



UCD Registry  
Clárann UCD



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# School/College User Guide: Module List Management

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This guide provides information to staff/faculty using the Module List Management menu on the Curriculum Management System to:

- Update Module Places: amend module capacities
- Update Module Details: amend Module Coordinators, trimesters and module status

School/ College-level access to the CMS is required for these tasks.

Further information and support on how to use the Curriculum Management System is available on the Curriculum Team [website](#).

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# Introduction

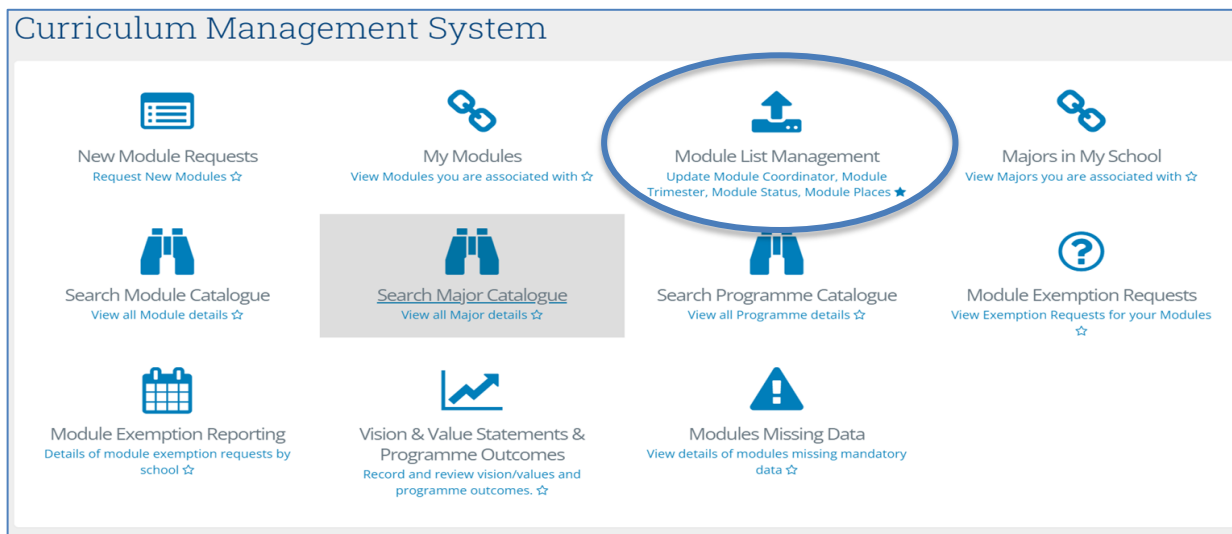
The Module List Management menu of the Curriculum Management System (CMS) is available to staff/faculty with School-/College-level access to the CMS, e.g., Head of School, School Head of Teaching & Learning, School/Unit Administrator, etc.

A UCD InfoHub report, Curriculum Management Access Roles, shows people who have been assigned different levels of access to the CMS within each School or Unit. Additional staff can be granted access upon request to your College Liaison.

## To access the Module List Management menu on the Curriculum Management System:

1. Log into InfoHub and click on the **Students** menu
2. Select **Curriculum, Module Capacity & Timetables**, then **Curriculum Management System**
3. Click on the **Module List Management** menu
4. Tasks on Module List Management are divided across two sub-menus:
  - i. **Update Module Places** (amendments to module places/capacity), and
  - ii. **Update Module Details** (amendments to Module Coordinators, trimester and status)

These menus are explained in greater detail on the following pages of this guide.



# Update Module Places



- The **Update Module Places** menu allows you to update individual categories of module places, which in turn will update the **Overall Places** available on the module.

Update Module Places

Enter the number of places into each category as required. i  
 The overall places will calculate automatically.  
 Add "0" for the categories that have no places offered.

Select Term to Update:

Select Subject:

Select Level:

- To make changes to module places, choose the appropriate **Term, Subject and Level** from the dropdown menus and click **Select Modules**.
- To edit the **Core/Option, General Elective, International, First Year Elective** or **Open Learning** places, type new values in the relevant fields for modules as required. An explanation of each of these categories is available [overleaf](#).
- Click the **Update Places** button to save your changes. The **Overall Places** will calculate automatically once the **Update Places** button is clicked.

