

Departmental Student Module Selections - Approvals 2023-24

1. Departmental Student Module Selections Approvals

The Student Module Approvals task is used to search for and confirm or reject your student module selections once they are submitted.

Once logged in, from the Portico main menu select Student Module Selections Approvals

Student Module Selections Approval

Student Module Selections Approvals

• Select the Academic Year. 2023-24

Enter either the Module codes for a Module search of student module selections to approve, or the student number, and press Search.

Academic Tear 202203 assource year v	
Kohde Counts	
Mudue Code ECONOID	
Teaching Department Lal Programme	List
Departmental Relations	List
Delivery v Near of Stacky	v
Teaching Term v	

The student(s) modules are summarised and categorised by Parent, Teaching or Dual department.

		g	Teachin			Parent			Dual			
View A Student Summary	Pending Total	Pending for Economics	Approved	Pending Total	Pending for Economics	Approved	Pending Total	Pending for Economics	Approved	Total Modules	Year	Programme
View	2 (30 credits)	1 (15 credits)	3 (90 credits)	2 (30 credits)	2 (30 credits)	3 (90 credits)	2 (30 credits)	1 (15 credits)	3 (90 credits)	5 (120 credits)	2	BSc(Econ) Economics



Scroll to the end of the row to select View Student Details for a Student Summary, which will open in a new tab. Now return to the list and scroll to the end of the row and under the Action column press Select.

The student module selections are now presented.

Each of the optional/ elective module selections can be approved as Parent, Teaching or Dual department.

Select one module to Approve.

Select A	M -										
Select	Module	Name	Teaching Term	Delivery	Credits	Туре	Delivery Estimate/Confirmed	Selection Type	Parent Approve	Teaching Approve	Dual Approv
	GEOG0015	Global Events	T1	A4U.	15	Elective	170/0				
	ECON0013	Microeconomics	T1/2	ASU	30	Compulsory	350 / 3		Auto approved	Auto approved	Auto approve
	ECON0016	Macroeconomic Theory and Policy	T1/2	ASU	30	Computsory	340 / 3		Auto approved	Auto approved	Auto approve
2	ECON0019	Quantitative Economics and Econometrics	T1/2	ASU	30	Compulsory	380/3		Auto approved	Auto approved	Auto approve
	ECON0048	Economics of Finance	Т2	ASU	15	Optional	150/0				
		Parent approve Sele	tied	Teaching ap	prove	Dual app	rove Selected	Reject Sele	cled		

telection Rea	100						
Rease provide a	reason for the rej	ection of the modul	s selection(t) for ea	ch entry ho	om the drop-down	below:	
Selected Reco	(10)						
Student Number	Nome	Programme	Parent Department	Year	Mode of Study	Туре	Selection Type
18L / 1	Ct sit Sungi	BBc(Ecol) Ecolomics	Economes	2	Etonomics of Finance	Optional	
	Reason for	rejection(s)	Modure Pull				
Extra in	formation from (Department	Nonting Het]			_	

The page refreshes and you will receive a Success message to confirm that the record has been updated.

The Approved module now displays in the list as Approved.

Now select the second module to Reject.

Enter the Reason for Rejection and press Next.

The page refreshes and the student module choice is now displayed as Rejected,

2. Student Module Selection Changes (from mid-July 2023)

Once the student has had their module selections confirmed, they may wish to make a change or select an alternative module to any they have been rejected from.

In the Student Module Selection page, Login as your student again.

Student Module Selection Review	
Loger as a shident	Updated
Module selection report	
Module registration guidance 2019/20	
Enrolment & Module Registration Dashboard	



In the My Studies- My Modules page you will see that There is now a section for Unavailable Module Selections for the year above a list of the currently approved module selections and you are asked to select an alternative.

			1			2	
Unavailable	Module Selections for 2021/	22 - Please sel	ect alterna	tives.			
	Trate	Level	Term	Credits	Туре	Status	Action
Module	tine						

Press Select Alternative Module

The Select an Alternative Container summarises the reasons for selecting an alternative module and allows the student to choose one of the same credit vale from their module diet OR to select a module from another collection.

The department has not been able because this module is full; all place	to allocate a place on Economics of Finance es on the module have already been allocated.	(ECON0048, Year 2, FHEQ Level 5, Term 2) to you
You must select an alternative mod	tule from the list below.	
Select module from collection	Economics of Education - L6 - T2	Please refer to the module catalogue for more information about these modules.
or		
Select a module not in the same collection	Select a module from a different col *	Please refer to the module catalogue for more information about these modules.
same conection		

Press Next to confirm the selection.



The selection is now validated and confirmed, and the student is informed in the message that the department will now review their choice for approval. Once the change is approved, the student will still have access to request further changes.

Thank you for making an alternative module	selection
manic you for making an alternative module	Selection.
Unavailable module:	
Economics of Finance (ECON0048, FHEQ	Level 5, Term 2)
Selected module:	
Economics of Education (ECON0056, FHE	Q Level 6, Term 2)
Your selection is now with the department, w	ho will make a decision and will notify you.
	Done

Select Done

The page returns to the summary of module selections and the alternative module selection is now shown with status of Reselection Pending Review. Return to you own login tab to repeat (3), the process for Department Module Approvals to confirm the alternative selection.

viodule	Overvi	iew										
Nodule	ECON0048	Name	Economi	cs of Fina	nce					c	Credits	15
Occurence	A5U	Teaching Term	T2									
Expected Class Size	150	Parent/Tes Approved	acting	Paren	nt/TeacBing ast							
Selecti	on deta	ils										
Please be able to su	on deta aware that brit this and	ils students sh t this must r	own below managed by	in yellow i / staff fron	nave not yet si n now on	ubmitted sei	lections, if yo	u amen	d/add/delete the	student w	rill no longer	be



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

Delete a	Above Selections	Add New :	Amend Above Selections	
eleted Re	ecords dd a rejected or deleted sele	ection, please use th	he 'Add' button above.	
SPR Code	Student Name	Credits	Туре	View Student Summary
1/ \$953/1	Su itivo	15	Rejected (Optional)	View

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 usin delivery/teaching term con required).	Ing the module code or name below, once a module has been selected press 'Search for Running Modules' to see abinations, only click the appropriate line when you are sure the selection type is correct for this change (if any the selection type is correct for this change (if any the selection type is correct for this change (if any the selection type is correct for this change (if any the selection type is correct for this change (if any the selection type is correct for this change (if any the selection type is correct for the selection type is	current change is
Current Student 1 JN	11 VG (181 22)	
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.