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
Validation1	10
Locked Programmes1	10
Courses	

Course Teaching Method	15
Course Pre-requisites	16
Updating an Existing Course	16
Verifying your Course	17
Verification Issues	18
Printing the Course Details	18
Searching for a Course by Keyword	19

Accessing the System

Users who have vaccess will be able to see the Curriculum a8f6 1 24

Programmes

Creating a New Programme

From the 'Curriculum Planning' tab, select 'Programmes' to see the 'My Programmes' page.

My Programmes Page

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.

	Saved programme header.					Click 'Edit' if you need to make fu updates	
		Fd	4+ наја 🗍 —	Dimension and some time is all of the	meast assessme		
1. 19						 Log-Gates 	
k<u>ras</u> 201			History & Film Studios			·····	
<u>1946</u> 00 .				T		Art. Listo	
; to:					Programme Aims:	This programme aims	
ensitivity high-level	om for and knowledge and und to the diversity of approaches research- led specialist teachir	to the discipline. ng at appropriate points i	in the curriculum	places		 Develop students' Ensure students' s Provide access to l 	
	n na sa babata d <u>a</u> nganganan ka			n da seren en e	- provinski sovjeno Stranstvo ov Stanstvo ov	an file a la sec	
						an a	
1997 - 1997 - 1997 1997 - 1997							
						n an an Anna Anna Anna Anna Anna Anna An	
Add	Help 🖸 — Learn	ing Outcomes					
	Linked to Course?	ing Outcome					
	No rec	cords found					

- 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:

· · · · · · · · · · · · · · · · · · ·	juu jiiose		0 - Wax				LL.		Ð	
	Course	Code	Status	Core?	FT Yr	PT Yr	Learning	Dutcome		
l l	Na nacardo fai	un A								

7. Click on 'Add' from the 'Courses' table to add courses to your programme

Turning off the footer information in the Print Options

Go to the print page and click File > Print Preview

	Click File >	1				
	Print Preview					
		ows Internet Explor	er			
s <u>I</u> ools <u>H</u> el	p				I	ile <u>E</u> dit <u>V</u> iew F <u>a</u> vorite
						New Tab Ctrl+T New Window Ctrl+N
1	ź			<u> </u>	>	New window Ltit+N
					Edit	
VP3311	LATT History &	Eilm Studie	<i>د</i>		Cave Ag	atails:
		Chee Value 🐂 🖬			a construction of the second	
	<u> </u>	Page Setup		J Art History & F	ilm Studies	
	the first of the first of the				Not the second sec	
ilm studies	Award: BA		Year 2010		Send	tory_£_F
	sa an German		an the second			
I			Properties	's '	Duration PT:	
			Work Offline Exit	rogramme aims	to:	
		-	AUUS.			
Developistu id places	idents' enthusiasm for an	d knowledge <u> and u</u>	inderstanding or vis	ual cultures in differe	ant periods	1. ar
Ensure stud	lents' sensitivity to the d					2.
	angen biekalen daen <u>nors</u> Rennessen <mark>die seine</mark> State			tweeintein the ouri		- Berner, assessment Berner, assessment
Benjunja s d	Han Transfer (2000)	- TDRAc Cop				53453
he selected items						commands for working with t

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

	Page Setup		×
	Format & Options	Margins & Header/Footer	
	Margins (millimetr	es) Top: 127 Right:	
	Leit	Heladéto & Flootero	
		OK Cancel	
+ F			

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.

Courses

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

		A	a î pil Groșmanak Stock și ji ji ji ji ji
Chinersinsat Sussee	Sussex Internal		2
rches v Research v Teaching v Library v Thus <mark>Research v Bannen, #4186664440664</mark>	Personal 7 Help 7		Logout Sys v Admin v Sea
	Programmes Cumicu Courses	of Programmes	
	Content <mark> <u>Procurement</u></mark>	rch for Programme	

Creating a New Course

My Courses Page

Click to view/ update a or you have created or upo	course a contraction of the course of the co	Current status of course in the curriculum planning system	9	(Click to create a new course		
	2010/02602000000000000000000000000000000						 1 State 1
З К	eyword 4	Search Keyword 5	Help	Search for Course Keyword 1	by Keywords Keywo	ord 2	Keyword
	Search by Cours Keyword	e		Click to searc department, title		5	

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

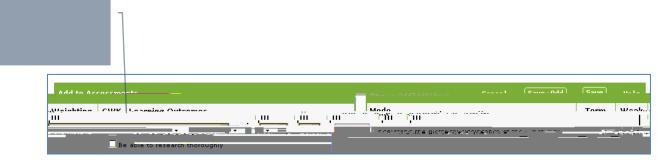
2. Once you have made changes, click on 'Save' to commit your changes.

