Class Scheduling and Enrolment Management in myUNSW
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1. Logging into myUNSW

myUNSW is at http://my.unsw.edu.au

Login to myUNSW with your staff number preceded by an 's' and your UniPass.

Once you have logged into myUNSW click on the Academic Admin tab. What you see on this page may vary depending upon the access you have been assigned.

If you don't have the Academic Admin tab available you will need to apply for access. The access form is at: http://nss.admin.unsw.edu.au/student/staff/resources/nss_sa_access.doc

Select the relevant Web Access option/s – Lecturer, Academic Enquiries, Service Centre staff (further info below).
2. Lecturer Access

If you have Lecturer access assigned your Academic Admin tab will display the Services for Lecturers menu as well as a Teaching Schedule summary.

Teaching Schedule displays a summary of the classes you are recorded as teaching on the Class Maintenance pages in myUNSW. Selecting View my...Teaching schedule on the left hand menu or the More option in the centre of the page will take you to a weekly grid based view of your teaching timetable. If classes you teach are not recorded here contact your School Administrator.

You can select which session you would like to view and also print from this page by clicking on the print button.
Selecting **Course/Class Roster** under **Services for Lecturers** allows you to view and print Class lists for courses you are recorded as teaching.

Select the relevant Semester and **Go**, then **View Details** to see your selected class list...

You can print this list by clicking on **Print** in the bottom right hand corner or copy and paste into Excel. Click **Back** to return to the Course/Class Roster listing.
3. Enquiring on a student's record - Academic Enquiries and Service Centre access

- **Academic Enquiries** access allows you to view student data as follows: academic statements, class schedule (view a student's timetable), course/grade history (past enrolments and grades by term), enrolment summary, holds/to do items.
- **Service Centre** access provides access to student data as follows: current address, current email/phone, enrolment summary, holds/to do items.

The options available in the **Details** drop down depend upon your access – whether you have Academic Enquiries or Service Centre access or both.
Type in the relevant Student ID and select the details you wish to view and select **Go**.
An **Advanced Search** option is also available which allows you to search for a student by name or paste in Student IDs to view details for a group of students.

Select the relevant term and then **Go**.
4. Maintaining your classes – overview

Select the Class Maintenance link to proceed to the class scheduling pages.

Navigation in Class Maintenance

The buttons along the bottom of the screen will automatically save your updates before proceeding to the next screen. If you want to leave a page, or return to the previous step without saving, clicking on a heading higher in the sequence on the navigation list in the top left hand corner of the screen. This will allow you to leave the page without saving your changes.

General notes regarding class scheduling

- Class structure is based around activities (sometimes referred to as ‘components’). The activities in common use at UNSW include Lecture, Tutorial, Seminar, Laboratory, Distance, and Web.
- Progressive setup of classes is possible before students are enrolled. Most details can still be altered once students are enrolled with the exception of session, and overall class structures cannot be changed (i.e. you must decide on the complete set of activities before students enrol). Also, altering meeting times may create clashes for students with their other courses.
- Decide which course activity will be the ‘enrolment’ (or ‘primary’) class. Only one activity can be allocated as the ‘enrolment’ class. This activity should be the one for which you require the most control because reserve capacities (quotas for specified cohorts of students e.g. by program) can only be attached to ‘enrolment’ classes. ‘Non enrolment’ (or ‘related’) classes still must be chosen by students when they enrol but you cannot reserve places in these classes.
- Before activities can be scheduled for a particular course they must be added as ‘components’ for the relevant course in the Course Catalogue in NSS. See your School Administrator if you require help with this.
- Some advice on class structures:
  - If a course has one lecture on a Monday and then a repeat of that same lecture on a Wednesday, you would set this up as two separate ‘Lecture’ classes each with one meeting time. However, if students must attend a lecture on a Monday as well as on a Wednesday, you should schedule just one lecture class with two meeting times – one meeting for the Monday and one for the Wednesday.
- If a student is required to attend two tutorials per week and has free choice for each, the classes should be set up using activities ‘Tutorial 1/2’ and ‘Tutorial 2/2’ so that the system knows they are required to select one of each.

- You may wish to be conservative initially when setting class capacities to allow yourself some leeway for students with a valid need to enrol in a particular class. Required Room Capacity is an appropriate field to store your ultimate maximum capacity.

