



**LMS Style Guide**  
*for Economics and Commerce Staff*

**Teaching and Learning Unit**  
**Faculty of Economics and Commerce**

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## 1.0 About the Style Guide

One of the benefits of the LMS is that it provides students with a consistent user interface within departments, faculties and across the university. Students who are studying outside of Economics & Commerce can undertake studies in this faculty without needing to familiarise themselves with the layout of the relevant department's website. However, the LMS provides a great deal of flexibility when setting up your subject page, and there is already significant variation in the layout of subject pages across the faculty and even within departments.

This guide provides a set of recommendations for setting up your subject page. These recommendations are based on feedback provided by academics within the faculty since the introduction of the LMS, and by reviewing the structure of subject pages already set up so far. When implemented, the recommendations in this guide are designed to provide a clear and consistent interface for students within the faculty.

The **LMS Users Guide** can be used in conjunction with this guide. The **LMS Users Guide** provides information on how to perform the tasks described in this document, and can be downloaded from the TLU website here:

[http://tlu.ecom.unimelb.edu.au/academic\\_resources/support/LMS.html](http://tlu.ecom.unimelb.edu.au/academic_resources/support/LMS.html)

## 2.0 Summary of Recommendations

Following is a summary of the recommendations put forward in this document. Please note that the TLU can assist you with the setting up of your subject page and help you to put in place the recommendations presented here. To request assistance, please contact Jennifer Shaw by email ([shaj@unimelb.edu.au](mailto:shaj@unimelb.edu.au)) or phone (x44464).

1. All subject coordinators should apply the recommendations enclosed in this guide to ensure that subject materials are presented in a consistent manner across the faculty.
2. The LMS should be configured to display the subject code in the My Home tab, as this will help you distinguish the link to the subject(s) you are currently teaching from links to subjects from previous semesters.
3. Announcements should be set as the default entry page and positioned at the top of the navigation menu:
  - a. When making an announcement, it should be made “permanent” to ensure it is permanently displayed on the default announcements tab rather than removed after seven days, according to the default setting.
4. When adding new content areas, they should be named according to the list provided in section 3.5.1 of this document:
  - a. Content areas should be displayed in the same order that they're presented in the table in section 3.5.1.
  - b. You should have the ability to add content areas not listed in section 3.5.1 if you wish.
5. When content areas are not intended to be used they should be removed (eg. discussion board).
6. The colour of the navigation menu should be changed to match the colour of the department website.

7. A banner should be inserted which includes the code and name of your subject. The TLU has developed an online tool that allows you to easily create a banner for your subject.
8. Links to external websites should open a new browser window.
9. If your department website maintains a page for your subject, it should include a message to redirect students to the LMS.

## **3.0 Recommendations**

### ***3.1 Display the subject code in the My Home tab***

The My Subjects area (on the My Home tab which is displayed as soon as you log in) only displays the subject name by default. You can adjust the display to also show the code, year and semester of each subject.

To do this:

1. From the My Home tab, click on the **Edit** button (the button that contains a picture of a pencil).
2. Click on the **Display Subject ID** checkbox for each subject listed under the “Subjects you are teaching” and “Subjects in which you are a tutor” headings.
3. Click **Submit**.

### ***3.2 Make Announcements the entry page***

Announcements allow you to communicate with your students quickly. When you and your students access your subject page, the Subject Information page is displayed by default. Students then have to click on the Announcements link to view any new announcements. In order to improve the visibility of your announcements, it's recommended that you make Announcements the entry page. As the entry page, any new announcements will be displayed as soon as students click on your subject page link.

The procedure for making Announcements the entry page is described in Section 2.8.2 of the **LMS Users Guide**.

### ***3.3 Change of order of the Announcements menu item***

As Announcements is now the entry page, it makes sense to move the Announcements menu item to the top of the menu. The procedure for moving the Announcements item to the top of the menu is described in Section 2.5.6 of the **LMS Users Guide**.

### **3.4 Make all Announcements “permanent”**

The Announcements page contains four tabs: “View today”, “View last 7 days”, “View last 30 days” and “View all”, with the default being “View last 7 days”. Announcements will be displayed on each tab for the duration indicated. However, announcements can be made “permanent”, in which case they’ll appear on every tab indefinitely.

