MMS – School Administrator:Tutorial Signup

This guide contains step-by-step instructions to setting up the Tutorial Signup Tool so that students can signup for tutorials electronically.

1. Enter the MMS web address: https://www.st-andrews.ac.uk/mms/

2. Enter your University username and password (issued by IT Services), selecting "University" from the Account drop down menu.

3. From the modules page select the Module name to to view the Module Overview

Figure 1: Module Overview, Students tab, Tutorial Group tab and Staff tab

4. Click on the tutorial tab (the third tab in Figure 1)

5. Scroll down the tutorial page until you reach the Add/Remove Tutorial group section. Enter the group name and click the **Add Group** button

6. Locate the group in the table at the top of the tutorial page and enter the day, time (on the 24hour clock) and the location before clicking the **Update Groups** button at the bottom of the table

7. Repeat steps 5 and 6 for all tutorial groups

8. To add a tutor to the group click the Staff tab to view the staff page (the forth tab in Figure 1).

9. Select the tutor's name from the drop down list, the group and the role in the group in this case tutor. To confirm click the **Add Staff To Role** button

10. Return to the Module Overview page by either clicking the module name or the Module Overview icon

11. From the Tools section select the 'Student signup for tutorial groups' tool and then click the **Create Tools** button

12. The Tutorial Signup tool will appear in the Tools table. By clicking on the Tutorial Signup Overview you will be directed to the Tutorial Signup Overview page which will display all the groups that have been set up in the previous stages. The view displayed on this page is exactly the same as that the students will see. They will join a group by clicking the **Join** button associated with a module.

13. To enable signup click the Configure Icon at the top right of the page and enter the maximum number of students that can sign up to a single group

14. For the Start signup date (the earliest date in which students can sign up to a group on) and the Freeze date (the latest date in which the students can sign up to a group) click the **Calender** button and select the time and date. To confirm these changes click the **Update** button

    Notice: Students cannot view the Tutorial Signup tool for that module until the Start signup date