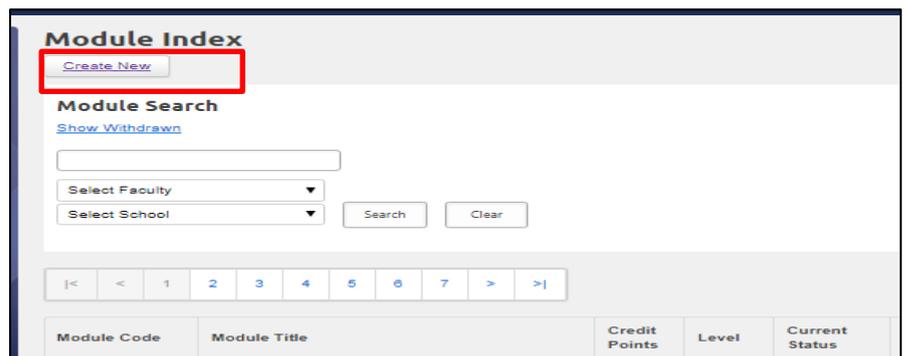


This guidance should be used alongside the Programme Approval, Management and Review (PAMR) Handbook, available on the Academic Office website at https://www.ulster.ac.uk/_data/assets/pdf_file/0004/307822/PAMR-Handbook.pdf

To create a new module, select **Modules** from the blue index on the left hand side of the home screen. This will take you to the **Module Index** screen below.



Select **Create New** at the top of the index screen. This will take you to the **New Module** screen with tabbed sections which are used to generate the module description.

New Module

Summary
Instances
Narratives
Learning Outcomes
Hours
Assessment
Prerequisites

Corequisites
Reading List

Effective From ⓘ

The 'Effective From' date has defaulted to today. Please select the date when this version will be first taught.

Title *

Level

Credit Points

Academic Subject *

Faculty *

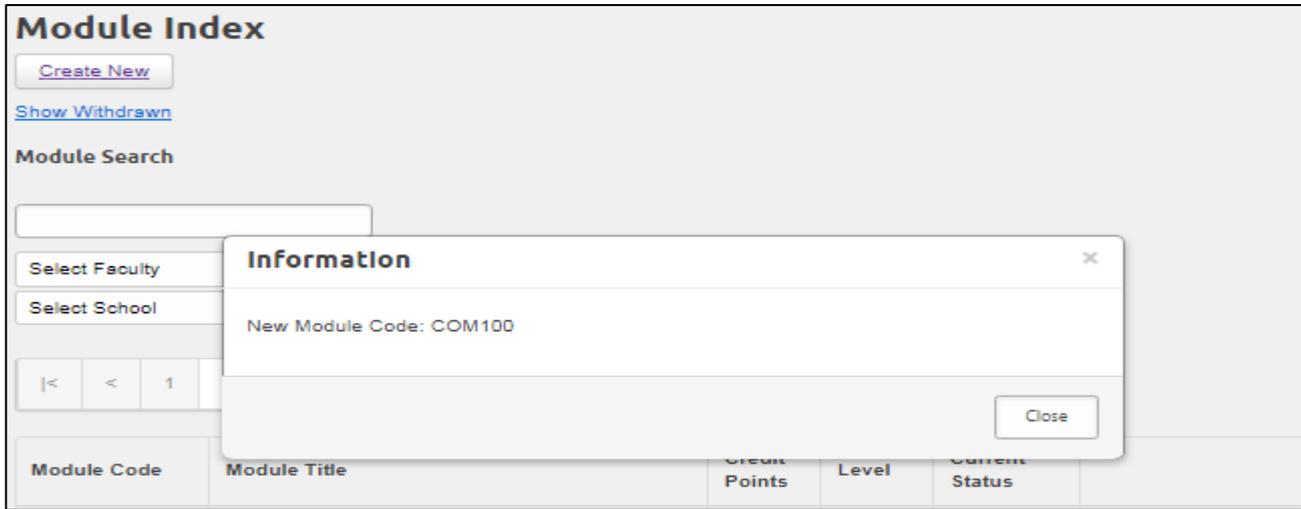
School *

Important points to note when completing the tabbed sections

Each of the tabbed sections should be completed. This can be done in any order but it is recommended that you begin with **Summary** and **Instances** (these screens contain the minimum information required to create a new module) then work through each of the other tabs by simply clicking on the heading. It is not

necessary to **Create** (save) on every screen. Complete as many of the tabbed sections as you wish before clicking on **Create to save**.

When you do **Create to save** (at this point or at any point) the code for the new module will be automatically generated by the system with the next available number for the academic subject and level. You may wish to take a note of this code.



