

EDINBURGH

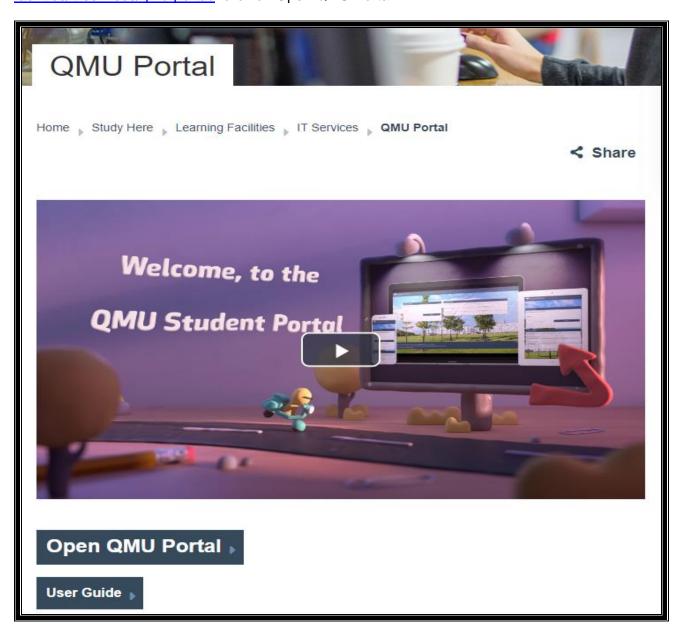
Student Guide to selecting option modules you wish to study via the QMU Portal

QMU Portal

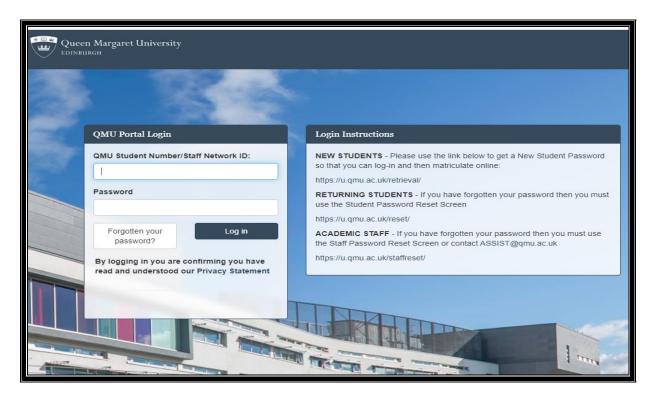
You can access the QMU Portal via the Queen Margaret University Website https://www.qmu.ac.uk/ by clicking on QMU Portal at the right hand side on the top menu



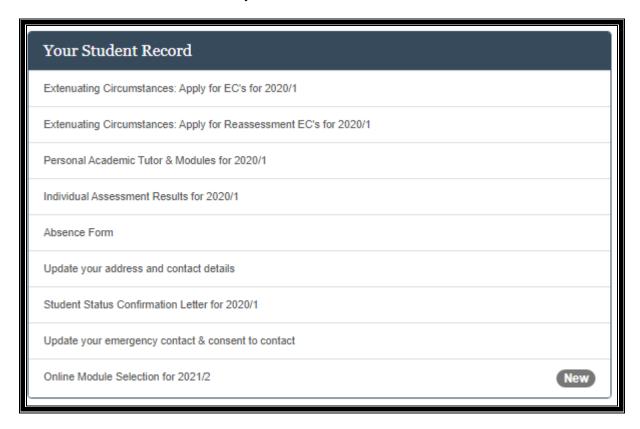
This will take you to the QMU Portal home page https://www.qmu.ac.uk/study-here/learning-facilities/it-services/qmu-portal/ click on Open QMU Portal.



You can log in using your matriculation number and QMU password

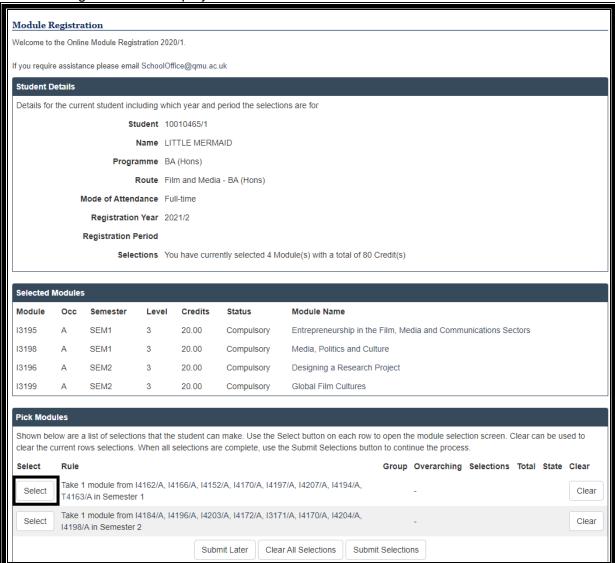


Under the Student Details Section you should click on Online Module Selection for 2021/2



The **Online Module Selection for 2021/2** is only available to matriculated students who have option to pick for the next academic year.

