

Form 2 – Additional Course Requirements

This is an extract from the full guide [Timetabling Requirements Gathering Forms Guide \[Academic\]](#). If you require additional support or have any questions, contact your local [Test & Learn Ambassador](#).

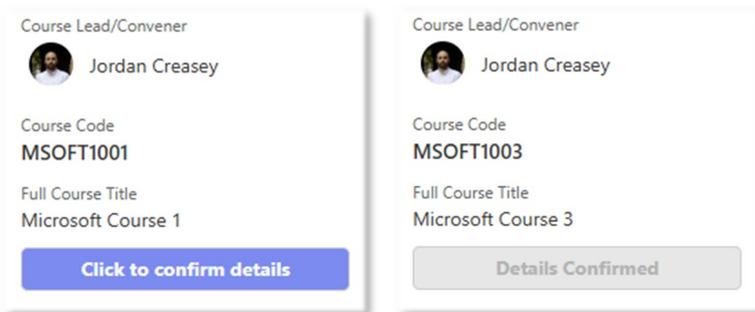
Introduction

Upon accessing the system, you will be shown all the courses listed on the system that are relevant to you. Please note, there are three tabs on the screen which are permission restricted.

Academic View	Accessible to both the Course Lead/Convener and Administrators
Admin View	Only Administrators can access this tab
Private View	Only the Transformation Team can access this tab

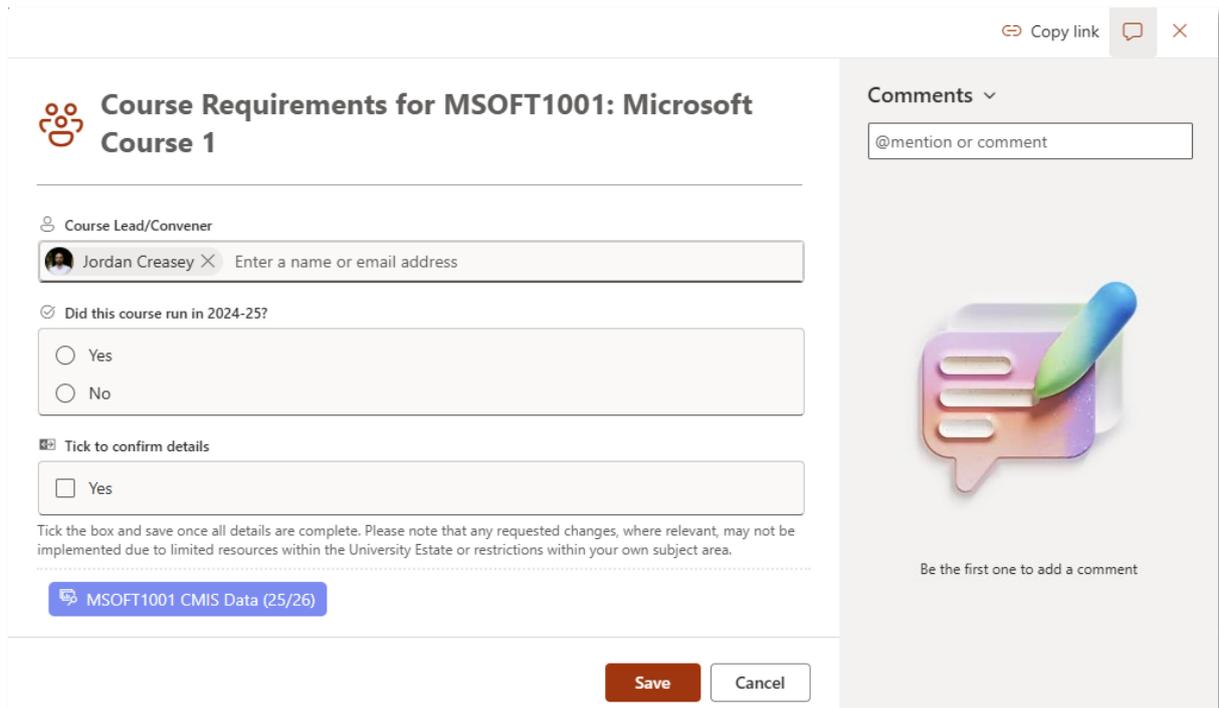
Form 2 (Viewing & Editing Fields)

On the ‘Academic View’ tab, you can see the SharePoint list cards which highlight the course code and course name of the items relevant to you. You will also see on the SharePoint list cards whether you have confirmed the course requirements yet or not (Fig 1) (e.g. the blue button ‘Click to confirm details’ will change to a grey button with text “Details Confirmed’ once that course’s requirements have been saved and confirmed).



