

## Find help with the new MUSO Manager navigation

Once you have logged into the my.monash portal and clicked on the MUSO Manager link, you will be presented with the screen shown in Figure 1.

[my.monash](#) > [Teaching and Research](#) > [MUSO](#) > [Manager](#)

### MUSO Manager

**I want to ...**

- [Manage my learning contexts](#)
- [Contact MUSO Support](#)

**Important information**

To ensure maximum stability, MUSO will be unavailable for weekly maintenance at the following times:

Melbourne (AEST)  
07:00 hours to 09:00 hours Thursday

Kuala Lumpur  
05:00 hours to 07:00 hours Thursday

Johannesburg  
Wednesday 23:00 hours to Thursday 01:00 hours

If you require assistance please [contact your Faculty Group Administrator](#).

Figure 1: MUSO Manager Entry Page

When you click on the “Manage my learning contexts” link, you will be taken to the context page for the level of the Learning Context Hierarchy that is common to all of your enrolments. For example, if you are enrolled as a Section Instructor in only one section, then you will start at the page for that section. If you are a Section Instructor for two sections in the same course, you will start at the page for that course. If you are a section instructor in two sections in different courses but in the same group, you will start at the page for that group.

## The Learning Context Hierarchy

Figure 2 shows the Learning Context Hierarchy of MUSO, noting that there are multiple groups in the institution, multiple courses within the groups and so on.

- The Group level represents a Faculty or Division.
- The Section level represents a unit offering (e.g. S1 2007).
- The Course level has two possible representations, namely it can represent the unit itself (e.g. ABC1234) or it can represent a school or department (e.g. School of Underwater Basket Weaving). What the course level represents depends upon your Faculty or Division policy.

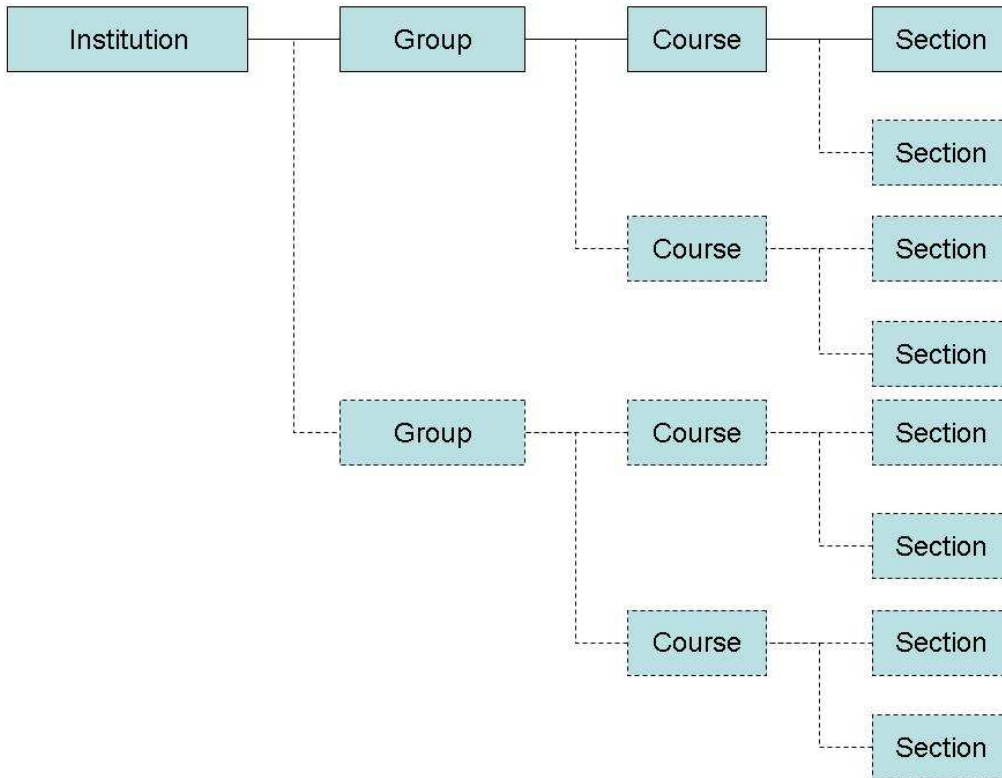


Figure 2: The Learning Context Hierarchy

Under the new navigation, MUSO Manager shows where you are in the Learning Context Hierarchy in the breadcrumbs at the top of each page which you can use to navigate. Figure 3 show an example of how the Learning Context Hierarchy looks at Monash.

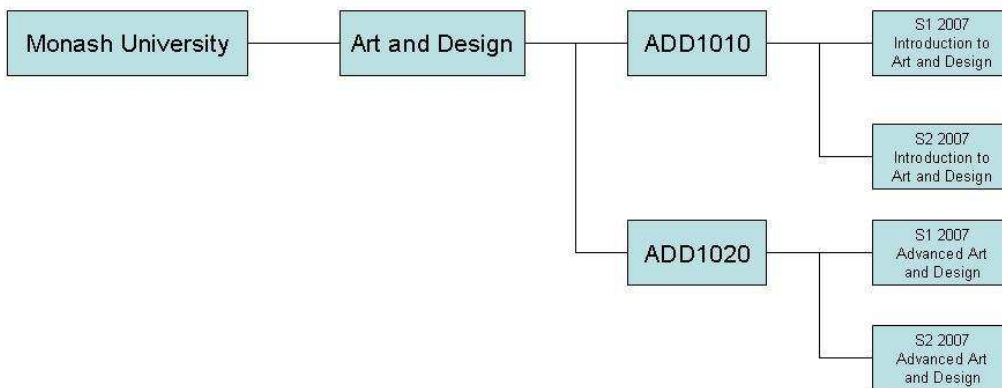


Figure 3: Example of the Learning Context Hierarchy

### Example

If you were responsible for several units in different faculties you would have multiple section instructor enrolments in multiple groups. After clicking on the “Manage my learning contexts” link, you would be presented with the Institution page which lists the groups in which those sections exist (as shown in Figure 4).

