as follows:

Listing| |Item   e.g. "1.1.1| |Course 101"
Listing| |Short Name| |Item   e.g. "1.1.1| |101| |Course 101"

If users put the same item multiple times in a given column of the CSV and include a Listing with some of these items, but not others, then all the items will be merged as a single record. However, if different IDs are used, then separate records will be created. For example:

The following entries will be merged as "1.1.1| |Course 101":
"1.1.1| |Course 101"
"Course 101"

The following entries will be treated as separate records:
"1.1.1| |Course 101"
"1.1.2| |Course 101"

The templates below illustrate how a Curriculum Document and Stakeholder Document should be structured when formatted 'With Listings'. [Level 8] in the Curriculum Document shows how various forms of Short Name can be included in this type of upload. Appendix A provides examples of these Documents after they have been uploaded to the **Map** tool.

Curriculum Document

	A	B	C	D	E	F	G	H
1	[Level 1]	[Level 2]	[Level 3]	[Level 4]	[Level 5]	[Level 6]	[Level 7]	[Level 8]
2	Curriculum Name	1| |Year 1	1.1| |Semester 1	1.1.1| |Course 1	1.1.1.1| |Module 1	1.1.1.1.1| |Component 1	1.1.1.1.1.1| |Learning Activity 1	*1.1.1.1.1.1.1| |1| |Learning Outcome 1
3	Curriculum Name	1| |Year 1	1.1| |Semester 1	1.1.1| |Course 1	1.1.1.1| |Module 1	1.1.1.1.2| |Component 2	1.1.1.1.1.2| |Learning Activity 2	*1.1.1.1.1.2.1| |2| |Learning Outcome 2
4	Curriculum Name	1| |Year 1	1.1| |Semester 1	1.1.1| |Course 1	1.1.1.1| |Module 1	1.1.1.1.2| |Component 2	1.1.1.1.2.1| |Learning Activity 1	*1.1.1.1.2.1.1| |3| |Learning Outcome 3
5	Curriculum Name	1| |Year 1	1.1| |Semester 1	1.1.1| |Course 1	1.1.1.1| |Module 1	1.1.1.1.2| |Component 2	1.1.1.1.2.2| |Learning Activity 2	*1.1.1.1.2.2.1| |4| |Learning Outcome 4
6	Curriculum Name	1| |Year 1	1.1| |Semester 1	1.1.1| |Course 1	1.1.1.2| |Module 2	1.1.1.2.1| |Component 1	1.1.1.2.1.1| |Learning Activity 1	*1.1.1.2.1.1.1| |5| |Learning Outcome 5
7	Curriculum Name	1| |Year 1	1.1| |Semester 1	1.1.1| |Course 1	1.1.1.2| |Module 2	1.1.1.2.1| |Component 1	1.1.1.2.1.2| |Learning Activity 2	*1.1.1.2.1.2.1| |6| |Learning Outcome 6
8	Curriculum Name	1| |Year 1	1.1| |Semester 1	1.1.1| |Course 1	1.1.1.2| |Module 2	1.1.1.2.2| |Component 2	1.1.1.2.2.1| |Learning Activity 1	*1.1.1.2.2.1.1| |7| |Learning Outcome 7
9	Curriculum Name	1| |Year 1	1.1| |Semester 1	1.1.1| |Course 1	1.1.1.2| |Module 2	1.1.1.2.2| |Component 2	1.1.1.2.2.2| |Learning Activity 2	*1.1.1.2.2.2.1| |8| |Learning Outcome 8
10	Curriculum Name	1| |Year 1	1.1| |Semester 1	1.1.1| |Course 1	1.1.1.3| |Module 3	1.1.1.3.1| |Component 1	1.1.1.3.1.1| |Learning Activity 1	*1.1.1.3.1.1.1| |9| |Learning Outcome 9
11	Curriculum Name	1| |Year 1	1.1| |Semester 1	1.1.1| |Course 1	1.1.1.3| |Module 3	1.1.1.3.1| |Component 1	1.1.1.3.1.2| |Learning Activity 2	*1.1.1.3.1.2.1| |1.10| |Learning Outcome 10
12	Curriculum Name	1| |Year 1	1.1| |Semester 1	1.1.1| |Course 1	1.1.1.3| |Module 3	1.1.1.3.2| |Component 2	1.1.1.3.2.1| |Learning Activity 1	*1.1.1.3.2.1.1| |1.11| |Learning Outcome 11
13	Curriculum Name	1| |Year 1	1.1| |Semester 1	1.1.1| |Course 1	1.1.1.3| |Module 3	1.1.1.3.2| |Component 2	1.1.1.3.2.2| |Learning Activity 2	*1.1.1.3.2.2.1| |1.12| |Learning Outcome 12
14	Curriculum Name	1| |Year 1	1.2| |Semester 2	1.2.1| |Course 2	1.2.1.1| |Module 1	1.2.1.1.1| |Component 1	1.2.1.1.1.1| |Learning Activity 1	*1.2.1.1.1.1.1| |1.13| |Learning Outcome 13
15	Curriculum Name	1| |Year 1	1.2| |Semester 2	1.2.1| |Course 2	1.2.1.1| |Module 1	1.2.1.1.1| |Component 1	1.2.1.1.1.2| |Learning Activity 2	*1.2.1.1.1.2.1| |1.14| |Learning Outcome 14
16	Curriculum Name	1| |Year 1	1.2| |Semester 2	1.2.1| |Course 2	1.2.1.1| |Module 1	1.2.1.1.2| |Component 2	1.2.1.1.2.1| |Learning Activity 1	*1.2.1.1.2.1.1| |1.15| |Learning Outcome 15
17	Curriculum Name	1| |Year 1	1.2| |Semester 2	1.2.1| |Course 2	1.2.1.1| |Module 1	1.2.1.1.2| |Component 2	1.2.1.1.2.2| |Learning Activity 2	*1.2.1.1.2.2.1| |1.16| |Learning Outcome 16
18	Curriculum Name	1| |Year 1	1.2| |Semester 2	1.2.1| |Course 2	1.2.1.2| |Module 2	1.2.1.2.1| |Component 1	1.2.1.2.1.1| |Learning Activity 1	*1.2.1.2.1.1.1| |1.17| |Learning Outcome 17
19	Curriculum Name	1| |Year 1	1.2| |Semester 2	1.2.1| |Course 2	1.2.1.2| |Module 2	1.2.1.2.1| |Component 1	1.2.1.2.1.2| |Learning Activity 2	*1.2.1.2.1.2.1| |1.18| |Learning Outcome 18
20	Curriculum Name	1| |Year 1	1.2| |Semester 2	1.2.1| |Course 2	1.2.1.2| |Module 2	1.2.1.2.2| |Component 2	1.2.1.2.2.1| |Learning Activity 1	*1.2.1.2.2.1.1| |1.19| |Learning Outcome 19
21	Curriculum Name	1| |Year 1	1.2| |Semester 2	1.2.1| |Course 2	1.2.1.2| |Module 2	1.2.1.2.2| |Component 2	1.2.1.2.2.2| |Learning Activity 2	*1.2.1.2.2.2.1| |1.20| |Learning Outcome 20
22	Curriculum Name	1| |Year 1	1.2| |Semester 2	1.2.1| |Course 2	1.2.1.3| |Module 3	1.2.1.3.1| |Component 1	1.2.1.3.1.1| |Learning Activity 1	*1.2.1.3.1.1.1| |1.21| |Learning Outcome 21
23	Curriculum Name	1| |Year 1	1.2| |Semester 2	1.2.1| |Course 2	1.2.1.3| |Module 3	1.2.1.3.1| |Component 1	1.2.1.3.1.2| |Learning Activity 2	*1.2.1.3.1.2.1| |1.22| |Learning Outcome 22
24	Curriculum Name	1| |Year 1	1.2| |Semester 2	1.2.1| |Course 2	1.2.1.3| |Module 3	1.2.1.3.2| |Component 2	1.2.1.3.2.1| |Learning Activity 1	*1.2.1.3.2.1.1| |1.23| |Learning Outcome 23
25	Curriculum Name	1| |Year 1	1.2| |Semester 2	1.2.1| |Course 2	1.2.1.3| |Module 3	1.2.1.3.2| |Component 2	1.2.1.3.2.2| |Learning Activity 2	*1.2.1.3.2.2.1| |1.24| |Learning Outcome 24
26	Curriculum Name	1| |Year 1	1.3| |Semester 3	1.3.1| |Course 3	1.3.1.1| |Module 1	1.3.1.1.1| |Component 1	1.3.1.1.1.1| |Learning Activity 1	*1.3.1.1.1.1.1| |1.25| |Learning Outcome 25
27	Curriculum Name	1| |Year 1	1.3| |Semester 3	1.3.1| |Course 3	1.3.1.1| |Module 1	1.3.1.1.1| |Component 1	1.3.1.1.1.2| |Learning Activity 2	*1.3.1.1.1.2.1| |1.26| |Learning Outcome 26
28	Curriculum Name	1| |Year 1	1.3| |Semester 3	1.3.1| |Course 3	1.3.1.1| |Module 1	1.3.1.1.2| |Component 2	1.3.1.1.2.1| |Learning Activity 1	*1.3.1.1.2.1.1| |1.27| |Learning Outcome 27
29	Curriculum Name	1| |Year 1	1.3| |Semester 3	1.3.1| |Course 3	1.3.1.1| |Module 1	1.3.1.1.2| |Component 2	1.3.1.1.2.2| |Learning Activity 2	*1.3.1.1.2.2.1| |1_28| |Learning Outcome 28
30	Curriculum Name	1| |Year 1	1.3| |Semester 3	1.3.1| |Course 3	1.3.1.2| |Module 2	1.3.1.2.1| |Component 1	1.3.1.2.1.1| |Learning Activity 1	*1.3.1.2.1.1.1| |1_29| |Learning Outcome 29
31	Curriculum Name	1| |Year 1	1.3| |Semester 3	1.3.1| |Course 3	1.3.1.2| |Module 2	1.3.1.2.1| |Component 1	1.3.1.2.1.2| |Learning Activity 2	*1.3.1.2.1.2.1| |1_30| |Learning Outcome 30
32	Curriculum Name	1| |Year 1	1.3| |Semester 3	1.3.1| |Course 3	1.3.1.2| |Module 2	1.3.1.2.2| |Component 2	1.3.1.2.2.1| |Learning Activity 1	*1.3.1.2.2.1.1| |1_31| |Learning Outcome 31
33	Curriculum Name	1| |Year 1	1.3| |Semester 3	1.3.1| |Course 3	1.3.1.2| |Module 2	1.3.1.2.2| |Component 2	1.3.1.2.2.2| |Learning Activity 2	*1.3.1.2.2.2.1| |1_32| |Learning Outcome 32
34	Curriculum Name	1| |Year 1	1.3| |Semester 3	1.3.1| |Course 3	1.3.1.3| |Module 3	1.3.1.3.1| |Component 1	1.3.1.3.1.1| |Learning Activity 1	*1.3.1.3.1.1.1| |1_33| |Learning Outcome 33
35	Curriculum Name	1| |Year 1	1.3| |Semester 3	1.3.1| |Course 3	1.3.1.3| |Module 3	1.3.1.3.1| |Component 1	1.3.1.3.1.2| |Learning Activity 2	*1.3.1.3.1.2.1| |1_34| |Learning Outcome 34
36	Curriculum Name	1| |Year 1	1.3| |Semester 3	1.3.1| |Course 3	1.3.1.3| |Module 3	1.3.1.3.2| |Component 2	1.3.1.3.2.1| |Learning Activity 1	*1.3.1.3.2.1.1| |1_35| |Learning Outcome 35
37	Curriculum Name	1| |Year 1	1.3| |Semester 3	1.3.1| |Course 3	1.3.1.3| |Module 3	1.3.1.3.2| |Component 2	1.3.1.3.2.2| |Learning Activity 2	*1.3.1.3.2.2.1| |1_36| |Learning Outcome 36

Stakeholder Document

	A	B	C
1	[Level 1]	[Level 2]	[Level 3]
2	Stakeholder Document Name	1| |Theme 1	*1.1| |1.1| |Standard 1.1
3	Stakeholder Document Name	1| |Theme 1	*1.2| |1.2| |Standard 1.2
4	Stakeholder Document Name	1| |Theme 1	*1.3| |1.3| |Standard 1.3
5	Stakeholder Document Name	1| |Theme 1	*1.4| |1.4| |Standard 1.4
6	Stakeholder Document Name	1| |Theme 1	*1.5| |1.5| |Standard 1.5
7	Stakeholder Document Name	2| |Theme 2	*2.1| |2.1| |Standard 2.1
8	Stakeholder Document Name	2| |Theme 2	*2.2| |2.2| |Standard 2.2
9	Stakeholder Document Name	2| |Theme 2	*2.3| |2.3| |Standard 2.3
10	Stakeholder Document Name	2| |Theme 2	*2.4| |2.4| |Standard 2.4
11	Stakeholder Document Name	2| |Theme 2	*2.5| |2.5| |Standard 2.5
12	Stakeholder Document Name	3| |Theme 3	*3.1| |3.1| |Standard 3.1
13	Stakeholder Document Name	3| |Theme 3	*3.2| |3.2| |Standard 3.2
14	Stakeholder Document Name	3| |Theme 3	*3.3| |3.3| |Standard 3.3
15	Stakeholder Document Name	3| |Theme 3	*3.4| |3.4| |Standard 3.4
16	Stakeholder Document Name	3| |Theme 3	*3.5| |3.5| |Standard 3.5

2.4.2. CSV Files Formatted 'Without Listings'

'Without Listings' is the recommended format for small, simple Documents such as lists of staff, teaching method, assessment type and clock hours. In this format, the following Short Names are NOT permitted in levels which also use these numbers as IDs to define the position of items in the hierarchy: "1", "1.1", "1.1.1" etc. For example, Short Name "1" cannot be used for [Level 2], Short Name "1.1" cannot be used for [Level 3] and Short Name "1.1.1" cannot be used for [Level 4]. However, Short Name "1.1" can be used for [Level 2] because the Listing ID for [Level 2] comprises a single digit. All other styles of Short Name are valid without restriction. Items are entered into cells as follows:

Item   e.g. "Course 101"
Short Name| |Item   e.g. "101| |Course 101"

If users only include Short Names for some identical items, then the records will be grouped as a single record **with** the Short Name, but if users include different Short Names they will be treated as separate records. For example:

The following entries will be grouped as "101| |Course 101":
"101| |Course 101"
"Course 101"

The following entries will be treated as separate records:
"101| |Course 101"
"C1| |Course 101"

The templates below illustrate how various Documents should be structured when formatted 'Without Listings'. Note how the Short Names in [Level 3] of the Stakeholder Document have been written in the style "1-1", since "1.1" would be the Listing ID for this particular column.

Stakeholder Document

	A	B	C
1	[Level 1]	[Level 2]	[Level 3]
2	Stakeholder Document Name	Theme 1	*1-1| |Standard 1.1
3	Stakeholder Document Name	Theme 1	*1-2| |Standard 1.2
4	Stakeholder Document Name	Theme 1	*1-3| |Standard 1.3
5	Stakeholder Document Name	Theme 1	*1-4| |Standard 1.4
6	Stakeholder Document Name	Theme 1	*1-5| |Standard 1.5
7	Stakeholder Document Name	Theme 2	*2-1| |Standard 2.1
8	Stakeholder Document Name	Theme 2	*2-2| |Standard 2.2
9	Stakeholder Document Name	Theme 2	*2-3| |Standard 2.3
10	Stakeholder Document Name	Theme 2	*2-4| |Standard 2.4
11	Stakeholder Document Name	Theme 2	*2-5| |Standard 2.5
12	Stakeholder Document Name	Theme 3	*3-1| |Standard 3.1
13	Stakeholder Document Name	Theme 3	*3-2| |Standard 3.2
14	Stakeholder Document Name	Theme 3	*3-3| |Standard 3.3
15	Stakeholder Document Name	Theme 3	*3-4| |Standard 3.4
16	Stakeholder Document Name	Theme 3	*3-5| |Standard 3.5

Staff Document

	A	B
1	[Level 1]	[Level 2]
2	Staff	*Name 1
3	Staff	*Name 2
4	Staff	*Name 3
5	Staff	*Name 4
6	Staff	*Name 5
7	Staff	*Name 6
8	Staff	*Name 7
9	Staff	*Name 8
10	Staff	*Name 9
11	Staff	*Name 10

Teaching Method Document

	A	B
1	[Level 1]	[Level 2]
2	Teaching Method	*Lecture
3	Teaching Method	*Online Lecture
4	Teaching Method	*Seminar
5	Teaching Method	*Workshop
6	Teaching Method	*Practical
7	Teaching Method	*Laboratory
8	Teaching Method	*Clinical
9	Teaching Method	*CAL
10	Teaching Method	*Directed Learning
11	Teaching Method	*Independent Learning
12	Teaching Method	*Directed Reading
13	Teaching Method	*Independent Reading
14	Teaching Method	*Assignment

Clock Hours Document

	A	B
1	[Level 1]	[Level 2]
2	Clock Hours	*0.5
3	Clock Hours	*1.0
4	Clock Hours	*1.5
5	Clock Hours	*2.0
6	Clock Hours	*2.5
7	Clock Hours	*3.0
8	Clock Hours	*3.5
9	Clock Hours	*4.0

Appendix A provides examples of these Documents after they have been uploaded to the **Map** tool.

2.4.3. Mappable Items

In order for items in Documents to be mapped to one another in the **Map** tool, they must be flagged as 'mappable' in the CSV files. This allows linkages to be created between items in different Documents and is achieved by inserting an asterisk (*) before each item, as illustrated below:

"*1.1.1| |Course 101"   Mappable item
"1.1.1| |Course 101"   Non-mappable item

By way of example, the Learning Outcomes in [Level 8] of the Curriculum Document and the Standards in [Level 3] of the Stakeholder Document in Section 2.4.1 are flagged as 'mappable'. Any items not flagged as 'mappable' in the CSV upload but required to be set as such later, can be changed manually in the **Map** tool.

