

Teaching and Learning Delivery Bulletin



March 2025

At a glance:

The New Teaching and Learning Delivery Website is Live

- We have recently updated our website, with new streamlined sites for all of the teams within Teaching and Learning Delivery.

Keep Promoting the NSS!

- The NSS is live so please keep promoting it. We are continuing to make progress towards our institutional response rate target of 75%, and need everyone's help to achieve this goal!

Save the Scheduling Date - Friday 4th April

- Academic timetable capture and Welcome Week data capture are both open for submission - please submit these by, you guessed it, Friday 4th April.

Teaching Excellence - March Workshops

- The team are hosting an array of workshops in March, with topics such as 'Exploring Cadmus in Canvas' and 'Human-centred' design in University Research', see below for sign up details.





Our New Website is Live!

Over the last months, the Teaching and Learning Delivery website has undergone a major restructure to house information regarding Policy and Guidance, Quality, Student Voice, Teaching Excellence, Appeals and Complaints and Scheduling. All the teams' pages have been streamlined into concise accordions and linked buttons for easier navigation. Please take some time to explore the new pages and to save relevant pages as new bookmarks.

Be aware that some previously saved bookmarks may result in 404 errors. If this occurs, please email Oscar.beavis@manchester.ac.uk with the broken link and they will arrange to have the link redirected to the correct new page.

Taught Programme Enhancement

Policy Updates

Student Pregnancy, Maternity and New Parent Support Form

The Student Pregnancy, Maternity and New Parent Support Form has been updated and finalised. It is a supporting document to the Student Pregnancy, Maternity and New Parent Policy.



Student Voice

NSS 2025 is still Open - Keep Promoting!

NSS 2025 remains open for student responses from our final year undergraduates until the end of April. Thank you to everyone who has displayed visuals in lectures, allowed our ambassadors to talk to their students in sessions or even promoted it to students yourselves. We know that students respond best to encouragement from staff they know and trust, and we therefore continue to ask colleagues to:

- Share the importance of the NSS with your students in lectures, seminars, or one-to-one meetings.
- Point students to the NSS website where they can complete the survey.
- Use the resources available on the Promoting the NSS pages on StaffNet for advice and promotional materials.
- Request use of shared pull-up banners that have been purchased by emailing daniel.bayes@manchester.ac.uk
- Promote the incentives available to our students – [which can be found here](#)

If you would like a student ambassador to promote to your students in the first or final few minutes of your lecture, or have a location on campus you think would be a great place to run an NSS promotion stand – please contact daniel.bayes@manchester.ac.uk

We are continuing to make progress towards our institutional response rate target of 75%, and need everyone's help to achieve this goal!

Semester 2 Course Unit Surveys

Course Unit Surveys will go live for student responses on Monday 24th March. Data has just been reviewed by course unit leads for the last three weeks and is currently with school colleagues for an oversight check. Thank you to all unit leads who engaged with their DIG tasks and published their units.

Scheduling

Timetabling

2025-26 Data Capture

Academic Timetable data capture for the 2025-26 academic year is open for submission. Schools have until Friday 4th April to submit:

- Timetable teaching data
- Course compatibility data
- The creation/roll forward of new or existing course units in Campus Solutions to the 1251 term.

Welcome Week timetable capture is also open for submission. Schools have until 4th April to submit this using the [Process for Welcome 2025.pdf](#). [A Guide to Welcome Week Scheduling 2025](#)

can also be found on our [Scheduling SharePoint site > Training Section](#).

Flexible Working Arrangements:

P&ODs call to check and submit teaching staff FWA (Flexible Working Arrangements) closed on Friday 7th March. This data is now being compiled to send to Faculty Scheduling Teams.

Teaching Availability Arrangements:

[TAA applications](#) are still open. Academic staff can apply up until **Friday 14th March**.

Other Key Dates:

- Faculty Scheduling Teams will commence scheduling: **Tuesday 6th May**.
- First publication of the timetable to staff: **Friday 11th July**.
- Publication to students (Course Unit Selection opens): **From Monday 4th August**.

