

CloudDeakin – Site Lifecycle

Faculty of Arts and Education

TASK / TOOL	START OF TRIMESTER	ONGOING	END OF TRIMESTER
Unit Guide	<ul style="list-style-type: none"> Write Unit Guide Submit to BRUCE Upload to CloudDeakin 		
Study Guide	<ul style="list-style-type: none"> Write/review HTML study guide Check hyperlinks are current Set any restrictions Publish required content 	<ul style="list-style-type: none"> Publish as required Adjust or set new restrictions 	Review content
eReadings	<ul style="list-style-type: none"> Check that they have been rolled over from previous trimester Arrange for new readings to be placed in the LR Deactivate unwanted readings 	Add links to new eReadings into 'Content'	Review eReadings list
Manage Files	<ul style="list-style-type: none"> Archive old content folders Create folders to organise current unit content 	Ensure uploaded content files reside in appropriate folders	<ul style="list-style-type: none"> Delete redundant files Clean up and archive files
News	Write or record video 'Welcome' announcements	<ul style="list-style-type: none"> Insert links to content Hide old 'News' items Release breaking news, Assessments, Work due 	Check 'News' archive for review purposes
Staff Access	Give sessional tutors 'Marking Tutor' level of access		
FAQ	Set up categories for questions, e.g.: <ul style="list-style-type: none"> General Unit information Assignment submissions 	<ul style="list-style-type: none"> Add questions to categories Create new categories as required 	Review to identify areas for improvement
Groups	<ul style="list-style-type: none"> Create groups for activities Determine sign up/enrolment process Create group lockers Create group discussion spaces 	<ul style="list-style-type: none"> Enrol students / self-enrol Email groups Monitor activity 	Reflect on processes and areas for improvement
Checklists	Set up checklists for projects / assignments, milestones or weekly achievements	<ul style="list-style-type: none"> Track individual student progress on Checklist items through Classlist Record of completed checklists through Classlist 	Review levels of completion against workload
Discussions	Set up Forums and Topics, e.g.: <ul style="list-style-type: none"> Admin-related topics FAQs Assessments / assignments Content related topics Set restrictions 	<ul style="list-style-type: none"> Monitor Respond to issues and concerns Record of queries and concerns 	Compile and save messages for review
Lecture Recordings	<ul style="list-style-type: none"> Make Echo bookings Create echo links in CloudDeakin site 		
Gradebook	<ul style="list-style-type: none"> Set up 'Gradebook' using Wizard Create grade items Set grade item restrictions 	<ul style="list-style-type: none"> Monitor student performance on grade items Enter, manage and determine grades 	<ul style="list-style-type: none"> Release grade items and / or final calculated score Upload marks into Callista
Assignment Folders (Dropboxes)	<ul style="list-style-type: none"> Set up dropbox folders Add instructions and electronic cover sheet Set restrictions Link to grade items in Gradebook 	<ul style="list-style-type: none"> Add instructions to clarify the task or requirements Link to rubrics to demonstrate expectations and give student feedback Email students re non-submission Review for any submission issues 	Maintain records of submissions and any feedback published
Rubrics	<ul style="list-style-type: none"> Design/review for assessment items Create rubrics in unit CloudDeakin site Associate to relevant dropboxes or other assessment items 	<ul style="list-style-type: none"> Provide to students to outline expectations Give feedback to students via the rubric 	Review rubrics
Intelligent Agents	Set conditions and criteria for their release, prepare email contents	Act on emails you are cc'd into	Review Intelligent Agent activity for issues