

Checklist for Updating Modules Following the UniLearn Rollover



General:

- Check that the modules you are expecting to see are there and your roles are correct on them.



Announcements:

- Remove all old announcements, you can bulk delete by using the *Packages and Utilities* under the **Control Panel** of the module and then selecting *Bulk Delete*.
- Add a new announcement welcoming your students to their new module.



Module Information:

- Check that the Module Information links to the current module handbook.



Staff Information:

- Check that the staff information is present, up-to-date and reflects the staff due to be involved.



Assessment:

- Check that the Assessment area is complete and up-to-date.
- Check all old Turnitin assignments have either been removed and new ones added, or update all the relevant dates for the assignments. Please also ensure all Turnitin Assignments allow for late submissions in the settings, just in case of any technical issues near deadline dates.



Learning Resources/Content Areas:

- Check all content is present and up to date.
- Put adaptive release on content that is only applicable to sub-groups of your students. You can create your own groups in addition to UniLearn creating some groups automatically based on ASIS data (for example for cohorts on the same module with different starting dates). For more information about creating groups yourself or for those automatically created, or how to use adaptive release please see your LTA.
- Check all external links work.



Reading List:

- Check the Reading list is present and up-to-date.