

## VTC MyPortal Online Module Selection Guide for Students

This user guide is written to help students perform online module selection in the VTC MyPortal System, for study of elective modules including re-study modules and enrichment modules (applicable to Higher Diploma students only).

Please note that the data or information used and presented in this user guide are fictitious and may not appear to be normal. Always have this in mind while reading this document. **For demonstration purpose, this user guide shows how a student, currently studying in semester 1 of AY2017/18, selects elective modules that are available to him/her for study or re-study in semester 2 of AY2017/18.**

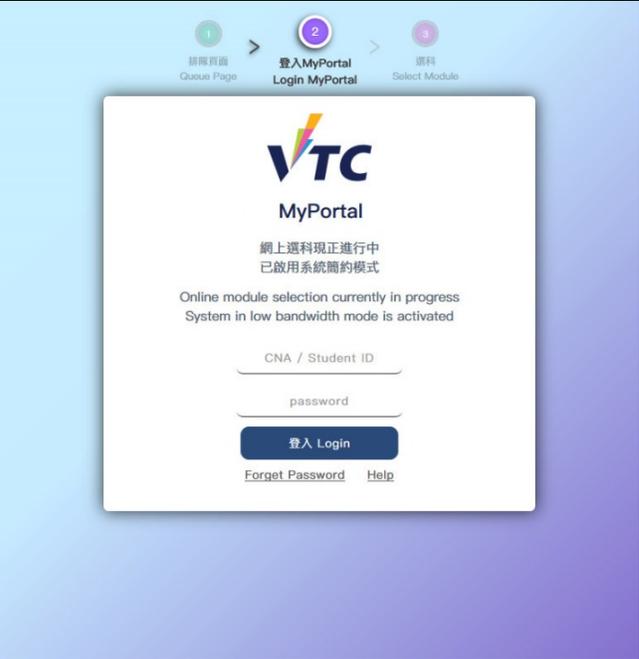
It is very important to note that online module selection is a process concurrently used by all eligible students. Study places of a class are allotted on a first-come-first-served basis until the class is full. There is no guarantee that you can always get a study place by the very time you submit your module selection even though study places are still be available by the time you select the module(s). There is also no guarantee that you can successfully select again a module that you have previously selected but later on un-selected.

If you have any question regarding this user guide, please contact your parent department.

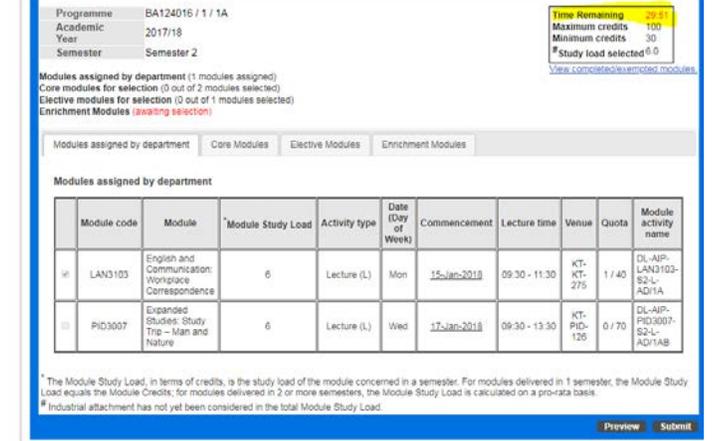
### Section A: Queuing system for login MyPortal

Screenshots for reference	Processing steps / Remarks
	<p>(1) <u>Queuing system</u> will be activated 30 minutes before Online Module Selection (OMS) exercise start.</p> <p>You will be redirected to the queuing page and wait for OMS exercise start.</p>

Screenshots for reference	Processing steps / Remarks
 <p>The screenshot shows the VTC MyPortal Queue Page. At the top, there are three steps: 1. 排隊頁面 (Queue Page), 2. 登入MyPortal (Login MyPortal), and 3. 選科 (Select Module). The main content area features the VTC logo and the text: "你正在輪候登入MyPortal" (You are waiting to log in to MyPortal). Below this, it says "輪到你的時候，請盡快登入；若超過15分鐘尚未登入，你需重新輪候。" (When it's your turn, please log in as soon as possible; if you haven't logged in within 15 minutes, you need to re-queue). A progress bar is visible, and the queue information is displayed: "您的隊列號：543" (Your queue number: 543), "在您前面的用戶有：32" (There are 32 users ahead of you), and "最近更新狀態：下午 6:10:02" (Last updated status: 6:10:02 PM). A "退出隊列" (Leave Queue) button is at the bottom left, and the "QUEUE-IT" logo is at the bottom right.</p>	<p>(2) When OMS exercise started, you will be assigned a ticket number from the queuing system.</p> <p><u>One unique ticket will be assigned for one device and one browser.</u></p>
 <p>This screenshot is identical to the one above, but with a red underline under the queue number "543" and the text "輪到你了" (Your turn) appearing below it. The "最近更新狀態" (Last updated status) is now "下午 6:15:45" (6:15:45 PM).</p>	<p>(3) When your turn is come, a message will be shown on the screen.</p>

Screenshots for reference	Processing steps / Remarks
	<p>(4) And you will be redirected to MyPortal login page for sign on.</p>
	<p>(5) The ticket will be expired within 15 minutes, you should login to MyPortal and perform Online Module Selection in time. Otherwise you may need to re-queue in the Queueing system for OMS.</p> <p>Once your module selection is completed, the ticket will also be expired.</p>

