# Checklist for Start of Semester for Course Coordinators

Course Coordinators can use this Checklist to prepare their MyUni course sites at the beginning of each semester.

## MyUni course

- I see my course when I log into MyUni – if I can’t see the course, or if I need to merge MyUni courses, or if I decide I would prefer to start afresh with the blank MyUni course template instead - I can contact MyUni Support on 831 33000 and select option 3, or email servicedesk.adelaide.edu.au for assistance.

- I have reviewed the teaching roles in my MyUni course [Go to Control Panel > Users and Groups > Users – select the Role header then scroll to the bottom of the page and select Show all] – if changes are required I can contact the PeopleSoft Administrator in my School/Faculty – I can contact MyUni Support (details above) if I need help identifying the relevant PeopleSoft Administrator.

## Content

- I have deleted rolled-over course materials and activities that I don’t wish to retain using the Bulk Delete tool. [Help]

- I have hidden or deleted rolled-over Announcements or bulk deleted them and I will post a Welcome Announcement for the new students. [Example]

- I have added a link to the relevant Course Outline [Help]

- My course content is current, relevant and compliant with Copyright requirements.

- My course readings are accessible and registered for use – contact Library DRMC for more information.

- All teaching staff Contact information is accurate and complete [Help]

- I have updated the MyMedia lecture recordings playlist link for the current semester/year [Help]

- I have added information on previous SELT feedback and course improvements.

- I have created a Q and A Discussion Board and will encourage students to post generic questions about the course. [Help] / Example Q & A text / Email response to promote use of the Discussion Board

## Groups

- I have created and populated Groups (if required) [Go to Control Panel > Users and Groups > Groups] [Help]

## Blogs, Discussion Boards, Journals, Wikis

*Please note: Previous students’ contributions cannot be shared with the incoming student cohort.*

- I have checked any rolled-over version of these activities to make sure they do not contain contributions from previous students

  OR

- The student contribution activities were not rolled-over and I will need to recreate them for the new students

## Assessment
- I have deleted rolled-over copies of past Turnitin assignments, and then recreated them

- I have enabled online submission of assignments; and I have setup required tests and surveys - including due dates and adaptive release rules (if used) [Help]

- I have provided instructions for each assignment

- The MyUni course site contains or will contain expanded information on my assessment expectations, marking criteria, as well as instructions regarding assignment submission

- The Grade Centre is set up correctly – all assignments have a column, columns are hidden from students (until I am ready to release grades for each assignment); I have managed running total and weighted columns. [Help]

### Check and then make the course site available to students

- I have checked a student view of my MyUni course using [Student Preview mode](#) and have ensured that all web links are working, uploaded files open, and attached media (audio/video) can be played

- [MyGrades](#) is visible to students and students can see grades for assignments I expect them to be able to see

- I have made the MyUni course site available to students [Within your MyUni course go to Control Panel > Customisation > Properties > Set Availability = Yes] [Help]

### Guidelines on Minimum Use of MyUni

- I have reviewed the [Guidelines on Minimum Usage of MyUni](#) and I am aware of what else I need to do with MyUni throughout the semester. I can contact [my Faculty eLearning Adviser](#) for more information.

Adapted with permission from Learning Environments, University of Melbourne.