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.

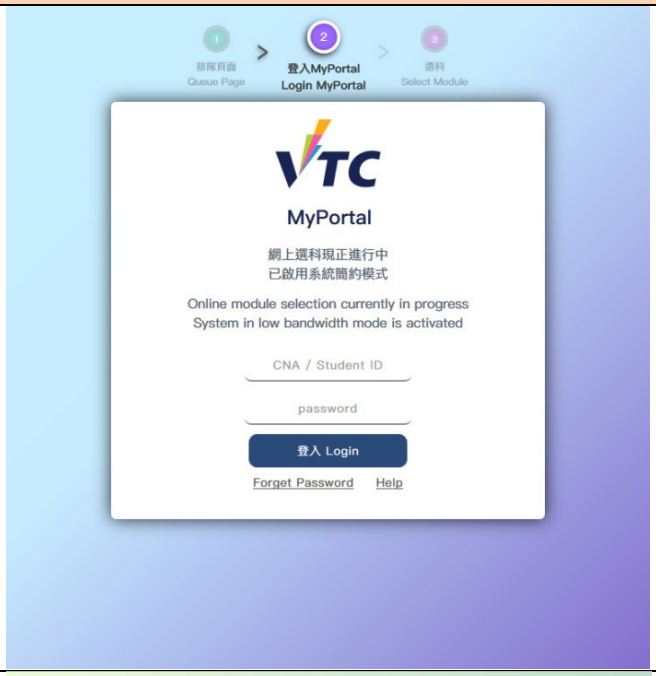
It is very important to note that online module selection is a process concurrently used by all eligible students. Study places of a class are allotted on a first-come-first-served basis until the class is full. There is no guarantee that you can always get a study place by the very time you submit your 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.

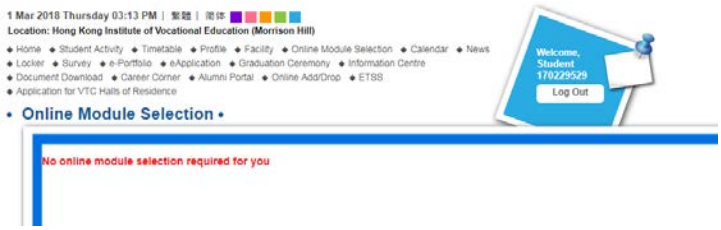
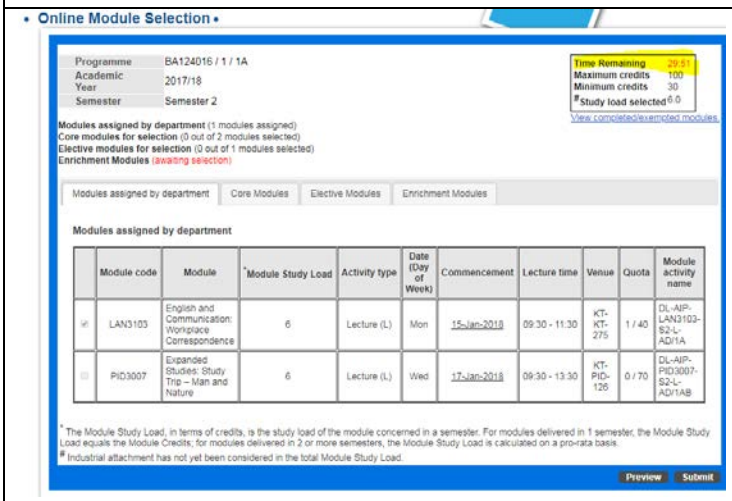
Section A: Queuing system for login MyPortal

