

Student User Guide: Online Module Selection (OMS)

You are advised to read these instructions carefully and it might be helpful to keep them open in a separate window and to refer to them as you check your module details.

Jargon buster

The Student Information System (SIS) uses its own terminology and the key differences that you need to be aware of are:

- The system uses American spelling throughout, so enrolment is spelt enrollment, etc.
- Your Academic School is called an Academic Organization
- Modules are called Courses
- The type of programme you are enrolled on (for example undergraduate, postgraduate taught, etc) will be listed under Career
- Academic Credits are called Units

Levels of undergraduate study

It is really important that you only select option modules for the **2020/2021 academic year** not for any subsequent years of your degree (as shown on your Planner on SIS).

So remember:

- All Level 0 modules (foundation programme modules) are called **NQF 3** modules
- All Level 1 modules (usually studied in the first year of an undergraduate programme) are called **NQF 4** modules
- All Level 2 modules (usually studied in year 2 of an undergraduate programme) are called **NQF 5** modules
- All Level 3 modules (usually studied in year 3 of an undergraduate programme) are called **NQF 6** modules
- All modules usually studied in year 4 of an undergraduate programme, such as MPharm, MEng are called **NQF7** modules

Please note:

During OMS, you can:

- ✓ only select the option modules for the Level of study that you will be taking in the next academic year (2020/2021)
- ✓ print out your planner by clicking on the Print Choices button – this will produce a PDF of your module choices

You cannot:

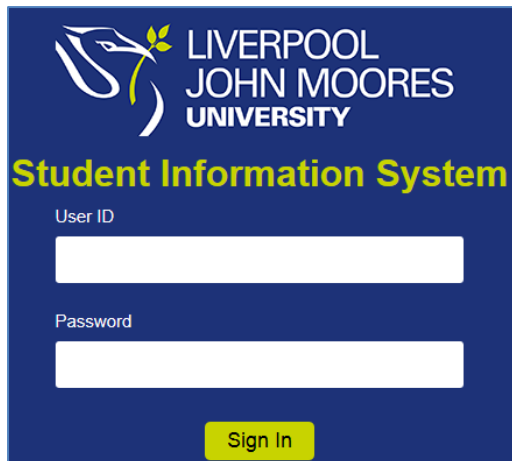
- × Select, change or delete your core modules
- × Choose a module that is already in your planner

Need help?

About your option modules: If you are unsure what option modules you should study, please contact your Programme Leader or Personal Tutor for advice on the modules that are most appropriate for you.

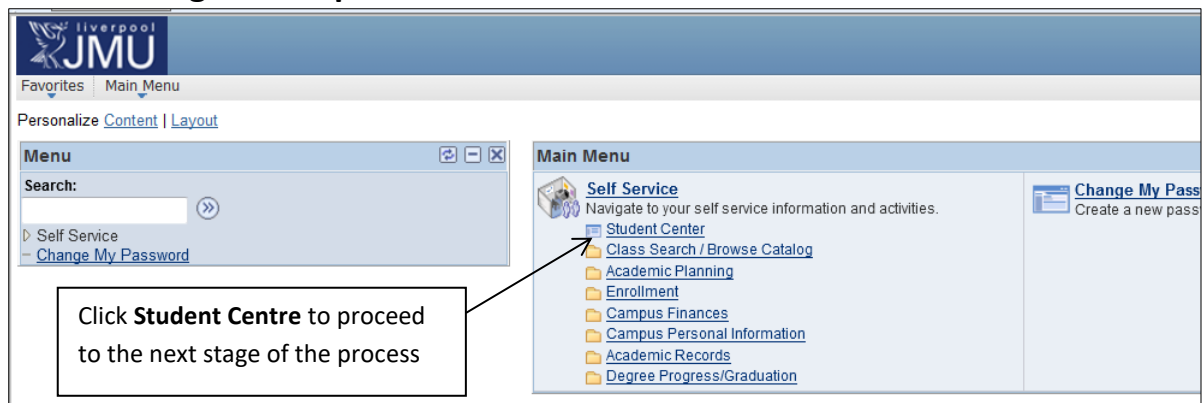
About your Academic Planner: If you think your Planner doesn't contain the right information about modules you have already completed as part of your programme, please contact the OMS helpline 0151 231 3289, email RegistryServices@ljmu.ac.uk.

