

## **myUNSW Learning Management – Overview, Step by Step Instructions and FAQ**

### **Overview:**

The creation of Moodle modules is an important part of the term planning process. In addition to providing options for course delivery, lecture recordings (Echo 360) are designed to be integrated into Moodle and if no Learning Management System (LMS) is created they will not function correctly.

There are two areas in myUNSW where Learning Management data can be added/updated.

- Term Planning (Option A)
- Standalone Learning Management (Option B)

This is conceptually similar to the Term Planning/Class Maintenance division. The Term Planning pages are where broad requirements for each course are entered. The Learning Management pages are populated from Term Planning and can then be used to maintain and edit the requirements.

Importantly, the majority of the data entered into Term Planning is rolled over to the corresponding semester while data entered into Learning Management is not rolled over. Module titles and staff allocations are not rolled over as these may vary and in the case of titles need to be updated to include the relevant semester for each offering.

Information entered into Term Planning will populate modules after term planning has closed for the relevant semester. Where no data has been entered, the option to enter data into Term Planning will remain open after the term planning deadline and only become unavailable once the module has been created (an overnight process).

Once the module has been created, changes will need to be made through the stand alone Learning Management system. All elements of the module setup can be edited at this level and will update overnight.

Though the module will be set up using this process, it will be created as inactive and not visible to students until activated within Moodle.

### **Access to Learning Management:**

- School administrative staff with access to myUNSW Term Planning will have access to both Term Planning and the standalone Learning Management.
- TELT administrators will need to apply for access by completing the myUNSW academic admin form. You will need to annotate the form to include “TELT FAC myUNSW Learning Management” [https://www.it.unsw.edu.au/staff/online\\_apps/nss/index.html](https://www.it.unsw.edu.au/staff/online_apps/nss/index.html)
  - TELT Administrators will also need TELT Administrator access in Moodle so that they can assist in designing and maintaining the module after it's been created. This can be sought using the form found here - <https://my.unsw.edu.au/student/Staff/TELTadministration.html>
- Academic staff entered into Learning Management as an ‘Instructor’ will be able to access the standalone Learning Management system for relevant courses.

If you have any questions or problems using myUNSW Learning Management please contact [teltadmin@unsw.edu.au](mailto:teltadmin@unsw.edu.au). For questions about Moodle, including course design and functionality, you can find information and contacts here - <http://teaching.unsw.edu.au/moodle>

## Step by Step Instructions:

### Option A: Create a module during term planning

1. Sign on to [myUNSW](#).
2. On your portal page, click the **Academic Admin** tab.
3. On the *Academic Admin* page, in the left-hand menu, under **Interactive services**, select **Term Planning**.
4. On the Course List page
  - Select the appropriate **Term, Campus, Career, Session, Subject Area** and **Catalogue Number** and click **Search**
5. When the correct course displays in the **Search Results**, click **Select**

Select the relevant criteria. Please specify all fields indicated thus: \*. Catalogue number may be a prefix if desired. Tick Show All Active Courses to create new term planning records.

**Course Selection Criteria**

Term \*        Session \*

Campus \*        Subject Area \*

Career \*       Catalogue Nbr  (or prefix)

Show all Active Courses

**Search Results**

Course	Description	Planned	Offered	UnitT?	Size	LMS
COMP1927	Computing 2	<input checked="" type="checkbox"/>	Yes	Yes	315	OTH

6. On the *LMS Requirements* page, under **Learning Management Systems Used**, select **Yes** and the **Moodle** check box, then click **Next Step**. Note that this does not assign any instructors or tutors to the site.

Please indicate whether or not an LMS is required for this course. If an LMS will be required, please indicate which ones.

**COMP1927 - Computing 2**

<b>Term</b>	5147 - Semester 2 2014	<b>Teaching Period</b>	T2 - Teaching Period Two
<b>Career</b>	UGRD - Undergraduate	<b>Campus</b>	KENS - Sydney

**Learning Management Systems Used**

Will an LMS be used for this course ?       Yes     No

Blackboard       Moodle       Other

7. To add instructors or link additional courses to the module, click **Select**. If this is not yet known, you can complete the process by clicking **Back** to finalise and add details later through Learning Management (see Option B)

Below is a summary of each LMS selected for this course and the status of each required LMS element. To edit any of the details of a specific LMS' required elements, please press the Select button.

