



This document is intended to provide information to staff using the following School Management functions within the Curriculum Management System:

- New module requests
- Module List Management (including semester, module coordinator and capacity changes; module review)

Details on making changes to major structures are available in the document 'Editing Majors' at: <http://www.ucd.ie/registry/adminservices/curriculum/index.html?show=school>

School Management – Introduction	2
Requesting New Modules.....	2
Module List Management – Overview	4
Using the Module List Management Page	4
Reviewing, Reactivating and Inactivating modules.....	5
Assigning and Changing Module Coordinator	5
Changing Semester	5
Changing Capacities	6
Changing Credits or Level of a Module.....	6
Changing the Title of a Module	6

For further information and support in using the Curriculum Management System, go to:
<http://www.ucd.ie/registry/adminservices/curriculum/index.html>

School Management – Introduction



- The School Management role in the Curriculum Management System refers to some administrative and oversight functions that are carried out by designated individuals in the School, e.g. Head of School, Teaching & Learning representative, School Administrator.
- A UCD InfoHub report, **CMS User Access**, shows the people who have been assigned different levels of access within each School. Additional staff can be granted access upon request to your Programme-School Liaison.

Requesting New Modules

- New modules are requested through the **New Module Request** section of the Curriculum Management System, which is under the **Modules** heading.
- Individual Module Coordinators cannot request new modules directly – this function is only available to those with School Management rights. This is to avoid duplication of effort and to facilitate Schools in managing their module lists.
- Initially, the New Module Request page is ready to be filled in with your first request – fill in the spaces on the form, selecting the appropriate values from the drop down list where the green arrows appear.

New Module Requests

Subject Code	Title	Places	Credits	Module Level	Semester	School	Coordinator ID	
History	The History of Modules	20	5 Cr	Interme	SEM_1	History & Archives	Catherine O'Brien	

- To request another new module, use the green  sign to add a new row, and fill in the appropriate information.
- If you wish to remove a request, highlight the row and use the red  button to delete it.
- All fields on the form are required and must be completed for the module to be submitted to Administrative Services for coding.
- The required fields are:
 - Subject Code;
 - Short Title; (The long title can be amended later on in the Module Descriptor)
 - Places;
 - Credits;
 - Module Level;
 - Semester;
 - School;
 - Coordinator.



Notes on Required Fields

- **New for 2012/13** - the College field has been removed from the module request. Instead, the College details are automatically added in the background.
- Only the short title is requested in the New Module Request page – the long title can be edited through the Module Descriptor up to the point that the **Module Complete** button is pressed for the first time.
- Credits – the default value is 5. Other credit values are available in the drop down list. (For further guidance on levels, please refer to: http://www.ucd.ie/registry/academicsecretariat/level_desc.pdf)
- The available semester options are as follows:

Code	Description
SEM_1	Semester One
SEM_1_2	Once in Semester One and once in Semester Two (separate offerings)
SEM_1_2_3	Once in each semester (separate offerings)
SEM_2	Semester Two
SEM_2_3	Once in Semester Two and once in Semester Three (separate offerings)
SEM_Y	Year-long (September to May)

- Please note that when the **Submit Now** button is used, the module requests you have entered will disappear from your screen. A UCD InfoView report, **CMS009 – New Module Requests**, shows all requests made for a particular School and/or subject, and can be filtered by date. This report also shows who made the request.
- Module coordinators must be members of UCD academic staff, and it is only possible to assign one coordinator to a module.
- **New for 2012/13** - new staff members will no longer need to be set up with a Banner account for the sole purpose of accessing the CMS.
- When the module has been given a code it will appear on the **My Modules** page for the Module Co-ordinator and for those with a School Management role. It will also appear on the Module List Management page.
- The turnaround time for assigning codes to new modules is approximately two working days, although it may be a little slower at peak times. We strongly recommend that you do not delay unnecessarily in making new module requests to avoid bottlenecks.

Module List Management – Overview

- This screen allows Head of School or nominees to:
 - Update module capacities;
 - Change semesters;
 - Mark modules for deletion (end-dating)/as inactive/for re-editing;
 - Indicate that review of a module has taken place.

