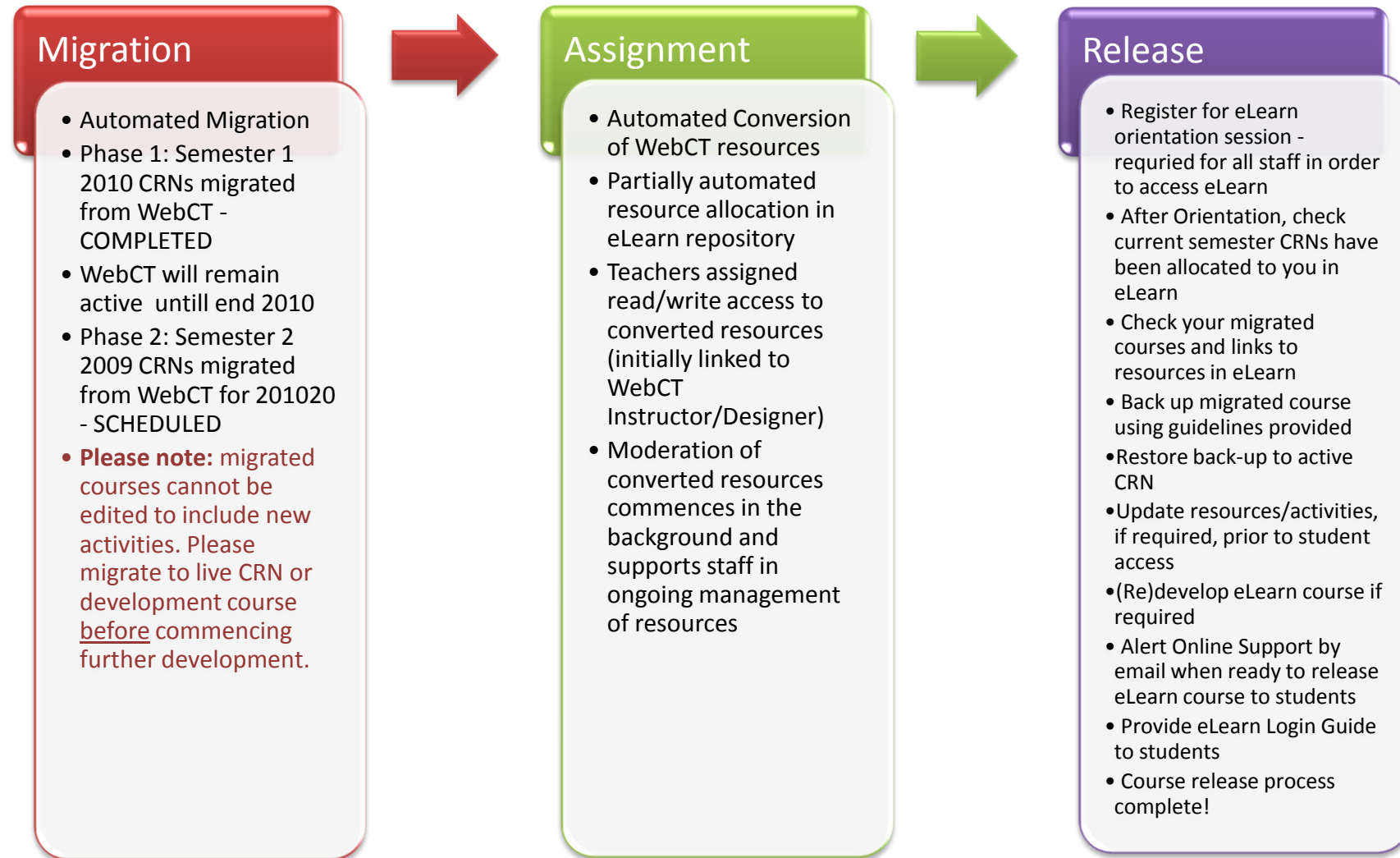


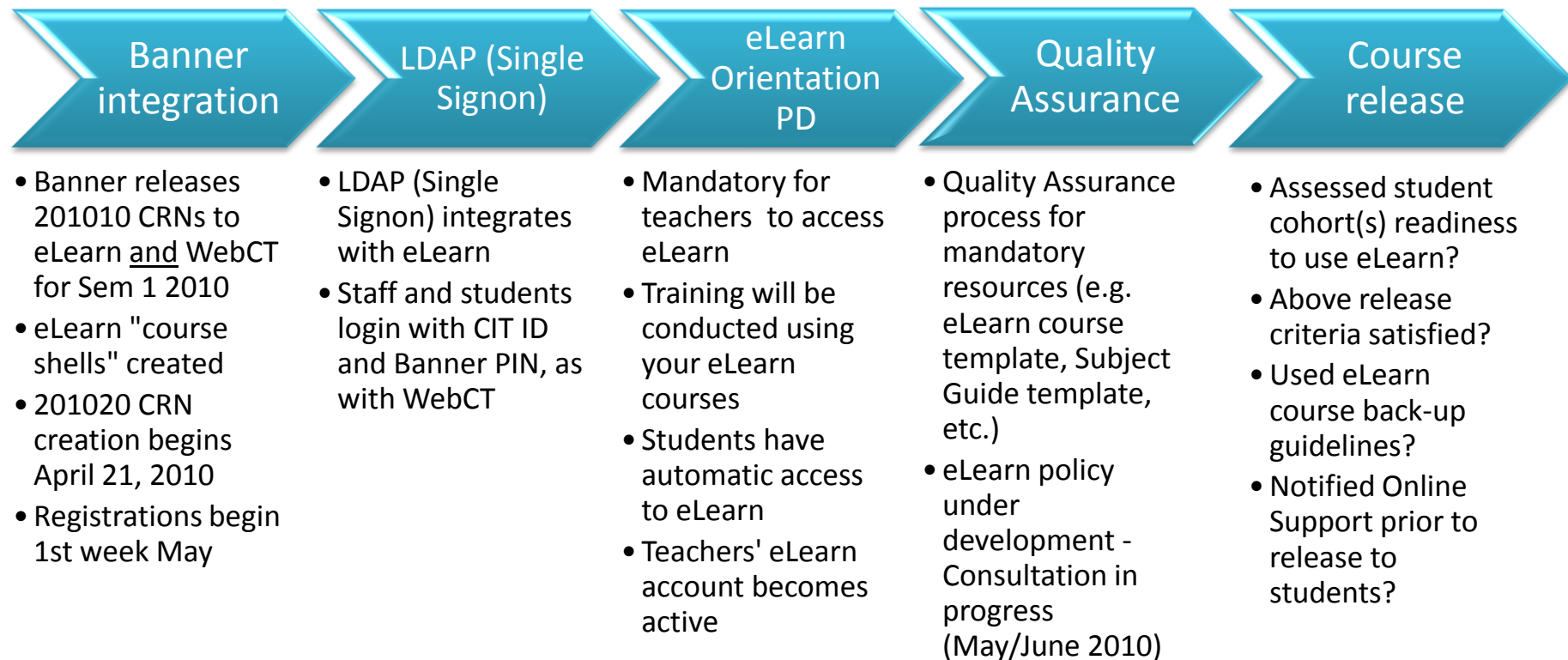
Course Release Process for eLearn

The Course Release Process for eLearn enables you to choose the right moment to delivery your online subject to your students. To do this, you should follow the step-by-step process outlined below and check off against the items listed in the “Release” column. Once all items are ticked, you are good to go! Should you require assistance at ANY point in this process, please contact **Online Support** on 73833 or online@cit.act.edu.au.



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How can I access eLearn?

There are **three** ways CIT staff can access eLearn as part of the staged release process. There are **two steps** you need to know about before making a choice about what you wish to access in eLearn:

- Complete the **eLearn Orientation session** (mandatory for access to eLearn) – check out our session timetable at <http://teacher.cit.act.edu.au>. We can also run customised sessions for groups if required. Please contact **Online Support** to make arrangements.
- Review the **Course Release Process** document so you get an understanding of how the transition to eLearn works. This is especially helpful if you have migrated subjects from WebCT.

Once you've completed these two steps you can then consider the following options with eLearn.

Option 1: Accessing Migrated Courses

- Log-in to eLearn (CIT ID and PIN).
- Check you have the relevant migrated courses in your course list. These courses are labelled with “from WebCT:” in their title.



- If you cannot see migrated courses, please contact Online Support for follow up, providing your CIT ID, Centre and the CRNs you should have access to.
- Once access is resolved you can continue with the Course Release Process.

Option 2: 'Live' CRNs for 201010

- Log-in to eLearn (CIT ID and PIN).
- Check you have the relevant CRNs in your course list. These CRNs are labelled with the subject title, subject code and CRN/Term.

DIGITAL VIDEO AND SOUND(DSGN-131-A - 60263201010)

✘ If you cannot see your current CRNs, please check that you are assigned to these CRNS in Banner. Your Education Manager, Course Coordinator can assign you to the relevant CRNs via Banner.

☹ OK, you're in your CRNs now, but why can't you add resources?

✘ If you add a resource but cannot link it in your course it is likely you are not assigned to your Centre in eLR, the eLearn repository (i.e. the area in which all learning resources sit). Contact Online Support with your CIT ID and the Centre you are in and we'll ensure you have the appropriate access to include your learning resources.