- Using TBA classes: where appropriate you may wish to set up an unscheduled ‘TBA’ class for a particular activity so that students who can’t select a valid alternative (e.g. clash-free classes are already full or reserved) can at least enrol into the course by selecting this class and then make arrangements with you later to enrol into an alternative class through a manual override.

- In unusual circumstances, where you intend that students enrol into an additional activity but you haven’t determined arrangements for these at the time of enrolment, you may wish to set up one ‘TBA’ class for this activity. The TBA class can later be ‘closed’ and students advised to choose a new ‘real’ class for the activity. Alternatively, you may move students into the relevant individual classes yourself once created (taking student timetable clashes into account). For further information see “Class Enrolment Management” later in this document.
5. Class Maintenance on myUNSW

A full glossary of Course/class scheduling terminology is available through the Online Help in myUNSW at https://my.unsw.edu.au/help/STA/courseClassGlossary.html

The Course list page allows you to search for the relevant course. Use the drop down menus to narrow your search.

When you search with the Show All Active Courses checkbox ticked on, the system will return all active courses regardless of whether they have already been scheduled for the relevant session. When it is off, only those courses for which classes have already been scheduled for the Semester will appear.

When you have selected your Course Filter Criteria, click on Search to display relevant courses. Choose the course for which you wish to schedule class/es by clicking on “Select”. This will take you to the “Class List” page for the course.

From this page you can either modify existing class records or create new classes.
6. Creating a new class or modifying an existing class

Complete all the relevant details pertaining to the new class.

**Session**: Select the relevant teaching session. A default value will display which can be altered if required. The session cannot be altered once students have enrolled into the class.

**Activity Group**: A grouping of classes that represent complementary activities. The classes that a student enrols in must be from a single Activity Group, one class for each activity. Multiple activity groups should generally only be used where a course is offered in multiple modes e.g. choice of ‘Distance’ or ‘In Person’ mode of attendance. Where multiple activity groups aren’t used, this value should always remain at ‘1’.

For example, the course FIRE1243 *Playing with Matches* is offered in both on-campus and distance mode. The first Activity Group has a Lecture activity (one class) and a Tutorial (several classes). The second Activity Group just has a Distance activity class. A student enrols in either the Distance class or the Lecture and one Tutorial.

Activity Groups replace the older concept of Class Associations. They are currently created and maintained on the Class Details page.

**Section ID**: An identifier assigned by the maintainer of a class, to distinguish it from other classes for the course. It consists of four symbols, each of which is either an upper-case letter or a digit. Conventions have been adopted for naming sections where there are large numbers of classes, and especially when the course has more than one Activity:

- Lectures: use a prefix of one or more zeroes to ensure prominence at the beginning of a list ordered by section. For example, 0001 (single class); 0001 0002 (streams); 0A 0B 0C 0D (streams); 00UG 00PG (career-based enrolment).
- Small-group classes: many schools prefer to encode the starting hour of a class in the section, using a letter to represent the day of the week (M T W H F), two digits for the hour, and a distinguishing letter suffix, normally A B
C. Where classes are offered in alternate weeks, the suffix D for odd and E for even is also used. Examples: M11 T09A T09B W16X H15C F12D F12E

- Web or distance classes: usually a clearly distinguishable value such as WEB or DIST.
- The Section can be changed on the Class Management page, even after enrolments occur, but care should be taken if the course uses Auto-Enrol functionality (this is now rarely required).
- Eccles produces combined field with component (eg TUT-F11B)

**Class Status:** The conditions under which a class can allow enrolment. There are five status values:

- **Active** – ready to accept enrolment (unless full).
- **Stop Enrol** - disabled, either temporarily for maintenance, or as a permanent status to indicate the class is closed.
- **Tentative** - may be activated in the future, presumably if there is sufficient demand.
- **Cancelled** – not being offered (cancelled prior to students enrolling).
- **Closed** – class cancelled after students have enrolled. Assigned by the Enrolment Management functionality and students advised to select an alternative class (see Class Enrolment Management).

All classes are visible to students except for Cancelled and Closed ones. Only empty classes can be cancelled. Class status can be changed on the Class Details page (for a single class), or on the Class Management page (for any combination of classes).

**Location:** A learning centre or region where students are located, usually geographically based. Each Campus may have several locations. Default value entered. If the class is taught via distance mode then you should select ‘distance’ as the location here.

**Faculty:** The major academic grouping of course ownership (Academic Group in the Citrix world). The faculty assigned to a class is inherited from the Course Catalogue and can't be changed.