2.4.4. Uploading CSV Files

Once the contents of a Document have been transferred to a CSV file and formatted correctly, the CSV file should be saved to a suitable location (the name of the file is unimportant) and uploaded by following the steps below:

1. Go to Map > Map CSV to open the CSV Document Uploader
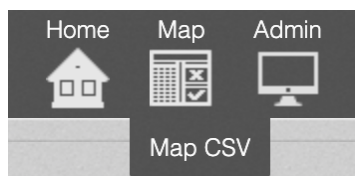
2. Click 'Choose file'
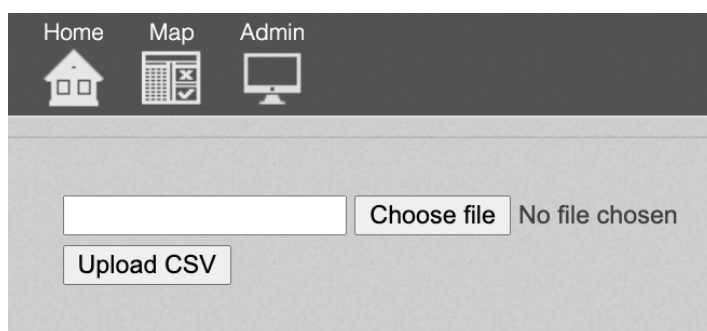
3. Select the CSV from its saved location
4. Click 'Upload CSV'
5. If successful, a confirmation message will be received and the new Document will appear in the list below the 'Upload CSV' button

Note: users must have the permission 'Mapping - CSV Upload' to be able to access the CSV Document Uploader.

3. Map Tab

3.1. Entering Documents Manually

In addition to the CSV Document Uploader, users can enter Documents manually into the **Map** tool on an item-by-item basis. This may be the preferred option for large and complex curricula.

To create a new Document, click the + button next to 'Create Document' under the Map tab. The name of the Document should be entered in the resulting modal window by clicking on 'untitled' next to the blue folder.

Toggling on 'Show listing' will display the IDs, or Listings, associated with each item in the Document hierarchy, e.g. '**1.** Year 1**'** for a top level item and '**1.1.** Semester 1**'** for a second level item. Listings are useful for locating items quickly while mapping two Documents and can be turned on/off later by returning to this modal window. Click 'Done' once complete and the Document will open in the Edit Document mode.

Map	Coverage	Archive

⊕ Create Document

⋮

Curriculum

📁 ▼ Year

  📁 ▼ Module

    📁 ▼ Component

      Learning Outcome 1

      Learning Outcome 2

      Learning Outcome 3

Enter new document title ⊗

📁 Curriculum Name

Show listing ⬤

Done

Map	Coverage	Archive

Curriculum Name ✏️ 🗑️   Done

🔍

⊕ Add new top level item
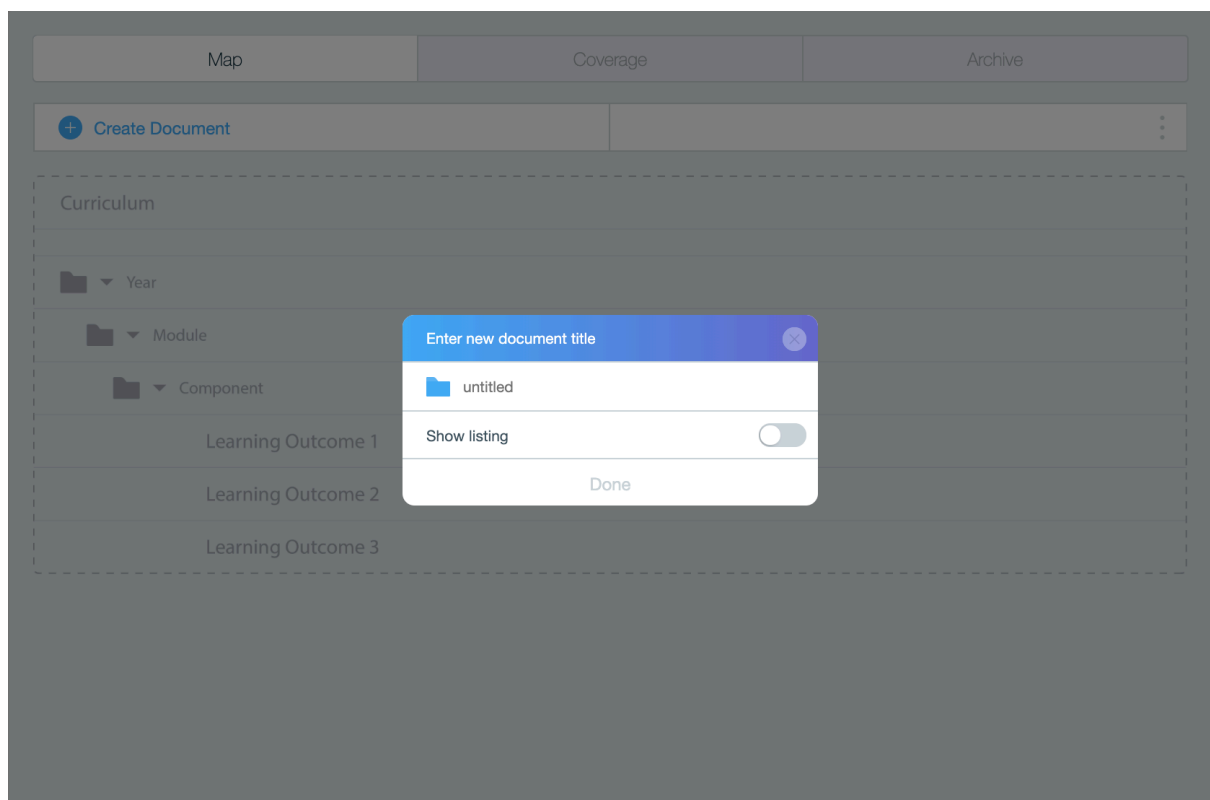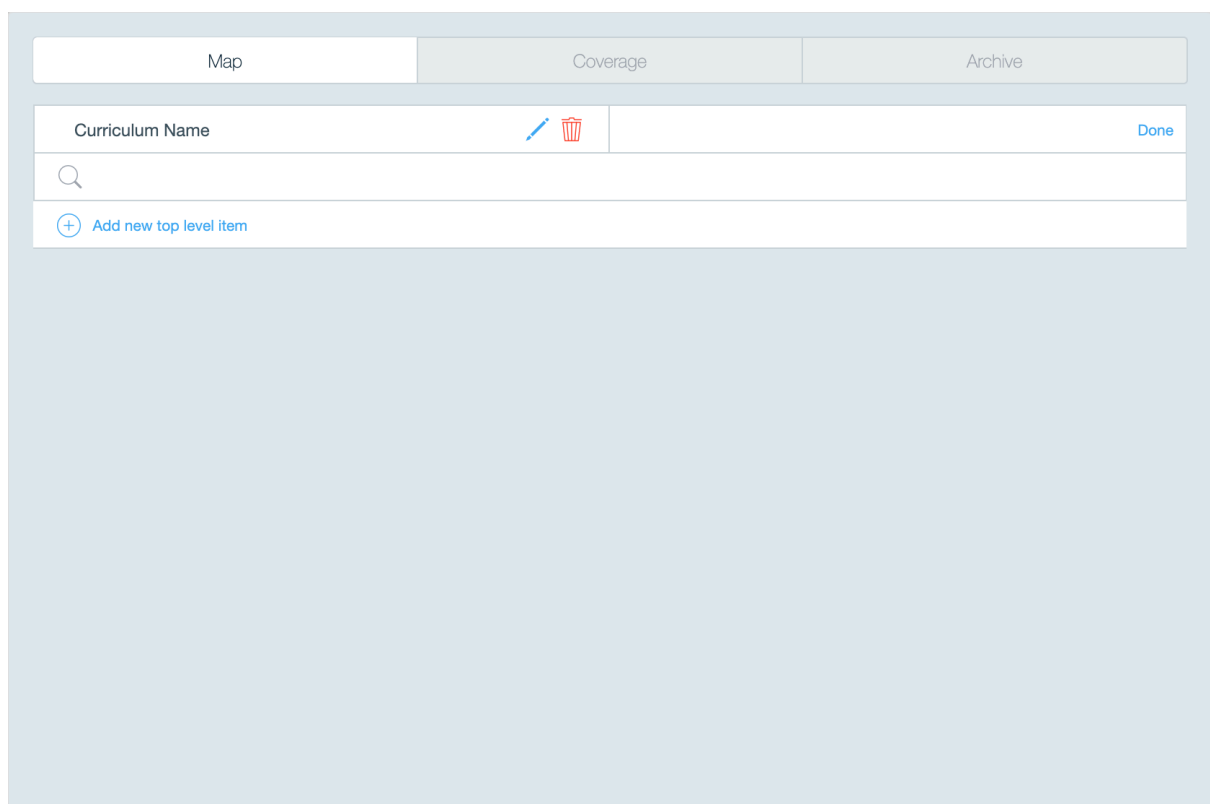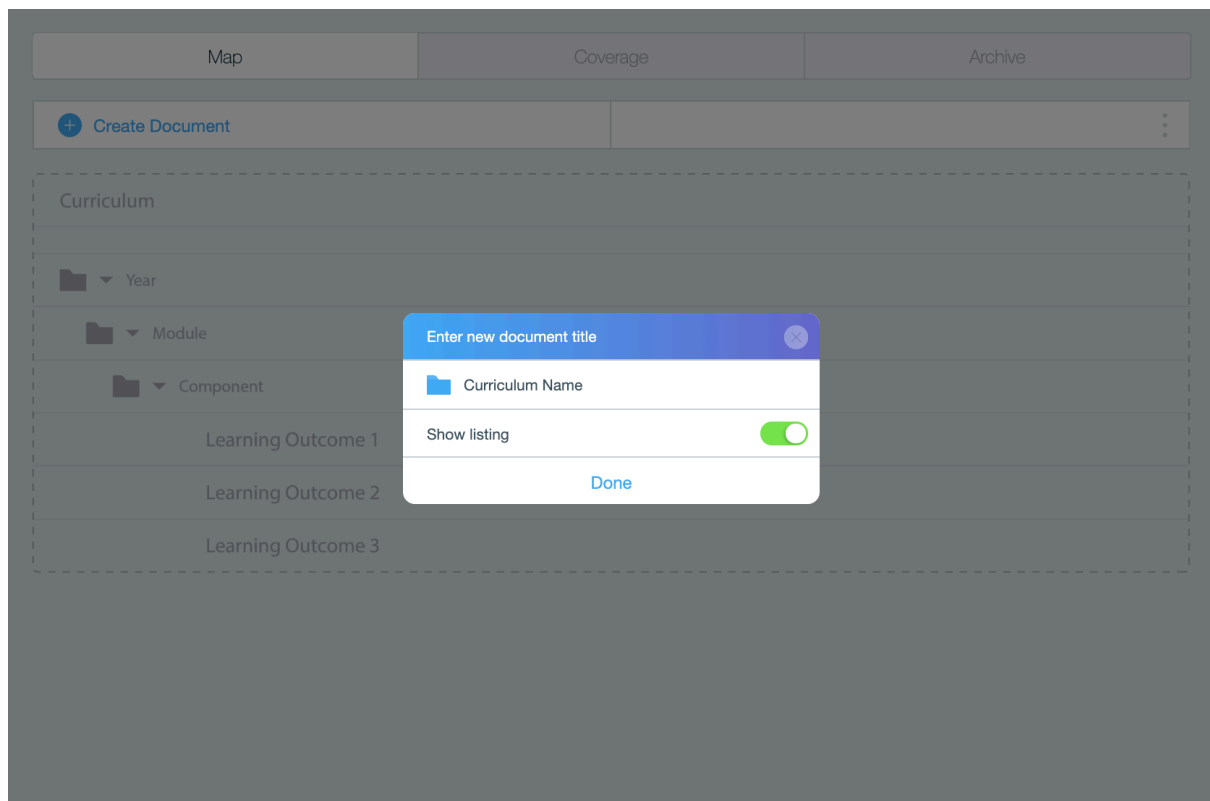
Document content is added one item at a time to each level of a predefined hierarchy, starting with the top level and moving down through the various sub-levels of the tree. To add a new item to the top level of the tree, click on 'Add new top level item'. This brings up a new modal window which allows a name to be entered for the top level item by clicking on 'untitled' next to the blue folder.

Beneath the item name is an option to enter a Short Name, which will appear bracketed and emboldened before the item name in the hierarchy and in column headers of Coverage Reports, e.g. '**(A001)** Outcome 1'. The use of unique identifiers as Short Names allows items with similar names to be distinguished; facilitates searching of items within Documents, and enables items with names truncated in the headers of Coverage Reports to be identified easily. All forms of Short Name may be used when entered through this modal window, regardless of position in the Document hierarchy, unlike some CSV uploads.

All new items are flagged as 'mappable' by default, however this can be changed using the Mappable toggle in the modal window. Click 'Done' to save the settings and add the top level item to the Document. Additional top level items may be added by clicking on 'Add new top level item' again.