**COMP1927 - Computing 2**

<b>Term</b>	5147 - Semester 2 2014	<b>Teaching Period</b>	T2 - Teaching Period Two
<b>Career</b>	UGRD - Undergraduate	<b>Campus</b>	KENS - Sydney

**LMS Summary**

LMS	Modules Created	Staff Defined	Sample Student
Moodle	1	None	N/A

8. To link an additional course click **Edit Module** or select **Next Step** to assign staff.

Below are the modules defined with the selected course as the primary course.  
 To create a new module, press **Add Module**. To add or remove courses from an existing module, press **Edit Module**. To delete a module, press **Delete Module**. Please note that at least one module must exist at all times.

COMP1927 - Computing 2			
<b>Term</b>	5147 - Semester 2 2014	<b>Teaching Period</b>	T2 - Teaching Period Two
<b>Career</b>	UGRD - Undergraduate	<b>Campus</b>	KENS - Sydney

Moodle Module 1 of 1 - COMP1927

Module Title	Computing 2					
Course	Title	Career	T Period	Planned	Offered	Size
COMP1927	Computing 2	UGRD	T2	<input checked="" type="checkbox"/>	Yes	315

[Edit Module](#)

[Back](#) [Add Module](#) [Next Step](#)

9. Additional courses can be linked to the module by searching and then clicking **Save and Return**

Below are the modules defined with the selected course as the primary course.

COMP1927 - Computing 2			
<b>Term</b>	5147 - Semester 2 2014	<b>Teaching Period</b>	T2 - Teaching Period Two
<b>Career</b>	UGRD - Undergraduate	<b>Campus</b>	KENS - Sydney

Moodle Module 1 of 1 - COMP1927

Module title:

Course	Title	Career	T Period	Planned	Offered	Size
COMP1927	Computing 2	UGRD	T2	<input checked="" type="checkbox"/>	Yes	315

**Course Selection Criteria**

**Term \*** 5147 - Semester 2 2014      **Teaching Period \***

**Campus \***        **Career**

**Subject Area \***       **Catalogue Number**  (or prefix)

[Search](#)

**Search Results**

Course	Title	Career	T Period	Planned	Offered	Size
COMP1921	Computing 1B	UGRD	T2	<input checked="" type="checkbox"/>	Yes	220

[Add to Module](#)

[Back](#) [Save & Return](#)

10. To assign new staff, **Search** by name or staff ID and then designate the role. An explanation of each role can be found here – [www.teaching.unsw.edu.au/moodle-user-roles-and-access-rights](http://www.teaching.unsw.edu.au/moodle-user-roles-and-access-rights)

A list of instructors and their respective roles can be assigned to this course. All instructors assigned will have access to any module containing this course in LMS.

**COMP1927 - Computing 2**

<b>Term</b>	S147 - Semester 2 2014	<b>Teaching Period</b>	T2 - Teaching Period Two
<b>Career</b>	UGRD - Undergraduate	<b>Campus</b>	KENS - Sydney
<b>LMS</b>	MOODLE - Moodle	<b>Faculty</b>	ENG - Faculty of Engineering

**Staff Roles**

Staff ID	Name	Staff Role	
		Select role	Delete

**Staff Selection Criteria**

Add instructors associated with activity  **Teaching Assistant**

OR

Find person whose Staff ID is

OR

Find staff whose family name begins

Search includes staff outside faculty and Internal Contractors

**Search Results**

Staff ID	Name	
500000	Professor John Doe	<input type="button" value="Add Staff"/>
500001	Professor Jane Smith	<input type="button" value="Add Staff"/>
500002	Professor Charles Lee	<input type="button" value="Add Staff"/>
500003	Professor Emily White	<input type="button" value="Add Staff"/>
500004	Professor David Brown	<input type="button" value="Add Staff"/>
500005	Professor Sarah Green	<input type="button" value="Add Staff"/>
500006	Professor Robert Black	<input type="button" value="Add Staff"/>
500007	Professor Lisa Grey	<input type="button" value="Add Staff"/>
500008	Professor James Blue	<input type="button" value="Add Staff"/>
500009	Professor Helen Yellow	<input type="button" value="Add Staff"/>
500010	Professor William Purple	<input type="button" value="Add Staff"/>

11. Select **Next Step** to finalise term planning the module
12. The course will display in Moodle after the term planning deadline has passed or the day after the information is entered if the deadline has already passed.
- Once the module is displayed in Moodle you will no longer be able to edit the Term Planning (it will be greyed out) and any changes need to be made through Learning Management (see Option B below)

Please indicate whether or not an LMS is required for this course. If an LMS will be required, please indicate which ones.

