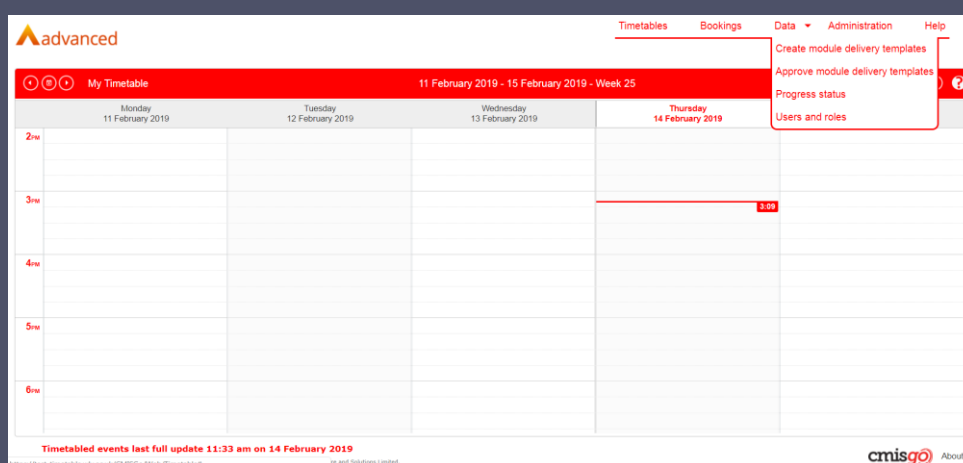


## Approving/Rejecting Templates

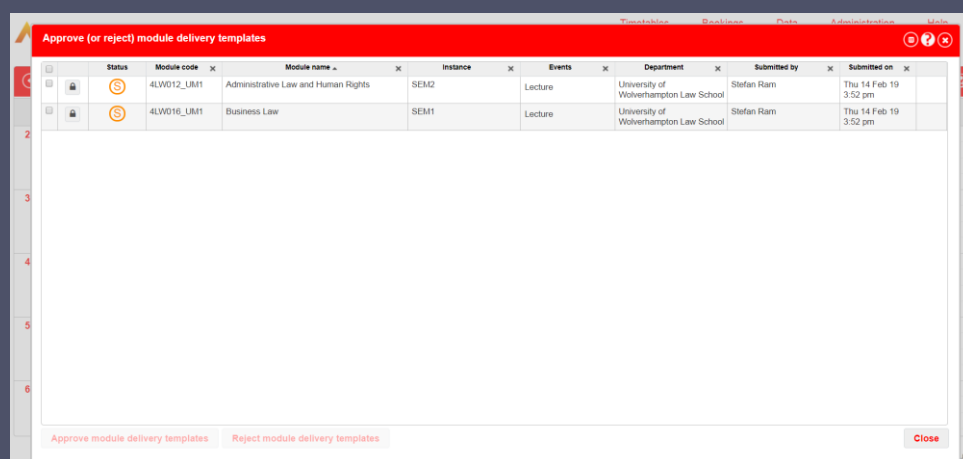
This guide will walk you through how, as a module approver, you can approve and reject templates using CMISGo. At any point in the process, you can click the “Question Mark” symbol at the top right of your screen and it will explain what each element of the screen does.



The first step is to access and log into the online system at:  
<https://timetable.wlv.ac.uk/CMISGo/Web/Timetable>



You'll see the heading **Data** at the top right. Hovering over this will reveal a drop down, of the options displayed, select **Approve module delivery templates**. This will load the delivery template system (this can take up to a minute to complete). Once the system is launched, you will see a screen similar to the below.

