



semesterisation 14|15

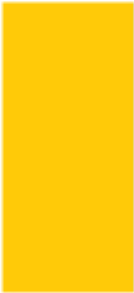


# MODULE MAPPING IN DMIS



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This guide provides a step-by-step explanation of how users of the DMIS Book of Modules can change module formats to support semesterisation. It also describes the reporting facilities now available to academic departments for Phase 1 of the project.

*This guide provides a step-by-step explanation of how users of the DMIS Book of Modules can change module formats to support semesterisation. It also, describes the reporting facilities that are now available to allow academic departments review current modules as well as track changes made during phase 1 of the project.*

**P**hase 1 of Semesterisation requires all academic departments to undertake a first attempt at migrating modules to a semesterised environment. This exercise will require that all of the following fields on the Book of Modules are reviewed and updated where necessary:

- Credit Weighting
- Pre-requisites
- Co-requisites
- Semester(s)
- Assessment
- End of Year Examination Profile
- Supplemental Examination

This document is broken into two main sections:

1. **Section 1** – Explains how academic departments can use a reporting facility to review how modules are currently structured.
2. **Section 2** – Provides detailed instructions on how users can change modules to a semesterised format.

**Note:** All of the changes recorded in Phase 1 can be modified at later stages. All of the changes made as part of phase 1 are done for the 2014/15 academic year and will therefore not impact modules approved for the 2013/14 academic year.

## 1. Section 1 - Reviewing Your Modules

Prior to attempting to make any changes to modules departments/schools will be reviewing their existing module structures.

Reports have been created on the BOM to facilitate this review and you will have been guided to these in the Phase 1 Guidelines already issued on 28 March. To execute the reports please complete the following steps:

1. **Login into DMIS – <https://dmis.ucc.ie>**
2. **From the Menu go to Reports>Generate Discoverer Report**
3. **A web page will open in a browser. Please enter the same username and password you entered in Step 1 in the fields provided.**
4. **Click ‘Go’ when ready.**
5. **A new web page will appear with a listing of Workbooks. Click on the + sign opposite the ‘SEMESTERISATION’ workbook.**
6. **The workbook will expand and contains two reports, ‘Semesterisation Phase 1 Summary’ and ‘Semesterisation Phase 1 Detail’. These reports are design to assist Departments with the mapping process.**
  - a. The **‘Semesterisation Phase 1 Summary’** report includes the following information: Module Code, Status, Title, Credits, and Teaching Periods\Semesters along with other fields.
  - b. The **‘Semesterisation Phase 1 Detail’** report contains the following information: Module Code, Status, Title, Credits, Teaching Periods, Co-Requisites, Pre-Requisites, Assessment Profile, Written Examination Profile and Supplementary Examination Profile.
7. **Select one of the reports and enter your Department Name and Academic Year (2015) in the fields provided.**
8. **Click ‘Go’ when ready.**
9. **A report containing the list of current live approved for your Department for 2014-15 will appear. Pending modules will be added to this as go through the mapping process.**
10. **If you wish to export your data to excel, click on the Export link on the top left hand side of the page and following the instructions shown.**

**Tip:** As you convert your modules to the semesterised format, you should use these reports to track progress and monitor changes, but remember that any pending modules that have not been approved in 2013/14 will not appear on these reports, and will not be available to Semesterise as part of Phase 1 until approved.

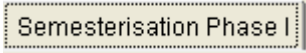
## 2. Section 2 – How to change Modules to a Semesterised Format

This section explains how modules can be changed to a semesterised format using new functionality that has been developed on the Book of Modules.

Essentially, there are two types of semesterisation tasks that a user may need to perform in Phase 1:


1. **Task type 1** – Change a module to a semesterised format.
2. **Task type 2** – Split a module worth 10 or more credits into two or more new modules in semesterised format.

