

Learning Management System - Teaching Courses : Minimum Presence (Default)



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

- A course introduction
- Course outline in PDF format
- Clearly defined and well organised content areas for: course materials; assessment and student grades
- Clear guidelines for students around communication expectations
- A UON-branded course banner

The thresholds will be included in a new default LMS template for all teaching course sites. School-based course templates that include the minimum presence will also be introduced in 2018. In order to ensure minimum thresholds and prevent templates being compromised by a full course copy, this functionality has been disabled. The ability to copy individual folders and items from course to course is still available to staff.

If you have a requirement for an entire course to be copied, please contact the UONline Support Team at uonline@newcastle.edu.au or 4921 7101 with the relevant details.

Course Menu Item	Content
Introduction	<p><i>Should Include:</i></p> <p>The Introduction content area 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• Link to Student Support Services <p><i>And can also include:</i></p> <ul style="list-style-type: none">• Introductory video• How/when students will receive feedback• How/when students can provide feedback (e.g. information about the Student Evaluation of Courses)
Announcements	<p>This will be set as the ‘default’ course entry point.</p> <ul style="list-style-type: none">• As required

Course Menu Item	Content
Contacts	<p>The Contacts area <i>should</i> include details of:</p> <ul style="list-style-type: none"> • Course Coordinator • Lecturer(s) • Tutor(s) <p>and could also include:</p> <ul style="list-style-type: none"> • Staff photograph(s) • links to staff profile(s)
Course Outline	<p>The Course Outline content area <i>should only</i> include:</p> <ul style="list-style-type: none"> • PDF version of final, approved Course Outline for the relevant teaching period • A weekly timetable <p>Note: This content area is enabled for Guest Access by default which is viewable to any authenticated user via the Course Catalogue Search</p>
Course Readings	<p>The Course Readings content area is where you will find a link 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.</p> <p>For step by step instructions on setting up and organising your reading list, please refer to the Course Readings user guides.</p> <p>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 coursereadings@newcastle.edu.au and we will arrange for a member of the library team to contact you.</p>
Course Materials	<p>The Course Materials content area should be organised with clear, consistent headings and descriptions for students (e.g. folders for Weeks/Topics).</p> <p>Links to required and suggested readings should also be provided and copyright compliant (e.g. link via Course Readings).</p>
Assessment	<p>The Assessment content area <i>should</i> include the following:</p> <ul style="list-style-type: none"> • Summary of assessment items and submission requirements <ul style="list-style-type: none"> • due dates • submission requirements • required format (digital/hard copy) • where/how to receive feedback • Folder for each assessment task

	<ul style="list-style-type: none"> • submission links (e.g. Turnitin, LMS Assignment, other) • rubrics
Discussion Forums	Each forum to include a description of expectations of use and teaching staff monitoring/response times. <ul style="list-style-type: none"> • General Course Discussion • Other (as required)
Collaborate	Link to Collaborate tool
Email	Link to Email tool
My Grades	Link to My Grades tool

Course Banner

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

The screenshot displays a course site interface. On the left is a navigation menu with the following items: Minimum Presence Demo (templatedemo.2017), Introduction, Announcements, Contacts, Course Outline, Course Readings, Course Materials, Assessment, Discussion Forums, Collaborate, Email, and My Grades. The main content area features a prominent blue banner with the text "SOCA1040" in white and "Constructions of Childhood, the Family and Society" in dark blue. Below the banner is a dark grey bar, and the word "Announcements" is displayed in bold black text.