

Weeks  
before  
session

**HoD, DoS, DA's  
responsibility**

**Convenor's  
responsibility**

**-9**

### Convenors allocated <sup>1</sup>

Department Administrators **allocate convenors** in iTeach Study Period

**-8**

### Setup unit guide <sup>1</sup>

Convenors to **setup unit guide** in iTeach and **submit for approval**

**-7**

### Contact Library <sup>2</sup>

Convenor to contact Library to **setup unit readings**

**-6**

### Create ilearn unit <sup>1</sup>

Convenor to **create iLearn unit** in iTeach

**-5**

### Publish unit guide <sup>1</sup>

HoD, DoS or delegate to **approve and publish unit Guide** during these weeks

### Apply template <sup>1</sup>

When creating unit, convenor can **clone previous offering** or start from **Arts iLearn template**

**-4**

### Update content <sup>3</sup>

Convenors **update content**, check **gradebook**, link **Echo** and add **new Turnitin links**

**-3**

### Update all dates <sup>3</sup>

Convenors **check all dates** and update where needed

**-2**

### Publish unit guide <sup>1</sup>

If the unit guide has not been published before this week, it will be **published**

### Final iLearn prep <sup>3</sup>

Convenors to **add tutors** in iTeach, **add unit guide**, make final adjustments to the unit and check all **selective release dates**

**-1**

### Open unit to students <sup>1 4</sup>

Convenors **open the unit** to students and **commence moderation report** form

**Week  
1**

### Welcome students <sup>3 4</sup>

Convenors **place welcome message** in iLearn and all teaching staff **continue moderation report** form



<sup>1</sup> [iteach.mq.edu.au](http://iteach.mq.edu.au)

<sup>3</sup> [ilearn.mq.edu.au](http://ilearn.mq.edu.au)

<sup>2</sup> [lib.reserve@mq.edu.au](mailto:lib.reserve@mq.edu.au)

<sup>4</sup> [forms.mq.edu.au/checklist/Arts](http://forms.mq.edu.au/checklist/Arts)

For more informaton, visit [lt.arts.mq.edu.au](http://lt.arts.mq.edu.au) or email [artslandt@mq.edu.au](mailto:artslandt@mq.edu.au)