Course Organisers

The course organisers are responsible for the curriculum and for the timetable for their respective years. The CMS provides lecturers with an easy way to manage the timetable and resources for the curriculum.

Element pages play an important role in the CMS system. These hold all of the administrative and educational information for a single teaching session. For the first year that the course runs, all of the infomation and resouces will need to be uploaded to the system, but once there it will appear again for the next and forthcoming years.

Process

The process for managing your curriculum on the system is outlined below.

Steps

1. Timetable is agreed, including dates and personnel involved

2. Course organisers create an element page in the CMS for each of the teaching sessions

3. Course organisers schedule the element on the timetable

4. Lecturers add their learning outcomes and resources to the element pages for their own teaching

5. Lecturers validate their elements to allow students to view the resources

At the end of each year the timetable is rolled over to the next year. The course organisers will only have to create any NEW elements and reschedule if required. Otherwise the timetable will remain the same as the previous year.

Users

If you are a course organiser you will have a different view of the system from other users. There are 4 different user types on the system

1. Systems administrator

2. Course organisers

3. Staff member

4. Student

As course organiser you have the ability to:

1. Create an element for teaching

2. Schedule /reschedule an element

3. Remove an element from the timetable

4. Delete an element from the system

5. View the curriculum easily by giving you access to a variety of reports on the curriculum

6. Create an announcement (all staff can create an announcement)

7. Feature an announcement

Quick overview of Curriculum Management System

HOME PAGE

Your Home page displays the announcements to students (left-hand side of the screen) and your own personal agenda (on the right-hand side of the screen). All staff are able to create and display annoucements. However as course organiser you have an additional option: you are able to feature an announcement (shown circled on the left). A featured announcement will be displayed top of the list and have a box round it. This allows you to ensure the most important announcement is visible to the students.

If you click on the link to your element (circled on the right) it will take you directly to the element page for your teaching.

TIMETABLE

Now select the timetable tab and it will take you to **your timetable for the current week**. You can select other timetables to view by selecting options from the drop down menu, from the slide bar or from moving back and forward through the weeks.

The drop-down menus allow you to select:
- your personal timetable or the timetable for individual year groups
- the academic year
- the week of the timetable

The slide-bar works by clicking and dragging it to the week that you wish to see.

The timetable displays the teaching elements in different colours e.g. lectures are all in yellow whilst self study is in blue. To open an element select the title from the timetable. This will take you to an Element page. In the example below, the course organiser (jes10) has chosen to look at the first week of the timetable for year one in 2010, and is going to edit the element Information Literacy Skills – the Internet.

Element Page

Information literacy skills - the internet

LECTURE WITH MRS JULIE STRUTHERS

Test Location

8am to 9am, Monday 11th January 2010

Lecturers

- Mrs Julie Struthers
- Mr Diston Chiweza

Student Groups

- Year1

Learning Outcomes

- To be able to find information on the internet using a search engine
- To appraise various search engines
- To be able to download a file from the internet

Notes

Please bring your laptop with you if you have one

Resources

Google

Required Reading

- Book of Life pages 34 -57

Topics

- Life Cycle
  - Development
- Administration
  - Introductory Sessions

Element Code

The element page indicates:

- what kind of teaching the element is (lecture, workshop etc.),
- who the owner of the element is (in this example it is Mrs Julie Struthers)
- when and where it takes place
- who the assisting lecturers are
- which student groups this element is for

REPORTS

You are able to download reports in Excel spreadsheets. This will allow you to keep track of your curriculum.

Wednesday, 21 October 2009   Welcome, Vari   Logout

COLLEGE OF MEDICINE
Malawi Medical
CURRICULUM MANAGEMENT SYSTEM

Home | Timetable | Reporting | Manage | Saris

Reports

- My Teaching Report
- Teaching Report
- Learning Outcomes Report
- Curriculum Map Report
- Timetable Week Report

As well as the reports that all staff can download, as course organiser you can also download a Teaching Report, where you can see the teaching for specific members of staff.

MANAGE

This is the area of the system where you manage your curriculum. In addition to the Element Functions available to lecturers, course organisers have three additional Element Functions:

- Un-validated Elements

- Unscheduled elements

- Create Element

The Un-validated elements page will allow the course organiser to see those elements which staff have yet to complete and validate.

