Module Set-up Guide

User Guide

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Asis Training

Table of Contents

Definitions

AQH	Assessment Question Header Header screen in the set-up of subcomponents via the **MAB**
AQS	Assessment Question Section Second screen in the set-up of subcomponents via the **MAB**
AQE	Assessment Question Element Third screen in the set-up of subcomponents via the **MAB**
AST	Assessment Type Records
BAR	Bar Codes Used to create unique bar codes for coversheets on manual submission
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
GSD	Generate Student Module Diets The screen where diets are matched to students
IPP	Institution Published Programme Related to Course Finder and Marketing
MAB	Module Assessment Body The essays, exams etc. that make up the module
MAP	Module Assessment Pattern Defines how modules are assessed Each module has a unique assessment pattern
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 on Web Where students select their module choices (in 'My Details')
MDS	Module Description The information that is displayed on Module Choices on Web
MOD	Modules Individual units that a student studies to gain credits. Links to MAV
MQD	Module **Assessment Question** Due Date
RSM	Replace & Schedule a Student Module Add, remove or replace a module for individual students

SAL	Where initial submission date, approved extension date and actual submission date are recorded for components (created when SAS1a is run)
SAS	Student Assessments Control all parts of the assessment process including generation of assessment due dates, input of marks calculation of module result
SAQL	Student **Assessment Question** Log Where initial submission date, approved extension date and actual submission date are recorded for subcomponents (created when SAS1a is run)
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
SMR	Student Module Result Status Generated when SAS1b is run and holds all marks entered through and agreed using SAS
PRS	Personnel records – each member of staff will have a unique record.
UDF	User Defined Field (found in the top right of most screens in ASIS)
WASP	Exam Scheduling in ASIS

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Introduction

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

Creating Modules

Before you start you will need the **SAVP** (School Accreditation and Validation Panel) documentation as this will provide the information to populate fields as you progress through the process.

Before a module is created in ASIS an approved and validated module specification with an assigned module code must exist. When creating a new module, it can be useful to look at an existing module to see how it is constructed. If you are creating a new module, please check that you are following the naming conventions set out in your school. You can discuss this with your ASIS Manager.

Before adding a new module to a diet (through **DMD/GSD**) or to a student record (through **RSM**) you will need to create the following records:
MAP ➔ MAB ➔ MOD ➔ MAV ➔ MDS

## Creating the Module Assessment Pattern (MAP)

The **MAP** defines how modules are assessed.

Steps:
1. Open **MAP** screen.
2. Enter the module code in **Code** (if it does not exist as a **MAP** you will be creating it).

3. Enter the module code in **Short Name**.
4. Enter the module title in **Name**.
5. Leave **MKSCH** blank as the assessment mark scheme is entered on the **MAB**.
6. Set **High Mark** to No (N). This means that the most recent module mark will be used following any re-assessment (and not the highest module mark available).
7. Set **High Assessment** to Yes (Y). This means that the highest assessment mark will be used following any re-assessment (and not the most recent mark available).
8. Ensure the **In Use** box is ticked.
9. **STORE**.

10. Go to the **Other** menu and select **More Details**.
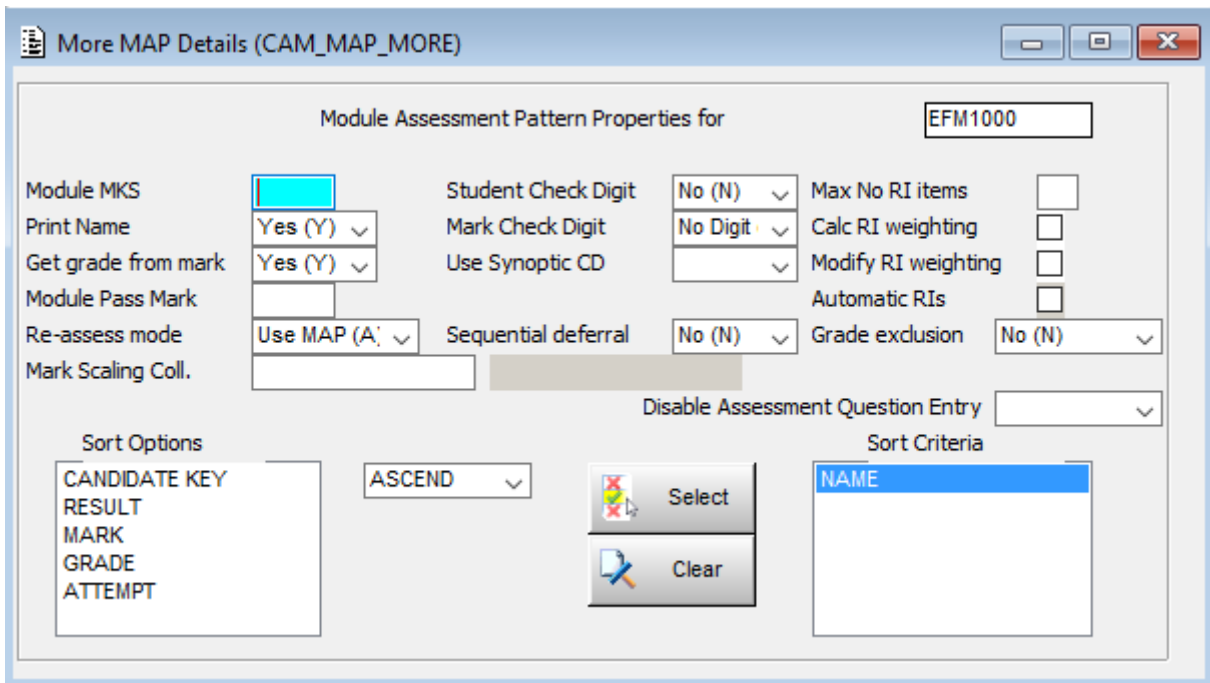
11. Set **Student Check Digit** to No (N).
12. For anonymous marking set **Print Name** to N and change **Sort Criteria** to Candidate Key by selecting Name in the right box followed by **Clear** and then selecting Candidate Key in the left box followed by **Select.**
13. Set **Mark Check Digit** to No Digit.
14. Set **Disable Assessment Question Entry** to Yes (Y).
15. Set **Get grade from mark** as No (N) for ungraded modules or Yes (Y) for graded modules.
16. **STORE** and close **More Details**.
17. **STORE** and close **MAP**.

