Module Diets Guide

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This documentation outlines the module diet set up process and how to attach module diets to students in SITS. These tasks ensure diet is kept up-to-date and enables accurate and automated student module registration to take place.

Contents

1. Module Diets in SITS

Module diets are a mechanism for defining core and option modules for a particular course and/or route of a programme by year of study (block and occurrence).

To set up a diet in SITS you need to know the following information in advance:

- Programme Code
- Route Code
- Course Code
- Block
- Occurrence
- Modules
- Period/term details of modules including module occurrence

1.2 Module Diet Record (DMD)

Description and Purpose

The define module diet record (DMD) details the high-level information that enables the diet to be connected to particular groups of students based on a number of factors including programme specific details and more particular information in terms of location of students, start year etc. As courses can have specialisms diets are route based.

At St George's diets are used more simplistically to detail core modules that students on full-time courses must take for each year of their study. These can also be used for part-time courses where there are fixed core modules.

DMD Screen

The DMD screen has key attributes on the left and function keys on the right.

Creating a New Diet in DMD

To create a new diet enter DMD in a menu screen and tab, then enter the following information:

Diet	Enter a diet code as per the coding strategy instructions
Copy Diet to	If you are wanting to utilise an existing diet and make small change retrieve the existing diet, enter the new code in the "Copy Diet to" field and store.
Generation	Select Automatic (do not choose manual or online)
In Use	If the module is to be made available for use this needs to be ticked
Pathway	Leave blank (St George's utilises a single pathway for all programmes)
Programme	Leave blank
Route	Enter the route (*double click to see options*)
SPR Start Year	Leave blank
Course	Enter the appropriate course code (*double click to see options*)
Block	Enter the block, generally 1,2,3 etc
Occurrence	Enter the occurrence, generally A for all courses except medicine which also have T, P or F
SCE must exist	This must be ticked
SPR Batch	Leave blank <u>except</u> for diets for Block 1 new students. For these enter "ATR". This ensures that the modules are automatically attached to the student via the ATR (Applicant Transfer) process. This is when the switch from being an applicant to a full student.
Sched. Group	Used by MBBS only to distinguish between Stream A and B – who rotate modules within an academic year
Period	Enter "Y" for year as the diet is for the year rather than a single term
User Help	Optional – this is a section for details if this was delivered online for students to select their modules. This is useful to explain without the use of codes the purpose of the diet
Description	Optional – this is useful to explain the features of the course

Once this information is entered **Store the record (F6)** or by clicking the store icon ![store icon] - this has created the DMD record.

