

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 a8f6 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:	Module:	Department:

Programme Aims: This programme aims to:

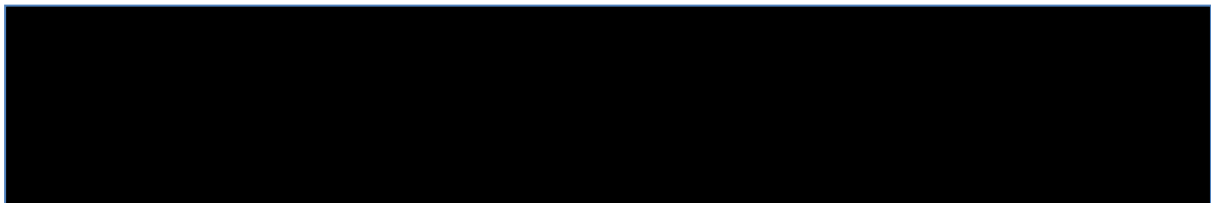
- enthusiasm for and knowledge and understanding of visual cultures in different periods and places
- sensitivity to the diversity of approaches to the discipline.
- high-level research-led specialist teaching at appropriate points in the curriculum

- Develop students'
- Ensure students' s
- Provide access to

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

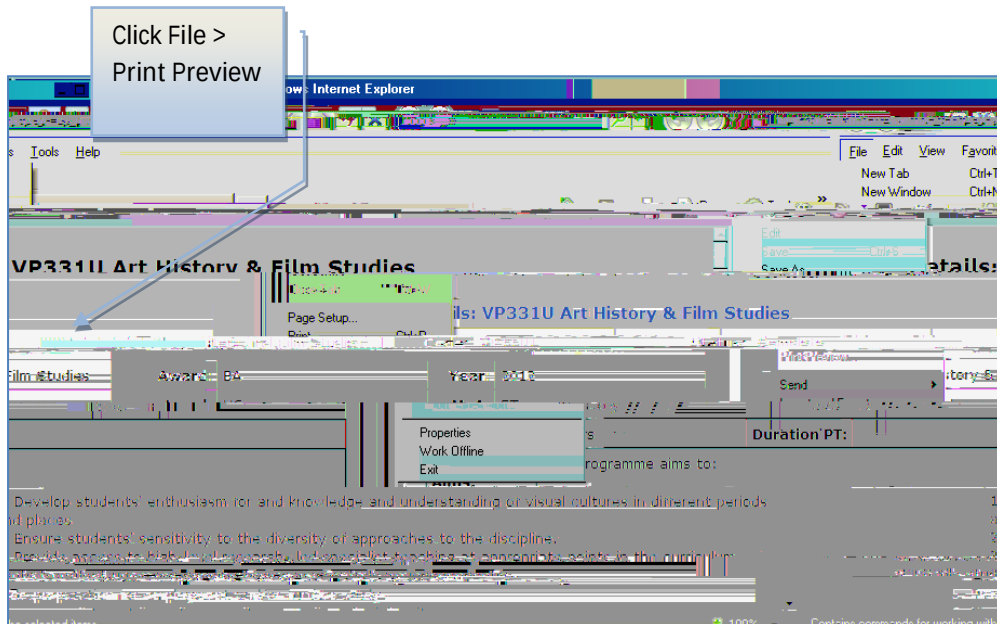
You will also need to record which courses are taught on the programme:

Course	Code	Status	Core?	FT Yr	PT Yr	Learning Outcome
Biology Fundamentals						

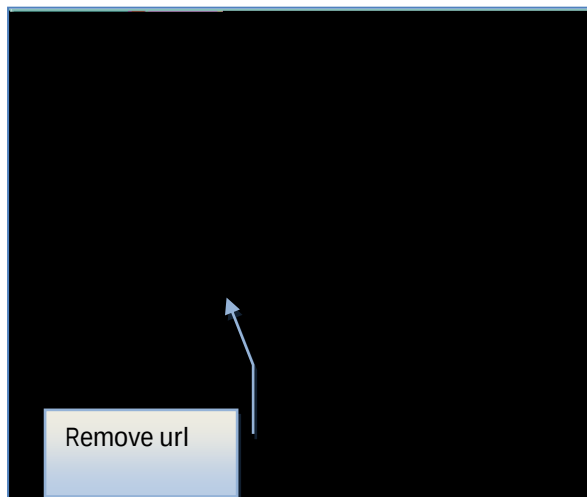
7. Click on 'Add' from the 'Courses' table to add courses to your programme

