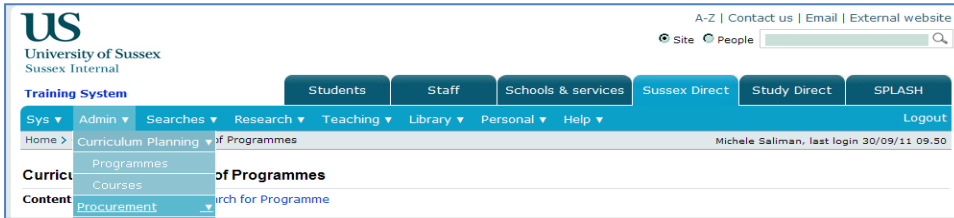


Sussex Direct: Curriculum Planning System – Getting Started

Accessing the System



Called from the **Admin** tab > **Curriculum Planning**

Programmes – Creating and Updating

It is possible to create a new programme or copy and existing one.

View/ update the existing programmes you have created or updated

View the current status of the programme

Create a **New** programme

Programme Code	Programme 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 Riord	28-Sep-2011
VP331U	Art History & Film Studies	Art History	Complete	Michele Saliman	30-Sep-2011	Michele S	30-Sep-2011
NEW25977	Art in the Modern World	Philosophy	Draft		28-Sep-2011	Michele S	30-Sep-2011

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

Click 'Save' to commit changes

Enter details for your new programme

*Award Title: Code: Status: Draft
 Short Title: Award: -- Select -- Year: 2012
 Department: Level: MoA:
 Duration FT: -- Select -- Duration PT: -- Select --
 Programme Aims:

Select programme:

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

Programme Details: Learning Outcomes and Courses

Learning Outcomes

Learning Outcomes		Add	Help	
Learning Outcome				Linked to Course?
No records found				

Click to add a course to a programme

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.						✗

Enter learning outcome

Save and add another line

Save

Adding Courses

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

Add to Courses							Cancel	Save + Add	Save	Help	
Course	Code	Status	Core?	FT Yr	PT Yr	Learning Outcome					
Period:			<input type="checkbox"/>	1		<input checked="" type="checkbox"/> A broad and comparative knowledge and understanding of more than one ... <input checked="" type="checkbox"/> Skills of visual literacy and the ability to relate unfamiliar artef ... <input type="checkbox"/> An understanding of the material nature of artefacts					
Period: Art and Society:Art after 1945 (V4134) Period: From Picasso to Bacon (V4118B) Period: Palaces, Churches, Piazzas (V3014B) Period: Selling Yourself (V4130) Period: Statues to Saints (V4014) Period: Victorian Art (V4013B)											

Type part of the course name

Tick if this course is a **Core** course

Specify which year the course is being taught in for part-time and/or full-time students

Link the course to one or more Programme Learning Outcomes

Verifying and Printing your Programme/ Course

The 'Verify Programme' and 'Verify Course' button will check that the data is complete and not inconsistent. Any error messages will be shown on the screen. You will be able to print out your programme and the attached courses by clicking the 'Print Programme' button or print out your course by clicking the 'Print Course' button.

Print Programme		Verify Programme	
Programme Details [Updated]			
Award Title: Art History and Film Studies	Code: VP331U	Status: Draft	
Short Title: Art History & Film Studies	Award:	Year: 2012	

Courses: Creating and Updating

Click to view/ update a course you have created or updated

Current status of course in the curriculum planning system

Click to create a new course

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

Search for Course:

Course Code: Course Title: Department:

Search for Course by Keywords

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

Search by Course Keyword(s)

Click to search for courses by department, course code or title

Enter details for your new course

Click Save to commit changes

Full Title: Code: Status: Draft

Short Title: Credits: 45 Credits Department: Art History

Level: Level 3 (sub-degree) Term: TB1

Bibliography: Has the library Talis system been updated? No

Course Outline: This course will cover painting in the First World War.

Keyword 1: Keyword 2: Keyword 3:

Keyword 4: Keyword 5:

The system will create a new course code when you save.

Course Details: Learning Outcomes, Assessments, Teaching Methods and Pre-requisites

Course Learning Outcomes

Add course learning outcome

Save course learning outcome

Learning Outcomes

Learning Outcome (maximum of 8)

No records found

Add to Learning Outcomes [1 record created]

*Learning Outcome (maximum of 8)	Linked to Assessment?
Ability to present	X
Ability to research	X

You can create course learning outcomes up to the maximum number specified.

Assessments and Coursework Sub-Assessments

Link to course learning outcomes

Add assessments

Mode	Term	Week	Weighting	CWK	Learning Outcomes
Coursework	TB1	12	50%	0	<ul style="list-style-type: none"> Ability to research Ability to present
Unseen Examination	AB1		50%		<ul style="list-style-type: none"> Ability to research
Total:			100%		

Back to top ▲

Add to Coursework Assessments

Cancel Save+Add Save Help

Type	Term	Week	Weighting
Essay	TB1	6	50

Back to top ▲

Add coursework sub-assessments

If you have specified 'Coursework' in your assessments, you will need to enter coursework sub-assessments below.

Course Teaching Methods

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

Add

Total study time: 300 hours
Scheduled learning: 0 hours
Independent learning: 300 hours

Term	Method	Week Pattern	Scheduled Hours
No records found			

Cancel Save+Add Save Help

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 0	60 hours
<i>Please enter either a week pattern or the number of scheduled hours BUT NOT BOTH</i>			
TB1	Lecture	2 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 0	2 hours

Select the term

Select teaching group type

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

Either the 'Week Patter' or the 'Scheduled Hours' can be entered, but not both.

Course Pre-requisites

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

Add Help

Course Title	Code	Department
No records found		

Cancel Save+Add Save Help

Add to Prerequisites [1 record created]

Course Title	Code	Department
Art of the Modern Era (V4002)		
<i>Enter at least the first 3 characters of a course title or code and what you are looking for appears. You must type the course title manually.</i>		
War and Empire	916V1	History

Type part of the course name to select the course

Up to 4 course pre-requisites can be added.