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Introduction

This guide is designed to assist you in preparing your CloudDeakin Unit for the new trimester. It covers some of the more commonly used tools in CloudDeakin that you will be required to use to get you started for a new trimester.

Note: Student DeakinSync and CloudDeakin access sites 1 week prior to trimester. Students access their CloudDeakin unit and course sites via DeakinSync – sync.deakin.edu.au

Help with CloudDeakin

Staff CloudDeakin Support

Faculty Business and Law Learning Innovations Cloud Deakin Support is the first point of contact for all questions, requests and issues relating to digital technologies with teaching and learning throughout the Faculty of Business and Law.

The Faculty of Business and Law Learning Innovations team works with academic staff in the Deakin Business School and Deakin Law School, and across Departments, courses and unit teams to help drive the digital frontier. We can help develop personalised, engaging, relevant and quality curricula and practices, whether in the cloud, campus or converged, that prepares graduates for careers of the future.

The team provides phone, email, virtual (via Lync/Skype for Business) and in-person support Monday to Friday between 9am to 5pm.

For all CloudDeakin support queries, feedback, issues and assistance, please contact:

Email: bl-learninginnovations@deakin.edu.au

Phone: +61 3 522 73303 (or +73303)

In-person:

Burwood – located at LB5.225
Maria Lentini and Vivek Venkiteswaran

Geelong Waterfront – located at AD3.107-01
James Buchan
For Echo Support:

For access to previous Echo recordings, editing lecture recordings and linking of recordings to CloudDeakin, please contact Faculty of Business and Law Learning Innovations CloudDeakin Support: bl-learninginnovations@deakin.edu.au or +61 3 522 73303, Mon-Fri, 9am-5pm

For all Echo bookings, admin queries or venue assistance, please contact and report all issues to eSolutions Helpdesk:

Hours of operation

- Monday to Friday: 8 am - 8 pm
- Weekends: 11 am - 5 pm

eSolutions Service Desk can be contacted by any of the methods below:

Internal phones 888
  Geelong 03 5227 8888
  Melbourne 03 9244 6888
  Warrnambool 03 5563 3888
  Off campus 1800 463 888
  International +61 3 5227 8888

Staff Online Resources

- Learning Innovations BCEL website containing a range of teaching and learning resources, BCEL events and sessions, and good examples of teaching and learning within and outside the faculty. You can also subscribe to the website to receive weekly updates on new postings.

- TeachAssist website - Staff help guides on how to use the various CloudDeakin tools

Student CloudDeakin Support

The eSolutions Service Desk is the first point of contact for ALL students in regards to questions, requests and to report issues technical issues associated with their learning at University.

Student Help Guides

Student help guides on how to use the various CloudDeakin tools.
Faculty CloudDeakin Minimum Requirements

All CloudDeakin unit sites are required to meet the minimum requirements for CloudDeakin unit sites within the Faculty of Business and law. The Faculty of Business and Law CloudDeakin Minimum Standards includes the university’s minimum requirements approved by Teaching and Learning Committee on November 2014. Please refer to the Faculty of Business and Law CloudDeakin Minimum Standards (pdf) 2017 when designing your unit sites.

Faculty CloudDeakin unit site template

Faculty CloudDeakin units for each trimester are setup using the standard Faculty homepage and content templates.

Faculty CloudDeakin Unit Site Homepage Template – below:
Faculty CloudDeakin Unit Site Content Template:

- **Generic welcome news item**, this item is set to **Staff only** and can be customized by accessing the news tool and then removing the release condition.
- **Resource modules**, please note those noted with * are empty folders ready for staff to upload content to, these can be removed or edited:
  - **Unit Guide & Information**
    - A link to the PDF version of the unit guide is automatically uploaded to this folder by BL Learning Innovations.
    - Rights and responsibilities as a student
  - ***LearningResources**
    - **Unit Outline Planner**
      A template of the trimester weeks and topics is included for your convenience. Please update and include this to help your students see what is planned.
    - **Topic 1..11**
      Topic 1 contains the format that you should be using to present your weekly content
  - ***Assessment Resources**
    - Plagiarism and Collusion Support Resources for students
    - *Assignment 1
    - *Assignment 2
  - **Echo Class Recordings**
    - A link to the Student Guide for Trouble Shooting Echo is attached to this module, there are also links to the CloudDeakin student guides for Echo.
  - **Cloud Classrooms (Bb Collaborate or Skype for Business)**
  - **Staff Help Guides**

As Unit Chair you can create new items and customize the existing template. Starting each trimester with a fresh CloudDeakin unit based on the template means that you will be free of any potentially confusing out-of-date information, files, discussions, online tests, assignment dropboxes and grade items created in past trimesters. However, if you require content from a past trimesters CloudDeakin unit BL Learning Innovations can copy it over for you. Content that can be copied from a previous trimester includes:

- Resources (content) – modules and topics
- Site files
- Discussion forums and topics
- Quiz testbanks and quizzes
- Checklists
- Widgets
- Modified Navbar

**Note:** Copying resources from a previous trimester will not include previous discussion messages, student assignment submissions or student grades.
**Getting Started - Checklist**

**System Check:** If this is your first time using CloudDeakin you must:

- Ensure your computer meets the [recommended computer standards](#).
- Run a [system check](#) before you log in. If you receive a warning for any area, go to the Recommended Browsers and Settings page and follow the instructions.

**Access CloudDeakin unit and course sites via DeakinSync** at sync.deakin.edu.au using your Deakin account.

Use the following checklist to manage tasks that should be completed before trimester starts.

