



Queen Margaret University

EDINBURGH

Student Guide to selecting the modules you wish to study via
the QM:U Student Portal



You can access the QM:u Student Portal via the **quick links to option** on the Queen Margaret University Website. <http://www.qmu.ac.uk/>

The screenshot shows the Queen Margaret University website. At the top left is the university logo and name. A navigation bar contains links for 'for »' (prospective students, current students, alumni & friends, business & industry) and 'about »' (the university, schools & subjects, services, research, media relations). A search bar is located at the top right. A dropdown menu titled 'quick links to.....' is open, listing various services, with 'QM:u student portal' highlighted. Below the navigation bar, there are several content blocks: 'international students', 'postgraduate study', 'around campus - photos, info and videos', and 'film on student life at QMU'. A large banner features the text 'delivering professional learning and research which enhances people's lives' over a photo of a woman and a man. Below the banner are three columns of news: 'QMU in the news' (QMU ranked 1st in UK for overall living experience), 'jobs at QMU' (local master chef event), and 'facts and figures' (postgraduate open evenings). A 'course finder' box is also visible on the right side of the page.

QM:u Student Portal can be accessed both on and off campus. The **Online Module Registration Facility** is only available to matriculated students.

ity : QM:u student portal - Microsoft Internet Explorer provided by QMU

qmu.ac.uk/portal/default.htm

Tools Help

QMU:u student portal

home | course search | site map

enter site search GO

quick links to..... GO

Queen Margaret University
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for » prospective students | current students | alumni & friends | business & industry | community

about » the university | schools & subjects | services | research | media relations | conferences & events

cashless application (internal only)
contact your school office!
current students A - Z
effective learning service
ethical approval form
exam papers
information services
IT information for new students
library
QM:u student portal
registry
student accommodation
student services
study skills
students' union
timetables
WebCT
web mail


Information Services/Registry - Welcome to QM:u student portal

To access QM:u student portal please click on the QM:u logo below -

 [Instructions on how to access QM:u Portal \(Pdf 225 KB\)](#)

Feedback and technical enquiries may be directed to [QM:u Technical Administration](#).


Entering its seventh year, the **National Student Survey** (NSS) is your opportunity to give your opinions on what you liked about your time at your institution/course as well as things that you felt could have been improved - **please click on the link below.**



BOOKMARK

To login to QM:u Student Portal you must click on





Log-in to QM:u Portal

This page is the QM:u Portal log-in screen.

Your Matriculation No. is your Username

NEW STUDENTS - Please use the link below to retrieve an initial password in order that you may log on and proceed to matriculate online:-
<https://u.qmu.ac.uk/retrieval/>

Please use the form below to supply your log-in details and click the 'log-in' button to access the system.

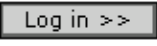
QM:u Portal Log-in

Please enter your username and password here:

User-name:

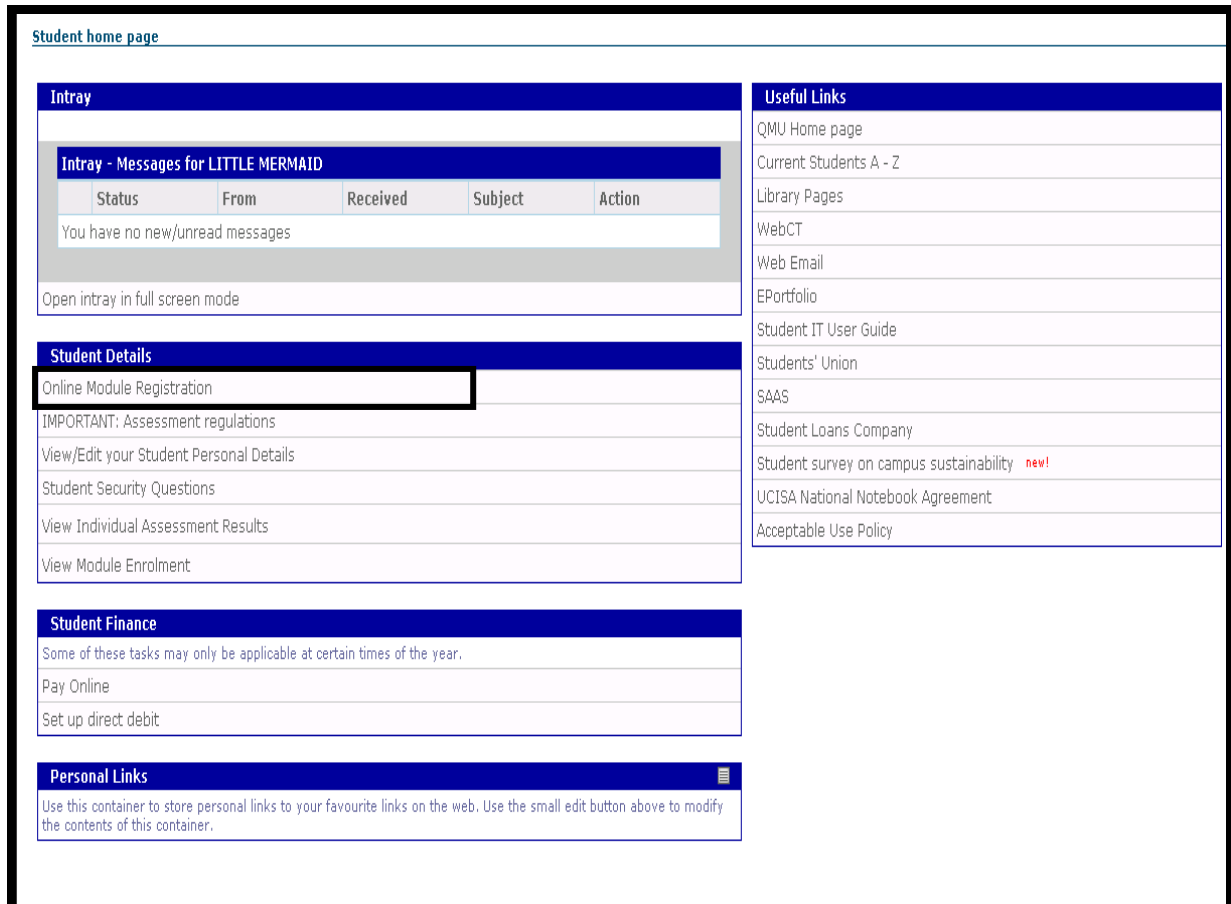
Password:

If you have forgotten your password then you must use the [Student Password Reset Screen](#).

Input your username (matriculation number) and password that you use to login to the QMU network and click on 

(If you need to reset your password you can click on the “**Student Password Reset Screen**” option.)

Under the Student Details Section you must select **Online Module Registration**.



The screenshot shows the 'Student home page' with several sections:

- Intray**: A section for messages. It shows 'Intray - Messages for LITTLE MERMAID' with a table header: Status, From, Received, Subject, Action. Below the header, it states 'You have no new/unread messages'. A link 'Open intray in full screen mode' is provided.
- Student Details**: A list of links including 'Online Module Registration' (highlighted with a black box), 'IMPORTANT: Assessment regulations', 'View/Edit your Student Personal Details', 'Student Security Questions', 'View Individual Assessment Results', and 'View Module Enrolment'.
- Student Finance**: A section with the note 'Some of these tasks may only be applicable at certain times of the year.' and links for 'Pay Online' and 'Set up direct debit'.
- Personal Links**: A section with a menu icon and the text 'Use this container to store personal links to your favourite links on the web. Use the small edit button above to modify the contents of this container.'
- Useful Links**: A vertical list of links including 'QMU Home page', 'Current Students A - Z', 'Library Pages', 'WebCT', 'Web Email', 'EPortfolio', 'Student IT User Guide', 'Students' Union', 'SAAS', 'Student Loans Company', 'Student survey on campus sustainability new!', 'UCISA National Notebook Agreement', and 'Acceptable Use Policy'.

The following screen will display

Module Registration

Select Your Modules

This page shows the selections that the student has already made and also those selections which the student has yet to make.

Student Details

Details for the current student including which year and period the selections are for

Student	10010465/1
Name	LITTLE MERMAID
Programme	BSc (Hons)
Route	Occupational Therapy - Single Honours
Mode of Attendance	Full-time
Registration Year	2010/1
Selections	You have currently selected 7 Module(s) with a total of 110 Credit(s)