If, for any reason, any changes are required to a module code, you should contact the Module Office.

Click **Close**. You will be taken to the Module Index screen. Search for the module you have been working on by typing its code or title, then select **Edit** and this will take you back to the input screens.

Module Code	Module Title	Credit Points	Level	Current Status	
COM100	Computing Methods	20	4	Unapproved	Edit Details Delete History <input type="text"/> PDF

Summary

Fields marked * are compulsory – this is the minimum information required to create the module.

The 'New Module' form features several tabs: Summary, Instances, Narratives, Learning Outcomes, Hours, Assessment, Prerequisites, Corequisites, and Reading List. The 'Summary' tab is active. Fields include:

- Effective From: 20/09/2018 (with a note: 'The 'Effective From' date has defaulted to today. Please select the date when this version will be first taught.')
- Title *
- Level: Please Select... (dropdown)
- Credit Points
- Academic Subject *
- Faculty * (dropdown: Select Faculty)
- School * (dropdown)

 At the bottom are 'Create' and 'Cancel' buttons.

To insert the Academic Subject, start to type the first letter and select from the list which is displayed. Once you **Create** (which can be at any stage after the Summary and Instances screens have been completed) the module code will be generated automatically with the next available number.

The 'Effective From' date will also be populated automatically with today's date but can be overwritten to give the effective date. It is essential that the correct 'Effective From' date is entered to relate to the correct version of the module. **The 'Effective From' date for new and revised modules must reflect the date and semester from which the module will be taught e.g. January 2020, September 2020, January 2021, September 2021.** Click on the next tab.

Instances

The screenshot shows the 'New Module' interface with the 'Instances' tab selected. The 'Location' field has an 'Add' button highlighted with a red box. Other fields include 'Semester', 'Module Coordinator', and 'Teaching Staff'. There are 'Create' and 'Cancel' buttons at the bottom.

To begin, click on **Add** – this will display the drop down lists from which to select location and semester and to add the Module Co-ordinator. (Note that Semester 1 & 2 & 3 and Semester 1 & 2 are long 'thin'. You should select each semester separately if the module is taught in more than one semester, for example in Semester 1; and Semester 2.)

This screenshot shows the 'New Module' interface after clicking 'Add'. The 'Location' dropdown is set to 'Belfast' and 'Semester' is set to '1'. An 'Add' button is now visible below these fields. The 'Module Coordinator' field is empty, and there are 'Edit Staff' and 'Remove' buttons next to it.

Start typing and insert the name of the module co-ordinator in the space provided (this is a required field for all module instances). Add Teaching Staff by clicking on **Edit Staff** (teaching staff information can be input later if not known at the time of creating the module). If you need to add a non-University member of staff as either Module Co-ordinator type their email address into the relevant field. A text box will appear. Type in the name and surname and click on **Create Entry** to add or **Cancel** to return to the previous screen.

The screenshot shows a 'Create New External User' dialog box. It contains a message: 'We didn't find an existing external user with that email address in our records. Please enter their first name and surname to create a new entry.' Below the message are input fields for 'First Name', 'Surname', and 'Email'. The 'First Name' and 'Surname' fields are highlighted with a red box. At the bottom are 'Create Entry' and 'Cancel' buttons.

Create New External User

We didn't find an existing external user with that email address in our records. Please enter their first name and surname to create a new entry.

First Name *

Surname *

Email

New Module

Summary | Instances | Narratives | Learning Outcomes | Hours | Assessment | Prerequisites | Corequisites | Reading List

Location: Belfast | Semester: 1 | Module Coordinator: Bloggs, John (jb.bloggs@hotmail.com) x

Display Name	User Name	
Avery, Catherine	cg.avery@ulster.ac.uk	<input type="button" value="Remove"/>
CIS Admin	d.troy@ulster.ac.uk	<input type="button" value="Remove"/>

An external user can be added as a member of teaching staff in the same way as above. You can use the arrows to reorder Teaching Staff and the order in which they will display in the Module Description.

Location: Off campus location - please specify | Semester: 1

If there is an 'Off campus location', select this option from the drop down list and specify the actual location in the box.

Further instances are input by clicking **Add** as many times as is required and repeating the process set out above to add detail.