Map	Coverage	Archive

Curriculum Name ✏️ 🗑️	Done

🔍

⊕ Add new top level item

Curriculum Name > ... ⊗

📁 Year 1

Y01

Mappable: ⚪

Done

Map	Coverage	Archive

Curriculum Name ✏️ 🗑️	Done

🔍

⊕   **1. (Y01)** Year 1   ✏️ 🗑️

⊕ Add new top level item
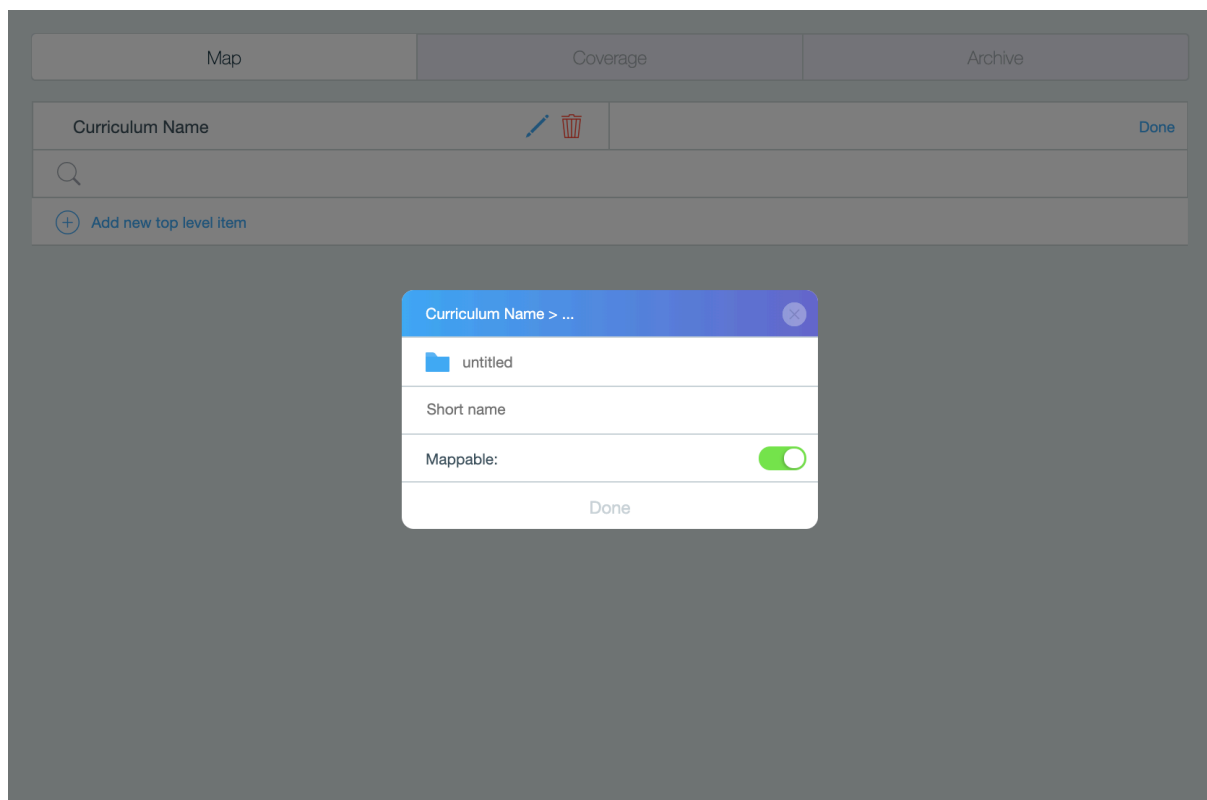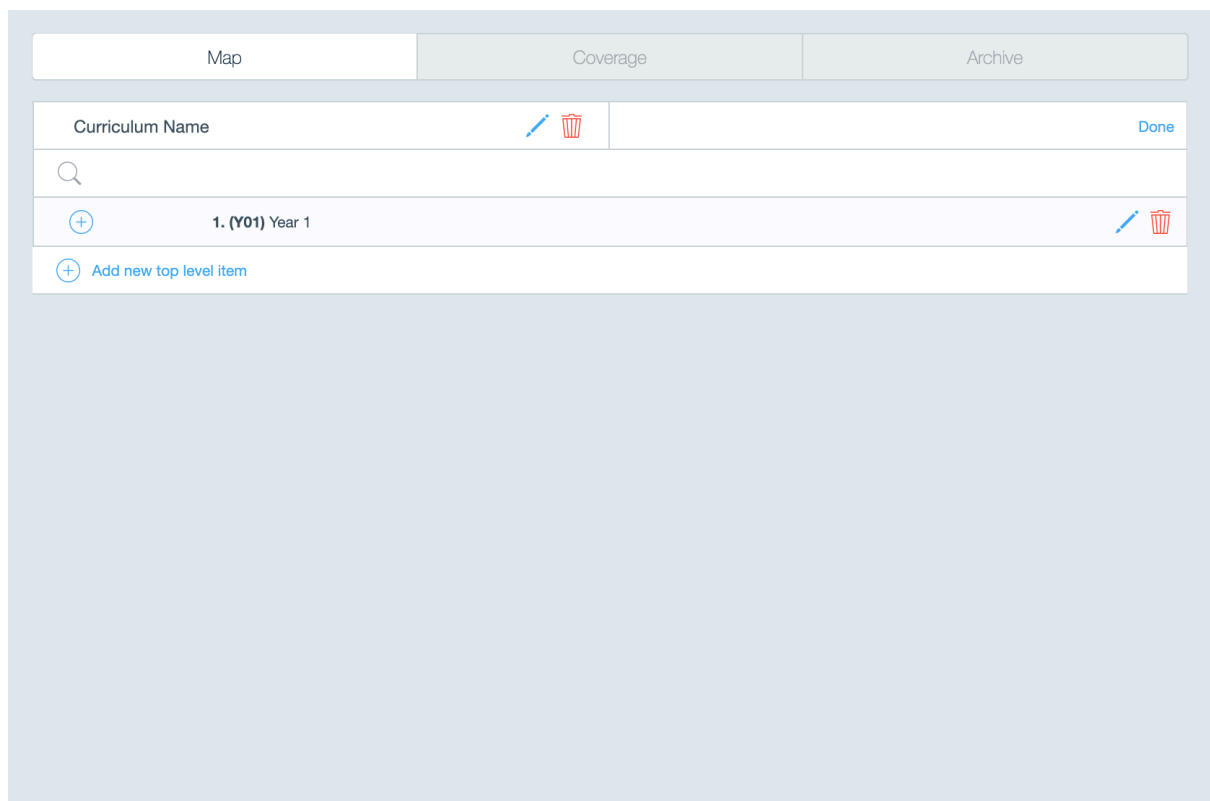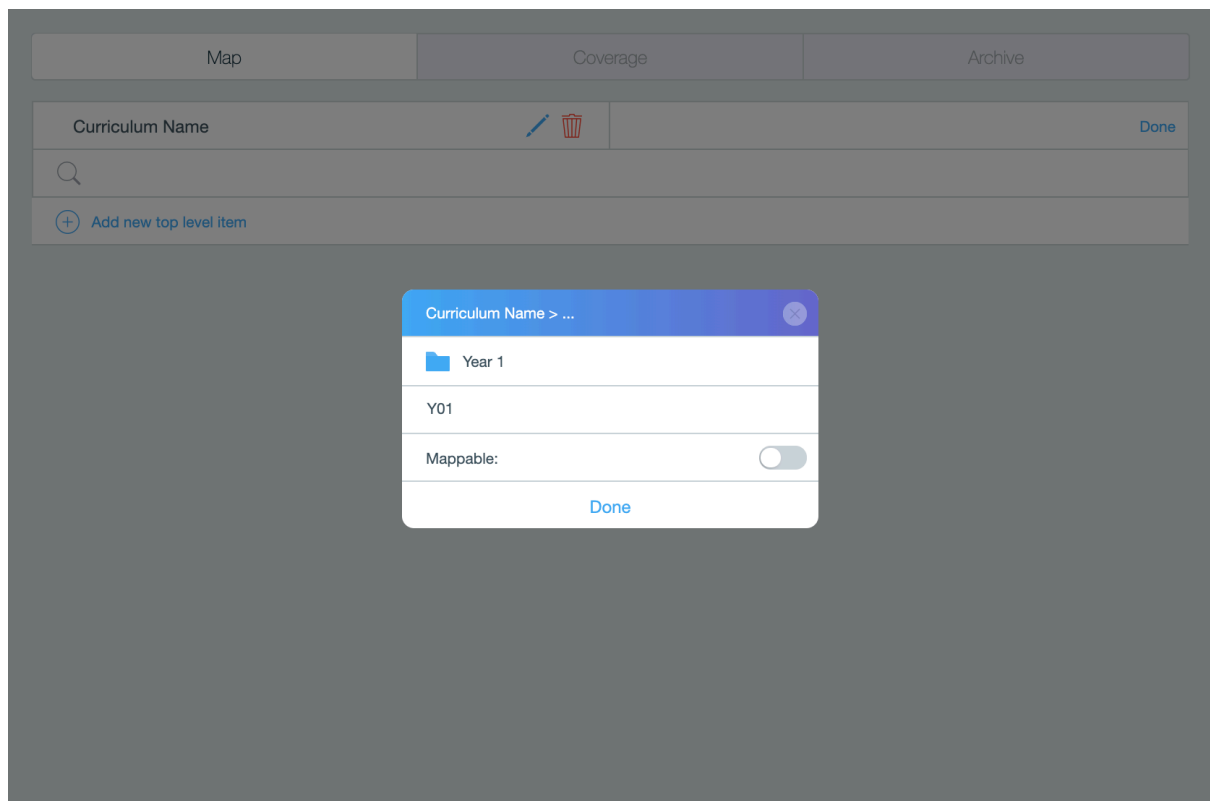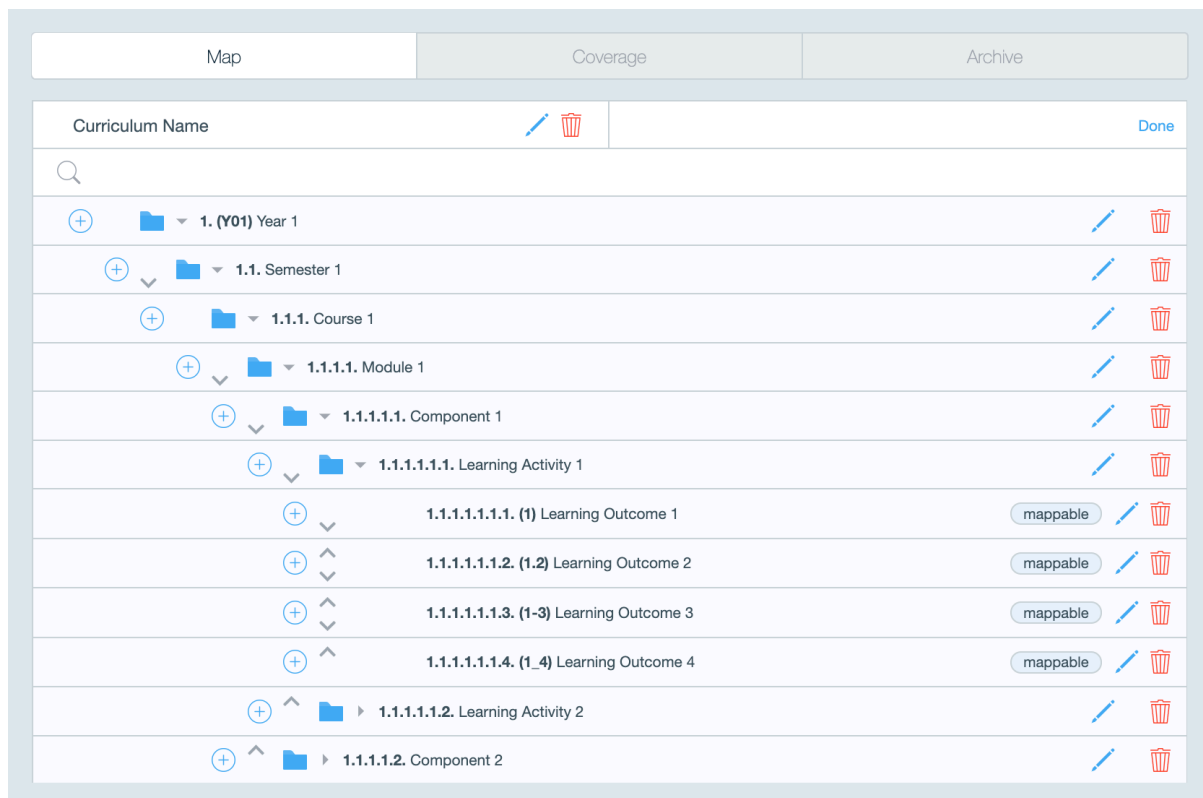
Sub-level items below each top level item and other sub-level items in the tree are added by clicking the blue + button next to their parent item. Users may add as many sub-levels and sub-level items as they require. The blue folder icon beside an item indicates that there are sub-level items beneath. Sub-levels can be expanded or collapsed using the small grey triangles to the right of the blue folder icons.

In the example above, a top level item (Year 1) with six sub-levels has been added. Note that 'mappable' flags are displayed to the right of items that have been set as mappable.

The **Map** tool will auto-save every time a change is made. When users have finished or wish to pause entering a Document, they should click 'Done' (top right) to exit the Edit Document mode.

3.2. Menu Button

The Menu Button (three vertical grey dots) is located in the top right of the **Map** tool and displays different options, depending on the mode selected. Clicking on the Menu Button immediately after opening the tool displays two options in the dropdown list below: 'Select Document' allows an existing Document to be viewed and edited, whereas 'Map Documents' allows two Documents to be mapped. Once a Document has been selected, additional menu items become available such that it is possible to create a new Document, open another Document, edit an existing Document, map two Documents and download the displayed Document as a CSV file. These menu items are covered in detail in Sections 3.2.1 to 3.2.5.

Map	Coverage	Archive

⊕ Create Document

Select Document

Map Documents

Curriculum

📁 ▾ Year

📁 ▾ Module

📁 ▾ Component

Learning Outcome 1

Learning Outcome 2

Learning Outcome 3

Map	Coverage	Archive

Curriculum Name

🔍

Create Document

Select Document

Edit Document

Map Documents

Download Document

📁 ▸ **(Y01)** Year 1
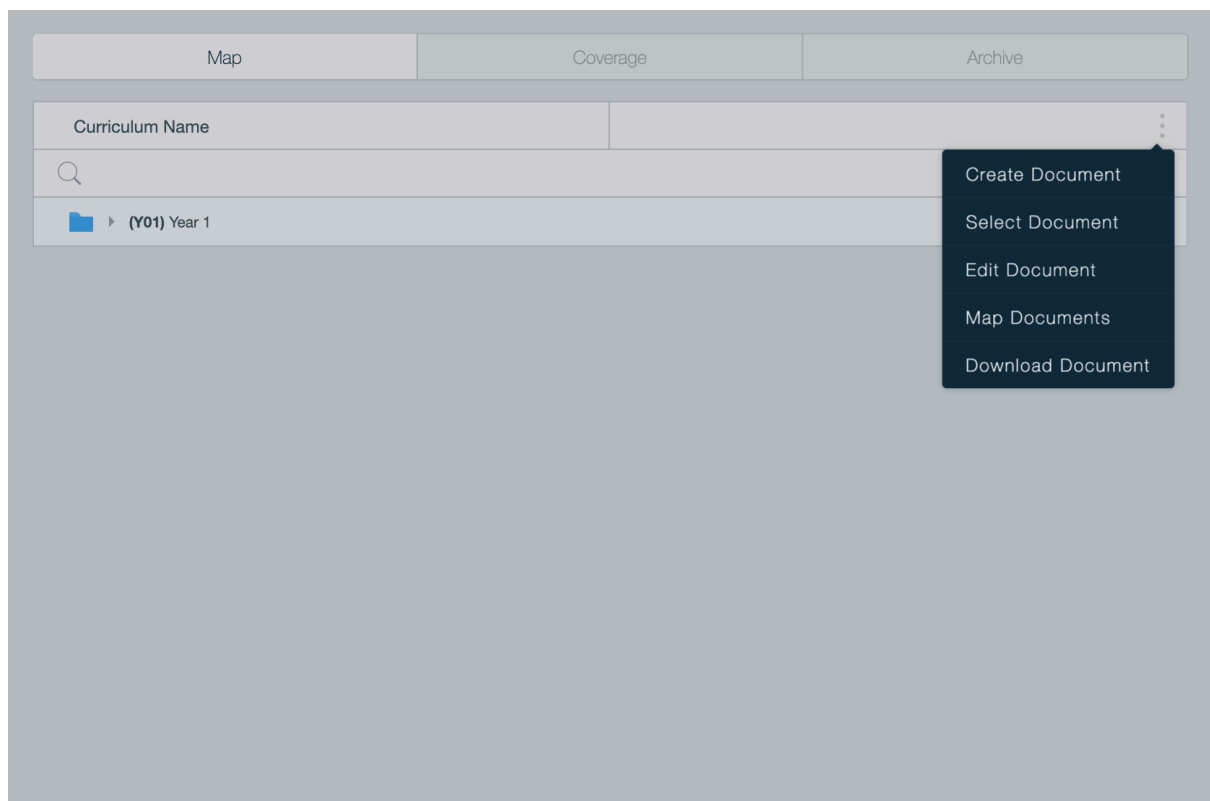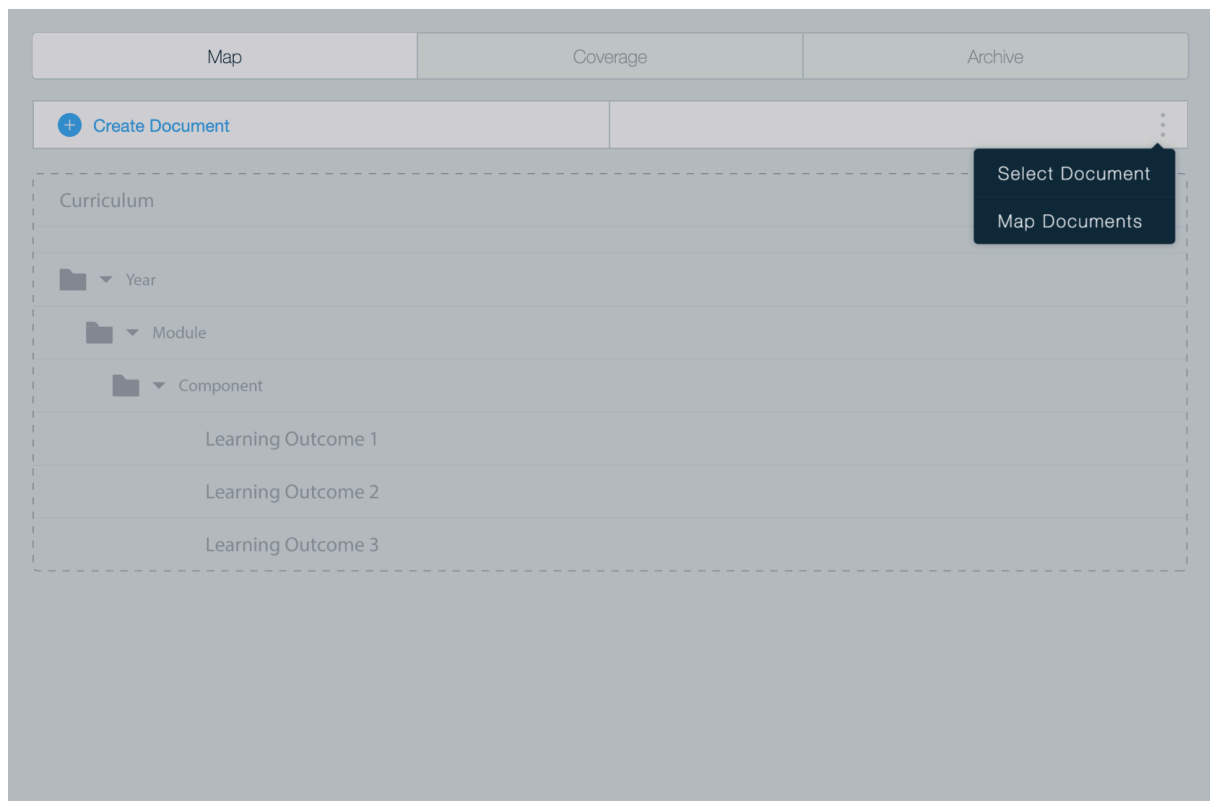
3.2.1. Create Document

The 'Create Document' menu item performs the same function as the button with the same name below the Map tab. This option allows users to enter a new Document manually via the steps described in Section 3.1.

3.2.2. Select Document

Clicking on the 'Select Document' menu item displays a modal window containing a list of all the Documents present in the **Map** tool. To view a Document or switch to another Document, simply click on the Document's name in the list. The selected Document will then be opened in the View Document mode.

