



MyLO Manager

MyLO Manager is a tool used to request and maintain units in new MyLO.

There are three categories of units to choose from:

- Award
- Non-Award
- Sandpit

An **Award Unit** is a unit which is used for delivering online content such as lectures, assignments and quizzes. An Award Unit is any unit where students will receive a result towards a qualification. The unit must be linked to one (or more) unit offerings from the Course and Unit Handbook.

*For instruction on how to order an Award unit, go to **Create an Award Unit** on page 3.*

A **Non-Award Unit** can be used in the same way as an Award Unit; however there is no award associated with the outcome of this unit. A Non-Award Unit is typically used for Faculty or School wide areas as well as Staff and Student Development.

*For instructions on how to order a Non-Award unit, go to **Create a Non-Award Unit** on page 9.*

A **Sandpit Unit** is a unit which belongs to an individual for experimenting and familiarisation purposes. You will not be able to add any students to a Sandpit Unit. However you can add staff to your Sandpit and give them Lecturer or Student access. You may choose to use a Sandpit to create content for copying to an Award unit. This can be done via a Template copy (covered below).

Choose a Sandpit Unit if you only want an area for experimenting with new MyLO.

See the desktop guide [Requesting Your Sandpit Unit](#) for a simple set of instructions to set up a sandpit.



For all your MyLO support needs, please contact:

service.desk@utas.edu.au • www.utas.edu.au/learning-teaching-online

CRICOS Provider Code: 00586B



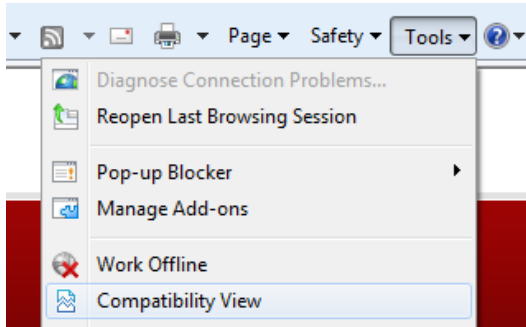
October, 2012

MyLO Manager

<https://mylo-manager.utas.edu.au>


MyLO Manager is accessible with most web browsers. Here are some which have been tested and supported.

- Internet Explorer 8 and above (please **disable compatibility mode**)



- Safari
- FireFox
- Google Chrome

Enter your UTAS **username** and **password**, and then select **Continue**.

UNIVERSITY OF TASMANIA, AUSTRALIA
 **Central Authentication Service**

You have asked to login to mylo-manager.utas.edu.au

Unauthorised Use Prohibited.

Username:

Password:

☐ For access to non UTAS services, review personal details release approval

Use your UTAS login credentials.

Reminder: For security reasons, please close all web browser windows when you have finished accessing services that require authentication.

This Identity Provider is managed by the University of Tasmania in conjunction with the [Australian Access Federation](#).

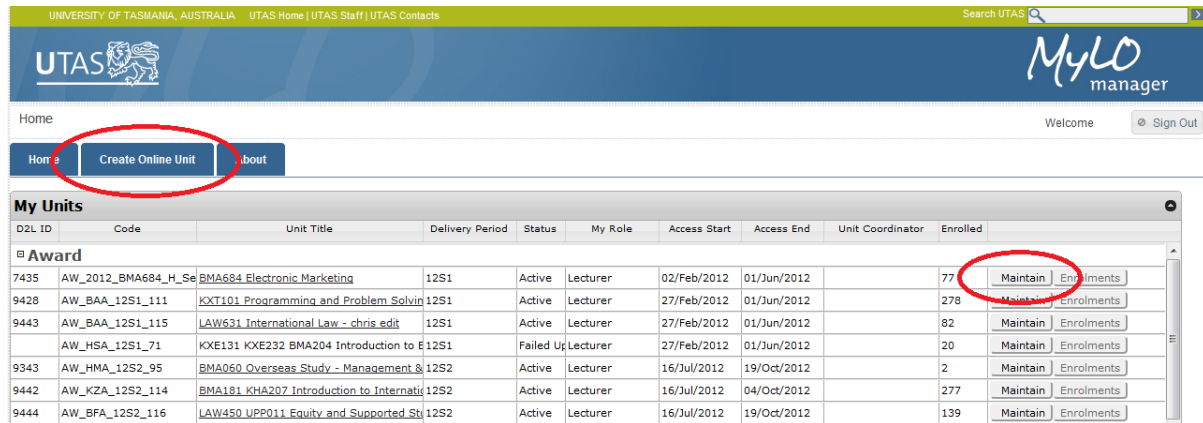
A complete listing of available AAF Service Providers can be found in the [AAF Service Catalogue](#).