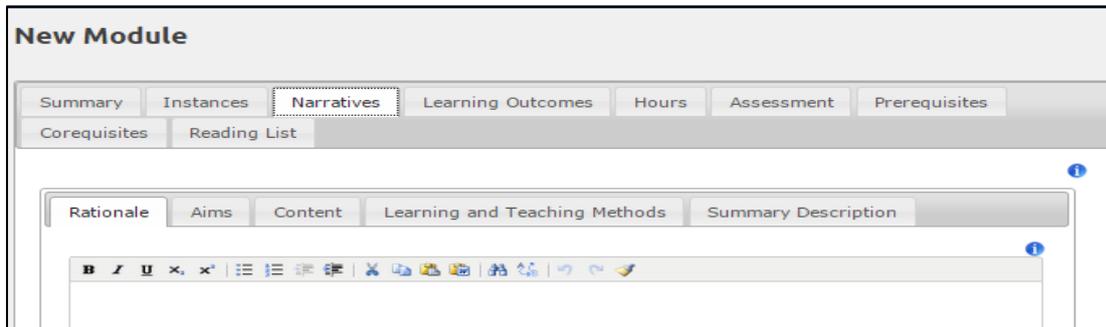
Click on the next tab.



If you want to paste information into any of the text boxes from another Word document, ensure that you select the **Paste from Word** option in the text box toolbar in order to maintain the formatting. If typing directly into the box, use Shift + Enter once for a single line space return or twice for a line between paragraphs.

Narratives

Clicking on this tab will display a number of sub-tabs. It is recommended that you complete each sub-tab in order from left to right. Refer to Appendix 25, PAMR https://www.ulster.ac.uk/data/assets/pdf_file/0004/307822/PAMR-2019.pdf



Rationale

State the general purpose of the module in the context of the subject area as a whole. Then click on the next tab.

Aims

State the essential aims of the module. These aims should lay the foundation for the learning outcomes, the learning and teaching methods and assessment outlined in this description. They should be framed in terms of what the teaching aims to achieve. Then click on the next tab.

Content

Ensure that the content relates to the aims and learning outcomes of the module. Then click on the next tab.

Learning and Teaching Methods

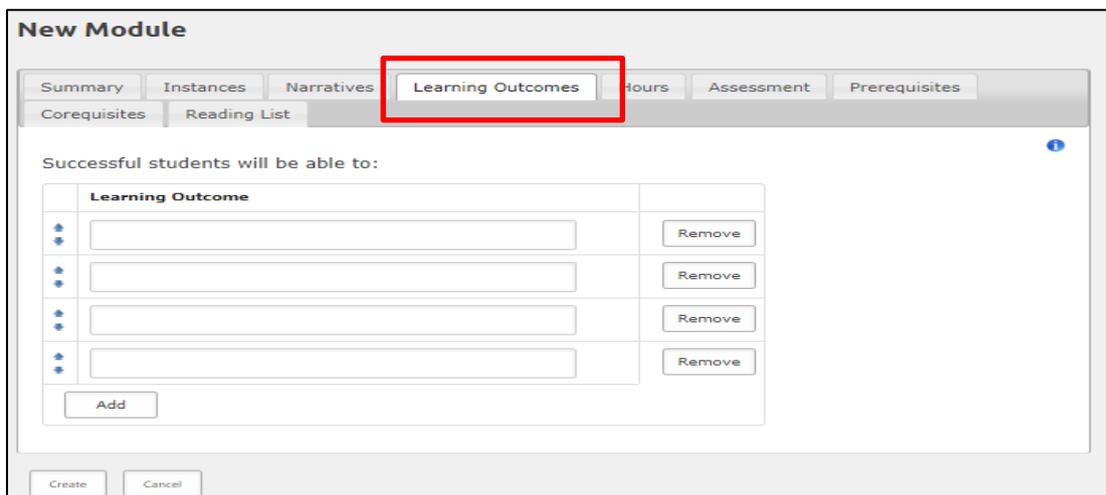
Describe and explain the methods from a student perspective. Where appropriate, cross-reference to the teaching methods to the intended learning outcomes. Then click on the next tab.

Summary Description

This is the summary description which appears in the Banner module database. It should be no more than 480 characters. Click on the next tab.

Learning Outcomes

The introductory statement 'Successful students will be able to' is generated automatically on the PDF of the module description and does not need to be entered.



Enter the learning outcome statements one by one. There should normally be no more than four and should be written in the future tense to follow on from the automatically generated introductory phrase 'Successful students will be able to ...' - do **not**, therefore, type in this phrase.

Click on **Remove** to delete a learning outcome or **Add** another. Use the arrows to re-order the learning outcomes, as required. Click on the next tab.

Hours

This screen is used to identify and apportion the different learning and teaching methods within the total effort hours. To add, select the **Category** from the drop down list and click on **Add** after each. The KIS category will populate automatically. Insert the relevant number of hours in the box. To delete select **Remove**. The heading 'Total Effort Hours' will display automatically on the module description PDF and should not be inserted. The system will calculate the total automatically.

