Online Diet Maintenance
User Guide
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Introduction

During each academic year students will study a number of modules. Some of these modules may be compulsory (modules that every student studying on a specific pathway/programme route must attend). In addition to this a student may be given a list of optional modules from which they must choose a specified number. These modules are known as electives (SME).

The aim of the Student Module Diet process is to create the compulsory, and optional, modules for a set of students.

When a diet is generated, compulsory modules are automatically generated and stored against a student’s record. Optional modules (e.g. select one of three modules) are generated as Student Module Elective (SME) records and the process of choosing them can be carried out through e:Vision Module Registration (EMR).

The purpose of this document is to assist departments in creating and maintaining module diets for your courses. The online diet maintenance functionality is owned by the Exams office and access to it is given by Helen Greenwood, Jo Latimer or Lorraine Tipper (via SITS PCE -> EV_DIETS).
1.0 LOGGING ON TO DIET MAINTENANCE or ACCESSING DIET MAINTENANCE

<table>
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<tr>
<th>Instructions</th>
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<tbody>
<tr>
<td><strong>Step 1</strong></td>
</tr>
<tr>
<td>Launch internet explorer or other web browser by double clicking on the icon.</td>
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<tr>
<td><strong>Step 2</strong></td>
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<tr>
<td>You will then need to sign in to access the e:Vision online student records service.</td>
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<tr>
<td><strong>Step 3</strong></td>
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<tr>
<td>From the e:Vision online student records service homepage click on ‘Diet Maintenance’.</td>
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<tr>
<td>The screen shown opposite will be displayed.</td>
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</table>

Now that you have successfully logged on to ‘Diet Maintenance’ you will be able to carry out the following tasks:

1) Create a new diet where one doesn’t exist (e.g. for a new degree)
2) Manage an existing diet – creating a new module list (e.g. an additional option list), update a list (e.g. amend module content of an existing option list)
3) Review & sign-off diets
4) View diet reports
2.0 CREATING A NEW DIET (i.e. where no diet currently exists)

Step 1
From the management of Module Diets menu select the ‘Create (where no DIET currently exists)’ link.

The page shown below will then be displayed.

Step 2
Fields marked * are MANDATORY

Year*: From the drop down menu select the academic year that you wish to create the diet for.

Course*: Enter the full course code in this field e.g. UECA-3 then, click on the button.

If you do not know the full course code then click on the button. This will enable you to search for the course code based on additional criteria.
From here you will need to enter a value. For example ‘Econ*’ and click ‘Retrieve’:

This will retrieve all courses beginning with ‘Econ’:

When you have identified the correct course, click select. This will then populate the course code on the diet data collection screen. Before proceeding you will need to select ‘Update’.

PLEASE NOTE: DO NOT USE THE WEB BROWSER BACK OR REFRESH BUTTON ON ANY SCREEN

➢ If you do not select ‘update’ you will be unable to proceed with entering the Block/Occurrence.
**Block Occurrence***:
Select the year that you require from the drop down option on the right.

**Programme***:
Enter the programme code, e.g. BA for Bachelor of Arts or MA for a Master of Arts.

**NB:** Remember to click on the **UPDATE** button.

**Route***:
Enter the route code in this field e.g. L100 then, click on the **UPDATE** button. 
If you do not know the route code then click on the **List** button. This will enable you to search for the route code based on additional criteria as explained above.

Once you have populated the required fields (as illustrated above) you must then click on the ‘**PROCEED**’ button. 1 of 2 screens will displayed depending on whether you have tried to create a new diet where one already exists. Both messages are shown below.

**Message 1**
The system will then check if a diet is already set up. If it is the message shown opposite will be displayed. At which point you can proceed to view or make changes to the diet.

The system has checked to see if the diet is set up already based on the institution’s coding strategy for diets
The diet code we are looking for is L100-3-16
This diet is already in existence so by continuing you will be able to view or make changes to this diet
**Message 2**

If the diet isn’t already in existence the message shown opposite will be displayed. To continue to create the new diet click on the ‘PROCEED’ button to complete the process.

