

Weeks before session	HoD, DoS, DA's responsibility	Convenor's responsibility
-9	<p><b>Convenors allocated</b> ①</p> <p>Department Administrators <b>allocate convenors</b> in iTeach Study Period</p>	
-8		<p><b>Setup unit guide</b> ①</p> <p>Convenors to <b>setup unit guide</b> in iTeach and <b>submit for approval</b></p>
-7		<p><b>Contact Library</b> ②</p> <p>Convenor to contact Library to <b>setup unit readings</b></p>
-6		<p><b>Create ilearn unit</b> ①</p> <p>Convenor to <b>create iLearn unit</b> in iTeach</p>
-5	<p><b>Publish unit guide</b> ①</p> <p>HoD, DoS or delegate to <b>approve and publish unit Guide</b> during these weeks</p>	<p><b>Apply template</b> ①</p> <p>When creating unit, convenor can <b>clone previous offering</b> or start from <b>Arts iLearn template</b></p>
-4		<p><b>Update content</b> ③</p> <p>Convenors <b>update content</b>, check <b>gradebook</b>, link <b>Echo</b> and add <b>new Turnitin links</b></p>
-3		<p><b>Update all dates</b> ③</p> <p>Convenors <b>check all dates</b> and update where needed</p>
-2	<p><b>Auto Publish unit guide</b> ①</p> <p>If the unit guide has not been published before this week, it will be <b>published automatically</b> by the system</p>	<p><b>Final iLearn prep</b> ③</p> <p>Convenors to <b>add tutors</b> in iTeach, <b>add unit guide</b>, make final adjustments to the unit and check all <b>selective release dates</b></p>
-1		<p><b>Open unit to students</b> ① ④</p> <p>Convenors <b>open the unit</b> to students and <b>commence moderation report</b> form</p>
Week 1		<p><b>Welcome students</b> ③ ④</p> <p>Convenors <b>place welcome message</b> in iLearn and all teaching staff <b>continue moderation report</b> form</p>



① [iteach.mq.edu.au](http://iteach.mq.edu.au)  
 ③ [ilearn.mq.edu.au](http://ilearn.mq.edu.au)

② [lib.reserve@mq.edu.au](mailto:lib.reserve@mq.edu.au)  
 ④ [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)