Click on the next tab.

Assessment

Use this screen to provide specific information on the assessment and feedback methods. Select the first assessment method to be used from the **Methods** available (a module should normally have no more than two items of assessment) and enter the percentage contribution within the module's overall mark (**this must be a whole number** so rounding should be used with further detail provided in the assessment **Details** box if required by selecting **View**.) The system will automatically calculate the

New Module

Summary | Instances | Narratives | Learning Outcomes | Hours | Assessment | Prerequisites

Corequisites | Reading List

Module Code	Title	
COM104	Web Information Systems B	Remove

Add

OR

Add

Add Group

Create | Cancel

If the required prerequisite module does not appear in the list, it is not held in the system and must be created through **Modules** and **Create New**.

Repeat as required, then click on the next tab.

Corequisites

If there are no corequisites, leave blank.

If the module has a corequisite, start to type the module code or title – a list of modules on the system will be displayed from which you can select. This process will link the corequisite/s to the module and will display in the module description. If the required corequisite does not appear in the list, it is not yet held in the system and must be created through **Modules** and **Create New**.

New Module

Summary | Instances | Narratives | Learning Outcomes | Hours | Assessment | Prerequisites

Corequisites | Reading List

Module Code	Module Title
<input type="text"/>	<input type="text"/>

Add module title/code

Create | Cancel

Reading List

Click on **Add New Item** and insert the first item in the reading list in the text box which appears.

New Module

Summary | Instances | Narratives | Learning Outcomes | Hours | Assessment | Prerequisites

Corequisites | Reading List

Text	Required?
<input type="text"/>	<input type="checkbox"/>

Add New Item

Create | Cancel

The Harvard referencing system is used, and you should format text accordingly.

If it is a required text, tick this box. [The CMS will generate the 'Required' and 'Recommended' headings in the module description PDF and the system will place reading list items under these headings based on whether or not the 'Required' box is ticked.]

The screenshot shows the 'New Module' interface with the 'Reading List' tab selected. A table is displayed with two columns: 'Text' and 'Required?'. The 'Required?' column contains a checkbox, which is highlighted with a red box. Below the table is an 'Add New Item' button. At the bottom of the interface are 'Create' and 'Cancel' buttons.

Click on **Add New Item** to add another item to the reading list and repeat until the reading list is complete. [It is recommended that reading list items are inserted separately but they can be input as a batch – one for Required and another for Recommended.]

Reading list items should be input alphabetically by author but you can use the arrows to reorder items, if required.

Text	Required?		
Mano M, Ciletti M 2007 <i>Digital Design</i> 4th Prentice Hall	<input type="checkbox"/>	↓	<input type="button" value="Remove"/>
Marcovitz A 2007 <i>Introduction to Logic and Computer Design</i> McGraw-Hill	<input type="checkbox"/>	↑ ↓	<input type="button" value="Remove"/>
Grossman P 2008 <i>Discrete Mathematics for Computing</i> Palgrave Macmillan	<input type="checkbox"/>	↑ ↓	<input type="button" value="Remove"/>

To **delete** an item from a reading list, click on the **Remove** option beside the item you wish to remove. A reading list item cannot be left blank and will result in the information not being saved. Either insert text or remove the item before saving.

Note: Although it is preferable to complete the full module description before seeking approval, if you are not ready to add the Reading List the module can be submitted for approval through the **Faculty Approval Process** at this stage – the Reading List does not require approval through the CMS. Revisions to Reading Lists will not alter the status of an Approved module.

[If the new module has been created as part of a revalidation/evaluation you do not need to put the module through the Faculty Approval Process. All modules must be fully populated, to include reading lists, for revalidation/evaluation. The revalidation/evaluation is the approval process for these changes.]

To Finish and Save

IF THIS IS THE LAST TABBED SECTION TO BE COMPLETED OR IF YOU HAVE INPUT ALL THE INFORMATION YOU WISH TO AT THIS POINT REMEMBER YOU MUST CLICK ON CREATE TO SAVE.

New Module

Summary | Instances | Narratives | Learning Outcomes | Hours | Assessment | Prerequisites

Corequisites | Reading List

Text	Required?		
	<input type="checkbox"/>		<input type="button" value="Remove"/>

Module Index

[Show Withdrawn](#)

Module Search

Select Faculty

Select School

Module Code	Module Title	Credit Points	Level	Current Status
COM100	Computing Methods	20	4	Unapproved

You will receive a message providing the module code for your new module. Click on **Close** and the system will take you to the Module Index.

