

ONLINE MODULE CHOICE

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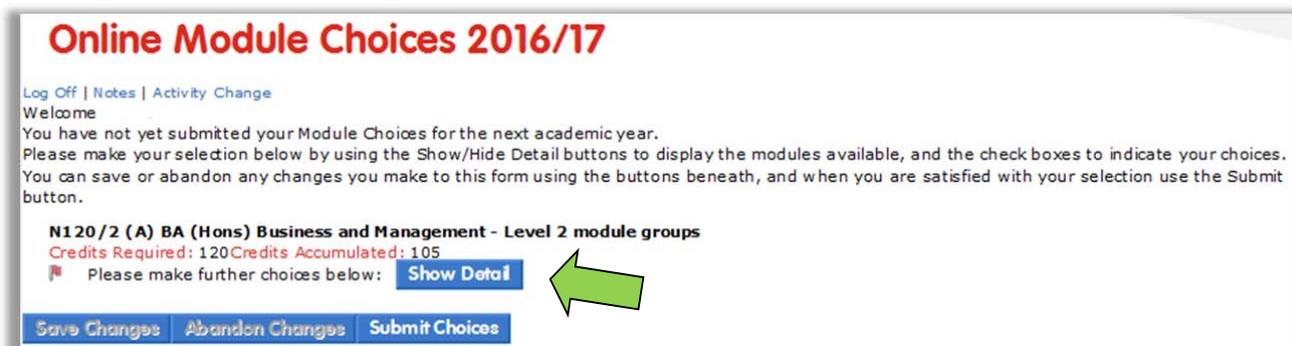
NOTES OF GUIDANCE

- 1. Making your Module selection**
- 2. Saving and Submitting your selection**
- 3. Changing teaching sessions** (available on some courses)
- 4. Frequently Asked Questions**

The module and teaching session used in document are example only, taken from test data and are not representative of any teaching/timetabling information.

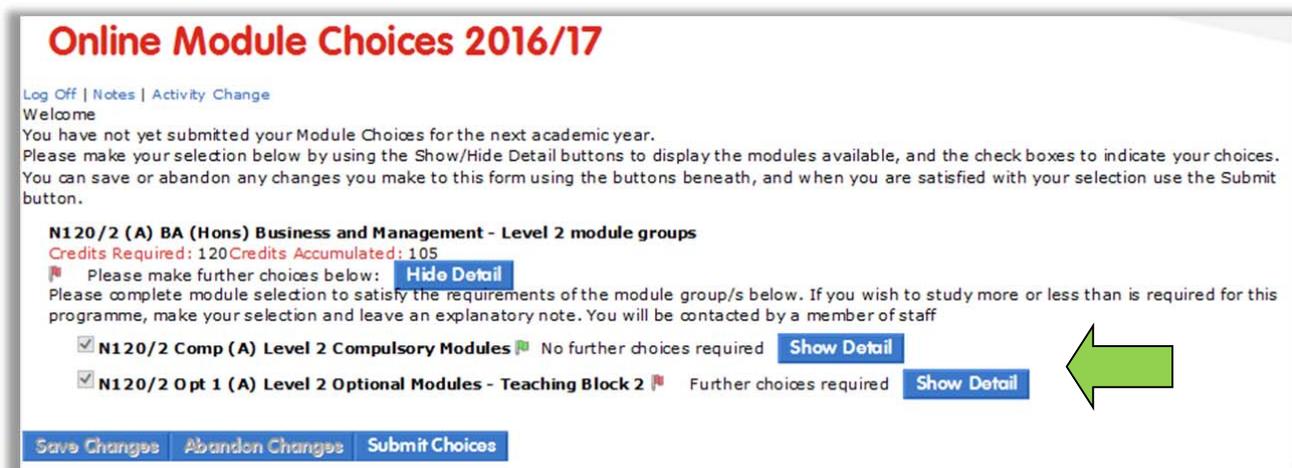
Making your module selection

When you first log in you are given a welcome message and then shown the Programme that we anticipate you enrolling on next academic year. You should see a red flag with a request to make further choices, as below, and you will need to click on '**Show Details**' (indicated below) to do so.



You will now see the module groups that make up your programme – these may consist of compulsory, core and optional module groups – along with some instructions specific to your programme.

You will need to make sure that all the appropriate module groups are selected, and any compulsory modules should be selected for you automatically – you will be shown a green flag to indicate that no further choices are required. To choose your optional modules (if any) you will need to click 'Show Details' again, next to each group as indicated below.