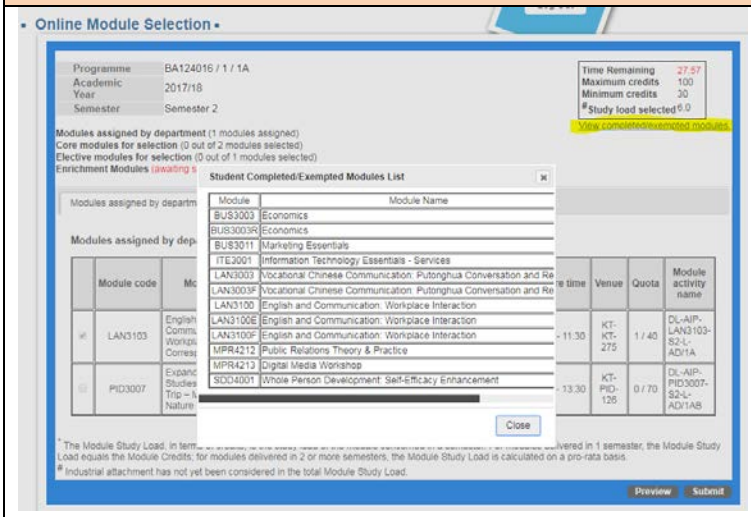
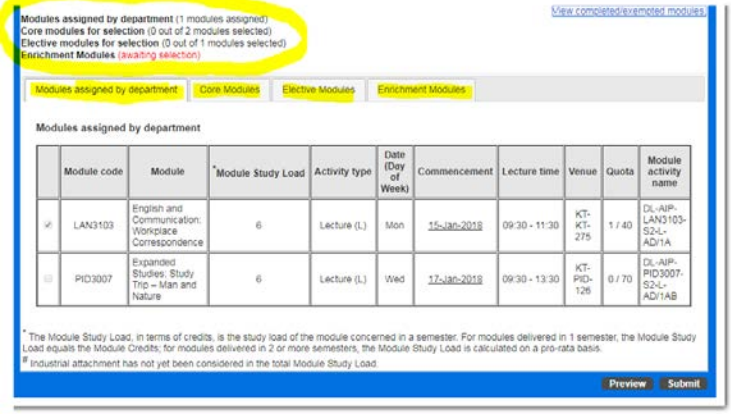
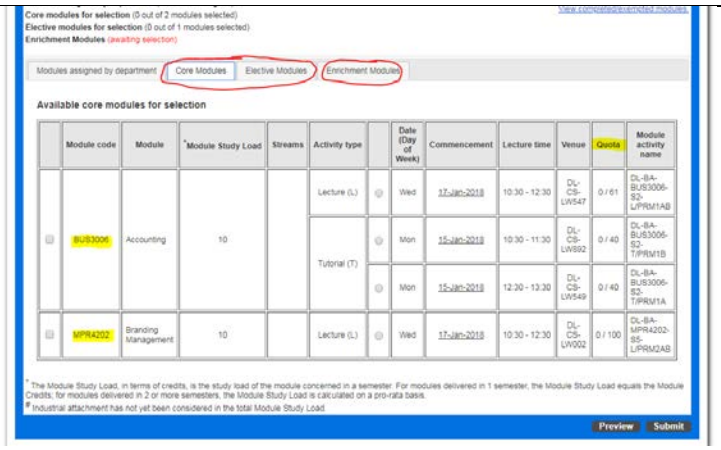
Screenshots for reference	Processing steps / Remarks
	(1) Queuing system will be activated 30 minutes before Online Module Selection (OMS) exercise start. You will be redirected to the queuing page and wait for OMS exercise start.

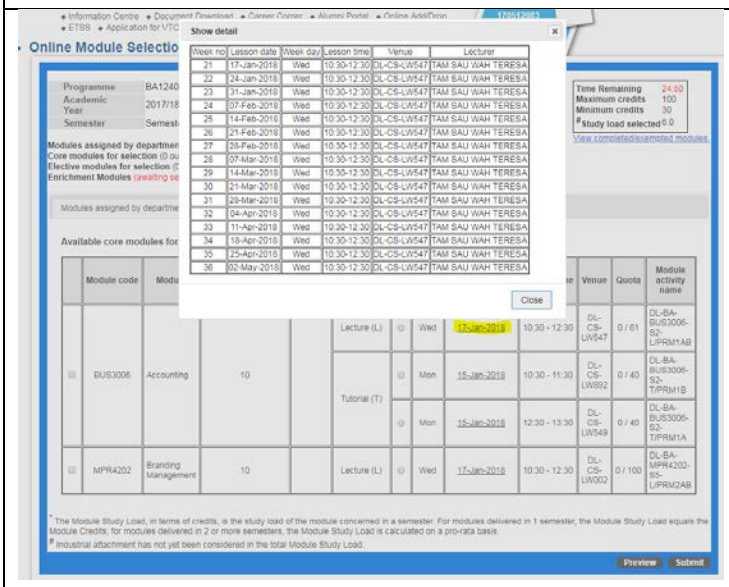
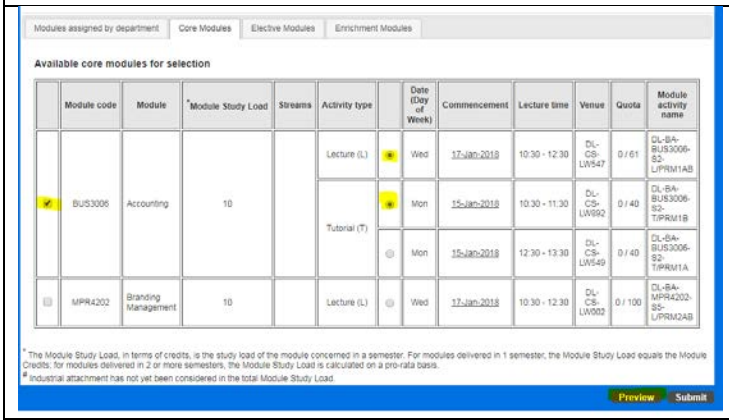
Screenshots for reference	Processing steps / Remarks
	(2) When OMS exercise started, you will be assigned a ticket number from the queuing system. <u>One unique ticket will be assigned for one device and one browser.</u>
	(3) When your turn is come, a message will be shown on the screen.

