START-OF-SEMESTER CHECKLIST

Log in to iLearn@Bond at http://ilearn.bond.edu.au or go to the Bond Website, roll-over the Login menu and select iLearn.

To find out about upcoming training and support workshops, click the Educator iLearn Support tab at the top of iLearn and select Workshops and Events.
Bookings for individual and small group support sessions can be made online at http://ilearn-bond.reservio.com or click the Book an iLearn Support Consultation link on the Welcome page of iLearn.

☐ Check that the new semester subjects are visible to you

Once logged in, check that you have access to all the sites you need for the new semester. These will be listed in the ‘My Subjects’ module.

If you are missing a subject in the My Subjects list, contact your Faculty iLearn Support Rep, to request access:

- FSD – Belinda Cachia
- HSM – Simone Ada
- Law – Jo Tusa
- Business – Kevin Woodgate

☐ Build the subject or copy subject material from a previous semester

When you first enter a site, you will see the Subject Creation wizard with three options. You can build the site using:

- The Bond Template - this site will have a basic framework with general information and no existing learning materials.
- Copy of a Previous Semester – this will build the site based on the framework and content of a previous version of this subject.
- Copy of another Subject – this will build the site based on the framework and content of any Bond subject site.

It is recommended that you consult the previous coordinator before copying a different subject into yours.
Watch the demos at: https://www.youtube.com/watch?v=qpkdSs2c0SY&list=PLOtQNGDgTmlQ1M5w-iGNmfk6R40Bx44S0

☐ REVIEW YOUR SUBJECT SITE

Have you had any feedback from your students? Would you like some tips advice about what to look for in a good iLearn site? This document gives you a guide to reviewing your site: https://ilearn.bond.edu.au/bbcswebdav/xid-740220_1

If you have any questions or require some advice or guidance in using this review form or any issues identified, please contact the Office of Learning and Teaching at olt@bond.edu.au.

☐ CHECK THAT YOUR SUBJECT OUTLINE IS LINKED AND UP-TO-DATE

Subject Outlines are added to each iLearn site automatically once they are approved and published. If there is no link available or there is an error in the subject outline, contact your faculty Learning and Teaching Manager.

☐ CHECK THAT THE SUBJECT MATERIALS AND LINKS ARE UP-TO-DATE AND ACCESSIBLE FOR THE NEW SEMESTER

Browse through your site and make sure that all your files are displaying the correct information for the new semester. If you have updated the files on your local computer, you can overwrite the files easily from the Files area of the site. This tutorial guides you through the process: https://www.youtube.com/watch?v=0RqwRgiQQw8

All web links should also be checked to ensure that they are still working. Click each link to check it.

☐ CONTACT THE LIBRARY ABOUT PROVIDING COPYRIGHT RESTRICTED SUBJECT MATERIALS ON YOUR SITE

The library offers a service for digitising and managing copyright restricted readings and resources. If you have any materials that you’d like to provide to your students, contact your faculty librarian or fill in the Subject Materials Request form at: https://library.bond.edu.au/using-library/services/teaching/request-course-resources
☐ **ADD OR UPDATE THE LECTURE RECORDINGS LINK (IF APPLICABLE)**

This How To sheet will assist you in adding or updating links to lecture recordings: [https://ilearn.bond.edu.au/bbcswebdav/orgs/LIL_EDU/PDF%20HowTos/Add%20Lecture%20Recordings%20to%20iLearn.pdf](https://ilearn.bond.edu.au/bbcswebdav/orgs/LIL_EDU/PDF%20HowTos/Add%20Lecture%20Recordings%20to%20iLearn.pdf)

☐ **CHECK THAT THE GRADE CENTRE IS SET-UP CORRECTLY**

It is important that students are only seeing the information you want them to see regarding their marks. The **Grade Centre Essentials** module on the **Educator Support** tab of iLearn introduces you to the basics of the Grade Centre.

[https://ilearn.bond.edu.au/webapps/blackboard/content/listContent.jsp?course_id=_24_1&content_id=_303_1&mode=reset](https://ilearn.bond.edu.au/webapps/blackboard/content/listContent.jsp?course_id=_24_1&content_id=_303_1&mode=reset)

If you’d like the Grade Centre checked prior to releasing your site to students, email ilearn@bond.edu.au with the subject code/s you’d like checked.

☐ **MAKE SURE THAT THE MY GRADES TOOL IS LINKED FROM THE SUBJECT MENU**

The My Grades tool is how the students access their marks when you add them to the Grade Centre. If the tool is not on the Subject Menu (left navigation bar) then you can add it using the following steps:

1. Make sure **Edit Mode** is ON
2. Click the **+ button** at the top of the Subject Menu and select Tool Link
3. Type ‘My Grades’
4. Select My Grades from the drop-down list
5. Tick the Available to Users check-box
6. Press Submit.
MAKE YOUR SITE AVAILABLE TO STUDENTS

This video shows you how to make your site available to students. Once these steps are completed, students will be able to see all the changes you make to your site (unless the content you are modifying is unavailable).

https://www.youtube.com/watch?v=u8wVqaT9zh0

POST A WELCOME ANNOUNCEMENT

The welcome announcement is likely to be the first contact you have with your students. It will set the tone for the semester. Be sure to include some instructions on what they might do to prepare for the first class. It may also be useful to the introductory area of your site where they may find out about the subject, your expectations and what you expect of them over the semester.

Announcements are also sent to the students’ email. This may be their first time accessing iLearn so be sure to include a link to http://ilearn.bond.edu.au.

For instructions on adding an announcement, go to:

https://www.youtube.com/watch?v=KXnqUkBPozE
**ACTION TO BE TAKEN**

This section is optional and allows you to add and update tasks as you progress through them. If you need assistance with any outstanding tasks, please contact your Faculty iLearn Support Rep or email ilearn@bond.edu.au

**ACTIONS**

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**COMMENTS**