**School:** The academic grouping responsible for day-to-day operational management of a course and its classes. It is known as Academic Organisation in the Citrix world. The label is intended to reflect the most common kind of organisation, even though departments or faculties may also act in this role.

**Administrator:** either type in the staff ID or select from the drop-down. The administrator has access to maintain classes for this course in Class Maintenance and is reflected on the Online Handbook as the ‘Staff contact’.

**Class Number:** A numeric identifier assigned by the system when a class is created. The number is unique within a term, and corresponding classes in different terms may be assigned completely different numbers. Although displayed on many of the pages, they are mostly for information only. Students do not need to know them to enrol in a class.

**Activity:** A kind of learning and teaching activity or regular event that students may need to register for. Previously known as component. Drawn from the course catalogue. To schedule an activity that does not appear in the drop-down menu, you will need to add a row in the Components panel for this activity to the relevant course record in the Course Catalogue in NSS.

**Class Type:** Enrolment (primary) or non-enrolment (related). Only one activity can be allocated as the ‘enrolment’ class. This activity should be the one for which you require the most control because reserve capacities (quotas for specified cohorts of students) can only be attached to ‘enrolment’ classes. ‘Non enrolment’ (or ‘related’) classes still must be chosen by students when they enrol but you cannot reserve places in these classes. It is not apparent to students through myUNSW which class is the enrolment class and which are non-enrolment classes.
**Consent**: Where set to required, students can’t enrol online through myUNSW but must approach the relevant school for permission and manual enrolment. No consent allows students to enrol through myUNSW as long as they meet the other criteria for enrolment (such as satisfying pre-requisites etc.).

**Instruction Mode**: How the class is delivered to students. Defaults to **In Person**, but a range of alternative values is also provided e.g. “WWW”, “Distance”.

**Room Capacity**: Actual capacity of room. Can be used to store the ultimate maximum capacity of the class for easy reference if the enrolment capacity is initially set lower to keep some places in reserve.

**Capacity**: Maximum number of students that can enrol into the class. myUNSW will enforce this limit.

**Non-Standard Dates** – Used to indicate teaching start, end and final assessment date for classes which are not taught according to standard session dates. The start and end date are visible to students via the myUNSW Class Search and the Class timetable site. Check the flag Non-standard offering flag to ‘on’ and you will be taken to a new page for entry of the dates for this class.

When you have filled in all the fields, click **Next Step** to save your entries and continue.

**Non Standard Dates**

Complete the non-standard dates (if applicable) and select **Next Step** to proceed to the **Meeting List** page.
7. Entering/changing the class day/time and location

Select **Create New Meeting** to add a meeting or **Update** to update an existing meeting.

Depending on your timetable, you may need to enter a single meeting for the class or multiple meetings.

Complete the **Days of the Week** and **Start** and **End** times. If using non-standard dates you should also enter the **Start** and **End Meeting Dates**.

To enter the **facility** you can either type in the CATS code or use the drop-down to choose from the list of rooms.

For **Staff** enter the Staff ID or use the drop-down to select. To add additional staff, click ‘Add New Staff’.

Click **Refresh** to refresh the display without saving.

Select **Allow timetable clash** and **Odd** or **Even week** if applicable.
Note: The staff roles on the Meetings page have flow on effects as follows…

<table>
<thead>
<tr>
<th>Staff Role</th>
<th>Access to class maintenance</th>
<th>Published?</th>
<th>Where Published?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Instructor</td>
<td>Read / Write</td>
<td>Yes (as Instructor)</td>
<td>Class Search/Class Timetable</td>
</tr>
<tr>
<td>Secondary Instructor</td>
<td>Read / Write</td>
<td>Yes (as Instructor)</td>
<td>Class Search/Class Timetable</td>
</tr>
<tr>
<td>Teaching Assistant</td>
<td>None</td>
<td>Yes (as Instructor)</td>
<td>Class Search</td>
</tr>
<tr>
<td>Administrator</td>
<td>Read / Write</td>
<td>Yes (as Instructor)</td>
<td>Class Search</td>
</tr>
<tr>
<td>Tutor / Facilitator</td>
<td>None</td>
<td>Yes (as Instructor)</td>
<td>Class Search/Class Timetable</td>
</tr>
</tbody>
</table>

All these roles provide access to the class via the Services for lecturers section under the Academic Admin tab on myUNSW.

