

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.

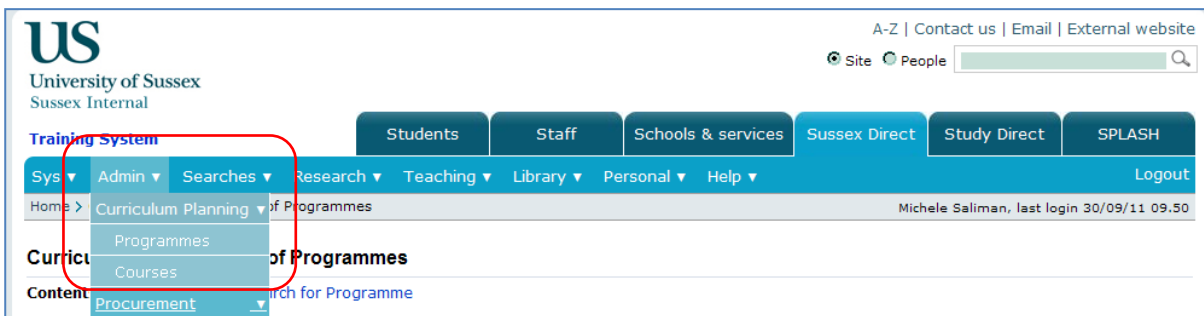
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Accessing the System

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

View/ update the existing programmes you have created or updated

View the current status of the programme

Create a New programme

Code	Title	Department	Status	Created by	Created Date	Updated by	Updated Date
TP731R	American Studies and Film	American Studies	Approved	Michele Saliman	28-Sep-2011	Sam Riordan	28-Sep-2011
VP331U	Art History & Film Studies	Art History	Complete	Michele Saliman	30-Sep-2011	Michele Saliman	30-Sep-2011
NEW25977	Art in the Modern World	Philosophy	Draft		28-Sep-2011	Michele Saliman	30-Sep-2011

Search for Programme:

Programme Code: Programme Title: Department:

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

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

Enter details for your new programme

Click 'Save' to commit changes

Create Programme

*Award Title: Code: Status: Draft

Short Title: Award: -- Select -- Year: 2012

Department: American Studies Level: UG MoA: FT

Duration FT: -- Select -- Duration PT: -- Select --

Programme Aims:

Import Programme

Select programme: A3001U Medicine (BMBS)

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

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.

Edit Programme Details Cancel Save Help

*Award Title: Art History and Film Studies Code: VP331U Status: Draft

Short Title: Art History & Film Studies Award: BA Year: 2012

Department: Art History Level: UG MoA: FT

Duration FT: 3 years Duration PT: -- Select --

Programme Aims:
 This programme aims to:
 1. Develop students' enthusiasm for and knowledge and understanding of visual cultures in different periods and places
 2. Ensure students' sensitivity to the diversity of approaches to the discipline.
 3. Provide access to high-level research- led specialist teaching at appropriate points in the curriculum

1273/4000 used

Programme Header Information

Programme Information	Meaning
Award Title	The full award name of the programme
Short Title	Copied from the 'Award Title', but can be changed – this can be used to distinguish two similar programmes
Programme Code	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.
Award	The programme qualification (e.g. BA, MA etc)
Department	The programme 'owning' department
Level	UG or PG
MOA (Mode of Attendance)	Part-time; Full-time or Mixed (i.e. Part-time and Full-time)
Duration FT	How long the programme will last for a full-time student
Duration PT	How long the programme will last for a part-time student
Programme Aims	Programme aims text

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

Saved programme header.

