

About MyLO Manager

MyLO Manager is a tool to assist staff to manage their online units in MyLO.

The MyLO Manager is available to all UTAS staff.



With the MyLO Manager you can:

- Request an online unit.
- QA an online unit.
Once QA'd , students will be added to your unit overnight and student IDs and campus will be added to the Grade Book.

Withdrawn students will be removed each night (beginning in Semester 2 2009).
- Add, remove or change staff enrolments (available to designer/instructors only).
- Add Extra students (available to designer/instructors only).
Note: you can no longer add students via the grade book.
- View a list of the online units you have access to including the status (e.g. created, QA'd or live), start/end dates and number of students in the grade book.
- Search the units on MyLO, as well as those units that have been archived.

How to access MyLO Manager

- Go to: <https://mylomanager.utas.edu.au>
- Log on using your UTAS username and password (same as you use for MyLO).

Students also have a new page allowing them to search to find if their unit is available online:

<https://mylomanager.utas.edu.au/cgi-bin/locsitePublicSearch.pl>