

Optional Module Choices - Staff Process

The staff area is located in the Academic Staff & Advisors tab in the Banner Self-Service.

Choice Selection	Personal Information	Banner Web for Associate Colleges	Student Services	Academic Staff & Advisors
Course Information View all information relating to CRN, such as Assessment Templates; Class Lists; Student Grades; and your Academic Schedule.	Individual Student Record Information Display student record information, including registration status, a detailed schedule of classes, holds information, etc.	Programme Information View all information relating to programmes, such as list of students on a programme.	Student Information by Staff Role View a list of students by staff role (e.g. personal tutor), Personal Tutor Management System.	
Search Facility Allows the user to search via CRN; Programme; and Student Names	Notes for Guidance Click here for help guides	Coursework Hand-in System Allows the user to create and edit coursework header sheets	Print Coursework Header Sheets Allows the user to print Coursework Header sheets	
Applicant / Student Status View a person Applicant / Student Status	Admissions Process Applications	List of Research Students. View a list of research students.	Download Reports Run download reports.	
Extenuating Circumstances Extenuating Circumstances	Teaching Cancellation Notifications System Notify students and faculties of changes to teaching sessions.	Degree Apprenticeship Degree Apprenticeship	Student Local Institution ID / Student Banner ID Search Search for, update and insert Local Institute IDs for students in your institution.	
Aspire Aspire	Module Option Choice Selection Module Option Choice Selection			

The process is almost identical to the student process.

The main differences are that staff members would need to first choose a student via a list of Programmes.

For a Programme Leader, it should show the programmes they are responsible for and for Faculty administrators, it should show all programmes for their faculty.



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Browse

Personal Information | Academic Staff & Advisors | Time Allocation Schedule (TAS)

Home > Student Selection via Program

Program:

Submit

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You can select the Programme from the drop-down menu (as shown in example below), then click Submit.

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Personal Information | Academic Staff & Advisors | Time Allocation Schedule (TAS)

Home > Student Selection via Program

Program: [P11718] MEng MECHANICAL ENGINEERING

Submit

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After that, you can select the student from the list.

[Browse](#)[Personal Information](#) | [Academic Staff & Advisors](#) | [Time Allocation Schedule \(TAS\)](#)[Home](#) > **Student Selection****Programme: [P11718] MEng MECHANICAL ENGINEERING**[Change Programme](#)

Students that have chosen their options are indicated with a 'Y/N' prefixed before the Banner ID.

Student:

[Submit](#)

N	[REDACTED]
Y	[REDACTED]
N	[REDACTED]

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Please follow guidelines below to understand how to choose/amend optional modules.

Personal Information | Academic Staff & Advisors | Time Allocation Schedule (TAS)

Home > Programme Selection

Student:	<input type="text"/>	Change Student	
College/Site:	Programme of Study:	Mode:	Predicted Year:
<input checked="" type="radio"/> Univ of Greenwich at Medway	P11718 MEng MECHANICAL ENGINEERING	M01 Full Time > 24 wks	3
Choose options for this programme			
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Personal Information | Academic Staff & Advisors | Time Allocation Schedule (TAS)

Home > Options Selection

 Student: [Redacted] **Module Options Homepage**

 College/Site: Univ of Greenwich at Medway
 Programme of Study: P11718 MEng MECHANICAL ENGINEERING
 Mode: M01 Full Time > 24 wks
 Predicted Year: 3

Providing you successfully progress to the next stage of your programme, please find below details of the anticipated core modules you may study and the options you need to choose from for the next academic year.

You can click on the link of each module to obtain its brief description. Please select carefully as these modules will form your full record for the next academic year. If you do not choose your options by the deadline, your options will be allocated at our discretion. The un

You will not be able to choose elective modules now (options not part of your programme structure). These will have to be chosen and loaded to your record via your faculty office, applying dummy credits to your record in the meantime.

If you have any questions please contact your relevant faculty/department/programme leader.

Total credit applied so far for year - 60 / 120

Students are required to study the following compulsory modules These modules will be assigned to the student's record automatically.

Select	Module Code	Module Title	Part of Term	Credits
<input checked="" type="checkbox"/>	ELEC-1036	Individual Project	Standard Double Term	30
<input checked="" type="checkbox"/>	MECH-1006	Numerical Methods in Mechanical Engineering	Standard Double Term	15
<input checked="" type="checkbox"/>	OENG-1003	Engineering Professional Skills 3	Standard Double Term	15

Students are also required to choose 60 credits from this list of options.

