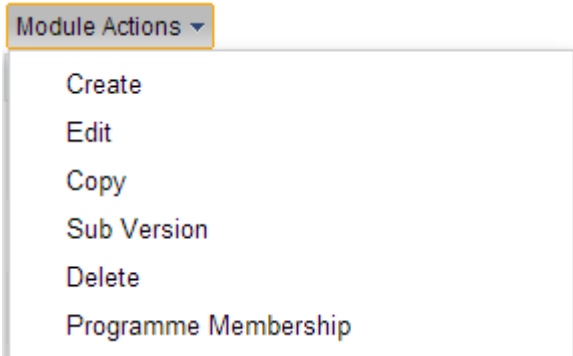
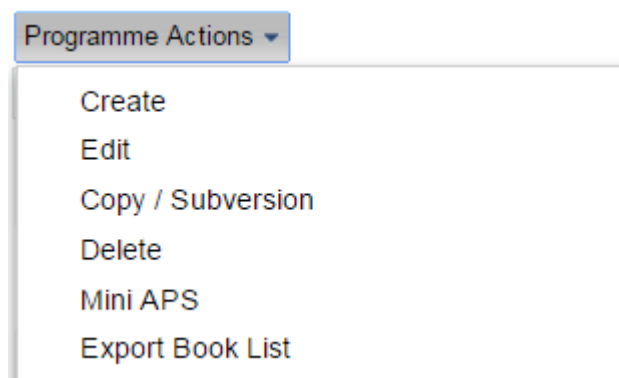


Module Actions – Definitions and when to use them



- **Create** – when creating a completely new module from scratch
- **Edit** – when making changes to a “Draft” module
- **Copy** – when you want to create a new module but use some of the information that is in another module (this gives the module a new code). This option should always be used when there are major changes to modules i.e. Title and credit changes. The copy will then appear as a ‘Draft’ for editing.
- **Sub Version** – when you are making changes to an approved module (Status of AS/ACC/IB) – this creates another version of the module which will be effective from the academic term you select. This keeps the same code as the existing module with a new ‘effective from’ term. This option should be used when there are minor changes i.e. contact hours, allocation of marks, etc.
- **Delete** – when you want to remove a module from AMM – you should remove any modules that were created as part of training and are ‘test’ modules, or ones that you copied in error.
- **Programme Membership** – this will allow you to see what programmes this module has already been used for (in AMM)

Programme Actions – Definitions and when to use them



- **Create** – when creating a completely new Programme from scratch.
- **Edit** – when making changes to a “Draft” Programme.
- **Copy** – when you want to create a new Programme but use some of the information that is in another Programme. The copy will then appear as a ‘Draft’ for editing. You would only use this option if the programme has a new Award Title or is a new Programme.
- **Sub Version** – all changes to modules need to be reflected on the programme, you should always create a sub-version and select the effective term. This creates a “Draft” version of the Programme for editing.
- **Delete** – when you want to remove a Programme from AMM – you should remove any Programmes that were created as part of training and are ‘test’ programmes, or ones that you copied in error.
- **Mini APS** – this will bring to screen the mini Approved Programme Schedule for a Programme. You can then print this mini APS.
- **Export Book List** – this will produce an entire booklist for the programme to csv file.