
Module Diets Guide

V2.0 Feb 2022

Module Diets Guide

This documentation outlines the module diet set up process and how to attach module diets to students in SITS. These tasks ensure diet is kept up-to-date and enables accurate and automated student module registration to take place.

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1. Module Diets in SITS

Module diets are a mechanism for defining core and option modules for a particular course and/or route of a programme by year of study (block and occurrence).

To set up a diet in SITS you need to know the following information in advance:

- Programme Code
- Route Code
- Course Code
- Block
- Occurrence
- Modules
- Period/term details of modules including module occurrence

1.2 Module Diet Record (DMD)

Description and Purpose

The define module diet record (DMD) details the high-level information that enables the diet to be connected to particular groups of students based on a number of factors including programme specific details and more particular information in terms of location of students, start year etc. As courses can have specialisms diets are route based.

At St George's diets are used more simplistically to detail core modules that students on full-time courses must take for each year of their study. These can also be used for part-time courses where there are fixed core modules.

DMD Screen

The DMD screen has key attributes on the left and function keys on the right.

[DMD] Pathway Diet

APOSTILL St George's, University of London MS 19/Apr/2021
CAM02 Define Module Diet (DMD) CAM_PDT

1 of 3 Prescribed Diet Records

Diet: **UTBPHY_L4_2019** Copy Diet to:

Generation: ☒ Automatic ☐ Manual ☐ Online Rank: In Use: ☒

Type: ☐ Pathway ☒ Route Display Order: Timeless Diet: ☐

Pathway:

Programme: **UTBPHY** BSc Physiotherapy

Route: **UTBPHY** BSc Physiotherapy

SPR Start Year:

Course: **UTBPHY** BSc (Hons) Physiotherapy

Block/Occ: **1** **A** SCE must exist: ☒

Level Coll: Location:

Mode/Att Coll: SPR Batch: **ATR**

Sched. Group:

Period: **Y** YEAR Max. attempts: Module Diets:

Diet Rule:

User Help: BSc Physiotherapy Level 4/Year 1 modules from 2019/0

Description: BSc Physiotherapy is full-time only with a single route.
Module diet does not need to be presented to students as all modules are compulsory.

Translation:

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

Creating a New Diet in DMD

To create a new diet enter DMD in a menu screen and tab, then enter the following information:

Diet	Enter a diet code as per the coding strategy instructions
Copy Diet to	If you are wanting to utilise an existing diet and make small change retrieve the existing diet, enter the new code in the "Copy Diet to" field and store.
Generation	Select Automatic (do not choose manual or online)
In Use	If the module is to be made available for use this needs to be ticked
Pathway	Leave blank (St George's utilises a single pathway for all programmes)
Programme	Leave blank
Route	Enter the route (<i>double click to see options</i>)
SPR Start Year	Leave blank
Course	Enter the appropriate course code (<i>double click to see options</i>)
Block	Enter the block, generally 1,2,3 etc
Occurrence	Enter the occurrence, generally A for all courses except medicine which also have T, P or F
SCE must exist	This must be ticked
SPR Batch	Leave blank <u>except</u> for diets for Block 1 new students. For these enter "ATR". This ensures that the modules are automatically attached to the student via the ATR (Applicant Transfer) process. This is when the switch from being an applicant to a full student.
Sched. Group	Used by MBBS only to distinguish between Stream A and B – who rotate modules within an academic year
Period	Enter "Y" for year as the diet is for the year rather than a single term
User Help	Optional – this is a section for details if this was delivered online for students to select their modules. This is useful to explain without the use of codes the purpose of the diet
Description	Optional – this is useful to explain the features of the course

Once this information is entered **Store the record (F6)** or by clicking the store icon  - this has created the DMD record.

