Guide to using OLAS
The Online Learning Administration System for Blackboard

Prepared by Justine Turner
Guide to using OLAS

## Contents

1. Glossary of terms.................................................................................................................. 4
2. Courses/Units/Blackboard instances.................................................................................... 5
3. What is OLAS for?.................................................................................................................. 5
4. Accessing OLAS .................................................................................................................. 5
5. OLAS Unit Coordinator Role .............................................................................................. 6
6. Unit Lifecycle ......................................................................................................................... 6
   6.1 Lifecycle for all Teaching Units except OUA ................................................................. 6
      6.1.1 Automatic importing of students into a Teaching Unit (not OUA) ....................... 6
      6.1.2 Automatic removal of students from a Teaching Unit (not OUA) ....................... 6
   6.2 Lifecycle for OUA Teaching Units .................................................................................. 7
      6.2.1 Automatic importing of students into an OUA Teaching Units ......................... 7
      6.2.2 Automatic removal of students from an OUA Blackboard Teaching Instance ... 7
   6.3 Lifecycle for all Non-Teaching Units .............................................................................. 7
7. OLAS Home Page Navigation ............................................................................................. 8
8. Create a new Unit .................................................................................................................. 9
   8.1 Unit Types ....................................................................................................................... 9
      8.1.1 What is a Teaching Unit? ....................................................................................... 9
      8.1.2 What is a Non-Teaching Unit? ............................................................................... 9
   8.2 Create a Teaching Unit................................................................................................... 10
   8.3 Create a Non-Teaching Unit using Units and/or Courses ........................................... 12
   8.4 Create a Non-Teaching Unit using a class list ............................................................... 15
9. Check Student Enrolment .................................................................................................. 17
10. Unit Details ......................................................................................................................... 18
11. Unit Management Console - Manage Unit ..................................................................... 19
   11.1 Change Availabilities .................................................................................................. 19
      11.1.1 Adding availabilities ......................................................................................... 19
      11.1.2 Removing availabilities .................................................................................... 20
      11.1.3 Add additional Unit code .................................................................................. 20
   11.2 Show/Hide Unit in Blackboard ..................................................................................... 20
   11.3 Change Alternate Unit title ......................................................................................... 21
   11.4 Change Availability Start/End Dates .......................................................................... 21
   11.5 Delete Unit .................................................................................................................. 22
12. Unit Management Console - Manage Staff Users ............................................................ 22
   12.1 Add/Edit/Remove Staff Users ..................................................................................... 22
      12.1.1 Add Staff User................................................................................................. 22
      12.1.2 Remove Staff Users ....................................................................................... 22
      12.1.3 Edit staff users ............................................................................................... 22
      12.1.4 How to find a staff ID in Microsoft Outlook .................................................. 23
   12.2 Change Unit Coordinator ............................................................................................ 23

Updated: 12 January 2016
13 Unit Management Console - Manage Students ................................................................. 24
  13.1 View/Manage Student Enrolments ........................................................................ 24
    13.1.1 View/Manage Student Enrolments Navigation .................................................. 24
    13.1.2 How to Manage Student Enrolments ............................................................... 25
    13.1.3 Manage Student Enrolment Options ............................................................... 26
  13.2 Extend Student Access ......................................................................................... 26

14 Teaching Support Contacts ....................................................................................... 27

15 Contact Learning Technologies Systems (LTS) Support .............................................. 27

Appendix 1 ...................................................................................................................... 28
  Unit Lifecycle for OLAS/Blackboard - except OUA ....................................................... 28

Appendix 2 ...................................................................................................................... 29
  Unit Lifecycle for OLAS/Blackboard - OUA only .......................................................... 29
# 1 Glossary of terms

