

## Defined Module Diet (DMD) Screens

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	Author	K Mitchell	17/4/2023

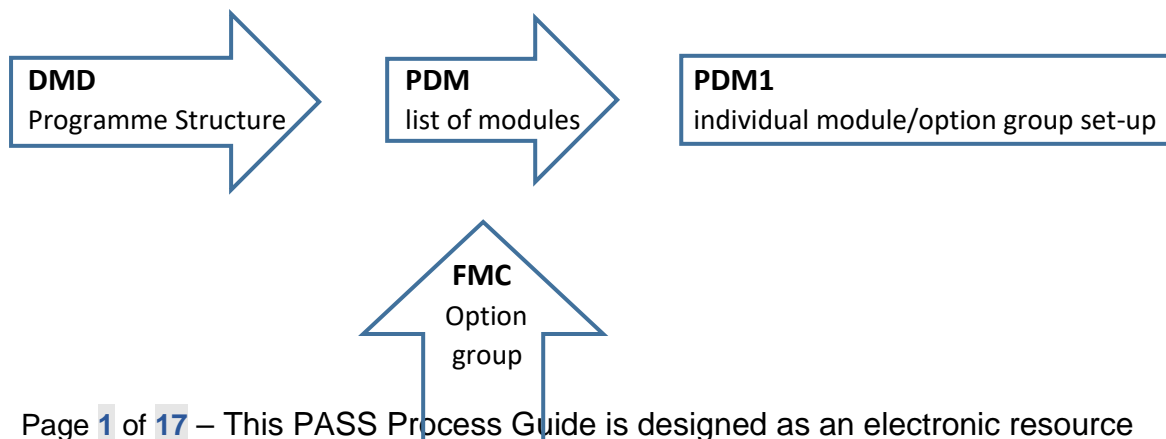
### 1. Summary and other guides this links to

This document explains the Defined Module Diet (DMD) screens in SITS, which are set up to generate module enrolments in the system. This is where the programme structure for each programme is put into SITS, and determines the compulsory and option module enrolments for students. If the DMD screens are set up correctly students will be automatically enrolled on their compulsory modules, and for programmes participating in the online module task will be able to select option modules on their e-student account when their record rolls forward to that stage.

There is a recording to support this PASS Process Guide to access the recording please contact your School Support Coordinator.

Each programme will have a current in-use record for every stage of the programme (containing within it the modules that are currently in use), plus old records from previous incarnations. It's important to make new DMD records every time a change is made so that an accurate historical record of the programme stages and modules studied within them is kept.

The SITS screens used are: DMD [Define Module Diet], PDM [Programme Diet Modules], PDM1 [Diet Element] and they are used in sequence as per the chart below.



## 2. Step-By-Step Instructions

### 2.1 General set-ups: DMD. PDM. PM1

#### 2.1.1. DMD screen

To find the current DMD record for a programme, type in DMD from the menu page and put the programme code into the "Diet" field with a goldstar to bring up all records. Scroll down until you find the stage you want, and the one that is ticked in use, like below.

A correct DMD will have:

- **Diet** code will be the programme code, suffixed with the year/stage of study, the occurrence, and a "version number" which is usually the academic year it came into effect
- **Generation** will have Automatic clicked for compulsory enrolments or Online for online option selection by students (this example is all Compulsory enrolments).
- **Type** - Route should always be clicked
- **In Use** will be ticked
- **Programme** will show the correct award code (must match the **Programme** in SPR)
- **Route** will show the correct programme code
- **SPR Start Year** must be blank

- **Course** will show the correct programme code
- **Block/Occ** will show the correct block/stage and occurrence
- **SCE must exist** field will be ticked
- **Period** will have TRI (for trimester, does not refer to a specific trimester)
- **Level Coll/Mode/Att Coll/Sched.Group/Location/SPR Batch/Annual Load/Max.attempts etc** are all blank

### 2.1.2. PDM screen

This is where the module set-up is shown and where changes can be made when a programme structure changes.

From the DMD screen find the **Module Diets** double chevron at the bottom right and click on it to go to the PDM screen as below.

