

Online Unit Request Form

Request an online unit

Use this form to request a Blackboard CE6 unit. Complete all items below.

Your request will be processed when LTC receives the original form signed by the Convenor and Head of Department. For assistance submit a request to LTC Help (<http://www.mq.edu.au/lthelp/>).

Send this form via internal mail to Blackboard CE6 Units, Learning and Teaching Centre, C7A. If delivering in person, location is rear entrance of the Library Building, opposite the U@MQ shop.

Unit code	Department/Centre	
Unit title		
Access	What is the username of the unit convenor ? _____ What are the usernames of additional instructors ? _____ What are the usernames of additional designers ? _____	
Unit listing	Provide a URL where students can LOGIN. This will be listed on the Online Teaching Facility, MQnU, the Handbook and myMQ Student Portal. Select one: <input type="checkbox"/> List the Online Learning @ MQ login page. URL http://learn.mq.edu.au <input type="checkbox"/> List the departmental web page for my unit. URL: _____ <input type="checkbox"/> Do not list this unit. Reason (eg non-teaching unit): _____	
DEST category	Select one: <input type="checkbox"/> Participation online is optional for the students <input type="checkbox"/> Students interact online with content <input type="checkbox"/> Students interact online with staff and/or peers <input type="checkbox"/> Students interact online with content and staff and/or peers <input type="checkbox"/> No face-to-face component <input type="checkbox"/> Not applicable	
LTC staff access	Can LTC educational developers have full access to the unit? Yes / No Can LTC web developers have full access to the unit? Yes / No	
Template	Your unit will reflect official Macquarie colours. Please select one of these templates for the initial structure of your unit: <input type="checkbox"/> Communications – includes Discussion, mail, Calendar, Announcements <input type="checkbox"/> Open template. Unit convenors or designers can add tool and pages as required.	
Declaration	Convenor I understand and agree to the conditions and responsibilities as stated in the Conditions of Use (attached and at https://learn.mq.edu.au/) Name: _____ Signature: _____ Date: _____	Head of Department/Centre Name: _____ Signature: _____ Date: _____
LTC use only:		
Authorised by: _____ Date: _____ Received by (LS): _____ Date: _____ Reviewed by (LS): _____ Date: _____ Actioned by (LS): _____ Date: _____		LTC liaison: _____ ED involvement: <input type="checkbox"/> None <input type="checkbox"/> Assisted production <input type="checkbox"/> Initial consult <input type="checkbox"/> Full production <input type="checkbox"/> Other (specify): _____

Conditions of Use

KEEP THIS PAGE FOR YOUR RECORDS!

Online Unit Conditions of Use

Online Learning @ MQ is available to all Macquarie University staff members for use in the delivery of Macquarie University teaching programs to Macquarie University students. LTC provides advice and support on the design, development, implementation and evaluation of educational programs and resources, as well as training and support on the technical and educational aspects of online teaching and learning.

There is no charge for using Online Learning @ MQ but there are certain responsibilities that must be agreed to when requesting a unit. These responsibilities and the support provided by Online Learning @ MQ and LTC in meeting them are outlined below.

Responsibilities of unit convenors

The online unit is the responsibility of the unit convenor including administration of user accounts, content creation and maintenance, and use of the unit for teaching.

Online unit management

Unit activation is required to keep administrative details of Online Learning @ MQ units up-to-date. Convenors are responsible for:

- updating and confirming unit details once every 12 months or prior to using the unit for teaching
- updating the details whenever they change.

Online unit access and account management

On creation of the unit, the convenor is given designer access which provides control over all unit functions including content creation, unit and student administration, and control of access to the unit. Deans and Heads of Department are given read only access to web-sites for all units within their areas of responsibility.

Convenors are responsible for:

- the creation and management of all user accounts in the unit
- the regular monitoring of user accounts and the deletion of accounts no longer required
- the deletion of student accounts at the end of the teaching period.

Online Learning @ MQ has a facility to automatically create and manage student accounts. It is the responsibility of the unit convenor to authorise Online Learning @ MQ to perform this service if required.

Content

The Convenor is responsible for all aspects of content creation and maintenance and ensuring that the content satisfies copyright, privacy and any other relevant legislation, as well as University policies and requirements. For information on Intellectual Property refer to

http://www.research.mq.edu.au/policy/policy_procedures/ip

on Copyright refer to <http://www.copyright.mq.edu.au>, and on other University policies and requirements refer to the Macquarie University Homepage at <http://www.mq.edu.au>.

Teaching

Convenors are responsible for:

- ensuring the readiness of the unit for teaching
- maintaining the content and tool functionality throughout the teaching period
- informing students how to access the site, how to use the site, what assistance is available
- setting and monitoring the expectations, requirements and conduct of students.

LTC provides documentation for staff and students as part of a training and development program for staff. Information about staff documentation, training and development can be found at the LTC website

<http://www.mq.edu.au/learningandteachingcentre>.

Documentation for students is available at <http://learn.mq.edu.au>.

Student confidentiality

The privacy policies of the University require that students be informed of personal information that is being collected about them, for what purposes and who has access to it. A statement on the confidentiality aspects of Online Learning @ MQ is available at <http://online.mq.edu.au/docs/conf.html>.

Convenors are responsible for ensuring that this statement appears in, or is linked to, their online unit and is included in the unit information given to students.

Online Learning @ MQ Account Conditions of Use

Online Learning @ MQ accounts are governed by the same conditions that apply to other university computing accounts, including:

- only use those IT facilities for which you have been authorised
- do not attempt to tamper with any IT facility in any way that might alter or impede use by others
- do not waste IT facilities or consume them by inappropriate or irresponsible use.

Any account allocated to a user is for their exclusive use. Users will take every reasonable precaution to ensure that passwords, user accounts and data are adequately secured. See the University Information Technology Policy at

<http://www.its.mq.edu.au/policies/ITPolicies/its000.html>

Information and support

Instructors and designers of online units receive emails with important information about Online Learning @ MQ and the LTC teaching and learning support services.

Instructors and designers are responsible for passing this information to other staff members using the unit.

For support and advice on technical and administrative issues submit a help request at www.mq.edu.au/ltchelp.

For assistance with online teaching and learning issues contact LTC Educational Developers at cfl-educ@mq.edu.au.