Turning off the footer information in the Print Options

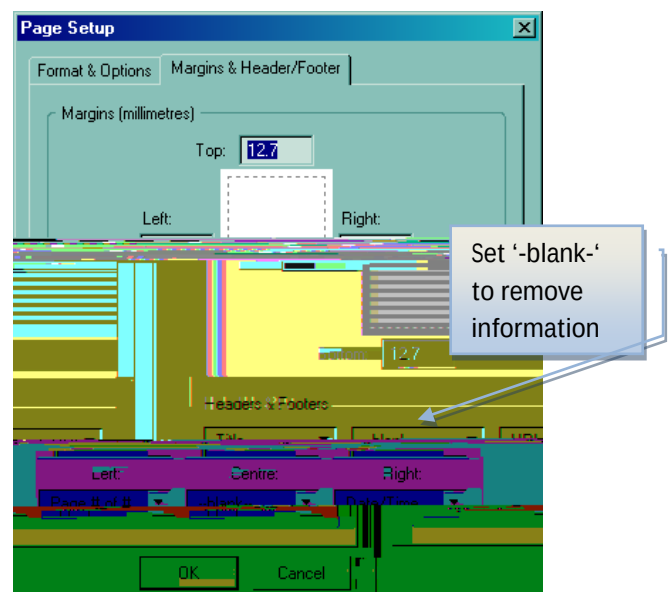
Go to the print page and click File > Print Preview



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



Internet Explorer



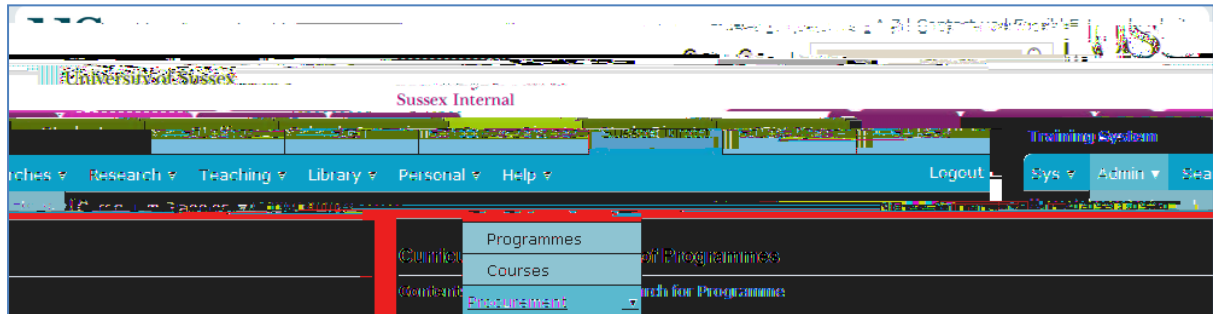
Firefox

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 Department, Course Code, and Course Title. A 'New' button is visible in the top right corner. Below the table, there are search filters for Department, Course Code, and Course Title. At the bottom, there is a section for 'Search for Course by Keywords' with five input fields labeled 'Keyword 1' through 'Keyword 5'. 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 the 'New' button; 'Click to create a new course' points to the 'New' button; 'Search by Course Keyword' points to the 'Keyword 1' field; and 'Click to search for courses by department, course code or title' points to the search filters.

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

Print Course Verify Course

Edit Course Details [Created] Cancel Save Help

*Full Title: *Code: Status:

Credits: *Description: *Short Title:

Bibliography:

Course Outcomes:

Keyword 3: Keyword 1: Keyword 2:

Keyword 4: Keyword 5:

Add Help

Learning Outcomes

Linked to Learning Outcome (maximum of 6)

- There will be a maximum number of course learning outcomes that can be entered against the course. The number will depend on the course credits attached to the course.

Add to Learning Outcomes [1 record created] Cancel Save + Add Save Help

Level 5 course - the following are examples of the language appropriate for learning outcomes at this level: **Critical understanding of well established principles, ability to apply underlying concepts outside the context in which they were first studied, evaluate critically the appropriateness of different approaches to problem-solving, understand limits of knowledge and how this influences analyses**

*Learning Outcome (maximum of 6) Linked to Assessment?

