

Optional Module Choices - Staff Process

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

Course Info	ormation	•	Individual Student Record		Programme Information	•	Student Information by Staff
View all into CRN, such i Templates; (Grades; and Schedule.	rmation relating to as Assessment Class Lists; Student I your Academic		Information Display student record information, including registration status, a detailed schedule of classes, holds information, etc.		View all information relating to programmes, such as list of students on a programme.		Role View a list of students by staff role (e.g. personal tutor), Personal Tutor Management System.
Search Fac Allows the u CRN: Progra Names	ility ser to search via amme; and Student	•	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 / View a pers Student Sta	Student Status on Applicant / tus		Admissions Process Applications		List of Research Students. View a list of research students.		Download Reports Run download reports.
Extenuating Extenuating	g Circumstances 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	1			



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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Personal Information	Academic Staff & Advisors Time Allocation Schedule (TAS)
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ne > Student Selection via	Program
Program:	
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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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Browse	
Personal Information Academic Staff & Advisors Time Allocation Schedule Home > Student Selection via Program	e (TAS)
Program: [P11718] MEng MECHANICAL ENGINEERING	
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RELEASE: 1.05.03.30	

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



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

Stu	dent:	Change Student		
	College/Site:	Programme of Study:	Mode:	Predicted Year:
۲	Univ of Greenwich at Medway	P11718 MEng MECHANICAL ENGINEERING	M01 Full Time > 24 wks	3
С	hoose options for this program	nme		

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Mode:		M01 Full Time > 24 wks			
Predicte	d Year: 3				
Providing	you successfully	progress to the next stage of your programme, please find	below details of the anticipated co	re modules you may	study and the options you need to choose from for the next academic year.
Manager	and an the last of				
You can o	CICK on the link of	each module to obtain its brief description. Please select c	arefully as these modules will form	s your full record for th	e next academic year. If you do not choose your options by the deadline, your options will be allocated at our discretion. The u
You will n	not be able to choo	ose elective modules now (options not part of your program	me structure). These will have to t	be chosen and loaded	to your record via your faculty office, applying dummy credits to your record in the meantime.
	-				
If you have	ve any questions p	please contact your relevant faculty/department/programme	e leader,		
		Total credit a	opplied so far for year - 6	0 / 120	
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the sta	dent s record	automatriany.			
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1	OENG-1003	Engineering Professional Skills 3	Standard Double Term	15	
Studen	ts are also req	quired to choose 60 credits from this list of op	ptions.		
Select	Module Code	Module Title	Part of Term	Credits	
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	GEEN-1134	Advanced Fluid Mechanics	Standard Double Term	15	
	MECH-0038	Thermal Power Plant and Heat Transfer	Standard Double Term	15	
	MECH-1028	Materials Under Stress	Standard Double Term	15	
	MECH-1059	Engineering System Dynamics	Standard Double Term	15	



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Person	al Information	Academic Staff & Advisors Time Allocation S	Schedule (TAS)		
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	and he able to choo	se elective modules now (onlines not part of your program	me singthing) These will have to h	s chosen and loaded to your record	d via your faculty office, and ving dummy credity to your record in the meantime
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Don't forget to click on Accept, once selection is completed.