The following screen will display

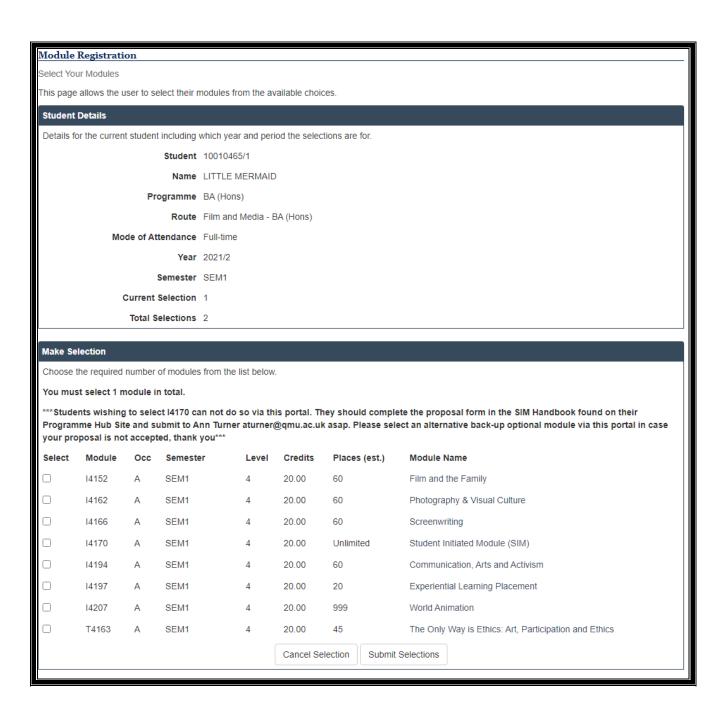


The Student Details Section displays your Matriculation Number, Name, Programme, Mode of Attendance, Registration Year and the number/total credit value of modules you have already been registered for.

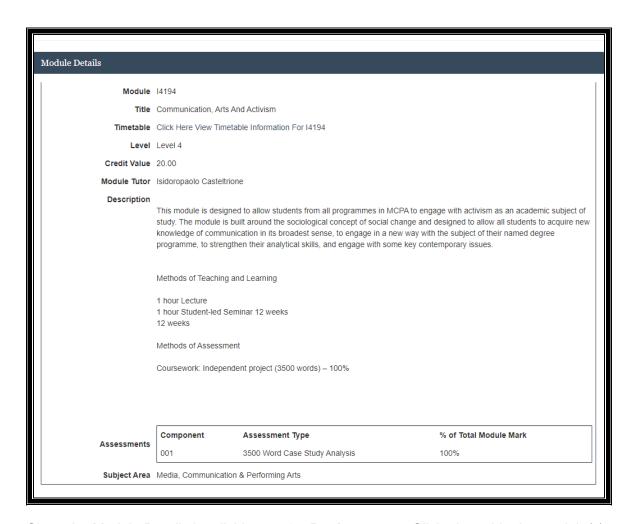
The Selected Modules Section displays the module code, semester (the period in which the module is taught) level (the level of the module) credits and status of the module (C for compulsory or O for optional) and the name of the module.

The Pick Module Section displays the instructions on how many modules you must select and lists the module codes.

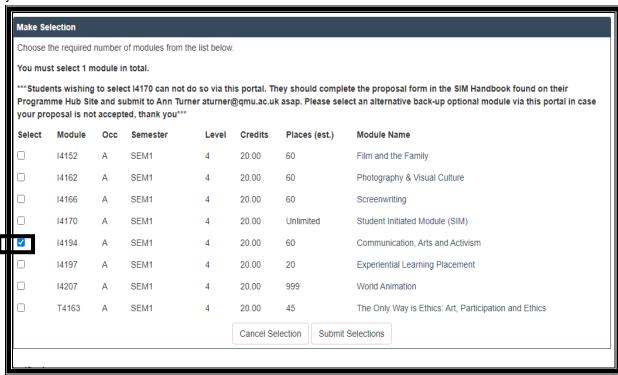
To select your modules you must click on "Select" and the following will appear.



