

The SCU unit template



**Southern Cross
University**

Teaching with Technology

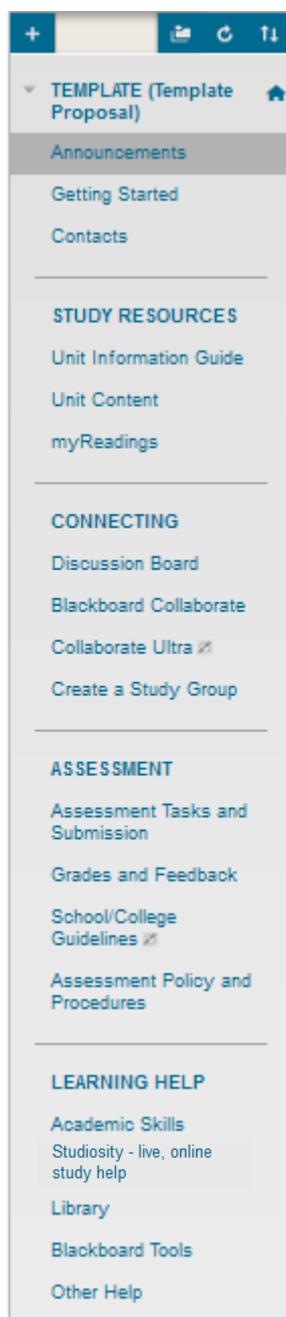
Every Learning Site is initially based upon the **SCU unit template**, which provides a standardised Learning Site structure and appearance and offers a consistent easy-to-use way for students to navigate to key areas in their Learning Sites. Template components that you choose not to use in your Learning Site can be hidden or deleted while tools and additional components can be added as required.

A screenshot of the Southern Cross University (SCU) unit template interface. The page is titled 'Announcements' and features a blue header with the SCU logo and navigation tabs like 'myUnits', 'Unit Feedback', 'myServices', 'MySCU Hub', 'myLibrary', 'Content Collection', and 'System Admin'. A left sidebar contains a 'TEMPLATE (Template Proposal)' menu with sections for 'Announcements', 'STUDY RESOURCES', 'CONNECTING', 'ASSESSMENT', and 'LEARNING HELP'. The main content area shows an 'Announcements' section with a 'Create Announcement' button and a message stating 'No Announcements found.' The interface includes various interactive elements like a search bar, a 'Go To Student View' button, and an 'Edit Mode' switch set to 'ON'.

- A. Page header:** Identical to the page header when logging in, including the **myUnits** tab.
- B. Site Menu:** The access point for all unit content added by a lecturer.
- C. Menu items:** Components of the site menu that can be used to link to resources, or to load tools or content areas into the Content frame.
- D. Content frame:** Displays the selected tool or content area. By default, when users enter a Learning Site, the first page they see is the Announcements page.
- E. Edit Mode switch:** Toggles Edit Mode from **ON** to **OFF**. **You cannot add, edit or delete Learning Site content if Edit Mode is switched off** (you can still change preferences in Control Panel).

Template menu items

The following table describes the template and is a guide to help you develop your Learning Sites. Category names should not be changed. Subheadings can be changed if necessary or removed/hidden if not needed; however it is strongly recommended that subheading names remain consistent across SCU. New subheadings may be introduced for specialised unit-based activities.



Category	Subheading	Description
Announcements		Welcome, introductions and important announcements (useful for prompts but not for information that students will need to access regularly).
Getting Started		Opportunity for unit tour, audio overview, unit expectations. Essential software can be presented to the students here.
Contacts		Contact information, introductions from teaching team (audio/video intro); how and when to get help.
Study Resources	Unit Information Guide	Unit Information Guide is a mandatory item. It is automatically loaded to the site from the UCMS.
	Unit Content	Overview guide to learning, study guide, may also contain modules or topics.
	MyReadings	Compulsory unit readings. Optional recommended references or external links and references.
Connecting	Discussion Board	Asynchronous discussion forum for staff with students and students with students.
	Blackboard Collaborate	Virtual classroom synchronous discussions/tutorials/lectures; session recordings (live and published).
	Collaborate Ultra	Automatically hidden. Show link if you want to use Ultra.
	Create a Study Group	Available for students who wish to create their own study group.
Assessment	Assessment Tasks and Submission	Location of assessment tasks; marking criteria; formative quiz assessments. Assignment submission point.
	Grades and Feedback	Allows students to access their grades and assessment feedback.
	School/College Guidelines	Automatically hidden. Show link if School is adding content here.
	Assessment Policy and Procedures	Mandatory item.
Learning Help	Academic Skills	
	Studiosity (formerly YourTutor)	
	Library	
	Blackboard Tools	
	Other Help	

NOTE: There are two different icons that may appear next to items in the site menu:



indicates the item contains no content (not visible to students, or when Edit Mode is set to off).



indicates the item contains content, but is not visible to students or when Edit Mode is set to off.

Mandatory information for all Learning Sites

The **Unit Information Guide** (UIG) for the unit **must** be available to all students in all Learning Sites. The UIG is automatically uploaded to the Learning Site prior to the commencement of the session. It is generated by the [Unit and Course Management System](#) (UCMS), which must be finalised by Unit Assessors according to University [timelines](#) prior to its automatic upload and prior to Learning Sites becoming available to enrolled students.

Please note that retaining the SCU unit template appearance and structure provides for a more consistent student experience as students move between different Learning Sites. It is recommended that deviation from the SCU unit template be minimised where possible.

Further information

A summary of [Blackboard's Interface Features](#) from Blackboard Help (uses Blackboard terminology).