**Section B: Selection of non-Enrichment Modules (including programme-specific modules and re-study modules)**

Screenshots for reference	Processing steps / Remarks																																	
 <p>1 Mar 2018 Thursday 03:13 PM   繁體   简体</p> <p>Location: Hong Kong Institute of Vocational Education (Morrison Hill)</p> <p>• Home • Student Activity • Timetable • Profile • Facility • Online Module Selection • Calendar • News • Locker • Survey • e-Portfolio • e-Application • Graduation Ceremony • Information Centre • Document Download • Career Corner • Alumni Portal • Online Add/Drop • ETSS • Application for VTC Halls of Residence</p> <p>• Online Module Selection •</p> <p>No online module selection required for you</p>	<p>(6) After login, click the “Online Module Selection” menu item.</p> <p>Before the start date of the online module selection period, a message may be displayed to you saying “No online module selection required for you”. This is a normal system response and will happen while the system is being set up for the online module selection process.</p>																																	
 <p>5 Mar 2018 Monday 09:58 AM   繁體   简体</p> <p>Location: Youth College (Kwai Fong)</p> <p>• Home • Student Activity • Timetable • Profile • Facility • Online Module Selection • Calendar • News • Locker • Survey • e-Portfolio • e-Application • Graduation Ceremony • Information Centre • Document Download • Career Corner • Alumni Portal • Online Add/Drop • ETSS • Application for VTC Halls of Residence</p> <p>• Online Module Selection •</p> <p>Module Selection Period Information</p> <table border="1"> <tr> <td>Module selection period</td> <td>06-Mar-2018 00:00 - 07-Mar-2018 00:00</td> </tr> <tr> <td>Selection Result Announcement Date</td> <td>08-Mar-2018</td> </tr> <tr> <td>Add/Drop period</td> <td>N/A</td> </tr> <tr> <td>Add/Drop Result Announcement Date</td> <td>N/A</td> </tr> </table> <p>* Different campus and department may have different setting. For queries, please consult your department.</p>	Module selection period	06-Mar-2018 00:00 - 07-Mar-2018 00:00	Selection Result Announcement Date	08-Mar-2018	Add/Drop period	N/A	Add/Drop Result Announcement Date	N/A	<p>(7) After the system is properly set up, you will be allowed to perform online module selection during a pre-set period. Outside this period, the system will display a message showing your module selection period and will not allow you to proceed further.</p>																									
Module selection period	06-Mar-2018 00:00 - 07-Mar-2018 00:00																																	
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 <p>• Online Module Selection •</p> <p>Programme BA124016 / 1 / 1A</p> <p>Academic Year 2017/18</p> <p>Semester Semester 2</p> <p>Time Remaining: 29:51</p> <p>Maximum credits: 100</p> <p>Minimum credits: 30</p> <p>Study load selected: 0/0</p> <p>View complete semester modules</p> <p>Modules assigned by department (1 module assigned)</p> <p>Core modules for selection (0 out of 2 modules selected)</p> <p>Elective modules for selection (0 out of 1 modules selected)</p> <p>Enrichment Modules (awaiting selection)</p> <p>Modules assigned by department</p> <table border="1"> <thead> <tr> <th></th> <th>Module code</th> <th>Module</th> <th>Module Study Load</th> <th>Activity type</th> <th>Date (Day of Week)</th> <th>Commencement</th> <th>Lecture time</th> <th>Venue</th> <th>Quota</th> <th>Module activity name</th> </tr> </thead> <tbody> <tr> <td>SR</td> <td>LAN3103</td> <td>English and Communication Workplace Correspondence</td> <td>6</td> <td>Lecture (L)</td> <td>Mon</td> <td>15-Jan-2018</td> <td>09:30 - 11:30</td> <td>KT-275</td> <td>1 / 40</td> <td>DL-AIP-LAN3103-S2-L-AD11A</td> </tr> <tr> <td>SI</td> <td>PID3007</td> <td>Expanded Studies: Study Trip - Man and Nature</td> <td>6</td> <td>Lecture (L)</td> <td>Wed</td> <td>17-Jan-2018</td> <td>09:30 - 13:30</td> <td>KT-PID-126</td> <td>0 / 70</td> <td>DL-AIP-PID3007-S2-L-AD11AB</td> </tr> </tbody> </table> <p>* The Module Study Load, in terms of credits, is the study load of the module concerned in a semester. For modules delivered in 1 semester, the Module Study Load equals the Module Credits; for modules delivered in 2 or more semesters, the Module Study Load is calculated on a pro-rata basis.</p> <p># Industrial attachment has not yet been considered in the total Module Study Load.</p> <p>Preview Submit</p>		Module code	Module	Module Study Load	Activity type	Date (Day of Week)	Commencement	Lecture time	Venue	Quota	Module activity name	SR	LAN3103	English and Communication Workplace Correspondence	6	Lecture (L)	Mon	15-Jan-2018	09:30 - 11:30	KT-275	1 / 40	DL-AIP-LAN3103-S2-L-AD11A	SI	PID3007	Expanded Studies: Study Trip - Man and Nature	6	Lecture (L)	Wed	17-Jan-2018	09:30 - 13:30	KT-PID-126	0 / 70	DL-AIP-PID3007-S2-L-AD11AB	<p>(8) Within online module selection period, you will be brought to the selection page, where you are required to perform selection within 30 minutes before timed out by the system.</p> <p>On top right corner of the selection page, a timer will be counting down showing the remaining time before time-out. Maximum and minimum credits show the normal range of credits of modules to be taken for each semester. “Study load selected” shows the total number of credits of the modules selected or assigned to you by department.</p>
	Module code	Module	Module Study Load	Activity type	Date (Day of Week)	Commencement	Lecture time	Venue	Quota	Module activity name																								
SR	LAN3103	English and Communication Workplace Correspondence	6	Lecture (L)	Mon	15-Jan-2018	09:30 - 11:30	KT-275	1 / 40	DL-AIP-LAN3103-S2-L-AD11A																								
SI	PID3007	Expanded Studies: Study Trip - Man and Nature	6	Lecture (L)	Wed	17-Jan-2018	09:30 - 13:30	KT-PID-126	0 / 70	DL-AIP-PID3007-S2-L-AD11AB																								

## Screenshots for reference

### Online Module Selection

Programme: BA124016 / 1 / 1A  
 Academic Year: 2017/18  
 Semester: Semester 2

Time Remaining: 27:57  
 Maximum credits: 100  
 Minimum credits: 30  
 Study load selected: 0.0

Modules assigned by department (1 modules assigned)  
 Core modules for selection (0 out of 2 modules selected)  
 Elective modules for selection (0 out of 1 modules selected)  
 Enrichment Modules (awaiting selection)

Student Completed-Exempted Modules List

Module	Module Name	Time	Venue	Quota	Module activity name
BUS3003	Economics				
BUS3003R	Economics				
BUS3011	Marketing Essentials				
ITE3001	Information Technology Essentials - Services				
LAN3003	Vocational Chinese Communication: Putonghua Conversation and Reading				
LAN3003F	Vocational Chinese Communication: Putonghua Conversation and Reading				
LAN3100	English and Communication: Workplace Interaction				
LAN3100E	English and Communication: Workplace Interaction				
LAN3100F	English and Communication: Workplace Interaction	11:30	KT-KT-275	1 / 40	DL-AIP-LAN3103-S2-L-AD1A
MPR4212	Public Relations Theory & Practice				
MPR4213	Digital Media Workshop				
SDD4001	Whole Person Development: Self-Efficacy Enhancement	13:30	KT-PID-126	0 / 70	DL-AIP-PID3007-S2-L-AD1AB

Preview Submit

## Processing steps / Remarks

(9) To view the modules you have already completed or exempted or are studying in current semester (i.e. semester 1 in current example), click “View completed/exempted modules”.

Modules assigned by department (1 modules assigned)  
 Core modules for selection (0 out of 2 modules selected)  
 Elective modules for selection (0 out of 1 modules selected)  
 Enrichment Modules (awaiting selection)

Modules assigned by department

Module code	Module	Module Study Load	Activity type	Date (Day of Week)	Commencement	Lecture time	Venue	Quota	Module activity name
LAN3103	English and Communication: Workplace Correspondence	6	Lecture (L)	Mon	15-Jan-2018	09:30 - 11:30	KT-KT-275	1 / 40	DL-AIP-LAN3103-S2-L-AD1A
PID3007	Expanded Studies: Study Trip – Man and Nature	6	Lecture (L)	Wed	17-Jan-2018	09:30 - 13:30	KT-PID-126	0 / 70	DL-AIP-PID3007-S2-L-AD1AB

Preview Submit

(10) There are 4 tabs displaying modules of different nature/status.

“Modules assigned by department” are must-take modules according to your programme delivery plan and therefore cannot be de-selected.

If applicable, other modules that are available for your selection are listed under the other 3 tabs depending on the nature/status of the modules.

Displayed above these 4 tabs is a summary of selection status of such modules.

Core modules for selection (0 out of 2 modules selected)  
 Elective modules for selection (0 out of 1 modules selected)  
 Enrichment Modules (awaiting selection)

Available core modules for selection

Module code	Module	Module Study Load	Streams	Activity type	Date (Day of Week)	Commencement	Lecture time	Venue	Quota	Module activity name
BUS3006	Accounting	10		Lecture (L)	Wed	17-Jan-2018	10:30 - 12:30	DL-CS-LV547	0 / 61	DL-BA-BUS3006-S2-LPRM1AB
				Tutorial (T)	Mon	15-Jan-2018	10:30 - 11:30	DL-CS-LV892	0 / 40	DL-BA-BUS3006-S2-LPRM1B
					Mon	15-Jan-2018	12:30 - 13:30	DL-CS-LV549	0 / 40	DL-BA-BUS3006-S2-LPRM1A
MPR4202	Branding Management	10		Lecture (L)	Wed	17-Jan-2018	10:30 - 12:30	DL-CS-LV002	0 / 100	DL-BA-MPR4202-S2-LPRM2AB

Preview Submit

(11) Elective programme-specific modules and re-study modules, if applicable, are grouped under “Core Modules” or “Elective Modules” tabs. Remember to click both of these tabs to see the modules that are available for your selection.

