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1. Introduction

This document provides information on Features within Academic Module Manager 3.0. With the introduction of AMM 3.0 several new features have been implemented at the request of Institutes, along with existing features these are detailed so that an implementing Institution may decide on what is appropriate for their use.
2. Module

2.1 Hide Module Dependencies

If the Module Dependencies Tab is not required during Module Build it may be hidden via the Configuration Screen under Application Settings.

Application Settings

- Hide Module Dependencies Tab in Module Build

If invoked Module Dependencies are hidden from Module Creators/Approvers but may still be edited by the Registrar’s Office Role.
2.2 Allow Post Approval ISBN Booklist Editing by Author

During Module Build the ISBN Booklist *(if enabled)* is populated and on Module Approval is fixed as part of the Module Record. If it is required that Module Creators be allowed edit the ISBN Booklist after Module Approval it may be enabled via the Configuration Screen under *Application Settings*.

![Allow Post Approval ISBN Booklist Editing by Author](image)

Following Module Approval the ISBN Booklist may be edited via the Module List screen by checking the appropriate Modules checkbox and selecting *Modify Booklist* from the Icon Menu.

![Academic Modules](image)
2.3 Allow Post Approval Literature Resources Editing by Author

During Module Build Literature Resources are populated and on Module Approval are fixed as part of the Module Record. If it is required that Module Creators be allowed edit Literature Resources after Module Approval it may be enabled via the Configuration Screen under Application Settings.

- Allow Post Approval Literature Resources Editing by Author

Following Module Approval Literature Resources may be edited via the Module List screen by checking the appropriate Modules checkbox and selecting Modify Booklist from the Icon Menu.

- Academic Modules
### 2.4 Allow Subversion Module Full Title, Transcript Title and Credits Value editing by Author

Subversions create new versions of Modules to be uploaded to SCT Banner where a programmatic review makes changes to the Module content. Usually the Full Title, Transcript Title and Credits value do not change in this process, however if this is required then editing may be enabled under *Application Settings*

- [ ] Allow Subversion Full Title Text Editing by Author
- [ ] Allow Subversion Transcript Title Text Editing by Author
- [ ] Allow Subversion Credits Value Editing by Author
2.5 Hide Module Subversion Dialogue for Module Creators

Subversions create new versions of Modules to be uploaded to SCT Banner where a programmatic review makes changes to the Module content. Usually the ability to create a Module Subversion is required by those with the Module Creator Role, however if this is not required then it is possible to hide this under Application Settings.

☐ Hide Module Subversion Dialogue for Module Creators
2.6 Hide CIPC-ISCED Code Selection in Module Details for Module Creators

If not required during data entry for Modules you may hide this option within Step 1 of Module Build under *Application Settings*

- Hide CIPC-ISCED Code Selection in Module Details for Module Creators
2.7 Enforce Learning Outcome Mapping for Module Creators

By enabling this option under *Application Settings* Module Creators are forced to perform Module Learning Outcome Mapping to Model Assessment on step 5 of Module build – Assessment, prior to sending the Module for Approval.

- Enforce Learning Outcome Mapping for Module Creators

The following message will be displayed.

- Learning Outcome Mapping Incomplete! 1 not tested out of 1!
2.8 Enforce Credit Delivery Hours for Module Creators

By enabling this option under Application Settings Module Creators are forced to enter Module Delivery Activities on step 6 of Module Build – Delivery, to match or exceed the required credit hours as specified in the Academic Credits Data Table for the Credits assigned to the Module.

- Enforce Credit Delivery Hours for Module Creators

If the sum of Delivery Activity Hours for the Module do not exceed the required Credit Hours then the following message is displayed.

❌ Credit Delivery Hours not Respected! 0 < 200 Delivery Hours Required!

Required Credit Delivery Hours are set in the Academic Credit Data Tables under

Configuration / Module / Academic Credit

![Academic Credit](image)

Add / Edit a Record

Title

Short Code

Description

Credit Delivery Hours

Set as Hidden

Set as Default

Close Apply
2.9 Enforce 100% Assessment Marking for Module Creators

By enabling this option under Application Settings Module Creators are forced to enter assessments that sum to 100% on step 5 of Module build – Assessment, prior to sending the Module for Approval.

The following message will be displayed.

- Total Assessment Percentage does not sum to 100%
2.10 Enforce Independent Learning in Delivery for Module Creators

By enabling this option under *Application Settings* Module Creators are forced to enter Independent Learning Activities on step 6 of Module build – Delivery, prior to sending the Module for Approval.

- Enforce Independent Learning in Module Delivery for Module Creators

The following message will be displayed.