UN-VALIDATED ELEMENTS.
NO. OF ELEMENTS: 491

<Previous , 1-10, 11-20, 21-30, 31-40, 41-50, 51-60, 61-70, 71-80, 81-90, 91-100, 101-110, 111-120, Next>

Below is a list of Elements.

Owner	Element Title	Element Type
Mrs Julie Struthers	Advanced elephants	Lecture
Dr Vari Lilley	Clinical attachment	Community Placement
Mrs Julie Struthers	Information Literacy Skills - Critical appraisal	Guided Study
Mrs Julie Struthers	Information Literacy Skills - advanced searching	Guided Study
Mrs Julie Struthers	Introduction to Elephants	Lecture
Mrs Julie Struthers	Information literary skills - the library	Lecture
Mrs Julie Struthers	Introduction to SARIS	Lecture
Dr Test Person	Self-study/study skills	Lecture
Dr Test Person	Review of major body systems: GIT	Lecture
Dr Test Person	NSAIDs	Lecture
Owner	Element Title	Element Type

Creating an element for teaching

Each element in the timetable must be created before it can be scheduled or populated. Only course orgnisers or the systems administrator can create an element.

Select the Manage tab on the homepage, then click on Create Element.

On the next screen, type in the name of the element, select the **owner** of the element, select the department(s) that staff teaching this element might be drawn from and select the year group. Clicking on the small arrowheads in the lists will expand the list. The owner of the element is the person who is likely to be teaching the element and is the only person who will be able to edit the contents of the element after it has been created. There may be other staff involved with teaching the element – for example a practical class might have a lead tutor who would be the owner of the element, and a number of other staff assissting with the practical (referred to as **lecturers**). Lecturers will be able to see the element in the list of their teaching but will not be able to edit it.

Select the year the element will be taught in, add the element code (e.g. PHY123), choose what type of element it is (lecture, workshop etc.) and add any notes.

Once all the fields have been completed, click on Create element. The element has now been created, but has not been scheduled into the timetable.

Create new Element

Element details

Name

Owner
Please select from the groups below.

- ☐ Course Coordinators
- ☐ System Administrators
- ☐ Positions
- ☐ Departments
- ☐ Dr Test Person
- ☐ Mrs Julie Struthers
- ☐ Mr Default User

Year 2010

Code

Type Lecture

Notes

Element roles

Lecturers
Please select Lecturers attending.

- ☐ Course Coordinators
- ☐ System Administrators
- ☐ Positions
- ☐ Departments

Students
Please select student years to attend.

- ☐ Year1 (parent group)
- ☐ All Sub-Groups of Year1
- ☐ Year2
- ☐ Year3
- ☐ Year4
- ☐ Year5

✔ Create element

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Malawi Medical
CURRICULUM MANAGEMENT SYSTEM

Home | Timetable | Reporting | **Manage** | Saris

✅ Successfully created element.

(Core Element) Clinical attachment

COMMUNITY PLACEMENT WITH DR VARI LILLEY
Unscheduled Element

📅 ✔ ✏

Notes

Please check the notes for your group

Element Code

CA101

Academic year

2010

Scheduling /rescheduling an element

Scheduling or rescheduling elements is done from the Core Element page. This can be reached immediately after creating the element and is shown above. Alternatively, it can be accessed via the Un-scheduled Elements page. From the Manage page, click on Un-scheduled Elements. This will bring up a list of all elements that do not appear in the timetable. Click on the title of the element to go to the Core element page.