Update Places

| Module ID | Module Title          | Module Coordinator | Credits | Trimester                      | Overall Places | Core/Option                     | General Elective               | First Year Elective            | International                  | Open Learning                  |
|-----------|-----------------------|--------------------|---------|--------------------------------|----------------|---------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| ACCP10020 | Banner 9 Go Live Test | Lizanne Hutton     | 7.50    | 2 Trimester duration (Aut-Spr) | 15             | <input type="text" value="11"/> | <input type="text" value="1"/> | <input type="text" value="1"/> | <input type="text" value="1"/> | <input type="text" value="1"/> |
| ACCP10010 | New Module            | Lizanne Hutton     | 5.00    | Summer                         | 90             | <input type="text" value="90"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

To amend module places for a different term, subject or level, click



## Types of Module Place

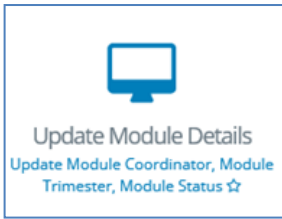
| Type of Module Place        | Description   |
|-----------------------------|---|
| <b>Core/Option</b>          | The number of places available to students for whom the module is either a Core or Option for their major and stage   |
| <b>General Elective</b>     | The number of general elective places available for continuing students   |
| <b>First Year Electives</b> | The number of elective places available for Stage 1 students in the Spring trimester  |
| <b>International</b>        | The number of places on the module available to International Students, e.g. Study Abroad, Erasmus  |
| <b>Open Learning</b>        | The number of places available to students registered to the Open Learning programme. Modules available on the Open Learning programme structure must have Open Learning places assigned. Contact your School Office or Access & Lifelong Learning ( <a href="mailto:all@ucd.ie">all@ucd.ie</a> ) for further assistance.<br><b>Note:</b> Modules for Open Learning students should have no pre-requisite requirements. |

When **Update Module Places** closes for direct edits in July, module places will be managed through the Systems & Data Services Team ([systems.data@ucd.ie](mailto:systems.data@ucd.ie))

**Note:** it is important that changes made here are communicated to relevant teams, such as Room Allocations and/or your Programme timetabling contact to ensure that there is consistency across all systems and that neither Schools nor students are adversely impacted by capacity changes.



# Update Module Details: The Basics



The **Update Module Details** menu is used to make changes to:

- Module Coordinators
- Module Trimesters
- Module Status

Update Module Details

Select School/Unit: UCD Registry

Select Select Academic Year: Academic Year 2023/2024

→ Choose the School/Unit from the dropdown menu and use the filter box as needed to find the  
 → Tick the appropriate box(es) and click the blue button "Update Module Coordinator/Trimester.  
 → You will then be brought to a separate screen to choose a new Module Coordinator, a new Sta  
 → Once chosen click the 'Save button'.  
 ⚠ Please note only one column can be updated at one time.  
 ⚠ Modules must be delivered in a single trimester unless they meet the criteria outlined i

Filter...

The screen has a dropdown menu for selection of the Academic Year and will default to display modules from your home School/Unit.

Please ensure that you are working in the correct Academic Year.

There is a filter box that can be used to further refine the list. For long lists of modules, click on the pin icon to freeze the headings

| Module ID | Module Title | Module Coordinator | Credits | Level   | Trimester | Status            | Update Module Coordinator           | Update Module Trimester  | Update Module Status     |
|-----------|--------------|--------------------|---------|---------|-----------|-------------------|-------------------------------------|--------------------------|--------------------------|
| ACCP10010 | New Module   | Lizanne Hutton     | 5.00    | Masters | Summer    | Continuing Module | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- To change the **Module Coordinator, Trimester** or **Status**, use the checkbox to indicate the module to be amended, then click on the relevant **Update** button at the top of the column.
- You will be asked to enter a new Module Coordinator name or select the appropriate Trimester or Status value from the corresponding dropdown menu. Press **Save** to keep your changes. This is explained in more detail on the next slide.

**TIP:** the same change can be applied to a single module or to multiple modules by clicking the check box in the column header.



# Update Module Details: Coordinators, Trimesters & Status

Update Module Coordinator

You can search using name or email address

Update Module Coordinator\*

## Module Coordinator:

- A new Module Coordinator can be identified by searching by name, Personnel number or email address.
- Under section 3.14 of the [Academic Regulations](#), Module Coordinators must be members of faculty or have been approved to act as such by the University Programmes Board. For further information, please consult the UPB [website](#).

Update Module Trimester

Select New Trimester\*

Autumn  
Spring

## Trimester:

- To change module trimester, select the appropriate value from the dropdown menu. An explanation of the different categories may be found on the following [page](#).
- Under [Academic Regulations](#), modules should be completed within a single trimester unless they meet one of the criteria set out under section **3.5**.

