



This document is intended to provide information to staff using the Curriculum Management System to edit modules. The document introduces some of the terminology used and outlines the various elements involved in completing the module descriptor, with screenshots where appropriate. Those with specific questions may find it useful to consult the FAQ section on the following page:

http://www.ucd.ie/registry/adminservices/curriculum/index.html?show=module_coordinator

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1. Getting Started

- The start point for editing modules is the **My Modules** page in the **Modules** section.
- This page lists all your current modules (or all the modules associated with your School in the case of staff members with School management-level access).
- The following details are listed:

Module ID	The code that has been assigned to your module in Banner.
Title	The short title of your module.
School	The name of the School to which the module belongs.
Academic Year	The version of the module (in this case 2012/13)
Coordinator	The name of the module coordinator.
Credits	The credits associated with your module.
Semester	The semester(s) in which the module is offered.
Module Status	Comprised of two elements: <ul style="list-style-type: none"> • The Banner module status (e.g. statuses such as continuing, inactive, to be deleted, submitted for review etc. that are managed at School level). This status is listed first; • The module edit status (e.g. checked out for edit, locked, available for edit).

Type search criteria into yellow boxes to filter


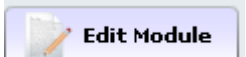
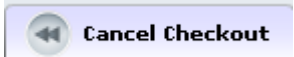

My Modules

Filter module data further by:

Module	Title	School	Year	Coordinator	Credits	Semester	Module Status
				mell			
Module ID	Title	School	Academic Year	Coordinator	Credits	Semester	Module Status
MATH20140	Multivariable Calculus and	Mathematical Science	2010/11	Pauline E Mellon	5	SEM_2	Continuing Module/Available for Edit
MATH40030	Functional Analysis	Mathematical Science	2010/11	Pauline E Mellon	10	SEM_2	Continuing Module/Available for Edit
MST10010	Calculus I	Mathematical Science	2010/11	Pauline E Mellon	5	SEM_1	Continuing Module/Available for Edit

Fig. 1.1

- There are four buttons at the end of the screen:

 View Module	Opens a read-only version of the module.
 Edit Module	Opens the selected item in edit mode and checks it out under your name. This prevents anyone else from making changes to the module (it will appear with a status of 'Checked Out').
 Cancel Checkout	Discards any draft changes you have made to an item (with a status of 'Checked Out'). To use this function, highlight the row on the My Majors list and click Cancel Checkout .
 Back	Navigates back to previous screen





2. Editing a Module – First Steps






- Highlight the item you wish to edit on the **My Modules** list and click the **Edit Module** button. This will call up all details associated with the module. (If you want to review rather than edit the details of the module, click the **View** button or run UCD InfoView or InfoHub Curriculum Management reports).
- A brief explanation of Banner **Module Status** is given below:

Status	Definition	Editable?
Continuing	Details rolled forward from 2011/12.	Yes, unless checked out for edit to another staff member.
Pending	New module requested for 2012/13. Long and short titles are editable until module is submitted for review.	Yes, unless checked out for edit to another staff member.
Inactive	Due to the large numbers involved, Inactive modules from 2011/12 have not been rolled forward automatically to 2012/13. Inactive modules can be rolled on request to your Programme School Liaison.	No, but can be released for re-edit at School level through Module List Management page.
To be deleted	Module will not be on offer in 2012/13 or any subsequent Academic Session.	No, but can be released for re-edit at School level through Module List Management page.
Active	Module has been reviewed by Head of School and details have been locked in place.	No, but can be released for re-edit at School level through Module List Management page.

3. Editing a Module – Module Tabs

- There are a number of tabs on the modules screen:

Tab	Contains....	Mandatory Y/N?
 General Info	General details about the module. Details are fixed (but newly-created modules may have their title edited through this screen up until the Module Complete button is pressed).	Y, but most details pre-populated
 Description, Outcomes	Free text boxes for details of module description and learning outcomes.	Y
 Workload FTE	Details of the workload type and hours associated with the module. FTE information if the module teaching is shared across Schools.	Workload = Y; FTE = only if applicable
 Prior Learning	Free text boxes to advise students of appropriate prior learning (advisory only, students will not be systematically included/excluded during registration).	N, only if applicable

 Requirements / Exclusions	Details of specific modules that will control student access to a module (students will be systematically included/excluded during registration).	N, only if applicable
 Assessment	Details of assessment strategies and scheduling.	Y
 Resits and Remediation	Details on whether or not a resit is offered, and the form it takes; Descriptive text outlining how students may remediate a failed module.	Y
 Assoc Majors	Majors through which the module is offered.	Display only
 Derogations	Derogations currently associated with the module.	Display only

- Three action buttons display at the end of each tab:

- **Back** (to previous screen)



- **Save Draft & Complete Later**



Saves your work to your workspace as a draft and exits you from that module. Note: This does not save your changes to the system. To record your changes fully, you must use the 'Module Complete' button.

- **Module Complete**



All changes saved to Banner database and regarded as operational. If you have not completed a mandatory field you will get an error message and the field in question will be highlighted in red.

4. Editing a Module – General Info & Description, Outcomes Tabs

Module COMP 00010 - 201000

General Info | Description, Outcomes | Workload FTE | Prior Learning | Requirements / Exclusions | Assessment | Resits and Remediation | Assoc Majors | Derogations

General Information

Subject Area * Computer Science

Module ID COMP00010

Semester * SEM_1

Module Coordinator * Catherine O'Brien

College * Eng, Maths & Physical Sciences

Level * Foundation/ Access

Module Type * Undergraduate Module

Short Title * Doing the Module Descriptor

Long Title * Doing the Module Descriptor

School * Computer Science & Informatics

Credits * 5

Passing Grade * 40%

Professionally Accredited Available on Blackboard

Current Status Checked out for Edit (CATHPOBR)

Module Places

Capacity		Capacity Breakdown	
Overall Places	80	Core / Options *	20
		In-Programme *	10
		General Elective *	50
		International *	0

Fig. 4.1

- For modules that have been on offer in a previous Academic Year, most details on this screen are locked in place. These fields will appear greyed out and cannot be changed through the form.
- For modules newly created for 2012/13 the long and short titles may be amended up until the point when **Module Complete** is clicked.
- Mandatory fields are marked by an asterisk (see above).
- Module capacities may be edited through this screen. **Overall Places** cannot be directly updated, but will change automatically when changes are made to constituent capacities.
- **Semester** and **Module Coordinator** details can be amended through the Module List Management page by colleagues with a School management role.
- The **Descriptions, Outcomes** tab allows module coordinators to provide a description of the content of the module and of the learning outcomes. These details are mandatory; a lack of descriptive text may prevent a module from showing on the registration application.