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Malawi Medical
CURRICULUM MANAGEMENT SYSTEM

Home | Timetable | Reporting | Manage | Saris

UNSCHEDULED ELEMENTS.
NO. OF ELEMENTS: 31

<Previous , 1-10, 11-20, 21-30, 31-31, Next>

Below is a list of Elements.		
Owner	**Element Title**	**Element Type**
Mrs Julie Struthers	Information Literacy Skills - Critical appraisal ✖	Guided Study
Mrs Julie Struthers	Information Literacy Skills - advanced searching ✖	Guided Study
Dr Test Person	Post-mortem? ✖	Practical
Dr Test Person	Viral replication and major virus groups ✖	Lecture
Dr Test Person	Introduction to Patient cases ✖	Lecture
Dr Test Person	Community Health ✖	Lecture
Dr Test Person	Hospital visit ✖	Practical
Dr Test Person	Feedback on the hospital visit ✖	Practical
Dr Test Person	Community health ✖	Practical
Dr Test Person	Neuromuscular junction ✖	Lecture
Owner	**Element Title**	**Element Type**

To schedule or re-schedule the element, click on the icon on the left hand side, under the title of the element on the Core Element page. Then, add the day, the start and the end times, the location and any notes needed for the element. Choose which lecturers will be teaching the element, which students are involved and whether you want this element to be shown on the timetable. At the bottom of the page, there is a choice over making the element **archetypal** or not. An archetypal element is one which will roll over to subsequent years. The majority of elements will be archetypal. Examples of non-archetypal elements would be ones which were only taught for one year, and were not expected to appear in the curriculum the following year, or an element that needed to be rescheduled into a different time and the rescheduling was not expected to be necessary the following year.

Schedule the Guided Study *Information Literacy Skills - Critical appraisal* with Mrs Julie Struthers

Schedule details

Day

Start time

End time

Location   Test Location

Notes

Element Roles

Lecturers   Please select Lecturers attending.

- ☐ Mrs Julie Struthers
- ☐ Library

Students   Please select student years to attend.

- ☐ Year1

Active schedule

Show this element on the timetable?
- ⦿ Yes
- ○ No

Archetype schedule

Is this an Archetype schedule?
- ○ Yes
- ⦿ No

✓ Create schedule

Once all fields have been completed, click Create Schedule.

Information Literacy Skills - Critical appraisal

GUIDED STUDY WITH MRS JULIE STRUTHERS

Test Location

8am to 9am:30, Thursday 21st January 2010

Lecturers

- Mr Diston Chiweza
- Mrs Julie Struthers

Student Groups

- Year1

Element Code

IL103

Academic year

2010

The scheduled element page will now say that the element was successfully scheduled and show the details of the scheduling under the title. It may be necessary to schedule the same element several times (to timetable a number of sub-groups of the year for example). To do this, click on the left-hand icon under the details of the scheduling and complete another scheduling window. Details of all the scheduling will appear under the title of the element. The other icons allow you to view the element as it appears in the timetable, edit the core element, inactivate the scheduling and delete the scheduling.

Removing an element from the timetable

If an element needs to be removed from the timetable, this can be done from the scheduled Element page. Click on the icon on the far right under the title in the scheduled element. Alternatively, from the timetable view, click on the red crosses on the element you wish to unschedule.

Deleting an element from the system

Elements that have been created but which have never been scheduled can be removed from the system. If an element has been scheduled, even if it was scheduled in previous years but is not part of the current curriculum, it cannot be removed. This is so that students will be able to look back on the curriculum from their earlier years.

From the Manage page, select Unscheduled Elements.

This will produce a list of all the unscheduled elements. On the right hand side of each listed element there is a red cross. Click on the red cross to delete the element from the system.


UNSCHEDULED ELEMENTS.
NO. OF ELEMENTS: 31

<Previous , 1-10, 11-20, 21-30, 31-31, Next>

Below is a list of Elements.

Owner	Element Title	Element Type
Mrs Julie Struthers	Information Literacy Skills - Critical appraisal ✖	Guided Study
Mrs Julie Struthers	Information Literacy Skills - advanced searching ✖	Guided Study
Dr Test Person	Post-mortem? ✖	Practical
Dr Test Person	Viral replication and major virus groups ✖	Lecture
Dr Test Person	Introduction to Patient cases ✖	Lecture
Dr Test Person	Community Health ✖	Lecture
Dr Test Person	Hospital visit ✖	Practical
Dr Test Person	Feedback on the hospital visit ✖	Practical
Dr Test Person	Community health ✖	Practical
Dr Test Person	Neuromuscular junction ✖	Lecture
Owner	Element Title	Element Type

