



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Module Enrolment Messages

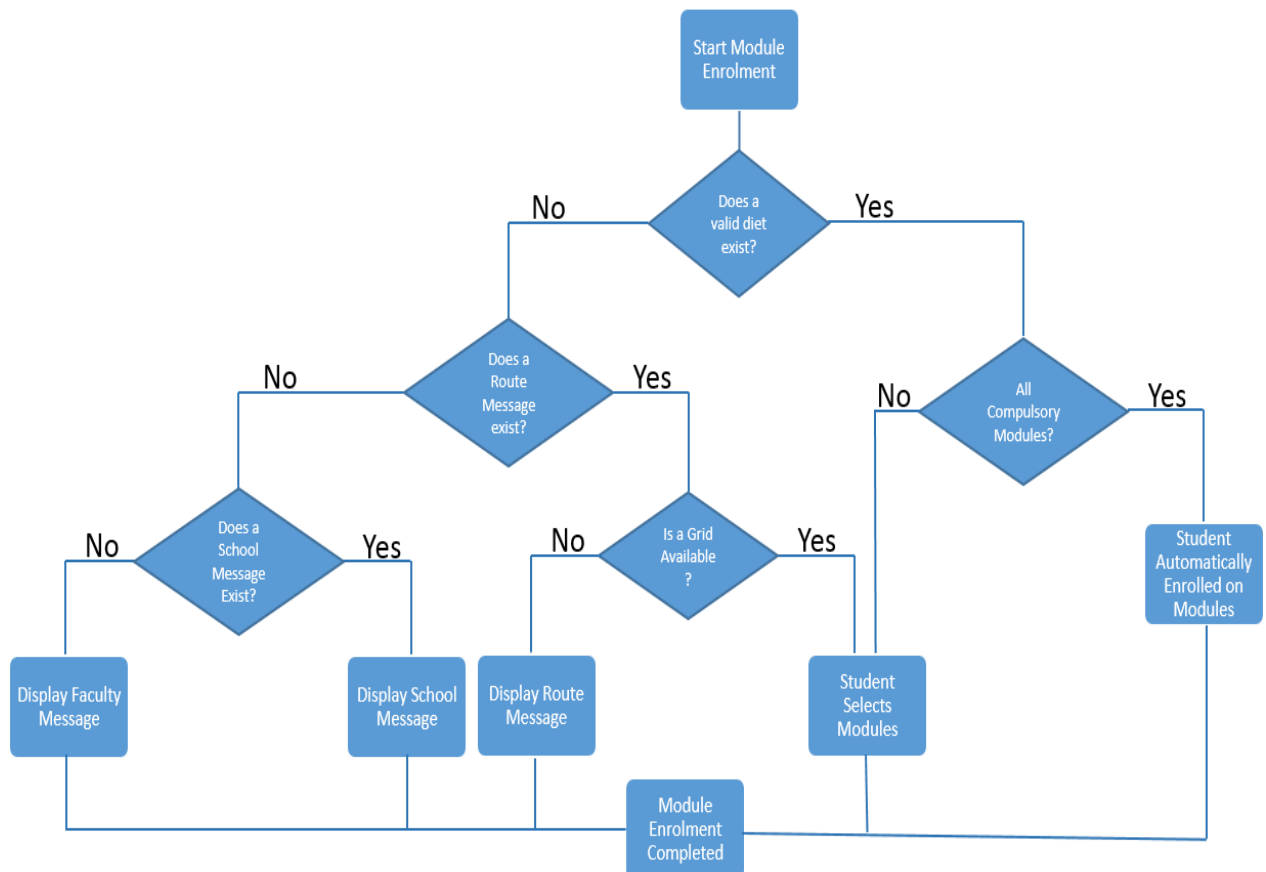
Staff Guide

This document will guide you through the process of creating, maintaining and deleting module enrolment messages.

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Overview of Module Enrolment Messages



Module Enrolment Messages

Important: Not all programmes will have a valid module diet (Diet) associated with it. If a diet is not available, then the student will be presented with either a module grid or a message instructing them to contact the relevant Faculty Office for assistance. This guide will talk you through the process of creating the messages that will be displayed to the student during module enrolment.

There are three types of messages, **Faculty**, **School** and **Route**. Each message will be unique to the Faculty.

Faculty Message: There will only be one Faculty message. This will be the default message displayed if there is no diet, School or Route message available. The Faculty message can be edited, but not deleted, this is to make sure that the student is presented with the information they need to complete module enrolment.

School Message: There will be one message for each School linked to the Faculty. School messages can be created, edited or deleted.

Route Message: There can be any number of Route messages. Route messages can be created, edited or deleted. Please note, the route messages are not validated, which means you can have multiple messages for the same route. If this is the case, then only one of those messages should be marked as **'In Use'** at any given time.

The option to upload a grid, is only available on the Route messages. The grid must be in a jpeg format. Instructions on how to create a jpeg image of the grid is available in the Route Messages chapter.

Accessing the Module Enrolment Messages

Log into MyTSD (https://mytsd.uwtsd.ac.uk/urd/sits.urd/run/siw_lgn) using your staff AD account.

Faculty Admin

Navigate to the Faculty Admin tab.

Locate the Module Enrolment Messages tab and click on **'Add, edit and view module enrolment messages'**. Only the Principle Administrative Officers and certain members of the IT&S staff have access to this feature.

Module Enrolment Messages

Add, edit and view module enrolment messages

The **View Existing Messages** page will allow you to view all the messages linked to your Faculty. From this page you can create, edit and delete the messages. If a route message has a grid attached to it, then you can view the grid from this page.

The messages are sorted in the following order Faculty, School and Route. 'In Use' messages will appear at the top of the list.

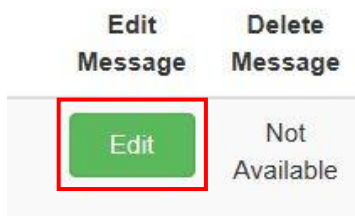
View Existing Messages										
Faculty Messages										
Faculty	School	Route	In Use	Created on	Edited on	Is a Grid available?	Faculty Message	School Message	Route Message	Edit Message Delete Message
FEDC			Yes	15/Aug/2019	15/Aug/2019	Not available	Er mwyn gorrffon cofrestru ar y modwl, cysylltwch â Swyddfa Weinyddol y Gyfadran drwy (Rif ffôn), (e-bost) neu'n bersonol yn (lleoliad y campus). (Sylwer ar yr oriau agor isod).			Edit Not Available
							Oriau Agor Dydd Llun i ddydd Gwener: 9:00 tan 17:00 Dydd Sadwrn a dydd Sul: Ar gau In order to complete your module enrolment, please contact the Faculty Admin Office via (Telephone number), (Email) or in person at (Campus location) (Please note the opening times below). Opening Times Monday to Friday: 9:00 to 17:00 Saturday and Sunday: Closed			
	EACH		Yes	15/Aug/2019	15/Aug/2019	Not available		Welsh message goes here.	English message goes here.	Edit Delete
		AACYSH	Yes	15/Aug/2019	15/Aug/2019	View grid				Edit Delete
		IEFD	Yes	15/Aug/2019	15/Aug/2019	View grid				Edit Delete
		MA-EST	Yes	15/Aug/2019	15/Aug/2019	View grid				Edit Delete
							Quit	Create Message		

Faculty Message

There will only be one Faculty message. This will be the default message displayed if there is no diet, School or Route message available. The Faculty message can be edited, but not deleted, this is to make sure that the student is presented with the information they need to complete module enrolment.

Editing an existing message

To edit the Faculty message, click on the **'Edit'** button.



Enter the information using the text boxes and dropdown list provided. When ready click on **'Save'**. You will be taken back to the **View Existing Messages** page where the message you just amended will be displayed.

A screenshot of the 'Edit Existing Message' form. The form has a blue header bar with the title 'Edit Existing Message'. Below the header, there is a 'Faculty' dropdown menu set to 'FEDC'. A red rectangular box highlights the 'In Use' dropdown menu (set to 'Yes'), the 'Welsh Message' text area (containing text about module enrolment and opening times), and the 'English Message' text area (containing text about module enrolment and opening times). At the bottom of the form, there are three buttons: 'Quit', 'Back', and 'Save'. The 'Save' button is highlighted with a red rectangular box.

School Message

There will be one message for each School linked to the Faculty. School messages can be created, edited or deleted.

Creating a new message

To create a new message, click on the **'Create Message'** button on the **View Existing Messages** page.

The screenshot shows the 'View Existing Messages' page. It features a table with columns for Faculty, School, Route, In Use, Created on, Edited on, Is a Grid available?, Faculty Message, School Message, Route Message, Edit Message, and Delete Message. The table lists several messages for different faculties like FEDC, EACH, AACYSH, IEFD, and MA-EST. At the bottom of the page, there is a 'Create Message' button highlighted with a red box.

Enter the information using the text boxes and dropdown lists provided. When ready click on **'Save'**. The new message will appear on the **View Existing Messages** page.

The screenshot shows the 'Create New Message' page. It features a form with the following fields: School (dropdown menu), OR, Route (text box), In Use? (dropdown menu), Welsh Message (text area), and English Message (text area). At the bottom of the page, there is a 'Save' button highlighted with a red box.

Editing an existing message

To edit an existing message, click on the **'Edit'** button next to the message you wish to edit.

View Existing Messages

Faculty Messages

Faculty	School	Route	In Use	Created on	Edited on	Is a Grid available?	Faculty Message	School Message	Route Message	Edit Message	Delete Message
FEDC			Yes	15/Aug/2019	15/Aug/2019	Not available	Er mwyn goffen cofrestru ar y model cysylltwech 3 Swyddfa Welyddol y Dyfodran drwy (Rif ffôn) (e-bost) neu yn bersonol yn (leoliad y campus). (Sylwch ar yr oriau agor isod).			Edit	Not Available
							Orau Agor Dydd Llun i dydd Gwener: 9:00 tan 17:00 Dydd Sadwrn a dydd Sul: Ar gau In order to complete your module enrolment, please contact the Faculty Admin Office via (Telephone number), (Email) or in person at (Campus location) (Please note the opening times below) Opening Times Monday to Friday: 9:00 to 17:00 Saturday and Sunday: Closed				
	EACH		Yes	15/Aug/2019	15/Aug/2019	Not available		Welsh message goes here.		Edit	Delete
								English message goes here.			
	AACYSH		Yes	15/Aug/2019	15/Aug/2019	View grid				Edit	Delete
	IEFD		Yes	15/Aug/2019	15/Aug/2019	View grid				Edit	Delete
	MA-EST		Yes	15/Aug/2019	15/Aug/2019	View grid				Edit	Delete

Quit [Create Message](#)

Enter the information using the text boxes and dropdown list provided. When ready click on **'Save'**. You will be taken back to the **View Existing Messages** page where the message you just amended will be displayed.

Edit Existing Message

School: EACH

In Use: Yes

Welsh Message: Welsh message goes here.

English Message: English message goes here.

Quit [Back](#) [Save](#)

Deleting an existing message

To delete an existing message, click on the **'Delete'** button, you will be given the chance to review the message before it is deleted.

View Existing Messages

Faculty Messages

Faculty	School	Route	In Use	Created on	Edited on	Is a Grid available?	Faculty Message	School Message	Route Message	Edit Message	Delete Message
FEDC			Yes	15/Aug/2019	15/Aug/2019	Not available	Er mwyn gorfen cofrestru ar y modwl, cysylltwch â Swyddfa Weinyddol y Gylfastran drwy (Rif ffôn), (e-bost) neu'n bersonol yn (leoliad y campus). (Sylwch ar yr oriau agor isod).			Edit	Not Available
							Oriau Agor Dydd Llun i dydd Gwener: 9:00 tan 17:00 Dydd Sadwrn a dydd Sul: Ar gau In order to complete your module enrolment, please contact the Faculty Admin Office via (Telephone number), (Email) or in person at (Campus location) (Please note the opening times below) Opening Times Monday to Friday: 9:00 to 17:00 Saturday and Sunday: Closed				
	EACH		Yes	15/Aug/2019	15/Aug/2019	Not available		Welsh message goes here.	English message goes here.	Edit	Delete
	AACYSH		Yes	15/Aug/2019	15/Aug/2019	View grid				Edit	Delete
	IEFD		Yes	15/Aug/2019	15/Aug/2019	View grid				Edit	Delete
	MA-EST		Yes	15/Aug/2019	15/Aug/2019	View grid				Edit	Delete

[Quit](#) [Create Message](#)

To delete the message, click on the **'Delete'** button. To return back to the **View Existing Messages** page, click on the **'Back'** button.

Delete message

School:

In Use?:

English Message:

Welsh Message:

[Back](#) [Delete](#)

When you click on the **'Delete'** button, a pop up message will be displayed. If you wish to keep the message and return to the **Delete message** page, click on **'Cancel'**. If you wish to delete the message, click on the **'Confirm'** button.

After you click on the **'Confirm'** button, the message will be deleted and you will be redirected back to the **View Existing Messages** page.



Route Message

There can be any number of Route messages. Route messages can be created, edited or deleted. Please note, the route messages are not validated, which means you can have multiple messages for the same route. If this is the case, then only one of those messages should be marked as **'In Use'** at any given time. Unlike the Faculty and School messages, Route messages have the option to upload a grid, which the student can use to select their modules.

Creating a new message

To create a new message, click on the **'Create Message'** button on the **View Existing Messages** page.

The screenshot shows the 'View Existing Messages' page with a table of messages. The table has columns for Faculty, School, Route, In Use, Created on, Edited on, Is a Grid available?, Faculty Message, School Message, Route Message, Edit Message, and Delete Message. The 'Create Message' button is highlighted with a red box.

Faculty	School	Route	In Use	Created on	Edited on	Is a Grid available?	Faculty Message	School Message	Route Message	Edit Message	Delete Message
FEDC			Yes	15/Aug/2019	15/Aug/2019	Not available	Er mwyn goffen cofrestru ar y model cysylltch 3 Swyddfa Wemyddol y Gylfadrn drwy (Rif ffôn) (e-bost) neu yn bersonol yn (leoliad y campus). (Sylwch ar yr oriau agor isod).			Edit	Not Available
							Oriau Agor Dydd Llun i ddydd Gwener: 9:00 tan 17:00 Dydd Sadwrn a dydd Sul: Ar gau In order to complete your module enrolment, please contact the Faculty Admin Office via (Telephone number), (Email) or in person at (Campus location) (Please note the opening times below). Opening Times Monday to Friday: 9:00 to 17:00 Saturday and Sunday: Closed				
	EACH		Yes	15/Aug/2019	15/Aug/2019	Not available		Welsh message goes here. English message goes here.		Edit	Delete
	AACYSH		Yes	15/Aug/2019	15/Aug/2019	View grid				Edit	Delete
	IEFD		Yes	15/Aug/2019	15/Aug/2019	View grid				Edit	Delete
	MA-EST		Yes	15/Aug/2019	15/Aug/2019	View grid				Edit	Delete

At the bottom of the page, there are buttons for 'Quit' and 'Create Message'. The 'Create Message' button is highlighted with a red box.

If you wish to display a message to the student, enter the information using the text boxes and dropdown lists provided. When ready click on **'Save'**. The new message will appear on the **View Existing Messages** page.

The screenshot shows the 'Create New Message' form. The 'Route' dropdown is set to 'IEFD'. The 'In Use?' dropdown is set to 'Yes'. The 'Is a Grid available?' dropdown is set to 'No'. The 'Welsh Message' and 'English Message' text areas are empty. The 'Save' button is highlighted with a red box.

OR

Route: IEFD

In Use?: Yes

Is a Grid available?: No

Welsh Message: Welsh message goes here.

English Message: English message goes here.

At the bottom, there are buttons for 'Back', 'Quit', and 'Save'. The 'Save' button is highlighted with a red box.

Editing an existing message

To edit an existing message, click on the **'Edit'** button next to the message you wish to edit.

View Existing Messages

Faculty Messages

Faculty	School	Route	In Use	Created on	Edited on	Is a Grid available?	Faculty Message	School Message	Route Message	Edit Message	Delete Message
FEDC			Yes	15/Aug/2019	15/Aug/2019	Not available	Er mwyn gorffen cofrestru ar y model cysylltwch â Swyddfa Weinyddol y Gyfadrn drwy (Rif Ffôn), (e-bost) neu'n bersonol yn (leoliad y campus). (Sylwer ar yr oriau agor isod).			Edit	Not Available
							Oriau Agor Dydd Llun i ddydd Gwener: 9:00 tan 17:00 Dydd Sadwrn a dydd Sul: Ar gau In order to complete your module enrolment, please contact the Faculty Admin Office via (Telephone number), (Email) or in person at (Campus location) (Please note the opening times below) Opening Times Monday to Friday: 9:00 to 17:00 Saturday and Sunday: Closed				
	EACH		Yes	15/Aug/2019	15/Aug/2019	Not available		Welsh message goes here.	English message goes here.	Edit	Delete
		AACYSH	Yes	15/Aug/2019	15/Aug/2019	View grid				Edit	Delete
		IEFD	Yes	15/Aug/2019	15/Aug/2019	View grid				Edit	Delete
		MA-EST	Yes	15/Aug/2019	15/Aug/2019	View grid				Edit	Delete

Quit [Create Message](#)

Using the text boxes provided, amend the Welsh and/or English message. If you wish to upload a grid, change the **'Is a Grid available?'** dropdown from **'No'** to **'Yes'**. To upload a grid, please following the instructions in section [Uploading and Editing a Grid](#). When you have made the amendments, click **'Save'**.

Edit Existing Message

Route:

In Use:

Is a Grid available?:

Welsh Message:

English Message:

Quit [Save](#)

Deleting an existing message

To delete an existing message, click on the **'Delete'** button, you will be given the chance to review the message before it is deleted.

View Existing Messages

Faculty Messages

Faculty	School	Route	In Use	Created on	Edited on	Is a Grid available?	Faculty Message	School Message	Route Message	Edit Message	Delete Message
FEDC			Yes	15/Aug/2019	15/Aug/2019	Not available	Er mwyn gorffen cofrestru ar y modwl, cysylltwch â Swyddfa Weinyddol y Gyfadran drwy (Rif ffôn), (e-bost) neu yn bersonol yn (leoliad y campus). (Sylwer ar yr oriau agor isod).			Edit	Not Available
							Oriau Agor Dydd Llun i ddydd Gwener: 9:00 tan 17:00 Dydd Sadwrn a dydd Sul: Ar gau In order to complete your module enrolment, please contact the Faculty Admin Office via (Telephone number), (Email) or in person at (Campus location) (Please note the opening times below). Opening Times Monday to Friday: 9:00 to 17:00 Saturday and Sunday: Closed				
	EACH		Yes	15/Aug/2019	15/Aug/2019	Not available		Welsh message goes here. English message goes here.		Edit	Delete
		AACYSH	Yes	15/Aug/2019	15/Aug/2019	View grid				Edit	Delete
		IEFD	Yes	15/Aug/2019	15/Aug/2019	View grid				Edit	Delete
		MA-EST	Yes	15/Aug/2019	15/Aug/2019	View grid				Edit	Delete

Quit [Create Message](#)

To delete the message, click on the **'Delete'** button. To return back to the **View Existing Messages** page, click on the **'Back'** button.

Delete message

Route:

In Use?:

Is a Grid available?:

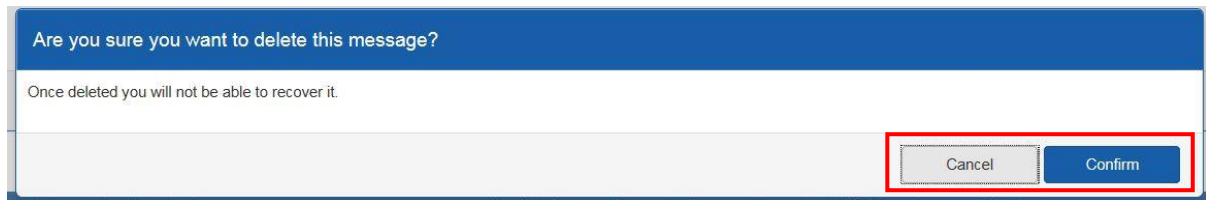
English Message:

Welsh Message:

[Back](#) [Delete](#)

When you click on the **'Delete'** button, a pop up message will be displayed. If you wish to keep the message and return to the **Delete message** page, click on **'Cancel'**. If you wish to delete the message, click on the **'Confirm'** button.

After you click on the **'Confirm'** button, the message will be deleted and you will be redirected back to the **View Existing Messages** page.

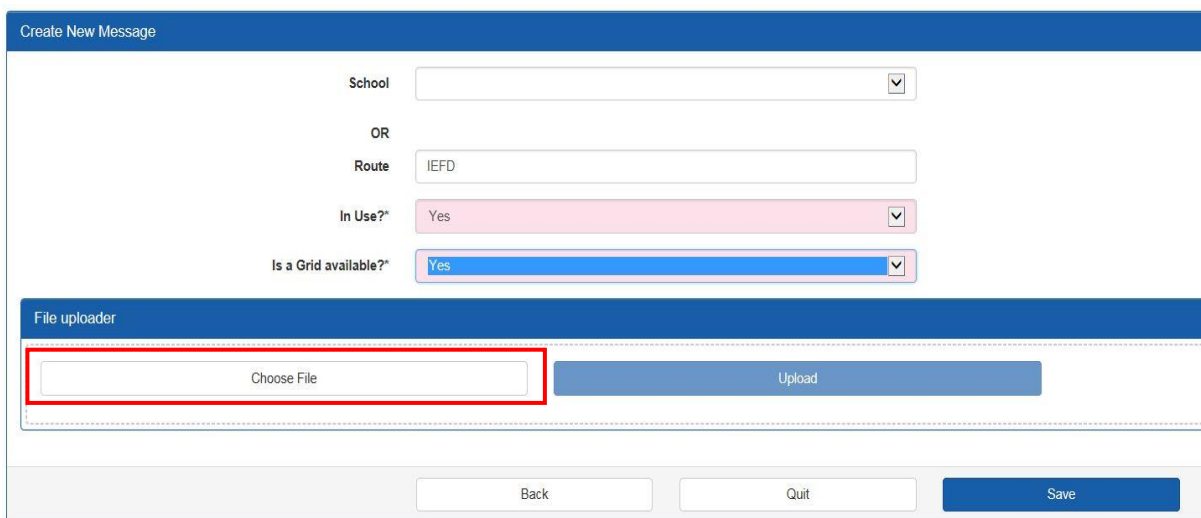


Route Message with Grid

Uploading and Editing a Grid

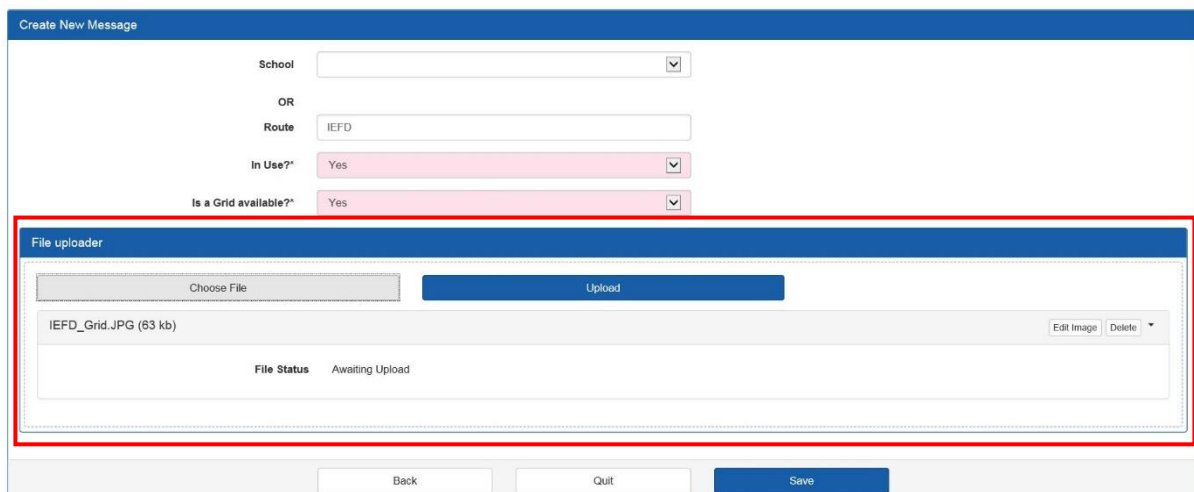
The option to upload a grid, is only available on the Route messages. The grid must be in a jpeg format. To create a jpeg image of the grid, please follow these instructions <https://support.microsoft.com/en-us/help/13776/windows-10-use-snipping-tool-to-capture-screenshots>.

After you have created a jpeg image of the grid, click on '**Choose File**'. This will open a file explorer window. Navigate to the file you wish to upload and select **Open**.



The screenshot shows the 'Create New Message' form. It includes fields for 'School' (a dropdown menu), 'Route' (a text input with 'IEFD' entered), 'In Use?' (a pink dropdown menu with 'Yes' selected), and 'Is a Grid available?' (a blue dropdown menu with 'Yes' selected). Below these is the 'File uploader' section, which contains a 'Choose File' button (highlighted with a red box) and an 'Upload' button. At the bottom of the form are 'Back', 'Quit', and 'Save' buttons.

The file you have chosen will be displayed in the **File uploader** section. The file status will be set to **Awaiting upload**.



This screenshot shows the 'Create New Message' form after a file has been uploaded. The 'File uploader' section (highlighted with a red box) now displays the file 'IEFD_Grid.JPG (63 kb)' with 'Edit Image' and 'Delete' options. Below the file name, the 'File Status' is shown as 'Awaiting Upload'. The 'Choose File' button is now disabled. The 'Back', 'Quit', and 'Save' buttons remain at the bottom.

To edit the grid, click on **'Edit Image'**. To delete the grid and upload a new one, click on **'Delete'**.

Create New Message

School

OR

Route

In Use?

Is a Grid available?

File uploader

Choose File

IEFD_Grid.JPG (63 kb) Edit Image Delete

File Status: Awaiting Upload

Back Quit Save

If you select **Edit Image** a pop up window will appear containing the grid. You can rotate or crop the image. If you make some amendments to the image, but do not want to save them and revert back to the original image, click on **'Restore'**. If you wish to accept the changes, click on **'Accept'**.

Edit image:IEFD_Grid.JPG

Rotate 90° Crop Image

Academic Year: 2018-2019

Programme: Foundation Degree in Inclusive Education

Level 4 Part 2 & Level 5 Part 1

Programme Director: Cindy Hunt

Campus: Carmarthen, Swansea, Monkton Community

Notes for the student to see when selecting their modules

Compulsory Modules				
Module Code	Module Title	Credits	Semester(s)	Module Lead
SJIE4005	Additional Needs in Context	20	1	Heike Griffiths
SJIE4006	Principles of Learning and Teaching	20	1	Cindy Hunt
SJIE5001	Numbers Count	20	2	Heike Griffiths
SJIE5002	Literacy – a key to learning	20	2	Cindy Hunt

Cancel Restore Accept

To upload the grid, click on **'Upload'**. The file status will change from **Awaiting upload** to **Successfully Uploaded**.

The screenshot shows a 'File uploader' interface. At the top, there is a blue header bar with the text 'File uploader'. Below this, there is a white box containing a 'Choose File' button and an 'Upload' button. Below the buttons, there is a list of files. The first file is 'IEFD_Grid.JPG (81 kb)' with a 'Delete' button next to it. Below the file list, there is a table with the following content:

File Status
Successfully Uploaded

At the bottom of the interface, there is a blue bar with 'Back', 'Quit', and 'Save' buttons.

You can now view the grid from the **Existing Messages** page.

Deleting a Grid

If the Route message has a grid attached to it, you can view the grid before deleting the message. To view the grid, click on the **'View grid'** button.

To delete the message, click on the **'Delete'** button. To return back to the **View Existing Messages** page, click on the **'Back'** button.

The screenshot shows a 'Delete message' interface. At the top, there is a blue header bar with the text 'Delete message'. Below this, there is a white box containing three input fields: 'Route' with the value 'IEFD', 'In Use?' with the value 'Y', and 'Is a Grid available?' with the value 'Y'. Below the input fields, there is a 'View grid' button. At the bottom of the interface, there is a blue bar with 'Back' and 'Delete' buttons.

