

LEARNING RESOURCES PROCEDURES

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| Related policies or other documents: | <i>Learning Resources Policy.</i> |

DESIGN CONSIDERATIONS

1. In consultation with the Head of School, Unit Coordinators determine the appropriate output format for their Learning Resources within the framework of this policy. Consideration should be given to parity of outputs for different cohorts enrolled in the same unit of study in the same teaching period.
2. Learning Resources should be provided in the format with which students are expected to engage. For example, work sheets, journals, and workbooks that need to be completed by hand or in locations where computer access is unlikely, should be provided in hard copy (although this does not preclude them from being provided via UNEonline *as well*).
3. High bandwidth media (including, but not limited to, excessively large PDF files, audio files, video files, animations etc.) should be provided via CDROM or DVD, in accordance with copyright information as per *Learning Resources Policy 2.0* (although this does not preclude them from being provided via UNEonline as well *with an appropriate warning regarding the file size and download time*).
4. Third party copyright and licensed materials (Readings and Journal Articles) required to be accessible via the internet (rather than distributed on CDROM or DVD) should be submitted to the Library for addition to eReserve or for advice on permanent link mechanisms to aggregator servers
5. Single copies of third party copyright and licensed materials (Readings and Journal Articles) required as textbooks or readings and NOT available via the internet, can be submitted to the Library for addition to Open Reserve.
6. Engagement with students should occur through UNE's centrally supported suite of tools and functionality (the UNE Virtual Learning Environment – VLE) as appropriate for the discipline, subject and the level of qualification being sought. Non-centrally supported online tools *may not* be used for assessment.
7. Digital Learning Resources should primarily be accessed via UNEonline. CDROM and DVDs should only be used for single or combination, high bandwidth media files (including, but not limited to, excessively large PDF files, audio files, video files, animations etc.).
8. UNEonline units should be released to students (with complete 'Core Content') by at least two weeks *prior to the start of teaching*.
9. UNE-authored Learning Resources should comply with UNE branding requirements (including the use of a UNE copyright statement at the beginning of all files, or as a rollover or intermediate page on links as appropriate) this aids the protection of the University's intellectual property.
10. UNE-authored Learning Resources should be structured in a similar way *within* disciplines (where appropriate).
11. Types of learning content should be presented consistently *across* disciplines (where appropriate).
12. Output formats should be presented consistently *across* disciplines (where appropriate).

RECORDS

13. Records (as they apply to this policy) comprise the *Master files* and a copy of the *Output files* for the Learning Resources *as well as* the data entered into the centralised Learning Content Management System and UNEonline associated with those Learning Resources.
14. Records will be kept in accordance with the UNE Records Management Policy.
15. Where specialised software was used to create the files, the 'raw' (editable) files as well as the 'final master' must be included.

SPECIAL NEEDS STUDENTS

16. Repurposing of UNE-authored Learning Resources for Special Needs Students is handled by the Teaching and Learning Centre and Student Assist, Schools may be required to assist in this matter for example where specialised software applications are used.
17. Repurposing of UNE-authored Learning Resource 'Core Content' into alternate formats is available as a matter of course for Special Needs Students.
18. UNE-authored Learning Resource 'Supplementary Content' cannot always be repurposed into alternate formats in reasonable time frame for Special Needs Students.

NON-SPECIAL NEEDS STUDENTS REQUESTING ALTERNATIVE FORMATS

19. UNE-authored Core Content *may* be available in alternate formats for non-special needs students *if appropriate for the type of content and for the learning outcomes that are to be achieved at the discretion of the Head of School.*
20. UNE-authored Learning Resources in alternative formats may, at the discretion of the Head of School, be sold to students at cost (of production and distribution).

DISTRIBUTION

Core Content

21. Core Content is provided in formats that are appropriate for the type of content and the learning outcomes to be achieved. The Teaching and Learning Centre is responsible for the dispatch of Learning Resource Core Content to UNE-enrolled, off-campus students.
22. Where changes are made to Core Content, in accordance with the policy (5.2), after release to students, distribution of new Core Content shall be the responsibility of the School.
23. Unit coordinators are responsible for the output of all Learning Resource Content via UNEonline and for distribution of Core Content to UNE-enrolled, on-campus students.
24. The Library, in consultation with the copyright office, is responsible for the provision of library resources including internet access to third party copyright and licensed Journal Articles and Readings. The Library will facilitate access via eReserve and the general collection.
25. Learning Resources for Cooperative Teaching Agreements are managed in accordance with the Cooperative Teaching Agreements and with the approval of the Director of the Teaching and Learning Centre.

