SOLS, MOODLE AND TIMETABLE ACCESS INSTRUCTIONS

These are the instructions on how to log in to Student Online Services, self-enrol in classes and access you e-learning sites via Moodle. Please note that you need to have been enrolled in your course and subjects before you can proceed.

Student Online Services (ie SOLS) is an online tool that allows you to manage important aspects of your enrolment, such as your subjects and your tutorials.

Timetable self-enrolment is accessed via SOLS and enables you to enrol in your lectures, tutorials and any other classes. Lectures are large mandatory classes for all students, whereas tutorials and computer labs involve smaller group activities.

Moodle is also access by SOLS and is a learning management system that is used by the university to host course materials, to submit or complete assessments, and to participate in discussions.

Please follow the instructions at the links below:

1.   [Click to go to SOLS Login Instructions](#)
2.   [Click to go to Timetable Self-Enrolment Instructions](#)
3.   [Click to go to Change your Tutorial Instructions (optional)](#)
4.   [Click to go to Moodle Access Instructions](#)
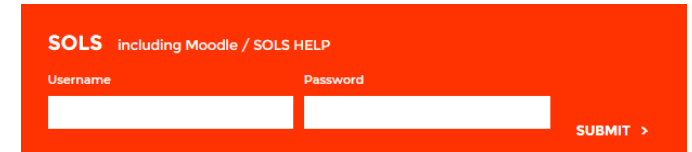
Important Notes:

- Insufficient enrolments may result in the closing of a tutorial or the rearrangement of students in the first two weeks of classes. This rarely occurs, however if it is the case, students will be redistributed to other tutorials.

- Please log on to SOLS and Moodle on a daily basis to view your timetable, important messages, task results etc.

SOLS LOGIN INSTRUCTIONS:

Please go to the address below and then log on to SOLS using your Username and Password.

www.uow.edu.au/student/index.html

If you are a new student, you may need to enter some details before you will be able to view your SOLS page

SOLS including Moodle / SOLS HELP
Username   Password
SUBMIT >

NOTE: It takes one hour after enrolling in your course to get access to SOLS. If you are experiencing technical issues which are preventing you from logging in or otherwise, please contact the following for help:

Online: servicedesk.uow.edu.au

Email: student_support@uow.edu.au

Phone: +61 2 4221 3000

Once you have logged on to SOLS, you will be able to enrol in your timetable (see Timetable Self-Enrolment Instructions).

TIMETABLE SELF-ENROLMENT INSTRUCTIONS:

Timetable enrolment is via SOLS Tutorial Enrolment and will start on the Monday of Orientation week at 8am.

Exceptions: Diploma of Engineering classes run by the EIS faculty—see SOLS for exact opening times or Diploma of Engineering Coordinator

STEP 1: Login to SOLS (follow the SOLS login instructions).

STEP 2: To view your current timetable click "My Timetable"

Your current timetable will appear. It may not have any classes as yet.

STEP 3: Click "Tutorial Enrolment".

Each of your subjects will appear and under each subject heading are the classes you need to enrol in. You need to enrol in one of each type of class (eg 1 lecture and 1 tutorial and 1 computer lab). This also indicates what date and time you are able to enrol in the class. You won't be able to continue to the next step if the classes haven't opened up as yet or for subjects where classes have automatically been assigned to you.

STEP 4: Lectures. You must enrol in the lecture for each subject. Click on "Lecture" on the first subject.

TUTORIAL/PRACTICAL E

Expand All	⊞
SOLS Home	🏠
Current Session	›
Enrolment	›
Timetable	⌄
Subject Timetable	
Exam Timetable	
My Timetable	

TUTORIAL/PRACTICAL

Enrolling via this system
automatically be withd
page. Click on the Subjec

TUTORIAL/PRACTICAL ENROL

Expand All	⊞
SOLS Home	🏠
Current Session	›
Enrolment	⌄
Tutorial Enrolment	
Enrolment Record	
Enrolment and Variations	
Print Enrolment Record	
Major Maintenance	

TUTORIAL/PRACTICAL EN

Enrolling via this system doe
Groups you are enrolled in
timetable

SHOW MY TIMETABLE

WUCB101 - MARKETING PRINCIPLES		
Lecture	- First group to open from 12-10-2019 06:00	⊙
Tutorial	- First group to open from 12-10-2019 06:00	⊙

WUCB130 - INTRODUCTION TO MANAGEMENT		
Lecture	- First group to open from 11-10-2019 20:30	⊙
Tutorial	- First group to open from 11-10-2019 20:30	⊙

STEP 5: Click the Lecture for your subject.

