



## SMP\_Central

### Assign Groups

Staff have the ability to assign/remove students to/from groups (even after the Close date has been reached).

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

Save   Refresh   Preview   Import   Export   Multiple Group Export   Show Help										
2013,Woll,On Campus, Spring,BUS,SECO,ECON215,Class 1										
Enrolled: 6, Withdrawn: 14, Pending: 0, Provisional: 4, Removed: 0										
	<input type="checkbox"/>	Std Nbr	Family Name	Other Names	Course	Major	<input type="checkbox"/> SPRG-ECON215-1/01 (3/23) (Tut)	<input type="checkbox"/> SPRG-ECON215-1/02 (1/23) (Tut)	<input type="checkbox"/> Pass (5/5) (Pass)	<input type="checkbox"/> Lab (2/5) (Lab)
							Tues 09:30 - 10:30	Mon 15:30 - 16:30	Wed 16:00 - 17:00	Fri 16:00 - 17:00
1	<input type="checkbox"/>	4072029	Student	Test	773	Economics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	3952919	Student	Test	804	Physical and Health Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	4261926	Student	Test	710A	Supply Chain Management, Economics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	4278872	Student	Test	710	Economics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	4075420	Student	Test	795	Marketing Communication and Advertising, Economics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	4268969	Student	Test	710	Economics, Financial Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	<input type="checkbox"/>	3796036	Student	Test	747C	Biological Sciences, Management and Marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	<input type="checkbox"/>	4252305	Student	Test	721	Mining Engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	4062802	Student	Test	702	History, Economics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	4571824	TEST	NEW UOW HECS-HELP	710	Economics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A tick will appear against the student if they are enrolled in that Group. From the main assign groups screen you have the ability to assign/remove students to/from groups.

If a student withdraws from the Group – this is reflected on the Assign Groups screen and the student will no longer have a tick displayed for that Group.

### Assign Groups Menu Functions

#### Save

You 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**.

The student will then automatically be informed (Via 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).

#### Refresh

Click to Refresh the screen, if students have enrolled in groups via SOLS, the information on the Assign Groups screen will be updated when you refresh.

## Preview

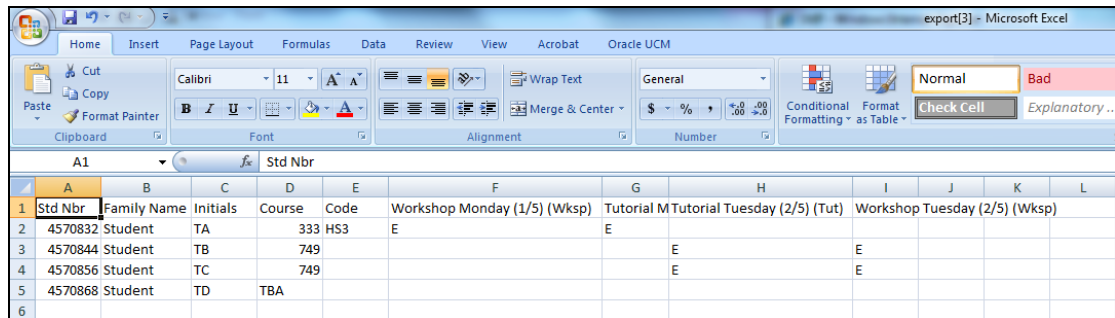
Print Preview option for the Assign groups main screen

## Import

The Export/Import option can be used to manage tutorial enrolments via Excel, and then import the information back into SMP\_Central (if required).

Click **Export** to export the Assign Groups screen to a package such as Excel.

If you are using IE, you will be prompted with the following message: "You are downloading the file export.tdf from smp.uow.edu.au. Would you like to open the file or save it to your computer". Select 'Open' to open the file in Excel.



The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Std Nbr	Family Name	Initials	Course	Code	Workshop Monday (1/5) (Wksp)	Tutorial M	Tutorial Tuesday (2/5) (Tut)	Workshop Tuesday (2/5) (Wksp)			
2	4570832	Student	TA	333	HS3	E	E					
3	4570844	Student	TB	749			E		E			
4	4570856	Student	TC	749			E		E			
5	4570868	Student	TD	TBA								
6												

To import group information from another source make sure to place an 'E' next to the student in the group(s) they are to be enrolled in and to save the file as a Tab Delimited File.

Click the **Import** tab in the top horizontal toolbar of the Assign Groups screen. Then locate your file, select Student Number as the Identifier Field, complete the other Data Field(s) and click Finish.

Ensure you click **Save** once you have finished making changes to the group list(s).

**IMPORTANT:** Every student that appears on your spreadsheet will be updated when you import information back into SMP\_Central – If you have students on the spreadsheet with a 'blank' (ie without an E) then a 'blank' will be imported to SMP\_Central. If a student is appearing as enrolled in SMP, you will import a 'blank' which will remove the student from that group. If you do not wish to import 'blanks', remove the students from the spreadsheet before importing.