*The screen shown overleaf will be displayed*

The system has checked to see if the diet is set up already based on the institution’s coding strategy for diets

The diet code we are looking for is L100-3-16

This is a new diet and if you continue new records will be created.

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You can now proceed to create the lists of compulsory and optional modules within this diet. Please pay careful attention to the boxes at the bottom of the screen. These need to be populated as outlined in the steps on section 3.0 (steps 3 onwards)
3.0 Adding a Collection to the Diet

NB: FOLLOW THESE STEPS IF YOU ARE ADDING A COLLECTION TO AN EXISTING DIET. IF IT IS A NEW DIET THEN FOLLOW THE STEPS IN SECTION 2.0 ‘Creating a New Diet’ FIRST.

Collections can be used to group modules together. This could be a group of compulsory modules to be applied to students in bulk, rather than listed individually, or it could be a group of optional modules from which a student must pick a specified number during e:Vision Module Registration (EMR).

**Step 1**
From the management of Module Diets menu, select the ‘Manage diets (Update)’ link.

**Step 2**
Enter the module diet code in the empty box as shown the format to use is the route code-block-academic yr. (L100-3-16).

Then click on the PROCEED button.

In the next screen displayed the information at the bottom of the screen (illustrated below) will need to be completed.
Step 3

**Module/Collection**: This field needs to be left blank as the system will generate a collection code for you based on the information you enter in the following boxes.

**Occurrence**: Select the occurrence from the drop down list (A is the standard occurrence of a module)

**Sel Status**: Select the required module collection status from the drop down menu.

**NB**: Compulsory (core) modules are compulsory for all students on that course.

Optional modules give students a wide range of choice, e.g. you must take modules totalling 60 credits from the following (long) list.

Optional core modules give students a limited choice, e.g. you must choose one of these two modules.

**Type**: Select the required type from the drop down list.

**NB**: For Compulsory modules the type selected must be SMS. For Optional and Optional Core modules, the type selected must be SME.

**Identity**: Select the required identity from the drop down list.
there is only one option list for the degree/year A,B,C,D,E,F – should be selected for option lists where there is more than one for the degree/year (e.g. option list A, option list B etc.)

G- Special List – should be used for a general (unrestricted) option module list without a specifically defined module content

L – Special List should be used for Optional Language Centre modules (where applicable)

U – Special List should be used for an “unusual option” list. That is a list comprising of a wildcard where students can pick from any module on offer from across the University.

**Step 4:**
Choose a name for the collection here. For example, “Year 3 Core Module List” or “Year 3 Option List A”

**Step 5**
Select the ‘Add a new Collection to the diet’ button

The new collection will then be added to the diet and will appear on the next screen as displayed opposite.

You have successfully added a new collection (module list) to the module diet.

If you need to add another collection to the diet (for example, you may have just added a compulsory collection and you now also need to add an optional list) then you would go back to **Step 3**. If not you must now proceed to **Step 5**.
You now need to set the minimum and maximum modules and status etc.

NB: If you have added more than one collection all will be displayed and you can update all of them on the same occasion.

