

How to check course areas in studentcentral.

How are course areas created in studentcentral? This is NOT an automatic process, but a manual 2-step process that needs intervention from the School Office Team or Course Leader, who will need to liaise with the [eLearning Team](#).

Step 1: When a new course or programme code is created in SITS, the School Office Team or Course Leader will need to speak to their [LTA](#) about either creating a new course area in studentcentral or adding the code to the feed from SITS onto an existing course area in studentcentral.

Step 2: If needed, once the new course area has been created in studentcentral, the eLearning Team will add the correct data feed from SITS – this picks up all students on the new code and adds them to the new course area in studentcentral.

Checking course codes: You can either start by searching in Solve or SITS; in this example we can start in SITS, looking at the CRS screen (you can also search on the PRG screen) and can see that the course code is J1EG016 and that it is marked as 'In use'.

If you then check this code in Solve you can see if it feeds into any areas on studentcentral:

XON Table	XON Old	XON New
BB-PRG-MERGE_1	J1EG016	J1-PLACEMENTS
BB-PRG-MERGE	J1EG016	J1-BABS

You can see that code J1EG016 feeds into 2 separate areas in studentcentral: J1-PLACEMENTS and J1-BABS and by clicking on one of the blue highlighted codes you can find out more:

Code	Merge	Title	Available	Guest	Date created	PK1	Tasks
J1-PLACEMENTS	XON	BusinessSchoolPlacements	Y	N	07/12/07 12:58	51303	Users View Stats (patience!)

From this screen you are then able to either 'View' the area in studentcentral or click 'Users' to see all users listed on the area (this list could well be very long, so might take time to load).

You are also able to click on the blue highlighted word XON – this will show you ALL codes that feed this area:

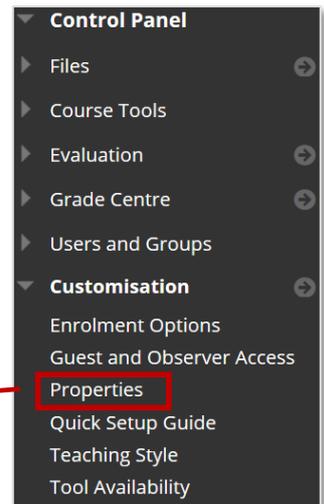
This is a good opportunity to check that all the codes feeding into this course area in studentcentral are not only all of the ones you wanted, but are also all current.

You can also check things the other way around – looking for the studentcentral course area code and checking to see what SITS codes are feeding it.

If you don't know the course area code in studentcentral you can find it by going to the course area you want to check, clicking on Customisation in the Control Panel, then choosing Properties:

This will show you the studentcentral course code:

(Don't forget to click then Cancel button at the bottom of the screen to close this view.)



You can then enter the studentcentral course code into Solve; this will allow you to view all of the codes feeding into that area from SITS, as you saw in an earlier screen shot:

Code	Merge	Title	Available	Guest	Date created	PK1	Tasks
J1-PLACEMENTS	XON	BusinessSchoolPlacements	Y	N	07/12/07 12:58	51303	Users View Stats (patience!)

For any questions about this process please contact:

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Code	XON Table	XON Old	XON New
J1-PLACEMENTS	BB-PRG-MERGE_1	J1EG017	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_1	J1EG002	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_1	J1EG003	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_1	J1EA024	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_1	J1EA005	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_1	J1EA006	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_1	J1EA025	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_1	J1EG013	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_1	J1EG016	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_1	J1EG010	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_1	J1EL001	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_1	J1EA022	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_2	J1EL002	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_1	J1EG011	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_1	J1EG012	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_1	J1EG009	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_1	J1XA001	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_1	J1EG019	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_1	J1EG007	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_1	J1EG015	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_1	J1EG008	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_1	J1EG005	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_1	J1EG014	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_2	J1EG004	J1-PLACEMENTS
J1-PLACEMENTS	BB-PRG-MERGE_1	S2EA011	J1-PLACEMENTS