Each optional group with options will initially show a red flag to indicate that further choices are required – when you have made a selection that fits the instructions on screen the flag will turn green.

Online Module Choices 2016/17

Log Off | Notes | Activity Change
 Welcome
 You have not yet submitted your Module Choices for the next academic year.
 Please make your selection below by using the Show/Hide Detail buttons to display the modules available, and the check boxes to indicate your choices. You can save or abandon any changes you make to this form using the buttons beneath, and when you are satisfied with your selection use the Submit button.

N120/2 (A) BA (Hons) Business and Management - Level 2 module groups
 Credits Required: 120 Credits Accumulated: 120
 Please make further choices below: [Hide Detail](#)
 Please complete module selection to satisfy the requirements of the module group/s below. If you wish to study more or less than is required for this programme, make your selection and leave an explanatory note. You will be contacted by a member of staff

N120/2 Comp (A) Level 2 Compulsory Modules No further choices required [Hide Detail](#)
 These modules have been automatically selected as they are compulsory for your award.

- UMPD78-30-2 Managing People (BIM)
- UMMD7K-15-2 Managing Business Processes (BIM)
- UMSD7R-15-2 International Business
- UMCDTX-30-2 Methods of Enquiry (BIM)
- UMAD5H-15-2 Accounting Information for Business

N120/2 Opt 1 (A) Level 2 Optional Modules - Teaching Block 2 Further choices required [Hide Detail](#)
 You need to choose 1 module from the following list. While these options are offered to you, it is possible that you may not be able to take some module combinations. Please check your UWE emails during July and August for any request to make alternative choices.

- UMAD5M-15-2 Market Analysis for Private Investors
- UMED8P-15-2 International Trade and Multinational Business
- UMED8U-15-2 Good Business, Bad Business and Sustainability
- UMKD6M-15-2 Integrated Marketing Communications
- UMPD7J-15-2 Law and Equality at Work
- UMMSD7Q-15-2 Entrepreneurship and Small Business
- UMAD5N-15-2 Credit Management: Theory and Practice
- UMMDFY-15-2 Digital Business Management

[Save Changes](#) [Abandon Changes](#) [Submit Choices](#)



You should work your way through the module groups for your programme until they all show green flags. To 'close' each module group after making a selection, click on **"Hide Details"** as show below.

Within each module group you may also see another layer of grouping. This is in place to ensure that you can only choose valid combinations of modules and you should treat these exactly the same as normal module groups and make sure your selection turns the red flag into a green flag.

Saving and Submitting your selection

Once you are satisfied with your selection (flags all green) you will need to click "Save Changes" on the bottom menu.

Online Module Choices 2016/17

Log Off | Notes | Activity Change
 Welcome
 You have not yet submitted your Module Choices for the next academic year.
 Please make your selection below by using the Show/Hide Detail buttons to display the modules available, and the check boxes to indicate your choices. You can save or abandon any changes you make to this form using the buttons beneath, and when you are satisfied with your selection use the Submit button.

N120/2 (A) BA (Hons) Business and Management - Level 2 module groups
 Credits Required: 120 Credits Accumulated: 120
 Please make further choices below: [Hide Detail](#)
 Please complete module selection to satisfy the requirements of the module group/s below. If you wish to study more or less than is required for this programme, make your selection and leave an explanatory note. You will be contacted by a member of staff

N120/2 Comp (A) Level 2 Compulsory Modules No further choices required [Show Detail](#)
 N120/2 Opt 1 (A) Level 2 Optional Modules - Teaching Block 2 Further choices required [Show Detail](#)

[Save Changes](#) [Abandon Changes](#) [Submit Choices](#)



If you wish to clear your choices, or return to the last saved set of choices, you can do so by clicking on Abandon Choices as indicated below.

Online Module Choices 2016/17

[Log Off](#) | [Notes](#) | [Activity Change](#)

Welcome

You have not yet submitted your Module Choices for the next academic year. Please make your selection below by using the Show/Hide Detail buttons to display the modules available, and the check boxes to indicate your choices. You can save or abandon any changes you make to this form using the buttons beneath, and when you are satisfied with your selection use the Submit button.

