

STUDENT AND ACADEMIC SERVICES

Uploading a Module Report to your Faculty SharePoint Site

Once you have completed your Annual Module Report, make sure that you save it in an appropriate drive (as you would normally). You must name your Report as follows: Module Number – Module Report Year – Module Name (eg UPSJRN-30-3 Module Report 2017-18 Module *Name*).

Please then follow the instructions below in order to load it up to the faculty sharepoint site:

- Click on the link below to your Faculty:

[FBL Module Report location](#)

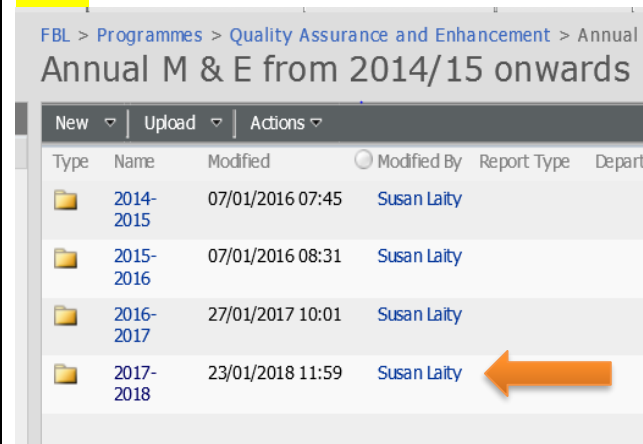
[ACE Module Report location](#)

[FET Module Report location](#)

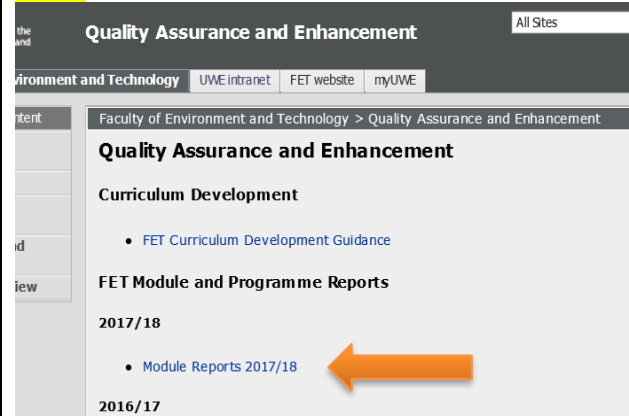
[HAS Module Report location](#)

- This will take you to screens that looks like this, go to the appropriate academic year

