



Quick Guide to Editing Modules

This document is intended to provide an overview of the key items to bear in mind when editing modules. It includes a quick reference point for some common tasks, as well as a Module Checklist – which defines the parts of the module descriptor that must be completed. Other documentation, including an FAQ list and a longer, more comprehensive guide to completing module descriptors, is available on the ICCM webpage:

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

I want to.....

View current details for my module	Use UCD InfoView reports, InfoHub Curriculum Management reports, or highlight the module and click View on the My Modules listing.
Change the title of my module	<ul style="list-style-type: none">• Contact your School Administrator, Head of School or Teaching and Learning representative (depending on local organisation).• They should forward an email to your Programme-School Liaison with details of the title change, confirming that it does not impact on the content of the module, and that the changes will not disadvantage any students who repeat the module in a subsequent semester.
Change the credits or level of my module	A new module request must be submitted by your School Administrator, Head of School or Teaching and Learning representative (depending on local organisation).
Make my module available on Blackboard	Tick the Available on Blackboard box on the General Information tab of the module descriptor.
Change the overall places on my module	Amend the Capacity Breakdown totals on the General Info tab as required; this will automatically update the Overall Places field.
Change the semester of my module	<ul style="list-style-type: none">• Contact your School Administrator, Head of School or Teaching and Learning representative (depending on local organisation).• The change can be made within the School through the Module List Management screen.
Add a module description or learning outcomes	Use the Description, Outcomes tab to add this information. A blank text description may mean that your module will not appear on the registration application.



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Change the type of learning activities associated with my module	Use the Workload/FTE tab to edit workload information associated with the module. Remember that for each credit has 20-25 hours of workload activity associated with it.
Add recommended prior learning to my module	Use the text fields on the Prior Learning tab to specify information that will assist students in selecting appropriate modules.
Add a pre-requisite module	Use the Requirements/Exclusions tab to enter this information.
Specify that students must have completed one of two or more requisite modules	Type a description of the rule request in the Complex Requisite Request for implementation by Administrative Services.
Change my assessment strategies	Amend assessment components on the Assessment tab; your assessment strategies must add up to 100% in order to save the information.
See where my module is used in structures	The Associated Majors tab will display details of where your module has been used.
Check any derogations recorded against my module	The Derogations tab will display current derogations for your module.
Complete my changes to my module at a later date	<ul style="list-style-type: none">• Click on Save Draft & Complete Later to save your changes as a draft. Note: this is effectively the same as saving your changes to your computer only. The 'Module Complete' button must be used to save any changes to the system and to be visible to students.• While your module is saved in Draft format, it remains checked out to you, and so cannot be edited by anyone else.• The changes are not finalised for the purposes of registration, scheduling, information publishing or assessment until you go back to your module and click Module Complete.



Module Checklist – Mandatory Items for Completion:

What?	Why?
Appropriate Long Title	The long title is the official module title and will appear on transcripts; Should not contain administrative details such as module level, reference to the group of students to which it is directed etc.
Module Description and Learning Outcomes	Regulatory requirement; Module may not show on registration application without descriptive text, and so cannot easily be selected by students.
Workload Information	Regulatory requirement; Foundation for timetabling and scheduling; Each 5-credit module has 100-125 hours workload (and pro rata for other credit values).
Assessment	Regulatory requirement; Used to drive assessment process including the exam timetable; Assessment components cannot be saved unless the total = 100%; Personnel field: designation of Assistant Graders.
Resits and Remediation	Regulatory requirement; Used to inform exam timetabling, registration to resits and information for students Resits – select ‘End of semester exam’ (and duration); ‘In-semester assessment’ or ‘No Resit’ – policy available at: http://www.ucd.ie/registry/academicsecretariat/pol_rep_eats_resits_condonation.pdf Remediation is free text box to outline how students may remediate a failed module.

If your module will run in a non-standard format, ensure that you apply for derogation through your Programme Board in good time. Check <http://www.ucd.ie/registry/academicsecretariat/progs.htm> for further details.