

How to update TOP records in SAINT

This document describes how to update the module teaching information held on SAINT in the TOP record

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The SAINT team welcomes feedback on its documentation. Please email any comments on the content of this document to:
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For other SAINT documentation please see:
<http://www.brad.ac.uk/admin/SAINT/trainingdocs.html>

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How to update TOP records in SAINT

1. WHAT IS TOP?

TOP or Module Topic is the entity on SAINT which holds information on what departments are involved in delivering what modules. This information is recorded in terms of percentage contribution to each module. The data is important as the basis for two processes:

- The University's internal student load calculation which drives the allocation of teaching income to schools;
- The cost centre information included in the University's student return to HESA. This will in turn be used in comparisons with other institutions, for example, in unit costs or staff: student ratios.

A TOP record is created automatically for each module once the module is entered. This initial TOP record is populated with the home department as the teaching department with 100% contribution.

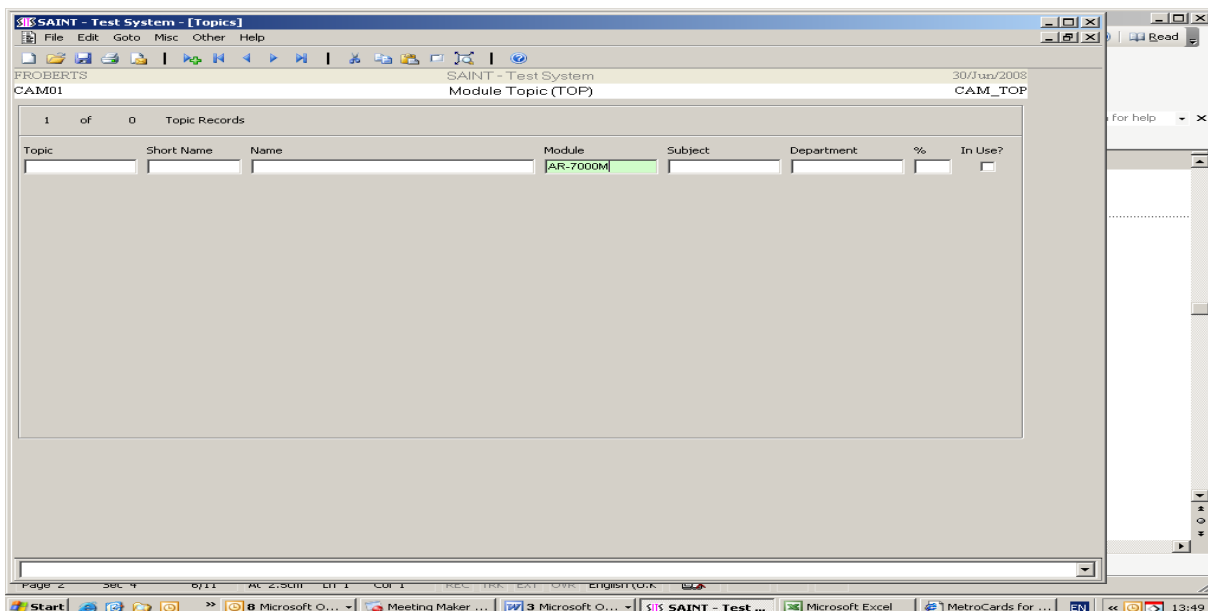
For modules where more than one department contributes, additional TOP records need to be created by users.

Before amending, adding or deleting a TOP record you should confirm with any other departments involved in the module that they agree with the percentages being assigned to each department.