<table>
<thead>
<tr>
<th>Attendance modes</th>
<th>An Attendance mode can be:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal (INT)</td>
<td>refers to an internal mode of attendance at an onshore or offshore campus. Regular ongoing face-to-face learning occurs at the institution.</td>
</tr>
<tr>
<td>Fully Online (FO)</td>
<td>refers to an external mode of attendance at an onshore or offshore campus. Main mode of learning will be via internet interaction.</td>
</tr>
<tr>
<td>Area External (EXT)</td>
<td>refers to an external mode of attendance at an onshore or offshore campus. Materials and assignments are received by post from Curtin teaching area. Learning is directed by structured materials and is effectively self-paced.</td>
</tr>
<tr>
<td>Central External (CEN)</td>
<td>refers to an external mode of attendance at an onshore or offshore campus. Materials and assignments are received by post or where the main mode of learning will be by interacting with or downloading pre-packaged material on the internet through the Bentley-based Curtin Distance Education Area. Learning is directed by structured materials and is effectively self-paced.</td>
</tr>
<tr>
<td>Partially Online Internal (POI)</td>
<td>refers to an internal mode of attendance at an onshore or offshore campus. Some learning is provided by interacting with or downloading pre-packaged material from the internet but participation is regular and ongoing with a face-to-face component retained.</td>
</tr>
</tbody>
</table>

| Availability | An Availability is an enrolment cohort determined by the year, study period, location and attendance mode attached to a Unit code. |

| Blackboard instance | Blackboard uses the term “course” in its terminology so, confusingly, OLAS units become Blackboard “courses”. Therefore, to avoid confusion, any Blackboard “course” which facilitates the teaching of a Curtin Unit or Course, will be referred to as a Blackboard instance for the purposes of this document. |

<table>
<thead>
<tr>
<th>Blackboard Staff roles</th>
<th>Blackboard has five staff roles from which to choose. Each role has different rights and capabilities in relation to accessing the Blackboard Control Panel. A user can only be assigned a single role in each unit.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Coordinator:</td>
<td>Unit Coordinators have access to all areas in the Unit Control Panel and have the highest level of privilege within a unit. This role is generally given to the person teaching or leading the class. If a unit is unavailable to students, a Unit Coordinator may still access it. There is 1 (one) Unit Coordinator per Blackboard instance.</td>
</tr>
<tr>
<td>Lecturer:</td>
<td>The Lecturer has access to nearly everything in the Unit Control Panel and is the rough equivalent of the Unit Coordinator. This role would be assigned to a user who will be significantly participating in the teaching or management of the class. If the unit is unavailable to students, Lecturers may still access the unit. Note: A Lecturer cannot remove a Unit Coordinator from a unit.</td>
</tr>
<tr>
<td>Unit Builder:</td>
<td>The Unit Builder role has access to the Unit Control Panel, but only to the Content Area and User Management sections. A Unit Coordinator would assign someone the Unit Builder role so that person could assist the Unit Coordinator in the creation of unit content and some of the unit management. As with the Lecturer role, access within the User Management section is limited to prevent the Unit Builder from removing Unit Coordinators, modifying user properties, etc.</td>
</tr>
<tr>
<td>Grader:</td>
<td>The Grader role has limited access to the Unit Control Panel. A Grader would assist the Unit Coordinator in the creation, management, delivery, and grading of Assessments and Surveys. A Grader may also assist the Unit Coordinator with adding manual entries to the Online Grade Centre.</td>
</tr>
<tr>
<td>Student View:</td>
<td>Student View is the default Unit User Role, which has no access to any areas on the Unit Control Panel.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>A Curtin Course is a structured combination of units as stated in the Curtin Courses Handbook.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Availability</td>
<td>When creating a new unit, the first Unit code selected becomes the Primary Availability. Once selected, the Primary Availability determines the Blackboard instance’s name.</td>
</tr>
<tr>
<td>Unit</td>
<td>A Curtin Unit is a discrete entity of study and is a component of a course as stated in the Curtin Courses Handbook.</td>
</tr>
</tbody>
</table>
2 Courses/Units/Blackboard instances

A Curtin Course is a structured combination of units.
A Curtin Unit is a discrete entity of study and is a component of a course.
OLAS uses the term Unit for the creation of an online presence in Blackboard.
However, Blackboard uses the term “course” in its terminology so, confusingly, OLAS units become Blackboard “courses”.
Therefore, to avoid confusion, any Blackboard “course” which facilitates the teaching of a Curtin Unit or Course, will be referred to as a Blackboard instance for the purposes of this document.

