



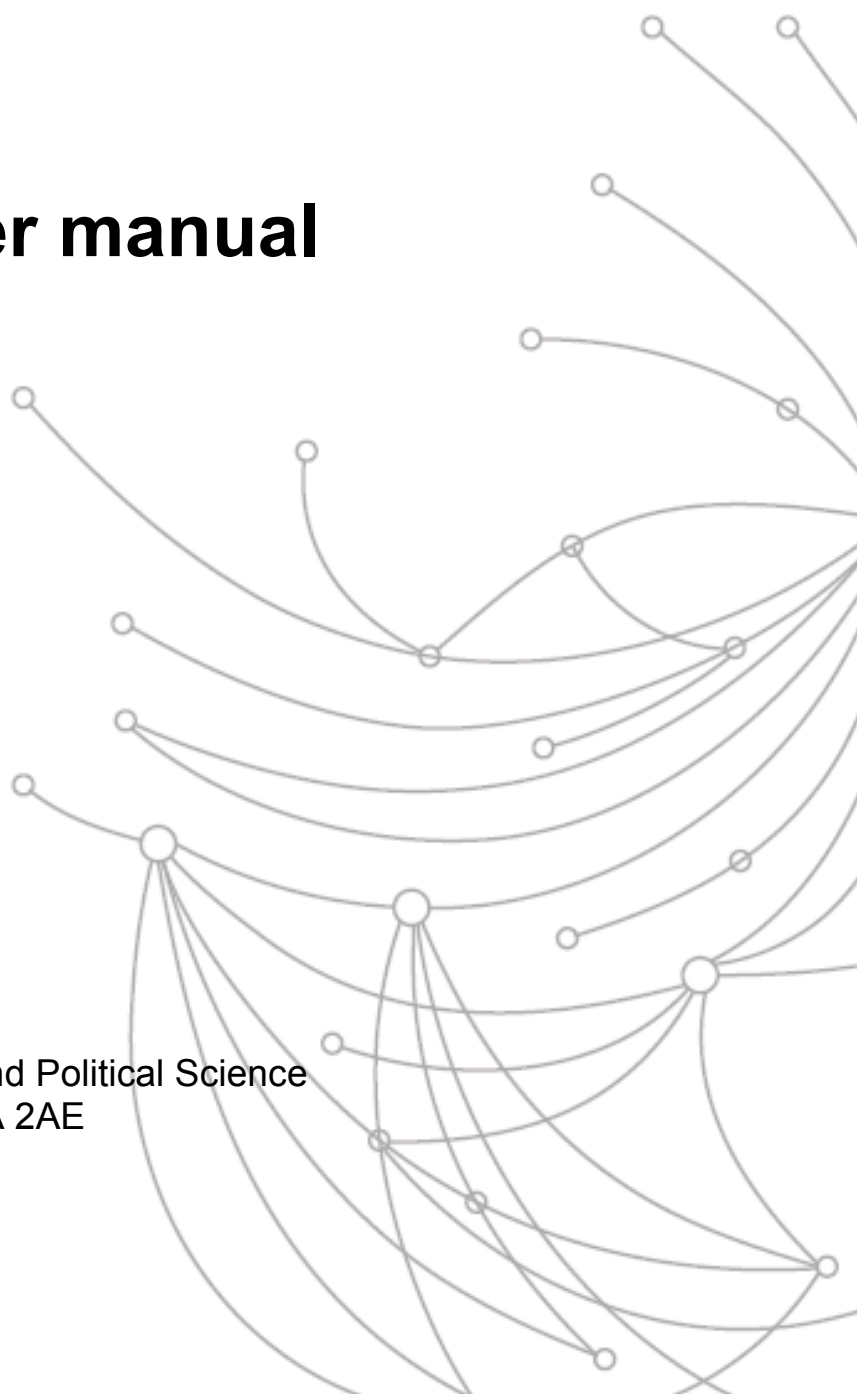
Information Management
and Technology

Course Finder: **Quick start user manual**

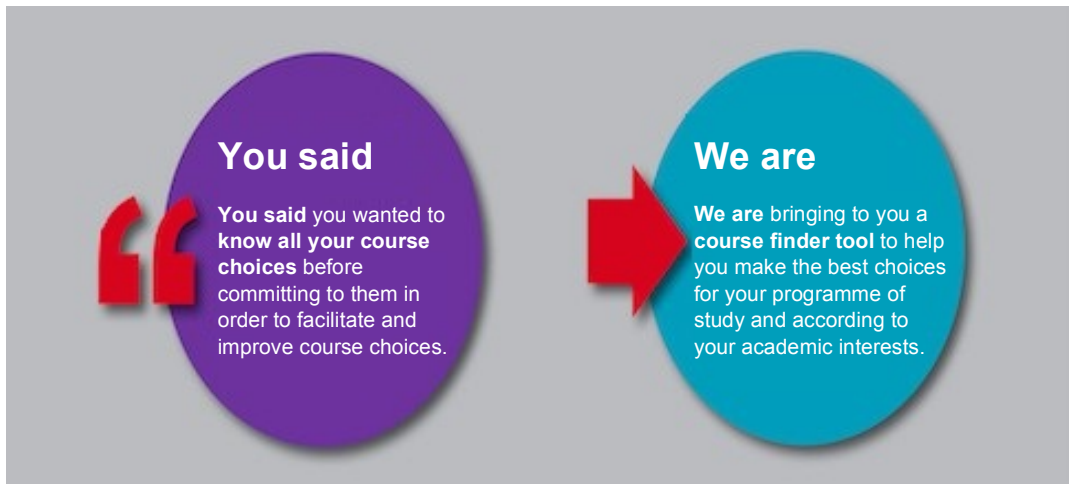
User Guide

Version 1.0

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1 COURSE FINDER



1.1 What is it?

The Course Finder is an LSE application that allows you to search for courses available for LSE students. It includes not only a smart search box to facilitate course search, but also detailed information of each course available to help you make the best out of your course choices for your programme of study.

Note that, because the Course Finder is not binding, you will still need to make your course selection in LSE For You within the given course selection times in Michaelmas Term and Lent Term.

1.2 Why use the Course Finder?

To facilitate the course choice process, the Course Finder is a tool where you can:

- Search courses in a fast and easy way
- Use filters to refine your search results
- Find courses outside your programme of studies, within your department and outside
- Shortlist your preferences
- Verify possible timetable clashes

1.3 Navigating the Course Finder

The Course Finder is a tool, where you will see the following items:

1. Student information
2. LSE Calendar (programme regulations)
3. Log out button
4. System messages
5. Shortlist
6. Search box
7. Filters
8. Course results list

The screenshot shows the LSE Course Finder interface. At the top, a navigation bar contains 'LSE Course Finder', 'Home', and user information: 'Student_Name | Year :1 | Academic Year : 2016/17 | MSc in Comparative Politics (TMCP)'. A 'Logged in as Student_Name (student)' dropdown is on the right. Below the navigation bar is a blue system message: 'Welcome to the Course Finder. Please email lfy@lse.ac.uk if you find any problems or if you have any questions about this app.' To the left is a 'Shortlist' section. The main content area features a 'Search for Course' section with a search box and a 'Search' button. Below the search box, it says 'Showing 6 courses that are your Compulsory and Optional courses'. There are 'Order by' options: 'Relevance', 'Course Code', and 'Title'. A pagination bar shows 'First', 'Previous', '1', 'Next', and 'Last'. The course results are displayed in a table with columns: 'Course Code', 'Title', 'Excerpt', and 'Shortlist'. The table lists six courses with their respective status (Compulsory or Optional) and 'Add' buttons in the Shortlist column. On the left side, there are filter sections for 'Unit Value' (0, 0.5, 1, 1.5, 2) and 'Module Level' (Certificate, English for Academic Purposes, Graduate, Modern Foreign Language_Certificate, Research, Undergraduate). A 'Method of Assessment' section is partially visible at the bottom left.

1. Student information

2. LSE Calendar (programme regulations)

3. Log out button

4. System messages

5. Shortlist

6. Search box

7. Filters

8. Course results list

2 SEARCH FOR COURSES

2.1 Using the Instant Search Box

To search for a specific course, write the course name or code in the search box. You can also find courses using key words related to the courses content. All results will be automatically displayed in the course results list as you are writing.

Search for Course

Search

Example: Search for courses using the word 'economy'.

