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](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. For questions about Moodle, including course design and functionality, you can find information and contacts here - [http://teaching.unsw.edu.au/moodle](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

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.

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

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

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)
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.
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.

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.

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 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.