Select	Module Code	Module Title	Part of Term	Credits
<input type="checkbox"/>	ELEE-1154	Control and Mechatronics	Standard Double Term	15
<input type="checkbox"/>	GEEN-1134	Advanced Fluid Mechanics	Standard Double Term	15
<input type="checkbox"/>	MECH-0036	Thermal Power Plant and Heat Transfer	Standard Double Term	15
<input type="checkbox"/>	MECH-1026	Materials Under Stress	Standard Double Term	15
<input type="checkbox"/>	MECH-1059	Engineering System Dynamics	Standard Double Term	15

Browse

Personal Information | Academic Staff & Advisors | Time Allocation Schedule (TAS)

Home > Options Selection

Student:

Module Options Homepage

College/Site: Univ of Greenwich at Medway

Programme of Study: P11718 MEng MECHANICAL ENGINEERING

Mode: M01 Full Time > 24 wks

Predicted Year: 3

Providing you successfully progress to the next stage of your programme, please find below details of the anticipated core modules you may study and the options you need to choose from for the next academic year.

You can click on the link of each module to obtain its brief description. Please select carefully as these modules will form your full record for the next academic year. If you do not choose your options by the deadline, your options will be allocated at our discretion.

You will not be able to choose elective modules now (options not part of your programme structure). These will have to be chosen and loaded to your record via your faculty office, applying dummy credits to your record in the meantime.

If you have any questions please contact your relevant faculty/department/programme leader.

Total credit applied so far for year - 120 / 120

Students are required to study the following compulsory modules These modules will be assigned to the student's record automatically.

Select	Module Code	Module Title	Part of Term	Credits
<input checked="" type="checkbox"/>	ELEC-1036	Individual Project	Standard Double Term	30
<input checked="" type="checkbox"/>	MECH-1066	Numerical Methods in Mechanical Engineering	Standard Double Term	15
<input checked="" type="checkbox"/>	OEN0-1003	Engineering Professional Skills 3	Standard Double Term	15

Students are also required to choose 60 credits from this list of options.

Select	Module Code	Module Title	Part of Term	Credits
<input checked="" type="checkbox"/>	ELEE-1154	Control and Mechatronics	Standard Double Term	15
<input checked="" type="checkbox"/>	GEEN-1134	Advanced Fluid Mechanics	Standard Double Term	15
<input checked="" type="checkbox"/>	MECH-0036	Thermal Power Plant and Heat Transfer	Standard Double Term	15
<input checked="" type="checkbox"/>	MECH-1026	Materials Under Stress	Standard Double Term	15
<input type="checkbox"/>	MECH-1059	Engineering System Dynamics	Standard Double Term	15

Continue

Browse

[Personal Information](#) | [Academic Staff & Advisors](#) | [Time Allocation Schedule \(TAS\)](#)

Home > Options Selection

 Student: [REDACTED] **Module Options Homepage**

College/Site: Univ of Greenwich at Medway

Programme of Study: P11718 MEng MECHANICAL ENGINEERING

Mode: M01 Full Time > 24 wks

Predicted Year: 3

Providing you successfully progress to the next stage of your programme, next year you would be studying the following modules.

Please confirm your choice

The following compulsory modules have already been attached for you.

Module Code	Module Title	Part of Term	Credits
ELEC-1038	Individual Project	Standard Double Term	30
MECH-1088	Numerical Methods in Mechanical Engineering	Standard Double Term	15
OENG-1003	Engineering Professional Skills 3	Standard Double Term	15

The following modules have been chosen by you

Module Code	Module Title	Part of Term	Credits
ELEE-1154	Control and Mechatronics	Standard Double Term	15
GEEN-1134	Advanced Fluid Mechanics	Standard Double Term	15
MECH-0030	Thermal Power Plant and Heat Transfer	Standard Double Term	15
MECH-1028	Materials Under Stress	Standard Double Term	15

If you do not accept your options by the deadline, your options will be allocated at our discretion. The university also reserves the right to change your modules for academic or operational purposes.

Once you accept these modules, you will only be able to amend them before the deadline.

Back Accept

Don't forget to click on Accept, once selection is completed.