- Independent Learning not indicated in Module Delivery!
2.11 Capture extra content during Module/Programme Build

Extra Module/Programme Content that may be used by the template engine to create PDF Documents or Web Pages, such as e.g. Contact Details, Graduate Employment Opportunities etc. can be captured either during Module/Programme Build or later using the Web Content Screens (CMS). Should you wish to capture during Module/Programme Build this may be enabled under Configuration / Content Management System Settings

![Content Management System](image)

- Enable Content Management System
- Enable CMS inline in Module & Programme Descriptor

Note: There must be already existing Template Elements that have the “Include in Module/Programme Build” option set for the Web Content Screen to be visible during build.
CMS Tab visible in Module Build
2.12 Enable ISBN Lookup to AMAZON Web Services

AMM 3.0 can use AMAZON Web Services to search for ISBN books and book covers. To enable this feature requires membership of the Amazon Associates Programme.

https://affiliate-program.amazon.com/

An Institution needs to join and procure an Associate Tag, Token and Secret Key. These are then used by AMM 3.0 to search the AMAZON ISBN Database over a live Internet Connection. This may be enabled under ISBN Lookup over AMAZON

When signing up to the affiliates programme you will need to nominate a geographical search area. This must match the Amazon Server Search Local setting.

AMM has the ability to download and store locally the ISBN jpeg cover page image, over time though the local storage may become quite full and will have to be managed from time to time. This facility is only provided in the event of the original cover page images not being available via amazon. AMM will always link to the original amazon url.
ISBN Booklist in Module Build

PHRM09007 201500 RESEARCH PROJECT

Manage Booklist

Add a Book Resource
ISBN Number

1

ISBN: 9780335240232

"I found this book indispensable and consulted it pretty much on a daily basis throughout the whole process of planning and writing my dissertation. By following the book from beginning to end I was able to hand in a piece of work that I was both proud of and confident would meet Masters standards."

Lee Poole, Masters Student, University of Coventry, UK

Amazon reviewers for the 1st edition:

"The Oh! book you need to guide you through writing your master’s thesis. It ensures you ‘do all the boxen’ necessary for a good result. I especially liked the ‘common mistakes by students’ in each section."

"The book provides structure, clarity, time management and advice on content for your dissertation. I am delighted to say I passed my Master’s with a distinction and owe a lot to the guidance provided by this book."

This popular book continues to demystify the dissertation writing process. Taking a step-by-step approach to the dissertation life cycle and highlighting examples of good and bad practice and the common mistakes that students often make, the book provides clear guidance on how to gain marks, as well as how to avoid losing them.

From your initial research proposal to your final submission, you will find this book an indispensable guide. This new edition offers:

- Additional advice on mind-mapping, note-taking and speed reading techniques, as well as time management and how to make the most of your suspension.
2.13 Learning Outcome Reordering

Module Learning Outcomes may be reordered by dragging and dropping. Enable drag and drop mode by clicking the arrow icon.

Learning Outcomes may now be reordered.

Learning Outcome to Assessment is now automatically re Mapped on Work & Assessment Breakdown.
2.14 Academic Delivery inclusion in Approved Programme Schedule (APS)

For clarity in Module construction there is now an indicator next to the Activity Type to alert as to whether or not the Activity Type is to be included in Contact Hours Calculation for the APS.

An overview of the Contact Hours calculation is also provided.
2.15 Enable Document Store

By enabling the Document Store functionality Users may save/upload external files associated with Modules and Programmes. These form part of the Module/Programme record.

This may be enabled under *Document Store*
2.16 Enable CKEditor Image Store

By enabling the CKEditor Image Store functionality Users may save/upload external images associated with Modules and Programmes within content text editors.

Content Editor with Image Upload – Click on the Image Icon

Upload the Image as required, click “Send it to the Server”
Image will upload

Clicking “OK” will place it within the Content Editor

Start Term | End Term
--- | ---
2016 User | 9999 The End of Term

Description

Delegate Module Author
Select...

Add Co Author(s) to Module
Uploaded images may be managed via the CKEditor Uploads Tab within Documents

**Note:**

1. Uploading images with the same name will overwrite the file on the server.
2. Deleting an uploaded image will only delete the image file on the server. Any Content Editor text that references the image will need to be manually edited from within the module or programme record.
2.17 Draft Programme Outcome Mapping by Module Authors

Module Authors and Co Authors may now update Module Learning Outcome to Programme Learning Outcome Mapping for those Programmes who have the status ‘Draft’ and where the specific Module is present in the Stage Record. In Version 2.0 updating the mapping was only possible by the Programme Author but now it is recognised that Module Authors are the expert in mapping how their particular Module Learning Outcomes contribute to Programme Outcomes.