STEP 6: Now click "Enrol Now".

STEP 7: TUTORIALS. You must enrol in a tutorial and/or computer lab for each of your subjects. Click "Tutorial" under one of the subjects.

STEP 8: The tutorial options for that subject will now appear. Click on the option you would like to enrol in. You can only enrol in the YELLOW options. Do not click on a tutorial that will clash with another of your classes (eg lecture or other tutorials). If the tutorial group/class is highlighted in:

PINK: The selection is full and you need to make another choice.

GREEN: Selection is not open yet, or has already closed. Check the top of the screen.

PURPLE: Current selection.

YELLOW: Selection is open and this option is available.—You can select it now.

Available	Lecture is available	Not Available	Lecture is before first day or after last day to enrol	Full	Lecture full

Scroll right to see all entries ->

Time/Day	Monday	Tuesday	Wednesday
07:30			
08:00			
08:30			
09:00			
09:30			
10:00			
10:30		Available ⊙ ❷ UOWC Sum - WUCB160 Lecture: WUCB160 L Weeks:	
11:00			
11:30			
12:00			
12:30			
13:00			

FAMILIARISE YOURSELF WITH THIS PROCESS

TUTORIAL INFORMATION

Name	WUCB160 L
Enrolment Period	From: 02-Sep-2019 20:32 To: 15-Oct-2019 20:32
Maximum Places	20
Available Places	20
Description	N/A

Location	Frequency	Day	Start
30-111	Weekly	Tue	10:

ENROL NOW   PREVIOUS

WUCB101 - MARKETING PRINCIPLES

Lecture	- First group to open from 12-10-2019 06:00
Tutorial	- First group to open from 12-10-2019 06:00

WUCB130 - INTRODUCTION TO MANAGEMENT

Lecture	- First group to open from 11-10-2019 20:30
Tutorial	- First group to open from 11-10-2019 20:30

WUCB160 - ECONOMIC ESSENTIALS FOR BUSINESS

Lecture	- First group to open from 02-09-2019 20:32

STEP 9: You will need to confirm your choice by clicking "Enrol Now".

Repeat steps 7 to 9 for the other subjects so that you are enrolled in a Tutorial and/or Computer Lab for all of your subjects.

TUTORIAL INFORMATION

Name	WUCB160 T1
Enrolment Period	From: 02-Sep-2019 20:32 To: 15-Oct-2019 20:32
Maximum Places	20
Available Places	20
Description	N/A

Location	Frequency	Day	Start Time
1-G02	Weekly	Fri	8:30

ENROL NOW   PREVIOUS

STEP 10: Once you have selected all classes for your subjects, click "Show my Timetable". Your timetable will then show all your classes (a sample is below). All the classes that you have enrolled in will appear in purple.

TUTORIAL/PRACTICAL ENROLMENT

Enrolling via this system does not guarantee a position in the group as the final allocation is determined by the Faculty. **If you withdraw from a SUBJECT, you will automatically be withdrawn from that subject.** Timetable information on this page is only for the groups that appear on this page. Click on the Subject Timetable link on the SOLS main menu to view full timetable

SHOW MY TIMETABLE

WUCB101 - MARKETING PRINCIPLES

Lecture	· First group to open from 12-10-2019 06:00	❯
Tutorial	· First group to open from 12-10-2019 06:00	❯

WUCB130 - INTRODUCTION TO MANAGEMENT

Lecture	· First group to open from 11-10-2019 20:30	❯
Tutorial	· First group to open from 11-10-2019 20:30	❯

Scroll right to see all entries ->

Time/Day	Monday	Tuesday	Wednesday	Thursday	F
07:30					
08:00					
08:30	Enrolled ⓘ UOWC Spr - FSPW001 Tut: FSPW001 T1 Weeks:	Enrolled ⓘ UOWC Spr - FSPW002 Tut: FSPW002 T1 Weeks:	Enrolled ⓘ UOWC Spr - FSPW006 Tut: FSPW006 T1 Weeks:	Enrolled ⓘ UOWC Spr - FSPW002 Tut: FSPW002 T1 Weeks:	
09:00					
09:30					
10:00					
10:30	Enrolled ⓘ UOWC Spr - FSPW001 Tut: FSPW001 T1 Weeks:	Enrolled ⓘ UOWC Spr - FSPW001 Tut: FSPW001 T1 Weeks:	Enrolled ⓘ UOWC Spr - FSPW002 Tut: FSPW002 T1 Weeks:	Enrolled ⓘ UOWC Spr - FSPW001 Tut: FSPW001 T1 Weeks:	
11:00					
11:30					
12:00					
12:30					

IF YOU WANT TO CHANGE A TUTORIAL:

After you have enrolled in your classes, you may wish to change one of your classes. You may be able to via the SOLS Tutorial Enrolment as long as there are other tutorial options, tutorial self-enrolment hasn't closed and they are not full.

