



Operations Group

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# Curriculum Management: Access and Reporting to Curricular Information for Modules, Majors & Programmes

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Community Brainstorm

# Agenda

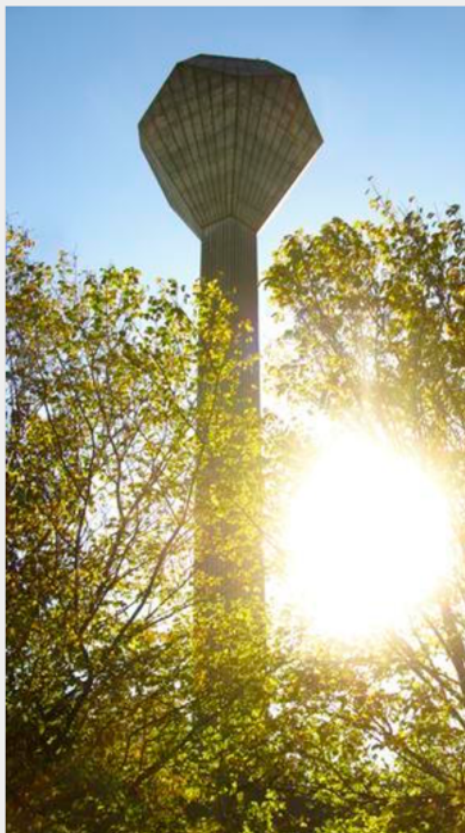
1. Introduction
2. Access to the Curriculum Management System
3. Module Reporting
4. Structures Reporting
5. Module Access Management
6. What's next?
7. Workshop

## Introduction

- Module, major and programme information maintained as part of Curriculum Management cycle
- Key tasks: input/management of curriculum information; review of changes; identification of anomalies
- Curriculum stats:
  - ~5,600 modules
  - 1,400 individual Module Coordinators
  - 600 users with School-level access
- Reporting – typically assigned as part of a package of rights based on your role

# Introduction

## Curriculum & Timetables



### › Curriculum Management System

Link to Curriculum Management System to manage your module descriptors ☆

### › Curriculum Manager Access Roles

View CMS user access by School ☆

### › Curriculum Management - School Module Summary

Access details for modules in your School, including module descriptor information for current and previous years. ☆

### › Curriculum Management - School Review

View curriculum details in my school that may require review. ☆

### › Curriculum Trends

Structural information about modules and majors trended over time ☆

### › Structures Reporting

View major and program structures information ☆

### › Capacity Management

Link to capacity management reports for Schools ☆

### › Module Access Management

Manage access to your module's data ☆

### › Timetables

View module timetables by module, school or programme ☆

### › Curriculum Archive

View the UCD archive of curriculum information ☆

### › My Course Finder

View and amend course finder details for your majors ☆

### › Module Reading Lists

Report featuring Module Reading Lists by School ☆

## 2. Access to the Curriculum Management System

Roles can be assigned to users that will allow them to access the Curriculum Management Systems (CMS). The type of role granted will determine the level of access users have within the CMS.

Main roles & who provides the access:

- **Module Coordinator**

This access can be granted by any user with a School Management role for the current academic year only via the Module List Management tab in the CMS or your College Liaison in the absence of a School Administrator

- **School Management (School Administrator)**

This access can be granted by your College Liaison

- **College Administrator**

This access can be granted by your College Liaison

## 2. Access to the Curriculum Management System

The **Module Coordinator** role provides access to the following tabs within the CMS:

 <b>My Modules</b> View Modules you are associated with and request Exemptions ☆	 <b>Search Module Catalogue</b> View all Module details ☆	 <b>Search Major Catalogue</b> View all Major details ☆	 <b>Search Programme Catalogue</b> View all Programme details ☆
 <b>Module Exemption Requests</b> View Exemption Requests for your Modules ☆	 <b>Module Exemptions Reporting</b> Module Exemptions reporting ☆	 <b>Modules Missing Data</b> View details of modules missing mandatory data ☆	