Map	Coverage	Archive

Stakeholder Document Name		⋮

🔍

📁 ▸ Theme 1

📁 ▸ Theme 2

📁 ▸ Theme 3
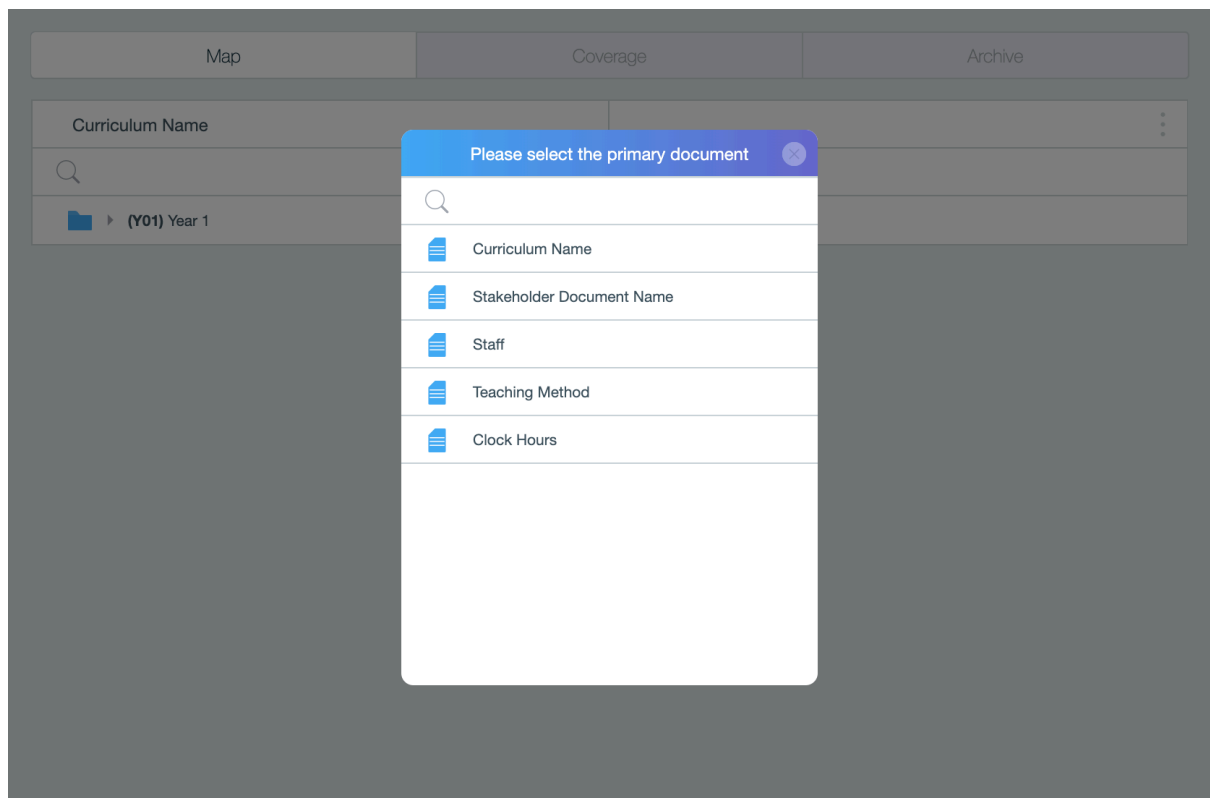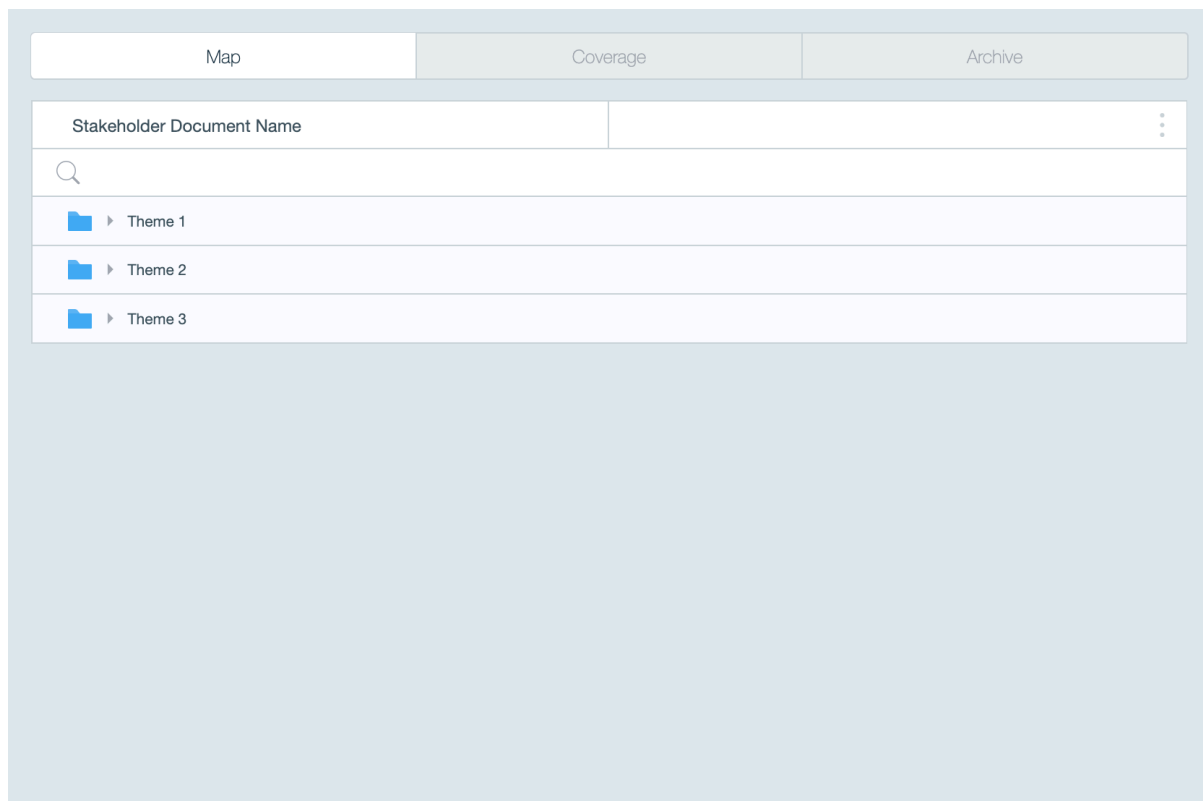
3.2.3. Edit Document

Clicking on the 'Edit Document' menu item opens a selected Document in the Edit Document mode. The name of the Document can be edited by clicking on the blue pencil to the right, which brings up a modal window from where the Listings can also be turned on/off. Documents can be deleted by clicking on the trash can next to the name and accepting the warning pop-up message. Note that deleting a Document will remove any mapped links with other Documents.

Similarly, items in the hierarchy can be edited by clicking on the blue pencil or deleted by clicking on the trash can alongside them. The grey up/down arrows can be used to re-order items within the same level of the hierarchy. At present, it is not possible to move items to another level of the hierarchy; in order to do this, items must be deleted, re-created in the desired level and then re-mapped to the relevant Documents, since all mapping is lost on deletion.

Additional items may be added to each level using the + buttons. By default, new items are added below the existing items in the level but can be re-ordered easily using the up/down arrows. It is not currently possible to insert levels within an existing hierarchy, however additional levels may be added to the base of the hierarchy. On completion, users must click 'Done' (top right) to save any recent changes and exit the Edit Document mode.

Map	Coverage	Archive

Stakeholder Document Name ✏️ 🗑️   Done

🔍

⊕ ⌄ 📁 ▾ Theme 1   ✏️ 🗑️

  ⊕ ⌄ **(1.1)** Standard 1.1   mappable ✏️ 🗑️

  ⊕ ⌃⌄ **(1.2)** Standard 1.2   mappable ✏️ 🗑️

  ⊕ ⌃⌄ **(1.3)** Standard 1.3   mappable ✏️ 🗑️

  ⊕ ⌃⌄ **(1.4)** Standard 1.4   mappable ✏️ 🗑️

  ⊕ ⌃ **(1.5)** Standard 1.5   mappable ✏️ 🗑️

⊕ ⌃⌄ 📁 ▸ Theme 2   ✏️ 🗑️

⊕ ⌃ 📁 ▸ Theme 3   ✏️ 🗑️

⊕ Add new top level item

Map	Coverage	Archive

Stakeholder Document Name ✏️ 🗑️   Done

🔍

⊕ ⌄ 📁 ▾ Theme 1   ✏️ 🗑️

  ⊕ ⌄ **(1.1)** Standard 1.1   mappable ✏️ 🗑️

  ⊕ ⌃⌄ **(1.2)** Standard 1.2   mappable ✏️ 🗑️

Edit Document Title ⊗

📁 Stakeholder Document Name

Show listing   🟢

Done

  ⊕ ⌃⌄ **(1.3)** Standard 1.3   mappable ✏️ 🗑️

  ⊕ ⌃⌄ **(1.4)** Standard 1.4   mappable ✏️ 🗑️

  ⊕ ⌃ **(1.5)** Standard 1.5   mappable ✏️ 🗑️

⊕ ⌃⌄ 📁 ▸ Theme 2   ✏️ 🗑️

⊕ ⌃ 📁 ▸ Theme 3   ✏️ 🗑️

⊕ Add new top level item

3.2.4. Map Documents

Only two Documents can be mapped simultaneously in the **Map** tool but each Document can be mapped separately to as many Documents as needed. Before the items in two Documents can be mapped, one Document must be selected as the Primary Document and the other as the Secondary Document. Typically, the Stakeholder Document, or Document with fewest items, is set as the Primary while the Curriculum Document, or largest Document, is set as the Secondary; this is the most efficient arrangement for mapping.

To map two Documents, click on the Menu Button and choose 'Map Documents'. In the resulting modal window, assign the Primary and Secondary Documents by selecting '1' and '2', respectively, next to the relevant Document names. In the example below, 'Stakeholder Document Name' has been set as the Primary Document and 'Curriculum Name' has been set as the Secondary Document. Click 'Apply' to close the modal window and open both Documents in the Document Mapping mode.

The two selected Documents are displayed alongside each other with the Primary Document on the left and the Secondary Document on the right. The Documents may be interchanged at any point during the mapping process by clicking on the Menu Button and selecting 'Swap Documents'. Mapping is bi-directional such that any existing links between the two Documents will be maintained when the Documents are swapped.
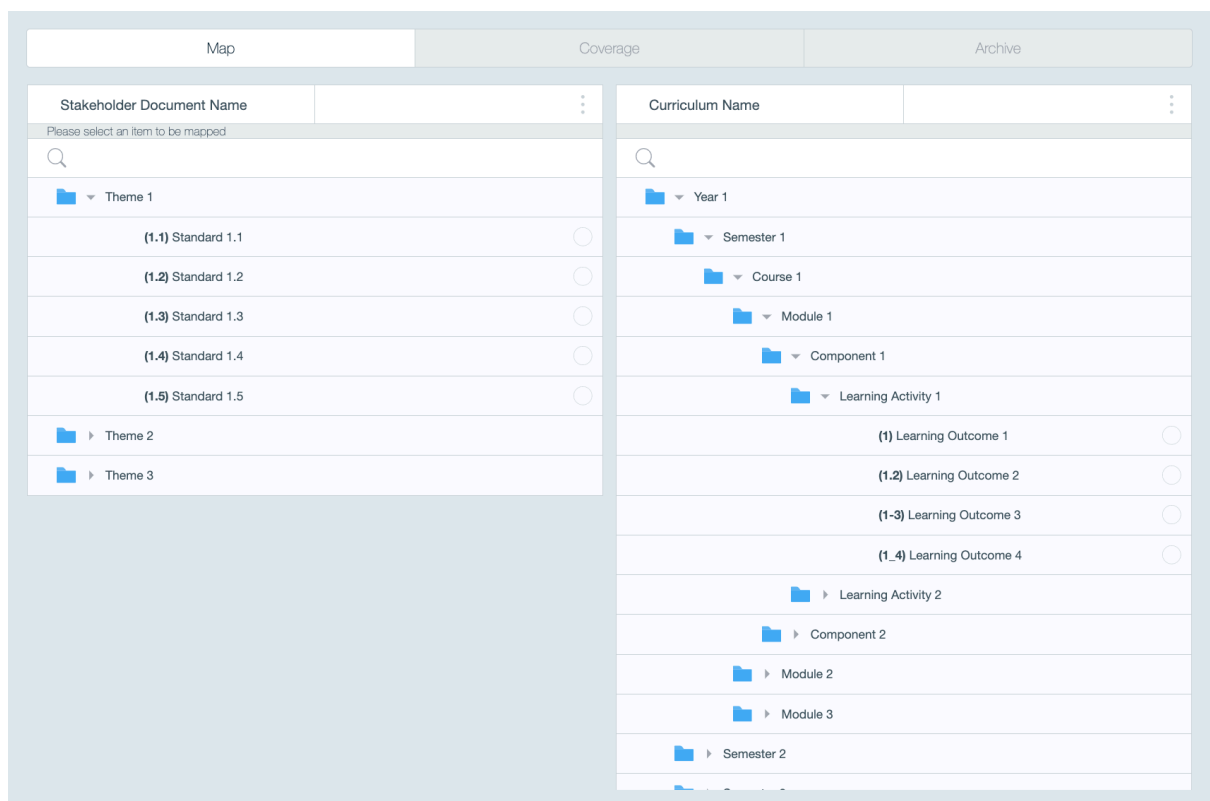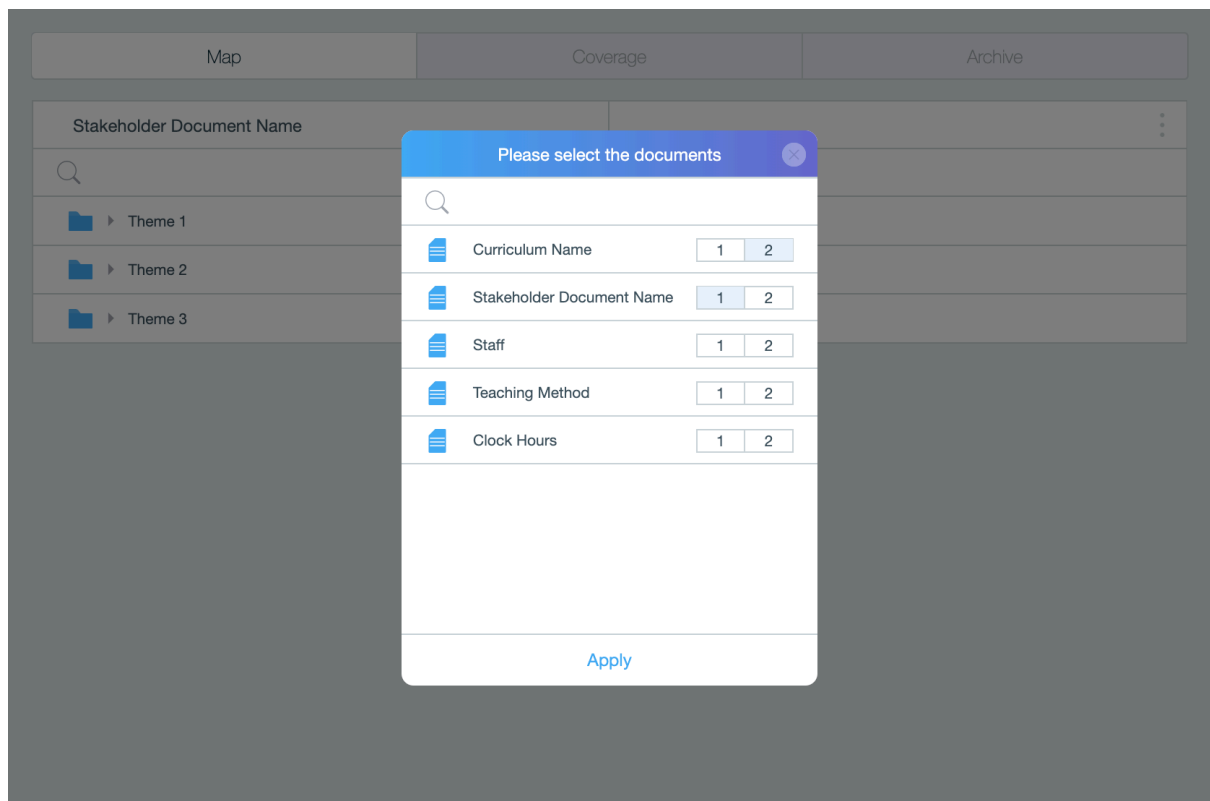
Map	Coverage	Archive

Stakeholder Document Name

Please select the documents

		1	2
📄	Curriculum Name	1	2
📄	Stakeholder Document Name	1	2
📄	Staff	1	2
📄	Teaching Method	1	2
📄	Clock Hours	1	2

📁 ▶ Theme 1

📁 ▶ Theme 2

📁 ▶ Theme 3

Apply

Map	Coverage	Archive

Stakeholder Document Name	⋮	Curriculum Name	⋮

Please select an item to be mapped

📁 ▼ Theme 1

(1.1) Standard 1.1 ○

(1.2) Standard 1.2 ○

(1.3) Standard 1.3 ○

(1.4) Standard 1.4 ○

(1.5) Standard 1.5 ○

📁 ▶ Theme 2

📁 ▶ Theme 3

📁 ▼ Year 1

📁 ▼ Semester 1

📁 ▼ Course 1

📁 ▼ Module 1

📁 ▼ Component 1

📁 ▼ Learning Activity 1

(1) Learning Outcome 1 ○

(1.2) Learning Outcome 2 ○

(1-3) Learning Outcome 3 ○

(1_4) Learning Outcome 4 ○

📁 ▶ Learning Activity 2

📁 ▶ Component 2

📁 ▶ Module 2

📁 ▶ Module 3

📁 ▶ Semester 2

Each item in the Primary Document can be mapped to multiple items in the Secondary Document, but only one item in the Primary Document can be selected at a time. To map an item in the Primary Document to items in the Secondary Document, first select the check circle alongside the item in the Primary Document; the circle fill changes to green. Next, select the check circles alongside those items in the Secondary Document that map to the Primary Document item. A green filled circle with a white tick indicates that an item in the Secondary Document is mapped to the selected item in the Primary Document. Users may select as many items in the Secondary Document as they wish. In the example below, Standard 1.1 in the Primary Document is mapped to Learning Outcomes 1 - 3 in the Secondary Document.

To start mapping another item in the Primary Document, simply click the check circle alongside it. This will reset the Secondary Document and enable a new set of linkages to be created.

Grey 'link' icons are displayed alongside Primary Document items when there are Secondary Document items mapped to them. Clicking on one of the 'link' icons will open a modal window which contains a list of the mapped items in the Secondary Document. From this window, the mapped items can be reviewed and edited easily. Items can be deselected using the check circles to the right and then clicking 'Apply'. Alternatively, editing can be performed from the main mapping screen. The **Map** tool will auto-save every time a change is made. When users have finished or wish to pause mapping, they should click on the Menu Button and select 'Stop Mapping Documents' to exit the mapping mode.