Click **Save & Return** and then **Create New Meeting** to set up another meeting or **Next Step** to enter further details for this class.
The Supplementary Details page is used to maintain Class Notes and Reserve Capacities.

Class Notes
For the class notes you can either choose ‘Free text’ to type your own message or select one of the preset Notes. This is a useful way to convey important information about the class to students as it is visible to them when enrolling and via the Class Timetable site. When places in a class are reserved for a particular cohort of students you should advise students of this by adding a note here. It is also useful for conveying any other information including, for example, that tutorials commence in Week 2 or student must attend a compulsory field trip etc.

Notes appear to students on the Class Timetable site for each class as above.

Pre-set class note 7000 is useful for Distance classes as it suppresses the Day/Time from students view and shows ‘Distance’ in place of this.
Reserve capacities: Enrolment classes have the ability to have some of some or all of their capacity reserved for students meeting certain criteria. There can be any number of reserve capacity records. Each one requires a starting date, an enrolment requirement code, and a number of reservations.

When a student attempts to enrol, each record is examined in the order given. If a student meets the specified requirement, and the number of free places is positive, the enrolment is registered against this reserve capacity record as well as against the total enrolment in the class. If no enrolment requirements are met, or matching ones are full, the student can enrol only if there are some unreserved free places left.

Reserve capacities use enrolment requirement groups which are set up in NSS. The usual enrolment requirement codes to use are of the form 20PPPP, where PPPP is any program code, and 210000, which selects students who have not yet completed a course. Also useful are:
004FF0 - Student's primary program belongs to faculty FF (base code below)
006NNN – Student has completed NNN units (set up in multiples of 6 to 144, then 12 to 192)
When setting a **Reserve Capacity** against a class, type in the requirement group code into the space provided on the **Supplementary Details** page then click on the **Refresh** button to check that you have entered the correct requirement group. Type in the number of spaces you wish to reserve for these students and **Save**.

You can put more than one **reserve capacity** against a class by clicking on ‘Add New Reserve Capacity’. Reserve capacities can be adjusted as required as the enrolment period progresses. Returning to this page allows you to monitor enrolments against particular reserve capacities so that you can determine whether to alter these quotas. Where you have reserved places for a particular group/s of students in a class you should add a class note (see “Adding a note to students”) so that students are aware of these arrangements.
10. Summary of Class attributes and enrolments for viewing/update – Class Management

This page allows you to update attributes of all classes for a course for a term.

This page, as well as providing an overview of the classes, allows you to adjust capacities and room capacities, enrolment types, Section IDs and statuses of classes. The boxes on the right show you the percent of capacity a class has reached and are colour coded to alert the scheduler when a class is filling up. If you adjust the capacities, click on the Refresh button to show the effect of adjustments on the colour alerts. The Activity Summary at the bottom is useful for determining when there is a disproportionate number of places available between different types of activities – sometimes valid and sometimes not – to alert you to the need to possibly open more places in classes for a particular activity.
11. Adjusting the size of a class or cancelling a class with no enrolments

Select the relevant course on the Course List page.

Select Manage All Classes
You may update the Class capacity under **Capacity** here or adjust the status (including Cancelling a class where no students are enrolled – to cancel a class with enrolments see **Closing a Class** under **Class Enrolment Management**).

Alternatively, you may select the **Update** button next to an individual class on the **Class List** page.
Enter class details here. Select Save & Return to return to Class List or Next Step to enter additional class details. If teaching is according to Non Standard dates select the check box at page bottom.

### COMP1021 – Computing IIB

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career</td>
<td>UGAD - Undergraduate</td>
</tr>
<tr>
<td>Term</td>
<td>5017 - Semester 2 2019</td>
</tr>
<tr>
<td>Campus</td>
<td>Kensington Campus</td>
</tr>
<tr>
<td>Class Details</td>
<td></td>
</tr>
<tr>
<td>Session</td>
<td>Session Two</td>
</tr>
<tr>
<td>Activity Group</td>
<td>1</td>
</tr>
<tr>
<td>Section ID</td>
<td>F09A</td>
</tr>
<tr>
<td>Class Status</td>
<td>Active</td>
</tr>
<tr>
<td>Location</td>
<td>Kensington</td>
</tr>
<tr>
<td>Faculty</td>
<td>COMPSC - School of Computer Science and Engineering</td>
</tr>
<tr>
<td>Administrator</td>
<td>Select from School Staff</td>
</tr>
<tr>
<td>Req Room Capacity</td>
<td>15</td>
</tr>
<tr>
<td>Enrolments</td>
<td>15</td>
</tr>
<tr>
<td>Capacity</td>
<td>17</td>
</tr>
<tr>
<td>Consent</td>
<td>None</td>
</tr>
<tr>
<td>Instruction Mode</td>
<td>In Person</td>
</tr>
<tr>
<td>Class number</td>
<td>4102</td>
</tr>
<tr>
<td>Activity</td>
<td>TLB - Tot-Lab</td>
</tr>
<tr>
<td>Class Type</td>
<td>Enrollment</td>
</tr>
<tr>
<td>Non Standard Dates</td>
<td>Check the box to apply non standard section dates</td>
</tr>
</tbody>
</table>