Viewing the curriculum/reports on the curriculum

From the Reporting page, course organisers are able to create more reports than lectureres can.
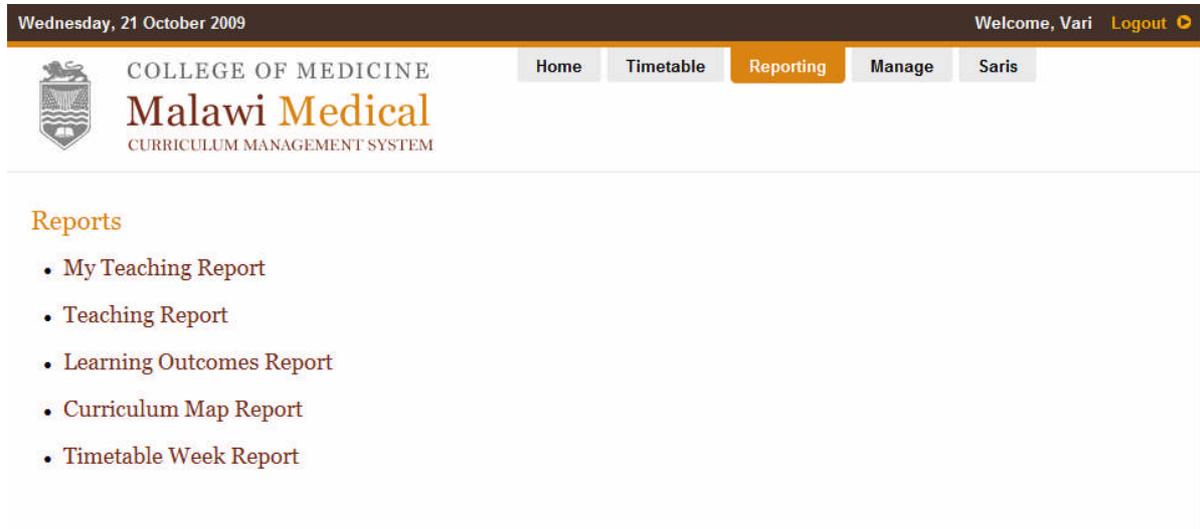
In addition to being able to create a list of your personal teaching, you are able to create a list of teaching for each member of staff from the **Teaching Report**. Clicking on this will take you to a page where you can select the member of staff and the year and download an excel spreadsheet which lists the teaching for that member of staff.

To create a list of all the learning outcomes for the curriculum, click on **Learning Outcomes Report**, select the year of the curriculum and the academic session, and click on Get Report.

The Curriculum View option allows you to see all the curriculum mapped by Topics. The Timetable Week Report allows you to download a list of all the elements in a week of the timetable to print off in case of network failure.

Creating an announcement (all staff can create an announcement)

Both lecturers and course organisers are able to post announcements on the system. From the Home page select Manage then click on Manage Announcements.

From this page you can add a new announcement and manage your own announcement(s). You are not able to edit or delete an announcement from any other staff member.

To post a new announcement select New Announcement from the menu.

Post new announcement

Announcement details

Title

Choose the title for the announcement

Content

Type the content here

Active

Show this announcement?   ⦿ Yes
                           ○ No

You can opt to show or hide the announcement

✓ Add announcement

Once you have finished, click on add announcement

If you need to edit an announcement, you can either click on the title of the announcement in the list, or on the pencil icon 🖉 on the right hand side. If you need to delete an announcement, click on the red cross ✖ . The green ticks and red circles indicate whether the announcement is shown or not.

Featuring an announcement

As well as creating an announcement, course organisers are also able to feature an announcement. Select yes or no in the panel on the lower right hand side. Only one announcement at a time can be a featured announcement. If more than one announcement has been selected as featured, only the most recent selection will appear with a box around it on the announcements page. Previously featured announcements will be added to the main list.

Editing announcement *Change of location*

Announcement details

Title

Change of location

Content

```
The session on 'Introduction to SARIS' has been
moved from lecture theatre 1 to lecture theatre 2
```

Active

Show this
announcement?

◉ Yes
○ No

Feature

Feature this
announcement?

○ Yes
◉ No

✓ Edit announcement   ⊘ Cancel