Curriculum Planning

Quick Guide

Using MyStudentRecord to:

- Create a new module
- Edit an existing module
- Resurrect an old module
- Delete a module
- Lock modules ready for deployment

November 2018
## Version History

<table>
<thead>
<tr>
<th>Version 0.1</th>
<th>Full name</th>
<th>Team/Department</th>
<th>Changes/Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Claire Hopkins-Weatherhead</td>
<td>Student Records</td>
<td>First full version updated for 2017 training</td>
</tr>
<tr>
<td>2.0</td>
<td>Sarah Al-Sayed</td>
<td>Student Records</td>
<td>Updated for 2018 training – deployment for two academic years; existing data from CT. Screenshots updated.</td>
</tr>
</tbody>
</table>
# Curriculum Planning

Curriculum Change Process ................................................................. 4
Curriculum Change Website ............................................................... 4
A Brief Overview of the Curriculum Change Process ................................ 5
What is Curriculum Planning? ............................................................. 6
Module Planning Procedure ................................................................. 6
University’s Use of Module Data .......................................................... 6
Module Structure on the Student Record System .................................... 7
Module Planning via MyStudentRecord ............................................... 7
Planning instances .............................................................................. 7
Create New Modules ........................................................................... 9
Module Coding Structure ..................................................................... 10
Plan Module Assessment .................................................................... 12
Breakdown of study duration .............................................................. 14
Editing Teaching and Learning Text ...................................................... 15
Edit Existing Modules ......................................................................... 16
Edit Module Availability or Module Assessment ..................................... 18
Resurrect Old Modules ......................................................................... 19
Deleting Modules ................................................................................ 21
Locking Modules ................................................................................ 21
Unlock a module ............................................................................... 23
Contacts for Help .............................................................................. 24
Curriculum Planning

**Curriculum Change Process**
The Curriculum Change process sets out the shape and structure of our students’ learning and assessment for the next academic year and also provides information and data which drives all other major student-facing processes.

The changes that are made to programme structures and individual modules will come from:

- Module evaluation
- Student feedback e.g. via Student Staff Committees
- External examiners reports
- Annual Development review (ADR)

**Curriculum Change Website**
The Curriculum Change website contains more information on the overall process, deadlines for completion and guidance.

https://www2.le.ac.uk/offices/sas2/courses/curriculum-change-process-for-2019-20
A Brief Overview of the Curriculum Change Process

Quality Office prepare Programmes Specifications

Student Records set up 2019/0 & 2020/1 module data in SITS

Departments amend programme specifications via OneDrive
Departments amend module information via MyStudentRecord

QO review change requests and prepare documentation for submission to College Learning and Teaching Committees

Minor changes approved

CLTC review and approves, or refers for reconsideration

Approved changes to modules deployed to live

Diet writing
What is Curriculum Planning?
Curriculum Planning is the process of creating curriculum data (modules, assessment patterns, availability, occurrences) in SITS to support Curriculum Change.

Module Planning Procedure
Module planning usually takes place November - December each year for all undergraduate, taught postgraduate and distance-learning modules.

University’s Use of Module Data
Module data is used by the University for a wide range of purposes. Its most immediate use is module registration and the teaching timetable.

In turn this feeds into other processes.
Module Structure on the Student Record System

Modules are made up of a number of records on SITS representing each time a module is available to be studied; this can include different periods in the year or variations in teaching or assessment (occurrence). The list of modules you view in Module Planning will include all such availabilities for the academic year.

Module Planning via MyStudentRecord

All amendments to module data in Module Planning are made to planning records (copies of live records). These planning records only become live once they have been ‘deployed’. Modules will only be ‘deployed’ once all necessary approval from Change Committees has been given.

Planning instances

Planning instances hold the module planning records. A planning instance is a combination of the Academic Year module data is copied from; Department; Course Group (only where applicable as this subset is not used by all departments) and the Academic Year the module data is planned for.