Seq	Collection Code	Collection Name	Yr	Period	Sts	Rank	Operand
060	ELE07102	ELE07102	0	TR1	CMP	01	
030	ELE07109	ELE07109	0	TR1	CMP	01	
010	ELE07111	ELE07111	0	TR1	CMP	01	
020	MEC07106	MEC07106	0	TR1	CMP	02	
050	ELE07110	ELE07110	0	TR2	CMP	01	
040	MEC07108	MEC07108	0	TR2	CMP	01	

Each module (or collection of modules if options are available) has a double chevron which leads on to the PDM1 screen and shows the individual set-up as below.

Note: long thin modules only need to be set up once with the trimester they start in.

### 2.1.3. PDM1 screen - compulsory modules overview

A correct PDM1 for a compulsory single module will have:  
On the left side

- PDT Code will have the diet code from the DMD screen
- Seq will be automatically populated
- Action is for Systems team use only
- Auto-select is for Systems team use only
- Type will be set to "Student Module Selections"
- Formed Module Collection will have the module number
- Collection Name Override will be blank
- Selection Status will be "\*COMPULSORY"
- Relative Year will be "0"
- Period will show the correct trimester
- Source of Level will be "Module" (SCQF level taken from MOD)
- Module Credits will be "MOD" (amount of credit taken from MOD)
- Mav Occurrence must match the occurrence of the module in the MAV screen
- Rank will be automatically populated
- Allow Pre-filtering does not need to be ticked as this will update when the record is stored
- Period Selection must be "May take in any period" (the correct trimester will be taken from Period above)
- Display Order/Incl Generic Exemption/Student Scheduling Group/User defined status are blank

On the right side (this is just used for option modules and is not needed for compulsory module set-up)

- Registration Method will be “List Modules”
- Selection Data will be “Module”
- Total in FMC will be “1.00 Module(s)”
- Minimum Value will be “1.00”
- Maximum Value will be “1.00”
- Registration Group/Group Selection Data etc will be blank

#### 2.1.4. PDM1 screen - option modules overview

The screenshot shows the 'Diet Element (CAM\_PDM1)' window. The title bar includes 'Edinburgh Napier PROJECT System' and the date '05/Apr/2022'. The main area is divided into several sections:

- PDT Code:** 52105BH3A2021, Seq: 090
- Action:** Generate Student Module Selection
- Auto-select:** Run the action in all cases
- Type:** Student Module Electives
- Formed Module Collection:** 52105BH3ATR2OP | 52105BH3ATR2OPT
- Collection Name Override:** (blank)
- Selection Status:** \*OPTION
- Relative Year:** 0
- Period:** TR2 TRIMESTER 2
- Source of Level:** Module
- Module Credits:** MOD
- Mav Occurrence:** (blank) - A callout box points to this field with the text "This must be blank".
- Rank:** 01
- Display Order:** (blank)
- Incl Generic Exemption:** (unchecked)
- Allow Pre-filtering:** (checked)
- Student Scheduling Group:** (blank)
- Period Selection:** Must take in this period
- User defined status:** (blank)
- Registration Method:** List available modules
- Selection Data:** Credit
- Total in FMC:** 40.00 Credit(s)
- Minimum Value:** 20.00
- Maximum Value:** 20.00
- Registration Group:** (blank)
- Group Selection Data:** (blank)
- Group Minimum:** (blank)
- Group Maximum:** (blank)
- Operand:** (blank)
- Open Brackets:** (blank)
- Close Brackets:** (blank)

A correct PDM1 for an **option choice** of modules (known as FMC – Formed Module Collections) will have:

On the left side

- **PDT Code** will have the diet code from the DMD screen
- **Seq** will be automatically populated
- **Action** is for Systems team use only
- **Auto-select** is for Systems team use only
- **Type** will be set to “Student Module Electives”
- **Formed Module Collection** will have the FMC code
- **Collection Name Override** will be blank
- **Selection Status** will be “\*OPTION”
- **Relative Year** will be “0”
- **Period** will show the correct trimester
- **Source of Level** will be “Module”
- **Module Credits** will be “MOD”
- **Mav Occurrence** must be blank (as there may be different MAV occurrences in the FMC group)
- **Rank** will be automatically populated

