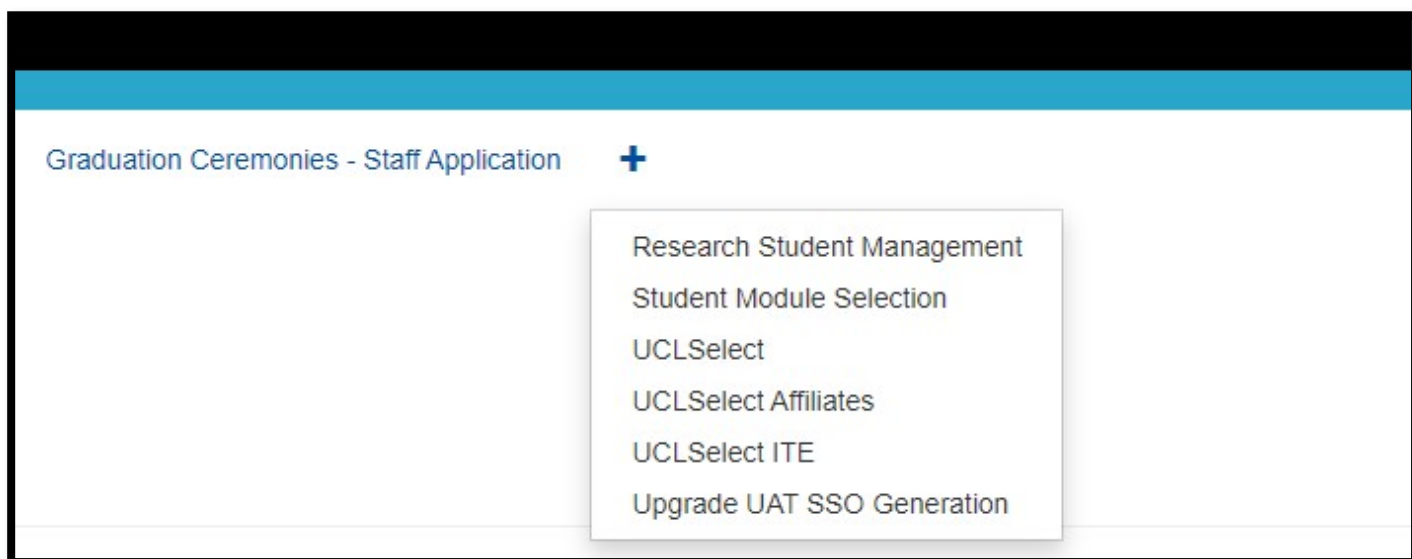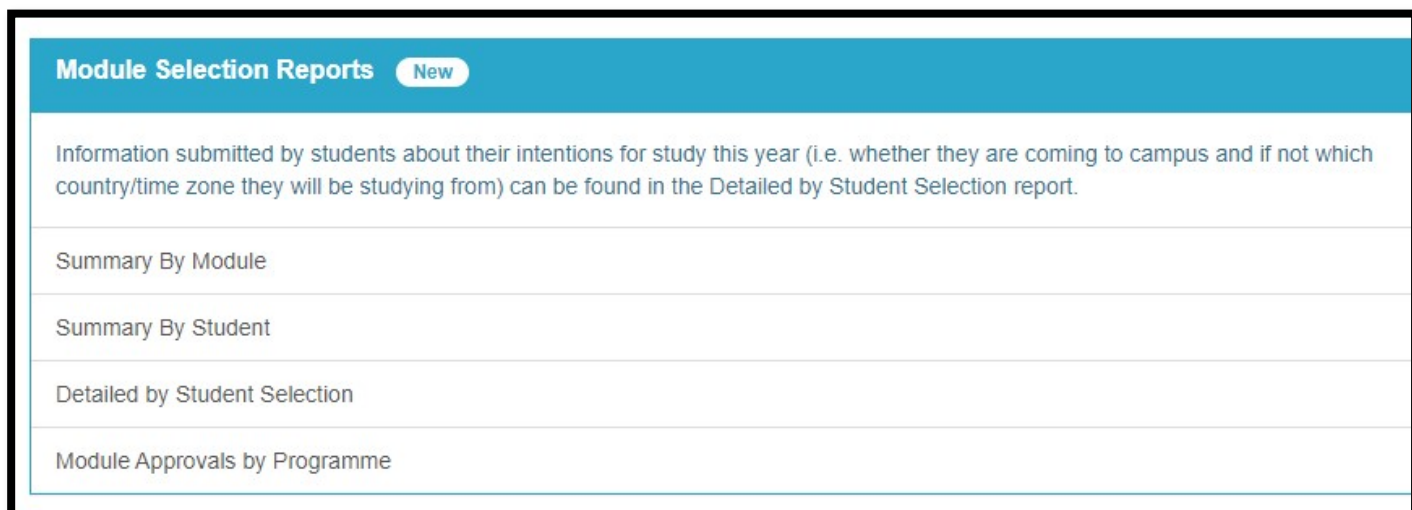How to guide

How do I access Module Selection Reports?

