Managing your "Module" Pages

What is a "Module" page?

A Module page is an area that provides some useful overview and context to the curriculum for the specific area and topics. Each page should contain information to summarise what is expected from the module and provide additional supporting information that is relevant and useful to both students and staff. The module pages ensure that it is easy to find core elements and resources for the curriculum.

Originally the module pages were developed to support the clinical years in the MBBS programme as the timetable approach to navigation did not directly match the needs of clinical teaching. However module pages are not reserved for clinical teaching, and now much of the MBBS programme and other programmes have module pages to provide staff and students with useful information about their course and teaching.

My Topic/Area is missing?

If you think there is a section of your teaching missing then please contact the Year Coordinator for your programme. Generally the CMS only covers a few levels of the Curriculum Hierarchy.

For example: MBBS Year 5 -> Year 5 Paediatrics -> Child Development

As a general rule the CMS will not try and create further sub-topics as this can cause the CMS to become too difficult to navigate to the appropriate content areas.

What information is stored in a Module Page?

The CMS has been designed to create an environment that is as easy to understand and consistent as possible. This means that each module page has the ability to store the same type of information. Not all of the information that can be stored in a module page will be required by everyone, but we do encourage to people to complete their module pages as much as possible.

Module Page Content

Module Name
The chances are your Module Page will already have a title added. Please ensure that the title is meaningful and correct.

Module Coordinator
This is the person who has the main responsibility for making sure that their content is accurate and up-to-date. If you think that the incorrect person has been assigned to a module please contact the Year Coordinator, or a member of the ICT team.

Module Description
It is very useful to add a couple of paragraphs that can be used to give a meaningful overview to the module or topic. You are free to write what you like in this box. Make sure it is clear, relevant and accurate to ensure that students get the information they require.

Global Outcomes

In this section you are encouraged to write a clear set of outcomes that are to be achieved by the student by the end of the module, attachment, component, etc.

A good way of writing clear outcomes in this section is to answer the leading sentence that appears before the detailed outcomes.

"*After this attachment/component you will have covered the following...*"

Links to other key pages

If the module has further sub-topics and components then the links to these pages will appear below the Global Outcomes.

If you follow one of these links you will be able to navigate back by using the orange links that appear in the top-right of the module page next to the Module Name.

Resources

There is a variety of different resources that can be linked to your module components to further support the teaching, and provide useful information that may be required by the students. Because the type of resources can vary so much we have tried to create some useful sections to keep your resources organised in a clear way for you and your students to access.

- Handbook
- Logbook
- Lectures
- Additional Supporting Resources

Any resources that do not fit in to any of these categories will simply just appear in a general resources section on the module page.

Reading lists

Reading lists also appear on the module page below the resources section. These are generally written as bullet-point lists that point the student to which literature they should be reading for the specific module or component.

How do I add my content to a Module Page?

You can only edit content to pages that you have been given responsibility and permission to update. You will know if you can update a Module page if you can see the icons that appear below the Module Name.

The three icons perform different tasks in the management of your module page:

- **Validate this page**
  - o Provides you with a form to manage the content of your module page
- Edit this page

o Allows you make administrative changes to a page
- Delete this page
  o Removes the page from the CMS

For adding content to your module page you will require the **"Validate this page"** which is represented by the Green Tick.

The Form Explained

Edit: MBBS 503 - Paediatrics and Child Health

Year: 2010/11

Module Details

1.

Details

> Here is some useful information and resources for your final year attachment in paediatrics. Resources on this page include a link to the departmental website which contains all the protocols and handbooks which are used in paediatrics. There is a link to a page where you can find all the lectures you receive during this attachment.

Educational Information

2.

Learning Outcomes

[+ Add Learning Outcomes]

3.

- ↕ Be familiar with normal growth and development.   Remove

- ↕ For common presenting complaints, be aware of the differential diagnosis   Remove

- ↕ For common conditions be able to describe the aetiology, pathogenesis, presentation, investigation and management   Remove

Drag the arrows up or down to reorder items.

