

Module List Management Guide for Schools and Colleges

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

- Update Module Details: amend Module Coordinators, trimesters and module status.
- Update Module Places.
- Manage Non-Faculty Module Coordinators.

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

For further information and support see the Curriculum Team [website](#).





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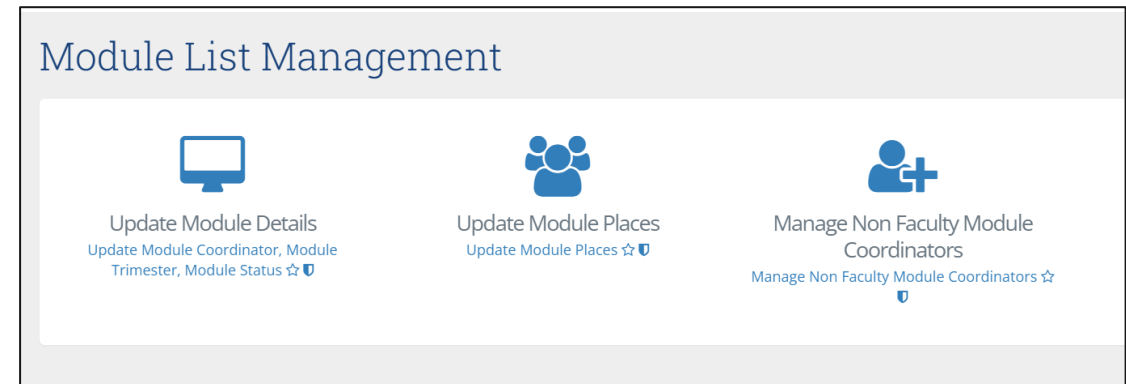
Introduction

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 [Curriculum College Liaison](#).

To access the [Module List Management](#) menu on the Curriculum Management System:

1. Log into InfoHub, click on the **Students** menu and select **Curriculum, Module Capacity & Timetables**.
2. Click on **Curriculum Management System** and then on **Module List Management** menu.
3. Tasks on Module List Management are divided across three sub-menus:
 - i. **Update Module Places** (amendments to module places/capacity)
 - ii. **Update Module Details** (amendments to Module Coordinators, trimester and status)
 - iii. **Manage Non-Faculty Module Coordinators** (record the duration of the appointment of the non-faculty coordinator to the module)




Update Module Details: The Basics



The [Update Module Details](#) menu is used to make changes to:

- Module Coordinators
- Module Trimesters
- Module Status

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.

Update Module Details

Select School/Unit: UCD Registry

Select Select Academic Year: Academic Year 2025/2026

Choose the School/Unit from the dropdown menu and use the filter box as needed to find the Module.
 Tick the appropriate box(es) and click the blue button "Update Module Coordinator/Trimester/Status".
 You will then be brought to a separate screen to choose a new Module Coordinator, a new Status or Trimester.
 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 in Section 4.1.1.
 When updating the Module Trimester, please ensure the Remediation Strategy is subsequently updated.

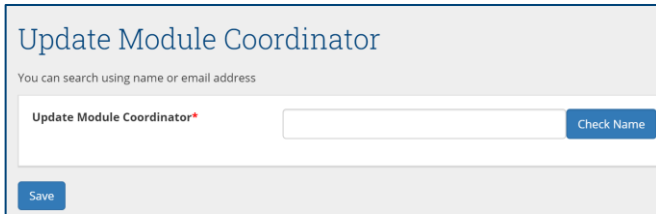
Filter...

| 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



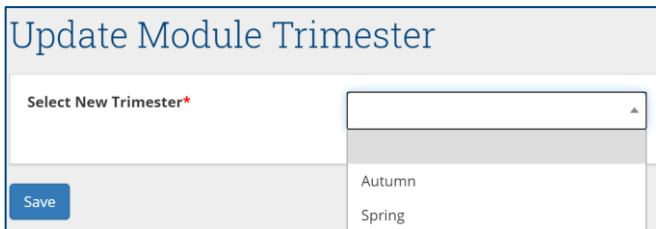
Update Module Coordinator

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.
- Module Coordinators are members of faculty, but in exceptional circumstances a Head of School may appoint a non-faculty coordinator. In this instance, additional details should be recorded on the [Manage Non-Faculty Coordinators](#) menu to comply with regulation requirements



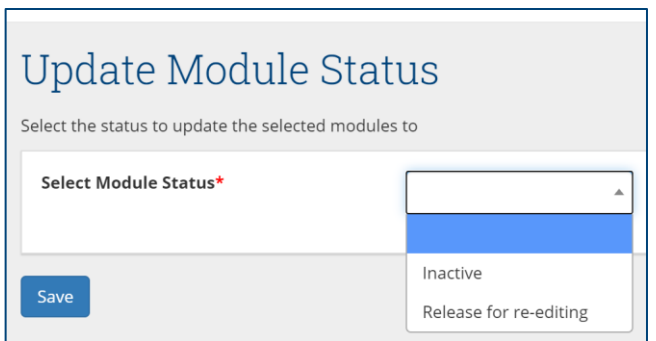
Update Module Trimester

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 are not automatically available in future Academic Years. If you wish to re-use a module previously marked inactive, please contact your [Curriculum 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 are available for edit via [My Modules](#).
- See [here](#) for further information on Module Status.



