Important Checks & Reminders

o   Check if the module descriptor is open for edit on the Curriculum Management System (CMS). Use the CMS Module Descriptor Edit Timelines to see when and what you can edit.

o   Go to My Modules menu on the CMS, navigate to the module you want to update and click **View** to start editing

o   Use the **Module Menu** drop down list on the top left to navigate different sections of the descriptor.

o   Click on the 🛈 buttons for guidance

o   Check the **Mandatory Data Completion Status** to ensure all required data has been recorded. If the status is 'incomplete', click on the red **View** button to see the missing sections.

Did you know that

o   The **Please Note** section on the My Modules menu explains CMS Timelines and how to request module descriptor changes outside of edit windows.

o   For more help with editing modules, check the How to use the Module Descriptor guide & video guide.

o   To see detailed module information, click the **Module Descriptor (PDF)** button when editing through My Modules.

o   Use the Modules Missing Data report on InfoHub to find modules missing required information or anomalies that need to be addressed.

o   Update who can access your modules through the Manage My Modules – Who has Access? menu. Module Coordinators should review and update these details regularly for GDPR compliance.

o   Staff or Faculty with School/College level access to the CMS can update Module Trimester details through Module List Management.

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
❏   UCD Assessment
❏   Contact your Curriculum College Liaison