Click 'Edit' if you need to make further updates

Programme Details [Updated] Edit Help

Award Title: Art History and Film Studies **Code:** VP331U **Status:** Draft
Short Title: Art History & Film Studies **Award:** BA **Year:** 2012
Department: Art History **Level:** UG **MoA:** FT
Duration FT: 3 years **Duration PT:**

Programme Aims: This programme aims to:

1. Develop students' enthusiasm for and knowledge and understanding of visual cultures in different periods and places
2. Ensure students' sensitivity to the diversity of approaches to the discipline.
3. Provide access to high-level research- led specialist teaching at appropriate points in the curriculum
4. Enable students to reflect upon and develop their capacity to learn independently
5. Provide preparation for employment and/or further study
6. Encourage an interest in and a commitment to interdisciplinarity
7. Offer a distinctive intellectual framework in which they can analyse Film and the wider context of Cinema
8. Encourage a broad and informed awareness of the critical approaches to film narrative, the diversity of film theories and historiographic traditions
9. Help develop an understanding of the interfaces between film and related narrative, visual and aural media
10. Provide a global perspective on cinematic practices, including their national and international dimensions
11. Provide an understanding of how Cinema relates to wider economic, cultural and social issues
12. Help students develop a familiarity with key conceptual debates and theoretical paradigms in the fields covered by the degree.

Learning Outcomes Add Help

Learning Outcome	Linked to Course?
No records found	

Click to Add a Programme Learning Outcome

Add to Learning Outcomes [1 record created] Cancel Save + Add Save Help

*Learning Outcome	Linked to Course?
An understanding of the material nature of artefacts	✗
A broad and comparative knowledge and understanding of more than one geographic region and chronological period	✗
Skills of visual literacy and the ability to relate unfamiliar artefacts and contexts to those that are more familiar.	✗

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:

Click to add a course to a programme

Courses Add Help

Course	Code	Status	Core?	FT Yr	PT Yr	Learning Outcome
No records found						

The screenshot shows the 'Add to Courses' form with the following callouts:

- Type part of the course name:** Points to the search input field.
- Tick if this course is a Core course:** Points to the 'Core?' checkbox.
- Specify which year the course is being taught in for part-time and/or full-time students:** Points to the 'FT Yr' and 'PT Yr' dropdown menus.
- Click to Save:** Points to the 'Save' button.
- Link the course to one or more Programme Learning Outcomes:** Points to the 'Learning Outcome' table.

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.

The screenshot shows two tables. The top table is 'Learning Outcomes' and the bottom table is 'Courses [3 records created]'. A callout points to the 'Linked to Course?' column in the 'Learning Outcomes' table.

Learning Outcome	Linked to Course?
A broad and comparative knowledge and understanding of more than one geographic region and chronological period	✓
Skills of visual literacy and the ability to relate unfamiliar artefacts and contexts to those that are more familiar.	✓
An understanding of the material nature of artefacts	✗

Course	Code	Status	Core?	FT Yr	PT Yr	Learning Outcome
Period: Art and Society:Art after 1945	V4134	Draft	✓	1		<ul style="list-style-type: none"> A broad and comparative knowledge and understanding of more than one ... Skills of visual literacy and the ability to relate unfamiliar artefact ...

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.

Click to **Verify**
Programme

[Print Programme](#) [Verify Programme](#)

Programme Details [Updated] Edit Help

Award Title: Art History and Film Studies **Code:** VP331U **Status:** Draft
Short Title: Art History & Film Studies **Award:** **Year:** 2012
Department: Art History **Level:** UG **MoA:** FT
Duration FT: 3 years **Duration PT:**
Programme Aims: This programme aims to:

Errors listed under 'Verification Errors'

...and knowledge and understanding of visual cultures in different periods and places
...the diversity of approaches to the discipline.
...research-led specialist teaching at appropriate points in the curriculum
...and develop their capacity to learn independently
...ent and/or further study
...commitment to interdisciplinarity

Verification Errors

Programme Details

- You must enter a value for Award

Learning Outcomes

- Learning outcome #3 not associated with a course

Programme Details Edit Help

Award Title: Art History and Film Studies **Code:** VP331U **Status:** Draft
Short Title: Art History & Film Studies **Award:** **Year:** 2012
Department: Art History **Level:** UG **MoA:** FT
Duration FT: 3 years **Duration PT:**
Programme Aims: This programme aims to:

Aims:

- Develop students' enthusiasm for and knowledge and understanding of visual cultures in different periods and places
- Ensure students' sensitivity to the diversity of approaches to the disciplines.
- Provide access to high-level research-led specialist teaching at appropriate points in the curriculum
- Enable students to reflect upon and develop their capacity to learn independently
- Provide preparation for employment and/or further study
- Encourage an interest in and a commitment to interdisciplinarity
- Offer a distinctive intellectual framework in which they can analyse Film and the wider context of Cinema
- Encourage a broad and informed awareness of the critical approaches to film narrative, the diversity of film theories and historiographic traditions
- Help develop an understanding of the interfaces between film and related narrative, visual and aural media
- Provide a global perspective on cinematic practices, including their national and international dimensions
- Provide an understanding of how Cinema relates to wider economic, cultural and social issues
- Help students develop a familiarity with key conceptual debates and theoretical paradigms in the fields covered by the degree.

Learning Outcomes Add Edit Help

Learning Outcome	Linked to Course?
A broad and comparative knowledge and understanding of more than one geographic region and chronological period	✓
Skills of visual literacy and the ability to relate unfamiliar artefacts and contexts to those that are more familiar.	✓
An understanding of the material nature of artefacts	✗ Error: Learning outcome #3 not associated with a course

Errors also highlighted on the page and an explanation given

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**.

✓ **Programme passed verification**

[Print Programme](#)

Programme Details Edit Help

Award Title: Art History and Film Studies	Code: VP331U	Status: Complete
Short Title: Art History & Film Studies	Award: BA	Year: 2012
Department: Art History	Level: UG	MoA: FT
Duration FT: 3 years	Duration PT:	

Programme Aims: This programme aims to:

1. Develop students' enthusiasm for and knowledge and understanding of visual cultures in different periods and places
2. Ensure students' sensitivity to the diversity of approaches to the discipline.
3. Provide access to high-level research-led specialist teaching at appropriate points in the curriculum
4. Enable students to reflect upon and develop their capacity to learn independently
5. Provide preparation for employment and/or further study
6. Encourage an interest in and a commitment to interdisciplinarity
7. Offer a distinctive intellectual framework in which they can analyse Film and the wider context of Cinema

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

✓ **Programme passed validation**

[Print Programme](#)

Programme Details

Award Title: Art History and Film Studies	Code: VP331U	Status: Complete
Short Title: Art History & Film Studies	Award: BA	Year: 2012
Department: Art History	Level: UG	MoA: FT
Duration FT: 3 years	Duration PT:	

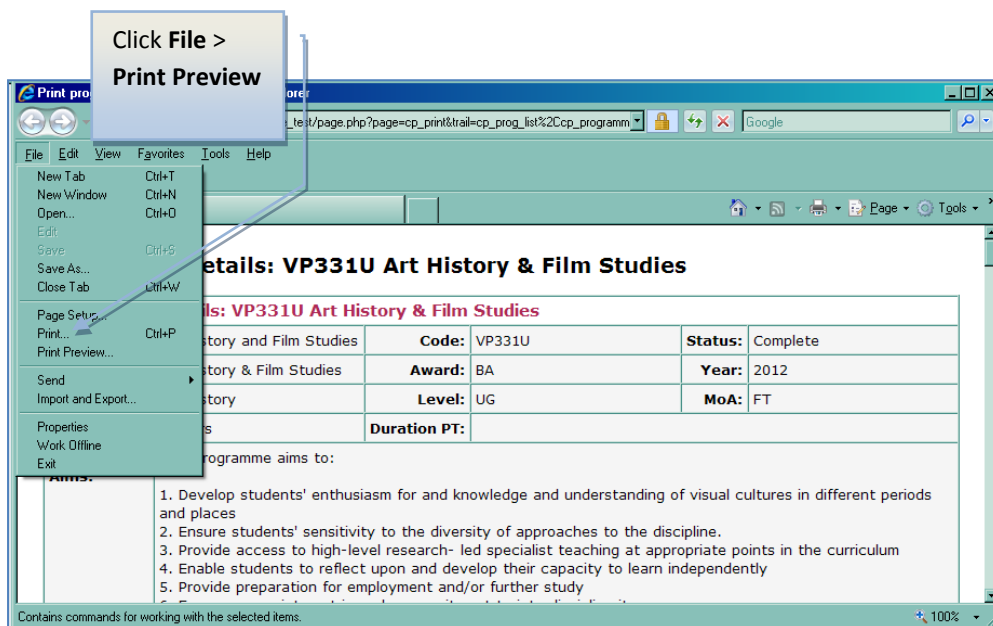
Programme Aims: This programme aims to:

1. Develop students' enthusiasm for and knowledge and understanding of visual cultures in different periods and places
2. Ensure students' sensitivity to the diversity of approaches to the discipline.

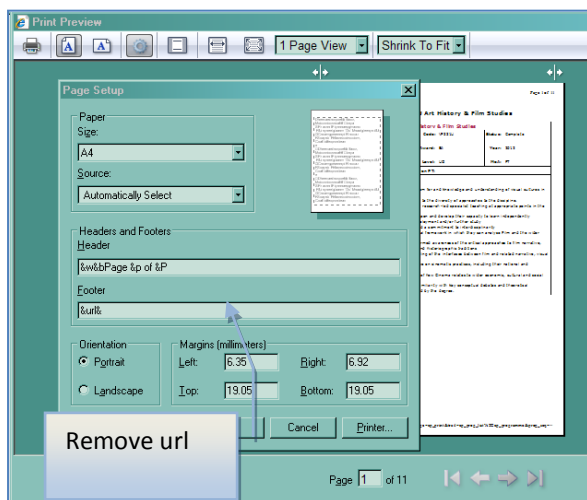
This will open a new screen which will let you print the programme information

Turning off the footer information in the Print Options

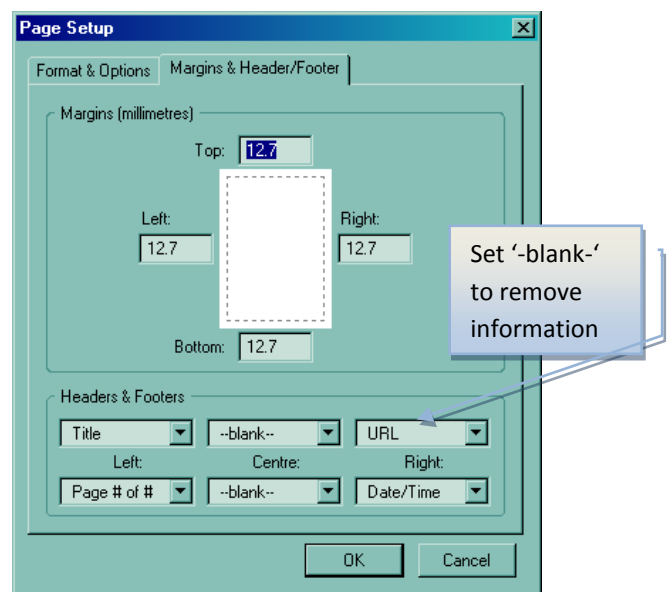
Go to the print page and click **File > Print Preview**



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.**

My Programmes: Michele Saliman New Help

Code	Title	Department	Status	Created by	Created Date	Updated by	Updated Date
TP731R	American Studies and Film	American Studies	Approved	Michele Saliman	28-Sep-2011	Sam Riordan	28-Sep-2011
VP331U	Art History & Film Studies	Art History	Complete	Michele Saliman	30-Sep-2011	Michele Saliman	30-Sep-2011
NEW25977	Art in the Modern World	Philosophy	Draft		28-Sep-2011	Michele Saliman	30-Sep-2011

Search for Programme: Search Help

Programme Code: Programme Title: Department:

Enter programme title, code or department

Click to search

Search for Programme: Re-Search Help

Results for Department=American Studies 1 result found

Code	Title	Status	Created Date	Updated by	Updated Date
TP731R	American Studies and Film	Approved	28-Sep-2011	Sam Riordan	28-Sep-2011

Click to view/update programme

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.