(Fig. 1. Screenshot of two SharePoint list cards, with one showing that the details have been confirmed and the other showing that they have not yet been confirmed)

Whilst in the ‘Academic View’ tab, you can bring up Form 2 for a course by clicking anywhere on an individual course’s SharePoint list card. Form 2 will open in ‘Edit Mode’, and you will see the course’s current Form 2 data (Fig 2) and you can edit the fields.



(Fig. 2. Screenshot of 'Edit Mode' of Form 2, with data fields on the left side and comments field on the right side)

NB Form 2 may show further or fewer fields than are shown here (Fig 2) depending on the selections that the Course Lead/Convener has input (e.g. if 'Yes' has been selected for 'Are there any changes to be made to this course?', then further fields will be shown).

The form contains a mixture of 'Yes/No' columns, multi-select 'Choice' columns and free text boxes. Click on the field(s) to input/edit the details for the course. When you are satisfied that all the necessary fields on Form 2 are complete for a particular course, tick 'Yes' for the field 'Tick to confirm details' and then 'Save' the form. The SharePoint list card will update and reflect that the details have been confirmed (Fig 1).

Users do not need to complete Form 2 in one attempt. Whilst in Form 2 you can save the details by clicking the red button at the bottom (Fig 2 – bottom of form). Once saved, it can be closed and revisited.

In addition to the data fields on Form 2, users have the option to record comments (Fig 2 – right side of pane). Use this to record notes for yourself or for another person assigned to the course, such as the Local Timetabler.

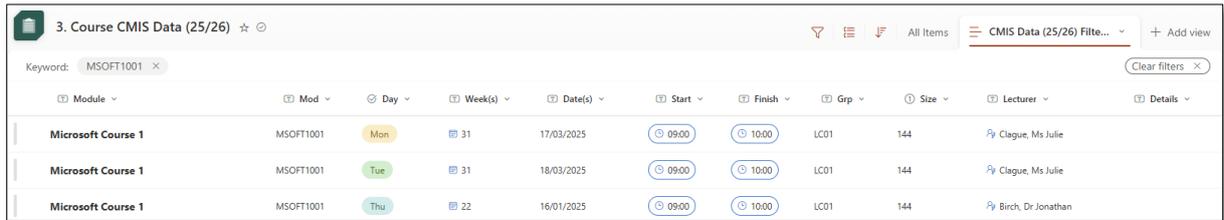
CMIS Data

Form 2 contains a link to the course's teaching events in the 25/26 CMIS dataset (Fig 3).



(Fig. 3. Screenshot of the link, shown on Form 2, to a course's 25/26 CMIS data)

Clicking this link will open a new tab and show the 25/26 CMIS dataset filtered to that individual course (Fig 5). The data is in the same format as a usual CMIS export (the only exception being CMIS header 'Weeks2' has been changed to 'Dates').



Module	Mod	Day	Week(s)	Date(s)	Start	Finish	Grp	Size	Lecturer	Details
Microsoft Course 1	MSOFT1001	Mon	31	17/03/2025	09:00	10:00	LC01	144	Clague, Ms Julie	
Microsoft Course 1	MSOFT1001	Tue	31	18/03/2025	09:00	10:00	LC01	144	Clague, Ms Julie	
Microsoft Course 1	MSOFT1001	Thu	22	16/01/2025	09:00	10:00	LC01	144	Birch, Dr Jonathan	

(Fig. 4. Screenshot of the link, shown on Form 2, to a course's 25/26 CMIS data)

NB no data will be shown for new courses as they will not have previous data on CMIS.

Descriptors of each field are available and can be brought up by left-clicking on a value (Fig 5).



(Fig. 5. Screenshot of the pop-up descriptor, shown on a course's data line in the 25/26 CMIS dataset)

Document Control

Title:	Quick Start Guide - Form 2 (Academic)
Version:	1
Document Owner:	Transformation Team
Version Owner:	Test & Learn Ambassadors
Publication Date:	February 2025