



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
Validation	10
Locked Programmes.....	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 access will be able to see the Curriculum **8f6 1 27**

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 further updates

Course Title: Art History & Film Studies
Level: UC
Mode: FT
Department: Art & Design

to:

enthusiasm for and knowledge and understanding of visual cultures in different periods and places

sensitivity to the diversity of approaches to the discipline.

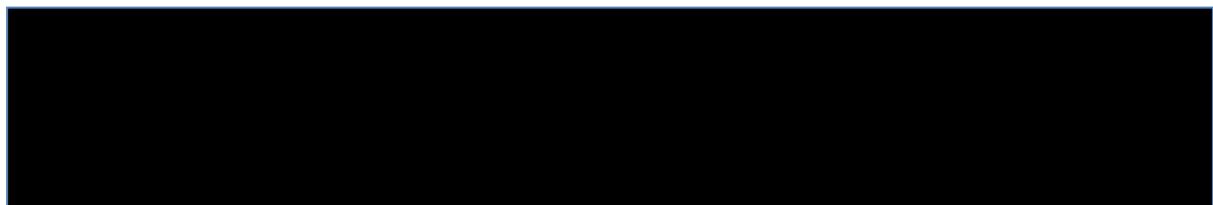
high-level research-led specialist teaching at appropriate points in the curriculum

Programme Aims: This programme aims

1. Develop students'
2. Ensure students' s
3. Provide access to l

Add
Help

Learning Outcomes	
Learning Outcome	
No records 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:

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

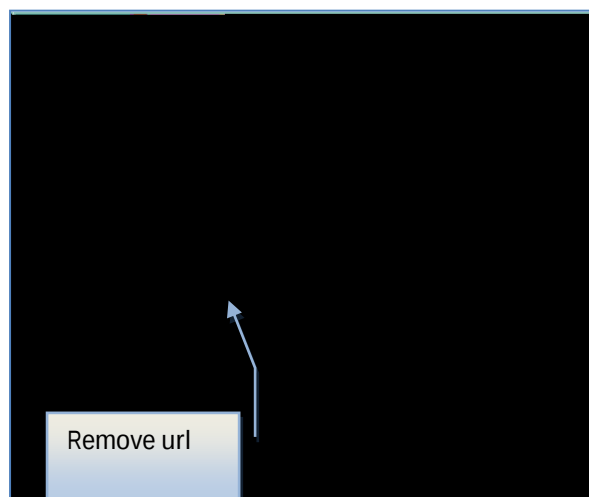
7. Click on '**Add**' from the '**Courses**' table to add courses to your programme

Turning off the footer information in the Print Options

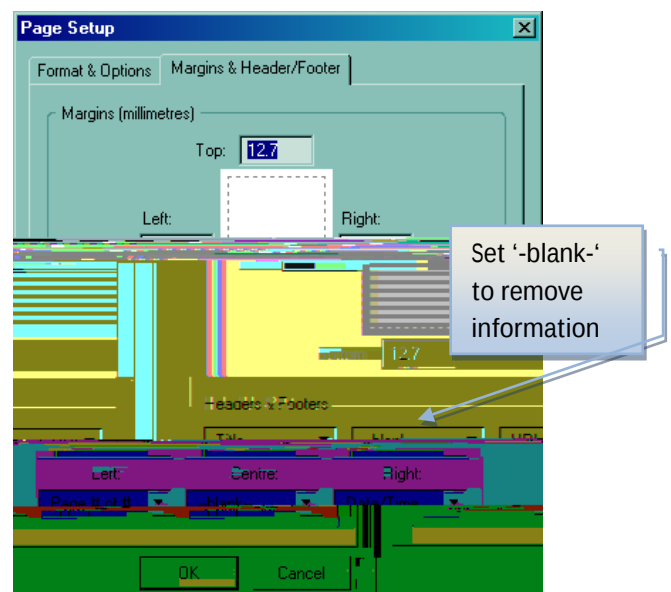
Go to the print page and click **File > Print Preview**