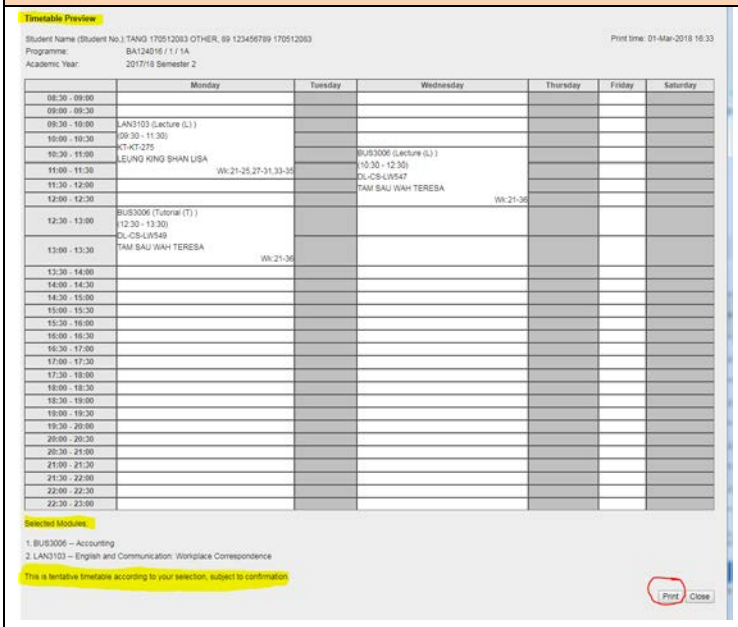
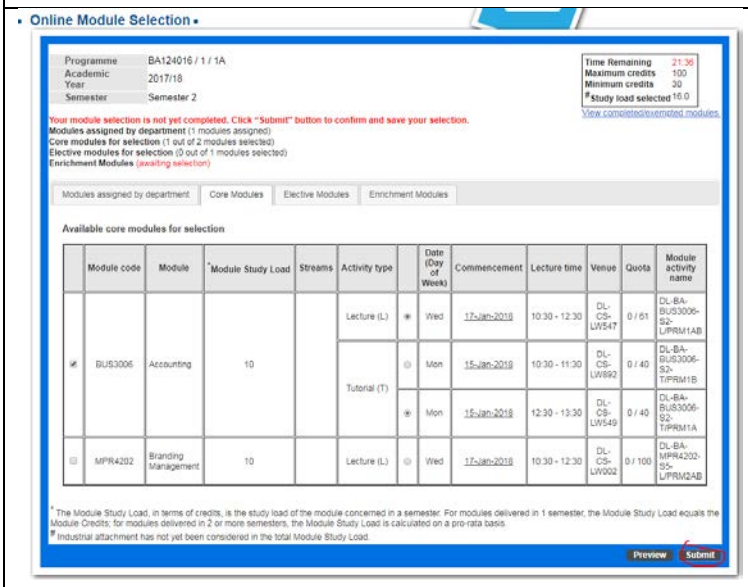
Screenshots for reference	Processing steps / Remarks
	(4) And you will be redirected to MyPortal login page for sign on.
	(5) The ticket will be expired within 15 minutes, you should login to MyPortal and perform Online Module Selection in time. Otherwise you may need to re-queue in the Queueing system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

