



Student Administration Services Division – Student Systems

## SMP\_Central – Define Groups Manual

### 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. Tutorial Groups can be created either by Importing from Syllabus or setting up groups manually via the Define Groups function in SMP\_Central.

<input type="checkbox"/>	Group No.	Type	Name	Open Date(Sydney Local Time)	Close Date(Sydney Local Time)	Total Allowed	Staff	Day	Start Time	End Time	Weeks	Location	Status
<input type="checkbox"/>	1	Tutorial	AUTM-CAVA107-T/01	16/05/2021 19:00	17/06/2021 19:00	19		Tues	09:30	11:30	1-13	24-102	Open
<input type="checkbox"/>	2	Tutorial	AUTM-CAVA107-T/02	16/05/2021 19:00	17/06/2021 19:00	23		Wed	09:00	11:00	3,5,7,9	24-103	Open
<input type="checkbox"/>	3	Tutorial	AUTM-CAVA107-T/03	16/05/2021 19:00	17/06/2021 19:00	23		Mon	13:30	15:30	1-13	24-102	Open
<input type="checkbox"/>	4	Tutorial	AUTM-CAVA107-T/04	16/05/2021 19:00	17/06/2021 19:00	23		Thurs	10:30	12:30	1-13	24-104	Open

### Define Groups Menu Functions

#### Import from Syllabus

Setup Tutorial groups by importing information from Syllabus Plus (the Timetabling system).

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 Import from Syllabus

#### 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 (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(s) 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.

*NOTE: This option is only for manual groups. If you copy a group that has been imported from Syllabus, the group you paste/create will not have a link to Syllabus.*

## **Paste**

Paste groups that have been copied.

*NOTE: This option is only for manual groups. If you copy a group that has been imported from Syllabus, the group you paste/create will not have a link to Syllabus.*

## **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 – Import from Syllabus.

## **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.

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 6:00pm and 8:00am (18:00 to 08:00). There must be a 2 minute interval between group opening times for different subjects, the system automatically allocates the next available time.

An Opening Time Buffer is also maintained in SMP\_Central, where the time before and after required to be allocated for large classes is added to a table by IMTS – when groups are created, if the subject instance is on the Opening Time Buffer, the interval will be greater than 2 minutes (system will automatically prompt 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 Importing Groups from Syllabus, the ACTIVITY\_SIZE for each group type appears in the Quota Column. The Quota can be amended before or after importing the groups from Syllabus.

If you are manually creating groups – the Quota must be entered.

Once the Quota has been reached, students will receive a message in SOLS Tutorial Enrolment that the group is FULL.

If you have not allocated enough Tutorial places (for a group), 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.

## **Day**

The Day the Group Meets.

## **Start Time**

The time the Group Meets.

## End Time

The end time for the group.

## Weeks

The weeks the group meets

If the Group is created by Importing from Syllabus, the weeks are automatically displayed

If the Group is manually created, staff can enter Weeks information in the free text field.

## Location

The room/location that the group meets.

## 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 status 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.

You must click to add the Group Instance before clicking to Save and Exit the Group setup

Save | Save & Exit | Cancel

### 2023,Woll,On Campus,Autumn,BAL,BUSN,ACCY121,Class 1

**Group**

Group Number :	<input type="text"/>
Type :	Tutorial <input type="button" value="v"/>
Name :	<input type="text"/>
Group Status :	Open <input type="button" value="v"/>
Open Date :	<input type="text" value="14/07/2023 18:00"/> <small>dd/mm/yyyy hh:mm (24 hours, Sydney Local Time) Tutorial enrolments may only be opened to students between the hours of 6pm and 8am.</small>
Close Date :	<input type="text" value="14/07/2023 18:00"/> <small>dd/mm/yyyy hh:mm (24 hours, Sydney Local Time)</small>
Total Allowed :	<input type="text"/>
Staff :	<input type="text"/>
Description :	<input type="text"/>

**Group Meeting Dates**  
Please specify the date of the weeks that your group meets on. The date of a week is the date of the first day (a Monday) of the week.

**Group Instance**  
If the group meets once a week, add one instance.

Day :	Monday <input type="button" value="v"/>	Start Time :	08:00 <input type="button" value="v"/>	End Time :	08:00 <input type="button" value="v"/>
Weeks :	<input type="text" value="Enter weeks info to be displayed to studen"/>				
Location :	<input type="text"/>				

There are no times set up for this group

## 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.

### 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 6:00pm and 8:00am (18:00 and 08:00) 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.