Step 1: Access the Student Information System by clicking:
<https://pcss.ljmu.ac.uk> or using the link on the Student Homepage
(www.ljmu.ac.uk/students)



Log in using your LJMU username and password

Step 2: Click on the Student Centre link in the Main Menu list to proceed to the next stage of the process



Step 3: Under the Academics Section, click the Plan link

liverpool
JMU

Favorites | Main Menu > Self Service > Student Center

Rachel's Student Center

Academics

Search
Plan
Enroll
My Academics

other academic... >>

Deadlines

This Week's Schedule

| Class | |
|-------------------------------|--|
| ART 4011FA-DEF TUT (36449) | |
| COMP 4000COMP- PRA (32506) | |
| HUM RES 4004BUS | |

Click the **Plan** link

Clicking on the Plan link will open your Planner, showing the Core Modules that have been pre-selected for your programme. You **do not** need to select these core modules.

Favorites > Main Menu > Self Service > Student Center > My Planner

Search

Rachel Zane go to ... >>

Search Plan Enroll My Academics

My Planner

Select Institution / Career Liverpool JMU > Undergraduate change

Add courses to Planner using: PLAN BY MY REQUIREMENTS

| Select | Course | Description | Units | Typically Offered | Req |
|--------------------------|--------------------|---|-------|--------------------|-------------------|
| <input type="checkbox"/> | SPORDAN 6033SPODEV | ECIS | 24.00 | Standard Year Long | i |
| <input type="checkbox"/> | SPORDAN 6230SPODEV | Dissertation | 36.00 | Standard Year Long | i |
| <input type="checkbox"/> | SPORDAN 6231SPODEV | Management and Leadership 2 | 12.00 | Standard Year Long | i |
| <input type="checkbox"/> | SPORDAN 6238SPODEV | Sport Development | 24.00 | Standard Year Long | i |

Move selected courses to Term >> move

PRINT CHOICES

The core modules you'll be studying on the next level of your course will already be in your Planner.

Step 4: Click the Plan by my Requirements button

Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center > My Planner

Search

Rachel Zane go to ... ▾ >>

Search Plan Enroll My Academics

My Planner

Select Institution / Career Liverpool JMU > Undergraduate change

Add courses to Planner using: PLAN BY MY REQUIREMENTS

| Academic Year | | | | | |
|--------------------------|--------------------|---|-------|--------------------|-------------------|
| Select | Course | Description | Units | Typically Offered | Req |
| <input type="checkbox"/> | SPORDAN 6033SPODEV | ECIS | 24.00 | Standard Year Long | i |
| <input type="checkbox"/> | SPORDAN 6230SPODEV | Dissertation | 36.00 | Standard Year Long | i |
| <input type="checkbox"/> | SPORDAN 6231SPODEV | Management and Leadership 2 | 12.00 | Standard Year Long | i |
| <input type="checkbox"/> | SPORDAN 6238SPODEV | Sport Development | 24.00 | Standard Year Long | i |

Move selected courses to Term ▾ move

PRINT CHOICES

Click **Plan by my requirements** to bring up a complete list of all the core and option modules you have already completed and those for the new academic year.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center

Rachel Zane go to ... ▾ >>

Search Plan Enroll My Academics

My Planner

Plan by My R

Liverpool JMU | Un

This report last ge

collapse all expand all view report as pdf

✔ Taken ◆ In Progress ★ Planned

Click **Expand All** to see your full Programme Plan, including Levels completed and those still to be completed

Remember, you can print out your academic planner by clicking the Print Choices button.

NQF6 -

Not Satisfied: You need to complete this Level with 120 units (credits) in order to achieve your Award.

