

LTC's A-Z

Useful information for staff about setting up for teaching in Session 1 and the support offered by the Learning and Teaching Centre

Something missing? Need more info? Please email us:

Learn, iTeach, UNITS and Echo: ilearn.help@mq.edu.au

All other enquiries: ltc@mq.edu.au

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A

Academic Planner (Calendar)

Collect an Academic Planner calendar from C3B Room 315.

Accessibility Services

For information about accessibility and conversion services, please contact Michael Grant (michael.grant@mq.edu.au).

AV Equipment

Unit Convenors should check they know how to use the AV equipment in their teaching space. For help, phone the number displayed in the room, or use the contact details shown in the room's page on the [timetable website](#). If in doubt, please [check with AVTS](#).

E

Echo lecture recordings

Echo360 will automatically record any timetabled 'lecture' or 'seminar' in a venue with automatic recording based on the timetable. In other cases, unit convenors can [make a booking](#) to record their lectures. Unit Convenors also need to [add the Echo360 block in iLearn](#) to make recordings available to students.

Other timetabled activities such as tutorials or workshops are not automatically scheduled for recording. Repeat lectures are not automatically recorded. Only the first timetabled lecture or seminar will be automatically recorded. For example if Lecture_1/01 is timetabled in the day and Lecture_1/02 is timetabled in the evening, only the day lectures will be automatically recorded.

If you would like to conduct Echo360 recording in a venue which does not support automated recording, a portable audio recorder can be loaned from AVTS; http://staff.mq.edu.au/teaching/learning_technologies/av_services/

[Echo360 overview, booking and guides](#)

If you have further questions regarding recordings or Echo360 in general please submit a OneHelp request at <https://onehelp.mq.edu.au>

e-Reserve

- See Reading Lists

F

Faculty Contacts for the LTC

A list of the [LTC staff assigned to your Faculty](#) is available from mq.edu.au/ltc/contacts.

Each Faculty has an Educational Designer who delivers customised iLearn training and support to staff. Make a training enquiry with your Faculty Educational Designer by emailing ilearn.help@mq.edu.au.

H

Helpdesk

[Contact Onehelp](#) or email ilearn.help@mq.edu.au for all iLearn, UNITS or iTech questions and issues. Students should contact Onehelp or phone the helpdesk on +61 2 9850-HELP (4357).

I

iLearn

[iLearn](#) is Macquarie University's online Learning Management System (LMS). It provides an online environment for learning, teaching, communication and collaboration.

Login to iLearn at ilearn.mq.edu.au
More information about iLearn is at mq.edu.au/iLearn

iLearn Drop-in Clinic

All Macquarie staff are welcome to visit the [iLearn Drop-in Clinic](#) to get face-to-face help with iLearn, UNITS and iTech.

<p>Monday 17 Feb - Friday 28 Feb, 10am-4pm weekdays, C5A 204 Monday 3 Mar - Friday 7 Mar, 10am-4pm weekdays, E4B308</p>

To make the most of the Drop-in Clinic, staff are recommend to:

- bring their [activated MQID](#)
- have been allocated to their teaching units in iTech and UNITS
- bring their unit assessment schedule with weightings and due dates
- any relevant files

iLearn Training

View the wide range of iLearn workshops on the [LTC workshops booking page](#).

New to iLearn? Recommended workshops:

Convenors - iLearn Basics 1 & 2

Tutors - Teaching in iLearn for Tutors

Customised training: Each Faculty has an [Educational Designer](#) who can deliver customised iLearn training and support to staff. Make a training enquiry with your Faculty Educational Designer by emailing ilearn.help@mq.edu.au.

iLearn Resources

[Staff and student and self-help guides](#)

iLearn Unit Activation: iTeach

Unit Convenors should visit iTeach (online.iteach.mq.edu.au) to manage their iLearn unit for each session.

What do Unit Convenors need to do in iTeach?

- Create and activate iLearn unit
- Add teaching staff and students
- Set student dates of access

Note: Units are generally available in iTeach 6-8 weeks before the start of each study period. There are no email notifications advising that you have been assigned a unit to manage in iTeach.

