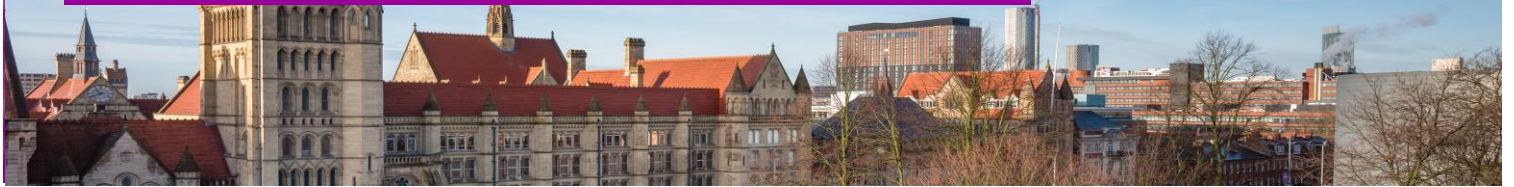# TLD Bulletin
October 2024

WELCOME MESSAGE

Welcome to the October 2024 edition of the TLD Bulletin – it's been a busy month for the team, so we have lots of news for you this month!

STAFFING UPDATES

The Taught Programme Enhancement team has welcomed two new graduate interns into the team: Raluca-Elena Valcescu and Fer Juarez Vazquez.

The scheduling team has also welcomed a new member, Kelly McCrory who has moved over from the Central Teaching Spaces team in Estates and Facilities.

We wish them all luck in their new roles, please do say hello to them if you spot them on campus.

THIS MONTH:

- ITL becomes Teaching Excellence Team in TLD
- Category B Policy Consultations – Get involved
- SEAPs Update
- SEAtS Update
- Cadmus is now available

I'm happy to introduce the Teaching Excellence team as the newest members of Teaching and Learning Delivery. You may have known us previously as the Institute of Teaching and Learning (ITL) team, delivering areas of work such as the Advance HE Fellowship Scheme (formerly known as LEAP), the ITL Fellowship programme and the TEA blog. We'll still be delivering these strands of work and others that you can find on the ITL website - we're looking forward to working more closely with our TLD colleagues in all sorts of areas, but in the meantime if there's anything we do that you'd like to know more about, just get in touch! You can contact the team on teaching.learning@manchester.ac.uk.

TAUGHT PROGRAMME ENHANCEMENT (QUALITY FRAMEWORK, STUDENT VOICE DATA AND POLICY)

Category B Consultations are still open! Get involved...

The following policies, procedures and guidance are still open for consultation:

- Guidance for lecture 'shout outs'
- Procedures for the award of posthumous and aegrotat undergraduate and postgraduate taught degrees
- Peer review of teaching guidance
- Policy on ethical approval of research on human participants in taught assessment*

* Please note the proposed name change from Policy on ethical approval of research on human *subjects* in taught assessment

The deadline for comments is the **29 November 2024**. All feedback is welcome.

Methods of Consultation

Colleagues can engage through their Faculty-led consultation or submit individual comments via our new [Policy feedback form](#).
Further details, and a link to the consultation documents, can be found on our new [Policy consultations webpage](#).

External Examiners

It is now the time of year when External Examiners should be fully set up so they may begin their work. To avoid any delay in processing External Examiner nominations, nomination forms should be sent to external.examiners@manchester.ac.uk with all three approval signatures from the Chair of the Examination Board, the Head of School, and the Faculty Vice Dean. External Examiner nominations cannot be processed unless all three approval signatures are present on the form.

Teaching and Learning Strategy Day

On Monday the 14th of October, the Teaching and Learning Delivery (TLD) Team hosted a teaching and learning strategy day with senior teaching and learning colleagues across the University. The day consisted of presentations delivered by the TLD team, UMSU, April McMahon and Duncan Ivison and roundtable group discussions focusing on the future of Manchester and Manchester 2035. There are still places available to register for the Manchester 2035 workshops, available to all colleagues both in person and online. More information and sign up links can be found here. There is also a feedback form for those who attended to provide any comments on the strategy day, and would like to thank all attendees for giving their time and enthusiasm to participate.

Continuous Monitoring

Following a review of the SEAPs process in 2023/24, a report was considered by the Academic Quality and Standards Committee for Teaching, Learning and Students (AQSC), (a sub-committee of Senate) in January 2024. Following this an internal UIAC audit of the SEAPs process was commissioned in Spring 2024 with a view to informing future processes to replace the SEAPs process. Work has commenced on developing a new system in tandem with a risk-based review for periodic reviews and an initial report was considered by the Teaching and Learning Strategy Group (TLSG) in September 2024.

