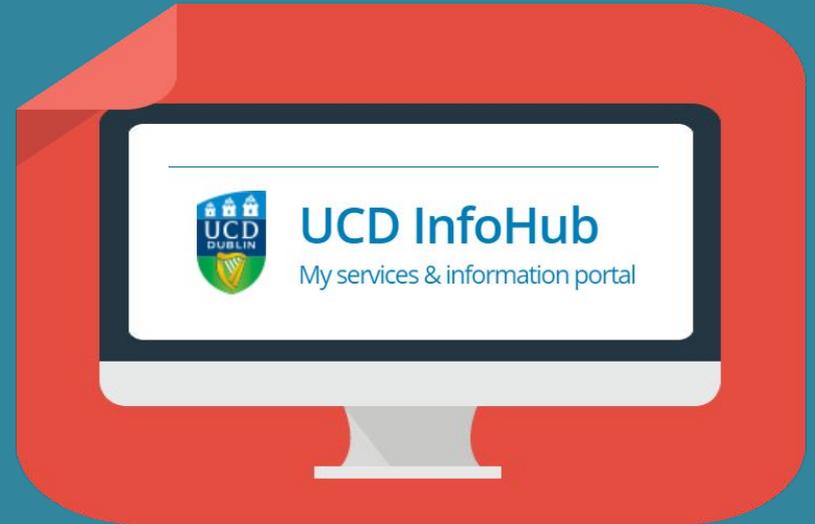




UCD
Registry
Clárann UCD

How to Review Module Teaching Arrangements for Spring Trimester 2020/21



Contents

Section	Page Number
<u>Introduction</u>	3
<u>Teaching Arrangements: Definition</u>	4
<u>Accessing Review My Module Teaching Arrangements</u>	5
<u>Editing Module Teaching Arrangements</u>	7
<u>Adding Video Conferencing Details</u>	8
<u>Teaching Arrangements Report by School</u>	9
<u>Reviewing Changes on Module Timetable Search</u>	10
<u>Further Support & Information</u>	11

Introduction

Two new menu items have been developed on InfoHub to facilitate the review and update of intended module teaching arrangements for Spring 2020/21:

- [Review My Module Teaching Arrangements](#): allows Module Coordinators and Co-Lecturers amend module teaching arrangements
- [Teaching Arrangements Report by School](#): summary information of all School teaching arrangements, plus edit access for users with School-level access

By the end of this guide you should be able to:

- Differentiate between the different teaching arrangement available
- Understand how and when changes will be made
- Check the arrangements in place against your CRNs and update as required

Teaching Arrangements: Definitions

- **Essential On-Campus:**
 - Practical and laboratory classes
 - Clinical teaching and associated activities
 - Studio classes
 - Practice-based teaching
 - Outdoor fieldwork
 - Some small group teaching such as tutorials and seminars where alternative arrangements are in place to support students who are not able to attend campus
- **Temporarily Online:** where CRNs have a capacity of less than 49 and where government guidelines allow, the intention is to teach face-to-face during the Trimester. The temporary aspect is to acknowledge that this will not start as on-campus teaching at the beginning of the trimester. When this is selected, the students' timetable will reflect Online Teaching as the delivery type, while retaining the room booking associated with the CRN.
- **Online Only:** CRNs will be scheduled online for the duration of the Trimester.
Note: 'Online Only' should be chosen where there is *no intention* for the CRN to be delivered on campus at any stage in the Trimester, and the room booking associated with the CRN be removed so it may be used by others.
- **Discretionary online (*Note: not currently available, this option only applies when public health guidelines are at a lower level*):** where CRNs have a capacity of less than 49, the normal intention is to teach face-to-face during the Trimester. The discretionary aspect is to allow these to be set to Online Teaching, should a Module Coordinator wish to deliver them in this way.

Accessing Review my Module Teaching Arrangements

Students



Admissions & Recruitment

Information on undergraduate and online applications. ☆



Registration & Class Lists

Information on current module & major registrations and class lists for your School ☆



Assessment & Grading

Links to gradebook, extenuating circumstances and reports relating to assessment ☆



Quality Enhancement & Student Feedback

View Information to support the module enhancement process ☆



Graduate and Alumni Management

Review conferring, alumni management and first destination returns ☆



Curriculum, Module Capacity & Timetables

View/manage a range of reports and services at school / college level ☆

To make changes to your module teaching arrangement, log into **InfoHub**

- Go to **www.ucd.ie/connect**
- Click on the **InfoHub icon**
- Log in using your **UCD Connect Username and Password**

Once logged in, select **Students** from the menu at the top of the page.

Click on **Curriculum, Module Capacity & Timetables**.

Accessing Review my Module Teaching Arrangements

Select **Timetables** from the list of menu items.

Select [Review my Module Teaching Arrangements](#).

This will display all modules/CRNs that are scheduled in the Spring trimester.

Quick tip: click on the star icon to add the menu item to your Favourites section on your InfoHub home page.

› Timetables

View module timetables by module, school or programme



› Review My Module Teaching Arrangements

Review My Module Teaching Arrangements 

Editing Module Teaching Arrangements

Use the filter box to identify the module/CRNs that you wish to review.

If you wish to change the current Teaching Arrangement, click into the **Edit Teaching Arrangements** column (this action is not available for 'Online Only' CRNs, see note below).

From the dropdown menu, select the relevant Teaching Arrangement and click **Save**.

