

## eLearning timetable for Start of Semester

These dates and timelines refer to the majority of provision across the University. Some provision does not fit 'standard' term dates. If you are in any doubt please contact your local eLearning support: [elarning@manchester.ac.uk](mailto:elarning@manchester.ac.uk).

	2009/10	<b>Academic staff</b>
Dec at the latest		<p>If you had a course in Blackboard last year you will need to copy all of your content from last year's course to this year's course, review and update it. Or use the Standard Course Structure for your School if you want to start with an empty course.</p> <p>If you have a new course for this semester you will need to copy the Standard Course Structure for your School. Go into this year's live course and develop your content.</p> <p>Note: all this year's courses have 2009-10 in their title.</p>
Jan	22nd	<p>Finalise your content. Hide or use selective release on content you do not want students to see yet.</p> <p>Check the Gradebook in Blackboard (click on the Teach tab). Make sure you can see all the students who are currently registered on the course in Campus Solutions (bear in mind it can take up to 48 hours the time that students register to them being able to see the Blackboard space.)</p>
	25th	<p>Students registered on a course (you can see who they are from the Gradebook) will now be able to see the content.</p> <p>It can take up to 48 hours from when a student registers to them being able to see the Blackboard space.</p>
Feb	1st	<p>Start teaching using your Blackboard space bearing in mind it can take up to 48 hours from registration to a student appearing in Blackboard. This will affect students changing course units in the first week of semester.</p> <p><b>Please do not schedule any high risk activity or critical activities in the first week.</b></p> <p>Remind students that if they change course units there can be a delay of up to 48 hours before they will see their Blackboard course.</p>
	15th	<p>All of last year's semester 2 courses disappear from your eLearning home page in Blackboard.</p>

Help needed for any of these stages? Email [elarning@manchester.ac.uk](mailto:elarning@manchester.ac.uk) or call 65544. Students should contact the Service Desk on [it-servicedesk@manchester.ac.uk](mailto:it-servicedesk@manchester.ac.uk) or call 65544.

	2009/10	<b>Administrative staff</b>
Dec		<p>Check that all combined sections are set-up correctly.</p> <p>Check that only one enrolled component per class is flagged for Blackboard.</p>
Jan		<p>If a member of staff is unable to see their course please check that only one enrolled component is flagged in Blackboard. Development sections are no longer in general use, although course owners can request to have specific course development sections reinstated. Please remind staff to check that the course they are working on has 2009-10 in the title.</p>
	25th	<p>Students registered on a course will now be able to see the content.</p> <p>If students contact you to say they are unable to see the course unit please remind them that it can take up to 48 hours from when they register to them being able to see the Blackboard space.</p> <p>Please encourage students to check that they can see Blackboard spaces for the courses they are registered on.</p>

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