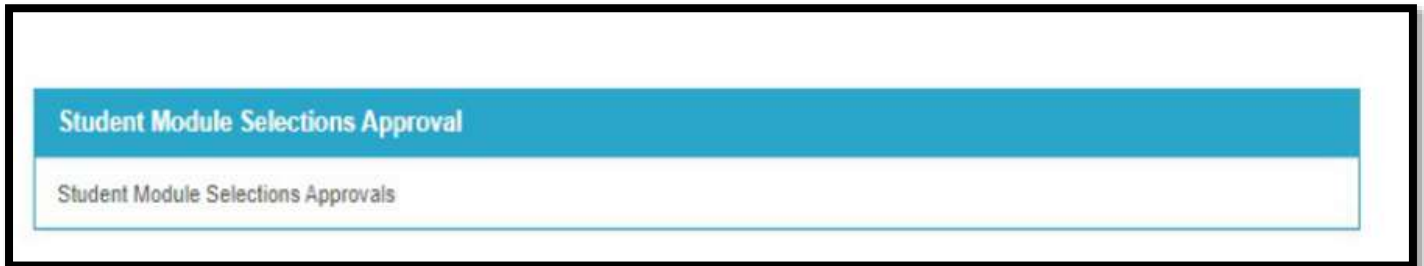


Departmental Student Module Selections - Approvals 2023-24

1. Departmental Student Module Selections Approvals

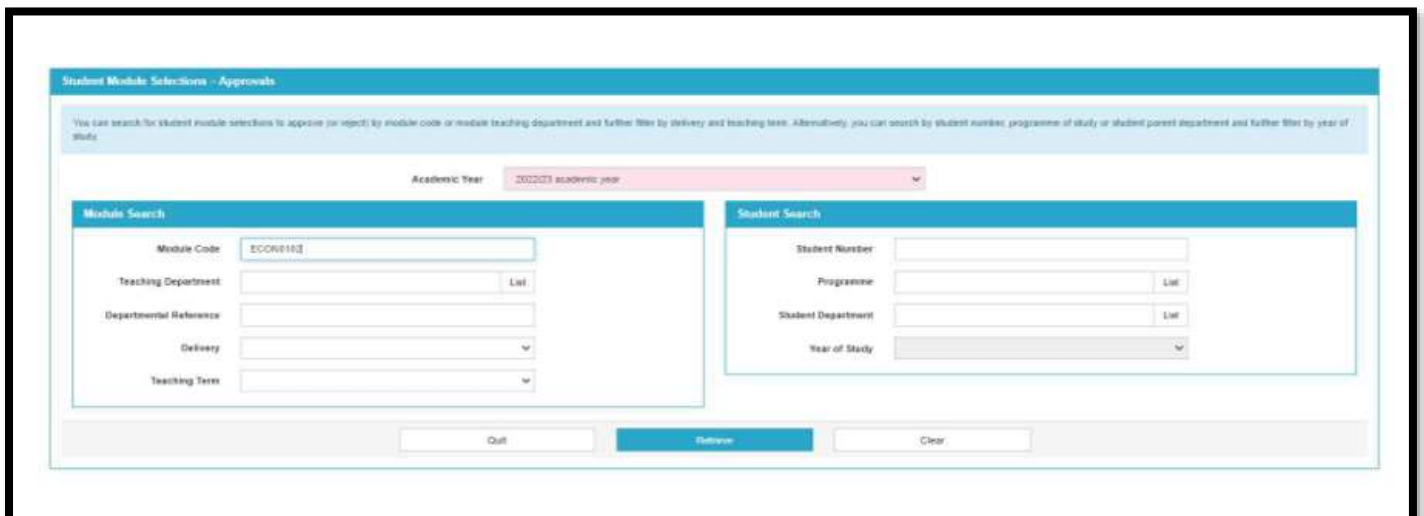
The Student Module Approvals task is used to search for and confirm or reject your student module selections once they are submitted.

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



- 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**.