It’s recommended that you make all announcements “permanent” so that they appear on every tab indefinitely and chronologically, otherwise students may miss an announcement if they log in more than 7 days after the announcement was made. Adding an announcement and how to make it permanent is described in section 2.8 of the **LMS Users Guide**.

**Note:** Announcements are displayed in the order they’re entered, from most recent to least recent, with permanent announcements displayed first. This is particularly important when you’re entering several announcements at once — which you may do when you first set up your subject page — because the announcement you want to appear at the top of the list must be entered last.

### **3.5 Revise your Content Areas**

One of the most frequent tasks you’ll perform in your subject page is adding content, such as lecture notes. Content is stored in content areas which appear as links in the navigation menu on the left-hand side of the screen. The LMS gives you the ability to remove or rename any of the existing content areas as well as add new content areas. Clicking on a link in the navigation menu will display that content area. When you first access your subject, the following default navigation items will be displayed.

- Subject Information
- Staff Information
- Announcements
- Documents
- Assignments
- Discussion
- Tools.

It’s recommended that you reconfigure the navigation menu based on the recommendations given in the following two tables.

#### **3.5.1 Add content areas needed to teach your subject**

The naming conventions in the following table are the result of a review conducted by the faculty across 24 subjects that used the LMS in Semester 1, 2007. The names of content areas have been identified as common across all subjects. The following table also gives examples of the types of content that should be placed in each area. Of course, you should only create the menu items necessary to teach your subject.

**Note:** The content areas below are listed in the order they should appear in the navigation area. Instructions on creating and ordering content areas in the navigation menu are given in Sections 2.5.1 and 2.5.6, respectively, of the **LMS Users Guide**.

The table below also indicates whether this is a new or existing menu item.

<b>Recommended menu item names</b>	
<b>Menu item name</b>	<b>Description of content</b>
Announcements (existing)	Your first announcement should be a friendly note welcoming students to the subject and indicating why the subject is interesting/important and how it fits into the degree structure as a whole. Remember that the most recent announcement is displayed first, so if you're entering several announcements at once, then enter the Welcome message <i>last</i> , so that it appears as the <i>first</i> announcement in the list. In addition to providing a Welcome message, it's recommended you use the announcements area to post information about the timing and collection of assignments, changes to lecture, tutorial or Pit-Stop tutorial times or rooms, information about interesting public lectures and guest speakers, and links to pertinent newspaper items.
Subject Information (existing)	Use this section to include a paragraph about what, in general terms, will be covered in the subject. This section can also be used to provide information on subject objectives and indicate their relationship to the degree objectives, as well as providing a list of generic skills and their relationship to graduate attributes.
Contact Details (new)	Use this section to provide your contact details, including consultation times, tutor contact details, and Pit-Stop tutorial times. You can create this section simply by renaming the Staff Information content area. Instructions on how to do this are given in Section 2.5.3 of the <b>LMS Users Guide</b> .
Lecture/Seminar Times and Venues (new)	This page should be used to display lecture/seminar times and should be updated if there are any changes to these details. An announcement should also be posted if a lecture/seminar time or venue changes. A map could be included here if the venue is difficult to find. This is especially important for postgraduate students who may arrive on campus late at night.
Tutorial Times / Enrolment (new)	Use this section to provide tutorial times and instructions on how to enrol in tutorials through ALLOC8. This section should be updated when there are any changes to tutorial times/venues. Again, if the venue is difficult to find, you could include a map here.
Texts (new)	This section is used to provide links to prescribed texts and required reading materials. If reading materials are provided in a workbook, then indicate where the workbook may be purchased and the cost. Note the availability of texts and/or workbooks in the library. If you are using the university's Readings Online service, then the SuperSearch link should be placed in this area.
Expectations (new)	Use this section to provide your expectations of student preparation in terms of work for the subject outside of face-to-face teaching, as well as participation in tutorial discussions