Access to this feature is achieved by hovering the mouse over the Module Code on the Module List screen and examining the Programme Membership popover. A ‘Draft’ programme entry containing the particular module will have a button titled ‘PO’.

By clicking this button the Author is brought to the Mapping Screen.
This functionality is also accessible within Module build via the Programmes tab
Module Authors and Co Authors may now update Programme Graduate Attributes for those Programmes who have the status ‘Draft’ and where the specific Module is present in the Stage Record. It is recognised that Module Authors are the expert in mapping how their particular Module contributes to Graduate Attributes.

Access to this feature is achieved by hovering the mouse over the Module Code on the Module List screen and examining the Programme Membership popover. A ‘Draft’ programme entry containing the particular module will have a button titled ‘GA’.

By clicking this button the Author is brought to the Graduate Attributes screen.
This functionality is also accessible within Module build via the Programmes tab.
3. Programme

3.1 Append Campus Code to End of Programme Code in Programme Build

During Programme Build the Programme Code may have the Campus Code appended if required. This may be enabled under *Application Settings*

![Application](image)

- Append Campus Code to Programme Code

The Campus Code is set in

Configuration / Application / Campus Code

OR with SCT Banner Integration

Configuration / SCT Banner / Campus Code

If enabled, when a Programme is created, it will have the selected Campus Code in Step 1 of Programme Build appended to the programme code.
3.2 Enable Programme Themes Mapping in Programme Build

The Programme Subject Themes of a Programme may be defined and then mapped against contained Modules.

Programme Subject Themes may be enabled via the Configuration Screen under Application Settings

- Enable Programme Themes Mapping

During Programme Build these Themes may be mapped against contained Modules

Programme Themes may be defined by any user with the ‘Registrars Office’ or ‘Programme Creators’ role
The Registrars Office role has the right to create Programme Themes by default. Programme Creators may be assigned the Create Programme Themes right via

*Configuration / Application Settings / Programme /

<table>
<thead>
<tr>
<th>Feature Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow Definition of Programme Themes by Programme Owners</td>
</tr>
</tbody>
</table>

When enabled, a “Define Programme Themes” button is shown on Programme Build Step 5 - Mapping

<table>
<thead>
<tr>
<th>Programme</th>
<th>Access, Transfer &amp; Progression</th>
<th>TLA Strategy</th>
<th>Learning Outcomes</th>
<th>Modules</th>
<th>Mapping</th>
<th>CMS</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval</td>
<td>Programme Outcomes</td>
<td>Programme Themes</td>
<td>Graduate Attributes</td>
<td>Define Programme Themes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3.3 Enable Graduate Attributes Mapping in Programme Build

Graduates Attributes are a list of Attributes of a Programme that a Graduate will acquire upon successful graduation.

Graduate Attributes may be enabled via the Configuration Screen under Application Settings

Enable Graduate Attribute Mapping in Programme Build

They are listed generically by level or globally for an Institution in Configuration / Programme /Graduate Attributes
During Programme Build these Attributes may be mapped against contained Modules and Module Assessments.

These mappings may be then used to generate a PDF Document via the template engine.
The layout and Presentation of the Document may be amended by editing the Graduate Attribute Template.

Configuration / Template / Template List
3.4 Populate Indicative Learning Outcomes in Programme Build

Programme Learning Outcomes are related to Academic Level and Award Standards. AMM allows, via Award Standard Outcome Descriptors, to suggest guidance text to Programme Creators within Programme Build Step 3 – Learning Outcomes. This is set as enabled by default but may be disabled via the Configuration Screen under Application Settings - Programme.

Guidance on Programme Outcomes may be edited via Configuration / Programme / Award Standard Outcome Description.

By default both free text based and list based Programme Outcomes editors are available and can be switched between using the following button within Programme Build Step 3 – Learning Outcomes.

Either editor may be disabled via the configuration items:

- Hide List Format Programme Learning Outcomes Editor for Programme Creators
- Hide Free Text Programme Learning Outcomes Editor for Programme Creators
3.5 Hide Entries on APS in Programme Build

On Programme Build Step 4 – Modules it is possible to hide the following table entries:

Set, Subset & Independent Learning (IL)

These appear as enabled by default but may be disabled via the Configuration Screen under Application Settings - Programme

- Hide Programme Modules Set & SubSet Entry on APS for Programme Creators

- Hide Independent Learning on APS for Programme Creators
3.6 Hide Programme Subversion Dialogue for Programme Creators

Subversions create new versions of Programmes to be uploaded to SCT Banner where a programmatic review makes changes to the Programme content. Usually the ability to create a Programme Subversion is required by those with the Programme Creator Role, however if this is not required then it is possible to hide this under Application Settings

☐ Hide Programme Subversion Dialogue for Programme Creators
3.7 Hide CIPC-ISCED Code Selection in Programme Details for Programme Creators

If not required during data entry for Programmes you may hide this option within Step 1 of Programme Build under Application Settings.