3 What is OLAS for?

Use OLAS to administer your Blackboard instances. Through OLAS you can:

- Create Units
- Check Student Enrolments
- Manage Units
- Manage Staff Users
- Manage Students
- View LMS contacts

4 Accessing OLAS

There are two ways to access OLAS:

1. Log in to Blackboard via OASIS [http://staffoasis.curtin.edu.au] then select the Blackboard banner to access Blackboard:

   ![Blackboard Banner](image)

   Once in Blackboard, select the OLAS tab:

   ![OLAS Tab](image)

   OR

2. Go to http://olas.curtin.edu.au and log in using your Curtin Network Credentials
5 OLAS Unit Coordinator Role

If you create a Unit in OLAS you become the Unit Coordinator for that Unit. Unit Coordinators can see Units in OLAS for which they are responsible. They provide administrative functions for their Units. They may:

**Manage the Unit** with the options to:
- Change Availabilities
- Show / Hide the Unit in Blackboard
- Change the Alternate Unit Title
- Change Availability Start/End Dates
- Delete the Unit

**Manage Staff Users** with the options to:
- Add/Edit/Remove Staff Users
- Change the Unit Coordinator

**Manage Students** with the options to:
- View/Manage Student Enrolments
- Extend Student Access

The Unit Coordinator role can be changed at any time using the Manage Staff Users > Change the Unit Coordinator function.

There may only be ONE Unit Coordinator per unit.

6 Unit Lifecycle

6.1 Lifecycle for all Teaching Units except OUA

6.1.1 Automatic importing of students into a Teaching Unit (not OUA)
- Once a Unit is created, it will remain in OLAS/Blackboard until it is manually deleted.
- Students will be automatically imported into Blackboard instances 14 days prior to the commencement of an availability’s study period start-date in a Disabled state. As such, they will NOT be able to view the Unit, but staff will be able to view them. This facilitates group allocation and other administrative tasks prior to students accessing the unit.
- 7 days prior to the commencement of the availability’s study period start-date, students will be changed from a disabled to an Enabled state. They will now be able to see the Blackboard instance in which they are enrolled and start participating in the course.

6.1.2 Automatic removal of students from a Teaching Unit (not OUA)
- 14 days after an availability’s study period ends, all students are automatically Disabled from the Blackboard instance.
- An email notification is sent to the Unit Coordinator warning them that this will take place, and advising how to re-enable students who require further access.
- The Unit Coordinator may re-enable students, as may be necessary if supplementary exams need to be sat, etc.
- 28 days after the availability’s study period ends, all Disabled students are automatically Removed from the Blackboard instance.
- An email notification is sent to the Unit Coordinator the day before student removal warning them that this will take place, and advising how to re-enable students who require further access.

See Appendix 1 for timeline diagram
6.2 Lifecycle for OUA Teaching Units

6.2.1 Automatic importing of students into an OUA Teaching Units

- Once a Unit is created, it will remain in OLAS/Blackboard until it is manually deleted.
- Students will be automatically imported into Blackboard instances 7 days prior to the commencement of an availability’s study period start-date in a Disabled state. As such, they will NOT be able to view the Unit, but staff will be able to view them. This facilitates group allocation and other administrative tasks prior to students accessing the unit.
- 20 hours prior to the commencement of the availability’s study period start-date, students will be changed from a disabled to an Enabled state. They will now be able to see the Blackboard instance in which they are enrolled and start participating in the course.

6.2.2 Automatic removal of students from an OUA Blackboard Teaching Instance

- 28 days after an availability’s study period ends, all students are automatically disabled from the Blackboard instance.
- An email notification is sent to the Unit Coordinator warning them that this will take place, and advising how to re-enable students who require further access.
- The Unit Coordinator may re-enable students, as may be necessary if supplementary exams need to be sat, etc.
- 42 days after the availability’s study period ends, all disabled students are automatically removed from the Blackboard instance.
- An email notification is sent to the Unit Coordinator they day before student removal warning them that this will take place, and advising how to re-enable students who require further access.

See Appendix 2 for timeline diagram

6.3 Lifecycle for all Non-Teaching Units

- Once a Blackboard instance is created, it will remain in OLAS/Blackboard until it is manually deleted.
- Non-Teaching units are NOT automatically made available in Blackboard.
- To make a Non-Teaching Unit viewable to students in Blackboard, use the Show Unit functionality in the Unit Management Console.
- Students will continue to see the Unit in Blackboard until the following criteria are met:
  1. The unit is hidden
  2. They are no longer a part of the Curtin Unit availability (if used)
- Students who are provisioned via a Course code will continually see the unit, unless the unit is hidden, or they are Removed from the unit manually.
- Students that have been added to the Unit via a Class List spread sheet have to be Removed from the Unit manually.
7 OLAS Home Page Navigation

After logging into OLAS with your Curtin credentials the Welcome/home page appears.