This combination determines how planning instances are coded:

18CH2019/0

Academic Year Copied From Department Planned Academic Year

19MNUG2019/0

Academic Year Copied From Department Course Group Planned Academic Year
### Curriculum Planning

<table>
<thead>
<tr>
<th>Planning Instance</th>
<th>Year Copied From</th>
<th>Year Deployed To</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>18XX2019/0</td>
<td>2018/9</td>
<td>2019/0</td>
<td>Modules to be rolled forward to 2019/0 where modules do not already exist for 2019/0 following curriculum transformation.</td>
</tr>
<tr>
<td>18XX2020/1</td>
<td>2018/9</td>
<td>2020/1</td>
<td>Modules to be rolled forward to 2020/1 where modules do not already exist for 2020/1 following curriculum transformation.</td>
</tr>
<tr>
<td>19XX2019/0</td>
<td>2019/0</td>
<td>2019/0</td>
<td>Modules already set up in SITS for 2019/0 following curriculum transformation, amendments to be made.</td>
</tr>
<tr>
<td>19XX2020/1</td>
<td>2019/0</td>
<td>2020/1</td>
<td>Transformed modules already set up in SITS for 2019/0, but not for 2020/1. Modules to be rolled forward to 2020/1.</td>
</tr>
<tr>
<td>20XX2020/1</td>
<td>2020/1</td>
<td>2020/1</td>
<td>Modules already set up in SITS for 2020/1 following curriculum transformation, amendments to be made.</td>
</tr>
</tbody>
</table>

Planning instances pre-fixed with a ‘P’ are used to resurrect modules not currently offered, but that have been available in previous years.

- P2 – 2017/8
- P3 – 2016/7
- P4 – 2015/6
- P5 – 2014/5

As with the planning instances above, the academic year that the module data is planned for is shown in the code. There is no department code as any resurrected modules in P2, P3 etc. will be shown, not just your department.

<table>
<thead>
<tr>
<th>Planning instance</th>
<th>Year Copied From</th>
<th>Year Deployed To</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>P2-2019/0</td>
<td>2017/8</td>
<td>2019/0</td>
<td>Modules to be resurrected from 2017/8 for 2019/0</td>
</tr>
<tr>
<td>P2-2020/1</td>
<td>2017/8</td>
<td>2020/1</td>
<td>Modules to be resurrected from 2017/8 for 2020/1</td>
</tr>
<tr>
<td>P3-2019/0</td>
<td>2016/7</td>
<td>2019/0</td>
<td>Modules to be resurrected from 2016/7 for 2019/0</td>
</tr>
<tr>
<td>P3-2020/1</td>
<td>2016/7</td>
<td>2020/1</td>
<td>Modules to be resurrected from 2016/7 for 2020/1</td>
</tr>
</tbody>
</table>
Create New Modules

Once you have logged in to MyStudentRecord:

1. Select Module Planning under the Curriculum Planning heading.

   ![CURRICULUM PLANNING](image)

   Module Planning

To create a new module:

2. Select a planning instance from the dropdown box.

3. Click the button Create New Module.

4. Enter a Module Code according to the module coding structure below.

   **Note:**
   - You do **not** need to create a new module for a change in the Module Name.
   - A previously used code may **not** be reused.
Module Coding Structure
A module code is made up in the following way:

![Module Coding Structure Diagram](image)

<table>
<thead>
<tr>
<th>Department Prefix</th>
<th>Level</th>
<th>Number Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE</td>
<td>LW</td>
<td>Life Long Learning</td>
</tr>
<tr>
<td>AH</td>
<td>MA</td>
<td>Ancient History</td>
</tr>
<tr>
<td>AM</td>
<td>MB</td>
<td>American Studies</td>
</tr>
<tr>
<td>AR</td>
<td>MD</td>
<td>Archaeology</td>
</tr>
<tr>
<td>BS</td>
<td>ML</td>
<td>Biological Sciences</td>
</tr>
<tr>
<td>CH</td>
<td>MN</td>
<td>Chemistry</td>
</tr>
<tr>
<td>CO</td>
<td>MS</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CR</td>
<td>MU</td>
<td>Criminology</td>
</tr>
<tr>
<td>EC</td>
<td>MW</td>
<td>Economics</td>
</tr>
<tr>
<td>ED</td>
<td>NS</td>
<td>Education</td>
</tr>
<tr>
<td>EG</td>
<td>NT</td>
<td>Engineering</td>
</tr>
<tr>
<td>EL</td>
<td>NU</td>
<td>English Language Teaching Unit</td>
</tr>
<tr>
<td>EN</td>
<td>OP</td>
<td>English</td>
</tr>
<tr>
<td>FR</td>
<td>PA</td>
<td>French</td>
</tr>
<tr>
<td>GL</td>
<td>PH</td>
<td>Geology</td>
</tr>
<tr>
<td>GY</td>
<td>PL</td>
<td>Geography</td>
</tr>
<tr>
<td>HA</td>
<td>PS</td>
<td>History of Art</td>
</tr>
<tr>
<td>HS</td>
<td>SP</td>
<td>Historical Studies</td>
</tr>
<tr>
<td>IT</td>
<td>SY</td>
<td>Italian</td>
</tr>
<tr>
<td>LM</td>
<td>TS</td>
<td>Labour Market Studies</td>
</tr>
</tbody>
</table>