2. HOW TO VIEW TOP RECORDS

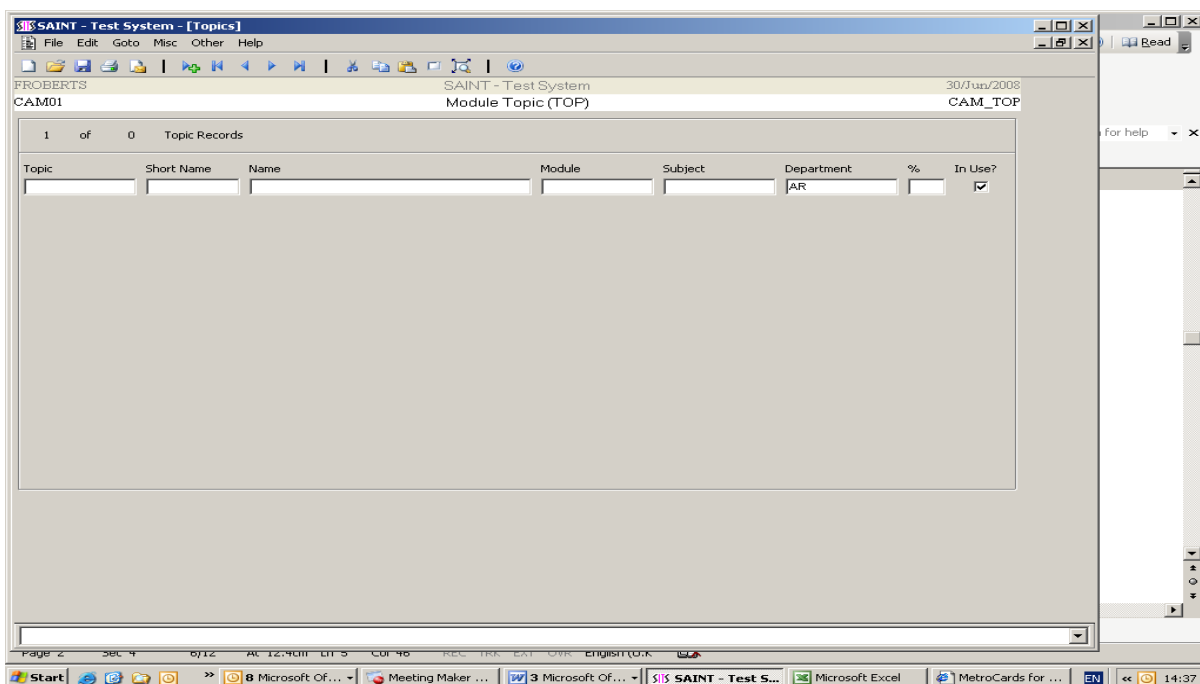
Enter TOP in the field in the top left hand corner of the menu screen and ENTER.

To retrieve a single module enter the module code in the module field and press F5.



To retrieve all the modules in your department enter in the module field the first 2 or 3 letters of your department’s module codes followed by GOLD STAR (eg MAN* or SS*) and press F5. You will probably wish to restrict this to all active modules by checking the box headed ‘In Use?’

Alternatively you may wish to retrieve all modules for which your department is recorded as making a contribution. To do this enter your department’s code (DPT) in the Department field and press F5. A list of the valid DPT codes for this purpose is attached in the Appendix.