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NB: For new assessment patterns that require a new **MAP** and **MAB**, add a letter to the end of the code e.g. SDD123 becomes SDD123A. The **MOD Assmn't Pattern** field will need updating once the process is complete.

NB: Be aware that sometimes multiple assessment patterns are used.

Creating the Module Assessment Body (MAB)

The **MAB** defines the assessment components such as essays, exams, presentations, course work etc. that make up the Module. As a result of consultation with the VCO, it is now considered mandatory for all assessment components to have at least one corresponding sub-component (as of academic year 19/20). The **MAB** should be used as an 'umbrella' for assessment and subcomponents should be set up even if there is only one piece of work to submit (with the exception of EXAMS which can exist at component level). Doing this will ensure marks are visible over the course of the academic year to personal academic tutors to aid retention. Opting not to operate at subcomponent level can cause complications in mark entry such as incorrect student marks in ASIS, marks not appearing in the PAT portal or reconciliation of exception reports. Additionally, please be aware that opting not to operate at subcomponent level may result in limited support being available for any individualised processes utilised.

Steps:
1. Open **MAB** screen. This can be done from the **MAP** screen by going to the **Other** menu and selecting **Assessment Body**. Alternatively, go into **MAB** screen from the main menu and input the **MAP** code (remember that there may be an additional letter at the end e.g. EFM1000A).
2. Enter Sequence Number in **Seq** (starting 01, 02 and so on to identify each individual element of assessment).
3. Double click in **Ass Type** and select assessment type.
   NB: only use **EXAM** for May exams that are scheduled by Registry

4. Double click in **Mrk Sch** and select mark scheme e.g. A2 for an ungraded undergraduate scheme, AN2 for ungraded undergraduate (Pass/Fail only) etc.

5. Enter the weighting for each unique element in **WT.** The total must add up to 100% across all the components. When you click **Store** the **Total** field is populated. If the total does not add up to 100% a message will appear on screen to advise you and you can review the assessments.

6. If assessment due date information is not available enter 1 in **Prd**, 36 in **Wk** and 1 in **Day** for year-long modules (15 in **Wk** for single semester modules). If due date information is available please refer to the Setting up Due Dates section for information on how to set the due date. Leave blank for Exam type assessments.

7. For exams, enter the exam length as a decimal in the **Hours** field (e.g. for a 2-hour and 10-minute exam, enter 2:17).

8. Set **Print Name** to Yes (Y) or No (N) Anonymous marking if required.

9. If this is a final piece of work to be done in the module enter a tick in the **Final?**.

10. Enter a **Title** for the assessment. If the assessment type is Exam the length of the examination needs to be entered in the **Title** field. Students will see this information on their timetable.

11. Choose Barcode from the **Logging?** dropdown menu. This results in barcodes being available should a manual submission be required.

12. To create further records tab out of the line and the prompt 'Do you want to create another record' will appear – Click on **Yes** to create another record if required.

13. **STORE**

NB: Professional qualifications may require every piece of the assessment to be passed. If this is the case the qualifying marks can be entered in the **Qualify** section. Professional qualifications (e.g. nursing, law) may also have their own mark scheme.

1 of 2	Module Assessment Body (MAB) Records							
							Qualify	
MAP Code		Seq	Ass type	Agr Mrk Sch	Wt	Total	Mark	Se
EFM1000		01	EXAM	A2	50	100	60	
Title	2 HOUR 10 MINUTE EXAMINATION							Brief
EFM1000		02	CW	A2	50	100		
Title	LOG BOOK							Brief

14. Open the UDF

Complete as follows:

a) **Hand-in type** – enter a hand-in type. This should be 'manual' if a coversheet is needed for this piece of work, otherwise specify method of submission (e.g. turnitin, dropbox)

b) **Open for extension?** – enter a Y if open for extensions or N if not

c) **Last permitted extension date** – enter a date in the format dd/mm/yyyy. This is only required if this component is open for extensions

d) **Is evidence mandatory?** – enter a Y if evidence is mandatory or a N if not.

e) **PRS code for evidence handler** – enter the PRS code of the evidence handler (e.g. person who deals with submitted evidence)

f) **PRS code for extended extensions –** enter the PRS code of the person who will deal with extended extensions. If this field is left blank it will default to the School level evidence handler defined elsewhere in ASIS.

NB: PRS code for evidence handling can be an individual mailbox or a shared mailbox. If you need a new PRS record setting up for a shared mailbox, contact ASIS Support. If this field is left blank it will default to the School level evidence handler defined elsewhere in ASIS.

NB: If the **MAB** is changed after students have had the module attached to their record, the changes will not be automatically applied to the student's record. After amending the **MAB** the module must be re-attached to the student record(s) and the Student Assessments (**SAS1b**) re-generated. You can only use this method if no extensions have been requested against the module. You can check if any extensions have been approved in the **SAL** screen (component level) or the **SAQL** screen (subcomponent level). Additionally, if marks were input they will need to be removed. Please speak to your ASIS Manager in both instances.

