## 201960 Subject Preparation Tasks

### Your Role as a Subject Coordinator

<table>
<thead>
<tr>
<th>Week Commencing</th>
<th>Activity</th>
<th>Notes and Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2018</td>
<td>Reflect</td>
<td>Meet with Subject Convenor, teaching and marking staff to plan for the session. Allocate responsibilities for publication of subject outlines for each offering and merge sites (if applicable).</td>
</tr>
<tr>
<td>29 April 2019</td>
<td>Update Resources</td>
<td>Confirm textbooks details. The earlier these are confirmed the more likely it is that students, textbook providers and the Library will have copies of the text at the start of the session: <a href="https://teach.csu.edu.au/textbooks/TextbookConfirmation.html">https://teach.csu.edu.au/textbooks/TextbookConfirmation.html</a> The Library purchases at least one copy in eBook or print format of every prescribed textbook from the Textbook Confirmation page and aims to hold every &quot;recommended reading&quot;. If you believe that your textbook may have special requirements for student access, please contact the Library.</td>
</tr>
<tr>
<td>3 June 2019</td>
<td>Update Resources</td>
<td>Review readings and resources for currency.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <a href="https://teach.csu.edu.au/eReserve">eReserve requests</a> for changes, additions and removals.</td>
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<tr>
<td></td>
<td></td>
<td>- View Library teaching support including information literacy and Library Induction.</td>
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<tr>
<td></td>
<td></td>
<td>- Request a <a href="https://teach.csu.edu.au/leganto">Leganto</a> reading list from the Library.</td>
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<tr>
<td></td>
<td></td>
<td>- <a href="https://teach.csu.edu.au/library">Contact the Library</a> for assistance.</td>
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</tbody>
</table>

### Assessment

Review assessment tasks (QLT Assessment checklist), including marking criteria. Ensure constructive alignment between learning outcomes, criteria and standards. Choose submission methods (preferably EASTS or i2 tool)

**Note:** Assessments may already be revised by the Subject Convenor/Nominal Coordinator.

**Note:** The QA Officer needs time to review as well as yourself time to make any necessary corrections

- Complete the QA Declarations in the Subject Outline Tool
- Click on ‘Data Refresh’ and ‘Compliance Check’
- Check the outline in the ‘Print version’ or ‘PDF Preview’
- Submit Subject Outline for QA and incorporate feedback from the QA officer (if required)

**Note:** You must publish your Subject Outline, however this is shown further in the schedule at the relevant time 1 July 2019 – [QLT KPI1/8](https://teach.csu.edu.au/qlt/kpis) (this could be pre-approved).
## Subject Preparation Tasks

### Subject Outlines

Create or clone a Subject Outline. Subject Outlines will be available **14 weeks before start of session**. Update the Schedule within the Subject Outline in line with the session dates (please access CSU Staff Admin Calendar)

### Merge cohorts, STOP – this must be done after you publish your Subject Outline.

Also important to update ‘to/parent’ site before merging. Don’t spend too much time trying to do this as you can submit a SRS for assistance.

Do NOT alter Grade Centre settings until merged

### Log in to Interact 2 to access your subject site. If your subject is not listed under “My Courses” module on your dashboard - contact your Faculty Subject Team to check your role in the Subject Coordinator Database (SCMF d/).

- New to Interact2? Check out Teaching with Interact2: A guide for new staff
- Create a Landing page/Welcome/Home page [QLT KPI2/9]
- Create learning activities and insert required tools [including groups]
- Export content from previous site/import to current site
- Request Adobe Connect Meeting room (if required and if you don’t have one, complete SRS)
- Request PebblePad workspace (if required and if you don’t have one, complete SRS)
- Book CSU Replay for each subject you wish to record (if you are having technical difficulties contact DIT)
- Select date and time restrictions for content, resources and tests (if required)
- Develop/organise and check content (inc multi-media) and resources for currency, links, formatting etc. (Don’t forget Library Help)
- Create Discussion forums and threads
- Post an Announcement welcoming students to the subject
- Use the Student Preview function to ensure that all resources, tools and links appear to students correctly
- Make material unavailable to students if you are still working on it. You can do this by hiding the Navigation Menu Items, or using Edit Content to stop users viewing content by setting date and time restrictions.
- Printing in i2 appears under the i2 help FAQ pages.

### 11 June 2019

Mailing Commences

### 1 July 2019

Interact 2 sites are visible to enrolled students

Landing Page made available to students [QLT KPI9] (School date maybe earlier)

Subject Outlines published and available to enrolled students [School date may be earlier] [QLT KPI1/8].

If any issues outlines can be varied [vary an outline] and re-edited and re-published - outline page will have a PDF print copy of old outline with an IT message until new outline published HoS approval needed.
201960 Subject Preparation Tasks

Grade Centre setup
See the Interact 2 Help for Grade Centre for more information.
A new folder called “Subject Outline Tool Items” will be created in the subject site left hand navigation bar (but hidden to students). This folder will contain placeholders which will be empty but allow the Subject Coordinator to create and associate items for that assessment. For example, if an Interact2 Test is selected within the Subject Outline Tool, an empty test will be created in the Interact2 subject site and allow for the creation of questions for that test. DO NOT alter Grade Centre settings until i2 sites are merged.
Verify Subject Outline and Grade Centre requirements are correct.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>15 July 2019</td>
<td>Session starts</td>
</tr>
<tr>
<td>9 August 2019</td>
<td>Census Date</td>
</tr>
<tr>
<td>14 October 2019</td>
<td>Final week of teaching</td>
</tr>
<tr>
<td>18 October 2019</td>
<td>Last date for receipt of assessments</td>
</tr>
<tr>
<td>21 October – 1 November 2019</td>
<td>Exam period</td>
</tr>
<tr>
<td>1 November 2019</td>
<td>Session ends</td>
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Learning Design Unit, Division of Learning and Teaching

Service Request System
To access support from DLT:
- Phone (02) 69334274, or
- Log your query with the Service Request System [SRS].

Subject Consultation
Would you like some help enhancing, planning or reviewing your subject? Or do you want to know more about Educational Technologies?
An Educational Designer will meet with you to provide general and specialist advice and consultation, and they will work with you to plan your subject development and implementation. Educational Designers will also be able to advise you about other services or experts relevant to your subject needs.

Our Educational Support Coordinators will also be available to support you in the effective use of Interact2 or other educational technologies in your subject.

Use the SRS to schedule a consultation meeting with an Educational Designer to discuss your teaching and learning questions or ideas.

Feedback Form
If you would like to comment on this subject preparation checklist complete the feedback form.