- Units: 120.00 required, 96.00 taken, 24.00 needed
- GPA: 0.001 required, 0.000 actual

▼ NQF6 Core

Satisfied: This is the compulsory element of your Award at Level 6

- Units: 96.00 required, 96.00 taken, 0.00 needed

The following courses may be used to satisfy this requirement:

| Course | Description | Units | When | Status |
|-------------------|---|-------|-----------------------|--------|
| SPORDAN6033SPODEV | ECIS | 24.00 | Academic Year 2019-20 | ★ |
| SPORDAN6230SPODEV | Dissertation | 36.00 | Academic Year 2019-20 | ★ |
| SPORDAN6231SPODEV | Management and Leadership 2 | 12.00 | Academic Year 2019-20 | ★ |
| SPORDAN6238SPODEV | Sport Development | 24.00 | Academic Year 2019-20 | ★ |

View All | First 1-4 of 4 Last

▼ NQF6 Option

Not Satisfied: Options offer an element of choice within your award; please consult your Tutor for guidance before making your selection.

- Units: 24.00 required, 0.00 taken, 24.00 needed

The following courses may be used to satisfy this requirement:

| Course | Description | Units | When | Status |
|-------------------|--|-------|--------------------|--------|
| SPORDAN6034SPODEV | Health and Physical Activity | 24.00 | Standard Year Long | |
| SPORDAN6035SPODEV | Sports Business | 24.00 | Standard Year Long | |
| SPORDAN6036SPODEV | Reflections on Inclusion | 24.00 | Standard Year Long | |
| SPORDAN6037SPODEV | PE and the NC | 24.00 | Standard Year Long | |

View All | First 1-4 of 4 Last

Your Planner will give you details on how credits are divided across core and option modules for each Level of study.

Remember: you won't be able to select, change or delete your Core modules. You will only be able to select Option modules for the Level of study you will be following in the 2020/2021 academic year.

What you will see for the Levels of study you have already completed and those currently enrolled:

NQF4 -

Satisfied: You need to complete this Level with 120 units (credits) in order to achieve your Award.

- Units: 120.00 required, 120.00 taken, 0.00 needed
- GPA: 0.001 required, 56.000 actual

▼ **NQF4 Core**

Satisfied: This is the compulsory element of your Award at Level 4

- Units: 120.00 required, 120.00 taken, 0.00 needed

The following courses were used to satisfy this requirement:

| Course | Description | Units | When | Status |
|-------------------|--|-------|-----------------------|--------|
| SPORDAN4011SPODEV | PDP | 24.00 | Academic Year 2018-19 | ✔ |
| SPORDAN4012SPODEV | Structures and Management | 24.00 | Academic Year 2018-19 | ✔ |
| SPORDAN4013SPODEV | PE and Coaching Pedagogy | 24.00 | Academic Year 2018-19 | ✔ |
| SPORDAN4014SPODEV | Theory and Practice of Sport | 24.00 | Academic Year 2018-19 | ✔ |
| SPORDAN4015SPODEV | Sport Dev Practice | 24.00 | Academic Year 2018-19 | ✔ |

View All | First 1-5 of 5 Last

NQF5 - 2017

Satisfied: You need to complete this Level with 120 units (credits) in order to achieve your Award.

- Units: 120.00 required, 120.00 taken, 0.00 needed
- GPA: 0.001 required, 0.000 actual

▼ **NQF5 Core**

Satisfied: This is the compulsory element of your Award at Level 5

- Units: 72.00 required, 72.00 taken, 0.00 needed

The following courses were used to satisfy this requirement:

| Course | Description | Units | When | Status |
|-------------------|--|-------|-----------------------|--------|
| SPORDAN5021SPODEV | Management and Marketing | 24.00 | Academic Year 2019-20 | ◆ |
| SPORDAN5022SPODEV | Employability & Research Sport | 24.00 | Academic Year 2019-20 | ◆ |

This symbol indicates you have completed this module.

Step 5: Scroll through your Planner until you come to the right Level of Study for the 2020/2021 academic year.

NQF6 Option

Not Satisfied: Options offer an element of choice within your award; please consult your Tutor for guidance before making your selection.