15. Go to the **Other** menu and select **More Details**

16. The information here is defaulted from the **AST** (Assessment Type) screen which is set up with the settings outlined below.

    a) **Print Name**

    Select Yes (Y) unless you require anonymous marking

    b) **Use Student Check Digit (CD)**

    Select No (N) unless using CD for assessment

    c) **Mark Check Digit Form**

    Select No (N) unless you wish to have this as security

    d) **Get Grade from Mark**

    Select Yes (Y) unless Pass/Fail grade only assessment

    e) **Alphabetical sort**

    This defaults to Name, however if not select Name in **Sort Options** and Select for the **Sort Criteria** list in alphabetical order (ASCEND)

17. **STORE** and close the **More Details** screen

You will also need to set up trailing **MAB** records. These will be exactly the same as the first set of MAB records but with T in Assessment Group (**Agr)** and T2 for the Mark Scheme (**Mrk Sch**) as below.
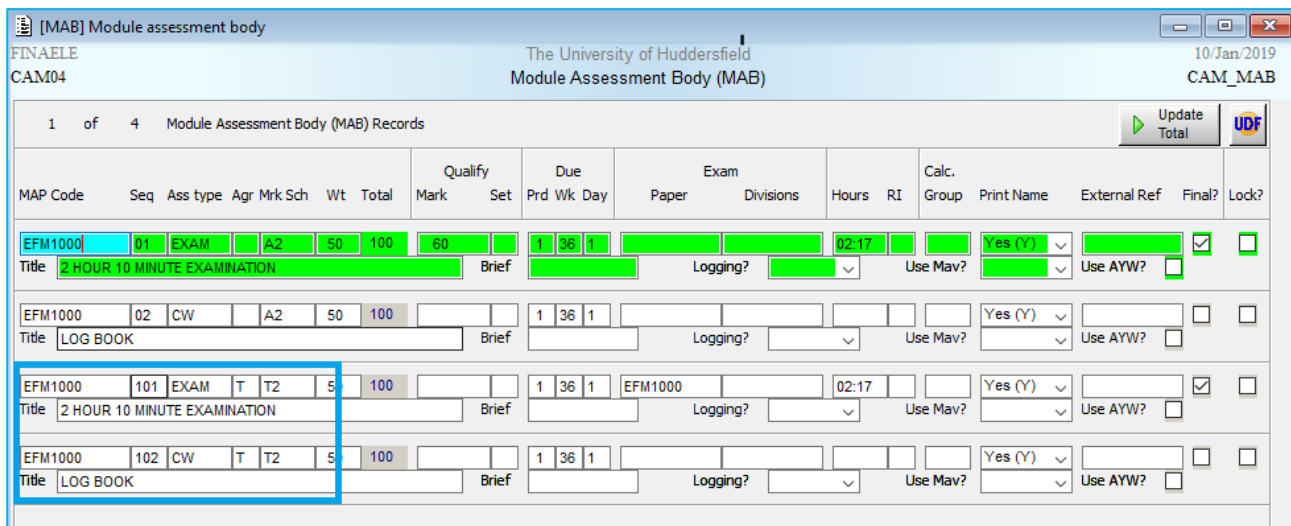
Creating Sub-components (AQH/AQS/AQE)

As a result of consultation with the VCO, it is now considered mandatory for all assessment components to have at least one corresponding sub-component (as of academic year 19/20). The **MAB** should be used as an 'umbrella' for assessment and subcomponents should be set up even if there is only one piece of work to submit (with the exception of EXAMS which can exist at component level). Doing this will ensure marks are visible over the course of the academic year to personal academic tutors to aid retention. Opting not to operate at subcomponent level can cause complications in mark entry such as incorrect student marks in ASIS, marks not appearing in the PAT portal or reconciliation of exception reports. Additionally, please be aware that opting not to operate at subcomponent level may result in limited support being available for any individualised processes utilised.
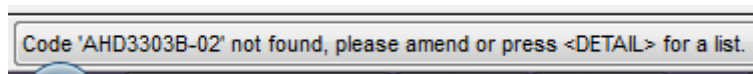
Assessment Question Header (AQH)

Steps:

1. Select the relevant **MAB** and go to **More Details** through the **Other** Menu.
2. Set up the Assessment Question (**AQH**) using the **MAP** code (including any A, B, C etc), hyphen and **MAB** sequence number. The **MAP** code and the **MAB** sequence number can be found at the top of the **More Details** screen.
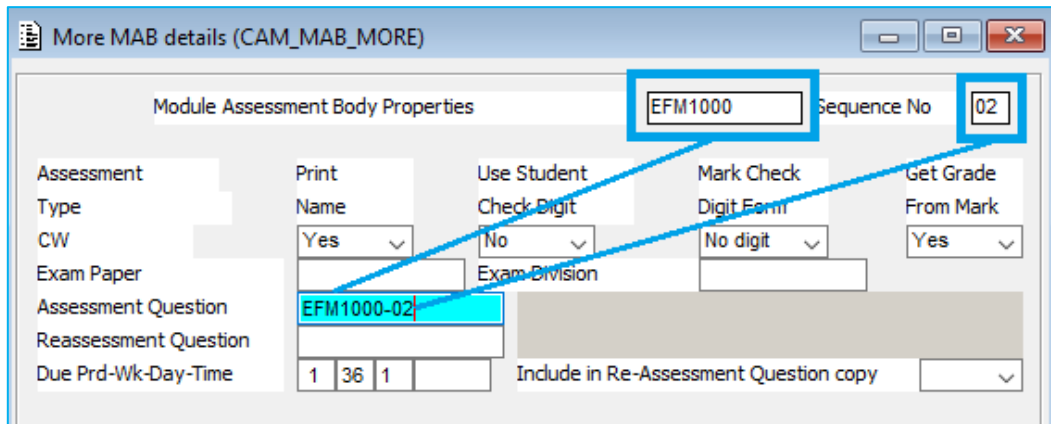
3. The **AQH** code will not be recognised the first time you **store** and a message will appear at the bottom left of the screen:

Code 'AHD3303B-02' not found, please amend or press <DETAIL> for a list.

