UCD REGISTRY

2021/22 Curriculum Management Update for Schools/Colleges: Spring/Summer Module Places Closing | Reporting Enhancement

To: *Heads of School, School Heads for Teaching & Learning, Chairs of Governing Boards, Programme Deans, Vice Principals for Teaching and Learning, College/School Office Directors, Programme Directors, College/School Administrators, Programme Managers*

Dear Colleagues,

Please see below for information on edits to Spring/Summer module places and a recent InfoHub enhancement for reporting on majors.

Curriculum Management System: Amendments to Module Places for Spring / Summer Modules
The Module List Management: Update Module Places menu on the Curriculum Management System will close for edits to module places commencing in the Spring and Summer trimesters on **Thursday, 23 December**. Please ensure that you have reviewed and amended this information as required in advance of this date. The following resources are available to assist you in making these changes:

- How to use Module List Management guide
- Contact your College Liaison / curriculum@ucd.ie
- Drop-in with Curriculum via Zoom (subscribe to this Google calendar for dates/links)

From **Tuesday, 4 January** any further amendments to module places should be directed to systems.data@ucd.ie.

Curriculum Management Reporting on InfoHub
An enhancement that allows for reporting on Assessment, Remediation and Requirements/Prior Learning by major and stage is now available on the Structures Reporting menu on InfoHub. To access this information, use the Structures by Major / Major Quick Search menus to select or search for a major. Once the structure for the major and stage has been generated, navigate to 'Search Module Descriptor sections' and choose an item from the drop down menu to view details. If you have any queries about the information appearing on the new reports please use this form to record the details.

Many thanks for all of your collaboration and cooperation in what has been a uniquely challenging 2021.

Best wishes for the break.

Jeremy Britton
Director of Administrative Services
UCD Registry

Useful Links
Contact your College Liaison
Drop-in with Curriculum (Zoom)
Curriculum Management Timelines
How to use the Module Descriptor / Module Descriptor Checklist
Modules Missing Data
Curriculum Management Reporting - InfoHub
Academic Regulations