

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 Places.
- Update Module Details: amend Module Coordinators, trimesters and module status.
- 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](#).





Table of Contents

<u>Introduction</u>	<u>3</u>
<u>Update Module Places</u>	<u>4</u>
<u>Types of Module Place</u>	<u>5</u>
<u>Update Module Details: The Basics</u>	<u>6</u>
<u>Update Module Details: Coordinators, Trimesters & Status</u>	<u>7</u>
<u>Trimesters Explained</u>	<u>8</u>
<u>Module Status Explained</u>	<u>9</u>
<u>Useful Links and Reporting</u>	<u>10</u>

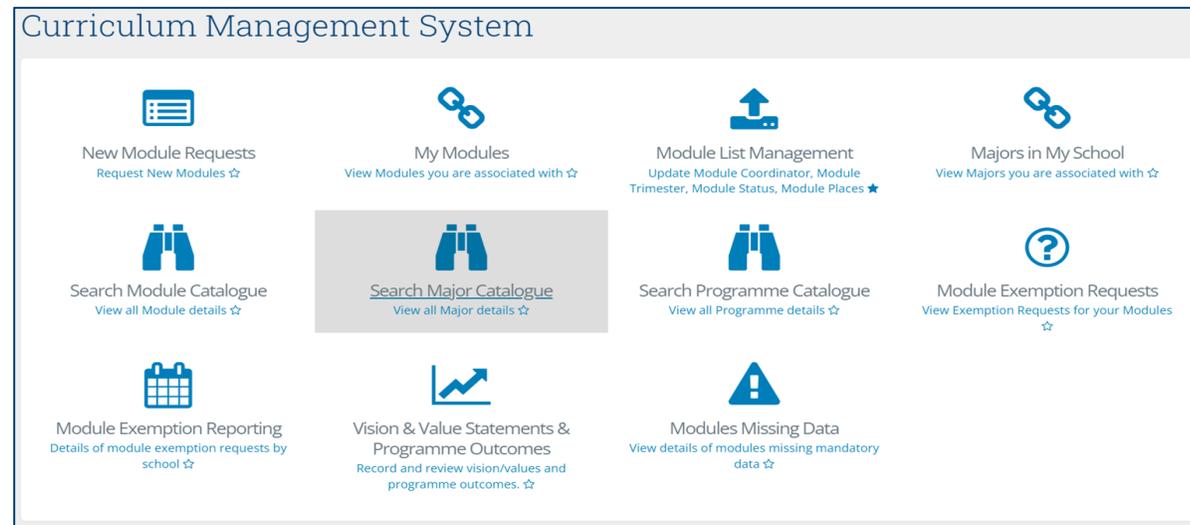
Introduction

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), and
 - 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 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: 2023/2024 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 [overleaf](#).

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	11	1	1	1	1
ACCP10010	New Module	Lizanne Hutton	5.00	Summer	90	90	0	0	0	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 **Choose New Parameters**



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.

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).

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.

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 2024/2025

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 n
 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 Sectio
 When updating the Module Trimester, please ensure the Remediation Strategy is subsequently

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.

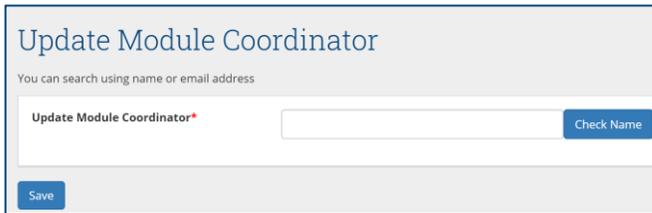
There is a filter box that can be used to further refine the list. For long lists of modules, click on the pin icon  to freeze the headings.

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.

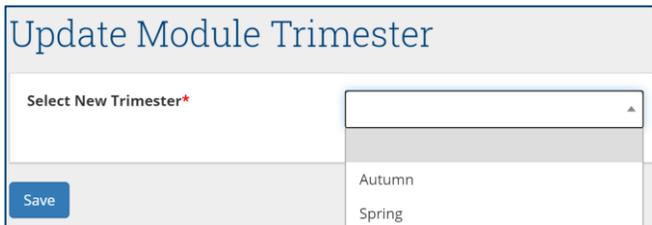
TIP: the same change can be applied to a single module or to multiple modules by clicking the check box in the column header.

Update Module Details: Coordinators, Trimesters & Status



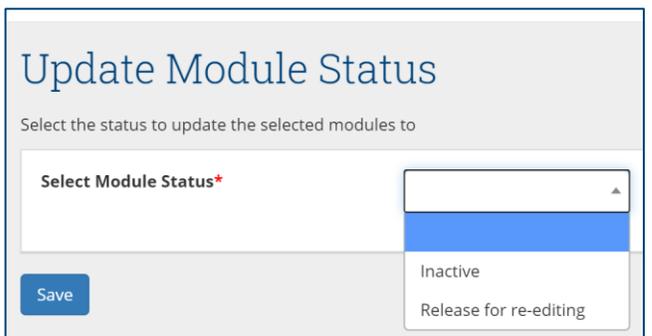
Module Coordinator:

- 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



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**.



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 [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 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.



Useful Links and Reporting

- Support and Training: contact your [Curriculum College Liaison](#) / curriculum@ucd.ie
- [Curriculum Management Edit Timelines 2024/25](#)
- Curriculum Management [guides and checklists](#)
- [Academic Regulations 2024/25](#)
- [Current Students Course Search](#)
- InfoHub Reporting: see below / [Curriculum Management 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
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

An Fhoireann Churaclam | The Curriculum Team

Oibríochtaí Custaiméirí agus Curaclaim | Customer & Curriculum Operations

Áras Uí Thiarnaigh UCD | Tierney Building UCD

Belfield | Belfield

Baile Átha Cliath 4 | Dublin 4

Éire | Ireland

W:

www.ucd.ie/registry/staff/registryservices/curriculum/

E: curriculum@ucd.ie