Public Access Courses
Workflow Procedures

The following flowchart outlines the process for designing, developing and publishing a public access course at CIT.

1. Contact ED Tech with intent to establish a Public Access Course
2. Approval required from relevant Director
3. Approval required from Director, Student and Academic Services
4. Teachers/staff have completely developed the course
5. Learning Centre to perform copyright compliance
6. Content to be deposited in Public Collections on eLR
7. ED Tech checks graphics and educational design
8. Final approval from Director, Student and Academic Services
9. ED Tech Admin account holders open the course for Public Access and change teachers status to non-editing
10. Email teacher and eLR Support. Course will be managed, updated and reviewed by ED Tech

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Tips for developing Public Courses

• Use CITs own photographs and content for currency and compliance
• Use CIT style guide
• Include contact details for enrolments, or to get more information about the course
• Keep the content light
• Have some interactivity
• Include clear instructions on how to use the course
• Store resources in the public course category in eLR, with PCC as a prefix

Limitations of Public Access courses

Public access courses are limited to course information and some course content. The following eLearn features are available to use without limitations:

• Link to external websites
• Webpage composer
• Text page composer
• Book feature
• Light box gallery
• Live classrooms
• Link to eLR resources
• Feedback tool – anonymous responses only

Due to the anonymity of guest access, interactivity of eLearn tools is limited and need to be used with caution. This includes:

• Assignment drop boxes – unavailable
• Blog – most features unavailable
• Choice feature – unavailable
• Dialogue feature – unavailable
• eLR – license and copyright restrictions on some resources prohibit public viewing. These issues are resolved when people are enrolled in a normal course.
• Forum – most features unavailable
• Survey – most features unavailable
• Wiki – teachers and users can view, but not edit, wiki activity