Reading

[+ Add Reading]

- ↕ A Paediatric Handbook for Malawi 3rd Ed (2008) Phillips J, Kazembe P, Nelson E et al.   Remove

- ↕ Illustrated Textbook of Paediatrics 3rd Ed (2007) Lissauer T, Clayden G   Remove

Drag the arrows up or down to reorder items.

Validate Element? ☑

5.

[✓ Save Changes]

Curriculum Links

Parent Modules
- ☐ HM Year 3 [top]
- ☐ HM Year 3
- ☐ MBBS Year 1 [top]
- ☐ MBBS Year 1
- ☐ MBBS Year 2 [top]
- ☐ MBBS Year 2
- ☐ MBBS Year 3 [top]
- ☐ MBBS Year 3
- ☐ MBBS Year 4 [top]
- ☐ MBBS Year 4
- ☑ **MBBS Year 5 [top]**
- ☐ MBBS Year 5
- ☐ MPH Year 1 [top]
- ☐ MPH Year 1
- ☐ MPH Year 2 [top]
- ☐ MPH Year 2

Curriculum mapping
- ☐ MBBS Topics
- ☐ Pharmacy Topics

4.

[+ Add Resource]

New Resource

Title   [   ]

Address (URL)   [   ]

File Upload   [Choose File] No file chosen

Resource Type   [What type of resource is this? ▼]

✗

6.

7.

1 – Module Overview
Type in a couple of paragraphs to describe your module

2 – Global Outcomes

To add a learning outcome you simply need to click on the text that says "Click here to edit Learning Outcomes…" and type in your desired text. It is possible to move and remove each learning outcome individually.

3 – Links to "Parent Modules"

To create a relationship from one module page to another you will need to select which "parent" the module belongs to. You can use the hierarchical tree menu to select which modules you think the module page will need to be linked from. If the parent module is at the top of the tree (MBBS Year 5) then you will need to select the option that says **[top].**

4 – Curriculum Mapping

As the CMS builds there will be an extremely large amount of content available for re-use. To make this information as easy as possible to find we can apply curriculum mapping. This means ticking any of the boxes that are relevant to your topic directly. If no topics are relevant, or the topic has a wide scope then please leave this section blank.

5 – Reading List

You can add your reading list to the page in the same manner as you have added your Global Learning Outcomes. You can click on the text that says "Click here to edit reading…", and click on the ADD Reading button to add more to the list. It is possible to move and remove each reading resource that you have added. Please note that you should only add one reading resource to each bullet-point.

6 – Add Resource

Uploading and linking to resources in your Module page is an excellent way of providing your students with useful additional materials to support their learning.

You have 2 options when adding a resource

Link to a website

It is possible to link directly to an existing resource on the internet by entering its web address (URL) into the form field labelled **"Address URL"**. You will need to make sure that the link works before you add it to your page, it should be in the standard format like these: http://www.google.com or http://openmed.co.uk (don't forget the http:// bit!)

Upload a file

It is possible to upload files directly to the CMS. The type of files that can be uploaded is limited to a few different resource types.

- Adobe PDF (.pdf)
- Microsoft PowerPoint (.ppt)
- Microsoft Word (.doc)

We currently do not allow Articulate Packages to be uploaded directly to the CMS. If you wish to add an Articulate resource to the CMS please contact the ICT Team.

To upload a file you need to click on the button to choose your file and upload it.

Don't forget to choose the type of resource that you wish to upload so that it appears in the correct section of your module page.

- Handbook

- Logbook
- Lecture
- Additional Supporting Material
- General Resource

7 – Save your changes

After all of your hard work adding content to your page you must remember to click on the **"Save Changes"** button. This will process all of your changes, and if successful you will then be taken to view your updated page.

I can see Grey Boxes on my Module page

The grey boxes that you may be able to see on your module page are designed to be reminders to you of what content can be placed in your module page.

Handbook

[PDF] Study Guide

Logbook

logbook not yet added

Lectures

no lectures added

These boxes are only displayed to people that have the permission to update the content in your module page. Your students will not see any sections of the module page that contain no content.

I need some more help!

If you would like some more support on how to update your module pages then please contact the ICT team who will be happy to answer your questions, and can help to arrange training for your department.