- **Allow Pre-filtering** does not need to be ticked as this will update when the record is stored
- **Period Selection** must be “Must take in this period”
- **Display Order/Incl Generic Exemption/Student Scheduling Group/User defined status** are blank

On the right side

- **Registration Method** will be “List available modules”
- **Selection Data** will be “Credit”
- **Total in FMC** will be the sum of the credits in the option collection (in this example of two 20-credit modules, “40.00 Credit(s)”)
- **Minimum Value** will be the minimum that a student can choose (in this example they must choose a minimum of one 20-credit module, “20.00”)
- **Maximum Value** will be the maximum that a student can choose (in this example they must choose only one of the two 20-credit options available in the collection, “20.00”)
- **Registration Group/Group Selection Data etc** will be blank

## 2.2 Creating a new DMD

You must create a new DMD record for any stage of a programme that changes – this will be when new modules replace old ones, when modules move to another trimester, or when the options within a collection change. It’s important to leave the old DMD as it is (but ticked out of use) so that an accurate historical record is kept.

You can create a new DMD from scratch by choosing File, Add, from a blank DMD screen, and setting it up with all the fields as above, but it’s far easier to create a copy and amend it.

### 2.2.1. COPY DIET

This example is stage 3 of the same programme, which has a mixture of Compulsory and Option modules, therefore on the DMD screen the Generation radio button has been selected as “Online” for online option selection by students.

1. Retrieve the current DMD for the correct programme and stage (this will be superseded by the new DMD). Note that there are currently 16 DMD records for this programme.
2. Copy the Diet, in this example 52105BH3A2021, and paste into the Copy Diet to field.
3. Change the ending of the new Diet to the new “version number” which is usually the academic year it comes into effect.
4. Use the Tab key to move out of the Copy Diet to field and a new record will appear. Note that there are now 17 DMD records.

The screenshot shows the 'Define Module Diet (DMD)' interface. At the top, it displays 'Edinburgh Napier PROJECT System' and the date '06/Apr/2022'. The main area is titled '14 of 17 Prescribed Diet Records'. The 'Diet' field is set to '52105BH3A2022'. The 'Type' is 'Route'. The 'Programme' is 'BENGH13M' and the 'Route' is '52105BH'. The 'Course' is 'ELECTRONIC AND ELECTRICAL ENGINEERING'. The 'Block/Occ' is '3 | A'. The 'SCE must exist' checkbox is checked. The 'Module Diets' button, indicated by a red arrow, is located in the lower right section of the form.

Now you can click on the double chevron Module Diets to change the module details.

REMEMBER TO CLOSE OFF THE OLD DMD BY UNTICKING THE **In Use** AND **SCE must exist** BOXES, AND POPULATING THE **SPR Start Year** FIELD WITH THE ACADEMIC YEAR THE CHANGE IS EFFECTIVE FROM, instructions at the end of the document.

### 2.2.2. Compulsory module set-up

In this example module ELE09102 is being replaced by module ELE09103.

1. Highlight the module that is no longer required, then click on **Remove from list**. STORE.



Edinburgh Napier PROJECT System  
Diet Elements

CS361 CAM02 06/Apr/2022 CAM\_PDM

Diet Code: 52105BH3A2022 Programme: BENGH13M Route: 52105BH

1 of 0 Module Collections

Form Module Collections

1 of 6 Program Diet Modules

Seq	Collection Code	Collection Name	Yr	Period	Sts	Rank	Operand
010	ELE09102	ELE09102	0	TR1	CMP	01	
020	ELE09104	ELE09104	0	TR1	CMP	02	
030	MEC09109	MEC09109	0	TR1	CMP	01	
050	MEC09118	MEC09118	0	TR2	CMP	01	
090	52105BH3ATR2OP	52105BH3ATR2OPT	0	TR2	OPT	01	
100	52105BH3AOPT2	52105BH3AOPT2	0	TR2	OPT	01	

Source Collection Description: Electronic Systems

Target Collection Description: ELE09102

Year=0

Student Module Selections

Taka MFC09118 in TD?