<table>
<thead>
<tr>
<th>Completed</th>
<th>CloudDeakin Task / Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Add a welcome video and message – using the Video Post and News Item, add a welcome video in the Video post widget as well as a transcript or equivalent information in the News Item tool. See Appendix 1 for instructions.</td>
</tr>
<tr>
<td>☐</td>
<td>Check the Unit Team widget is up-to-date – Check that the Unit Team widget contains correct information about the Unit Chair and team on the homepage. See Appendix 2 for instructions.</td>
</tr>
<tr>
<td>☐</td>
<td>Check the Discussion Forums/Topics – The Faculty of Business and Law unit template populates generic Forums for General Unit, Assessment and Peer Learning, Networking and Community discussions (set as draft). You will need to remove any redundant forums that may have been brought over if you requested content to be copied from a previous unit offering. See Appendix 3 for instructions.</td>
</tr>
<tr>
<td>☐</td>
<td>Manage your learning resources using the Resources tool – The Faculty of Business and Law unit resources template has been populated in all unit sites. You can use sample style guides to help with organizing content. If you have requested for resources copied over from a previous unit offering, please review and amend any redundant items and or update accordingly See Appendix 4 for instructions.</td>
</tr>
<tr>
<td>☐</td>
<td>Request set up of Assignment dropbox, grades, rubrics and groups (if applicable) – Faculty of Business and Law Learning Innovations team can support Unit Teams in the setup of an online Quiz, Assignment folder, Grades, and Rubric. Request setup of assignment folder, grades and rubric via our online form. See Appendix 5 and Appendix 6 for instructions.</td>
</tr>
<tr>
<td>☐</td>
<td>Request set up of Groups (if applicable) – Groups can be used to organize students’ work on projects or assignments. See Appendix 7 for instructions.</td>
</tr>
</tbody>
</table>
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| Request setup of Quizzes (if applicable) | Faculty of Business and Law Learning Innovations team can support Unit Teams in the setup of an online Quiz. Request setup of online quiz * Note: at least 2 weeks lead-time required. See Appendix 8 for instructions. |
| Create new cloud synchronous class/session using BbCollaborate / Skype for Business | Faculty of Business and Law Learning Innovations team can support can help with setup and advice on delivery. See Appendix 9 for instructions. |
| Add link to Echo class/seminar recordings | in the CloudDeakin unit site for students to access the recordings. All classes (lectures) are automatically recorded as synched to the timetabling system, whereas seminars are an opt-in process. Notify BL Learning Innovations if you require a previous trimester’s recordings or alterations made to the current schedule. See Appendix 10 for instructions. |
| Add eReadings (if applicable, using Talis Aspire) | Check and update existing and create new links to eReadings. Contact your Faculty Librarian Liaison to create your eReadings. See Appendix 11 for instructions. |

<table>
<thead>
<tr>
<th>Completed</th>
<th>CloudDeakin Tool/Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Advanced functionality – CloudDeakin advanced features enable you to interact and engage with your students. See Appendix 12 for further information.</td>
</tr>
</tbody>
</table>
Appendix 1 – Adding a Video and Welcome Message

The state of your CloudDeakin unit on first login can impact “the first impression” students will have about you, the unit and possibly learning online. It is important to make your students feel welcome and create the feeling of a learning community with your students.

Adding a welcome video message in the Video Post area on the homepage of your CloudDeakin unit site is a quick and easy way to personalise it. This only needs to be around 2-3 minutes long. You can add a few sentences to provide a description of your video.

You can also add a welcome message to the news item area including a quick introduction of yourself, the team, the unit and provide brief information to students on how to get started whilst highlighting student expectations, assessment and unit learning outcomes.

To get started, first view the video on how to make the best use of the Video Post tool. You will also find important tips & tricks for your video in this infographic. These resources will help you in creating and uploading your video. For further information around the tool, please visit the Learning Innovations BCEL site or contact us at bl-learninginnovations@deakin.edu.au.
Appendix 2 – Unit Team Widget

The Unit Team widget contains contact details about teaching team. This information is automatically extracted from the Deakin Staff Profile area. All teaching staff in the unit team should be made available via this widget as shown below:

Adding or removing staff in the Unit Team widget
Contact the Faculty Learning Innovations team and provide the following details:

- Staff name
- Staff Username
- Unit Role

Note: the Unit Chair is the first staff that appears in the rotation.

Updating Staff information
Staff information is automatically extracted from the Deakin Staff Profile as populated by HR. Staff can visit the online Deakin Staff Profile System to update your information and photo.

Note: If you require an updated professional staff photo please contact Business Services within the Faculty.
Appendix 3 – Managing Discussion Forums

The Discussions tool is a learner engagement space (or communication and collaboration space) where you and your students can read and reply to messages on different topics, share thoughts about unit materials, ask questions and share files.

Before you create a discussion topic, you must create at least one forum. You can use forums to organize your discussion topics in categories. Discussion topics do not stand alone, but are categorized into Forums. A Forum can contain any number of discussion topics. For example: in a unit with three assessments, an Assessment Forum could contain 3 discussion topics, one per assessment.

The **standard response time** to discussion posts is 48 hours or 2 business days.

Instruction on settings available, creating a new forum and topic and posting a discussion message are available on the [CloudDeakin Guides website](http://clouddeakin.com/guides).

**Cloud Discussions Student Etiquette Statement**

The General Discussion forum (top most forum) contains the following etiquette statement with relevant links that all students must adhere to:

‘All students and staff have the right to work and study in an environment that is supportive, inclusive, fair and safe including face-to-face and cloud learning environments. Please refer to the online etiquette guidelines on [Communicating Online](http://clouddeakin.com/guides). Know your [Student Rights and Responsibilities](http://clouddeakin.com/guides) including University policies on [Information and Communications Technology Use](http://clouddeakin.com/guides) and [Conditions of Information Technology use](http://clouddeakin.com/guides).’

**Adjusting the Discussions view**

Staff have the option of using either the reading view or the grid view. The **default** is set to grid view, however this can be changed from the ‘settings’ area when you are on the discussions page.

