



# UCD REGISTRY

## Spring Trimester – Teaching Arrangements

To: Module Coordinators with essential on-campus teaching in the Spring Trimester  
cc: College Principals, Vice Principals of Teaching & Learning, University Deans, Associate Deans, Heads of School, Directors of College and School offices, Programme Managers, School Managers, Timetable Coordinators, School Administrators

Dear Colleague,

This email is further to the Registrar's recent communication about Covid-19 related changes to on-campus activity in the Spring Trimester. In light of this, the [Review my Module Teaching Arrangements](#) menu on InfoHub is now open and will be available until 5pm on Tuesday, 19 January 2021 to facilitate necessary changes.

### Actions Required

- Module Coordinators with essential on-campus teaching should determine in conjunction with their Head of School whether this teaching can continue as planned or if it should be postponed or moved to a remote format.
- If on-campus teaching is moving to a remote format (temporarily or permanently), the relevant Course Reference Numbers (CRNs) must be amended on the [Review my Module Teaching Arrangements](#) menu.
- Changes should be communicated to students as soon as possible.

### Reporting

- School-level reporting is available on the [Teaching Arrangements Report by School](#).
- The [Module Timetable Search](#) displays the teaching arrangements for individual CRNs. This information is visible to students via SISWeb and their Google calendar.

### Support

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

Contact Room Allocations ([room.allocations@ucd.ie](mailto:room.allocations@ucd.ie)) for any changes to the timetabled information, e.g. a

Change of Room, Date or time.

## Useful Links

[Review My Module Teaching Arrangements guide](#)  
[Timetable Resources](#)

Kind regards,

Andrew Myler

Director  
Administrative Services  
UCD Registry

## Get in Touch



[UCD Registry](#)



[Tierney Building](#)

This is an automated message. Please do not respond to this email. Click on the links above to contact us.

This email was sent by UCD Registry