[my.monash](#) > [Teaching and Research](#) > [MUSO](#) > [Manager](#) > [Monash University](#)

## Monash University

### Groups

- [Engineering](#)
- [Information Technology](#)
- [Science](#)
- [Training](#)

Figure 4: The Institution page

If you clicked on the link for one of the groups (e.g. Training) you would be taken to the Group page which lists the courses in which those sections, which are in the Training group, exist (see Figure 5).

[my.monash](#) > [Teaching and Research](#) > [MUSO](#) > [Manager](#) > [Monash University](#) > [Training](#)

## Training

### Courses

- [TRU1011](#)
- [TRU1022](#)
- [TRU2011](#)

Figure 5: The Group page

If you clicked on the link for one of the courses (e.g. TRU1011) you would be taken to the Course page which lists those sections, which are in the TRU1011 course under the Training group, exist (see Figure 6).

[my.monash](#) > [Teaching and Research](#) > [MUSO](#) > [Manager](#) > [Monash University](#) > [Training](#) > [TRU1011](#)

## TRU1011

### Sections

- [S1 2006 Basic Introductory Training](#)
- [S1 2007 Basic Introductory Training](#)

Figure 6: The Course page

If you clicked on the link for one of the sections (e.g. S1 2007 Basic Introductory Training) you would be taken to that Section page (see Figure 7).

[my.monash](#) > [Teaching and Research](#) > [MUSO](#) > [Manager](#) > [Monash University](#) > [Training](#) > [TRU1011](#)

[S1 2007 Basic Introductory Training](#)

## S1 2007 Basic Introductory Training

### Section enrolments

- [Manage student access](#)
- [Manage cohorts](#)
- [Modify student visibility dates](#)
- [Additional student users](#)
- [Manage staff roles](#)

### Section utilities

- [Backup](#)
- [Allocate+](#)
- [Enable open access](#)

Figure 7: The Section page

From the Section page you are able to perform all of the section tasks, like backup, adding staff and/or students, just as you did previously.

**Useful tip:** You can also bookmark directly to parts of MUSO Manager. For example, you could bookmark directly to the section page for “S1 2007 Basic Introductory Training” or to the course level “TRU1011” above.

### “Why the new look?”

MUSO Manager was originally designed to allow authorised users to enrol staff and students into MUSO sections. In particular, the ability to allow the enrolment of a cohort of students from Callista was seen as the primary focus. Over time, as the service has matured, enhancements have been made to MUSO Manager to allow users to do additional tasks. The provision of user-driven backups, linking with Allocate+ and Open Access are just some of these enhancements. As each enhancement has been delivered, there has been a strong desire not to dramatically change the look and feel of MUSO Manager and so each new link in MUSO Manager was placed in line with the existing links. There are now five such links and, as can be seen in Figure 8, the space has become extremely limited.



Figure 8: Current MUSO Manager User Interface

To overcome this space restriction and to provide room for further enhancements, the MUSO Manager User Interface has been redesigned. As part of this redesign, the navigation of MUSO Manager has also changed. This change is designed to greatly reduce the load times of pages, especially for users with multiple enrolments, to better reflect the MUSO environment and to bring MUSO Manager in line with the new my.monash portal information architecture. However, for most users of MUSO Manager the change will appear to be only cosmetic.

### How is MUSO Manager different for Course Instructors?

For staff who are enrolled as Course Instructors, the new MUSO Manager navigation works exactly as it does for Section Instructors. The task of linking a Callista unit to a MUSO section appears on the Section page (see Figure 9).

[my.monash](#) > [Teaching and Research](#) > [MUSO](#) > [Manager](#) > [Monash University](#) > [Training](#) > [TRU1011](#)  
S1 2007 Basic Introductory Training

## S1 2007 Basic Introductory Training

### Section enrolments

- [Manage student access](#)  
[Link units](#)  
[Manage cohorts](#)  
[Modify student visibility dates](#)  
[Additional student users](#)
- [Manage staff roles](#)

### Section utilities

- [Backup](#)
- [Allocate+](#)
- [Enable open access](#)

Figure 9: Section page (Course Instructors)

Section creation and management of staff roles at the course level are performed from the Course page (see Figure 10).

[my.monash](#) > [Teaching and Research](#) > [MUSO](#) > [Manager](#) > [Monash University](#) > [Training](#) > [TRU1011](#)

## TRU1011

### Course actions

- [Manage staff roles](#)
- [Add new section](#)

### Sections

- [S1 2006 Basic Introductory Training](#)
- [S1 2007 Basic Introductory Training](#)

[Add new section](#)

Figure 10: Course page (Course Instructors)

## How is MUSO Manager different for Group Administrators?

For staff who are enrolled as Group Administrators, the new MUSO Manager navigation works exactly as it does for Course Instructors. Course creation is performed from the Group page (see Figure 11).

[my.monash](#) > [Teaching and Research](#) > [MUSO](#) > [Manager](#) > [Monash University](#) > [Training](#)

## Training

### Group actions

- [Add new course](#)

### Courses

- [TRU1011](#)
- [TRU1022](#)
- [TRU2011](#)

[Add new course](#)

Figure 11: Group page (Group Administrators)