Update Module Status

Select the status to update the selected modules to

Select Module Status\*

Inactive  
Release for re-editing

## Module Status:

- Modules can be marked as inactive, i.e., not on offer in the designated Academic Year.
- Inactive modules from previous Academic Years do not automatically roll forward.
- If you wish to re-use inactive modules from any previous term, please contact your [College Liaison](#) to request that they be rolled forward and made available again.
- To view modules from previous Academic Years, please use the [Curriculum Management – School Module Summary](#) menu on InfoHub.
- Modules visible on **Update Module Details** with a status of inactive may be set to 'Release for re-editing' and will appear with a status of 'Continuing Module' and available for edit via [My Modules](#).
- See [here](#) for further information on Module Status.

## Trimesters Explained

| Trimester                               | Description   |
|---|---|
| <b>Autumn</b>                           | The module is offered in the Autumn Trimester only  |
| <b>Spring</b>                           | The module is offered in the Spring Trimester only  |
| <b>Summer</b>                           | The module is offered in the Summer Trimester only  |
| <b>Two Trimesters (Autumn – Spring)</b> | The module spans the Autumn and Spring Trimesters continuously (September to May)               |
| <b>Year long (12 months)</b>            | The module spans a full 12 months (3 continuous trimesters from the student's intake term)      |
| <b>Two Trimesters (Spring-Summer)</b>   | The module spans the Spring and Summer Trimesters continuously (January to August)              |
| <b>Autumn &amp; Spring</b>              | The module is offered at least once in Autumn and at least once in Spring                       |
| <b>Autumn &amp; Summer</b>              | The module is offered at least once in Autumn and at least once in Summer                       |
| <b>Spring &amp; Summer</b>              | The module is offered at least once in Spring and at least once in Summer                       |
| <b>Autumn &amp; Spring &amp; Summer</b> | The module is offered at least once in each of the three trimesters - Autumn, Spring and Summer |





# Module Status Explained

| Module Status            | Definition   | Editable?   |
|--------------------------|--|---|
| <b>Continuing Module</b> | Details rolled forward from previous Academic Year. Some mandatory fields missing.   | Yes   |
| <b>Active</b>            | Module has been edited and all mandatory elements have been completed OR module was rolled forward with all mandatory fields complete. | Yes   |
| <b>Inactive</b>          | Module has been marked as no longer on offer, or details have not been rolled forward from previous Academic Year                      | No, but can be released for re-edit via <b>Update Module Details</b> menu (if visible) or by contacting your <u>College Liaison</u> * |
| <b>Pending</b>           | New module; mandatory requirements not yet complete  | Yes   |

\*If you wish to re-use inactive modules from a previous Academic Year, please contact your College Liaison to request that they be rolled forward.

To view modules from previous Academic Years, please use the Curriculum Management – School Module Summary menu on InfoHub.



## Useful Links and Reporting

- System Access and Training: contact your [College Liaison](#) or email [curriculum@ucd.ie](mailto:curriculum@ucd.ie)
- [Curriculum Management Edit Timelines for Schools/Colleges – 2023/24](#)
- [Curriculum Management System guides and checklists](#)
- [Academic Regulations](#)
- Check our website for further information about [module list management](#).
- InfoHub Reporting: key reports listed in the table below; see the [Curriculum Management Reports Checklist](#) for more comprehensive details

| I want to:   | InfoHub Report   |
|--|--|
| Check CMS access for staff and faculty in my School  | <a href="#">Curriculum Management Access Roles</a>                             |
| See modules in my School for current and previous Academic Years   | <a href="#">Curriculum Management - School Module Summary</a>                  |
| Do a wildcard search of entire module catalogue for current or previous Academic Years across all Schools/Units      | <a href="#">Curriculum Management - School Module Summary – Keyword Search</a> |
| View details of modules missing mandatory data or with anomalies to be addressed                                     | <a href="#">Modules Missing Data</a>   |
| Details of all modules for which you are currently the Module Coordinator and who else has access                    | <a href="#">Manage My Modules – Who has Access?</a>                            |
| View core and option modules on a major/stage  | <a href="#">Structures by Major</a>  |
| Review inactive modules on stages, majors/stages with no associated modules, option rules with no associated modules | <a href="#">Majors Missing Data</a>  |



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The Curriculum Team | An Fhoireann Curaclam  
Customer and Curriculum Operations | Oibríochtaí Custaiméirí agus Curaclam  
UCD Registry | Clárlann UCD  
Tierney Building | Áras Uí Thiarnaigh  
Belfield | Belfield  
Dublin 4 | Baile Átha Cliath 4 D04 V1W8

**W:** [www.ucd.ie/registry/staff/registryservices/curriculum/](http://www.ucd.ie/registry/staff/registryservices/curriculum/) **E:** [curriculum@ucd.ie](mailto:curriculum@ucd.ie)