GUIDE TO USING THE ONLINE MODULE CATALOGUE

www.york.ac.uk/staff/teaching/programme-development/catalogue/

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1. Introduction to the Module Catalogue

Implementation of the Module Catalogue will not change process, but it will bring greater efficiency, clarity and consistency to the way we approve, maintain and present module information. The University’s Modifications Policy and further policy relating to programme design still apply. Through the Module Catalogue’s introduction it is hoped that Departments delivering combined programmes will be able to work more closely together on curriculum developments.
This guide will help members of staff to maintain module information and manage the workflow for approvals. Once approved, information within the catalogue is then published on public-facing web pages.

a. Web publish

The web publish is available at the following link:

https://www.york.ac.uk/students/studying/manage/programmes/module-catalogue

Currently the publish is not directly linked from the University web pages, and there are no references to it anywhere else on the web. Therefore students and staff will only see the pages if they are specifically given the links. Some departments may wish to link to their modules immediately, while others might wish to take additional time to review the information and make modifications. By the start of the 2016/17 academic year, the above link will be available on the student homepage and all module information in the web publish will be visible to current and prospective students.

- From the homepage you can select modules by year and department, and also use the search feature to look for modules by title or code.

- Each module has a unique, fixed URL which ends in the module code and year of study, eg: https://www.york.ac.uk/students/studying/manage/programmes/module-catalogue/module/ARC00002C/2016-17

- This means that every module has its own reference point for each year it runs. Users will have the ability to refer back through the years to modules as they were at a point in time - even if those modules have changed or been withdrawn since.

- You have the choice not to specify year of study in the URL you provide. Just using the module code will default to the module page for the current year, eg: https://www.york.ac.uk/students/studying/manage/programmes/module-catalogue/module/ARC00002C/

- Each module page contains a disclaimer that allows for changes to be made to published modules, in line with the University’s existing modifications policy (and to adhere to CMA regulations).

- Not all information in the module catalogue is included in the web publish, i.e. that deemed irrelevant to students (eg. JACS codes) or inaccurate/inconsistent in how it is presented (eg. workload delivery breakdown).

b. Future developments

- **Additional fields:** At the request of departments, we are currently working on the addition of four further free text boxes to the catalogue. These boxes will be optional, but should provide greater flexibility in how departments can use the catalogue. These boxes will be:
  - Module summary (eg. a statement for prospective students to help inform option choices)
  - Module content (eg. additional syllabus information)
Additional assessment information (eg. how formative work is embedded)
Professional requirements (eg. PSRB requirements, pre-requisite professional experience for CPD modules, etc).

- **Programme Catalogue:** At present all modules exist in the catalogue as separate, individual entities. The next stage of the project is to link all modules to the programmes in which they feature. This is a key University priority, linked to both the University Strategy and the Learning and Teaching Strategy. Work is ongoing to develop a system that manages the approval workflow for programmes, while also providing a holistic programme-level view that is informative to students and useful as a developmental and administrative tool for staff.

- **Feedback:** The Module Catalogue is a new system that has been developed to meet the needs of the University and all departments. It is appreciated that some departments have additional requirements and/or existing practices that are beyond what is currently in the Catalogue. This version of the Catalogue gives us a baseline of consistency from which to launch; we ask for co-operation from departments, and welcome feedback to the ASO and IT Services about how the system can be further improved and additional features can be built in. If you have already spoken to us about an additional requirement, it will be on the development roadmap. A ‘Provide feedback’ tab should be visible at all times while using the catalogue, at the right side of your screen. You can use this to report any errors or suggest improvements, attaching screenshots where appropriate. The project team will respond to all feedback as soon as possible.

**Who to contact:** If you have any queries about the module catalogue, or for advice on the process for approval of new modules and modifications to and withdrawals of existing modules, please contact your [Quality Support Officer](mailto:QualitySupportOfficer@university.edu) in the ASO.

### 2. Access to the Module Catalogue

**User roles**

The catalogue has a number of different roles for users which represent different levels of security access.