Selected Modules

Module	Semester	Level	Credits	Status	Module Name
O3134	SEM1	3	10.00	Compulsory	CONTEMPORARY EPISTEMOLOGIES OF OCCUPATIONAL THERAPY
O3135	SEM1	3	10.00	Compulsory	PRACTICE IN A CHANGING CONTEXT
O3138	SEM1	3	10.00	Compulsory	EXPLORING PARTICIPATION IN OCCUPATION: MIND-BRAIN-BODY AND CONTEXT 3
O3145	SEM2	3	20.00	Compulsory	PROFESSIONAL PRACTICE PLACEMENT 3
O3136	Y	3	20.00	Compulsory	OCCUPATIONAL THERAPY: REFLECTING ON PRACTICE
O3137	Y	3	20.00	Compulsory	RESEARCH SKILLS 3: THEORY AND PRACTICE (Exploring Methodology and Data Analysis)
O3147	Y	3	20.00	Compulsory	INTERPROFESSIONAL WORKING AND PERSON CENTRED CARE (INTERPROFESSIONAL EDUCATION 3)

Pick Modules

Shown below are a list of selections that the student can make. Use the Select button on each row to open the module selection screen. Clear can be used to clear the current rows selections. When all selections are complete, use the Submit Selections button to continue the process.


Select	Rule	Overarching	Selections	Total	State	Clear
<input type="button" value="Select"/>	Take 1 module from O3142/A , O3143/A , O3144/A in Semester 2 Please note your choices are subject to Programme Leader Approval.	-				<input type="button" value="Clear"/>

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.

 22nd No
Hon

Module Registration

Select Your Modules

This page allows the user to select their modules from the available choices.

Student Details

Details for the current student including which year and period the selections are for.

Student	10010465/1
Name	LITTLE MERMAID
Programme	BSc (Hons)
Route	Occupational Therapy - Single Honours
Mode of Attendance	Full-time
Year	2010/1

Make Selection

Choose the required number of modules from the list below.


You must select a minimum of 1 module and a maximum of 1 module in total.

Please note your choices are subject to Programme Leader Approval.

Select	Module	Semester	Level	Credits	Module Name
<input type="checkbox"/>	O3142	SEM2	3	10.00	THE MANAGEMENT OF CHRONIC PAIN
<input type="checkbox"/>	O3143	SEM2	3	10.00	WORKING WITH CHILDREN
<input type="checkbox"/>	O3144	SEM2	3	10.00	SKILL DEVELOPMENT FOR PEOPLE WITH A LEARNING DISABILITY

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

 22nd No
Hon

Module Details

Displays module details for the selected module

Module Details

Listed below are details about the module including when it is running and the assessment items involved.

Module	O3142
Title	The Management Of Chronic Pain
Timetable	Click Here View Timetable Information For O3142
Level	Level 3
Credit Value	10.00
Module Tutor	Ian Mcmillan
Description	This module highlights the problem of chronic pain in the general population. The module examines the differences between acute and chronic pain and different models that are applied to view current practices. The role of the occupational therapist in the management of chronic pain is explored. This module incorporates face to face sessions and a dedicated WebCT module.
Subject Area	Occupational Therapy & Arts Therapies

If you click on the **Click Here View Timetable Information** it will list when the classes take place for that module

Module O3142 Timetable 2010/1
 (Key: CW = Computer Workshop, L = Lecture, P = Practical, S = Seminar/Tutorial)

Week Commencing	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 23 - 14-Feb-2011					09.15 - 11.15 (L)		
Week 24 - 21-Feb-2011					09.15 - 11.15 (L)		
Week 26 - 07-Mar-2011					09.15 - 11.15 (L)		
Week 28 - 21-Mar-2011					09.15 - 11.15 (L)		
Week 29 - 28-Mar-2011					09.15 - 11.15 (L)		
Week 32 - 18-Apr-2011					09.15 - 11.15 (L)		
Week 34 - 02-May-2011					09.15 - 11.15 (L)		

Close the timetable window and press 'Back' to return to the Make Selection section.

Module Registration

Select Your Modules

This page allows the user to select their modules from the available choices.

Student Details

Details for the current student including which year and period the selections are for.

Student	06007630/1
Name	DAFFY DUCK
Programme	BSc (Hons)
Route	Occupational Therapy - Single Honours
Mode of Attendance	Full-time
Year	2010/1

Make Selection

Choose the required number of modules from the list below.

You must select a minimum of 1 module and a maximum of 1 module in total.

Please note your choices are subject to Programme Leader Approval.

Select	Module	Semester	Level	Credits	Module Name
<input checked="" type="checkbox"/>	O3142	SEM2	3	10.00	THE MANAGEMENT OF CHRONIC PAIN
<input type="checkbox"/>	O3143	SEM2	3	10.00	WORKING WITH CHILDREN
<input type="checkbox"/>	O3144	SEM2	3	10.00	SKILL DEVELOPMENT FOR PEOPLE WITH A LEARNING DISABILITY

Cancel Selection Submit Selections

Click alongside the module(s) you would like to select and click on "Submit Selections"

Select Your Modules

This page shows the selections that the student has already made and also those selections which the student has yet to make.