3.2.5. Download Document

A selected Document may be downloaded as a CSV file using the 'Download Document' option. This outputs a file with the same format as the 'With Listings' file used by the CSV Document Uploader (see Section 2.4.1). When the file is opened in Excel, each level of the Document hierarchy is placed in a separate column and Listings are included. Currently, the Listings cannot be turned off in the download.

3.3. Searching Within Documents

When viewing or editing a Document, the Search Box below the Document name can be used to search for items in the hierarchy. To search for an item, click to the right of the magnifying glass and enter the desired search criteria. **Please <u>do not</u> hit 'Enter' on the keyboard after entering search criteria (if this is done by mistake, simply press the Backspace key once to restore the Document).**

Search results are presented below the search box. Only those top level items that contain matching items in their branch of the hierarchy are displayed; all other top level items are temporarily hidden. The number of matches beneath each top level item is written in red after the name, whereas matching items themselves are shaded blue. In the example below, searching for 'Standard 1' results in five matches.

Map	Coverage	Archive

Stakeholder Document Name

🔍

📁 ▾ Theme 1

(1.1) Standard 1.1	mappable
(1.2) Standard 1.2	mappable
(1.3) Standard 1.3	mappable
(1.4) Standard 1.4	mappable
(1.5) Standard 1.5	mappable

📁 ▾ Theme 2

(2.1) Standard 2.1	mappable
(2.2) Standard 2.2	mappable
(2.3) Standard 2.3	mappable
(2.4) Standard 2.4	mappable
(2.5) Standard 2.5	mappable

Map	Coverage	Archive

Stakeholder Document Name

🔍 Standard 1

📁 ▾ Theme 1 (5)

(1.1) Standard 1.1	mappable
(1.2) Standard 1.2	mappable
(1.3) Standard 1.3	mappable
(1.4) Standard 1.4	mappable
(1.5) Standard 1.5	mappable

After performing a search, it is possible to download the results by clicking on the Menu Button and selecting 'Download Filtered Document'. This will output a CSV of the Document filtered on the search criteria. To clear a search, simply remove the search criteria from the search box.

4. Coverage Tab

4.1. Creating Coverage Reports

The 'Coverage' tab of the **Map** tool allows users to generate summary reports, called 'Coverage Reports', of the mapping between two Documents. Each report is previewed in the tool before being downloaded as a CSV file. Once downloaded, the report can be manipulated in Excel to enable further analyses, such as the identification of gaps and duplications in curricula. Some examples of these analytical reports are provided in Section 4.3. Similar to the mapping process, users must select a Primary Document and Secondary Document(s) for the Coverage Report.

4.1.1. Primary Documents

To select a Primary Document, click on the 'Coverage' tab and then click anywhere within the Primary Document box, to the right of 'Selected: None'.

Map	Coverage	Archive

Primary Document	
Selected None	>
Secondary Document(s)	
Selected None	>

Reset selection   Generate

Next click anywhere within the 'Documents' box to display a list of all the Documents currently in the **Map** tool.

Map	Coverage	Archive

Primary Document

« ‹

Documents	›

Reset selection   Generate

Map	Coverage	Archive

Primary Document > Documents

« ‹   🔍

Curriculum Name	✓ ›
Stakeholder Document Name	○ ›
Staff	○ ›
Teaching Method	○ ›
Clock Hours	○ ›

Reset selection   Generate
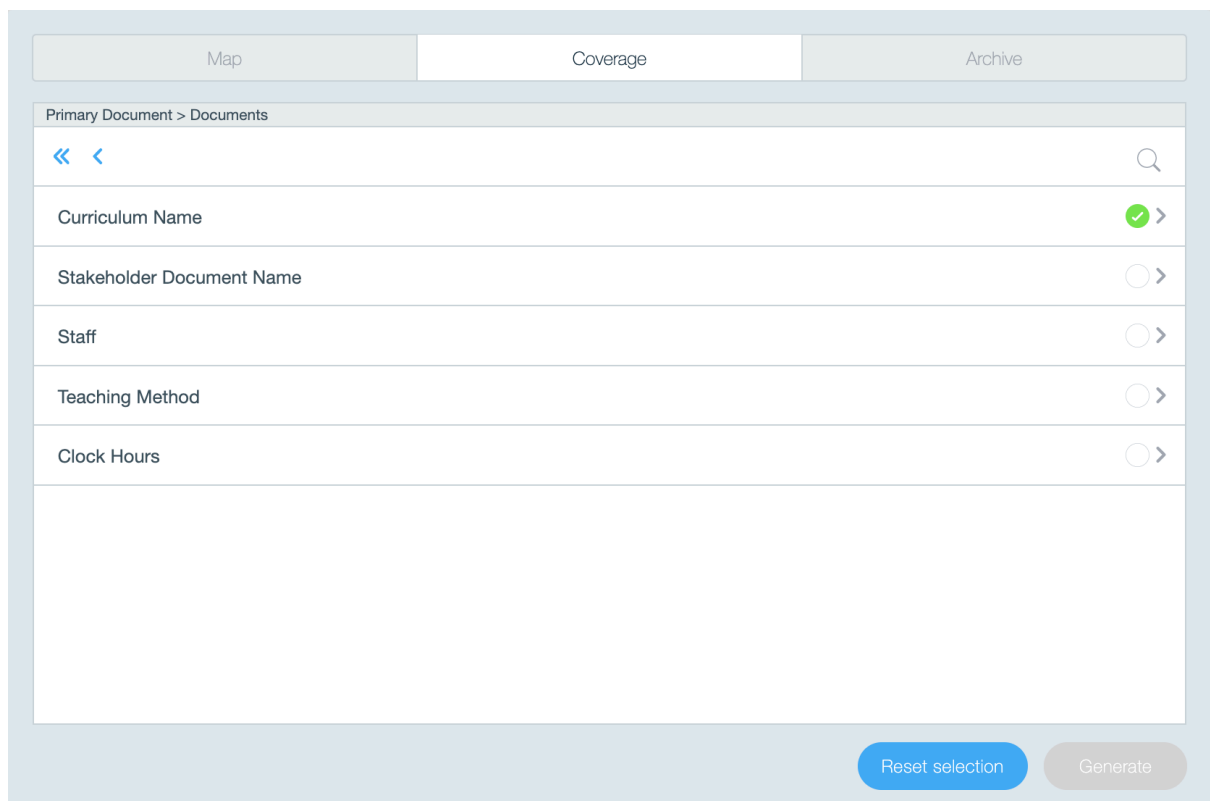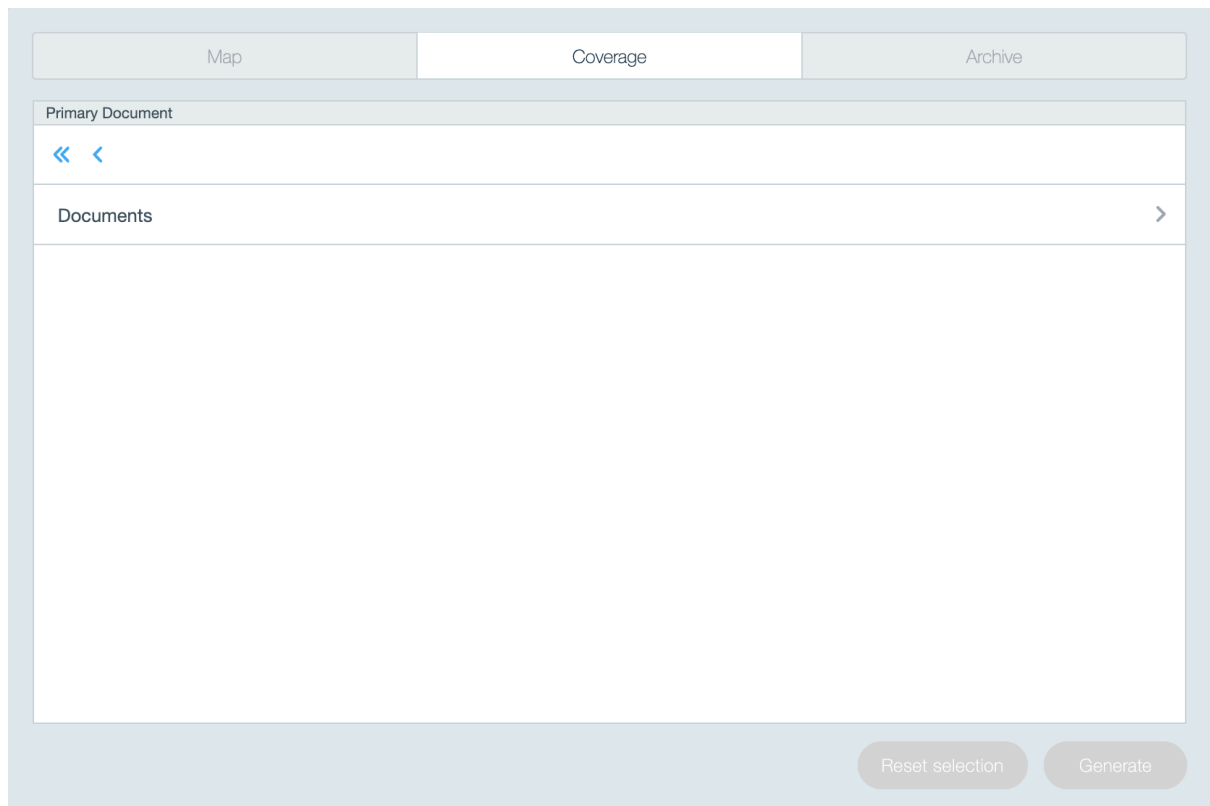
Choose the required Document by clicking the check circle to the right of its name. A green filled circle with a white tick indicates that a Document has been selected. The check circles under 'Primary Document' incorporate 'inclusive checking', which means that selecting an item automatically selects all sub-items. Therefore, selecting the Document name automatically selects the entire Document, i.e. all top level items and sub-levels of the hierarchy. In the example above, the Document 'Curriculum Name' has been chosen.

If users do not want to include the entire Primary Document in the Coverage Report, they are able to choose a deeper starting level within the Document's hierarchy. Instead of clicking the Document name, users should use the grey arrows to the right of the check circles to move through the hierarchy to the required starting level, which should then be selected. For convenience, the current position in the hierarchy is indicated by the Document Path displayed at the top of the Coverage window. To clear the selection and start again, click 'Reset selection' at the bottom of the screen.

In the example below, the Module level items for the 'Curriculum Name' Document are shown and Module 1 has been selected. This will display Coverage results for the 'Curriculum Name' Document at and below the level of Module 1. Results for Modules 1 and 2 will not be included.

Map	Coverage	Archive

Primary Document > Documents > Curriculum Name > Year 1 > Semester 1 > Course 1

« ‹   🔍

Module 1	✅ ›
Module 2	◯ ›
Module 3	◯ ›

Reset selection   Generate

Before adding Secondary Documents, users must first navigate back to the main Coverage screen using the blue back arrows (top left). The double back arrow returns users to the main Coverage screen in one click, whereas the single back arrow steps users back through the hierarchy one screen at a time.
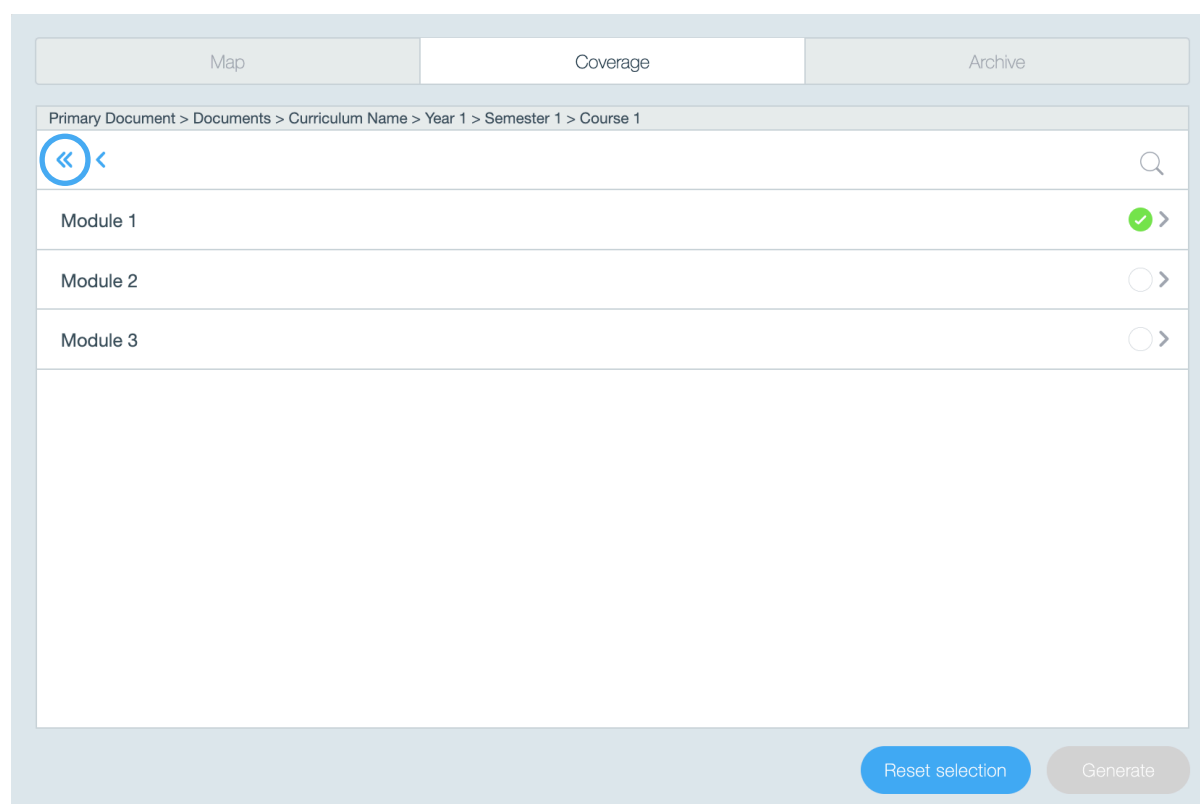
4.1.2. Secondary Documents

'Secondary Document(s)' may be an entire Document, part of a Document, multiple Documents or parts of multiple Documents and there is no limit to the number of items that can be added. To choose items, first click anywhere within the 'Secondary Document(s)' box to the right of 'Selected: None', then click within the 'Documents' box to display a list of all the Documents currently in the **Map** tool. Similar to the process for adding a Primary Document, the grey arrows are used to navigate through the hierarchy of each Document and individual items are selected using the check circles. However, unlike Primary Documents, these check circles do not incorporate 'inclusive checking' and selecting an item does not automatically select all sub-levels; this must be done manually. To assist with this, the 'Select All' function may be used to select all the items in the current level, rather than clicking on each individually. To remove all selections and start again, click 'Reset selection' at the bottom of the screen.

Map	Coverage	Archive

《 〈   Select All 🔍

(1.1) Standard 1.1 ⚪

(1.2) Standard 1.2 ⚪

(1.3) Standard 1.3 ⚪

(1.4) Standard 1.4 ⚪

(1.5) Standard 1.5 ⚪

Reset selection   Generate

In the example below, Theme 1 and Standards 1.1 to 1.5 of the Stakeholder Document have been selected as Secondary Document(s).

