UNIT PREPARATION GUIDE

This document will help you get your unit 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
  (OLAS > Change Availabilities)
- Add, edit or remove staff member access to my Blackboard unit
  (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 content
  (Blackboard)

**BEFORE YOU START**

1. Become familiar with the [Unit Coordinator Handbook](#) and [Coordinating a unit](#) section on the Curtin Teaching and Learning website.
2. To preserve your last group of students’ contributions and grades, ensure that you:
   - [Download your Grade Centre](#)
   - [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.

**NEED HELP?**

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](#).
Blackboard Unit Preparation Guide

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 Oasis > 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 LMS Officers 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 LMS Officer 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. **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 LMS Officers can perform this action so let your local LMS Officer know if this is required.

1.4 **Check if the unit title in OLAS is *Old Primary Availability***
Units titled *Old Primary Availability* need to be synced to Student One to capture the unit updates. Only LMS Officers can perform this action so let your LMS Officer know if this has happened to one of your units.

### 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 Availabilities 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 [LMS OFFICER 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
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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**

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

1.4 **CHECK IF THE UNIT TITLE IN OLAS IS *OLD PRIMARY AVAILABILITY* [LMS OFFICER ONLY]**

When your primary unit code is made inactive in Student One, OLAS becomes out of sync and your unit title reverts to *Old Primary Availability*.

If your unit title is *Old Primary Availability* then you need to repair the sync between Student One and OLAS:

1. Check to see if students are attached to the current availability. If students ARE attached, Student One may have mistakenly marked a current availability as an old availability, which risks students being deleted from the course. If in doubt, seek assistance.
2. Follow the steps on page 3 to **Change Availability & Primary Availability**, and **Delete Old Availabilities**
3. Your course should now display the correct unit title and availability for the next study period.

If in doubt, please contact the Learning Technologies Support team for assistance.

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.
- I have repaired or sought help to ensure my unit is synced with an active unit code.
2. 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

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

A list of who has access to your unit already in Blackboard can be found on the Unit Details page in OLAS. Review this list of non-student users then make amendments following the relevant instructions 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 down to the bottom module listed as “Non-Student Users”
2. Review the Non-Student Users attached to the unit already, along with their Role and take note of any changes you need to make (whether they need to be removed or have their role altered).

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### 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**
Both yourself, as the “old” Unit Coordinator, and the new Unit Coordinator will receive an email advising of the role change. As there can only be one Unit Coordinator in OLAS/Blackboard, when you next log into OLAS (unless you are an LMS Officer) you will not be able to see the unit.

### 2.3 ADD, REMOVE OR EDIT STAFF MEMBERS

You can manage your staff members in the ‘Add/Edit/Remove Staff’ 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 my 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 reusing 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 require 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 Teaching and Learning – Using Blackboard website.
- Review how to edit and manage course areas and content by browsing the Develop Unit section of the Curtin Teaching and Learning – Using Blackboard website.
- Book into a Blackboard workshop via Employee Kiosk. If you have any queries, contact Curtin Learning Institute: cli@curtin.edu.au

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 Teaching and Learning – 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
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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 – Ignore this option

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

   ![Optional settings](36x53)

   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

3.3 REVIEW AND ATTACH RUBRICS TO YOUR ASSESSMENTS

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

  1. Navigate to the Grade Centre.
  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.

   ![Add Rubric](36x53)
   
   Select Rubric
   Create New Rubric
   Create From Existing
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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 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 Teaching and Learning – 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.

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 Teaching and Learning – iLecture website).

- Review the iLecture website for any news of updates, enhancements and known issues

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**SUMMARY: Update iLecture and EchoCentre links**

- ✔️ I have updated my EchoCentre link 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
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 Mobile App so they can access their learning materials and attend collaborate sessions from anywhere

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