
Staff User Guide

Introduction to the Module Management System (MMS)

Logging in
Marking work
Logging out

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MMS

Introduction

MMS is a web-based **Module Management System** that provides a set of facilities for online administration of teaching and learning. In particular you will use the system to upload your practical work, gain access to your grades, view your tutorial and lecture attendance and access any required resources. This guide serves as a step-by-step introduction to familiarise you with the system.

The three main tools for tracking and recording coursework are



Coursework system: an interface for uploading files for assessment and viewing awarded grades and appended comments;



Tutorial Attendance Record System [TAS] : a web page displaying your tutorial attendance for a given Computer Science module;



Lecture Attendance Monitor [LAM] : a web page displaying your lecture attendance for a given Computer Science module.

You should refer to the Computer Science Student Handbook for the detailed requirements connected with each of these for your particular module.

Accessing the system

1. Start your web browser — e.g. Internet Explorer or Netscape Navigator.
2. Enter the MMS web address: **<https://www.st-and.ac.uk/mms/>**
This will take you to the following window:

3. Enter:

Your University username and password (issued by IT Services), selecting “University” from the *Account* drop down menu, or;

Your Computer Science username in the “Username” box and your CS password in the “Password” box, if you are doing Computer Science or IT. Select “CS” from the *Account* drop down menu.

Most of the time you won't need to change what it shows in the 'Account' box; but do be sure to check it if you have difficulty logging in.

4. Click on **Login**.

You should not be getting a notice from the browser about certificates. If you do, then check you have gone to the correct website.

5. The browser will then display a Resources page similar to the following, listing links to the resource tools available for your particular module(s):

The screenshot shows the 'Modules' page in MMS. At the top, there's a toolbar with icons for 'My Details', 'Users', 'Events', 'Modules', and 'Logout'. Below the toolbar, the user's name and staff ID are displayed: 'Surname, Forename (Staff ID: 00000)'. A welcome message follows: 'Hello, Forename. Last login at Sep 26, 2008 1:08:15 PM from a.computer andrews.ac.uk'. Below this, there are dropdown menus for 'Show: 2008/9' and 'School of Computer Science', and a 'Get My Modules' button. The main content area is titled 'Semester One' and lists two modules: 'CS3301: Component Technology' and 'CS5001: Object-Oriented P...'. Each module has a 'Coursework' link. Annotations point to various elements: 'Your name, with date and location of your last login.' points to the user information; 'These links take you to the module administration pages. For most staff, these are read only' points to the module links; 'Use these links to access tools for each specific module' points to the 'Coursework' links; 'Selects modules from a particular School, or all modules (the default). At the far left is the academic year selector, which defaults to the current year.' points to the 'Show: 2008/9' dropdown; and 'This example displays the resources for 3 different modules, from two different Schools' points to the module list.

6. The most common module related links on this page are:



- **Assignments:** use this link to upload your assignments or practical work and to view your marks;
- **Tutorial Attendance and/or Lecture Attendance:** view your tutorial and lecture attendance record;
- **Resources:** use this link to access associated files.



7. The icon for the Modules page is displayed in the toolbar at the top of a page. Click this to return to your Modules page from other pages within MMS.



8. This icon will take you to a page where you can set some preferences. You can change the default time out (how long you'll remain logged in, and not doing anything, before it auto logs you out). Note that if you regularly use shared computers, the default of around 10 minutes is recommended.

You can also adjust how the modules are displayed, changing the view to the tree view instead.

9. Within some parts of MMS, the toolbar at the top is split into two parts with a bar. The three icons to the right of the bar are always there, and the icons to the left are specific to the current part of MMS.

The Coursework tool



This link will take you to the Module page for the module you're currently looking at

Selecting the coursework tool from your modules page will take you the overview page for that set of coursework. From the overview, you can see a grid showing each student and each item of coursework. If you are set as a tutor on that module, then it will default to showing you only those students that are your tutee's.

Select all students, or only those of a particular tutor

CS3301 - Coursework Overview

2008/9-S1 CS3301 (Component Technology)
Coursework



Show students of Download this page as [CSV](#) or [Excel](#).

[Show Results Graph](#)

Please note: Graded and accepted coursework is now shown as the grade only, instead of the green tick and grade.

