

ONLINE MODULE SELECTION GUIDANCE NOTES

(Please read these online module selection notes of guidance before starting).

Please note: If you intend to Transfer Programme or Complete your Programme please contact your School Office prior to undertaking this task.

To select your online modules, go to 'eStudent Records' and follow the process explained below. If you have any queries about your module choices, please contact your School Office.

Compulsory Modules

You are automatically enrolled on your Compulsory Modules (see example below).

Your details						
Programme you are studying:	Bachelor of Arts with Honours					
Route you are following:	BA (HONS) BUSINESS MANAGEMENT F/T					
Mode of Attendance	Full-Time (Undergraduate)					

Compulsory modules						
Module	Module name	Period	Occ	Level	Credits	Status
HRM08101	Introduction to Human Resource Management	TR1	001	08	20	*COMPULSORY

How to Select your Option Modules

Where appropriate, you are required to go through and select your Option Modules. The system will automatically guide you through the process ensuring that you select the correct option module credit. The example below shows how to select 40 credits from a combination of two separate option group lists.

ENT08101 Creativity, Innovation and Enterprise must be taken in either Trimester 1 or Trimester 2

Choose 40 credits from the options contained within this section

Choose a maximum of 40 credits in Trimester 1 from ACC08102/001, ENT08101/001, FIN08102/001, FIN08102/002, FIN08107/001, LAW08109/001, LNG07111/001, LNG08107/003, MKT07103/001, MKT08105/001, SOE08104/001, TSM08124/001

[View List](#)

AND

Choose a maximum of 40 credits in Trimester 1 from LNG07101/001, LNG07102/001, LNG07103/001, LNG07104/001, LNG08101/001, LNG08102/001, LNG08103/001, LNG08104/001, LNG09101/001, LNG09102/001, LNG09103/001, LNG09127/001, LNG10101/001, LNG10102/001, LNG10103/001

[Hide List](#)

Search

My Selected Modules Modules from current section

Selected Modules

Module	Name	Year	Period	Occ		
					🗑️	✅

Totals

Overall Progress	Required	Current	
Credits	N/A	0	✅

[Submit Selections](#)

This example is asking for a 40-credit selection within the red box. The word "AND" showing between the two option group lists enables you to select Option Modules from a combination of both lists. If the word "OR" shows, you will only be able to select Option Modules from one group list.

Tip: If you click 'View List,' a 'Search' option will appear. This provides the functionality to search by module code and title/part. When selecting 'Show Advanced,' you will be able to search by credit, tutor, or level.

View List

Click on the 'View List' to retrieve the Option choices for this group list. Click 'Add' to select the module/s. Once done, they will appear on the 'Selected Modules' tab.

ENT08101 Creativity, Innovation and Enterprise must be taken in either Trimester 1 or Trimester 2

Choose 40 credits from the options contained within this section

Choose a maximum of 40 credits in Trimester 1 from ACC08102/001, ENT08101/001, FIN08102/001, FIN08102/002, FIN08107/001, LAW08109/001, LNG07111/001, LNG08107/003, MKT07103/001, MKT08105/001, SOE08104/001, TSM08124/001

Hide List

Search

Module	Name	Period	Occ	Lev	Crd	Add
ACC08102	Managerial Finance	TR1	001	08		Add
ENT08101	Creativity, Innovation and Enterprise	TR1	001	08		Add
FIN08102	Financial Services Decision Making & Planning I	TR1	001	08		Add
FIN08102	Financial Services Decision Making & Planning I	TR1	002	08		Add
FIN08107	Management Science and Statistics	TR1	001	08		Add
LAW08109	Law of the Workplace	TR1	001	08		Add

My Selected Modules Modules from current section

Selected Modules

Module	Name	Year	Period	Occ	✓
FIN08102	Financial Services Decision Making & Planning I	2018/9	TR1	001	✓

Totals

Overall Progress	Required	Current	✓
Credits	N/A	20	✓

Submit Selections

As a reminder, the system will automatically guide you through the process to ensure that you select the correct option-module credit.

Error Messages

If you select more than the credit allowance, the following error message will appear (see below). Other messages may appear, for example: 'Module is Full.'

ENT08101	Creativity, Innovation and Enterprise	TR1	001	08	Add
FIN08102	Financial Services Decision Making & Planning I	TR1	001	08	Add
FIN08102	Financial Services Decision Making & Planning I	TR1	002	08	Add
FIN08107	Management Science and Statistics	TR1	001	08	Add
LAW08109	Law of the Workplace	TR1	001	08	Add
LNG07111	Intercultural Organisational Management	TR1	001	08	Add
LNG08107	Scottish Culture and Society	TR1	003	08	Add
MKT07103	Dynamics of Branding	TR1	001	08	Add
MKT08105	Market Research in Practice	TR1	001	08	Add

Showing 1 to 10 of 12 entries

First Previous **1** 2 Next Last

AND

My Selected Modules Modules from current section

Selected Modules

Module	Name	Year	Period	Occ	✓
ENT08101	Creativity, Innovation and Enterprise	2018/9	TR1	001	✓
FIN08102	Financial Services Decision Making & Planning I	2018/9	TR1	001	✓

Totals

Overall Progress	Required	Current	✓
Credits	N/A	40	✓

Too many credits

You have selected the maximum number of modules or credits from this section.

