Module Set-Up and Maintenance Guide

This guide should be read in tandem with the Module Reference Guide.

This guide outlines the Module Set-Up and Maintenance processes required to set-up and maintain modular information in SITS. These tasks ensure modular information is kept up-to-date, enables student module registration to take place and ensures statutory compliance. It will cover the following:

1. Creating a new module (MOD) record
2. Creating a new module assessment pattern (MAP) record
3. Checking that the details attached to the MAP are correct
4. Creating a new assessment body (MAB) record
5. Creating a module run (MAV) record
6. Module assessment (MAP and MAB) maintenance

Please note:
SITS screens appear in bold eg **MOD**
SITS fields are italicised eg *Mod Code, Domain*
Data fields required for **statutory returns** is marked with a *
Data fields that are also required for Canvas and the survey system (Evasys) are italicised and underlined eg *Starts this period*

1. Creating a Module

Before creating a module make sure you have identified the new module code as per the coding convention and the next sequence along.

You should also ensure that you have the core module details from the SoA or similar so you can complete the task in its entirety.

If you are uncertain of any codes for example for department, level or tutor remember you can double-click in the blank field to show all possible options

- Open the **MOD** screen
- Enter the following information (working from left to right)

*Mod Code	Identified module code
Short Name	As above
In Use	Tick to indicate in use
*Full Name	The full name of the module as validated and as it will appear on a final transcript
*Credits	The number of credits associated with the module as validated
Domain	Denotes the BoE the module is associated to (*double click to see options*)
Faculty	FHS for CfAH MED for IMBE
*No. of periods	1 if taught within an academic year 2 if delivery spans academic years
Department	The department that the module belongs to
Scheme	SG
*Level	The NQF level of the module as validated (*double click to see options*)
Module Tutor 1	The username of the Module Leader (*double click to see or search options*)
Module Tutor 2	The username of the co-Module Leader if there is one

- Store (F6) or click the store icon 🖫 to save data entered

*Assmn't Pattern	Enter the relevant MAP code – if you have yet to create a MAP record then double-click in the box to create the MAP following the processes in 2.
*Assmn't Method	Select "Module" from the drop-down menu
*Marking Scheme	Enter the relevant **module** mark scheme. From 2022/3 for non-MBBS assessments they will be as follows: UGMN1 for UG numerical marks PGMN1 for PG numerical marks GOM for grade only
Print Result of	Both from the drop-down menu

- Store (F6) or click the store icon 🖫 to save data entered

*External Subject	HECoS code
*Module Type	STAN for a standard module DISS for dissertation PLAC for placement (*double-click to see all options*)
*Ext Credit Level	External credit level (*double click to see options*)
*External Return	N if this is a dummy module that will be excluded from our statutory returns

- Store (F6) or click the store icon ⊟ to save data entered

Figure 1: Example of new module set-up for CNP701

- You are now ready to go to proceed to the next step.

2. Creating a new module assessment pattern (MAP)

The MAP record is the header record for the assessment details.

- Open the **MAP** screen or double-click in the empty *Assmn't Pattern* field in **MOD.**
- Enter the following information working left to right:

Code	Coding strategy to be used – Mod Code followed by underscore followed by academic year of introduction eg. CNP701_23
Short Name	Same as "Code" eg. CNP701_23
Name	Module code + year of introduction e.g. CNP701 from academic year 2023/4
High Mark	<u>Y</u> if module from a modular programme <u>N</u> if MBBS assessment domain
In Use	<u>Tick</u>

- Store (F6) or click the store icon 💾 to save data entered.
- The **MAP** record has been created.

Figure 2: Example of MAP for a modular programme using CNP701_23

Figure 3: Example of MAP for a MBBS assessment domain using MBBSF05_22

3. Checking that the details attached to MAP are correct

The MAP record also contains the details that determine key attributes associated with mark entry. It is important to ensure that these are set up correctly at the start to prevent headaches when processing assessment and module results.

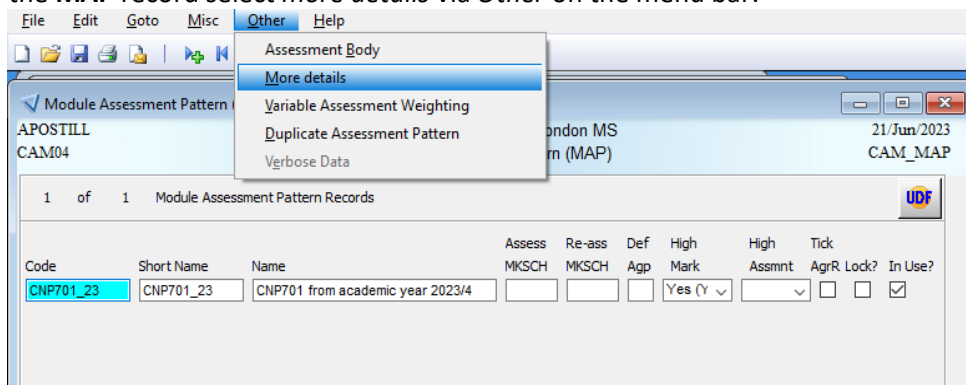- From the **MAP** record select *more details* via *Other* on the menu bar:

Figure 4: Screenshot of selecting *more details* via *Other* on the menu bar

- In the **MAP_MORE** pop-up screen enter the following information:

Student Check Digit	No via the drop-down (ensures not required in SAS or RAS for mark entry)
Mark Check Digit	No digit via the drop-down
Synoptic Check Digit	No digit via the drop-down
Print Name	Yes via the drop-down (ensures names appear on SAS and RAS reports for mark entry)
Get Grade from Mark	Y for modular programmes (ensures that a corresponding grade is defaulted when entering numerical marks into SITS) N for MBBS
Automatic RIs	Left blank for modular programmes Ticked for MBBS assessment domains only
Re-assess mode	Use MAP via drop-down
Sequential deferral	No via drop-down
Grade exclusion	No via drop-down
Sort criteria	Select Name from *Sort options* box

- Store (F6) or click the store icon to save data entered
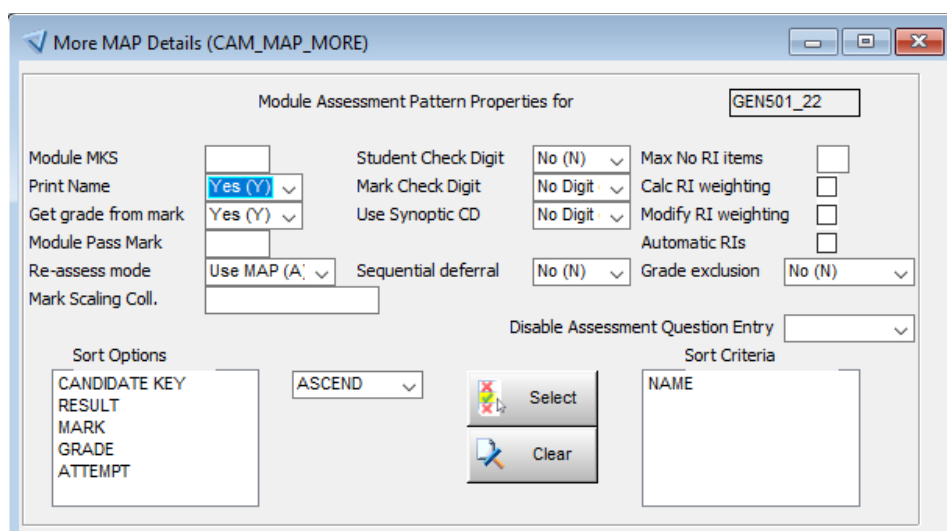
Figure 5: Screenshot of example of more details for modular programme using GEN501_22

Figure 6: Screenshot of example of more details for MBBS assessment domain MBBSF05_22

- Click on the red X button in the top right-hand corner to close this pop-up screen. This will take you back to **MAP**
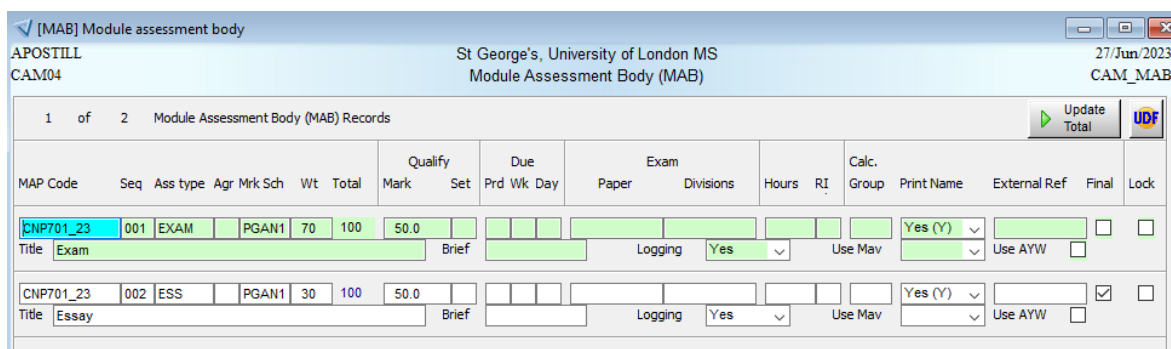
4. Creating the module assessment body (MAB)

The Module Assessment Body (MAB) defines the assessment elements of a module and how they will be assessed. They cannot exist without an associated MAP record.