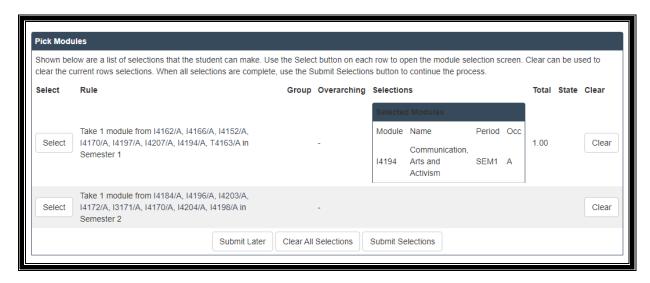
Under the **Make Selection** Section it will detail the number of modules/credits you must select. If you click on the **Module Name** it will display a brief description of what the module entails including an indication of the assessment pattern.



Close the Module Details by clicking on **Go Back** to return. Click alongside the module(s) you would like to select.

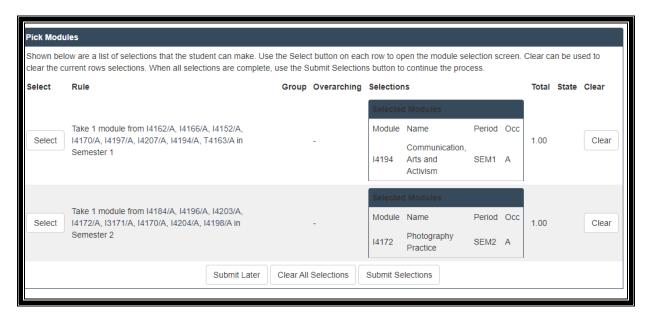


Click on "Submit Selections"



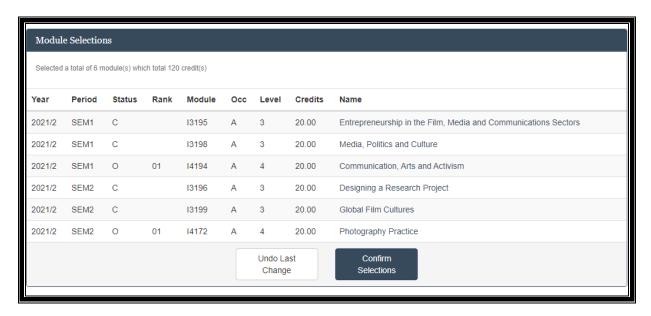
The modules you have selected will be displayed on the right hand side of the screen. If at this stage you would like to change the modules you have selected click on "Clear All Selections"

Do the same again if you are required to pick from another group of modules

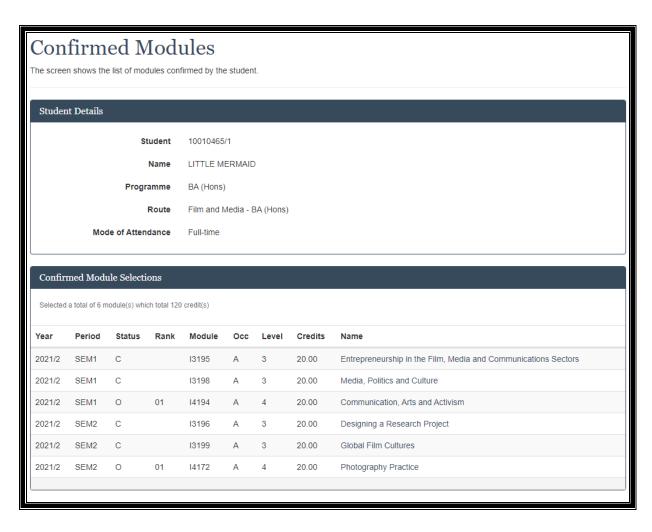


The modules you have selected will be displayed on the right hand side of the screen. If at this stage you would like to change the modules you have selected click on "Clear All Selections"

When you are happy Click on "Submit Selections"



You can "Undo Last Changes" and revisit the choice(s) you have made or "Confirm Selections"



If the module you pick is already full you will get an error message and be required to pick an alternative. You can email Schooloffice@qmu.ac.uk to register your 1st Choice on our waiting list, but do pick a second choice, as back up at this stage.

A confirmation of the modules you have selected will be sent to your student email account for your records.

You can now log out of the Student Portal.