Define Groups

The SMP OnLine Tutorial system enables students to enrol in, transfer from/to and withdraw from groups via SOLS between defined opening and closing dates. Faculty Staff are responsible for setting up the Tutorial Groups, either by importing from syllabus or setting up groups manually in SMP_Central.

Define Groups Menu Functions

Import
Setup Tutorial groups by importing information from Syllabus Plus.

Syllabus Plus Year Start Date - if this date is not defined, when users click Syllabus Import on the Define Groups Screen, an error will appear- Sorry! Your request could not be completed because there was a system error. Message: The academic year start date for 2013 cannot be found.

Refer to additional information below on Syllabus Import.

Add
Click to create new Tutorial Groups – Refer to detailed information below – Define Groups – Add.

Remove
Click the checkbox to select Tutorial Groups you wish to remove.

You won’t be able to remove groups if there are any students assigned to the groups (ie if there are any students enrolled in the groups).

Copy
You can copy and paste groups, then edit the new group to speed up the setup.

You can also copy and paste groups between subject instances. Once you have setup a group, click on the checkbox(es) that appear to the left of the Group No. and click Copy, call up the class you want to copy the group to, select Define Groups tab and click Paste.

Paste
Paste groups that have been copied.
Preview
Print Preview option for the Define Groups Screen.

Open
If Groups are imported from Syllabus Plus, they must be set to open in order for Academics to view the groups on the Assign Groups screen and for students to be able to see them.

Close
This group status comes from the Syllabus Import, it can be used to prevent groups from being seen while setup is still underway.

In order for Academics to be able to see the groups via Assign Groups, and for the students to be able to see the groups via SOLS, the status must be changed from Close to Open. Click the checkboxes to select the groups and click to Close or Open.

*Users have the option of changing this status on the Syllabus Import screen. The default setting is Closed. Refer to additional information below – Syllabus Import.

Define Groups Table Headings

Row Number
Use the numbers that appear to the left of the checkboxes to hide/show rows.

For example, if you click on row 25, rows 1-24 will be hidden, so you can view row 25 and onwards and still see the headings of the table.

Checkbox
Used to select Groups.

For example if you want to remove a group

Group No.
Order that the group appears on the screen.

Type
Group Type.

Students can only enrol in one of each type of Group, i.e. they can only enrol in 1 group = Tutorial and 1 group = Workshop etc.

Name
Group name – Students see this name when selecting groups to enrol in, name should be descriptive, but kept short, e.g. Wed 09:30 or Wed Group 1. Refer to information below on what the students see.

Group name is a link, click on the name to edit group information if required

Open Date
The Date/Time that students will be able to first enrol in the group via SOLS.

Groups can only be opened between 7:00pm and 7:00am (19:00 to 07:00). There must be a 2 minute interval between group opening times for different subjects, the system automatically allocates the next available time.
Close Date
The Date/Time that students will no longer be able to enrol in, withdraw from or Transfer between the groups via SOLS.

Total Allowed
The quota for the group.

When setting up the groups, the system calculates the quota allocated for each group type and the number of students currently enrolled in the subject.

If you have not allocated enough Tutorial places, a message will appear at the top of the Define Groups Screen:

The total number of students (494) is greater than the Total Allowed for all groups with type: Computer Lab (150).
The total number of students (494) is greater than the Total Allowed for all groups with type: Tutorial (200).
The total number of students (494) is greater than the Total Allowed for all groups with type: Pass (212).

Staff
Tutors names (if you have chosen to enter the staff name when defining the group). This is optional and the staff information is not displayed to the students.

Frequency
The frequency that the group meets, W – Weekly, FE- Fortnightly Even, FO- Fortnightly Odd

Day
The Day the Group Meets.

Start Time
The time the Group Meets.

End Time
The end time for the group.

Location
The room that the group meets.

Comments
Additional comments – These comments are not displayed to the students.

Status
Status of the group, whether it’s Open or Closed.

If the Status of the Group is Closed, Academics can’t see the groups on Assign Groups and students can’t see the groups in SOLS. This is not related to the open date (the first date that students can enrol). This stats is used to control whether groups can be seen when you may be in the process of setting up groups.
Define Groups - Add

How do I Add a Group?
Log in to SMP_Central. Select your class from drop down menu. Select Define Group, then click to Add (option appears in the horizontal toolbar at the top of the screen). Define the group by completing each of the fields for Group, and Group Instance. Remembering to click Save or Save & Exit once complete.

Group
- **Group Number**
  This number defines the order in which the groups will appear on the screen. You can enter a number, or if left blank, the next consecutive number will be assigned.

- **Type**
  Select the Group Type - e.g. Tutorial, Practical, Seminar, Workshop, Laboratory, Pass etc. The system will only permit a student to enrol in 1 of each type of group (e.g. 1 Tutorial Group & 1 Practical Group).

- **Name**
  This field is limited to 30 characters (including spaces) so it is suggested that names be kept short in order to be displayed effectively on the Student Timetable screen.