If the Group meets multiple times (e.g. if they meet on Monday at 10am and on Thurs at 2pm, then the Group would have 2 instances)

### 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).

## Weeks

Enter the weeks that the group will meet

For example, 1-13

Or 2, 4, 6,8,10

Or not Week 1 etc.

## Location

Enter a location for the group.

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 07/07/2023 18:02”

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

## Importing Groups from Syllabus Plus

### Groups defined in Syllabus Plus:

<input type="checkbox"/>	Type	Name	Total Allowed	Staff	Day	Start Time	End Time	Weeks	Location	Status
1	<input type="checkbox"/> Lecture	AUTM-CAVA107-L/01	80		Tues	09:30	10:30	1-13	20-1	Closed ▼
2	<input type="checkbox"/> Tutorial	AUTM-CAVA107-T/01	19		Tues	09:30	11:30	1-13	24-102	Closed ▼
3	<input type="checkbox"/> Tutorial	AUTM-CAVA107-T/02	23		Wed	09:00	11:00	3,5,7,9	24-103	Closed ▼
4	<input type="checkbox"/> Tutorial	AUTM-CAVA107-T/03	23		Mon	13:30	15:30	1-13	24-102	Closed ▼
5	<input type="checkbox"/> Tutorial	AUTM-CAVA107-T/04	23		Thurs	10:30	12:30	1-13	24-104	Closed ▼

Enrolment start time:

Enrolment end time:

If you want to import Groups from Syllabus - Select Define Group, then click Import from Syllabus.

Use the Check boxes to select the groups that are to be imported (DO NOT Import the Lectures).

*NOTE: When importing from syllabus to a subject instance that is combined (synonym) with another subject instance(s), the import of groups must be managed via the Primary Instance.*

*I.e. The primary instance must be timetabled to be able to import groups.*

*I.e. If the Primary instance is not timetabled and a secondary instance is timetabled, you will not be able to import the groups.*

#### Name

The name of the group imported from Syllabus can be amended on the Import screen if required.

#### Total Allowed

The quota of the group, which is the Activity size 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, Weeks, 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 06:00pm and 08:00am 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 Start Time
- Tutorial End Time
- Tutorial Location (room)
- Weeks (weeks introduced 23rd March 2015)

Quota (Total Allowed) changes are not synced from Syllabus.

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.

Example Email:

Dear <Staff Name>,

This is a courtesy email to advise you that the SyllabusPlus data for your SMP Central Group has been updated.

SMP Class: 2021, Woll, On Campus, Autumn, ASSH, TAEM, CAVA107, Class 1  
Type: Tutorial  
Group: Syllabus T/02

The Group details are now:

Day: Wed (Previously: Tue)  
Start Time: 09:00 (Previously: 11:30)  
End Time: 11:00 (Previously: 13:30)  
Weeks: 3,5,7,9 (Previously: 2, 4, 6, 8, 10)  
Location: 24-103 (Previously: 24-G02)

This email has been automatically generated: 13-05-2021 09:07:01



## 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

**TUTORIAL/PRACTICAL ENROLMENT**

Expand All

SOLS Home

Current Session >

Enrolment

**Tutorial Enrolment**

Enrolment Record

Enrolment and Variations

Print Enrolment Record

Major Maintenance

Provisional Enrolment - Waiver Request

Timetable >

Fees >

**FAMILIARISE YOURSELF WITH THIS PROCESS**

**TUTORIAL/PRACTICAL ENROLMENT**

Enrolling via this system does not guarantee a position in the group as the final allocation is determined by the Faculty. If you withdraw from a SUBJECT, you will automatically be withdrawn from any Groups you are enrolled in for that subject. Timetable information on this page is only for the groups that appear on this page. Click on the Subject Timetable link on the SOLS main menu to view full timetable

**SHOW MY TIMETABLE**

**ECTE955 - ADVANCED LABORATORY**

Tutorial	- First group to open from 25-05-2016 19:00	
Workshop	- First group to open from 25-05-2016 19:00	

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

The Tutorial Enrolment Dates are displayed at the top half of the screen:

**FAMILIARISE YOURSELF WITH THIS PROCESS**

System Time: May 17, 2021 14:36:22

The Tutorial(s) will only be available for Enrolments, Withdrawals or Transfers during the periods shown below.