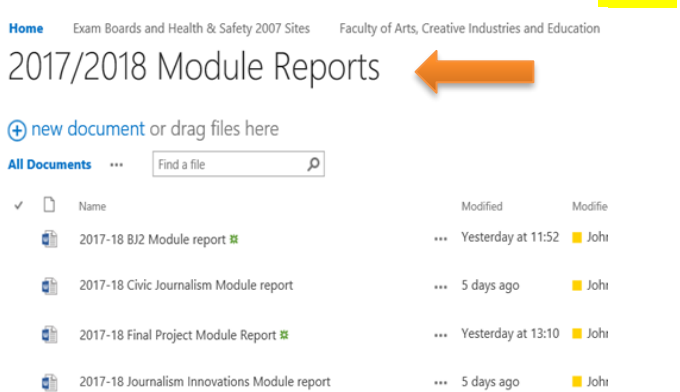
FBL



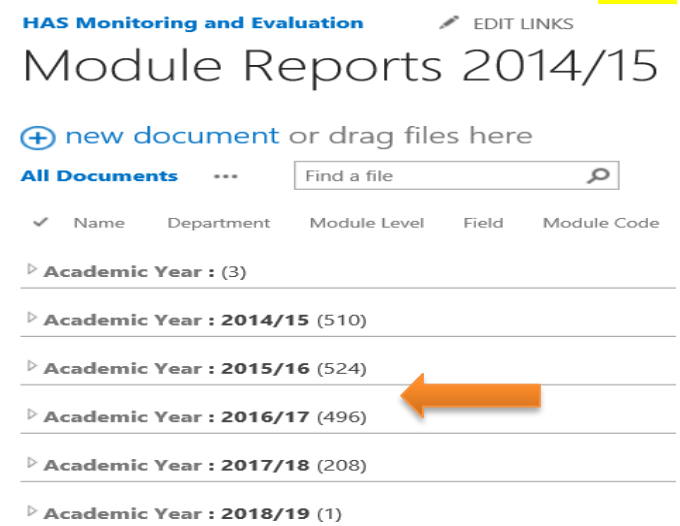
FET



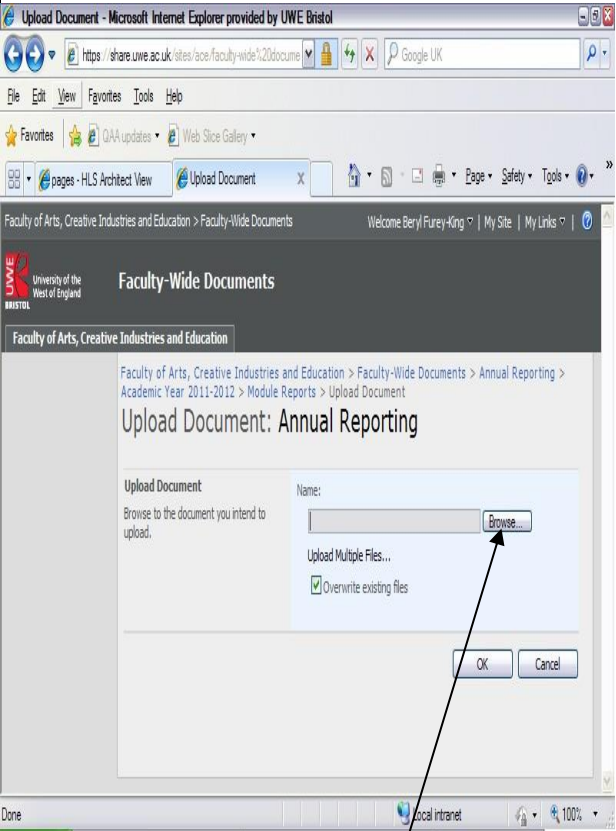

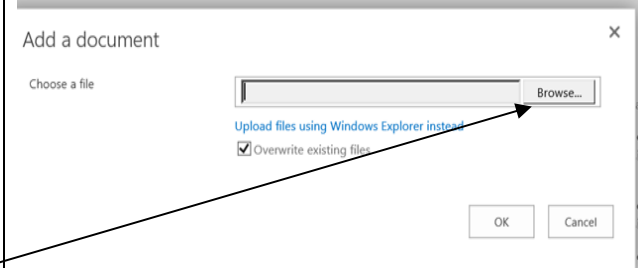
ACE



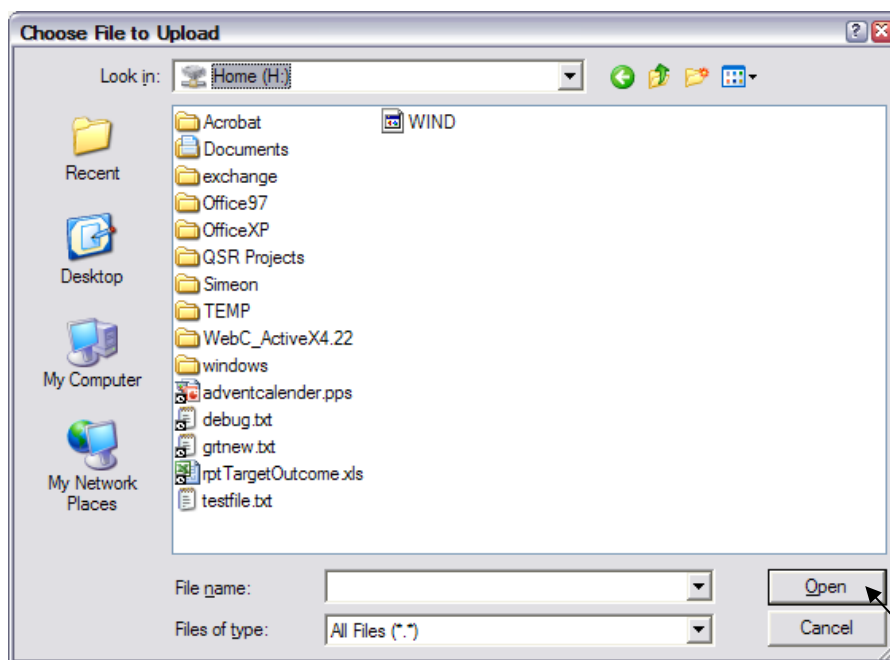
HAS



- Click on the word **Upload/ +new document** and you will be given a 'browser' screen:

<p>For FET and FBL</p> <p>Click on the word Upload and you will be given a 'browser' screen:</p>	<p>For ACE and HAS</p> <p>Click on +new document, you will be given a drop down menu – go to upload existing document. You will then be given a 'browser' screen</p>
	
	

- Click on the **Browse** button and this will open a search frame on your H: drive:

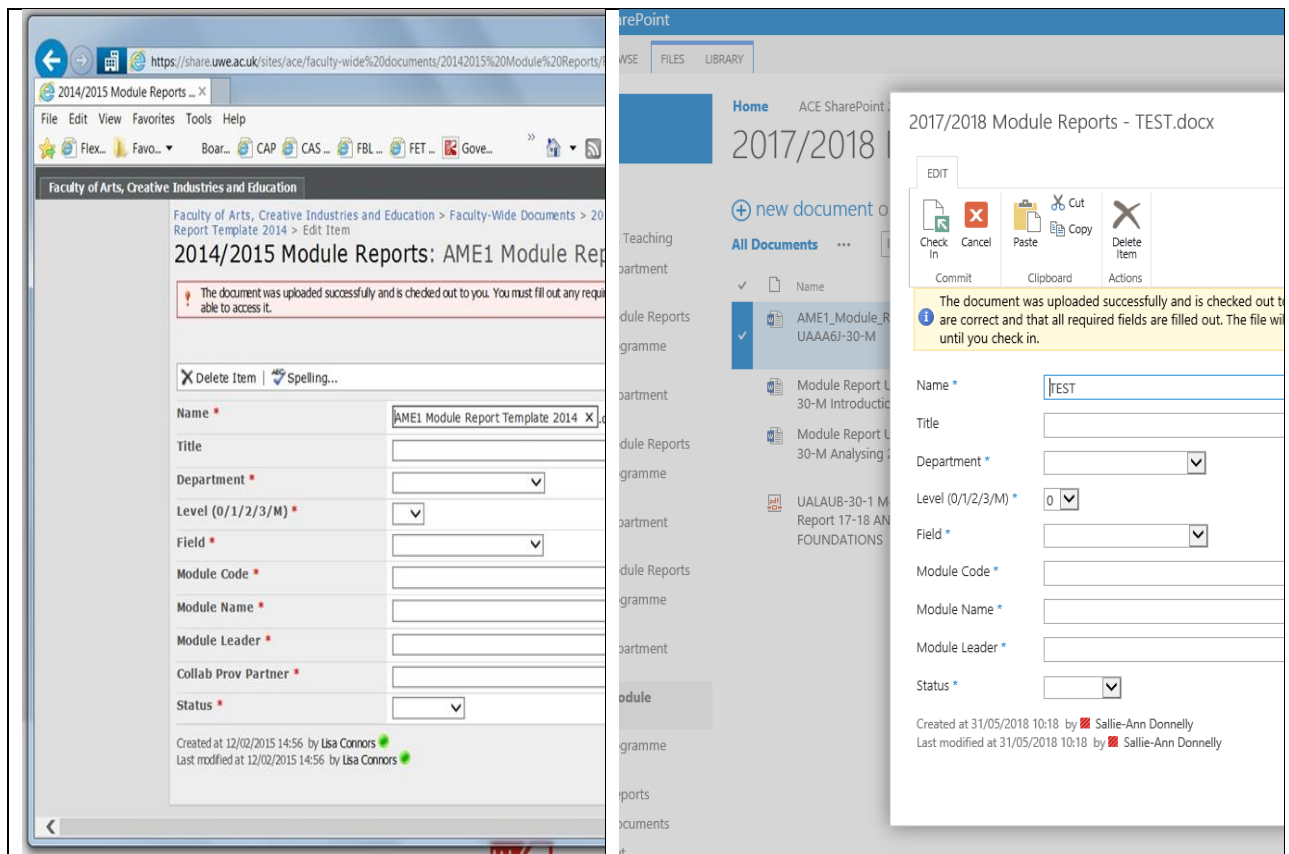


- Search for the document you want to upload in the normal way and click on Open – the system will put your document in the *Name box* on the *Browser* frame as below:

For FET and FBL	For ACE and HAS






- Click **OK** and your document will be uploaded and you will be asked to complete fields to identify your module:

For FET and FBL	For ACE and HAS
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- Once the required fields are completed click Check In and your module report will be uploaded and display like this:

For FET and FBL

1 - 100										View: Overview
DepartmentCode	FieldCode	CreditLevel	Module Code	Module Name	Type	Name	Module Leader	PartnerCode	ReportStat	
ABE	ABE	1	UBUMSB-30-1	Building Physics and Services		15 16 Module Report BldPhySrv	Patrick O'Hynn	none	complete	
EDM	EDM	M	UFMFJG-15-M	Advanced Specialist Text Study		2015-16 Module_Rpt for URMFJG-15-M Advanced Specialist Text Study	Alistair Clark	none	complete	
CSC	CSC	3	UFCRGE-30-3	Applied Computing Project		ACP MODULE REPORT 2016	Belsam Attallah	Weston College	complete	
ABE	ABE	M	UBUMR-15-M	Advanced cultural studies: narratives of architectural theory		ACS Narratives of Architectural Theory - Module Report-2015-16	Fidel Meraz	none	complete	
GEM	GBM	3	UBGMOC-30-3	Advanced geographic Expedition		Advanced geographic Expedition Module report 2016	S Aridge/A Tallon	none	complete	

For ACE and HAS

Name	Modified	Modified By	Department	Level (0/1/2/3/M)	Field	Module Code	Module Name	Module Leader	Status
AME1_Module_Rpt_MAMDP-UAAA6J-30-M	28 February	Sarah Bodman	Art & Design	M	Art	UAAA6J-30-M	Introduction to Multidisciplinary Printmaking	Sarah Bodman	Complete
Module Report UADACT-30-M Introduction 2017_18	22 March	Stephen Monger	Art & Design	M	Design	UADACT-30-M	Introduction to Graphic Arts	Stephen Monger	Complete
Module Report UADACU-30-M Analysing 2017_18	22 March	Stephen Monger	Art & Design	M	Design	UADACU-30-M	Analysing Practice in Graphic Arts	Stephen monger	Complete
TEST	23 minutes ago	Sallie-Ann Donnelly		0					
UALAUB-30-1 Module Report 17-18 ANIMATION FOUNDATIONS	13 March	Amy Johnson	Film & Journalism	1	Lens & Moving Image	UALAUB-30-1	Animation Foundations	Amy Johnson	Complete