2024-25 Student Allocations to Activities:

- As a helpful reminder, here is the [training guide](#) for users to follow whilst allocating using ECP.
- The [spreadsheet method](#) for allocating students is also available and can be emailed to timetabling@manchester.ac.uk

Examinations

Semester 2 Exam Data:

- The extract for semester 2 exam data has been downloaded and sent to schools for checking
- The composite semester 2 exam timetable (without venues) will be published to Schools w/c 31st March.
- The last date to submit question papers to the Exams Office is Friday 4th April.

Teaching Excellence

March Workshop Programme

- Psychological Safety in Clinical Learning Environments, Wednesday 19th March 2025, 11:00-12:00, Online - [Book to attend Psychological Safety in Clinical Learning Environments](#)
- Sharing your Scholarship: The Broad View, Wednesday 26th March 2025, 13:00-14:00, Online - [Book to attend Sharing your Scholarship](#)



We want you (to write for): TEA Blog

We are looking for contributors to write a short 600-800 word blog piece on their pedagogical practice! It is an excellent chance to engage in scholarship and share your best practice across the university - and outside.

If this sounds intriguing to you, please contact Freya.corrywright@manchester.ac.uk

See what colleagues in Teaching and Learning have been writing last semester on our [Teach Explore Apply](#) blog.

Some recent highlights:

- [Using photography as an inclusive approach to hearing students' voice](#) by Zhuomin Huang and Heather Cockayne
- [Increasing dialogue but not workload: developing effective dialogic feedback processes through using interactive coversheets](#) - By Craig David
- [Bridging the Gap: Preparing Students for the Realities of Employment](#) By Stephen Urwin, in conversation with Jonathan Hourigan.

Teaching Matters Workshops:

Tuesday, 18th March 14.00 - 15.30: 'Exploring Cadmus in Canvas' Sign up [here](#) [[forms.office.com](#)].

Helen Perkins and Jo Williams (SEED eLearning team) will lead the 90-minute training workshop that introduces participants to Cadmus, a powerful assessment tool designed to create dynamic and inclusive assessments. We will explore the pedagogical potential of Cadmus and its integration with Canvas, our new Virtual Learning Environment (VLE)* in preparation for September 2025 launch. The session will cover how we can use Cadmus as a tool for designing assessments that are aligned with your unit's ILOs and encourage engagement and learning. **We will guide participants in how to set up a Cadmus assignment, what settings to use, how to access submissions and mark them, and best practice in providing meaningful feedback for your students.** We will also provide an overview of the features that support students with additional needs, such as ways to manage extensions efficiently, and the learner analytics which Cadmus provides.

Wednesday, 26th March 13.00 - 14.30 'Human-centred design in university education' Sign up [here](#) [[forms.office.com](#)].

Led by Professor **Sarah Dyer**, this session is a chance to explore human-centred (HCD) approach in education. HCD is an umbrella term which includes things like design thinking and service design. HCD asks us to spend more time exploring problems than we often do, with a focus on having empathy with the people affected and understanding the problems in context. Rather than adopting one high stakes solution it asks that we prototype and test possible approaches with users. I have worked in a variety of contexts with HCD. I will reflect on these and introduce some possible ways in, for if you are interested in trying this approach. There is no need to know anything about HCD before the session

The workshops will also be useful for colleagues applying for Advance HE fellowships. For more information: [UoM advance HE](#) [University of Manchester Advance HE Fellowship Scheme](#) | [Institute of Teaching and Learning](#) | [StaffNet](#) | [The University of Manchester](#)

Contact

About Us

[Teaching and Learning Delivery \(TLD\)](#) is based in the Division of Student and Academic Services (SAS), part of the [Directorate for the Student Experience \(DSE\)](#). We work closely with the Vice-President (Teaching, Learning and Students), Associate Vice-Presidents, Vice Deans and with Faculties, Schools and other administrative offices. TLD is led by [Janine Holdway](#), Head of Teaching and Learning Delivery and [Paul Brierley](#), Head of Scheduling.

Get in touch

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 (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 also contact Emma Stansfield or Ellie Powell (teaching-policy@manchester.ac.uk)

Previous editions of this Bulletin can be found [here](#).

