

## Enable SCORE-code courses

**Note: Please use a non-IE browser to use the SOUL 2.0 functions mentioned in sections B) and C)**

### A) SCORE-code course - formats and preconditions in SCORE

#### i) For part-time programme

Level	Course code format	Preconditions in SCORE
Year	Programme code – Plan code (Academic year) e.g. LW013-LW013A (2018) <div style="border: 1px solid black; padding: 2px;">Year-level course includes student enrolments of this programme's <i>ALL terms</i> in this academic year</div>	<ul style="list-style-type: none"> <li>You are in Programme Team Information table ("Academic Program Table" menu → "Prog Team Info" tab → "Programme Team" table)</li> <li>This programme in this academic year / term has start and end dates</li> <li>This programme's student enrolments has added their academic standings (if you want to enable the course <u>with standing</u>)</li> <li>This programme's student enrolments are in <u>at least one of this programme's modules</u> (if you want the enabled course to have SCORE-sync student enrolments)</li> </ul>
Year + Standing	Programme code – Plan code – Academic standing (Academic year) e.g. LW013-LW013A-Y1 (2018) <div style="border: 1px solid black; padding: 2px;">Year + Standing-level course includes student enrolments of a specific standing in this programme's <i>ALL terms</i> in this academic year</div>	
Term	Programme code – Plan code – Term e.g. LW013-LW013A-1645 <div style="border: 1px solid black; padding: 2px;">Term-level course includes student enrolments of this programme in this term</div>	
Term + Standing	Programme code – Plan code – Term & Academic standing e.g. LW013-LW013A-1645Y1 <div style="border: 1px solid black; padding: 2px;">Term + Standing-level course includes student enrolments of a specific standing in this programme in this term</div>	

#### ii) For part-time ICB programme

Level	Course code format	Preconditions in SCORE
Term	Programme code – Plan code – Term e.g. CB013-CB013A-1690 <div style="border: 1px solid black; padding: 2px;">Term-level course includes student enrolments of <i>ALL</i> campuses in this programme in this term</div>	<ul style="list-style-type: none"> <li>You are in Programme Team Information table ("Academic Program Table" menu → "Prog Team Info" tab → "Programme Team" table)</li> </ul>

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Campus	<p>Programme code – Plan code – Term – Campus e.g. CB013-CB013A-1690-BJ</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">Campus-level course includes student enrolments of <i>a specific campus</i> in this programme in this term</div>	<ul style="list-style-type: none"> <li>● This programme in this term has start and end dates</li> <li>● 3 preconditions need to be satisfied if you want the enabled course to have SCORE-sync student enrolments:             <ol style="list-style-type: none"> <li>1) This programme’s student enrolments are in <u>at least one of this programme’s modules</u></li> <li>2) In student enrolment records, the programme’s admit term needs to match its term</li> <li>3) In student enrolment records, the campus needs to match the programme start and end dates</li> </ol> </li> </ul>
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**iii) For part-time module**

Level	Course code format	Preconditions in SCORE
Year	<p>Module code (Academic year) e.g. GENG1002 (2018)</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">Year-level course includes student enrolments of this module’s <i>ALL terms</i> in this academic year</div>	<ul style="list-style-type: none"> <li>● You are in Programme Team Information table (“Course Catalog” menu → “Programme Team Info” tab → “Responsible Leader Info” table)</li> <li>● This module in this academic year / term / class has start and end dates</li> <li>● This module’s student enrolments are in this academic year / term / class (if you want the enabled course to have SCORE-sync student enrolments)</li> </ul>
Term	<p>Module code – Term e.g. GENG1002-1675</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">Term-level course includes student enrolments of this module’s <i>ALL classes</i> in this term</div>	
Class	<p>Module code – Term – Class number &amp; Academic career e.g. GENG1002-1675-2726AW</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">Class-level course includes student enrolments of <i>a specific class</i> of this module in this term</div>	

**iv) For part-time ICB module**

Level	Course code format	Preconditions in SCORE
Year	<p>Module code (Academic year) e.g. CBMI6001 (2018)</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">Year-level course includes student enrolments of this module’s <i>ALL terms</i> in this academic year</div>	<ul style="list-style-type: none"> <li>● You are in Programme Team Information table (“Course Catalog” menu → “Programme Team Info” tab → “Responsible Leader Info” table)</li> </ul>