- Click on the settings button, when you are on the discussions page.

- You can then change the view for the discussions messages.
Grid view: Selecting this option will display the discussion posts in the traditional Grid View, with post subjects displaying in a grid.

Reading view: Selecting this option will display the discussion posts in Reading View, where the entire text of a post displays for all posts.

With the 10.6 CloudDeakin upgrade, as you scroll through the discussion messages, a light blue colored line next to each message will disappear (in 5 seconds or so), indicating that the user has either read or viewed the discussion post.

The discussion tool is now be access from the navigation menu item “Discussions”.

Structure of Discussion Forums

Below are some examples of how discussion forums can be set up, depending on the nature and size of the unit:
The standard discussions forum template is applied to all units for the trimester. The ‘General Unit Discussions Forum’ on the top with the etiquette statement, followed but an ‘Assessment Discussion Forum’ and a ‘Peer Learning, Networking and Community Forum’. The last forum is automatically hidden for students but essentially can be visible for students to discuss and learn from one another. This forum is not necessarily manned by staff.
Following are some more good examples of structuring your discussion space:

### Assessment Discussion Forum
- **Written Assessment Discussions**
  - This area is for enquiries of a general nature pertaining to the Written Assessment. Please contain group discussions about your written assignment to your Group Discussion forum.
  - Threads: 9, Posts: 32 (32)

- **Presentation Assessment Discussion**
  - This forum is for enquiries of a general nature about the Presentation assessment component of the unit.
  - Threads: 2, Posts: 11 (11)

### Examination Discussion
- Discussions in this forum pertain to the examination assessment component of MPM701.

### Weekly topics discussion
- Available after Monday, March 7, 2016 6:00 AM AEDT.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Threads</th>
<th>Posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 discussion</td>
<td>1</td>
<td>1 (1)</td>
</tr>
<tr>
<td>Week 2 discussion</td>
<td>1</td>
<td>1 (1)</td>
</tr>
<tr>
<td>Week 3 discussion</td>
<td>1</td>
<td>1 (1)</td>
</tr>
<tr>
<td>Week 4 discussion</td>
<td>1</td>
<td>1 (1)</td>
</tr>
<tr>
<td>Week 5 discussion</td>
<td>1</td>
<td>1 (1)</td>
</tr>
<tr>
<td>Week 6 discussion</td>
<td>1</td>
<td>1 (1)</td>
</tr>
<tr>
<td>Week 7 discussion</td>
<td>1</td>
<td>1 (1)</td>
</tr>
<tr>
<td>Week 8 discussion</td>
<td>1</td>
<td>1 (1)</td>
</tr>
<tr>
<td>Week 9 discussion</td>
<td>1</td>
<td>1 (1)</td>
</tr>
<tr>
<td>Week 10 discussion</td>
<td>1</td>
<td>1 (1)</td>
</tr>
</tbody>
</table>
Tips and hints using discussion tool

- You and your students can choose to subscribe to a discussion forum to receive updates via email.
  - Select the subscribe link next to the heading of the Discussion Forum

  ![Subscribe](image)

- Choose whether you want an instant notification or to include in your summary of activity. **Please note:** If you haven’t already setup your notification settings you can also do this from this dialogue box.

  ![Notifications](image)

- You can manage your subscriptions from the “Subscriptions tab” at the top of the discussion tool window.

  ![Subscriptions](image)

- You can automatically create restricted topics for groups from the “Group Restrictions tab” at the top of the discussion tool window.
- Select the group and forum and then select the link “Automatically create restricted topics”.

![Group Options](image)
The “Statistics tab” at the top of the discussion tool window provides statistics on usage per user and per topic/forum.

To copy, reorder or delete a topic or forum, make sure you are on the “Discussions List tab”, select the button “more actions”.
Appendix 4 – Managing Resources

The resource tool enables you to create, edit, organize and delete modules and topics in your unit. The resource area also enables you to link to other tools in CloudDeakin that you are using, which means you can setup the resource area to provide one area for the students to access their learning materials from. For example you can provide links to:

- Assignment folders
- Discussion Forums/Topics
- EchoSystem recorded classes and seminars
- Quizzes

Instructions on using and managing the resource tool in CloudDeakin are available on the CloudDeakin Guides website

Tips and hints using the resources tool

- The drag and drop function to add files from your desktop, only works in the browser Mozilla Firefox.
- When moving content modules make sure you place your cursor over the para icon next to the title of the module

- Hold your mouse down and drag the module to where you want it placed. A line appears which indicates where the module will be placed.

- If you want a module to become a sub-module drag it on top of the module you want it placed into, you’ll notice the module turns orange, release the mouse when it does.
To delete a module select it in the table of contents first. From the drop down menu “Actions” select delete module.

To add a module, scroll until you see the last item in the Table of Contents list. Type in the name of the new module in the “Add a module” box.

To add a new sub module, select the module in the table of contents list you want the module to sit inside first. At the bottom of the files, list for that module type in the title of the sub-module in the “Add a sub-module” box.

To hide files modules from students you need to set the properties of the file/module to draft. First select the drop down menu next to the item and select edit properties.
Staff members can organise their content by using one of the Business and Law stylesheet ‘bl-designs-teal3’.

An example of how HTML stylesheets can be used to professional organize content:

- You can select one of these HTML styles from by clicking on ‘New’ > ‘Create a File’ > Select a Document Template from any folder/module under the List of Resources. Please make sure that you do not change the stylesheet once you have added your content, as this action deletes everything in the stylesheet.
Appendix 5 – Assignment Dropbox

The Assignment tool manages the online submission and marking of assignments for students. Students can submit, check against Turnitin and resubmit their assignments online. Once assignments are submitted, staff can:

- Check submission times
- Grade assignments
- Leave feedback
- Return submissions with comments
- Download assignments as zip files
- Sort assignments by students

Faculty of Business and Law Learning Innovations team can support Unit Teams in the setup of an online Quiz, Assignment dropboxes, Grades, Rubrics and Groups.