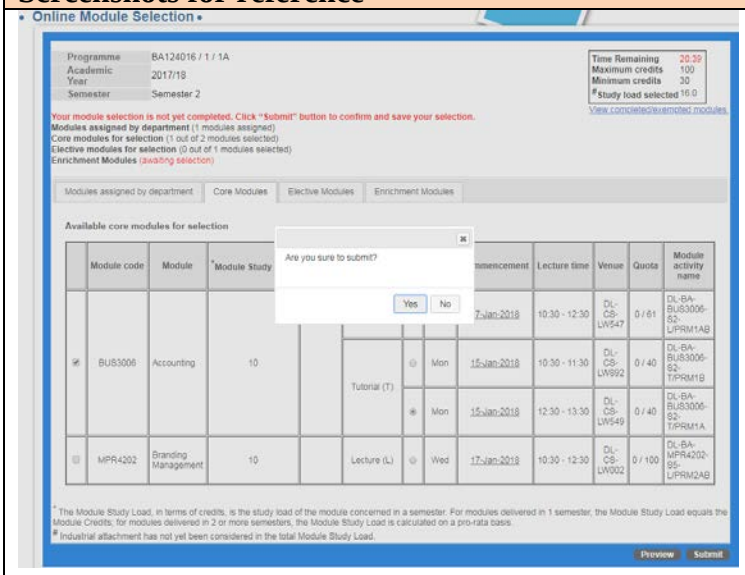
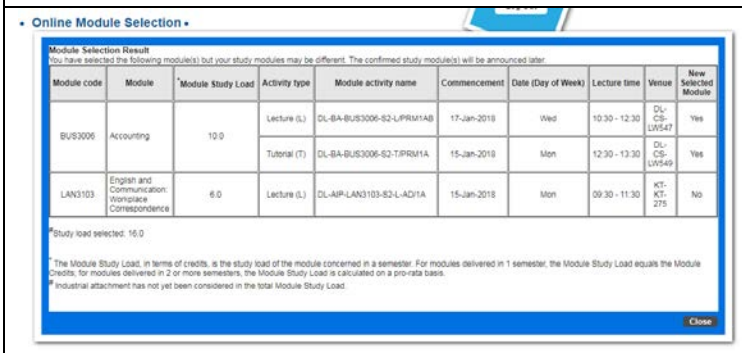
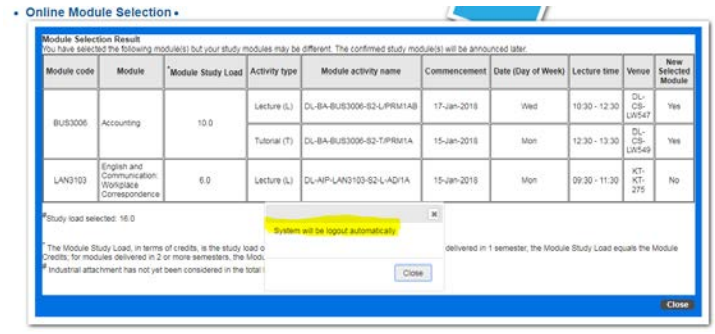
Section B: Selection of non-Enrichment Modules (including programme-specific modules and re-study modules)

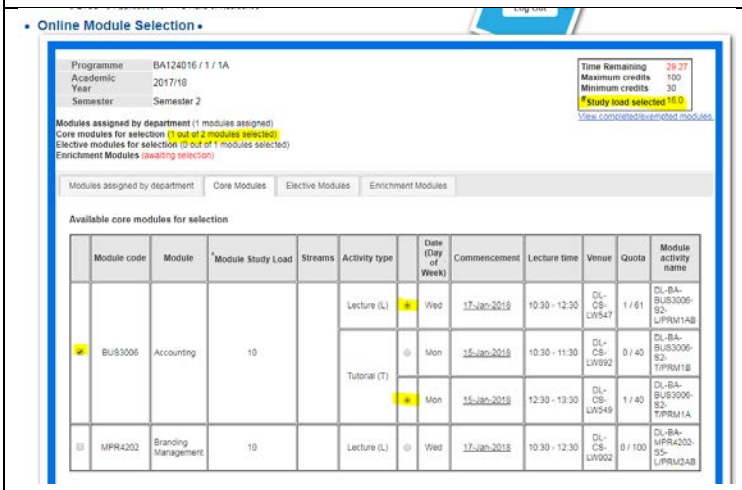
Screenshots for reference	Processing steps / Remarks
	(6) After login, click the "Online Module Selection" menu item. Before the start date of the online module selection period, a message may be displayed to you saying "No online module selection required for you". This is a normal system response and will happen while the system is being set up for the online module selection process.
	(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.
	(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. 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.

