UNIT PREPARATION GUIDE

This document will help you get your unit/s ready for the start of semester, guiding you through everything you need to do.

USE THIS CHECKLIST TO MAKE NOTES AND MARK OFF TASKS YOU HAVE COMPLETED

**Essential**

- Add students to my Blackboard unit/s  
  *(OLAS > Change Availabilities)*

- Add, edit or remove staff member access to my Blackboard unit/s  
  *(OLAS > Add/Edit/Remove Staff Users)*

- Create or update assessments  
  *(Blackboard)*

- Set up Final Mark and Final Grade columns  
  *(Blackboard > Grade Centre > Full Grade Centre)*

- Update my iLecture / EchoCentre links  
  *(Blackboard)*

**As needed**

- Review and update my unit/s content  
  *(Blackboard)*

BEFORE YOU START

1. Become familiar with the Unit Coordinator Handbook on the Curtin Learning and Teaching website.
2. To preserve your last group of students’ contributions and grades, ensure that you:
   a. Download your Grade Centre  
   b. Create and download an Archive of your course
3. Review the ‘How to find your unit in OLAS’ steps on page 2.
4. You should also familiarise yourself with the Unit Lifecycle, to know when students will have access to your unit.
5. Set up a Library Reading List for any essential and recommended readings
6. Familiarise yourself with the checklist for adding third party copyright material to Blackboard at http://copyright.curtin.edu.au/resources/blackboard/

NEED HELP?
Blackboard Unit Preparation Guide

You will find more information about Blackboard and OLAS on the Using Blackboard webpage. Detailed information on using OLAS, including step-by-step instructions, can be found in the Guide to Using OLAS. For technical support and troubleshooting, contact Learning Technologies Support.

HOW TO FIND YOUR UNIT IN OLAS

In order to do the essential tasks to get your unit ready for the next study period, you will need to access OLAS. The following steps for finding your unit in OLAS are referred to throughout this document.

The Guide to Using OLAS will provide you with more information on what OLAS is used for.

To find your Unit in OLAS:

1. Login to OLAS using your OASIS credentials.
   - Via Staff Portal > Blackboard > OLAS Tab
   - Or by browsing to olas.curtin.edu.au
2. Click on [All] to reveal all of your units
3. Locate your unit
4. Click on your unit’s Name
5. You will now be able to access your Unit Details and the Unit Management Console.

Only Unit Coordinators and Teaching Support Staff (TSC/TSO/LMS) will be able to see units in OLAS. If you are not the Unit Coordinator and have any questions about setting up your unit for the next study period, contact your School or Faculty Teaching Support Staff or the Learning Technologies Support team.
1. ADD STUDENTS TO MY BLACKBOARD UNIT

Ensure your students for the next study period are automatically brought into your Blackboard unit by following these steps:

1.1 Add The New Availability [ESSENTIAL]
   Add the new “Availability” (enrolment cohort) for the next study period

1.2 Delete an Availability
   Delete old study period Availabilities from your unit

1.3 Change Primary Availability
   When an Availability has been updated you need to Change the Primary Availability in OLAS to sync with Student One. Only TSC/TSO/LMS Officers can perform this action so let your local TSC/TSO/LMS Officer know if this is required.

1.1   ADD THE NEW AVAILABILITY [ESSENTIAL]

To add a new group of students to your unit:

1. Follow the ‘How to find your unit in OLAS’ steps on page 2 to navigate to your Unit Details
2. Click Change Availability from the Unit Management Console
3. Click in the radio button beside Add availability for the Primary Unit
4. Click the Next button
5. Locate the Year, Location, Period and Mode for the study period required, then click in the Select checkbox for that row
6. Click the Add selected availabilities button
7. You will see a success message
8. Click on Back to Unit Console

Additional options:

- If you need to add multiple student cohorts, repeat the above but select Add additional unit code in step 5
- You can add the entire year’s availabilities.

1.2 DELETE AN AVAILABILITY

Repeat the above steps but select Remove availability from the Primary Unit or Remove availability from the Additional Unit in step 5.

