

	CloudDeakin Task / Tool
<input type="checkbox"/>	<p>Add a welcome video and message – using the News Item, add a welcome video as well as a transcript or equivalent information in the News Item tool. Make sure the title of the News Item starts with Welcome. This will ensure it is pinned to the top until end of week 2. See Adding a Video and Welcome Message section for instructions.</p>
<input type="checkbox"/>	<p>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.</p>
	<p>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.</p>
<input type="checkbox"/>	<p>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</p>
<input type="checkbox"/>	<p>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 <i>Quiz, Assignment folder, Grades, and Rubric</i>. Request setup of assignment folder, grades and rubric via our online form.</p>
<input type="checkbox"/>	<p>Request set up of Groups (if applicable) – Groups can be used to organize students’ work on projects or assignments. Request setup of assignment folder, grades and rubric</p>
<input type="checkbox"/>	<p>Request setup of Quizzes (if applicable) – Faculty of Business and Law Learning Innovations team can support Unit Teams in the setup of an</p>

	<p>online <i>Quiz</i>. Request setup of online quiz* Note: at least 2 weeks lead-time required.</p>
<input type="checkbox"/>	<p>Create new cloud synchronous class/session using BbCollaborate Ultra / Skype for Business – Faculty of Business and Law Learning Innovations team support can help with setup and advice on delivery.</p>
<input type="checkbox"/>	<p>Add link to class/seminar recordings –in the CloudDeakin unit site for students to access the recordings. All timetabled CLASSES (lectures) are automatically recorded, whereas SEMINARs are not automatically recorded and is an opt-in process. Note: All PG seminars have been set to record. Notify BL Learning Innovations if you require a previous trimester’s recordings or alterations made to the current schedule.</p>
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>Advanced functionality – CloudDeakin advanced features enable you to interact and engage with your students.</p>