Search for Course

Search

Found 153 courses that match your search
Showing page 1 of 11

Order by: Relevance Course Code Title

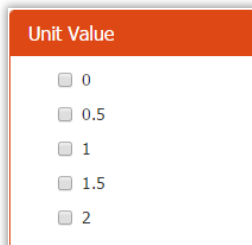
First Previous 1 2 3 4 5 6 7 Next Last

Course Code	Title	Excerpt	Shortlist
HY463	Other The Origins of the Cold War, 1917-1962	... from Eisenhower to Kennedy; The World Economy , Identities, and the Cold War, 1917-1962; The Cold War...	Add
HY319	Other Napoleon and Europe	... of the empire on the European international system, as well as on law, constitutionalism, the economy , religion...	Add
HY326	Other Slavery, Capital, and Empire in the British World, 1700-1900	... the British slave trade functioned both as political economy and as a	Add

2.2 Using filters

On the left menu, you can use different filters to refine your course list results. You can select more than one option per filter. If you wish to include all, you won't need to select any options.

A) By Unit Value

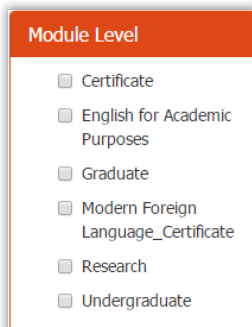


Unit Value

- 0
- 0.5
- 1
- 1.5
- 2

Choose by the unit value of the courses. The most common is 0.5 (Half Unit).

B) By Module Level

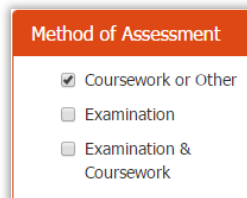


Module Level

- Certificate
- English for Academic Purposes
- Graduate
- Modern Foreign Language_Certificate
- Research
- Undergraduate

Select the module level that you wish to find.

C) By Method of Assessment

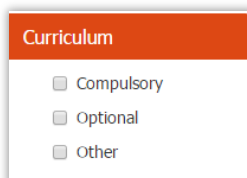


Method of Assessment

- Coursework or Other
- Examination
- Examination & Coursework

Choose the method of assessment preferred for the courses you're searching.

D) By Curriculum

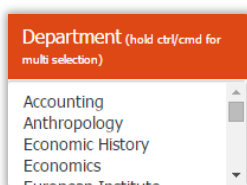


Curriculum

- Compulsory
- Optional
- Other

Select the type of course occupied in your programme curriculum.

E) By Department

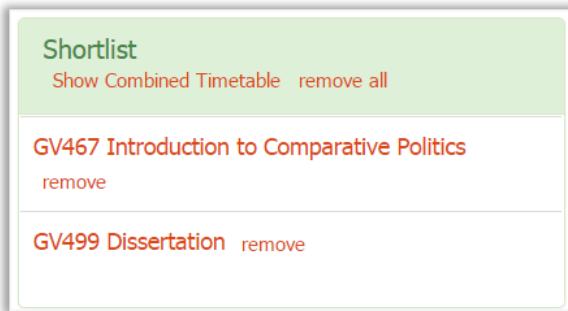


Department (hold ctrl/cmd for multi selection)

- Accounting
- Anthropology
- Economic History
- Economics
- European Institute

Choose a department(s) to see the courses offered by it.

3 SHORTLIST COURSES



The first time you login to the course finder, the shortlist box will contain your compulsory courses as listed in your programme regulations.

Other courses will be added here as you shortlist them. When you logout, your shortlist will be saved for your next session.

3.1 Adding/removing courses from shortlist

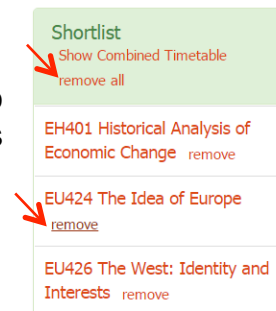
- Adding courses

To add courses to the shortlist, find the course(s) using the search engine and use the button 'Add' to shortlist it. The course will automatically appear in the shortlist section. You can add as many courses as you wish.

Course Code	Title	Excerpt	Shortlist
SA4H9 Other	Non-Governmental Organisations, Social Policy and Development	... the history and theory of NGOs; the changing policy contexts in which NGOs operate; NGO service delivery...	Add

- Removing courses

To remove courses from the shortlist, just click 'Remove' to remove a course individually; if you wish to remove all courses from the shortlist, click 'Remove all' in the top of the section.