Trimesters Explained

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



Module Status Explained

| Module Status | Definition | Editable? |
|--------------------------|---|---|
| Continuing Module | Details rolled forward from previous Academic Year. Some mandatory fields missing | Yes |
| Active | All mandatory elements completed OR module rolled forward with all mandatory fields complete | Yes |
| Inactive | Module has been marked as no longer on offer, or details have not been rolled forward from previous Academic Year | No. Contact your School Administrator for assistance Please note: Your School Administrator may need to contact your Curriculum College Liaison to reactivate modules made inactive in a previous Academic Year.* |
| Pending | New module; mandatory requirements not yet complete | Yes |

*If you wish to re-use inactive modules from a previous Academic Year, please contact your [Curriculum 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.

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. [?](#)
 The overall places will calculate automatically.
 Add "0" for the categories that have no places offered.

Select Term to Update: 2025/2026 September

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 [on the next page](#).

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"/> |

- Click the **Update Places** button to save your changes. The **Overall Places** will calculate automatically once the **Update Places** button is clicked.
- To amend module places for a different term, subject or level, click 



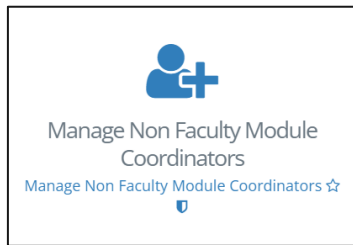
Types of Module Place

| Type of Module Place | Description |
|-----------------------------|---|
| Core/Option | The number of places available to students for whom the module is either a Core or Option for their major and stage |
| General Elective | The number of general elective places available for continuing students |
| First Year Electives | The number of elective places available for Stage 1 students in the Spring trimester |
| International | The number of places on the module available to International Students, e.g. Study Abroad, Erasmus |
| Open Learning | 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 (all@ucd.ie) for further assistance. Note: Modules for Open Learning students should have no pre-requisite requirements. |

Module places are managed through the Systems & Data Services Team (systems.data@ucd.ie) after **Update Module Places** closes for direct edits in July.

Note: it is important that changes made here are communicated to relevant teams, such as UCD Estates 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.

Manage Non Faculty Module Coordinators



The [Manage Non-Faculty Module Coordinators](#) menu displays details of Non-Faculty Coordinators in your School/College.

| Module Coordinator Type | No of Modules | No Of Module Coordinators |
|---------------------------------|---------------|---------------------------|
| UCD Registry | | |
| Non Faculty Module Coordinators | 5 | 3 |
| Total UCD Registry | 5 | 3 |

Click the **No of Module Coordinators** detail to view further details.

Non Faculty Module Coordinators UCD Registry 2025/2026

- Use the End Academic Year dropdown to record the duration of the coordinator appointment to the module
- The Start Academic Year populates automatically
- Use the Update Academic Year button to save changes

Update End Academic Year

| Module ID | Module Title | Credits | Level | Trimester | Status | Module Coordinator | Start Academic Year | End Academic Year |
|-----------|--------------------------------|---------|-------|-----------|-------------------|--------------------|---------------------|-------------------------|
| CURR10010 | Intro to Curriculum Management | 5.0 | 1 | Autumn | Continuing Module | Lizanne Hutton | 2025/2026 | Academic Year 2026/2027 |
| CURR10040 | CMS Module III | 5.0 | 1 | Summer | Pending | Lizanne Hutton | 2025/2026 | Academic Year 2025/2026 |

The expected duration of the Non-Faculty Coordinator's association with the module is recorded in the **End Academic Year** field.

Heads of School and School Managers can access an additional form to record further information about Non-faculty Coordinator appointments to fulfill annual UPB reporting requirements.



Useful Links and Reporting

- Support and Training: contact your [Curriculum College Liaison](#) / curriculum@ucd.ie
- [Curriculum Management Edit Timelines 2025/26](#)
- Curriculum Management [guides and checklists](#)
- [Academic Regulations](#)
- [Current Students Course Search](#)
- InfoHub Reporting: see below / [Curriculum Management Useful Reports Checklist](#)

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

Clárann UCD | UCD Registry
www.ucd.ie/registry

