
Brightspace: Programme Site Request

Follow the instructions here to **create a Programme Site Request**.

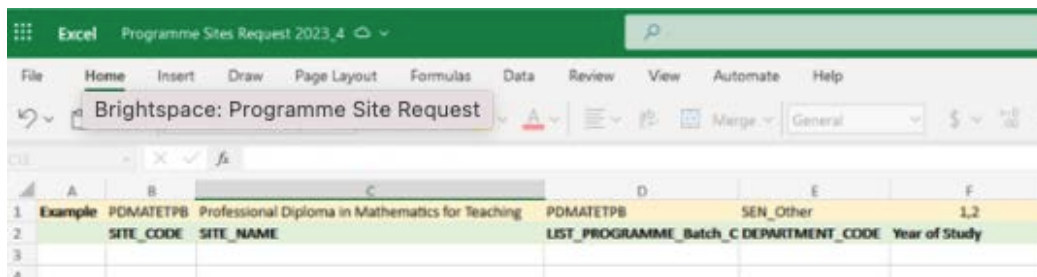
Download the [Programme Sites Request Template 2023/4](#)

Download the Programme Site Request, fill it in correctly with the required details, and then upload it for processing.

This form to be only be used by Programme (course administrator) or their designate

Enter the details into the Excel document:

- Site Code
- Site Name
- List Programme Batch Codes
- Department Code
- Year of Study
- Save the file



	A	B	C	D	E	F
1	Example	PDMATETPB	Professional Diploma in Mathematics for Teaching	PDMATETPB	SEN_Other	1,2
2		SITE_CODE	SITE_NAME	LIST_PROGRAMME_Batch_C	DEPARTMENT_CODE	Year of Study
3						
4						

- Click the Attachment button and upload the completed Excel Form
- Press Submit to submit your file for processing
- Requests will be processed as quickly as possible

Upload your Programme site request [here](#)