## Export

The Export/Import option can be used to manage tutorial enrolments via Excel, and then import the information back into SMP\_Central (if required).

## Multiple Group Export

Export a list of students assigned to multiple groups that have been selected.

- Users click Multiple Group Export
- Select the Groups to be exported
- Click Export

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

**2013,Wol,On Campus,Autumn,BUS,SAAF,ACCY112,Full time class**

Enrolled: 167, Withdrawn: 69, Pending: 0, Provisional: 0, Removed: 2

Multiple Group Export - Windows Internet Explorer

File Edit View Favorites Tools Help

X Convert Select

**2013,Wol,On Campus,Autumn,BUS,SAAF,ACCY112,Full time class**

Enrolled: 167, Withdrawn: 69, Pending: 0, Provisional: 0, Removed: 2

Export Students in Selected Groups :

Group	Time
<input type="checkbox"/> 1 AUTH-ACCY112-CL/01 (22/26) (Computer Lab) Mon, 10:30-11:30	
<input checked="" type="checkbox"/> 2 AUTH-ACCY112-CL/02 (30/26) (Computer Lab) Mon, 12:30-13:30	
<input type="checkbox"/> 3 AUTH-ACCY112-CL/03 (18/26) (Computer Lab) Wed, 08:30-09:30	
<input type="checkbox"/> 4 AUTH-ACCY112-CL/04 (25/26) (Computer Lab) Wed, 09:30-10:30	
<input checked="" type="checkbox"/> 5 AUTH-ACCY112-CL/05 (16/26) (Computer Lab) Fri, 16:30-17:30	
<input type="checkbox"/> 6 AUTH-ACCY112-CL/06 (23/26) (Computer Lab) Wed, 17:30-18:30	
<input type="checkbox"/> 7 AUTH-ACCY112-CL/07 (25/26) (Computer Lab) Tues, 15:30-16:30	
<input type="checkbox"/> 8 AUTH-ACCY112-CL/08 (9/26) (Computer Lab) Tues, 16:30-17:30	
<input type="checkbox"/> 9 AUTH-ACCY112-7/01 (01/18) (Tue) Mon, 13:30-16:30	
<input type="checkbox"/> 10 AUTH-ACCY112-7/02 (18/18) (Tue) Thurs, 13:30-17:30	
<input type="checkbox"/> 11 AUTH-ACCY112-7/03 (18/18) (Tue) Mon, 10:30-12:30	
<input type="checkbox"/> 12 AUTH-ACCY112-7/04 (18/18) (Tue) Fri, 14:30-16:30	
<input type="checkbox"/> 13 AUTH-ACCY112-7/05 (18/18) (Tue) Wed, 08:30-10:30	
<input type="checkbox"/> 14 AUTH-ACCY112-7/06 (18/18) (Tue) Thurs, 17:30-19:30	
<input type="checkbox"/> 15 AUTH-ACCY112-7/07 (20/18) (Tue) Wed, 10:30-12:30	
<input type="checkbox"/> 16 AUTH-ACCY112-7/08 (18/18) (Tue) Mon, 15:30-17:30	
<input type="checkbox"/> 17 AUTH-ACCY112-7/09 (18/18) (Tue) Wed, 17:30-19:30	

Export Close

Done Local intranet | Protected Mode: Off | 100%

## Show Withd

If a student withdraws from the Subject (not the Group), they are automatically withdrawn from the Group. However, if a Student is Removed (as a result of non payment of fees, or not satisfying a pre-req) from the Subject, they are NOT automatically withdrawn from the Group.

You can click '**Show Withdrawn**' on this screen and the withdrawn students will be highlighted in blue (removed students will be highlighted in orange).

## Assign 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 Assign groups table.

### Checkbox

Used to select Students

For example if you want to highlight a student to scroll across and view all groups


### Std Nbr

Displays the Student number

### Family Name

Display student information (including Personal Details, Emergency Contact details, Enrolment Record and Timetable information) by clicking on Family Name (which is a link).

### Initials (Other names)


The default display is the students initials. Click on  to expand the field to display first and middle names. Once you do this, first and middle names will become the default on your computer when you login

If a name appears in brackets for a student (XXXXXX) this is the student's preferred name.

### Course

Displays the course code under which the student is enrolled in this subject.

### Major

The default display is the major code. Click on  to expand the field to display full major name. Once you do this, the full major name will become the default on your computer when you login

Displays the major for the course code, under which the student is enrolled in this subject.

### Edit - Individual Tutorial Groups

Displays the individual Tutorial Groups.

A tick will appear against the student if they are enrolled in that group. If you click on the **Preview** tab in the horizontal toolbar of the Assign Groups screen an 'E' will be displayed against a student's name if they are enrolled in that group.