Matric Number	Slots				Running Average	Overall Average	Notes	
	P1	P2	P3	P4				
050000430					n/a	0		Individual
050010970					n/a	0		Individual
050020430					n/a	0		Individual
060000990					n/a	0		Individual
060010410					n/a	0		Individual
060020860					n/a	0		Individual
060030020					n/a	0		Individual
060040690					n/a	0		Individual
060050730					n/a	0		Individual
060060940					n/a	0		Individual
060070800					n/a	0		Individual
060080960					n/a	0		Individual
060090490					n/a	0		Individual
060100200					n/a	0		Individual
060110560					n/a	0		Individual
Averages	n/a	n/a	n/a	n/a				
Weight	20.0 %	20.0 %	20.0 %	40.0 %				
Concise Grade Entry	***	***	***	***				

One line per student.

One column per slot, or piece of assessed work, 4 in this case. The links at the bottom will take you to the Concise Grade Entry page for the respective slot.



There will be three icons in the tool bar. The front page you see is the Overview page, showing your (or all) students, and all slots. Clicking the Overview icon (vertical arrow in a blue circle) will take you back to here, from anywhere else inside the Coursework tool

The 'Define Alterations' icon will take you to a page describing the extensions granted to individual students, or other specific allowances made.

The 'Help' icon will give a context sensitive help page. Clicking it will open a new browser window with a description of the current page. It's in a new window so you can put them side by side, if you wish, and can be just closed to get back to the real page.

Coordinators have a 4th icon, 'Uploads Configuration', where the number and nature of slots can be configured.

Marking work

The simplest way of entering grades for work is to use the Concise Grade Entry page, for a particular slot. This can be accessed from the line at the bottom of the overview table.

CS3301 - Practical 1

[2008/9-S1 CS3301 \(Component Technology\)](#)

Coursework



Overview



Uploads
Configurati
on



Define
Alterations



Help



Events



Modules



Logout

Show students of Order by

Matric Number	Filename	Grade	Feedback	Upload feedback
050000000	No file uploaded	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> no file selected
050000000	No file uploaded	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> no file selected
050000000	No file uploaded	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> no file selected
060000000	No file uploaded	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> no file selected
060000000	No file uploaded	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> no file selected
060000000	No file uploaded	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> no file selected
060000000	No file uploaded	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> no file selected
060000000	No file uploaded	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> no file selected
060000000	No file uploaded	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> no file selected
060000000	No file uploaded	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> no file selected
060000000	No file uploaded	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> no file selected
060000000	No file uploaded	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> no file selected
060000000	No file uploaded	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> no file selected
060000000	No file uploaded	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> no file selected
060000000	No file uploaded	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> no file selected

There are 15 rows.

Return to [Overview Page](#)

The set of students that is shown will be the same as it was on the previous page you looked at, which, if you are a tutor, defaults to just those students you are a tutor for.

If the students are doing electronic submission via MMS, then the column title Filename will be a link to the file they uploaded. Click on it to download it and open it on your computer – it will be given a name containing the Student ID of the student and the slot name.

Grades are entered in the next column; to remove an existing grade, enter the word 'remove' (without quotes) into the box. Although marginally longer than the box, it will allow this, which will make it as if no grade was entered.

The next column is text box where you can enter any text you like, and it will be made available to the student. Although the box is small, you can enter up to about 1500 words in each box – if entering that much, however, you may find the other way of entering marks more to your preference (see below).

The final box on each line allows you to upload a file, which is also available to the specific student. This is typically used for either the students submitted file, after you've added comments in a word processor, or a sample answer, or general comments applicable to each student (and uploaded to each student), with a few specific points added in the text box.

Once you are happy with the data entered for each case (or left blank, which will do nothing), then click the 'Submit grades and comments' button at the bottom, which will take you back to the previous page.

Marking Work via the Acknowledge page

The other way of entering marks handles each student, one at a time. If you prefer to read the work, enter the mark, then move on before reading the next piece of work, you may find this suits your natural workflow better.

From the Overview page, click on the short name of the slot you wish to mark, at the top of the table. This will take you to the Slot View for that slot.

CS5001 - Practical 1

[2008/9-S1 CS5001 \(Object-Oriented Programming\)](#)

CS5001 Coursework

[Overview](#)
[Define Alterations](#)
[Help](#)
[Events](#)
[Modules](#)
[Logout](#)

Show students of Everyone Go

Download this page as [CSV](#) / [Excel](#) [Download all uploaded files for this slot](#) [Concise grades entry](#)