<table>
<thead>
<tr>
<th>Step 5</th>
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<tbody>
<tr>
<td><strong>Click on the ‘PROCEED to Step: Update Diet’ button</strong></td>
<td>The screen shown opposite will be displayed. All collections (module lists) that have been added for that diet will be displayed (in this example there is only 1 collection).</td>
</tr>
<tr>
<td><strong>Seq</strong>: This box will need to be left as it is.</td>
<td><strong>Rank</strong>: In this box you will need to enter the last 2 digits that are displayed in the <strong>Seq</strong> box.</td>
</tr>
<tr>
<td>The next 3 fields need to be left as they are.</td>
<td></td>
</tr>
<tr>
<td><strong>Select by</strong>: this field allows you to choose how you want selection from the list to be defined, i.e. either students choose by (number of) <strong>Modules</strong> or (total of) <strong>Credits</strong>. The appropriate option is selected by clicking on the arrow. The default on this field is to Module.</td>
<td></td>
</tr>
<tr>
<td><strong>Min &amp; Max</strong>: enter the minimum and maximum number of modules or credits that has to be selected from the list/collection. For Compulsory module collections the Min and Max number should be the same.</td>
<td></td>
</tr>
<tr>
<td><strong>Type</strong>: this will have been defined in step 3 when the collection was created – if this needs changing you can do so by selecting the drop-down arrow.</td>
<td></td>
</tr>
<tr>
<td><strong>Sel Status</strong>: this will have been defined in step 3 when the collection was created – if this needs changing you can do so by selecting the drop-down arrow.</td>
<td></td>
</tr>
</tbody>
</table>
**Reg Meth:** this field will need to be updated - chose the appropriate selection from the drop down list.

This defines the way modules are selected:
- Choose ‘**List avail Mods**’ where the student has to select from a list of specific modules
- Choose ‘**Input avail Mods**’ where there is no specific defined module list (for example, an unusual option list where students can choose any module)

The next 2 fields need to be left as they are

To complete the process click on ‘**Save & Proceed**’. You will then be taken back to the previous screen and the changes you have made will be displayed.

**Step 6**
Click on **SAVE & PROCEED** to finish and return to the main diet maintenance screen.

**NB:**
**If you have set up a NEW collection which is to have a defined module content, then you now need to follow step 4.1 below to add modules to your collection**
4.0 Updating a Collection

This section outlines the steps to follow when updating a diet. This includes adding or deleting modules to/from a collection and also deleting a collection from a diet.

4.1 Adding Modules to the Collection

**Step 1**
From the management of Module Diets menu, select the ‘Manage diets (Update)’ link.

**Step 2**
Enter the module diet code in the empty box as shown; the format to use is the route code-block-academic yr. (e.g. L100-3-16).

Then click on the button.

**Step 3**
The system will then check if a diet is already set up. If it is the message shown opposite will be displayed. Then click on the button.

The system has checked to see if the diet is set up already based on the institution's coding strategy for diets

The diet code we are looking for is L100-3-16

This diet is already in existence so by continuing you will be able to view or make changes to this diet

**Step 4**
Select the relevant collection from the drop-down menu then click on the ‘Edit Modules in selected Collection’

The screen shown below right will be displayed.
**Step 5**
Enter the full module code (i.e. including CATS stem, e.g. EC301-15) in the empty box.
If you are not sure of the module code then you can partially enter the module code, for example EC3* click on the List button and this will then display a full list of all modules beginning with EC3. You can then go through the list and select the module required. Once you have selected the module you will then need to click on the Add button. The module with then appear in the collection list as shown opposite.

N.B. if you encode a collection that does not have a specifically defined module content (e.g. – OXG, -OXU lists), the module content will default to the required wildcard value (.*).
If you enter an incorrect module code, an invalid value message will be displayed – as shown opposite.
4.2 Deleting Modules from a Collection

The steps below demonstrate how to delete a module from a collection.

**Step 1**
From the menu select the ‘Manage diets (Update)’ link.

**Step 2**
Enter the module diet code in the empty box as shown; the format to use is the route code-block-academic yr. (e.g. L100-3-16). Then click on the button.

**Step 3**
The system will then check if a diet is already set up. If it is the message shown opposite will be displayed. Then click on the button.

**Step 4**
The screen shown opposite will be displayed (all collections in the diet will be displayed).
**Step 5**
Select the relevant module collection from which you wish to delete a module using the dropdown box and select ‘Edit module in selected Collection’.

All the modules within that collection will be displayed as shown opposite.