Unit Chairs can request for setup of Assignment folder, Grades, Rubric and Groups by completing the online web form.

Instructions on marking online using the assignment tool in CloudDeakin are available on the CloudDeakin Guides website.

Tips and hints using assignments

- A sample assignment Dropbox with the correct naming convention is included as part of the unit template.
- Turnitin must be enabled for final assessment submission dropboxes. Turnitin is software that has been integrated with CloudDeakin to detect text in assignment submissions that may not be original. Turnitin generates an ‘originality report’ that sets out the quantity and source of any text that is matched with other sources in the Turnitin database. More information on Turnitin is available in the TeachAssist Turnitin Guide.
  - From T3 2016 onwards, students can check their drafts via a central location in the Unistart CloudDeakin site. Here students can learn more about Academic Integrity and learn about their responsibilities relating to plagiarism or collusion in submitting assessments.
  - All assignment Dropboxes must be configured with a due date and end date. The maximum end date of any assignment Dropbox for a given trimester period should be the date when the final results are released.
  - Turnitin Grademark can be used to markup assignments for feedback. If using this feature, a number e.g. ‘1’ must be entered in the Turnitin Grademark mark field in order to have the Grademark icon appear for students to access the Turnitin Grademark markup feedback. Do not sync the Turnitin Grademark marks with CloudDekain (D2L) grades, and do not use the Turnitin rubrics tool, but instead use the CloudDeakin (D2L) assignment rubrics tool.
The plagiarism declaration, below, needs to be copied into the custom instructions. Each new assignment folder must have this statement copied into the custom instructions.

IMPORTANT INFORMATION FOR STUDENTS - PLEASE READ
PLAGIARISM AND COLLUSION
Plagiarism and collusion constitute extremely serious academic misconduct. They are forms of cheating, and severe penalties are associated with them, including cancellation of marks for a specific assignment, for a specific unit or even exclusion from the course. If you are ever in doubt about how to properly cite a reference, consult your lecturer or the Study Support website http://www.deakin.edu.au/current-students/study-support/study-skills/handouts/refer-plag.php

- **Plagiarism** occurs when a student passes off as the student’s own work, or copies without acknowledgement as to its authorship, the work of any other person.
- **Collusion** occurs when a student obtains the agreement of another person for a fraudulent purpose, with the intent of obtaining an advantage in submitting an assignment or other work.

Work submitted may be reproduced and/or communicated by the university for the purpose of detecting plagiarism and collusion.

*Students are reminded that assessment work, or parts of assessment work, cannot be re-submitted for a different assessment task in the same unit or any other unit, without the approval of the Unit Chair of this unit. This includes work submitted for assessment at another academic institution. If students wish to reuse or extend parts of previously submitted work then they should discuss this with the Unit Chair prior to the submission date. Depending on the nature of the task, the Unit Chair may permit or decline the request.*

DECLARATION
By clicking on the Submit button, I certify that the attached work is entirely my own (or where submitted to meet the requirements of an approved group assignment is the work of the group), except where work quoted or paraphrased is acknowledged in the text. I also certify that it has not been previously submitted for assessment in this or any other unit or course unless permission for this has been granted by the Unit Chair of this unit. I agree that Deakin University may make and retain copies of this work for the purposes of marking and review, and may submit this work to an external plagiarism and collusion detection service who may retain a copy for future plagiarism and collusion detection but will not release it or use it for any other purpose.
- **You no longer have to create a late submission folder.** CloudDeakin has a function called “Has End Date”. Which means any submissions submitted after the due date will be marked late between the “Has Due Date” date/time to the “Has End Date” date/time. Students do not see the “Has End Date” date/time in the properties of the assignment folder.

  All late submission are time-stamped in red as can be seen in this example on the left.

- Students who have been granted late submissions should be added to the special access under the restrictions tab of the assignment folder settings.

- You cannot change the folder type from individual to group or vice versa once it has been setup. You will have to recreate the folder if you need to change type.

- If your assignment is a group assignment you will need to setup your groups first before creating the assignment dropbox. The automatic creation of groups only works when
students are enrolled in the unit as it bases the amount of groups created on the number of students enrolled. Students are enrolled in the unit 1 week before trimester starts. Contact BL Learning Innovations Support for assistance with creating groups.

- If students are required to upload more than 1 document to the assignment folder you cannot use the option overwrite submissions in the submission options for the properties for the assignment folder.

**Provide feedback for non-submissions and system-external submissions**

Unit Chairs can now provide feedback a student using the Assignment (Dropbox) tool, even if no submission was made to the Assignment (Dropbox) folder. This could be used when Unit Chair want to assign a student a comment and a grade after the due date has passed, or the submission occurs outside of CloudDeakin.

Leave feedback link is available for all students, with or without submissions.
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- **Restore deleted assignment folders**

  Assignment (Dropbox) folders can be restored from the Event Log.

- **Download all submissions, provide feedback and upload**

  In addition to the existing bulk download of student Assignment (Dropbox) submissions, you can now evaluate and annotate submitted work using the desktop software of your choice, and finish the process by bulk uploading these files. Downloaded Assignment (Dropbox) submissions are assigned a unique identifier enabling CloudDeakin to recognize the files upon upload.
Appendix 6 - Grades

From the grade book you control the grading formula used to calculate grades; what projects, assignments and tests are graded; how grade items are associated with other tools; and when grades are released to users and what information they see. Before you create a grade book, you should be familiar with the concepts the tool uses.