If, for any reason, any changes are required to a module code, you should contact the Module Office.

The **new module** will now display as **Unapproved** in the listing on the **Module Index** screen.

Module Code	Module Title	Credit Points	Level	Current Status	
COM100	Computing Methods	20	4	Unapproved	Edit Details Delete History PDF

You may also wish to check the PDF for display and then **Edit** as required.



Remember to view the Module Description **PDF** from the **Module Index** to check final layout and content prior to submitting for approval.

When all information has been input and saved, the module will display as **Unapproved** on the **Module Index** screen. You are now ready to start the Approval Process – see **Faculty Approval Process** guidance.

If the new module is part of a revalidation/evaluation it does not need to be put through the Faculty Approval Process. The revalidation/evaluation process is the approval.

Module Index

Module Index

[Create New](#)

Module Search

[Show Withdrawn](#)

Select Faculty ▼

Select School ▼

Search Clear

|< < 1 2 3 4 5 6 7 > >|

Module Code	Module Title	Credit Points	Level	Current Status	
BME101	Biomedical Engineering 1	10	4	Approved	Edit Details Withdraw History PDF
BME104	Anatomy and Physiology for Engineers	20	4	Approved	Edit Details Withdraw History PDF
BME301	Biomedical Engineering 2	20	5	Unapproved	Edit Details Withdraw History Change PDF

From this main index screen you can:

- Search for a module (by code/title/Faculty/School).
- Create a new module (**Create New**).
- View information on a module (**Details**). From the Details screen you can view the module's associated programmes/modular subjects and go directly to each by clicking on the link.

Details

Title: Biomedical Engineering 1

Module Code: BME101

Level: 4

Credit Points: 10

Faculty: Faculty of Computing, Engineering and the Built Environment

School: School of Engineering

Module Instances

Location	Semester	Module Coordinator	Teaching Staff
Jordanstown	1	Boyd, Adrian	Boyd, Adrian McLaughlin, James

Associated Programmes/Modular Subjects

Course Title	Award Letters	Programme
Biomedical Engineering	BSc (Hons)	Programme

- See the status of the latest version – **Approved** or **Unapproved**.
- Revise any part of the module (**Edit**).
- Revise Module Co-ordinator or teaching staff (**Edit** then **Instances** tab).
- View **History** (versions) – every revision (edit) will create a new version.
- View or print the full module description (**PDF**).

Withdrawn modules can be viewed from here by selecting **Show Withdrawn** at the top left of the screen. **Hide Withdrawn** will return to the full listing.

Hours - Learning and Teaching Methods

Learning and Teaching Method	Category	Hours
Lectures	Scheduled	<input type="text"/>
Seminars	Scheduled	<input type="text"/>
Tutorials	Scheduled	<input type="text"/>
Learning Sets	Scheduled	<input type="text"/>
Critique	Scheduled	<input type="text"/>
Supervised time on project	Scheduled	<input type="text"/>
Demonstrations	Scheduled	<input type="text"/>
Practicals	Scheduled	<input type="text"/>
Workshops	Scheduled	<input type="text"/>
Supervised time in studio	Scheduled	<input type="text"/>
Supervised time in workshop	Scheduled	<input type="text"/>
Fieldwork	Scheduled	<input type="text"/>
External visits	Scheduled	<input type="text"/>
Work based learning	Placement	<input type="text"/>
Placement	Placement	<input type="text"/>
Study abroad	Placement	<input type="text"/>
Independent study	Independent	<input type="text"/>
Directed Study	Scheduled	<input type="text"/>

Assessment Methods

Percentage should total 100 (this does not prevent saving)

	Method	Category	Percentage
▲ ▼	Written assignment	Coursework	<input type="text"/>
▲ ▼	Essay	Coursework	<input type="text"/>
▲ ▼	Portfolio	Coursework	<input type="text"/>
▲ ▼	Dissertation	Coursework	<input type="text"/>
▲ ▼	Practical skills assessment	Practical	<input type="text"/>
▲ ▼	Set exercise	Written	<input type="text"/>
▲ ▼	Class Test	Written	<input type="text"/>
▲ ▼	Report	Coursework	<input type="text"/>
▲ ▼	Oral assessment (exam)	Practical	<input type="text"/>
▲ ▼	Presentation	Practical	<input type="text"/>
▲ ▼	Project	Coursework	<input type="text"/>
▲ ▼	Performance	Practical	<input type="text"/>
▲ ▼	Written examination	Written	<input type="text"/>
▲ ▼	Oral assessment (coursework)	Practical	<input type="text"/>
▲ ▼	Academic Transcript	Coursework	<input type="text"/>