MyLO 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.
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.
MyLO Manager

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

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.
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)

<table>
<thead>
<tr>
<th>Unit Details</th>
<th>Student Cohorts</th>
<th>Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Type</td>
<td>Award</td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>Faculty of Business</td>
<td></td>
</tr>
<tr>
<td>School</td>
<td>Business</td>
<td></td>
</tr>
<tr>
<td>Delivery Period</td>
<td>2012 Sem 2</td>
<td></td>
</tr>
<tr>
<td>Access Start Date</td>
<td>16/07/2012</td>
<td></td>
</tr>
<tr>
<td>Access End Date</td>
<td>30/11/2012</td>
<td></td>
</tr>
</tbody>
</table>

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.
MyLO Manager

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

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

Select **Next** 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.*
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.

<table>
<thead>
<tr>
<th>Title: BMA101 Introduction to Management</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Details</td>
<td>Student Cohorts</td>
</tr>
<tr>
<td>◦ Previous Delivery linked to a selected unit</td>
<td></td>
</tr>
<tr>
<td>◦ Previous Delivery not linked to a selected unit</td>
<td></td>
</tr>
<tr>
<td>◦ School/Faculty/Grouping Template</td>
<td></td>
</tr>
<tr>
<td>◦ Other</td>
<td></td>
</tr>
</tbody>
</table>

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.

Change the role of the staff member if required.

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**.

![Add Individual Student](image)

Select **Next** 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](image)

Select **Next** 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 **Submit** complete the unit creation.

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

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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

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.
MyLO Manager

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.
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.