N120/2 (A) BA (Hons) Business and Management - Level 2 module groups
Credits Required: 120 Credits Accumulated: 120

Please make further choices below: [Hide Detail](#)

Please complete module selection to satisfy the requirements of the module group/s below. If you wish to study more or less than is required for this programme, make your selection and leave an explanatory note. You will be contacted by a member of staff

N120/2 Comp (A) Level 2 Compulsory Modules No further choices required [Show Detail](#)

N120/2 Opt 1 (A) Level 2 Optional Modules - Teaching Block 2 Further choices required [Show Detail](#)

[Save Changes](#) [Abandon Changes](#) [Submit Choices](#)

Once you have submitted your choices, you will be asked to confirm that you want to save these options. You will be able to log back in and change your mind about any of your options during the open period.

Online Module Choices

Your choices have been saved

[Make further changes to your choices](#)

Logging Off

Once you are happy and you have submitted your module choices, you can log out of the Online Module Choice application.

Online Module Choices 2016/17

[Log Off](#) | [Notes](#) | [Activity Change](#)

Welcome

You have not yet submitted your Module Choices for the next academic year. Please make your selection below by using the Show/Hide Detail buttons to display the modules available, and the check boxes to indicate your choices. You can save or abandon any changes you make to this form using the buttons beneath, and when you are satisfied with your selection use the Submit button.

N120/2 (A) BA (Hons) Business and Management - Level 2 module groups
Credits Required: 120 Credits Accumulated: 120

Please make further choices below: [Show Detail](#)

N120/2 Comp (A) Level 2 Compulsory Modules No further choices required [Show Detail](#)

N120/2 Opt 1 (A) Level 2 Optional Modules - Teaching Block 2 Further choices required [Show Detail](#)

[Save Changes](#) [Abandon Changes](#) [Submit Choices](#)

CHANGING TEACHING SESSIONS – Activity Change FOR THOSE STUDENT WHO CAN CHANGE TEACHING SESSIONS

Where possible the module and programme leaders for modules with multiple seminar/work group sessions (that are not linked to the delivery of the other modules in the course), have allowed Activity Change – this allows student to swap their timetabled sessions where there is space and where the new sessions doesn't clash.

The process is the same as you've used to choose you module options, the modules now have a "Show Details" buttons that reveal the type of teaching on that module – on the example below there are Group Sessions (GR) and a Lecture (L).

N120/2 BA (Hons) Business Studies/BA (Hons) Business and Management - Level 2 module groups
Credits Required: 120 Credits Accumulated: 120

No further choices required Approved? [Hide Detail](#)

Please complete module selection to satisfy the requirements of the module group/s below. If you wish to study more or less than is required for this programme, make your selection and leave an explanatory note. You will be contacted by a member of staff

- BABM2 Other Activities BA (HONS) BUSINESS & MANAGEMENT** No further choices required [Show Detail](#)
- N120/2 Comp Level 2 Compulsory Modules** No further choices required [Hide Detail](#)
These modules have been automatically selected as they are compulsory for your award.
- UMPD78-30-2 Managing People (BIM)** No further choices required [Show Detail](#)
- UMMD7K-15-2 Managing Business Processes (BIM)** No further choices required [Show Detail](#)
- UMSD7R-15-2 International Business** No further choices required [Show Detail](#)
- UMCDTX-30-2 Methods of Enquiry (BIM)** No further choices required [Show Detail](#)
- UMAD5H-15-2 Accounting Information for Business** No further choices required [Show Detail](#)
- N120/2 Opt 1 Level 2 Optional Modules - Teaching Block 2** No further choices required [Hide Detail](#)
You need to choose 1 module from the following list. While these options are offered to you, it is possible that you may not be able to take some module combinations. Please check your UWE emails during July and August for any request to make alternative choices.
- UMAD5M-15-2 Market Analysis for Private Investors** No further choices required [Hide Detail](#)
You must allocate to all of the following Activity Templates
 - UMAD5M-15-2 Gr** No further choices required [Show Detail](#)
 - UMAD5M-15-2 L Market Analysis for Private Investors** No further choices required [Show Detail](#)
 - UMED8P-15-2 International Trade and Multinational Business** [Show Detail](#)
 - UMED8U-15-2 Good Business, Bad Business and Sustainability** [Show Detail](#)
 - UMKD6M-15-2 Integrated Marketing Communications** [Show Detail](#)
 - UMPD7J-15-2 Law and Equality at Work** [Show Detail](#)
 - UMSD7Q-15-2 Entrepreneurship and Small Business** [Show Detail](#)
 - UMAD5N-15-2 Credit Management: Theory and Practice** [Show Detail](#)
 - UMMDFY-15-2 Digital Business Management** [Show Detail](#)

Click on the "Show Details" button next to the teaching type to see the teaching session details – this example shows that there is only one offering of the lecture, so this can't be swapped. The group sessions have a choice of 9, group 1 is currently selected.