5. Editing a Module – Workload, FTE Tab

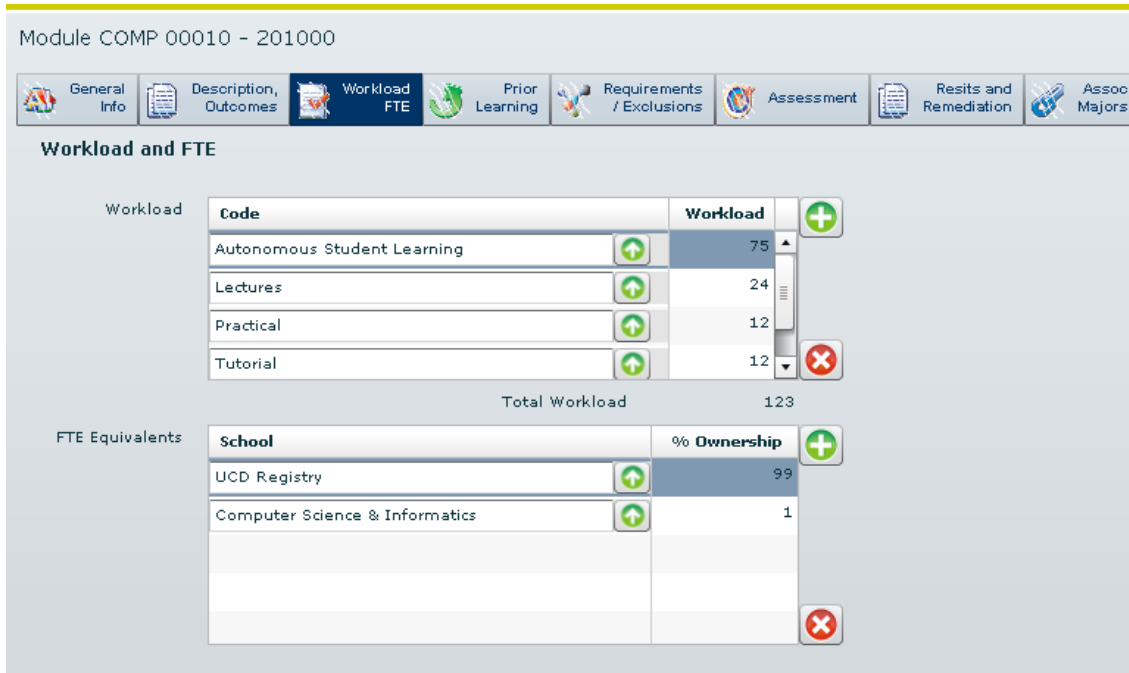


Fig. 5.1

- This tab allows entry of details pertaining to the workload of the module, and details of shared teaching (if applicable).
- **Workload** and schedule type (lecture, tutorial, etc.) information is mandatory and is used to drive timetabling and registration processes.
- Each credit of the module equates to 20-25 hours of workload.
- **FTE** information should be entered when the teaching associated with a module is shared by multiple Schools. There is no need to enter information here when the teaching load is on one School only.
- To add new rows in both of these sections use the button highlighted below :

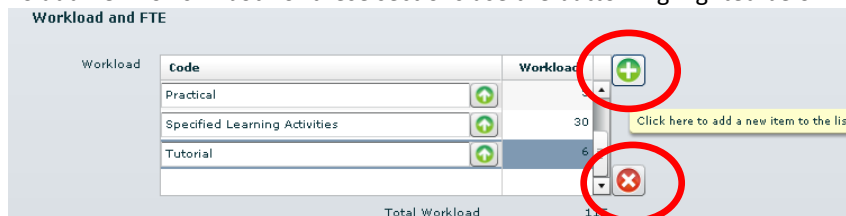
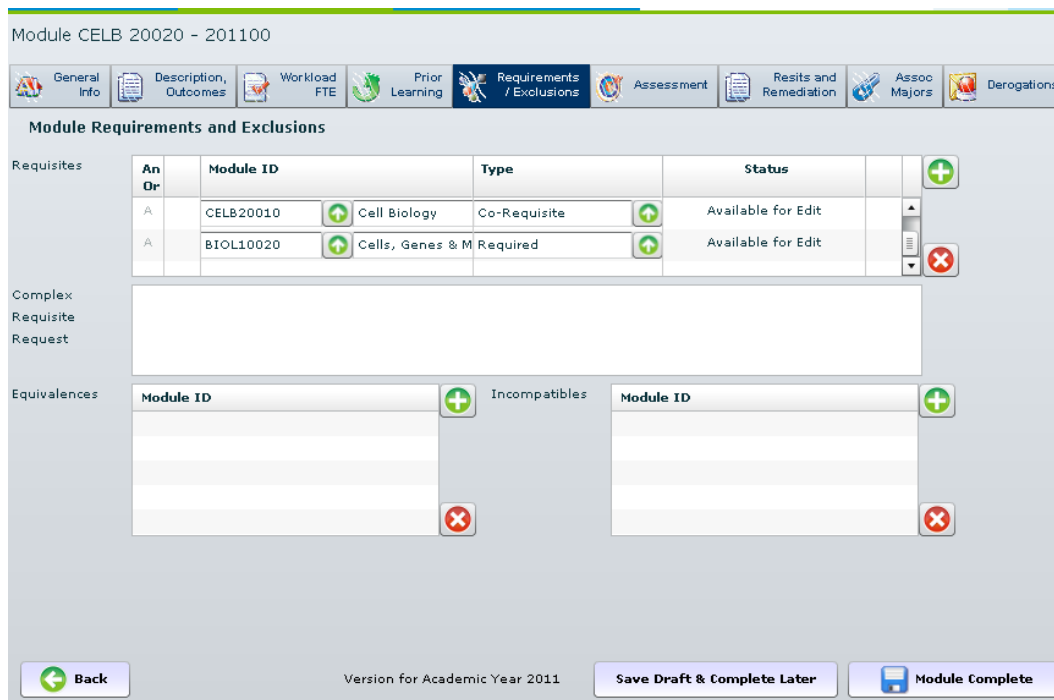