More information is can be found in the Guide to Using OLAS.
1.3 CHANGE PRIMARY AVAILABILITY [TEACHING SUPPORT STAFF ONLY]

To keep the unit up to date with the latest details:

1. From the Unit Details page, click Change Primary Availability from the Unit Management Console
2. Locate the Year, Location, Period and Mode for the study period required
   If you cannot locate the study period required, follow these steps:
   • Type your 5 or 6 digit Unit Number into the New Unit Number field
   • Scroll to the bottom of the page and click Load New Availabilities by Unit Number
3. Click in the Select radio button for the row containing the study period required
4. Click on the Change Primary Availability button
5. You will see a success message
6. Click on Back to Unit Console

The Blackboard unit will now be synced with Student One, and the students will be automatically brought into the unit two weeks prior to the start of the teaching period.

SUMMARY: Add Students to my Blackboard Unit

✓ I have changed availabilities to the upcoming teaching period, so my students will be automatically added two weeks before the start of semester.
✓ I have changed the primary availability, so my course is synced with Student One.
✓ I have deleted old availabilities so I can better manage my unit in OLAS.
1. ADD, EDIT OR REMOVE STAFF MEMBER ACCESS

Adding and updating staff members before the start of semester will assist you in managing your Blackboard unit. These are the optional steps to follow, based on your unit’s requirements:

2.1 **Review Staff Members who have access to your unit**
   Review the staff members who can access your unit right now

2.2 **Change the Unit Coordinator**

2.3 **Add, Remove or Edit Staff Members**
   Ensure that Staff Members have the correct role in your Blackboard unit

### 2.1 REVIEW STAFF MEMBERS WHO HAVE ACCESS TO YOUR UNIT

Review the list of staff who have access to your unit in Blackboard using the Unit Details page in OLAS. If required, make amendments following the steps in section 2.2 – 2.5

Follow the ‘**How to find your unit in OLAS**’ steps on page 2 to navigate to your Unit Details

1. On the Unit Details page scroll to the bottom of the page to the “**Non-Student Users**” section.
2. Review the Non-Student Users attached to the unit. Make a note of any changes you need to make (whether they need to be removed or have their role altered).

### 2.2 CHANGE THE UNIT COORDINATOR

The Unit Coordinator (as listed in Student One) must be listed as the Unit Coordinator in OLAS and Blackboard. Note that when you create a unit in OLAS you become the Unit Coordinator.

**You must assign a new Unit Coordinator when:**
- You cease performing that role, or
- If you have created a unit in OLAS but do not coordinate the unit

**Note:**
- Unit Coordinators listed in Student One are **not** automatically synced with OLAS and Blackboard.
- If you change the Unit Coordinator from yourself to another staff member, you will lose access to the unit in OLAS only. You will still have Blackboard unit access as a Lecturer / TA.

Follow the ‘**How to find your unit in OLAS**’ steps on page 2 to navigate to your Unit Details

1. Click **Change Unit Coordinator** from the Unit Management Console
2. Enter the **Staff ID of the new Unit Coordinator**
3. Click on the **Next** button
4. Review the Name, Staff ID and Email Address to confirm the correct person. Click the Back button if you need to make a change
5. Click on the **Submit** button
6. You will see a success message
7. Click on **Back to Unit Console**
2.3 ADD, REMOVE OR EDIT STAFF MEMBERS

You can manage your staff members in the ‘Add/Edit/Remove Staff Users’ screen within OLAS.

1. Follow the ‘How to find your unit in OLAS’ steps on page 2 to navigate to your Unit Details
2. Click Add/Edit/Remove Staff from the Unit Management Console
3. Click in the radio button for Add or Remove or Edit
4. Click on the Next button

Then follow the appropriate instructions below:

**Add Staff User**

1. Enter the Staff ID
2. Choose a Course role from the drop-down menu
3. Click on the Next button
4. Review the Staff ID, Name and Role to confirm the correct person. Click the Back button if you need to make a change
5. Click on the Add User button
6. You will see a success message
7. Click on Back to Unit Console

**Remove Staff Users**

1. Click in the Select checkbox beside each staff member you want to remove
2. Click on the Remove Users button
3. You will see a success message
4. Click on Back to Unit Console

**Edit Staff Users**

1. Locate the staff member you want to edit
2. Choose a new Role for the staff member from the drop-down menu
3. Click on the Change Roles button
4. You will see a success message
5. Click on Back to Unit Console

**SUMMARY: Add New Staff Members and Tutors:**

- I have reviewed the staff users in my Unit Details.
- I removed any staff users who are no longer working on my unit.
- I have added new staff members and tutors, and edited existing staff member’s roles.
- I have confirmed the Unit Coordinator for the next study period and made the required change.
3. CREATE OR UPDATE ASSESSMENTS

Your unit’s Grade Centre may contain students and grades from last semester. Ensure that all assignments and your grade centre have been updated:

3.1 Update Your Assignment and Test Due Dates
If you are re-using Blackboard Assignment submission points, eTests or Surveys, make sure you update your Assignment and test due dates in Blackboard, and in any associated content items that refer to the previous study period’s due dates.

