
Diet Set- up Guide

User Guide

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Definitions

Diet	A collection of modules which make up a particular stage of a route
DMD (Define Module Diets)	Where the prescribed module diets are set up
FMC (Formed Module Collection)	A collection of modules from which students can make their selections
FME (Formed Module Element)	Defines the modules in a collection (FMC)
GSD (Generate Student Module Diets)	The screen where diets are matched to students
MAB (Module Assessment Body)	The Assessments that make up the module
MAV (Module Availability)	Creates the occurrences and years the modules are available for and monitors the target number of places available and the number of students scheduled onto a module
MCoW (Module Choices over Web)	Where students select their module choices (in 'My Details')
MDS (Module Description)	The information that is displayed on Module Choices over Web (MCoW)
MOD (Modules)	Individual units that a student studies to gain credits. Links to MAV
PDM (Diet Elements)	Allows the selection of modules for a specific diet and determines whether the FMC is a Student Module Elective (SME) or a Student Module Selection (SMS) for a specific diet
RSM (Replace & Schedule a Student Module)	Add, remove or replace a module for individual students
SDD (Student Diet Details)	Shows a diet for a student and when it was updated
SME (Student Module Electives)	The modules that the student has elected to study
SMO (Student Module Taking)	The actual modules being taken by a student
SMS (Student Module Selection)	The modules attached to a student record by the diet

Introduction

Each academic year a student will study a number of modules. The module diet is a collection of compulsory/Core and optional modules for a particular route.

Students can select their choices for optional modules online; continuing students do this via Module Choices on the Web (MCoW) and new students do this as part of the Pre-enrolment Portal (Step 2).

Diets

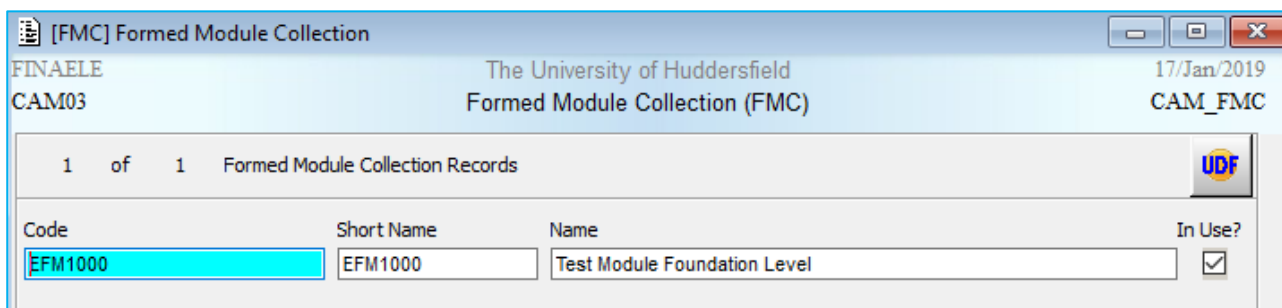
A module DIET is the collection of modules which make up a particular stage of a route.

Define Module Diet (DMD) is where the prescribed module diets are set up, i.e. compulsory/core/ and optional modules for a particular course, route or SRS course block occurrence. Additional controls may further restrict the diet, for example by mode of attendance or location. As a result, a diet (or a set of modules) may be quite general and apply to all students on a route/course or be more specific and apply to separate groups of students on the same route/course.

