


Important Checks & Reminders

- Confirm that the module descriptor is open for edit on the Curriculum Management System (CMS). The [CMS Module Descriptor Edit Timelines](#) indicate *when* you can edit your modules & *what* you can edit
- Click on the [My Modules](#) menu on the CMS to begin editing your modules – make sure you select the correct Academic Year from the drop down!
- Navigate to the relevant module and start your edits by clicking ‘View’
- The **Module Menu** drop down list on the top left corner is used to move through the different sections of the descriptor
- Click on the  buttons throughout the CMS for information and guidance
- Refer to the **Mandatory Data Completion Status** to check if all Mandatory Data has been completed. If the status is ‘incomplete’ then click on the red **View** button to see the sections that are missing information

Did you know that

- The **Please Note** section on the My Modules menu contains information on CMS Timelines and procedures for module descriptor changes outside of edit windows
- More detailed information on module descriptor edits is available on the main [How to use the Module Descriptor guide](#) & [video guide](#)
- Comprehensive information for a module can be viewed in PDF format by clicking on the **Module Descriptor (PDF)** button displayed when making changes via [My Modules](#)
- The [Modules Missing Data](#) report on InfoHub provides details of all modules that are missing mandatory data or have anomalies to be addressed
- You can view and amend access to the modules for which you are listed as a Module Coordinator via the [Manage My Modules – Who has Access?](#) menu. For GDPR purposes, these details should be reviewed regularly by Schools and kept up to date
- Module Trimester changes can be made via [Module List Management](#) by staff/faculty with [School/College level access](#) to the CMS

Useful Links

- [How to use the Module Descriptor](#)
- [Editing the Module Descriptor Video Guide](#)
- [Module Descriptor Edit Timelines](#)
- [My Modules – CMS](#)
- [Modules Missing Data Report](#)
- [Manage My Modules – Who has Access?](#)
- [Curriculum Management Reports Checklist](#)
- [Teaching and Learning resources](#)
- [Academic Regulations 2024/25](#)
- [UCD Assessment](#)
- [Contact your Curriculum College Liaison](#)

