MODULE MODIFICATIONS (CBLM & SLM)

Timeline = approximately 3 to 6 months

1. Request
   Content expert (CE) requests to make modifications to an existing module. Language stream counterpart must agree.
   - CEs & curriculum coordinator (CC)

2. Categorization
   Modifications are identified as:
   - Minor
   - Moderate
   - Major*
   - CC & translator-editor (T-E)

3. Approval
   Modifications are approved by the curriculum director (CD) and the Curriculum Content Review Committee (CCRC) where required.
   - CD & CCRC

4. Tracking
   The request is built as a project in Jira (with timelines and tasks assigned).
   - CC

5. Copyright
   Copyright permission is obtained for the use (and translation) of any content not created by the author themselves.
   - CC

6. Revision & translation
   Modifications are revised in the source language and translated.
   - T-E

7. Ticket
   An IT Service Desk request is placed and a ticket is opened.
   - CC

8. Online programming
   Ticket is assigned to an eLearning team member for programming in Brightspace (EN & FR modules).
   - eLearning

9. User acceptance testing
   The Brightspace link is sent to the CEs and the module is "tested" and approved (or not).
   - CC & CEs

10. Update (and UAT #2)
    If changes are required following the UAT, a 2nd change request is sent up to step 6 or 8. Then, a second UAT is conducted.
    - CE, CC, T-E & eLearning

11. Go live
    Module goes live in Brightspace and can be accessed by students.
    - CC & eLearning

12. Post-mortem
    Ticket is closed. Jira project is archived. Debrief meeting is scheduled as needed.
    - UGME staff involved & eLearning

*Major modifications follow the same process as new modules.