

SSTU0310 – Module Maintenance

Use this screen to select the module you wish to work with or to add a new course.

To select an existing module

Enter either the Module Code or the Module title. (To select a module with a particular word or string in its title place a % in front of and after the word being searched for.)

Or you can select modules for a particular school or department, and use other criteria – levels, module type, module timing, module status, number of credits.

Click on **Find**. A list of matching modules is displayed. Move the cursor to the module required and click on the Module Title to access module details. If only one match is found that module will be opened directly.

To enter a new module

If a new module is to be entered click on **New Module** and a blank module screen will be opened ready to be completed.

To search again first press **Clear**

The screenshot shows the 'Modules' maintenance screen. At the top, there are search criteria fields: 'Exclude Withdrawn' (checked), 'Timing' (Any), 'School' (All Schools), 'Department' (All Departments), 'Code' (Q3%), 'Credits' (empty), 'UG or PG Level' (dropdown), 'Any Module Type' (dropdown), 'Any Module Timing' (dropdown), 'Any Module Status' (dropdown), and 'FHEQ Level' (Any). Buttons for 'New Module', 'Clear', 'Find', and 'Exit' are on the right. Below the search fields is a table of modules. A callout box 'Enter/select retrieval criteria' points to the search fields. Another callout box 'Click Find to retrieve modules' points to the 'Find' button. A third callout box 'Click Module Title to access module details' points to the 'Special Author: Charles Dickens' link in the first row of the table.

Code	Module Title	Start	End	Department	Status	FHEQ
Q3003	Special Author: Charles Dickens	01-AUG-2014		English	CONFIRMED	5
Q3004	Modern and Postmodern Drama	01-AUG-2015		English	CONFIRMED	5
Q3010	Writing and the Great War	01-AUG-2012		English	CONFIRMED	5
Q3011	Special Author: Christopher Marlowe	01-AUG-2014		English	CONFIRMED	6
Q3012	Lyric Poetry	01-AUG-2012		English	SUSPENDED	5
Q3020	Language, Truth & Literature	01-AUG-2012		Philosophy	CONFIRMED	6
Q3021	Special Author: Samuel Beckett	01-AUG-2014		English	SUSPENDED	6
Q3023	Special Author: Virginia Woolf	01-AUG-2014		English	CONFIRMED	6
Q3024	Islam, Literature and the 'West'	01-AUG-2013		English	CONFIRMED	6
Q3026	Writing for Theatre	01-AUG-2013		English	CONFIRMED	5

Module Details - new module

1. Enter the module details. The Full Title will be copied to the Short Title. Where the Full Title is too long it will be truncated and manual editing will be required.
2. Enter the unique module Code
3. Select the owning Department of the module
4. Enter the number of Credits (although an optional field, to update it on a CONFIRMED module requires a New Version)
5. Select Level
6. Select the Term(s) of Teaching
7. Select the module Type – this defaults to Course – indicating that the course is a Curriculum one, and can be attached to a Course. The course Type cannot subsequently be changed.
8. For new modules: the From Date (start date of the module) defaults to 01-OCT-yyyy where yyyy is the current academic year. The date can be changed.
9. Remove the tick in the V&E box if the module is not to be made available to Visiting and Exchange students

The screenshot shows a web browser window titled "SSTU0310 (11.0.11) Courses and Modules - Module Maintenance" with the user "Dawn Stewart" and a session start time of "02-DEC-2015". The main content is a form titled "Maintain Module Details" with a "Status:" field set to "DRAFT".

Form fields and options include:

- Code: CIS0001
- From Date: 03-NOV-2015, Close Date: (empty)
- Type: Course (dropdown), Visiting and Exchange
- Full Title: The Art of Looking Busy
- Short Title: The Art of Looking Busy
- FHEQ Level: Level 3 (sub-degree) (dropdown)
- Credits: 30, Compensation Allowed, Mandatory Zero Credit Module
- Scheduled Learning: (empty), Independent Learning: (empty), Total Hours: (empty)
- Timing: (dropdown), Resit Allowed
- Department: (dropdown)
- JACS Code: (dropdown)
- Lang of Instruction: (dropdown)
- Other Inst (HESA): (dropdown)
- Comments: (text area)

Buttons at the bottom: New Version, Sponsorship, Continue, Save, Back.

Click on **Save** to add new module to the database and, subsequently, to save any changes made.

For new modules the Status is set to DRAFT.

Module Details - update and delete

All module details – barring Type – can be changed while module is in DRAFT mode unless data has been attached to the module e.g. occurrences, student data.

You can **Delete** a module if no data is attached to it.