## 2. Access to the Curriculum Management System

The **School & College Administrator** roles provide access to the following tabs within the CMS:

 <b>New Module Requests</b> Request New Modules ☆	 <b>My Modules</b> View Modules you are associated with ☆	 <b>Module List Management</b> Update Module Coordinator, Module Trimester, Module Status, Module Planes ☆	 <b>Majors in My School</b> View Majors you are associated with ☆
 <b>Programmes in My College</b> View Programmes you are associated with ☆	 <b>Search Module Catalogue</b> View all Module details ☆	 <b>Search Major Catalogue</b> View all Major details ☆	 <b>Search Programme Catalogue</b> View all Programme details ☆
 <b>Module Exemption Requests</b> View Exemption Requests for your Modules ☆	 <b>Module Exemption Reporting</b> Details of module exemption requests by school ☆	 <b>Vision &amp; Value Statements &amp; Programme Outcomes</b> Record and review vision/values and programme outcomes. ☆	 <b>Modules Missing Data</b> View details of modules missing mandatory data ☆

## 2. Access to the Curriculum Management System

### Additional tabs School & College Administrators have access to:

- **New Module Requests** – can submit new module requests to the Curriculum Team all year round
- **Module List Management** – can update the module trimester, status, places & Module Coordinator (Updates to trimester, status & places are subject to CMS timelines)
- **Majors in My School** – can view the majors in their School & update the structures (subject to CMS Timelines)
- **Programmes in My College** – can view Degree GPA & Award calculation rules - only College Administrators can edit the additional text section that displays on the Course Search browser (subject to CMS Timelines)
- **Vision & Value Statements & Programme Outcomes** – view access only. This is not editable through the CMS itself; Programme Directors may amend via the Curriculum Review & Enhancement menu



## 2. Access to the Curriculum Management System

- To review Curriculum Management System access in your School/Unit:

➤ Curriculum Manager Access Roles  
View CMS user access by School ☆

### Curriculum Manager Access Roles

Select School/Unit: UCD Registry

Service Description	↕↕	Name	↕↕	Active ? ↕↕
Curriculum Mgmt - Module Coordinator		Healy, Kaisu		Y
Curriculum Mgmt - Module Coordinator		Hutton, Lizanne		Y
Curriculum Mgmt - Module Coordinator		Janiszewska, Julia		Y

# 3. Module Reporting – School Summary

**Report Location:** Curriculum, Module Capacity & Timetables > Curriculum Management - School Module Summary

- Details of all modules in a School/Unit via ‘View by Subject & Level’, or by ‘Status’
- Or, by ‘Keyword Search’: uses module code to search for an individual module.

## Curriculum Management - School Module Summary

Select School/Unit: UCD Registry

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School Modules & Archive - Summary by Academic Year -

Use the 'Keyword Search' option above to search for modules by title or for modules outside your School. Type in a keyword or module code (using format 'FR10010') and click 'Search'.

Keyword Search

Click on the links below to view module details.

Academic Year <span style="font-size: small;">↓↑</span>	Click below to view all modules		Number of Modules	
			Shared with Other Schools <span style="font-size: small;">↓↑</span>	Delivered by Other Institutions <span style="font-size: small;">↓↑</span>
2019/2020	<a href="#">View by Subject &amp; Level</a>	<a href="#">View by Status</a>	0	0
2018/2019	<a href="#">View by Subject &amp; Level</a>	<a href="#">View by Status</a>	0	0

### 3. Module Reporting – School Summary

- View by Subject & Level: high level information on all modules attributed to the same subject code and level (e.g. credits, Module Coordinator, capacity)
- Clicking the module code in the left-hand column links to the Module Descriptor

