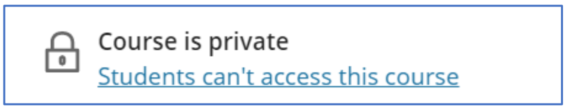
Quick Guide – MyAberdeen: Updating Your Course

After MyAberdeen courses and organisations have been rolled over for the new academic session, it is important to make sure that the new areas reflect current and up to date information, student instructions, course materials and instructor preferences. The following checklist is designed to help you ensure that your course/organisation area is updated and ready to be made available to students.

a. Ensure the appropriate staff have access to the course by checking the Class Register. **Add staff** using the + icon and searching for their username. You cannot remove staff from your course at this time. Only the course coordinator or school admin staff can enrol other staff in courses. Please email eLearning for further advice.
b. Visit the Class Register to **check your enrolled students** (after MyCurriculum opens). This information is updated every 30 minutes based on student enrolments for courses in SRS.
c. **Remove any old Turnitin Assignments** – these cannot be reused. This will not affect the submissions to the previous course. Create new Turnitin Assignments if required.
d. **Update assignment and test due dates**.
e. **Check the assessment settings** are set up as required (e.g. max points, rubrics, timer, feedback settings, SafeAssign, group allocations etc). If using anonymous marking, this setting will need to be turned on again in each assessment.
f. **Gradebook** – are the appropriate items present and visible/hidden? Turn off automatic zeros if not used.
g. **Check discussion areas** to ensure they reflect what is required for start of term. Create new Discussions if required.
h. **Check the visibility of learning material and assessments**. Use the batch edit function if necessary.
i. If the course has not run for more than a year, consider **checking/accessing the videos** to ensure they have not been archived.
j. If your course was created from a template, **you can copy content from another course.**
k. Update any Release conditions (e.g. date/time).
l. Update the **Course Guide** document.
m. Create any **scheduled Announcements** if necessary.
n. Review the Course Design Guidelines.
o. Consider the Course Readiness Checklist.
p. Consider the Inclusivity and Accessibility Checklist.
q. Use the **Student Preview** function to check the course area before making it available.

Once the course is ready to be made available to students, the course coordinator can **open the course** from the Details and Actions menu. Click on ‘Course is private’ and select ‘Open to Students’.



Further Support and Information

Please contact the eLearning Team for advice or support with the rollover process or visit our web page.