Screenshots for reference	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”.
	(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.
	(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.

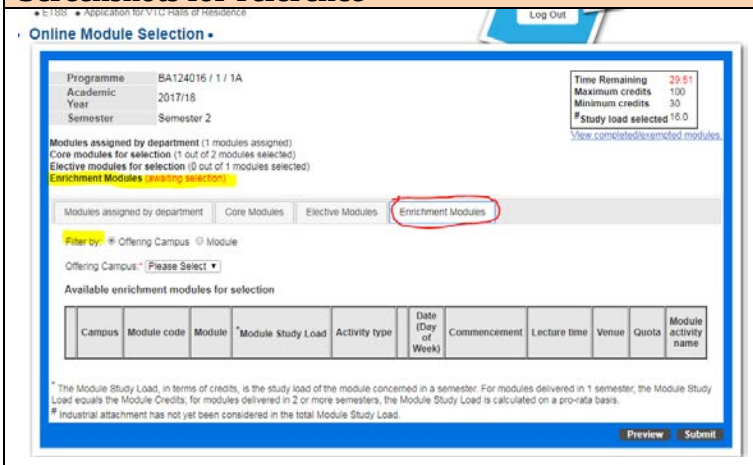
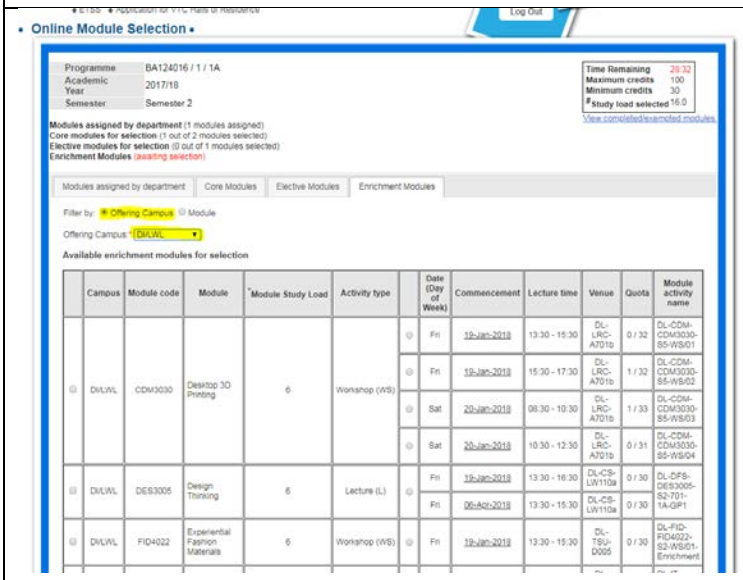
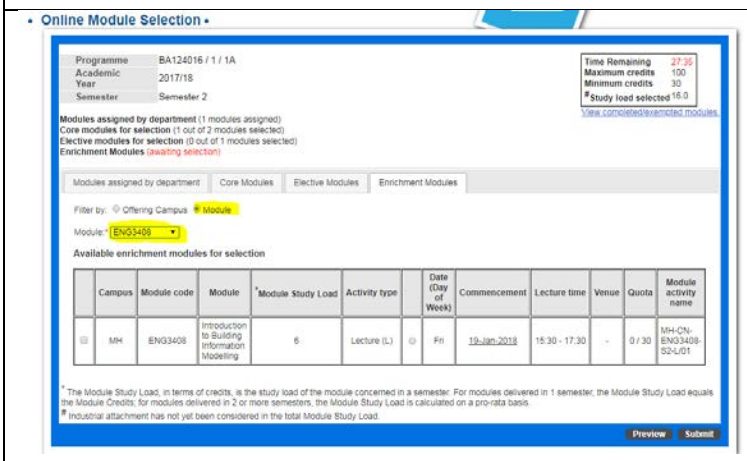
Screenshots for reference	Processing steps / Remarks
	Module activity code, next to the Quota column, is something for internal system reference, which you can simply ignore. Because of their unique nature, enrichment modules are to be selected in a different way. Relevant steps are detailed in Section C of this user guide.
	(12) To view the class schedule of a particular module activity, click on the respective commencement date.
	(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.

