



Important Checks & Reminders

- Check if the module descriptor is open for edit on the Curriculum Management System (CMS). Use the [CMS Module Descriptor Edit Timelines](#) to see when and what you can edit.
- Go to [My Modules](#) menu on the CMS, navigate to the module you want to update and click **View** to start editing
- Use the **Module Menu** drop down list on the top left to navigate different sections of the descriptor.
- Click on the  buttons for guidance
- Check the **Mandatory Data Completion Status** to ensure all required data has been recorded. If the status is 'incomplete', click on the red **View** button to see the missing sections.

Did you know that

- The **Please Note** section on the My Modules menu explains CMS Timelines and how to request module descriptor changes outside of edit windows.
- For more help with editing modules, check the [How to use the Module Descriptor guide](#) & [video guide](#).
- To see detailed module information, click the **Module Descriptor (PDF)** button when editing through [My Modules](#).
- Use the [Modules Missing Data](#) report on InfoHub to find modules missing required information or anomalies that need to be addressed.
- Update who can access your modules through the [Manage My Modules – Who has Access?](#) menu. Module Coordinators should review and update these details regularly for GDPR compliance.
- Staff or Faculty with [School/College level access](#) to the CMS can update Module Trimester details through [Module List Management](#).

Useful Links

- ☐ [How to use the Module Descriptor](#)
- ☐ [Editing the Module Descriptor Video Guide](#)
- ☐ [Module Descriptor Edit Timelines](#)
- ☐ [My Modules – CMS](#)
- ☐ [Modules Missing Data Report](#)
- ☐ [Manage My Modules – Who has Access?](#)
- ☐ [Curriculum Management Reports Checklist](#)
- ☐ [Teaching and Learning resources](#)
- ☐ [Academic Regulations](#)
- ☐ [UCD Assessment](#)
- ☐ [Contact your Curriculum College Liaison](#)

