

## Entering and Editing a Programme Leader on SITS

If you need access to this PASS Process Guide in an alternative format, please contact your School Support Coordinator in the first instance. Thank you

Please note that if you wish to enlarge any screen shots provided you can do so by pressing **Ctrl** on keyboard and scrolling in with the mouse.

### Version Table

Revision	Description	Author	Date
	Transferred onto template from an approved standard operating procedure	R Falconer	10/03/23

### 1. Summary and other guides this links to

This guide will provides the process to follow when seeking to change or add a Programme Leader in SITS.

### 2. Step-By-Step Instructions

- i. Log into e:vision at [https://evision.napier.ac.uk/si/sits.urd/run/siw\\_lgn](https://evision.napier.ac.uk/si/sits.urd/run/siw_lgn) If you get an error message contact systems team as it will be something to do with your set up from their side.
- ii. Once logged on, go to staff tab on the top left and this will take you to the staff actions page.
- iii. From that page find the below and from there follow the steps to update the PL as/ if needed.





## Edit course information — select course

This form will allow you to select a course and update:

- The course programme leader
- The course staff indicator
- The course Moodle presence flag
- The course suite
- The course External Examiner

**NB, you can only edit courses that are *In use*.**

You should only edit courses belonging to **your school**.

Please enter a course code below.

### Choose a course

Course:

Continue

- iv. Put relevant course code in or start typing the course and you can select from a drop down menu.

Edit course information — select course

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Please enter a course code below.

Choose a course

Course:  BSC (HONS) COMPUTING F/T

Continue

- v. Click Continue.



- vi. The next page will present you with the undernoted page. Change the highlighted areas to the new Programme Leader. You can use PRS code or type name and select from drop down menu.

## Edit course information — update details

Updating course: *COMPUTING* [56115BH]

**NB, You should only update records for *your school*.**

Enter new details:

Programme Leader user code  Taoxin Peng

Moodle Presence flag

Moodle Staff Indicator user code  Taoxin Peng

Course Suite code

External Examiner Code

- vii. Then submit. Programme Leader has now been updated on SITS.

### *Additional Information*

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