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

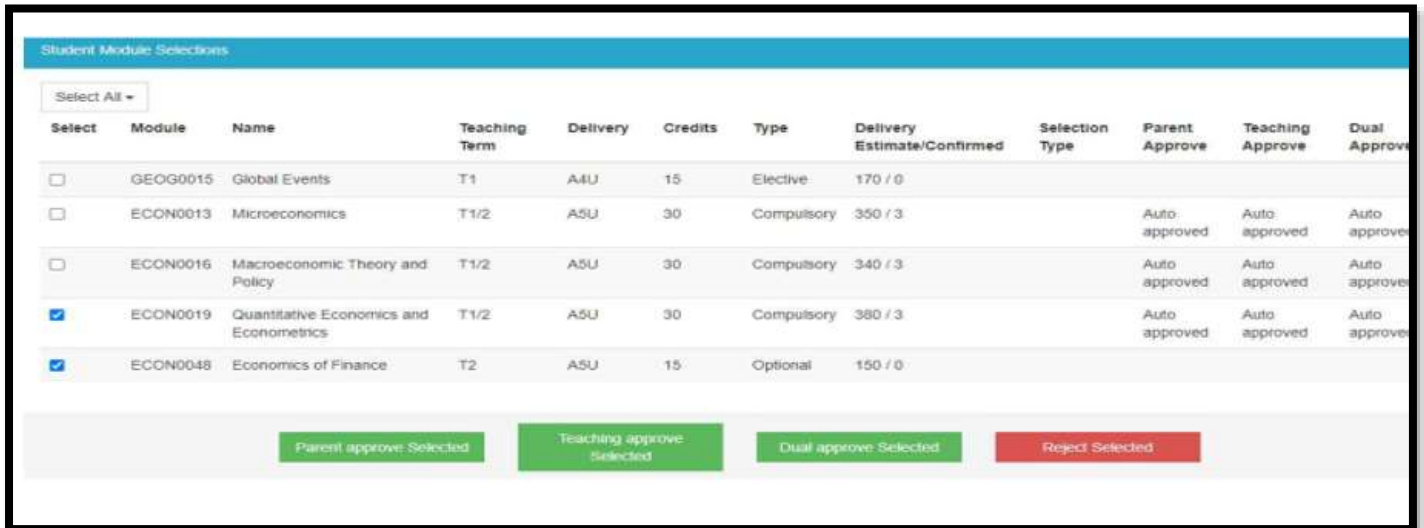
Programme	Year	Total Modules	Dual			Parent			Teaching			View Student Summary	Action
			Approved	Pending for Economics	Pending Total	Approved	Pending for Economics	Pending Total	Approved	Pending for Economics	Pending Total		
BSc(Econ) Economics	2	5 (120 credits)	3 (90 credits)	1 (15 credits)	2 (30 credits)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

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.

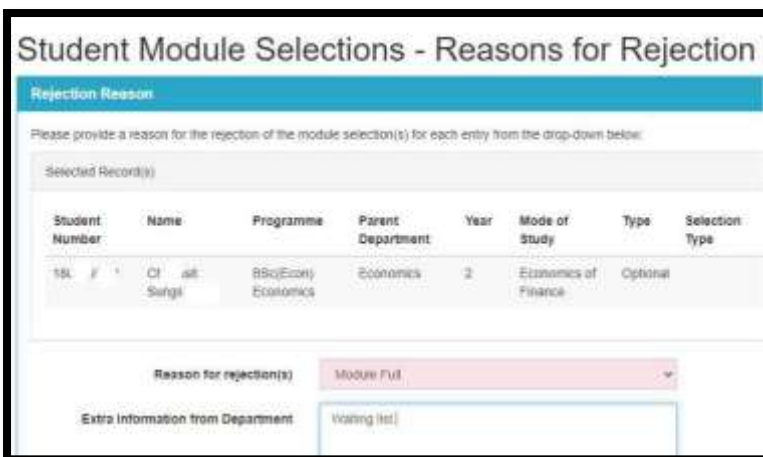
Each of the optional/ elective module selections can be approved as Parent, Teaching or Dual department.