4. Double click in **Assessment Question** and select **Yes** on the dialogue box to add the code. This will open the **AQH** record.
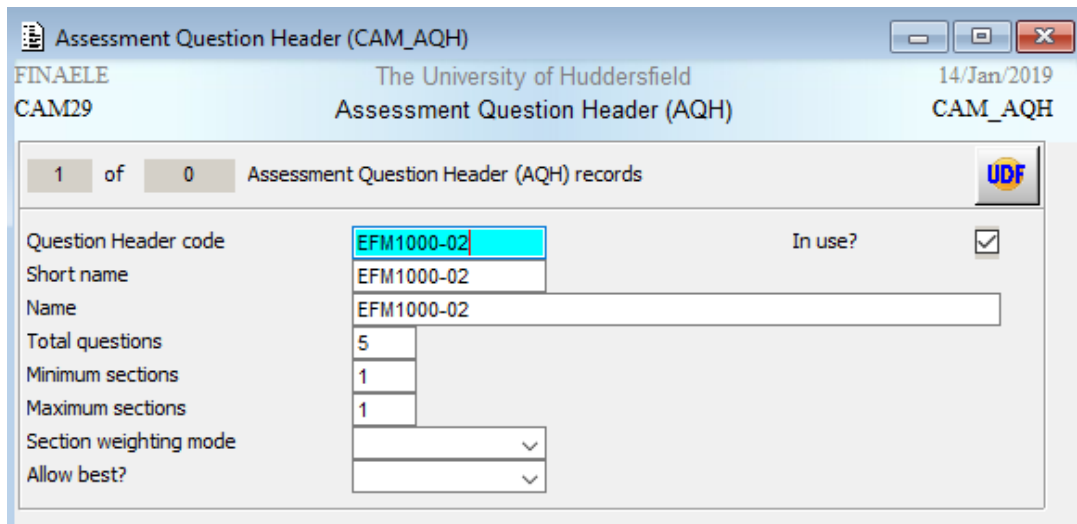
5. Complete as follows:
    a) Tick the **In Use** box
    b) Fill in **Short name** and **Name** – you can use the **AQH** code for these
    c) **Total questions** – this is the number of sub-components for this component. It must always be 1 for 100% weighted components.
    d) **Minimum sections** – this will always be 1
    e) **Maximum sections** – this will always be 1
    f) **Section weighting mode** – leave blank

g) **Allow best?** – leave blank

6. **STORE**

Assessment Question Section (AQS)

Steps:

1. On the stored **AQH** screen go to the **Other** Menu and select **Section**. The AQS screen will open with the Question Header and sequence number already filled in.
2. Complete as follows:
   a) **Name** – again you can use the **AQH** code
   b) **Weighting** – will always be 100
   c) **Minimum questions** – this is the number of sub-components for this component
   d) **Maximum questions** – again this is the number of sub-components for this component
   e) **Question weighting mode** – leave blank
   f) **Allow best?** – leave blank
   g) **Mandatory section?** – leave blank
3. **STORE**

Assessment Question Element (AQE)

Steps:

1. On the stored **AQS** screen go to the **Other** Menu and select **Element**. The **AQE** screen will open with the Question Header and sequence number already filled in.

   To complete an **AQE** (sub-component):

   a) **Name** – it is important to use a meaningful name as students will see this

   b) **Mark scheme** – leave blank as we are not currently marking at sub-component level

   c) **Weighting** – enter the weight of this sub-component as a percentage of the **MAB** (so if a **MAB** has two equally weighted subcomponents, the weightings will be 50 for each sub-component. The weightings of all subcomponents of a MAB should add up to 100).

   d) **Maximum mark** – leave blank as we are not currently marking at sub-component level

   e) **Requires grade entry?** – leave blank

   f) **Feedback options** – leave blank

2. Open the **UDF**

Complete as follows:

a) **Hand-in type** – enter a hand-in type. This should be 'manual' if a coversheet is needed for this piece of work, otherwise specify method of submission (e.g. turnitin, dropbox)

b) **Open for extension?** – enter a Y if open for extensions or N if not

c) **Last permitted extension date** – enter a date in the format dd/mm/yyyy. This is only required if this component is open for extensions

d) **Is evidence mandatory?** – enter a Y if evidence is mandatory or a N if not.

e) **PRS code for evidence handler** – enter the PRS code of the evidence handler (e.g. person who deals with submitted evidence)

f) **PRS code for extended extensions –** enter the PRS code of the person who will deal with extended extensions. If this field is left blank it will default to the School level evidence handler defined elsewhere in ASIS.

3. **STORE**

NB: PRS code for evidence handling can be an individual mailbox or a shared mailbox. If you need a new PRS record setting up for a shared mailbox, contact ASIS Support. If this field is left blank it will default to the School level evidence handler defined elsewhere in ASIS.

NB: To add another **AQE**, go to **File** and select **Add.** A new AQE record will be added with a new sequence number. Add the details as above and repeat until you have the required number of **AQE** (sub-component) records.

NB: Component and Subcomponent details should be reviewed and updated (checked against assessment briefs) ready for the start of each new academic year.

Creating the Module (MOD)

The **MOD** defines the individual units that a student studies to gain credits.