Supplementary Content

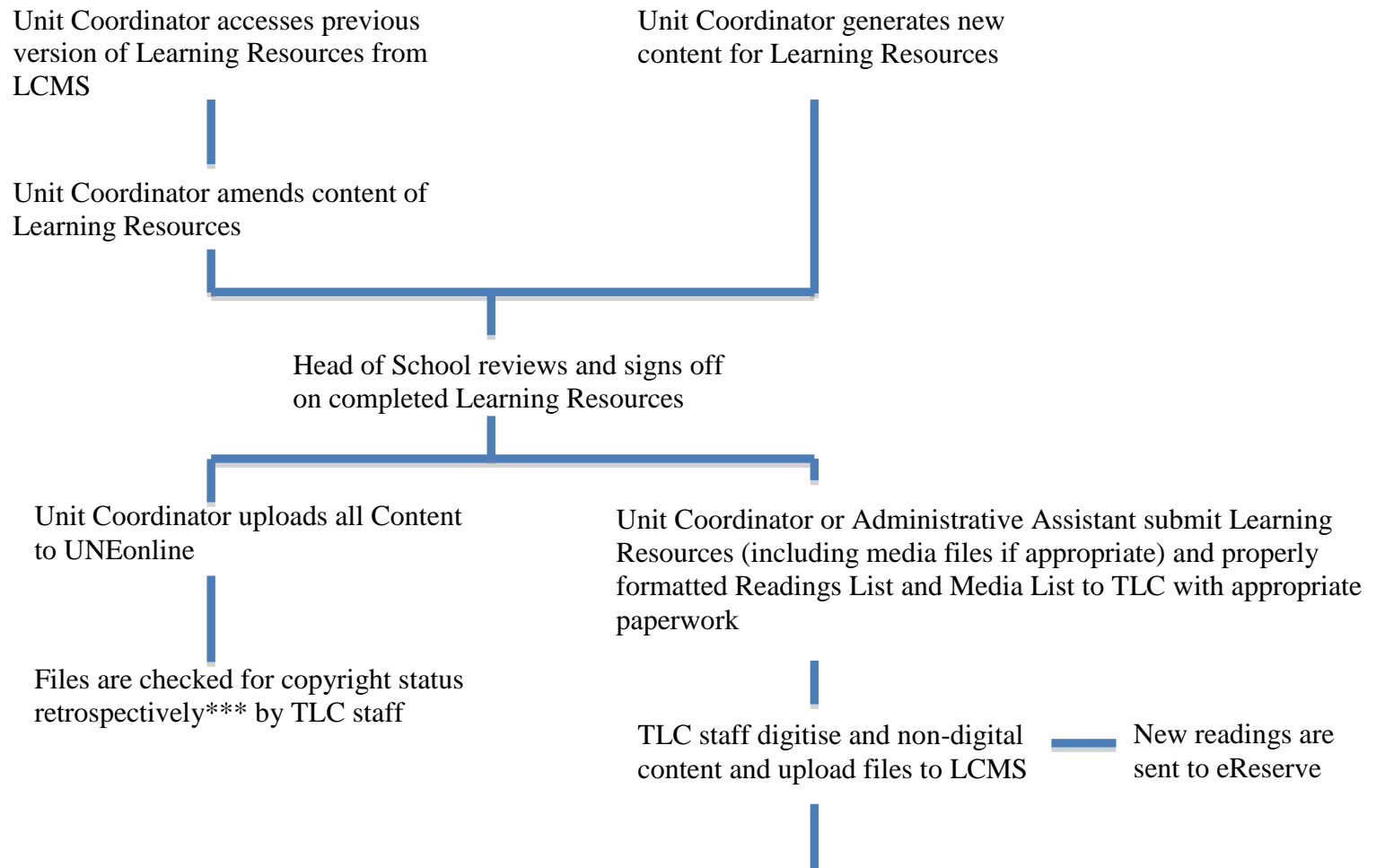
26. Supplementary Content is normally made available through UNEonline and eReserve to ensure rapid, complete, accurate and inexpensive distribution, which is not possible through traditional distributions such as the postal system.
27. Unit coordinators are responsible for the output of Supplementary Content via UNEonline and eReserve.

PROCESS AND RESPONSIBILITIES

Note: UNEonline content has yet to be incorporated into the LCMS pending rollout of the next generation of UNE's LCMS, once this rollout occurs the process outlined below will be amended.

The planned phase out of CDROM as a primary output/delivery format (in line with this policy will also require amendment to the process outlined below).

*** Eventually UNEonline content will be stored in the next generation LCMS and this copyright checking will occur as part of the normal workflow for submission of files into the LCMS.



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graph TD; A[All files are checked for copyright status by TLC staff] --> B[Files are converted to PDF (or HTML if a Wimba Create template was used) as appropriate]; B --> C[Output Master files are created]; C --> D[Master files are sent for duplication]; D --> E[Duplicated Learning Resources are sent to TLC despatch section for distribution]; E --> F[Resources are despatched by TLC staff to off-campus students via mail and courier services. Resources for on-campus students are distributed to schools via UNE internal mail];
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All files are checked for copyright status by TLC staff

Files are converted to PDF (or HTML if a Wimba Create template was used) as appropriate

Output Master files are created

Master files are sent for duplication

Duplicated Learning Resources are sent to TLC despatch section for distribution

Resources are despatched by TLC staff to off-campus students via mail and courier services. Resources for on-campus students are distributed to schools via UNE internal mail