Quota shows the remaining study places available for specific module activity. E.g. a quota of “12/30” means 12 study places had been taken up and 18 study places still remain at particular point of time.

## Screenshots for reference

## Processing steps / Remarks

Module activity code, next to the Quota column, is something for internal system reference, which you can simply ignore.

Because of their unique nature, enrichment modules are to be selected in a different way. Relevant steps are detailed in Section C of this user guide.

The screenshot shows the 'Online Module Selection' interface. On the left, there are filters for Programme (BA1240), Academic Year (2017/18), and Semester. Below these are sections for 'Modules assigned by department' and 'Available core modules for selection'. The main area displays a table of modules with columns for Module code, Module, Module Study Load, Streams, Activity type, Date (Day of Week), Commencement, Lecture time, Venue, Quota, and Module activity name. A 'Show detail' window is open over the selected module, showing a weekly schedule table and a summary of time remaining, maximum credits, and study load selected.

Week no	Lesson date	Week day	Lesson time	Venue	Lecturer
21	17-Jan-2018	Wed	10:30-12:30	DL-CS-LW547	TAM SAU WAH TERESA
22	24-Jan-2018	Wed	10:30-12:30	DL-CS-LW547	TAM SAU WAH TERESA
23	31-Jan-2018	Wed	10:30-12:30	DL-CS-LW547	TAM SAU WAH TERESA
24	07-Feb-2018	Wed	10:30-12:30	DL-CS-LW547	TAM SAU WAH TERESA
25	14-Feb-2018	Wed	10:30-12:30	DL-CS-LW547	TAM SAU WAH TERESA
26	21-Feb-2018	Wed	10:30-12:30	DL-CS-LW547	TAM SAU WAH TERESA
27	28-Feb-2018	Wed	10:30-12:30	DL-CS-LW547	TAM SAU WAH TERESA
28	07-Mar-2018	Wed	10:30-12:30	DL-CS-LW547	TAM SAU WAH TERESA
29	14-Mar-2018	Wed	10:30-12:30	DL-CS-LW547	TAM SAU WAH TERESA
30	21-Mar-2018	Wed	10:30-12:30	DL-CS-LW547	TAM SAU WAH TERESA
31	28-Mar-2018	Wed	10:30-12:30	DL-CS-LW547	TAM SAU WAH TERESA
32	04-Apr-2018	Wed	10:30-12:30	DL-CS-LW547	TAM SAU WAH TERESA
33	11-Apr-2018	Wed	10:30-12:30	DL-CS-LW547	TAM SAU WAH TERESA
34	18-Apr-2018	Wed	10:30-12:30	DL-CS-LW547	TAM SAU WAH TERESA
35	25-Apr-2018	Wed	10:30-12:30	DL-CS-LW547	TAM SAU WAH TERESA
36	02-May-2018	Wed	10:30-12:30	DL-CS-LW547	TAM SAU WAH TERESA

(12) To view the class schedule of a particular module activity, click on the respective commencement date.

The screenshot shows the 'Available core modules for selection' interface. It features a table with columns for Module code, Module, Module Study Load, Streams, Activity type, Date (Day of Week), Commencement, Lecture time, Venue, Quota, and Module activity name. The BUS3006 module is highlighted with a yellow checkmark in the selection column. The MPR4202 module is also visible in the table.

Module code	Module	Module Study Load	Streams	Activity type	Date (Day of Week)	Commencement	Lecture time	Venue	Quota	Module activity name
<input checked="" type="checkbox"/>	BUS3006	Accounting	10	Lecture (L)	Wed	17-Jan-2018	10:30 - 12:30	DL-CS-LW547	0 / 61	DL-BA-BUS3006-S2-LPRM1AB
<input type="checkbox"/>				Tutorial (T)	Mon	15-Jan-2018	10:30 - 11:30	DL-CS-LW592	0 / 40	DL-BA-BUS3006-S2-TPRM1B
<input type="checkbox"/>					Mon	15-Jan-2018	12:30 - 13:30	DL-CS-LW549	0 / 40	DL-BA-BUS3006-S2-TPRM1A
<input type="checkbox"/>	MPR4202	Branding Management	10	Lecture (L)	Wed	17-Jan-2018	10:30 - 12:30	DL-CS-LW002	0 / 100	DL-BA-MPR4202-S2-LPRM2AB

(13) Select the module(s) you wish to study. For some modules, different classes may be offered. Please select the one which better fits your personal schedule.

To view your tentative timetable containing all the assigned modules and selected modules, click the “Preview” button.

## Screenshots for reference

**Timetable Preview**

Student Name (Student No.): TANG, 170512063 OTHER, B9 123456789 170512063  
 Programme: BA124016 / 1 / 1A  
 Academic Year: 2017/18 Semester 2  
 Print time: 01-Mar-2018 16:33

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:30 - 09:00						
09:00 - 09:30						
09:30 - 10:00	LAN3103 (Lecture (L))					
10:00 - 10:30	WT 42129					
10:30 - 11:00	LEUNG KING SHAN USA		BUS3006 (Lecture (L))			
11:00 - 11:30			10:30 - 12:30			
11:30 - 12:00			DL-CS-LW547			
12:00 - 12:30			TAM SAU WAH TERESA			
12:30 - 13:00	BUS3006 (Tutorial (T))					
13:00 - 13:30	12:30 - 13:30					
13:00 - 13:30	DL-CS-LW549					
13:30 - 14:00	TAM SAU WAH TERESA					
14:00 - 14:30						
14:30 - 15:00						
15:00 - 15:30						
15:30 - 16:00						
16:00 - 16:30						
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18:30 - 19:00						
19:00 - 19:30						
19:30 - 20:00						
20:00 - 20:30						
20:30 - 21:00						
21:00 - 21:30						
21:30 - 22:00						
22:00 - 22:30						
22:30 - 23:00						

**Selected Modules:**  
 1. BUS3006 – Accounting  
 2. LAN3103 – English and Communication: Workplace Correspondence

This is tentative timetable according to your selection, subject to confirmation

## Processing steps / Remarks

(14) Your tentative timetable will be shown. A list of modules selected by you or assigned to you by department will also be shown at the bottom of the timetable.

At this stage, your timetable is not confirmed yet.

Confirmed timetables will be available for viewing in MyPortal normally starting from 1 week before relevant semester commences. For exact starting date for viewing timetables, please contact your parent department.

To print a copy of your tentative timetable, click “Print” button.

## Online Module Selection

Programme: BA124016 / 1 / 1A  
 Academic Year: 2017/18  
 Semester: Semester 2

Time Remaining: 21:36  
 Maximum credits: 100  
 Minimum credits: 30  
 Study load selected: 10.0

Your module selection is not yet completed. Click “Submit” button to confirm and save your selection.

Modules assigned by department (1 modules assigned)  
 Core modules for selection (1 out of 2 modules selected)  
 Elective modules for selection (0 out of 1 modules selected)  
 Enrichment Modules (awaiting selection)

Modules assigned by department | Core Modules | Elective Modules | Enrichment Modules

Available core modules for selection

Module code	Module	Module Study Load	Streams	Activity type	Date (Day of Week)	Commencement	Lecture time	Venue	Quota	Module activity name
BUS3006	Accounting	10		Lecture (L)	Wed	12-Jan-2018	10:30 - 12:30	DL-CS-LW547	0 / 61	DL-BA-BUS3006-S2-LPPRH1AB
				Tutorial (T)	Mon	15-Jan-2018	10:30 - 11:30	DL-CS-LW892	0 / 40	DL-BA-BUS3006-S2-TPPRH1B
					Mon	15-Jan-2018	12:30 - 1:30	DL-CS-LW549	0 / 40	DL-BA-BUS3006-S2-TPPRH1A
MPPR4202	Branding Management	10		Lecture (L)	Wed	12-Jan-2018	10:30 - 12:30	DL-CS-LW002	0 / 100	DL-BA-MPPR4202-S2-LPPRH2AB

The Module Study Load, in terms of credits, is the study load of the module concerned in a semester. For modules delivered in 1 semester, the Module Study Load equals the Module Credits; for modules delivered in 2 or more semesters, the Module Study Load is calculated on a pro-rata basis.  
 Industrial attachment has not yet been considered in the total Module Study Load.