Map	Coverage	Archive

Primary Document

Selected
Curriculum Name   〉

Secondary Document(s)

Selected
6 documents   〉

- Theme 1

- [1.1] Standard 1.1

- [1.2] Standard 1.2

- [1.3] Standard 1.3

- [1.4] Standard 1.4

- [1.5] Standard 1.5

Reset selection   Generate

4.1.3. Searching Within Documents

It is possible to search for individual items within Documents by clicking on the magnifying glass in the top right of the Coverage screen to open a search window. Search criteria are entered into the search box at the top of the search window. The search is performed on the hierarchy level currently displayed in the Coverage window and all of its sub-levels. Matching items are presented below the search box with the currently displayed hierarchy level shaded blue. Currently, it is not possible to select items from this search box. The example below shows the result of searching for 'Course' in the 'Curriculum Name' Document.
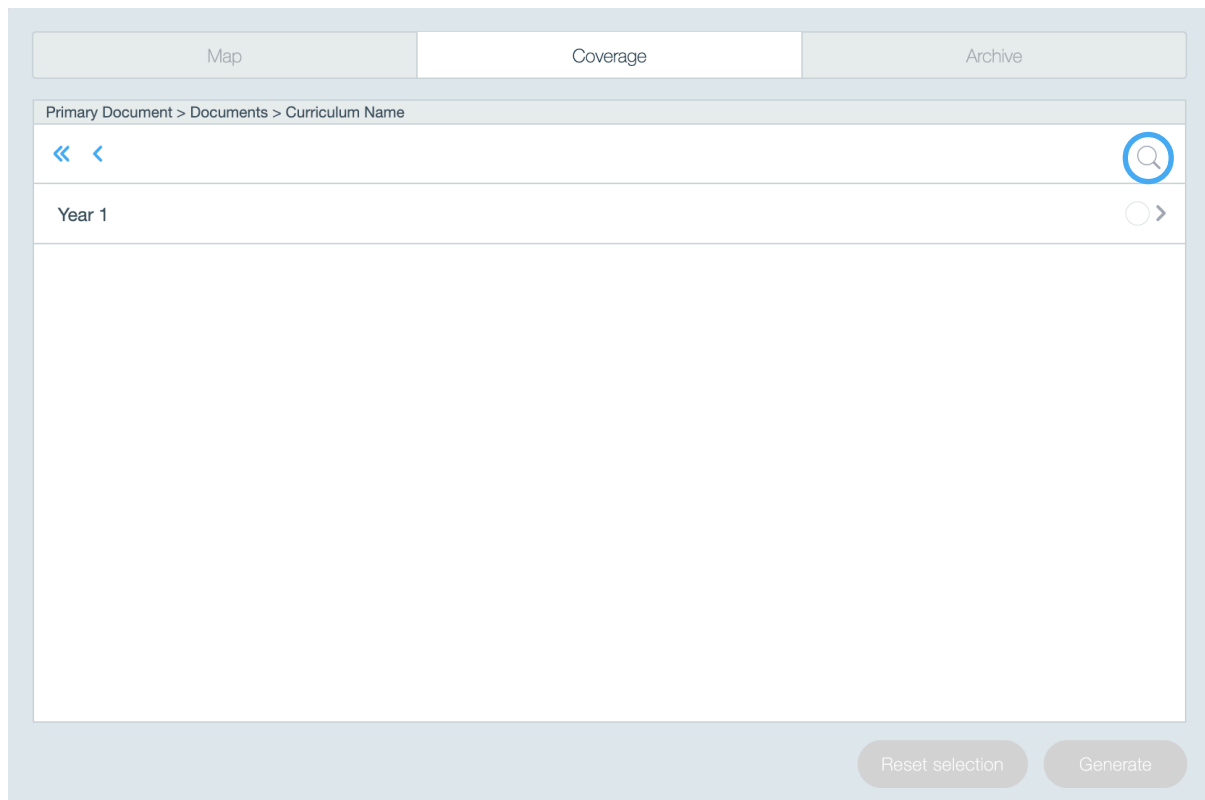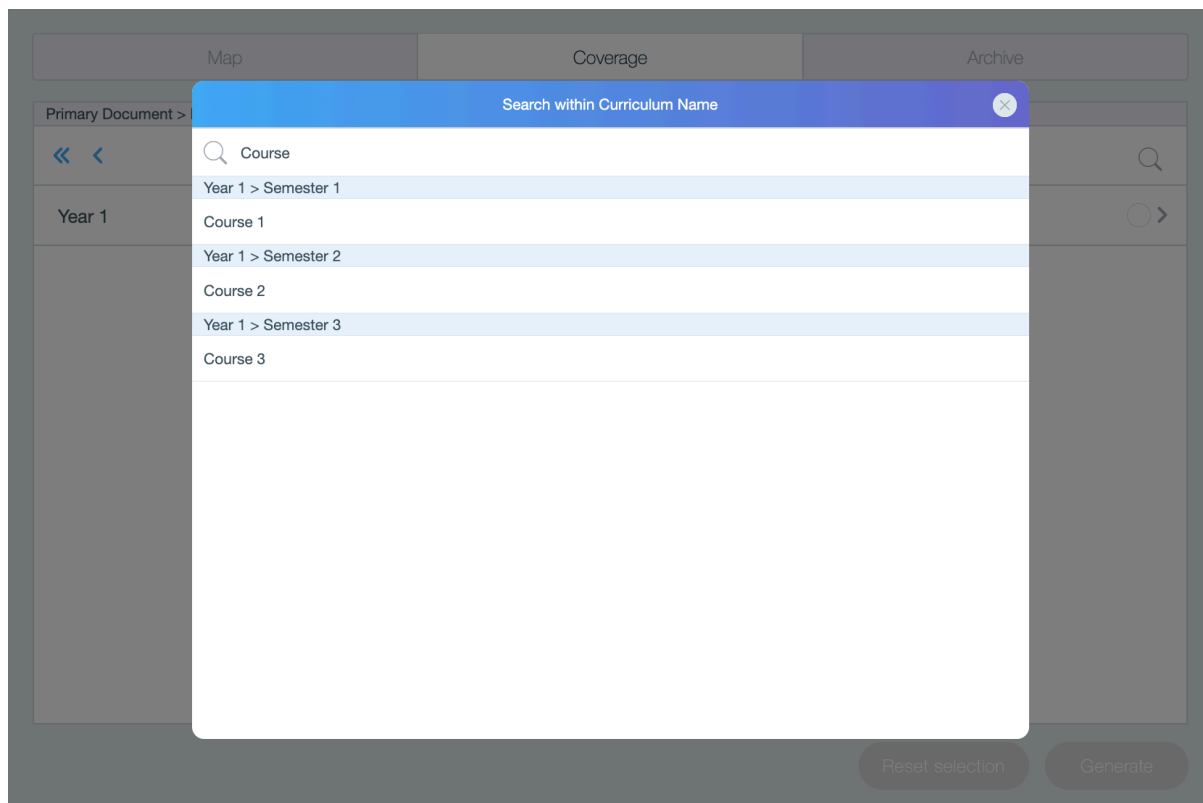
4.1.4. Generating Reports

A Coverage Report is generated by clicking the blue 'Generate' button at the bottom of the main Coverage screen. This button only becomes active once both Primary and Secondary Documents have been added. Generating a Coverage Report opens a preview of the report in the **Map** tool, which is then available for download as a CSV file. The second figure below shows an example of a report preview. The first column contains the items of the Primary Document, indented according to their level in the hierarchy, while the columns to the right contain the items selected as the Secondary Document(s) with one item per column.

The preview report provides a summary of how items are mapped between the Primary and Secondary Document(s). A green filled circle with a white tick indicates that items are mapped to each other, whereas a red filled circle with a white cross indicates that items are unmapped. Grey shading represents items that have not been set as mappable. It is possible to hide the non-mappable items by toggling off 'Show Non-Mappable Items' in the top left of the screen. In the example, Learning Outcome 1 of the 'Curriculum Name' Document is mapped to Standards 1.1, 1.2, 1.3 and 1.5 of the Stakeholder Document, but not Standard 1.4. Note that levels 1 (Year 1) to 1.1.1.1.1.1 (Learning Activity 1) are not mappable.

The table is paginated for faster rendering speeds. To view additional columns or rows, please use the pagination controls in the top right (for columns) and bottom

left (for rows) of the screen. Within each page, users are also able to scroll up/down to view more rows.

The blue 'Amend' button in the bottom right of the screen returns users to the main Coverage page so they can edit the Primary or Secondary Document selections, if needed.

Map	Coverage	Archive

Primary Document

Selected
Curriculum Name   >

Secondary Document(s)

Selected
6 documents   >

- Theme 1

- [1.1] Standard 1.1

- [1.2] Standard 1.2

- [1.3] Standard 1.3

- [1.4] Standard 1.4

- [1.5] Standard 1.5

Reset selection   Generate

Map	Coverage	Archive

Show Non-Mappable Items   Showing Columns 1 - 6 of 6 « ‹ Page 1 of 2 › »

Curriculum Name	Theme 1	(1.1) Standard 1.1	(1.2) Standard 1.2	(1.3) Standard 1.3	(1.4) Standard 1.4	(1.5) Standard 1.5
1. Year 1						
1.1. Semester 1						
1.1.1. Course 1						
1.1.1.1. Module 1						
1.1.1.1.1. Component 1						
1.1.1.1.1.1. Learning Activity 1						
1.1.1.1.1.1.1. (1) Learning Outcome 1	✓	✓	✓	✓	✗	✓
1.1.1.1.1.1.2. (1.2) Learning Outcome 2	✓	✓	✓	✗	✗	✗
1.1.1.1.1.1.3. (1-3) Learning Outcome 3	✓	✓	✗	✗	✗	✓
1.1.1.1.1.1.4. (1_4) Learning Outcome 4	✗	✗	✗	✗	✗	✗
1.1.1.1.1.2. Learning Activity 2						

« ‹ Page 1 of 2 › » Showing rows 1 - 100 of 109   Download   Amend

Curriculum Name	Theme 1	(1.1) Standard 1.1	(1.2) Standard 1.2	(1.3) Standard 1.3	(1.4) Standard 1.4	(1.5) Standard 1.5
1.1.1.1.1.1.1. (1) Learning Outcome 1	✓	✓	✓	✓	✗	✓
1.1.1.1.1.1.2. (1.2) Learning Outcome 2	✓	✓	✓	✗	✗	✗
1.1.1.1.1.1.3. (1-3) Learning Outcome 3	✓	✓	✗	✗	✗	✓
1.1.1.1.1.1.4. (1_4) Learning Outcome 4	✗	✗	✗	✗	✗	✗
1.1.1.1.1.2.1. (2) Learning Outcome 2	✗	✗	✗	✗	✗	✗
1.1.1.1.2.1.1. (3) Learning Outcome 3	✗	✗	✗	✗	✗	✗
1.1.1.1.2.2.1. (4) Learning Outcome 4	✗	✗	✗	✗	✗	✗
1.1.1.2.1.1.1. (5) Learning Outcome 5	✗	✗	✗	✗	✗	✗
1.1.1.2.1.2.1. (6) Learning Outcome 6	✗	✗	✗	✗	✗	✗
1.1.1.2.2.1.1. (7) Learning Outcome 7	✗	✗	✗	✗	✗	✗
1.1.1.2.2.2.1. (8) Learning Outcome 8	✗	✗	✗	✗	✗	✗

4.2. Downloading Coverage Reports

The 'Download' button below the preview report, allows users to download the entire Coverage Report as a CSV file. When the file is opened in Excel, the items in the Primary and Secondary Document(s) are displayed in separate columns, allowing efficient filtering across multiple levels and the production of a range of analytical reports.

An extract from a downloaded Coverage Report is shown below. The Primary Document, 'Curriculum Name', is displayed under column headers Level 1 through to Level 8 and the Secondary Stakeholder Document is displayed under all column headers to the right of Level 8. Asterisks represent mappable levels in the Primary Document, while a '1' in the columns of the Secondary Document(s) indicates that the item is mapped to the corresponding item in the Primary Document. For instance, Standard 1.3 is mapped to Curriculum Name > Year 1 > Semester 1 > Course 1 > Module 1 > Component 1 > Learning Activity 1 > Learning Outcome 1. Empty cells in the Secondary Document(s) columns represent both unmapped and non-mappable items. Currently, the Listings cannot be turned off in the download.

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Theme 1	(1.1)	(1.2)	(1.3)
Curriculum Name	1. Year 1										
Curriculum Name	1. Year 1	1.1. Semester 1									
Curriculum Name	1. Year 1	1.1. Semester 1	1.1.1. Course 1								
Curriculum Name	1. Year 1	1.1. Semester 1	1.1.1. Course 1	1.1.1.1. Module 1							
Curriculum Name	1. Year 1	1.1. Semester 1	1.1.1. Course 1	1.1.1.1. Module 1	1.1.1.1.1. Component 1						
Curriculum Name	1. Year 1	1.1. Semester 1	1.1.1. Course 1	1.1.1.1. Module 1	1.1.1.1.1. Component 1	1.1.1.1.1.1. Learning Activity 1					
Curriculum Name	1. Year 1	1.1. Semester 1	1.1.1. Course 1	1.1.1.1. Module 1	1.1.1.1.1. Component 1	1.1.1.1.1.1. Learning Activity 1	*1.1.1.1.1.1.1. (1) Learning Outcome 1	1	1	1	1
Curriculum Name	1. Year 1	1.1. Semester 1	1.1.1. Course 1	1.1.1.1. Module 1	1.1.1.1.1. Component 1	1.1.1.1.1.1. Learning Activity 1	*1.1.1.1.1.1.2. (1.2) Learning Outcome 2	1	1	1	
Curriculum Name	1. Year 1	1.1. Semester 1	1.1.1. Course 1	1.1.1.1. Module 1	1.1.1.1.1. Component 1	1.1.1.1.1.1. Learning Activity 1	*1.1.1.1.1.1.3. (1-3) Learning Outcome 3	1	1		
Curriculum Name	1. Year 1	1.1. Semester 1	1.1.1. Course 1	1.1.1.1. Module 1	1.1.1.1.1. Component 1	1.1.1.1.1.1. Learning Activity 1	*1.1.1.1.1.1.4. (1_4) Learning Outcome 4				
Curriculum Name	1. Year 1	1.1. Semester 1	1.1.1. Course 1	1.1.1.1. Module 1	1.1.1.1.1. Component 1	1.1.1.1.1.2. Learning Activity 2					

4.3. Examples Of Analytical Reports

Excel's Auto-filter under the Data menu and SUM and IF functions can be used to manipulate Coverage Reports and produce a variety of analytical reports. Some examples of these analytical reports are described in Sections 4.3.1 to 4.3.6.

4.3.1. Course Report

A Course Report demonstrates which lectures/practicals and/or learning outcomes are taught in a particular course of the curriculum. To create a Course Report:

1. From the 'Map' tab, click on the Menu Button and choose 'Select Document'
2. Select the required Curriculum Document
3. Click the Menu Button again and choose 'Download Document'
4. Save the document as a CSV file to a suitable location
5. Open the CSV file in Excel and enable the Auto-filter across all columns
6. In Column C or [Level 3], click on the column header arrow to open the Auto-filter dialogue box
7. Filter on the required Course(s) either by using the Auto-filter's search box or manually selecting entries in the checklist beneath
8. Save the file as an 'Excel Workbook (.xlsx)' to preserve the filtering

The example above shows a Course Report for 'Course 1' in the Curriculum Document.

4.3.2. Stakeholder Outcome Report

A Stakeholder Outcome Report demonstrates which learning activities (lectures/ practicals etc.) and learning outcomes map to a particular Stakeholder outcome, standard or competency. This requires items in a Stakeholder Document to have been mapped to learning outcome [Level 8] items in a Curriculum Document (see Sections 2.4.1 and 2.4.2 for examples of these Documents). To create a Stakeholder Outcome Report:

1. From the 'Coverage' tab select the required Curriculum Document as the Primary Document
2. Click the double back arrow
3. Select the required item in the Stakeholder Document as the Secondary Document
4. Click 'Generate'
5. Review the report and then click 'Download'
6. Save the document as a CSV file to a suitable location
7. Open the CSV file in Excel and enable the Auto-filter across all columns
8. In the column containing the required Stakeholder item, click on the column header arrow to open the Auto-filter dialogue box
9. Filter on '1' by deselecting '(Blanks)' in the checklist to show only the curriculum items that are mapped to the Stakeholder item
10. Save the file as an 'Excel Workbook (.xlsx)' to preserve the filtering

The example below shows a Stakeholder Outcome Report for 'Standard 1.1' in the Stakeholder Document.

4.3.3. Teaching Method Report

A Teaching Method Report shows where a particular teaching method is used in the curriculum. This requires items in a Teaching Method Document to have been mapped to learning activity [Level 7] items in a Curriculum Document (see Sections 2.4.1 and 2.4.2 for examples of these Documents). To create a Teaching Method Report:

1. From the 'Coverage' tab select the required Curriculum Document as the Primary Document
2. Click the double back arrow
3. Select the required item in the Teaching Method Document as the Secondary Document
4. Click 'Generate'
5. Review the report and then click 'Download'
6. Save the document as a CSV file to a suitable location
7. Open the CSV file in Excel and enable the Auto-filter across all columns
8. In the column containing the required Teaching Method item, click on the column header arrow to open the Auto-filter dialogue box
9. Filter on '1' by deselecting '(Blanks)' in the checklist to show only the curriculum items that are mapped to the Teaching Method item
10. Save the file as an 'Excel Workbook (.xlsx)' to preserve the filtering

The example below shows a Teaching Method Report for teaching method 'Lecture'.

4.3.4. Staff Report

A Staff Report demonstrates where and what a particular member of staff teaches in the curriculum. This requires items in a Staff Document to have been mapped to learning activity [Level 7] items in a Curriculum Document (see Sections 2.4.1 and 2.4.2 for examples of these Documents). To create a Staff Report:

1. From the 'Coverage' tab select the required Curriculum Document as the Primary Document
2. Click the double back arrow
3. Select the required name in the Staff Document as the Secondary Document
4. Click 'Generate'
5. Review the report and then click 'Download'
6. Save the document as a CSV file to a suitable location
7. Open the CSV file in Excel and enable the Auto-filter across all columns
8. In the column containing the required staff name, click on the column header arrow to open the Auto-filter dialogue box
9. Filter on '1' by deselecting '(Blanks)' in the checklist to show only the curriculum items that are mapped to the staff member
10. Save the file as an 'Excel Workbook (.xlsx)' to preserve the filtering

The example below shows a Staff Report for staff member 'Name 1'.

4.3.5. Clock Hours Report

A Clock Hours Report allows users to output the total clock hours (or student contact time) for a particular teaching method used in the curriculum. This requires items in both Teaching Method and Clock Hours Documents to have been mapped to learning activity [Level 7] items in a Curriculum Document (see Sections 2.4.1 and 2.4.2 for examples of these Documents). To create a Clock Hours Report:

1. From the 'Coverage' tab select the required Curriculum Document as the Primary Document
2. Click the double back arrow
3. Select the required item in the Teaching Method Document and **all** items in the Clock Hours Document as the Secondary Document(s)
4. Click 'Generate'
5. Review the report and then click 'Download'
6. Save the document as a CSV file to a suitable location
7. Open the CSV file in Excel and enable the Auto-filter across all columns
8. In the column containing the required Teaching Method item, click on the column header arrow to open the Auto-filter dialogue box
9. Filter on '1' by deselecting '(Blanks)' in the checklist to show the curriculum items that are mapped to the Teaching Method item
10. Create an additional column and use an IF statement to transpose the clock hours for the teaching method (see example below)
11. Sum the transposed hours to give the total hours for the teaching method
12. Save the file as an 'Excel Workbook (.xlsx)' to preserve the changes

The example below shows a Clock Hours Report for teaching activity type 'Practical'. In total, each student will spend 5.5 hours engaged in practical activities. The formulae used in the additional Column N (Sum Hours) to derive this total are provided below the report. For the full workflow, please see Appendix B.

