Restricting a class

You may wish to restrict a class to a particular group of staff (e.g.: an individual department, a particular role, or staff reporting to a particular manager, etc).

**Important:** while you may restrict participants at the Course and Offering level, we recommend this action be undertaken at the Class level instead as it allows greater administrative flexibility.

Define student access

**Note:** if you do not already have the desired class record open, you will need to retrieve it using the **Search** function, or navigate via the **Browse by Provider** category.

Ensure the class is set to *Restricted* in the Enrolment Details section.

If you have not done this, click the **Update** button and tick the **Restricted** checkbox.

1. Click on the **Learner Access** link in the class menu located on the top left of the screen.

   The Learner Access screen will display.

   **Note:** while Themis allows you to define access to a class by the individual student, we recommend you restrict access on an assignment basis only (as outlined in this reference card).
2 In the Local Access table select Assignment from the drop-down list and click the Go button. The Add Learner Access screen will display.

3 Select the assignment details of students you wish to grant access to the class.
   **Note:** you can specify any combination of organisation, job and position, with each field you select further restricting the access.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Click on the LOV to search for and select the department, faculty or section to which you would like to grant access.</td>
<td><strong>Note:</strong> when you select a department, faculty or section the Include child organisations checkbox will display. If you tick this checkbox you will need to select the University of Melbourne in the Organisation Hierarchy field.</td>
</tr>
<tr>
<td>Job</td>
<td>Click on the LOV to search for and select the job type to which you wish to grant access.</td>
<td>Values include: Academic Research, Academic Teaching, Information Technology, Senior Executive, University Administration and Support.</td>
</tr>
<tr>
<td>Position</td>
<td>Click on the LOV to search for and select the position to which you wish to grant access.</td>
<td><strong>Note:</strong> this will be an individual position.</td>
</tr>
</tbody>
</table>

4 Specify the method you would like staff to use to enrol in the class.
   - Tick the Self Enrollment checkbox if you wish staff to submit an enrolment application via the Themis Staff Self Service Training & Development function.
   - Leave this checkbox blank if you are going to manually enrol staff in the class.

5 Click the Apply button.
The access details will display in the Local Access table on the Learner Access screen.

You may specify further access criteria (e.g.: an additional department or job type) as well as update or remove existing criteria.