**COMP1927 - Computing 2**

<b>Term</b>	S147 - Semester 2 2014	<b>Teaching Period</b>	T2 - Teaching Period Two
<b>Career</b>	UGRD - Undergraduates	<b>Campus</b>	KENS - Sydney

**Learning Management Systems Used**

Will an LMS be used for this course?  Yes  No

Blackboard  Moodle  Other

A module has been created in LMS.

## Option B: Creating or editing a module through Learning Management

1. Sign on to [myUNSW](#).
2. On your portal page, click the **Academic Admin** tab.
3. On the *Academic Admin* page, in the left-hand menu, under **Interactive services**, select **Learning Management**.
4. On the *Module Search* page, click **Add New Module** if no module data exists.
5. If you are editing an existing module, enter the **Module ID**, **Title** or **Included Course** and select **Search**. Once the module is selected you can proceed with the steps below. It's important that a new title, including the relevant semester, is entered for each offering.
6. On the *Course List* page:
  - Under **New Module**, at **LMS Type**, select **Moodle**.
  - Under **Course Selection Criteria**, select the appropriate **Campus**, **Subject Area**, **Teaching Period** and **Career**.
  - Enter the appropriate **Catalogue Number** or prefix and click **Search**.
  - When the correct course displays in the **Search Results**, click **Add to Module**. Multiple courses can be added to a single module.
  - In the upper section of the page, at **Module Title**, add the semester number and year (e.g. " - S1, 2013"). It's important to add the semester into the title for each offering to differentiate from past modules.
  - If you want to remove the course code from module titles you can tick **Supress Codes**
  - If the module should only be attached to specific classes e.g. a subset of tutorials within the course then you can select **Edit Classes** (red arrow) before proceeding to the **Next Step**
  - Click **Next Step**.

To add courses to this module, enter search criteria, press **Search** and select from the results. Normally courses must be offered to be added to a module, this can be overridden with the checkbox shown.  
To remove a course, press **Delete**. To allow only students from selected classes to enrol in the module, press **Classes**. Normally all classes are included.

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**New Module**

**Term** S147 - Semester 2 2014  
**Acad Group** -  
**Module Id** (to be allocated)

**LMS Type** Moodle  
**Acad Org** -  
**Module Title** Computing 2 - S2 2014  
**BB Name** COMP1927-Computing 2 - S2 2014  
 **Supress Codes** [Go](#)

[Delete Module](#)

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**Module Courses**

Course	Title	Career	Offer	T Period	Offered	All classes?
COMP1927	Computing 2	UGRD	1	T2	Yes	Yes

[Delete](#) [Edit Classes](#)

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**Course Selection Criteria**

**Term** S147 - Semester 2 2014  
**Campus** Sydney [Go](#)  
**Subject Area** COMP - Computer Science

**Teaching Period** T2 - Teaching Period Two  
**Career** UGRD - Undergraduate  
**Catalogue Number** 1927 (or prefix)

[Search](#)

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**Search Results**

Course	Title	T Period	Size
No results found			

[Back](#) [Next Step](#)

7. You can select specific classes to attach on the **Edit Classes** page. Once ticked you can **Save and Return** to return to the previous page and then select **Next Step** to start allocating staff.

Choose the classes from the selected course that will be used to enrol students in this module. By default all classes are included.

