

In response to student feedback, UON has instituted thresholds for all teaching course sites within the Learning Management System (LMS). These thresholds define the “minimum presence” for a course site and include items such as:

- A course introduction
- A weekly schedule
- Course contacts
- Help information for students

Course Home Page	Content
Course Outline	The <u>Course Outline</u> page <i>should only</i> include: <ul style="list-style-type: none"> • PDF version of final, approved Course Outline for the relevant teaching period
Home	This is set as the ‘default’ course entry point. The Home Page <i>should</i> include the following: <ul style="list-style-type: none"> • Course Code and Course Title • Course Banner image • Course Navigation area with links to: <ul style="list-style-type: none"> - Course Outline - Schedule - Modules - Assessment - Course Contacts - Need Help? - Placement Information (where applicable) • Course Coordinator information area • Introduction area with Welcome
Schedule	Directs students to the <u>Schedule</u> page. The Schedule page <i>should</i> include: <ul style="list-style-type: none"> • A weekly timetable

Modules	Directs students to the Modules area. The Modules area should be organised with clear, consistent headings and descriptions for students (e.g. 'Course Overview', 'Course Content'). (For links to required and suggested readings please see below).
Assessment	Directs students to the Assessment Overview page. The Assessment Overview page <i>should</i> include the following: <ul style="list-style-type: none"> • Summary of assessment items and submission requirements • Due dates • Required format (digital/hard copy) • Where/how to receive feedback
Course Contacts	Directs students to the Course Contacts page. The Course Contacts page <i>should</i> include details of: <ul style="list-style-type: none"> • Course Coordinator(s) • Lecturer(s) • Tutor(s) It is good to also include: <ul style="list-style-type: none"> • Staff photograph(s) • Links to staff profile(s)
Need Help?	Directs students to the Help page. The Help page <i>should</i> include the following: <ul style="list-style-type: none"> • Links to Personal Support services • Links to Academic Support services • Links to Ask UON • Links to Canvas Help • Links to IT Services Support
Placement (if applicable)	Directs students to the Placement Information page. The Placement information page <i>should</i> include: <ul style="list-style-type: none"> • Summary of the placement requirements for the course • Contact information for the Placement coordinator
Course Coordinator	Displays the Course Coordinator(s) name and profile image. This information is <u>automatically</u> populated from NUSTAR and the Course Coordinator's Canvas profile

Introduction	<p>Displays the information from the Introduction page. The Introduction page should include the following:</p> <ul style="list-style-type: none"> • Information about course expectations, including communication methods • References to the Student Academic Integrity Policy and the Academic Integrity Module • Links to Student Support Services <p>It is <i>good</i> to also <i>include</i>:</p> <ul style="list-style-type: none"> • An introductory video • How/when students will receive feedback • How/when students can provide feedback (e.g. information about the Student Evaluation of Courses)
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The thresholds will be included in a new default LMS template for all teaching course sites. To ensure minimum thresholds and prevent templates being compromised by a full course import, this functionality has been disabled. The ability to copy individual modules or pages from course to course is still available to staff.

