

Tutorial Management and *InterLearn*

Tutorial Management is an independent part of the my.monash portal. Groups created in Tutorial Management can be used for many online Monash services including *InterLearn*, and restricting access to web pages and Collabra newsgroups. The main use of tutorial groups within *InterLearn* is to create smaller, more manageable groups of students for online work. Membership of a tutorial group will determine who each student sees listed in the [interlearn contacts] page and whose shared responses they can search, as well as determining which teaching staff will have access to assessing each student's work.

Accessing Tutorial Management

To access Tutorial Management you must login to the my.monash portal (<http://my.monash.edu.au>) using your AuthCate username and password. Tutorial Management is available via Manage Teaching Commitments, reproduced below, is accessed via the [Manage] link appearing beneath your teaching commitments on the left side of your portal.

Manage teaching commitments:

Getting started

This page takes you step by step through the process of establishing and maintaining a my.monash unit page. If you get stuck at any stage in this process, please refer to the [Getting started - A guide for Teaching Staff](#) for more information.

Your Monash teaching commitments:

AIL1005	Edit	Request a discussion group	Manage InterLearn	Manage tutorials	Delete
AIL2004	Edit	Request a discussion group	Manage InterLearn	Manage tutorials	Delete
ALP1001	Request editing access			Manage tutorials	Delete
AVS1011	Request editing access			Manage tutorials	Delete
LAW1100	Edit	Request a discussion group	Manage InterLearn	Manage tutorials	Delete
LAW2100	Request editing access			Manage tutorials	Delete

To add a unit to your list of teaching commitments, please type the unit code in the box below and then click **Add**.

Manage Teaching Commitments lists all units marked in the Monash Directory Service (MDS) as your teaching commitments. Unit editing access is required to manage tutorials. If you have editing access, a link titled [Edit] will appear directly to the right of the unit code. If you do not, click the [Request editing access] link and wait until you receive an email confirming that the rights have been granted. When editing rights are secured, click on the link titled [Manage tutorials].

Using the Tutorial Management interface

The Tutorial Management interface will display all current groups, a link to create a new group, and a list of any students who have not yet been allocated to a group. For each group the short name and time of tutorial will be displayed. The complete name of the group, which will be required to use the group in other Monash services, will take the form "Unitcode name_given_in_Tutorial_Management members". Groups displayed in the Tutorial Management interface will have been created in a number of ways. The group may have been based on a tutorial group in Allocate+, it may have been created within the Tutorial Management interface, or it may have been created in the MDS directly by ITS.

Groups based on Allocate+

Tutorial groups, as specified in Allocate+, can be imported directly into the MDS and managed using the Tutorial Management interface. Such groups will be named identically to the activity name used in Allocate+, and the tutorial time and venue information will also be imported. You may wish to add a tutorial contact to each group, as this person will have access to the assessment section within *InterLearn* for the group.

You should wait until the day after the Allocate+ closing date for the unit before using the Tutorial Management to edit the membership of an Allocate+ group. This will ensure that students have not reallocated themselves after you have made changes. If you wish to use Allocate+ as a basis for your tutorial groups please send a request to the *InterLearn* Service Manager. When the groups have been created you may need to go through each one to ensure that a tutorial contact has been nominated.

Create a new group

To create a new group click the [Add a new tutorial group for this subject] link that appears below the list of existing groups. This screen, reproduced below, is where you must provide a name for the group. The timeslot and venue may not be appropriate to all groups and can be left blank. The tutorial contact is the person who will have access to the assessment for the group. Upon clicking the "submit details" button the group will be created.

Create tutorial group for LAW7213: Law of the Internet

Tutorial name:

Tutorial contact person:
(Authcate username)

Tutorial timeslot:

Tutorial venue:

[Click here to go back to the tutorial group listing for this subject](#)

When the group has been successfully created, add students by clicking the [mass subscribe page] link that will appear below the details of the group. The mass subscribe page is reproduced below.

LAW3400: Online group 1

Time slot:

Tutor: Kerryn Jackson

Venue:

[Click here to go back to the tutorial group listing for this subject](#)

Add students to Tutorial group

To add students to this class please enter their student UID (their student email address, up to the "@" sign) into the space below. Only one per line.

Add students by typing their AuthCate usernames into the textbox, each on a separate line. A student AuthCate username will be the part of their Monash student email address that appears before the @ symbol. Alternatively, if you have a class list of AuthCate usernames in Word or Excel you can cut and paste the list of usernames into the box. When all students have been included simply click the "Add student(s)" button.

View group

To view an existing group, click the linked name of the group. The screen will display the group name, tutorial time, tutorial contact, and venue, and then a list of the students in the group. Each student's name, followed by their AuthCate username, will appear as a link. When clicked, this link will open an email composition screen within the portal, allowing you to send the student an email. Note however, that when you send an email this way you will not retain a copy of it.

Edit details

The [edit details] link will display the same screen as appears when you create a new group. A sample is reproduced above under the heading "Create a new group". This screen allows you to change the group name, the tutorial contact, and the timeslot and venue for the group.

Whilst the changes will appear on screen as soon as you have clicked the "submit details" button, they will not actually be in effect until the following day, as all changes to the MDS occur overnight.

Manage Students

The [manage students] link appears to the right of the group name, within the tutorial group listing for the unit. This screen will display the details of the group and a list of all student members. Following this is a section called Group Administration, reproduced below.

Group administration

To add a student to this tutorial, enter their ??user id?? and click **Add student**.

To remove students from this tutorial group select their ??user ids?? from the list (you can select more than one at a time) and click **Delete student(s)**.

Group Administration allows you to add students to the group one at a time, by entering their AuthCate username and clicking the "add student" button. You can also remove students from the group by selecting their AuthCate username from the list of students in the group and clicking the "delete student(s)" button. If you wish to delete more than one student hold down the "Ctrl" key while clicking on the AuthCate usernames to select multiple students.

Any changes that you make to the group membership will not take effect until the following day, as all changes to the MDS occur overnight.