(15) To confirm module selection, double-check to ensure you have selected the correct module and class (if choices are given); then click the “Submit” button.

## Screenshots for reference

### Online Module Selection

Programme BA124016 / 1 / 1A  
Academic Year 2017/18  
Semester Semester 2

Time Remaining: 20:29  
Maximum credits: 100  
Minimum credits: 30  
# Study load selected: 16.0

Your module selection is not yet completed. Click "Submit" button to confirm and save your selection.

Modules assigned by department (1 modules assigned)  
Core modules for selection (1 out of 2 modules selected)  
Elective modules for selection (0 out of 1 modules selected)  
Enrichment Modules (awaiting selection)

Available core modules for selection

Module code	Module	Module Study	Commencement	Lecture time	Venue	Quota	Module activity name
BUS3006	Accounting	10	15-Jan-2018	10:30 - 12:30	DL-CE-LWS47	0 / 61	DL-BA-BUS3006-S2-LPRM1AB
			15-Jan-2018	10:30 - 11:30	DL-CE-LWS92	0 / 40	DL-BA-BUS3006-S2-TPRM1B
			15-Jan-2018	12:30 - 13:30	DL-CE-LWS49	0 / 40	DL-BA-BUS3006-S2-TPRM1A
MPR4202	Branding Management	10	17-Jan-2018	10:30 - 12:30	DL-CE-LWS002	0 / 100	DL-BA-MPR4202-S2-LPRM2AB

Are you sure to submit?  
Yes No

The Module Study Load, in terms of credits, is the study load of the module concerned in a semester. For modules delivered in 1 semester, the Module Study Load equals the Module Credits; for modules delivered in 2 or more semesters, the Module Study Load is calculated on a pro-rata basis.  
Industrial attachment has not yet been considered in the total Module Study Load.

Preview Submit

## Processing steps / Remarks

(16) Click "Yes" to confirm submission of your selection or click No to re-select.

### Online Module Selection

Home Student Activity Timetable  
News Locker Sunny e-Portal  
Information Centre Document Downloads  
ETSS Application for VTC Halls of Residence

Total selected credits are lower than minimum limit.  
Do you still want to proceed?  
OK Cancel

Programme BA124016 / 1 / 1A  
Academic Year 2017/18  
Semester Semester 2

Time Remaining: 20:21  
Maximum credits: 100  
Minimum credits: 30  
# Study load selected: 16.0

Your module selection is not yet completed. Click "Submit" button to confirm and save your selection.

Modules assigned by department (1 modules assigned)  
Core modules for selection (1 out of 2 modules selected)  
Elective modules for selection (0 out of 1 modules selected)  
Enrichment Modules (awaiting selection)

Modules assigned by department Core Modules Elective Modules Enrichment Modules

(17) There may be possibility that the total number of credits of your selected modules does not reach the normal minimum. In such case, click OK to continue or Cancel to re-select.

Seek advice from your parent department, if necessary.

### Online Module Selection

Module Selection Result  
You have selected the following module(s) but your study modules may be different. The confirmed study module(s) will be announced later.

Module code	Module	Module Study Load	Activity type	Module activity name	Commencement	Date (Day of Week)	Lecture time	Venue	New Selected Module
BUS3006	Accounting	10.0	Lecture (L)	DL-BA-BUS3006-S2-LPRM1AB	17-Jan-2018	Wed	10:30 - 12:30	DL-CE-LWS47	Yes
			Tutorial (T)	DL-BA-BUS3006-S2-TPRM1A	15-Jan-2018	Mon	12:30 - 13:30	DL-CE-LWS49	Yes
LAN3103	English and Communication: Workplace Correspondence	6.0	Lecture (L)	DL-AP-LAN3103-S2-LAD1A	15-Jan-2018	Mon	09:30 - 11:30	KT-KT-275	No

Study load selected: 16.0

The Module Study Load, in terms of credits, is the study load of the module concerned in a semester. For modules delivered in 1 semester, the Module Study Load equals the Module Credits; for modules delivered in 2 or more semesters, the Module Study Load is calculated on a pro-rata basis.  
Industrial attachment has not yet been considered in the total Module Study Load.

Close

(18) Upon confirmation, a page listing the modules that you have selected or assigned to you by department will be displayed.

Click "Close" button to close current window. A message will pop up confirming that you have completed your current session of module selection.

### Online Module Selection

Module Selection Result  
You have selected the following module(s) but your study modules may be different. The confirmed study module(s) will be announced later.

Module code	Module	Module Study Load	Activity type	Module activity name	Commencement	Date (Day of Week)	Lecture time	Venue	New Selected Module
BUS3006	Accounting	10.0	Lecture (L)	DL-BA-BUS3006-S2-LPRM1AB	17-Jan-2018	Wed	10:30 - 12:30	DL-CE-LWS47	Yes
			Tutorial (T)	DL-BA-BUS3006-S2-TPRM1A	15-Jan-2018	Mon	12:30 - 13:30	DL-CE-LWS49	Yes
LAN3103	English and Communication: Workplace Correspondence	6.0	Lecture (L)	DL-AP-LAN3103-S2-LAD1A	15-Jan-2018	Mon	09:30 - 11:30	KT-KT-275	No

Study load selected: 16.0

The Module Study Load, in terms of credits, is the study load of the module concerned in a semester. For modules delivered in 1 semester, the Module Study Load equals the Module Credits; for modules delivered in 2 or more semesters, the Module Study Load is calculated on a pro-rata basis.  
Industrial attachment has not yet been considered in the total Module Study Load.

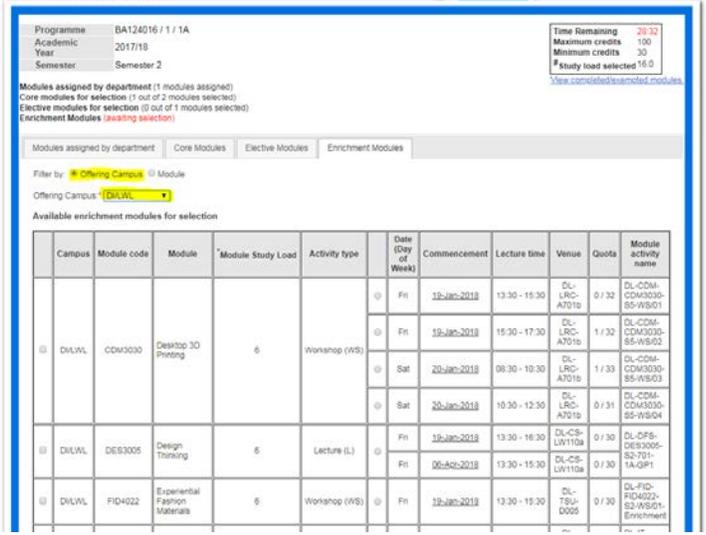
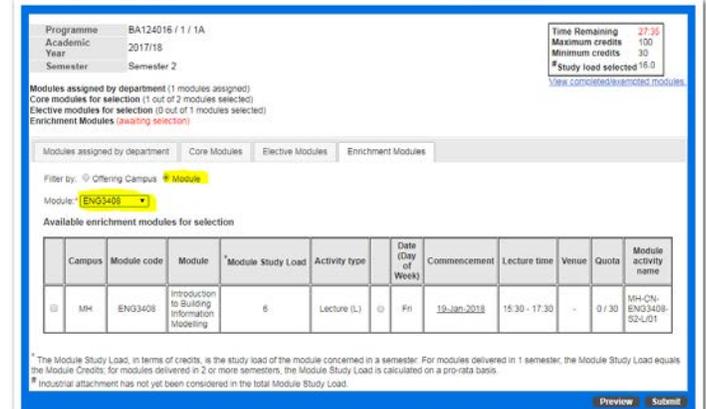
System will be logged automatically.  
Close

As a record of your online module selection, the system will send an acknowledgement email to you at your VTC email account normally within 30 minutes.