1. **Side Navigation Menu**: this will be constant across all OLAS Pages. Details of what each link provides are outlined in this document.

2. **OLAS Guide**: A direct link to this document is found on the OLAS home page and the side navigation menu.

3. **Unit View Option**: If you are a Unit Coordinator for any Units, you can view them by selecting [All], which shows all Units, or choose to view them alphabetically.

1. **Sorting Option**: You are able to sort units by all column fields.

2. **Unit Listing**: All Units for which you are the Unit Coordinator are listed. To retrieve Unit information, click on the Unit link.
8 Create a new Unit

8.1 Unit Types
A new Unit can be created as either a Teaching Unit or a Non-Teaching Unit.

8.1.1 What is a Teaching Unit?
A Teaching Unit is an "official" Curtin unit as prescribed/described in the University "Courses Handbook". The Unit will have a specific unit code (UDC) and one or more availabilities as defined by study period, location and attendance mode. Creating an OLAS Unit will allow for students to be automatically enrolled into a Blackboard instance if they have an official enrolment in Student One. This is an automatic background process that is dependent on the unit code associated with the OLAS Unit. The Unit will have a single "owning" Faculty and School/Department. The purpose of the unit is to provide an online teaching presence for an "official" Curtin unit. Often, undergraduate and postgraduate unit codes are combined into the one OLAS Unit for efficient enrolment management and course material distribution.

8.1.2 What is a Non-Teaching Unit?
The purpose of a Non-Teaching unit may vary across Faculties. Typical examples might include:

- Development areas for staff to build skills in online teaching.
- Training environments for staff/students.
- Information dissemination forums for a wide cross-section of a Faculty (E.G. a cross-year discussion/mentoring environment for first, second and third year students within a discipline).

The unit may not have a specific unit code, but may be associated with Course codes; one or more Unit code and availabilities (see Glossary). Students associated with Course and Unit codes are able to view the unit when it is made available in Blackboard.
8.2 Create a Teaching Unit

- Select Create New Unit from left hand menu

- Select the appropriate Faculty and Area/Department from the drop-down menu
- Select the Teaching unit radio button and click Next

![Create New Unit](image)

- Enter the Primary Unit code. The Primary Unit code is the first Unit code you enter when creating a Unit. Subsequent Unit codes become secondary, i.e. "Additional Unit Codes".

**NOTE:** From 3rd December 2014 User Defined Codes will replaced old Unit and Course codes in OLAS. If you are unsure of the new user defined code for your unit then you can use the User Defined Code Lookup Tool which can be found at [http://students.curtin.edu.au/administration/enrolment/search/](http://students.curtin.edu.au/administration/enrolment/search/) or you can click on the link provided at the top of the page.
• Click **Next**
• Continue adding Additional unit codes as required, clicking **Add this unit** to bring up a new Additional unit code field
• The green screen above the Additional unit code field will reflect codes that have been added

![Diagram showing unit codes and fields](image)

• When you have added all the unit codes required click the **Finished adding units** button
• Tick checkboxes next to Unit code availabilities as required – you cannot select availabilities already being used for another Teaching Unit.
• Click **Next**
• Enter an **Alternate unit title** in the text field (optional). The Alternate Unit Title appends this text in brackets after the official Primary Availability Unit title.
• Click **Next**
• Details of the new unit will be displayed
• If details are incorrect click the **Back** button to make changes
• If details are correct click **Submit unit**
• You will see a success message and be given the option to return to the Unit Management Console
• You will receive an email from Blackboard when the Unit is listed.

**Please allow 25 minutes for this to take place.**
8.3 Create a Non-Teaching Unit using Units and/or Courses

- Select Create New Unit from left hand menu

- Select the appropriate Faculty and Area/Department from the drop-down menu

- Select the Non-Teaching unit radio button and click Next

- Enter the Primary Unit Code if required. If not required, click Next which will take you to the Primary Course Code page

**NOTE**

From 3rd December 2014 User Defined Codes will replaced old Unit and Course codes in OLAS. If you are unsure of the new user defined code for your unit then you can use the User Defined Code Lookup Tool which can be found at [http://students.curtin.edu.au/administration/enrolment/search/](http://students.curtin.edu.au/administration/enrolment/search/) or you can click on the link provided at the top of the page.

