

Attaching Modules to Individual or Groups of Students - XSM

Students can be attached to modules via **GED**, if a module diet exists, or via **XSM/RSM** (Exchange/Replace Student Module).

XSM is best when:

- Adding a group of students to a particular module run ie students on CPD modules
- Adding an additional module to a cohort of students where it might have been excluded from the diet
- Moving a group of students from one module to another

RSM can only be used for individual students. It allows you to view current records based on the year and period you enter however, it is no longer supported by our record system software provider Tribal.

Remember that you can use linebeak.com to string SPR records together with the and/or wildcard.

1. Open the **XSM** screen.

MYORK St George's, University of London MS 07/Mar/2022
CAM02 Change Student Module (XSM) CAM_XXSM

Course []
Block / Occ. [] []
SCJ Code []
SCE Status RE-*,|RI| ONLINE ENROLLED
SPR Code []
SPR Batch []
SPR Status R Registered Student
Programme []
Route []

There are 5821 SPR and 127966 SCE records matching the profile

Remove
Year [] Period [] Clear Remove details []
Module []
Occurrence []

Add
Year [] Period [] Clear Add details []
Module []
Occurrence []
Version Number [] Swap Ses/Grp [] Specify Ses/Grp []

From Date [] Reset Screen []
SES Code Optional [] Apply MMR rules []
Diet [] Ass. Group [] Schedule Events []
Record Alter SMO & SMS [] Gen. Assm'ts Do Not Generate []
Messaging Detail Trace [] Check SMR [] Create SMO []

1. Review Student Module Alteration List (Open Message Buffer []) []

Figure 1: Screenshot of XSM with default values

2. Enter the individual or string of SPR numbers in the *SPR Code* field
3. Enter the year, period, module code and occurrence in either the Add section or Remove section depending on whether you wish to add or remove it from the student(s) profile (If you are unsure you will need to look this up on **MAVS** by retrieving by year and module code)

If you have entered incorrect details the following message will appear in bottom left-hand corner of your SITS screen.

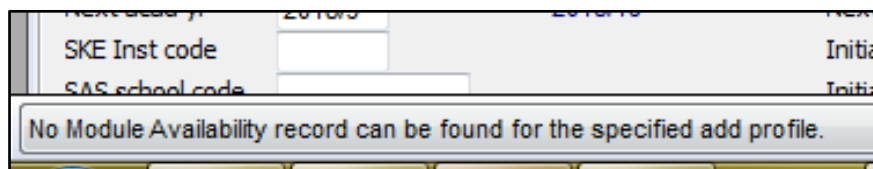


Figure 2: Screenshot example of error message if incorrect period and year details entered for a module.

4. *SES Code* is set to optional but use the drop-down to select compulsory depending on the situation of the student
5. The *record* field should be set to Alter SMO & SMS.
6. *Messaging Detail* should be set to Trace.
7. *Create SMO* tick box should be ticked.

Figure 2: Screenshot of default values of 3rd section of XSM

8. Click the green arrow icon in the bottom right corner, once you have checked all of the details are correct.

Figure 3: Screenshot of bottom section of XSM with the green arrow

9. A pop-up box should appear called “Automated eXchange Student module”. Here you will see your student(s) and the module details. Simply tick the box on the far right, under the red and green tick icon, to confirm you wish to add the module.

SPR Code	Year	Period	Module	Occ	Rk	Date	Ses	Grp	SMS	SMO	EVE	
0606803/8	Add	2021/2	Y	HCS1003Y	A							

Figure 4: Screenshot of test student and the select box (red and green tick box)

10. Click the *Schedule Students* button.

Exit Reset Screen Schedule Students

Figure 5: Screenshot of bottom of XXSM screen with Schedule Students button

11. Another pop up will show. Click Continue if the details are correct.

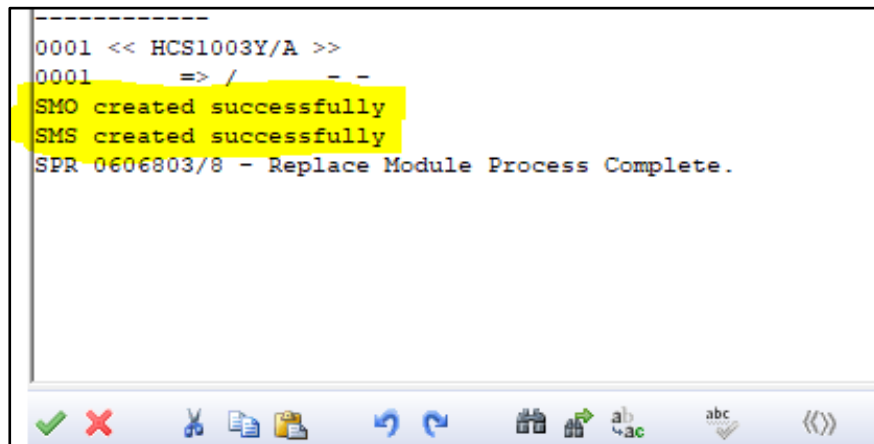
SITS:Vision 10.3 - Logged into TRAIN (Data@02/09/2021) as Matthew York on Monday 07/Mar/2022

The process will add the module HCS1003Y

Continue Cancel

Figure 6: Screenshot of confirmation pop-up

12. A message Buffer will be displayed. Scroll to the bottom and ensure the module has been added or deleted as required. If the predicted outcome has not occurred you will need to save this message and pass it to the [Student Systems team](#), who can help with identifying the error unless you already know what the problem is.



The screenshot shows a message buffer window with a white background and a black border. The text inside is as follows:

```
-----  
0001 << HCS1003Y/A >>  
0001      => /      - -  
SMO created successfully  
SMS created successfully  
SPR 0606803/8 - Replace Module Process Complete.
```

The bottom of the window features a toolbar with various icons: a green checkmark, a red X, a pair of scissors, a document icon, a folder icon, a circular arrow, a square icon, a green arrow pointing right, a keyboard icon, a mouse icon, and a double arrow icon.

Figure 7: Screenshot of message buffer for test student showing process has been successful

13. The process should now be complete. You can check **SMO** to ensure that your module is now showing.

Please note creating a SMO does not mean result records (SMR) have been created – this will need to put undertaken in SAS following standard procedures.