- UMAD5M-15-2 Market Analysis for Private Investors** No further choices required [Hide Detail](#)
You must allocate to all of the following Activity Templates
 - UMAD5M-15-2 Gr** No further choices required [Hide Detail](#)
You must allocate to only one of the following Sections
 - UMAD5M-15-2 Gr1** No further choices required [Hide Detail](#)
You must allocate to all of the following Activities
 - UMAD5M-15-2 W/01 51/52 09:00:00-10:00:00 on Wednesday Week 26-Week 34, Week 37-Week 39**
 - UMAD5M-15-2 T/01 25/26 09:00:00-10:00:00 on Thursday Week 26-Week 34, Week 37-Week 39**
 - UMAD5M-15-2 Gr2** Full [Show Detail](#)
 - UMAD5M-15-2 Gr3** Full [Show Detail](#)
 - UMAD5M-15-2 Gr4** Full [Show Detail](#)
 - UMAD5M-15-2 Gr5** [Show Detail](#)
 - UMAD5M-15-2 Gr6** [Show Detail](#)
 - UMAD5M-15-2 Gr7** Full [Show Detail](#)
 - UMAD5M-15-2 Gr8** [Show Detail](#)
 - UMAD5M-15-2 Gr9** Full [Show Detail](#)
 - UMAD5M-15-2 L Market Analysis for Private Investors** No further choices required [Hide Detail](#)
You must allocate to all of the following Activities
 - UMAD5M-15-2 L/01 224/257 10:00:00-11:00:00 on Tuesday Week 26-Week 34, Week 37-Week 39**

The groups selected will generate a provisional timetable at the bottom of the page; this can be used to check any clashing group options. If an optional group/session has clash next to it, it means that something you are already allocated to clashes with this option and you will not be able to select it until the clash is removed.

You can check the timetable information at the bottom of the page to find out what clashes, so that you can see if that session can be swapped as well.

Remember to save any changes you want to keep.

Save ChangesAbandon ChangesChange Choices

Personal Timetable Summary

Monday

- UMPD78-30-2 L1/01 <9> Managing People (Business, International And Management) 11:00:00-12:00:00 Week 9
- UMPD78-30-2 L1/01 <10> Managing People (Business, International And Management) 11:00:00-12:00:00 Week 10
- UMPD78-30-2 L1/01 <11> Managing People (Business, International And Management) 11:00:00-12:00:00 Week 11
- UMPD78-30-2 L1/01 <12> Managing People (Business, International And Management) 11:00:00-12:00:00 Week 12
- UMPD78-30-2 L1/01 <13> Managing People (Business, International And Management) 11:00:00-12:00:00 Week 13
- UMPD78-30-2 L1/01 <14> Managing People (Business, International And Management) 11:00:00-12:00:00 Week 14
- UMPD78-30-2 L1/01 <15> Managing People (Business, International And Management) 11:00:00-12:00:00 Week 15
- UMPD78-30-2 L1/01 <16> Managing People (Business, International And Management) 11:00:00-12:00:00 Week 16
- UMPD78-30-2 L1/01 <17> Managing People (Business, International And Management) 11:00:00-12:00:00 Week 17
- UMPD78-30-2 L1/01 <18> Managing People (Business, International And Management) 11:00:00-12:00:00 Week 18
- UMPD78-30-2 L1/01 <19> Managing People (Business, International And Management) 11:00:00-12:00:00 Week 19
- UMPD78-30-2 L1/01 <20> Managing People (Business, International And Management) 11:00:00-12:00:00 Week 20
- UMMD7K-15-2 L1/01 Managing Business Processes (Business, International And Management) 12:00:00-13:00:00 Week 9-Week 20
- UMSD7R-15-2 T/11 International Business 13:00:00-14:00:00 Week 9-Week 20
- UMCDTX-30-2 L1/01 Methods Of Enquiry (Business, International And Management) 16:00:00-17:00:00 Week 26-Week 34, Week 37-Week 39