| AE | LW | Life Long Learning |
| AH | MA | Ancient History |
| AM | MB | American Studies |
| AR | MD | Archaeology |
| BS | ML | Biological Sciences |
| CH | MN | Chemistry |
| CO | MS | Computer Science |
| CR | MU | Criminology |
| EC | MW | Economics |
| ED | NS | Education |
| EG | NT | Engineering |
| EL | NU | English Language Teaching Unit |
| EN | OP | English |
| FR | PA | French |
| GL | PH | Geology |
| GY | PL | Geography |
| HA | PS | History of Art |
| HS | SP | Historical Studies |
| IT | SY | Italian |
| LM | TS | Labour Market Studies |
Level

0  Foundation
1  Undergraduate Level 1
2  Undergraduate Level 2
3  Undergraduate Level 3
4  Undergraduate Level 4
7  Postgraduate
8  Doctoral

Number Range

The Module Numbering report will tell you what codes have already been used.

000-499  campus based modules
500-999  distance learning modules

5. Enter a Module Name using capitalisation (do not use upper case)

6. Enter a module type which will either be STAN or DISS. (STAN is for standard modules, and DISS indicates a dissertation module)

7. Enter an Occurrence
   - Most campus-based modules are A occurrence, but you may use E occurrences for study abroad, or a B occurrence to indicate a different assessment pattern
   - Most distance learning modules are D occurrence, or F occurrence to indicate a different assessment pattern
   - Where a module is available in a period that spans academic years, the Occurrence needs to be identified with a suffix relating to the year the module starts.

For example
A campus based Dissertation module begins in June (Semester 2 2019/0) but work is handed in during September (Semester 1 2020/1). The Occurrence would be A19.
8. Enter a Scheme, Period, Department and Credits (make sure the Level relates to the Level used in the Module Code).
   - Year is auto-populated once the module is saved based on the planned academic year in the planning instance.

9. Scroll up and click the Store button.

Plan Module Assessment

1. Select an appropriate Assessment Mark Scheme.

   (Notice the assessment pattern has already been created for you)

2. Finally you need to specify an assessment element.

3. Enter a Description for the assessment element i.e. coursework or exam

4. Enter the appropriate percentage weighting (Split/Share) for the assessment i.e. 25.
5. Leave Ass't Grp blank.
6. Click Add New to add additional elements until they total of 100% module weighting.

Notice the sequence number has been automatically generated.

7. Scroll to the top of the screen and click the Store button. The Total Share is updated with each new assessment element, but will not show 100% until it has been stored.

To specify further details about the assessment:

1. Click on the Details button in the Plan Module Assessment section.
2. Complete this page for each assessment that is included in the module, including reassessments. (read the notes below)
3. Click the Store button.
4. Click the Close button to return to the previous screen.
Note:

- The **Full Name** and **Sequence Number** have been prepopulated.
- You should enter, at a minimum, the **Assessment Type Code** and whether it is a **Final Assessment**.
- If the assessment type is **Exam** you should always populate the **Exam Duration**.
- A **Qualifying Mark** will only be required if it is different to the standard i.e. 40 for undergraduates or 50 for postgraduates.
- A **Qualifying Set** is where a student will need to pass a certain set of assessments within a module in order to pass the module overall.
- If the assessment is a reassessment instrument, **Alt Reass’t** must be set to Y.

**Breakdown of study duration**

1. If you press the Plan Module Availability **Details** button you can specify the breakdown of study duration in hours. It will auto total the module hours for you.

2. You can also add a personal tutor through **Personnel** field and search by username, surname, forename or full name. This should not be a departmental administrator or PhD student.
3. Click the Store button
4. The total module hours will now appear

**Editing Teaching and Learning Text**

When a record is stored for the first time the Plan Teaching and Learning entry boxes appear.