Module Collections (FMC / FME)

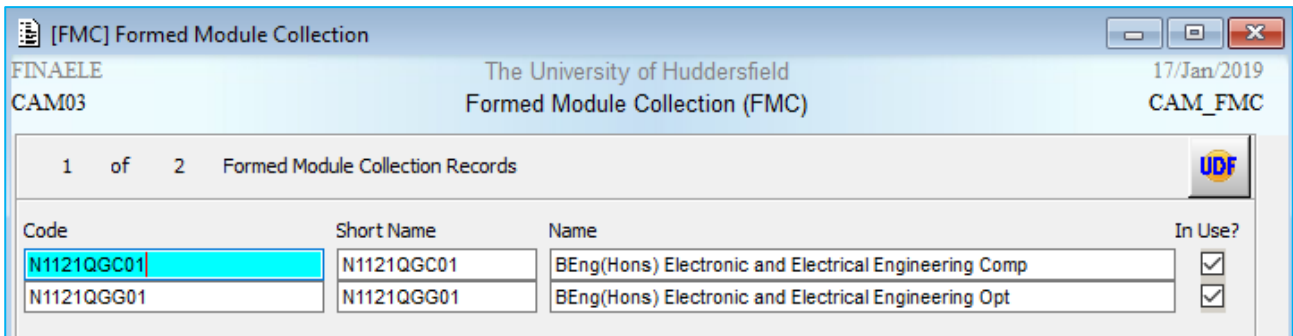
A Formed Module Collection (**FMC**) record defines a collection of modules designed to meet a specific purpose.

Every module is automatically an **FMC** of itself.



The screenshot shows a software window titled "[FMC] Formed Module Collection". The window header includes "FINAELE", "The University of Huddersfield", "17/Jan/2019", "CAM03", "Formed Module Collection (FMC)", and "CAM_FMC". Below the header, it displays "1 of 1 Formed Module Collection Records" and a "UDF" icon. A table with the following columns is shown: Code, Short Name, Name, and In Use?. The table contains one row with the following data: Code: EFM1000, Short Name: EFM1000, Name: Test Module Foundation Level, In Use?: .

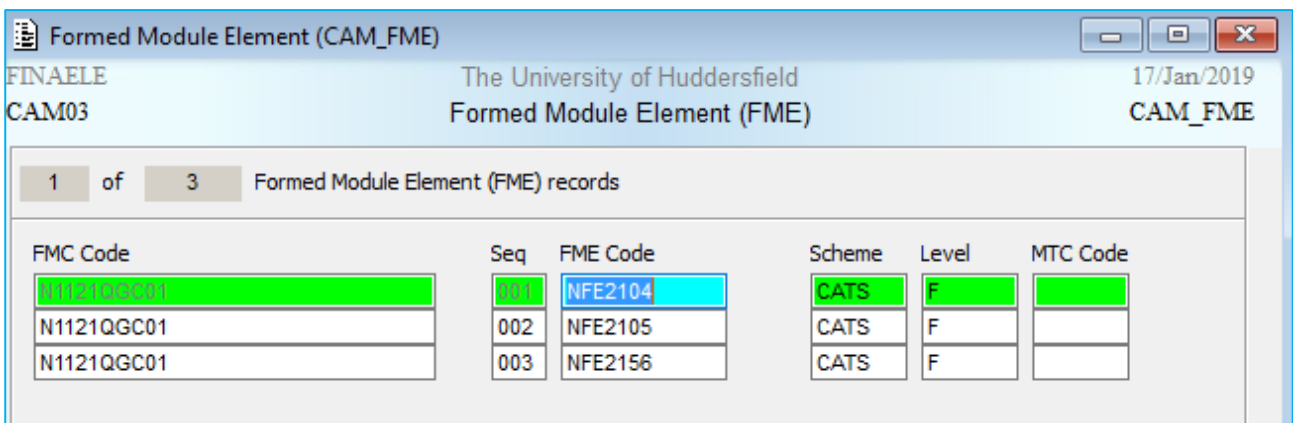
Code	Short Name	Name	In Use?
EFM1000	EFM1000	Test Module Foundation Level	<input checked="" type="checkbox"/>



Steps:

1. Input the **Code**; this is made up from: Route: e.g. N112, Block: e.g. 1, Location: e.g. QG, Compulsory/core or Optional: C or G, Sequence number: 01, 02 etc.
2. Input the **Short Name** (usually the same as **Code**)
3. Input the Collection **Name**
4. Tick **In Use?**
5. **STORE**

