

How to trigger module instances.

Module triggering involves three different screens, with the actual triggering option available only at the end of the third screen. The first two screens are for identifying the module ranges and adjusting staff membership of the module instances you wish to create.

Triggering can be done in four easy steps:

Step One – click on <https://tools.brighton.ac.uk/triggering/modules2019/> (or copy and paste this link into your browser). Read the checklist before you start, then type your two or three letter module prefix (for example, SS or NAM) that you are ready to trigger and click the **Submit** button.

studentcentral module triggering 2019

For 2019 MAV records

Logged in as: **Miss Cathy Frankland**

Prefix

e.g. CH to manage all Chemistry modules, or CH2 to manage all second year Chemistry modules

Checklist before you trigger!

- Create and check MOD records in CAMS. Your MOD records must be In Use.
- Check your MAV records in CAMS. You cannot trigger a module on studentcentral without a MAV record.
- Ensure the Module tutor is recorded on the MOD record.
- Make sure you have let us know of any administrative accounts you need automatically adding to your modules (by prefix) before triggering.
- Confirm any module merges are in place before triggering module creation. If not, contact Cathy Frankland.
- Check for old unwanted merged modules. These merges should be removed BEFORE triggering, so contact Cathy Frankland to request this.

[Review 2018 module triggering](#)

Any questions? Contact [Cathy Frankland](#)

Type module prefix and click submit

If you want to trigger just modules for one particular year you can narrow down your results list by adding a number, as well as the module prefix, for example BY2 or NAM4.

You can further narrow the number of modules you want to trigger by adding more numbers, for example CH21 or even just trigger a single module by typing in the full module code of CH210.

Step Two – Check the list of modules presented – this shows those that have already been triggered AND those that have still to be triggered; you can untick any boxes of modules you do not want to trigger at this time. Check for any module omissions and if no further changes are needed then click the **Next** button.

CAMS Code	CAMS MAV Year	CAMS MAV Period (end)	CAMS MOD In Use	CAMS MOD Name	Feeds into (XON)	studentcentral code will be internal use only	already exists on studentcentral?	available on studentcentral	Actions
CH210	2019	YEAR	Y	Critical Skills for Chemistry Students		CH210_2019	no sc area		<input checked="" type="checkbox"/> create
CH211	2019	SEM1	Y	Intermediate Chemistry 1		CH211_2019	no sc area		<input checked="" type="checkbox"/> create
CH213	2019	SEM2	Y	Intermediate Chemistry 2		CH213_2019	no sc area		<input checked="" type="checkbox"/> create
CH214	2019	YEAR	Y	Physical Chemistry and an Introduction to Pharmaceutical Formulation		CH214_2019	no sc area		<input checked="" type="checkbox"/> create

next

Note: If you do not complete the actions in the last column then students will not be able to access the module on studentcentral

Click next button

Step Three – Check the right names and other user accounts are shown to be registered on the new module areas. If you want to remove some of the tutors that were on the module from last year you can untick the box next to the relevant name. You can also add staff by typing their usernames in the 'Extra' column text box, separated with a comma. If you need any generic admin user accounts adding to a series of modules please let us know, as those can be automatically added for you BEFORE triggering.

To create the modules with last years tutors rolled over click the button. Or scroll down to amend tutors before triggering.

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Uncheck any tutors no longer required and add additional tutors comma separated by username. Contact [Cathy Frankland](#) if in doubt - we're happy to help!

Code	Title	Module Tutor & Defaults	Tutors from Last Year	Extra e.g. kh32, lha
CH210_2019	2019 CH210 - Critical Skills for Chemistry Students	Lizzy Ostler (eo7) Chemistry Modules (cm30) PABS studentcentral administrator (psa7)	<input checked="" type="checkbox"/> Graham Pattison <input checked="" type="checkbox"/> PABS studentcentral administrator <input checked="" type="checkbox"/> Bhavik Patel <input checked="" type="checkbox"/> Hal Sosabowski <input checked="" type="checkbox"/> Susan De Jesus <input checked="" type="checkbox"/> Ian Gass <input checked="" type="checkbox"/> Marcus Dymond <input checked="" type="checkbox"/> Gerry Gallacher <input checked="" type="checkbox"/> Lizzy Ostler <input checked="" type="checkbox"/> Alison Willows <input checked="" type="checkbox"/> Irina Savina <input checked="" type="checkbox"/> Chemistry Modules <input checked="" type="checkbox"/> Fiona Ponikwer <input checked="" type="checkbox"/> Peter Cragg <input checked="" type="checkbox"/> Emma Mills <input checked="" type="checkbox"/> Nicolas Stewart <input checked="" type="checkbox"/> Pharmacy Modules <input checked="" type="checkbox"/> Chemistry External	

If you need to make changes, please update CAMS and [start again](#).

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Step Four – Click on the **trigger studentcentral module creation** button at the bottom of the list. Please note that your new module areas will appear on studentcentral within 30 minutes and it can take up to 24 hours for the teaching staff details to show up in the Contacts area of the new module instance.

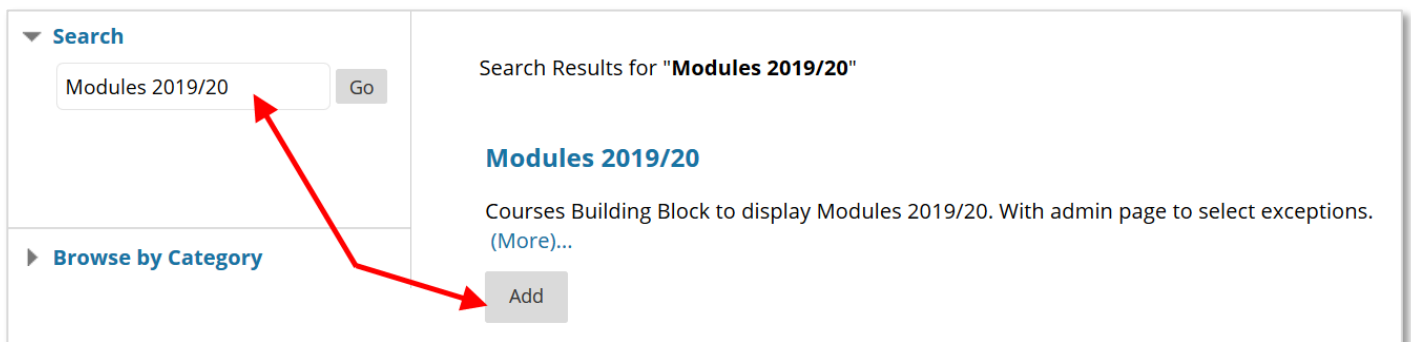
Please note:

- Solve will not reflect the newly triggered modules immediately, as this data will take 24 hours to feed in.
- The widget/module showing the module instances for the 2019/20 will not automatically appear on studentcentral until the beginning of July. If you want to view/check your new module instances on studentcentral before this date you can manually add the module.

To do this click **Add Module** on the Studies tab in studentcentral:



Type 'Modules 2019/20' and click to **Add**:



When you click back to your Studies tab you will see the new widget and can drag it to the top of your page if wanted.

For any questions about the triggering process please contact:

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