



# UCD REGISTRY

## 2022/23 Curriculum Management Update for Schools/Colleges: Spring and Summer Module Edits Open

*To: Heads of School, School Heads for Teaching & Learning, Chairs of Governing Boards, Programme Deans, Vice Principals for Teaching and Learning, College/School Office Directors, School Managers, Programme Directors, College/School Administrators, Programme Managers*

Dear Colleagues,

Please see below for information on edits to Spring and Summer module descriptors on the Curriculum Management System.

### **CMS: Spring / Summer Module Descriptor Edits Now Open**

The [My Modules](#) menu on the [Curriculum Management System](#) (CMS) is now open for changes to modules commencing in the Spring and Summer trimesters. It will remain open until **Thursday, 5 January**. This message has been communicated separately to Module Coordinators and the email is included below for your information.

The [Module Descriptor Edit Timelines 2022/23](#) document indicates the sections that may be edited during this time. Please note that amendments to the trimester for delivery and addition of requisites / prior learning cannot be made directly and will require approval as an [exemption](#) on the basis of exceptional circumstances.

Faculty and staff with School- or College-level access to the CMS can also make the following changes on the [Module List Management](#) menu of the CMS:

- **Module places** can be adjusted on [Update Module Places](#) until **Friday, 23 December**. After this date, requests to change to module places should be directed to [systems.data@ucd.ie](mailto:systems.data@ucd.ie)
- **Module Coordinator** changes can be made year-round on [Update Module Details](#)

### **Key Actions**

- Changes to assessment strategies and remediation represent the majority of requests for exemptions on the basis of exceptional circumstances. The [Curriculum Management – School Module Summary](#) menu provides reporting on these (and other) descriptor sections at School level and can be used to identify where module edits might be required.
- The [Modules Missing Data](#) report on InfoHub highlights gaps and anomalies in module information.
- If modules are no longer on offer, please contact your [College Liaison](#) / [curriculum@ucd.ie](mailto:curriculum@ucd.ie) to ensure that they are marked inactive.

### **Further Support and Assistance**

The following resources are available to assist with making descriptor changes:

- Curriculum Management [user guides, checklists and video guides](#)
- Drop-in with Curriculum via Zoom - subscribe to this Google [calendar](#) for dates and links
- Contact your [College Liaison](#) or [curriculum@ucd.ie](mailto:curriculum@ucd.ie)

Kind regards

Kate Griffin

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### **Useful Links**

[Contact your College Liaison](#)

[Drop-in with Curriculum \(Zoom\)](#)

[Module List Management guide / video guide](#)

[How to edit the Module Descriptor](#)

[Editing the Module Descriptor \(video guide\)](#) / [Module Descriptor Checklist](#)

[Modules Missing Data](#)

[Curriculum Management Reporting - InfoHub](#) / [Curriculum Management Reports Checklist](#)

[Academic Regulations](#)

## Get in Touch

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**Curriculum Team**



**Tierney Building**

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