Programme Details Edit Help

This page was locked by A.N.Other at 03-Oct-2011 14.26.32

Award Title: Art History and Film Studies	Code: VP331U	Status: Complete
Short Title: Art History & Film Studies	Award: BA	Year: 2012
Department: Art History	Level: UG	MoA: FT

Courses

From the main 'Curriculum Planning' tab select the 'Courses' option

The screenshot shows the University of Sussex internal website. The top navigation bar includes 'Students', 'Staff', 'Schools & services', 'Sussex Direct', 'Study Direct', and 'SPLASH'. Below this is a secondary navigation bar with 'Sys', 'Admin', 'Searches', 'Research', 'Teaching', 'Library', 'Personal', and 'Help'. The 'Curriculum Planning' tab is selected, and its sub-menu is open, showing 'Programmes', 'Courses', and 'Procurement'. The 'Courses' option is highlighted. The user is logged in as Michele Saliman, with a last login of 30/09/11 09:50.

Creating a New Course

My Courses Page

The screenshot shows the 'My Courses' page for Michele Saliman. It features a table of courses, a search section, and a keyword search section. Callout boxes provide instructions for each section:

- Click to view/ update a course you have created or updated:** Points to the 'Title' column in the course table.
- Current status of course in the curriculum planning system:** Points to the 'Status' column in the course table.
- Click to create a new course:** Points to the 'New' button in the top right corner.
- Search by Course Keyword:** Points to the 'Keyword 1' input field in the 'Search for Course by Keywords' section.
- Click to search for courses by department, course code or title:** Points to the 'Search' button in the 'Search for Course' section.

Code	Title	Department	Status	Created by	Created Date	Updated by	Updated Date
V3029	African American Experience	American Studies	Approved	Vacancy	27-Sep-2011	Michele Saliman	28-Sep-2011
NEW40369	The Story of the Blues	American Studies	Complete		28-Sep-2011	Michele Saliman	30-Sep-2011

Search for Course: Search Help

Course Code: Course Title: Department:

Search for Course by Keywords: Search Help

Keyword 1: Keyword 2: Keyword 3: Keyword 4: Keyword 5:

1. Click the 'New' button to create a new course

The screenshot shows the 'Create Course' form with the following fields and values:

- Full Title:** Painting in the First World War
- Short Title:** (empty)
- Level:** Level 3 (sub-degree)
- Code:** (empty)
- Credits:** 45 Credits
- Term:** TB1
- Department:** Art History
- Status:** Draft
- Bibliography:** Has the library Talis system been updated? No
- Course Outline:** This course will cover painting in the First World War.
- Keywords:** Keyword 1, 2, 3, 4, 5 (all empty)

Callouts in the image:

- Top callout: Enter details for your new course
- Right callout: Click Save to commit changes

2. Once you have made changes, click on 'Save' to commit your changes.

Course Header Information

Programme Information	Meaning
Full Title	The full course name (Mandatory)
Short Title	Copied from the 'Full Title', but can be changed – it can be used to distinguish two similar courses
Programme Code	For a new course, the system will provide a default course code, starting with 'NEW' followed by a number (Mandatory)
Credits	Course Credits
Department	The course 'owning' department
Level	The level of the course (Level 3 – Level 8)
Term	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)
Bibliography	Question to ask whether Talis Aspire has been updated with the course reading list. If this hasn't happened an explanation should be given
Course Outline	Course outline text
Keywords	Up to 5 course keywords may be supplied. These should be relevant to 20% or more of the course content

Course Learning Outcomes

[Print Course](#) [Verify Course](#)