1.2.1 The Diet Elements Records (PDM and PDM1)

Description and Purpose

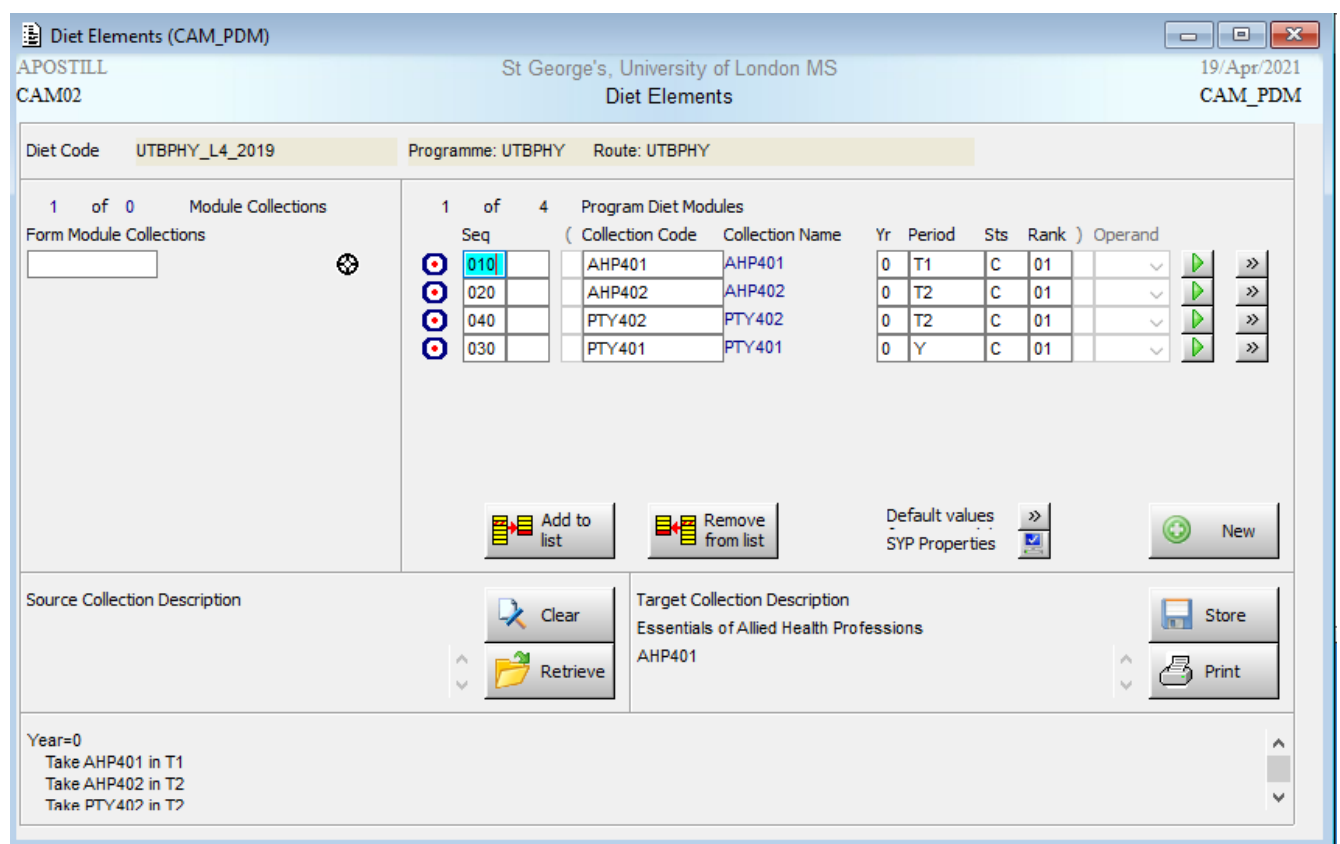
The PDM record defines:

- The modules that belong to an individual diet
- Which term a module is to be taken in
- Whether the module is a core or optional module.

This screen has 5 sections:

- Module Collections Not Use
- Programme Diet Modules Principal section used to outline modules and periods taught
- Source Collection Description Not Used
- Target Collection Description Lists the details of the line highlighted in PDM section
- Bottom Section Details the rules as defined in PDM

PDM Screen



Diet Elements (CAM_PDM)

APOSTILL CAM02 St George's, University of London MS Diet Elements 19/Apr/2021 CAM_PDM

Diet Code: UTBPHY_L4_2019 Programme: UTBPHY Route: UTBPHY

1 of 0 Module Collections

Form Module Collections

1 of 4 Program Diet Modules

Seq	Collection Code	Collection Name	Yr	Period	Sts	Rank	Operand
010	AHP401	AHP401	0	T1	C	01	
020	AHP402	AHP402	0	T2	C	01	
040	PTY402	PTY402	0	T2	C	01	
030	PTY401	PTY401	0	Y	C	01	

Add to list Remove from list Default values SYP Properties New

Source Collection Description

Clear Retrieve

Target Collection Description

Essentials of Allied Health Professions

AHP401

Store Print

Year=0

Take AHP401 in T1

Take AHP402 in T2

Take PTY402 in T2

Creating the PDM and PDM1 Record

To open the PDM screen click on the double arrow (>>) button next to “Module Diets” on DMD. Then enter the following information in Section 2 working from left to right:

Seq	These should be incremented in units of 10 i.e. 010, 020, 030 etc
Collection Code	Enter the module code
Yr	Enter ‘0’
Period	Enter the period the module will be running in: Y, T1, T2 or T3 This <u>must</u> match the details held in MAV
Sts	Enter ‘C’ which indicates core
Rank	Enter ‘01’

To enter the module occurrence record you need to click on the double arrow (>>) button at the end of the line:

Seq	(Collection Code	Collection Name	Yr	Period	Sts	Rank	) Operand
010	AHP401	AHP401	0	T1	C	01	>>
020	AHP402	AHP402	0	T2	C	01	>>

This will open up the PDM1 pop-up screen:

Diet Element (CAM_PDM1)

St George's, University of London MS
Diet Elements

19/Apr/2021
CAM_PDM1

Diet Code: UTBPHY_L4_2019

1 of 0 Module Collections

Form Module Collections

Source Collection Description

Year=0
Take AHP401 in T1
Take AHP402 in T2
Take PTY402 in T2

PDT Code: UTBPHY_L4_2019 **Seq**: 010 **Registration Method**: [Dropdown]

Action: Generate Student Module Selection
Auto-select: Run the action in all cases
Type: [Dropdown]
Formed Module Collection: AHP401 **Essentials of Allied Health Professions**
Collection Name Override: [Text Box]

Selection Status: Compulsory
Relative Year: 0
Period: T1 **AUTUMN TERM**
Source of Level: [Dropdown]
Module Credits: [Text Box]
Max Occurrence: 001 **Module Assessment**: [Text Box]
Rank: 01
Display Order: [Text Box]
Incl Generic Exemption: [Text Box] **Allow Pre-filtering**: [Checked]
Student Scheduling Group: [Text Box]
Period Selection: Must take in this period
User defined status: [Text Box]

Selection Data: Module
Total in FMC: 1.00 **Module(s)**
Minimum Value: 1.00
Maximum Value: 1.00
Registration Group: [Text Box]
Group Selection Data: [Dropdown]
Group Minimum: [Text Box]
Group Maximum: [Text Box]
Operand: [Dropdown]
Open Brackets: [Text Box]
Close Brackets: [Text Box]

User Help: [Text Box]
Description: [Text Box]

Apply [Button]

Most of the fields will be pre-populated. The following details working from the left to the right column need to be entered:

Action	Select 'Generate Student Module Selection' from the drop-down
Auto-Select	Select 'Run the action in all cases' from the drop-down
Formed Module Collection	Should be pre-populated with the module code
Selection Status	Should be pre-populated 'Compulsory' if not select from the drop-down
Relative Year	Should be pre-populated '0' if not select from the drop-down
Period	Should be pre-populated - if not enter this
Mav Occurrence	<u>Must</u> match the occurrence code for the MAV record i.e. 001, A, etc. This is the field most likely to cause errors if there have been minor changes to the running or if different courses are undertaking different runs of the module
Rank	Should be pre-populated '01' - if not enter this
Period Selection	Select 'Must take in this period' from the drop-down
Selection Data	Select 'Module' from the drop-down
Minimum Value	Enter '1.00'
Maximum Value	Enter '1.00'
Rank	Enter '01'

Once entered/checked click on the  icon which will return you to the main PDM screen.

Click on the  icon add another module, incrementing the sequence number.

When all the modular information is entered **Store the record (F6)** or by clicking the store icon  - this has created the PDM record.

1.3 Diet Maintenance

Diets should be reviewed annually to ensure that they still apply for the future year. When new modules are being introduced or if there is a change in the running order you should create a new diet either from scratch or by using the copy to functionality on DMD as a starting point.

When you have finished creating a new module diet you must mark the diet it is replacing as out of use by unticking the "In Use" box and storing. Additionally, amend the *SPR Start Year* to **2010/1**. If you do not do this you are linking a student to multiple diets (the GED process largely ignores the "In Use" flag as some HEIs have a myriad of diets triggered by SPR start year) and the module registration process will not work as expected.

2. Adding Module Diets to Students via GED

Follow the process defined below to add module diets to groups/cohorts or individual students.