Name	First Day and Time to Enrol	Last Day and Time to Enrol	Group Meeting Info
AUTM-CAVA107-T/03	16-May-2021 19:00	17-Jun-2021 19:00	Mon 13:30 - 15:30 24-102
AUTM-CAVA107-T/02	16-May-2021 19:00	17-Jun-2021 19:00	Wed 09:00 - 11:00 24-103
AUTM-CAVA107-T/01	16-May-2021 19:00	17-Jun-2021 19:00	Tue 09:30 - 11:30 24-102
AUTM-CAVA107-T/04	16-May-2021 19:00	17-Jun-2021 19:00	Thu 10:30 - 12:30 24-104

PREVIOUS

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:

In the timetable below, click on the Tutorial in which you want to enrol

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)

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday
07:30					
08:00					
08:30					
09:00					
09:30		Available Autumn - CAVA107 Tut. T/01 Location: 24-102 Weeks: 1-13	Lecture Autumn - CAVA107 Lecture Location: 20-1 Weeks: 1-13	Available Autumn - CAVA107 Tut. T/02 Location: 24-103 Weeks: 3,5,7,9	
10:00					
10:30				Available Autumn - CAVA107 Tut. T/04 Location: 24-104 Weeks: 1-13	
11:00					
11:30					
12:00					
12:30					
13:00					
13:30	Available Autumn - CAVA107 Tut. T/03 Location: 24-102 Weeks: 1-13				
14:00					
14:30					
15:00					

Back to T

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

FAMILIARISE YOURSELF WITH THIS PROCESS

**TUTORIAL INFORMATION**

<b>Name</b>	AUTM-CAVA107-T/01
<b>Enrolment Period</b>	From: 16-May-2021 19:00 To: 17-Jun-2021 19:00
<b>Maximum Places</b>	19
<b>Available Places</b>	19
<b>Description</b>	N/A

Location	Day	Start Time	End Time	Weeks
24-102	Tue	9:30	11:30	1-13

ENROL NOW
PREVIOUS

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.

FAMILIARISE YOURSELF WITH THIS PROCESS

✔ You have successfully Enrolled in your Tutorial

**TUTORIAL/PRACTICAL ENROLMENT**

Enrolling via this system does not guarantee a position in the group as the final allocation is determined by the Faculty. **If you withdraw from a SUBJECT, you will automatically be withdrawn from any Groups you are enrolled in for that subject.** Timetable information on this page is only for the groups that appear on this page. Click on the Subject Timetable link on the SOLS main menu to view full timetable

SHOW MY TIMETABLE

**CAVA107 - 100 OBJECTS THAT CHANGED THE WORLD**

Tutorial(enrolled - view details, transfer or withdraw) ⌵

FAMILIARISE YOURSELF WITH THIS PROCESS

**TUTORIAL INFORMATION**

Name	AUTM-CAVA107-TJ/01
Enrolment Period	From: 16-May-2021 19:00 To: 17-Jun-2021 19:00
Maximum Places	19
Available Places	18
Description	N/A

Location	Day	Start Time	End Time	Weeks
24-102	Tue	9:30	11:30	1-13

WITHDRAW
TRANSFER
PREVIOUS

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':

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

<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px; vertical-align: middle;"></span> Available   Tutorial is available	<span style="background-color: #00a696; border: 1px solid black; display: inline-block; width: 15px; height: 10px; vertical-align: middle;"></span> Not Available   Tutorial is before first day or after last day to enrol	<span style="background-color: pink; border: 1px solid black; display: inline-block; width: 15px; height: 10px; vertical-align: middle;"></span> Full   Tutorial full	<span style="background-color: #6a6eb9; border: 1px solid black; display: inline-block; width: 15px; height: 10px; vertical-align: middle;"></span> Enrolled   All current commitments	<span style="background-color: #d3d3d3; border: 1px solid black; display: inline-block; width: 15px; height: 10px; vertical-align: middle;"></span> Lecture   All subject lecture times (information only)
--	---	---	--	--

Scroll right to see all entries ->

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday
07:30					
08:00					
08:30					
09:00					
09:30					
10:00					
10:30	Full ⓘ Spring - ECTE955 Tut: Tutorial 1 Weeks:	Not Available ⓘ Spring - ECTE955 Tut: Tutorial 2 Weeks:	Enrolled ⓘ Spring - ECTE955 Tut: Tutorial 3 Weeks: ✓		
11:00					
11:30					

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):

**i** The 'My Timetable' SOLS screen will only show activities that have 'Lecture' at the start of the name or tutorial groups you have enrolled in. For a full list of all your Timetable activities, or to view WEEKS that are not displaying, please check the 'Subject Timetable' SOLS screen.  
Please note the following timetable will only display activities between 30 days before and 10 days after your enrolled sessions.

