

MMS – Module Setup Guide

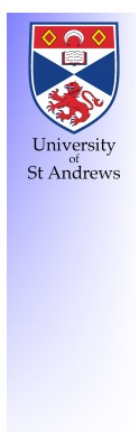
The MMS – Module setup guide will walk you through setting up a module in MMS. It will deal primarily with module level activities, for tool level activities see the other MMS guides.

Steps to Setting up a module in MMS

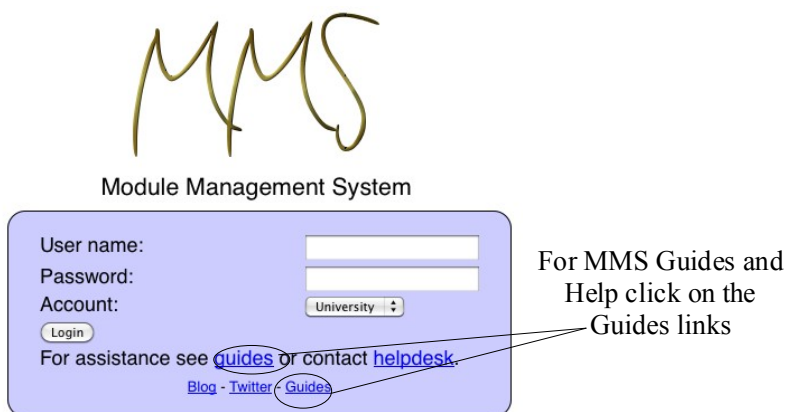
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1. Logging into MMS

1. Login to MMS using your institution login username and password (the same as Webmail) at: <https://www.st-andrews.ac.uk/mms/>



MMS Login Page



2. Once you have logged in you will be directed the Modules page. This will list all your modules and any announcements that MMS believes are relevant to you. To return to this page at anytime click the Modules icon at the top right of the page.



Modules icon

2. Activating a Module

1. Before a module can be setup, it must be activated. To activate a module scroll to the bottom of the Modules page to find the Multiple Modules table.
2. Select the module that you wish to activate and click the **Activate Modules** button. Note that it is possible to activate multiple modules at one time.

Modules

Last Name, First Name (Staff ID: 00000)



Modules Icon

Show: 2009/0 School of Computer Science Get My Modules Get All Modules View School

Search: Search MMS

Public Announcements

There are no announcements applicable to you.

All Year Modules Semester One

Activated Modules

[AB0000: Module 1](#)

[AB0001: Module 2](#)

[AB0003: Module 3](#)

Coursework

Exam

Final grade

Activated and set up module

3. The Module will now appear on your modules page.

3. Setting Module Defaults

1. Clicking on the module title will bring you to the Module Overview page. This page is split up into two sections:
 - The upper section contains the module defaults
 - The lower section is the Tool section, which contains the Tools table and the Tool list
2. The next step is to ensure that all the details within the module defaults table are correct. The mark type is the form in which the marks are entered into MMS. The options are School default, Percentages or St Andrews 20 point scale.
3. The finalised status should only be set once resists have been completed and no active use will be made of the module. If any changes have been made to the module click the **Update Module** button
4. To activate Turnitin click the **Enable Turnitin** button.

4. Updating Students

1. On the Module Overview page there are a number of tabs:



2. At this point it is important to update students. Click on the Student Tab to access the Students page. The students page is split into four sections, the first section contain a table of students in which there is some conflict between the department and the institution. Initially all students in a module will exist in this table. Click the **Update Students** button to import the students into the module.
3. The majority of students will now appear in the 'Current Students' section of the Students page.

Note: Update students regularly throughout the year. If a student leaves a module mark them as 'Left' and then click the Update Status button

4. If a student does not appear in a module when they should, you can search for them in the second section of the Students page. The search can be based on first name, last name, username or matric number. Once a student has been found click the 'import student' button to import them onto the module

Search Students

Search for student(s) to add: (minimum 3 characters)

Search Student section of the students page

5. Creating Groups and Organising students

1. MMS has the facility to keep track different groups of students on the module level. The default group type is Tutorial however additional groups (e.g. Lab) may be created.
2. To create a new group scroll to the bottom of the Students page to the group type section.
3. To add a new group type the group type name into the text box labelled New and then click the 'Add Group Type' button. To delete a group type tick the tick box in the delete column then click the 'Delete Group Type' button. To change the name of a group type, alter it in the text box then click the 'Update Group Types' button.

Group Types

Group types are used to separate different types of group (for example tutorial and lab, or reading and writing) for modules where this is appropriate. In many cases, modules only have one group type, tutorial, and these are not necessary.

Group Type Name	Delete?
Tutorial	<input type="checkbox"/>
New: <input type="text"/>	<input type="button" value="Add Group Type"/>
<input type="button" value="Update Group Types"/>	
<input type="button" value="Delete Group Types"/>	

The Group Types section at the bottom of the Students tab is used to create, update and delete group types

4. To create groups within a group type, such as groups within a tutorial click the corresponding tab, for this example click the Tutorial Groups tab.
5. The Group Types tab e.g. the Tutorial Groups tab consists of three sections. New tutorial groups are created in the first section much in the same way group types are created above.
6. To assign students to a group can be done in the second section by selecting the radio button next to the student under the group, then clicking the 'Update Students' Groups' button.

Assign students

Student ID	Name	Tutorial Group			Notes
		N/A	Group 1	Group 2	
00000000	0. Student	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	[Add]
00000001	1. Student	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	[Add]
00000002	2. Student	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	[Add]
00000003	3. Student	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	[Add]

The Assign Students section of the Tutorial Groups Tab (as with all other group types) is used to assign students to a group

6. Adding staff to a module

1. Only staff added to a module may add results, view students and be added to a tutorial. To add staff to the module access the Staff tab.
2. Select the staff name from the Name drop down list
3. If you wish to add a staff member to a module, under the Group drop down select 'Module'. If you wish to add a staff member only to a particular tutorial group select the group from the Group drop down list.
4. Select the role that you wish to allocate the staff member from the Role drop down list. The role the person has in MMS dictates the features they can access.
5. Once the Name, Group and Role have been selected click the 'Add Staff to Role' button.

Note: If staff do not appear in the Name drop down list they need to be added to the school, via the School Roles page.

Name	Group	Role
-----	Module	Admissions Officer
-----	Module	Admissions Officer
-----	Module	Admissions Officer
-----	Module	Admissions Officer

Add Staff To Role

The assign staff table will allow you to add staff to a module or group

7. What next?

How you wish to use MMS will define how you continue with setup. The next usual step is to create tools. The main tools that most modules set up are the: Coursework, Exam and Grade Aggregator Tools. To upload to Registry you must enable the Grade Aggregator Tool. To find out more about these tools and the other tools that MMS has to aid Module administration please see our other guides.