UTAS Support call on +61 3 6226 1818.

Authorised by the Chief Information Officer
June 3 July, 2012

MyLO Manager

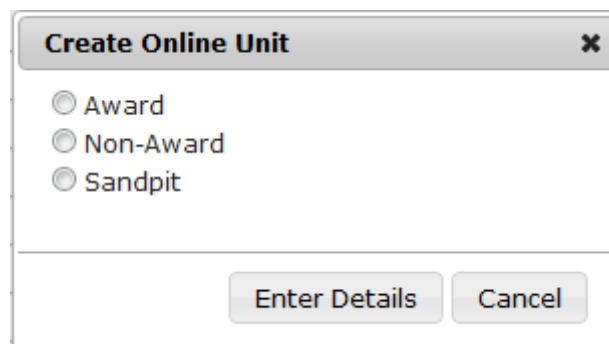
From the MyLO Manager Home screen, you can **Create Online Units** and also **Maintain** any units you have access to.



D2L ID	Code	Unit Title	Delivery Period	Status	My Role	Access Start	Access End	Unit Coordinator	Enrolled	
Award										
7435	AW_2012_BMA684_H_Se	BMA684 Electronic Marketing	12S1	Active	Lecturer	02/Feb/2012	01/Jun/2012		77	Maintain Enrolments
9428	AW_BAA_12S1_111	KXT101 Programming and Problem Solving	12S1	Active	Lecturer	27/Feb/2012	01/Jun/2012		278	Maintain Enrolments
9443	AW_BAA_12S1_115	LAW631 International Law - chris edit	12S1	Active	Lecturer	27/Feb/2012	01/Jun/2012		82	Maintain Enrolments
	AW_HSA_12S1_71	KXE131 KXE232 BMA204 Introduction to E	12S1	Failed Up	Lecturer	27/Feb/2012	01/Jun/2012		20	Maintain Enrolments
9343	AW_HMA_12S2_95	BMA060 Overseas Study - Management &	12S2	Active	Lecturer	16/Jul/2012	19/Oct/2012		2	Maintain Enrolments
9442	AW_KZA_12S2_114	BMA181 KHA207 Introduction to Internati	12S2	Active	Lecturer	16/Jul/2012	04/Oct/2012		277	Maintain Enrolments
9444	AW_BFA_12S2_116	LAW450 UPP011 Equity and Supported St	12S2	Active	Lecturer	16/Jul/2012	19/Oct/2012		139	Maintain Enrolments

Create an Award unit

To create a new unit, select the **Create Online Unit** tab. In the **Create Online Unit** window, select the **Award**, then select **Enter Details**.



Create Online Unit [X]



☒ Award
☐ Non-Award
☐ Sandpit

MyLO Manager

Unit Details Tab

Select the **Faculty**, **School** and **Delivery Period**. **Access Dates** can be modified as required.


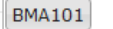
Title: (Student cohorts must be selected before the unit title can be changed)

Unit Details	Student Cohorts	Template
<p>Unit Type Award</p> <p>Faculty <input type="text" value="Faculty of Business"/></p> <p>School <input type="text" value="Business"/></p> <p>Delivery Period <input type="text" value="2012 Sem 2"/></p> <p>Access Start Date <input type="text" value="16/07/2012"/> </p> <p>Access End Date <input type="text" value="30/11/2012"/> </p>		

Select  when complete.