Using the Module List Management Page

- The **Module List Management** button is underneath the **New Module Request** button.



- If a module is being edited by a module coordinator (i.e. **checked out**) changes to the module cannot be made on the Module List Management page and the module will appear greyed out.
- You can dynamically filter the list by typing into the yellow boxes at the top of the list.
- **NB. To save any changes to a module, the check-box on the far right hand side of the module row must be ticked (to indicate those modules where changes apply) before clicking the Save Selected button.**
- If you do not tick the checkbox, the save will not be made.

Semester	Module/Edit Status	Total Places	Core/ Opt.	Elec Place	In Prog Place	Int'l Places	
SEM_2	Submitted for Review/Available ...	500	500	0	0	0	<input checked="" type="checkbox"/>

- Once you have carried out the appropriate action use the **Save Selected** button to apply the change.





Reviewing, Reactivating and Inactivating modules

- The available list of actions are:
 - **Mark as reviewed** – This indicates that the module has been reviewed at School level. This status will lock the module descriptor from further edits by the module coordinator.
 - **Mark as Inactive** – The module will not be on offer in 2012/13 but may be on offer again in 2013/14. The module cannot be edited.
 - Due to the large numbers involved, inactive modules from 2011/12 have not been rolled forward automatically to 2012/13. If you wish to re-use inactive modules from 2011/12, or any other academic year, please contact your Programme School Liaison to request that they be rolled forward.
 - **Mark for Deletion** – The module will not be on offer in 2012/13 or in any subsequent academic session. This effectively end-dates the module; it will not roll forward to 2013/14 and the module cannot be edited.
 - **Release for Re-editing** – This resets the module status so that it may be edited. The module was previously reviewed, or was marked as inactive.

Assigning and Changing Module Coordinator

- The Module List Management Page lists the module coordinator currently assigned to individual modules. To change coordinator, click the drop down menu beside the name and select the appropriate name from the list that appears. Only one module coordinator may be assigned per module.
- Tick the checkbox at the end of the module row (next to Int'l Places) before clicking the **Save Selected** button.
- This confers instant access to the module for existing UCD staff members.
- **New for 2012/13** - new staff members will no longer need to be set up with a Banner account for the sole purpose of accessing the CMS.
- Instructors and Assistant Graders can be assigned to a module via the Module Descriptor Form.

Changing Semester

- The appropriate semester should be selected from the drop down menu (semester details as listed in the Requesting New Modules section).
- It is important that the semester change is reflected across the system. Changing the semester here does not change timetabling information, for example. Care must be taken to ensure that

the consequences of semester changes are incorporated into timetabling planning and the balance of semester 1/semester 2 modules on a major, for instance.

Changing Capacities

- All capacities can be directly edited with the exception of Total Places. This updates dynamically on foot of changes made to its constituent capacities.
- Remember to tick the check box at the end of the module row to activate the change.

Module/Edit Status	Total Places	Core/ Opt.	Elec Place	In Prog Place	Int'l Places	
Continuing Module/Available fo...	550	510	23	17	0	<input type="checkbox"/>

Changes made in the circled fields will update the total places

- Note: it is important to ensure that changes made here are communicated across the system. If the capacity on a module is altered, the timetabling consequences of that change need to be communicated to the relevant Programme timetabling contact.
- In 2012, once the Module List Management screen closes in early August, capacity management will be managed directly with Administrative Services – c/o Lee O’Farrell. This is to ensure there is consistency across all systems and that neither Schools nor students are adversely impacted by capacity changes.

Changing Credits or Level of a Module

- **A change in the credits or level of a module necessitates the creation of a new module.**
- The module should be requested using the **New Module Request** tab and the original module should be marked as inactive/for deletion if it will no longer be on offer.

Changing the Title of a Module

- Minor title changes to existing modules are not currently possible through the Curriculum Management System. These should be emailed to your PSL for action.
- If your title change indicates a significant change in the content of the module (to the extent that a student repeating the module in a subsequent semester would be disadvantaged), a new module must be requested. Please contact your PSL for further guidance.