

How departmental staff edit the module catalogue via eVision (Student Records online):

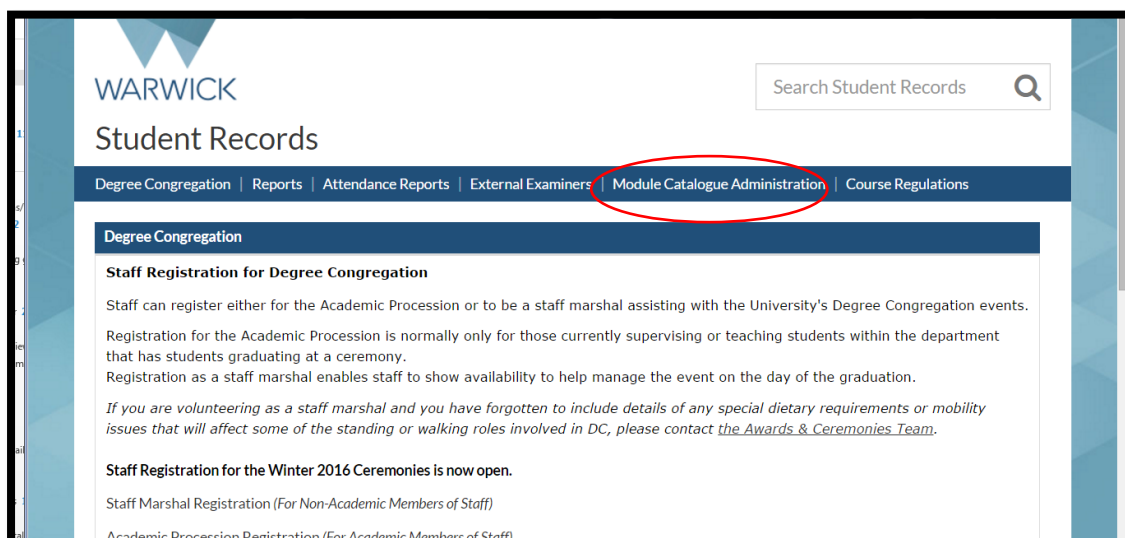
Three key facts

- 1) You will need a SITS Account with eVision access to edit the module catalogue.
- 2) Only the **“module content and teaching”** section of the module catalogue can be manually edited by departments as per the directions below.
These include Principal Aims, Principle Learning Outcomes, Timetabled Teaching Activities, Module Department Link and Other essential notes.
- 3) The rest of the fields in the module catalogue are drawn from either:
 - a) key module information (name, credits etc.) from the **MA1 module proposal form** which should be [approved by your departmental](#) committee.
 - b) **Module diets** (maintained annually in conjunction with the Examinations Office **via the Online Module Diet Maintenance System**)
See part C for more information.

A) Where can I edit “Module content and teaching”?

The narrative text section of the Module Catalogue is created and maintained by the relevant academic home department in the Module Catalogue Administration section of Student Records Online. This can be accessed via Start.warwick (sign-in)> My Warwick Admin Systems>Student Records Online