STEP 1: Once logged into SOLS, click on "Tutorial Enrolment" then select the class that you want to change.

STEP 2: The details of that class will appear. There will be an option to "TRANSFER" to another tutorial if there are other classes. Click on "TRANSFER". Note that this action hasn't removed you from the original tutorial as yet.

STEP 3: Other class options will appear, if there are any. Note you will only be able to change to classes in yellow. Please click on your desired class.

STEP 4: A page will appear with the details of the transfer. Review the details and then, once you are sure you want to change tutorial, click on "Confirm Transfer". The tutorial will then be changed.

NOTE: If you don't want to go ahead, then click on "Previous". You will still be in your original tutorial.

SHOW MY TIMETABLE

BRDG001 - BRIDGING FOR ADVANCED MATHEMATICS

Tutorial A *(enrolled - view details, transfer or withdraw)*

Tutorial B *(enrolled - view details, transfer or withdraw)*

TUTORIAL INFORMATION

Name	Tutorial 1 - On Campus
Enrolment Period	**From:** 05-Jan-2025 18:00 **To:** 14-Jan-2025 18:00
Maximum Places	18
Available Places	0
Description	N/A

Location	Day	Start Time	End Time	Weeks
30-116	Fri	12:30	14:30	N/A

WITHDRAW   **TRANSFER**   **PREVIOUS**

FAMILIARISE YOURSELF WITH THIS PROCESS

TRANSFER TO

Name	Tutorial 2 - On Campus
Enrolment Period	**From:** 05-Jan-2025 18:00 **To:** 14-Jan-2025 18:00
Maximum Places	19
Available Places	1
Description	N/A

Location	Day	Start Time	End Time	Weeks
30-121	Fri	12:30	14:30	N/A

TRANSFER FROM

Name	Tutorial 1 - On Campus
Enrolment Period	**From:** 05-Jan-2025 18:00 **To:** 14-Jan-2025 18:00
Maximum Places	18
Available Places	0
Description	N/A

Location	Day	Start Time	End Time	Weeks
30-116	Fri	12:30	14:30	N/A

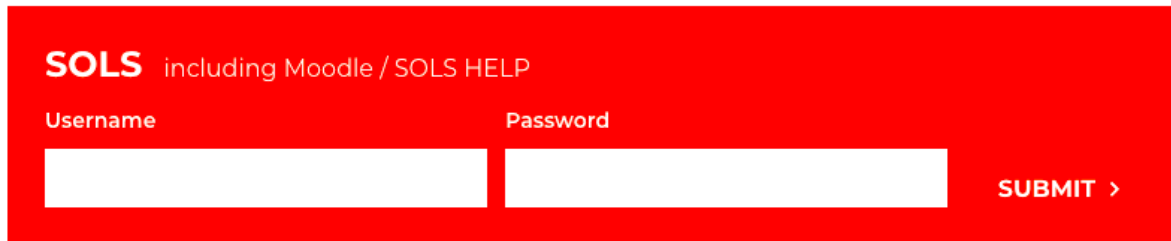**CONFIRM TRANSFER**   **PREVIOUS**

HOW TO ACCESS MOODLE SITES

STEP 1:

Log in to you SOLS account at the University of Wollongong by using your **Student Username** and your **Password**. NOTE: It takes approximately one hour after enrolling in your course for you to get access to enrol into SOLS.

