

MMS Guide for Students

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Continuing Assessment for Psychology Courses is managed through the **Module Management System (MMS)**. This provides an easy web-based system to upload coursework and to check your grades. MMS is very easy to use:

1. Module Management Website

Please go to the MMS site below and BOOKMARK it for your records:

<https://www.st-andrews.ac.uk/mms/psych.html>

(the reason to bookmark the site is that there are several different sites, and this is the correct way to enter for Psychology. You should see the banner with the Psychology Building across the top of the page:



2. **Log In:** You use your normal University username and password to access MMS:

User name: Password:

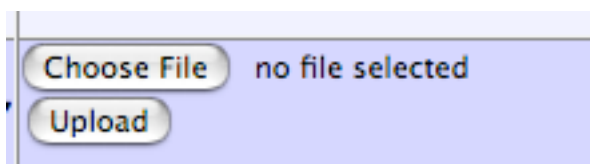
You should now see all the courses you are signed up for present in MMS. If you don't, you may not be registered for the course, and you should register immediately.

3. Uploading your Coursework

To upload a coursework file

1. Click on Continuing Assessment (CA) for the appropriate course. You will see an array with a slot for each piece of continuing assessment. **MAKE SURE TO UPLOAD YOUR FILE TO THE CORRECT SLOT.** You should submit only Word files (.doc or .rtf format **NOT** .docx or other variants), or PDF documents, unless told otherwise by your instructor.

2. Click on the "Choose File" button: this will enable you to browse through the files on your computer to choose the correct file.



3. Once you have chosen the proper file, just press the "Upload" button. When the file is properly uploaded you will receive an email confirming it. Don't trash this email, as it is your only proof that your file has been uploaded!