Guide to the C-View Module Proofing Tool

The C-View Module Proofing tool serves two purposes:

1. To let Registry know which modules will run in the coming academic year.
2. To check the modular data that is held centrally and request changes (some may require a submission to CAG).

Each of these tasks can be carried out independently of the other and in any order.

To indicate module availability and period in which it will run in next academic year

Filters Available – Use these to select modules to indicate whether the module will be offered or to proof module catalogue content the next academic year

2.1. Department – Module list can be limited by department
2.2. Level – Module list can be limited based on modules that are offered only to UG or PG students or those that can be taken by UG and PG. Modules list can also be limited to Honours or sub-Honours.
2.3. Module Code – specific modules can be selected by entering the module code. This field supports the wildcards ? (any single character) and * (any string of characters). Example - If all level 3000 modules in a School were desired enter ??3*.
2.4. Semester – Module list can be narrowed to show only those that ran in a selected Semester in the previous academic year.
2.5. Proofing Status – Module list can be narrowed to show only those with a particular proofing status.
2.6. Module not Running – Module list can be limited to show only those that are either indicated as being offered or not offered in the coming academic year.

Filters can be combined to further narrow module list

Individual filters can be cleared by clicking on the cross in a filter box shown:

Note: Please click ‘Refresh’ once you’ve added your filter criteria.

By default modules are sorted by module title. By clicking on the column titles Module Code, Coordinator, Module title or Running in “YYYY/Y” the sort can be changed as desired.
Indicating availability and semester

**Indicate which modules will be offered in next academic year**

3.1. If necessary/desired reduce list of modules shown using filters available (as described in above).

3.2. The first three columns show Module Code, Module Title and Coordinator, plus the option to generate a proofing PDF.

3.3. The column Running in “YYYY/Y” indicates whether the module was offered in the last academic year.

3.4. To Run in “YYYY/Y”

3.4.1. Please use this section to indicate if a module will be offered in the next academic year and if so in which period it will run.

3.4.2. If the module ran in the previous academic year the tool will default to offering the same availability for the next academic year.

3.4.3. To change period availability, uncheck the period offered previously (e.g. S1) and check the new semester of availability (e.g. S2).

3.4.4. If a module did not run in the previous academic year, then no Semester is shown. In this case, if the module is to run select the appropriate tick-box to indicate the Semester. This will also activate the option to review the module catalogue entry.

3.5. If a module is sub-honours level or is compulsory at honours and at PG level a CAG module amendment is required to change semester of availability. In this case no tick boxes are available. Please click on the icon indicated below to launch the module amendment form.
Multiple periods can be selected

3.6. Data Volatility
Indicate whether potentially volatile information published in the module catalogue (e.g. teaching staff) is finalised or whether it should be published with a disclaimer stating that this information is subject to change.

Untick this box only if such information will not change.

3.7. Other columns: Amendment, Status and Review are used in the module proofing process.

**Proofing Module Data**

**Icons used in the Proofing Tool**

On the front page of the tool the status of the proofing of each module that has been indicated as running in the following academic year is indicated by a series of icons. Initially all modules have a status of showing that no proofing has been carried out and when the School has signed-off module content the icon changes to . If a change to modular data is requested the Status will show as and when the change has been actioned by Registry the Status will be updated to . Thus, this information held on the front page of the tool allows the users to follow the status of any changes without having to drill down to view single module information.

**Sign-off without inspecting single module data**
It is also possible to sign-off modular information on this page. The module(s) can be selected using the filters (Department, Level, Module code, Semester, Proofing Status, Modules not running) described above. Clicking of the “Proof all OK (without review)” button at the top or bottom of the page allows sign-off without viewing single module information.
CAG Amendments, Proofing Status and Button to initiate proofing of Module Data

4.1. Approved CAG Amendment
   If a module amendment has been submitted to and approved by CAG for the next academic year a red icon with text “Amendment” will be shown:

   ![Proofing for 2018/9 Table]

4.2. Proofing Status
   The Status icon indicates where the proofing process has reached:

   ![Proofing for 2018/9 Table]

4.3. Review Button
   Click this button to launch module content proofing page. (Beware that you must enable pop-ups on your browser, see [here](#) or see Appendices for details of how to enable):

   ![Proofing for 2018/9 Table]
Proofing Process

1. After clicking the Review icon on the front page, the user is directed to a proofing page containing the data held for a single module.

2. Each row represents a data item that is published in the module catalogue or is held centrally in relation to the module.

   If an item is incorrect or contains an error click the “Request Correction button

3. This will open a free text window alongside the current data item. Enter any changes required, corrections can be requested for multiple fields, then click the “Submit corrections” button at the bottom of the section.

   And then click “Exit” to return acknowledge the successful submission of a change request and return to the front page of the tool.

   An audit trail of change requests is stored in SITS and can be accessed by Registry staff.

4. The status icon for the proofing of this module will now be updated to ☐ to indicate that changes have been requested.