1. Open the **GED** screen (Generate and Edit Student Module Diets)
2. In the “Selection Criteria” tab select the students you wish to add the module diets to. You can search for students using either SPR (Student Programme Route) or SCE (Student Course Enrolment) criteria.
3. The recommendation is to search for a set of students using the SCE criteria, enter the *Year* (e.g. 2016/7), *Course* (e.g. UTBBMS3), *Block* (course year e.g. 1) and *Status* (e.g. RE, OL, RI)
4. You can also search for an individual student if necessary.

[GED] Generate and Edit Student Module Diets

JLAWS CAM02 St George's, University of London 11/Aug/2017 CAM_XCMS

Generate and Edit Student Module Diets (GED)

Selection Criteria Generate Diet Edit Diet Create SSN's Messages

Student Programme Route (SPR) Selection Criteria 49682 SPR Records Selected

SPR Code
Programme
Route
Level
Mode of Attendance
Status
Cohort

Start Year
Location
Batch

Student Course Enrolment (SCE) Selection Criteria 187 SCE Records Selected

SCJ Code
Year 2016/7
Course UTBBMS3
Block 1
Status RE
Faculty
Department
Next Programme
Next Route

2016/17 BSC BIOMED SCI
ENROLLED

Occurrence
Mode of Attendance
Batch
User Defined State

View Students button opens Generate Diet

Clear View Students

5. At the bottom of the screen select “Generate Diet” from *View Student buttons opens* dropdown.
6. Once you have entered your search criteria click “View students”. This takes you to the Generate Diet tab.

[GED] Generate and Edit Student Module Diets

FLAWS St George's, University of London 11/Aug/2017
CAM02 Generate and Edit Student Module Diets (GED) CAM_XCMDS

Selection Criteria Generate Diet Edit Diet Create SSN's Messages

1 of 200 Student Programme Route (SPR) Records SCE Year 2016/7 Match SCE for ☒ Current Year ☐ Future Year

SPR Code	Name	Course	Block	Occ	Year	PDTs	Adv	Run	Edit	Select
150	C	OMAS	UTBBMS3	1	A	2016/7				
150	PI	INI	UTBBMS3	1	A	2016/7				
150	S	H	UTBBMS3	1	A	2016/7				
150	N	)	UTBBMS3	1	A	2016/7				
150	Z	IAL	UTBBMS3	1	A	2016/7				
150	M	IKAA	UTBBMS3	1	A	2016/7				
150	TI	CUS	UTBBMS3	1	A	2016/7				
150	R	)	UTBBMS3	1	A	2016/7				

CHURCHILL THOMAS : Programme - UTBBMS3, Route - UTBBMS3, Level - 4, MoA - FS, SPR Status - R
Course details for year 2016/7: Course - UTBBMS3, Block - 1, Occurrence - A, SCE Status - RE

Students completed 187 Students ignored 0
Students with error message 0 Students with no Diet 0
Students with no SCJ 0

Run For Selected Records
Report Detail
Type of Run Trial

Properties Run All Selections

- To check the diet the student is being attached to, click the double arrow in the PDTs column. The following pop-up screen will appear:

PDTs to be applied to Student (CAM_XCMD01)

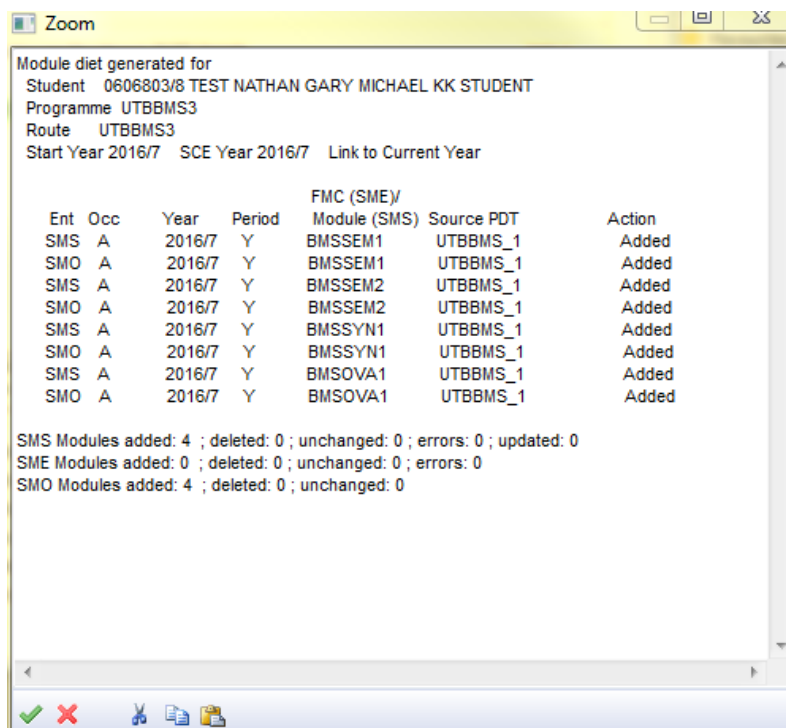
Student 0606803/8 TEST STUDENT
Programme UTBBMS3 Bachelor of Science-Biomedical Science-3 Year
Route UTBBMS3 BSC Biomedical Science 3 Year Programme

