Using Path to collect optional course choices

Information for Schools

Contents

Introduction

Path is a user-friendly view of the Degree Regulations and Programmes of Study (DRPS), showing the course and degree programme information for all Schools. There are also options to add to the information that is stored in the DPRS, e.g. if there is more than one lecturer for a course, details of all staff can be included in the information provided for that course within Path.

Schools can use Path to collect student's choice of optional courses through additional tools. The **Programme Builder**, based on the Degree Programme Tables (DPTs), allows students to explore the pathway through their degree programme, highlighting pre-requisites and prohibited combinations of courses when appropriate.

Path gives students the ability to submit their proposed course choices so it is possible for Student Advisers and School Administrative staff to access the selections. It does not automatically enrol students onto courses in the Student Record, which requires action within EUCLID.

It can also give students a list of the most popular courses taken in the previous two academic years based on the student's programme of study.

This guide is aimed at School Administrative staff but gives overviews of the systems from the point of view of students, Student Advisers and School Administrators.

General considerations for Schools

Schools need to check their DPTs for accuracy before encouraging students to use the Programme Builder. An incorrect DPT will result in errors for any student trying to build a programme. Changes made in EUCLID (and thus on DRPS) will filter through automatically to Path within 24hrs on an overnight update.

The Programme Builder and course selection tool does not allow students to rank their optional course choices and is therefore best used to collect optional course choices for areas where students select their courses, rather than "apply" for courses.

A report is available in BI Suite to provide School Administrators with the ability to view and download the course selections that students submit via the Programme Builder. See the section **Viewing and Downloading Student Selections** in the School Administrator chapter of this guide.

Schools need to consider how they will advertise Path to their students. This should include any additional instructions or deadlines specific to their area, advice for students with queries etc.

Similarly, clear processes are needed for Student Advisers and Administrators confirming their roles and responsibilities in collecting optional course choices and the timing of any actions required.

Student

Full guidance for students on how to use the Programme Builder is best demonstrated in the videos linked below:

Using the Programme Builder (4 minutes video)

How to use Path (25 minutes video)

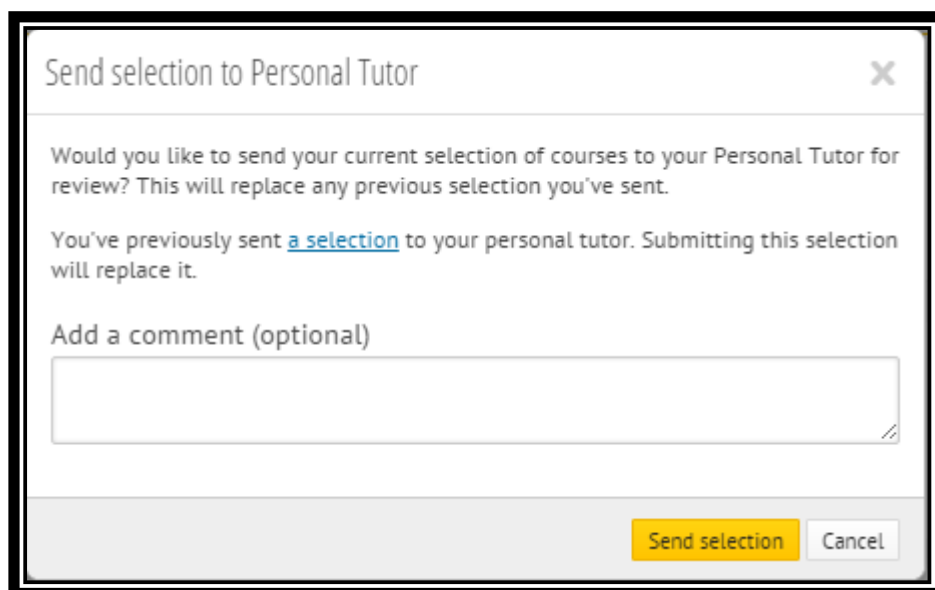## Selecting and saving optional course choices

Path saves the student's optional course choices as they are selected and updated within the Programme Builder.

The tool for this is shown as the Personal Tutor functionality, as it was originally developed to allow students to inform their Personal Tutors of their initial course choices prior to an in-person meeting.

It does not replace any element of the student enrolment process; a student will still need their selections added to their record.

Path uses colour coding to show students which courses they can take and which they have selected within the Programme Builder. Courses that have been selected within the Programme Builder are shown as green. Students are warned if they select more courses / credits than their DPT allows them to take.

Once a student has selected at least one course in the builder, **and assuming their School has enabled the Personal Tutor functionality**, the student will see a yellow button "*Send selection to Personal Tutor*". This allows the choice to be sent to the Personal Tutor and stored so they can be accessed by School Administrators. Examples of the PT and School Administrator output are included in the following chapters.