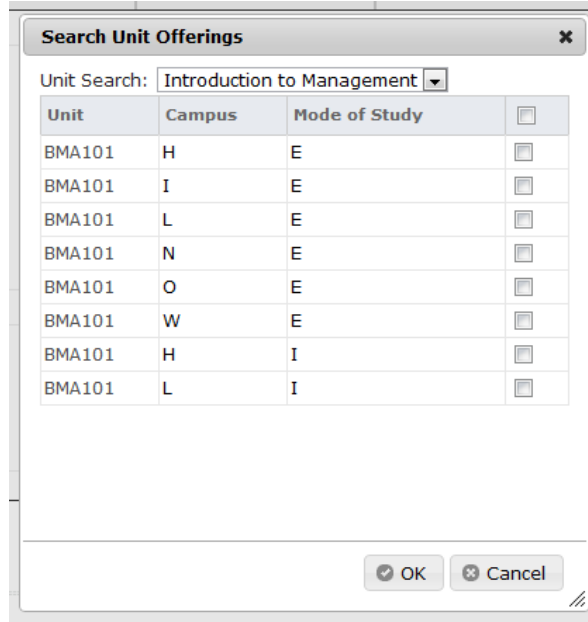
Student Cohorts Tab

Type a **Unit Code** or **Unit Description** into the applicable search field. Wait for the search results to show in the resulting dropdown and then you must select the appropriate option to fill both fields. Then select **Add**.

Units	
<input type="text" value="Unit Code"/>	<input type="text" value="Unit Description"/>
<p>Add Unit</p> <p>Unit Code <input type="text" value="bma101"/> or Unit Description <input type="text"/></p> <p></p>	
<p></p>	

MyLO Manager

The **Search Unit Offerings** window will appear. Select the desired offerings from this list, then select **OK**.

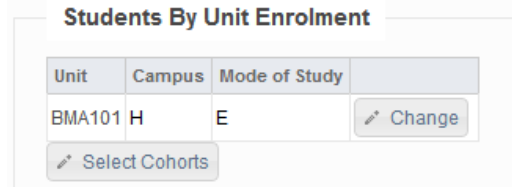


Unit Search: Introduction to Management

Unit	Campus	Mode of Study	
BMA101	H	E	<input type="checkbox"/>
BMA101	I	E	<input type="checkbox"/>
BMA101	L	E	<input type="checkbox"/>
BMA101	N	E	<input type="checkbox"/>
BMA101	O	E	<input type="checkbox"/>
BMA101	W	E	<input type="checkbox"/>
BMA101	H	I	<input type="checkbox"/>
BMA101	L	I	<input type="checkbox"/>

OK Cancel

Add multiple units by searching again (following the steps above), or change any offerings using **Select Cohorts**.



Students By Unit Enrolment

Unit	Campus	Mode of Study	
BMA101	H	E	<input type="button" value="Change"/>

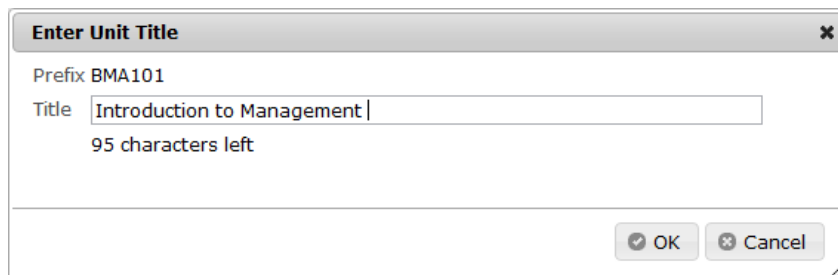
Select when complete.

Template Tab

On the Template tab, the **Title** of the unit can now be changed by selecting **Edit**.

Note: unit codes cannot be removed from the prefix.