2. In the **Form Module Collections** field type in the new module number and press tab.
3. Click on **Add to list**.

Edinburgh Napier PROJECT System  
Diet Elements

CS361 CAM02 07/Apr/2022 CAM\_PDM

Diet Code: 52105BH3A2022 Programme: BENGH13M Route: 52105BH

1 of 0 Module Collections

Form Module Collections: ELE09103

1 of 6 Program Diet Modules

Seq	Collection Code	Collection Name	Yr	Period	Sts	Rank	Operand
020	ELE09104	ELE09104	0	TR1	CMP	02	
030	MEC09109	MEC09109	0	TR1	CMP	01	
050	MEC09118	MEC09118	0	TR2	CMP	01	
090	52105BH3ATR2OP	52105BH3ATR2OPT	0	TR2	OPT	01	
100	52105BH3AOPT2	52105BH3AOPT2	0	TR2	OPT	01	

Source Collection Description: Electronic Systems

Target Collection Description: Electronic Systems

Year=0

Student Module Selections

Taka MFC09118 in TD?

The PDM1 screen will pop up for the new module. This is where you set it up with the correct information as below, paying particular attention to the highlighted fields.

**Diet Element (CAM\_PDM1)**  
 CS361 Edinburgh Napier PROJECT System 26/Apr/2022  
 CAM02 Diet Element (PDM1) CAM PDM1

Default Values For New Modules UDF

Action	Generate Student Module Selection	Registration Method	List Modules
Auto-select	Run the action in all cases	Selection Data	Module
Type	Student Module Selections Student Module Electives	Total in FMC	0.00 Module(s)
Selection Status	*COMPULSORY	Minimum Value	1.00
Relative Year	0	Maximum Value	1.00
Period	TR1 TRIMESTER 1	Registration Group	
Source of Level	Module	Group Selection Data	
Module Credits	MOD	Group Minimum	
Mav Occurrence	001 Module Assessment	Group Maximum	
Rank	01	Operand	
Display Order		Open Brackets	
Incl Generic Exemption	<input type="checkbox"/> Allow Pre-filtering	Close Brackets	
Student Scheduling Group			
Period Selection	May take in any period		
User defined status			

User Help

Description

4. When you are finished, press the **Apply** button, which will take you back to the PDM screen.

**Diet Elements (CAM\_PDM)**  
 CS361 Edinburgh Napier PROJECT System 07/Apr/2022  
 CAM02 Diet Elements CAM PDM

Diet Code: 52105BH3A2022 Programme: BENGH13M Route: 52105BH

1 of 0 Module Collections		6 of 6 Program Diet Modules							
Form	Module Collections	Seq	Collection Code	Collection Name	Yr	Period	Sts	Rank	Operand
ELE09103	ELE09103	020	ELE09104	ELE09104	0	TR1	CMP	02	
		030	MEC09109	MEC09109	0	TR1	CMP	01	
		050	MEC09118	MEC09118	0	TR2	CMP	01	
		090	52105BH3ATR2OP	52105BH3ATR2OPT	0	TR2	OPT	01	
		100	52105BH3AOPT2	52105BH3AOPT2	0	TR2	OPT	01	
		110	ELE09103	ELE09103	0	TR1	CMP	01	

Source Collection Description:    
 Target Collection Description: Electrical Supply ELE09103   %Store

Year=0  
 Student Module Selections  
 Take MEC09118 in TR2?

5. Press **STORE** to save it. You will see the new module on the list now.

6. When you have finished making changes close the screen down and you will go back to the DMD screen.

REMEMBER TO CLOSE OFF THE OLD DMD BY UNTICKING THE **In Use** AND **SCE must exist** BOXES, AND POPULATING THE **SPR Start Year** FIELD WITH THE ACADEMIC YEAR THE CHANGE IS EFFECTIVE FROM, instructions at the end of the document.

### 2.2.3. Option module set-up – creating an FMC for a new collection of option modules

In this example module MEC09109 will no longer be required and instead there will be an option choice of either MEC09122 or MEC09133. This is called a Formed Module Collection, and this needs to be created first.

