

HOW DO I ... ? ADD STUDENTS

Add Students | June 2009

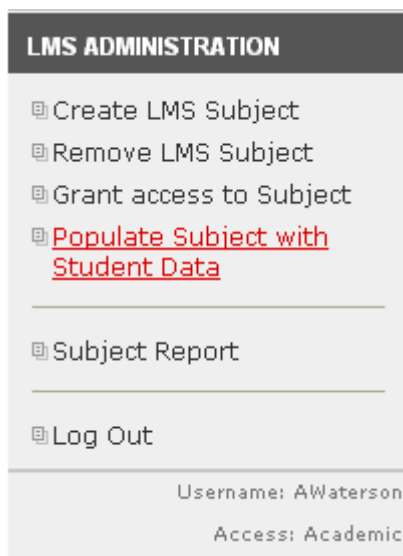
HOW DO I ? ADD STUDENTS

When you are satisfied with the design and tool preferences of your subject in the LMS you will want your students to obtain access to it. Access to subjects in the LMS is confined to students who are enrolled at La Trobe University and whose enrolment is valid in the Student Information System (SIS).

Contact the ICT Service desk by email ict.servicedesk@latrobe.edu.au or by phone on extension 1500 if you have other requirements – if your students are not enrolled students.

Student data from the SIS is relayed to the database of the LMS and is updated at least nightly so that your unit Grade Book will always reflect the status of your students in the SIS.

Populate a LMS Subject with student data



1. Point a browser to <http://www.latrobe.edu.au/lms> and select the link to the LMS/WebCT Administration site which houses the online application forms <https://www.latrobe.edu.a/onlinelearning/lmsadmin>
2. In the left hand frame, choose **Populate Subject with Student Data**.
3. Read the Conditions of Use and then, from the Drop Down menu, choose the LMS Subject to which you want to add student data.
4. Next, you'll need to agree to LTU Policy and Commonwealth Legislation and then define the status of your subject. A definition of subject status is provided.

5. The next field asks you to choose the Subject or Course code for the student data. Remember that this need not be exactly the same as the LMS Subject to which you want to add the data.
6. When you have entered a Subject or Course Code, the **Search** function becomes operable. Choose **Search** and a list of all the **Teaching Offerings** will be displayed. Note that you can add more than one **Teaching Offering** and if you have made a mistake, you can **Delete** it.

Cohort Selection

NOTE: Student data comes from the LTU Student Information System (SIS) which is updated daily until census.

Please select the Code(s) for the Subjects or Courses in which your students are enrolled. For further information, please read the "Population" how-to guide by clicking [here](#)

SIS Unit Code

SIS Course Code

Search Results

Course Code	Course Campus	Unit Code	Unit Teaching Offering				Action
			Year	Campus	Semester	Mode	
-	-	ACC1AME	2009	BE	TE-SEM-2	D	
-	-	ACC1AME	2009	BU	TE-SEM-1	D	Add
-	-	ACC1AME	2009	BU	TE-SEM-2	D	Add

Selected Cohorts

Course Code	Course Campus	Unit Code	Unit Teaching Offering				Action
			Year	Campus	Semester	Mode	
-	-	ACC1AME	2009	BE	TE-SEM-2	D	Delete

7. Finally, choose **Submit**. Your choices will be submitted to the Administration system and you will receive email confirming your choices.
8. Please allow one working day for the subject gradebook to be populated with student data. Once populated, the student data will be updated at least nightly.

CHECK THE GRADEBOOK

1. To check if your LMS subject has the required student data, go to your subject, select the TEACH Tab and then choose GRADE BOOK. The First Name, Last Name and Username of each of your students should appear in the gradebook.
2. See also Checking the Grade Book (pdf) at http://www.latrobe.edu.au/lms/adding_students.html
3. If there is no student data in the grade book or if the student data is wrong, contact the ICT Service desk by email ict.servicedesk@latrobe.edu.au or by phone on extension 1500.