- **Proposer:** This is the default setting for all members of staff. Any member of staff can log in to the catalogue and propose a new module, or propose modifications to, or the withdrawal of, an existing module within their Department. All proposals are then submitted to the Chair of the Board of Studies (BoS) for approval.

- **Chair of Board of Studies:** Only the Chair of BoS can approve proposals. The Chair of BoS can not approve proposals they have submitted themselves. It is therefore recommended that Departments nominate at least one other member of staff with suitable authority within the
Department to have delegated powers to approve module proposals. When a proposal is submitted for approval, it will be sent automatically to every person in the Department with Chair of BoS access. Following the necessary consideration and departmental approval processes (ie. Board of Studies meeting), the final ‘approve’ button can be pressed only by those with the Chair BoS access level.

- **Departmental Editor**: This level of access is designed for Departmental Administrators/Managers and admin teams. It gives the user oversight of all proposals within the department; from those that are in progress, to those that have been submitted and are pending approval.

**Managing access and assigning roles**

User roles are assigned and managed by the ASO. Requests to be assigned to, or removed from, a particular user role should be sent to your *Quality Support Officer*.

**Access to modules from other departments**

Access for Chairs of Board and Studies and Departmental Editors to view/approve proposals is limited by default to modules from your ‘home’ Department (ie. if you are a member of Biology staff, you can only view proposals for Biology modules). Some colleagues may need further access to view/approve modules from across more than one Department (ie. for Chairs of BoS in PEP, Centre for Medieval Studies, Biochemistry etc). If you require access to additional departments, please contact your *Quality Support Officer*.

**3. Comments and Actions**

The catalogue is designed to manage the workflow of module proposals, from conception through to Board of Studies approval and, *where necessary*, UTC approval. Discussion of a proposal can be recorded in the catalogue to provide a clear audit trail and easy point of reference, by raising comments or actions which work in a similar way to email conversations.

***Please note that comments and actions are potentially visible to wide groups of people.***

**Comments**

A proposer can add a comment to any proposal in order to clarify a point, ask a question, or provide any extra information relevant to the approval. To add a comment, scroll to the bottom of your proposal and type in the text box. The comment will then become visible to everybody with access to view the proposal and the proposer will receive an email notification that a comment has been posted. If a Chair of BoS comments on a proposal after it has been submitted for approval, it will push the proposal back to the proposer for clarification and re-submission. Similarly if your Quality Support Officer comments on a proposal after it has been submitted to UTC, it will be pushed back to the Chair of BoS for a response. Comments can be used either to capture discussion in the same way as an email trail would work, or to record the outcomes of conversations or discussions in meetings.
Actions

To raise an action, choose ‘Raise Action’ from the list of options at the top of the proposal page:

Actions act in a similar way to comments, but once raised, an action will halt the proposal until the action has been resolved. You will be asked to specify the name of the person and provide details of what is needed. The recipient will then receive an email notification asking them to respond, details of the interaction will be recorded within the catalogue, and the action will need to be marked as ‘Resolved’ before the proposal can continue. This is particularly useful where a proposal needs the input of somebody that does not have automatic access to the proposal (for example when a module affecting a combined degree programme needs initial approval/acknowledgement from the other department). Once an action is raised against a member of staff, they will then have access to read the proposal.

4. Home Screen

When you log into the catalogue, all users will see the same home screen as above. From here you can view any in-progress proposals that are yet to be submitted or awaiting approval, or create a new proposal to introduce a new module, change an existing module or withdraw an existing module.
5. **Linked Changes**

The Linked Changes feature enables you to link a number of individual proposals that are related and submit them under one rationale. To create a linked change, select **Create a number of linked changes** from the home screen. You will be prompted to enter a title for the linked change (i.e. ‘Major modifications to Stage 2 of BA in XXXX’).

You will then need to populate the table below following the instructions on your screen:

![Linked module proposals table](image)

From there you will need to click on each entry in the table to work on the individual module proposals, in the same way as you would to modify an existing module, introduce a new module, or withdraw a module (as outlined in sections 6-8). You will also be asked to answer questions on the linked change as a whole following prompts on the screen. You can add comments on the linked change as a whole, but actions can only be raised on individual modules. You can save progress at any time and return to the proposal and complete it at a later date. When complete, press the ‘Submit proposal’ button to submit it for BoS approval.