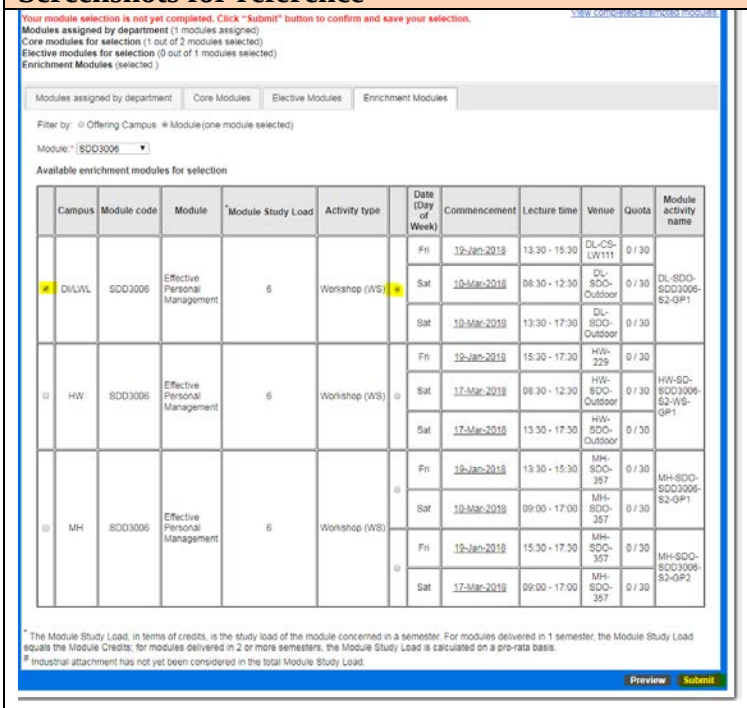
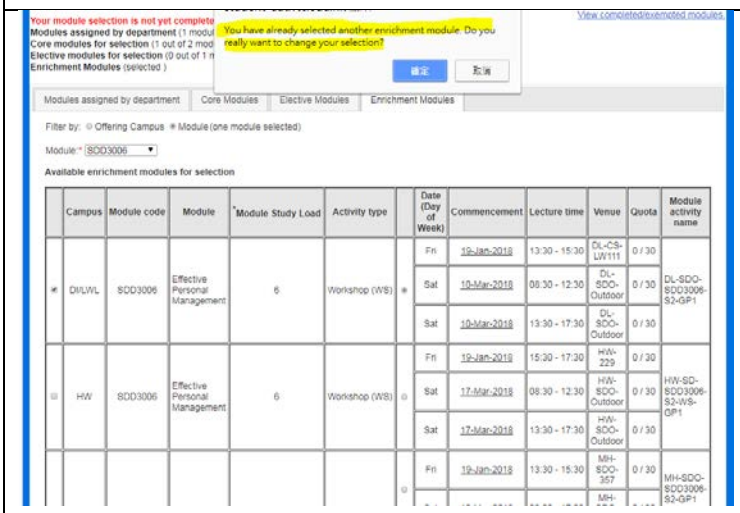
Screenshots for reference	Processing steps / Remarks
	(14) Your tentative timetable will be shown. A list of modules selected by you or assigned to you by department will also be shown at the bottom of the timetable. At this stage, your timetable is not confirmed yet. Confirmed timetables will be available 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.
	(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.