Edit Course Details [Created] Cancel Save Help

*Full Title: *Code: Status: Draft

*Short Title: Credits: Department:

Level: Term:

Bibliography: Has the library Talis system been updated? If not please give the reason:

Course Outline:

Please note: keywords must be relevant to 20% or more of the course content

Keyword 1: Keyword 2: Keyword 3:

Keyword 4: Keyword 5:

Learning Outcomes Add Help

Level 5 course - the following are examples of the language appropriate for learning outcomes at this level: Critical understanding of well established principles, ability to apply underlying concepts outside the context in which they were first studied, evaluate critically the appropriateness of different approaches to problem-solving, understand limits of knowledge and how this influences analyses

Learning Outcome (maximum of 6)	Linked to Assessment?
No records found	

Number of maximum learning outcomes

Click to 'Add' course learning outcomes.

- 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.

Add to Learning Outcomes [1 record created] Cancel Save + Add Save Help

Level 5 course - the following are examples of the language appropriate for learning outcomes at this level: Critical understanding of well established principles, ability to apply underlying concepts outside the context in which they were first studied, evaluate critically the appropriateness of different approaches to problem-solving, understand limits of knowledge and how this influences analyses

*Learning Outcome (maximum of 6)	Linked to Assessment?
<input type="text" value="Understand painting styles"/>	✗
Understand the historical significance of the Great War	✗
Be able to research thoroughly	✗

Click to Add assessments

Assessments Add Help

Mode	Term	Week	Weighting	CWK	Learning Outcomes
No records found					

Click from the list to select assessment type

Select the term (TB1 or TB2) and the week or the assessment block

Specify the weighting

Link the assessment to one or more course learning outcomes

Add to Assessments					
Mode	Term	Week	Weighting	CWK	Learning Outcomes
-- Select --	TB1	1			<input type="checkbox"/> Understand the historical significance of the Great War <input type="checkbox"/> Be able to research thoroughly

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%**

Click to add coursework sub-assessments

Assessments [4 records updated]					
Mode	Term	Week	Weighting	CWK	Learning Outcomes
Coursework	TB1	12	50%	0	<ul style="list-style-type: none"> Understand the historical significance of the Great War Be able to research thoroughly
Unseen Examination	AB1		50%		<ul style="list-style-type: none"> Understand the historical significance of the Great War
Total:			100%		

Back to top ▲

Coursework Assessments			
Type	Term	Week	Weighting
No records found			

Add to Coursework Assessments [1 record created]			
Type	Term	Week	Weighting
Essay	TB1	12	40
Presentation	TB1	5	50
Essay Plan	TB1	9	10
Total:			60%

Course Teaching Method

Click **Add** to specify the teaching methods (i.e. how the course will be taught)

Teaching Methods			
Total study time: 300 hours			
Scheduled learning: 0 hours			
Independent learning: 300 hours			
Term	Method	Week Pattern	Scheduled Hours
No records found			

Add to Teaching Methods [1 record created]			
Please EITHER enter the teaching hours in the Week Pattern field as a breakdown of teaching over the term, OR in the Scheduled Hours field as a total amount. Please note that any information entered in the Week Pattern section will overwrite information entered in the Scheduled Hours field.			
Term	Method	Week Pattern	OR Scheduled Hours
TB1	Tutorial	0 0 0 0 0 0 0 0 0 0 0 0	60 hours
TB1	Lecture	2 2 2 2 2 2 2 2 2 2 2 2	24 hours
TB1	Workshop	0 0 0 1 0 0 0 1 0 0 0 0	2 hours

Select the term

Select teaching group type

Either specify the week pattern or the total number of hours, **but not both!**

Click **Save** to commit your changes

- Course Teaching Methods specify how the course will be taught. Click on the **'Add'** button on the **'Teaching Methods'** table to enter this information.
- 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 be entered in the week pattern section.
- 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.**