Select one module to **Approve**.



Select	Module	Name	Teaching Term	Delivery	Credits	Type	Delivery Estimate/Confirmed	Selection Type	Parent Approve	Teaching Approve	Dual Approve
<input type="checkbox"/>	GEOG0015	Global Events	T1	A4U	15	Elective	170 / 0				
<input type="checkbox"/>	ECON0013	Microeconomics	T1/2	ASU	30	Compulsory	350 / 3		Auto-approved	Auto-approved	Auto-approved
<input type="checkbox"/>	ECON0016	Macroeconomic Theory and Policy	T1/2	ASU	30	Compulsory	340 / 3		Auto-approved	Auto-approved	Auto-approved
<input checked="" type="checkbox"/>	ECON0019	Quantitative Economics and Econometrics	T1/2	ASU	30	Compulsory	380 / 3		Auto-approved	Auto-approved	Auto-approved
<input checked="" type="checkbox"/>	ECON0048	Economics of Finance	T2	ASU	15	Optional	150 / 0				

Buttons: Parent approve Selected, Teaching approve Selected, Dual approve Selected, Reject Selected



Student Module Selections - Reasons for Rejection

Rejection Reason

Please provide a reason for the rejection of the module selection(s) for each entry from the drop-down below:

Selected Record(s)

Student Number	Name	Programme	Parent Department	Year	Mode of Study	Type	Selection Type
19L / 1	Chait, Sergei	BSc(Econ) Economics	Economics	2	Economics of Finance	Optional	