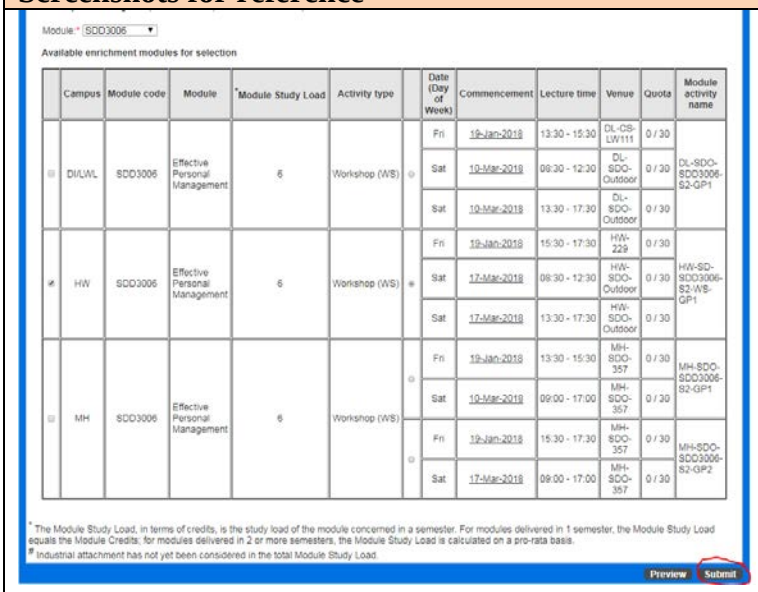
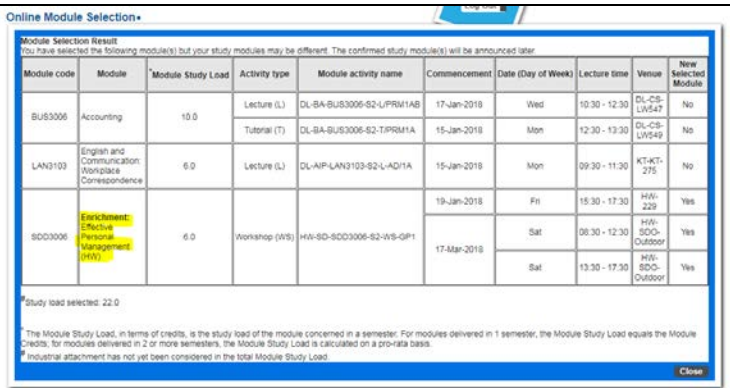
Screenshots for reference	Processing steps / Remarks
	(16) Click "Yes" to confirm submission of your selection or click No to re-select.
	(17) There may be possibility that the total number of credits of your selected modules does not reach the normal minimum. In such case, click OK to continue or Cancel to re-select. Seek advice from your parent department, if necessary.
 	(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. 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

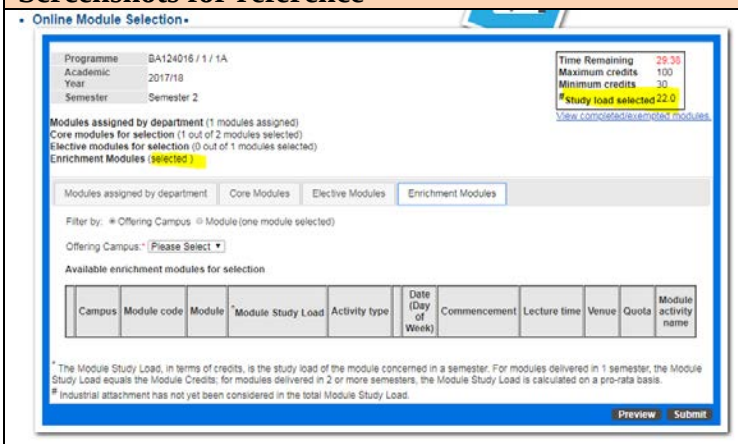
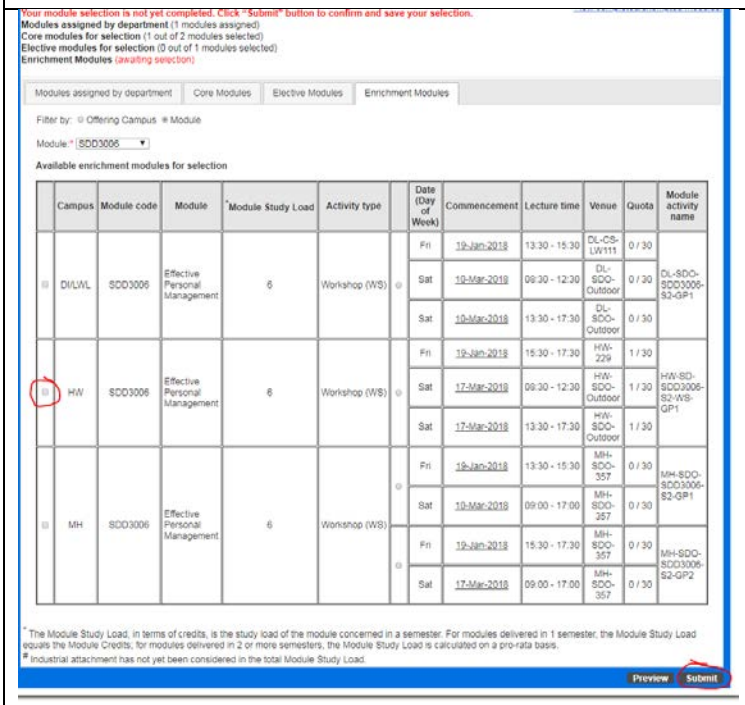
Screenshots for reference	Processing steps / Remarks
	periods when some users are unable to login to MyPortal for activities such as online module selection.)
	(19) Upon login to MyPortal again and clicking the “Online Module Selection” menu item again, the total number of study load selected will be increased correspondingly. The module previously selected by the student will also be checked indicating a successful selection. To un-select a previously selected module, un-check the selected module and then click the “Submit” button.