L

Learning Skills

Learning Skills develops online resources and runs regular [workshops](#), for students, on assignment writing and study strategies. Topics include:

- essay and report writing
- critical reading and writing
- exam study strategies
- effective presentations
- academic integrity and referencing
- academic language

[StudyWISE](#)

StudyWISE (formerly UniWISE) is an iLearn resource designed to help students with:

- strategies and tips for successful learning
- different types of assignments
- features of academic writing.

NEW – [Academic Integrity Module for Students](#)

This module is a self-paced iLearn unit that helps students become aware of their responsibilities and rights concerning academic integrity. Through a series of interactive activities, videos and quizzes, students explore topics related to acceptable and unacceptable academic behaviour, ways to avoid plagiarism, and the University's Academic Honesty Policy.

[Ask a Learning Adviser](#)

During Session 1 and 2 students can visit the Information Desk in the library foyer (12-2pm Mon-Fri and Thurs 4-6pm) for quick, free advice on their academic work. They can also email Learning Skills with their questions.

Contact Learning Skills

Email: learningskills@mq.edu.au

Website: mq.edu.au/learningskills

Lecture Recordings

See Echo

LTC Websites

Visit the [Learning and Teaching Centre website](#)

Visit the [iLearn info website](#)

R

Reading Lists

Send your reading list to the library so that texts can be located in e-Reserve:
lib.reserve@mq.edu.au

So that the texts for your Unit/s can be located in e-reserve you must send your reading list to the University Library.

Lists should show correct bibliographical information and be arranged in week order with annotations as follows:

Essential material to be placed in Reserve or e-Reserve - annotate with double asterisks (**)

Important material to be placed on 7 Day Loan - annotate with a single asterisk (*)

The library accepts lists in html, Word (.doc, .docx), Powerpoint (.ppt, .pptx) and Excel (.xls, .xlsx) formats. All files are converted to .pdf.and

Your final list should be emailed to: lib.reserve@mq.edu.au Additional information and guidance on the use of e-reserve can be found at: staff.mq.edu.au/campus_life/library/reserve_and_ereserve_for_academic_staff/

Resources

The LTC has a range of resources to support teaching staff. For an overview, visit http://staff.mq.edu.au/teaching/curriculum_development/ltc_resources/

S

Student Surveys

See TEDS

Study Skills

See Learning Skills

T

Teaching Spaces

Visit <https://timetables.mq.edu.au/2014/> to view your unit's timetable. Click the location name to see the room's profile (e.g. [W5C 213 Tutorial Room](#)) including size, equipment and access details.

Teaching in a computer lab? Please also check the right software has been loaded by the local IT manager.

Technical Alerts

You can subscribe to iLearn.news to receive the latest news from the iLearn Technical Team, including alerts about current technical issues and upcoming down-times affecting iLearn, iTeach, Echo and UNITS. To subscribe simply email ilearn.news+subscribe@mq.edu.au.

TEDS

TEDS student surveys can be ordered from Week 3 of each session.

[More information and ordering](#)

Training

See workshops or iLearn training

U

Unit Guides (UNITS)

Convenors should go to UNITS (units.mq.edu.au) to build and publish their unit guides. For help with UNITS, email ilearn.help@mq.edu.au.

[UNITS overview and guides](#)

[Unit guide policy](#)

W

Workshops

[The Learning and Teaching Centre](#) offers a comprehensive suite of professional development programs and activities to cater for colleagues both new to teaching and academic life through to experienced staff wishing to pursue their scholarship in learning and teaching.

[Register for a workshop](#)

The [Unit Convenor Program](#) is a series of face to face and online sessions designed to build staff understanding and capacity to perform the role of Unit Convenor. Recommended for new staff as well as experienced Unit Convenors.

The [Tutoring Induction Program \(TIP\)](#) aims to assist staff who are new to tutoring to develop their teaching skills. Some faculties provide financial support for participants to attend TIP. Check with your Department or Faculty administrator to see if you are eligible for payment upon completion of TIP.