

Module Enrolments

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	
1	Initial Draft	R Rollinson	12/12/2023	

1. Summary and other guides this links to

This guide covers manual enrolments in SITS using the RSM and XSM screens. It may be read in conjunction with the "Programme Structure – DMD Screens" PASS Process Guide, and the "Online Module Selection Guidance Notes" available from myNapier.

2. Step-By-Step Instructions

2.1 Enrolling a student onto a single module in RSM

Enter the academic year, trimester and SPR code, and in the 'Add' section enter the module number and occurrence (can be checked if necessary from MAV).

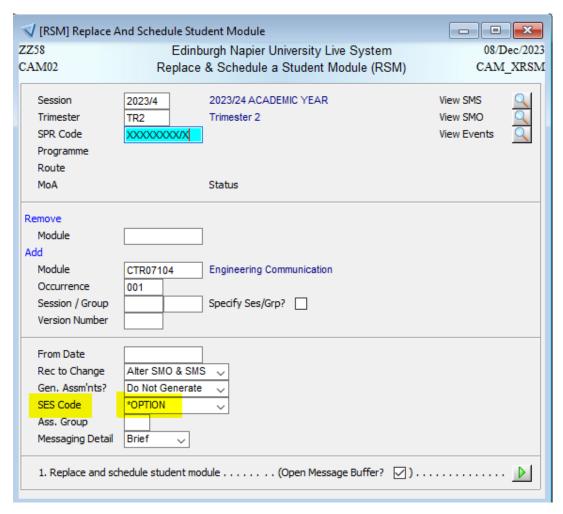
In the "SES code" field (highlighted in the screenshot below) enter the module type (i.e. *COMPULSORY or *OPTION) – this is important because if the module type is not entered, the student's award may not calculate correctly.

Click on the green chevron, then "continue". The message "SMO created successfully" should appear. If not, check the MAV screen – it may be that the module has reached its target number.

You may click the "View SMO" button at right of the screen to check that the student is enrolled on all modules correctly.

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2.2 Removing a student from a module in RSM

Enter the academic year, trimester and SPR code, and in the 'Remove' section enter the module number. Click on the green chevron, then "continue". The message "SMO deleted successfully" should appear.

You may click the "View SMO" button at right of the screen to check that the student has been removed from the module correctly.

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(RSM] Replace A	and Schedule Student Module			
ZZ58	Edinburgh Napier University Live System	11/Dec/2023		
CAM02	Replace & Schedule a Student Module (RSM)	CAM_XRSM		
Session Trimester SPR Code Programme Route	2023/4 2023/24 ACADEMIC YEAR TR2 Trimester 2	View SMS View SMO View Events		
MoA	Status			
Remove Module Add Module Occurrence Session / Group	CTR07104 Engineering Communication Specify Ses/Grp?			
From Date Rec to Change Gen. Assm'nts? SES Code Ass. Group	Alter SMO & SMS Do Not Generate V			
Messaging Detail	Brief medule student module (Open Message Buffer?			
1. Replace and Sci	icade stadent module (Open riessage burier:	·····		

2.3 Replacing a module in RSM

Steps 2.1 and 2.2 can be combined in order to replace one module with another.

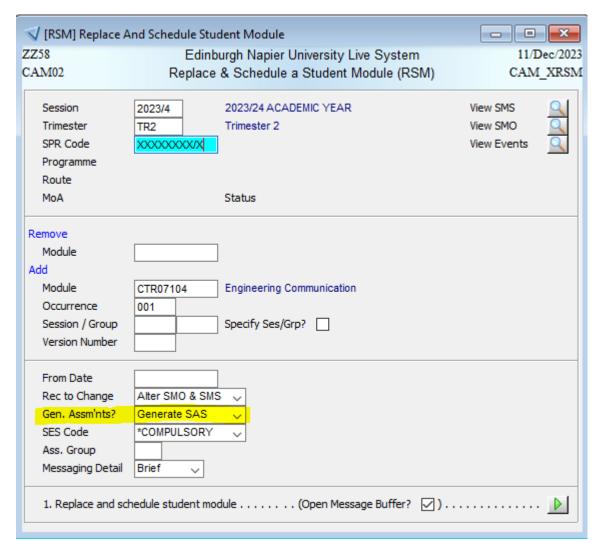
2.4 Enrolling a student onto a module after assessment records have been generated

Follow the steps outlined in 2.1, but also select "Generate SAS" in the "Gen.Assm'nts?" field (as highlighted in screenshot below).

You can check SMR to ensure the assessment records have generated correctly.

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2.5 Enrolling a group of students on a module using XSM

The XSM screen can be used to add or remove a module to groups of student records, e.g. everyone in the same stage of a programme.

Enter the programme code, block and occurrence.

Add the details of the module you wish to add or remove (example of adding a module is provided in the screenshot below): Module code, Year, Period, Occurrence and SES code (e.g. *COMPULSORY or *OPTION – important for correct calculation of student award).

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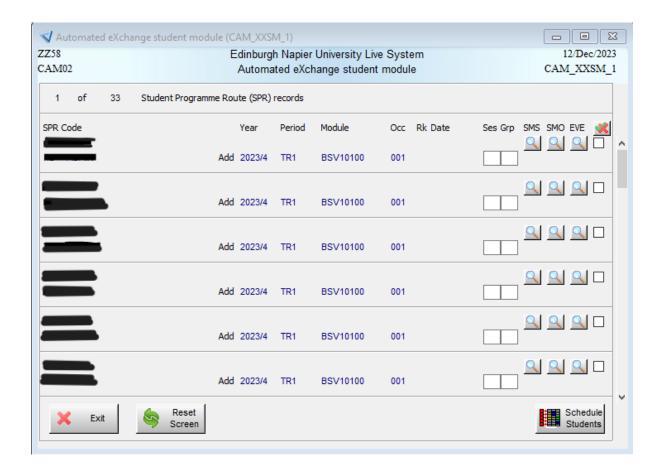


√ [XSM] Automate		×				
ZZ58	11/D	ec/2023				
CAM02	(Change Student M	odule (XSM)		CAM	XXSM
Course Block / Occ. SCJ Code	52251BH A	ARCHITECTURAL TE	CHNOLOGY			
SCE Status	C-IMFIN	Current				
SPR Code						
SPR Batch						
SPR Status	С	Current				
Programme						
Route						
	There are 205	39 SPR and 33	3 SCE records ma	atching the p	profile	
Remove				Clear Remo	ove details	-/
Year			Period			
Module						
Occurrence						
Add				Clear Add		-/
Year	2023/4	2023/24	Period	TR2	TRIMESTER 2	
Module	BSV07101	Architectural Techno	ology 1			
Occurrence	001					
Version Number			Swap Ses/Grp	Spe	cify Ses/Grp	
From Date				Res	et Screen	
SES Code	*COMPULSORY	~	Apply MMR rules			
Diet			Ass. Group	Sch	edule Events	
Record	Alter SMO & SMS	S ~	Gen. Assm'nts	Do Not Ge	nerate 🗸	
Messaging Detail	Brief 🗸	-	Check SMR	✓ Cre	ate SMO	
1. Review Student	Module Alteration	List (Ope	n Message Buffer	☑)		

Click the green chevron – a screen will appear enabling you to select the students you wish to add to / remove from the module. Select the students who need to be added/removed using the tick boxes on the right hand side, and then click 'Schedule Students'.

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3. Additional Information

There is no additional information included in this guide.

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