	and seminars. Attendance in lectures and tutorials could also be provided here (eg. feedback on progress).
Outline of Lectures (new)	Use this section to provide a list of topics to be covered each week, with links to corresponding readings or direct links to relevant Readings Online publications for each week.
Lectures (new)	You can put lecture note-taking guides for each week in this section of the LMS, either before or after the lecture, depending on your preference. Readings for each lecture can also be reproduced here based on the lecture outline. This section is also most appropriate for the Audio-streaming/Lectopia (formerly iLecture) link if you are providing this service. See Section 3.5.2 in this document for instructions on creating folders within this content area to further organise your lecture notes.
Tutorials (new)	This section contains pre-tutorial readings and tasks for each tutorial. You can also provide solutions to problems after a period in which students are expected to have completed the tasks. See Section 3.5.2 in this document for instructions on creating folders within this content area to further organise your tutorial readings.
Assessment	Use this section to provide assignment questions and links to the LMS's assignment submission tool. Information about the solutions/model can also be published here, after the assignment is completed.
TLU Tools (new)	Links to the Online Tutor, revision/assessment quizzes, lecture audio streaming, CALM, and GroupWorks can be placed here. Contact the TLU at <a href="mailto:th-help@unimelb.edu.au">th-help@unimelb.edu.au</a> if you would like to use any of our tools, and for information on linking from your LMS subject page to our TLU tools server.
Student Academic Guides (new)	The TLU have selected 10 core guides that should be read by students before or during the semester. They include individual guides on topics such as academic honesty, referencing systems, group work, giving effective presentations, and others. The list of guides with links to the PDF files can be found here: <a href="http://tlu.ecom.unimelb.edu.au/LMS_student_guides.html">http://tlu.ecom.unimelb.edu.au/LMS_student_guides.html</a> . See Section 3.6 of the <b>LMS Users Guide</b> for instructions on how to link your LMS subject page to this page on the TLU website.

### **3.5.2 Add folders to the lectures and tutorials content areas**

In order to be consistent with other subjects across the faculty, it's recommended you adopt the following naming convention when labelling the content areas that store lecture and tutorial notes. As described in the previous section, the areas containing lecture and tutorial notes should be labelled Lectures and Tutorials respectively.

If you plan to upload several files for each lecture, consider creating folders inside the Lecture Content Area to store each week's lectures. Below is an example:

Lectures

- Lecture 1
- Lecture 2
- Lecture 3
- Etc...

Alternatively, you may want to include the week number in the name of the folder. Below is an example:

Lectures

- Week 1 Lecture 1
- Week 1 Lecture 2
- Week 2 Lecture 1
- Etc...

The suggested naming convention for tutorials is the same as for lectures. Example:

Tutorials

- Tutorial 1
- Tutorial 2
- Tutorial 3
- Etc...

Or

Tutorials

- Week 1 Tutorial 1
- Week 1 Tutorial 2
- Week 2 Tutorial 1
- Etc...

### 3.5.3 Remove unwanted menu items

The following content areas should be removed:

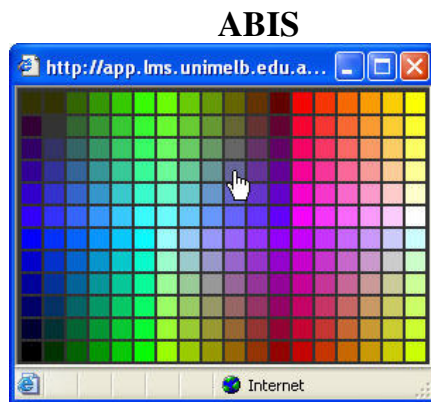
<b>Menu item name</b>	<b>Description of content</b>
Tools	This area provides personal tools for students, such as an address book, calendar, and tasks list. These tools do not relate to your subject page in any way, so it's recommended you delete the tools link from the navigation menu. Students will still be able to access these tools from the LMS Welcome page (the page that lists all of their LMS subjects) should they want to use them.
Documents	Although you'll most likely be uploading lots of documents into the LMS, the Documents menu is too general to be useful. It's recommended you remove this content area.
Assignments	Assignment information should be stored in a content area labelled "Assessment". Therefore it's recommended you remove this content area.
Discussion Board	If you won't be providing a discussion board for students you should delete the discussion board content area so students don't think the discussion board is available.

Step-by-step instructions on removing content areas can be found in Section 2.5.2 of the **LMS Users Guide**.

