Clárlann UCD
UCD Registry

Module Access Management User Guide

This guide is aimed at staff using Module Access Management (MAM) via InfoHub or the Curriculum Management System.

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Section 1 How to access Module Access Management

Accessing Module Access Management (MAM)
1. Log into UCD Connect
2. In Connect, click on InfoHub
3. Click on Students
4. Click on Curriculum, Module Capacity & Timetables
5. Select Module Access Management (Pathway below)
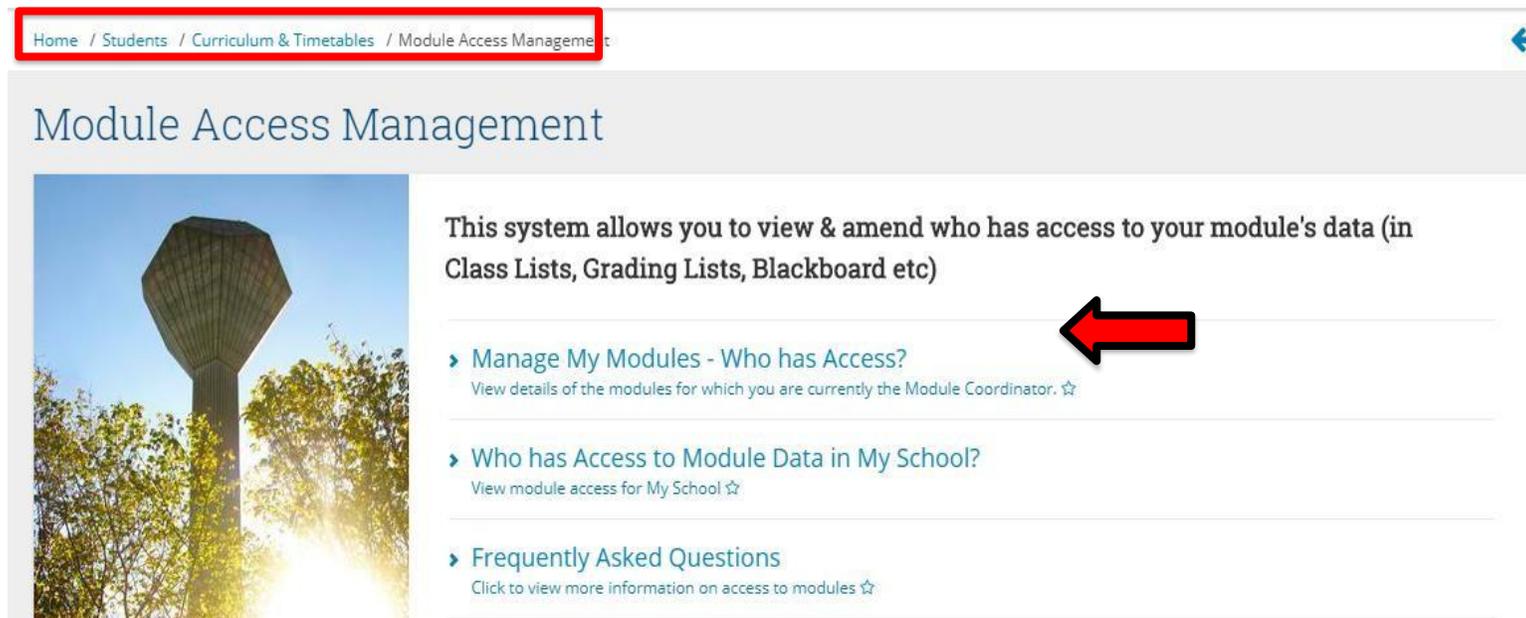
Home / Students / Curriculum & Timetables / Module Access Management

Module Access Management

This system allows you to view & amend who has access to your module's data (in Class Lists, Grading Lists, Blackboard etc)

▸ Manage My Modules - Who has Access?
View details of the modules for which you are currently the Module Coordinator. ☆

▸ Who has Access to Module Data in My School?
View module access for My School ☆

▸ Frequently Asked Questions
Click to view more information on access to modules ☆

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Section 2 MAM – Who has access?

Click '**View data access details**' to view the advanced option.

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Section 2 MAM – Points to note

- **Grant Access to this Module** – Once selected, you can grant access to view your module(s). Enter the name or staff member of your colleague and select 'check name'.
- Provides a list of all **viewable CRNs** associated with this module.
- **Advanced options**: the Module Coordinator can change the role of their assigned colleagues here (Assistant Grader, Module Assistant, Lecturer / Co – Lecturer etc.).
- The Module Coordinator can **remove** a colleagues access from here.
- This link takes you to the **FAQ** page; it outlines the levels of access that each role provides.

Section 3 How to Assign a Role to a Colleague

Select the **Grant Access** to this module button.
Select the role you wish to assign your colleague from the dropdown menu (Role).
Click '**Save**'.

Grant Access to ANSC55000 Animals

Search for and select a person to grant access to your module

Name*   Check Name

Role*

Click here for an explanation of these roles

Save

Remember:
• Click '**check name**' after typing in the name of your colleague.
• Selecting a colleague by name could generate more than one result, so be sure to select the correct colleague from the dropdown should more than one result appear from your search.

