



Requesting a Development 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.***

How to Request a Development 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 left of your my courses page, notice the Teaching Links block on the left. If you cannot see this, please contact [CIT Online 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**.
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.
 - a. 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 Process Template) and the short name the subject code (e.g. OHSS-200)
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 Online 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 *Profile - Updating your profile in eLearn* on the CIT Online Teacher) and have set your email address to your current email, you will receive notification of approval for this course.



Adding new staff members to your Development Course

If you want to add a new staff member to your existing Development course, please email [CIT Online Support](mailto:online@cit.edu.au) and include the course name or link and the names and CIT numbers of the staff you want to add.