You can create as many assessments as you require but ideally, they should be sequential with the final assessment having the highest sequence number.

- Via the appropriate **MAP** record select *Other* on the menu bar then *Assessment Body*
- Enter the following working left to right

MAP Code	If accessed via MAP this will default to the correct value
Seq	001, 002, etc followed by 901, 902 for MBBS assessment domain re-assessment items
Ass Type	Type of assessment *(double-click for options or see Reference Guide)*
Mrk Sch	Enter the appropriate assessment mark scheme. From 2022/3 for non-MBBS assessments they will be as follows: UGAN1 for UG numerical marks PGAN1 for PG numerical marks GOA for grade only
Wt	The weighting of the assessment within the module (overall must equal 100 for numerical assessments) Where grade only elements of equal weighting ordinarily each item set to 1
Qualify Mark	If there is a minimum mark that must be achieved in an assessment to achieve an overall pass this must be entered here. Ordinarily 40 for UG modular 50 for PG modular
Print Name	Y
Title	This should be the title of the assessment as validated and where possible this should include word limit or length of exam/presentation. This will appear on reports so bear this in mind.
Logging	Y
Final	This must be ticked for the last taken assessment (this should be the final record if recorded sequentially as recommended)
RI	Y for MBBS assessment domain component where sequence starts with 9*

- To add another item of assessment either tab through the remaining fields and select Yes if in the prompt asking whether you wish to add another record; or
- Select *File and Add* via the Menu bar

- Store (F6) or click the store icon 💾 to save data entered

Figure 7: Screenshot of example of MAB for a modular programme using CNP701_23

Figure 8: Screenshot of example of MAB for non-modular programme using MBBST21_23
Note in this example that there are 901, 902 sequences and the RI flag for these is set to Y

All the required information has now been completed to set up a module in SITS. If the MAP was created through the MOD screen simply store and close the MAB and MAP screens and the MAP code will now be populated on the MOD screen.

In order to generate Student Module Taking (SMO) Records for the module the final step is to make the module 'available' for the required academic year.

5. Module Availability/Module Run (MAV and MAVS)

To make a module available a **MAV/S** record needs to exist for the relevant academic year and occurrence.

- It defines which academic year, period and occurrence a module will run in and how it will be assessed.
- It enables the creation of student module registrations, **SMO**, records and student module results, **SMR**, records.
- The **SMO** and **SMR** records all share and reference the module code, academic year, period and occurrence as held on the corresponding **MAV** record.
- When creating a **MAV** record it auto-populates much of the key data from the **MOD** record as a default.
- Over time MAV records are the permanent record of when a module ran, module registrations, how the module was assessed and the mark scheme rules that governed it.

MAV is a scaled-down linear view of data held in MAVS whereas, **MAVS** is the full table that holds all the data that St George's require.

- Open the **MAVS** screen
- Enter the following information working left to right:

Module	Enter the relevant module code
Oc	A to be used by IMBE 001, 002 to be used by CfAH to denote full degree programmes JAN1, JAN2, FEB1 etc to be used to denote CPD/WfD offering
*Year	2Academic year for which the module is to be made available e.g. 2024/5 *(double-click for options)*
*Period	Y – for modules that run for entire academic year or non-standard i.e. September to mid-March delivery T1 – late August to end January T2 – January to late July T3 – April to late July
Scheme	Defaults SG value from MOD
*Starts this prd	Y – indicates module starts this academic year N – to be used if spanning module that started in the previous academic year
*Ends this prd	Y – indicates module ends this academic year N – to be used if spanning module that will have teaching in next academic year
*Level	Defaults value from MOD
Status	A – available N – to denote if no longer running
Start Week	Defaults value from period
End Week	Defaults value from period
*Mark Scheme	Defaults value from MOD
*Assess Patt	Defaults value from MOD –should represent how this particular module run will be assessed (see 6 about how the MAP associated with a MOD may change within an academic year or between academic years)
Target	Enter the maximum number of students expected on the module run
Domain	Defaults value from MOD
Department	Defaults value from MOD – amend if a module if shared between departments and this particular run is being hosted by an alternative department and/or going to a separate BoE
*Location	01 – denotes St George's 02 – denotes Kingston University

	(double-click for offsite options)
Tutor 1	Defaults Module Leader from MOD – amend if not correct
Tutor 2	Defaults Module Leader from MOD – amend if not correct
VLE?	Tick if a Canvas site is required

- Store (F6) or click the store icon 💾 to save data entered

- The following information in the Other Module Availability Details (MAVT) must be populated:

Name	Defaults to name as held on MOD when tab through field
*Date of first class	Enter initial day of teaching
*Date of last 1st assessment	Enter last day of final assessment (1st sit)
Delivery Mode	Select the correct delivery method from the drop-down
*Date of BoE	Enter the date of the BoE that results will be presented to
Last teaching date	Enter last date of scheduled teaching activity i.e. live/recorded whether it is classroom-based, virtual or hybrid. Click on the UDF icon at the top right- hand corner of the MAVS screen to access this and enter the data in the pop-up screen.