3.2. Show combined timetable

The combined timetable option will show you the existing clashes between the shortlisted courses. To see it, click 'Show combined timetable' on the top of the Shortlist section. It will prompt you with a screen with the listed courses.

You can check whether there are clashes by clicking 'Clash Summary'. If there are none, it will be empty. Click on the courses code to see its timetable. Use 'Cancel' to go back.



Please note that the seminars are not visible because they vary according to the number of students signed-up for that course and the size of the seminar groups.

4 UNDERSTANDING SEARCH RESULTS

4.1 Type of courses

In your results list, you will see up to three different types of courses:

Compulsory	Optional	Other
You must take this course.	You can optionally take this course.	This course is neither compulsory nor optional, which means it is outside your programme of study (course requires departmental permission to be taken)

Here is an example:

GV499	Compulsory	Dissertation	Add
EU475	Optional	Muslims in Europe	Add
GV4J6	Other	Game Theory for Research	Add

4.2 Organize your results

A) Order by

You can order your results by relevance, course code or title.

Order by: **Relevance** Course Code Title

B) Navigate through pages

Use the pages buttons to navigate through your results, such as 'First', 'Previous', '1', '2', '...', 'Next' or 'Last'.

First Previous **1** Next Last

4.3 Course description

To see a course description, click on the course code or on the title of the course. You will be prompted with a screen that will provide you with information related to that course, such as teacher responsible for the course, course availability, pre-requisites, course content, teaching hours, formative coursework, indicative reading, type of assessment, among other information and facts.

Additionally, you can view the timetable available for that course. Note that only lectures are available for preview in the Course Finder. In case it appears 'blank' it means that the course has no lectures predicted, which means the teaching will be done through seminar only. For more information, please consult timetables.

Description **Timetable**

SA4H9 Half Unit
Non-Governmental Organisations, Social Policy and Development

This information is for the 2016/17 session.

Teacher responsible
 Dr Armine Ishkanian OLD1.13, Dr Timothy Hildebrandt, Prof David Lewis and Dr Muzafferettin Seckinelgin

Availability
 This course is compulsory on the MSc in Social Policy and Development: Non-Governmental Organisations. This course is available on the MPA in European Public and Economic Policy, MPA in International Development, MPA in Public Policy and Management, MPA in Public and Economic Policy, MPA in Public and Social Policy, MSc in African Development, MSc in China in Comparative Perspective, MSc in Development Management, MSc in Development Studies, MSc in Global Politics, MSc in Human Rights, MSc in Social Policy (Research) and MSc in Social Policy and Development. This course is available as an outside option to students on other programmes where regulations permit.

Pre-requisites
 Students will preferably have some experience of work within NGOs and/or relevant government departments or donor agencies working with NGOs.

Course content
 The course focuses on the specialised field of non-governmental organisations (NGOs) within the field of social policy and development, and considers theoretical and policy issues. Main topics include the history and theory of NGOs; the changing policy contexts in which NGOs operate; NGO service delivery and advocacy roles in policy; challenges of NGO accountability; NGO organisational growth and change; conceptual debates around civil society, social capital, social movements and globalisation; and NGO relationships with other institutional actors including government, donors and private sector.

Teaching
 15 hours of lectures and 15 hours of seminars in the LT.

Formative coursework

Description **Timetable**

SA4H9 - Lectures

Teaching: SA4H9

	Michaelmas					Lent					Summer				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
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SA4H9 Non-Governmental Organisations, Social Policy and Development

4.4 Recently viewed courses

Recently viewed

- HY423 Empire, Colonialism and Globalisation
- MC401 Mediated Resistance and Citizens
- MC404 Political Communication
- HY499 Dissertation
- GV4J3 Public Opinion, Political Psychology and Citizenship

This list will show you up to five courses that you recently viewed. This can be helpful when you want to find a course you saw recently and found interesting but cannot remember the name.

Click on the course name the course description. You will be able to view the timetable and to add the course to your shortlist as if you found the course in the results list.

5 REPORT A PROBLEM

5.1 Contact us

If you find a problem with the Course Finder tool, please report it to lfy@lse.ac.uk. Additionally, if you would like to make a correction or a suggestion, please get in touch with us.