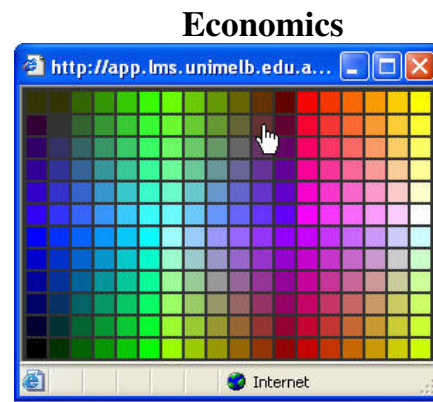
### 3.6 Change the background colour of the navigation menu

The LMS allows you to change the background colour of the navigation menu, currently blue by default. In order to provide a visual link between your department's subject pages and the department website, it's recommended you change the background colour to the main colour used by the department website, and that you leave the foreground (text colour) as white.

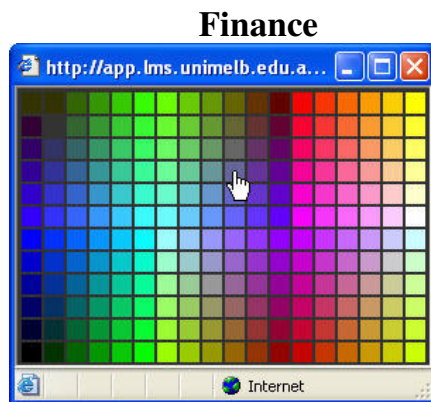
**Note:** The colours shown below do not exactly match the colours on each department's website, however they're the nearest colour available in the LMS. The colour for each department is:



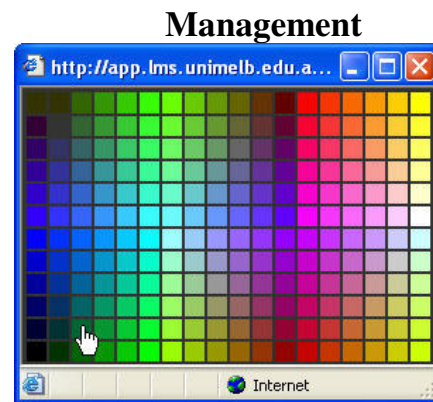
#666699/Medium Weak Blue



#663333/Dark Weak Red



#666699/Medium Weak Blue



#006633/Obscure Dull Teal

Instructions on how to change the background colour of the navigation menu can be found in Section 3.7 of the **LMS Users Guide**.

### **3.7 Add a banner**

The TLU provides a set of templates you can use to create a banner for your subject page. Each department has several templates to choose from. Each template incorporates colour, text and images that identify the department. All you need to do is enter the code and name of your subject. The banners can be viewed on this page: [http://tlu.ecom.unimelb.edu.au/academic\\_resources/support/banners.html](http://tlu.ecom.unimelb.edu.au/academic_resources/support/banners.html).

**Note:** It will only take a few seconds to generate a banner for your subject page. Below is an example banner for the Economics subject 316-101 Introductory Microeconomics.



### **3.8 When linking to external websites...**

When linking from your subject page to an external website, it's preferable for the website to open in a new browser window when the link is activated. You can configure the content item to do this by selecting "Yes" for the "Open in new window" option which appears on the "Add Item" screen.

The full process for linking to external websites is described in Section 3.6 of the **LMS Users Guide**.

### **3.9 Add a redirection message to your existing subject page**

As the LMS is still in a transition period, some students may go to the subject page hosted on your department website. To avoid confusion, it's recommended you (or the designated web maintainer from your department) place a redirection notice on your existing subject page, redirecting students to the LMS. Below is a sample message:

All materials for this subject can be accessed via the university's Learning Management System (LMS). The LMS portal page can be accessed here: [www.lms.unimelb.edu.au](http://www.lms.unimelb.edu.au).

To log in, click on the "Access the LMS" button located on the right-hand side of the portal page, and enter your unimelb email account username and password.

If you cannot log in, please contact the central LMS helpdesk via phone (40888) or by submitting an online help request via this link:

<http://www.lms.unimelb.edu.au/help/request/>