Adding Assessments to Courses

Assessments Add Help

Mode	Term	Week	Weighting	CWK	Learning Outcomes
No records found					

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 ▲										

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:				

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	Help	
Course Title	Code	Department			
No records found					

Department

Course Title

Art of the

Enter the first few characters of a course title or code, and

- The system will allow you add any courses which are pre-requisites for the course you are creating.
- Click on the 'Add' button on the 'Prerequisites' tab.
- Type part of the course name in the 'Course Title' field. This will give you a list of relevant courses.
- Select a course and click the 'Save' button to submit your changes.
- Up to 4 course pre-requisites may be added.

Updating an Existing Course

My Courses: Michele Saliman

New Help

Code	Title	Department	Status	Created by	Created Date	Updated by	Updated Date
7-Sep-2011	Michele Saliman	20-Sep-2011	NEWAN29	African American Experience	American Studies	Approved	Macan...
story	Draft	Miche...	20-Sep-2011	NEWAN371	Painting in the Great War	Act H	
The Story	4-Sep-2011	20-Sep-2011	NEWAN371	Painting in the Great War	Act H		

Search Help

Search for Course:

Course Code

Course Title

54 results found. Results for Department=Art History							
Title	Status	Created by	Created Date	Updated by	Updated Date	Code	
History Research Seminar	Draft	System	27-Sep-2011			847V4	
Art History Research Seminar	Draft	System	27-Sep-2011			848V4B	
Art and its Objects	Draft	System	27-Sep-2011			849V4A	

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()

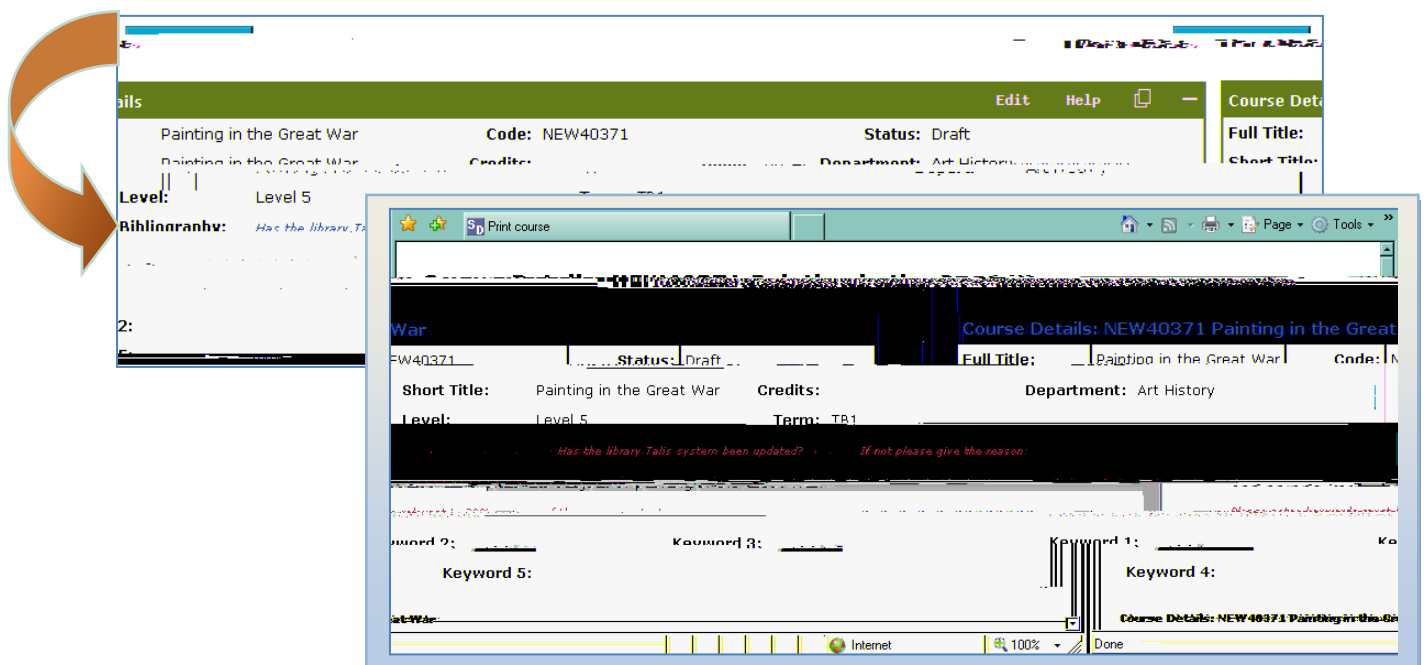
2. Once all the errors have been corrected, click on the Verify button. This will present a message to say that the course has passed verification.
3. The status will then change from DRAFT to VERIFIED.

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