OK



When you've finished selecting your modules, click 'Submit Selections' to run the selected modules through the rules for your programme. The system will inform you of any errors that will prevent you from submitting your current selection.

Error Message

You may receive an error message if there are issues with your selections.

Selections Not Valid

You have not selected a valid combination of modules.

Hover over any icons for additional information (after closing the dialog):
 is displayed for any errors
 is displayed for any warnings (which do not prevent your re-submission)

Once you are satisfied with any changes, submit your selections again.

OK

How to Resolve Errors

Once you have clicked 'OK' to close the dialogue box, a red cross will appear.

Choose 40 credits from the options contained within this section

Choose a maximum of 40 credits in Trimester 1 from ACC08102/001, ENT08101/001, FIN08102/001, FIN08102/002, FIN08107/001, LAW08109/001, LNG07111/001, LNG08107/003, MKT07103/001, MKT08105/001, SOE08104/001, TSM08124/001

Hide List

Search ▾

Module	Name	Period	Occ	Lev	Crd	Add
ACC08102	Managerial Finance	TR1	001	08		Add
ENT08101	Creativity, Innovation and Enterprise	TR1	001	08		Add
FIN08102	Financial Services Decision Making & Planning I	TR1	001	08		Add
FIN08102	Financial Services Decision Making & Planning I	TR1	002	08		Add

My selected modules
Modules from current section

Selected Modules

Module	Name	Year	Period	Occ		
ENT08101	Creativity, Innovation and Enterprise	2018/9	TR1	001		
FIN08102	Financial Services Decision Making & Planning I	2018/9	TR1	001		
LNG08104	Italian 3	2018/9	TR1	001		

Totals

Overall Progress	Required	Current	
Credits	N/A	60	

Tip: Hover over the red cross for more information

Choose 40 credits from the options contained within this section

Choose a maximum of 40 credits in Trimester 1 from ACC08102/001, ENT08101/001, FIN08102/001, FIN08102/002, FIN08107/001, LAW08109/001, LNG07111/001, LNG08107/003, MKT07103/001, MKT08105/001, SOE08104/001, TSM08124/001

Hide List

Search ▾

Module	Name	Period	Occ	Lev	Crd	Add
ACC08102	Managerial Finance	TR1	001	08		Add
ENT08101	Creativity, Innovation and Enterprise	TR1	001	08		Add
FIN08102	Financial Services Decision Making & Planning I	TR1	001	08		Add
FIN08102	Financial Services Decision Making & Planning I	TR1	002	08		Add

My Selected Modules
Modules from current section

Selected Modules

Module	Name	Year	Period	Occ		
ENT08101	Creativity, Innovation and Enterprise	2018/9	TR1	001		
FIN08102	Financial Services Decision Making & Planning I	2018/9	TR1	001		
LNG08104	Italian 3	2018/9	TR1	001		

Totals

Overall Progress	Required	Current	
Credits	N/A	60	

Submit Selections

To help understand and correct the error, you can compare the credit amount on the list of 'Selected Modules' with the required credit per box. In the example shown, a maximum of 40 credits are to be selected. However, 60 credits have been selected. To remove the excess module credits, select the Module from the "Select Module" box and click on the dustbin icon. A message will ask you to confirm your decision. Select "Yes".

Remove Selection

Are you sure that you wish to remove this module from your list of selections?

No

Yes

Confirm Selections

Once the error has been resolved, click 'Submit Selections' to recheck the Option Group List Rules. Next, click 'Confirm Selections' to approve and create your module enrolments, or click 'Undo' to go back and make further changes.

Confirm Selections

Confirm your module selections

Student Details

Student	00411800/10
Name	UNDER TEDDY GRADUATE
Programme	Bachelor of Arts with Honours
Route	BA (HONS) BUSINESS MANAGEMENT F/T
Mode of Attendance	Full-Time (Undergraduate)

Module Selections

Selected a total of 3 module(s) which total 60 credit(s)

Year	Period	Status	Rank	Module	Occ	Level	Credits	Name
2018/9	TR1	OPT	01	ENT08101	001	08	20.00	Creativity, Innovation and Enterprise
2018/9	TR1	OPT	01	FIN08102	001	08	20.00	Financial Services Decision Making & Planning I
2018/9	TR1	CMP	01	HRM08101	001	08	20.00	Introduction to Human Resource Management

Undo Last Change
Confirm Selections

Confirmed Modules

Confirmed Modules

The screen shows the list of modules confirmed by the student.

Student Details

Student	00411800/10
Name	UNDER TEDDY GRADUATE
Programme	Bachelor of Arts with Honours
Route	BA (HONS) BUSINESS MANAGEMENT F/T
Mode of Attendance	Full-Time (Undergraduate)

Confirmed Module Selections

Selected a total of 3 module(s) which total 60 credit(s)

Year	Period	Status	Rank	Module	Occ	Level	Credits	Name
2018/9	TR1	OPT	01	ENT08101	001	08	20.00	Creativity, Innovation and Enterprise
2018/9	TR1	OPT	01	FIN08102	001	08	20.00	Financial Services Decision Making & Planning I
2018/9	TR1	CMP	01	HRM08101	001	08	20.00	Introduction to Human Resource Management

Undo Selections



remove/replace your option choices. Please ensure that you remove any modules you are not intending to study.

Please note: clicking the 'Undo' button will not remove your option selections. It simply provides you with the opportunity to amend your selections.