

Learning and Teaching Matters 12 August 2020

Overview from Director, LTC Associate Professor Anthony Whitty

With semester two now well underway, I am writing to touch base and I hope all is going well with your teaching this semester. COVID-19 has brought many challenges and we are particularly thinking of our Melbourne colleagues facing continued lockdown restrictions. Responses from our staff and students continues to be collaborative and resourceful and we thank you for all the hard work you are doing in delivering excellence in learning and teaching.

This week our focus is on the yearly task of removing LEO units to free up space on the LMS and some information from our e-Learning team. The timelines and process for removal of LEO units is described below, but if you have any further questions please email eLearning.LTC@acu.edu.au

Past editions of [Learning and Teaching Matters](#) can now be found on the website. The [Learning and Teaching website](#) hosts a number of useful resources to support your teaching.

Finally, I would like to emphasise that LTC will continue to work closely with the ADLTs to ensure we clarify any concerns you may have, or to update you on any area of learning and teaching. The ADLTs are your first point of contact and their details are repeated later in this newsletter.

Keep safe and well,
Anthony

Removal of LEO units

This is to advise staff that the yearly task of removing units from the live LEO server will occur on **1 September 2020**. This includes all 2017 Banner and non-Banner units, an estimated 2,000 units. Identified units will have student data stripped from them and all learning materials and activities will be moved to a reference server. The reference server will be accessible to staff from mid-September. Information regarding access to the reference server will be provided when available.

When this process was first undertaken last year between October and November, there were almost 27,000 units identified for removal; these included units from 2011-2016. Given that the bulk of units have already been removed and this is the second iteration, the number of units are much smaller, and we hope that the process of reviewing and excluding units will be quicker.

What happens now?

1. The LTC eLearning team will send the list of units identified for removal to the faculty or department representatives (below). The eLearning team will contact the Core Curriculum team and non-faculty staff separately and facilitate this process with them.
2. Lecturers-In-Charge (LICs) should identify a list of their 2017 units (or older) that they believe should be kept and send them to their faculty or department representatives from **14-27 August**. If your faculty has already started this process, please continue with the arrangement.
3. The LTC eLearning team will also send instructions to the faculty or department representatives on how to keep the units identified by the LICs from being removed

List of faculty/department reps:

- LTC Designer - for GCHE units - Joe Campana
- ACU College - Nadia Dehbozorgi
- Executive Education - Emily Ng
- Faculty of Education and Arts - Annie Cruse
- Faculty of Health Sciences - Helena Williams
- Faculty of Law and Business - Rodney Diggins
- Faculty of Theology and Philosophy - Richard Colledge

Important dates:

- **6-28 August:** The "Delete units" block and the [Deleted units report](#) will be visible to staff with Designer roles in LEO. Designers can move LEO units that need to be retained into the "Excluded from removal" subcategories.
- **17 August:** A reminder for students to download their content to their personal devices or cloud storage will be published on LEO and the Student Portal.
- **1-8 September:** Old units will be removed from LEO.
- **Mid-September:** Reference site containing old units that were removed from LEO will go live (pending SSO implementation by IT).

If you have any further questions about the review process or would like to request a refresher session please email eLearning.LTC@acu.edu.au

eLearning Updates

Our eLearning team has provided the following brief updates:

- LTC is running a session in collaboration with ACU Library on 19 August "Copyright and Open Access materials in LEO". All are welcome to attend, and registration is through staff connect.
- A reminder of the changes to Zoom meeting requirements for semester 2. From 27th September all Zoom meetings must use a password or a waiting room.
- A checkbox declaration of originality similar to the one used in Turnitin has been added to the native LEO assignment module and is enabled by default (i.e. staff will have to turn it off if they do not want students to sign the declaration).
- H5P is now integrated in LEO. Instructions on how to add H5P content to your LEO unit, including a short video, is available in the [LEO Guides](#)

Associate Deans (Learning and Teaching) - Contact Details

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