- **Group Status**
  In order for Students to be able to enrol in Tutorial groups through SOLS and for staff to be able to add students to groups through Assign Groups, the Group status MUST be set to OPEN. When users 'Add' new groups through define groups, the Group Status will default to Open.

Note: Group Meeting Dates are for the UOW College Attendance Module
• **Open Date/Time**
  This field sets the date that students can log into SOLS and enrol into Tutorial Groups. Tutorial Group enrolments may only be SET TO OPEN BETWEEN 7:00pm and 7:00am (19:00 and 07:00) which is outside core business hours. Once open, students can enrol at any time of the day until the Close date is reached.

• **Close Date/Time**
  This sets the date that online enrolments will close for this group.

• **Total Allowed**
  The quota for the Group. Once the quota has been reached, no more students will be permitted to enrol in the group. If the room holds 25, staff may want to set the quota to 20 to allow room for staff to enrol students who may have special requirements.

• **Staff**
  Option field to record name of Tutors – this field is not displayed to students

• **Description**
  The description field is displayed to Students

**Group Instance**
Every Group must have AT LEAST 1 GROUP INSTANCE.

• **Day**
  Select the day the group will run.

• **Start Time**
  Select the group start time (between 8:00am and 9:30pm).

• **End Time**
  Select the group end time (between 8:00am and 9:30pm).

• **Frequency**
  Select the frequency of the group from the drop down menu (Weekly, Even Fortnightly or Odd Fortnightly).

• **Location**
  Enter a location for the group.

• **Comments**
  Enter any comments about the group instance you may have. Comments are not displayed to student.

Once you have selected/entered the details for the Group Instance, click 'Add'.

If you need to change a Group Instance, click 'Edit'. To add another instance, select/enter the Group Instance details then click 'Add'.

**Important**
One of the common mistakes users make when defining groups is that they add multiple instances to a group instead of setting up separate groups. If the group only meets once a week, users will add one group instance, then save and exit to return to the main define groups screen. Users can then select to Add another group.
Control of Opening Times

To prevent groups from one subject being set to open at the same time as groups from another subject, the system automatically staggers opening times.

If you click to save an opening time for a group (for your subject) where there is already a group (from another subject) set to open the following message will appear:

“The selected time is not available, do you want to change it to 07/07/2005 19:02”

The system will stagger the opening times by 2 min intervals and if you click 'OK' the next available time will automatically be entered into the opening time field. If you click 'Cancel' you can enter another time manually.

Remember to check the following when setting up SMP OnLine Tutorial Groups:

1) That there are enough tutorial places for the number of students enrolled in the subject
2) That the status of the tutorial groups is set to “Open’ not ‘Closed’
3) That each tutorial group has a Group Instance

NOTE: If you set up a group as Closed initially, when you change it to Open, SMP_Central will review your Opening time and find a suitable time. Sometimes this will be the same Opening Time as you set up initially. Sometimes this could be the next time available if enrolment numbers have created new tutorial buffers that impacts your initial opening time.
Importing Groups from Syllabus Plus

If you want to import Groups from Syllabus - Select Define Group, then click Import. Use the Check boxes to select the groups that are to be imported (DO NOT Import the Lectures).

- **Name**
  The name of the group extracted from Syllabus can be updated on the Import screen if required.

- **Total Allowed**
  The quota of the group, also extracted from Syllabus, can be changed on the Import screen if required (It’s common for staff to hold back a few places in Tutorial groups to enable staff to manage enrolment for those students who require special arrangements).
- **Staff, Day, Start/End Time, Location**
  Details are extracted from Syllabus and can't be changed on the Import Screen.

- **Status**
  Open or Closed – The group status has to be set to open before staff can enrol students (through Assign Groups) and for students to be able to enrol. If the Group Status is ‘Closed’ the groups will not appear on the Assign Groups Screen (so Staff will not be able to maintain enrolments).

- **Enrolment Start Time**
  The date/time the groups will be opened to enable students to enrol via SOLS. Tutorial Enrolment can only be opened between 07:00pm and 07:00am and no two subjects are permitted to open at the same time (the system will provide you with the next available opening time).

To change the Group Status from Closed to Open, use the Check boxes to select the groups to open (or use the check box on the heading like to select/de-select all groups) and then click on the Open option at the top of the Define Groups page.

The system will run a check for new opening times in case a tutorial buffer has impacted the initial opening time.

In SMP_Central version 4.2 (Nov 2013) Syllabus Plus information was changed to be updated hourly in SMP_Central instead of overnight.

The only information that is automatically updated is:
- Tutorial Day
- Tutorial Time
- Tutorial Location (room)
- Weeks (weeks introduced 23rd March 2015)

Quota information is not updated

Email notifications are sent to Lecturers when there are changes to the fields listed above. Staff have to be setup as Lecturer on the Subject Database, set as Lecturer in the Staff Association for that subject instances to receive notifications.
Enrolling in Groups

The SMP OnLine Tutorial system enables students to enrol in, transfer from/to and withdraw from groups via SOLS between defined opening and closing dates. Faculty Staff are responsible for setting up the Tutorial Groups.