Matric. Number ↓ ↑	Due Date ↓ ↑	Ack Date ↓ ↑	File	Date Submitted ↓ ↑		Acknowledgments	Grade ↓ ↑	Notes ↓ ↑
040002000	03/10/2008	10/10/2008	No file uploaded		Acknowledge			
070013000	03/10/2008	10/10/2008	No file uploaded		Acknowledge			
080000000	03/10/2008	10/10/2008	No file uploaded		Acknowledge			
080002000	03/10/2008	10/10/2008	No file uploaded		Acknowledge			
080008000	03/10/2008	10/10/2008	080008000-Practical_1.zip	30/09/2008	Acknowledge	Submitter	★	
080013000	03/10/2008	10/10/2008	No file uploaded		Acknowledge			
080014000	03/10/2008	10/10/2008	No file uploaded		Acknowledge			
080014000	03/10/2008	10/10/2008	No file uploaded		Acknowledge			
080015000	03/10/2008	10/10/2008	No file uploaded		Acknowledge			
080015000	03/10/2008	10/10/2008	No file uploaded		Acknowledge			
080015000	03/10/2008	10/10/2008	No file uploaded		Acknowledge			
080015000	03/10/2008	10/10/2008	No file uploaded		Acknowledge			
080015000	03/10/2008	10/10/2008	No file uploaded		Acknowledge			
080015000	03/10/2008	10/10/2008	No file uploaded		Acknowledge			
080015000	03/10/2008	10/10/2008	No file uploaded		Acknowledge			
			Download All					

As with the Concise Grade Entry, it will show the same set of students you were looking at previously.

This view shows more details about the particular slot. The due date listed for each student will be slightly different for students who have extensions. In the screenshot above, one student has submitted a file electronically, and the date it was submitted on is recorded.

The column with the Acknowledge links will take you to the Acknowledge page for the particular student / slot page. The column title Acknowledgements shows previously given feedback, and comments from students, as is shown in the screen shot.

CS5001 - Acknowledgment Page
[2008/9-S1 CS5001 \(Object-Oriented Programming\)](#)
CS5001 Coursework

Overview Define Alterations Help Events Modules Logout

Student: 04000000 Practical 1 No work submitted

Comments can be typed into here

Maximum length: 8,192 characters.

Attach file with comments: no file selected

E-mail comment to uploader: ☐ BCC self: ☒

Student can see this grade: ☒ Grade to set:

Mark this as rejected ☐

Grant extension (days) Due date: 03/10/2008

The keyword "remove" (without quotes) may be entered into the grades box, to remove a grade from the system.

No previous comments

Return to [Slot View Page](#)

Previous comments, from staff or students are listed here

This page is broadly similar in intent to the Concise Grade Entry page, but focused in on a single student at a time. It has a few extra option that might be used infrequently, but the key parts are the text box at the top, and the file upload facility below it.

If the student has uploaded a file electronically, which they haven't in this screen shot, it will appear as a link in the top right hand corner.

Once you've input everything you want to, hit 'submit', and it take you back to the Slot View Page you were on.

Student View

CS5001 - Student view of coursework

[2008/9-S1 CS5001 \(Object-Oriented Programming\)](#)

CS5001 Coursework



Note:

- **Work must be submitted by 11:59 PM on the due date;** this page was generated on Sept 24, 2008 at 4:58 PM.
- All grades are provisional until exam board has met.
- Highlighted due dates indicate that nothing has been submitted, and that the work is late. The running average calculation takes work that is late and has no grade assigned into account.
- Work will be marked anonymously. Please ensure that you only identify yourself by matriculation number on work you submit.

[Download archive of all work on this page](#)

Showing work for 040000000

Slot Name	Due Date	Ack Date	File	Date Submitted	Acknowledgments	Grade	Weight
Practical 1	03/10/2008	10/10/2008	Choose File no file selected Upload		Acknowledge		10 %
Practical 2	03/10/2008	10/10/2008	Choose File no file selected Upload		Acknowledge		10 %
Practical 3	03/10/2008	10/10/2008	Choose File no file selected Upload		Acknowledge		10 %
Practical 4	03/10/2008	10/10/2008	Choose File no file selected Upload		Acknowledge		70 %

Running average: ◆

Provisional overall average: 0

The view a student sees is practically identical to the view you can see by clicking on the 'Individual' link for a student. It contains the same information as the Slot View, apart from it's different focus. It shows all the slots, and what a single student has attained/submitted for each one. The various different bits of feedback for the student The acknowledge page can also be reached from this view.

Logging out



Logout

To logout of MMS click on the logout icon an the top right of your window. This will take you back to the login screen. Always logout when you are using shared computers.

MMS will log out automatically after approximately 10 minutes inactivity. This can be changed your 'My Details' page. As being logged out automatically is not a major hindrance (MMS will ask for your password again, and then continue and do what it was you wanted), we advise keeping it to a reasonable short time, for security.