Sussex Direct: Curriculum Planning System – Full Notes

The Curriculum Planning is available from Sussex Direct and allows staff to plan the programme and course syllabus for the start of the 2012/2013 academic year.

Contents

Accessing the System .......................................................................................................................... 2
Programmes........................................................................................................................................... 3
Creating a New Programme .................................................................................................................. 3
  My Programmes Page .......................................................................................................................... 3
  Programme Header Information .......................................................................................................... 4
  Programme Learning Outcomes ........................................................................................................... 4
  Adding Courses to Programmes .......................................................................................................... 5
Verifying your Programme ..................................................................................................................... 6
  Verification Issues ................................................................................................................................. 8
Printing the Programme Details ............................................................................................................ 8
  Turning off the footer information in the Print Options ....................................................................... 9
Searching for Programmes in the Curriculum Planning System .......................................................... 9
Validation ............................................................................................................................................... 10
Locked Programmes .............................................................................................................................. 10
courses.................................................................................................................................................. 11
Creating a New Course .......................................................................................................................... 11
  My Courses Page ................................................................................................................................. 11
  Course Header Information .................................................................................................................. 12
  Course Learning Outcomes .................................................................................................................. 13
  Adding Assessments to Courses .......................................................................................................... 13
  Adding Coursework .............................................................................................................................. 14
Accessing the System

Users who have access will be able to see the Curriculum Planning option from the Admin tab. There are options within the Curriculum Planning system to either create or update programmes or courses.
Programmes

Creating a New Programme
From the ‘Curriculum Planning’ tab, select ‘Programmes’ to see the ‘My Programmes’ page.

My Programmes Page

1. To create a new programme, click on the ‘New’ button on the My Programmes table. This will give you the following screen:

   To base your programme on an existing one – select the programme from the list.

   Click on Save to copy the programme details to your new programme.

   Enter details for your new programme

   Click ‘Save’ to commit changes

   Search for existing programmes within the Curriculum Planning system by department, programme code or programme title for your school.

   Create a New programme

   View the current status of the programme

   View/ update the existing programmes you have created or updated
2. You can either create a new programme, or base your new programme on an existing one. To do this, select a programme from the ‘Import Programme’ table and click on ‘Save’. This will copy the programme details from an existing programme (apart from the Programme Aims), which can then be edited.

3. Once you have made your amendments, click Save to commit the changes you’ve made to your programme header.

Programme Header Information

<table>
<thead>
<tr>
<th>Programme Information</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Title</td>
<td>The full award name of the programme</td>
</tr>
<tr>
<td>Short Title</td>
<td>Copied from the ‘Award Title’, but can be changed – this can be used to distinguish two similar programmes</td>
</tr>
<tr>
<td>Programme Code</td>
<td>If you have copied the details from an existing programme, then the programme code will be used. If it is a new programme, the system will put in a default programme code starting with ‘NEW’ followed by a number.</td>
</tr>
<tr>
<td>Award</td>
<td>The programme qualification (e.g. BA, MA etc)</td>
</tr>
<tr>
<td>Department</td>
<td>The programme ‘owning’ department</td>
</tr>
<tr>
<td>Level</td>
<td>UG or PG</td>
</tr>
<tr>
<td>MOA (Mode of Attendance)</td>
<td>Part-time; Full-time or Mixed (i.e. Part-time and Full-time)</td>
</tr>
<tr>
<td>Duration FT</td>
<td>How long the programme will last for a full-time student</td>
</tr>
<tr>
<td>Duration PT</td>
<td>How long the programme will last for a part-time student</td>
</tr>
<tr>
<td>Programme Aims</td>
<td>Programme aims text</td>
</tr>
</tbody>
</table>

Programme Learning Outcomes

Once you’ve created your programme header you can start to add the Programme Learning Outcomes and add your courses to your programme
4. When you click on the ‘Add’ button to add a new Programme learning outcome, you will get the above screen.
5. Type in the text box to add your new learning outcome.
6. Either click the ‘Save’ button to commit your changes, or ‘Save + Add’ to save your changes and insert a new line to add another learning outcome.

