

SCHOOL OF ECONOMICS & FINANCE

MODULE MANAGEMENT SYSTEM

All students are required to submit relevant pieces of continuous assessment via the Module Management System (MMS). This is an easy web-based system which enables you to upload coursework and to check your grades. [NB. hard copies of work will not be accepted as submission of work].

MMS is very easy to use:

1. Please go to the MMS site below and bookmark it for your records:

<https://www.st-andrews.ac.uk/mms/>
2. Click on Login.
3. Enter your University Username and Password.
4. You should now see all the courses you are signed up for. [If you don't, you may not be registered for the course].

Uploading your Coursework

Under each module you will see a tab entitled "Continuous Assessment".

1. Click on this link and you will see an array with a slot for each piece of continuous assessment.
2. Click on the "browse" button to locate the file you wish to upload. NB. your file must be in Adobe PDF (pdf) format or it will not be accepted. **MAKE SURE YOU UPLOAD YOUR FILE TO THE CORRECT SLOT.**
3. Click on "upload" button.
4. You will now see the filename you have uploaded. Please check that you have uploaded the correct file.
5. MMS will send you an e-mail receipt acknowledging the upload of your file to the system. It is important that you retain this e-mail, as it is the only proof you will have that your continuous assessment has been submitted.
6. To delete an uploaded file and start again, click on the bin icon.

Late Submissions

Assessed work should be submitted by the posted **DUE DATE** and **TIME** as stated on the page. Files uploaded to MMS after the deadline will be subject to late submission penalties - please see your relevant Course/Year Handbook for details.

Colour

You should be aware that the facility used to print your continuous assessment prints in black and white only. Please do not submit any work that relies on the distinction of colour print.

Logout

Click the "Logout" button on the top right hand side of the screen to logout. Always remember to logout, particularly when you are using shared computers.
