



UCD REGISTRY

Spring Trimester – Teaching Arrangements

To: Module Co-Ordinators

cc: College Principals VPTLs, University Deans, Associate Deans, Heads of School, Directors of College and School offices, Programme Managers, School Managers, Timetable Co-Ordinators, School Administrators

Dear Colleague,

Further to the University Management Team's decisions on teaching delivery for the Spring Trimester, please see below for details of important updates to InfoHub and required actions.

New Functionality in InfoHub – Review my Module Teaching Arrangements

A new functionality in InfoHub will allow you to amend details of how a module will be delivered, whether online or face-to-face. Course Reference Numbers (CRNs) for the Spring Trimester are allocated across the following three categories:

- Essential teaching
 - Practical and laboratory classes
 - Clinical teaching and associated activities
 - Studio classes
 - Practice-based teaching
 - Outdoor fieldwork
 - Small group teaching such as tutorials and seminars where alternative arrangements are in place to support students who are not able to attend campus
- Capacity less than 49
- Capacity greater than 49

This will allow you to change some or all the Course Reference Numbers (CRNs) associated with your modules in response to changing Government guidelines where this is appropriate.

Actions for Module Co-Ordinators

Essential teaching CRNs and CRNs with a capacity of 49 or less, have been allocated a room and this will be visible on your module timetable. CRNs in this category which are not identified as essential teaching will default to temporarily online learning for the start of the Spring trimester. All other CRNS have been flagged as taking place online for the Spring trimester. When government guidelines permit, these CRN's can be switched from online to face-to-face delivery, and vice versa where a room is already associated with a CRN.

- Please use **Review My Module Teaching Arrangements** to ensure that your module details accurately reflect your method of teaching delivery. This facility will remain open until noon on **Thursday, 17 December 2020**. This step is required to provide students with a stable timetable from **Friday, 18 December 2020**, where possible.
- Please also ensure that your students are informed as soon as possible to allow them to plan to attend campus.

Reporting

School-level reporting is available and will provide details of modules under each category. The new the **Teaching Arrangements Report by School** provides summary information of teaching arrangements in your School and the ability to make changes if needed. Schools and Colleges can view how modules are being delivered via the **Module Timetable Search** functionality. This has been updated so the teaching arrangements will be visible to students via SISWeb and their Google Calendar.

Registry and Room Allocations will continue to keep you informed on preparations for the Spring Trimester. Information on timetabling, including a guide on how to use this new functionality and the key timelines, is available **on the Registry website**. This information will be updated throughout the Spring Trimester as decisions that impact on teaching delivery across the University are communicated in line with prevailing public health advice.

Further Support

Contact Systems & Data (systems.data@ucd.ie) for support on the Review my Module Teaching Arrangements page.

Contact Room Allocations (room.allocations@ucd.ie) for any changes to the timetabled information, e.g. a Change of Room, Date or time.

Kind regards,

Ryan Teevan

Deputy Director

Administrative Services
UCD Registry

Get in Touch



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[Tierney Building](#)

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