5. Registry will action requested changes (or be in contact with the requestor), and when actioned the status icon will change to ☑.
6. The changes implemented can be viewed by clicking the “Review” button. If satisfactory the “Submit proof OK” button can be pressed to sign-off the module information.

7. This will update the proofing status to . Alternatively, further corrections can be requested prior to sign-off.

Data Items

1. **Module Code** – stored in and retrieved directly from SITS. This cannot be changed.
2. **Module Name** - stored in and retrieved directly from SITS. Changes can be requested.
3. **Credits** - stored in and retrieved directly from SITS. This cannot be changed please ignore “Use the Start Module amendment button to request an amendment to this field”
4. **Level** - stored in and retrieved directly from SITS. This cannot be changed please ignore “Use the Start Module amendment button to request an amendment to this field”
5. **Semester** – Generated by the click boxes on the front page of the tool. Rather than request a change please select the appropriate box on the front page.
6. **Availability Restrictions** – stored and retrieved directly from SITS. Changes can be requested.
7. **Planned timetable (lectures)** - stored in and retrieved directly from SITS. Changes can be requested but depending on module a module amendment may be requested.
8. **Planned timetable (practicals)** - stored in and retrieved directly from SITS. Changes can be requested but depending on module a module amendment may be requested.
9. **Description** – stored in and retrieved from SITS. Changes can be requested.
10. **Pre-requisite** – These are stored directly in SITS and the proofing form retrieves and shows them. Changes can be requested.
11. **Co-requisite** – These are stored directly in SITS and the proofing form retrieves and shows them. Changes can be requested.
12. **Anti-requisite** – These are stored directly in SITS and the proofing form retrieves and shows them. Changes can be requested.
13. **Weekly contact** - stored in and retrieved directly from SITS. Changes can be requested.
14. **Scheduled Learning** – The number of compulsory student:staff contact hours for the module. Held directly in SITS. Corrections may be submitted.
15. **Guided independent study** – The number of hours of independent student study required for the module. Held directly in SITS. Corrections may be submitted.
16. **Assessment (as used by St Andrews)** - stored in and retrieved directly from SITS. Changes in balance between exam and coursework require a CAG module amendment.
17. Re-assessment (as used by St Andrews) - stored in and retrieved directly from SITS. Changes in balance between exam and coursework require a CAG module amendment.

18. Written Exam % - stored in and retrieved directly from SITS. Changes in balance between exam and coursework require a CAG module amendment.

19. Practical Exam % - stored in and retrieved directly from SITS. Changes in balance between exam and coursework require a CAG module amendment.

20. Coursework % - stored in and retrieved directly from SITS. Changes in balance between exam and coursework require a CAG module amendment.

21. Primary Module coordinator - stored in and retrieved directly from SITS. Changes can be requested.

22. Secondary Module coordinator - stored in and retrieved directly from SITS. Changes can be requested.

23. Module coordinator email - stored in and retrieved directly from SITS. Changes can be requested.

24. Module lecturer(s)/tutor(s) - stored in and retrieved directly from SITS. Changes can be requested.

25. Additional information from School - stored in and retrieved directly from SITS. Changes can be requested.

Please Note

Some items of module information cannot be changed with submitting a module amendment to CAG. These are indicated with the icon. Potentially volatile information such as teaching staff is marked with the icon.
Appendices

Icons used in the proofing tool

1.1. A module amendment has been approved by CAG
1.2. Not used in this tool
1.3. Module has not been proofed
1.4. An update has been requested by a User but has not been actioned by Registry
1.5. A requested update has been actioned by Registry
1.6. Module content has been approved by School

Browser pop-up settings

Chrome
support.google.com/chrome/answer/95472?co=GENIE.Platform%3DDesktop&hl=en

Firefox
support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting#w_is-the-pop-up-blocker-on-and-enabled-for-this-site

Safari
Ctrl-shift-K to toggle between accepting or blocking pop-ups.

Edge
support.microsoft.com/en-gb/help/4026392/windows-block-pop-ups-in-microsoft-edge

Registry Processes associated with Module Proofing

- Setting up Module Proofing Tool access for specific staff within each School.
- Rolling forward current year, plus other selected ‘in use’ records, plus running SITS process to populate the Module Proofing Tool.
- Actioning requests for changes submitted through the Module Proofing Tool.
- Updating status flags in the Module Proofing Tool.
- On a weekly basis circulating a report indicating which proofing requests have been actioned. Module Availability Records will be created for these modules and they will now appear in the Module Catalogue, with proofers being asked to sign off the changes in the Module Proofing Tool.
- After the Module Proofing deadline has passed, creating Module Availability Records in SITS for any modules that are running, but haven’t already had Module Availability Records created. All modules should then be visible on the Module Catalogue.
- Circulating ‘final check’ spreadsheet to each School, showing modules due to run in next Academic Year.
- Creation of Course Catalogue web pages.