To free up resources for use by other users, you will be logged out from MyPortal after clicking the "Close" button. (This step is important and necessary particularly during peak

Screenshots for reference	Processing steps / Remarks																																								
	<p>periods when some users are unable to login to MyPortal for activities such as online module selection.)</p>																																								
<p>• Online Module Selection •</p> <p>Time Remaining: 29:27 Maximum credits: 100 Minimum credits: 30 Study load selected: 15.0</p> <p>Modules assigned by department (1 modules assigned) Core modules for selection (1 out of 2 modules selected) Elective modules for selection (0 out of 1 modules selected) Enrichment Modules (awaiting selection)</p> <p>Available core modules for selection</p> <table border="1"> <thead> <tr> <th>Module code</th> <th>Module</th> <th>Module Study Load</th> <th>Streams</th> <th>Activity type</th> <th>Date (Day of Week)</th> <th>Commencement</th> <th>Lecture time</th> <th>Venue</th> <th>Quota</th> <th>Module activity name</th> </tr> </thead> <tbody> <tr> <td rowspan="2">BUS3006</td> <td rowspan="2">Accounting</td> <td rowspan="2">10</td> <td rowspan="2"></td> <td>Lecture (L)</td> <td>Wed</td> <td>17-Jan-2018</td> <td>10:30 - 12:30</td> <td>DL- CS- LW547</td> <td>1 / 61</td> <td>DL-BA- BUS3006- S2- LPRM1AB</td> </tr> <tr> <td>Tutorial (T)</td> <td>Mon</td> <td>15-Jan-2018</td> <td>10:30 - 11:30</td> <td>DL- CS- LW992</td> <td>0 / 40</td> <td>DL-BA- BUS3006- S2- LPRM1B</td> </tr> <tr> <td>MPR4202</td> <td>Branding Management</td> <td>10</td> <td></td> <td>Lecture (L)</td> <td>Wed</td> <td>17-Jan-2018</td> <td>10:30 - 12:30</td> <td>DL- CS- LW549</td> <td>1 / 40</td> <td>DL-BA- BUS3006- S2- LPRM1A</td> </tr> </tbody> </table>	Module code	Module	Module Study Load	Streams	Activity type	Date (Day of Week)	Commencement	Lecture time	Venue	Quota	Module activity name	BUS3006	Accounting	10		Lecture (L)	Wed	17-Jan-2018	10:30 - 12:30	DL- CS- LW547	1 / 61	DL-BA- BUS3006- S2- LPRM1AB	Tutorial (T)	Mon	15-Jan-2018	10:30 - 11:30	DL- CS- LW992	0 / 40	DL-BA- BUS3006- S2- LPRM1B	MPR4202	Branding Management	10		Lecture (L)	Wed	17-Jan-2018	10:30 - 12:30	DL- CS- LW549	1 / 40	DL-BA- BUS3006- S2- LPRM1A	<p>(19) Upon login to MyPortal again and clicking the “Online Module Selection” menu item again, the total number of study load selected will be increased correspondingly.</p> <p>The module previously selected by the student will also be checked indicating a successful selection.</p> <p>To un-select a previously selected module, un-check the selected module and then click the “Submit” button.</p>
Module code	Module	Module Study Load	Streams	Activity type	Date (Day of Week)	Commencement	Lecture time	Venue	Quota	Module activity name																															
BUS3006	Accounting	10		Lecture (L)	Wed	17-Jan-2018	10:30 - 12:30	DL- CS- LW547	1 / 61	DL-BA- BUS3006- S2- LPRM1AB																															
				Tutorial (T)	Mon	15-Jan-2018	10:30 - 11:30	DL- CS- LW992	0 / 40	DL-BA- BUS3006- S2- LPRM1B																															
MPR4202	Branding Management	10		Lecture (L)	Wed	17-Jan-2018	10:30 - 12:30	DL- CS- LW549	1 / 40	DL-BA- BUS3006- S2- LPRM1A																															

## Section C: Selection of Enrichment Modules

Screenshots for reference	Processing steps / Remarks																						
 <p>Programme BA124016 / 1 / 1A Academic Year 2017/18 Semester Semester 2</p> <p>Time Remaining 29:51 Maximum credits 100 Minimum credits 30 # Study load selected 16.0</p> <p>Modules assigned by department (1 modules assigned) Core modules for selection (1 out of 2 modules selected) Elective modules for selection (0 out of 1 modules selected) Enrichment Modules (awaiting selection)</p> <p>Modules assigned by department Core Modules Elective Modules <b>Enrichment Modules</b></p> <p>Filter by: <input type="radio"/> Offering Campus <input type="radio"/> Module</p> <p>Offering Campus: <input type="text" value="Please Select"/></p> <p>Available enrichment modules for selection</p> <table border="1"> <thead> <tr> <th>Campus</th> <th>Module code</th> <th>Module</th> <th>Module Study Load</th> <th>Activity type</th> <th>Date (Day of Week)</th> <th>Commencement</th> <th>Lecture time</th> <th>Venue</th> <th>Quota</th> <th>Module activity name</th> </tr> </thead> <tbody> <tr> <td></td> </tr> </tbody> </table> <p><small>* The Module Study Load, in terms of credits, is the study load of the module concerned in a semester. For modules delivered in 1 semester, the Module Study Load equals the Module Credits, for modules delivered in 2 or more semesters, the Module Study Load is calculated on a pro-rata basis. # Industrial attachment has not yet been considered in the total Module Study Load.</small></p>	Campus	Module code	Module	Module Study Load	Activity type	Date (Day of Week)	Commencement	Lecture time	Venue	Quota	Module activity name												<p>(20) If you are required to select enrichment module (EnM), you will be displayed with a message of “awaiting selection” in red. If not, the message will be “N.A.”.</p> <p>For each semester, there are several tens or even over one hundred of EnM classes offered in different campuses for your selection.</p> <p>To ease searching for your desired EnM, search filters by offering campus or by module are provided.</p>
Campus	Module code	Module	Module Study Load	Activity type	Date (Day of Week)	Commencement	Lecture time	Venue	Quota	Module activity name													
 <p>Programme BA124016 / 1 / 1A Academic Year 2017/18 Semester Semester 2</p> <p>Time Remaining 26:32 Maximum credits 100 Minimum credits 30 # Study load selected 16.0</p> <p>Modules assigned by department (1 modules assigned) Core modules for selection (1 out of 2 modules selected) Elective modules for selection (0 out of 1 modules selected) Enrichment Modules (awaiting selection)</p> <p>Modules assigned by department Core Modules Elective Modules Enrichment Modules</p> <p>Filter by: <input checked="" type="radio"/> Offering Campus <input type="radio"/> Module</p> <p>Offering Campus: <input type="text" value="DULW"/></p> <p>Available enrichment modules for selection</p> <table border="1"> <thead> <tr> <th>Campus</th> <th>Module code</th> <th>Module</th> <th>Module Study Load</th> <th>Activity type</th> <th>Date (Day of Week)</th> <th>Commencement</th> <th>Lecture time</th> <th>Venue</th> <th>Quota</th> <th>Module activity name</th> </tr> </thead> <tbody> <tr> <td></td> </tr> </tbody> </table>	Campus	Module code	Module	Module Study Load	Activity type	Date (Day of Week)	Commencement	Lecture time	Venue	Quota	Module activity name												<p>(21) To search by offering campus, click the “Offering Campus” filter and select a campus from the pull-down list.</p> <p>All EnM classes offered by the selected campus that are available for your selection will be shown.</p>
Campus	Module code	Module	Module Study Load	Activity type	Date (Day of Week)	Commencement	Lecture time	Venue	Quota	Module activity name													
 <p>Programme BA124016 / 1 / 1A Academic Year 2017/18 Semester Semester 2</p> <p>Time Remaining 27:35 Maximum credits 100 Minimum credits 30 # Study load selected 16.0</p> <p>Modules assigned by department (1 modules assigned) Core modules for selection (1 out of 2 modules selected) Elective modules for selection (0 out of 1 modules selected) Enrichment Modules (awaiting selection)</p> <p>Modules assigned by department Core Modules Elective Modules Enrichment Modules</p> <p>Filter by: <input type="radio"/> Offering Campus <input checked="" type="radio"/> Module</p> <p>Module: <input type="text" value="EN33408"/></p> <p>Available enrichment modules for selection</p> <table border="1"> <thead> <tr> <th>Campus</th> <th>Module code</th> <th>Module</th> <th>Module Study Load</th> <th>Activity type</th> <th>Date (Day of Week)</th> <th>Commencement</th> <th>Lecture time</th> <th>Venue</th> <th>Quota</th> <th>Module activity name</th> </tr> </thead> <tbody> <tr> <td></td> </tr> </tbody> </table> <p><small>* The Module Study Load, in terms of credits, is the study load of the module concerned in a semester. For modules delivered in 1 semester, the Module Study Load equals the Module Credits, for modules delivered in 2 or more semesters, the Module Study Load is calculated on a pro-rata basis. # Industrial attachment has not yet been considered in the total Module Study Load.</small></p>	Campus	Module code	Module	Module Study Load	Activity type	Date (Day of Week)	Commencement	Lecture time	Venue	Quota	Module activity name												<p>(22) To search by EnM, click the “Module” filter and select an EnM from the pull-down list.</p> <p>All classes (in all campuses) running the selected EnM that are available for your selection will be shown.</p>
Campus	Module code	Module	Module Study Load	Activity type	Date (Day of Week)	Commencement	Lecture time	Venue	Quota	Module activity name													

