MyAberdeen Rollover Checklist: Updating Your Course

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.

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 on 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:
- Under Control Panel (bottom left of your course area), select Course Tools.
- Click on Add Staff and select Add Users by Role.
- Enter the Username(s) in the text field, select the appropriate Course Role and click Submit.

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.

Making your course available to students

- Under Control Panel (bottom left of your course area), select Customisation.
- Click on Properties and select the Yes option in the Set Availability section.
- Click Submit to apply the changes.