

## How to check who is added to the triggered module.

**BEFORE you start the module triggering process**, it is a good idea to ask the module team if there are any changes needed to who is listed as an instructor on each module in studentcentral. This guide will detail how the instructors are added onto the module and how you can change these details.

During the module triggering process you will be asked to check if the correct staff names and other user accounts are to be registered again as instructors on the new module instance for the coming year; you will see a screen that looks similar to this:

To create the modules with last years tutors rolled over click the button. Or scroll down to amend tutors before triggering.

trigger studentcentral module creation

**Uncheck any tutors no longer required** and add additional tutors comma separated by username. Contact [Cathy Frankland](#) if in doubt - we're happy to help!

Code	Title	Module Tutor & Defaults	Tutors from Last Year	Extra e.g. kh32, lha
CI204_2018	2018 CI204 - Databases II	Goran Soldar (gs3) C M I S Resources (cmisr) Computing Division (cd286) CEM Administrator (cmisa)	<input checked="" type="checkbox"/> Sarah Holloway <input checked="" type="checkbox"/> C M I S Resources <input checked="" type="checkbox"/> Petra Leimich <input checked="" type="checkbox"/> Computing Division <input checked="" type="checkbox"/> Jennie Harding <input checked="" type="checkbox"/> Jane Challenger Gillitt <input checked="" type="checkbox"/> CEM Administrator <input checked="" type="checkbox"/> uchr <input checked="" type="checkbox"/> Goran Soldar	
CI206_2018	2018 CI206 - Systems analysis and design	Michalis Pavlidis (mp486) C M I S Resources (cmisr) Computing Division (cd286) CEM Administrator (cmisa)	<input checked="" type="checkbox"/> C M I S Resources <input checked="" type="checkbox"/> John Kingston <input checked="" type="checkbox"/> Petra Leimich <input checked="" type="checkbox"/> Computing Division <input checked="" type="checkbox"/> Jane Challenger Gillitt <input checked="" type="checkbox"/> CEM Administrator <input checked="" type="checkbox"/> Michalis Pavlidis	

If you need to make changes, please update CAMS and [start again](#).

trigger studentcentral module creation

Instructors are added onto the module instance in studentcentral in five different ways:

1. *Module leader, as listed on the module record in SITS*
2. *Default usernames, which might include generic admin usernames*
3. *Tutors/instructors that were listed on the module instance from last year*
4. *Extra names that you add **during** the triggering process*
5. *Extra names that are added **after** the triggering process*

## How to make changes to the names listed.

### 1. Module leader, as listed on the module record in SITS:

In the column labelled 'Module Tutor & Defaults' the first name listed is the module tutor/leader, as listed in SITS.

To update this information log into SITS. Navigate to the MOD screen of the module you want to check; make the necessary alterations to the Module Tutor/Leader's name and then Store the changes either by doing CTRL+S or File> Store

[MOD] Module  
FC78 University Of Brighton 23/Apr/2018  
CAM01 Module (MOD) CAM\_MOD

1 of 1 Module (MOD) Records UDF

Module Code	CI204	Short Name	CI204	In Use	<input checked="" type="checkbox"/>
Full Name	Databases II				
Desc Vers No		Credits	20.00		
Domain	CI	Computing and Information Systems	Study Hours	200	
Faculty	P	Faculty of Science and Engineering	No. of Periods	1	
Department	J4	School of Computing, Engineering and Mathematics	Att. Perc.	<input type="text"/>	
Scheme	UGF	Undergraduate/Postgraduate Framework	Active	<input type="checkbox"/>	
Level	S	LEVEL 5	External Module	<input type="text"/>	
Topic Collection			Last Update	22/Jul/2010	
Module Tutor	GS3	DR GORAN SOLDAR	Generic Exemption	<input type="checkbox"/>	
Registration mode		Allow Repeats	Franchise indicator	<input type="checkbox"/>	
Assmn't Pattern	CI204/17	Databases II	Assmn't Method	Module (M)	
Marking Scheme	MOD51	NEW Modular, Grades/Marks, 40% Pass, Refer allo	Print result of	Both (B)	

## 2. Default usernames, which might include generic admin usernames:

In the column labelled 'Module Tutor & Defaults' you will see any usernames that have previously been requested as being automatically added to all modules with a particular prefix.

In this example usernames cmisr, cd286 and cmisa have been automatically added, as defaults, to all modules with the prefix CI.

If you would like to make any changes to the defaults for your module prefixes please contact Cathy Frankland ([c.frankland@brighton.ac.uk](mailto:c.frankland@brighton.ac.uk))

Code	Title	Module Tutor & Defaults
CI204_2018	2018 CI204 - Databases II	Goran Soldar (gs3) C M I S Resources (cmisr) Computing Division (cd286) CEM Administrator (cmisa)

## 3. Tutors/instructors that were listed on the module instance from last year:

In the column labelled 'Tutors from Last Year' you will see any usernames of instructors that were listed on the module instance for the last academic year

If you want to remove any of the tutors that were on the module from last year you can untick the box next to the relevant name.

Code	Title	Module Tutor & Defaults	Tutors from Last Year	Extra e.g. kh32, lha
CI204_2018	2018 CI204 - Databases II	Goran Soldar (gs3) C M I S Resources (cmisr) Computing Division (cd286) CEM Administrator (cmisa)	<input checked="" type="checkbox"/> Sarah Holloway <input checked="" type="checkbox"/> C M I S Resources <input checked="" type="checkbox"/> Petra Leimich <input checked="" type="checkbox"/> Computing Division <input checked="" type="checkbox"/> Jennie Harding <input checked="" type="checkbox"/> Jane Challenger Gillitt <input checked="" type="checkbox"/> CEM Administrator <input checked="" type="checkbox"/> uchr <input checked="" type="checkbox"/> Goran Soldar	

## 4. Extra names that you add **during** the triggering process:

In the final column labelled 'Extra' you can add extra staff that need to be instructors on the module. Type their username into the 'Extra' column text box. If you need to add more than one person type the multiple usernames, each separated with a comma, for example *kh32, fc78, lha, cms40*

## 5. Extra names that are added **after** the triggering process:

Extra instructors can quickly and easily be added onto a module by existing instructors (please contact Cathy Frankland [c.frankland@brighton.ac.uk](mailto:c.frankland@brighton.ac.uk) for a help guide if you are not sure how to do this).

It is MUCH better to identify any changes that are needed to the lists of instructors BEFORE the new instance is triggered; it is still possible to add new instructors after triggering, but this can cause delay in the new instructor accessing the module while the process is completed.

If you have any questions, queries or concerns about these procedures please contact:

Cathy Frankland: Room G9, Watts Building, Moulsecomb.  
Tel: 01273 – 64(2775). Email: [c.frankland@brighton.ac.uk](mailto:c.frankland@brighton.ac.uk)