*** New Module ***			
<b>Module ID</b>	(to be allocated)	<b>Module Title</b>	Computing 2 - S2 2014
<b>Course</b>	COMP1927	<b>Course Title</b>	Computing 2
<b>Term</b>	S147 - Semester 2 2014	<b>Teaching Period</b>	T2 - Teaching Period Two

**Classes Scheduled**

Select	Activity	Section	Class	Status	Enrols	Timetable	Instructor
<input type="checkbox"/>	LEC	1UGA	5731	Active	323	Tue 14:00-15:00, Weeks: 1-9,10-12 Tue 15:00-16:00, Weeks: 1-9,10-12 Mon 10:00-12:00, Weeks: 1-9,10-12	Dr John Andrew Shepherd Dr John Andrew Shepherd Dr John Andrew Shepherd
<input type="checkbox"/>	TLB	F09A	9473	Active	10	Fri 09:00-10:00, Weeks: 2-9,10-13 Fri 10:00-12:00, Weeks: 2-9,10-13	
<input type="checkbox"/>	TLB	F09B	9555	Active	18	Fri 09:00-10:00, Weeks: 2-9,10-13 Fri 10:00-12:00, Weeks: 2-9,10-13	
<input type="checkbox"/>	TLB	F09C	9965	Active	13	Fri 09:00-10:00, Weeks: 2-9,10-13 Fri 10:00-12:00, Weeks: 2-9,10-13	
<input type="checkbox"/>	TLB	F12A	5738	Active	20	Fri 12:00-13:00, Weeks: 2-9,10-13 Fri 13:00-15:00, Weeks: 2-9,10-13	
<input type="checkbox"/>	TLB	F12B	5739	Active	15	Fri 12:00-13:00, Weeks: 2-9,10-13 Fri 13:00-15:00, Weeks: 2-9,10-13	
<input type="checkbox"/>	TLB	H09A	5736	Active	20	Thu 09:00-10:00, Weeks: 2-9,10-13 Thu 10:00-12:00, Weeks: 2-9,10-13	
<input type="checkbox"/>	TLB	H09B	5737	Active	20	Thu 09:00-10:00, Weeks: 2-9,10-13 Thu 10:00-12:00, Weeks: 2-9,10-13	
<input type="checkbox"/>	TLB	H12A	5741	Active	18	Thu 12:00-13:00, Weeks: 2-9,10-13 Thu 13:00-15:00, Weeks: 2-9,10-13	
<input type="checkbox"/>	TLB	H12B	5742	Active	18	Thu 12:00-13:00, Weeks: 2-9,10-13 Thu 13:00-15:00, Weeks: 2-9,10-13	
<input type="checkbox"/>	TLB	M15A	5734	Active	21	Mon 15:00-16:00, Weeks: 2-9,10-13 Mon 16:00-18:00, Weeks: 2-9,10-13 Mon 18:00-19:00, Weeks: 2-9,10-13	
<input type="checkbox"/>	TLB	M15B	5740	Tentative	0	Mon 15:00-16:00, Weeks: 2-9,10-13 Mon 16:00-18:00, Weeks: 2-9,10-13	
<input type="checkbox"/>	TLB	M18A	5743	Active	19	Mon 18:00-19:00, Weeks: 2-9,10-13 Mon 19:00-21:00, Weeks: 2-9,10-13	
<input type="checkbox"/>	TLB	M18B	5744	Tentative	0	Mon 18:00-19:00, Weeks: 2-9,10-13 Mon 19:00-21:00, Weeks: 2-9,10-13	
<input type="checkbox"/>	TLB	T09A	5722	Active	18	Tue 09:00-10:00, Weeks: 2-9,10-13 Tue 10:00-12:00, Weeks: 2-9,10-13	
<input type="checkbox"/>	TLB	T09B	5733	Active	17	Tue 09:00-10:00, Weeks: 2-9,10-13 Tue 10:00-12:00, Weeks: 2-9,10-13	
<input type="checkbox"/>	TLB	T09C	9962	Active	12	Tue 09:00-10:00, Weeks: 2-9,10-13 Tue 10:00-12:00, Weeks: 2-9,10-13	
<input type="checkbox"/>	TLB	T18A	5745	Active	21	Tue 18:00-19:00, Weeks: 2-9,10-13 Tue 19:00-21:00, Weeks: 2-9,10-13	
<input type="checkbox"/>	TLB	W09A	5735	Active	18	Wed 09:00-10:00, Weeks: 2-9,10-13 Wed 10:00-12:00, Weeks: 2-9,10-13	
<input type="checkbox"/>	TLB	W09B	5963	Active	9	Wed 09:00-10:00, Weeks: 2-9,10-13 Wed 10:00-12:00, Weeks: 2-9,10-13	
<input type="checkbox"/>	TLB	W18A	5746	Active	18	Wed 18:00-19:00, Weeks: 2-9,10-13 Wed 19:00-21:00, Weeks: 2-9,10-13	
<input type="checkbox"/>	TLB	W18B	9964	Active	10	Wed 18:00-19:00, Weeks: 2-9,10-13 Wed 19:00-21:00, Weeks: 2-9,10-13	