Scroll right to see all entries ->

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday
07:30					
08:00					
08:30					
09:00					
09:30		Lecture <b>i</b> Autumn - CAVAI07 Lecture Location: 20-1 Weeks: 1-13	Enrolled <b>i</b> Autumn - CAVAI07 Tut: T/01 Location: 24-102 Weeks: 1-13		
10:00					
10:30					
11:00					

## SMP\_Central - Group status, dates and impacts on information displayed on timetable

When a group status is open and the close date is not yet past, the student can see, enrol, withdraw or transfer/swap a group enrolment in SOLS.

- When a group is status is open but time is closed due to date in the past, a student can see the group type and review the open and close dates but cannot make any action such as enrol, withdraw, or swap group enrolment in SOLS.
- When a group is status is close, regardless of the close date, a student cannot see group information but can only see the commitment in their Monday – Friday timetabling if they are still enrolled in the group. No action can be taken on the closed group information displayed in the Timetable commitment in SOLS.

## 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 manual under Help and Information > Function Help Manuals: <https://www.uow.edu.au/smp/smpcentral/>

## 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**.

**UOW SMP Central 5.0**  
Currently at test phase

Save | Refresh | Preview | Import | Export | Multiple Group Export | Hide Withd

**2016,Woll,On Campus,Spring,EIS,ELEC,ECTE955,Class 1**

Enrolled: 4, Withdrawn: 0, Pending: 1, Provisional: 0, Removed: 0

	Std Nbr	Family Name	Other Names	Course	Code	Tutorial 1 (1/1) (Tut) Mon 10:30 - 11:30	Tutorial 2 (0/3) (Tut) Tues 10:30 - 11:30	Tutorial 3 (1/2) (Tut) Wed 10:30 - 11:30	Workshop 1 (0/1) (Wksp) Fri 14:30 - 16:30	Workshop 2 (0/3) (Wksp) Mon 12:30 - 14:30
1				201	ENGG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2				423	MECE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3				1528	MGMT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4				TBA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5				1537	BANK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 under Help and Information, Function help manuals: <https://www.uow.edu.au/smp/smpcentral/>

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 manual under Help and Information, Function help manuals: <https://www.uow.edu.au/smp/smpcentral/>

## Version Control Table

Version Control	Date Released	Approved By	Amendment
1.0	110209	Debbie Sartori – Senior Manager, ARD Student Systems	First Released Version
2.0	130606	Trang Nguyen – Specialist, ARD Student Systems	Updated images to reflect new SMP Central 4.1 roll out
3.0	131028	Debbie Sartori – Senior Manager, ARD Student Systems	Updated for SMP_Central Version 4.2 – Syllabus Import timing and Syllabus Plus Year Start Date error
4.0	150323	Trang Nguyen – Specialist, SSD Student Systems	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
5.0	160527	Trang Nguyen – Specialist, SSD Student Systems	Added information in regards to changing groups from Closed to Open will trigger an assessment for new opening times.  Updated images to reflect current version of SOLS.  Removed blue highlighted formatting.  Added information re: Lectures are displayed (or scheduled activities referenced as lectures) but not other scheduled activities from Syllabus Plus.  Updated header and footer.
6.0	200811	Luke Davies – Student Systems Officer – Student Systems	Major Review and Update <ul style="list-style-type: none"> <li>- Moved to .docx and embedded new style Guide</li> <li>- Updated Document ID from ARD-SYS-MAN-002 to SASD-SYS-MAN-002</li> <li>- Updated UOW Logo to current logo</li> <li>- Updated Reference URLs to new locations</li> <li>- Update Importing from syllabus with vital information on importing from syllabus to combined class instances.</li> </ul>
7.0	200911	Adeola Lawal – Student Systems Officer – Student Systems	<ul style="list-style-type: none"> <li>- Added information regarding group status, close dates and impacts on information displayed on the timetable</li> <li>- Changed SSD references to SASD</li> </ul>
8.0	210517	Debbie Sartori – Senior Manager, Student Systems – Student and Accommodation Services Division	<ul style="list-style-type: none"> <li>- SMP_Central V5.1.12</li> <li>- Changes to Define Groups and fix for Duplicate Host Keys</li> <li>- Remove Frequency and comments field</li> <li>- Implement weeks field</li> </ul>
9.0	230714	Debbie Sartori – Senior Manager, Student Systems – Student Administration Services Division  Luke Davies – Student Systems Officer – Student Systems – Student Administration Services Division	Debbie: June 2023 – Changes to Define Groups opening times – from 19:00 – 07:00 – range is now from 18:00 to 08:00  Luke: Amended OracleCMS URLs to content location URLs