

Module Bookings



Use Module Bookings to select, register or withdraw your optional module choices for the next academic year.

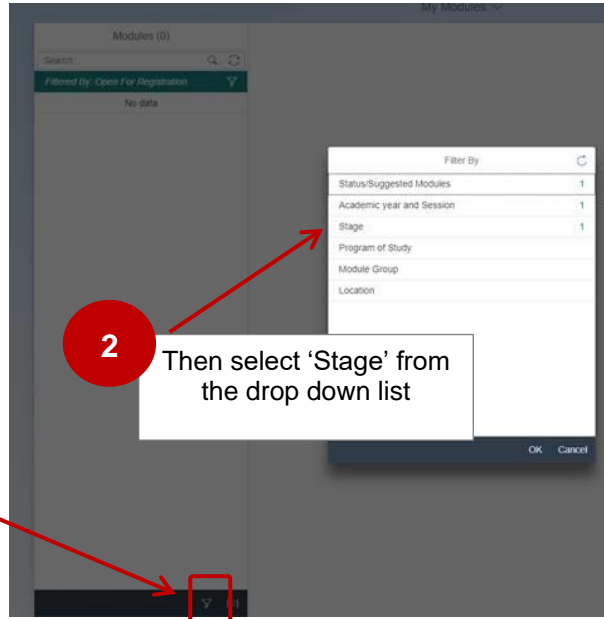
A quick start guide to using your new tile

**MyDMU
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Do more. See more. Have more control.
24/7 on any device

Please note: Module information is correct at the time of the Module Bookings tile going live and is subject to review, so may change before you begin your next year of study.

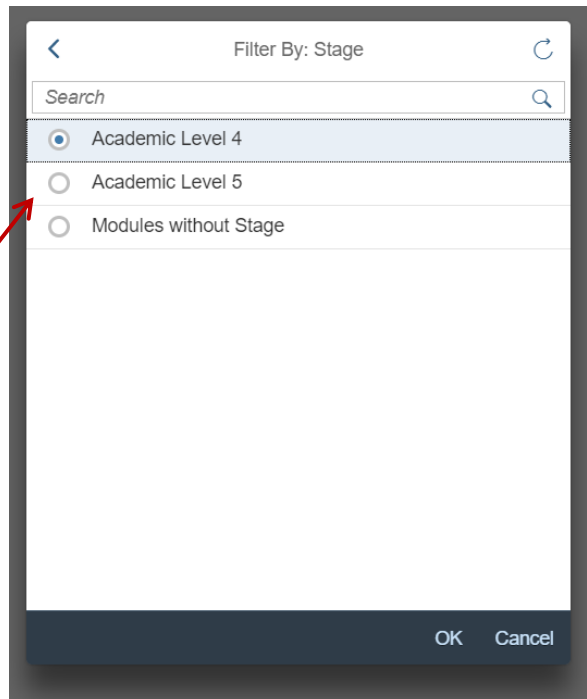
View your modules



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Then filter by stage. Please note that you must select the year you will be entering in September 2019 – not the year you are in now.
Academic Level 4 = First year
Academic Level 5 = Second year
Academic Level 6 = Third year.

So, if you are selecting modules for your second year of study you need to pick Academic Level 5.



4

If you only have modules in one session e.g autumn&spring – this should be auto selected. If you have modules in more than one session e.g. autumn&spring and spring you'll need to select modules for that session individually



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The list of available modules to be booked are shown here. Click to view more details about the module. These will show in the right-hand pane.

A screenshot of a mobile application interface showing the details for a module named 'Business Taxation'. On the left, there is a list of modules under the heading 'Modules (2)'. The first module is 'Business Taxation' with 15 credits, 'Available for Registration', and 'DMU Leicester'. The second module is 'Person Tutor & Enhancmt: Liaoning' also with 15 credits, 'Available for Registration', and 'DMU Leicester'. The main area shows details for 'Business Taxation' (15 Credits). It is 'Available for Registration'. There are two icons: 'Info' and 'Description', with 'Description' highlighted by a red box. Below these icons, the following details are shown: Module ID: ACFI2308, Module Group*: Level 5 Options (dropdown), Eligibility: You can book this module, Program Of Study: Accounting and Finance, Offering Department: Department of Accounting & Finance, Academic Year: 2019/2020, Academic Session: Autumn&Spring Sessn. At the bottom right, there is a 'Register' button and an 'Add to Wish List' link.

If you are eligible to book the module, you will see this here.

Click **Description** to view a full written module description.

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Once you are happy, click here to register

Change your module selection or view your registered modules

If you're having problems using or changing filters, come out of the tile and go back in again

1 To withdraw a registration, you must first view which modules you are registered onto. Click the filter button

2 Select Status/Suggested Modules. Press OK

3 Select Registered. Press OK

4 The screen will now show your registered modules. Select the required module from the left panel. Click withdraw.

Change the filter back to 'Open for Registration' using the guidance above and the credits will be added back to your balance.

Module ID: ACFI2303
Module Group*: [dropdown]
Eligibility: You are registered to this module
Program Of Study: Accounting and Finance
Offering Department: Department of Accounting & Finance
Academic Year: 2019/2020
Academic Session: Autumn&Spring Sess

Save Changes Withdraw

Help and further info

If you have any problems using the tile contact your Faculty Advice Centre. For all technical issues please call the ITMS service desk on 0116 250 6050 or email itmsservicedesk@dmu.ac.uk Quick start guides, FAQs and further information can be found at www.dmu.ac.uk/mydmuchanges