## Screenshots for reference

Your module selection is not yet completed. Click "Submit" button to confirm and save your selection.

Modules assigned by department (1 module assigned)  
 Core modules for selection (1 out of 2 modules selected)  
 Elective modules for selection (0 out of 1 modules selected)  
 Enrichment Modules (selected)

Modules assigned by department: Core Modules | Elective Modules | Enrichment Modules

Filter by:  Offering Campus \* Module (one module selected)

Module: SDD3006

Available enrichment modules for selection

	Campus	Module code	Module	Module Study Load	Activity type	Date (Day of Week)	Commencement	Lecture time	Venue	Quota	Module activity name
<input checked="" type="checkbox"/>	DI/LWL	SDD3006	Effective Personal Management	6	Workshop (WS)	Fri 10-Jan-2018	13:30 - 15:30	DL-CS-LW111	DL-CS-LW111	0 / 30	
						Sat 10-Mar-2018	08:30 - 12:30	DL-SDO-Outdoor	DL-SDO-Outdoor	0 / 30	DL-SDO-SDO3006-S2-GP1
						Sat 10-Mar-2018	13:30 - 17:30	DL-SDO-Outdoor	DL-SDO-Outdoor	0 / 30	
<input type="checkbox"/>	HW	SDD3006	Effective Personal Management	6	Workshop (WS)	Fri 12-Jan-2018	15:30 - 17:30	HW-229	HW-229	0 / 30	
						Sat 17-Mar-2018	08:30 - 12:30	HW-SDO-Outdoor	HW-SDO-Outdoor	0 / 30	HW-SDO-SDO3006-S2-WS-GP1
						Sat 17-Mar-2018	13:30 - 17:30	HW-SDO-Outdoor	HW-SDO-Outdoor	0 / 30	
<input type="checkbox"/>	MH	SDD3006	Effective Personal Management	6	Workshop (WS)	Fri 12-Jan-2018	13:30 - 15:30	MH-SDO-357	MH-SDO-357	0 / 30	
						Sat 10-Mar-2018	09:00 - 17:00	MH-SDO-357	MH-SDO-357	0 / 30	MH-SDO-SDO3006-S2-GP1
						Fri 12-Jan-2018	15:30 - 17:30	MH-SDO-357	MH-SDO-357	0 / 30	
						Sat 17-Mar-2018	09:00 - 17:00	MH-SDO-357	MH-SDO-357	0 / 30	MH-SDO-SDO3006-S2-GP2

\* The Module Study Load, in terms of credits, is the study load of the module concerned in a semester. For modules delivered in 1 semester, the Module Study Load equals the Module Credits; for modules delivered in 2 or more semesters, the Module Study Load is calculated on a pro-rata basis.  
 † Industrial attachment has not yet been considered in the total Module Study Load.

Preview Submit

## Processing steps / Remarks

(23) Select the EnM you wish to study. If different classes are offered for your selected module, select the one which better fits your personal schedule.

Your module selection is not yet completely. You have already selected another enrichment module. Do you really want to change your selection?

Modules assigned by department (1 module assigned)  
 Core modules for selection (1 out of 2 modules selected)  
 Elective modules for selection (0 out of 1 modules selected)  
 Enrichment Modules (selected)

Modules assigned by department: Core Modules | Elective Modules | Enrichment Modules

Filter by:  Offering Campus \* Module (one module selected)

Module: SDD3006

Available enrichment modules for selection

	Campus	Module code	Module	Module Study Load	Activity type	Date (Day of Week)	Commencement	Lecture time	Venue	Quota	Module activity name
<input checked="" type="checkbox"/>	DI/LWL	SDD3006	Effective Personal Management	6	Workshop (WS)	Fri 12-Jan-2018	13:30 - 15:30	DL-CS-LW111	DL-CS-LW111	0 / 30	
						Sat 10-Mar-2018	08:30 - 12:30	DL-SDO-Outdoor	DL-SDO-Outdoor	0 / 30	DL-SDO-SDO3006-S2-GP1
						Sat 10-Mar-2018	13:30 - 17:30	DL-SDO-Outdoor	DL-SDO-Outdoor	0 / 30	
<input type="checkbox"/>	HW	SDD3006	Effective Personal Management	6	Workshop (WS)	Fri 12-Jan-2018	15:30 - 17:30	HW-229	HW-229	0 / 30	
						Sat 17-Mar-2018	08:30 - 12:30	HW-SDO-Outdoor	HW-SDO-Outdoor	0 / 30	HW-SDO-SDO3006-S2-WS-GP1
						Sat 17-Mar-2018	13:30 - 17:30	HW-SDO-Outdoor	HW-SDO-Outdoor	0 / 30	
<input type="checkbox"/>	MH	SDD3006	Effective Personal Management	6	Workshop (WS)	Fri 12-Jan-2018	13:30 - 15:30	MH-SDO-357	MH-SDO-357	0 / 30	
						Sat 10-Mar-2018	09:00 - 17:00	MH-SDO-357	MH-SDO-357	0 / 30	MH-SDO-SDO3006-S2-GP1
						Fri 12-Jan-2018	15:30 - 17:30	MH-SDO-357	MH-SDO-357	0 / 30	
						Sat 17-Mar-2018	09:00 - 17:00	MH-SDO-357	MH-SDO-357	0 / 30	MH-SDO-SDO3006-S2-GP2

OK Cancel

(24) If you change your selection, you will be prompted with an alert message reminding you of the change. Click OK to proceed or Cancel to return to the selection page.