And adjust the **Capacity** on the **Class Details** page. Then **Save & Return**.
12. Viewing class enrolments and printing attendance list

From the **Class List** page under **Class Maintenance** you may select **Roster** against a class to view and print a list of enrolled students.

<table>
<thead>
<tr>
<th>Class: MATH1131 - Mathematics 1A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term: 3rd S</td>
</tr>
<tr>
<td>Lecturer: J. Doe</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Class No</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>E1004</td>
<td>L123</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enrolments</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>26</td>
</tr>
</tbody>
</table>

Alternatively, this option is available to staff with Lecturer access through the **Services for Lecturers – Course/Class roster** option (you must be recorded as the instructor against the relevant class).

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*Class Scheduling and Enrolment Management in myUNSW*
Class Scheduling and Enrolment Management in myUNSW
13. Class timetable site

Students may view Class data via the Class Timetable site. The data on this site is refreshed every night. It is tightly integrated with the Online Handbook as the course record in the Online Handbook links directly to the relevant course record on this site via the Class Timetable link and vice versa.
Students can search for classes via Subject Area or Session of Offering.

The site is at:
www.timetable.unsw.edu.au
Class Details

Offering information, including the availability of offerings and timetabling information, is subject to change. At times it may become necessary to cancel advertised offerings.

Data is correct as at Wed, 20-11-2006 00:05:57 EST
Data is currently published for 2006 and is subject to change.

ACCTS931 Strategic Financial and Resource Management

Faculty: Faculty of Commerce & Econ
School: School of Accounting
Career: Postgraduate

Class noted Reserved to Design (4802) students

To link back to the online handbook, click ‘Online Handbook Record’.
14. myUNSW Class Search for staff and students

Both students and staff are able to search for Class Scheduling data via the myUNSW Class Search facility when logged into myUNSW. For staff this option is available from the Academic Admin main page. Students may access this option via their Student Services menu or as part of the enrolment process.
15. Monitoring enrolment in your classes

There are a couple of easy ways of monitoring your classes once the enrolment period is underway. One place to monitor your classes is via the Class Utilisation site which is updated every night. The other way is through the Class Management page on myUNSW which reflects real time data.

Class Utilisation

Class Utilisation is at:
http://www.cse.unsw.edu.au/~nss/sitar/classes/

or you may access it from the Academic Admin page in myUNSW.

Class Utilisation uses colour coded alerts to draw your attention to classes which are reaching capacity.
The Class Management page is also useful for tracking enrolments and demand and capacities and statuses can be updated here in real time. The Next Course button allows you to scroll through Courses selected via the Course List page.
16. Class Schedule with Enrolments report
The most comprehensive NSS report to review class details is through NSS (Citrix). It is available as a pdf or data file for import into Excel:

- Manage Student Records > Establish Courses > Report > Class Schedule with Enrolments.
17. Eccles list of students

An Eccles list of students can be produced from NSS (Citrix) at the menu path shown. The report output can be picked up through the NSS Reports Distribution database.
18. What students see when they enrol

The student will be required to choose one class for each activity. Where there is no choice available, the system will pre-select the class for the student.