Instructions on setting up and managing grades in CloudDeakin are available on the CloudDeakin Guides website

Tips and hints using grades

- You can enter grades in Excel and import them into CloudDeakin using a CSV file. Import files must follow a standard format, to ensure you have the correct format it is recommend that you set up your grade book in CloudDeakin first, create the columns for your assessment items. Then use the “Export Grades” option to export a file you can use in Excel. Please note: Make sure you use Firefox as your browser.
  - Export Grades
    - Select Grades from the assessment tab in the navigation.
    - Select Enter grades tab
    - Select Export Grades button and select the fields, org defined ID, points grade, Last Name and First Name.
o Select Export to CSV

  o Open CSV in Excel and input grades.

  o Importing grade items
    o Select Grades from the assessment tab in the navigation.

  o Select Enter grades tab

  o Select Import Grades

  o Select the Choose File button and find the file on your hard disk.

  o If you have created extra grade columns in the spreadsheet select the option “Create new grade item when an unrecognized item is referenced”.

  o Click Continue

  o Check any new grade items that are being imported that they are set as the correct type.

  o Select continue
For new grade items, fill in the information for max. points

- Make sure there are no warnings
- Select continue to finish.

To preview the grades a student can see select the grades tool from the assessment tab in the navigation.

- Select enter grades
- Search for the student
- Click on their name in the grade book
- Select the dropdown menu next to their name and select preview. The grades will appear in a new pop-up window.

- This is what the student sees.
The discussion, quiz and assignment tools can be linked to the grades area, which means when they are marked the marks are automatically transferred to the grades tool.

- In the assignment tool make sure you create a new grade item or link to an existing grade item in the properties tab.

- In the discussion tool, select the assessment tab and make sure you create a new grade item or link to an existing grade item in the properties tab.

- In the quiz tool, make sure you create a new grade item or link to an existing grade item in the properties tab.
Appendix 7 – Groups

Groups can be used to organize students' work on projects or assignments.

Students can belong to any number of groups in the same unit. Each group can have its own discussion forums, assignment folders, and locker area to work in. Members of groups can be graded as a team or individually. When you grade a group assignment all team members receive the same grade automatically, which means you only need to input this once for the team. This doesn’t mean however if you wish to alter grades for team performance you can’t, you still can alter individual grades via the gradebook.

Faculty of Business and Law Learning Innovations team can support Unit Teams in the setup of Groups. Unit Chairs can request for setup of Assignment folder, Grades, Rubric and Groups by completing the online web form.

New Features for Groups in CloudDeakin

With the CloudDeakin v10.6 upgrade, staff members will now be able to:

- Set a self-enrolment expiry date for students (recommended 2 to 4 weeks period to self-enroll): This means that the self-enrolment option will automatically cease on a set date and time and students will no longer be able to enroll themselves.
- Students can now choose to un-enroll themselves from groups. This means they can change groups until the self-enrollment expiry date.
- Set a pre-fix for each group: This allows adding a prefix, for example, Tx Year Unitcode Context e.g. T3 2016 MAA103 Assignment 1 Group before the name of each created group under a category.
- Several CloudDeakin elements including groups can be used to apply selective release conditions.
- For example, topic files, news items, dropboxes, discussion forums, etc. can be selectively released to a particular group or to several groups.

Understanding how groups are setup

When creating groups, the Group Prefix field should be used. This makes it easier if statistics on group members are needed down the track. The group prefix should be Tx_Year_Unitcode_ass1
Before you setup groups in your unit you should know how you want them to be organized. A number of things can affect how users are enrolled in groups:

- Are students already enrolled in the unit or is the classlist empty?
- Do you allow students to enroll themselves in groups or would you prefer to auto-enroll and distribute students randomly to groups?

**Please note:** In most cases, especially for large cohorts, it is better to set up groups after students are enrolled in your course. This gives you a better idea of how many students you have and therefore how many groups you will need. Setting up groups after enrollment can also ensure better random distribution of users between groups.

The following descriptions explain the options available when creating new groups and how the different options can be used:

- **# of Groups – No Auto Enrollments** – A specified number of groups are created, which you can manually add any number of users to through the Enroll Users page. This option requires the Unit Chair to enroll users into groups. Use this enrollment type when you know, how many groups you want to create and which users you want in each group.
- **Groups of #** - The minimum number of groups needed to place users in a groups of a specified maximum size are created. More groups are created when they are needed to accommodate students that enroll after the groups are created when the option “Auto-enroll new users” is selected. You can also choose to have the students randomly distributed to groups. Use this enrollment type when you know how many users you want in each group and don’t allow students to self-enroll.
- **# of Groups** – A specified number of groups are created where you can choose to have the users randomly distributed or not. Make sure you select “Auto-enroll new users” so any new students who are enrolled in your unit are automatically allocated a group.
- **Groups of # - Self Enrolment** – This option enables Unit Chairs to cap the number of students in a group. The minimum number of groups needed based on the numbers of students enrolled divided by the capped amount are created automatically. If you do not wait until students are enrolled in the unit to create this type of group you will have to create each group manually. If you require additional groups due to being flexible about how many students can work on a group project, ie. the group may be capped at 3 but you might allow 2 to work in a group, you will need to manually create extra groups to accommodate this. You should be aware that you cannot add extra groups once you get to 200 groups. If you have large cohorts of students that require more groups contact BL- Learning Innovations CloudDeakin Support (bl-learninginnovations@deakin.edu.au) for assistance with this. Use this enrollment type when you know how many users you want in each group.
- **# of Groups – Self Enrolment** – This option creates a specified number of groups where students can self-enroll into groups. Use this enrollment type, when you want to make a specific number of groups available for users to join.
- **# of Groups of # - Self Enrollment** - This enrollment type is useful in situations where students are self-enrolling into groups with a fixed capacity. Use this enrollment type to determine the structure of groups (number of groups and size of each group) in advance.
Users can choose which group they would like to join, subject to the constraints of the group structure.