Tuesday

- UMPD78-30-2 L2/01 <9> Managing People (Business, International And Management) 10:00:00-11:00:00 Week 9
- UMPD78-30-2 L2/01 <10> Managing People (Business, International And Management) 10:00:00-11:00:00 Week 10
- UMPD78-30-2 L2/01 <11> Managing People (Business, International And Management) 10:00:00-11:00:00 Week 11
- UMPD78-30-2 L2/01 <12> Managing People (Business, International And Management) 10:00:00-11:00:00 Week 12
- UMPD78-30-2 L2/01 <13> Managing People (Business, International And Management) 10:00:00-11:00:00 Week 13
- UMPD78-30-2 L2/01 <14> Managing People (Business, International And Management) 10:00:00-11:00:00 Week 14
- UMPD78-30-2 L2/01 <15> Managing People (Business, International And Management) 10:00:00-11:00:00 Week 15
- UMPD78-30-2 L2/01 <16> Managing People (Business, International And Management) 10:00:00-11:00:00 Week 16
- UMPD78-30-2 L2/01 <17> Managing People (Business, International And Management) 10:00:00-11:00:00 Week 17
- UMPD78-30-2 L2/01 <18> Managing People (Business, International And Management) 10:00:00-11:00:00 Week 18
- UMPD78-30-2 L2/01 <19> Managing People (Business, International And Management) 10:00:00-11:00:00 Week 19
- UMPD78-30-2 L2/01 <20> Managing People (Business, International And Management) 10:00:00-11:00:00 Week 20
- UMAD5M-15-2 L/01 Market Analysis For Private Investors 10:00:00-11:00:00 Week 26-Week 34, Week 37-Week 39
- UMMD7K-15-2 L2/02 Managing Business Processes (Business, International And Management) 12:00:00-13:00:00 Week 9-Week 20
- UMMD7K-15-2 T/13 Managing Business Processes (Business, International And Management) 13:00:00-14:00:00 Week 9-Week 20
- UMAD5H-15-2 L/02 Accounting Information For Business 16:00:00-17:00:00 Week 26-Week 34, Week 37-Week 39

Wednesday

- UMSD7R-15-2 L/01 International Business 09:00:00-11:00:00 Week 9-Week 20
- UMAD5M-15-2 W/01 Market Analysis For Private Investors 09:00:00-10:00:00 Week 26-Week 34, Week 37-Week 39
- UMCDTX-30-2 T1/12 Methods Of Enquiry (Business, International And Management) 11:00:00-12:00:00 Week 26-Week 34, Week 37-Week 39

Thursday

- UMAD5M-15-2 T/01 Market Analysis For Private Investors 09:00:00-10:00:00 Week 26-Week 34, Week 37-Week 39
- UMCDTX-30-2 L2/01 <26-27> Methods Of Enquiry (Business, International And Management) 10:00:00-11:00:00 Week 26-Week 27
- UMCDTX-30-2 L2/01 <28-33> Methods Of Enquiry (Business, International And Management) 10:00:00-11:00:00 Week 28-Week 33
- UMCDTX-30-2 L2/01 <34, 37-39> Methods Of Enquiry (Business, International And Management) 10:00:00-11:00:00 Week 34, Week 37-Week 39
- UMAD5H-15-2 W/05 Accounting Information For Business 11:00:00-12:00:00 Week 26-Week 34, Week 37-Week 39
- UMAD5H-15-2 T/10 Accounting Information For Business 16:00:00-17:00:00 Week 26-Week 34, Week 37-Week 39

Friday

- UMCDTX-30-2 T2/02 <26-28, 37-39> Methods Of Enquiry (Business, International And Management) 09:00:00-10:00:00 Week 26-Week 28, Week 37-Week 39
- UMCDTX-30-2 T2/02 <29-34> Methods Of Enquiry (Business, International And Management) 09:00:00-10:00:00 Week 29-Week 34
- UMPD78-30-2 T/10 Managing People (Business, International And Management) 11:00:00-12:00:00 Week 9-Week 20
- UMPD78-30-2 W/10 Managing People (Business, International And Management) 12:00:00-14:00:00 Week 9-Week 20
- UMPD78-30-2 L3/01 Managing People (Business, International And Management) 14:00:00-15:00:00 Week 9-Week 20
- UMCDTX-30-2 W/08 Methods Of Enquiry (Business, International And Management) 15:00:00-17:00:00 Week 26-Week 34, Week 37-Week 39

Saturday

Sunday

FAQ

Why can't I change teaching sessions?