Units: 24.00 required, 0.00 taken, 24.00 needed

The following courses may be used to satisfy this requirement:

| Course | Description | Units | When | Status |
|-------------------|---|-------|--------------------|--------|
| SPORDAN6034SPODEV | Health and Physical Activitiy | 24.00 | Standard Year Long | |
| SPORDAN6035SPODEV | Sports Business | 24.00 | Standard Year Long | |
| SPORDAN6036SPODEV | Reflections on Inclusion | 24.00 | Standard Year Long | |
| SPORDAN6037SPODEV | PE and the NC | 24.00 | Standard Year Long | |

View All | First 1-4 of 4 Last

Make sure you select the right number of Units (Credits) for each group of Option Modules (if applicable)

Click the description link of the module you'd like to study next year.

If none of the option modules are flagged with a 'Star' symbol it means you are not registered on any of these modules yet.

Step 6: Choosing your Option Modules.

The screenshot shows a user interface for a student named Rachel Zane. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below this is the 'My Planner' section, which includes a 'Course Detail' header and a link to 'Return to Plan by My Requirements'. The main content area displays details for the course 'SPORDAN 6034SPODEV - The Promotion of Health through Physical Activity'. A modal message box is overlaid on the course details, asking 'Would you like to assign the module to academic term 2020/21?' with 'Yes' and 'No' buttons. An arrow points from the 'Return to Plan by My Requirements' link to a text box below. Another arrow points from the 'Yes' button to a second text box below.

| Course Detail | | |
|------------------------|-------------------------------|----------|
| Career | Undergraduate | |
| Units | 24.00 | |
| Grading Basis | 40 % | |
| Course Components | Tutorial | Required |
| | Workshop | Required |
| Campus | IM Marsh Campus | |
| Academic Group | Sport & Physical Activity | |
| Academic Organization | Education Community & Leisure | |
| Enrollment Information | | |
| Typically Offered | Standard Year Long | |

Message

Would you like to assign the module to academic term 2020/21?

Yes No

If you don't wish to select the module click, 'Return to Plan by my Requirements'

If you want to study a particular module, click 'add to planner' and 'Yes' to register for the 2020/2021 academic year. Click 'No' to make a different choice.

Remember: Make sure you only select enough modules to satisfy your credit requirements. If you are unsure what option modules to study, please contact your Programme Team for advice. You should only select Study Abroad modules if this has been agreed previously with your tutor or academic co-ordinator.

Step 7: Change your option modules

- If you want to make a change to your option choices, click on the delete icon next to the relevant module and the 'Plan By My Requirements' to continue planning.

The screenshot shows the 'My Planner' interface for Rachel Zane. It includes navigation tabs (Search, Plan, Enroll, My Academics), a search bar, and a dropdown menu for 'Select Institution / Career' set to 'Liverpool JMU > Undergraduate'. A green button labeled 'PLAN BY MY REQUIREMENTS' is visible. Below this is a table of courses for the 'Academic Year'.

| Select | Course | Description | Units | Typically Offered | Req | Delete |
|--------------------------|--------------------|--|-------|--------------------|-------------------|--------|
| <input type="checkbox"/> | SPORDAN 6033SPODEV | ECIS | 24.00 | Standard Year Long | i | |
| <input type="checkbox"/> | SPORDAN 6034SPODEV | Health and Physical Activity | 24.00 | Standard Year Long | i | |
| <input type="checkbox"/> | SPORDAN 6230SPODEV | Dissertation | 36.00 | Standard Year Long | i | |
| <input type="checkbox"/> | SPORDAN 6231SPODEV | Management and Leadership 2 | 12.00 | Standard Year Long | i | |
| <input type="checkbox"/> | SPORDAN 6238SPODEV | Sport Development | 24.00 | Standard Year Long | i | |

Below the table, there is a 'Move selected courses to Term' dropdown and a 'move' button. A 'PRINT CHOICES' button is also present at the bottom right.

Note: it is only possible to delete **option modules** that you have previously planned.

To delete, click on the highlighted bin symbol.



SPORDAN 6034SPODEV has been deleted from your Planner.

Confirmation that module has been deleted from planner

Step 8: Once you are back in the 'My Planner' view you should complete Steps 5 & 6 until you have selected all of your Option Modules.