Steps:

1. Open **MOD** screen
2. Enter module code in **Module** (if it does not exist you will be creating it)
3. Enter module code in **Short name**
4. Tick the **In Use?** tick box. This should always be checked for modules being used in the current academic year.
5. Enter the full module title in **Full name**

NB*:* this appears on Transcripts so needs to be meaningful and not all in capitals

6. Double click in **Domain** and select the Module Area from list

7. Double click in **Faculty** and select the Faculty from the list

8. Double click in **Department** and select Department from list

9. Double click in **Scheme** and select the appropriate scheme (e.g. **CATS**)

10. Double click in **Level** and select the appropriate level (e.g. A= Advanced, F = Foundation)

11. Double click in **Module Tutor** and use the Add Criteria to identify the correct PRS for the relevant tutor (this is used for online Mark Entry)

12. If applicable, enter number of credits (e.g. 20.00) in **No. of credits** (this would be blank for non-credit bearing modules)

13. Enter the number of **Study Hours**

14. Complete **Number of Periods** fields

15. Enter the **SAVP** date in **Last Update**

16. If applicable, enter the module code in **Assessment Pattern** as set up on the **MAP**

17. Enter **Mark Scheme** (e.g. M2 for graded undergraduate modules or MN2 for ungraded undergraduate modules. These are the standard undergraduate Module Mark Schemes. There are other Module Mark Schemes which are school specific and may operate outside the norm for both UG and PG regulations. Please check with your ASIS Manager if you are unsure. Use of incorrect marking schemes may cause issues when entering marks later in the student cycle)

18. Enter **Module (M)** for **Assmn't Method** and **Print result of**

19. Double click in **External Subject** and select the relevant subject area. This data is maintained by Data Returns/Course Data Team in line with The Higher Education Classification of Subjects (HECoS). Please contact your ASIS Manager if you have any queries as this needs to be correct for the HESA return.

20. Enter **'Module Type'** (usually I – Integrative).

    NB: It is important that this field is completed otherwise ASIS will be unable to calculate classifications where student records include this module

21. Double click in **External Credit Level** and select the appropriate level (e.g. 1 for DEGREE LVL 1)

22. **STORE**

Creating the Module Availability (MAV)

The **MAV** shows the month(s) and academic year(s) that the module is available.

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This creates the availability (occurrence(s)) of modules and will need setting up for each year that the module is running.

Once the module has been added via **MOD**, the Module Availability record (**MAV**) needs to be created. This can be done two ways:

Option 1

Steps:

From the **MOD** screen go to **OTHER** and select **Availability > Original View**

1. Enter 3 letter Module Occurrence in **Oc** e.g. A module running on Queensgate Campus (QG) beginning in September (A) = QGA (See Appendix 1 for the full protocol and list)

2. Enter the academic year in **Year** (Availability must always be in the future; availability should not be set for an Academic Year that has started)

3. Double click in **Period** and select the correct period i.e. YEAR for year-long modules, S1 and S2 for single semester modules

4. When you enter the **Period** the Start **S**, End **E,** and Period **PS** fields will pre-populate. The Start Week **SW** and the End week **EW** will also pre-populate.

5. Add A (Available) in **Status.** This makes available for online module choice and online module marking. If this field is left blank the module will not appear in the MyReading system. Importantly if the field is left blank and student attempt to choose the module as part of their diet the system will show an error message advising "Run on Server failed".

6. Enter QG in **LOC** if taught at Queensgate Campus. Double click in blank field to view further options.

7. Enter the appropriate mark scheme in **MkSch** e.g. M2/MN2

8. Add **Module tutor.** This is the tutor who will automatically have permissions for online mark entry for this modules. (The **MKR** screen can be used to add additional markers for MEoW. School specialist support can add additional tutors to a module in Brightspace).

9. The target is set at 999 at this stage, although this can be used to set actual targets on student numbers if there is a cap or set to 0 to indicate that the module is no longer available.

10. The number in **Actu** is a total of the number of students who have been scheduled onto the module and this will populate automatically.

11. Enter Y in the **Dsp** field and tick the VLE box so that details appear on Blackboard

12. Tab out of the line and the prompt 'Do you want to create another record' will appear – Click on Yes to create another record if required.

13. **STORE**

NB: Modules can be available more than once in a period. This can only happen if a different occurrence is used. The Module must exist in the Module table, but until the module is available (i.e. it has a **MAV**) teaching events cannot be generated and students cannot take the module (i.e. **SMO** and **SMR** records cannot be generated unless there is a corresponding module occurrence record (**MAV**)).

NB: If **MAP** is changed the **ASSESSMENT PATTERN** on **MAV** and **MOD** must also be changed.

NB: Schools will have a procedure in place to roll **MAV**'s over on a yearly basis. Due to Data Futures it is essential that data is checked before rolling over as it will be reported on at more frequent intervals over the academic year.

NB: Some courses offer yearlong modules which can require non-standard year **MAV**s. Please speak to your ASIS Manager if you think your module requires a non-standard year **MAV**.

Module Description (MDS)

