

Important information for Teaching Directors, Module Organisers and Course Directors

Communication Two – Completion of Module Update task information for 2019/20 delivery

Following on from the email last week updating colleagues on the Module and Course Review overview, here is the information Module Organisers require to update their modules for 2019/20 delivery. We have amended the eVision update task so that only the relevant pages will be visible to you, making it much easier to navigate and the process much quicker.

Action required now:

Module Organisers to complete the module information for 2019/2020 via the online task by 31 July.

You have already filled in most of the information for the Modules for 2019/2020 delivery. The final details, outlined below, will be published to students enrolled on the module from 1 September.

There is a helpsheet, attached, and is also available [here](#), to guide MOs through the task.

Sections of the Module Update Task for 2019/2020 Module delivery, to be completed by the end of July	
5. Learning Activities and indicative Student Effort Hours	
7.Link to Talis reading list	
8.Formative and summative assessments list and weighting	
9.Assessment details: a) Deadline b) Method of submission c) Return date d) Method of return e) Format and purpose of feedback f) Title g) Colour printing? h) Moderation i) Double marked? j) Further details	The assessment deadlines are blank, so all need to be completed. If you had previously filled this in for 2019/2020 and you need to know what they were, please ask your Hub team (h) is obsolete due to the change in moderation policy; (i) is required, but is not displayed to students.
Information no longer required to be gathered as part of the Module Update Task	
4.Module Teaching team	To be part of the information the MO puts on the Module Blackboard site.
6.Teaching sessions (details of lectures, seminars and other taught sessions)	
10.Mapping assessment to Learning Outcomes	To be part of the Assignment briefs being introduced for 2019/2020.
12. Module Enhancements	Will be covered by the new Internal Quality Review processes
13. Associate Tutor Support and External Lecturers	Obsolete. No longer required by Schools.

Next communication

The next communication will be circulated in the week commencing 24 June 2019; the communication plan is below for reference.

Message	Timeline
<ul style="list-style-type: none"> • Introduction to Module and Course Review and Update • Request to set School Annual Review deadlines (Comms 1) 	Sent out on 13 June
<ul style="list-style-type: none"> • Module Organisers to complete the final details eg assessments, for modules being delivered to students in 2019-20 <i>(This document, Comms 2)</i> 	Sent out on 19 June
<ul style="list-style-type: none"> • Launch of Module and Course Review including guidance on using Tableau dashboards and completion of forms 	w/c 24 June 2019
	<p>There will be a demonstration and Q&A session as part of the L&T and Student Support Briefing Session:</p> <p>10 July 2019, 10.00-12.00 in Queens 1.03</p>
<ul style="list-style-type: none"> • Details of Module and Course Update 	Early September 2019
	<p>There will be a demonstration and Q&A session as part of the L&T and Student Support Briefing Session:</p> <p>10 September 2019, 14.00-16.00 in LT4</p>

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