Reason for rejection(s): Module Full

Extra Information from Department: Waiting list

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

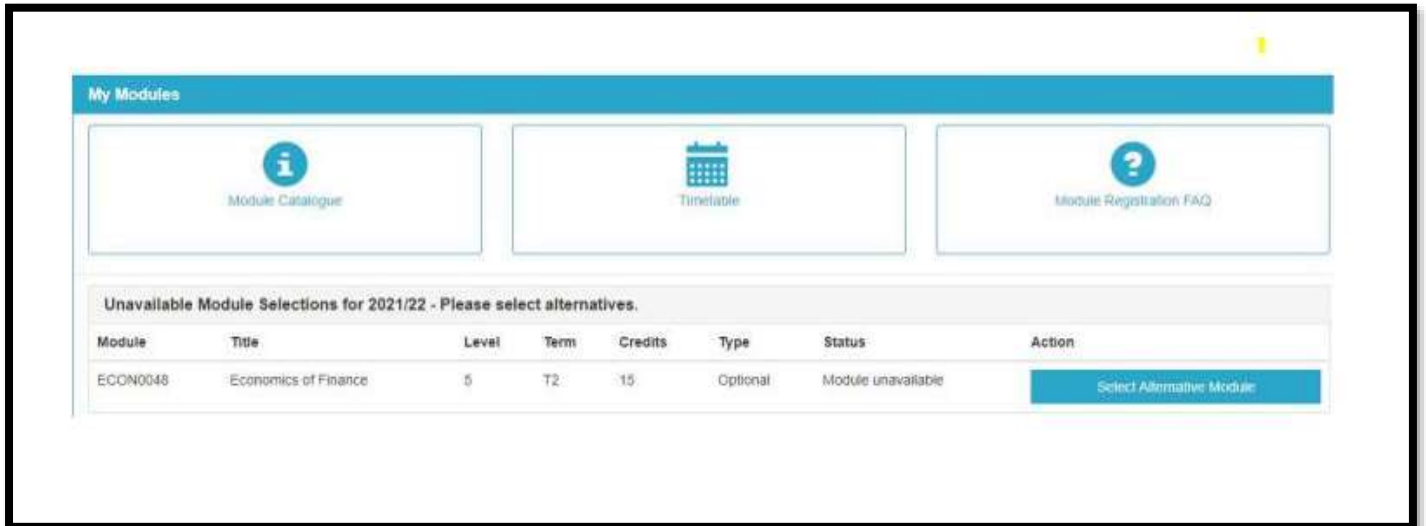
Login as a student Updated

Module selection report

Module registration guidance 2019/20

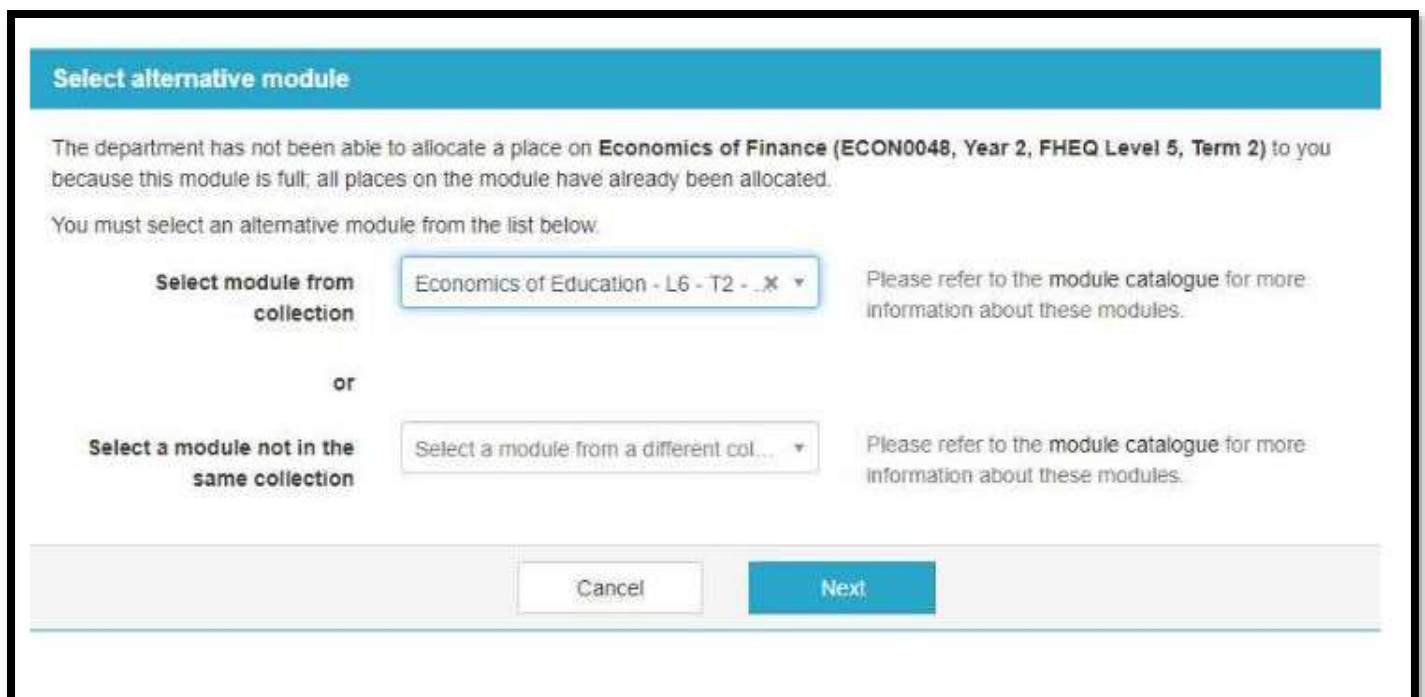
Enrolment & Module Registration Dashboard

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.



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.



Press **Next** to confirm the selection.

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

Delete Above Selections
Add New Student To This Module: Run
Amend Above Selections

Deleted Records

If you need to re-add a rejected or deleted selection, please use the 'Add' button above.

SPR Code	Student Name	Credits	Type	View Student Summary
1f 9953/1	Su: itivc	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 ID: JN: TI NG (18f 3E \

Module Selection Type

Module code

Approval Action

Search for Running Modules

 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.

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