1. From the SITS main menu, type FMC and tab. THE FMC screen will appear.

Code	Short Name	Name	In Use?
			<input type="checkbox"/>

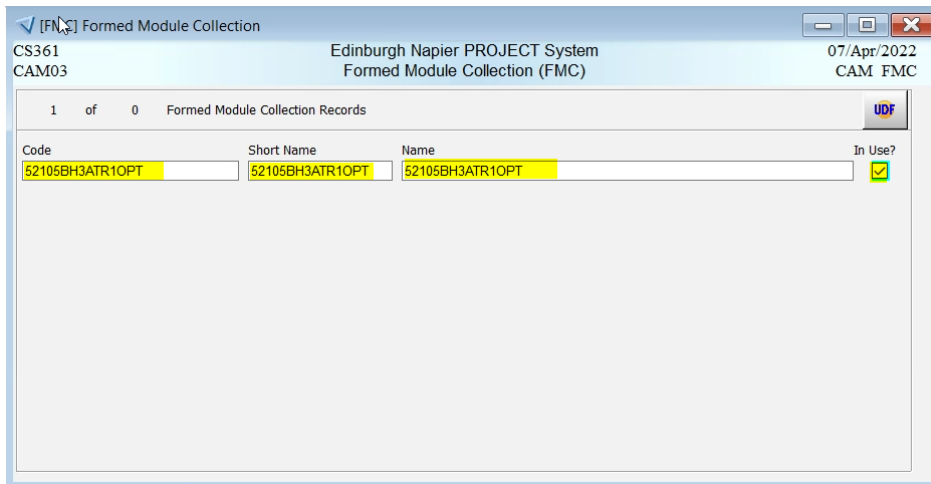
2. A new FMC will need a unique identifier code, and the naming convention is normally:

Course code/Block/Occurrence/Trimester/Option/Option number if there is more than one FMC for the same stage, trimester etc.

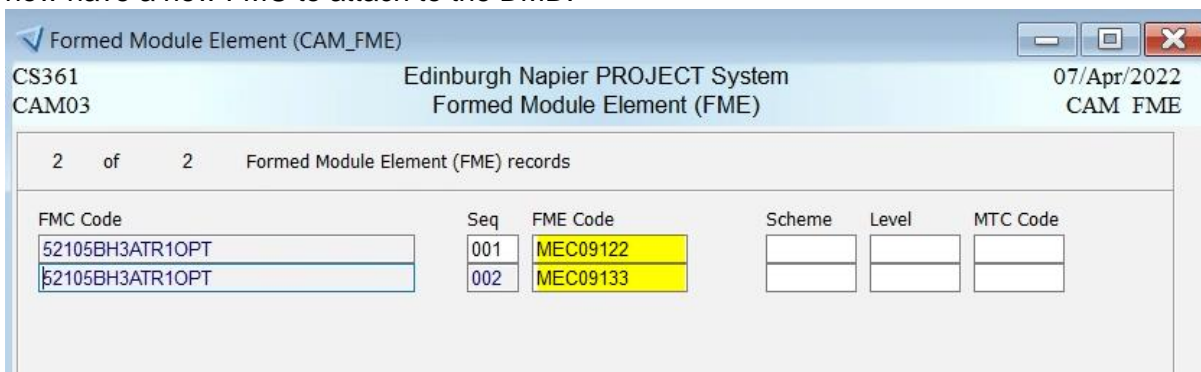
In this example the FMC code will be 52105BH3ATR1OPT.

(However, you may wish to create an FMC that can be used in more than one programme so you might code it as ENG\_COCURRICULAR for example).

3. In the **Code** field type in the new code, copy it into the **Short name** field and then either copy again or type a description into the **Name** field and tick the **In Use** box. STORE.



4. To attach the modules to the collection, go to the Other tab and select Element. The FME screen will appear.
5. In the FME screen type the first option module number into the **FME Code** field, STORE.
6. Go to the File tab, and select Add. Type the second module number into **FME Code** field, STORE. (This can be done as many times as needed for your module collection). You now have a new FMC to attach to the DMD.