6. Go to **Other** menu option and **Elements** (don't go straight into **FME** as it won't allow changes).



6. Add the relevant modules to the **FME Code** field. There should always be 2 or more modules in a collection
7. Input the relevant information into **Scheme** – CATS or NONCATS as appropriate
8. The **Level** must match the level on the Module record (**MOD**). *NB: if the level isn't entered it won't appear for Module Choices over the Web (MCoW) and won't be generated by GSD.*
9. You cannot mix levels in the same FME, you will need to create a separate **FMC** for each level (*tip: add an F or I at end of the FMC code for reference*)
10. Tab to create a further record
11. **STORE**

*Note: Don't leave any **FMC** records with a blank **FME** – a blank **FME** will allow students to choose from **all** modules!*

Creating a New DMD

The **DMD** is named as follows: **Route Code** then the year of study followed by the academic year.

e.g. N1121-18/19 = 1st year on BEng(Hons) Electronic and Electrical Engineering in 18/19

Year	DMD code	Block/Occurrence
1 st years	N1121-18/19	1/A
2 nd years	N1122-18/19	2/A
3 rd years	N1123-18/19	3/A

Good practice would be to include the occurrence for non-standard years.

e.g. B0171J-18/19 = 1st year on MSc Risk Disaster and Environmental Management in 18/19

Year	DMD code	Block/Occurrence
1 st years	B0171J-18/19	1/J
2 nd years	B0172J-18/19	2/J
3 rd years	B0173J-18/19	3/J

It is essential that this form is filled in correctly so that when modules are scheduled the correct cohort is identified.

The screenshot shows the 'Define Module Diet (DMD)' form in the FINAELE CAM02 system. The form is for a diet with code 'N1121-18/19'. Key settings include:

- Generation:** Automatic (selected)
- Type:** Route (selected)
- Programme:** NBENG (Engineering - BEng Pathways)
- Route:** N112 (BEng(Hons) Electronic and Electrical Engineering SW)
- Course:** NE1001 (BEng(Hons) Electrical Programme)
- Block/Occ:** 1 | A
- SPR Start Year:** (empty)
- Level Coll:** (empty)
- Mode/Att Coll:** (empty)
- Sched. Group:** (empty)
- Period:** Y | YEAR
- Diet Rule:** (empty)
- User Help:** (empty)
- Description:** (empty)
- Translation:** (empty)

 The right-hand sidebar contains buttons for 'Clear', 'Retrieve', 'New', 'Delete', 'Store', 'Print', and 'Default Properties'. The top right corner shows the date '17/Jan/2019' and the user 'CAM_PDT'.

Steps:

1. From the Main Menu, access **DMD**
2. **Diet:** Complete according to the naming conventions previously outlined
3. **Generation:** select Online for online Module Choices (MCoW) or Automatic where there is no online choice
4. **Type:** Route
5. **Programme** and **Route:** matched to SPR record
6. **Course, Block** and **Occurrence:** matched to SCE record. *NB: if you have courses with 2 codes for funding purposes you can leave the Course field blank.*
7. **SCE must exist:** Tick
8. **Period:** e.g. Y for Year
9. **In Use:** The diet is being delivered or has been delivered. All current and past DMDs (that have been used) should be marked as in use. Future DMDs should only be marked as in use if they have been checked and approved as being delivered.
10. **SPR Batch:** Should be NIU except for the specific set of DMDs that are being used for the next GSD process. All historical DMDs and future DMDs should have NIU in the SPR batch. See [Appendix 1](#) as to moving this forward through subsequent years.
11. **User Help:** Information input here is displayed to students during online module choice to describe the whole diet. Please ensure the information provided is as informative as possible e.g. "Choose 1 from Group A and 1 from Group B".
12. Open the **UDFs** and enter the academic year and **Apply** the change before exiting.
13. **STORE**

14. Click on **Module Diets >>** (double chevron) button to access diet elements (**PDM**)

Diet Elements (PDM)

This screen allows the selection of modules for a specific diet. It determines whether the **FMC** is a Student Module Elective (**SME**) for optional modules, or a Student Module Selection (**SMS**) for compulsory modules. Good practice is that all compulsory modules form a **FMC** and are not added individually to a diet.

