

# Module Descriptor Checklist

## 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 **i** buttons throughout the CMS for information and guidance on the fields you are editing
- 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 what’s outstanding

## 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 standard edit windows
- More detailed information on descriptor edits is available in the main **How to use the Module Descriptor** guide
- Combined 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 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](#)
- [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](#)
- [UCD Assessment](#)
- [Contact your College Liaison](#)