Adding Courses to Programmes
You will also need to record which courses are taught on the programme:
7. Click on ‘Add’ from the ‘Courses’ table to add courses to your programme.
8. Start typing part of the course name to get a list of courses. Select a course.
9. Specify whether it is a ‘Core’ course by ticking the box, otherwise leave blank for optional courses.
10. Specify which year the course will be taught in for full-time/part-time students (whichever is applicable).
11. Link your course to one or more of the programme learning outcomes. **If the course is a ‘core course’ then it must be linked to a learning outcome.**
12. **It is necessary that all of your ‘programme learning outcomes’ are linked to a course.**
   The ‘Learning Outcomes’ table will indicate which learning outcomes have been linked to a course and which ones have not.

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**Verifying your Programme**

When you create a new programme it is given a status of **DRAFT**. It is possible for staff in the school to make changes to programmes. However, before the programme is assessed by the review panel the system is able to check the programme to make sure that there is no missing or conflicting information.
1. Clicking on the Verify button will identify all errors and missing data in your programme. **These errors must be corrected before the programme can go to the approval stage.**

2. Once all the errors have been corrected, click on the Verify button. This will present a message to say that the programme has passed verification.

3. The status will then change from **DRAFT** to **VERIFIED**.
Verification Issues

**Issue**

All the information in the programme header must be entered

If you have specified that the Method of Attendance (MOA) is ‘MIXED’ (i.e. part-time and full-time) you need to have entered both the ‘Duration FT’ and ‘Duration PT’ fields

All programme learning outcomes need to be linked to a course

All core courses must be linked to a programme learning outcome.

If you have specified that the MOA is ‘MIXED’ then you must have recorded which year each course will be taught for both part-time and full-time students.

There must be at least one programme learning outcome

There must be at least one course attached to the programme

Printing the Programme Details

It is possible to get a print out of the programme details and attached courses by clicking on the ‘Print Programme’ button

This will open a new screen which will let you print the programme information
Turning off the footer information in the Print Options

Go to the print page and click File > Print Preview

Remove the '%url%' information from the 'Footer' field.

Internet Explorer

Firefox

Searching for Programmes in the Curriculum Planning System

As well as creating a new programme, it is possible to search for other programmes for your school created in the Curriculum Planning system. After finding a programme you can then make changes and amendments, providing someone has not already opened the programme record.
From the main ‘Programmes’ screen you can search for any other programme in the Curriculum Planning system, which is owned by your school. Once retrieved in the search, it will be possible to view or update the programme, so long as it has not been ‘APPROVED’ by the review panel.

**Validation**

Once your programme has been reviewed by the panel, it may be given the status of ‘APPROVED’. **It will not be possible to amend the programme after this point.**

**Locked Programmes**

If another person is in the middle of updating a programme, you won’t be able to update the information until they have made their changes and clicked the ‘Save’ button.

If a user doesn’t save or log out the programme will remain locked. This lock will clear after 24 hours.
Courses

From the main ‘Curriculum Planning’ tab select the ‘Courses’ option.

Creating a New Course

My Courses Page

1. Click the ‘New’ button to create a new course.
2. Once you have made changes, click on 'Save' to commit your changes.

**Course Header Information**

<table>
<thead>
<tr>
<th>Programme Information</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Title</td>
<td>The full course name (Mandatory)</td>
</tr>
<tr>
<td>Short Title</td>
<td>Copied from the 'Full Title', but can be changed – it can be used to distinguish two similar courses</td>
</tr>
<tr>
<td>Programme Code</td>
<td>For a new course, the system will provide a default course code, starting with 'NEW' followed by a number (Mandatory)</td>
</tr>
<tr>
<td>Credits</td>
<td>Course Credits</td>
</tr>
<tr>
<td>Department</td>
<td>The course ‘owning’ department</td>
</tr>
<tr>
<td>Level</td>
<td>The level of the course (Level 3 – Level 8)</td>
</tr>
<tr>
<td>Term</td>
<td>When the course will be taught. This uses the teaching structure for the new academic year (i.e. Teaching Block 1 or Teaching Block 2)</td>
</tr>
<tr>
<td>Bibliography</td>
<td>Question to ask whether Talis Aspire has been updated with the course reading list. If this hasn’t happened an explanation should be given</td>
</tr>
<tr>
<td>Course Outline</td>
<td>Course outline text</td>
</tr>
<tr>
<td>Keywords</td>
<td>Up to 5 course keywords may be supplied. These should be relevant to 20% or more of the course content</td>
</tr>
</tbody>
</table>
3. There will be a maximum number of course learning outcomes that can be entered against the course. The number will depend on the course credits attached to the course.