Title: BMA101 Introduction to Management



Enter Unit Title

Prefix BMA101

Title

95 characters left

OK Cancel

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Choose a template which is either:

- A previous delivery linked to the selected unit.
This list contains the templates of each delivery where the selected unit has been delivered in new MyLO.
- A previous delivery not linked to selected unit.
This will search for any unit which has been transferred from old MyLO as well as any unit which has been delivered or currently exists in new MyLO
- A School/Faculty/Grouping Template.
This list contains any Template your School or Faculty has preconfigured for use by units
- Other – for any requests that don't fit into the categories above. A member of MyLO Support will provide assistance with these requests.

Title: **BMA101 Introduction to Management** [Edit](#)

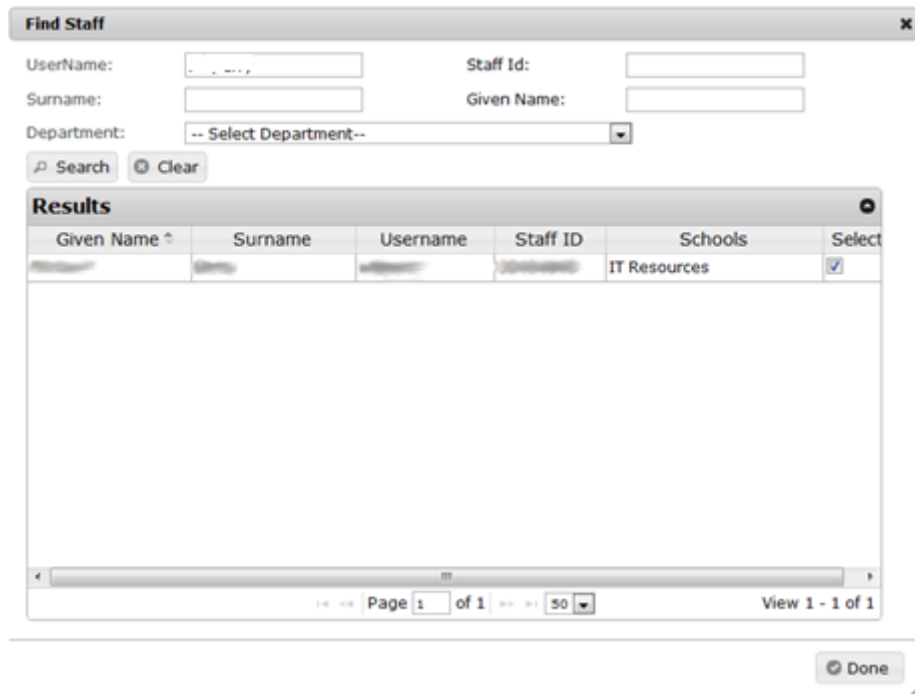
Unit Details	Student Cohorts	Template
<input checked="" type="radio"/> Previous Delivery linked to a selected unit		-- Select Template --
<input type="radio"/> Previous Delivery not linked to a selected unit		
<input type="radio"/> School/Faculty/Grouping Template		
<input type="radio"/> Other		

Select [Next](#) when complete.

MyLO Manager

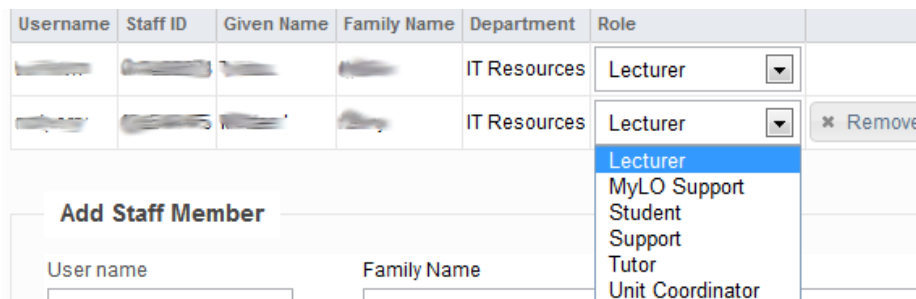
Staff Tab

Search for staff to add to the unit by entering their **User Name**, **Staff ID**, **Surname**, **Given Name** or **Department/School/Faculty** grouping.



