Class Signon

Add Signon Registration

1. To add a course for signon, click the **Class Signon** tab.
2. Select **Add Signon Registration** from the left-hand menu or the graphical centre menu.
3. Use the fields on the page to search for the class that you would like to add for signon and click **Search** (Then, if necessary, select the class from the Search Results list).
4. Enter and/or confirm the contact details for the course coordinator/s.
5. Specify the date and time that signon for this class will be opening and closing.
   
   **NOTE**: If you are adding signon for multiple classes (with the same student body), please try to stagger the signon opening times to help manage the load on mySI-net at this busy time of semester.
6. Click the **Next Step** button. If mySI-net presents you with a warning message indicating that the selected signon opening time is already heavily subscribed, please consider choosing a different time before proceeding.
7. Enter the Group signon details, including **Class Size**, and click **Save**.

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**Manage Signon Registration**

1. To **update** the signon details for a class, click the **Class Signon** tab.
2. Select **Manage Signon Registration** from the left-hand menu or the graphical centre menu.
3. Use the fields on the page to search for the class that you would like to update and click **Search** (Then, if necessary, select the class from the Search Results list).
4. Update the signon details of the class as required, press **Next Step** to review or update the group signon details and press **Save**.
Allocate Students by Student

While signon is usually done by the students themselves, it is possible for the course coordinator to allocate an individual student into a particular signon group (e.g., based on a request made by email from the student as a result of a timetable clash). To do this student-based allocation:

1. Click the **Class Signon** tab and select **Allocate Students by Student** from the left hand menu or the graphical centre menu.

2. Specify (or use the look-up button to select) the term code (e.g., 6220 for Semester 1, 2012) then search for the student you want to allocate by entering their **Student ID**. Click the **Search** button.

3. Specify (or use the look-up button to select) the term code (e.g., 6220 for Semester 1, 2012) then search for the student you want to allocate by entering their **Student ID**. Click the **Search** button.

4. The current signon details for the student will appear. There may be multiple items in this list representing the multiple classes in which the student is enrolled. Locate the relevant course and class type within this list, and click the associated **Change Allocation** link to allocate (or re-allocate) the student into a class.

5. If the student has already signed on to one to one of the class times, this selection will be represented in bold. If this needs to be changed for some reason, identify the required class into which the student should be allocated, and use the associated **checkbox** to select it. Then click the **Save** button.
Allocate Students by Class

If an entire class of students needs to be re-allocated into a different signon selection (e.g., if two tutorials with small signon numbers are now going to be combined into one session), follow the steps below. Please be sure to inform the impacted students that this change is taking place, and the reason that it is taking place, particularly if there is a room or timetable change involved.

1. To allocate students by class, click the Class Signon tab, select Allocate Students by Class from the left hand menu or graphical centre menu.

2. Use the fields on the page to specify the semester and Search for the course you require, then click the Next Step link for the relevant course.

3. Identify the Class Type (e.g., Tutorial, Prac, etc) that you wish to manage for the class, from the Class Type Selection Search Results. Click the associated Change Allocation link for that class type.

4. The Class Selection page will appear, showing you all of the Class Signon Groups, and the number of students who have signed on to each group. To view the list of students within a group and to re-allocate all or some of these students, click the associated Change Allocation link:
5. The **Student Selection** page will appear. Note that you can ‘toggle’ back to the Class Selection page to check the details / numbers, by using the tabs that have appeared, without losing the selection that you have just made.

6. If you wish to move all of the students within this group to another signon group, click **Select All**.
   
   a. If you wish to move only some of the students to another signing group, use the **checkboxes** to select them.
   
   b. If you wish to move only those students within a certain program (i.e., due to a program-wide timetabling clash), click the relevant **Program Name** link and you will note that the checkboxes for all of the students in that signon group within the selected program will be ticked automatically for you.
   
   c. Once you have made your selection for the group of students to be moved to another signon group, click the **Next Step** button.

7. The **Class Allocation** page will appear. Again you can use the tabs that have appeared across the top of the page to toggle back to the ordinal Class Selection or Student Selection pages to check details, without losing the selections that you have made.
8. On the Class Allocation page, the current selected signon group for the students being moved is displayed in **bold**. Tick the relevant **checkbox** to select the group into which this cluster of students is to be moved, and click the **Save** button. The change will take effect immediately upon saving.