[Return](#) [Save & Return](#)

8. Assign staff by searching by family name or Staff ID and then nominate the role e.g. Instructor. A detailed explanation of each role can be found here – [www.teaching.unsw.edu.au/moodle-user-roles-and-access-rights](http://www.teaching.unsw.edu.au/moodle-user-roles-and-access-rights) Select Save and Return to finalise the process.

Update the list of instructors or other persons authorised to manage the course. Change the password of the student account that is authorised to access this module.

COMP1927			
<b>Term</b>	S147 - Semester 2 2014	<b>LMS Type</b>	MOODLE
<b>Module Id</b>	02582	<b>Module Title</b>	Computing 2
<b>Acad Group</b>	ENG - Faculty of Engineering	<b>Acad Org</b>	COMPSC - School of Computer Science and Engineering

**Staff Roles**

Staff ID	Name	Role	Delete
596228	Shepherd, John Andrew	Instructor	<input type="button" value="Delete"/>

**Staff Selection Criteria**

Find person whose Staff ID is

OR

Find staff whose family name begins with

Search includes staff outside faculty and Internal Contractors

**Search Results**

Staff ID	Name	Add Staff
596228	Shepherd, John Andrew	<input type="button" value="Add Staff"/>
596229	Shepherd, John Andrew	<input type="button" value="Add Staff"/>
596230	Shepherd, John Andrew	<input type="button" value="Add Staff"/>
596231	Shepherd, John Andrew	<input type="button" value="Add Staff"/>
596232	Shepherd, John Andrew	<input type="button" value="Add Staff"/>
596233	Shepherd, John Andrew	<input type="button" value="Add Staff"/>
596234	Shepherd, John Andrew	<input type="button" value="Add Staff"/>
596235	Shepherd, John Andrew	<input type="button" value="Add Staff"/>
596236	Shepherd, John Andrew	<input type="button" value="Add Staff"/>
596237	Shepherd, John Andrew	<input type="button" value="Add Staff"/>

[Back](#) [Save & Return](#)

9. The module will be created overnight and remain open for editing. Subsequent changes will also require an overnight update to appear in Moodle.

## **FAQ:**

### **What if I want to set up a module that is not linked to any courses?**

The standard option is to create a standalone module and use self-enrolment keys issued to students/staff to manage access. This option can be discussed with the Technology Enabled Learning & Teaching (TELT) team and an online form exists to submit your requests - <http://teaching.unsw.edu.au/unsw-moodle-course-request>

### **How can I quickly generate a list of course based Moodle modules that have been set up for the current semester?**

You can run a semester based query in SIMS that can be sorted by school (Academic Organisation) to check which courses have been set up in Learning Management. Under Query Viewer, search for NSSR9019 and then enter the relevant term and Moodle as the LMS ID.

### **We have a student that is not enrolled in the course but needs to access the module for their studies, can they be given access?**

You will need to contact [teltadmin@unsw.edu.au](mailto:teltadmin@unsw.edu.au) to discuss the situation and request auditor access. An example of an approved request might be a research student who is auditing a course and needs to access the online materials without being enrolled. Auditor access is restricted to read only so students with this level of access won't be able to interact with the module.

### **When will students lose access to a module?**

Modules will remain visible until they are inactivated by school staff or the student is no longer able to login to Moodle.

### **When will students be unable to login to Moodle?**

Students enrolled in either the previous, current or upcoming semester will be listed as active users e.g. in Semester 1 2014, students previously enrolled in Summer will have access while those in S2 2013 will no longer be able to access Moodle until they have enrolled for S2 2014.