1.2.1 The Diet Elements Records (PDM and PDM1)
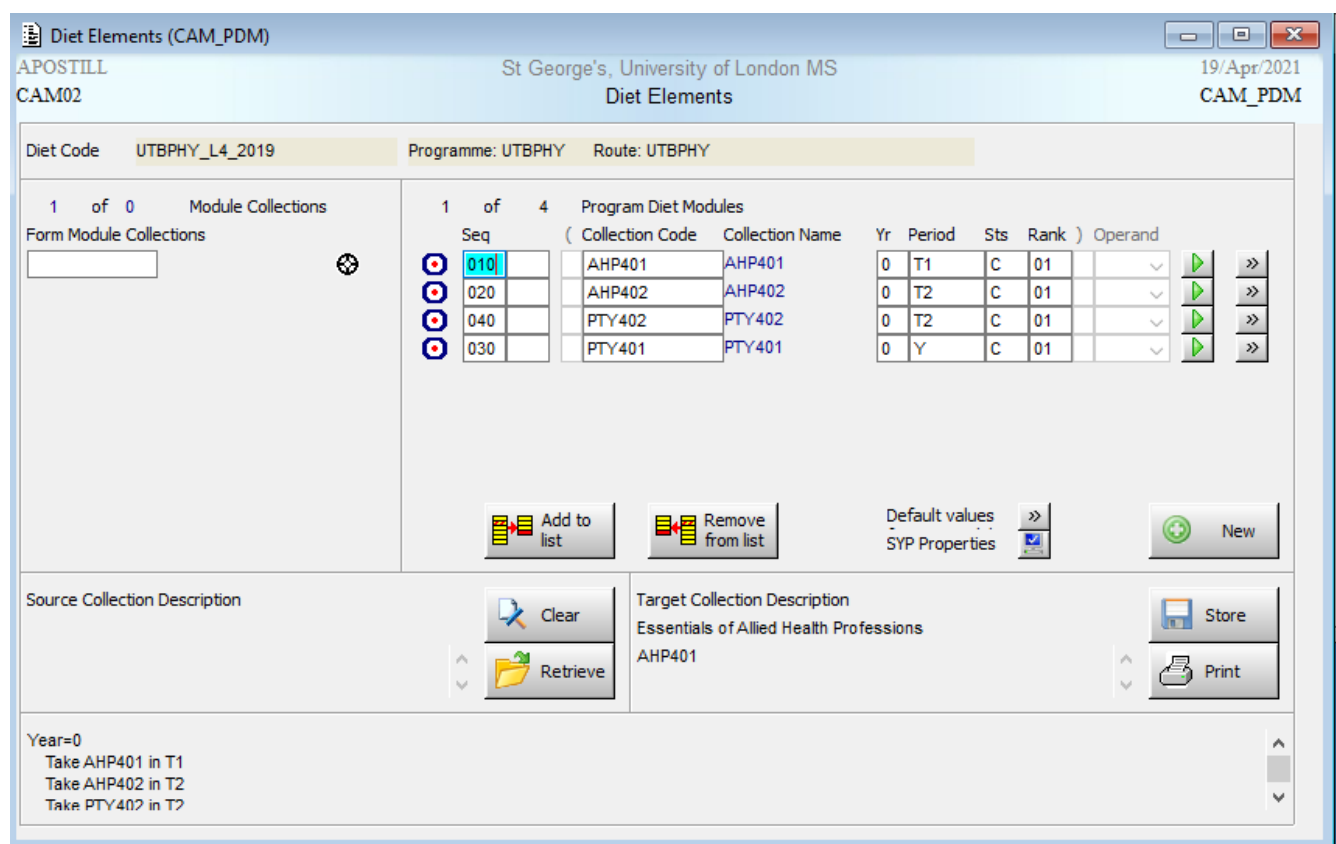
Description and Purpose

The PDM record defines:

- The modules that belong to an individual diet
- Which term a module is to be taken in
- Whether the module is a core or optional module.

This screen has 5 sections:

- Module Collections   Not Use
- Programme Diet Modules   Principal section used to outline modules and periods taught
- Source Collection Description Not Used
- Target Collection Description Lists the details of the line highlighted in PDM section
- Bottom Section   Details the rules as defined in PDM

PDM Screen

Creating the PDM and PDM1 Record

To open the PDM screen click on the double arrow (>>) button next to "Module Diets" on DMD. Then enter the following information in Section 2 working from left to right:

Seq	These should be incremented in units of 10 i.e. 010, 020, 030 etc
Collection Code	Enter the module code
Yr	Enter '0'
Period	Enter the period the module will be running in: Y, T1, T2 or T3 This <u>must</u> match the details held in MAV
Sts	Enter 'C' which indicates core
Rank	Enter '01'

To enter the module occurrence record you need to click on the double arrow (>>) button at the end of the line:

This will open up the PDM1 pop-up screen:

Most of the fields will be pre-populated. The following details working from the left to the right column need to be entered:

Action	Select 'Generate Student Module Selection' from the drop-down
Auto-Select	Select 'Run the action in all cases' from the drop-down
Formed Module Collection	Should be pre-populated with the module code
Selection Status	Should be pre-populated 'Compulsory' if not select from the drop-down
Relative Year	Should be pre-populated '0' if not select from the drop-down
Period	Should be pre-populated - if not enter this
Mav Occurrence	<u>Must</u> match the occurrence code for the MAV record i.e. 001, A, etc. This is the field most likely to cause errors if there have been minor changes to the running or if different courses are undertaking different runs of the module
Rank	Should be pre-populated '01' - if not enter this
Period Selection	Select 'Must take in this period' from the drop-down
Selection Data	Select 'Module' from the drop-down
Minimum Value	Enter '1.00'
Maximum Value	Enter '1.00'
Rank	Enter '01'

Once entered/checked click on the [Apply] icon which will return you to the main PDM screen.

Click on the [New] icon add another module, incrementing the sequence number.

When all the modular information is entered **Store the record (F6)** or by clicking the store icon [💾] - this has created the PDM record.

1.3 Diet Maintenance

Diets should be reviewed annually to ensure that they still apply for the future year. When new modules are being introduced or if there is a change in the running order you should create a new diet either from scratch or by using the copy to functionality on DMD as a starting point.

When you have finished creating a new module diet you <u>must</u> mark the diet it is replacing as out of use by unticking the "In Use" box and storing. Additionally, amend the *SPR Start* Year to **2010/1.** If you do not do this you are linking a student to multiple diets (the GED process largely ignores the "In Use" flag as some HEIs have a myriad of diets triggered by SPR start year) and the module registration process will not work as expected.

2. Adding Module Diets to Students via GED

Follow the process defined below to add module diets to groups/cohorts or individual students.

1. Open the **GED** screen (Generate and Edit Student Module Diets)
2. In the "Selection Criteria" tab select the students you wish to add the module diets to. You can search for students using either SPR (Student Programme Route) or SCE (Student Course Enrolment) criteria.
3. The recommendation is to search for a set of students using the SCE criteria, enter the *Year* (e.g. 2016/7), *Course* (e.g. UTBBMS3), *Block* (course year e.g. 1) and *Status* (e.g. RE, OL, RI)
4. You can also search for an individual student if necessary.

5. At the bottom of the screen select "Generate Diet" from *View Student buttons opens* dropdown.
6. Once you have entered your search criteria click "View students". This takes you to the Generate Diet tab.