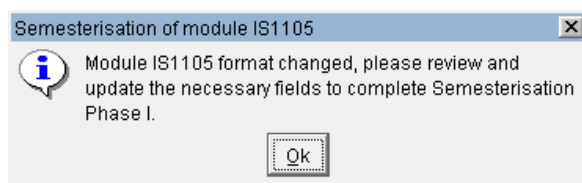
To attempt any of the tasks types above the user must first complete the following steps:

1. **Login into DMIS – <https://dmis.ucc.ie>**
2. **From the Menu go to Tools >Online Book of Modules > Maintain Modules**
3. **The ‘Maintain Module’ Book of Modules Screen will now appear.**
4. **Select “2015” from the Academic Year drop down list.**
5. **Enter the module code for the module you wish to update in the ‘Module Code’ field.**
6. **Click the ‘Show Detail’ button and wait for the Module Detail to display on screen. If there is a pending version of the module, the system will display the pending version.**
7. **If there is no pending version, click on the ‘pending’ button to create a pending version.**
8. **The ‘version info’ on the top right hand corner of the screen will show whether the module is pending or live and also that it is in non-semesterised format (grey).**
9. **Click on the new ‘Semesterisation Phase 1’ Tab.** 

The following pages describe the steps the user should now take depending on the task type s\he now needs to perform.

## 2.1 Task Type 1 – Convert a module to a Semesterised Format


1. Click on the 'Semesterise' button. 
2. The system will ask you to confirm that you wish to change the module to a semesterised format. Click 'Yes' if you want to change the format (or 'No' if you do not).
3. The system will notify you that the module has been converted to semesterised format and ask you to review/update the necessary fields (as listed in the introduction [here](#)) to complete Semesterisation Phase 1.



4. You will notice that the system has replaced the 'Teaching Period' labels on the Tuition Tab to now read 'Semester'. The default semester assigned to the module is based on the teaching period to semester mappings detailed in [Appendix 1](#).
5. If the module has a formal written exam then the examination profile is populated automatically by the system based on the semester and examination combinations detailed in [Appendix 2](#).

Written Examination  Exam Sitting Summer 2015

Written Examination Profile				
Number	Duration	Unit(s)	Media	Comment
1	3	hr(s)	paper(s)	

3. 
6. Click on the 'Save' icon (top left hand corner).
7. Click on the 'Preview' or 'Change Report' button on the 'Semesterise' tab to preview the module or changes.
8. Review the data fields which departments are required to specify details for as part of Semesterisation phase 1 (as listed in the introduction [here](#)).
9. Edit the pending module to update the data fields if required and click on the 'Save' icon.
10. To validate go to 'Semesterisation Phase 1' tab and click on 'Validate Phase 1 Data' button.
11. You will be notified by the system that:
  - i) The module structure conforms with phase 1 academic guidelines and existing University policy. The system will record the module as converted to a semesterised format (indicated in light blue on the top right hand side of the screen under 'version info').

**OR**

- ii) The module details may need to be reviewed. The system will still record the module as converted to semesterised format but the system will also inform the user where the module structure may be departing from agreed academic guidelines. The user can choose to leave the module as it is or review and amend the module structure.
12. You can review and edit your modules as often as you like, while the system is open. All fields, apart from module code and credit weighting, are available to edit, should you wish to amend other aspects of the module.
13. **When finished editing the module click the ‘finalise’ tick box to indicate that you are finished with you phase 1 edits. This field is a useful indicator for the working group and other colleagues within departments to track progress on this phase.**

**3 Finalise** Phase I Changes Complete

14. Click on the ‘Save’ icon (top left hand corner).



### 3.1 Task Type 2 – Split a module worth 10 or more credits into two or more new modules in Semesterised Format.

4. Where departments have a module that is 10 credits or more they may need to split this into two or more new semesterised modules. This section describes how this can be done.

1. Click on the 'Split' button.



2. In the field provided select the number of modules you want to split the original module into, from the drop down menus.



3. Now click on the 'Create' button.

4. The system creates the required number of new modules and assigns their codes. It is useful at this stage to write down the new codes, although they are recorded in the old module descriptor that was split.

5. Each new module is automatically assigned a new six character module code that inherits the first three characters from the old module code. The remaining characters are based on what is next available in the series.

6. Amend the module credit weightings of the new modules at this point, if you need to, by clicking into the 'credits' field in this screen.

7. Click on the 'Save' button.

8. You will be presented with a message box asking for confirmation that you want to proceed with splitting the old module code into the specified number of new semesterised modules.