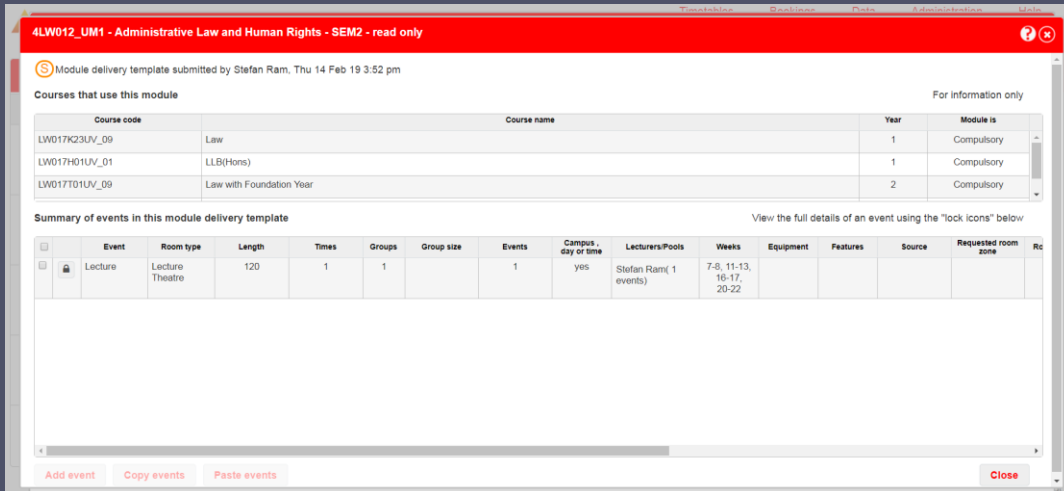


Status	Module code	Module name	Instance	Events	Department	Submitted by	Submitted on
🔒	4LW012_LM1	Administrative Law and Human Rights	SEM2	Lecture	University of Wolverhampton Law School	Stefan Ram	Thu 14 Feb 19 3:52 pm
🔒	4LW016_LM1	Business Law	SEM1	Lecture	University of Wolverhampton Law School	Stefan Ram	Thu 14 Feb 19 3:52 pm

This screen will show you all of the templates from your department that are currently awaiting approval.

Select the ‘padlock’ icon on the left of the module to view the delivery template that has been submitted (the padlock indicates the record is locked and cannot be altered).

This will show you the module template summary as below.



4LW012\_UM1 - Administrative Law and Human Rights - SEM2 - read only

Module delivery template submitted by Stefan Ram, Thu 14 Feb 19 3:52 pm

**Courses that use this module** For information only

Course code	Course name	Year	Module is
LW017K23UV_09	Law	1	Compulsory
LW017H01UV_01	LLB(Hons)	1	Compulsory
LW017T01UV_09	Law with Foundation Year	2	Compulsory

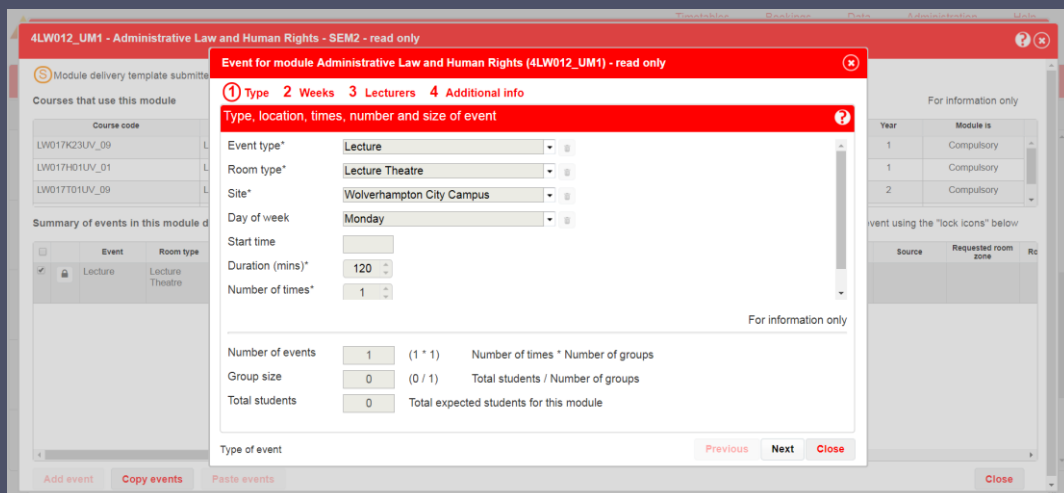
**Summary of events in this module delivery template** View the full details of an event using the "lock icons" below

Event	Room type	Length	Times	Groups	Group size	Events	Campus, day of time	Lecturers/Pools	Weeks	Equipment	Features	Source	Requested room zone	Rc
<input type="checkbox"/> <input type="checkbox"/>	Lecture	Lecture Theatre	120	1	1	1	Stefan Ram( 1 events)	7-8, 11-13, 16-17, 20-22						

Add event Copy events Paste events Close

The top box lists any courses that are currently linked to this module (this is not configurable and is displayed for information only).

The second box will list the different event types that have been requested to be scheduled for this module. You can see an overall summary on this tab, but again you can view more details about the event template by selecting the 'padlock' icon.