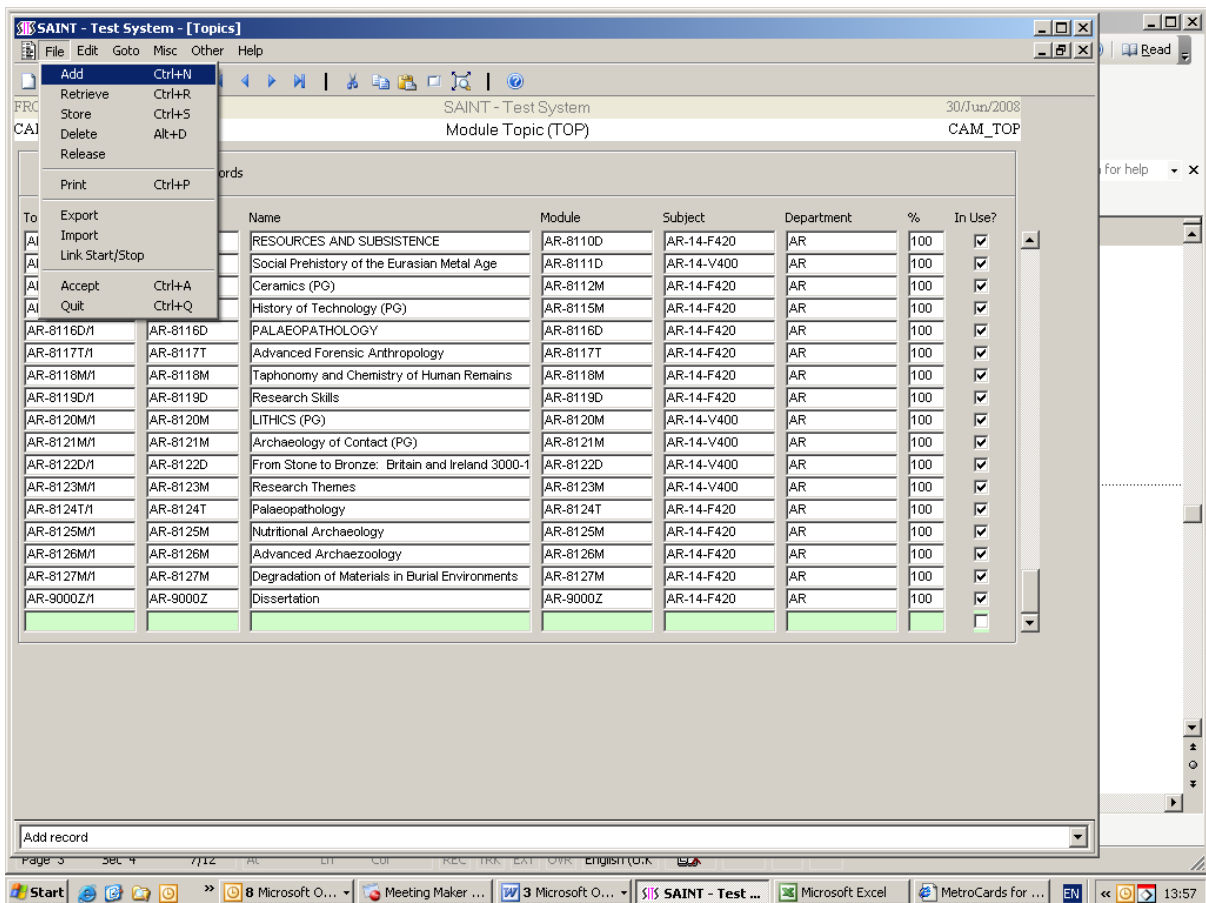
3. HOW TO AMEND A TOP

Write access to TOP is only enabled for most users during a specific period in the first semester for the annual updating exercise. At other times of year the relevant items on the file menu will appear greyed out.

The only fields you should amend are the department and % fields. Please do not attempt to amend Short Name, Name, Module or In Use?. Name and InUse? are updated regularly from the module record (MOD) so if you believe the information they hold is incorrect you need to arrange for the data on MOD to be updated.