Sum Hours	Function
1	=IF(J7=1,J1,0)+IF(K7=1,K1,0)+IF(L7=1,L1,0)+IF(M7=1,M1,0)
2	=IF(J9=1,J1,0)+IF(K9=1,K1,0)+IF(L9=1,L1,0)+IF(M9=1,M1,0)
2.5	=IF(J12=1,J1,0)+IF(K12=1,K1,0)+IF(L12=1,L1,0)+IF(M12=1,M1,0)
5.5	=SUM(N7:N12)

4.3.6. Gap Analysis Report

A Gap Analysis Report allows users to identify any Stakeholder outcomes, standards or competencies which are not covered by the curriculum. This requires items in a Stakeholder Document to have been mapped to learning outcome [Level 8] items in a Curriculum Document (see Sections 2.4.1 and 2.4.2 for examples of these Documents). To create a Gap Analysis Report:

1. From the 'Coverage' tab select the required Curriculum Document as the Primary Document
2. Click the double back arrow
3. Select all the items in the Stakeholder Document as the Secondary Document(s)
4. Click 'Generate'
5. Review the report and then click 'Download'
6. Save the document as a CSV file to a suitable location
7. Open the CSV file in Excel
8. Sum the mapping data in each of the Stakeholder item columns (values are either null or 1) and report the results in a new row beneath the report (see example below)
9. Stakeholder items with column totals > 0 are mapped to at least one curriculum item. Each total represents the number of mapped items in the curriculum.
10. Stakeholder items with column totals = 0 are not mapped to any curriculum items (i.e. there are gaps in the curriculum)
11. Save the file as an 'Excel Workbook (.xlsx)' to preserve the changes

The example below shows a Gap Analysis Report for Standards 1.1, 1.2 and 1.4 of the Stakeholder Document. The sum of the mapping data for Standard 1.4 is zero, indicating that this standard is not mapped to any items in the curriculum. Therefore, with respect to Standard 1.4, there is a gap in the curriculum.

To display only the curriculum items that are mapped to each Stakeholder item, together with the column totals:

1. Enable the Auto-filter across all columns
2. For each Stakeholder item, click on the column header arrow to open the Auto-filter dialogue box
3. Deselect '(Blanks)' in the checklist, leaving all other boxes checked

Remember to clear the Auto-filter before moving to the next Stakeholder item.

In the example below, the three curriculum items mapped to Standard 1.1 are displayed.
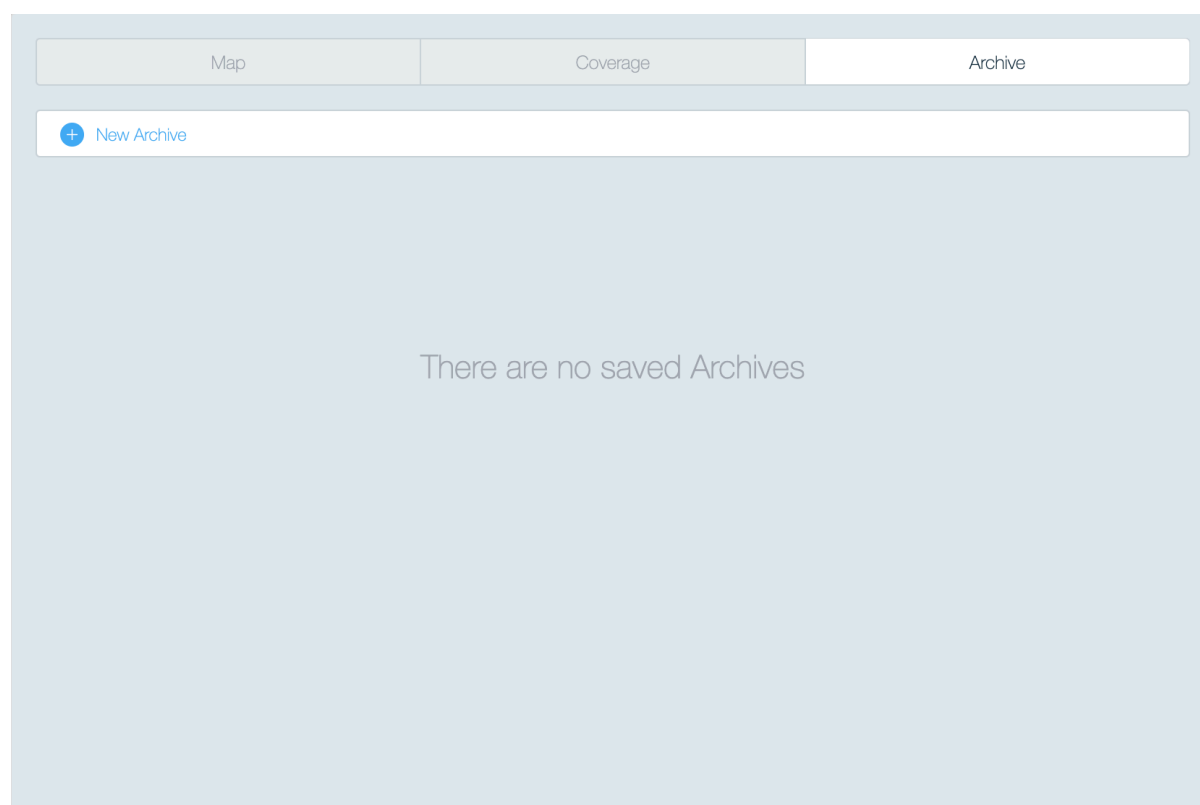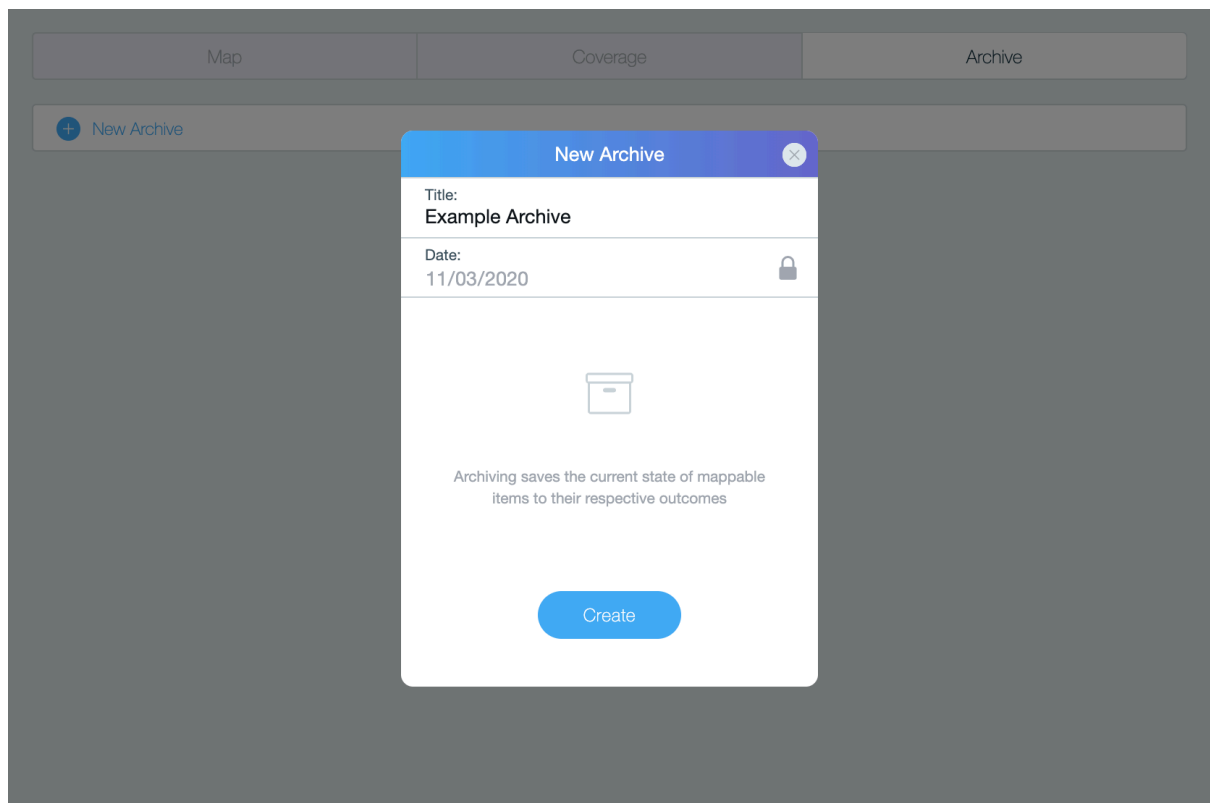
5. Archive Tab

5.1. Creating Archives

The Archive feature creates a snapshot of all the Documents and mapped relationships in the **Map** tool at a particular point in time. This allows users to continue to make changes to the Documents and mapping, whilst still being able to review previous versions. Typically, the Archive feature is used to preserve reference copies of the Curriculum and associated Documents at the start of an academic year so that changes can be made throughout the year in preparation for the next academic session.

Archives cannot be used to restore the **Map** tool to a previous state so that users can resume editing from that point; for this to be possible, a backup of the entire system needs to be reinstated by ExamSoft. Within each Archive, the Documents and mapping are locked and cannot be edited further, however, it is possible to download archived Documents and Coverage Reports as CSV files, which can then be edited and manipulated in Excel. Archives must be created manually in the tool; they cannot be scheduled to run in advance.

To create a new Archive, click on the 'Archive' tab and then 'New Archive' (top left). In the 'New Archive' modal window, enter a name for the Archive under 'Title'. The date will be set automatically to the current date and cannot be edited, as indicated by the padlock alongside. Click 'Create' and the new Archive will appear as a line item on the Archive screen.
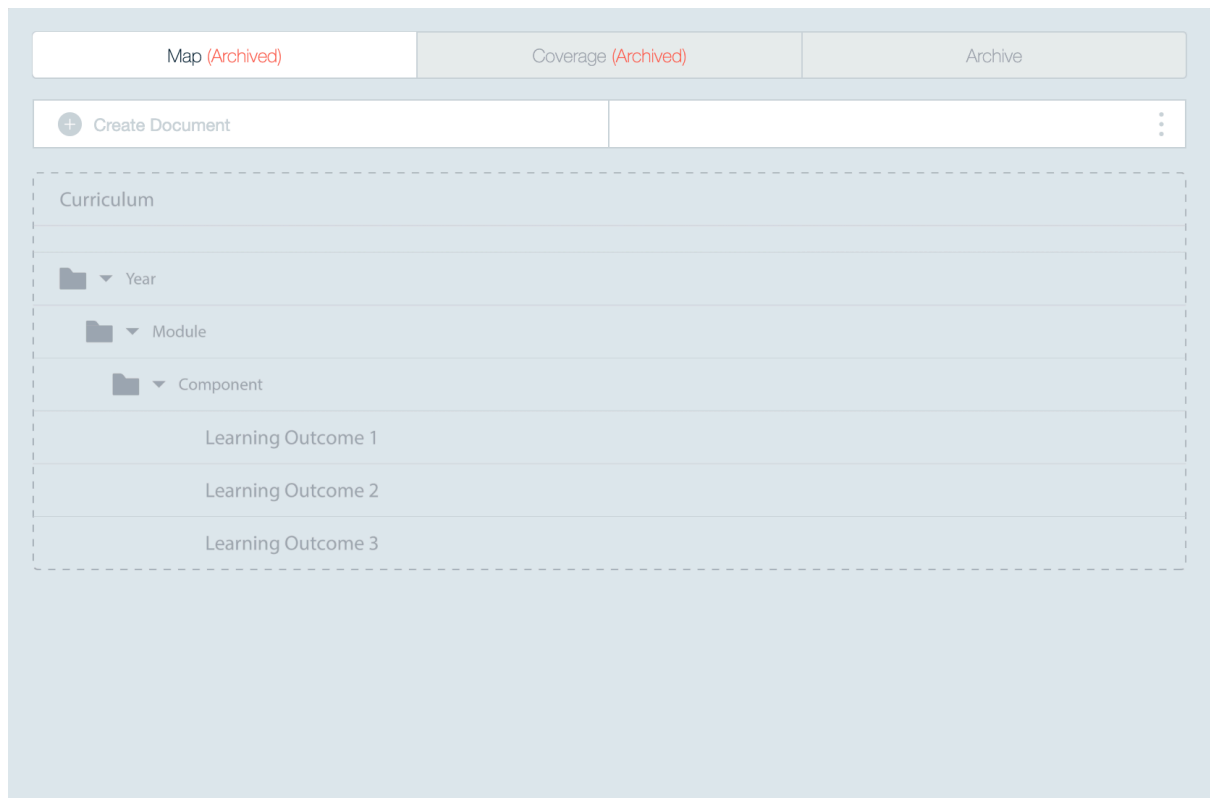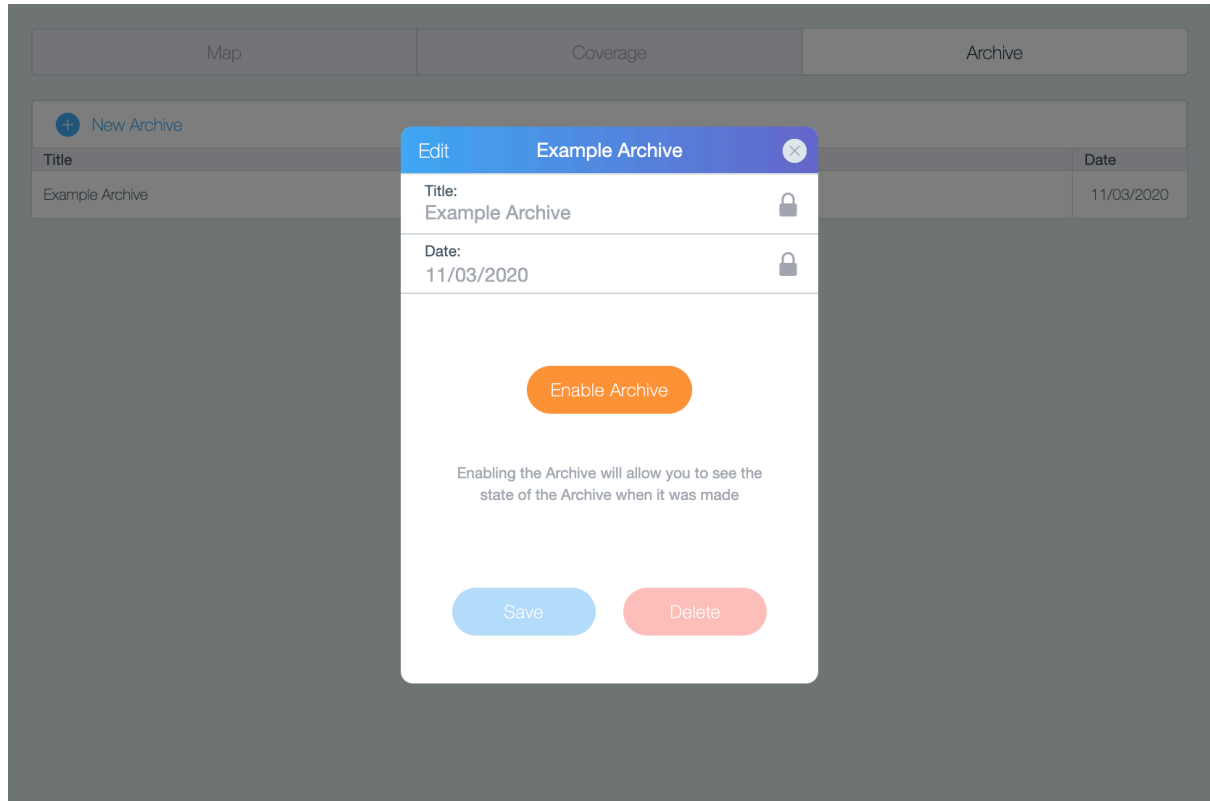
Map	Coverage	Archive

➕ New Archive

There are no saved Archives

Map	Coverage	Archive

New Archive

New Archive

Title:
Example Archive

Date:
11/03/2020 🔒

Archiving saves the current state of mappable
items to their respective outcomes

Create

Map	Coverage	Archive

New Archive

Title	Author	Date
Example Archive	Demo User	11/03/2020

5.2. Enabling Archives

Clicking on the name of an existing Archive opens a modal window from which users can either enable the Archive or proceed to the Edit screen. To enable an Archive, click on the orange 'Enable Archive' button.

In Archive mode, red '(Archived)' flags will appear on the Map and Coverage tabs. Within each of these tabs, the Documents and mapping will be displayed in the states they were in when the selected Archive was created. For example, enabling the Archive in the figure above will display the 11/03/2020 versions of Documents and mapping relationships. Note that in Archive mode, Documents cannot be added or edited and mapping relationships cannot be changed.

