

Steps in creating BBL9 courses via Term Planning:

All courses are requested through Term Planning in MyUNSW (Carmen – SoMS undergraduate courses; Sue Cheng – Ex Phys courses; Jan Cooper – SoMS Postgraduate courses)

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myUNSW
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Sarah Thomson (8990016)

Term Planning
 Course List
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 Streamed Activity
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 Special Request

Please indicate whether this course is offered, is to be centrally timetabled and planning numbers.

PHYS1111 - Fundamentals of Physics

Course ID	050081	Campus	KENS - Kensington	Term	S104 - Sem1 2010
Offer Nbr	1	Career	UGRD - Undergrad	Session	T1 - TP1

Availability of Offering

Is PHYS1111 offered this term ? 18 days to Planning Deadline (13/09/2009)

Are classes to be centrally timetabled ?

Does PHYS1111 have a formal examination?

To access **Learning Management pages** click on this step on the left hand menu from within the relevant Term Planning course record

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Please select all Learning Management Systems used with this course. For Blackboard (the default LMS), set or change the sample student account password. An empty password disables the account.

PHYS1121 - Physics 1A

Term	S104 - Semester 1 2010	Teaching Period	T1 - Teaching Period One
Career	UGRD - Undergraduate	Campus	KENS - Kensington Campus

Learning Management Systems used

Blackboard Other

Blackboard sample student
 Login ID: sPHYS1121
 New password:
 Re-enter password:

Indicate whether or not a **Blackboard** module is required for the course.

Returns to main Term Planning page **without saving**

Schools should enter a **password** where they require a **"dummy" student account** for the course. Dummy student password can be set up to be the same as the login ID for ease of use

Indicate whether any **other Learning Management systems** will be used for the course in the relevant Teaching Period. Note: this is collected for information purposes only

Where a password is entered a **"dummy" student account** will be created for the course in UNSW Blackboard. The **login ID** is displayed here. This account may be used by staff when developing the course to ensure students are able to interact with course content and tools as intended.

Click **Next Step** to save your data and proceed to the next page

UNSW Learning Management 2: Staff Help Log Out

Sarah Thomson (8990016)

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Specify instructors or other persons authorised to manage the course using the selected LMS. Use the **Add Instructors** button to choose staff who have been associated with an activity in Term Planning. Select the appropriate role for each person.

PHYS1121 - Physics 1A

Term: S104 - Semester 1 2010 Teaching Period: T1 - Teaching Period One
 Career: UGRD - Undergraduate Campus: KENS - Kensington Campus

Staff Roles

Staff ID	Name	Blackboard
3087192	Jackson, Michael	Grader
3155481	Lennon, John	Instructor
9805182	Preddy, Ann	Teaching Assistant

Add instructors associated with activity [LAB - Laboratory] **Add Instructors**

Find staff whose family name begins with [Madonna] **Search Names**

Find person whose Staff ID is **Search ID** Include staff outside faculty

Search Results

Staff ID	Name

Buttons: Cancel, Save & Return, Next Step

To add staff associated with an activity on the Term Planning Staff Requirements page select the relevant activity and then click **Add Instructors**. This may be repeated for each defined Term Planning activity if you wish.

Enter relevant Blackboard role for each staff member

Delete a staff member

Search by Family Name

Search by Staff ID

Returns to main Term Planning page without saving

Click **Save & Return** to save data and return to beginning of workflow

Click **Next Step** to save data and proceed to Blackboard Modules page

Click **Add Module** if you require **multiple modules** in Blackboard e.g. PHSL 2201_2221_2502

UNSW Learning Management 3a Help Log Out

Sarah Thomson (8990016)

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Define all course combinations that will become LMS modules. Each module is defined once only, and is updated under the primary course. Modules for which this course is not the primary course are listed separately, where applicable.

PHYS1121 - Physics 1A

Term: S104 - Semester 1 2010 Teaching Period: T1 - Teaching Period One
 Career: UGRD - Undergraduate Campus: KENS - Kensington Campus

Blackboard Module 1 - PHYS1121

Module title	Course	Title	T Period	Planned	Offered	Size
Physics 1A	PHYS1121	Physics 1A	T1	<input checked="" type="checkbox"/>	Yes	680

Blackboard Module 2 - PHYS1121/PHYS1131

Module title	Course	Title	T Period	Planned	Offered	Size
First year Physics Combined Blackboard Module	PHYS1121	Physics 1A	T1	<input checked="" type="checkbox"/>	Yes	680
	PHYS1131	Higher Physics 1A	T1	<input checked="" type="checkbox"/>	Yes	370

Buttons: Cancel, Add Module, Save & Return

A default module is created per course. If you only require a combined course module, this default module should be edited by adding courses.

Derived non-editable module code

Title is defaulted to that of primary course but may be edited by clicking **Add Courses** which takes you to the edit page

Save and return to main Term Planning page

Return to Term Planning main page without saving changes

myUNSW Learning Management 3a Help Log Out

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Define all course combinations that will become LMS modules. Each module is defined once only, and is updated under the primary course. Modules for which this course is not the primary course are listed separately, where applicable.

PHYS1111 - Fundamentals of Physics

Term	5104 - Semester 1 2010	Teaching Period	T1 - Teaching Period One
Career	UGRD - Undergraduate	Campus	KENS - Kensington Campus

Existing Modules

PHYS1111 is already a member of these modules
 PHYS1111/PHYS1121/PHYS1131

Blackboard Module 1 - PHYS1111

Module title	Course	Title	T Period	Planned	Offered	Size
Fundamentals of Physics	PHYS1111	Fundamentals of Physics	T1	<input checked="" type="checkbox"/>	Yes	135

Delete Module Add Courses

Cancel Add Module Save & Return

Combined modules can only be edited from within the 'primary' course record i.e. the course record from which the other courses were added. However, the combined modules are listed within the non primary course/s. In this example, PHYS1111 is not the primary course.

