

MMS – Uploading to Registry

Once the School Module Board has passed the results that are in the grade aggregator on MMS, submitting those to Registry is straight forward.

The process is:

1. Ensure that the students list in MMS matches SITS
2. Press the Upload to Registry button (on the uploads page).
3. Print the PDF
4. Get the PDF signed by the appropriate person in the School
5. Take the signed document to Registry.

Single Module Upload

1. Ensure that the students list in MMS matches SITS. Do this from the Students tab on the Module page – the same way you update the student list normally.
2. The main way to upload the results is on the 'Upload to Registry' page (filing cabinet icon) on the grade aggregator. Pressing the big button will send a copy of the results currently in the main View Grades screen to Registry.

2009/0-S1 CS1002 (Computer Science)
CS1002 Final grade
Submit Final Results to Registry

To submit final results to Registry:

1. Optionally check the [preview of the printed report](#) (this does not send any data to Registry, and is safe to do at any point).
2. Submit results from this page. This sends an electronic copy to Registry for automated import.
3. Download the PDF of the results.
4. Print the PDF, and have it signed by the appropriate person from the school.
5. Bring the printed and signed document to Registry to confirm the electronically submitted results. Do not send them through internal mail.

Schools can only submit one paper copy, which must match the **most recently submitted** electronic copy (as has been the case in previous years).

If you need to change results after submitting a paper copy, contact Registry for assistance.

Upload to Registry

To submit results to registry, click this button:

3. Print the PDF. It will also show a table of previously submitted results, including a link to a PDF. This PDF replaces the printout from the web site used in previous years, and should be printed out and signed.

Printable report	Submitted	Paper code	Unique serial	Status
CS1002_A_20090_S1_Green5746.pdf	16/01/2010 20:18		Green5746	SUBMITTED
CS1002_A_20090_S1_Blue6914.pdf	14/01/2010 16:51		Blue6914	SUBMITTED
CS1002_A_20090_S1_Red5110.pdf	07/01/2010 23:05		Red5110	SUBMITTED

Update notes

1. It is still required that the signed paper copy that arrives at Registry matches the most recent submitted version.
2. For the January and May exam diets, all Resit results must be reported by letter – even if the resit is completed before the normal reporting deadline.
- 3.

Uploading Multiple modules at a time

Multiple Module Actions

1. From the School page (View School Button on the Modules page), there are ways of handling several modules at once. These are in the section titled Multiple Module Actions, at the bottom of the page
2. Two options are important here: Synchronise Students, and Submit Final Results. They both work in a similar way; first specify a group of modules to look at, then you update them quickly.

Using the Group of modules search

For uploading multiple modules it is necessary to view all the modules required in both the **Synchronise Students** and **Submit Final Results** actions. The **Group of modules** search box matches module codes; where '*' (no quotes, as shown below) means 'all modules within the School'. It can also be useful to put, e.g., 'CS*' to get all the 'CS' modules. The semester drop down selects by time period – for this semester, 'S1' gets the current modules.

Group of modules to work with (e.g. 'CS3.*'): Semester: Update module selection, without doing anything

3. **Synchronise Students:** Click on the Synchronise Students link and search for the modules that you wish to submit in the **Group of modules** search. A table such as that below will be produced, indicating which modules have students lists that differ from SITS. Clicking the button shows a list of those students that have differences, and then the 'Synchronise Students' button will make MMS match SITS. Only do that once it is clear that the changes to be made are understood! The module code (on the leftmost column) will take you to the Module Overview, if you need to investigate further.

One case where this might give a misleading indication is if your School has 'pseudo-modules' – things that are not in SITS – clearly the data in SITS is not meaningful for those. Indeed, it may be that, within your school, the key value of this page is to look at what modules have differences, rather than to use it to perform the updates – doing them in the other fashion.

IS1102 Computers and Society	S1	<input type="checkbox"/>	Differences between MMS and Institution; currently have 4 students, with 3 reported by the Institution	<input type="button" value="Run Report"/>
IS1901 Information Technology I	S1	<input type="checkbox"/>	Differences between MMS and Institution; currently have 23 students, with 22 reported by the Institution	Will be added to module Will be marked as left • Surname, Forename <input type="button" value="Synchronise students"/>

Note that there is a related tool, Import Students. It will only import students, not remove them, and is more intended for the start of the year, rather than the end (where it's important, and safe, to add all new students appearing in SITS, and removal is of secondary importance.)

4. **Submit Final Results.** This is very similar in appearance to the Synchronise students page. Pressing the 'Submit final Results' button will cause the module to be submitted, exactly as with the other method. The contents of that box will be replaced with a link to the document to be printed.

CS3101 Databases	S1	<input checked="" type="checkbox"/>	CS3101_A_20090_S1_Red0853.pdf	<input type="button" value="Run Report"/>
CS3103 Graphs and Algorithms	S1	<input checked="" type="checkbox"/>	CS3103_A_20090_S1_Red6591.pdf	<input type="button" value="Submit Final Results"/>

5. As above, this page can also be used as a way to check on the current status. In particular, this gives a way of making sure that all your modules have been submitted.