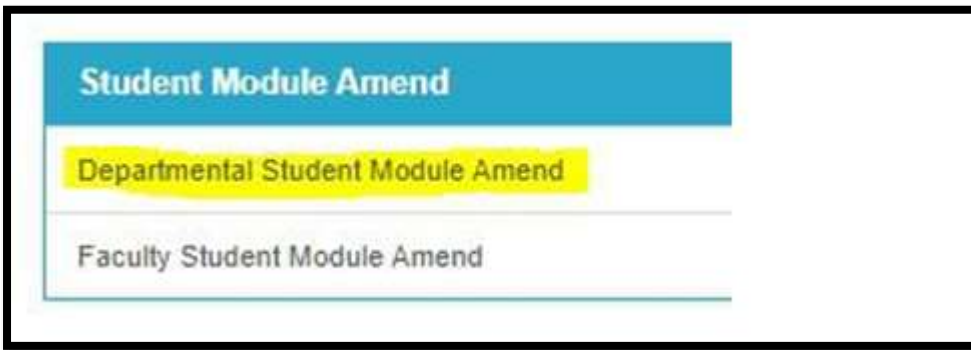# Departmental Student Module Amend 2023-24
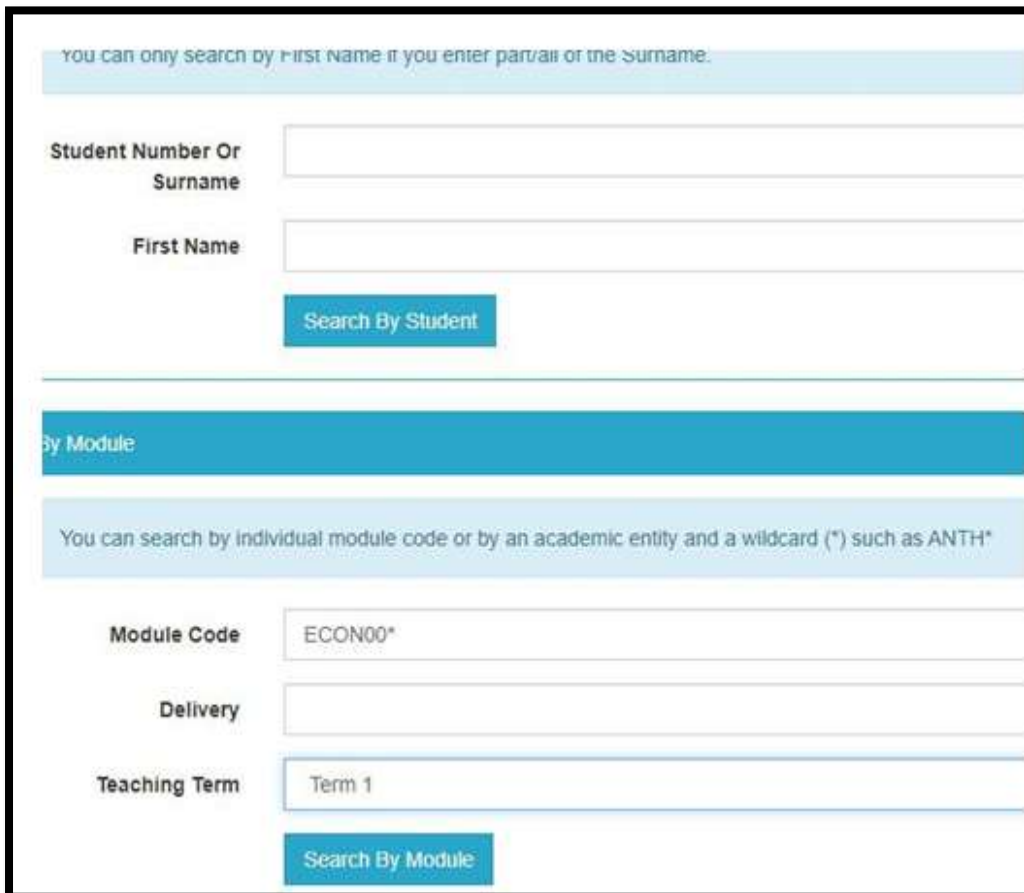
1. Departmental Student Module Amend

The Departmental Student Module Amend allows you to search by an individual Student Number or Module and add, delete or amend modules in the student module selections.

Select the Academic Year. 2023-24

Enter your student number/ surname or module code. You may use partial module codes with a * Wildcard to search for multiple modules, e.g. ECON*

Select Search by Student or Search by Module

A list of modules is returned:

Press Select in the Action column of a module.

The Record View now presents a summary of students who have selected the module.

From here you may now Delete selections, Add a new Student to the module or Amend the Selections

Or you may choose to approve a previously rejected student selection of the module by using the Add a New Student button.

 If the module is no longer running, select Search for Running Modules.

To help you to decide:

> **Press View to see a Student Summary, where there are links to all of their module selections, Results and Awards and contact details.**