Adding Assessments to Courses
4. Click on the **Add** button on the ‘**Assessments**’ screen to add assessments to the course.

5. You will need to select the assessment type (e.g. Unseen Exam, Coursework etc) and the weighting of the assessment. **The weighting must add up to a 100%**

6. You will need to specify the timing of the assessment. **If the assessment is during a teaching term** (i.e. TB1 or TB2) you will need to specify the week. Alternatively if the assessment is during an assessment block (i.e. AB1 or AB2) then no week needs to be specified.

7. Tick against one or more **Course Learning Outcomes** to link your assessment to a course learning outcome.

**Adding Coursework**

8. If you have entered **Coursework** as one of the assessment types, you will need to specify the coursework sub-assessments and also enter the weighting and the timing. **The weighting must add up to a 100%**
9. Course Teaching Methods specify how the course will be taught. Click on the ‘Add’ button on the ‘Teaching Methods’ table to enter this information.

10. If you have the ‘Week Pattern’ information (e.g. the course will be taught by a 2-hour lecture between weeks 1-12) then this can by entered in the week pattern section.

11. However, if you do not know this level of detail, you can just put the total number of hours covered by that teaching type in the ‘Scheduled Hours’ field - (e.g. there will be 24 hours of lectures for this course). **You must only enter one set of information.** The ‘Week Pattern’ information takes precedence and any information also entered in ‘Scheduled Hours’ will not be saved.
12. The system will let you add any courses which form pre-requisites for the course you are creating/updating

13. Click on the ‘Add’ button on the ‘Prerequisites’ table to add courses.

14. Type part of the course name in the ‘Course Title’ field; this will give you a list of relevant courses.

15. Select a course and click the ‘Save’ button to commit your changes.

16. Up to 4 course pre-requisites may be added
1. It is possible to amend any other course belonging to your school
2. From the ‘My Courses’ screen search for a course and click on the ‘Course Title’ to amend.

Verifying your Course

When you create a new course it is given a status of DRAFT. It is possible for staff in the school to make changes to course. However, before the course is assessed by the review panel the system is able to check the course to make sure that there is no missing or conflicting information.

1. Clicking on the Verify button will identify all errors and missing data in your course. These errors must be corrected before the course can go to the approval stage.
2. Once all the errors have been corrected, click on the **Verify** button. This will present a message to say that the course has passed verification.

3. The status will then change from **DRAFT** to **VERIFIED**.

### Verification Issues

<table>
<thead>
<tr>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>All the information in the course header must be entered</td>
</tr>
<tr>
<td>If you have not updated the ‘Talis Aspire’ bibliography you need to give a reason why</td>
</tr>
<tr>
<td>You cannot have more course learning outcomes than the maximum number specified</td>
</tr>
<tr>
<td>You must have at least one course learning outcome</td>
</tr>
<tr>
<td>You must have at least one assessment</td>
</tr>
<tr>
<td>If you have specified ‘Coursework’ as one of the assessments, then you need to have added at least one coursework sub-assessment</td>
</tr>
<tr>
<td>All assessments and sub-assessments must add up to 100%</td>
</tr>
<tr>
<td>All learning outcomes must be linked to an assessment</td>
</tr>
<tr>
<td>At least one teaching method must be specified</td>
</tr>
<tr>
<td>Scheduled learning hours should not be more than the total study time</td>
</tr>
<tr>
<td>There should be no more than 4 course pre-requisites.</td>
</tr>
</tbody>
</table>

### Printing the Course Details

It is possible to get a print out of the course details by clicking on the ‘**Print Course**’ button.

![Print Course](image)

This will open a new screen which will let you print the course information.

See [Turning off the footer information in the Print Options](#) to remove the url from the footer of the printed version.
Searching for a Course by Keyword

From the 'My Courses' page it is possible to do a search by keyword. Enter your keyword, or combination of keywords, and click on 'Search' to return any possible courses.

Enter keyword(s) – one per box

Click on Search

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Status</th>
<th>Keyword 1</th>
<th>Keyword 2</th>
<th>Keyword 3</th>
<th>Keyword 4</th>
<th>Keyword 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>V3029</td>
<td>African American Experience</td>
<td>Approved</td>
<td>Colonialisation</td>
<td>African American</td>
<td>Civil Rights</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>