



Requesting a Development or Non CRN Course

What is a Development Course?

Also known as a template, sandpit or master course, this is a staff-only course area that allows teachers to test out new activities or redevelop online subjects away from 'live' subjects and their students. **This course area in eLearn is only accessible by CIT Staff.**

What is a Non CRN Course?

A Non CRN Course is a course that allows teachers to develop courses that can be accessed without being enrolled into Banner, for example, a whole of department information course or communications lounge for CIT students in a qualification. **Non CRN courses are set up for self-enrolment and this enrolment lasts for one year.**

How to Request a Development or a Non CRN Course

1. Log onto eLearn using your CIT Number (including the letters CIT) and your password (this is defaulted to your DOB in the format of DDMMYY).
2. On the right of your *My courses* page, notice the *Teaching Links* block (see image right). If you cannot see this, please contact [CIT eLearn Support](#) and they can give you access.
3. In this block, click on *Course Development Area*.
4. On the next page, click on the *Request a Development Course* button.
5. Fill in the form. *Full name* should be the name you want for the course. *Short name* will be similar to the CRN. This will appear in brackets next to the course name. If you are using this course as your master or template, try having the full name as the course name plus Template or Master (e.g. Participate in OHS Processes Template) and the short name the subject code (e.g. OHSS-200).



▼ Details of the course you are requesting

Course full name*

Course short name*

▼ Reasons for wanting this course

Supporting information to help the administrator evaluate this request.
If you would like to add other staff members to this course, please provide their CIT number and Name here.*

Development Course

6. Fill in your *Reasons for requesting this course*. If you have other staff members that you would also like to give access to this course, please include their names and CIT numbers in this section so [CIT eLearn Support](#) can attach them when approving this course.
7. Click on the *Request a course* button and you have submitted your request.
8. This request will be actioned within 1 working day. If you have updated your profile on eLearn (see guide *Updating your Profile* on [TeacherNet](#)) and have set your email address to your current email, you will receive notification of approval for this course.

Non CRN Course

9. When filling in your *Reasons for requesting this course*, please note that this is to be a Non CRN course so that the eLearn Support team can set it up appropriately.
10. If you would like other teachers to have editing access to this course, please include their names and CIT numbers here.
11. CIT eLearn Support will set this course up with self-enrolment so that students can access it. Students will get access to it for 365 days, after which they will be automatically unenrolled from the course. If they wish to have access again, all they need to do is to re-enrol in it via eLearn, the same way they enrolled in the first place.
12. To get your students to self-enrol in this course all you need to do is to send out the course link to them. They will be presented with a page with *Enrolment options* as below. The student needs to click on the green *Enrol me* button and they will be enrolled into the course.

13. As with development courses, this request will be actioned within 1 working day. If you have updated your profile on eLearn (see guide *Updating your Profile* on [TeacherNet](#)) and have set your email address to your current email, you will receive notification of approval for this course.