- If you opt to continue adding Additional unit codes, click Add this unit to bring up a new Additional unit code field.

- The green screen above the Additional unit code field will reflect Unit codes that have been added:
When you have added all Unit codes required click **Finished adding units**

- Tick checkboxes next to Unit code availabilities as required
- Click **Next**
- Enter a Primary **Course** code *if required*. If not required, click **Next** which will take you to the Unit Title page.

**From 3rd December 2014 User Defined Codes will replaced old Unit and Course codes in OLAS. If you are unsure of the new user defined code for your unit then you can use the User Defined Code Lookup Tool which can be found at [http://students.curtin.edu.au/administration/enrolment/search/](http://students.curtin.edu.au/administration/enrolment/search/) or you can click on the link provided at the top of the page.**

- Continue adding **Additional course** codes as needed, clicking **Add this course** to bring up a new Additional course code field
- The green screen above the Additional course code field will reflect course codes that have been added
- When you have added all course codes required click Finished adding courses
- Enter an Unit title in the text field

Click Next

Details of the new unit will be displayed as below:

- If details are incorrect click the Back button to make changes
- If details are correct click Submit unit
- You will see a success message and be given the option to return to the Unit Management Console
- You will receive an email from Blackboard when the Unit is listed.

Please allow 25 minutes for this to take place.
8.4 Create a Non-Teaching Unit using a class list

- Select Create New Unit from left hand menu

- Select the appropriate Faculty and Area/Department from the drop-down menu
- Select the Non-Teaching unit radio button and click Next

- On the Primary unit code screen click Next
- On the Primary course code screen click Next
- Enter an Unit title in the text field
- Click Next
- Details of the new unit will be displayed
- Click the Download the Class List Template link from the Instructions area and follow the prompts to save to your computer.
- Enter details using the specified format and save the file to a location of your choice
- Once you have saved your class list, stay in the same page of OLAS, click **Browse** and navigate to your class list file
- Click **Open**

![File Upload](image)

- If details are incorrect click the **Back** button to make changes
- If details are correct click **Submit unit**
- You will see a success message and be given the option to return to the Unit Management Console
9 Check Student Enrolment

Use this option to check the enrolment of students into Blackboard.

- Select **Check Student Enrolment** from the left hand menu

- Enter the Student ID

- Click **Submit**

- Student details will appear: **1. Name, DOB and Email; 2. Current and past enrolment details.**
10 Unit Details

Selecting a Unit link on the OLAS home page will display the Unit Details page. All unit administration is performed from this Unit Details page. The page contains:

1. A Unit Management Console that provides tools for Unit administration
2. Full Unit Details associated with the Unit
3. Availabilities associated with the Unit
4. Non-Student Users attached to the Unit such as the Unit Coordinator, Lecturers, Graders, etc.
11 Unit Management Console - Manage Unit

11.1 Change Availabilities
An availability is an enrolment cohort determined by the year, study period, location and attendance mode attached to a Unit code.
Selecting Change Availabilities from the Unit Management Console brings up the Change Availabilities screen.
You have the following options:

- Add availability to the Primary Unit code [see Glossary]
- Remove availability from the Primary Unit code
- Add and remove availabilities for additional Unit codes (if used)
- Add additional Unit code

11.1.1 Adding availabilities

- Select the Unit where an availability is to be added and click Next
- Availabilities already being used are not able to be selected
- Tick checkboxes for availabilities as appropriate
- Select the Add selected availabilities button
- You will see a success message and be given the option to return to the Unit Management Console

Please allow 25 minutes for changes to be reflected in Blackboard.
11.1.2 Removing availabilities

Warning!
Removing an availability from a Unit will delete any students attached to the availability, and all items in Blackboard associated with them including quiz attempts and grades.

Before proceeding, it is strongly advised that you download an archive of this Unit and save it to your computer or a secure storage area.
For more information on how to do this, see: http://ctl.curtin.edu.au/using_blackboard/bb_housekeeping.cfm

- Select the Unit where an availability is to be removed and click Next

The availability associated with the primary Unit code cannot be removed

- Tick checkboxes for availabilities as appropriate
- Click Next
- Tick the checkbox to Confirm Deletion
- Click the Remove selected availabilities button
- You will see a success message and be given the option to return to the Unit Management Console

Please allow 25 minutes for changes to be reflected in Blackboard.