Modifying BBL9 courses via Learning Management NOT in Term Planning (e.g. add course instructors):

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myUNSW

Home My Staff Profile Academic Admin Site Map Help Log Out

You are logged on as Jessica Hu

Services Centre

Student ID: Advanced Search

Details: Academic Statement

Resources

Office of the Pro-Vice-Chancellor (Students) & Registrar

PVC STUDENTS
 PVC (Students) website
 > Who to Contact

Student & Academic Admin

- Course Catalogue
- Term Planning
- Learning Management**
- Class Maintenance
- Class Enrolment Management
- Assessment Planning
- Thesis Examination Management

CLASS TIMETABLE

Class Search
 Class Utilisation
 Room Booking Enquiry

UNSW Handbook

Reports

Internal Program Transfer

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Back to my tabs Module Search Help Log Out

Jessica Hu (3272933)

Learning Management
 Module Search
 Module Courses
 Module Classes
 Module Staff
 Module Sample Student

Enter search criteria to locate an existing module, or press **Add New Module** to define a completely new one. A module can be found by specifying its ID, the first part of its title, or any of its constituent courses.

Module Selection Criteria

Term * 5104 - Semester 1 2010

Module ID

OR Module Title

OR Included Course

Search

Search Results

Module ID	Module Type	Module Name	Module Title
No results found			

Add New Module

LM1.1

UNSW Technology Enabled Learning & Teaching Blackboard

My Places Home Help Logout

Blackboard Home Content Collection User Guides TELT **System Admin**

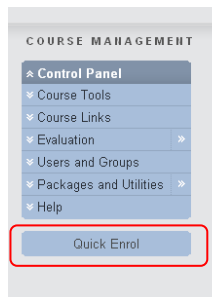
<input type="checkbox"/>	<input type="checkbox"/>	<u>5104_00034</u>	Module ID	05/11/09 11:35	z8000237, z9271191, z3189217	Elizabeth TANCRED, Craig HARDMAN, Nicole KALISH
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>5104_00035</u>	ANAT3131-Functional Anatomy 1	05/11/09 11:35	z8571116	Priti PANDEY
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>5104_00036</u>	ANAT3231-Cell Biology	05/11/09 11:35	z8600021	Mark HILL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>5104_00037</u>	ANAT3411-Neuroanatomy 1	05/11/09 11:35	z8000237, z9300042	Elizabeth TANCRED, Pascal CARRIVE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>5104_00374</u>	PHAR3251-Clinical & Exp1 Pharmacology	05/11/09 11:35	z9400451, z9904426	Waltraud BINDER, Ross GRANT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>5104_00756</u>	HESC1501-Introductory Exercise Science	05/11/09 11:35	z3204337	Benjamin BARRY
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>5104_00757</u>	HESC3504-Physical Activity and Health	05/11/09 11:35	z9071793	Ethlyn TRAPP
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>5104_00758</u>	HESC4501-Ex Phys Research Seminars	05/11/09 11:35	z3274593	Romain BARRES
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>5104_00759</u>	HESC4511-Practicum A	05/11/09 11:35	z3245898	Kim DENIC
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>5104_00760</u>	HESC4521-Practicum B	05/11/09 11:35	z3245898	Kim DENIC
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>5104_00761</u>	HESC3541-Clinical Exercise Physiology	05/11/09 11:35	z3183421	David SIMAR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>5104_00762</u>	HESC4551-Research Project	05/11/09 11:35	z3274593	Romain BARRES
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>5104_00763</u>	HESC4571-Research Project	05/11/09 11:35	z3274593	Romain BARRES
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>5104_00847</u>	HESC3641-Advanced Exercise Physiology	05/11/09 11:35	z3070309	Yati BOUTCHER
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>5104_00994</u>	PHAR3102-Molecular Pharmacology	05/11/09 11:36	z3177630, z9900461	Angela FINCH, Lu LIU
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>5104_01000</u>	NEUR3121-Molecular & Cellular Neuroscie	05/11/09 11:36	z3109876, z3177630, z9600465	Trevor LEWIS, Angela FINCH, Andrew MOORHOUSE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>5104_01009</u>	NEUR3101-Muscle and Motor Control	05/11/09 11:36	z3204337, z9300314	Benjamin BARRY, Stewart HEAD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>5104_01057</u>	HESC4611-Clinical Practicum A	05/11/09 11:36	z3183421, z3204337	David SIMAR, Benjamin BARRY
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>5104_01275</u>	PHAR9101-Principles of Drug Action	26/11/09 07:33	z3267207, z3272933, z9601307, z8471301	John LANGLANDS, Jessica HU, Jan COOPER, Kenneth WILLIAMS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>5104_01276</u>	PHAR9102-Pharm. Develop of New Medicines	26/11/09 07:33	z3267207, z3272933, z9601307	John LANGLANDS, Jessica HU, Jan COOPER

Refresh

To Quick Enrol as a course instructor to a given course:

Only available if you are a 'Course Builder' – currently Sue Cheng & Jan Cooper all have course builder role

1. Log in to BBL9 via (elearnings.unsw.edu.au)
2. Find System Admin Tab (screen shot above)
3. Click 'COURSES'
4. Search for the course and hit 'GO'
5. Click on the course link which is underlined and entre the course site
6. Scroll down the page, you will see an option 'Quick Enrol', click Quick Enrol



You will need Nick's permission to be a 'Course Builder' for the School. The actual form can be found in our SoMS Admin Server: **School Administration\Office\Jessica Replacement\ReadMeFirst\Forms \ UNSWBb_CBAccess_form.pdf**