4LW012\_UM1 - Administrative Law and Human Rights - SEM2 - read only

Module delivery template submitted by Stefan Ram, Thu 14 Feb 19 3:52 pm

**Event for module Administrative Law and Human Rights (4LW012\_UM1) - read only**

1 Type 2 Weeks 3 Lecturers 4 Additional info

Type, location, times, number and size of event

Event type\* Lecture

Room type\* Lecture Theatre

Site\* Wolverhampton City Campus

Day of week Monday

Start time

Duration (mins)\* 120

Number of times\* 1

For information only

Number of events 1 (1 \* 1) Number of times \* Number of groups

Group size 0 (0 / 1) Total students / Number of groups

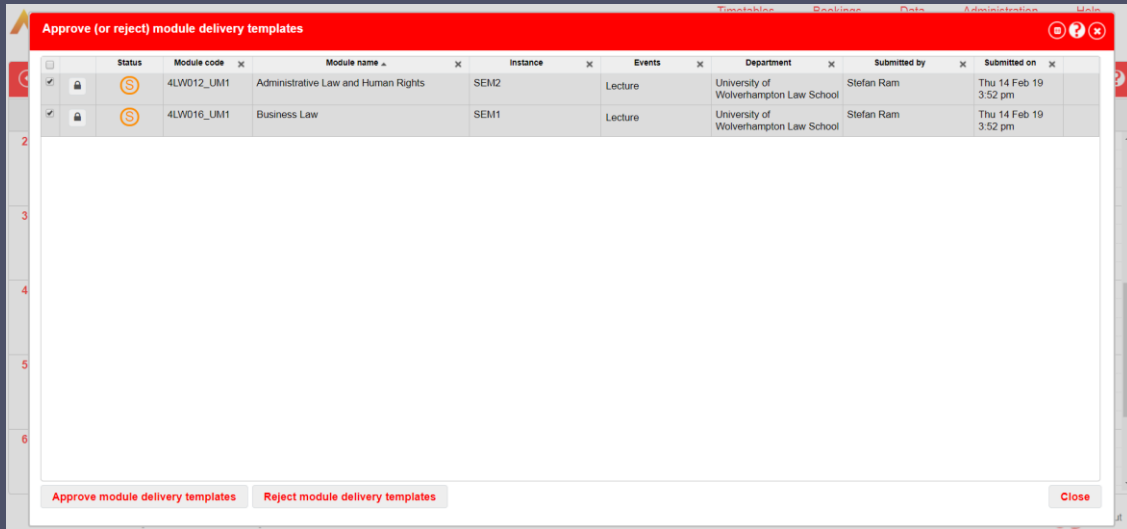
Total students 0 Total expected students for this module

Type of event Previous Next Close

Add event Copy events Paste events Close

You can click through the screens to see the event requirements, weeks requested, lecturers requested and any additional information that has been submitted.

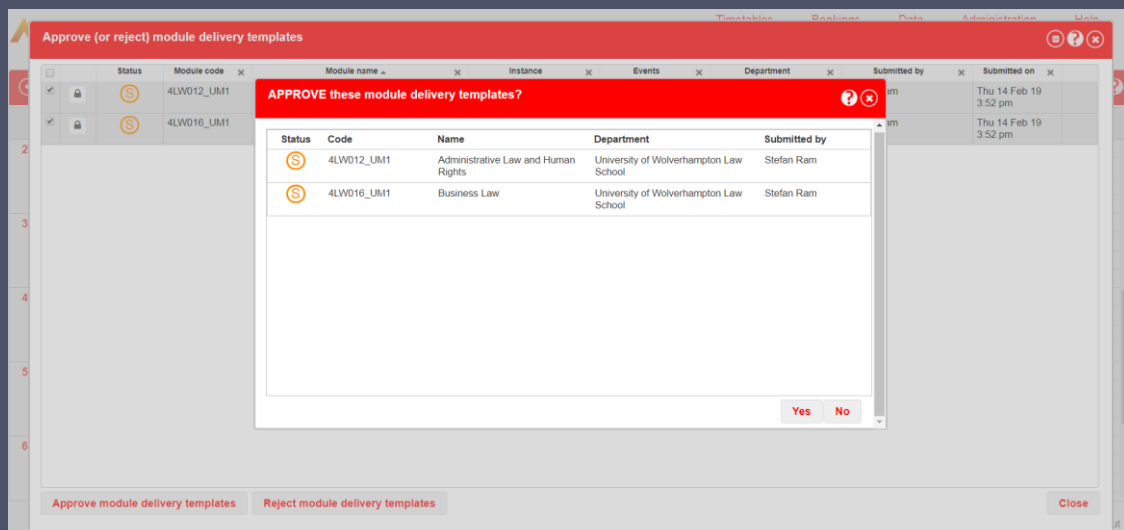
Once you have reviewed the information for the events that make up the module, you can select the module (or multiple modules if you wish) by selecting the check boxes as below.