**Enrolling/Un-enrolling Users in Groups**

Users are enrolled in groups based on the enrollment options select on the New Category page. Use the enroll users page to:

- Manually enroll users in groups if you selected **# of Groups – No Auto Enrollments**.
- Manually change which group a student is enrolled in.
- Add users who enrolled late to a unit if **auto enroll new user** is not selected.
- Search for students who have not been assigned to a group.

**Modify or add enrollment**

1. Select Groups from the Site Tools menu in the navigation bar.
2. If you have more than 1 group category select the group category you wish to change enrollment for.
3. Select the group you wish to alter enrollment for.
4. Select the button **enroll users**.
5. Search for the student you wish to enroll or un-enroll. To enroll the student tick the box next to the student’s name and select save. To un-enroll, deselect the tick next to the student’s name and select save.
What happens when you move a student to a new group?

Discussion messages remain in the old group and do not count towards a student’s grade if the forum or topic is associated with a grade item. Locker files remain in the old group. Students must add any files they want to keep to the new locker area themselves. Assignment files submitted for the old group remain with the old group. The student receives the grade achieved by the new group on any group assignments. To override this score you can change the student’s grade in the grades tool.

Setting up self-enrollment in groups

Self-enrollment allows students to enroll in groups on their own. Use this option when you want students to have the freedom to choose their own group members.

Staff should put an end date for self-enrolments. This stops students un-enrolling and re-enrolling into other groups.

Students can self-enroll in groups by selecting the choose group link in the groups tool, which can be accessed from site tools in the navigation bar.

Students should be made aware that once they have enrolled in a group they cannot un-enroll themselves. Therefore they should decide as a group which group number they are going to enroll in first and then try to do this at the same time to avoid other students enrolling in that group. If students see that there are already members listed in the group they have chosen to enroll in they can double check to see who has enrolled by selecting the number of members link for the group.

To make it easy for students to find the sign-up group page you can place a link on your content page in the group assignment module.

1. Go the groups tool, select collaborate > groups from the navigation bar.
2. Select the category of the group in the dropdown menu view categories.
3. Copy the URL from the browser.
4. Go to content from the navigation bar and select the module in the table of contents where you want to place the link.
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5. Select **New Link** from the drop down menu **new**.
6. Give the link a title e.g: Group Signup Sheet Assignment 1
7. Paste in the URL you copied from the browser.
8. Select **Create**.
9. Test the link by selecting it in the content list.

**Please note:** If you have published your assignment feedback and grades and don’t want students to see this you will also need to remove the groups tool from the navigation as students can access their assignment feedback from this link also. Contact bl-learninginnovations@deakin.edu.au for assistance in placing the link on your content page or removing access to the group tool.

**What students see in the Groups tool**

Students access the groups tool through the collaboration link in the navigation bar. You can also place a link to the groups tool on the content page as explained above.

<table>
<thead>
<tr>
<th>Groups</th>
<th>Members</th>
<th>Assignment</th>
<th>Discussions</th>
<th>Locker</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLOUD STUDENTS: Group Registration</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group 11</td>
<td>3</td>
<td>T1 2016 MMM332...</td>
<td>Group 11 Topic</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

On the manage groups page, students can do the following:

- Select choose group link beside an enrollment message to enroll in a new group.
- Select the number in the members column to view the member list for a group.
- Select an assignment folder to view its contents.
- Select a discussion forum to view its postings.
- Select a link to a groups locker files.
- Select email group to email all members of a group.

**Creating Marking Groups for Tutors**

Do you need to distribute student's assignments for marking, in the assignment folder, to marking tutors? You can use the group function to allocate a randomly distributed group of students to each tutor.

**Here are the steps on how to do it:**

- Create a new group category in your CloudDeakin unit with the option to automatically enroll students in the required number of groups, i.e. 1 group per tutor. Select the option to randomise users in groups and auto-enroll new users.
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- From within the assignment folder select view by "Groups" and click the apply button

- select the marking group allocated to you from the drop down list and click apply

- To keep a track of who has and hasn’t been marked you can use the feedback drop down list. To view students in your group who haven’t been marked yet, from the feedback drop down list select "Users without feedback".

Tips and hints using the groups tool

- You can find out what group a student is enrolled in by going to the classlist and then selecting “View Group Enrolments For” from the dropdown list next to the student’s name.
- You cannot automatically create capped groups on mass before students are enrolled. Groups are automatically generated based on capped amount and how many students are enrolled, therefore if there are no students in the classlist you have to manually create each group.
- You can now setup self-enrolling groups before students are enrolled in the unit. There is a new option “# of Groups of # - self enrollment”.
- You cannot have more than 200 groups in a category, however if you have automatically created capped groups the system will generate more than 200 to accommodate the number of students enrolled. Please note you will not be able to add additional groups to categories exceeding 200.
- You cannot hide groups and or restrict groups based on campus, date etc.
- You cannot add a student to a group that is capped and full.
- If a student withdrawals and then re-enrolls they are put back into the group they initially enrolled in which could cause the capped group to go over if another student has joined that group in the meantime.
- You cannot setup restrictions for an assignment folder whilst adding an assignment folder during creation of a group, you need to go into the assignment folder after it’s been created and edit the settings to add the necessary restrictions such as start, end and due dates.
- You need to remove the groups function whilst marking as students can access the assignment folder and feedback via groups. Contact BL Learning Innovations support (bl-learninginnovations@deakin.edu.au) for assistance with this task.
If you setup a group that automatically assigns students to the group, make sure you select the “Auto-Enroll new users” option in case students enroll into your unit after you have setup groups.

Additional Information

Additional information on setting up and managing groups in CloudDeakin is available on the CloudDeakin Guides Website.