Student Details

Details for the current student including which year and period the selections are for

Student	06007630/1
Name	DAFFY DUCK
Programme	BSc (Hons)
Route	Occupational Therapy - Single Honours
Mode of Attendance	Full-time
Registration Year	2010/1
Selections	You have currently selected 8 Module(s) with a total of 120 Credit(s)

Selected Modules

Module	Semester	Level	Credits	Status	Module Name
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O3145	SEM2	3	20.00	Compulsory	PROFESSIONAL PRACTICE PLACEMENT 3
O3136	Y	3	20.00	Compulsory	OCCUPATIONAL THERAPY: REFLECTING ON PRACTICE
O3137	Y	3	20.00	Compulsory	RESEARCH SKILLS 3: THEORY AND PRACTICE (Exploring Methodology and Data Analysis)
O3147	Y	3	20.00	Compulsory	INTERPROFESSIONAL WORKING AND PERSON CENTRED CARE (INTERPROFESSIONAL EDUCATION 3)

Pick Modules

Shown below are a list of selections that the student can make. Use the Select button on each row to open the module selection screen. Clear can be used to clear the current rows selections. When all selections are complete, use the Submit Selections button to continue the process.

Select	Rule	Overarching	Selections	Total	State	Clear																					
<input type="button" value="Select"/>	Take 1 module from O3142/A, O3143/A, O3144/A in Semester 2 Please note your choices are subject to Programme Leader Approval.	-	<table border="1"> <thead> <tr> <th colspan="4">Selected Modules</th> <th>Total</th> <th>State</th> <th>Clear</th> </tr> <tr> <th>Module</th> <th>Name</th> <th>Period</th> <th>Occ</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>O3142</td> <td>THE MANAGEMENT OF CHRONIC PAIN</td> <td>SEM2</td> <td>A</td> <td>1.00</td> <td></td> <td><input type="button" value="Clear"/></td> </tr> </tbody> </table>	Selected Modules				Total	State	Clear	Module	Name	Period	Occ				O3142	THE MANAGEMENT OF CHRONIC PAIN	SEM2	A	1.00		<input type="button" value="Clear"/>	1.00		<input type="button" value="Clear"/>
Selected Modules				Total	State	Clear																					
Module	Name	Period	Occ																								
O3142	THE MANAGEMENT OF CHRONIC PAIN	SEM2	A	1.00		<input type="button" value="Clear"/>																					

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”**

Select Your Modules

This page shows the selections that the student has already made and also those selections which the student has yet to make.

Student Details

Details for the current student including which year and period the selections are for

Student	06007630/1
Name	DAFFY DUCK
Programme	BSc (Hons)
Route	Occupational Therapy - Single Honours
Mode of Attendance	Full-time
Registration Year	2010/1
Selections	You have currently selected 7 Module(s) with a total of 110 Credit(s)

Selected Modules

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O3135	SEM1	3	10.00	Compulsory	PRACTICE IN A CHANGING CONTEXT
O3138	SEM1	3	10.00	Compulsory	EXPLORING PARTICIPATION IN OCCUPATION: MIND-BRAIN-BODY AND CONTEXT 3
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Pick Modules

Shown below are a list of selections that the student can make. Use the Select button on each row to open the module selection screen. Clear can be used to clear the current rows selections. When all selections are complete, use the Submit Selections button to continue the process.

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<input type="button" value="Select"/>	Take 1 module from O3142/A, O3143/A, O3144/A in Semester 2 Please note your choices are subject to Programme Leader Approval.	-				<input type="button" value="Clear"/>

The Student Portal will return you to the above screen where you can reselect your modules by clicking on **“Select”** and follow the previous instructions

If the following error message appears when you select a module it means the module is now full (the maximum number of students who can take this module has been reached) and you must select another module as per the above instructions.

Select Your Modules

This page allows the user to select their modules from the available choices.

Student Details

Details for the current student including which year and period the selections are for.

Student	06007630/1
Name	DAFFY DUCK
Programme	BSc (Hons)
Route	Occupational Therapy - Single Honours
Mode of Attendance	Full-time
Year	2010/1

Make Selection

Choose the required number of modules from the list below.