☐ Hide CIPC-ISCED Code Selection in Programme Details for Programme Creators
3.8 Enable 1 Click Module Outcomes to Programme Outcome Mapping

By default on Programme Build Step 5 – Mapping, Programme Creators are required to Map individual Module Learning Outcomes to Programme Outcomes.

If required this behavior can be modified under Application Settings to allow, instead, all Module Outcomes to be Mapped against a specific Programme outcome in 1 click

☐ Enable 1 Click Module Outcomes to Programme Outcome Mapping
3.9 Enable Module Assessment to Graduate Attribute Mapping

By default on Programme Build Step 5 – Mapping, Programme Creators are required to Map Modules to Graduate Attributes of the Programme.

If required this behavior can be modified under Application Settings to allow, also, all Module Assessments to be Mapped against Graduate Attributes.
3.10 Learning Outcome Reset To Default

Sometimes it is necessary to reset Programme Learning Outcomes back to default. Default Learning Outcome Descriptors are listed in:

Configuration / Programme / Award Standard Outcome Description

Award Standard Outcome Descriptions are related to the Academic Level of a Programme.
Should a copy of a Programme be made and its Academic Level subsequently changed then the Learning Outcomes of the new programme will need to be reset as they were inherited from the parent programme during the copy process and now relate to the old Academic Level.

Click on the Reset icon, note that the Learning Outcomes for this copied programme will be overwritten.
4. SCT Banner

4.1 Enable Display of 6 Digit Terms, e.g. 201504

This can be enabled in *SCT BANNER Settings*

☐ Enable Display of 6 Digit Terms, eg 201504
4.2 Enable Ranges in Module Upload

During Module upload to the SCBCRSE Table in SCT Banner some Institutions prefer to load Contact Hours and Credits as a Range. This can be enabled in *SCT BANNER Settings*

- Load Contact Hours as Range in SCBCRSE
- Load Credit as Range in SCBCRSE
- Load Billing as Range in SCBCRSE

Contact Hours Set in Module Preparation for Upload
4.3 Enable Area Effective Terms in Stage Requirements

During Programme Build Step 4 – Modules each stage of a programme may require different start years.

This can be enabled in *SCT BANNER Settings*.
4.4 Enable Course Reference Number (CRN) Management

CRN’s may be created on a per Module basis and may also be listed and exported per Module to CSV files. This can be enabled in *SCT BANNER Settings*

CRN’s are generated on the basis of predesigned rule sets. First navigate to:

Module / SCT Banner / Banner Integrity

Select the Module required and click

Module Actions / Generate CRN’s

![SCT Banner Integrity: Development](image)
You will be presented with the CRN management Screen for the selected Module

PHRM09007 2015 RESEARCH PROJECT

Existing CRN's

✓ The following CRN's for this Module are present in Banner!

Showing Page 1 of 11, of 156 Records

<table>
<thead>
<tr>
<th>CRN</th>
<th>Code</th>
<th>Year</th>
<th>Title</th>
<th>PTM</th>
<th>SES</th>
<th>SCH</th>
<th>SST</th>
<th>SEQHO</th>
<th>CHRS</th>
<th>BHRS</th>
<th>CAMP</th>
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<td>2015</td>
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<td>0.00</td>
<td>SG</td>
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<td>X22</td>
<td>30.00</td>
<td>30.00</td>
<td>SG</td>
</tr>
</tbody>
</table>

Now Click “Define CRN Templates” to enter the CRN rule definition screen.

Add / Edit a Record

Title

Description

Part of Term Code

1 - Full Term

Schedule Type Code

C - Lecture/Lab

Campus

Select...

