After MyAberdeen courses and organisations have been rolled over for the new academic session, it is important to make sure that the new areas reflect current and up to date information, student instructions, course materials and instructor preferences. The following checklist is designed to help you ensure that your course/organisation area is updated and ready to be made available to students.

**Review and Update Course Content**

- Update the course and staff contact information to reflect the new academic session.
- Check the course content for factual inconsistencies (e.g. dates, references to semesters etc.)
- Update lecture notes and other course materials. You can use Blackboard Drive to manage and edit online course files more easily (contact the eLearning team for further information).
- Confirm that required and recommended readings and their editions are current to the course.
- Confirm that course links and links associated with external sources remain active.
- Check if any of the course content should be removed or hidden (e.g. previous exam materials).
- Ensure your course materials do not contravene current UK copyright legislation or licensing restrictions. Use the Check Permissions tool to check all copyright material scanned under the CLA HE licence, which you intend to use in the new session, is still covered by the licence. Any materials which have been excluded from the licence must be removed from MyAberdeen. Please note that excluded materials must also be removed from modules from previous years.
- Ensure that all scanned materials include a valid copyright notice.
- Ensure that electronic copies or online journal articles are not uploaded directly onto MyAberdeen unless you have the publisher’s permission to do so. We recommend that you provide a link to these items instead. For more information, please visit the Library’s Guide on Copyright and Course Materials on MyAberdeen or contact the Information Consultant for your discipline.

**Review and Update Assignments and Tests**

- Update the information associated with MyAberdeen Assignments and TurnitinUK Assignments (e.g. titles, descriptions etc.) that were copied across from last year or create new assignments.
- Update the information associated with online Tests on MyAberdeen (e.g. titles, instructions etc.).
- Update the submission due dates to reflect the current academic session.
- Update any existing adaptive release rules (especially date and membership criteria).
- Review and revise the points assigned to each of the assignments or tests in your course area.

**Checking and updating staff enrolments**

To check the list of staff enrolled in your course:

- Under Control Panel (bottom left of your course area), select Users and Groups.
- Click on Users to see the list of people who have access to your course area and their roles.

To add staff to your course:

As long as they are a University of Aberdeen member of staff, course co-ordinators or School Administrative Officers can add them to the course. To do this:

- Go to the Control Panel (on the left-hand side, underneath the course menu)
- Click on Users and Groups > Users > Find User to Enrol. You can then search for staff in the browse button and choose which role to give them.
For more detailed information, please see the quick guide on Manually Adding a User to MyAberdeen.

**Note:** If you have any staff teaching/examining on your course that do not have a University of Aberdeen login, please contact the eLearning team by email or phone +44 (0) 1224 27 3765.

**Making your course available to students**

Students will only be able to view your course once you have made it available and once they have been registered for it in Student Records.

There are two methods to make your course available. The first one is the following:

- From within your course, go to a content area (this will not work if you are in a communication tool such as Announcements).
- Ensure that Edit Mode is switched **ON**.
- Click on the red **Padlock icon** which will appear to the left of the Edit Mode icon.
- To the left of the Padlock and the Edit Mode icons, you will also find a student preview icon (two curved arrows) which can be useful to check your materials before making the course available.

Alternatively:

- Go to your Courses tab and find the course you wish to make available.
- Click on the ellipsis to the right of the course name, and then click on **Open Course**.
- A small window will appear asking for confirmation. Select the option **Open to Students**.