1 of 1 Prescribed Diets of Modules (PDT) Records

Rank	PDT	Pathway	Programme	Route	Year	Group
Course/Block/Occ	SCE	Period	Level	Mode	Location	Batch
UTBBMS_1	UTBBMS3	/1 /A	Y			
		/ /				
		/ /				

- The diet UTBBMS_1 is for a student in their first year of BSc Biomedical Science.
- If the screen is blank the student does not meet the requirements for any diet available. You will then need to check their details to understand why this is.
- If the correct diet shows, you can close this screen and use the Select column in the GED screen to choose which students will be attached to their modules.
- Clicking the green tick box at the top of the Select column will select (or deselect) all students.

12. Set Type of Run to 'Trial' in the dropdown. Then click the "Run All Selections" button to test the outcome. While Type of Run is set to 'Trial' no data will actually be updated.
13. View the output by clicking in the bottom left box on the screen and using Ctrl+Z to expand it.



14. Here we can see the student was successfully added to the diet with no errors.
15. When generating module diets the screen will show a Red "ERR" message to the right of the SELECT column if the student will not be correctly attached to their modules. You can use the XSM screen to attach students to their modules individually, or call the Registry Student Systems team for support.
16. Once you are happy with your Trials, change the Type of Run to 'Generate' and attach your students to their modules.
17. Both SMS (Student Module Selection) and SMO (Student Module Taking) records will be created.

3. DMD Coding Strategy

All diets created from July 2018 need to follow the coding strategy outlined below.

The unique key on the **DMD** records is the *module diet* code. This is an intuitive code as follows:

- Course Code _ Academic Level _ Year Created

Example: UTBOPT_L4_2018 – This indicates that it is a diet for BSc Occupational Therapy for Level 4 modules from 2018.

3.2 Impact of Re-validation or Module Modification Process

You can continue to use a module diet for so long as it is still valid and as such they do not need to be created afresh each year. The creation of a new diet should only be as a result of changes to the course offering via re-validation or the creation of new modules via the module modification process. The existing diet would need to be marked “out of use” and a new diet created using the approved coding strategy.

Examples of coding strategy:

<u>BSc Occupational Therapy</u>			<u>BSc Physiotherapy</u>		
UTBOPT_L4_2018	UTBOPT Year 1	Block A	UTBPHY_L4_2018	UTBPHY Year 1	Block A
UTBOPT_L5_2018	UTBOPT Year 2	Block A	UTBPHY_L5_2018	UTBPHY Year 2	Block A
			UTBPHY_L6_2018	UTBPHY Year 3	Block A
<u>BSc Radiography – Therapeutic</u>			<u>BSc Radiography - Diagnostic</u>		
UTBRDT_L4_2018	UTBRDT Year 1	Block A	UTBRDD_L4_2018	UTBRDD Year 1	Block A
UTBRDT_L5_2018	UTBRDT Year 2	Block A	UTBRDD_L5_2018	UTBRDD Year 2	Block A
UTBRDT_L6_2018	UTBRDT Year 3	Block A	UTBRDD_L6_2018	UTBRDD Year 3	Block A
<u>BSc Paramedic Science – Full 3 Year</u>			<u>BSc Paramedic Science – In Service 3 Year</u>		
UTBPMS3_L4_2018	UTBPMS3	Year 1	UTBPMSIS3_L4_2018	UTBPMSIS3	Year 1
Block A			Block A		
UTBPMS3_L5_2018	UTBPMS3	Year 2	UTBPMSIS3_L5_2018	UTBPMSIS3	Year 2
Block A			Block A		
UTBPMS3_L6_2018	UTBPMS3	Year 3	UTBPMSIS3_L6_2018	UTBPMSIS3	Year 3
Block A			Block A		