The description displayed on Module Choices on Web (MCoW) is input and managed on the **MDS** screen. It is important to make sure that the description is as informative as possible as this information is displayed to students when selecting modules through MyDetails. The Central Marketing also use MDS to provide information in Course Finder so it is important to use the right version. Do not alter the "***COURSE FINDER VERSION*** Do not edit in ASIS" version.
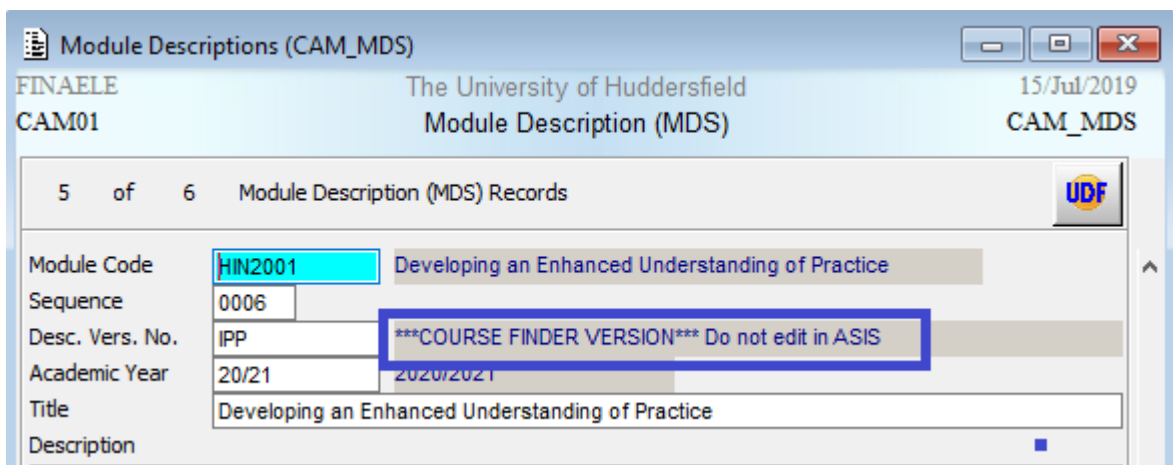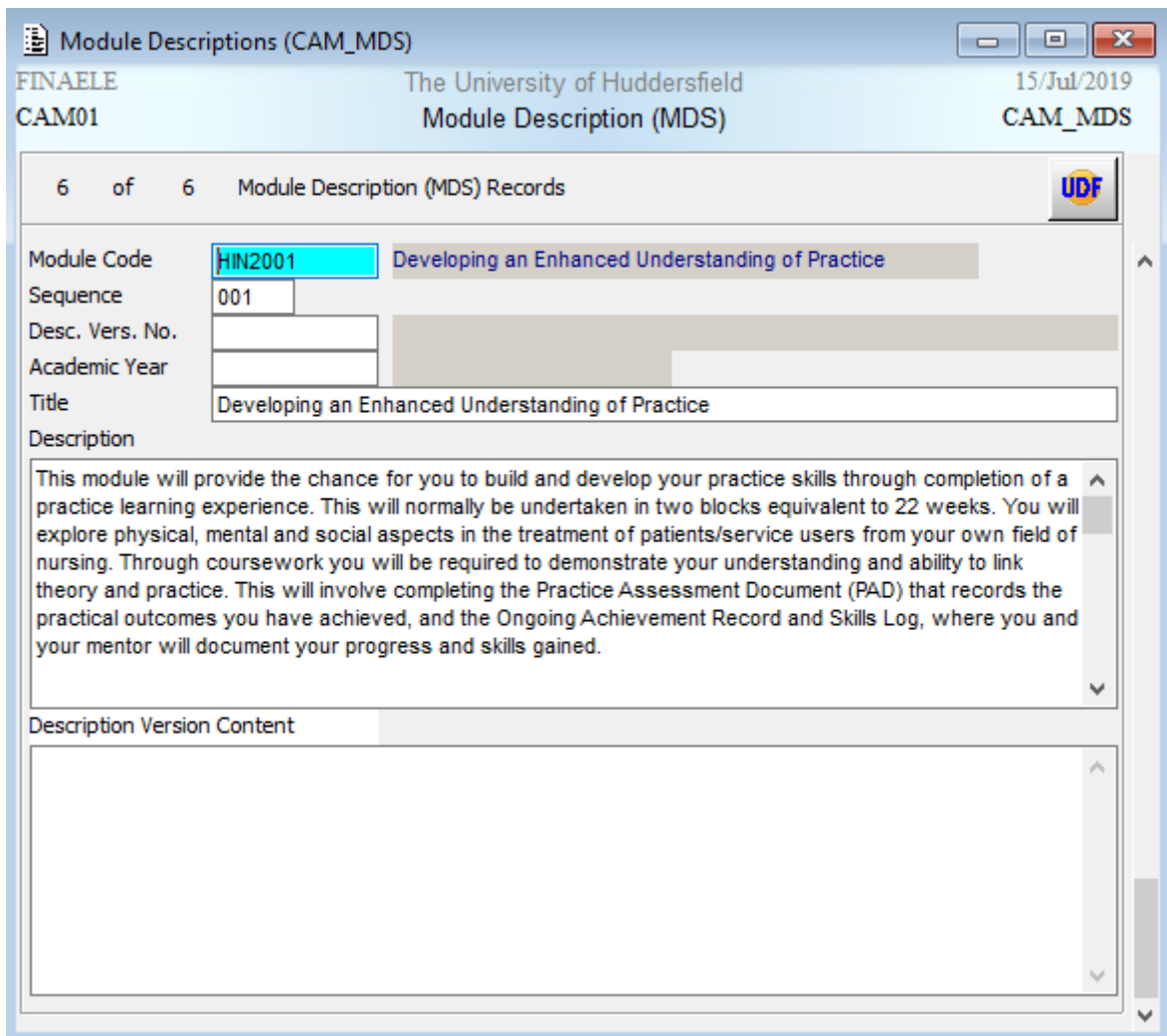
1. You can get to the **MDS** screen from the **MOD** screen by going to the **Other** menu and selecting **Description Texts** or open the **MDS** screen directly and retrieve the module code.
2. You need to enter a sequence number (e.g. 001)
3. The **Desc Vers No** is used to denote IPP usage
4. The **Title** needs to be the title from the Module Specification
5. Input the synopsis from Module Specification in the **Description** field, usually a few lines.
6. **STORE**

Setting up Due Dates

A period dates crib sheet is circulated to ASIS Managers on a yearly basis to help you calculate the week and day.

Components

Due date is set using the **Due Prd/Wk/Day** fields on the **MAB**.

For an exam (assessment type EXAM) or an in-class test under exam conditions (assessment type EXICT) this should be blank to allow the assessment to feed through to **WASP**.