Fig. 5.2

- To remove a row, highlight the row (by placing your cursor into it) and click the red 'X' button highlighted above.

6. Editing a Module - Dependencies (Prior Learning and Requirements/Exclusions Tabs)



Module CELB 20020 - 201100

General Info | Description, Outcomes | Workload FTE | Prior Learning | **Requirements / Exclusions** | Assessment | Resits and Remediation | Assoc Majors | Derogations

Module Requirements and Exclusions

Requisites

An Or	Module ID	Type	Status
A	CELB20010	Cell Biology	Co-Requisite
A	BIOL10020	Cells, Genes & M	Required

Complex Requisite Request

Equivalences

Module ID + Incompatibles Module ID +

Back | Version for Academic Year 2011 | Save Draft & Complete Later | Module Complete

Fig. 6.1

- Information on the **Prior Learning** and **Requirements/Exclusions** tabs is used to advise students and control access to modules.
- Through the **Prior Learning** tab module coordinators may provide a text description of prior learning in the categories: **Recommended**, **Required**, **Exclusions**. These fields are advisory only and will not systematically control student access to a module.
- The **Requisites** section of the **Requirements/Exclusions** tab displays module dependency information (pre-requisites, co-requisites and required modules) currently recorded against your module in a single list.
- If there is more than one requisite module entered, '**A**' (meaning 'and') will display in the column on the far left. This implies that all modules on the list are requisites for registration to the module.
- If students are required to complete only one (or some) of a list of requisite modules, please note this in the **Complex Requisite Request** section of the form for implementation by Administrative Services.
- If your module is a replacement for a now defunct module (e.g. as a result of a title, credit or level change), the defunct module code should be recorded in the **Equivalences** section. This will prevent students from registering again to a module whose material they may already have covered. Any modules which were re-coded in autumn 2009 as part of a subject recode (or in later recodes) will have the old module code displayed here.

- The **Incompatibles** section is used to record modules on offer within the same Academic Year whose material is so similar in nature that students cannot earn credit for both modules.
- For clarification of any details regarding the policy around dependencies please refer to <http://www.ucd.ie/registry/academicsecretariat/asug/imodulesandcredits/>

7. Editing a Module – Assessment

Module CELB 20020 - 201100

General Info | Description Outcomes | Workload FTE | Prior Learning | Requirements / Exclusions | **Assessment** | Resits and Remediation | Assoc Majors | Derogations

Assessment Strategies

Assessment	Code	Description	Timing	In Blackboard	Score-by	% Final Grade	
Attendance		Attendance and involvement during class	Varies over the Semester	<input checked="" type="checkbox"/>	Letter	30	
Essay		Essay 1 (1000-1500 words)	Varies over the Semester	<input checked="" type="checkbox"/>	Letter	10	
Group Project		Essay 2 (2000-2500 words)	Varies over the Semester	<input checked="" type="checkbox"/>	Letter	20	
Assignment		Poster abstract, including research summary	Unspecified	<input type="checkbox"/>	Letter	10	
Journal		Reflective learning journal	Throughout the Semester	<input type="checkbox"/>	Letter	10	