#### Curriculum Management - School Module Summary

Click on the 'Module Code' below to view the full module descriptor

##### Module List Total for 2019/2020


Module Code	Long Title	Level	Timing	Credits	Total Workload	Module Coordinator	Core /Option Places	Gen Elective Places	First Year Elective Places
<a href="#">TS00001</a>	Live Test 1	3	Spring	5.0	0		0	0	0
<a href="#">TS00002</a>	Live Test 2	4	2 Trimester duration (Aut-Spr)	5.0	0		0	0	0

## 3. Module Reporting – School Summary

### Module Descriptor Report

- Single view of all information associated with a module
- Can be downloaded in PDF or printed directly from InfoHub
- Available directly from the CMS
- A range of InfoHub reports link to the same Module Descriptor report

Printed on 25 November 2019  
by Lizanne Hutton



### Module Descriptor for ACCP10010 in 2019/2020

Short Title	Long Title	Subject Area	College	School/Unit	Last Modified
New Module	New Module	Accounting Practices	Academic Affairs	Registry	14 May 2019

UCD Level	Credits (ECTS)	Semester/Trimester	Grade Scale	VLE Setup	Module Coordinator	Status
4 - Masters	5.0	2 Trimester duration (Spr-Sum)	Letter grades	Module not in Brightspace	Lizanne Hutton	Inactive

Credits (ECTS)	Spring Credit Allocation	Summer Credit Allocation
5.00		

Mode of Delivery	Internship Module	Clinical / Fieldwork / Placement
Face-to-Face	No	Fieldwork Module

Overall Places	Core/Option	General Elective	First Year Elective	International
90	90	0	0	0

No Purpose and Overarching Content recorded for this module for 2019/2020  
No Learning Outcomes recorded for this module for 2019/2020

Indicative Module Content

No Approaches to Teaching and Learning recorded for this module for 2019/2020

#### Student Effort Hours

Student Effort Type	Hours
<b>Contact Time</b>	
Small Group	1
Tutorial	2
Seminar (or Webinar)	3
Conversation Class	4
Practical	5
Computer Aided Lab	6
Laboratories	7
Microlabs	8
Studio	9
Field Trip/External Visits	10
Placement/Work Experience	11



# 3. Module Exemption Reporting

## Module Exemption Reporting

- Select relevant Academic Year
- Can report by exemption type
- Reports can be downloaded in PDF or Excel format

### Module Exemptions Reporting

Select Academic Year: Academic Year 2019/2020

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Exemption Type				
Trimester for delivery		3		2 3
Mode of delivery				1
Clinical/ fieldwork/ placement indicator				1

## 4. Curriculum Management Structures Reporting

- **Report Location:** Curriculum, Module Capacity & Timetables > Structures Reporting
- Structures Reporting shows the modules associated with each major/stage
- Anomaly reporting also available: Majors Missing Data

### Structures Reporting




- > **Structures by Major**  
Structures Reporting Majors ☆
- > **Structures by Major - Quick Search**  
Search by Major ☆
- > **Structures by Programme - Quick Search**  
Search for a major and drill to view structure. ☆
- > **Structures Check - Majors Missing Data**  
View detail of Majors in my school that that may require review ☆
- > **Structured Electives**  
Provides details of the structure of Structured Electives ☆

For help with items on this menu, please email [curriculum@ucd.ie](mailto:curriculum@ucd.ie)

# 4. Curriculum Management Structures Reporting

What can these reports be used for?

