



The University of Manchester

Student Records

Student Admissions, Administration and Business Improvement

Directorate for the Student Experience

Course Unit Information Publishing (CUIP) Data Quality

Guidance Notes

Version 2.0

Document Information

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Blank course unit information (for required fields)

Power BI app – **Student Records – Course Units, Classes and CUIP**
 Section – **Course Unit Information Publishing**
 Report – **CUIP**

This report can be used to identify CUIP records with fields which have not been completed.

If the field is empty in Campus Solutions it will display 'N' in the report.

Campus Solutions can be used identify which fields are required, these are the ones with an 'M' next to the field in the Course Unit Information Publishing page as highlighted below.

▶ Unit level	M
▶ FHEQ level (Framework for Higher Education Qualifications)	M
▶ Teaching period(s)	M
▶ Teaching staff	M
▶ Marketing Course unit overview	M
▶ Course unit overview	M
▶ Aims	M
▶ Learning outcomes	O
▶ Knowledge and understanding	O

Course units which have not been updated for several years (to ensure that they are still fit for purpose) – and followed up on a sample basis

Power BI app – **Student Records – Course Units, Classes and CUIP**
Section – **Course Unit Information Publishing**
Report – **CUIP**

You can use this report to return CUIP records that have not been updated for a period of time of your choosing. We recommend these should be reviewed in Campus Solutions each year on a sample basis in order to ensure that they are still fit for purpose.

Filter where Updated Date "is on or before" your selected date, as shown below. To apply the filter to the report, click 'Apply filter'.

The image shows a filter configuration window for the field 'Updated Date'. The filter is set to 'is on or before 1 September ...'. The filter type is 'Advanced filtering'. The filter condition is 'is on or before' with a date of '01/09/2018'. The time is set to '12 : 00 AM'. The filter is set to 'And' and there is an 'Apply filter' button at the bottom.

Course units which have been recently updated (to ensure that amendments are accurate and appropriate) – and followed up on a sample basis

Power BI app – Student Records – Course Units, Classes and CUIP
Section – Course Unit Information Publishing
Report – CUIP

You can use this report to return CUIP records that have been updated within the last 12 months. We recommend these should be reviewed in Campus Solutions each year on a sample basis in order to ensure that the updates were accurate and appropriate.

Using the filter type 'relative date filtering', filter where the Updated Date is in the last 1 year as shown below. To apply the filter to the report, click 'Apply filter'.

Updated Date ^ ◇
19/09/2018 - 18/09/2019

Filter type
Relative date filtering ▼

Show items when the value:
is in the last ▼
1
years ▼

Include today

Apply filter

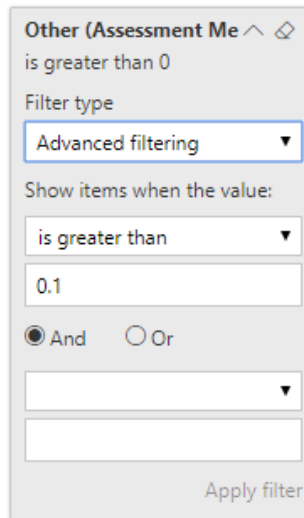
The use of assessment type ‘other’, in comparison to the written text provided.

Power BI app – **Student Records – Course Units, Classes and CUIP**
 Section – **Course Unit Information Publishing**
 Report – **CUIP**

You can use this report to return records which have used the 'Other' assessment methods category. These should be reviewed in order to ensure that there isn't a more suitable option that describes the nature of the assessment. **The ‘Other’ option should be avoided where at all possible.**

The report should also be used to review records which have used the 'Other' assessment method but the assessment methods text field has not been used to describe what this other assessment entails. These are records where the Assessment Methods field in the report is 'N', which signifies the field is empty.

Filter the report where the ‘Other (Assessment Methods)’ is greater than 0.1.



To also see which records have an incomplete Assessment Methods field, filter where the Assessment Methods = ‘N’.