Total Grade % 100

Exam Concurrency

Module ID	Matching Exam Papers

Separate Exam Paper per CRN

Personnel

Role	Personnel Type
Carl Khee-Yew N	Instructor
Paul Francis McC	Instructor
Thomas F Gallag	Instructor

Back | Version for Academic Year 2011 | Save Draft & Complete Later | Module Complete

Fig. 7.1

- Details entered on this screen drive assessment processes (Exam scheduling and Gradebook).
- Assessment Components (which feed through to Gradebook) should be entered in the top section of the screen. ***If you do not enter a component here, it will not appear in Gradebook.***
- **Your assessment strategies must total 100%.**
- The **Exam Concurrencies** and **Personnel** sections of the screen allow entry of operational data such as:
 - Modules whose examinations should be scheduled at the same time as the examination for your module (**Exam Concurrency** section);
 - Instructors and Assistant Graders for Gradebook purposes (**Personnel** section).

8. Resits and Remediation

Module CELB 20020 - 201100

[General Info](#)
[Description, Outcomes](#)
[Workload FTE](#)
[Prior Learning](#)
[Requirements / Exclusions](#)
[Assessment](#)
[Resits and Remediation](#)
[Assoc Majors](#)
[Derogations](#)

Remediation Strategy
 This module is assessed entirely by continuous assessment. Students who are failing the module at the end of the semester will be offered an opportunity to obtain a minimum passing grade by completing additional course work after the examination session but before the completion of the assessment process. The work will be available on Blackboard and must be submitted on-line. Submitted work may be scanned by University anti-plagiarism software. There is no resit attempt available in the next semester.

Resits

Type	Duration - Hours	Timing Weeks	
No resit			+
			+
			x

[Back](#)
Version for Academic Year 2011
[Save Draft & Complete Later](#)
[Module Complete](#)

Fig. 8.1

- **Resits** – information on whether or not there is to be a resit and the form it will take must be entered in this part of the screen. Exam scheduling information now derives from information in the module descriptor, so it is very important that the intended resit strategy is entered here. There are three options:
 - End of semester exam – in which case the duration of the assessment must be specified. **(Note: if an end of semester exam is not specified, none will be scheduled)**
 - In-semester assessment – in which case the timing of the assessment should be indicated.
 - No resit.
- **Remediation** – This free-text information outlines how students may remediate a failed module.
- The generic default text is:
 - “If you fail this module you may repeat, resit or substitute where permissible”.
 - However, this text can and should be altered by module coordinators to provide less generic information. The objective is to provide students with information as to what will happen in the event that they fail the module.
 - It is particularly important to elaborate on a remediation strategy where no resit is possible.



9. Editing a Module – Final Tabs

- There are two further tabs on the Module Descriptor Form:
 - **Assoc. Majors:** lists the majors with which the module is offered and whether it is core or option on that major.
 - **Derogations:** approved derogations currently recorded against the module. This information is read-only. Further information on derogations, and relevant forms are available on the Academic Secretariat webpage:
<http://www.ucd.ie/registry/academicsecretariat/progs.htm>

10. Reviewing your Module

If you want to review how your module looks, there are 3 options available:

- Use the InfoHub reporting function available under the Curriculum Management tab on SISWeb, which produces a simple PDF report of your module descriptor.
- Use the UCD InfoView reports in the Curriculum Management suite to view all information on your module.
- Look online on the curriculum browser and search for your module using the search function.
http://www.ucd.ie/students/course_search.htm
 - Please note that the curriculum browser will display 2011/12 information until the end of the 2nd semester. It will switch over to 2012/13 information in early May 2012. This is to ensure that students and staff have an easy reference point for the current curricular information while still in the teaching term and in advance of the end of semester exam session.