For other types of assessment such as coursework or portfolio this date should be when the work is due, entered as:

- **Prd** 1
- **Wk** X (where X is the week the work is due – see below for how to calculate)
- **Day** Y (where Y is the day of the week the work is due – Monday is 1 and Friday is 5)

For example, you have a **MAV** with a period of YEAR that has a piece of coursework that is due in on Friday 25th October 2018, use the crib sheet to find the week containing that date:

YEAR					
18/19	YEAR		1	17-Sep-18	23-Sep-18
18/19	YEAR		2	24-Sep-18	30-Sep-18
18/19	YEAR		3	01-Oct-18	07-Oct-18
18/19	YEAR		4	08-Oct-18	14-Oct-18
18/19	YEAR		5	15-Oct-18	21-Oct-18
18/19	YEAR		6	22-Oct-18	28-Oct-18
18/19	YEAR		7	29-Oct-18	04-Nov-18
18/19	YEAR		8	05-Nov-18	11-Nov-18
18/19	YEAR		9	12-Nov-18	18-Nov-18
18/19	YEAR		10	19-Nov-18	25-Nov-18
18/19	YEAR		11	26-Nov-18	02-Dec-18

On the **MAB** record you would set it up as

- **Prd** 1
- **Wk** 6
- **Day** 5

This is necessary as when **SAS1b** is run to generate assessment due dates the periods/weeks/day information is translated into an actual date written to the log records (**SAL**).

Subcomponents

Steps

1. Once you have finished creating all components and sub-components for a **MAV**, open the **SAS** screen.
2. Fill in the year, period, module code and occurrence of the **MAV** then run **SAS1a** to generate assessment due dates.
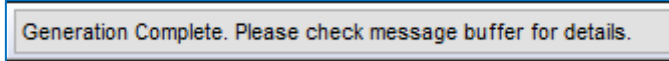
In the message line on the bottom of your screen you should see a message stating 'Generation Complete'.

Generation Complete. Please check message buffer for details.

This process creates **MQD** (Module Assessment Question Due Date) records.

3. Open the **MQD** screen and enter the module code, occurrence, year and period and retrieve. There should be an **MQD** record for each sub-component on the module showing the 'MAP-Seq' Assessment Question constructed on the **AQH**. Components do not have **MQD** records.
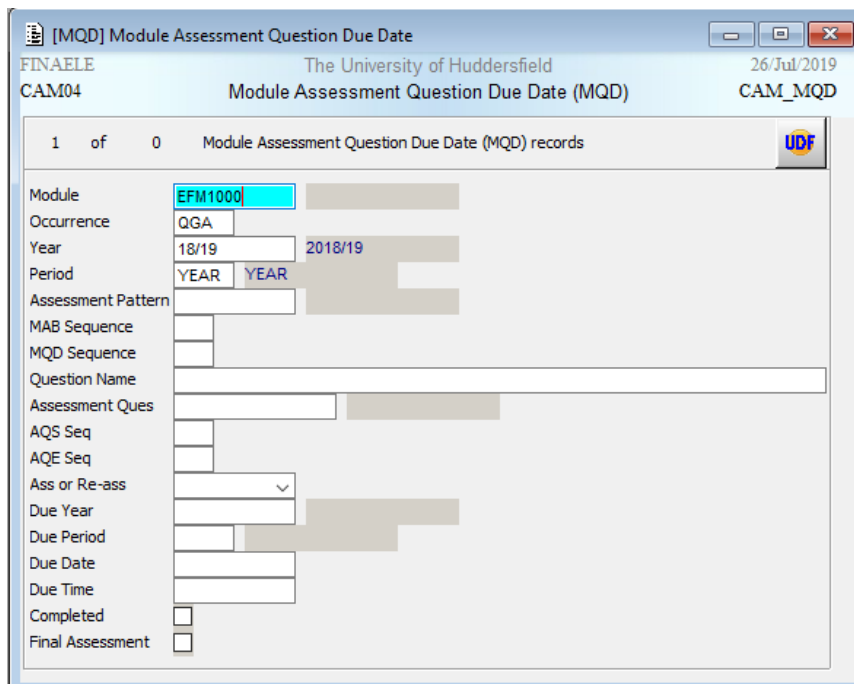
4. Enter the due date for each sub-component into the Due Date box. Dates need updating before the start of each academic year. It is good practice to enter the assessment title into the 'Question Name' box as this is useful when cross-checking.
5. **STORE**

6. Open **SAS** and run **SAS1b** to generate assessment records so the dates on **MQD** are written to the log records (**SAQL**)
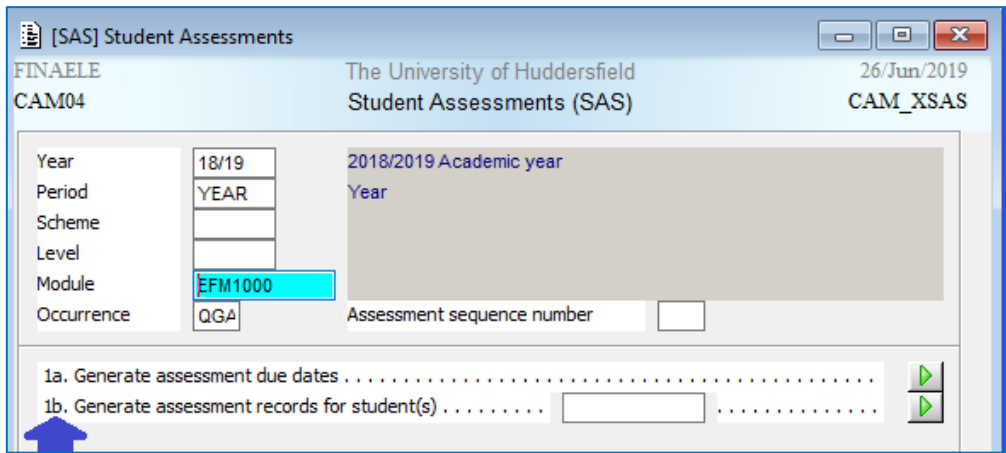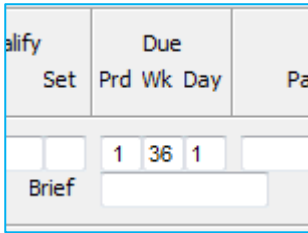
Changing Due Dates

Components

For pieces of work at component level (i.e. where there are no subcomponents), there are two ways to change a submission date after **SAS1b** has been run.

