

Balanced Teaching Periods 2017: Preparing for Orientation and Week 1



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:

| What to do | Why? | Get help |
|--|---|---|
| Update (or set up) your UTSONline site. | <p>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 They like to see that the site has been updated for their class, and can be confused by out-of-date material.</p> <p>From Autumn 2017, all active subjects automatically have a UTSONline site.</p> | <p>You no longer need to request a site for your subject, the site will be created automatically. For more information about the process including dates, see this help page.</p> <p>If you have a site and would like ideas to redesign it, come along to a UTSONline drop-in session.</p> <p>Who can I ask if I have more questions? Your IML Faculty Learning Technologist</p> |
| Make sure the latest version of your subject outline is available in UTSONline: this process is automated so there is no need for you to upload the PDF. But do check the link is active. | <p>Students like to have the subject outline available online. Make it easy for them to find.</p> <p>The first day of the Orientation period is February 20 and Week 1 commences March 13 (or February 27, if your subject is on calendar B); All subjects must have their subject outline available to students by the first day of Orientation, which means finalising in CIS earlier according to your Faculty timeline.</p> | <p>Check with your Faculty APO about your Faculty's requirements and deadlines. Your Faculty deadline may be earlier.</p> <p>Did you know that there's a helpful user guide for creating subject outlines on CIS?</p> <p>UTS APO can also offer training.</p> |

Post a welcome announcement for students in UTSONline

Students should be encouraged to engage in the subject from the start of the Orientation period, 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.

This UTSONline help page has information on how to add a link within your subject site.

Post at least one item of pre-work that students should do during the Orientation and Week 1 period

Students should be prepared to hit the ground running, and you can require them to do preparation work in Week 1. 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 Silver and Gold 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 are important to help your students make a good start to their learning in your subject. In 2017, you can also use Week 1 to run face-to-face preparation sessions that complement your online activities.

Be sure to plan Week 2 to make use of the preparation work.

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](#).