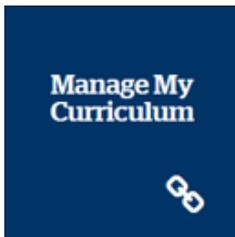


# Using Manage My Courses

1. Log in to e:Vision
2. In E:Vision, click on the Manage My Curriculum tile



3. Then click on the Manage My Courses tile



4. If you know the stem code, enter the code in the first box and click Proceed.

**Manage My Courses**

Manage My Courses is the official and definitive source for all Course Specification Forms (CSFs). Archived copies of previous versions of CSFs are also available from Manage My Courses.

Amendments to the CSF require formal approval and are therefore subject to the processes detailed in the Senate Code of Practice on Curriculum Approval & Review (available at [www.anglia.ac.uk/codes](http://www.anglia.ac.uk/codes)).

We hope you find Manage My Courses useful and easy to use. We welcome any comments you may have on how we can improve the service - please send these to [curriculum-records@anglia.ac.uk](mailto:curriculum-records@anglia.ac.uk).

**The easiest way is to enter the Stem Code in the following box (no other data needs to be entered) and click on PROCEED.**

Stem     
Forensic Science

If you do not know the Stem Code, you will need to find the Stem Code by selecting the Faculty and department within which it is located. You will then be presented with a list of Stem Code for the relevant Department from which you can select your course.

Faculty

Department

Undergraduate / Postgraduate

If you don't know the stem code of the course, you can do a search by entering faculty, department and the level of study.

The easiest way is to enter the Stem Code in the following box (no other data needs to be entered) and click on PROCEED.

Stem

If you do not know the Stem Code, you will need to find the Stem Code by selecting the Faculty and department within which it is located. You will then be presented with a list of Stem Code for the relevant Department from which you can select your course.

**Faculty** Faculty of Science and Technology   
**Department** Department of Biomedical and Forensic Sciences   
**Undergraduate / Postgraduate** Undergraduate

Show  entries Search:

Select Stem Code and click Proceed

<input type="checkbox"/>	Stem Code	Stem Name	Stem Element Group	Stem Element Type	In Use?
<input type="checkbox"/>	U0028	Applied Biomedical Science	Biomedical, Molecular Sciences	Bachelor of Science with Honours	Y
<input type="checkbox"/>	U0088	Biomedical Science [EXD]	Biomedical, Molecular Sciences	Bachelor of Science with Honours	Y

This will produce a list of courses below from which you can select the appropriate course.

To narrow down the list you can also use search terms. In the example below, “forensic science” has been entered.

The list of courses can also be sorted by clicking on the arrows at the top of each column.

Faculty: Faculty of Science and Technology

Department: Department of Biomedical and Forensic Sciences

Undergraduate / Postgraduate: Undergraduate

Show 10 entries

Search: forensic science

Select Stem Code and click Proceed

	Stem Code	Stem Name	Stem Element Group	Stem Element Type	In Use?
<input type="radio"/>	U0300	Forensic Science and Psychology	Forensic and Investigative Science	Bachelor of Science with Honours	Y
<input type="radio"/>	U0301	Forensic Science	Forensic and Investigative Science	Bachelor of Science with Honours	Y
<input type="radio"/>	U0303	Forensic Science [EXD]	Forensic and Investigative Science	Bachelor of Science with Honours	Y
<input type="radio"/>	U0826	Forensic Science [CPY]	Forensic and Investigative Science	Bachelor of Science with Honours	Y

Click on the radio button next to the correct course and click Proceed at the bottom of the page.

5. Once you have selected a stem and clicked Proceed, you will be taken to a page that shows you all of the variations of course attached to the stem code. To select your CSF you need to pick the course attached to the appropriate location and with the correct mode of attendance.

**Manage My Courses**

Click on the links next to each course below (e.g. SSM1A\_15-01-2016) to view the Course Specification Form (CSF) for each instance of a course. To view archived CSFs, click on the "Archive" button next to the courses to view archived versions of the CSFs.

