

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.

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.

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.

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).

[XSM] Automated eXchange student module

ZZ58 Edinburgh Napier University Live System 11/Dec/2023
CAM02 Change Student Module (XSM) CAM_XXSM

Course	52251BH	ARCHITECTURAL TECHNOLOGY
Block / Occ.	1 A	
SCJ Code		
SCE Status	C- MFIN	Current
SPR Code		
SPR Batch		
SPR Status	C	Current
Programme		
Route		

There are 20539 SPR and 33 SCE records matching the profile

Remove Clear Remove details

Year Period

Module

Occurrence

Add Clear Add details

Year 2023/4 2023/24 Period TR2 TRIMESTER 2

Module BSV07101 Architectural Technology 1

Occurrence 001

Version Number Swap Ses/Grp Specify Ses/Grp

From Date Reset Screen

SES Code *COMPULSORY Apply MMR rules

Diet Ass. Group Schedule Events

Record Alter SMO & SMS Gen. Assm'nts Do Not Generate

Messaging Detail Brief Check SMR Create SMO

1. Review Student Module Alteration List (Open 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’.

Automated eXchange student module (CAM_XXSM_1)

ZZ58 Edinburgh Napier University Live System 12/Dec/2023
 CAM02 Automated eXchange student module CAM_XXSM_1

1 of 33 Student Programme Route (SPR) records

SPR Code	Year	Period	Module	Occ	Rk	Date	Ses	Grp	SMS	SMO	EVE	
██████████ ██████████	Add	2023/4	TR1	BSV10100	001							<input type="checkbox"/>
██████████ ██████████	Add	2023/4	TR1	BSV10100	001							<input type="checkbox"/>
██████████ ██████████	Add	2023/4	TR1	BSV10100	001							<input type="checkbox"/>
██████████ ██████████	Add	2023/4	TR1	BSV10100	001							<input type="checkbox"/>
██████████ ██████████	Add	2023/4	TR1	BSV10100	001							<input type="checkbox"/>
██████████ ██████████	Add	2023/4	TR1	BSV10100	001							<input type="checkbox"/>

Exit Reset Screen Schedule Students

3. Additional Information

There is no additional information included in this guide.