Course Header Information

Programme Information

Course Learning Outcomes

3.



- 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%

Assessments [4 records upd	ated]					Add	Edit	Help	Ð	—
Mode	Term	Week	Weighting	CWK	Learning Outcomes					
Coursework	TB1	12	50%	0	 Understand the historical significance Be able to research thoroughly 	of the Gre	at War			
 Understand the histo 	rical significa	ance of the ·	Great War		Unseen Examination	AB	1		50%	
							٦	Fotal:	100%	
				Back to	top 🛆					
T		τ			· · · · · · · · · · · · · · · · · · ·					
•••			•••			1.00				L
Novrecords-found-										

Add to Coursework Assessments [1 record created]		Cancel Sav	ve+Add Save Help
Туре	Term	Week	Weighting
Essay	TB1 💌	12 -	40
Presentation	TB1	5	50
Essay Plan	TB1	9	10
		Total:	60%

Course Teaching Method

- 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

Course Pre-requisites

Prerequisites			Add Halp 🗍 —
Course Title	Code	Department	
No records found			
	urse Title		
	of the J		
type in a course title manually Enter		of.a. course tible or code and	
	7		
12. The system you add an	ly courses which	- IC-	ourse you
are creating ating			
13. Click on the dd' button on th	he 'Prereqy	s ta	eS.
14. Type paththe course name		īt'	will give you a list of
relevan urses.			
15. Select a urse and click the 'S		mit your c	hanges.
16. Up to 4 course pre-requisites	riay be a sed		

Updating an Existing Cours

My Courses: Michele Saliman					Neu	Help 💭	—
Safa and Title	<u>her nitruget</u>		Susseal by A			Halabe	
Con 2011 Michala Saliman.		Africa a Americ	an Experience	<u>Amariaze Studi</u> ç ∎I	Ser Approved 14	262200	
story Droff, Mich Papers	<u>. eon</u> 3014-	the state of the	• - · · · · · · · · · · · · · · · · · ·		Bainting in the Gre	at W iRhin Huw	
e Brand Store State St	والمعدية في الم	ter yr Brey ei Sogloer yn.		an Asar an Asar an Arainn	1	A. A. P. M. S. M.	te ss e Li
				Search	Help Search	for Course:	
itle			Department		Course		ourse
			Department		•		ourse
			1				
					<u></u>		
			fou Dooouteout dut	1 Kedemi			
Tit			for Department=Art Created Date		Lindated Date	Code	
History Research Seminar	Draft	System		opulled by	opulled bute	847V4	
						04224	
0		848V4B	Art and its Ohie	ects		Draft	
		2.001.00					

- 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.e 3(you)-S(o)-2(u)w(h)ev2(,0()6((b)-4(el)()f(o)-2(ssre2()-3t)-4(o)h4(e)8()

- 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

te.		_	Para Bre, The Carr
ails		Edit	Help 🗍 🗕 Course Deta
Painting in the Great War	Code: NEW40371	Status: Draft	Full Title:
Deleting in the Great War		Donartmont: Art Lictory	Chart Titler
	Print course		🟠 🔹 🔊 🚽 🖶 🔹 🔂 Page 🔹 🚫 Tools 🔹 🂙
			A
		in an	
2: w/a		Course:De	tails: NEW40371 Painting in the Great
	0371Status_Draft	Eull Title;	
si	ort Title: Painting in the Great War	Credits: Dep	partment: Art History
	vel: Level 5	Term:_TB1	
	······································		
2.47.44 2.47.44	metti usan in		a an
440	rd ?:Kovword 3	: <u></u>	Kevword 1; Ke
	Keyword 5:		Keyword 4:
		🕒 Internet 🔍 🕄 100%	

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

See <u>Turning off the footer information in the Print Options</u> to remove the url from the footer of the printed version