Module Catalogue

Departmental User Guide
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1. Approvals and amendments

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2. Background

- This user guide will show you how to view module information held in Banner using the Module Catalogue.
- This read-only functionality is available to all College staff members with access to Banner.
- You can use it to search for a Module, view Module Information or view instances of Modules running in specific Terms (Sections)
- We also show you how to run a report in ICA - Reporting for Module Data.

3. How to login

- Login to My Imperial: https://my.imperial.ac.uk.
- Select the Module Catalogue tile.
Login via single sign on with your Imperial username and password.

This will take you to the Banner Module Catalogue access homepage.

At this point you have a choice.

You can either view your Module information including Subject, Module Code and Description or view Section information including the instructor and CRN number (a unique system generated number for each Section).

A Module is the Module that is offered by the College irrespective of Term.

A Section is a specific instance of a Module (e.g. running in a specific Term).

A Module will have a number of Sections related to it depending on how long it has been running and how many instances there are of it per year.

4. Modules

a) Login to Module Catalogue

To view Modules, select the Browse Module Catalogue link.
• Enter the relevant Registration Term from the drop-down list and click Continue.

b) Search for a Module
• You can search for a Module by Subject, Module Code Number or Module Title or a combination of them.

• To search by Subject, click into the Subject field and a drop down will be available for you to choose from.
• You can also start typing into the box to retrieve the relevant Subject.
Once you have added one subject, the system will allow you to enter another one if required.

Once you have entered all the Subjects, click on Search.
The relevant Modules will be returned.

If you scroll down, you will be able to see if there are further pages of Modules. You can navigate between them by clicking on the arrows.

If too many Modules are returned, you may wish to click on Search Again and narrow your criteria.

To Search by Module Title, we recommend the use of the wildcard (%) when entering your criteria.
To search by Module Code number, enter the Module Code number you wish to view and click on Search. E.g. 40001. This will return all the Modules with that code. We would recommend entering the Subject as well to narrow your search. Otherwise, you will then need to select the relevant Module for your Department.

c) Advanced Search

- The Advanced Search functionality will allow you to search by other criteria such as subject and module title, Faculty, Department, or a range of Modules codes.
- Click on Advanced Search to access this functionality.
- The Faculty, Department, Subject and Module Title and Module Type are all drop downs so you can choose from the available choices or start to type the information in for the relevant option to appear.
d) Viewing Module information

- From the Search results page, click on the Module Title for which you want more information.
- This will display information about the module from Banner.
Switch between the different tabs – Module Overview, Module Description, Learning Outcomes, Corequisites, Prerequisites and Mutual Exclusion to see all the information help in Banner about the Module.

Please note all information is read only.

Click on Close to close the pop-up screen.

e) View Sections from Module Catalogue

To view Sections from here, click on the View Sections button on the far right next to the Module.

This will provide you with the Module Subject and Code Number, the Term it’s running in, the CRN number (a unique system generated number for each Section), the number of credits and who the Instructor is for that Term.

If you click on the Module Title, the section details will be available.

Click close the close the screen.
5. Sections

- A Section is a specific instance of a Module (e.g. running in a specific Term).

a) Login to Module Sections

- To view Sections, select the Browse Module Sections link.

- Enter the relevant Registration Term from the drop-down list or enter a Date Range and click Continue.

b) Search for a Section

- You can search for a Section by Subject, Module Code Number or Module Title or a combination of them just as per the Modules.
- To search by Subject, click into the Subject field and a drop down will be available for you to choose from.
- You can also start typing into the box to retrieve the relevant Subject.

- Once you have added one subject, the system will allow you enter another one if required.

- Once you have entered all the Subjects, click on Search.
- The relevant Sections for that period will be returned.
• Instead of Description, you will see the relevant Term and the Instructor.
• If you scroll down, you will be able to see if there are further pages of Sections. You can navigate between them by clicking on the arrows.
• If too many Sections are returned you may wish to click on Search Again and narrow your criteria.
• To search by Module Title, we recommend the use of the wildcard (%) when entering your criteria.

• To search by Module Code number, enter the Module Code number you wish to view and click on Search. E.g. 40001. This will return all the Sections linked to that Module code. We would recommend entering the Subject as well to narrow your search. Otherwise, you will then need to select the relevant Section for your Department.
c) Advanced Search
- The Advanced Search functionality will allow you to search by other criteria such as subject and module title, Faculty, Department, or a range of Modules codes.
- Please refer to the above section for more information.

d) Viewing Section information
- From the Search results page, click on the Module Title for which you want more information.
- This will display information about the Section from Banner.

![Module Details](image)

- Click on Close to close the pop-up screen.

6. Reports in ICA
- Login to My Imperial: [https://my.imperial.ac.uk](https://my.imperial.ac.uk) using your College single sign on.
- Click on the ICA Reporting and Statistics tile.
- Login again using your single sign on.
- Navigate to Dashboards> Banner Interim> Curriculum Management.
- Navigate to the Report you wish to run. (e.g. Module Data Report).
- Enter the criteria you wish to search for including Department.
- The report will return your results.
- This can be exported if required. Scroll down to the bottom of the report onscreen and click on the export button to export.

- The reports currently available are:
  - Programme Report (includes a list of Programmes by your Department and Level)
  - Module Data Report (includes Module Description, Learning Outcomes, Module Content and Long Module Title)
  - Assessment Reports (includes Assessments due per Module with Weighting)
  - Corequisites
  - Prerequisites (coming soon!)
  - Level Report (indicates the Student Level - UG/PG for each Module)
  - Module Integration Partners reports (where there are integrations with Blackboard and Panopto)