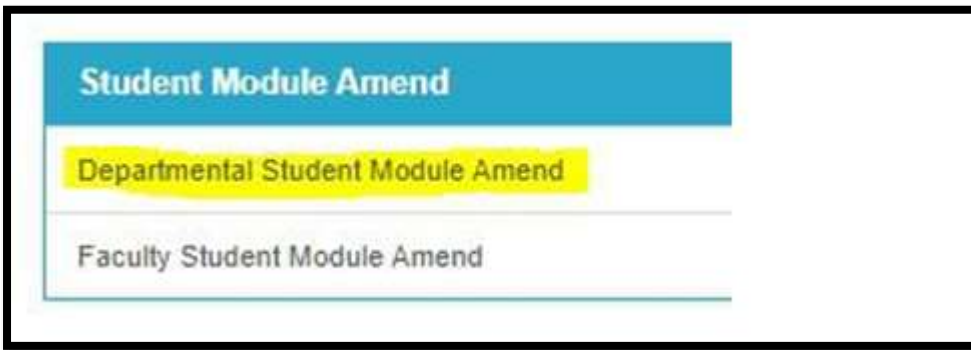


Departmental Student Module Amend 2023-24

1. Departmental Student Module Amend

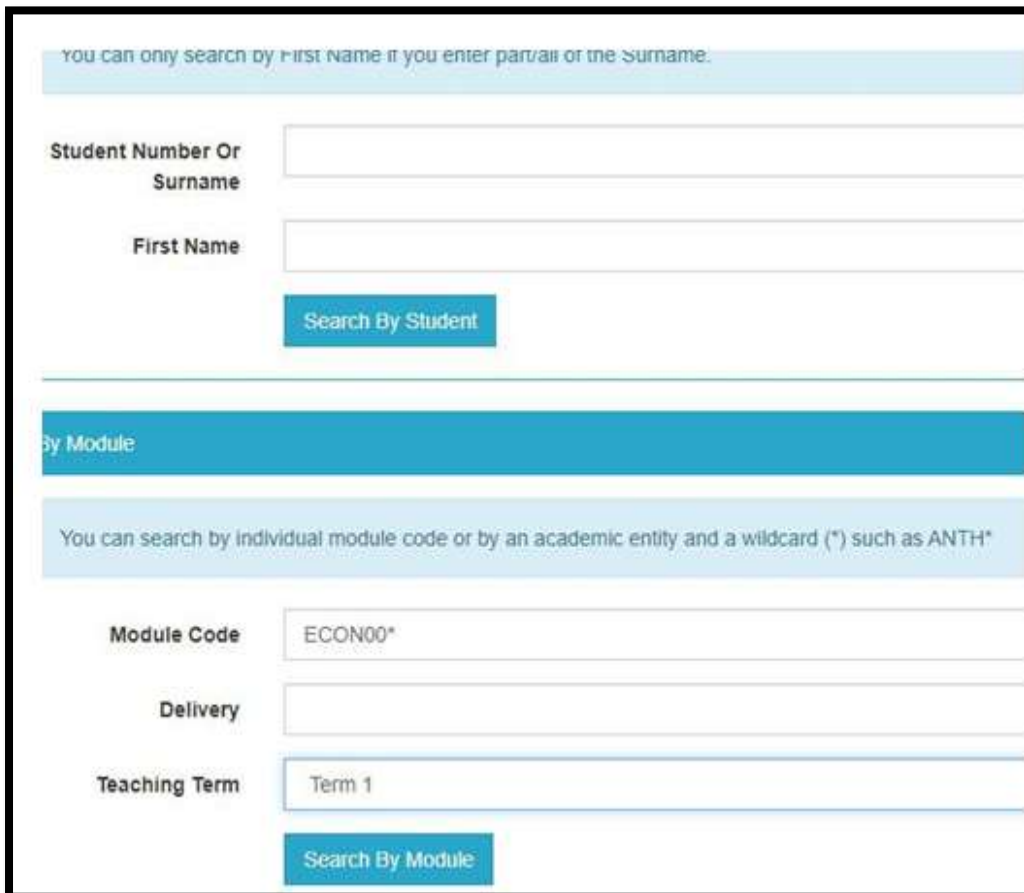
The Departmental Student Module Amend allows you to search by an individual Student Number or Module and add, delete or amend modules in the student module selections.



The screenshot shows a menu titled "Student Module Amend" with three options: "Departmental Student Module Amend" (highlighted in yellow), "Faculty Student Module Amend", and "Departmental Student Module Amend" (repeated below a horizontal line).

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*



The screenshot shows a search interface with two sections. The top section is titled "By Student" and includes a note: "you can only search by first name if you enter part/all of the surname." It has input fields for "Student Number Or Surname" and "First Name", and a "Search By Student" button. The bottom section is titled "By Module" and includes a note: "You can search by individual module code or by an academic entity and a wildcard (*) such as ANTH*". It has input fields for "Module Code" (containing "ECON00*"), "Delivery", and "Teaching Term" (containing "Term 1"), and a "Search By Module" button.

Select Search by Student
or Search by Module

A list of modules is returned:

Module Code	Module Name	Occurrence	Period	Credits	Action
ECON0001	Economics of Financial Markets	A&U	T2	15	Select
ECON0002	Economics	A&U	T1/2	30	Select
ECON0004	Applied Economics	A&U	T2	15	Select
ECON0005	Statistical Methods in Economics	A&U	T1	15	Select
ECON0006	Introduction to Mathematics for Economics	A&U	T1	15	Select
ECON0007	The World Economy	A&U	T2	15	Select
ECON0008	History of Economic Thought	A&U	T1	15	Select
ECON0009	An Introduction to Economic Thinking	A&U	T2	15	Select

Press Select in the Action column of a module.

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

Module	ECON0048	Name	Economics of Finance	Credits	15
Occurrence	A&U	Teaching Term	T2		
Expected Class Size	150	Parent/Teaching Approved	Parent/Teaching Forecast		

Selection details

Please be aware that students shown below in yellow have not yet submitted selections, if you amend/add/delete the student will no longer be able to submit this and this must be managed by staff from now on.

Action?	Student Number	Name	Programme	Parent Dept	Year/Mode of Study	Delivery	Teaching Term	Type	Submission Date	Parent	Teaching	View Student Summary

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

SPR Code	Student Name	Credits	Type	View Student Summary
T1 3553/1	Su Ilyt	15	Rejected (Optional)	View

Back

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



Search Modules

Search for the module using the module code or name below, once a module has been selected press 'Search for Running Modules' to see current delivery/teaching term combinations, **only click the appropriate line** when you are sure the selection type is correct for this change (if any change is required).


Current Student | JN | TI | NG (18) | YE |

Module Selection Type: Optional

Module code: ECON0048

Search for Running Modules

Approval Action: Dual Approved

 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.