Changing the selection

Students can change the selection that they submitted by updating the course choice in the builder and clicking the "*Send selection to Personal Tutor*" button again. Sending a new selection will overwrite the old one, as a student can only have one selection at a time, therefore, only the most recent selection will be visible to the Personal Tutor or School Administrator.

Schools will need to define and communicate deadlines and may want to consider disabling, or temporarily disabling, the function after deadlines so that students can no longer make changes via the Path tools.

Deleting the selection

If a student submits a selection in error, they can remove it. On the builder students should see a "last sent" button which will open the selection in a new tab. On this preview, there is a button inviting the student to "delete this selection".
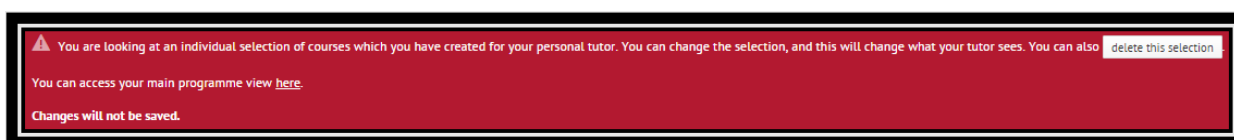
Viewing the most popular previous year course choices

Path can also provide students with a list of courses taken by previous students on their degree programme, to help them in their optional course choice.

If this function is enabled (see School Administrator section), a link will display a list of the most commonly chosen previous years courses based on their programme of study, within the area where students can choose optional courses.

The list will look something like the following and students will be able to select any of these courses by clicking on the '*Add Course*' button.

Personal Tutor

When the Personal Tutor functionality is switched on, Personal Tutors will be notified daily, if any of their tutees has selected optional courses. They will only ever receive one email per day no matter how many tutees have sent selections.

Below is an example:

Dear Dr Elaine Wighton,

The following student(s) have submitted a course selection in Path: Cinzia Discolo (s146***), Cinzia Discolo (s1463***), Rosie Edwards (s154***), Rosie Edwards (s154***), Sarah-Jane Brown (s205***)

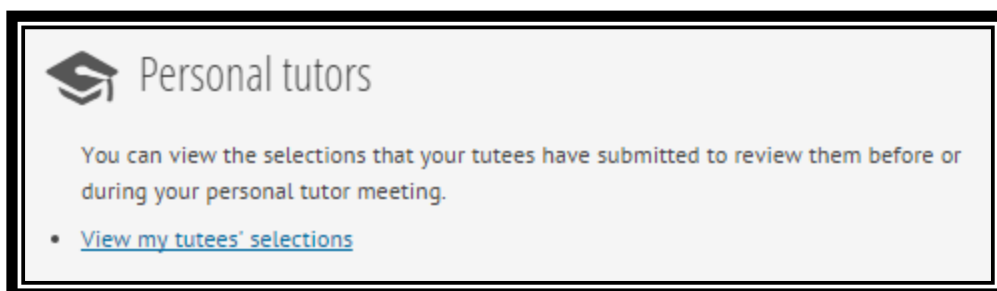*You can view these selections and your tutee list at: https://path.is.ed.ac.uk/supervisor*

Regards,
Path team

School Administrators should clearly communicate with their Personal Tutors what action, if any, they should take on receipt of the email. This may vary depending on when the student's choices are submitted. For example, the Teaching Office may process course choices for continuing undergraduate students received before 31 August and the Personal Tutor may be asked to look after those received 1 September onwards.

Viewing the course selections of their tutees

If they are required to review or action the course choices submitted via Path, Personal Tutors can view their tutees course selections in one of two ways:

1. By clicking on the link shown in the daily email they receive from Path or
2. By logging into Path from MyEd and clicking on "*View my tutees' selections*" from the Path home page (top right, below the menu options).

Collective student list

The collective student list looks like this:

The list contains all of a Personal Tutors tutees, the programme they are currently enrolled on and the year they are in. The *'Selections'* column on the right-hand side contains links to the individual selections that a Personal Tutor has been sent and they should click on these to view those selections.

Personal Tutors also have links under the *'Degree'* column and these will take them to that degree in the Programme Builder.

Individual student view

The tutee course selection looks like this:

The selection is fully interactive but any changes Personal Tutors make cannot be saved.

School Administrator

General information about Path and how it works is included in the Path help section and FAQs
https://path.is.ed.ac.uk/about
https://path.is.ed.ac.uk/about/faq

Information on the staff roles within Path are explored in more detail in section 3 of the School Admin Handbook.