- **Single Activity group.** Choice of Tutorial/Laboratory. Lecture pre-selected (no choice)

<table>
<thead>
<tr>
<th>ELEC1011 - Electrical Engineering 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requirements:</strong> Please select a class for each class component specified below.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class #</th>
<th>Section</th>
<th>Day/Time</th>
<th>Campus</th>
<th>Mode</th>
<th>Session</th>
<th>Status</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>4004</td>
<td>EXMT</td>
<td>TBA</td>
<td>KENS</td>
<td>In Person</td>
<td>S2</td>
<td>See School</td>
</tr>
<tr>
<td>3985</td>
<td>F15B</td>
<td>Fri 3:00 pm - 5:00 pm (Weekly)</td>
<td>KENS</td>
<td>In Person</td>
<td>S2</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>3994</td>
<td>F15A</td>
<td>Fri 3:00 pm - 5:00 pm (Weekly)</td>
<td>KENS</td>
<td>In Person</td>
<td>S2</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>3999</td>
<td>H09C</td>
<td>Thu 9:00 am - 11:00 am (Weekly)</td>
<td>KENS</td>
<td>In Person</td>
<td>S2</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>3970</td>
<td>H14A</td>
<td>Thu 2:00 pm - 4:00 pm (Weekly)</td>
<td>KENS</td>
<td>In Person</td>
<td>S2</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>4665</td>
<td>T10B</td>
<td>Tue 10:00 am - 12:00 pm (Weekly)</td>
<td>KENS</td>
<td>In Person</td>
<td>S2</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>3980</td>
<td>H09D</td>
<td>Thu 9:00 am - 11:00 am (Weekly)</td>
<td>KENS</td>
<td>In Person</td>
<td>S2</td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

| Tutorial | 4036    | M14D    | Mon 2:00 pm - 3:00 pm (Weekly) | KENS | In Person | S2 | Open |
| 4038    | H12A    | Thu 12:00 pm - 1:00 pm (Weekly) | KENS | In Person | S2 | Open |
| 4035    | M12A    | Mon 12:00 pm - 1:00 pm (Weekly) | KENS | In Person | S2 | 90% Full |

Selecting **Details** takes students to a summary page of class information:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>ELEC1011</th>
<th>Description</th>
<th>Electrical Engineering 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>Semester 2 2005</td>
<td>Kensington</td>
<td>Laboratory Method of Instruction</td>
</tr>
<tr>
<td>Class</td>
<td>ELEC 101</td>
<td>Course Career</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Component</td>
<td>No Special Consent Required</td>
<td>Offering</td>
<td>1</td>
</tr>
<tr>
<td>Offerings</td>
<td>2008 - 2009</td>
<td>Class Status</td>
<td>Active</td>
</tr>
<tr>
<td>Start Date</td>
<td>16/02/2009</td>
<td>In Person</td>
<td></td>
</tr>
<tr>
<td>End Date</td>
<td>05/12/2009</td>
<td>Status</td>
<td>Open Cubed</td>
</tr>
<tr>
<td>Session</td>
<td>16.00</td>
<td>Maximum Enrollment</td>
<td>18</td>
</tr>
<tr>
<td>Session</td>
<td>16.00</td>
<td>Total Enrolled</td>
<td>18</td>
</tr>
<tr>
<td>Location</td>
<td>ElecEng101</td>
<td>Date</td>
<td>25/02/2009 - 04/11/2009</td>
</tr>
<tr>
<td>Day/Time</td>
<td>Fri 03:00 pm - 05:00 pm</td>
<td>Instructor</td>
<td></td>
</tr>
</tbody>
</table>

**Multiple Activity Groups** (class available in a choice of modes)

<table>
<thead>
<tr>
<th>GENT0404 - Gods, Heroes and Heroes in Greek Myth and Modern Culture</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requirements:</strong> Multiple options available for this course. Please select one option only.</td>
</tr>
<tr>
<td><strong>Option 1:</strong> Please select a class for each class component specified below.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class #</th>
<th>Section</th>
<th>Day/Time</th>
<th>Campus</th>
<th>Mode</th>
<th>Session</th>
<th>Status</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>1798</td>
<td>LEC</td>
<td>Mon 9:00 am - 10:00 am (Weekly)</td>
<td>KENS</td>
<td>In Person</td>
<td>S2</td>
<td>Open</td>
</tr>
</tbody>
</table>

| **Option 2:** Please select a class for each class component specified below. |

<table>
<thead>
<tr>
<th>Class #</th>
<th>Section</th>
<th>Day/Time</th>
<th>Campus</th>
<th>Mode</th>
<th>Session</th>
<th>Status</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Delivery</td>
<td>9435</td>
<td>WEB</td>
<td>Distance</td>
<td>KENS</td>
<td>WWW</td>
<td>S2</td>
<td>Open</td>
</tr>
</tbody>
</table>
19. Class Enrolment Management

Select the Class Enrolment Management option on the Academic Admin page.