If you need further assistance with setting up this functionality in your CloudDeakin unit please contact bl-learninginnovations@deakin.edu.au.
Appendix 8 – Quizzes

The quizzes tool is used to create, categorize, store, manage, publish and grade questions you set for your students to respond to either as self-assessment or as formal assessment tasks.

New Features of Quizzes in CloudDeakin:

- Staff can now turn on the ‘late behaviour’ options to quizzes such as, grading student as zero if they are late or simply flagging the late submissions or allowing/not allowing students to make changes after the enforced time of the quiz has elapsed.

Important:

All online tests included as part of the unit/course’s summative assessment should meet the standards outlined in Assessment (Higher Education Courses) Procedure - Schedule C: Standards for Administering Unsupervised Online Tests which are Automatically Computer-Marked at Deakin University. Staff are not to use online questions or any learning material from external publishers for assessment purposes (quizzes, etc.) unless approved by the DVCE. Please contact Learning Innovations team for advice.

Bottom of Form

- Staff are required to prepare their testbank questions in the correct Respondus format (Respondus Help Guide)
- Learning Innovations team require at least two weeks, and sometimes longer for large (eg. 100+ questions) quizzes.
- Incorrect formatting of testbank questions and/or incomplete forms will delay the process.

There are three steps to quiz creation (online support links are provided below if you would like to attempt it on your own):

1. Preparing your testbank of questions for CloudDeakin - three options:
   - Option #1: Preparing the testbank in a suitable rich text format/word document.
   - Option #2: Creating a quiz testbank directly in Respondus
   - Option #3: Creating new testbank questions directly in CloudDeakin
2. Importing your testbank in CloudDeakin via Respondus.
3. Setting up your quiz parameters in CloudDeakin.

Request for set up of an online quiz in CloudDeakin

The BL Learning Innovations Support team can provide assistance in setting up your online quiz. Unit Chairs can request for Quizzes to be created by completing the online Quiz setup form.
Bb Collaborate

Bb Collaborate is a synchronous communications tool that can facilitate communication and collaboration between staff and students. Bb Collaborate allows you to:

- Talk online in real time
- Chat via text online
- Share videos, presentations and applications.

Instructions on getting started, creating, accessing and using Bb Collaborate are available on the CloudDeakin Guides website

Staff can now easily create Bb Collaborate sessions from within CloudDeakin.

Tips and hints using Bb Collaborate

Preparation:

- You will require a web enabled computer and microphone USB headset to talk and listen.
- In order to participate in a Blackboard Collaborate session, you will need to ensure your computer and other hardware are set up correctly. It is highly recommended you follow these instructions - Blackboard Collaborate Setup Guidelines - Setup info for first time users (half way down the page) before the start of your session to ensure any issues are resolved.
- It will take a few minutes to load the first time you log in. Accept any pop-up warnings/prompts that appear.

Instructions for Unit Chairs:

IMPORTANT: Please follow the naming conventions for Bb Collaborate room set up for unit sites:

Trimester (space) Year (space) Unit Code (space) Context/purpose e.g. T1 2017 MMMXXX Seminar Room or T1 2017 MMMXXX Revision Seminars
Skype for Business (Lync)

*Skype for Business (Lync)* is a communication and collaboration tool that lets you use your computer or mobile device to instant message, video-chat, schedule online video meetings/webinars, share screen and content with staff and students.

**Tips and hints using Skype for Business (Lync)**

**Preparation:**

- You will require a **web enabled computer, webcam** and **microphone USB headset** to talk and listen.
- In order to participate in a Skype for Business session, you will need to ensure your computer and other hardware are set up correctly. It is highly recommended you follow these instructions *Skype for Business Setup Guidelines - Where can I download Skype for Business (Lync)*? before the start of your session to ensure any issues are resolved.
- It will take a few minutes to load the first time you log in. Accept any pop-up warnings/prompts that appear.

**Instructions for Unit Chairs:**

**IMPORTANT:** Please follow the naming conventions for Skype for Business (Lync) session set up for unit sites:

- Trimester (space) Year (space) Unit Code (space) Context/purpose e.g. T3 2016 MMMXXX Seminar Room or **T3 2016 MMMXXX Revision Seminars**
GETTING OFF TO A GOOD START WITH BB COLLABORATE AND SKYPE FOR BUSINESS (LYNC)

- **ETHERNET (NOT WI-FI)**: Avoid using Wi-Fi connections if running a Bb Collaborate/Skype for Business (Lync) session. It is recommend that Wi-Fi be disabled and an Ethernet cable directly connected to the computer be used. This is particularly important if conducting the Bb Collaborate/Skype for Business (Lync) session off-campus.

- **PREPARE**: It is recommended that staff are prepared and log in at least 20 minutes before the Bb Collaborate / Skype for Business (Lync) session to have time to load ppt slides, check audio settings and iron out any technical glitches.

- **SET UP**: If using a home or shared computer it is recommended that staff go through the set up for ‘first time Bb Collaborate users/ Skype for Business (Lync) users’ each time. This is particularly important as computer settings especially audio settings may have been changed by others.

- **SUPPORT**: Do not hesitate to contact technical support if needed. The eSolutions IT Service Desk is available between Monday to Friday 8am-8pm or Weekends 11am-5pm and BL Learning Innovations Support are available between Monday to Friday 9am to 5pm. If you are not confident with your technical abilities, it may be best to schedule your BbC sessions within these times.
Appendix 10 – Echo Recordings

EchoSystem gives you the ability to capture and record presentations in an Echo recording venue, from your computer using Echo360 Personal Capture or to upload media recorded on another device or software to the EchoSystem and link these to your CloudDeakin site.

