The Module Index screen displays a fully searchable list of all modules already held on the CMS and their approval status. The Index can be searched by Faculty, School, module code or title. To search by School, you must first select a Faculty.

From here modules can be **Revised (Edit)**, **Viewed (Details), Withdrawn** and printed from a **PDF** by clicking on the relevant link to the right hand side of each module.

From the Details screen you can view the module's associated programmes/modular subjects and go directly to each by clicking on the link.

Note: **Editing staff** or a **module reading list** does **not** require University authorisation – these revisions are approved at Faculty/School level. Revisions to staff are carried out through the **Instances** tab within the module. A **Module Coordinator** must always be inserted or changes will not save.

You can use the arrows to reorder Teaching Staff – this is the order in which they will display in the Module Description.

You can add non-University staff, where required, as a Module Co-ordinator or member of teaching staff by typing in their email address in the relevant field and completing the text box which appears and clicking on Create Entry.

By default, module **History** (below) will display all **approved** versions of a module only and the date created/effective from and to – any revision to a module will create a new version on the system. From here you can also view a PDF of the module on a given date. To view all versions of the module including drafts click on **Show Drafts**.

Modules will show as 'approved' in the Index unless they are currently being revised, withdrawn or are subject to (re)approval through evaluation/revalidation in which case they will appear as 'unapproved'.

Module Deletion or Withdrawal

An **Unapproved** module that has never been approved (has no approved versions) can be **deleted** (as an unwanted draft).

An **Approved** module cannot be deleted but has to be **Withdrawn** (the delete option will not appear against an approved module), and submitted through the normal **CA3 process**.

The **CA3 Withdrawal process** for a module starts from the Module Index screen - refer to separate **Faculty Approval Process** guidance.

When a withdrawing module has been submitted to the **Academic Office** with a CA3 (CMS) form for **University authorisation** it will show as **Locked** and **Withdrawing (with a date)** on the Module Index and its status will be **Unapproved**.

The module will remain on the Module Index until the effective date of withdrawal, at which time it will be moved into withdrawn modules. The proposed withdrawal can be cancelled any time up to the date of withdrawal.

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Module Index

Create New

Show Withdrawn

Module Search

| | Search | Clear |

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

Modules undergoing evaluation/revalidation

Approval Status	
Unapproved	Revalidating	Edit Current Approved	Details	Withdraw	History	Reading List	Change Module Code	PDF

When a module has been submitted for revalidation/evaluation as part of a programme, it will show as **Revalidating** on the Module Index and '**Unapproved**'.

If a change is required for such a module before the 'effective from' date of the new programme or module, this is carried out as a **CA3** revision through the **Edit Current Approved** option.

Make the required revision/s through the **Edit** option on the module, and follow the guidance relating to the **Faculty Approval Process.**