Steps:

1. Input the module code / **FMC** code. You can double click in the **Form Module Collections** field to retrieve all available module / **FMC** codes. Click the **Add to List** button to add it to the diet. Repeat the process for each collection to be added.

The right hand side shows the module(s) attached to the diet. Double click in the box at the bottom of the screen to Zoom and display the full description of the diet. The **Target Collection Description Field** shows a list of modules in the selected collection code.

For the first **FMC** added, a pop-up window (**PDM1**) will be displayed.

Steps:

1. **COMPULSORY** modules should be attached first: (Note: CORE is not listed, use Compulsory)
 - a. **Type:** Student Modules Selections for compulsory/core modules / **FMCs**
 - b. **Relative Year:** 0
 - c. **MAV occurrence:** e.g. QGA
 - d. **Period Selection:** 'Must take in this period'
 - e. **User Help:** (this may be greyed out initially) – appears to students online and can be used to provide them with additional information, e.g. 'These are compulsory modules'
 - f. The remaining fields will show default values
 - g. Click on the **Apply** button (this will close **PDM1**)

NB: The first set of options that you input in **PDM1** sets the defaults that will be used on the subsequent diet elements that you create within this particular diet. You will need to change the **PDM1** for subsequent **FMCs** by updating/selecting the correct 'Type' and 'Selection Status' etc.

2. Additional details for **OPTIONAL** modules:
 - a. **Type:** Student Module Electives for optional modules / **FMCs**
 - b. **Selection Status:** Optional
 - c. **Registration Method:** 'List available modules'. (MCoW will not work if this is not selected. The module will only be listed to the student if there is a **MAV** for that year).

- d. **Selection data:** Module or Credit. Best practice is to use credit however some school documentation focusses on number of modules.
- e. **Minimum Value:** The minimum number of modules or credits that must be selected from this collection.
- f. **Maximum Value:** The maximum number of modules or credits that must be selected from this collection.
- g. If more than one collection needs linking e.g. Must select total of 6 modules from both or either of two collections, then use the following fields:
 - i. **Registration group:** Free text field to link the collections together. Use something simple e.g. letter A.
 - ii. **Group Min:** The minimum number of modules or credits that must be selected from this group of collections. (eg. Enter 30.00 If the student must select a 30 credit module)
 - iii. **Group Max:** The maximum number of modules of credits that must be selected from this group of collections. (eg. Enter 30.00 If the student must select a 30 credit modules)
- h. Click on the **Apply** button (this will close **PDM1**). The **Sts** field will change to O