You must select a minimum of 1 module and a maximum of 1 module in total.

Please note your choices are subject to Programme Leader Approval.

Select	Module	Semester	Level	Credits	Module Name
<input type="checkbox"/>	O3142	SEM2	3	10.00	THE MANAGEMENT OF CHRONIC PAIN
<input checked="" type="checkbox"/>	O3143	SEM2	3	10.00	WORKING WITH CHILDREN
<input type="checkbox"/>	O3144	SEM2	3	10.00	SKILL DEVELOPMENT FOR PEOPLE WITH A LEARNING DISABILITY

Once you are happy that you have selected the correct modules click on “**Submit Selections**”

Confirm Selections

Confirm your module selections

This screen allows the student to confirm their module selections (if allowed) or to undo them and start again.

Student Details

Details for the current student.

Student	06007630/1
Name	DAFFY DUCK
Programme	BSc (Hons)
Route	Occupational Therapy - Single Honours
Mode of Attendance	Full-time

Module Selections

Listed below are the modules that you have indicated that you wish to study. These can either be confirmed as your final selections or you can undo them and start making your selections again.

Selected a total of 8 module(s) which total 120 credit(s)

Year	Period	Status	Module	Level	Credits	Name
2010	SEM1	C	O3134	3	10.00	CONTEMPORARY EPISTEMOLOGIES OF OCCUPATIONAL THERAPY
2010/1	SEM1	C	O3135	3	10.00	PRACTICE IN A CHANGING CONTEXT
2010/1	SEM1	C	O3138	3	10.00	EXPLORING PARTICIPATION IN OCCUPATION: MIND-BRAIN-BODY AND CONTEXT 3
2010/1	SEM2	O	O3142	3	10.00	THE MANAGEMENT OF CHRONIC PAIN
2010/1	SEM2	C	O3145	3	20.00	PROFESSIONAL PRACTICE PLACEMENT 3
2010/1	Y	C	O3136	3	20.00	OCCUPATIONAL THERAPY: REFLECTING ON PRACTICE
2010/1	Y	C	O3137	3	20.00	RESEARCH SKILLS 3: THEORY AND PRACTICE (Exploring Methodology and Data Analysis)
2010/1	Y	C	O3147	3	20.00	INTERPROFESSIONAL WORKING AND PERSON CENTRED CARE (INTERPROFESSIONAL EDUCATION 3)

Undo Last Change Confirm Selections

Not sure what the square above is referring to?

It will then display a list of all modules you are registered on for this current Academic Year. At this stage you can still change your mind and click on “**Undo Last Change**” then “**Clear All Selections**” to go back to the module selection stage.

Once you are happy with the module(s) you have selected click on “**Confirm Selections**”

Confirmed Modules

The screen shows the list of modules confirmed by the student.

Shown below is the list of modules that you have indicated you would like to study.

Student Details	
Details for the current student.	
Student	06007630/1
Name	DAFFY DUCK
Programme	BSc (Hons)
Route	Occupational Therapy - Single Honours
Mode of Attendance	Full-time

Confirmed Module Selections						
Shown below are the modules that you have confirmed that you wish to study						
Selected a total of 8 module(s) which total 120 credit(s)						
Year	Period	Status	Module	Level	Credits	Name
2010/1	SEM1	C	O3134	3	10.00	CONTEMPORARY EPISTEMOLOGIES OF OCCUPATIONAL THERAPY
2010/1	SEM1	C	O3135	3	10.00	PRACTICE IN A CHANGING CONTEXT
2010/1	SEM1	C	O3138	3	10.00	EXPLORING PARTICIPATION IN OCCUPATION: MIND-BRAIN-BODY AND CONTEXT 3
2010/1	SEM2	O	O3142	3	10.00	THE MANAGEMENT OF CHRONIC PAIN
2010/1	SEM2	C	O3145	3	20.00	PROFESSIONAL PRACTICE PLACEMENT 3
2010/1	Y	C	O3136	3	20.00	OCCUPATIONAL THERAPY: REFLECTING ON PRACTICE
2010/1	Y	C	O3137	3	20.00	RESEARCH SKILLS 3: THEORY AND PRACTICE (Exploring Methodology and Data Analysis)
2010/1	Y	C	O3147	3	20.00	INTERPROFESSIONAL WORKING AND PERSON CENTRED CARE (INTERPROFESSIONAL EDUCATION 3)

The screen will display a list of modules you have **selected** and **submitted**.

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.