7. To check the diet the student is being attached to, click the double arrow in the PDTs column. The following pop-up screen will appear:

8. The diet UTBBMS_1 is for a student in their first year of BSc Biomedical Science.
9. If the screen is blank the student does not meet the requirements for any diet available. You will then need to check their details to understand why this is.
10. If the correct diet shows, you can close this screen and use the Select column in the GED screen to choose which students will be attached to their modules.
11. Clicking the green tick box at the top of the Select column will select (or deselect) all students.

12. Set Type of Run to 'Trial' in the dropdown. Then click the "Run All Selections" button to test the outcome. While Type of Run is set to 'Trial' no data will actually be updated.
13. View the output by clicking in the bottom left box on the screen and using Ctrl+Z to expand it.
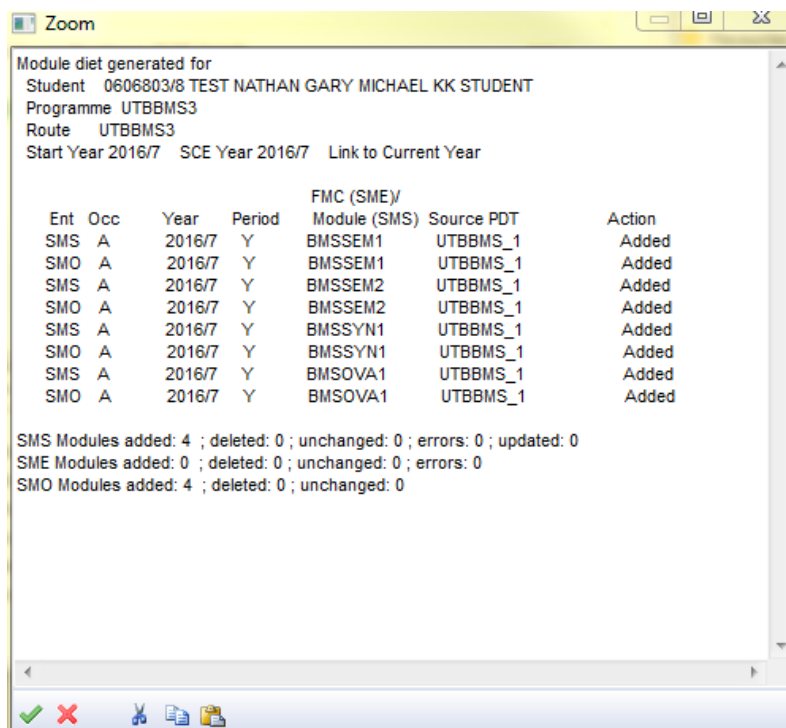
14. Here we can see the student was successfully added to the diet with no errors.
15. When generating module diets the screen will show a Red "ERR" message to the right of the SELECT column if the student will not be correctly attached to their modules. You can use the XSM screen to attach students to their modules individually, or call the Registry Student Systems team for support.
16. Once you are happy with your Trials, change the Type of Run to 'Generate' and attach your students to their modules.
17. Both SMS (Student Module Selection) and SMO (Student Module Taking) records will be created.

3. DMD Coding Strategy

All diets created from July 2018 need to follow the coding strategy outlined below.

The unique key on the **DMD** records is the *module diet* code. This is an intuitive code as follows:

- Course Code _ Academic Level _ Year Created

Example: UTBOPT_L4_2018 – This indicates that it is a diet for BSc Occupational Therapy for Level 4 modules from 2018.

3.2 Impact of Re-validation or Module Modification Process

You can continue to use a module diet for so long as it is still valid and as such they do not need to be created afresh each year. The creation of a new diet should only be as a result of changes to the course offering via re-validation or the creation of new modules via the module modification process.   The existing diet would need to be marked "out of use" and a new diet created using the approved coding strategy.

Examples of coding strategy:

BSc Occupational Therapy			BSc Physiotherapy		
UTBOPT_L4_2018	UTBOPT Year 1	Block A	UTBPHY_L4_2018	UTBPHY Year 1	Block A
UTBOPT_L5_2018	UTBOPT Year 2	Block A	UTBPHY_L5_2018	UTBPHY Year 2	Block A
			UTBPHY_L6_2018	UTBPHY Year 3	Block A

BSc Radiography – Therapeutic			BSc Radiography - Diagnostic		
UTBRDT_L4_2018	UTBRDT Year 1	Block A	UTBRDD_L4_2018	UTBRDD Year 1	Block A
UTBRDT_L5_2018	UTBRDT Year 2	Block A	UTBRDD_L5_2018	UTBRDD Year 2	Block A
UTBRDT_L6_2018	UTBRDT Year 3	Block A	UTBRDD_L6_2018	UTBRDD Year 3	Block A

BSc Paramedic Science – Full 3 Year			BSc Paramedic Science – In Service 3 Year		
UTBPMS3_L4_2018 Block A	UTBPMS3	Year 1	UTBPMSIS3_L4_2018 Block A	UTBPMSIS3	Year 1
UTBPMS3_L5_2018 Block A	UTBPMS3	Year 2	UTBPMSIS3_L5_2018 Block A	UTBPMSIS3	Year 2
UTBPMS3_L6_2018 Block A	UTBPMS3	Year 3	UTBPMSIS3_L6_2018 Block A	UTBPMSIS3	Year 3