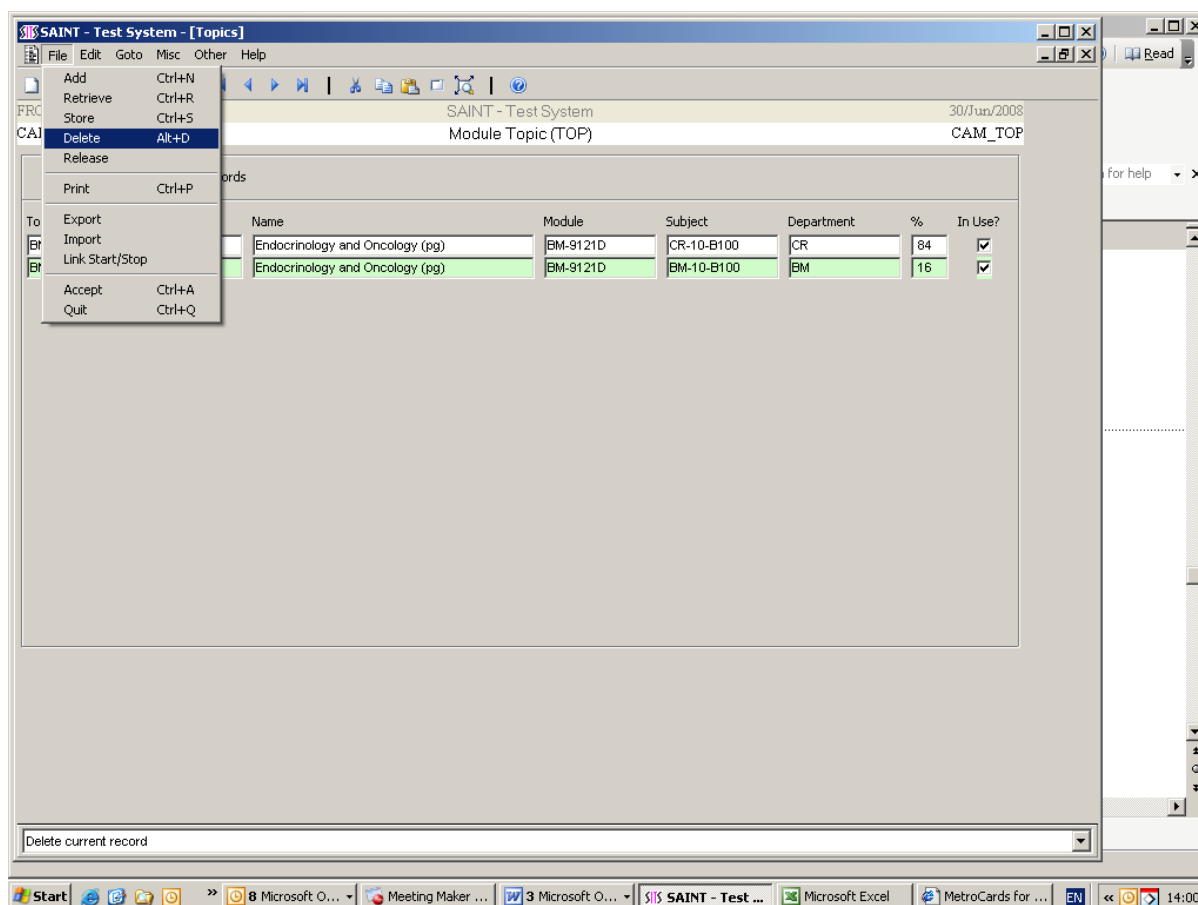
To make amendments to a TOP record retrieve the relevant module or modules as described under 2 above and overtype the information. Press F6 to store. Remember that only DPT codes listed in the Appendix should be used.

You may need to add a new TOP record to show that a module is now split between two departments. To do this go to the file menu and select 'add'.



A blank row appears at the bottom of the list for you to complete. The original TOP record will have been created as a 'Slash 1' in the format Module code/1 eg. BM-6121D/1. Additional TOPs need to be created in the format Module code/2 or /3 etc. Type the new code into the topic field and then copy Short Name, Name and Module code in from the existing TOP record. Add the department code and % and press F6 to store.

You may also need to delete a TOP record where a module is no longer split or to delete one of three or more splits. To do this, select the record for deletion, go to the file menu and select 'delete'.