7. Go back to the DMD screen and scroll to the correct (new) record, then click into the PDM screen via the **Module Diets** double chevron.
8. In the Form Module Collections field type in the module number for any modules that are no longer required (MEC09109), then click on **Remove from list**, STORE.
9. In the **Form Module Collections** field type in the FMC code for the new options, then click on **Add to list**.

10. The PDM1 screen will pop up for the new FMC. This is where you set it up with the correct information as below, paying particular attention to the highlighted fields.

11. Once all the changes are made, Apply. This will take you back to PDM screen, STORE.

Diet Elements (CAM\_PDM)  
CS361 Edinburgh Napier PROJECT System 07/Apr/2022  
CAM02 Diet Elements CAM\_PDM

Diet Code: 52105BH3A2022 Programme: BENGH13M Route: 52105BH

1 of 0 Module Collections  
Form Module Collections  
52105BH3ATR10 52105BH3ATR1OPT

Seq	Collection Code	Collection Name	Yr	Period	Sts	Rank	Operand
020	ELE09104	ELE09104	0	TR1	CMP	02	
050	MEC09118	MEC09118	0	TR2	CMP	01	
090	52105BH3ATR2OP	52105BH3ATR2OPT	0	TR2	OPT	01	
100	52105BH3AOPT2	52105BH3AOPT2	0	TR2	OPT	01	
110	ELE09103	ELE09103	0	TR1	CMP	01	
120	52105BH3ATR1OP	52105BH3ATR1OPT	0	TR1	OPT	01	

Source Collection Description: 52105BH3ATR1OPT  
Target Collection Description: 52105BH3ATR1OPT, MEC09122, MEC09133

Year=0  
Student Module Selections  
Take MEC09118 in TD?

12. When you have finished making changes close the screen down and you will go back to the DMD screen.

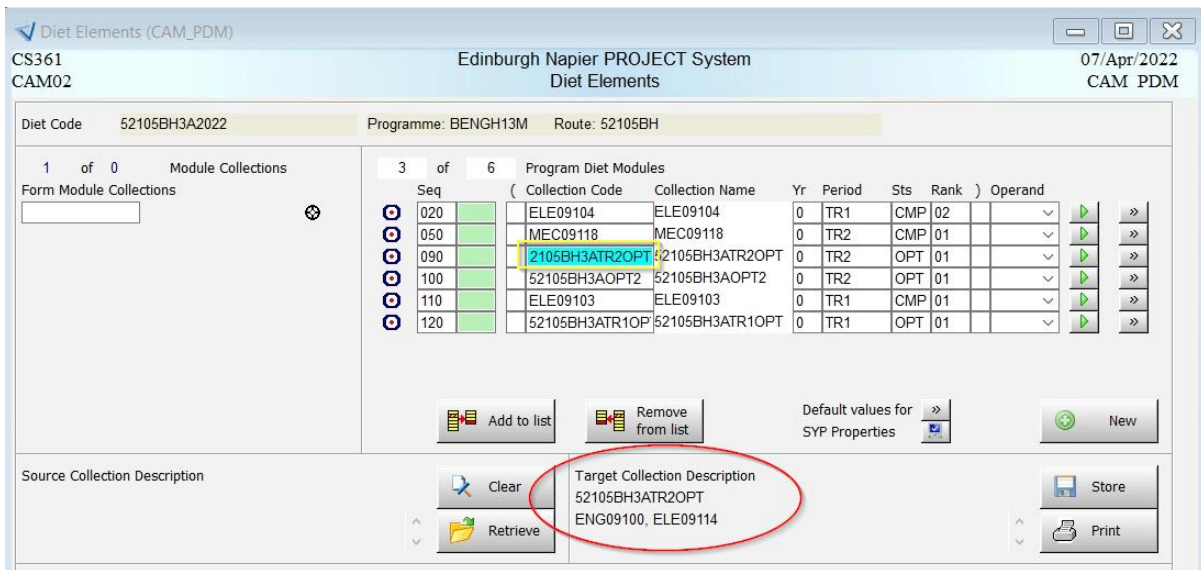
REMEMBER TO CLOSE OFF THE OLD DMD BY UNTICKING THE **In Use** AND **SCE must exist** BOXES, AND POPULATING THE **SPR Start Year** FIELD WITH THE ACADEMIC YEAR THE CHANGE IS EFFECTIVE FROM, instructions as the end of the document.

