AVD Course Management

Revision History

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<th>Revision</th>
<th>Date</th>
<th>Staff member</th>
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<td>1.0</td>
<td>09/09/2015</td>
<td>Katie Ponting</td>
<td>Creation</td>
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Terms of reference:

The AVD (Applicant Visit Day) Course Management function is used to:

- Opt courses in and out of AVD
- Link a course to a particular subject area
- Maintain and update the Subject Area details.

Accessing ‘AVD Course Management’

1. Log into My Students via the link on the Staff Portal.
2. Select Course Prospectus from the menu.
3. In the ‘AVD Course Management’ container, click on Edit AVD Course attributes.
4. Use the search tool to select the course you want to view by selecting the ‘School’ and entering the ‘MAS course code’. (If you do not know the course code, you can type some keywords from the course title in the MAS course code search box and the system will provide a list of courses and the MAS course code for you to select the relevant one.)

To Opt-in to AVD

1. If the course you select has not already been ‘opted-in’ to the AVD process you will be able to enter details after searching for the MAS course code. You can select ‘Yes’ or ‘No’ from the drop-down box for ‘Course opt in’. Click on the Add subject button to select the subject area for that course.
2. This will take you to the ‘MCR Clearing Areas of Interest data’ page where you can add the Area of Interest code. If you do not know the code you can click on the List button to display the available codes. Click on the Store button.

To change a course setting

1. For courses that have already been set up in AVD, when you searching for the course the current AVD information for that course will be displayed.
2. To change whether the course is opted in to AVD you can change the select ‘Yes’ or ‘No’ from the drop down menu. Use the Store button to save any changes.
3. The current ‘Assigned Subject Area’ will be displayed. To amend this, click on the Change subject button. The current subject area code will be displayed at the top of the screen. You can input the new ‘Area of Interest’ code into the ‘Change subject area to’ field. If you do not know the code you can click on the List button to display the available codes. Click on the Store button.
To edit the ‘Areas of Interest’ data

1. Click on the name of the subject area in the ‘Assigned subject area’ field - this is a link to the ‘Areas of Interest Maintenance’ screen.

**AVD Description** – this is the text that appears on booking form (there is a link to the booking form in the email invite).

**Subject Area detail** – this is the text that appears in email invite. The 'Email view of subject area detail’ field is a preview box that shows how the text will be displayed in the email.

**Contact** – these details used in the email invitation and in the booking form and include: ‘Mailbox’, ‘Facebook’, ‘Twitter’, ‘Signoff’ and ‘Telephone’. This information must be pre-defined and set up in the background before it can be added here. If additional contact information needs to be added into the system please contact ASIS Support by emailing asissupport@hud.ac.uk.

To display all the available options in the **Contact** field, either click on the **List** button, then click **Clear**, then **Retrieve** or clear the text from the box and then click **List** to display all options.

2. Make any changes and click on the **Store** button.