Select the relevant course on the Course List page.
From the **Class List** page under **Class Enrolment Management** choose **Select** against the class for which you want to message students, close the class, or move students into an alternative class.

You will be taken to the **Student List** page.
20. Send a message to students

On the student list page select the students you wish to message (email – text only). The default is for all students to be selected. You may choose to invert your selection of students by choosing Invert all Selections and then Refresh. You may also change the Sort order of the students by selecting the Sort Order drop-down and selecting Refresh. Once you have selected the relevant students (or all students) select the Send Message option at the bottom right.

You will be taken to the Message page where you can compose your message to students. Some default text is provided. Once you have entered your Reply To and Signature details you may check Save my Reply To & Signature Block so that you don’t need to re-enter these on future occasions – they can be updated at any time.

Select Send Message to Students.

The system will provide you with a communication report showing how many students the message has been dispatched to and the delivery priority. The delivery priority is high for messages to less than 100 students (usually will be delivered in around an hour). For large groups of students (>100) the message will be scheduled for delivery overnight (low priority).
21. Closing (cancelling) a class – with enrolments

From the **Student List** page select the **Close Class** option.

You will be taken to the **message page** where you can compose your message to the students enrolled. This message will be sent to all students in the class regardless of those selected on the **Student List** page as all students are impacted by this action. Default text is provided advising students that they need to log onto myUNSW and select an alternative class for this course. To select an alternative class for the same course, students should select the Swap option against that course in myUNSW, and swap into the same course to choose an alternative class.
Once you have composed your message click the **Close Class and Notify Students** button.

The system will display a Communication Report advising you of how many students the message has been dispatched to and the delivery priority (**High** means the message will be dispatched in around one hour).

The status of the class will automatically be set to **Closed** so that no further students are able to enrol into the class.

[In early February new functionality will be added to send reminder notices to students who have not swapped to an alternative class after a period of time. In the meantime the Message functionality can be used for this purpose].
22. Moving students to an alternative class for the same course

From the Student List page select the students you wish to move out of the selected class. The default is for all students to be selected. You may sort the students in a range of ways by selecting the Sort Order drop down and Refresh. This may help you to identify the group of students you wish to move e.g. last students to enrol into the class, students with certain WAM range (for streaming), students in a particular program, part-time or full-time students on the basis of enrolled load, students in a particular stage).

Once you have selected the relevant students click on the Move Students button at the bottom right.
You will be taken to the **Destination** page to select the destination class for these students. This page will display whether alternative classes are:

- **Parallel**: You won’t be creating clash problems for students by moving them to parallel classes (in same time slot)
- **Incompatible**: there is a risk the destination class will clash for the students. You will receive an error message at the next step in these cases if there is a clash for individual students unless you select the Timetable Clash override (not recommended).
- **None**: Unscheduled classes
- **Inactive**: Non selectable but displayed in case you wish to reactivate them via the Class Maintenance menu.
- **Original**: the original class is also displayed.

The system will make a default destination class selection – will choose parallel classes before incompatible.

Override **Timetable Clash** and Override **Class Enrolment Capacity** options are available but should be used with caution. All other overrides are automatically selected (e.g. override requisites, permission, career, term load) as it is assumed that these have had approval when the student was first enrolled into the course.

Once you have selected the Destination class select the **Continue** button in the bottom right (or you may **Cancel** – bottom left).

You will be taken to the **Compose Message** page. Default message text is provided. Once you have composed your message select **Move and Notify Students**.
The system moves ten students at a time. Where you are moving more than ten you will see a progress page. Select **Continue** (bottom right) or you may **Skip remaining moves** (bottom left).

Once all move transactions have been processed you will be taken to the **Result** page where the system will notify how many students were successfully moved and error messages will be displayed for those students who could not be moved (mainly because of negative services indicators e.g. for outstanding fees). Students who could not be moved will not receive a message.

Commonly on completion of moves you may wish to select the **Return** button.
This will take you back to the **Student List** page where you may wish to follow up on the Moves by closing the class. In the case of students who received error messages this will inform them of the need to swap to an alternative class themselves.
23. Support and enquiries

For enquiries regarding any of areas covered by this guide please contact the Scheduling and Academic Requirements Unit, Student Services:

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Lester Mata (x58040)
lesterm@unsw.edu.au