Instructions on booking a venue, uploading media, live streaming, manage and using Echo are available on the CloudDeakin Guides website

Tips and hints using Echo

- The scheduling of lecture class capture is now automated via SyllabusPlus (timetabling). Staff do not need to book their lecture classes for capture.
- When teaching spaces with lecture capture facilities are timetabled for a class, a corresponding booking is now automatically created in EchoSystem so that a recording can be made available to students through CloudDeakin. Last minute change of venues is also catered for in the system. A list of venues and additional detail are available on the CloudDeakin Guides website
- You only need to use the online booking form to book a section in Echo to upload recordings created by Echo Personal Capture or to book a one off recording in a lecture theatre.
- It is the responsibility of the Unit Chair to upload the link after the first lecture to their CloudDeakin site. A module in content has been created for the Echo Recordings. There are instructions on CloudDeakin Guides website on how to add the Echo link to content.
- If you need assistance in adding the link to your CloudDeakin unit please contact bl-learninginnovations@deakin.edu.au
- If you want to link to individual recordings in weekly modules you will need to complete the following steps each week.

1. Click the resources link from the Navigation Bar at the top of the Unit page.
2. Go to the module you wish to add the Echo recording link.
3. Click the Add Activities link then select Additional Applications.
4. A pop-up box will appear, select EchoSystem from the second dropdown menu labeled Additional Applications.
5. Click ‘EchoSystem’. (review the below – add new image for echosystem LTI)
6. From the Table of Contents, click on the link to EchoSystem that you have just created. Note: If you receive a security Warning Message, press continue.

- Link to individual Echo recordings. Click the + button next to the section ie Burwood (T1 2017) to expand the unit offering and show the available individual recordings. Click on the Link to Echo button to link to the desired recording. You can also preview a recording before you create the link (this will open in a new tab). Please note: Linking to the individual Echo Recordings rather than the EchoCenter means that students will not be able to get PodCasts/VodCasts.

Sections associated with this Unit

- Old EchoRecordings

If you require access to old echo recordings please notify BL Learning Innovations CloudDeakin Support so they can import them into the Echo Centre and add a link to your site. You will need to provide the following details so they can easily source your recordings: Unit code, trimester and year it was used, campus, old iLecture name and date for each recording. In addition please provide the new title for the Echoes to go into your site e.g. Topic 1 Introduction to Accounting if you do not provide preferred titles recordings will be uploaded as recording 1, recording 2 etc.

- To pre-record classes use Echo360 Personal Capture. Instructions on how to download and use Echo360 Personal Capture are available on the CloudDeakin Guides website. (select the tab upload media)
Appendix 11 – eReadings

Sourcing and adding online readings - the library has an extensive and rapidly growing collection of e-books and e-journals that can be used in CloudDeakin. The licence agreements for these online resources normally allow direct links which can be used immediately in your CloudDeakin unit. For more information on adding information resources to CloudDeakin such as direct linking to online information resources and digitisation of print materials as e-readings, refer to the Library for instructions.

- You can send your requests for digitised e-readings to libinfo@deakin.edu.au.
- Please note that the use of Library online resources is governed by licence agreements, refer to the Library web information on Open Access and Licensing (OPAL) -
- Copies of third-party material must not be uploaded directly into CloudDeakin without copyright approval. If in doubt, please contact Copyright Services, Library.

For further information and advice about sourcing learning resources and adding online information resources to CloudDeakin contact your Liaison Librarian.
Appendix 12 – CloudDeakin Advanced Features

CloudDeakin has a number of advanced features that enables you to interact and engage with your students, here are some you might like to try:

1) Audio and Video feedback can be recorded when you are providing feedback in the dropbox
2) Intelligent Agents enable you to send automated emails based on selective release criteria, i.e. when a student receives a high or low grade.
3) DeakinAir enables students and staff to upload their videos to Kaltura, Deakin’s YouTube.

As of T1 2016, Deakin upgraded to the new DeakinAir platform. Essentially this new service allows you to very easily browse and contribute video to teaching sites in CloudDeakin and other web-based products including our internet and intranet pages and social software sites (Web2.0) both internal and external to Deakin.

If you have existing video that you would like to share with your students, peers or colleagues, DeakinAir can help by offering an easy and intuitive interface by which to browse existing video content or upload your own, including the ability to make a quick and simple webcam recording.

A complete guide of the latest features with video tutorials is located [here](#).

**Uploading unit video learning resources to DeakinAir unit channels** - Unit specific channels (e.g. MAA103, MPM706 etc) in DeakinAir have been created for unit teams to upload and share videos specific to the unit for ongoing sustainability and management. All Unit Chairs have access to the unit specific channel to add videos. When uploading a video to DeakinAir from your account, please remember to also publish in the unit channel so it is available for future unit chairs teaching the unit. Contact the Learning Innovations team for further support.

**Using video for assessment?** Here is a simple guide for staff to share with students to produce and upload videos to DeakinAir and for submission to CloudDeakin for assessment. The following student infographic is about ‘uploading and submitting videos in DeakinAir and CloudDeakin’. Staff can [download the infographic pdf version](#) and share with their students.
This student video guide covers:

- selecting the right video specifications and understanding Internet speeds
- help with converting video formats
- using DeakinAir CaptureSpace to record video, audio and screen
- how to upload video to DeakinAir successfully
- how to submit DeakinAir videos to CloudDeakin as an assessment item
- alternative option: how to upload videos to Youtube and submit these videos to CloudDeakin
- where to get help and support

4) **Echo** has two options of linking your lecture recordings; you can either select to link individual weekly recordings or have 1 link to all recordings.

5) **Replacement Strings** allow you to personalize messages by providing the code to replace information that is specific to a student such as their first and last names. This allows you to send personalized messages to each student in your site without having to enter their personal details numerous times.

For further assistance with using these advanced features in CloudDeakin please contact bl-learninginnovations@deakin.edu.au support team.