

How to set up an online unit in MyLO

Request

You request an online unit using the
MyLO Manager
<https://mylomanager.utas.edu.au>



Creation

The online unit will be created and you will receive an email when it is ready to be developed.



Develop

You develop your online unit, adding content, discussions etc. using the Self-help Guides <http://tlo.calt.utas.edu.au> and Base QA Standards http://tlo.calt.utas.edu.au/standards/base_standards.aspx as a guide.



QA

You complete a QA Checklist using the **MyLO Manager**
<https://mylomanager.utas.edu.au>



Release to students

Your online unit will be released to students on the date you indicated on your request form.



Archive

Your online unit will be archived and removed from view on the date indicated on your request form.