

# MMS Student Guide: Group Signup

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## 1 Introduction

Students on a module are often assigned groups to allow for small group teaching such as tutorials. Some schools and modules allow students to sign up to module groups using the MMS Group Signup tool. This guide will cover using the MMS Group Signup tool. This guide has the following sections:

- Accessing the Group Signup tool
- Selecting a group
- Changing group
- Viewing assigned groups

## 2 Accessing the Group Signup tool

To access the group signup tool:

1. Access MySaint: <https://mysaint.st-andrews.ac.uk/>
2. Select the **Sign in** link in the top right of the MySaint home page.
3. Sign in using your university username and password.
4. Select **My courses** from the navigation panel on the left of MySaint (Select the three lined hamburger icon in top left to open the navigation if it is closed).  
If the **My courses** link is not appearing, Select the **Student** link at the top of the navigation panel to open the student options.
5. Locate the appropriate module in the **My modules** portlet.
6. Select on the **Group Signup** link for the module. The tool may be named slightly differently, for example 'Tutorial Signup' or 'Seminar Signup'

**Note:** The signup tool will not be visible to students until the date and time the school has set the signup tool to 'open'.

## 3 Selecting a group

Once in the group signup tool you can select your preferred group:

1. Read group details
2. Select the **Join** button in the group you wish to join (see Figure 1).

This will now add you to the group and the box around the group will change colour indicating which group you have chosen.

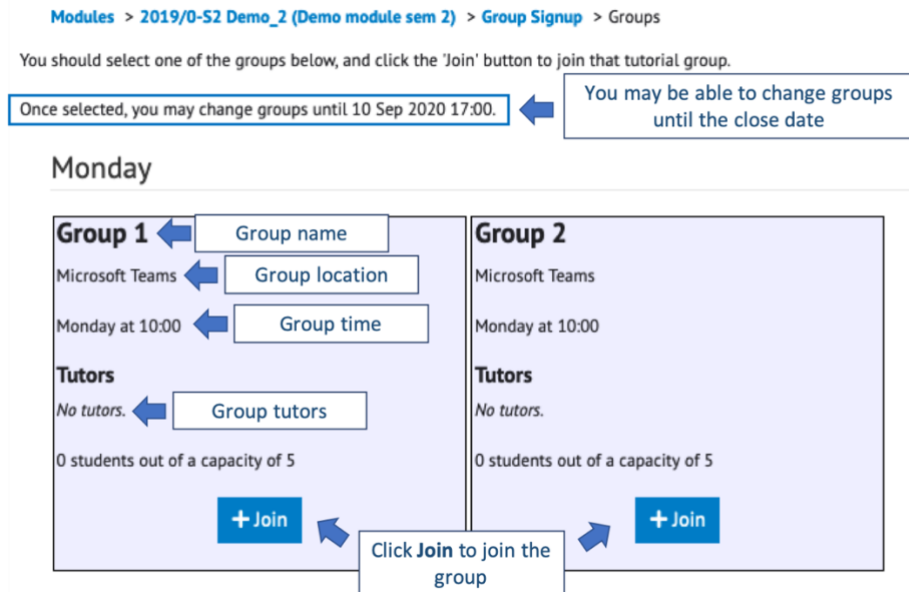


Figure 1: Group signup page. Click +Join to join a group

## 4 Changing group

Some modules allow students to change groups until the group signup closes. If you can change your group there will be text at the top of the signup page indicating you can change your group, and what date/time you can change your group until. If the signup is still open you can change your group by selecting the **Join** button on the group you wish to join.

If the group signup tool is closed you may still be able to change your group by contacting your module coordinator who will be listed on the Module overview page (you can access this by clicking on the module title at the top of the Group Signup tool)

## 5 Viewing assigned groups

If the signup tool has closed, or you were assigned to a group by your school, you can view which groups you are in:

1. Access MySaint: <https://mysaint.st-andrews.ac.uk/>
2. Select the **Sign in** link in the top right of the MySaint home page.
3. Sign in using your university username and password.
4. Select **My courses** from the navigation panel on the left of MySaint (Select the three lined hamburger icon in top left to open the navigation if it is closed).  
If the **My courses** link is not appearing, Select the **Student** link at the top of the navigation panel to open the student options.
5. Locate the appropriate module in the **My modules** portlet and click the **module title**.
6. Your groups will be listed on the module overview (see Figure 2).

[Modules](#) > [2019/0-S2 Demo\\_2 \(Demo module sem 2\)](#) > Overview

[Modules](#) > [2019/0](#) > [S2](#) > [Demo\\_2](#)

**Resources**

- [Coursework 1](#)
- [Teams \(for Tutorials\)](#)

**Tutorial Groups**

Group 1  
Monday 10:0 Microsoft Teams Group Details

[Group Signup](#) Link to Signup Tool

**Module Teaching Staff**

- [Dr Natalie Ridge - Lecturer](#)
- [Mr Scott McDonald - Module Co-ordinator](#)

Staff on module

Figure 2: Example Module Overview with group information highlighted.

Version	Date	Author	Note
0.1	10 <sup>th</sup> Sep 2020	Vad1	Initial version.
1.0	14 <sup>th</sup> Sep 2020	Vad1	First release after approval of draft