

This checklist is a tool to assist in the development of quality MySCU learning sites.

The site menu items in this checklist are based on the SCU unit template, which is the default template for all MySCU learning sites.

## At-a-glance

Site menu item	What you need to know	What to check and do
<b>Unit Introduction</b> <b>Key aim: Provide timely and introductory information to students.</b>		
<b>Announcements</b>	<ul style="list-style-type: none"> <li>Contains welcome, introductions and important announcements.</li> <li>The default landing page students see when accessing the unit site.</li> </ul>	<input type="checkbox"/> Check all announcements from previous sessions have been removed. <input type="checkbox"/> Write your welcome message.
<b>Getting started</b>	<ul style="list-style-type: none"> <li>May include a unit tour, audio overview, unit expectations, unit warmup, and unit schedule.</li> </ul>	<input type="checkbox"/> Check software list. <input type="checkbox"/> Add software specifically required for your unit.
<b>Contacts</b>	<ul style="list-style-type: none"> <li>Provides a brief biography from unit assessor.</li> <li>May include teacher role, contact details and photo.</li> <li>Provides students with contact methods and support provided.</li> </ul>	<input type="checkbox"/> Hide any contacts not delivering or supporting the unit. <input type="checkbox"/> Update all current teacher details. <input type="checkbox"/> Provide contact times, anticipated response times and office hours.
<b>Study Resources</b> <b>Key aim: To provide learning materials and study resources for students.</b>		
<b>Unit Information Guide (UIG)</b>	<ul style="list-style-type: none"> <li>The Unit Information Guide (UIG) provides information about the structure, delivery and assessment of a unit and is based on data stored in the <a href="#">UCMS</a>.</li> <li>The UIG is an automatically generated mandatory item in all units.</li> </ul>	<input type="checkbox"/> Check UIG is present. <input type="checkbox"/> Verify UIG data is correct. (See your school's nominated UCMS administrator if changes are required.)
<b>Unit content</b>	<ul style="list-style-type: none"> <li>The learning resources for the unit (which may include): study guide, lecture slides, worksheets, activities, videos, and weblinks.</li> </ul>	<input type="checkbox"/> Check and update content. <input type="checkbox"/> Organise content into topic or module folders (avoid media specific folders, such as a folder for lectures). <input type="checkbox"/> Check all weblinks work. <input type="checkbox"/> Click 'Student View' icon and test content is displaying correctly for students.
<b>myReadings</b>	<ul style="list-style-type: none"> <li>A list of readings related to the unit by topic, managed by the SCU library</li> <li>May include ebooks, electronic journal articles, databases, videos, digitised resources and physical resources from the SCU library collection.</li> </ul>	<input type="checkbox"/> Check for outdated readings. <input type="checkbox"/> Make a list of any new readings. <input type="checkbox"/> Register <a href="#">myReadings</a> (deadline: end of Week 9 of the preceding Session). <input type="checkbox"/> Check readings have been made available.