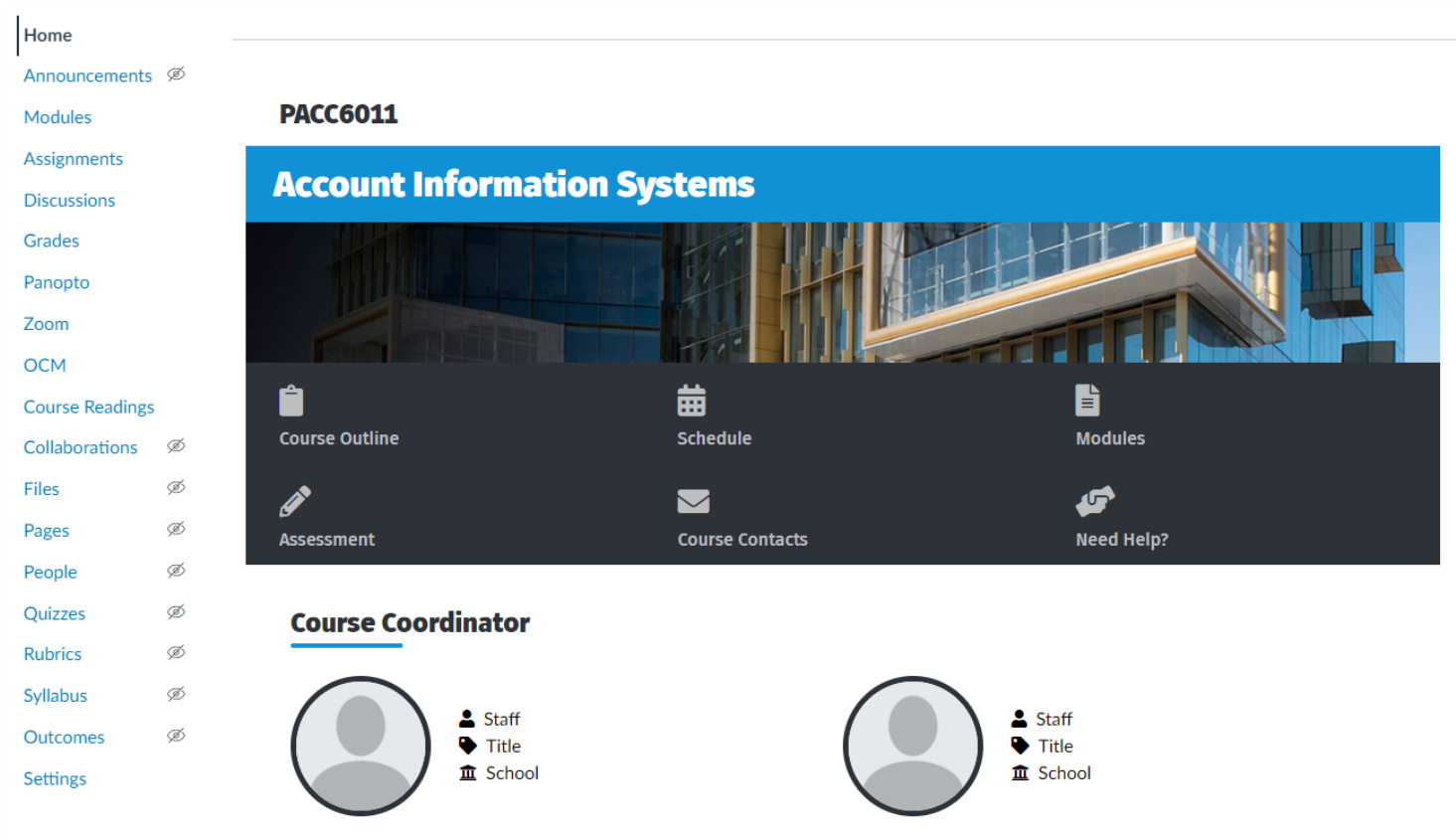
If you have a requirement for an entire course to be copied, please contact the Learning Technology Team at uonline@newcastle.edu.au or 4055 8999 (x58999) with the relevant details.

Course Menu Item (left hand side navigation)	Content
Home	Directs students to the Course Home Page as outlined above.
Announcements	Directs students to the Course Announcements . Please use as required.
Modules	Directs students to the Modules area as outlined above.
Assignments	<p>Directs students to the Assignments area. The assignments area contains links to the submission portals. Each assignment should include:</p> <ul style="list-style-type: none"> • Due date • Associated points • Submission Method (e.g. On Paper, Online, No Submission)

	<ul style="list-style-type: none"> • Rubric • Feedback Method • Return Method
Discussions	Directs students to the Discussions area. A General Course Discussion is provided
Grades	Directs students to the Grades area
Course Readings	The Course Readings tool links to the new electronic course readings platform. In this platform, you can create and update your own reading list, adding and organising the readings to suit your course. For step-by-step instructions on setting up and organising your reading list, please refer to the Course Readings user guides . If you have not used the course readings platform before and you are unable to locate your course code from the drop down list, or you would like some assistance with getting started, please email course readings@newcastle.edu.au and we will arrange for a member of the library team to contact you.
Panopto	Directs students to the Panopto folder for the course Recordings of lecture events will appear for staff/students in this folder
Zoom	Directs students to the Zoom tool for the course

Course Banner

A UON-branded Course Banner will be added to course sites prior to the teaching period.
Course Coordinators can replace banners with an alternative if required.



The screenshot shows a course site interface. On the left is a navigation menu with items: Home, Announcements, Modules, Assignments, Discussions, Grades, Panopto, Zoom, OCM, Course Readings, Collaborations, Files, Pages, People, Quizzes, Rubrics, Syllabus, Outcomes, and Settings. The main content area features a course banner for **PACC6011 Account Information Systems**. Below the banner is a grid of six icons: Course Outline, Schedule, Modules, Assessment, Course Contacts, and Need Help?. Below this grid is a section for **Course Coordinator** with two placeholder profiles, each showing a person icon and labels for Staff, Title, and School.