Section 4 Assigning Roles – Academic Regulations

3.14

Module Coordinators are members of faculty of the University or are approved to act by Academic Council or its relevant committee. Where modules are coordinated by someone who is not a member of faculty, a named member of faculty will be responsible for assuring the quality of teaching, learning and assessment of that module. That named member of faculty will retain responsibility articulated in Regulation 3.13.

3.15

A School or Board of Studies shall approve, and review as necessary, a module descriptor for each module it offers according to the requirements set down by Academic Council.

3.17

The modules listed in the programme specification as providing learning outcomes that must be demonstrated to achieve the programme outcomes are called core modules.
Core modules may be defined at the level of the programme or subject, and different core modules may apply depending on whether the subject is being pursued as a major or minor. All core modules must be passed before a student is eligible to complete a programme.

4.17

The School shall ensure that an appropriate process is in place for grading all forms of assessment. The process shall ensure that all faculty involved in the delivery of the module have a significant role in grading.

Section 5 Description of Roles

What information does a Role allow access to?	Module Coordinator *	Module Assistant	Lecturer / Co-Lecturer	Assistant Grader	Tutor	VLE Access Only
	Setup via Curriculum Management	Only the Module Coordinator can assign this role	Only the Module Coordinator can assign this role	Module Coordinators & School Admins can assign this role	Module Coordinators & School Admins can assign this role	Module Coordinators & School Admins can assign this role
VLE	full control (instructor)	full control (instructor)	full control (instructor)	full control (teaching assistant)	full control (teaching assistant)	full control (teaching assistant)
Class Lists (excluding student supports information) **	Y	Y	Y	Y	Y	
Class Lists (including student supports information) **	Y	Y	Y			
Grading Lists **	Y	Y	Y	Y	Y	
Grade Entry (including amendment of final grades)	Y	Y	Y	Y		
Grade Entry (commit to academic history)	Y					
Student Feedback (including ability to view student comments)	Y	Y	Y			
Module Enhancement	Y	Y	Y			
Extenuating Circumstances (module coordinator view)	Y	Y				
Exams Manager (for Exam Paper approvals)	Y					
Exceptional Grade Change Request	Y	Y	Y	Y		
For VLE access, what is the difference between an instructor and a teaching assistant?						
A teaching assistant can carry out all of the same functions as an instructor in the VLE but is not visible as a point of contact to the students.						

* Module Coordinator details will continue to be recorded and maintained through Curriculum Management.

** School Administrators automatically have access to a School Administrator view of Class Lists, Grading Lists and Extenuating Circumstances. If a Module Coordinator wishes to extend a School Administrator's access, the Module Coordinator should assign the Module Assistant role to the School Administrator.

Section 6 FAQ Summary

As a Module Coordinator, how can I grant a role to someone?
1) Go to Manage My Modules - Who has Access?
2) Click **View data access details** across from the module that you are interested in.
3) Click the **Grant Access to this Module** button.
4) Then enter the name of the person that you want to grant access to, select a role and click **Submit.**

As a School Administrator, how can I grant the Assistant Grader, Tutor or VLE Access Only role to someone?
1) Go to Who has Access to Module Data in My School?
2) Click **View data access details** across from the module that you are interested in.
3) Click the **Grant Access to this Module** button.
4) Then enter the name of the person that you want to grant access to, select either the Assistant Grader or Tutor role and click **Submit.**

How can I ensure that Tutors are displayed against CRNs on Class Lists?
After you have assigned someone with Tutor access, go to **Advanced Options**, then scroll down to view the list of CRNs associated with the module. Check those CRNs with which the tutor is to be associated, and Save. Once this has been completed, the tutor name(s) will appear on the class list reports.

When will a new person's access rights be reflected in the systems (i.e. Grade Entry)?
Grade Entry - **Within 20 Minutes.**
Class Lists - Grading Lists - Student Feedback - Extenuating Circumstances - Module Enhancement - **Within 1 Hour.**
VLE **- Within 24 Hours.**

Section 6 FAQ Summary Continues

Where can I change which Academic Year's data can be viewed?
In the Advanced Options section.

Where can I change when data be viewed?
In the Advanced Options section.

If I use the Advanced Options to restrict access to specific CRNs for persons, which systems will this affect?
Grade Entry.

For VLE access, what is the difference between an instructor and a teaching assistant?
A teaching assistant can carry out all of the same functions as an instructor in the VLE but is not visible as a point of contact to the students.

Useful Links and Reporting

- Support and Training: contact your Curriculum College Liaison / curriculum@ucd.ie
- Curriculum Management Edit Timelines 2024/25
- Curriculum Management guides and checklists
- Academic Regulations 2024/25
- Current Students Course Search
- InfoHub Reporting: see below / Curriculum Management Reports Checklist

I want to:	InfoHub Report
Check CMS access for staff and faculty in my School	Curriculum Management Access Roles
See modules in my School for current and previous Academic Years	Curriculum Management - School Module Summary
Do a wildcard search of entire module catalogue for current or previous Academic Years across all Schools/Units	Curriculum Management - School Module Summary – Keyword Search
View details of modules missing mandatory data or with anomalies to be addressed	Modules Missing Data
Details of all modules for which you are currently the Module Coordinator and who else has access	Manage My Modules – Who has Access?
View core and option modules on a major/stage	Structures by Major
Review inactive modules on stages, majors/stages with no associated modules, option rules with no associated modules	Majors Missing Data

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