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Term	Module code – Term – Campus e.g. CBMI6001-1685-BJ  Term-level course includes student enrolments of this module's <i>ALL classes</i> in this term	<ul style="list-style-type: none"> <li>This module in this academic year / term / class has start and end dates</li> <li>This module's student enrolments are in this academic year / term / class (if you want the enabled course to have SCORE-sync student enrolments)</li> </ul>
Class	Module code – Term – Class number – Campus e.g. CBMI6001-1685-2263-BJ  Class-level course includes student enrolments of <i>a specific class</i> of this module in this term	

**Note:**

- You need to separately enable programme- level course and module-level course(s) even if the part-time module(s) belong to the part-time programme.
- The names of programmes/modules of all levels enabled in SOUL 2.0 are the same English one synchronized from SCORE.
- If you want to enable a full-time course, please make sure the preconditions has been met:

Level	Preconditions in SCORE
Programme	<ul style="list-style-type: none"> <li>You are in Programme Team Information table</li> <li>The programme's student enrolments are in this academic term</li> </ul>
Module	<ul style="list-style-type: none"> <li>You are in Programme Team Information table</li> <li>The module's academic term has been inputted</li> <li>The module's student enrolments are in this academic term</li> </ul>

\*\*After meeting the preconditions in SCORE, the course will be auto-enabled in SOUL 2.0 90 days before the programme's/module's start date inputted in SCORE.

**B) Enable a SCORE-code course in SOUL 2.0**

- Press  at top left corner after login, then press [ **Dashboard**]
- Press [**Customise this page**] at top right corner
- Press  at top left corner, then press [ **Add a block**]
- In the pop-up window, press [**Courses Maintenance**] to add this block in Dashboard
- In Courses Maintenance block, press [**Enable SCORE courses**]
- In the "**Course code filter...**" field, enter the course code of the course you want to enable in SOUL 2.0, then press [**Search**]
- In the search results list, press the course code concerned
- Select/Modify appropriate settings of the main questions below if necessary:

Question	Description
How many days should we add to this course's end date in SCORE as its expiry date in SOUL 2.0?	In SOUL 2.0, this course's expiry date will be extended <i>your inputted number of days</i> after the SCORE-sync course end date
Should we update this course's title, initial start and end dates in SOUL 2.0 if we can find their updates in SCORE?	In SOUL 2.0, this course's title, initial start and end dates will be synchronized from the updated ones (if any) in SCORE

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Should we enable this course in SOUL 2.0 if we can find its new intakes in SCORE?	In SOUL 2.0, this course will be auto-enabled if the same programme's/module's student enrolments of <i>new term</i> are inputted in SCORE
How many days before this course's start date in SCORE should we enable this course in SOUL 2.0?	In SOUL 2.0, this course will be auto-enabled <i>your inputted number of days</i> before the programme's/module's start date inputted in SCORE
Which role(s) should we enroll with 'programme admin' role to this course in SOUL 2.0?	Programme Manager / Team / EO (PMTE) and Programme Support Staff (PSS) are selected by default, you might need to also select Programme Leader (PL)

9) Press **[Save]**

10) In Submitted Details page, press **[Proceed]**

11) In the confirmation page, press **[Continue]**, and the course will be enabled in SOUL 2.0 on the next day

**Note:**

- 1) The colleague(s) in Programme Team Information table of SCORE will be synchronized with 'programme admin' role in the enabled course in SOUL 2.0.
- 2) The student enrolment(s) inputted in SCORE will be synchronized with 'student' role in the enabled course in SOUL 2.0.
- 3) For full-time courses, you need to modify their course settings directly in SCORE.
- 4) Once the course has expired for 2 years since its course expiry date, it will be archived and cannot be viewable/accessible by you.

**C) Update SCORE-code course settings in SOUL 2.0**

1) Press  at top left corner, then press [ **Dashboard**]

2) If you want to update settings of the SCORE-code course *that you have sent its enable request:* In Courses Maintenance block, press **[Update SCORE request settings]**

**OR**

If you want to update settings of the SCORE-code course *that has been enabled in SOUL 2.0:* In Courses Maintenance block, press **[Update created course settings]**

3) In the "**Course code key word**" field, enter the course code of the course you want to update its settings, then press **[Search]**

4) Press **[Edit Detail Setting]** at the rightmost of the row of the course concerned

5) In the Course Editing pop-up window, select/modify appropriate options of the questions, then press **[Save]**, and the new settings will be applied to the course on the next day

**Note:**

Other members in SCORE's Programme Team Information table can also update the SCORE-code course's settings even if they are not the ones using Enable SCORE Courses function in SOUL 2.0.