OnLine Tutorial System – Student View

Students Logon to SOLS and click Tutorial Enrolment Link (From the SOLS Main Menu). On the Tutorial/Practical Enrolment Screen, Click on the Tutorial Link for the subject - the link may appear as 'Tutorial', 'Practical', 'Seminar', 'Workshop' 'Laboratory', 'PASS' etc. Students are only permitted to enrol in one timeslot for each type of group.

The Tutorial Enrolment Timetable will appear showing the Tutorial groups that are available.

On the Tutorial Enrolment Timetable, students click on the Tutorial Group they would like to enrol in. If a group meets more than once a week, they will automatically be enrolled in the other instances of that group.
To select a tutorial, students must click on the groups available:

![Tutorial Availability Table]

The Tutorial Details will appear on the screen. Click 'Enrol Now' to Enrol in the Tutorial:

![Tutorial Enrolment Table]

Students will be returned to the Practical/Tutorial Enrolment Screen and a message will appear on the screen that 'You have successfully enrolled in your Tutorial'.

Students may Transfer from the Tutorial Group they are currently enrolled in to enrol in another group. They may only Transfer between groups while Tutorial enrolments are still open for the groups.
The SMP OnLine Tutorial System is a ‘First In, First Served’ system. If the Tutorial Group is FULL, it will be highlighted in PINK on the Tutorial Enrolment Timetable and labelled as ‘FULL’:

In the timetable below, click on the Tutorial to which you want to transfer:

- Available: Tutorial is available
- Not Available: Tutorial is before first day or after last day to enrol
- Full: Tutorial full
- Enrolled: All current commitments
- Lecture: All subject lecture times (information only)
Students may click on the ‘Show My Timetable’ option that appears on the main Tutorial Enrolment screen to view all the Groups that they are currently enrolled in (only shows SMP_Central defined groups committed to). This page will also show Lectures (in grey). It will not show other scheduled activities unless the scheduled activities (from Syllabus) have the word ‘Lecture’ in the name:

![TIMETABLE](image-url)

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SMP_Central – Assign Groups

From the Assign Groups screen in SMP_Central, staff have the ability to assign/remove students to/from groups (even after the Close date has been reached).

For full details on this, refer to the SMP Assign Groups OnLine Help
https://staff.uow.edu.au/smp/smpcentral/help/index.html#assigngroups

**SUMMARY:**
Assign/Remove students to/from a Group
Staff can assign/remove students to/from a Group from the main Assign Groups screen. Alternatively, you can click on the **Edit** button at the top of each individual group column and edit one individual group at a time.

To assign a student to a group, place a tick in the box alongside that student's name and click **Save**.
To remove a student from a group, uncheck the box alongside that student's name and click **Save**.

Students who are Pending will be displayed here also (in green). Similarly, Withdrawn and Removed students are also shown here and can be Assigned to a group.

For more information on this, refer to Student Status Legend on SMP_Central Online Help
https://staff.uow.edu.au/content/groups/public/@web/@stusys/documents/doc/uow157661.pdf

Once a change is Saved for Assigned Groups, students will be informed by SOLSMail that they have been enrolled/removed in/from that group and the details of their enrolment/removal will be updated on SOLS (Enrolment Timetable).

**Export/Import**
You can also Export or Import Group information to/from another source (such as Excel). For more information on this refer to the SMP Assign Groups OnLine Help
https://staff.uow.edu.au/smp/smpcentral/help/index.html#assigngroups
## Version Control Table

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<tr>
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<th>Date Released yymmdd</th>
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<th>Amendment</th>
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<tr>
<td>1.0</td>
<td>110209</td>
<td>Debbie Sartori – Senior Manager, ARD Student Systems</td>
<td>First Released Version</td>
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<tr>
<td>2.0</td>
<td>130606</td>
<td>Trang Nguyen – Specialist, ARD Student Systems</td>
<td>Updated images to reflect new SMP Central 4.1 roll out</td>
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<td>3.0</td>
<td>131028</td>
<td>Debbie Sartori – Senior Manager, ARD Student Systems</td>
<td>Updated for SMP_Central Version 4.2 – Syllabus Import timing and Syllabus Plus Year Start Date error</td>
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<td>4.0</td>
<td>150323</td>
<td>Trang Nguyen – Specialist, SSD Student Systems</td>
<td>Updated Groups data updates from Syllabus as it now includes updates of Weeks data. Also included image of timetable to demonstrate Lecture’s showing as a commitment (change from Spring 2014). Updated document number from ARD to SSD</td>
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<td>5.0</td>
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<td>Trang Nguyen – Specialist, SSD Student Systems</td>
<td>Added information in regards to changing groups from Closed to Open will trigger an assessment for new opening times. Added information re: Lectures are displayed (or scheduled activities referenced as lectures) but not other scheduled activities from Syllabus Plus. Updated images to reflect current version of SOLS. Removed blue highlighted formatting.</td>
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Updated header and footer.