## Screenshots for reference

## Processing steps / Remarks

Module: SDD3006

Available enrichment modules for selection

Campus	Module code	Module	Module Study Load	Activity type	Date (Day of Week)	Commencement	Lecture time	Venue	Quota	Module activity name
DI/LWL	SDD3006	Effective Personal Management	6	Workshop (WS)	Fri	19-Jan-2018	13:30 - 15:30	DL-CB-LW111	0 / 30	DL-SDD-SDD3006-S2-GP1
					Sat	10-Mar-2018	09:30 - 12:30	DL-SDD-Outdoor	0 / 30	
					Sat	10-Mar-2018	13:30 - 17:30	DL-SDD-Outdoor	0 / 30	
HW	SDD3006	Effective Personal Management	6	Workshop (WS)	Fri	19-Jan-2018	15:30 - 17:30	HW-229	0 / 30	HW-SDD-SDD3006-S2/WS-GP1
					Sat	17-Mar-2018	09:30 - 12:30	HW-SDD-Outdoor	0 / 30	
					Sat	17-Mar-2018	13:30 - 17:30	HW-SDD-Outdoor	0 / 30	
MH	SDD3006	Effective Personal Management	6	Workshop (WS)	Fri	19-Jan-2018	13:30 - 15:30	MH-SDD-357	0 / 30	MH-SDD-SDD3006-S2-GP1
					Sat	10-Mar-2018	09:00 - 17:00	MH-SDD-357	0 / 30	
					Fri	19-Jan-2018	15:30 - 17:30	MH-SDD-357	0 / 30	
Sat	17-Mar-2018	09:00 - 17:00	MH-SDD-357	0 / 30						

\* The Module Study Load, in terms of credits, is the study load of the module concerned in 1 semester. For modules delivered in 1 semester, the Module Study Load equals the Module Credits; for modules delivered in 2 or more semesters, the Module Study Load is calculated on a pro-rata basis.  
 # Industrial attachment has not yet been considered in the total Module Study Load.

Preview Submit

(25) To view your tentative timetable, click the “Preview” button.

To confirm module selection, double-check to ensure you have selected the correct module and class (if choices are given); then click the “Submit” button.

Online Module Selection

Module Selection Result  
 (You have selected the following module(s) but your study modules may be different. The confirmed study module(s) will be announced later)

Module code	Module	Module Study Load	Activity type	Module activity name	Commencement	Date (Day of Week)	Lecture time	Venue	New Selected Module
BUS3006	Accounting	10.0	Lecture (L)	DL-BA-BUS3006-S2-LPRM1AB	17-Jan-2018	Wed	10:30 - 12:30	DL-CB-LWS47	No
			Tutorial (T)	DL-BA-BUS3006-S2-TPRM1A	15-Jan-2018	Mon	12:30 - 13:30	DL-CB-LWS49	No
LAN2103	English and Communication Workplace Correspondence	6.0	Lecture (L)	DL-AIP-LAN2103-S2-L-AD1A	15-Jan-2018	Mon	09:30 - 11:30	KT-KT-275	No
SDD3006	Enrichment: Effective Personal Management (HW)	6.0	Workshop (WS)	HW-SDD-SDD3006-S2-WS-GP1	19-Jan-2018	Fri	15:30 - 17:30	HW-229	Yes
					17-Mar-2018	Sat	09:30 - 12:30	HW-SDD-Outdoor	Yes
						Sat	13:30 - 17:30	HW-SDD-Outdoor	Yes

\* Study load selected: 22.0

\* The Module Study Load, in terms of credits, is the study load of the module concerned in 1 semester. For modules delivered in 1 semester, the Module Study Load equals the Module Credits; for modules delivered in 2 or more semesters, the Module Study Load is calculated on a pro-rata basis.  
 # Industrial attachment has not yet been considered in the total Module Study Load.

Close

(26) Upon confirmation, a page listing the modules that you have selected or assigned to you by department will be displayed, noting your selected EnM will be highlighted in bold character.

Click “Close” button to close current window.

(Please also see Remark in step 13 for information about the message that pops up after clicking the “Close” button.)

Online Module Selection

Module Selection Result  
 (You have selected the following module(s) but your study modules may be different. The confirmed study module(s) will be announced later)

Module code	Module	Module Study Load	Activity type	Module activity name	Commencement	Date (Day of Week)	Lecture time	Venue	New Selected Module
BUS3006	Accounting	10.0	Lecture (L)	DL-BA-BUS3006-S2-LPRM1AB	17-Jan-2018	Wed	10:30 - 12:30	DL-CB-LWS47	No
			Tutorial (T)	DL-BA-BUS3006-S2-TPRM1A	15-Jan-2018	Mon	12:30 - 13:30	DL-CB-LWS49	No
LAN2103	English and Communication Workplace Correspondence	6.0	Lecture (L)	DL-AIP-LAN2103-S2-L-AD1A	15-Jan-2018	Mon	09:30 - 11:30	KT-KT-275	No
SDD3006	Enrichment: Effective Personal Management (HW)	6.0	Workshop (WB)	HW-SDD-SDD3006-S2-WS-GP1	19-Jan-2018	Fri	15:30 - 17:30	HW-229	Yes
					17-Mar-2018	Sat	09:30 - 12:30	HW-SDD-Outdoor	Yes
						Sat	13:30 - 17:30	HW-SDD-Outdoor	Yes

\* Study load selected: 22.0

System will be logout automatically

Close

\* The Module Study Load, in terms of credits, is the study load of the module concerned in 1 semester. For modules delivered in 1 semester, the Module Study Load equals the Module Credits; for modules delivered in 2 or more semesters, the Module Study Load is calculated on a pro-rata basis.  
 # Industrial attachment has not yet been considered in the total Module Study Load.

Close

## Screenshots for reference

### Online Module Selection

Programme: BA124016 / 1 / 1A  
 Academic Year: 2017/18  
 Semester: Semester 2

Time Remaining: 29:30  
 Maximum credits: 100  
 Minimum credits: 30  
 # Study load selected: 22.0

Modules assigned by department (1 modules assigned)  
 Core modules for selection (1 out of 2 modules selected)  
 Elective modules for selection (0 out of 1 modules selected)  
 Enrichment Modules (selected)

Modules assigned by department | Core Modules | Elective Modules | Enrichment Modules

Filter by: \* Offering Campus | Module (one module selected)

Offering Campus: \* Please Select

Available enrichment modules for selection

Campus	Module code	Module	Module Study Load	Activity type	Date (Day of Week)	Commencement	Lecture time	Venue	Quota	Module activity name

\* The Module Study Load, in terms of credits, is the study load of the module concerned in a semester. For modules delivered in 1 semester, the Module Study Load equals the Module Credits; for modules delivered in 2 or more semesters, the Module Study Load is calculated on a pro-rata basis.  
 # Industrial attachment has not yet been considered in the total Module Study Load.

Preview Submit

## Processing steps / Remarks

(27) Upon login to MyPortal again and clicking the “Online Module Selection” menu item again, the total number of study load selected will be increased correspondingly.

The selection status of the enrichment module will also be changed from “awaiting selection” to “selected”.

Your module selection is not yet completed. Click “Submit” button to confirm and save your selection.

