

MyLO Manager home page



The MyLO Manager home page displays the units you have access to in MyLO and provides links to Request an online unit (see Requesting and online unit for step-by-step guide) and to search for online units.

Pending requests

These are online units you have requested that are in the process of being created.

Your current online units

This table displays the units you have access to in MyLO, your access level and information about start and end date, QA etc.

If you have designer/instructor access to an online unit you will see extra links on the page.

Welcome to MyLO Manager											
Pending requests											
Request ID	Year	Semester	Title	Requested	Requested By	Status					
10002	2009	2	TEST	21/04/2009	Lorraine Hamilton (ljh0)	new					
Your current online units											
ID	Year	Semester	Title	Access Level	Status	Access Start	Access End	Students in Gradebook	Action		
Award											
15779	2009	1	BMA101 Introduction to Management	designer, instructor	QA submitted	28/05/2009	17/06/2009	417	Unit details	QA submitted	Enrolments
15781	2009	1	JEE421 Ocean Vehicle Design Project (Part - 1-2) TEST	designer, instructor	created	28/04/2009	17/06/2009	0	Unit details	Submit QA	Enrolments
Non-award											
12319			Climate Change - Lorraine	teaching assistant	created	30/12/2011	29/01/2012		-	-	-

Unit details

Click on the **unit details** to view information about your online unit.

Note: before the Access Start Date, you can edit the Title, year, semester, Access Start and End dates.

[UTAS](#) > [MyLO Manager](#) > BMA101 Introduction to Management - Unit details

[Home](#) | [Search online units](#) | [Request an online unit](#)

BMA101 Introduction to Management - Unit details

Save

Save and Return

Return

Status:	QA submitted
ID:	15779
Online Unit Type:	Award <input type="button" value="v"/>
Title:	<input type="text" value="BMA101 Introduction to Management"/>
Faculty:	Business
School:	Management
Year:	<input type="text" value="2009"/>
Semester:	Semester 1 <input type="button" value="v"/>
Template applied:	Templates UTAS
Requested by:	(boj)
QA Form Submitted:	21/04/2009
QA Form Submitted By:	(boj)
Access Start:	<input type="text" value="28/05/2009"/>
Access End:	<input type="text" value="17/06/2009"/>
Archived on:	08/07/2009

Save

Save and Return

Return

Submit QA

This area of the table shows clearly the Status of the online unit QA. Click on the Submit QA link to fill in the QA for this unit (only available to designer/instructors).

Enrolments

Click on the **Enrolments** to view the enrolments in your unit.

At any time designer/instructors can add extra staff enrolments from this page by searching for Family name, Given name or username.

Before the access start date you can add or remove a cohort of students.

Contact mylo@utas.edu.au for any student cohort changes after the start date.

Extra student enrolments

If you need to add extra students to your online unit,(e.g. late enrolments or students who are not in the student cohort for that unit) these students can be added using **Extra student enrolments**.