NQF6 -

Not Satisfied: You need to complete this Level with 120 units (credits) in order to achieve your Award.

- Units: 120.00 required, 96.00 taken, 24.00 needed
- GPA: 0.001 required, 0.000 actual

NQF6 Core

Satisfied: This is the compulsory element of your Award at Level 6

- Units: 48.00 required, 48.00 taken, 0.00 needed

The following courses may be used to satisfy this requirement:

| Course | Description | Units | When | Status |
|----------------|---|-------|-----------------------|--------|
| EDUC6109EDSTUD | PE MAKING IT HAPPEN | 24.00 | Academic Year 2020-21 | ★ |
| EDUC6118EDSTUD | EDUCATION AND SOCIAL CHANGE | 24.00 | Academic Year 2020-21 | ★ |

View All | First 1-2 of 2 Last

NQF6 Option

Not Satisfied: Options offer an element of choice within your award; please consult your Tutor for guidance before making your selection.

- Units: 72.00 required, 48.00 taken, 24.00 needed

The following courses may be used to satisfy this requirement:

| Course | Description | Units | When | Status |
|----------------|--|-------|-----------------------|--------|
| EDUC6101EDSTUD | INDEPENDENT PROJECT | 24.00 | Academic Year 2020-21 | ★ |
| EDUC6104EDSTUD | CONTEMPORARY ISSUES IN PRIMARY | 24.00 | Academic Year 2020-21 | ★ |
| EDUC6105EDSTUD | SECONDARY EDUCATION & BEYOND | 24.00 | Standard Year Long | |
| EDUC6106EDSTUD | YOUNG PEOPLE & THE COMMUNITY | 24.00 | Standard Year Long | |
| EDUC6110EDSTUD | ADVANCED SKILLS IN PE | 24.00 | Standard Year Long | |
| EDUC6119EDSTUD | PHYSICAL EDUCATION IN ACTION | 24.00 | Standard Year Long | |

View All | First 1-6 of 6 Last

All the Option Modules you choose will be marked with a Blue Star.

You should continue selecting Option Modules until you meet the required number of Units (Credits) specified.

In this example, two 24 Credit Modules need to be selected to meet the required 48 credits in this group. Please take care not to over or under select the number of modules you need.

Step 9: Once you have selected the number of Option Modules you need to meet your academic credit requirements, click the Plan link at the top of the page. You now have the option to produce a receipt of your choices.

The screenshot shows the 'My Planner' interface for Rachel Zane. At the top, there are navigation links: Favorites, Main Menu, Self Service, Student Center, and My Planner. Below this is a search bar and a 'go to ...' dropdown. A row of buttons includes Search, Plan (highlighted with a red box), Enroll, and My Academics. The 'My Planner' section shows 'Select Institution / Career' set to 'Liverpool JMU > Undergraduate' with a 'change' button. Below that, 'Add courses to Planner using:' is followed by a 'PLAN BY MY REQUIREMENTS' button. A table titled 'Academic Year 2020-21' lists five courses with checkboxes in the 'Select' column. At the bottom, there is a 'Move selected courses to Term' dropdown and a 'move' button, and a 'PRINT CHOICES' button.

| Select | Course | Description | Units | Typically Offered | Req | Delete |
|--------------------------|--------------------|--|-------|--------------------|-------------------|--------|
| <input type="checkbox"/> | SPORDAN 6033SPODEV | ECIS | 24.00 | Standard Year Long | i | |
| <input type="checkbox"/> | SPORDAN 6034SPODEV | Health and Physical Activity | 24.00 | Standard Year Long | i | |
| <input type="checkbox"/> | SPORDAN 6230SPODEV | Dissertation | 36.00 | Standard Year Long | i | |
| <input type="checkbox"/> | SPORDAN 6231SPODEV | Management and Leadership 2 | 12.00 | Standard Year Long | i | |
| <input type="checkbox"/> | SPORDAN 6238SPODEV | Sport Development | 24.00 | Standard Year Long | i | |

Click the 'Print Choices' button. This will produce a PDF of your module choices.