

SCHEDULE B: Minimum Use of MyUni

Overview

This schedule supports the [Coursework Academic Program Policy](#) and should be read in conjunction with it. The schedule provides information on the requirements for use of the MyUni LMS for blended and online learning and teaching in Courses at the University. The schedule may be amended at any time by the Deputy Vice-Chancellor and Vice-President (Academic).

Definitions

The definitions in this schedule are as contained in the [Coursework Academic Programs Policy](#) and the University's [Glossary of Terms](#).

Requirements for Minimum Use of MyUni

1. Course Information in MyUni

- a) Every Course will have a MyUni site containing the following up-to-date information:
 - i. a link to the relevant [Course Outline](#);
 - ii. contact details of instructors, including campus, building and office number and availability for student consultation;
 - iii. information on assessment expectations, due dates, marking criteria and instructions for assignment submission;
 - iv. follow-up announcements for each major event in the Course;
 - v. Lecture Recordings;
 - vi. Information on how feedback from previous SELTs has been used to make improvements to the Course;
 - vii. relevant Course content that is copyright compliant (refer to copyright section below);
 - viii. Course readings lists where relevant (note that readings should be digitised through the Digital Resources Management Centre).

- b) Each Course will be published in MyUni at least 1 week prior to its official starting date with the following being made available as a minimum:
 - i. a welcome message or video;
 - ii. an assessment schedule;
 - iii. all Course materials and online learning activities required for the first 2 weeks of the Course and thereafter for the following week of the Course (e.g. week 4 content is made available in week 3).
 - iv. where the Course is accessed via another platform or educational institution, a link to that Course website.

2. Assessment and Communication

- a) MyUni will be used as a communication tool for teaching staff and students. It will be used to:
 - i. inform students of Course events;

- i. establish discussion forums, or similar mechanisms, for students to post questions or contribute to the Course. Posts should be moderated by the relevant teaching staff and responded to normally within three working days;
 - ii. establish a mechanism for sharing frequently asked questions (FAQ) from students.
- b) MyUni will be used to manage assessment by ensuring that:
- i. it allows the submission of all assessment tasks within MyUni where the assessment is capable of being created in electronic format;
 - ii. assessment marks are recorded and managed in the Grades area.

3. Copyright Issues

- a) All material uploaded to MyUni must be copyright compliant per the University's copyright website www.adelaide.edu.au/legalandrisk/copyright. Care must also be taken when incorporating third party materials, in particular:
- i. pages from books, journal articles or other publications should be digitised through the Digital Resource Management Centre (DRMC);
 - ii. if referring to third party websites, it is preferable to provide hyperlinks rather than copying the website material and uploading to MyUni. Avoid using websites containing illegitimately available material;
 - iii. if it is necessary to upload copies of third party website material, check if the source website terms and conditions permit copying for educational purposes. If they do not, copying is limited to 10% of the words (under the University's statutory licence);
 - iv. copies of any third party video material (e.g. from DVD, YouTube, streaming services) **must not** be uploaded to MyUni unless you have obtained permission from the copyright owner, or it is a recording of a television broadcast;
 - v. if uploading music recordings, check that the work is on APRA AMCOS list (go to apraamcos.com.au and "search works") and record company is on ARIA list (http://www.aria.com.au/pages/documents/sound_recording_label_list.pdf)

4. Exemptions

- a) Exemptions to the requirements of this Schedule B may be granted by the relevant Executive Dean (or delegate) in accordance with procedure 2a of the Policy.
- b) All exemptions shall be made in writing and recorded by the faculty, which will provide copies of the exemption to the Deputy Vice-Chancellor and Vice-President (Academic) (or delegate) upon request.