#### 2.2.4. Option module set-up – amending an existing FMC where the modules within the collection have changed

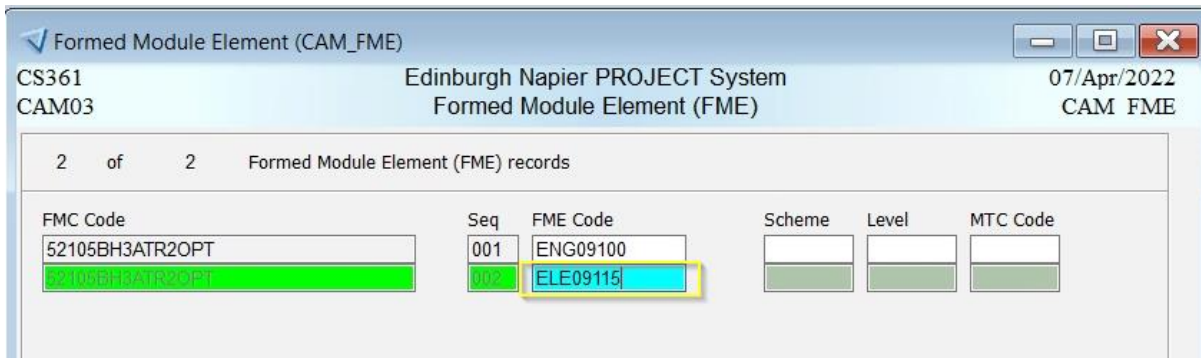
The modules within a collection can be changed without having to create a new one but you will still need to create a new DMD to reflect that there has been a change within the programme structure.

In this example there is an existing FMC for a group of option modules but one of the modules in the collection is to be replaced with another (ELE09114 will be replaced by ELE09115).

1. From the PDM screen, select the FMC code you wish to change and copy it.



2. Close the PDM screen and from the SITS main menu, type FMC and tab. THE FMC screen will appear.
3. Paste the FMC code into the **Code** field and retrieve.
4. Go to the “Other” tab and select “ Element”.
5. Select and highlight the module to be replaced and overwrite with the new module, STORE.



6. Go back to the PDM screen and you will see that the FMC has been changed to reflect the module change within it.

Diet Elements (CAM\_PDM)  
CS361  
CAM02  
Edinburgh Napier PROJECT System  
Diet Elements  
07/Apr/2022  
CAM PDM

Diet Code: 52105BH3A2022 Programme: BENGH13M Route: 52105BH

1 of 0 Module Collections  
Form Module Collections

Seq	Collection Code	Collection Name	Yr	Period	Sts	Rank	Operand
020	ELE09104	ELE09104	0	TR1	CMP	02	
050	MEC09118	MEC09118	0	TR2	CMP	01	
090	52105BH3ATR2OP	52105BH3ATR2OPT	0	TR2	OPT	01	
100	52105BH3AOPT2	52105BH3AOPT2	0	TR2	OPT	01	
110	ELE09103	ELE09103	0	TR1	CMP	01	
120	52105BH3ATR1OP	52105BH3ATR1OPT	0	TR1	OPT	01	

Source Collection Description: Clear Retrieve

Target Collection Description: 52105BH3ATR2OPT, ENG09100, ELE09115

Year=0  
Student Module Selections  
Take MEC09118 in TD?

NOTE: if students have option modules to select online they will be required to submit and confirm their selections via their student e-record. Guidance notes for students are on My Napier [here](#).

### 2.3.. Closing off the Old DMD

You now have two DMD screens in use (the old 2021 screen that was copied, and the new 2022 screen that was created). You must close off the old DMD otherwise the new one won't work. You can only have one DMD in use for each stage of each programme.