**Step 6**
From the drop down menu select the module to delete.

Then click on the button on the right. The module will disappear from the list. *repeat step 6 if you have multiple modules to delete from the list.*

**Step 7**
To return to the main Diet Maintenance menu click on ‘Diet Maintenance’ found under the tabs at the top of the screen.
### 4.3 Deleting a Collection from a Diet

**NB:** This is not the same as deleting a module from a collection, to do the latter refer to section 4.2 above.

<table>
<thead>
<tr>
<th><strong>Step 1</strong></th>
<th><strong>Step 2</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>From the menu select the ‘Manage diets (Update)’ link.</td>
<td>Enter the module diet code in the empty box as shown; the format to use is the route code-block-academic yr. (e.g. L100-3-16). Then click on the <strong>PROCEED</strong> button.</td>
</tr>
</tbody>
</table>

**Step 3**
The system will then check if a diet is already set up. If it is the message shown opposite will be displayed. Then click on the **PROCEED** button.

*The system has checked to see if the diet is set up already based on the institution's coding strategy for diets.*

*The diet code we are looking for is L100-3-16*

*This diet is already in existence so by continuing you will be able to view or make changes to this diet*

The screen shown below will be displayed (all collections in the diet will be displayed).
Step 4
Click on this link

PROCEED to Step: Delete lines from diet

Step 5
The screen shown below will be displayed.

Click in the box next to the collection you wish to delete from the diet. A tick will appear in the box.

Then click on the Delete button.

NB: If you want to delete multiple collections from the diet then select all of them before clicking the delete button.

Step 6
In the next screen you will be asked to confirm the deletion/s, click on the Confirm button to continue with the deletion.
Step 7
The deleted collection will now no longer appear in the list of collections

Click on **PROCEED** to return back to the previous screen where you can continue editing.

Step 8
To return to the main Diet Maintenance menu click on **Diet Maintenance** found under the tabs at the top of the screen.
5.0 Review & Sign-Off Diets

The following steps illustrate how to review and/or sign off a diet.

**Step 1**
From the Diet Maintenance menu select ‘Review and sign-off diets’.

**Step 2**
When retrieving a diet list to review or sign-off there are 2 options to base your search on. Each option will retrieve a different list. Each option is detailed below:

**Option 1**
If you want to retrieve all diets on a particular route code for a particular academic year, enter the information in the ‘Pathways Diet Box’ in the format shown opposite (*route code*yy*/ *L100*16*).

Then click on this will then display the diets.

N.B This will retrieve all diets, at all levels, associated to route L100 for the 16/17 academic year.

**Option 2**
If you want to narrow the search down to a particular academic year and particular block (year of study) enter the ‘Route & year’ and the ‘block’ number in the ‘Block’ box as shown opposite.

Then click on this will display the diets selected.
**Step 3**
Scroll to the diet that you want to review or sign-off. If you are happy to sign it off click on 'Yes'.

A sign-off confirmation will load on a separate window, as shown opposite. To return to the previous screen simply shut this window. Repeat this step to sign-off/review other collections.

If for whatever reason you are not happy to sign-off the diet you would click on 'no'. This will then load an outlook email window, as shown opposite, allowing you to send an email to whichever colleague(s) you may need to contact to resolve the issue, or to notify that the diet is not yet signed-off.

**PLEASE DO NOT SIGN OFF ANY DIETS UNTIL YOU ARE HAPPY THAT ALL YEARS ARE CORRECT**

**Step 4**
To return to the main Diet Maintenance menu click on ‘Diet Maintenance’ found under the tabs at the top of the screen.
6.0 Diet Report & View

The steps below outline how to load and view a report showing module diets & collections relevant to your Department.

**Step 1**
From the Diet Maintenance menu select ‘Diet – report and view’

**Step 2 Retrieving the Diet**
Follow Step 2 above to retrieve a diet list to review

7.0 Exiting the system

To exit the system, simply close the web browser.