Step 1: Click on "Student Module Selection", it could be located under a + sign on your tabs ribbon

Graduation Ceremonies - Staff Application ➕

Research Student Management
Student Module Selection
UCLSelect
UCLSelect Affiliates
UCLSelect ITE
Upgrade UAT SSO Generation

Step 2: Select preferred Report from the "Module Selection Reports" container

Module Selection Reports New

Information submitted by students about their intentions for study this year (i.e. whether they are coming to campus and if not which country/time zone they will be studying from) can be found in the Detailed by Student Selection report.

Summary By Module

Summary By Student

Detailed by Student Selection

Module Approvals by Programme

Click on **Summary by Module Report** and complete your retrieval criteria.

- You must enter search criteria in at least one of the fields marked with an asterix (*).
- Make sure that Academic Year is set to 2022/23
- Click retrieve

Academic Year	2022/23 academic year
Faculty*	
Teaching Department*	
Module*	
Module Delivery	
Teaching Term	

| Exit | Clear all fields | Retrieve |

Retrieved data will show information related to the module(s) you specified in the retrieval criteria. Please see example of data below.

#	Academic Year	Module Code	Module Name	Delivery	Delivery Mode	Teaching Term	Affiliate Assessment Pattern Available	Module Teaching Department	Credit Value	Expected Class Size 2022/23	Forecast Class Size 2022/23	Confirmed Registrations 2022/23	Spaces Left 2022/23
1	2022	PHDE0002	Psychological Research	A4U	Blended	T1/2		Psychology And Human Development	30	70	0	0	70
2	2022	PHDE0003	Social And Developmental Psychology	A5U	Blended	T1		Psychology And Human Development	15	150	0	0	150

What`s new? We have added extra columns to represent previous year data. You can now see both actual previous years data and current numbers in one report.

Expected Class Size 2021/22	Compulsory (inc NC) 2021/22	Optional 2021/22	Elective 2021/22	Actual Class Size 2021/22
70	81	0	0	81
150	80	60	0	140

This report is excellent for:

✓ Track data from current selection
✓ Track data from previous years
✓ Spaces left on a Module
✓ Confirmed registrations

Academic Year	2022
Faculty	IOE
Teaching Department	PSYHD_IOE
Module	%
Module Delivery	%
Teaching Term	%
Export report to CSV	

✓ This report can be downloaded as a user-friendly Excel spreadsheet

Click on **Summary by Student Report** and complete your retrieval criteria.

- You must enter search criteria in at least one of the fields marked with an asterix (*).
- Make sure that Academic Year is set to 2022/23
- Click retrieve

This report aims to show you summary credits per student and it will also show if anything outstanding needs to be approved. It is also useful if you want to see the breakdown credits per level and if there were any credits from Approved Prior Learning

- ✓ The report will display detailed data based on your search criteria
- ✓ All columns marked Alphabetically for easy references
- ✓ Report can be downloaded as a user-friendly Excel file - **there is no CSV button**

#	SPR Code	Surname	Forename 1	Forename 2	Enrolment Status	Student UCL email address	Parent Department	Programme of Study	Route of Study	Student Year of Study	Mode of Attendance
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)

Click on **Summary by Student Selection Report** and complete your retrieval criteria.

- You must enter search criteria in at least one of the fields marked with an asterix (*).
- Make sure that Academic Year is set to 2022/23. You can search either by Student code or Faculty
- With Faculty you can specify further either by Module Teaching Department and then Module or by Student Parent Department and then Programme/Route
- Click retrieve

Academic Year

Field	Value
Academic Year	2022/23 academic year
Student Number / Surname	
Faculty	IOE
Module Teaching Department	PSYHD_IOE
Module	
Student Parent Department	
Programme or Route?	Route
Route of Study	

Module Selection Submission Date Range:

		Date	Month	Year
From				
To				
Approval Status	All			

Exit	Clear all fields	Retrieve

This report will help you track approval process based on the retrieval criteria you specified. This report is excellent for:

- ✓ Teaching approval data
- ✓ Parent approval data
- ✓ Rejections
- ✓ Date selection submitted
- ✓ Days lapsed since submission

Teaching Review	Teaching Approval Date	Parent Approval Status	Parent Review	Parent Approval Date	User who rejected / deleted a selection (if applicable)	Date of rejection / deletion (if applicable)	Reason for rejection (if applicable)	Change Requested	Reselection / Change	Reselection Reason
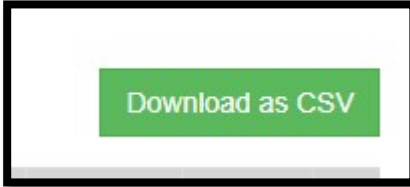
✓ This report can be downloaded as a user-friendly Excel spreadsheet, look for a green button

Click on **Modules approvals by Programme** and complete your retrieval criteria.

- Make sure that Academic Year is set to 2022/23
- Click retrieve

Academic Year	2022/23 academic year
Module	
Module Teaching Department	

Exit	clear all fields	Retrieve

This report is excellent for:

- ✓ Overall Module information
- ✓ Total Selections
- ✓ Total Approved selection
- ✓ This report can be downloaded as a user-friendly Excel spreadsheet

Search Results

Academic Year   2022

Module   PHDE0068

Export report to CSV