SLT and TLSG have approved and are monitoring an NSS Action Plan, with the first phase to be embedded between September 2024 and February 2025. We recognise the crucial importance of the NSS Action Plan and know we need to provide time for colleagues to focus, since this is also

largely focused on Assessment and Feedback, TLSG, have therefore, taken the decision not to produce SEAPS for 2024/25 (nor implement an alternative process). This will allow colleagues space to concentrate on the NSS action plan and will also allow additional time for us to consult with key teaching, learning and student experience (TLSE) colleagues to develop and approve the new continuous monitoring process for implementation from September 2025.

Jen McBride and James Brooks will be leading this work in their roles as Academic Lead for Teaching Excellence and Quality, alongside Sarah Williams and other colleagues in the Teaching and Learning Delivery Team. This will include a new Risk Based Review process that will replace periodic review.

As a reminder, any programmes who wish to undertake a periodic review can continue to do this, for example, to satisfy Professional, Statutory and Regulatory Body (PSRBs) requirements. For this academic year (2024/25), we are working with the Vice Deans for Teaching, Learning and Students to select one programme per Faculty to pilot a streamlined version of the existing periodic review process. We will ensure that during the 2024/25 academic year, a consultation process takes place with key TLSE colleagues on the format of the future risk-based review process as well as the paperwork that will support the process in the future.

The Data Integrity Gateway

The Data Integrity Gateway (DIG) process is now live for the review and validation of course unit survey data. In previous years unit surveys have had an ongoing problem with the correct association of academic colleagues to the units which they deliver. Colleagues will be aware that there are examples where they are not attributed to the appropriate units, as well as being linked with units they have no association to.

Dig will ensure academic colleagues can have confidence that the data for their units is accurate and will support the best possible survey reporting. The introduction of DIG (Data Integrity Gateway) as part of our survey tool Blue will allow for the dynamic dissemination of unit data to the most appropriate colleagues for simple and easy review and validation within a web browser. Not only will this allow for the best placed colleague to review their data but will also eliminate the current back and forth process of large school-level spreadsheets that require one named colleague to oversee in each school.

For course unit surveys 2024-2025 the surveys team will be providing course unit convenors/course unit directors with access to review their unit data. Here convenors/directors will be able to confirm that all of the correct instructors have been attributed to a unit. Where there are inaccuracies the

convenor/director will be able to add/remove staff themselves before confirming they are happy with the data for the unit.

This task launched to convenors/directors via email on Tuesday 8th October and will be live for review and validation until Friday 25th October.

Colleagues are reminded that the **final required step of the process is to publish the unit, even if no data changes are required.** Publishing the unit tells DIG the data is ready to be used and will ensure you do not receive chaser emails from the system.

[A video demo of how to publish your units is available](#)

Further demo videos and information about DIG can be found on our website - https://www.staffnet.manchester.ac.uk/tlso/student-engagement/student-surveys/unit-surveys/dig/.

 For any queries, questions or units missing from your task view please contact teachingandlearningsurveys@manchester.ac.uk

ENGAGEMENT ANALYTICS SUPPORT TEAM

SEAtS

SEAtS, the new engagement analytics system, whereby students are registering their attendance at their teaching activities, has been rolled out this past month. In week 4, over 175,000 check-ins were recorded, a gradual increase from week 1 (which was 153,000). The Engagement Analytics Support Team, (comprising 14 PS staff), are also handling emails, phone-calls and ticket queries from staff and students across the university, whilst continuing to run the remaining visa check-in desk, in the main library.

Over the next month we hope to see a reduction in support tickets as users become familiar with the system and technical issues are ironed out."

TEACHING EXCELLENCE TEAM

October and November Workshop Programme

- Evaluation Drop-In Sessions, **All Week Monday October 28th- Friday 1st November,** 12:00-12:30, Online - Click Here to book

- Theory of Change Consultation Sessions, **All Week Monday October 28th- Friday 1st November,** 15:00-16:00, Online - Click Here to book

- Scholarship Check-In and Challenges, **Thursday 7th November, 12:00-13:00,** Online - Click here to book

University of Manchester Advance HE Fellowship Scheme is now open to enrolments

The Institute of Teaching and Learning is pleased to announce that the University's newly accredited Advance HE Fellowship Scheme (formerly known as LEAP) is now open.

