


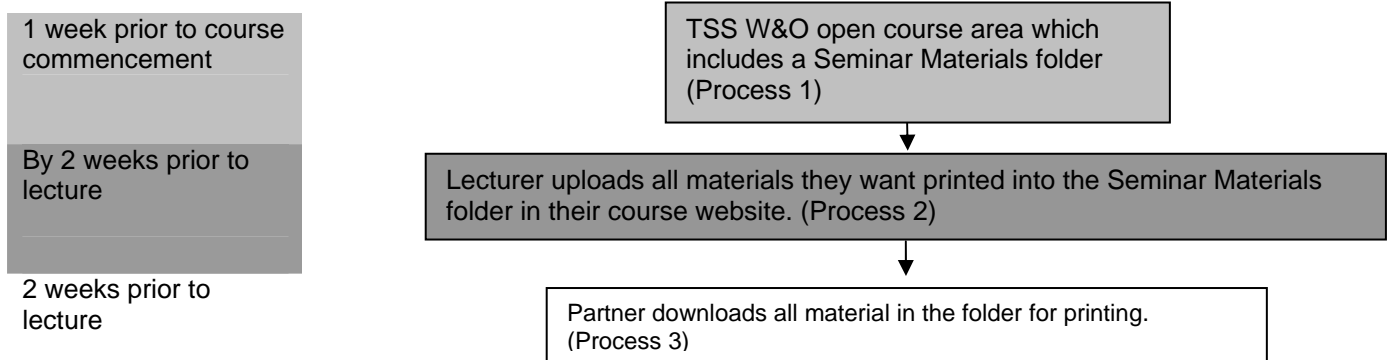


## Processes for Handouts

TSS = 

School = 

Partner = 



## Guide to Acronyms

### CTI: Course Timeline Information (formerly known as TPI)

#### School

DHOS: Deputy Head of School

SEO: School Executive Officer

SA: School Administrator

CC: Course Coordinator

MOD: Moderator

OL: Offshore Partner Lecturer

#### TSS

PRC: Program Relationship Coordinator

PRA: Program Relationship Administrator

SSA: Student Services Advisor

CTWO: Coordinator Travel Web and Online

AWO: Administrator Web and Online

**Process 1:** TSS W&O open course area which includes a Seminar Materials folder.

The web and online team will create a folder, located in the left hand navigation menu for *seminar materials*. This folder is specifically for handouts and lecture material that requires printing and distribution.

**Process 2:** Lecturer uploads all materials they want printed into the Seminar Materials folder by deadline outlined in CTI.

All lecturers are given content developer access to their course areas. To upload materials the lecturers:

1. Click on *Change* in the left-hand navigational menu.
2. Selects Edit structure in the left-hand navigational menu.
3. Click expand under the Seminar Materials folder
4. In the box that appears click on add object.
5. Select upload files in the window that appears.
6. Select the browse option and locate where files are saved on your computer.
7. Then click save on the edit structure page.
8. Handouts can be reordered for specific order of printing by renumbering objects in the Seminar Materials folder and saving the edit structure page again.

Materials required for lectures must be posted to the course area **by** two weeks prior to the lecture. The partner staff will download materials in the seminar materials folder two weeks prior to the lecture and if materials are not posted by this set timeframe no responsibility will be taken for ensuring that materials are available in class.

**Process 3:** Partner downloads all material in the folder for printing.

The partner staff will download the material that has been posted in the Seminar Materials folder two weeks prior to the lecture for printing and distribution.

**Appendix 1: Staff contacts** - <http://www.unisa.edu.au/tss/contact.asp>