Course Pre-requisites

Click on the **Add** button to add course pre-requisites

Prerequisites		
Course Title	Code	Department
No records found		

Add

Add to Prerequisites [1 record created]

Course Title	Code	Department
Art of the Modern Era (V4002)		
War and Empire	916V1	History

Cancel Save+Add Save Help

Type part of the course name to select the course

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**

Updating an Existing Course

Search for a course by department, course code or title

My Courses: Michele Saliman							
Code	Title	Department	Status	Created by	Created Date	Updated by	Updated Date
V3029	African American Experience	American Studies	Approved	Vacancy	27-Sep-2011	Michele Saliman	28-Sep-2011
NEW40371	Painting in the Great War	Art History	Draft	Michele Saliman	30-Sep-2011		
NEW40369	The Story of the Blues	American Studies	Complete	Jarod Roll	28-Sep-2011	Michele Saliman	30-Sep-2011

Search for Course:

Course Code	Course Title	Department

Search Help

Search for Course:

Results for Department=Art History 54 results found

Code	Title	Status	Created by	Created Date	Updated by	Updated Date
847V4	Art History Research Seminar	Draft	System	27-Sep-2011		
846V4	Art History Research Skills and Methods	Draft	System	27-Sep-2011		
848V4B	Art and its Objects	Draft	System	27-Sep-2011		
848V4A	Art and its Objects	Draft	System	27-Sep-2011		

Click on a course to edit

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.

Click to **Verify Course**

[Print Course](#) [Verify Course](#)

Course Details [Updated] Edit Help

Full Title: Painting in the Great War	Code: NEW40371	Status: Draft
Short Title: Painting in the Great War	Credits:	Department: Art History
Level: Level 5	Term: TB1	

Bibliography: *Has the library Talis system been updated? No If not please give the reason:*

Course Outline: This course will explore the subject of painting in the Great War.

Please note: keywords must be relevant to 20% or more of the course content

Keyword 2: **Keyword 3:**

Keyword 5:

Verification Errors

Course Details

- You must enter a value for Credits
- You must provide a reason for not updating the library Talis system

Assessments

- Total weighting does not add up to 100%

Teaching Methods

- Total scheduled hours (86) exceeds total study time (0) for course

Course Details Edit Help

Full Title: Painting in the Great War	Code: NEW40371	Status: Draft
Short Title: Painting in the Great War	Credits: Error: You must enter a value for Credits	Department: Art History
Level: Level 5	Term: TB1	

Bibliography: Has the library Talis system been updated? No If not please give the reason:
Error: You must provide a reason for not updating the library Talis system

Course Outline: This course will explore the subject of painting in the Great War.

Errors also highlighted on the page and an explanation given

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

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

Printing the Course Details

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

The image shows a user interface with a 'Print Course' button and a 'Verify Course' button. A large orange arrow points from the 'Print Course' button to a screenshot of a printed page. The printed page displays the following course details:

Course Details: NEW40371 Painting in the Great War			
Course Details: NEW40371 Painting in the Great War			
Full Title:	Painting in the Great War	Code:	NEW40371
Short Title:	Painting in the Great War	Credits:	
Level:	Level 5	Department:	Art History
Bibliography:	<i>Has the library Talis system been updated? No If not please give the reason:</i>		
Course Outline:	This course will explore the subject of painting in the Great War.		
<i>Please note: keywords must be relevant to 20% or more of the course content</i>			
Keyword 1:		Keyword 2:	
Keyword 3:		Keyword 4:	
Keyword 5:		Keyword 6:	

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

Search for Course by Keywords Search [Help](#)

Keyword 1	Keyword 2	Keyword 3	Keyword 4	Keyword 5
Civil Rights				

Search for Course by Keywords Re-Search [Help](#)

Results for *Keyword 1=Civil Rights* 1 result found

Code	Title	Status	Keyword 1	Keyword 2	Keyword 3	Keyword 4	Keyword 5
V3029	African American Experience	Approved	Colonialisation	African American	Civil Rights		