Your delivery methods options are:

- Essential On-Campus
- Temporarily online
- Online Only*

***NOTE: if you choose 'Online Only' this will remove your room booking and further changes to the teaching arrangement of the CRN cannot be made through this screen.**

If this option is selected in error, please contact Room Allocations (room.allocations@ucd.ie) for assistance.

Review My Module Teaching Arrangements

NOTE:

Editing of Teaching Arrangements is not available for "Online Teaching" courses

Filter...

Trimester	Module Code	Module Title	CRN	Location	Type	Teaching Arrangements	Edit Teaching Arrangements	Video Conferencing	Edit Video Conferencing
Spring	GER10020	German Language I b	42118	Newman Building	Conversation Class	Temporarily Online	Edit		Edit
Spring	GER10020	German Language I b	42119	Newman Building	Conversation Class	Temporarily Online	Edit		Edit
Spring	GER10020	German Language I b	42120	Newman Building	Conversation Class	Online Only			Edit
Spring	GER10020	German Language I b	42121	Agri/Food Sc Centre	Conversation Class	Online Only			Edit

Update Teaching Arrangements

Teaching Arrangements

Temporarily Online

NOTE: If you select "Online Only" you will not be able to revert back to a different Teaching Arrangement. If this option is chosen in error, please contact room.allocations@ucd.ie for assistance.

Save

Adding Video Conferencing Details

Once you have saved your selection you will be returned to the Review My Module Teaching Arrangements screen.

The **Edit Video Conferencing** column allows you to select the delivery method of the online teaching i.e Zoom, Google Meet or Virtual Classroom, and add a link to the session (optional).

If a link is added, it will appear on a student's timetable (Student SISWeb timetable within 1 hour, and on the Google Calendar overnight).

To remove Video Conferencing details or links, click to edit and then on the dustbin icon on the top right of the screen and press **Save**.

Review My Module Teaching Arrangements

NOTE:

Editing of Teaching Arrangements is not available for "Online Teaching" courses

Filter...

Trimester	Module Code	Module Title	CRN	Location	Type	Teaching Arrangements	Edit Teaching Arrangements	Video Conferencing	Edit Video Conferencing
Spring	GER10020	German Language I b	42118	Newman Building	Conversation Class	Temporarily Online	Edit		Edit
Spring	GER10020	German Language I b	42119	Newman Building	Conversation Class	Temporarily Online	Edit		Edit
Spring	GER10020	German Language I b	42120	Newman Building	Conversation Class	Online Only		Zoom	Edit

Home / Students / Curriculum & Timetables / Timetables / Review My Module Teaching... / Update Video Conferencing Data for a CRN

Update Video Conferencing Data for a CRN

Video Conferencing Type
Zoom

Video Conferencing Link

NOTE: This link is optional, but if input it will display on the Student's My Timetable. Please ensure you use a valid link including the "https://"

Save

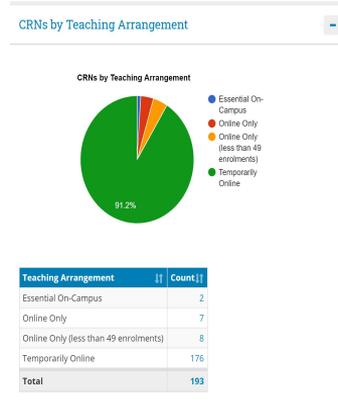
Teaching Arrangements Report by School

The Teaching Arrangements by School report displays summary information of all modules/CRNs that are scheduled in the Spring trimester.

Scheduled CRNs are categorised by teaching arrangement in the **CRNs by Teaching Arrangement** section.

Clicking on the number of CRNs in the **CRNs by Subject and Level** section to the right of the screen will display further detail and provide a means to:

- View a history of changes to the CRN
- Amend the teaching arrangement of the CRN (staff/faculty with School-level access only)



CRNs by Subject and Level

Subject Code	Subject Description	No of CRNs By Level				
		1	2	3	4	Total
2020/21 Spring Trimester						
CHEN	Chemical Engineering	1	3	6	25	35
Total		1	3	6	25	35

1 rows took .27 seconds to run [Export to Excel](#)

View Module Teaching Arrangements

Trimester	Module Code	Module Title	CRN	Location	Type	Enrolment		Teaching Arrangement	Click to	Click to
						Max	Enrolled			
Spring	ACC10060	Acc for non-Business students	13698	Quinn School	Lecture	43	42	Temporarily Online	View History	Edit

Reviewing Changes on Module Timetable Search

Week Starting	Week Number	Actual Date	Day	Start Time	Length	Offering	CRN	Type	Seq Numb	Gradable	Available for Selection?	Max Enrolment	Seats Available	Seats Gone	Room & Capacity	Teaching Arrangements
	20	02 Feb 2021	Tue	11:00	50mins	3	10077	TUT	HQ3	N	Y	55	31	24	ONL (9999)	Temporarily Online
	20	03 Feb 2021	Wed	10:00	50mins	1	10078	LEC	VQ1	Y	Y	110	14	96	ONL (9999)	Online Only
	20	04 Feb 2021	Thu	11:00	50mins	2	10076	TUT	HQ2	N	Y	55	1	54	ONL (9999)	

Module Teaching Arrangements display in a new column of the [Module Timetable Search](#) on Infohub.

Further Support & Information

Please refer to the [Timetable](#) section of the UCD Registry website for further information and resources.

For queries on Review My Module Teaching Arrangements, contact Systems & Data systems.data@ucd.ie

For changes to timetable information (change of room, date or time), contact Room Allocations room.allocations@ucd.ie



UCD
Registry
Clárlann UCD

UCD Registry
University College
Dublin Belfield
Dublin 4