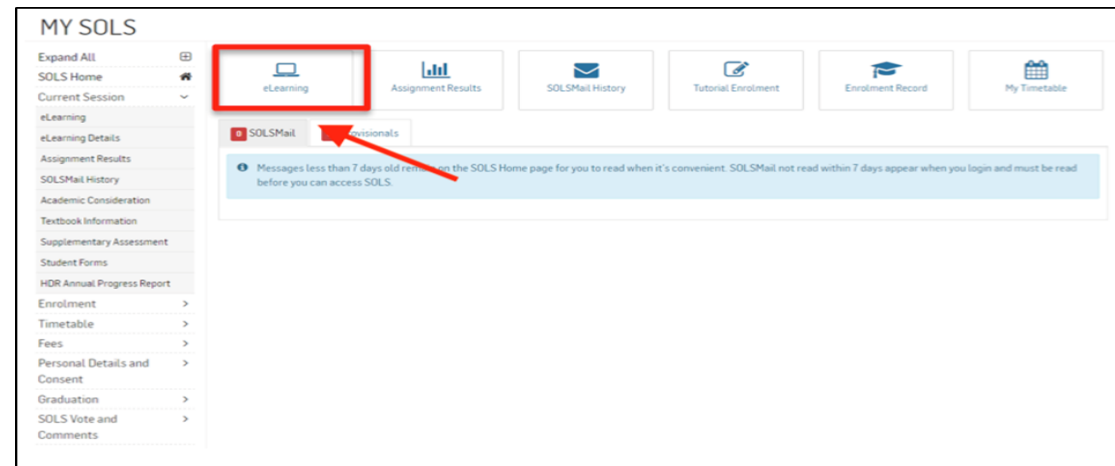Below is the web address for the logon page:

www.uow.edu.au/student/index.html

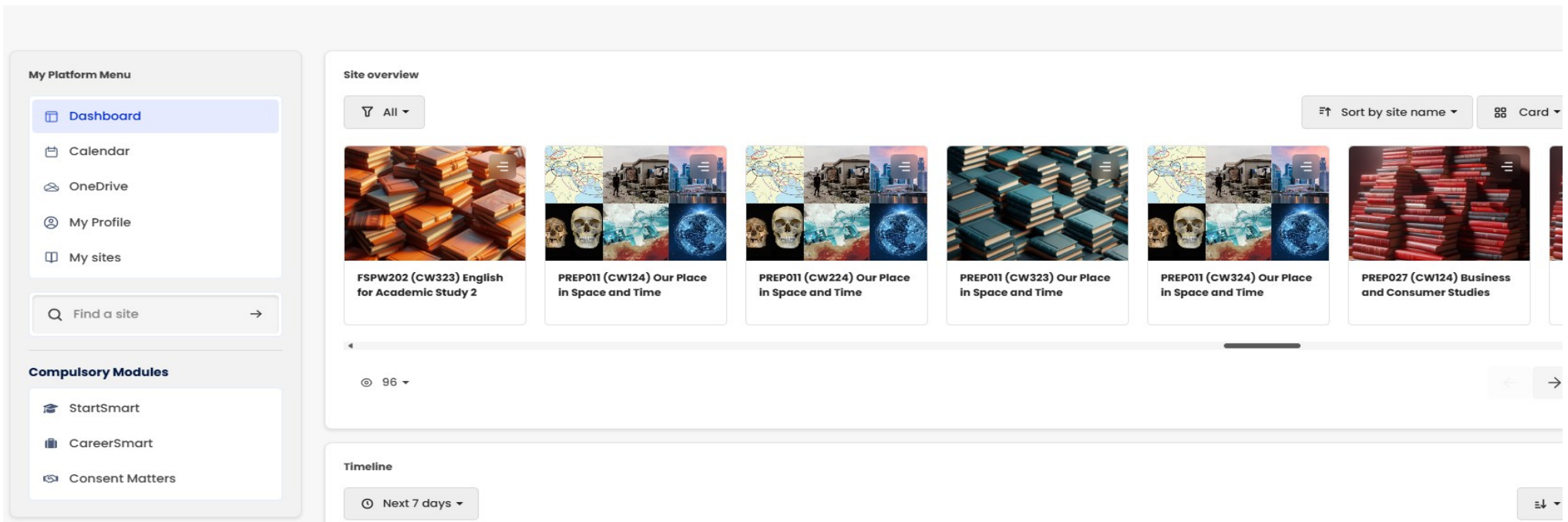If you are a new student, you may need to enter some details before proceeding to the next step.

STEP 2:

The following window or screen will appear. This is your MySOLS page. Click on the **eLearning** tab located on the far left. See the screen below.

STEP 3:

The following window or screen will appear. Click on the **title** for the subject that you are looking for. Note: it takes approximately 24 hours after enrolling into a subject for you to get access to the subject on Moodle.

STEP 4:

A window or screen like the following will appear. This is the web site for your subject. This is the site where you will find information about:

- How to contact your teacher [Email address and Webex Room link]
- Links to online examinations and quizzes
- Subject Outline
- Lesson Materials
- Links to study resources and more…