11.1.3 Add additional Unit code

- Select Add additional unit code radio button and click Next
- If you are unsure of the new User Defined Codes for your unit then you can use the user defined code lookup tool which can be found at http://students.curtin.edu.au/administration/enrolment/search/
- Enter the additional Unit code into the required field and click Next
- Tick checkboxes for the availabilities you wish to include and click the Add selected availabilities button
- You will see a success message and be given the option to return to the Unit Management Console

11.2 Show/Hide Unit in Blackboard
If your Unit is hidden in Blackboard, you have the option to show it and vice versa.

- Select Show/Hide Unit in Blackboard from the Unit Management Console
- Click the calendar icon and select the appropriate date in the pop-up calendar:

- Click the Submit button
- You will see a success message and be given the option to return to the Unit Management Console
11.3 Change Alternate Unit title
For Teaching Units, the alternate unit title is optional and appears in brackets after the official Unit title (this information is derived from the Primary Availability as it appears in the Curtin Handbook). An alternate unit title is often used when more than one Unit Code is associated with the Unit. The alternate unit title is highlighted in yellow below:

For Non-Teaching Units the alternate unit title is compulsory as it provides the name for the Unit.

- To change the alternate unit title, select Change Alternate Unit Title in the Unit Management Console
- Enter a title in the Title field and click the Submit button

- You will see a success message and be given the option to return to the Unit Management Console

11.4 Change Availability Start/End Dates
Use this option to make the unit available to students earlier than the planned release date or to extend the end date for a Unit.

- Select Change Availability Start/End Dates from the Unit Management Console
- Use the Calendar icon to change dates as required
- Click Submit

The unit lifecycle will determine what date the students will be able to see the unit according to the availability start or end dates (see Unit Lifecycle).
11.5 Delete Unit

Warning!
Deleting a unit will remove the unit from OLAS and Blackboard. It will also remove all student data from the unit including grades and assessment submissions. Only delete a unit if you are sure, as this is final and cannot be undone.

Before proceeding, it is strongly advised that you download an archive of this Unit and save it to your computer or a secure storage area.
For more information on how to do this, see: http://ctl.curtin.edu.au/using_blackboard/bb_housekeeping.cfm

- Select the Delete Unit option in the Unit Management Console
- Check the Confirm deletion checkbox
- Click the Submit button
- You will see a success message and be given the option to return to the Unit Management Console

Please allow 25 minutes for changes to be reflected in Blackboard.

12 Unit Management Console - Manage Staff Users

12.1 Add/Edit/Remove Staff Users
To add, edit and remove staff users associated with the Unit (except for the Unit Coordinator), select Add/Edit/Remove Staff Users from the Unit Management Console.

12.1.1 Add Staff User
- Select the Add Staff User radio button
- Click Next
- Enter the staff ID
- Select a role for the new user from the drop-down menu
- Click Next
- A confirmation screen appears with the name of the person associated with the ID
- If the ID you entered isn’t correct, select the Back button at the bottom of the screen to change the ID
- If the ID is correct select Add User
- You will see a success message and be given the option to return to the Unit Management Console

12.1.2 Remove Staff Users
- Select the Remove Staff Users radio button
- Click Next
- A list of current users for the Unit is listed
-Tick checkboxes for users you want to remove from the Unit
- Click Remove Users
- You will see a success message and be given the option to return to the Unit Management Console

12.1.3 Edit staff users
- Select the Edit Staff Users radio button
- Click Next
- A list of current users for the Unit is listed
- From the drop down menu reassign staff roles as required
- Click Change Roles
- You will see a success message and be given the option to return to the Unit Management Console
12.1.4 How to find a staff ID in Microsoft Outlook

- Enter a name or part of a name in the Outlook Search Address Books field (Microsoft Outlook 2010 example below):

  ![Microsoft Outlook search example](image)

- Press Enter. A list of names will appear.
- Double click on the name of the person you need to add and the staff ID will appear in the Alias field:

  ![Staff ID in Outlook](image)

- Copy and paste the ID into OLAS.