Programme: NBENG Route: N112

2 of 2 Program Diet Modules

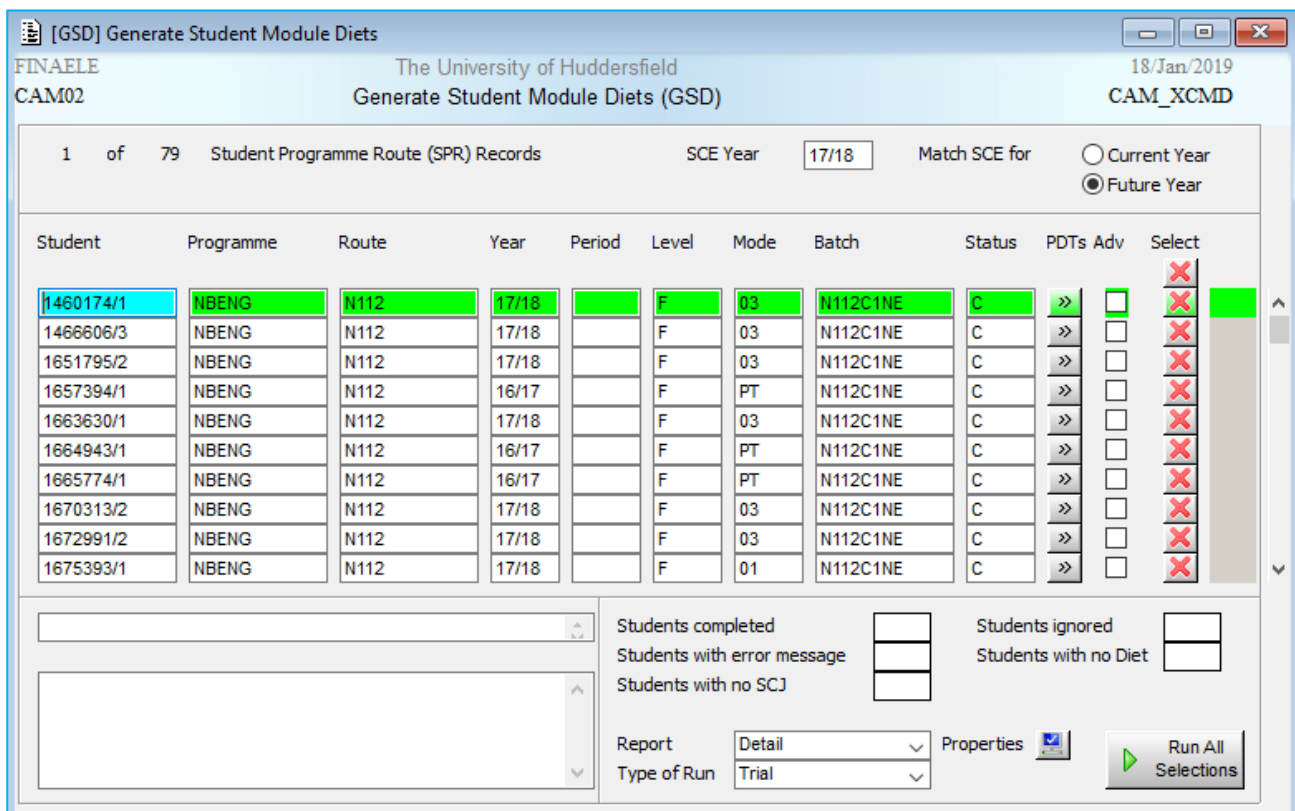
Seq	Collection Code	Collection Name	Yr	Period	Sts	Rank	Operand
010	N1121QGC01	N1121QGC01	0	YEAR	C	01	
020	N1121QGG01	N1121QGG01	0	YEAR	O	01	

NB: It is possible to link collections in more complicated ways with Operands and Brackets. Contact ASIS support if this is required!

Generate Diet (GSD)

GSD is the screen where diets are matched to students

Be careful that the diet has not already been generated. Generating again will overwrite some, but not all, of the previous records and can cause problems. You can check this on **SDD**.



Steps:

1. **SCE year:** Current
2. **Match SCE:** 'Current relates to this academic year or Future for the next academic year. Note: will default to Future year as very rare to GSD for current year due to timetabling restraints) This will match the SCE record.

3. Retrieve students to assign diets to, usually by SPR batch code (e.g. N112C1NE).
4. **Select** the students by changing the red X to a tick by clicking. You can click on the top box to invert all selections.
5. **PDTs:** (optional) Click >> button to check to see the diet that will be applied. (If not showing any information GSD will not work. Revert back to previous processes and check for missing information)
6. **Type of Run:** Trial will test the process, Generate will run the process.
7. **Run All Selections:** process selected records.