The 'Find Staff' dialog box contains search fields for Username, Staff ID, Surname, Given Name, and Department. Below these are 'Search' and 'Clear' buttons. The 'Results' section displays a table with columns: Given Name, Surname, Username, Staff ID, Schools, and Select. A single result is shown for 'IT Resources' with a checked 'Select' box. At the bottom, there is a 'Done' button.

Change the role of the staff member if required.



A table lists staff members with columns: Username, Staff ID, Given Name, Family Name, Department, and Role. Two staff members are listed, both in the 'IT Resources' department and currently assigned the role of 'Lecturer'. A 'Remove' button is next to the second entry. Below the table is an 'Add Staff Member' section with input fields for 'User name' and 'Family Name'. A role selection dropdown menu is open, showing options: Lecturer, MyLO Support, Student Support, Tutor, and Unit Coordinator.

Select **Next** when complete.

MyLO Manager

Additional Students Tab

Add additional students not included by cohorts by searching with their **User Name**, **Family Name**, **Given Name** or **Student ID**.

Given Name

Family Name

User Name

Student Id

Add Individual Student

User Name

Family Name

Given Name

Student Id

and/or

and/or

and/or

Search

Select  when complete.

MyMedia Tab

Select the **Make MyMedia Booking** link if a MyMedia booking is required. This will take you to the MyMedia Request Form.

[Make MyMedia Booking](#) (Opens in a new browser window)

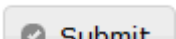
Select  when complete.

Group Manager Tab

A message will appear stating "Groups have not been created for this unit. Groups will be created when the unit is submitted."

When you check this tab on the Maintain screen, the following will appear:

- A group for every unit you have created.
- A group for every relevant mode of delivery.
- A group for every relevant campus.

Finally, select to  complete the unit creation.

The unit will now be located on the MyLO Manager Home screen and in the new MyLO.

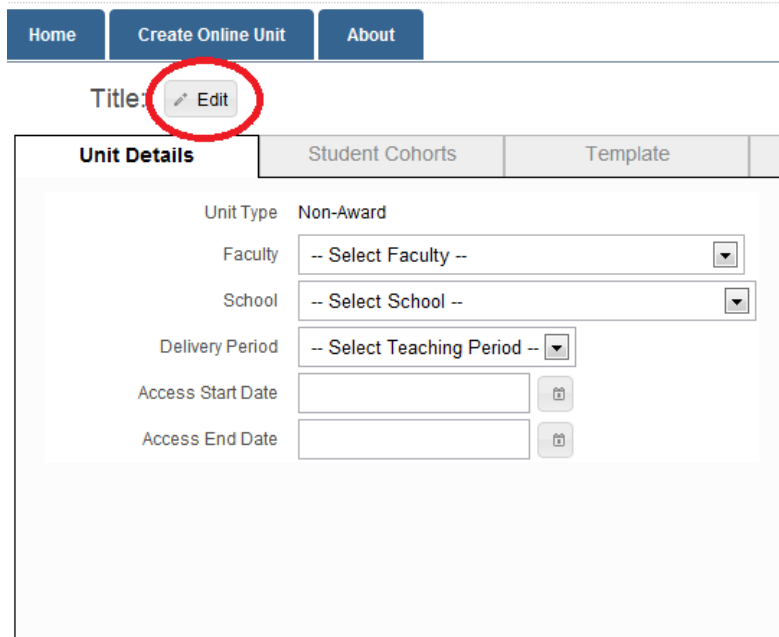
MyLO Manager

Create an Non-Award unit


The Non-Award unit request procedure is very similar to that of requesting an Award unit. The differences are detailed below.



Unit Details Tab

To complete this tab you must enter a unit title by first clicking **Edit** button.