3.2 Create New Assignments
Create new assignments as required. Turnitin Assignments need to be recreated each study period.

3.3 Review and Attach Rubrics to your Assessments

3.4 Delete Old Grade Centre Columns

3.1 UPDATE YOUR ASSIGNMENT AND TEST DUE DATES

The following links will assist you in navigating Blackboard and making the required changes to your existing Blackboard assessments and content items.

- **Review** how to modify and manage your assessments by browsing the Assignments and Tests, Quizzes & Surveys sections of the Curtin Learning and Teaching – Using Blackboard website
- **Review** how to edit and manage course areas and content by browsing the Develop a Unit section of the Curtin Learning and Teaching – Using Blackboard website.

3.2 CREATE NEW ASSIGNMENTS

Turnitin is a separate external system to Blackboard and sometimes the roster (student list) gets out of sync. As such you are required to re-create your Turnitin Assignments at the beginning of each study period. *i.e. students from previous study periods must never have submitted to the link before.*

- To create new Blackboard Assignments (not Turnitin) and eTests/surveys visit the Manage Assessments section of the Curtin Learning and Teaching – Using Blackboard website.
- To create a Turnitin Assignment please follow these Quick Steps:
  1. Navigate to the content area of Blackboard where you want the submission link to appear
  2. Hover over the Assessment button and select the Turnitin Assignment option
  3. You may be asked to choose between a ‘Paper Assignment’ and a ‘Revision Assignment’. If so select Paper Assignment and click Next Step
4. Complete the new Assignment information
   a. Assignment Title – This is the title of the assessment
   b. Points Value – This is the value of the assessment
   c. Start Date – This is the date/time from which students can submit the assessment
   d. Due Date – This is the final time until which students can submit the assessment
   e. Post Date – This date dictates when students are able to see their feedback

5. Complete any Optional settings by click on the Optional Settings link

Normally these do not need to be changed, but you may want to change the below options

   a. Enter Special Instructions – Enter any additional information for students to view before they submit the assignment
      Note: this does not appear in the Blackboard content area – you will need to create separate instructions for the students to read as a content item if you want them to read instructions without needing to click the Turnitin submission link first.
   b. Allow Submissions after the due date – Default: No. Select Yes if you want students to be able to submit after the due date

6. Click the Submit button, and then click OK on the bottom right when the confirmation screen is displayed

For further information on Turnitin, please go to the Staff Tab in Blackboard and look at the Turnitin Help Section

3.3 REVIEW AND ATTACH RUBRICS TO YOUR ASSESSMENTS

- Review the Rubrics section of the Curtin Learning and Teaching – Using Blackboard website.
- If you want to apply a rubric to your Turnitin assessment:

  1. Navigate to the Grade Centre >> Full Grade Center.
  2. Hover your mouse arrow over the title of the assessment column, select the down arrow and click Edit Column Information
  3. Under Associated Rubrics (1. Column Information section), use the dropdown menu and choose either an existing rubric or create one from scratch.
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a. You can remove, view and edit the rubric using the rubric panel

b. If you want to control how students view the rubric, use the student menu

4. Click Submit

### 3.4 DELETE OLD GRADE CENTRE COLUMNS

If you have deleted an old assessment submission point, the column may still appear in the Grade Centre. Columns manually added to the Grade Centre will also remain unless you delete them.

- For easier management of the Grade Centre, **review all columns and ensure that any old columns are deleted from the unit.** This will also ensure that students cannot see old assessment columns in their My Grades area.

