

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

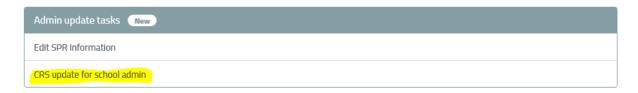
Revision	Description	Author	Date
	Transferred onto template from an approved standard operating procedure	R Falconer	10/03/23

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 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.



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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.

Continue

Please enter a course code below.

Choose a course

a drop down menu.

Course:

iv. Put relevant course code in or start typing the course and you can select from

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: S6115BH BSC (HONS) COMPUTING F/T

v. Click Continue.

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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 savves information — undate details			
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 CS84 Taoxin Peng			
Moodle Presence flag Moodle			
Moodle Staff Indicator user code CS84 Taoxin Peng			
Course Suite code S1189			
External Examiner Code			
Back			

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

Additional Information

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