12.2 Change Unit Coordinator

**Note:**

There can only be one Unit Coordinator per Unit.

Only Unit Coordinators or LMS Officers can change the Unit Coordinator.

Once changed, old Unit Coordinators automatically become Lecturers for the Unit. The new Unit Coordinator will be able to edit/remove the old Unit Coordinator if required.

- Select Change Unit Coordinator from the Unit Management Console
- Enter the staff ID
- Click Next
- A confirmation screen appears with the name of the person associated with the ID
- If the ID you entered isn’t correct, click the Back button and change the ID
- If the ID is correct click Submit
- You will see a success message and be given the option to return to the Unit Management Console
- This change will take effect when you next log in.

The old and new Unit Coordinator will each receive an email telling them of this role change.
13 Unit Management Console - Manage Students

Use this option to administer students enrolled in your Unit.

13.1 View/Manage Student Enrolments

13.1.1 View/Manage Student Enrolments Navigation

- Select View/Manage Student Enrolments from the Unit Management Console
  1. The default display is to list 100 students per page.
  2. Students in the Unit will be listed along with their Blackboard availability dates and Blackboard status (either Enabled or Disabled).

- To filter the display according to availability, select the availability required from the drop-down menu and click the Filter Availabilities button:

You can also filter the number of students that appear on each page.
13.1.2 How to Manage Student Enrolments

To manage student enrolments you need to select which students the changes will apply to:

1. Select individual students by ticking checkboxes, or
2. Select all students using the Select All option

- When students are selected, you may then choose to Remove, Disable or Enable the Selected Students.

- Once you have selected students as required, select the radio button for the task you want to perform and click Next
- You will see a success message and be given the option to return to the Unit Management Console
13.1.3 Manage Student Enrolment Options

- **Remove Selected Students** – this will remove all traces of the student from the Blackboard instance including grades and submitted assessments.

  Before removing students, it is strongly advised that you download an archive of this Unit and save it to your computer or a secure storage area. For more information on how to do this, see: [http://ctl.curtin.edu.au/using_blackboard/bb_housekeeping.cfm](http://ctl.curtin.edu.au/using_blackboard/bb_housekeeping.cfm)

- **Disable Selected Students** – Can only be performed on **Enabled Students**. Disabling a student results in the student not being able to see the course in Blackboard but any contributions they have made to the Unit will remain intact. Staff users can still see the student’s enrolment and status. Disabled students can easily be re-enabled by selecting the **Enable Selected Student** function.

- **Enable Selected Students** - Can only be performed on **Disabled Students**. Enabling a student results in the student being able to see the course in Blackboard and any contributions they have made to the Unit will remain intact.

13.2 Extend Student Access

Use this option to extend the access of individual students to the Blackboard instance. This option might be used for students who need extra time to access course materials due to illness, personal reasons, etc.

- Select **Extend Student Access** from the Unit Management Console
- Enter the Student ID in the **Student ID** field

  The student must be enrolled into the Unit in OLAS/Blackboard otherwise you will get the error message: ‘Please specify an enrolled Student ID’

- Click **Next**
- Student details are listed
- Click the **Calendar icon** and choose a date for the extension to end

- Click **Submit**
- You will see a success message and be given the option to return to the Unit Management Console
14 Teaching Support Contacts

Each Faculty and/or School will have a Teaching Support Coordinator, Teaching Support Officers or an online learning support area. You can find their contact details on the Teaching Support Contacts page. **Teaching Support Contacts are the first point of contact for all online learning support queries.**

To view these contacts:

- Select **Teaching Support Contacts** from the left hand menu

  ![Teaching Support Contacts Menu](image)

- A list of contacts will appear and are sorted by Faculty. Contacts can be further sorted by clicking on header fields. You can sort by:
  - First Name
  - Last Name
  - Email
  - Role
  - School


15 Contact Learning Technologies Systems (LTS) Support


If you have any queries or concerns, please use this form as the first point of contact for Learning Technologies Support. By submitting the form a Help Desk call is created, and someone from Learning Technologies Support will be able to investigate and respond to your call as soon as possible.
Appendix 1

Unit Lifecycle for OLAS/Blackboard - except OUA

[Diagram of Unit Lifecycle for OLAS/Blackboard - except OUA]

Note: Each section is equal to 7 days, except for the Study Period which is represented by only 6 days.