1. Scroll down through the records until you find the old DMD, as below.

[DMD] Pathway Diet  
CS361  
CAM02  
Edinburgh Napier PROJECT System  
Define Module Diet (DMD)  
07/Apr/2022  
CAM PDT

13 of 17 Prescribed Diet Records

Diet: 52105BH3A2021 Copy Diet to: [ ]

Generation:  Automatic  Manual  Online Rank: [ ] In Use:

Type:  Pathway  Route Display Order: [ ] Timeless Diet:

Pathway: [ ]

Programme: BENGH13M Bachelor of Engineering with Honours

Route: 52105BH BENG (HONS) ELECTRONIC AND ELECTRICAL ENGINEERING F/T

SPR Start Year: [ ]

Course: 52105BH ELECTRONIC AND ELECTRICAL ENGINEERING

Block/Occ: 3 | A SCE must exist:

Level Coll: [ ] Location: [ ]

Mode/Att Coll: [ ] SPR Batch: [ ]

Sched. Group: [ ] Annual Load: [ ]

Period: TR1 | TRIMESTER Max. attempts: [ ] Module Diets: [ ]

Diet Rule: [ ]

Module Order: [ ]

Override Calc.: [ ]

User Help: [ ]

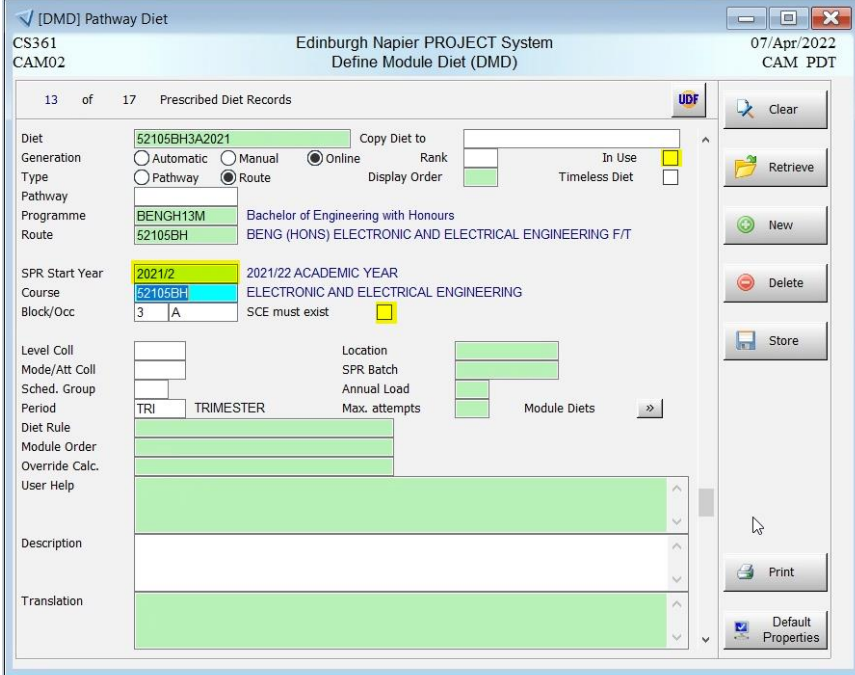
Description: [ ]

Translation: [ ]

Buttons: Clear, Retrieve, New, Delete, Store, Print, Default Properties



2. Untick the **In Use** button.
3. Untick the **SCE must exist** button.
4. Populate the **SPR Start Year** with the academic year that this DMD structure ends in ( in this case “2021/2”, as below.



The screenshot shows the 'Define Module Diet (DMD)' window in the Edinburgh Napier PROJECT System. The window title is '[DMD] Pathway Diet'. The main area displays the following information:

- Diet:** 52105BH3A2021
- Generation:** Automatic (selected), Manual, Online
- Type:** Pathway, Route (selected)
- Pathway:** BENGH13M
- Programme:** Bachelor of Engineering with Honours
- Route:** 52105BH
- SPR Start Year:** 2021/2 (highlighted in yellow)
- Course:** ELECTRONIC AND ELECTRICAL ENGINEERING
- Block/Occ:** 3 A
- SCE must exist:** (checked)

The right-hand sidebar contains the following buttons: Clear, Retrieve, New, Delete, Store, Print, and Default Properties.