Site menu item	What you need to know	What to check and do
<b>Connecting</b> <b>Key aim: To facilitate student engagement, communication and discussion.</b>		
<b>Discussion board</b>	<ul style="list-style-type: none"> <li>A general discussion forum provided in all learning sites.</li> </ul>	<input type="checkbox"/> Add appropriate discussion board threads (introduce yourself, Assessment 1, etc.).
<b>Collaborate Ultra</b>	<ul style="list-style-type: none"> <li>Collaborate Ultra is a modern virtual classroom environment for online teaching.</li> <li>Collaborate sessions and live session.</li> <li>Recordings can be made available to students.</li> </ul>	<input type="checkbox"/> Schedule Collaborate sessions as required for your unit. <input type="checkbox"/> Hide link to Collaborate Ultra if you are not going use it.
<b>Blackboard Collaborate</b>	<ul style="list-style-type: none"> <li>Blackboard Collaborate (also known as Blackboard Classic) is an older classroom environment for online teaching.</li> <li>This link is hidden by default. If you choose to use Blackboard Collaborate, ensure that you hide the link to Collaborate Ultra.</li> </ul>	<input type="checkbox"/> Show link to Blackboard Collaborate as going to use it. <input type="checkbox"/> Schedule Collaborate sessions as required for your unit.
<b>Create/Join a Study Group</b>	<ul style="list-style-type: none"> <li>Study Groups provides students with the ability to create their own spaces equipped with tools to assist in the collaborative process.</li> <li>To view Groups as a student, add the Demo User student to a group and view in 'Student View'.</li> </ul>	
<b>Assessment</b> <b>Key aim: To provide information, grades and feedback on unit assessment.</b>		
<b>Assessment Tasks and Submission</b>	<ul style="list-style-type: none"> <li>Assessment information including instructions and resources for completing assessment, Turnitin submission boxes and rubrics for grading.</li> <li>An assessment schedule is automatically loaded to this section from data stored in the <a href="#">UCMS</a>.</li> </ul>	<input type="checkbox"/> Check assessment schedule is correct (See your school's nominated UCMS administrator if changes are required). <input type="checkbox"/> Provide instructions to indicate where and how students submit assessments. <input type="checkbox"/> Create <a href="#">Turnitin assignments</a> and check links are present. <input type="checkbox"/> Create <a href="#">rubrics</a> as required. <input type="checkbox"/> Check there is a folder for each assessment task which contains instructions, exemplars, templates, and other relevant resources.
<b>Grades and feedback</b>	<ul style="list-style-type: none"> <li>Students can access their individual grades for summative assessment tasks.</li> </ul>	<input type="checkbox"/> Check student results are displayed as an SCU letter grade in the <a href="#">Grade Centre</a> . <input type="checkbox"/> Edit column information as needed in the <a href="#">Grade Centre</a> .
<b>School/College Guidelines</b>	<ul style="list-style-type: none"> <li>Schools/College may provide specific guidelines regarding referencing styles and assignment formatting and submission.</li> </ul>	<input type="checkbox"/> Where appropriate <a href="#">unhide</a> this menu item. <input type="checkbox"/> Verify with your School/College what guidelines to be included in this section (See School Course Coordinator for clarification).
<b>Assessment Policy and Procedures</b>	<ul style="list-style-type: none"> <li>Provides an FAQ for students and links to assessment policy.</li> <li>The Assessment Policy and Procedures section is a mandatory item for all units and is unhidden by default.</li> </ul>	

Site menu item	What you need to know	What to check and do
<b>Learning Help</b> <b>Key aim: To provide links and information to support students.</b>		
<b>Academic Skills</b>	<ul style="list-style-type: none"> <li>Academic Skills student support resources for developing academic literacy, numeracy and integrity.</li> </ul>	This is a template item that is unhidden by default.
<b>Avoiding Plagiarism</b>	<ul style="list-style-type: none"> <li>A self-access module to help students prepare assignments and understand paraphrasing, referencing and best practice in academic writing.</li> <li>This module is compulsory and a mandatory item.</li> </ul>	This is a template item that is unhidden by default.
<b>Library</b>	<ul style="list-style-type: none"> <li>A link to the Library resources.</li> </ul>	This is a template item that is unhidden by default.
<b>Studiosity – online study help</b>	<ul style="list-style-type: none"> <li>Free, personal study help for students.</li> <li>Students can chat with a real subject specialist or upload drafts for feedback.</li> </ul>	This is a template item that is unhidden by default.
<b>Blackboard tools</b>	<ul style="list-style-type: none"> <li>A list of links to MySCU tools including blogs, portfolios, journals, discussions boards.</li> </ul>	<input type="checkbox"/> Hide links to any tools that will not be used in the delivery of your unit. (Note: Do not hide My Grades from students).
<b>Other help</b>	<ul style="list-style-type: none"> <li>Links to other support links including MySCU technical help and student support services.</li> </ul>	This is a template item that is unhidden by default.

## Learning site improvement plan

Now create a learning site improvement plan to address any outstanding changes that you have identified above. Use the table below to detail the changes required and the due dates for each component. This will help you to document and prioritise the work required.

Learning site improvement plan			
	Component	Required Changes	Due date
1			
2			
3			
4			
5			
6			
7			
8			