	Status	Module code	Module name	Instance	Events	Department	Submitted by	Submitted on
<input checked="" type="checkbox"/>		4LW012_UM1	Administrative Law and Human Rights	SEM2	Lecture	University of Wolverhampton Law School	Stefan Ram	Thu 14 Feb 19 3:52 pm
<input checked="" type="checkbox"/>		4LW016_UM1	Business Law	SEM1	Lecture	University of Wolverhampton Law School	Stefan Ram	Thu 14 Feb 19 3:52 pm

Buttons at the bottom: **Approve module delivery templates**, **Reject module delivery templates**, **Close**

You can then select **Approve Module Delivery Templates**, which will launch a dialogue box similar to below.



**APPROVE these module delivery templates?**

Status	Code	Name	Department	Submitted by
	4LW012_UM1	Administrative Law and Human Rights	University of Wolverhampton Law School	Stefan Ram
	4LW016_UM1	Business Law	University of Wolverhampton Law School	Stefan Ram

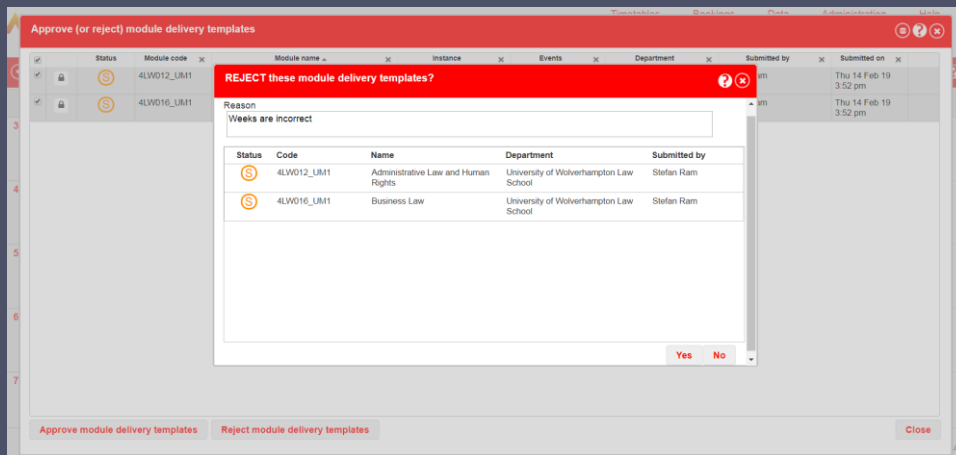
Buttons at the bottom of dialog: **Yes**, **No**

Buttons at the bottom of main window: **Approve module delivery templates**, **Reject module delivery templates**, **Close**

Selecting **Yes** will remove these from the Submitted queue, and put them in the final stage of the process, the Approved queue. No further action is required.

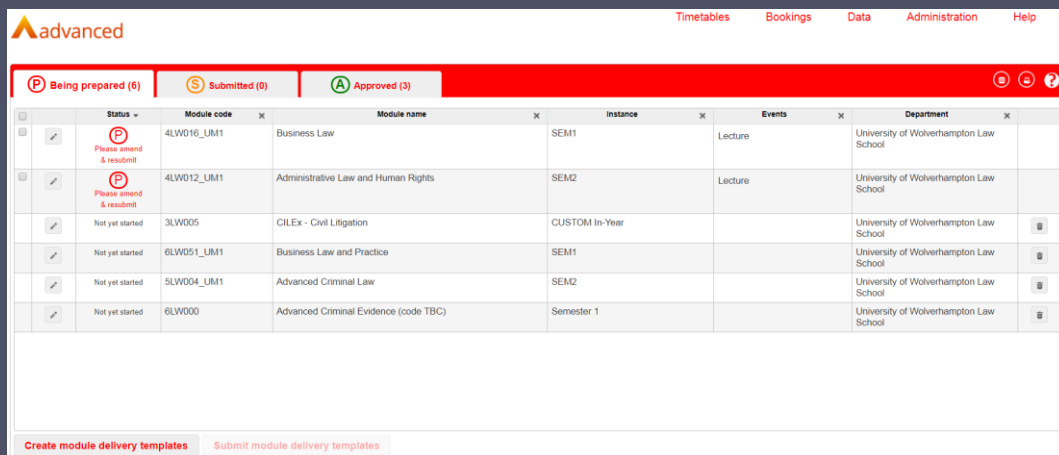
Selecting **No** will close the confirmation dialogue box.

By selecting **Reject Module Delivery Templates**, a dialogue box will launch asking you to confirm this action, and provide a reason for rejecting the template. An example is shown below.



Selecting **No** will close the dialogue box.

Selecting **Yes** will remove the module template for the **Submitted** queue, and return it to the queue of the author of the template. It will have a status of **“Please Review and Resubmit”** as shown below.



When the user selects the template they will see the comment entered by the approver. The template then progresses as normal.