5.3. Editing Archives

Clicking on 'Edit' in the top left of the modal window allows users to change the name of the selected Archive or delete the Archive. To change an Archive's name, click in the 'Title' box, edit the text as required (note the padlock is no longer present) and then click the blue 'Save' button. To delete an Archive, click the red 'Delete' button and acknowledge the pop-up warning message. Exit the Edit screen by clicking 'Cancel' in the top left of the modal window.
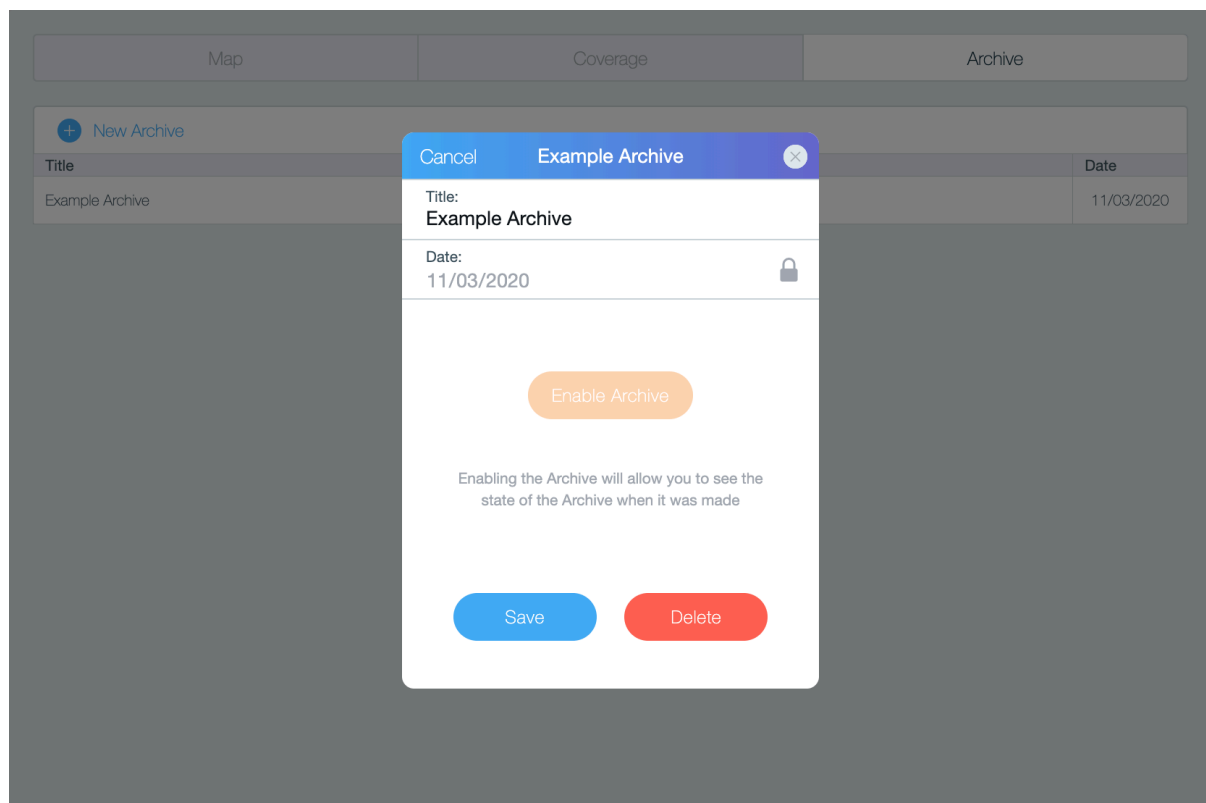
5.4. Disabling Archives

To disable Archive mode, click on the 'Archive' tab followed by the orange 'End Archive Mode' button. The red '(Archived)' flags will disappear, indicating that the tool has been returned to its normal state.

Title	Author	Date
Map (Archived)	Coverage (Archived)	Archive
Example Archive	End Archive Mode	11/03/2020
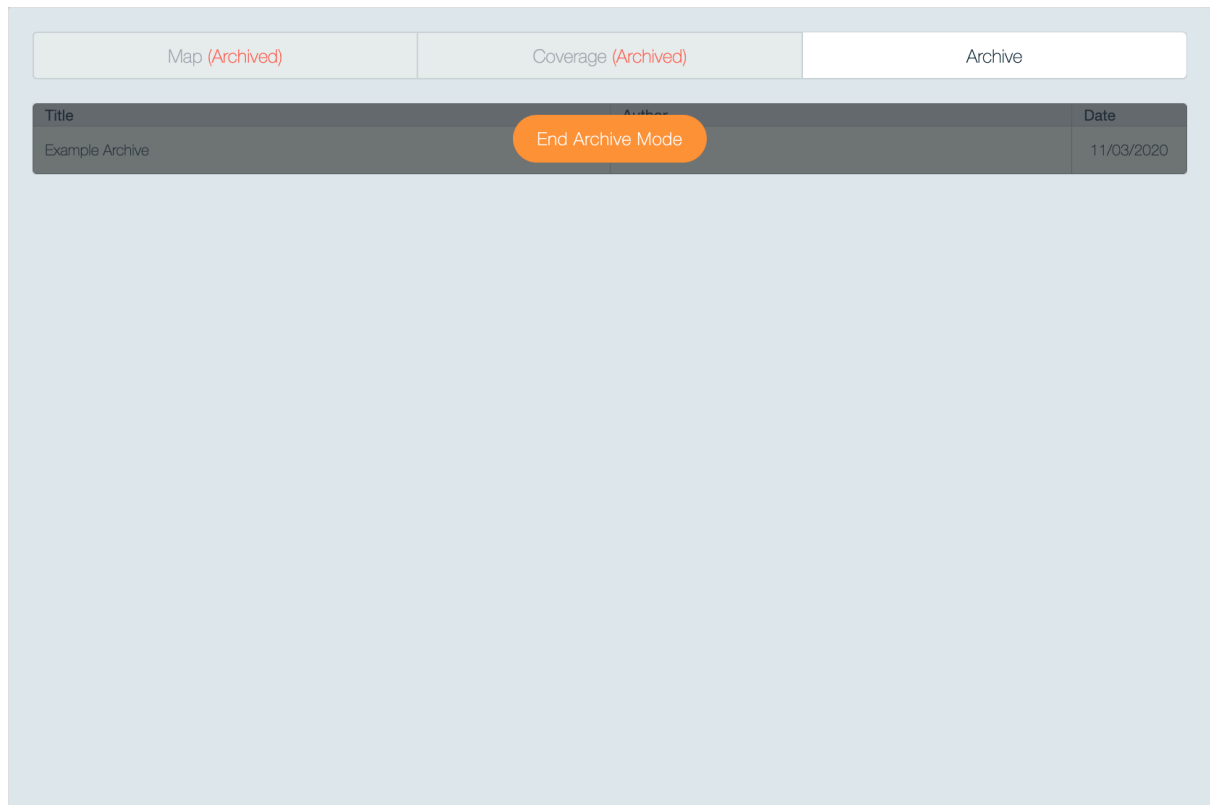
6. Appendix A - Example Documents

6.1. Curriculum Document with Listings

Map	Coverage	Archive

Curriculum Name		⋮

🔍

📁 ▾ **1.** Year 1

  📁 ▾ **1.1.** Semester 1

    📁 ▾ **1.1.1.** Course 1

      📁 ▾ **1.1.1.1.** Module 1

        📁 ▾ **1.1.1.1.1.** Component 1

          📁 ▾ **1.1.1.1.1.1.** Learning Activity 1

            1.1.1.1.1.1.1. (1) Learning Outcome 1   `mappable`

            1.1.1.1.1.1.2. (1.2) Learning Outcome 2   `mappable`

            1.1.1.1.1.1.3. (1-3) Learning Outcome 3   `mappable`

            1.1.1.1.1.1.4. (1_4) Learning Outcome 4   `mappable`

          📁 ▸ **1.1.1.1.1.2.** Learning Activity 2

        📁 ▸ **1.1.1.1.2.** Component 2

6.2. Stakeholder Document with Listings

Map	Coverage	Archive

Stakeholder Document Name		⋮

🔍

📁 ▾ **1.** Theme 1

    1.1. (1.1) Standard 1.1   `mappable`

    1.2. (1.2) Standard 1.2   `mappable`

    1.3. (1.3) Standard 1.3   `mappable`

    1.4. (1.4) Standard 1.4   `mappable`

    1.5. (1.5) Standard 1.5   `mappable`

📁 ▸ **2.** Theme 2

📁 ▸ **3.** Theme 3

6.3. Staff Document without Listings

Map	Coverage	Archive

Staff	⋮
🔍	
Name 1	mappable
Name 2	mappable
Name 3	mappable
Name 4	mappable
Name 5	mappable
Name 6	mappable
Name 7	mappable
Name 8	mappable
Name 9	mappable
Name 10	mappable

6.4. Teaching Method Document without Listings

Map	Coverage	Archive

Teaching Method	⋮
🔍	
Lecture	mappable
Online Lecture	mappable
Seminar	mappable
Workshop	mappable
Practical	mappable
Laboratory	mappable
Clinical	mappable
CAL	mappable
Directed Learning	mappable
Independent Learning	mappable
Directed Reading	mappable
Independent Reading	mappable

6.5. Clock Hours Document without Listings

Map	Coverage	Archive

Clock Hours		⋮
🔍		
0.5		mappable
1.0		mappable
1.5		mappable
2.0		mappable
2.5		mappable
3.0		mappable
3.5		mappable
4.0		mappable

7. Appendix B - Clock Hours Workflow

1. Create the Curriculum Document

Map	Coverage	Archive

Curriculum Name		⋮
🔍		
📁 ▼ Year 1		
📁 ▼ Semester 1		
📁 ▼ Course 1		
📁 ▼ Module 1		
📁 ▼ Component 1		
📁 ▼ Learning Activity 1 **Set Learning Activities as mappable** ➡		mappable
(1) Learning Outcome 1		mappable
📁 ▼ Learning Activity 2 ➡		mappable
(2) Learning Outcome 2		mappable
📁 ▼ Component 2		
📁 ▼ Learning Activity 1 ➡		mappable
(3) Learning Outcome 3		mappable

2. Create the Teaching Method Document

Map	Coverage	Archive

Teaching Method		⋮
🔍	**Set Teaching Methods as mappable** ⬇	
Lecture		mappable
Online Lecture		mappable
Seminar		mappable
Workshop		mappable
Practical		mappable
Laboratory		mappable
Clinical		mappable
CAL		mappable
Directed Learning		mappable
Independent Learning		mappable
Directed Reading		mappable
Independent Reading		mappable

3. Create the Clock Hours Document

Map	Coverage	Archive

Clock Hours

Set Clock Hours as mappable

🔍	
1.0	mappable
1.5	mappable
2.0	mappable
2.5	mappable

4. Map Teaching Method to Learning Activities in the Curriculum Document

Map	Coverage	Archive

Teaching Method
5. Practical

Lecture	◯
Online Lecture	◯
Seminar	◯
Workshop	◯
Practical	🔗 🟢
Laboratory	◯
Clinical	◯
CAL	◯
Directed Learning	◯
Independent Learning	◯
Directed Reading	◯
Independent Reading	◯

Curriculum Name
Please select items to be mapped

- ▾ Year 1
  - ▾ Semester 1
    - ▾ Course 1
      - ▾ Module 1
        - ▾ Component 1
          - ▸ Learning Activity 1 ✅
          - ▸ Learning Activity 2 ✅
        - ▾ Component 2
          - ▸ Learning Activity 1 ✅
          - ▸ Learning Activity 2 ◯
      - ▸ Module 2

5. Map Clock Hours to Learning Activities in the Curriculum Document

Map	Coverage	Archive

Clock Hours	⋮	Curriculum Name	⋮
1. 1.0		Please select items to be mapped	
🔍		🔍	
1.0	🔗 🟢	📁 ▾ Year 1	
1.5	○	📁 ▾ Semester 1	
2.0	🔗 ○	📁 ▾ Course 1	
2.5	🔗 ○	📁 ▾ Module 1	
		📁 ▾ Component 1	
		📁 ▸ Learning Activity 1	✅
		📁 ▸ Learning Activity 2	○
		📁 ▾ Component 2	
		📁 ▸ Learning Activity 1	○
		📁 ▸ Learning Activity 2	○
		📁 ▸ Module 2	
		📁 ▸ Module 3	

6. Create a Coverage Report

Map	Coverage	Archive

Primary Document > Documents

« ‹ 🔍

Curriculum Name	**Set the Curriculum Document as the Primary Document** ➡	🟢 ›
Stakeholder Document Name		○ ›
Staff		○ ›
Teaching Method		○ ›
Clock Hours		○ ›

Reset selection   Generate

Map	Coverage	Archive

Secondary Documents > Documents > Teaching Method

« ‹   Select All 🔍

Lecture	○
Online Lecture	○
Seminar	○
Workshop	○
Practical	**Set the required Teaching Method as a Secondary Document** ➡ ✓
Laboratory	○
Clinical	○
CAL	○
Directed Learning	○

Reset selection   Generate

Map	Coverage	Archive

Secondary Documents > Documents > Clock Hours

« ‹   Deselect all 🔍

1.0	**Set all the Clock Hours items as Secondary Document(s)** ➡ ✓
1.5	➡ ✓
2.0	➡ ✓
2.5	➡ ✓

Reset selection   Generate

Map	Coverage	Archive

Primary Document

Selected
Curriculum Name ›

Secondary Document(s)

Selected
5 documents ›

- Practical

- 1.0

- 1.5

- 2.0

- 2.5

In this example, the Coverage Report will display the results of mapping between the Curriculum Document and the 'Practical' Teaching Method and Clock Hours items

Reset selection   Generate

Map	Coverage	Archive

Show Non-Mappable Items   Showing Columns 1 - 5 of 5 « ‹ Page 1 ⇕ of 1 › »

Curriculum Name	Practical	1.0	1.5	2.0	2.5
1. Year 1					
1.1. Semester 1					
1.1.1. Course 1					
1.1.1.1. Module 1					
1.1.1.1.1. Component 1					
1.1.1.1.1.1. Learning Activity 1	✅	✅	❌	❌	❌
1.1.1.1.1.1.1. (1) Learning Outcome 1	❌	❌	❌	❌	❌
1.1.1.1.1.2. Learning Activity 2	✅	❌	❌	✅	❌
1.1.1.1.1.2.1. (2) Learning Outcome 2	❌	❌	❌	❌	❌
1.1.1.1.2. Component 2					
1.1.1.1.2.1. Learning Activity 1	✅	❌	❌	❌	✅
1.1.1.1.2.1.1. (3) Learning Outcome 3	❌	❌	❌	❌	❌

« ‹ Page 1 ⇕ of 2 › » Showing rows 1 - 100 of 106

Download the Coverage Report ⟶   Download   Amend

7. Download the Coverage Report as a CSV file

Enable the Excel Auto-filter across all columns

Teaching Method

Clock Hours

	A	B	C	D	E	F	G	H		J	K	L	M
1	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Practical	1	1.5	2	2.5
2	Curriculum Name	1. Year 1											
3	Curriculum Name	1. Year 1	1.1. Semester 1										
4	Curriculum Name	1. Year 1	1.1. Semester 1	1.1.1. Course 1									
5	Curriculum Name	1. Year 1	1.1. Semester 1	1.1.1. Course 1	1.1.1.1. Module 1								
6	Curriculum Name	1. Year 1	1.1. Semester 1	1.1.1. Course 1	1.1.1.1. Module 1	1.1.1.1.1. Component 1							
7	Curriculum Name	1. Year 1	1.1. Semester 1	1.1.1. Course 1	1.1.1.1. Module 1	1.1.1.1.1. Component 1	*1.1.1.1.1.1. Learning Activity 1			1	1		
8	Curriculum Name	1. Year 1	1.1. Semester 1	1.1.1. Course 1	1.1.1.1. Module 1	1.1.1.1.1. Component 1	*1.1.1.1.1.1. Learning Activity 1	*1.1.1.1.1.1. (1) Learning Outcome 1					
9	Curriculum Name	1. Year 1	1.1. Semester 1	1.1.1. Course 1	1.1.1.1. Module 1	1.1.1.1.1. Component 1	*1.1.1.1.1.2. Learning Activity 2			1		1	
10	Curriculum Name	1. Year 1	1.1. Semester 1	1.1.1. Course 1	1.1.1.1. Module 1	1.1.1.1.1. Component 1	*1.1.1.1.1.2. Learning Activity 2	*1.1.1.1.2.1. (2) Learning Outcome 2					
11	Curriculum Name	1. Year 1	1.1. Semester 1	1.1.1. Course 1	1.1.1.1. Module 1	1.1.1.1.2. Component 2							
12	Curriculum Name	1. Year 1	1.1. Semester 1	1.1.1. Course 1	1.1.1.1. Module 1	1.1.1.1.2. Component 2	*1.1.1.1.2.1. Learning Activity 1			1			1
13	Curriculum Name	1. Year 1	1.1. Semester 1	1.1.1. Course 1	1.1.1.1. Module 1	1.1.1.1.2. Component 2	*1.1.1.1.2.1. Learning Activity 1	*1.1.1.1.2.1.1. (3) Learning Outcome 3					
14													

1 = Mapped items

8. Filter on the Teaching Method to show only the mapped curriculum items

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Practical	1	1.5	2	2.5	Sum Hours
7	Curriculum Name	1. Year 1	1.1. Semester 1	1.1.1. Course 1	1.1.1.1. Module 1	1.1.1.1.1. Component 1	*1.1.1.1.1.1. Learning Activity 1			1	1			1
9	Curriculum Name	1. Year 1	1.1. Semester 1	1.1.1. Course 1	1.1.1.1. Module 1	1.1.1.1.1. Component 1	*1.1.1.1.1.2. Learning Activity 2			1		1		2
12	Curriculum Name	1. Year 1	1.1. Semester 1	1.1.1. Course 1	1.1.1.1. Module 1	1.1.1.1.2. Component 2	*1.1.1.1.2.1. Learning Activity 1			1			1	2.5
14													TOTAL	5.5

Practical

Sort

A↓ Ascending   Z↓ Descending

By colour: None

Filter

By colour: None

Choose One

⊙ And ○ Or

Choose One

🔍 Search

☐ (Select All)
☑ 1
☐ (Blanks)

Clear Filter

Filter on '1' by deselecting '(Blanks)'

9. Create an additional 'Sum Hours' column; insert formulae to transpose the clock hours for each Learning Activity and then sum the results as shown below:

J	K	L	M	N
1	1.5	2	2.5	Sum Hours
1				1
		1		2
			1	2.5
			TOTAL	5.5

Formulae used in the 'Sum Hours' column in the example above:

Sum Hours	Function
1	=IF(J7=1,J1,0)+IF(K7=1,K1,0)+IF(L7=1,L1,0)+IF(M7=1,M1,0)
2	=IF(J9=1,J1,0)+IF(K9=1,K1,0)+IF(L9=1,L1,0)+IF(M9=1,M1,0)
2.5	=IF(J12=1,J1,0)+IF(K12=1,K1,0)+IF(L12=1,L1,0)+IF(M12=1,M1,0)
5.5	=SUM(N7:N12)