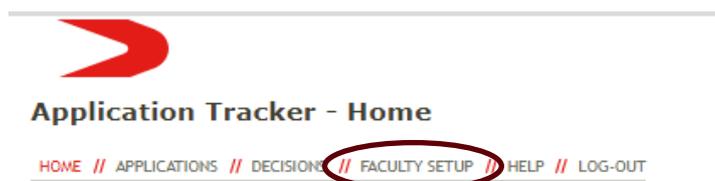


# Setting up customised course groups in Application and Decision Tracker (2024 cycle) \*

1. Log in to Application and Decision Tracker, then select 'Faculty Setup' from the top menu



2. Click 'Create Faculty'

To create a new faculty, click the 'Create Faculty' button. To amend an existing faculty, click the required faculty in the table below. To delete a faculty, click the 'Trash Can' icon.



Faculties
There are no faculties set up for your Institution

3. Follow the on-screen instructions to map your course codes to groups or faculties

Please follow the simple steps below to set up your own faculty groups- ?

**Step 1** Type in the faculty name

Faculty:

**Save** **Undo Changes**

**Step 2** Tick the courses you would like to go into your faculty. Alternatively click the "Select All" button. You can un-tick courses if required. "Clear All" clears your current course selections. Once you have chosen your courses click the "Add Courses" button. "Undo Changes" allows you to undo all changes made to the page. Remember to click "Save" before exiting the page using the "Back" button.

**Select All** **Clear All** **++ ++** **Add Courses**

Available courses	Selected courses
<input type="checkbox"/> A123 – Course 1 <input type="checkbox"/> B123 – Course 2 <input type="checkbox"/> C123 – Course 3 <input type="checkbox"/> D123 – Course 4 <input type="checkbox"/> E123 – Course 5 <input type="checkbox"/> F123 – Course 6 <input type="checkbox"/> G123 – Course 7 etc	

\*This activity must be completed before Application & Decision Tracker stops updating in July 2024.