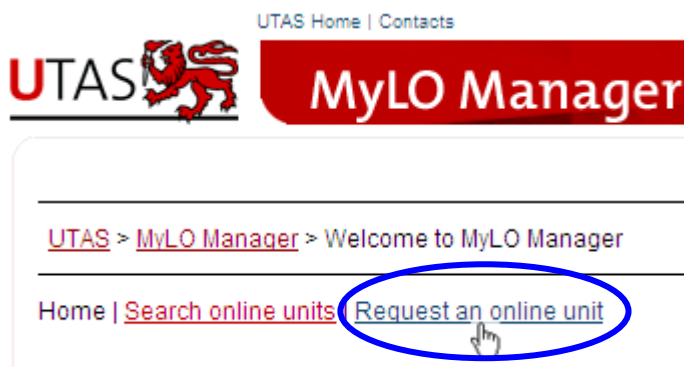


Requesting an online unit



1. Log into MyLO Manager: <https://mylomanager.utas.edu.au> .
2. Click on **Request an online unit**.



3. Type of online unit

Choose the type of online unit you require; in most cases it will be **Award**.

Site

Online Unit Type:

- Award (e.g. BMA101 Introduction to Management) A unit that is part of a degree course.
- Non-Award (e.g. First year nursing discussion) A site that is additional to an Award unit or a copy of a previous unit for review.
- Sandpit (e.g. Ted's Sandpit) A place to try out new things in MyLO without using your 'real' online unit.

4. From the drop-down lists choose your Faculty and School.

Site

Online Unit Type:
Award

Faculty/School:

Faculty of Business -- Choose School --

Year/Semester:

2009 --Choose Semester--

Title:
Please choose a School.

Accounting and Corporate Governance
Economics and Finance
Faculty-wide units - Business
Management

5. **Year and semester**

Choose a year and semester, and search for your unit code. Select the title from the drop-down list. You can edit the title if required.

Year/Semester:
2009 Semester 1

Title:

Unit Search: BMA101 Search BMA101 Introduction to Management Edit title

Template:
--Choose Unit Title--
BMA101 Introduction to Management

6. **Template**

Choose a template for your online unit.

Faculty or School

Select Faculty or School from the drop-down list.

Template:
Faculty or School -- Choose Template --
-- Choose Template --
UTAS
School of Management - BMA - China
School of Management - BMA

Previous delivery

Search for your unit code and select from the drop-down list of previous deliveries of this unit.

Template:
Previous Delivery --Choose Unit--
--Choose Unit--
2007 sem 1 BMA101 Introduction to Management - Sem 1 2007
2007 sem 1 - China BMA101 Introduction to Management - Shanghai - sem 1 2007
2007 sem 2 BMA101 Introduction to Management - Jakarta - Sem 2 2007
2007 sem 2 BMA101 Introduction to Management - sem 2 2007
2007 sem 5 - China BMA101 Introduction to Management - SFU - sem 5 2007
2008 sem 1 BMA101 Introduction to Management -s108
2008 sem 2 BMA101 Introduction to Management - s208
2008 sem 2 - China BMA101 Introduction to Management -SFU -s208
2008 sem 5 - China BMA101 Introduction to Management - Shanghai - s508
2009 sem 1 BMA101 Introduction to Management - s109

Other

If you require your online unit to be based on a template which is not Faculty or School or Previous delivery, choose 'Other' and enter details into the text box. MyLO support will then contact you about your request.

Template:
Other

7. Staff

Your name will automatically be added as a staff member in this online unit.

Choose your role and access level.

Staff

Select the staff to add to this online unit and set their role and access level.

Name	Username	Staff ID	Role	Access Level	
Bob Jones	bobj	0224466	Lecturer	--Choose Access Level--	Remove

--Choose Access Level--

Designer/Instructor

Designer

Instructor

Teaching Assistant

Auditor

Search for other staff to add to your online unit.

Staff Search: and/or and/or

8. Student access dates

Click in the text boxes to choose the default start and end dates for your online unit; or edit as required.

Dates:

Click in the text boxes to select the default semester dates or edit as required.

Access Start (28/02/2009)	<input type="text" value="28/02/2009"/>
Access End (17/06/2009)	<input type="text" value="17/06/2009"/>

9. Student cohorts

The student cohort selected for this online unit will default to: All students enrolled; i.e. on-campus and distance, all campuses. You can remove this cohort and add others as required.

Units:

Select the student groups to be added to this online unit.

Unit	Campus	Mode of Study	
BMA101	All	All	Remove

Unit Search:

10. Submit

Click the Submit button to create your online unit.



Online units will be created within 30 minutes and an email will be sent to inform you. You can then begin to develop your unit. When complete, fill in the QA form on MyLO Manager (you must have designer/instructor access to QA).

Once QA'd students will be added to your online unit overnight and Student IDs and Campus will be added to the grade book.

Students will have access to the unit on the date you requested (see 8 above).

Making changes to your request

Before the Access Start Date, designer/instructors can edit the title and start and end dates of your online unit via MyLO Manager.

Adding extra students

Designer/instructors can add late enrolments or students not in your cohort by using 'Extra Students' in MyLO Manager. **Note:** you can no longer add students in the MyLO grade book.

Adding extra staff

Designer/instructors can add extra staff in MyLO Manager using 'Enrolments'.