

Module Access Management (MAM) Checklist

Overview

What is Module Access Management?

- Module Access Management allows Module Coordinators and School Administrators to assign access to various aspects of module information to other colleagues, e.g., for grading and grade entry, class lists, Brightspace, etc.

Where can I find Module Access Management?

- Module Access Management is available on the Curriculum, Module Capacity & Timetables menu on InfoHub.

What can I use the Manage My Modules – Who has Access? / Who has Access to Module Data in my School menus for?

You can use these menus to:

- check who has access to your modules / modules in your School
- assign/remove/edit access to your modules / modules in your School

How to assign/remove/amend access to module information:

- 'View data access details'- use this link to edit staff/faculty associated with the module
- 'Grant Access to this Module'- select to assign access. Complete the name field (making sure to 'check name'), choose the relevant role from dropdown menu and 'Save'. If there is more than one individual of that name, you will be prompted to select the correct record from a dropdown list
- 'Advanced options': select to change the level of access assigned to the staff/faculty member or limit existing access to specified Academic Years. Complete the fields as required.
- 'Remove Access': select to remove a colleague's access to a module. *This should be done whenever an individual's involvement with a module has ceased, in line with data protection principles*

For more detailed information on the above, please refer to the Module Access Management User Guide.

Did You Know

- You can find more details on the access provided by each role in the FAQs section of Module Access Management
- The following roles can be granted by School Administrators: Assistant Grader, Tutor, VLE (Brightspace) access and Subject Extern Examiner
- Module Coordinators can assign all roles except Subject Extern Examiner
- Time taken for updates to take effect on University systems:
 - Grade Entry - 20 Minutes
 - Class List, Grading List, Extenuating Circumstances, Student Feedback, Module Enhancement - Within 1 hour
 - VLE (Brightspace) - Within 24 Hours
- Please note that the Module Coordinator role is assigned via the Module List Management menu on the Curriculum Management System (CMS) by faculty/staff with School or College level access



Useful Links

- [Module Access Management](#)
- [MAM User Guide](#)
- [MAM FAQs](#)
- [Contact your College Liaison](#)
- [Module List Management - CMS](#)