The Advance HE Fellowship Scheme is accredited by Advance HE to award Associate Fellow, Fellow, Senior Fellow and Principal Fellow of Advance HE. The Scheme is aligned with the Professional Standards Framework 2023 and is open to all University staff who teach and/or supporting learning at the University of Manchester.

Find out more:

- University of Manchester Advance HE Fellowships Scheme

Cadmus is now available to help improve assessment at our University

We are happy to announce that a new assessment tool called Cadmus is now available to use in Blackboard across the University.

What is Cadmus?

Cadmus is a secure online assessment platform accessed through the University's Central Learning Environment (Blackboard). It facilitates the whole assessment cycle from assessment design through to release of grades and feedback, as well as providing insights into student engagement with an assignment over time.

Cadmus also provides immediate support and guidance for students on, for example, good academic practice while they are creating their submissions. 90% of students who have already used Cadmus rated their experience as good to excellent.

After a highly successful pilot across the University since 2021, Cadmus will now be available University-wide for 2024/25. Professor April McMahon, Vice-President for Teaching, Learning and Students says, 'Cadmus is an important part of the University of Manchester's investment in improving our assessment practice and experience for students and staff alike. Cadmus supports our students and staff in moving away from seeing assessment as a separate, one-off event, and towards integrating it fully as part of learning.'

How can I start using Cadmus?

If you are interested in using Cadmus for your assignments, you can access more information on getting started with Cadmus here.

Academic and Professional Services staff can sign up to training to learn how to set up and manage assessments. The first training session took place on Wednesday, 2 October, with further sessions due to be added for October.

Your local e-learning team are available for further support.

UoM Teaching and Scholarship Network

If you are interested in developing your teaching and scholarship practice and connecting with like-minded colleagues across the University of Manchester this network is for you.

Around a quarter of our colleagues are teaching and scholarship and we want to create a space for all those interested in developing teaching and scholarship to belong in a UoM Teaching and Scholarship Network. This will be led by Hannah Cobb and Jenni Rose as well as a steering group from across the university including Eleanor Aspey, Helen Baxter, Elaine Clark, Duncan Hull, Jen McBride, Rachel Parker-Strak, Reimala Sivalingam, Rachel Studd, Lisa Taylor and Nick Weise.

We aim to foster a supportive community, and offer space to share challenges. Join us for a range of events (both in-person and online), connect with fellow educators through our dedicated email list, and contribute to shaping the future of teaching excellence at UoM. Whether you're a teaching and scholarship expert or just starting out our the Teaching and Scholarship Network welcomes you.

To join the steering committee and guide this new initiative please email Jennifer.Rose@manchester.ac.uk

To keep informed of our events please click here or email Teaching.Learning@manchester.ac.uk

ITEMS FROM OTHER AREAS OF THE UNIVERSITY

Library review of My Learning Essentials

Over 2024, the Library has been working with colleagues from across the University to review the previous My Learning Essentials (MLE) course for students called Avoiding Plagiarism.   The revised course has had a stylistic change, but more importantly the content has been substantially updated to cover a wider range of academic integrity and malpractice messages, including on Generative AI. The course introduces students to different concepts and expectations, tools to navigate their studies and also includes a quiz, case studies and signposting on to related topics of support and guidance.

The course is designed to provide messaging to students across the University. It does not replace courses provided locally within Schools or Programmes, or any subject-specific messaging that programmes may need to provide, and so it can be seen as additional provision for students or as the provision for students where local courses may not exist.   Please do take a look and consider signposting students to the course.

The course can be accessed via this link, Academic Integrity, along with the wider provision of courses available on the My Learning Essentials webpages.

The Library has had a couple of suggestions already about how it could award students with a notification, certification or badge to say they've completed the resource so the Library be looking into this further. In the meantime, as an alternative, you could ask students to take a screenshot of the completed course and to provide their confirmation to any local repository, team or individual.

CONTACT

If you are aware of other staff members who would like to be added to the TLD Bulletin mailing list to receive future editions of the Bulletin, please contact Ellie Powell (email eleanor.powell@manchester.ac.uk).

If you are from a Collaborative or Validated Partner and you are having difficulties accessing any of the linked documents or web pages, please contact teaching-policy@manchester.ac.uk