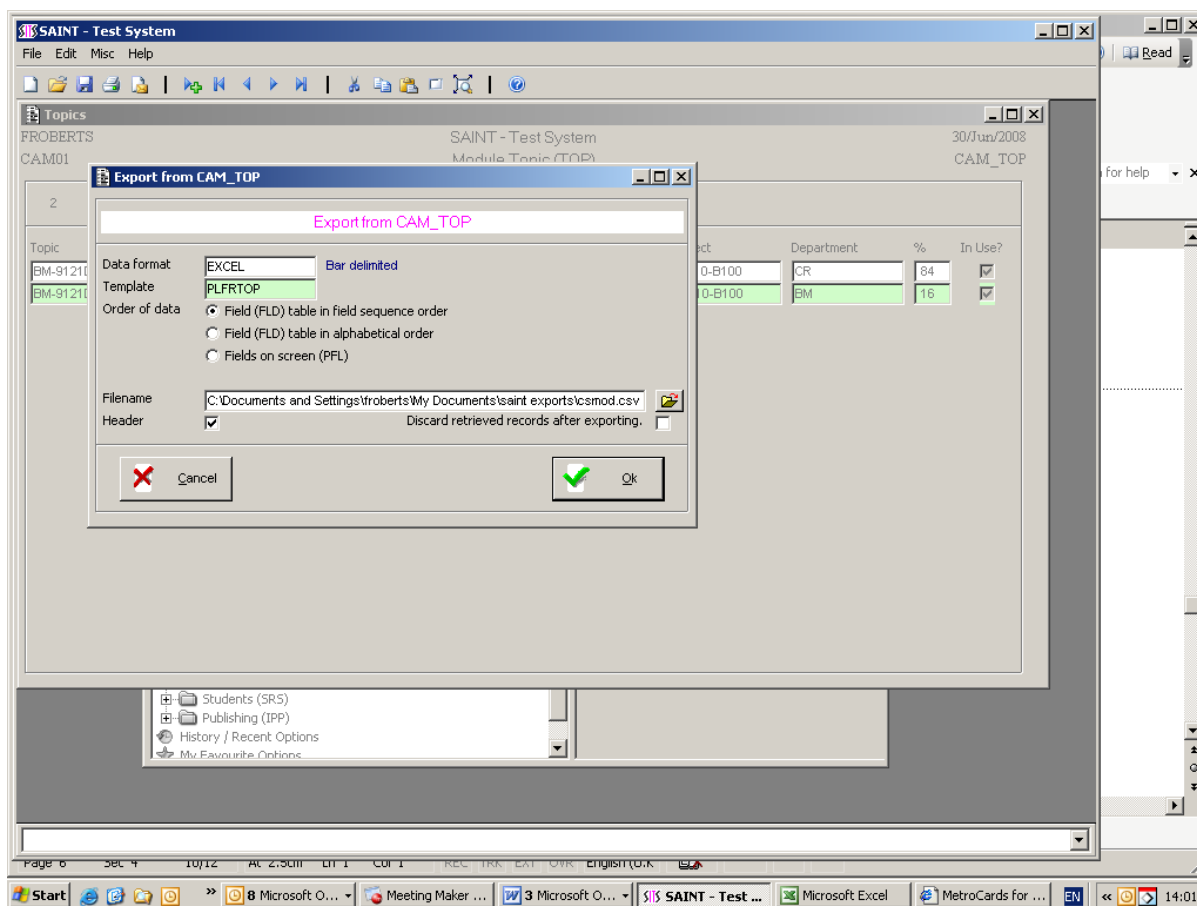


After amending, deleting or adding TOP records remember to check that the sum of the % field of all TOP records for any a single module equals 100.

4. EXPORTING TOP DATA

You may find it useful to export TOP data you have retrieved into an Excel spreadsheet to manipulate it or send it to colleagues. This can be done using a

simple export template. Go the file menu, select 'export' and double click in the template field to select a template –PLFRTOP is suggested.



Appendix

LIST OF DEPARTMENT (DPT) CODES TO BE USED ON TOP

Department code	Full name
AR	Archaeological Sciences
BC	Bradford College
BM	Biomedical Sciences
BX	Bradford City Teaching Primary Care Trust
CD	Career Development Services
CE	School of Lifelong Education and Development
CF	Chemical and Forensic Sciences
CM	School of Informatics (Computing)
CN	Craven College (validated modules)
CR	Institute of Cancer Therapeutics
CS	Clinical Sciences
CTY	School of Computing, Informatics and Media (Creative Technology)
CX	Corporate Services (excludes Learner Support)
EN	Geography and Environmental Science
ENG	School of Engineering, Design & Technology
GS	Graduate School
HD	Bradford Dementia Group
HH	Division of Service Development and Improvement
HM	Division of Midwifery and Reproductive Health
HN	Division of Nursing
HP	Division of Physiotherapy and Occupational Therapy
HR	Division of Radiography
ID	Development and Economic Studies
IT	IT Services (Learner Support)
LB	Library
LS	Learner Support (unspecified)
LU	Language Unit/ University Language Centre

LW	LAW (To be used on TOP only)
MG	School of Management
MS	Bradford Media School
NM	National Media Museum
OP	The Bradford School of Optometry and Vision Science
PC	Pharmaceutics and Pharm Chem (To be used on TOP)
PE	Peace Studies
PI	Pharmaceutical Innovation/IPI(to be used on TOP)
PO	Pharmacology (To be used on TOP only)
PR	Pharmacy Practice (To be used on TOP only)
PY	Centre for Psychology Studies
SJ	Criminal Justice (to be used on TOP only)
SM	Humanities (to be used TOP only)
SW	Social Work (to be used TOP only)
TQ	Teaching Quality Enhancement Group