Once the process has run a status will appear to the right of the green tick. COM means completed successfully, ERR means it has only partially created the diet (press F9 to check message buffer for details) and NOD means no diet found (click >> for that student then press F9 to see why).

Change Student's Modules (XSM)

Always use **XSM** to change any module on a student's record.

It is vitally important that as well as generating an **SMO** (Student Module Taking) record we also have a **SMS** (Student Module Selection) record. This is a safety feature that if for some reason we remove the **SMO** record we have an **SMS** record as proof of the original module selection and to use to reschedule the module if a mistake has been made.

This screen allows users to add, remove or replace a module for a group of students.

Steps:

1. Select students by inputting your chosen retrieval criteria e.g. **SPR** batch or individual **SPR** code
2. Input the module details in the appropriate section (**Remove** or **Add**). NB You can only add or remove one module at a time.
3. Select Compulsory or Optional from the drop down box in the **SES Code** field
4. Ensure the Record field states 'alter SMO and SMS'
5. Run Option 1 by clicking on green play button at bottom right to run the process

6. A further screen will be presented, listing the students retrieved according to the criteria you set. Tick or Cross each student according to whether the module should be added / removed from their record.
7. Click **Schedule Students** button to run the process

*Note: Alternatively, for individual students, you can use RSM from **SPR**. Go to **Current** menu, then select **Schedule Timetable** and then select **Exchange Module**.*

Diet Troubleshooting

i) Student is unable to access My Details

Students who do not have a 'current' status for the current academic year cannot access any computing services, which include access to My Details. E.g. Suspended students who are returning next academic year will not have access to pick modules for the next year.

ii) Student sees Red error message in My Details

"You are not currently able to access the Module Registration facility. Unable to display content, please contact your school or departmental office for further help. No SSN record could be found for the current session"

No diet has been generated for student yet.

iii) Student cannot see the module choice container/option in My Details

School ASIS managers set dates that the container/option will be available to students. This is sent direct to Computing and Library Services (CLS) to implement.

iv) Diet lists all modules (or very slow listing them/not displaying anything) in My Details

A blank record in an FMC means 'allow student to select **any** module'. (See page 14 for more details on this).

v) Module description incorrect

The Module description (MDS) with the same Desc Vers No as the MOD record is the one that is displayed.

vi) Wrong assessment pattern shown

The assessment pattern from the MOD is displayed, not the MAV. Update the MOD assessment pattern as soon as it is agreed to be valid for the following year (ensuring that all assessment records have already been generated for the current year so that the correct assessment is generated).

vii) Module not appearing on My Details

Check that a level has been entered on the FME record.

viii) Is it okay to change the elective part of a diet after it is generated, but before module selection?

ASIS only keeps a record of collection name (i.e. FMC) not its' contents. So if the FMEs are changed it is the latest version that appears when students select.

Appendix 1 – SPR Batch for subsequent academic years

‘In Use’ means the diet is being delivered or has been delivered. All current and past DMDs (that have been used) should be ‘In Use’. Future DMDs should only be marked as ‘In Use’ if they have been checked and approved as being delivered.

SPR Batch – should be NIU except for the specific set of DMDs that are being used for the next GSD process. Schools may have other processes that they use the Batch for, but NIU tells the process to NOT use that DMD. All historical DMDs and future DMDs should have NIU in the SPR batch.

18/19

DIET NAME	TICKED IN USE	SPR BATCH
N1121	YES	NIU
N1121-18/19	YES	BLANK
N1121-19/20	NO	NIU
N1121-20/21	NO	NIU

When diets have been checked for the following academic year the **SPR Batch** should be blanked out and the previous year marked NIU. The diet can then be ticked **In Use** to be used for Timetabling (ideally by the end of Term 1)

19/20

DIET NAME	TICKED IN USE	SPR BATCH
N1121	YES	NIU
N1121-18/19	YES	NIU
N1121-19/20	YES	BLANK
N1121-20/21	NO	NIU

[Return to DMD set up](#)