

Form 2 – Additional Course Requirements

This is an extract from the full guide [Timetabling Requirements Gathering Forms Guide \[PS\]](#). 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)

The ‘Admin View’ tab will show you all the necessary data for the courses associated with you. From release of Form 2, you can see the course code, course name, the Senior Academic Contact (who completed Form 1), the attached Course Lead/Convener (who completes Form 2) and the key Professional Services staff (usually up to three). These data fields were confirmed via Form 1 and will be pre-populated.

The Course Lead/Convener then completes Form 2 for each individual course. The information submitted will include whether the course ran in 24-25, and if it did, whether there are changes to be made, and if it did not, what the preferred delivery details are. If it did run in 24/25 and there are to be changes, then information is gathered on the following aspects:

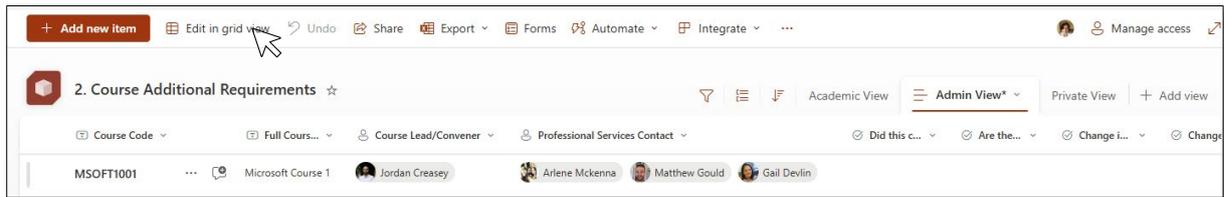
- Change details (incl. lecturer details, course size(s), teaching format).
- Confirmation that the HoS/Programme Director is aware of the changes.

You will know when Form 2 has been completed for a course as the ‘Tick to confirm details’ field will update to ‘Details Confirmed’ (Fig 1).



(Fig. 1. Screenshot of Form 2 field ‘Tick to confirm details’ and associated values)

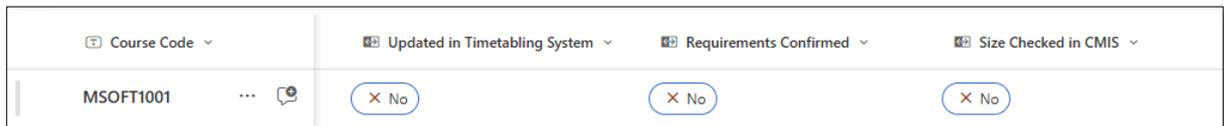
Where any values for a course need to be edited, select the ‘Edit in grid view’ option from the command bar (Fig 2). This will shift the data to an editable table, allowing you to edit fields directly as you see them.



(Fig. 2. Screenshot of cursor selecting 'Edit in grid mode' button in the command bar - an option only in the 'Admin View' tab)

NB users can also edit values through Form 2 itself although for administrative staff this is more limited. To open Form 2, click an individual course's 'Course Code'.

In addition to Form 2 data fields, administrators can make use of the three tracking columns (Fig 3) to track forward action on the course data:



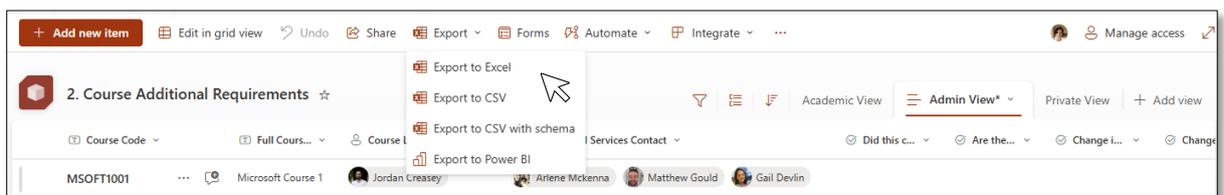
(Fig. 3. Screenshot of additional 'tracking' fields, viewable only to professional service colleagues)

These fields are toggle columns (e.g. click them directly to change the value from 'No', which is default, to 'Yes'). These fields are only available/visible to administrative staff.

In addition to the data fields on Form 2, users have the option to record comments (Fig 3 – comment bubble to right side of course code). Use this to record notes for yourself or for another person assigned to the course, such as the Course Lead / Convener.

Form 2 (Data)

Administrators can export the data as needed for local use via the 'Export' option from the command bar (Fig 4). This option is not available in the 'Academic View' tab.



(Fig. 4. Screenshot of cursor selecting 'Export' button in the command bar - an option only in the 'Admin View' tab)

Administrators can also check changes to Form 2 course data, by accessing a data line's version history by right-clicking anywhere on a data entry and clicking 'Version History' (Fig 5).



(Fig. 5. Screenshot of cursor selecting 'Version History' from dropdown list, which is accessed by right clicking on an individual course's Form 2 data line)

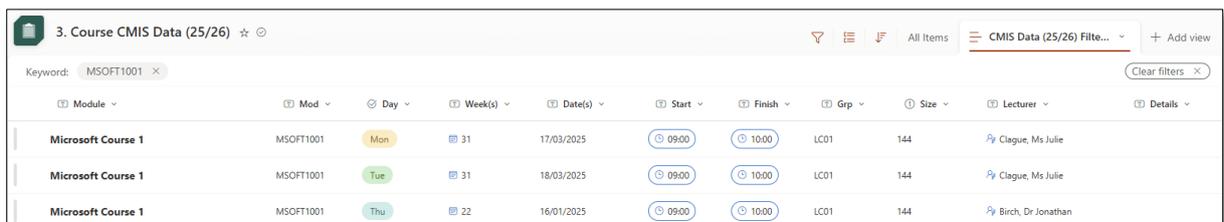
CMIS Data

Form 2 also contains a link to the course's teaching events in the 25/26 CMIS dataset (Fig 6) - to open Form 2, click an individual course's 'Course Code'.



(Fig. 6. 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 7). 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. 7. 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 8).



(Fig. 8. Screenshot of the pop-up descriptor, shown on a course's data line in the 25/26 CMIS dataset)

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