- Enter the information relating to the Learning and Teaching outcome for your modules, in the Description boxes

**Note:**
- DO NOT copy and paste directly from MS Word
You may find it easier to copy and paste this text from another text source. Notepad is the best application to use for doing this, as it has compatible formatting (All Programs/Accessories).

DO NOT remove the hyphen that is auto populated in Excluded Combinations as this will stop your data from being pulled through.

**Edit Existing Modules**

Editing an existing module is a fairly similar process to that when creating a new module. You can only edit one module at a time.

1. Select a Planning instance from the drop down box.
2. Click the Retrieve Plan Records button.
3. Find the module you want to edit from the list of Module Records
4. Select the module by ticking the check box next to the module
5. Click the View/Edit button

You will now see the same Module Availability, Assessment Summary and Teaching and Learning screen that you saw when creating a new module.
Edit Module Availability or Module Assessment
You might need to edit or make changes to the module you have created

1. Click the Details button next to the Plan Module Availability or Plan Module Assessments as you would have when creating a new module.
2. Click the Store button to save any changes.
3. Type any changes into Plan Module Teaching and Learning.
4. Finally click the Store button to save the changes to the module.
5. Click the Back button to return to the Curriculum Planning page.
Resurrect Old Modules

As some modules are not available every year it may be necessary to resurrect modules from previous academic years. You are automatically provided with Planning instances for the previous two academic years. However, if you need to resurrect a module from earlier years please contact the Student Records Officers in the Registry, studentrecords@le.ac.uk, who will set up additional Planning instances.

To resurrect a module:

1. Select a **P2 or P3 Resurrected Modules planning instance** from the drop down box. **P2** indicates 2 years previous and **P3** indicates 3 years previous to the year for which you will be entering planning data.

**Note:**
- If you are resurrecting a module from a P2 or P3 planning instance it will be resurrected into the respective planning instance where you will be able to see all resurrected modules not just those belonging to your own department.

2. Click the **Resurrect Old Module** button

To find the module you want to resurrect:

3. You will then be asked to enter some search criteria. Try to be as specific as possible. You can use stars (*) as wildcard character where appropriate.

4. Click the **Retrieve Details** button to retrieve a list of modules that match the criteria.
5. Select the module you wish to resurrect by ticking the check box next to the module.

6. Click the **Resurrect** button.

A confirmation message will be displayed and you will be taken back to the main **Curriculum Planning** page.

The resurrected module will now appear at the bottom of the screen displaying the Planned Academic Year.

**Note:**
- Once you have resurrected your module you will be able to see all resurrected modules not just those belonging to your department.
Deleting Modules
If there are any modules in the Planning instance that will not be running in the following academic years these will need to be deleted before the Curriculum Change Process closes.

To delete a module from the current planning instance:

1. Select the module by ticking the check box next to the module
2. Select the Delete button
   - Remember to delete all availabilities of the module that will not be offered in the next academic years.
3. After clicking Delete, a confirmation message will show at top of the screen. In order to confirm deletion of a module, repeat step 2.

Locking Modules
When you are happy with the changes to/creation of a module you should lock it prior to it being reviewed by Quality. You might also consider running the Planning Module Specification Report in Business Objects to check that you have amended module data correctly before you confirm to Registry and the Quality Office that you have completed Module Planning.

Don’t forget to lock modules in all Planning instances, including the ‘P2 & P3 Resurrected Modules’ Planning instances and any others that have been made available to you.
Curriculum Planning

To lock modules:

1. Select the **Planning instance** from the drop down box
2. Click the **Retrieve** button

3. Select the module(s) you want to lock
4. Click the **Lock** button

The status has now changed to locked.
Unlock a module
To unlock a module to make further amendments:

1. Select the module(s) you want to unlock
2. Click the Open button

It is important that all modules are LOCKED in order to go through College Learning and Teaching approval.
Contacts for Help

Module Planning Help from Student Records
Email: studentrecords@le.ac.uk

Curriculum Change Advice from the Quality Office
Email: curriculumchg@le.ac.uk

IT Help from IT Services
For technical problems with MyStudentRecord or Business Objects contact the IT Service Desk
Phone: 0116 252 2253
Email: ithelp@le.ac.uk