- Reviewing programme structures
- Reviewing advisory text that displays for online registration
- Finding CRNs within a structure
- Reviewing updates made in the CMS (updates to majors made in the CMS will display immediately)
- Printable PDF versions available



## Structures by Major

Printed on 26 November 2019  
By Lorraine Hutton

**Summary Information**

Year	Major	Major Description	Stage	Credits	Details
2019	ZZZ1	Prof Cert Curriculum Management	1		

**Core Modules**

Trimester	Module ID	Title	Credits	Credit Allocation			Inactive Module?
				Autumn	Spring	Summer	
Autumn	ACCP10010	Intro to Curriculum Management	5.00				

**Option Modules**

Trimester	Module ID	Title	Credits	Credit Allocation			Inactive Module?
				Autumn	Spring	Summer	
<b>A)10F: (Select one module)</b>							
<b>Select one of the following option modules</b>							
Spring	TS00001	Academic Regulations 101	5.00				
Spring	TS00002	Writing a Descriptor	5.00				

**Associated Programme(s)**

Programme Code	Programme Description	Level	Major Code	Major Description	School Code	School Associated with the Major
DRAC5001	Doctor of Philosophy (Post 06)	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
DRAPY001	Doctor of Philosophy (Post 06)	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
DRAFV004	Doctor of Vet Medical Spec	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
DRBUS001	Doctor of Philosophy (Post 06)	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
DREMP001	Doctor of Philosophy (Post 06)	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
DRHSC001	Doctor of Philosophy (Post 06)	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
DRHSC004	Doctor Psychological Science	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
DRHSC005	Doctor of Governance	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
DRHSC006	Doctor of Educational Psych	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
DRLSC001	Doctor of Philosophy (Post 06)	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
DRLSC004	Doctor of Medicine	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
DRLSC005	Doctor of Nursing	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
DRSC001	Doctor of Philosophy (Post 06)	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
MRAC5003	Master of Literature	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
MRAFV001	Master of Science	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
MREBUS004	Master of Philosophy	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
MREMP003	Master of Science	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
MREMP004	M Urban&Building Conservation	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
MREMP006	Master of Engineering Science	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
MREMP007	Master of Science	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
MREMP009	Master of Arch Science	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
MREN4001	Master of Literature	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
MRHSC005	Master of Literature	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
MRHSC006	Master of Science	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
MRHSC007	Master of Social Science	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
MRLAW003	Master of Philosophy	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
MRLSC009	Master of Agricultural Science	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
MRLSC010	Master of Animal Science	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
MRLSC013	Master of Science	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
MRLSC014	Master of Science (Agri)	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
MRLSC015	Master of Surgery	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
MRLSC016	Master of Veterinary Medicine	GR	ZZZ1	Transferable Skills	S099	Graduate Studies
MTHSC001	Master of Arts	GT	ZZZ1	Transferable Skills	S099	Graduate Studies
MTHSC006	Master of Science	GT	ZZZ1	Transferable Skills	S099	Graduate Studies

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# 4. Curriculum Management Structures Reporting

## 1. Structures by Major

- Displays major codes linked to the School/Unit of the user
- College Administrators can select specific Schools within their College from the drop-down menu
- To view major structures on screen select 'Click to view'
- To generate a printable PDF tick the box beside each major and then select either 'Excluding CRNs' or 'Including CRNs'

### Structures by Major

Select: Academic Year 2019/2020 ▼

Select School/Unit: UCD Registry ▼

To view major structures on screen select 'Click to view'.  
 To generate a printable pdf tick the box beside each major and then select either 'Excluding CRNs' or 'Including CRNs'.  
 To print all majors within a school, tick the box directly under 'Excluding CRNs' or 'Including CRNs' and then select either 'Excluding CRNs' or 'Including CRNs'.

			View Structures on screen		Generate straight to PDF	
Major	Major Description	Stage	Excluding CRNs	Including CRNs	Excluding CRNs	Including CRNs
☑ Graduate Taught						
ZZZ1	Prof Cert Curriculum Management	1	<a href="#">Click to View</a>	<a href="#">Click to View</a>	<input type="checkbox"/>	<input type="checkbox"/>

## 4. Curriculum Management Structures Reporting

### 2. Structures – Quick Search

- View structures by major code or programme code typing in code and hitting search
- Printable pdfs can be generated for a major or all majors within a programme (tick the appropriate box and click including or excluding CRNs button)

**Structures by Major - Quick Search**

Select : AEC1 - Archaeology Clear

Select : Academic Year 2019/2020

Type a keyword - eg English and choose from the drop down list, or enter the Major code eg ENC1

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**Structures by Major - Quick Search**

To view major structures on screen select 'Click to view'.  
 To generate a printable pdf tick the box beside each major and then select either 'Excluding CRNs' or 'Including CRNs'.  
 To print all majors, tick the box directly under 'Excluding CRNs' or 'Including CRNs' and then select either 'Excluding CRNs' or 'Including CRNs'.