- Store (F6) or click the store icon 💾 to save data entered

6. Module and Module Run Maintenance

MAV records need to be created for each academic year that a module runs. Ordinarily these are set-up in advance of the academic year start i.e. January 2024 for a 2024/5 module run. These can be created by following the instructions in **step 5**

Remember that many of the data fields will pre-populate with the corresponding data held in **MOD**. If information held on MOD and most importantly assessment details have changed then make the changes in MAB, MAP and MOD first.

If the module assessment body has changed in any of the following ways you will need to set up a new module assessment pattern (**MAP**) record **and** a new assessment body (**MAB**) record:

- A change of mark scheme (for all/one of the assessments)
- A change in the weightings (for all/one of the assessments)
- A change in the type or number of assessments within a module
- A change in the name of one of the assessments
- A change in the qualifying mark (for all/one of the assessments)

6.1   Entering a new Module Assessment Pattern

When you create a new MAP record for an existing module you need to archive the old MAP/MAB records. This archiving method introduces a new **MAP/MAB** code for the new assessment pattern/body.

Example:

Current MAP/MAB code	New MAP/MAB code
GEN701_23	**GEN701_25** (if approved for introduction in 2025/6) (GEN701_23 becomes the archived code)

- On the **MAP** screen retrieve the MAP record by entering the <u>module code</u> followed by ·* wildcard. This will return all previous versions of the **MAP** including those that have been archived (marked out of use).
- Select *File and Add* from the *Menu* bar to add a new assessment pattern
- Enter the new code using the coding strategy, using the academic year it comes into effect as a suffix
- Tick the <u>*In Use*</u> field for the record that you have created.
- Uncheck the *In Use* field on the old MAP record.

- Store (F6) or click the store icon 💾 to save data entered
- Follow **steps 3** to ensure the more details are correct.

- Store (F6) or click the store icon 💾 to save data entered

6.2   Entering a new Module Assessment Body

- Retrieve the new MAP record in **MAP**.
- Select *Assessment Body* from the *Menu* bar.

- Enter the details for the new MAB as per steps **4.**

- Store (F6) or click the store icon to save data entered.
- You can now close the MAB and MAP screens.

6.3   Entering the new Module Assessment Pattern on the Module record (MOD)

- Go to the **MOD** screen and retrieve your module.
- Enter the new MAP code In the *Assmn't Pattern*

- Store (F6) or click the store icon to save data entered

6.4   Entering the new Module Assessment Pattern on the Module Availability Record (MAV)

<u>Future Year</u>

If the change comes into effect for the following academic year as per deadlines ie the change has been approved in the November before the academic year its required and the future year MAV record does not exist no further action is required. Example: approval in November 2023 for module run for 2024/5 and no 2024/5 MAV exists = no further action required.

If the change comes into effect for the following academic year ie the change has been approved in February-July before the change is required and the future year MAV record does not exist no further action is required. Example: approval in February 2023 for module run for 2024/5 and no 2024/5 MAV exists = no further action required. If the MAV does exist see below.

<u>Current Year</u>

If the change comes into effect during the current academic year <u>or</u> after the future year MAV record has been created the *Assess Patt* field on the MAVS record must be updated. Example: exceptional approval in May 2024 for module run for 2024/5 and 2024/5 MAV exists = action required.

- Go to the MAVS screen and retrieve your module for the correct academic year
- Enter the new MAP code (that matches MOD) in the 'Assess Patt' field

- Store (F6) or click the store icon to save data entered

7.   Trouble-shooting

Always ensure that you read the message buffer when storing records or the messages on screen as this are often an early indication that something may have gone awry. If you need to raise an issue with Student Systems you will need to provide all the details ie what you were doing, how and provide any message buffers so that they can assist you in resolving any issue.

The most common issue with MOD, MAP and MAV creation is when the MAV record has the incorrect MAP code assigned in the *Assess Patt* field.

<u>Assessment Pattern is incorrect on MAVS and SMR Records have been generated</u>

- Retrieve the module by year, period and occurrence in **SAT** (Student Assessment Table)
- If no marks have been entered following instructions as per **6.4**

- If marks have been entered amending the MAP on MAVS will have no impact so:
  - Send email to studentsystems@sgul.ac.uk detailing the module, year, period and occurrence and request that the SMR records are deleted.
  - Then follow instructions as per **6.4.**
  - Re-generate SMR records via **SAS.**
  - Re-enter marks.