Home Create Online Unit About

Title:  Edit

Unit Details	Student Cohorts	Template
<p>Unit Type Non-Award</p> <p>Faculty -- Select Faculty --</p> <p>School -- Select School --</p> <p>Delivery Period -- Select Teaching Period --</p> <p>Access Start Date </p> <p>Access End Date </p>		

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Student Cohorts Tab

There are more options when adding student cohorts to your Non-Award Unit. Note that you do not need to add students to complete this tab. People added via this tab will be given the **student** role in the MyLO unit.

Add by:

- Unit Enrolment (as in Award requests)
- Staff by Department (enter the name e.g. "IT Resources" or Faculty of")
- Students by Course Enrolment (e.g. 13A or "Bachelor of")

You cannot currently add students or staff with wildcards. That functionality will be delivered in a future update for MyLO Manager.

Title: Demo Unit [Edit](#)

Unit Details	Student Cohorts	Template	Staff									
<h3>Units</h3> <table border="1"> <thead> <tr> <th>Unit Code</th> <th>Unit Description</th> </tr> </thead> <tbody> <tr> <td colspan="2"> <p>Add Unit</p> <p>Unit Code Unit Description</p> <p><input type="text"/> or <input type="text"/> + Add</p> </td> </tr> </tbody> </table>				Unit Code	Unit Description	<p>Add Unit</p> <p>Unit Code Unit Description</p> <p><input type="text"/> or <input type="text"/> + Add</p>						
Unit Code	Unit Description											
<p>Add Unit</p> <p>Unit Code Unit Description</p> <p><input type="text"/> or <input type="text"/> + Add</p>												
<h3>Students By Unit Enrolment</h3> <table border="1"> <thead> <tr> <th>Unit</th> <th>Campus</th> <th>Mode of Study</th> </tr> </thead> <tbody> <tr> <td colspan="3">No Unit offerings have been selected</td> </tr> <tr> <td colspan="3">Select Cohorts</td> </tr> </tbody> </table>				Unit	Campus	Mode of Study	No Unit offerings have been selected			Select Cohorts		
Unit	Campus	Mode of Study										
No Unit offerings have been selected												
Select Cohorts												
<h3>Staff By Department</h3> <table border="1"> <thead> <tr> <th>Department Code</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td colspan="2">No Departments have been selected</td> </tr> <tr> <td colspan="2"> <p>Add Staff Cohort</p> <p>Department</p> <p><input type="text"/> + Add</p> </td> </tr> </tbody> </table>				Department Code	Department	No Departments have been selected		<p>Add Staff Cohort</p> <p>Department</p> <p><input type="text"/> + Add</p>				
Department Code	Department											
No Departments have been selected												
<p>Add Staff Cohort</p> <p>Department</p> <p><input type="text"/> + Add</p>												
<h3>Students by Course Enrolment</h3> <table border="1"> <thead> <tr> <th>Course Code</th> <th>Course Title</th> </tr> </thead> <tbody> <tr> <td colspan="2">No Course Enrolments have been selected</td> </tr> <tr> <td colspan="2"> <p>Add Course Cohort</p> <p>Course Code Course Title</p> <p><input type="text"/> <input type="text"/> + Add</p> </td> </tr> </tbody> </table>				Course Code	Course Title	No Course Enrolments have been selected		<p>Add Course Cohort</p> <p>Course Code Course Title</p> <p><input type="text"/> <input type="text"/> + Add</p>				
Course Code	Course Title											
No Course Enrolments have been selected												
<p>Add Course Cohort</p> <p>Course Code Course Title</p> <p><input type="text"/> <input type="text"/> + Add</p>												

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Maintain a unit

When maintaining a unit you will be able to see the same options which were made available to you during your unit request. The difference being that some fields are not able to be edited after you have submitted the unit request.

The fields which can be edited are as follows:

- Title
- Access dates
- Add/change/remove student (and staff as student) cohorts. Note at least one cohort must remain for Award units.
- Add/change/remove staff roles
- Add/remove additional students

When you have finished making changes to your unit, remember to select the **Submit** button to commit your changes. To discard your changes, press cancel or close the window.