Session Code

T - Template

Section Status Code

C - Cancelled

Set as Selected

Close  Optional Parameters  Apply

Showing Page 1 of 1, of 6 Records

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Campus</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture 1</td>
<td></td>
<td>CRC - Czech Republic</td>
<td>User</td>
</tr>
<tr>
<td>Part of Term Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule Type Code</td>
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Course Reference Number (CRN) Templates

<table>
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<th>Description</th>
<th>Campus</th>
<th>Type</th>
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<td>User</td>
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<tr>
<td>Session Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule Type Code</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Academic Module Manager AMM 3.0 | Feature Selection 48
Once CRN rules are defined you may return to the selected module and proceed to upload CRN’s

CRN Search by Module Code

Modules / SCT Banner / Course Reference Numbers (CRN's)

Note: This functionality requires READ Access to the underlying SSBSECT table in Banner by the AMM 3.0 system account used to access BANNER.
4.5 Enable Programme Areas ONLY Upload

Some Institutions prefer to create a basic Programme structure directly in SCT Banner rather than using the Upload Programme Feature. By enabling “Enable Programme Areas ONLY Upload” it is possible for AMM to upload only Programme Areas for a particular Programme that is already defined in SCT Banner. This can be enabled in SCT BANNER Settings.

- Enable Upload Programme Areas Only

The Programme is created as normal in AMM 3.0, Stages and Modules defined, then approved and finally staged for Programme Upload to SCT Banner. If this feature is enabled the user will have a “Force Programme Areas Upload Only” checkbox on the upload dialogue. Once checked AMM will skip the programme generation in SCT Banner and proceed to only upload valid Programme Areas which are not already defined- skipping any found areas matching those defined.
Programme Upload Dialogue

Programme Actions

Upload Staged Programme(s)

Upload Programme(s) to Banner

<table>
<thead>
<tr>
<th>Code</th>
<th>Year</th>
<th>Title</th>
<th>Status Message</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

- Archive Parent Programme if Uploading a Subversion
- Force Programme Areas Upload Only

Close  Confirm Upload
4.6 Enable Upload Programme Areas Selection

By enabling “Enable Programme Areas ONLY Upload” it is possible for AMM to upload specific Programme Areas for a particular Programme. This can be enabled in *SCT BANNER Settings*

- **Enable Upload Programme Areas Selection**

The Programme is created as normal in AMM 3.0, Stages and Modules defined, then approved and finally staged for Programme Upload to SCT Banner. If this feature is enabled the user will have the ability to select the required Areas for upload.

---

![Upload Programme(s) to Banner](image)

*All Programmes may be Uploaded.*

<table>
<thead>
<tr>
<th>Code</th>
<th>Year</th>
<th>Title</th>
<th>Latest Term</th>
<th>Status Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>SG_BEVFR_007</td>
<td>201100</td>
<td>Bachelor of Business in Marketing with PR and Event Mgt</td>
<td></td>
<td>✓ Programme Upload Possible!</td>
</tr>
</tbody>
</table>

**Area Effective Term**

- ✓ 201100 BEVFR87_1 BBus Marketing with PR Stg 1
- ✓ 201100 BEVFR87_2 BBus Marketing with PR Stg 2
- ✓ 201100 BEVFR87_3 BBus Marketing with PR Stg 3
- ✓ 201100 BEVFR87_AW BBus Marketing with PR Award

**Status Message**

- ✓ Not Found in Banner, OK to upload!
- ✓ Not Found in Banner, OK to upload!
- ✓ Not Found in Banner, OK to upload!
- ✓ Not Found in Banner, OK to upload!
Following successful upload the skipped Areas are reported.
4.7 Programme Attributes

All available Programme Attributes existing in Banner may now be imported to AMM.

Configuration / SCT Banner / Programme Attributes Code

Unused Attributes may be hidden and Attributes that MUST be selected on Programme Upload may also be marked using the icons below.
On the *Prepare Programme for Upload* screen the selected Attributes are displayed for value selection.
5. Validation Tables

5.1 Validation Table Data Reporting.

The use of Validation Table Data may now be reported on. In the configuration screen for the particular validation table click on the Export icon and select the usage report required.

Example of Report: Module Start Term Usage

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Name</th>
<th>Start Term</th>
<th>Usage Date</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>S3</td>
<td>Module 1</td>
<td>2008-00</td>
<td>12</td>
<td>2008-01</td>
</tr>
<tr>
<td>S4</td>
<td>Module 2</td>
<td>2008-01</td>
<td>2008-02</td>
<td>2008-03</td>
</tr>
<tr>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>

Lists all Modules and their Start Term Usage.
6. Context Sensitive Help

6.1 User Definable Help Text

AMM now has the ability to have user definable context sensitive help offered on each data entry screen, per data entry field if required. The content of these help bubbles are editable by the Registrars Office & Administrator Roles.

Applicable screens are listed in Configuration / Contextual Help / Application Pages.
Help Elements are listed in Configuration / Contextual Help / Contextual Help List

The list may be filtered by relevant page for easier management.

Each form field element on each page is listed and may have context sensitive help entered in free text format.
For every page there is a default page element entitled “help”. This corresponds to the Page Help icon located in the top right hand side of the page, if there is content available.

Corresponds to: