

Management of students is different for subjects and communities.

Subjects

Students are added to an LMS subject via an automatic feed from the Administration System (ISIS). Staff cannot manually enrol students into a subject.

To give a student auditor access to your subject, submit a Help Desk Request, including full name and username of the student to be added: <http://www.lms.unimelb.edu.au/support/helpdesk/>

Communities

Students in a community are known as participants. Staff may have a participant role in a community.

Staff can request **individual participants** be added to their community via a helpdesk request: <http://www.lms.unimelb.edu.au/support/helpdesk/>

If your community will require **frequent enrolment changes**, please discuss your needs with us: <http://www.lms.unimelb.edu.au/support/helpdesk/>

If you require **all students** in a subject to have access to a community, you can request cohort linking. As the enrolment in the cohort linked subject increases, these people automatically get access to the community. To organise cohort linking of subjects to your community submit a helpdesk request with us: <http://www.lms.unimelb.edu.au/support/helpdesk/>

Note: Subjects may be cohort linked to communities, but communities may not be cohort linked to subjects or other communities.

Enrolment List

Teaching staff can get a list of currently enrolled students as either a downloadable CSV file (able to be imported into a spreadsheet) or a printable table.

1. Select **Control Panel >> Users and Groups >> Enrolment List**.
2. The list of current students is displayed. The list may be sorted by clicking a column heading.
3. **Export** and **Print** options are at the top left of the screen.

Notes: Students who do not appear in the list may have an enrolment problem and should be directed to [Stop 1](#).

Only students (people with an @student.unimelb.edu.au email addresses) added as participants and external users will appear in the Enrolment List. A full list of users is available under **Control Panel >> Users and Groups >> Users**.

Enrolment Changes

Teaching staff are able to see enrolment changes for the past 7 days, 30 days, or since subject creation.

1. Select **Control Panel >> Users and Groups >> Enrolment Changes**.
2. By default the enrolment changes displayed are for the **Past 7 days**. At the top right are options for **Past 30 days** and **All**. The list may be sorted by clicking a column heading.
3. **Export** if desired using the option at top left of screen.

Note: Only students (people with an @student.unimelb.edu.au email addresses) added as participants will appear in the Enrolment Changes.

Students unable to see their subject in the LMS

Students will sometimes inform you that they don't have access to their subject in the LMS. There can be several reasons for this. Some of the more common ones are listed below. For all other instances ask the student to contact [Stop 1](#).

Has the subject been made available in the LMS?

If the subject has not yet been made available in the LMS, then no student is able to access the subject. Most subjects are automatically made available ten days before the start of semester, but the subject coordinator can change the subject availability at any time (**Control Panel >> Customisation >> Properties**).

Student must have a University email account

To get access to the LMS, the student must have an active University email account. To activate their email account students should go to: <http://accounts.unimelb.edu.au/>

Student enrolment must be confirmed

Before students get access to their subject in the LMS, their fees must be paid and their enrolment in that subject confirmed by Student Administration.

Student enrolled less than 8 hours ago

The feeds from the Student Administration System can take up to eight (8) hours to flow through to the LMS, so students will need to allow time for processing before they will be able to access their subjects in the LMS.

Please report any errors or omissions in this guide to
lms-guides@lists.unimelb.edu.au

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