**Stem selected**

Stem Code	Title	Course Group	Stem Type	In use?
U0301	Forensic Science	Forensic and Investigative Science	Bachelor of Science with Honours	Y

**Course associated with the selected Stem**

Course Code	Title	Location	Mode of Attendance	Delivery Mode	Course Specification Form	
U0301FCAM01	BSc (Hons) Forensic Science	ARU Cambridge Campus	Full-Time	Face-to-face	<a href="#">SEM1 11-07-2016</a> <a href="#">SEM2 11-07-2016</a>	<a href="#">Archive</a>
U0301PCAM01	BSc (Hons) Forensic Science	ARU Cambridge Campus	Part-Time	Face-to-face	<a href="#">SEM1 11-07-2016</a>	<a href="#">Archive</a>

[< Select another Stem](#)   [Exit >](#)

You may notice that there are sometimes two (or more) links for a course. This will be because each link is for a separate intake. The links are made up of the following information:

Character 1-4	The starting period of the intake SEM1 or TRI1 for September SEM2 or TRI2 for January
Character 5	Always an underscore
Character 6-15	The date the CSF was last generated by the Curriculum Records Unit in the Academic Office.

When selecting postgraduate courses, it may appear that two rows are very similar. This is because course codes have to be created to reflect the different lengths of a September and January start. However, you will notice that there is only one link (intake) for each line.

Course associated with the selected Stem

Course Code	Title	Location	Mode of Attendance	Delivery Mode	Course Specification Form
P0127FCAM01	MSc Forensic Science	ARU Cambridge Campus	Full-Time	Face-to-face	<a href="#">TRI1 11-07-2016</a> <b>Archive</b>
P0127FCAM02	MSc Forensic Science	ARU Cambridge Campus	Full-Time	Face-to-face	<a href="#">TRI2 11-07-2016</a> <b>Archive</b>
P0127PCAM01	MSc Forensic Science	ARU Cambridge Campus	Part-Time	Face-to-face	<a href="#">TRI1 11-07-2016</a> <b>Archive</b>
P0127PCAM02	MSc Forensic Science	ARU Cambridge Campus	Part-Time	Face-to-face	<a href="#">TRI2 11-07-2016</a> <b>Archive</b>

< Select another Stem    Exit >

6. Click on the link to access the CSF

Course associated with the selected Stem						
Course Code	Title	Location	Mode of Attendance	Delivery Mode	Course Specification Form	
U0301FCAM01	BSc (Hons) Forensic Science	ARU Cambridge Campus	Full-Time	Face-to-face	<a href="#">SEM1 11-07-2016</a>	<b>Archive</b>
					<a href="#">SEM2 11-07-2016</a>	
U0301PCAM01	BSc (Hons) Forensic Science	ARU Cambridge Campus	Part-Time	Face-to-face	<a href="#">SEM1 11-07-2016</a>	<b>Archive</b>

< Select another Stem   Exit >

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**Get in touch**

Follow us on    For Student IT support call +44 (0)1245 686 600 or go to [libanswers.anglia.ac.uk](http://libanswers.anglia.ac.uk)

Staff should call 01245 196 4357 (Int +44 (0)1245 68 4357) or email [itsupport@anglia.ac.uk](mailto:itsupport@anglia.ac.uk)

Do you want to open or save U0301FCAM01\_SSM1A\_11-07-2016.pdf from qa1-e-vision.anglia.ac.uk? Open Save Cancel ×

A pop up message will appear which gives you the choice of either opening or saving the file.

“Open” will allow you to access the CSF immediately. “Save” will allow you to save the CSF to your computer to open then or at a later time.

If you have any questions please contact the Curriculum Records Unit by emailing [curriculum-records@anglia.ac.uk](mailto:curriculum-records@anglia.ac.uk)