Sussex Administrative Systems
SSTU0081 Course Maintenance Jane Monaghan Database: LIVE Started 16-FEB-2007 12:23

Course Details

Full Title: Reading in the West Code: Q3002
Short Title: Reading in the West Department: ENGLISH
Credits: 12 Level: 1 Term(s) of Teaching: AUTUMN Type: Programme
From Date: 01-OCT-2006 Closure Date: Status: CONFIRMED V&E:

Detail Method History Programmes Contacts Texts Assessment Assocs Open Courses

Course Abbreviation: Min No of Students:
Contact Hours: 2 per week Estimated Size: 240
Study Time: 10.00 per week
JACS Code: Q300 English studies Bookings
Alternative Subject Area: (for publication) New Version
Reading List Key: 6933 Sponsorship
Comments:

Add Delete Occurrences Save Back

Record: 1/1 ... <OSC>

Enter the number of Contact Hours per week and the Study Time (NB the number of contact hours added to the number of hours study time should equal the credit for the course divided by 10).

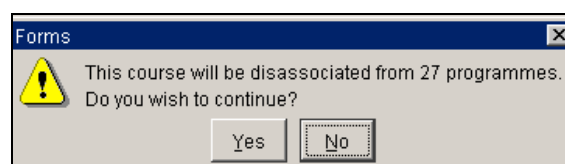
The Estimated Size field is derived from data input via the 'Method' tab.

New Version

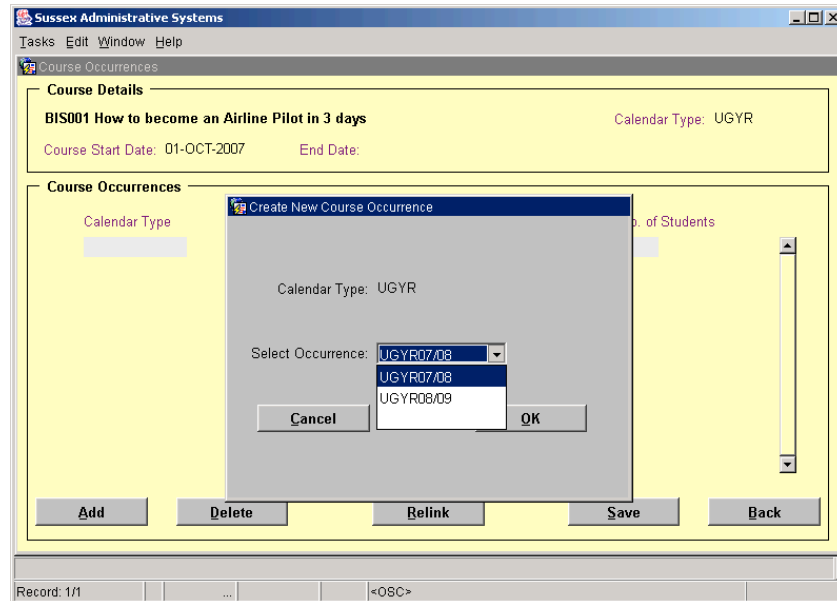
New versions of courses need to get created when a significant piece of data has been altered – e.g. the terms of teaching, assessments.

For new versions of courses the Start Date defaults to the Closure Date + 1 of the previous version and the status is set to DRAFT.

There is now a validation when a course end date is entered, to warn that the course will be disassociated with programmes; these courses will then be archived



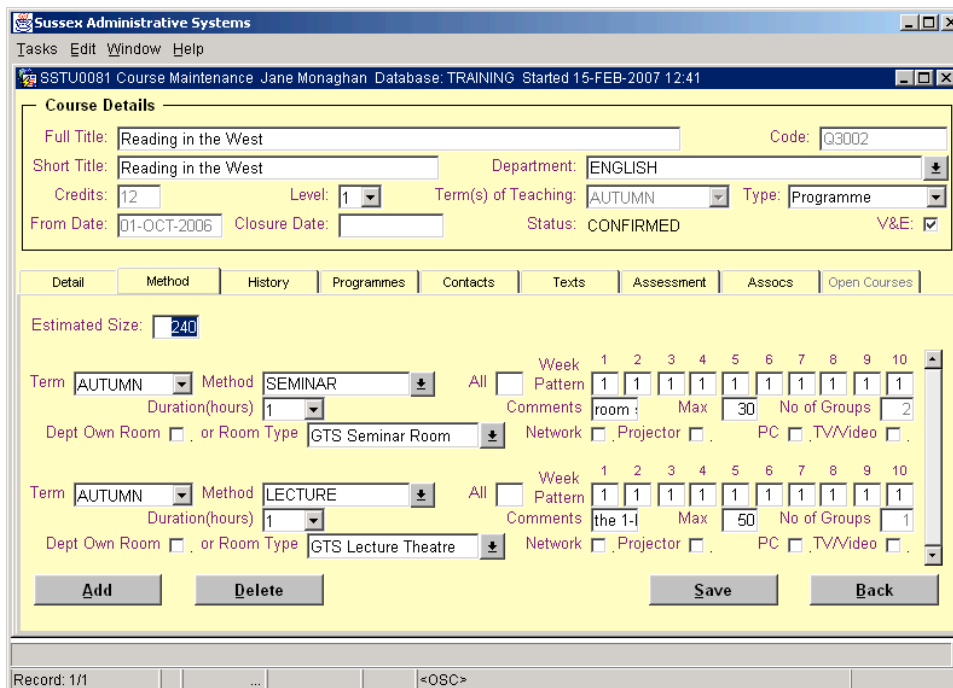
Creating Module Occurrences (SSTU0144)



An Occurrence indicates that the course is going to run / has run for the selected academic year. Many occurrences are system-generated. Once an occurrence exists details of the course can become viewable via the web.