# Assign Groups - Edit Menu Functions

If users only want to work on an individual group, they can click to edit that group.

2013, Woll, On Campus, Spring, BUS, SECO, ECON215, Class 1  
Enrolled: 6, Withdrawn: 14, Pending: 0, Provisional: 4, Removed: 0

	Std Nbr	Family Name	Other Names	Course	Major	<input type="checkbox"/> SPRG-ECON215-T/01 (3/23) (Tut)	<input type="checkbox"/> SPRG-ECON215-T/02 (1/23) (Tut)	<input type="checkbox"/> Pass (5/5) (Pass)	<input type="checkbox"/> Lab (2/5) (Lab)
1	4072029	Student	Test	773	Economics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	2952919	Student	Test	804	Physical and Health Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	4261926	Student	Test	710A	Supply Chain Management, Economics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	4278872	Student	Test	710	Economics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	4075420	Student	Test	795	Marketing Communication and Advertising, Economics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	4268969	Student	Test	710	Economics, Financial Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	3796036	Student	Test	747C	Biological Sciences, Management and Marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	4252305	Student	Test	721	Mining Engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	4062802	Student	Test	702	History, Economics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	4571824	TEST	NEW UOW HECS-HELP	710	Economics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2013, Woll, On Campus, Spring, BUS, SECO, ECON215, Class 1  
Enrolled: 6, Withdrawn: 14, Pending: 0, Provisional: 4, Removed: 0

SPRG-ECON215-T/01  
Tues 09:30-10:30(W) at 40-123  
Staff: Mendillo, S  
Number: 3 of 23

Std Nbr	Family Name	Other Names	Enrolled
1	4072029	Student	<input checked="" type="checkbox"/>
2	2952919	Student	<input type="checkbox"/>
3	4261926	Student	<input type="checkbox"/>
4	4278872	Student	<input checked="" type="checkbox"/>
5	4075420	Student	<input type="checkbox"/>
6	4268969	Student	<input type="checkbox"/>
7	3796036	Student	<input checked="" type="checkbox"/>
8	4252305	Student	<input type="checkbox"/>
9	4062802	Student	<input type="checkbox"/>
10	4571824	TEST	<input type="checkbox"/>

## Save

Click to save any changes that are made to the enrolment in tutorial groups

## Save & Exit

Click to save any changes that are made to the enrolment in tutorial groups and return to the Assign Groups main screen.

## Cancel

Cancel any changes that have been made to the groups prior to saving

## Preview

Click to preview the students enrolled in the group.

When you click preview, only the students who are actually enrolled in that group will appear on the print preview. This is the easiest way to get the actual tutorial group roll.

## Export

Export the information from the screen to excel.

Only the students enrolled in the group will be exported to excel.

## Display on Web

No functionality has been developed for this function

## **Show Wthd**

Click to show the Withdrawn students.

If a student withdraws from the Subject (not the Group), they are automatically withdrawn from the Group. However, if a Student is Removed (as a result of non payment of fees, or not satisfying a pre-req) from the Subject, they are NOT automatically withdrawn from the Group.

You can click '**Show Withdrawn**' on this screen and the withdrawn students will be highlighted in blue (removed students will be highlighted in orange).

# Student enrolment in Tutorial Groups via SOLS

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 of **each type** of group

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

ACCY111 - ACCOUNTING FUNDAMENTALS IN SOCIETY	
Tutorial, <i>(enrolled - view details, transfer or withdraw)</i>	ⓘ
Workshop, <i>(enrolled - view details, transfer or withdraw)</i>	ⓘ
ACCY112 - ACCOUNTING IN ORGANISATIONS	
Laboratory - First group to open from 08-06-2015 19:00	ⓘ
Tutorial, <i>(enrolled - view details, transfer or withdraw)</i>	ⓘ
ACCY211 - MANAGEMENT ACCOUNTING II	
Tutorial, <i>(enrolled - view details, transfer or withdraw)</i>	ⓘ
Workshop - First group to open from 09-06-2015 19:00	ⓘ
PSYC123 - RESEARCH METHODS AND STATISTICS	
Tutorial - First group to open from 24-04-2015 19:00	ⓘ

- The Tutorial Enrolment Timetable will appear showing the Tutorial groups that are available.
- The Tutorial Enrolment Dates are displayed at the top of the screen.
- 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.

FAMILIARISE YOURSELF WITH THIS PROCESS

System Time: May 18, 2021 10:17:40

ⓘ 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	17-May-2021 19:00	18-Jun-2021 19:00	Mon 13:30 - 15:30 24-102
AUTM-CAVA107-T/01	17-May-2021 19:00	18-Jun-2021 19:00	Tue 09:30 - 11:30 24-102
AUTM-CAVA107-T/02	17-May-2021 19:00	18-Jun-2021 19:00	Wed 09:00 - 11:00 24-103
AUTM-CAVA107-T/04	17-May-2021 19:00	18-Jun-2021 19:00	Thu 10:30 - 12:30 24-104

PREVIOUS

**i** 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: T01 Location: 24-102 Weeks: 1-13	Lecture Autumn - CAVA107 Lecture Location: 2D-1 Weeks: 1-13	Available Autumn - CAVA107 Tut: T02 Location: 24-103 Weeks: 3,5,7,9	
10:00					
10:30				Available Autumn - CAVA107 Tut: T04 Location: 24-104 Weeks: 1-13	
11:00					
11:30					
12:00					
12:30					
13:00					
13:30	Available Autumn - CAVA107 Tut: T03 Location: 24-102 Weeks: 1-13				
14:00					

[Back to T](#)

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

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

TUTORIAL INFORMATION	
Name	AUTM-CAVA107-T/01
Enrolment Period	From: 17-May-2021 19:00 To: 18-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 students will receive a message 'Warning: This Tutorial is Full'.

Students may click on the 'Show My Timetable' option that appears on the main Tutorial Enrolment screen to view all the Tutorial Groups that they are currently enrolled in (only shows tutorial groups, does not include Lecture information).



In SMP\_Central, staff can view Timetable information via the student's family name link:

Timetable - Showing All Current Commitments    Subject Timetable

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**TIME TABLE INFORMATION**

**All Current Commitments**  
 Displays groups (tutorial groups) that the student is currently enrolled in (assigned to). Students should still refer to the Subject Timetable tab to review weeks attendance data and other relevant activities not listed in full. Displays all activities that start with the word 'Lecture' for the subjects the student is enrolled in.

Note: Some subjects contain activities that aren't prefixed with the word 'Lecture' which students aren't required to enrol in (either because the class is too small or the activities are actually Lectures eg Seminar A, Seminar B). To view these activities, click to access Subject Timetable Tab  
 Click to view all Activities for the subject(s) the student is enrolled in.

Time/Day	Monday	Tuesday	Wednesday	Thursday
07:30				
08:00				
08:30				
09:00				
09:30		Lecture ● Autumn - CAVA107 Lecture Location: 20-1 Weeks: 1-13	Enrolled ● Autumn - CAVA107 Tue: T02 Location: 24-103 Weeks: 3,5,13	
10:00				
10:30				
11:00				
11:30				
12:00				
12:30				
13:00				
13:30			Enrolled ● Autumn - CAVA111 Prac: P102 Location: 25-123d Weeks: 1-13	
14:00				

Timetable - Showing All Current Commitments    Subject Timetable

2020 Timetable    Last Published: 19 May 2020  
 2019 Summer Timetable    Last Published: 27 Apr 2020

● Please refer back to Timetables regularly as there can be changes during the first 2 weeks of session.

Course: 702    Bachelor of Arts  
 Instance: 702    Campus: Wollongong    Delivery: On Campus    Status: Active  
 Major: HIST    History  
 Minor: ANHR    Ancient History

**HST293 - CHINA SINCE 1949**

Year: 2020  
 Session: Autumn  
 Campus / Delivery: Woll(On Campus/Class 1)  
 CP: 6  
 Lecturer(s) / Co-ordinator(s): Coordinator  
 Doctor Jason Lim  
 Lecturer: Doctor Jason Lim  
 Contact Hours: 1 hr lecture, 2 hr tutorial

Activity	Day / Time	Location	Week
Lecture	Tue 08:30 - 09:30	To be advised	1-7,9-13
And	Tutorial Tue 09:30 - 11:30	To be advised	2-7,9-13
Or	Tutorial Tue 11:30 - 13:30	To be advised	2-7,9-13
Or	Tutorial Wed 08:30 - 10:30	To be advised	2-7,9-13

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

Year: 2021  
 Session: Autumn  
 Campus / Delivery: Woll(On Campus/Class 1)  
 CP: 6  
 Lecturer(s) / Co-ordinator(s): Coordinator

- Timetable showing all current commitments
  - Displays groups (tutorial groups) that the student is currently enrolled in (assigned to).
  - Displays all activities that that start with the word 'Lecture' for the subjects the student is enrolled in.
- Subject Timetable
  - Some subjects contain activities that aren't prefixed with the word 'Lecture' which students aren't required to enrol in (either because the class is too small or the activities are actually Lectures eg Seminar A, Seminar B).
  - To view these activities, click to access the Subject Timetable tab

## Version Control Table

Version Control	Date Released yymmdd	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 V4.2 – Multiple Group Export, inclusion of Group instance information in Group Heading Student Family name link now includes Timetable
4.0	210519	Debbie Sartori – Senior Manager Student Systems – Student and Accommodation Services Division	Update SOLS Tutorial Enrolment screens