6. **Making changes to a module**

To propose a change to an individual module, click ‘Create a modification to a module’: **Create a modification to a module** from the home page. This will prompt you to enter the title or code of the module you wish to change. You can then select the module and propose changes, raising actions and adding comments as necessary. You can save progress at any time and return to the proposal and complete it at a later date. When complete, press the ‘Submit proposal’ button to submit the modification for BoS approval.
7. **Introducing a new module**

To propose the introduction of a new module, choose ‘Introduce a new module’ from the home page. This will prompt you to enter a title for your new module. The module screen will then open, where you will need to complete all fields, raising actions and adding comments as necessary. You can save progress at any time and return to the proposal and complete it at a later date. When complete, press the ‘Submit proposal’ button to submit the module for BoS approval.

8. **Withdrawing a module**

To propose the withdrawal of a module, choose ‘Withdraw a module’ from the home page. This will prompt you to enter the title or code of the module you wish to withdraw (note that withdrawal only applies to complete withdrawal, not the suspension of a module for a year or number of years). Once you have selected the module you wish to withdraw, you will need to provide details of the withdrawal following the prompts on the screen, including a link to the updated programme specification (by saving it to Google docs or via a web link). You can raise actions and add comments as necessary, and save progress at any time and return to the proposal and complete it at a later date. When complete, press the ‘Submit’ button to submit the withdrawal for BoS approval.

9. **Approving a module**

If a proposal has been submitted for approval, those in the Department with Chair of BoS access will receive an email notification. In the catalogue, if a Chair of BoS chooses from the home screen it will bring up the full list of proposals in progress within the Department.

Once the Chair of BoS has opened the proposal that they wish to review, they will have the following options:
• Reject: will cancel the proposal and you will be required to explain the reason for it being rejected by the BoS
• Raise Action: works in the same way as outlined in Section 3 of this guidance
• Print: To print the document or to save as PDF (see section 11 below)
• Approve and refer to UTC: For major modifications that require UTC approval (see modifications policy and/or consult your Quality Support Officer).
• Approve: To approve minor modifications that do not require UTC approval, and send them directly to the Student Systems team for setup in SITS.

10. Combined and interdisciplinary programmes

When a proposal needs approval from a Combined Board, or input from another Department, you should use the Action feature to record the necessary discussions and confirm the relevant approvals (see section 3). For example if a proposal is being made to modify a module that forms part of the Natural Sciences programme, PEP, or similar, an Action should be raised on the necessary colleagues to confirm that they are aware of the impact of the changes and approve.

When the programme catalogue is launched, we envisage that it will identify where a proposed change is impacting on other programmes and automatically flag when input from other Departments is needed.

11. Trouble shooting/FAQ’s

a. How to view information or search for an individual module.

When the catalogue is published, the details of each individual module will be accessed easily on the web. At present, the only way of viewing a module in the catalogue is to search for it as you would when making a modification (section 6 of this guidance). If you choose from the home screen and enter part of a code this will bring up a list of modules in the catalogue (i.e. HIS000 will bring up all History modules).

b. Most suitable web browser

The module catalogue should support all web browsers. However if you encounter any problems with a particular browser the IT Support Office will provide assistance to resolve any issues.

c. Printing and saving to PDF
You can print module information from the catalogue (for example to include a modification proposal in papers for BoS or DTC meetings) using the Print option from the top of the proposal page:

Using the ‘Print’ button you can also save the module proposal as a document outside of the catalogue:

- If your browser is Chrome, choose ‘Print’, followed by ‘Change Destination’, followed by ‘Save as PDF’.
- If your browser is Internet Explorer, choose ‘Print’, followed by ‘File’, ‘Save as’.
- If your browser is Firefox, choose ‘Print’, followed by a right click on the page and ‘Save page as’.

d. Email addresses for notifications

For security reasons all notification emails from the module catalogue will be sent to personal York email addresses. If a different email address is needed (ie. if you prefer BoS business to be sent via a generic email address) then you will need to set up forwarding to that account.