



EXCELSIA
COLLEGE
Sydney - Australia

Document Name

ONLINE LEARNING CONTENT MANAGEMENT POLICY AND PROCEDURE

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Purpose and Scope

The purpose of this policy and procedure is to outline the processes by which subjects offered by Excelsia College are created and managed online each semester.

Definitions

- **Moodle:** Online Learning Platform, known internally as 'Excelsia Online' or 'ExO', where students interact with unit material.
- **Unit:** A subject to be studied by a student.
- **Unit – Online:** This is where the course is offered online, and almost all interaction with students occurs online.
- **Unit – On-campus:** These courses are offered face-to-face, and only the minimum information is presented online.
- **Unit – Blended:** These units are offered face-to-face however significant elements of the units occur online (e.g accessing content and/or submitting assignments).
- **Unit Regulations:** College-wide regulations that govern the administration of units.
- **Student Evaluations:** Online forms that students complete in order to provide a unit evaluation.
- **Unique ID:** The number that connects a unit in the Student Management System (Paradigm) with a unit in Moodle.
- **Category:** The location in Moodle where a unit can be found.

Responsibility

The following people have a responsibility in relation to this procedure:

- E-Learning Administrator
- Head of School (and delegated school staff)
- Registrar and Manager, Student Systems
- Director of Quality
- Assistant Registrar

Procedure

1. General Policies

- 1.1** Each semester every unit which is offered by Excelsia College for that semester needs to be created in Moodle as a unit.
- 1.2** The Heads of School are responsible for determining which subjects they are going to offer in any given semester. This should be communicated to the Assistant Registrar by the given cut-off date, provided on the staff academic calendar, to ensure that units are scheduled and ready to be deployed in Moodle before the start of each semester or teaching period.
- 1.3** There are three types of units created in Moodle:
 - a. **Online Units:** This is where the course is offered online, and almost all interaction with students occurs online.
 - b. **Offline Units:** These courses are offered face-to-face, and only the minimum information is presented online.

- c. Blended Units: These units are offered face-to-face however significant elements of the units occur online (e.g. accessing content and/or submitting assignments)
- 1.4** As a minimum, every unit created in Moodle needs to contain the following information which is available to students:
- a. The name and number of the unit
 - b. The Course Unit Outline
 - c. The Unit Regulations
 - d. Unit description
 - e. Topics to be studied, including relevant materials and readings
 - f. Assessment guidelines and submission points
 - g. Turnitin access for submission and plagiarism checks
 - h. Attendance plug-in (on-campus and blended units only)
 - i. Name and contact details (email address at minimum) of the lecturer
 - j. Available hours of lecturer for out-of-class consultation
 - k. Student Unit Evaluation
 - l. For online units:
 - m. Appropriate online conferencing software (such as Zoom) embedded, with instructions, for students to connect with lecturers for online discussion
 - n. Relevant forums for discussions to take place with other students and lecturer
- 1.5** In addition, each unit needs the following information in the units 'settings' so that it can function properly:
- a. The date and duration of the unit
 - b. The long name of the unit
 - c. The short name of the unit
 - d. A Unique ID No (a unique number which connects the Unit in Moodle with the unit in paradigm).
- 1.6** If a unit is accepting assignments online, then each assignment must be created and set out in the Gradebook with the correct raw and weighted marks.
- 1.7** Each unit needs to be placed in a category. Current practice is that each school has its own category, and under that, each school has a sub-category for each semester. Beyond that schools may have further sub-categories that reflect the logic of their particular awards.
- 1.8** Schools are responsible to ensure that any mission critical content is backed up appropriately
- 1.9** Content is to be labeled in a way that does not limit it to the date of the unit or its location in the unit (So label a reading 'Smith *How to label a reading*' rather than 'Reading 1.1) as this enables better searching and use of the resource over time.
- 1.10** All units are required to be ready to release to students at least one week before the beginning of semester
- a. Relevant information from the School to facilitate course creation is required at least three weeks prior to the deadline
- 1.11** Units are not normally made available to students until the first date of semester, however schools may choose to give students access earlier at their discretion, provided the unit is properly set up and students have been granted access.

2. Creating New Units in Moodle

- 2.1 New blank units (or 'shells') are automatically created when a unit is scheduled in Paradigm by the Assistant Registrar. This automated integration also places the unit within the relevant school category. The 'shell' has only the most basic info, such as the unit name and unique ID to pair the unit with Paradigm.
- 2.2 The E-Learning Administrator is responsible for checking that all scheduled units have been successfully created in Moodle via this integration, and to alert the Assistant Registrar of any issues.
- 2.3 Once the 'shell' unit has been created, the relevant content can be uploaded, which can be done manually or via the 'backup and restore' method. This method is the most effective when setting up a unit that has run before and requires minimal changes. Instructions on how to do this can be found in the Help Centre.
- 2.4 A final check should be carried by the Head of School or their delegate to ensure that all of the minimum content listed above is included and is accurate for the given unit. Student enrolments should also be checked by the school and any known issues or errors are to be raised with the E-Learning Administrator.
- 2.5 All other details relating to the process of creating and maintaining units in Moodle, including lists of responsibilities, are found in *WP-GEN-13 ExO Management Procedure*.

3. Procedure for Presenting Course Unit Outlines Online

- 3.1 Heads of School make available the most recent Course Unit Outline, utilizing the College's template - Course Unit Outline Template STA-T43, to the Director of Quality
- 3.2 The Director of Quality checks the Course Unit Outlines and makes them available to whoever is responsible for creating the relevant units.
- 3.3 The person responsible for creating the unit ensure the Course Unit Outline is available online in the unit for students

4. Moodle Format Guide

(Examples available in the Moodle Unit 'Online Learning Management' located in the category EXCELSIA STAFF)

Settings and Labels

- Long name: UNIT ID Name YEAR-SEMESTER [ABC123 Letters and Numbers 2012-S2]
- Short name: UNIT ID-YEARSEMESTER [ABC123-2012S2]
- Student Evaluation Label: Student Evaluation of [UNIT ID Name]

References and Related Documents

Course Unit Outline Template STA-T43

WP-GEN-13 ExO Management Procedure