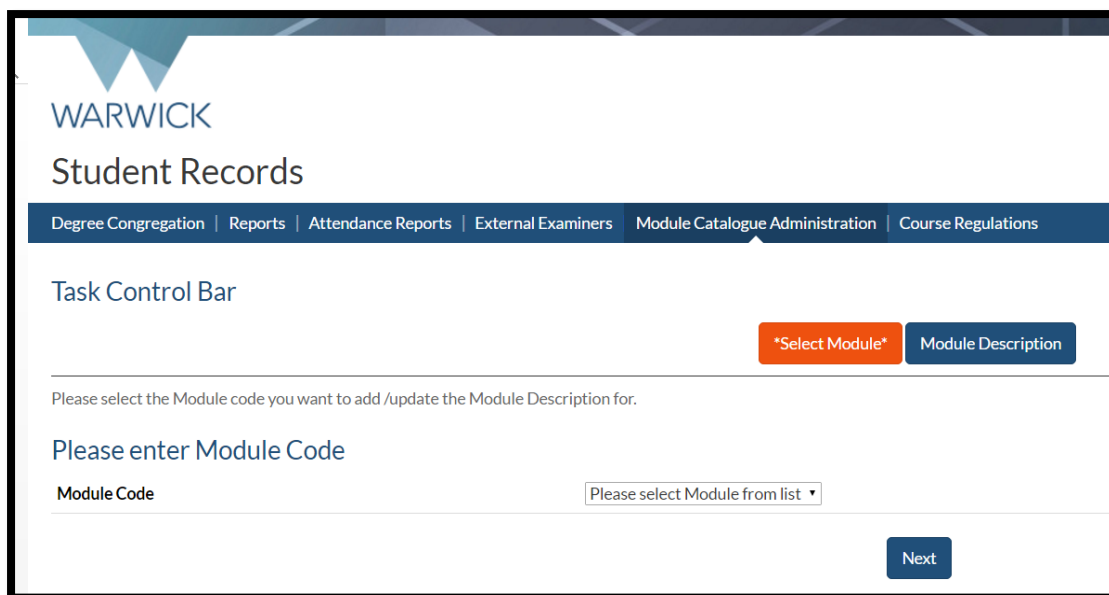
As long as a member of staff has eVision access, they should have the “Module Catalogue Administration” tab in their eVision (Student Records online) menu bar as below:



After selecting “Module Catalogue Administration”, a list of modules should be available from the dropdown list “Please select Module from list”. The department linked to your staff PRS record dictates which modules you are able to view. In some cases, especially staff secondments, you might need to edit modules from a range of departments or one other than your normal “home” department. Please contact quality@warwick.ac.uk if this is the case.

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B) How do I edit “Module content and teaching”?



The screenshot shows the Warwick Student Records interface. At the top, the Warwick logo is visible. Below it, the text "Student Records" is displayed. A navigation bar contains several menu items: "Degree Congregation", "Reports", "Attendance Reports", "External Examiners", "Module Catalogue Administration" (which is highlighted), and "Course Regulations". Below the navigation bar is a "Task Control Bar" with two buttons: "*Select Module*" (orange) and "Module Description" (blue). Below this bar, there is a text prompt: "Please select the Module code you want to add /update the Module Description for." This is followed by the instruction "Please enter Module Code". There is a text input field labeled "Module Code" and a dropdown menu labeled "Please select Module from list". At the bottom right of the form area, there is a blue "Next" button.

After selecting the relevant module, the module descriptive fields can be amended and saved by populating the boxes, selecting “next” and then “finish”.

NOTE: The changes made in Student Records online will not be reflected in the Module Catalogue immediately as amendments are incorporated into an overnight publication.

If you need to make edits to a module that has a different departmental code to your staff record, or can't find modules you want to edit, please contact quality@warwick.ac.uk.

C) Which module catalogue fields can't be updated through Module Catalogue Administration in eVision?

Module Summary (Module code, name, department, credit available)

This is set up when the [Module is first approved](#) and entered in to SITS. Changes to these fields constitute a new module and require a new module (MA1 approval form) to be approved and forwarded to SPA.Modules@warwick.ac.uk.

Module Availability (Programmes and year of study for which the module is core or optional)

This is drawn from the MAV table in SITS which is generally populated by departments via the [Online Diet Maintenance](#) process. The Examinations Office manage this process and usually open the Online Diet Maintenance system from May/June to July/August.

Module Assessment (Type of Assessment and proportion of module mark accounted for)

This is drawn from the MAB table in SITS and is initially populated by the Examinations Office when a new module is approved. Amendments to assessment should be approved by your department and reported (with an updated MA1 form) to SPA.Modules@warwick.ac.uk.

Further information about module approval can be found [here](#).