Activating or deactivating functionalities within Path

School Administrators can activate/deactivate functionalities through the School Settings:

1. Logon to **MyEd**
2. In the menu ribbon click 'Teaching and Research', then under 'Administration', select **Path**
3. Once in Path select the ADMIN icon
4. From the left-hand menu select the **School Settings** option

Each function has one or more tick boxes.

Activating the Programme Builder

Check the **Enable the programme builder** option.

Scroll to the bottom of the page and **Save changes**.
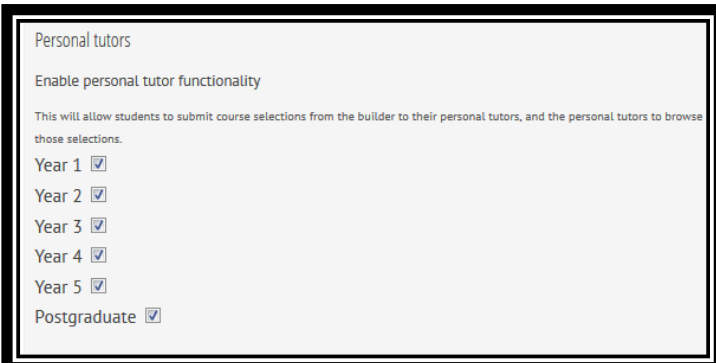
Activating the "Personal Tutor" functionality

While this is called the "Personal Tutor" functionality, optional courses selected by students using this function are also available to School Administrators, though the tools described below.

This is under the heading 'Personal Tutors' (image on next page).

The functionality can be enabled separately for years 1 to 5 and Postgraduate.

Once happy with the selections, click on the **Save changes** button at the bottom of the screen.

Personal tutors

Enable personal tutor functionality

This will allow students to submit course selections from the builder to their personal tutors, and the personal tutors to browse those selections.

Year 1 ☑
Year 2 ☑
Year 3 ☑
Year 4 ☑
Year 5 ☑
Postgraduate ☑

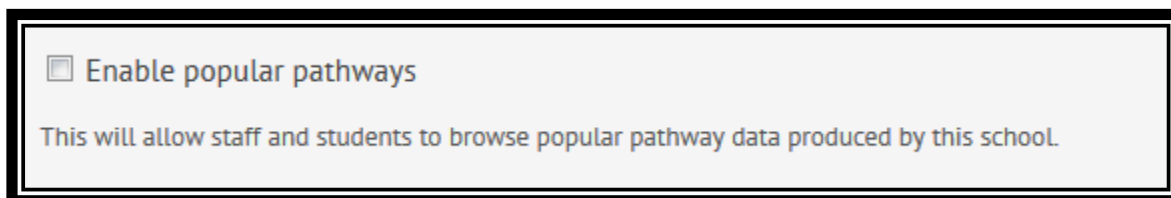## Activating the list of most popular courses taken in the previous two academic years

This is under the heading 'Enable popular pathways' and can be toggled on and off.

Once happy with the selection, click on the **Save changes** button at the bottom of the screen.

Viewing and Downloading Student Selections

Students' course selections are available via the 'Student' Universe in BI Suite. Users with access to the Student Universe will automatically be given access to the Path Selections report. Users who do not have access but require it can apply using the Student Systems User Account Application form from the page below.

Apply for an account

The BI Suite report can be found at:

Student Systems/Officially Dev & Maintained/Student/General/PATH Course Choice Report

Below is an example of the BI Suite report. The Columns for Course Code, Student, Occurrence and Period can be copied/pasted into the Template file used to request course enrolments for the Bulk Optional Course Enrolment service.

Course Name	Course Code	UUN	Occurrence	Period	Course School Name	Programme Name	Programme Code	Year of Study	Selection Date Submitted
Accountancy 1A	ACCN08007	S210****	SS1	SEM1	School of History, Classics an	History (MA Hons)	UTHISTY	2	8/19/22
Accountancy 1B	ACCN08008	S210****	SS1	SEM2	School of History, Classics an	History (MA Hons)	UTHISTY	2	8/19/22
Accounting for Business 1	ACCN08012	S217****	SV1	SEM1	School of History, Classics an	History (MA Hons)	UTHISTY	2	9/17/22
Adolescence in Medieval Europe	HIST10485	S191****	SV1	SEM2	School of History, Classics an	History (MA Hons)	UTHISTY	2	7/13/22
Adolescence in Medieval Europe	HIST10485	S201****	SV1	SEM2	School of History, Classics an	History (MA Hons)	UTHISTY	2	6/23/22
Ancient Egyptian Hieroglyphs: The Basics and	ARCA10091	S209****	SV1	SEM1	School of History, Classics an	History (MA Hons)	UTHISTY	2	7/7/22