1. Activity Selection is not available to Level 1 students, or where cohorts of students are kept together across a number of modules.
2. Some modules only have one offering of the teaching session and so there is nothing to swap to.
3. If a session is marked as Clash or Full and you will not be able to select it. Clashes you can check to see if you can move the other session, Full means that all the spaces are currently taken in that session – but you can keep checking as other people may move out of that group.

Why can't I change module choices myself?

1. Level 1 students can't make changes as all modules are compulsory.
2. Non-standard students are those that are taking more or less credit than the standard for their programme, or are taking modules from different levels within the same year. Any changes made by Non-Standard students must be agreed by the Student Advisers and any requests to change modules can be done online by logging in to the Module Collection and completing the electronic form.

I've forgotten which modules I have chosen – where can I review my submission?

If you log in again after you have submitted your choices you will be shown the selection you made along with information about when this was submitted, and whether this selection has been approved.

Can I change my module selection after I have submitted?

You can – simply log in again and use the 'Retract Choices' button. You will now be able to amend your choices using the same process as when you made your initial selection.

What if I want to study part-time next year?

If you wish to study less than 120 credits please talk to a Student Adviser, they will be able to discuss all the implications of this decision with you.

Leaving a Note for staff

You can leave a note for Staff (Student Advisers) by clicking on the Notes option.

Online Module Choices 2016/17

Log Off | Notes | [Change](#)

Welcome

You have not yet submitted your Module Choices for the next academic year. Please make your selection below by using the Show/Hide Detail buttons to display the modules available, and the check boxes to indicate your choices. You can save or abandon any changes you make to this form using the buttons beneath, and when you are satisfied with your selection use the Submit button.

N120/2 (A) BA (Hons) Business and Management - Level 2 module groups
Credits Required: 120 Credits Accumulated: 120

Please make further choices below: [Hide Detail](#)

Please complete module selection to satisfy the requirements of the module group/s below. If you wish to study more or less than is required for this programme, make your selection and leave an explanatory note. You will be contacted by a member of staff

N120/2 Comp (A) Level 2 Compulsory Modules No further choices required [Show Detail](#)

N120/2 Opt 1 (A) Level 2 Optional Modules - Teaching Block 2 Further choices required [Show Detail](#)

[Save Changes](#) [Abandon Changes](#) [Submit Choices](#)

What if I know I will be taking additional modules next year?

If you wish to study more than 120 credits please submit all the module choices you can and then talk to a Student Adviser, they will be able to help you complete your choices.

What if I want to study modules that are not showing available to me?

If you wish to study modules that are not available to you as they are at a different level to the one showing, or because you are in the process of transferring to different programme, you will need to submit all the choices you can and then talk to a Student Adviser.

What if I have arranged a Placement next Year?

You should be on a programme that allows you to select a Placement module for 2015/16 and then you should be able to choose between "Placement Already Arrange" and Level 3 Options. If you have arranged a placement – Select the Placement Already arranged option, and check to see if you have any further options (some programmes have a Professional Practice Module taken while on placement).

If you intend to go on Placement but you haven't arranged anything yet, you should make a module selection to indicate what you would choose to do if a placement doesn't become available.

I'm shown as being on a 'Non-Standard' programme – what does this mean?

A non-standard programme is (with a few exceptions) one that involves anything other than taking 120 credits per year at a single level – ie 120 credits at Level 1 etc.

If you are taking (or wish to undertake) a non-standard programme of study, then your choices will not be automatically validated online, but will be checked by a member of faculty staff to ensure that it is academically viable and fits UWE regulations.

What does **!Exclusion! mean?**

In most cases Exclusion appearing next to a module in the list means that the module clashes with one you have already selected.

You will not be able to select a module marked with Exclusion and if this is preventing you from making the choices you want - you should untick your optional modules and re-select in order of preference. You will still not have all the modules you originally wanted, but you will have the ones you wanted most.

What does **!CLASH! mean?**

This is a timetable clash, something you have already selected clashes with the module or item you are looking at.

You will not be able to select a module/item marked with Clash and if this is preventing you from making the choices you want - you should untick your optional modules and re-select in order of preference. You will still not have all the modules you originally wanted, but you will have the ones you wanted most.

A module is showing as **FULL.**

A few modules have a cap on numbers and a module which has the Full marker next to it has reached its cap. However, people can change their mind throughout the open period and it is worth checking back regularly if you want a module that is currently full.