Level	Major	Major Description	Stage	View Structures on Screen		Generate straight to PDF	
				Excluding CRNs	Including CRNs	Excluding CRNs	Including CRNs
Undergraduate	Archaeology	Archaeology	1	<a href="#">Click to View</a>	<a href="#">Click to View</a>	<input type="checkbox"/>	<input type="checkbox"/>

1 rows took .12 seconds to run [Export to Excel](#)

## 4. Curriculum Management Structures Reporting

### 3. Structures Check - Majors Missing Data

- Majors Missing Data report identifies anomalies in major information, e.g. inactive modules on structures, majors with no modules associated, majors with rules but no modules associated
- Particularly helpful in preparing for registration
- Selector defaults to home School/Unit
- Information should be reviewed and the anomalies addressed where appropriate

Structures Check - Majors Missing Data

Select a school/uni:

This report identifies majors with anomalies. The information should be reviewed and the anomalies addressed where appropriate.

2019/2020 Academic Year  
Majors with Inactive / To Be Deleted Modules (Core)

Term	Major	Description	Stage	Programme	Programme Description	Module Code	Module Title	Status
201900		TEST TITLE	MMS1_S3	BHSCI001	Science	TS00001	Live Test 1	Inactive

1 rows took .05 seconds to run [Export to Excel](#)

Majors with Inactive / To Be Deleted Modules (Options)

Term	Major	Description	Stage	Programme	Programme Description	Rule	Module Code	Module Title	Status
201900	MMS1	TEST TITLE	MMS1_S3	BHSCI001	Science	C*MIN00F:	TS00002	Live Test 2	Inactive

## 5. Module Access Management (MAM)

### MAM Purpose

- Allows staff and faculty directly manage access rights to module data

### What information does a Role allow access to?

- The *Frequently Asked Questions* link outlines the levels of access that each role provides and what the system can be used for

## Module Access Management



**This system allows you to view & amend who has access to your module's data (in Class Lists, Grading Lists, VLE etc)**

› **Manage My Modules - Who has Access?**

View details of the modules for which you are currently the Module Coordinator. ☆

› **Who has Access to Module Data in My School?**

View module access for My School ☆

› **Frequently Asked Questions**

Click to view more information on access to modules ☆

## 5. Module Access Management (MAM)

What information does a Role allow access to?

	Module Coordinator *	Module Assistant	Lecturer / Co-Lecturer	Assistant Grader	Tutor	VLE Access Only
	Setup via Curriculum Management	Only the Module Coordinator can assign this role	Only the Module Coordinator can assign this role	Module Coordinators & School Admins can assign this role	Module Coordinators & School Admins can assign this role	Module Coordinators & School Admins can assign this role
VLE	full control (instructor)	full control (instructor)	full control (instructor)	full control (teaching assistant)	full control (teaching assistant)	full control (teaching assistant)
Class Lists ( <b>excluding</b> student supports information) **	Y	Y	Y	Y	Y	
Class Lists ( <b>including</b> student supports information) **	Y	Y	Y			
Grading Lists **	Y	Y	Y	Y	Y	
Gradebook (basic grade entry only)	Y	Y	Y	Y		
Gradebook (amend final grades & commit to academic history)	Y					
Student Feedback (including ability to view student comments)	Y	Y	Y			
Module Enhancement	Y	Y	Y			
Extenuating Circumstances (module coordinator view)	Y	Y				

### Allows Module Coordinators to:

- View / amend who has access to their module's data (in Class Lists, Grading Lists, VLE etc)
- Assign colleagues as Co-Lecturers, Module Assistants, Assistant Graders, Tutors or to apply VLE Access Only roles

### Allows School Administrators to:

- grant Assistant Grader, Tutor or VLE Access Only role

# 5. Module Access Management (MAM)

## 1. Manage My Modules Report

- For Module Coordinator: all modules with a list of associated staff
- Use the [View data access details](#) to see more detail on associated staff and their access rights

Manage My Modules - Who has Access?

Details of all modules for which you are currently the Module Coordinator.

Module Code	Module Title	Who can access data ?	Click to
AH10050	European Art 1	Sarah Butler Michelle Power	<a href="#">View data access details</a>
AH10120	Reform and Rebirth	Conor O'Nolan Michelle Power	<a href="#">View data access details</a>
AH20240	The Age of Michelangelo	Fiona Nolan Michelle Power	<a href="#">View data access details</a>

# 5. Module Access Management (MAM)

## 1. Manage My Modules Report

- Advanced Options: allows amendment of role and/or the Academic Year for access e.g allows backdating of access to a previous year for VLE purposes etc
- Also be used to set a start and end date to the access
- Remove Access can be used to end a staff member's access to the module
- If a staff member's access to a module needs to change, their existing role should be amended rather than a new role being added in order to avoid issues arising from conflicting access

Grant Access to this Module

You can use the link above to give colleagues access to view module data. **Please note, Module Coordinator details will continue to be recorded and maintained through Curriculum Management.**  
 Use the **Advanced Options** link to assign Tutors directly to CRNs - doing this will ensure that they display against their tutorial groups on Class Lists.

**\*\* Please note users flagged below will not carry over to Brightspace VLE as they do not have University IT Accounts**

		Advanced Options				
Role	Name	Which Academic Year's data can be viewed?	When can data be viewed?	Which CRNs can be viewed?		
Module Coordinator	Andrew Myler	2019/20 only	Always	All		
Assistant Grader	Conor O'Nolan	From 2019/20 onwards	Always	All	<a href="#">Advanced Options</a>	<a href="#">Remove Access</a>
Lecturer / Co-Lecturer	Lizanne Hutton	From 2018/19 onwards	Always	All	<a href="#">Advanced Options</a>	<a href="#">Remove Access</a>
Lecturer / Co-Lecturer	Fiona Nolan	From 2019/20 onwards	Always	All	<a href="#">Advanced Options</a>	<a href="#">Remove Access</a>

[Click here for an explanation of the different roles and frequently asked questions.](#)

# 5. Module Access Management (MAM) continued....

## 2. Who has Access to Module Data in My School Report

- Lists all modules in the School with Module Coordinator and associated staff details
- Use the [Click to view details](#) link to drill into more detail on associated staff and their access rights

Who has Access to Module Data in My School?

Select School/Unit: UCD Registry

Module Code	Module Title	Who has Access to Module Data ?	
ACCP10010	New Module	Hayley Burke Elizabeth Hutton --- Module Coordinator Michelle Power	<a href="#">Click to view details</a>
ACCP10020	Intro to Curriculum Mgmt	Elizabeth Hutton Andrew Myler --- Module Coordinator Fiona Nolan Conor O'Nolan	<a href="#">Click to view details</a>



## 6. What's next?

- Enhancements to existing reports
- Improvements in systems access/integrations
- New reporting requirements arising from Academic Regulations
- Over to you.....

# 7. Workshop

- 1. What works well?
- 2. What are the opportunities for improvement?
- 3. What are the priorities for improvement?

## 8. Useful Resources

- [Curriculum Management Reporting \(InfoHub login required\)](#)
- [Your College Liaison](#)
- [Curriculum Management Timelines](#)
- [Curriculum Management How-To Guides](#)



**Operations Group**

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