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



Internet Explorer



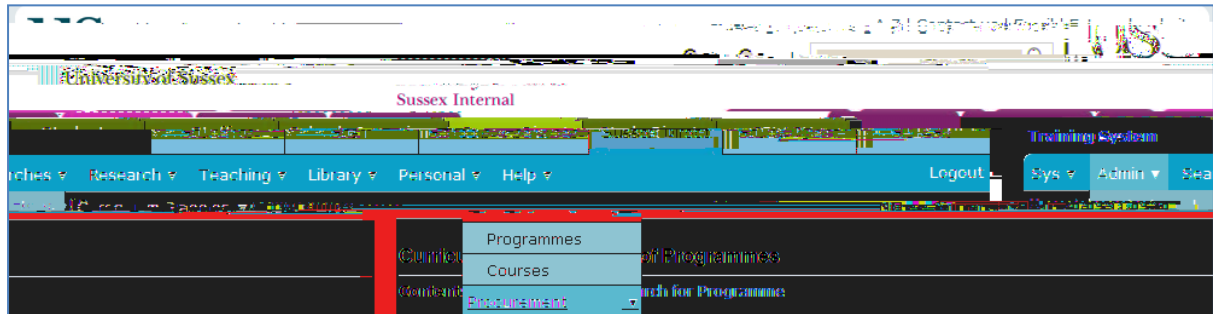
Firefox

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.**

Courses

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



Creating a New Course

My Courses Page

A screenshot of the 'My Courses' page for Michele Saliman. The page shows a table of courses with columns for 'Course Code', 'Course Title', 'Department', and 'Course'. Annotations with arrows point to various elements: 'Click to view/ update a course you have created or updated' points to a course row; 'Current status of course in the curriculum planning system' points to a status icon; 'Click to create a new course' points to the 'New' button; 'Search by Course Keyword' points to the 'Keyword 3' field; and 'Click to search for courses by department, course code or title' points to the 'Search for Course by Keywords' section.

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

Search by Course Keyword

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

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 updated]						Add	Edit	Help	
Mode	Term	Week	Weighting	CWK	Learning Outcomes				
Coursework	TB1	12	50%	0	- Understand the historical significance of the Great War - Be able to research thoroughly				
					Understand the historical significance of the Great War	Unseen Examination	AB1		50%
									Total: 100%
Back to top									

No records found.

Add to Coursework Assessments [1 record created]				Cancel	Save + Add	Save	Help
Type	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**

Prerequisites			Add	Help		—
Course Title	Code	Department				
No records found						



- ## Updating an Existing Course

My Courses: Michele Saliman

New Help

Search Help

Search for Course:

Title

Department

Course Code

Course Name

[illegible]

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()

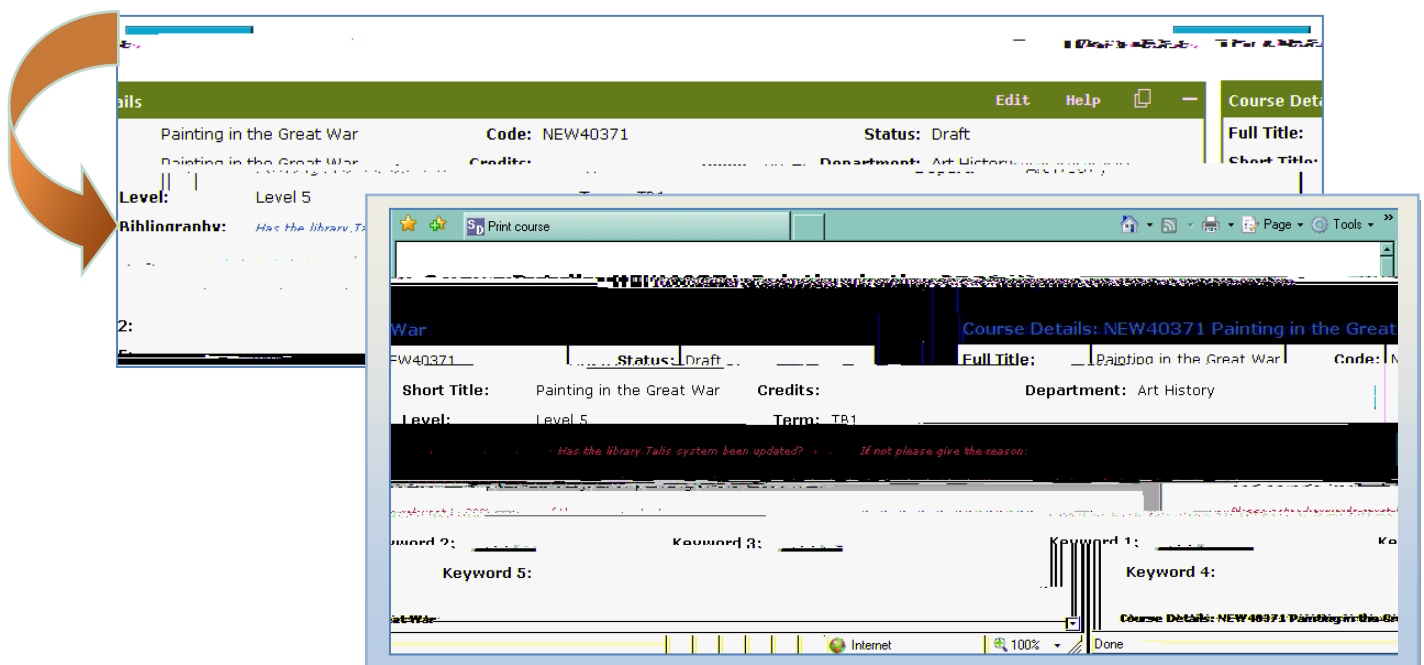
2. Once all the errors have been corrected, click on the **Verify** button. This will present a message to say that the course has passed verification.
3. The status will then change from **DRAFT** to **VERIFIED**.

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



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