  **Note:** You cannot delete a Grade Centre column that is still linked with a submission point.

The following information can be found on the Blackboard Help [Creating and Managing Grade Center Columns](http://blackboardhelp.com) section of the Blackboard website. Edited for Curtin University customisation is below:

**About Deleting Grade Centre Columns**

When you create gradable items in your course, grade columns are created automatically in the Grade Centre, including columns for:

- Tests, surveys, and self and peer assessments
- Assignments and Turnitin Assignments
- Discussion posts
- Journal and blog entries
- Wiki contributions

The only way to delete these auto-created grade columns is to first delete the gradable items in your course. For most items, if no student submissions exist when you delete the item, the Grade Centre column is deleted automatically or you are allowed to decide whether to delete the column. However, sometimes you may need to delete the corresponding column in the Grade Centre.
Warning: Before deleting gradable content in your course, you must carefully consider what the ramifications may be. Student work, such as test and assignment submissions, is deleted along with the deletion of the content item in your course. The action is final. In some cases, you can choose to save the grades assigned in the Grade Centre. Even if you retain grade columns in the Grade Centre, you cannot access the student submissions because they were deleted with the item in your course. Alternatively, you can preserve the submissions and the scores in the Grade Centre by making a gradable item in your course unavailable (i.e. hide the column from student view).

You are not allowed to delete the default user columns and the external grade column. If you set a grade or calculated column as the external grade column, you must select another column as the external grade column before you can delete the first one.

SUMMARY: Check your Grade Centre and Assignments

- I have updated my assessment due dates for the upcoming study period
- I have recreated new Turnitin assignment submission points
- My Assignment schedule documents have been updated with the new due dates, the files uploaded to Blackboard, replacing the documents from last study period.
- I have reviewed and updated my Grade Centre columns.
4. SET UP FINAL MARK AND FINAL GRADE CENTRE COLUMNS

Preparing the Grade Centre Final Mark/Grade for the unit involves three processes.

**Process 1**: Create a Final Mark Column and set as a percentage (%)

**Process 2**: Set the Final Mark Column as an External Grade

**Process 3**: Create a Final Grade column

- Review the [Using the Grade Centre](#) section of the *Curtin Learning and Teaching – Using Blackboard* website.
- Create a Final Exam column if required.
- Ensure that the Final Mark and Final Grade columns are hidden from student view
- Ensure that all assessments contributing to the Final Mark will calculate correctly in the Grade Centre.

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**SUMMARY: Set up your Grade Centre columns**

- ✓ I have checked that my Final Mark and Final Grade columns are set up in the Grade Centre and are hidden from student view.
- ✓ I have checked that all summative assessment scores will contribute to the Final Mark and that the Grade Centre calculates correctly
5. UPDATE ILECTURE AND ECHOCENTRE LINKS

iLectures can be linked to your Blackboard course. Before the start of your next study period, you must:

- **Hide or delete** last semester’s Echo Centre link
  
  *Note: the new Echo centre link will automatically appear when recording venues are confirmed and the schedule is loaded into the Echo system.*

- Ensure that iLectures are automatically appearing in the correct Blackboard unit (see the **Getting Your iLectures into Blackboard** guide on the [iLecture Guides](#) page of the [Curtin Learning and Teaching – iLecture website](#)).

- Review the [iLecture](#) website for any news of updates, enhancements and known issues.

**SUMMARY: Update iLecture and EchoCentre links**

- ✔️ I have updated my EchoCentre links in Blackboard
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Continue with the following checks as needed:

1. UPDATE YOUR UNIT CONTENT

Welcome your students to your course each study period with a Welcome message and accessible resources.

1. Check for broken links and multimedia in your learning materials and resources
2. Make sure your learning materials are up to date
3. Post a welcome announcement to your students (Delete any old posts)
4. Make other changes to your content, as needed

1.1 CHECK FOR BROKEN LINKS AND MULTIMEDIA

From time to time, resources will be removed from the web or updated, thus breaking the links:

- Check any embedded videos and make sure they still play
- Click external links to ensure the resource is still available
- Read the Learning Technologies Support blog to keep informed of any issues that may affect your course

1.2 TIPS FOR KEEPING YOUR LEARNING MATERIALS UP TO DATE

From time to time, resources will be removed from the web or updated, thus breaking the links:

- Review how to Develop a Unit
- Refresh your course style
- Implement new ways for your students to communicate and collaborate
- Schedule your Blackboard Collaborate sessions

1.3 POST A WELCOME ANNOUNCEMENT

A welcome announcement invites students to explore their new course, and provides a quick easy way to send important messages to all students.

- Delete or edit any announcements from previous teaching periods, that are no longer relevant
- Click external links to ensure the resource is still available

1.4 MAKE OTHER CHANGES TO YOUR CONTENT

These are just some of the ways you can update and enhance your unit this study period:

- Download the Mobile Apps for Blackboard and Blackboard Collaborate and access your class on the go.
- In your welcome announcement, encourage your students to download the Blackboard App so they can access their learning materials and attend Collaborate sessions from anywhere