Modules assigned by department (1 modules assigned)  
 Core modules for selection (1 out of 2 modules selected)  
 Elective modules for selection (0 out of 1 modules selected)  
 Enrichment Modules (awaiting selection)

Modules assigned by department | Core Modules | Elective Modules | Enrichment Modules

Filter by: | Offering Campus | Module

Module: SDD3006

Available enrichment modules for selection

Campus	Module code	Module	Module Study Load	Activity type	Date (Day of Week)	Commencement	Lecture time	Venue	Quota	Module activity name
DIL/LVL	SDD3006	Effective Personal Management	6	Workshop (WS)	Fri	19-Jan-2018	13:30 - 15:30	DL-CS-LW111	0/30	DL-SDO-SDO3006-S2-GP1
					Sat	10-Mar-2018	09:30 - 12:30	DL-SDO-Outdoor	0/30	
					Sat	10-Mar-2018	13:30 - 17:30	DL-SDO-Outdoor	0/30	
HW	SDD3006	Effective Personal Management	6	Workshop (WS)	Fri	19-Jan-2018	15:30 - 17:30	HW-229	1/30	HW-SDO-SDO3006-S2-WS-GP1
					Sat	17-Mar-2018	09:30 - 12:30	HW-SDO-Outdoor	1/30	
					Sat	17-Mar-2018	13:30 - 17:30	HW-SDO-Outdoor	1/30	
MH	SDD3006	Effective Personal Management	6	Workshop (WS)	Fri	19-Jan-2018	13:30 - 15:30	MH-SDO-357	0/30	MH-SDO-SDO3006-S2-GP1
					Sat	10-Mar-2018	09:00 - 17:00	MH-SDO-267	0/30	
					Fri	19-Jan-2018	15:30 - 17:30	MH-SDO-357	0/30	
					Sat	17-Mar-2018	09:00 - 17:00	MH-SDO-357	0/30	MH-SDO-SDO3006-S2-GP2

\* The Module Study Load, in terms of credits, is the study load of the module concerned in a semester. For modules delivered in 1 semester, the Module Study Load equals the Module Credits; for modules delivered in 2 or more semesters, the Module Study Load is calculated on a pro-rata basis.  
 # Industrial attachment has not yet been considered in the total Module Study Load.

Preview Submit

(28) To un-select a previously selected module, un-check the selected module and then click the “Submit” button.

**Section D: Common Error Messages**

Screenshots for reference	Processing steps / Remarks																																																							
<p>Available core modules for selection</p> <table border="1"> <thead> <tr> <th>Module code</th> <th>Module</th> <th>Module Study Load</th> <th>Streams</th> <th>Activity type</th> <th>Date (Day of Week)</th> <th>Commencement</th> <th>Lecture time</th> <th>Venue</th> <th>Quota</th> <th>Module activity name</th> </tr> </thead> <tbody> <tr> <td>BUS3006</td> <td>Accounting</td> <td>10</td> <td></td> <td>Lecture (L)</td> <td>Wed</td> <td>17-Jan-2018</td> <td>10:30 - 12:30</td> <td>DL-CB-LW547</td> <td>1 / 61</td> <td>DL-BA-BUS3006-S2-LPRM1AB</td> </tr> <tr> <td>BUS3006</td> <td>Accounting</td> <td>10</td> <td></td> <td>Lecture (L)</td> <td>Wed</td> <td>5-Jan-2018</td> <td>10:30 - 11:30</td> <td>DL-CB-LW992</td> <td>0 / 40</td> <td>DL-BA-BUS3006-S2-TPRM11B</td> </tr> <tr> <td>BUS3006</td> <td>Accounting</td> <td>10</td> <td></td> <td>Lecture (L)</td> <td>Wed</td> <td>5-Jan-2018</td> <td>12:30 - 13:30</td> <td>DL-CB-LW549</td> <td>1 / 40</td> <td>DL-BA-BUS3006-S2-TPRM11A</td> </tr> <tr> <td>LAN4101</td> <td>English and Communication: Promotional Materials</td> <td>10</td> <td></td> <td>Lecture (L)</td> <td>Tue</td> <td>16-Jan-2018</td> <td>14:30 - 17:30</td> <td>DL-CB-LW548</td> <td>0 / 40</td> <td>DL-BA-LAN4101-S2-LPRM21B</td> </tr> </tbody> </table> <p>Are you sure to submit? Yes No</p>	Module code	Module	Module Study Load	Streams	Activity type	Date (Day of Week)	Commencement	Lecture time	Venue	Quota	Module activity name	BUS3006	Accounting	10		Lecture (L)	Wed	17-Jan-2018	10:30 - 12:30	DL-CB-LW547	1 / 61	DL-BA-BUS3006-S2-LPRM1AB	BUS3006	Accounting	10		Lecture (L)	Wed	5-Jan-2018	10:30 - 11:30	DL-CB-LW992	0 / 40	DL-BA-BUS3006-S2-TPRM11B	BUS3006	Accounting	10		Lecture (L)	Wed	5-Jan-2018	12:30 - 13:30	DL-CB-LW549	1 / 40	DL-BA-BUS3006-S2-TPRM11A	LAN4101	English and Communication: Promotional Materials	10		Lecture (L)	Tue	16-Jan-2018	14:30 - 17:30	DL-CB-LW548	0 / 40	DL-BA-LAN4101-S2-LPRM21B	<p>(29) The Online Module Selection system will not accept further enrolment to a module class if the quota limit of class is reached.</p> <p>The 2 screenshots on left show this scenario, demonstrating a student trying to select one module class that is already full.</p> <p>Upon confirmation, the system will respond with an error message indicating that the selection is not successful because the selected module class is already full.</p> <p>Clicking the “Back” button will bring you back to the previous selection page, where you can re-select another module.</p>
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<p>Module Selection Errors</p> <p>Other problems:</p> <p>Quota for activity PRODDG2017182DL-BA-LAN4101-S2-LPRM2B of LAN4101 is full.</p> <p>Back</p>	<p>(30) The system will also check for possible conflicts in class schedules.</p> <p>The screenshot on left shows an error message indicating that the module selection is not successful because of a conflict in time for 2 selected classes.</p>																																																							
<p>Module Selection Errors</p> <p>Time Conflict Group</p> <table border="1"> <thead> <tr> <th>Time Conflict Group</th> <th>Module code</th> <th>Module</th> <th>Module Study Load</th> <th>Activity type</th> <th>Module activity name</th> <th>Commencement</th> <th>Date (Day of Week)</th> <th>Lecture time</th> <th>Venue</th> <th>Round</th> </tr> </thead> <tbody> <tr> <td>G1</td> <td>BUS3006</td> <td>Accounting</td> <td>10.0</td> <td>Lecture (L)</td> <td>DL-BA-BUS3006-S2-LPRM1AB</td> <td>17-Jan-2018</td> <td>Wed</td> <td>10:30 - 12:30</td> <td>DL-CB-LW547</td> <td>Main</td> </tr> <tr> <td>G1</td> <td>PID3007</td> <td>Expanded Studies Study Trip - Man and Nature</td> <td>6.0</td> <td>Lecture (L)</td> <td>DL-AP-PID3007-S2-L-AD11AB</td> <td>17-Jan-2018</td> <td>Wed</td> <td>09:30 - 13:30</td> <td>KT-PID-126</td> <td>Main</td> </tr> </tbody> </table> <p>Timeout of Online Module Selection Session</p> <p>Time Remaining: 00:00 Maximum credits: 100 Minimum credits: 20 Study load selected: 22.0</p>	Time Conflict Group	Module code	Module	Module Study Load	Activity type	Module activity name	Commencement	Date (Day of Week)	Lecture time	Venue	Round	G1	BUS3006	Accounting	10.0	Lecture (L)	DL-BA-BUS3006-S2-LPRM1AB	17-Jan-2018	Wed	10:30 - 12:30	DL-CB-LW547	Main	G1	PID3007	Expanded Studies Study Trip - Man and Nature	6.0	Lecture (L)	DL-AP-PID3007-S2-L-AD11AB	17-Jan-2018	Wed	09:30 - 13:30	KT-PID-126	Main	<p>(31) For each online module selection session, you are required to perform selection within 30 minutes. After this time limit, you will be timed out by the system.</p> <p>If this happens, click OK to continue. To restart, click the “Online Module Selection” menu item again.</p>																						
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Prepared by VTC Headquarters (Academic Services) and ITSD

27 Feb 2018

Version 2.3