Guidance on Inputting Unit KIS data using the Online Approval Tool

These guidance notes will tell you how to input unit Key Information Set (KIS) data for Methods of Assessment and Methods of Teaching and Student Input using the online approval tool.

For further information on the requirements for KIS Data please see the AQPO website

There are 5 steps to inputting the unit KIS data:

STEP 1: Logging in to the site and setting up a new proposal
STEP 2: Opening the existing unit
STEP 3: Entering the KIS data onto the Unit Specification
STEP 4: Editing more units as part of the same proposal
STEP 5: Submitting your proposal

STEP 1: Logging in to the site and setting up a new proposal

To access the web screens, please go to https://www.bris.ac.uk/esu/approvalprocess.

You will need to login using the link in the left hand navigation bar. Please enter your University of Bristol username and password.
The first thing you need to do is set up a new proposal, which you might like to think of as a folder that contains several edits/amendments that you want to submit together. You will give the proposal (folder) an appropriate title as you would do with a folder within a shared drive.

1. Click on ‘Create New Proposal’ in left hand navigation bar

2. Name your proposal and press save.

Your proposal name should be something clear and relevant. You may find it useful use the wording ‘KIS data’ within the proposal title so that you can easily refer back to it in future.

STEP 2: Opening the existing unit

The quickest way to find units, especially when you have a long list of units that need KIS data to be entered to work through, is by entering the unit code into the search bar of the Tool. This method will open the unit you are looking for directly.

Another way to search for units is to drill down by faculty and school.
Once you have selected your Department / School you will be presented with a list of units in alphabetical order by unit title.

If you prefer you can view your units by level - please select the required level tab across the top of the page. Once you have found the unit you wish to edit, click on the unit code or title and you will be taken to the unit specification screen.
STEP 3: Entering data into the KIS fields

Once you have the unit you want to edit on screen, you need to open it for edit. You cannot make edits to the current year, you need to edit next academic year and this is done by clicking ‘edit next academic year’ on the left hand menu:

The data you need to enter is located at the bottom of the screen, scroll down the page until you see the KIS data fields. There are two sections that need to be completed; a) Methods of Assessment data and b) Methods of Teaching and Student Input data.
a) KIS Methods of Assessment Data

Click on ‘update summative assessment details’. This will take you to another screen:

- Enter details of each summative assessment event.
- The assessment title should be entered in the ‘assessment detail’ column.
- Select the KIS assessment type, using the AQPO guidance for assistance.
- Enter the weighting of the assessment. The total weighting for all assessments must come to 100%.
- Click ‘Save’

To remove assessments that are no longer running or that have been entered in error, select the ‘delete’ tab alongside the relevant assessment and then either click update or remove.
b) KIS Methods of Teaching and Student Input Data

<table>
<thead>
<tr>
<th>Methods of Teaching &amp; Student Input</th>
<th>KIS Categories</th>
<th>Number of Hours for unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture (L)</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Seminar (S)</td>
<td></td>
<td>66</td>
</tr>
<tr>
<td>Tutorial (T)</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Project Supervision/Supervised Time in Studio/Workshop (P)</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Demonstrations, Practical Classes &amp; Workshops (D)</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Fieldwork &amp; External Visits (F)</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Work based learning (P)</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Placement (P)</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Year Abroad (P)</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Guided Independent Study including assessment (I)</td>
<td></td>
<td>135</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td>67 33.5%</td>
</tr>
<tr>
<td><strong>Scheduled (S)</strong></td>
<td></td>
<td>0 0.0%</td>
</tr>
<tr>
<td><strong>Placement (P)</strong></td>
<td></td>
<td>135 66.5%</td>
</tr>
<tr>
<td><strong>Independent (I)</strong></td>
<td></td>
<td>200 100.0%</td>
</tr>
</tbody>
</table>

To edit the details here you must click on ‘edit’ which is right at the bottom of the page, beneath the Methods of Teaching and Student Input KIS data box.

This opens up the edit screen and allows you to enter and edit text in the KIS data fields.

- Enter the hours spent in each of the KIS categories, using the [AQPO Guidance](#).
- The Tool will work out the remaining hours and automatically assign these to Guided Independent Study, ensuring that the correct number of hours (10 per unit credit point) is in the ‘total hours’ field.
- Click ‘save’

**STEP 4: Editing more units as part of the same proposal**

If you have more units to enter KIS data for, follow steps 2-4 as detailed above.
STEP 5: Submitting your proposal

- Once you are happy with the changes you’ve made to your unit(s), click on the link to ‘Submit Proposal’.

- Click on ‘submit proposal’ when the following screen appears.

Your proposal containing only KIS data updates will not require approval. The data that you have entered does not appear in the publicly available catalogue, but is used in the KIS module in SITS which calculates the submission to HEFCE.

Help and queries

If you have any technical difficulties, please email approval-help@bris.ac.uk