9. Click the 'Ok' button on the message box

10. You will notice that each new module inherits its content from the original module. Please review and amend the data fields which departments are required to specify details for as part of Semesterisation phase 1 (as listed in the introduction [here](#)).

11. The system replaces the teaching period labels on the Tuition Tab to now read Semester. The default semester assigned to the module is based on the teaching period to semester mappings detailed in [Appendix 1](#).

12. If the old module has a formal written exam then the examination profile of the new semesterised modules are populated with these.

13. The system records the code of the old module in a read only field in each of the new module descriptors. Conversely the code of the new modules can be found in a read only field by clicking on the 'Semesterisation Phase 1' tab and entering the old module code.

14. You will be notified on-screen that the old module has been successfully split into semesterised module structures.
15. You will be advised to review the module details.
16. Edit the fields which you are required to review as part of Phase 1(as listed in the introduction [here](#)) and click on the 'Save' icon (top left hand corner).

**Tip:** Where modules are split and the split modules are co-requisites for each other, please remember to include this in the co-requisite field.

17. To validate go to 'Semesterisation Phase 1' tab and click on 'Validate Phase 1 Data'.
18. You will be notified by the system that:

i) The module structure conforms with phase 1 academic guidelines and existing University policy. The system will record the module as converted to a semesterised format (indicated in light blue on the top right hand side of the screen under 'version info').

**OR**

ii) The module details may need to be reviewed. The system will still record the module as converted to semesterised format but the system will also inform the user where the module structure may need to be reviewed. The user can choose to leave the module as it is or review and amend the module structure.

19. You can review and edit your modules as often as you like, while the system is open. All fields, apart from module code and credit weighting, are available to edit, should you wish to amend other aspects of the module.
20. When finished editing the new module click the 'finalise' tick box to indicate that you are finished with you phase 1 edits. This field is a useful indicator for the working group and other colleagues within departments to track progress on this phase.

**3 Finalise** Phase I Changes Complete

21. Click on the 'Save' icon (top left hand corner).



If you have any questions or comments on this guide or any aspect of the UCC semesterisation project please email [semesterisation@ucc.ie](mailto:semesterisation@ucc.ie)



## APPENDIX 1

**Teaching Period to Semester Mappings:** The teaching period currently assigned to a module will determine which semester(s) is automatically assigned to a module by default (this can then be changed by the user if required).

Table 1.0 below details how teaching periods will be automatically mapped to semesters.

Teaching Period	Maps To Semester
Teaching Period 1	Semester 1 (Default)
Teaching Period 2	Semester 2 (Default)
Teaching Period 3	Semester 3 (Default)
Teaching Period 1 <u>OR</u> Teaching Period 2	Semester 1 <u>OR</u> Semester 2 (Default)
Teaching Period 1 & Teaching Period 2	Semester 1 & Semester 2 (Default)
Teaching Period 1 & Teaching Period 2 & Teaching \Research Period 3	Semester 1 & Semester 2 & Semester 3 (Default)

Table 1.0 – Teaching Period to Semester Mappings

## APPENDIX 2

**Semester & Examination Combinations:** The written exam month\season allocated to a module will be automatically allocated to align with the semester(s) assigned to a module (this can then be changed by the user if required). Table 2.0 outlines the automated relationships between Semesters and Exam Months.

**Tip:** These mappings are only applied automatically when you click the ‘**Semesterise**’ button. The mappings won’t automatically update if you change the Semester on a module at a later stage when editing the module – you will need to amend the related examination sitting yourself.

<b>Delivered in Semester(s)</b>	<b>Exam Season\Month(s)</b>	<b>Supplemental Exam Season\Month(s)</b>
Semester 1	<b>Winter(Default)</b>	<b>Autumn (Default)</b> Next Winter
Semester 2	<b>Summer [or Spring] (Default)</b> <b>OR</b> January <b>OR</b> Spring	<b>Autumn (Default)</b> Next Winter
Semester 1 & Semester 2	<b>Summer [or Spring] (Default)</b> <b>OR</b> January <b>OR</b> Spring	<b>Autumn (Default)</b> Next Winter

**Table 2.0 – Teaching Period to Semester Mappings**