Section C: Selection of Enrichment Modules

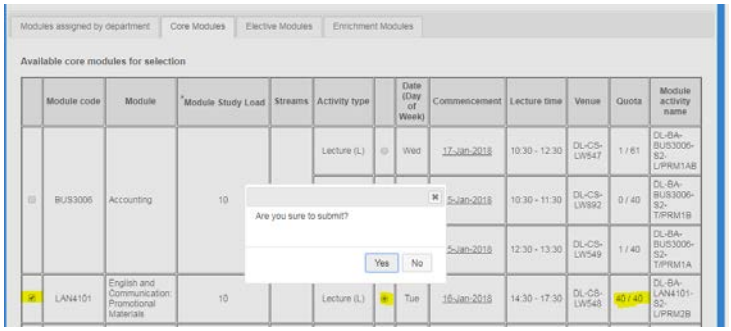
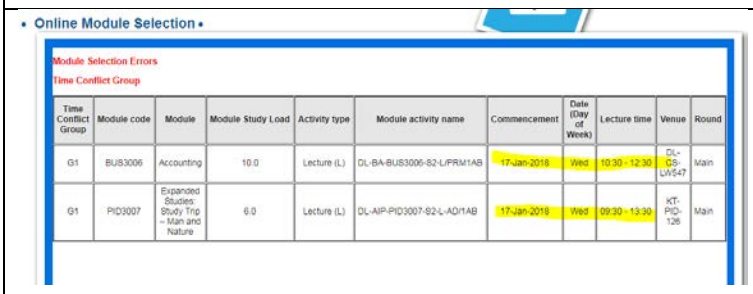
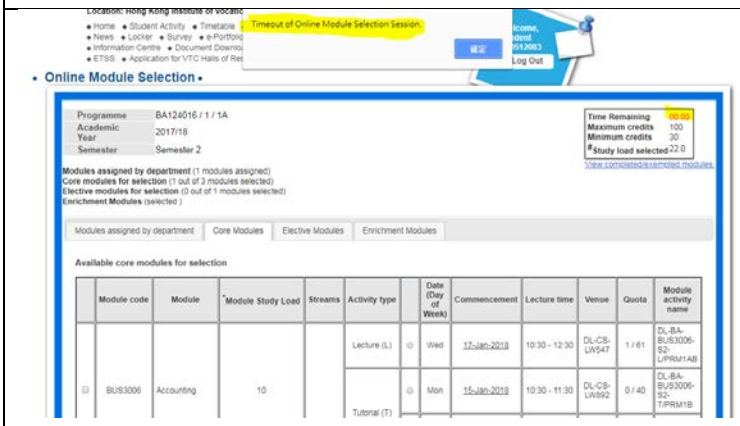
Screenshots for reference	Processing steps / Remarks
	(20) If you are required to select enrichment module (EnM), you will be displayed with a message of "awaiting selection" in red. If not, the message will be "N.A.". For each semester, there are several tens or even over one hundred of EnM classes offered in different campuses for your selection. To ease searching for your desired EnM, search filters by offering campus or by module are provided.
	(21) To search by offering campus, click the "Offering Campus" filter and select a campus from the pull-down list. All EnM classes offered by the selected campus that are available for your selection will be shown.
	(22) To search by EnM, click the "Module" filter and select an EnM from the pull-down list. All classes (in all campuses) running the selected EnM that are available for your selection will be shown.

Screenshots for reference	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.
	(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
	(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.
 	(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.)

Screenshots for reference	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”.
	(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
 	(29) The Online Module Selection system will not accept further enrolment to a module class if the quota limit of class is reached. The 2 screenshots on left show this scenario, demonstrating a student trying to select one module class that is already full. 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. Clicking the "Back" button will bring you back to the previous selection page, where you can re-select another module.
	(30) The system will also check for possible conflicts in class schedules. 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.
	(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. If this happens, click OK to continue. To restart, click the "Online Module Selection" menu item again.

Prepared by VTC Headquarters (Academic Services) and ITSD

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