## Bronze: Baseline

This ‘Bronze’ level guide outlines the minimum expectations. For a UTS Subject, we expect that most coordinators would do these things (and more) routinely as part of their subject preparation.

Some help links have been provided for those who are new to subject coordination or to UTS. For everyone who wishes to do more than the minimum, there are Silver and Gold guides with ideas for taking the basics further. We know that ‘getting a good start’ is critical to student success, so we would expect that most Subjects will aim for Silver level as ‘a good preparation to study’ rather than Bronze ‘basic preparation’, but it is important to know the **baseline**, so here it is:

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<td><strong>Update (or set up) your UTSOnline site.</strong></td>
<td>Students value the use of UTSOnline. They like to see that the site has been updated for their class, and can be confused by out-of-date material. From Autumn 2016, all active subjects must have a UTSOnline site.</td>
<td>If you haven’t requested a site for your subject before, this help page has information on how to do it. If you have a site and would like ideas to redesign it, come along to a UTSOnline drop-in session. Who can I ask if I have more questions? Your IML Faculty Learning Technologist</td>
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| **Make your subject outline available in UTSOnline: create a Subject Outline link in your UTSOnline site and upload the outline PDF.** | Students like to have the subject outline available online. Make it easy for them to find. The first day of the Orientation and Preparation period is March 7 (or February 22, if your subject is on calendar B). All subjects must have their subject outline available to students by that time, which means finalizing and uploading earlier as your Faculty has decided. | Check with your Faculty APO about your Faculty’s requirements and deadlines. Your Faculty deadline may be earlier. Did you know that there's a [helpful user guide for creating subject outlines on CIS]? UTS APO can also offer training. This [Blackboard help page] has information on how to upload a document. |
Post a welcome announcement for students in UTSOnline

Students should be encouraged to engage in the subject from the start of the Orientation and Preparation weeks, and know what they’re expected to do in these weeks. A simple announcement is an easy way to do this. Introduce yourself, include a few lines about the subject and tell students what you expect them to prepare for their first class and why. You could include a link to the subject outline to take students straight there.

This Blackboard help page has a tutorial and information on how to post an announcement.

Post at least one item of pre-work that students should do during the orientation and preparation weeks

Students should be prepared to hit the ground running in the first class. The minimum pre-work should be interesting, engage them with one or two key ideas in the subject and motivate them to go further.

A short video or an interesting (not too intense yet) reading could be starting points. There are further ideas for pre-work in the level 2 and 3 guides. Use the pre-work outcomes in your first ‘in person’ class session.

If you want students to watch or read material from external websites, link to these from UTSOnline.

Don’t forget to use the library Digital Resource Register for all copyright material. The DRR can send you a link to include in your UTSOnline site and put articles and chapters into eReadings.

Creating a clear introduction to your subject, welcoming your students, and providing some simple preparation activities may have previously been something you have done in person in Week 1. Now, it is expected that you will use UTSOnline for that in advance of face-to-face interaction.

Be sure to make use of the preparation work in Week 1 itself!

These are the minimum expectations across the university. Your Faculty may require additional preparation, have additional time constraints, or have a standard template for you to use. Make sure you know the Faculty expectations.

If students contact you about difficulty accessing learning materials due to disability, please refer them to special.needs@uts.edu.au, ph 95141177, suggesting they make an appointment with a Disability Services Officer.

For help with UTSOnline, contact your IML Faculty Learning Technologist or book in for a UTSOnline drop-in session.