Option 3: Courses under development, or project based work

CIT staff can access development courses in eLearn. These courses are staff-only courses and allow teachers to test out new activities or redevelop online subjects away from 'live' subjects and their students, until they are happy with the results and can bring their new develops into live CRNs.

👍 We recommend you restore your WebCT migrated course to a Dev course for further development, before restoring your final course to the live CRN.

☑ Log-in to eLearn (CIT ID and PIN).

☑ Note the Teaching Links block on the left of the Courses list. Click the 'Course Development Area' link.



✘ If you cannot see this block, please contact Online Support and we will enable your access.

☑ You can then request a course for development purposes. Click the 'course request' link in the text as shown below.

Course categories: Development and Staff PD Projects ▾


This category is a development space for CIT academic staff in which new subjects can be created and developed outside of the subjects generated automatically through the Banner integration. You can request an empty subject shell using the [course request feature](#), in which you will be given teacher rights once approved, usually within 24 hours of the request being received.


Complete the request form, providing a course title (include the project name if setting up a dev course as part of a project) and provide any additional teacher names and details if other teachers are working with you on the development (include CIT IDs). Include a summary if you wish.


🔊 Please note that **NO** student access is allowed to these courses.




Course request



















Details of the course you are requesting

Full name* 



Short name* 

Summary 

Trebuchet ▾ 3 (12 pt) ▾ Normal ▾ Lang ▾ **B** *I* U ~~S~~ x_2 x^2   

Path: [body](#)

Add other teacher details in the following area on the form, together with your reasons for needing a development course.

Reasons for wanting this course

Supporting information to help the administrator evaluate this request*

Other teachers who require access to this course are:
Joe Bloggs CIT321000
Jane Doe CIT666777

There are required fields in this form marked*.

Course requests will be processed within 24 hours of submission. If your request has not been granted after this time, please contact Online Support.

Need help?

For further support with eLearn please visit the eLearn webpage at:

OR

Contact Online Support on 73833 or online@cit.act.edu.au