201960 Subject Preparation Checklist

Pre-session tasks

**Staff Planning and Development**
- Meet with Subject Convenor, teaching and marking staff to plan for the session
- Allocate responsibilities for publication of subject outlines for each offering

**Text books**
- Contact library about any additional requirements for your text [https://library.csu.edu.au/contacts-help](https://library.csu.edu.au/contacts-help)

**Readings**
- Review readings and request a [Leganto](https://library.csu.edu.au/contacts-help) reading list from the Library
- Submit new eReserve requests — 3 June 2019

**Subject Outline and Moderation**
- Create (new) or clone (repeat) the 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](https://library.csu.edu.au/contacts-help) (please access CSU Staff Admin Calendar)
- Review assessment (QLT Assessment checklist), including marking criteria. Ensure constructive alignment between learning outcomes, criteria and standards. Choose submission methods (preferably EASTS or i2 tool)
- Complete the QA Declarations in the Subject Outline Tool
- Click on ‘Data Refresh’ and ‘Compliance Check’ and check the Subject Outline in the ‘Print version’ or ‘PDF Preview’
- Submit Subject Outline for QA — School specific
- Incorporate feedback from the QA officer (if required)
- Publish Subject Outline (this could be pre-approved) [QLT KPI1/8]
- Verify Subject Outline and Grade Centre requirements are correct.
- Do NOT alter Grade Centre settings until i2 sites are merged

**Interact 2 site (New to Interact2, Interact2 help and support)**
- Merge cohorts, all Subject Outlines must be published before merging
- Create a [Landing page/Welcome/Home page](https://library.csu.edu.au/contacts-help) [QLT KPI2/9]
- Create learning activities and insert required tools [including groups](https://library.csu.edu.au/contacts-help) and/or,
- Export content from previous site/import to current site — *1 July 2019
- 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](https://library.csu.edu.au/contacts-help) 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 (Library Help)
- Add a link to the relevant [Library Resource Guide](https://library.csu.edu.au/contacts-help)
- Create [Discussion forums and threads](https://library.csu.edu.au/contacts-help)
- Post an [Announcement](https://library.csu.edu.au/contacts-help) welcoming students to the subject
- Use the [Student Preview function](https://library.csu.edu.au/contacts-help) 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, (see p.4 of pdf) or using [Edit Content](https://library.csu.edu.au/contacts-help) to stop users viewing content by setting date and time restrictions.

* School Date maybe earlier.

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**Key session dates and deadlines**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2018</td>
<td>i2 sites available to Subject Coordinators <em>(No access? Email your Faculty Subjects Team)</em></td>
</tr>
<tr>
<td>29 April 2019</td>
<td>Text book orders due</td>
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<tr>
<td>3 June 2019</td>
<td>e-Reserve requests due</td>
</tr>
<tr>
<td>School specific</td>
<td>Subject Outline due for QA</td>
</tr>
<tr>
<td>11 June 2019</td>
<td>Mailing commences</td>
</tr>
<tr>
<td>1 July 2019</td>
<td>i2 sites visible to enrolled students <em>(School date may be earlier)</em></td>
</tr>
<tr>
<td>15 July 2019</td>
<td>Session starts</td>
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<tr>
<td>9 August 2019</td>
<td>HECS Census date</td>
</tr>
<tr>
<td>26 Aug – 6 Sept 2019</td>
<td>Mid Session Break – (Residential School if applicable)</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 <em>(School date may be earlier)</em></td>
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<tr>
<td>21 Oct – 1 Nov 2019</td>
<td>Exam period</td>
</tr>
<tr>
<td>1 Nov 2019</td>
<td>Session ends</td>
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**Division of Learning and Teaching (DLT)** *(Deadline)*

**Service Request System**
- To access support from DLT:
  - Phone (02) 69334274, or
  - Log your query with the Service Request System (SRS).
- [Session 2, 201960 Important dates](https://library.csu.edu.au/contacts-help)
  - [Session 2](https://library.csu.edu.au/contacts-help) (please access CSU Staff Admin Calendar) to find out the term week and commencement dates

**Subject Consultation**
- Would you like some help enhancing, planning or reviewing your subject?
- Perhaps you want to know more about Educational Technologies.
- 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](https://library.csu.edu.au/contacts-help).

**Note:** Please follow School & Faculty processes and Assessment & Moderation policies in the relevant sections

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