You will not be able to delete an occurrence if students have been attached to it.

Method tab



All field: Enter the number of sessions per week in this field then tab or enter – the number you entered will then be copied to each of the boxes in the Week pattern 1-10. You can then edit the values in the boxes if different numbers of groups are required in some of the weeks.

Max field: Enter the maximum group size for the specified teaching methods. It is defaulted to the 'Estimated Size' for lectures, but can be specified for all other teaching method types. This number will be used to divide the 'Estimated Size' to give the 'No. of Groups'

Click **Save**.

History tab

Effective From	Effective To	Course Status	Active	Last changed	Comments
25-FEB-2008 00:00		DRAFT	Yes	25-FEB-2008 JANEM	
28-FEB-2008 00:00		CONFIRMED			

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 2/2

Click **Add** to create a new status row.

You should add a new entry in this History every time the **status** of the course changes.

The Effective From and Course Status fields *must* be entered.

A Course Status becomes active via two methods:

- by clicking on the 'Update Active' button and a row exists where the Effective From date is less than or equal to today's date, or by the system when an Effective From date is reached.

The Active field shows which row contains the active status of the course (which will match the Status field in the Course Details section above).

Double click on the Comments box to invoke the text editor. This is a free flowing text field. This field is extremely useful in recording what you have done to the database. This ensures a proper audit record.

Programmes tab

This tab lists all the programmes to which this version of the course is attached.

By default it excludes Withdrawn programmes from Syllabus list. You can include withdrawn programmes by amending the list of values

The screenshot shows the 'Programmes' tab in the 'Sussex Administrative Systems' interface. The 'Course Details' section is visible, showing the course 'Concepts in International Relations' (Code: L2004) with a status of 'WITHDRAWN'. Below this, a table lists associated programmes for the year 2006. The table has columns for Year, Prog Code, Per, MoA, Ac, Yr, Syllabus, Award Title, and Department. The 'Archive' button is highlighted, indicating that archived records can be viewed.

Year	Prog Code	Per	MoA	Ac	Yr	Syllabus	Award Title	Department
2006	L2001U	1	FT	06/07	Core	International Relations	International Relations	INTERNATIONAL RELATIONS
2006	L2R11U	1	FT	06/07	Core	International Relations with French	International Relations	INTERNATIONAL RELATIONS
2006	L2R21U	1	FT	06/07	Core	International Relations with German	International Relations	INTERNATIONAL RELATIONS
2006	L2R31U	1	FT	06/07	Core	International Relations with Italian	International Relations	INTERNATIONAL RELATIONS
2006	L2R41U	1	FT	06/07	Core	International Relations with Spanish	International Relations	INTERNATIONAL RELATIONS
2006	LL121U	1	FT	06/07	Core	Economics and International Relations	Economics and International Relations	ECONOMICS
2006	LL221U	1	FT	06/07	Core	Politics and International Relations	Politics and International Relations	POLITICS
2006	LL232U	1	FT	06/07	Core	International Relations and Sociology	International Relations and Sociology	INTERNATIONAL RELATIONS
2006	LL261U	1	FT	06/07	Core	International Relations and Anthropology	International Relations and Anthropology	INTERNATIONAL RELATIONS

If any programmes have been archived (ie disassociated with the course) you can view archived records by clicking on the **Archive** button

You can click on the Programme Code to view the syllabus details.

The screenshot shows the 'Syllabus Detail' view for the programme 'Race, Ethnicity and Nationalism' (Code: L2002). The 'Course Details' section shows the course is 'CONFIRMED'. The 'Syllabus Detail' section provides specific information for the programme year 2007, including the programme code (F9002U), programme period (UGYR07/08), programme element (MINOR), syllabus rule (1C), and owner (SOCCUL). The 'View Programme' button is highlighted.

Programme Year: 2007 CONFIRMED
Programme Code: F9002U Environmental Science with Development Studies
Programme Period: 1 UGYR07/08 (01-OCT-07 to 20-JUN-08)
Programme Element: MINOR DEVELOPMENT STUDIES - CDE Owner: SOCCUL
Syllabus Rule: 1C 1 from this group
Pass Mark:
Comments:

From the syllabus details you can view the Programme details by clicking **'View Programme'**