Option 1

Steps

1. Contact ASIS Support to request SMR records are removed by MRM.
2. Open the MAB screen and alter **due period/week/year** to reflect the new date

3. Re-run **SAS1b**.

NB: This can only be done if NO student(s) have applied for extensions

Option 2

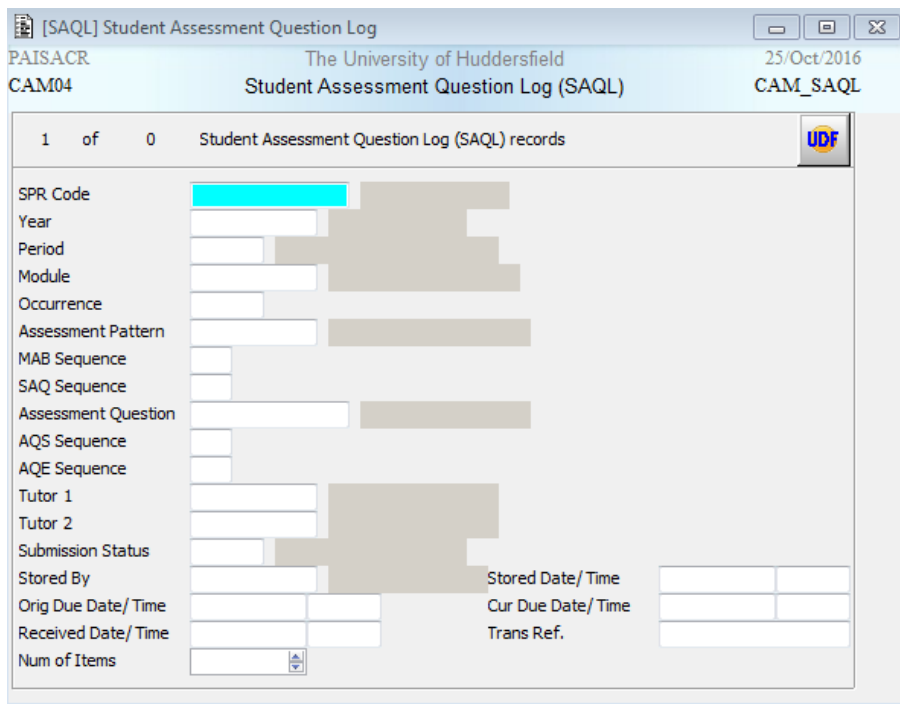#### Steps

1. Open **SALS** screen

2. Fill in the **Year**, **Period**, **Module**, **Occurrence** and **Seq** (**MAB** sequence – i.e. which component) and retrieve
3. The **Orig Due Dat/Tim** field contains the submission date. This field can be changed to the new due date (global update can be used if required and only if you have the correct access).
4. **STORE**

NB: If changing the due date using the **SALS** screen, you should still go back to **MAD** and correct due date as this will ensure that any new students registered onto the module will have the correct submission dates.

Subcomponents

Steps
1. Open **SAQL** screen

Asis Training

2. Fill in **Year**, **Period**, **Module**, **Occurrence**, **MAB sequence** (which component) and **AQE sequence** (which sub-component) and retrieve

3. The '**Orig Due Dat/Tim**' field contains the submission date. This field can be changed to the new due date (global update can be used if required and only if you have the correct access).

4. **STORE**

NB: If changing the due date using the **SAQL** screen, you should still go back to **MQD** and correct the due date as this will ensure that any new students registered onto the module will have the correct submission dates.

Appendix 1 – Coding Structure for MAV Occurrence Codes

MAV Occurrence codes have 3 character codes, where:

- Characters 1 and 2 indicate the location of the module occurrence
- Character 3 indicates the start month of the module occurrence

For example:

Asis Training

A module offered at the Queensgate Campus with a September start would have a **MAV** Occurrence code of 'QGA'.

A module offered at the Barnsley Campus with a January start would have a **MAV** Occurrence code of 'BAJ'.

Codes to be used for start months:

September - A
October - O
November - N
December - D
January - J
February - F
March - M
April - L
May - Y
June - E
July - U
August - T

In addition, it is permissible to use a third character of 'Z' to create a **MAV** specifically for trailing students who cannot be attached to the normal taking record or where a module is no longer offered and where students on Integrated Masters courses (undergraduates) are studying the same modules as students on Postgraduate courses.

The current MAV occurrence list (as of **November 2020**) is held on the ASIS Support web page. Please refer to this list if you need to check current occurrences. If you require new MAV occurrence codes, please request these from **ASIS Support** via your ASIS Manager.

Appendix 2 – Advanced methods

FILE RELEASE

1. Open the relevant screen
2. Enter the code of a module that is similar to the one you want to set up and RETRIEVE.
3. Go to FILE on the top menu and click on RELEASE (At the top of the record it should say 1 of 0 records – along the bottom of the screen it should say 'control released, data available as default for new input)
4. The record on the screen is now a copy and can be edited
5. **STORE**