# External Moodle Website Application Form

**Form instructions**

This form must be submitted by a:

* Dean Academic
* Head or Associate Head of School
* Unit Deputy or Director

Once complete, email completed form to IT Help Desk <ISTS.Helpdesk@unisa.edu.au>.

**Website guidelines**

Use of the External Moodle must comply with all relevant UniSA Policies including in relation to acceptable use of IT, copyright, accessibility and privacy.

External websites are provided in a basic version of Moodle. Communication and collaboration tools are available which will be familiar to users of the Learnonline or other Moodle environments. External websites are not to be used for teaching interactions for courses within a UniSA program.

External Moodle utilises third party software over which UniSA has no control. The External Moodle is provided “as is”. UniSA does not warrant the accessibility, useability or security of the third party software. If your course requires a greater level of support or integration with UniSA systems please consider a Short Course (<https://i.unisa.edu.au/sas/Our-Activities/Programs-and-Courses/Short-Programs/>) instead.

By placing a course on the External Moodle, you are agreeing:

* to comply with the [External Moodle Terms of Use](https://mymailunisaedu-my.sharepoint.com/%3Ab%3A/g/personal/edgarka_unisa_edu_au/EVwcb4znAvpFoMvt2P5T5t8B2jeBJYHbnQA0ekqOrO5j6w?e=0eZJhU);
* that you are responsible for the content on the course pages, including content posted by third parties or imported from other Moodle sites;
* to regularly and systematically monitor at least weekly the content on course pages, including any material posted by another person;
* to immediately report any breaches of the [External Moodle Terms of Use](https://mymailunisaedu-my.sharepoint.com/%3Ab%3A/g/personal/edgarka_unisa_edu_au/EVwcb4znAvpFoMvt2P5T5t8B2jeBJYHbnQA0ekqOrO5j6w?e=0eZJhU) to TIU Technology Enhanced Learning;
* to immediately remove any material from your course pages which breaches the Code of Conduct included within the [External Moodle Terms of Use](https://mymailunisaedu-my.sharepoint.com/%3Ab%3A/g/personal/edgarka_unisa_edu_au/EVwcb4znAvpFoMvt2P5T5t8B2jeBJYHbnQA0ekqOrO5j6w?e=0eZJhU);
* to provide end user support in relation to your course and the use of the External Moodle; and
* to provide documentation demonstrating compliance with these website guidelines on request.

Users are required to provide their age when signing up for an account. Any prospective user under 15 will require an email from his or her parent or guardian approving his or her request for an account and consenting to the collection and use of the prospective user’s personal information.

[ ] I agree to comply with the website guidelines.

**Website Details**

Website Title:

Describe the intended use of the website:

What date is the website required?
**Note:** The website will take two days to prepare from the approval date.

Enter website expiry date:

**Website Audience**

Who is the intended audience for the website:

**Enrolment method**

Nominate the preferred enrolment method.
[ ]  Enrolment is open to anyone.
[ ]  Enrolment is by invitation with an access password.

**Website content**

[ ]  Blank website.
[ ]  Content from another Moodle site\*. Link:

*\*Restore is only possible from a compatible Moodle site. Restored content may or may not match the original. Only tools and functions supported by External Moodle will be included. The Website Manager (nominated below) is responsible for reviewing and updating the content.*

**Website Team**

External Moodle sites are self-managed. It is recommended that you have a minimum of two staff members involved in the creation, maintenance and regular and systematic monitoring of the website. Please nominate below your Website Manager and at least one other staff member. The Website Manager will have the ability to assign additional staff members.

**Website Manager**

Which staff member is a continuing employee who accepts the role of site manager responsible for ongoing site maintenance including quality control and adherence to accessibility guidelines?

Enter Website Manager name:

Select access level
🗹 Administrator: Can modify all aspects of a site but is hidden from students and doesn’t participate.

**Website staff**

Enter name/s of staff who will be using the site and nominate the required access level.

Enter staff 1 name:

Select access level
[ ]  Administrator: Can modify all aspects of a site but is hidden from students and doesn’t participate.
[ ]  Teacher: Can modify all aspects of a site and participate in all activities.
[ ]  Teacher (Non-Editing): Cannot modify the site but can participate in all site activities.

Enter staff 2 name:

Select access level
[ ]  Administrator: Can modify all aspects of a site but is hidden from students and doesn’t participate.
[ ]  Teacher: Can modify all aspects of a site and participate in all activities.
[ ]  Teacher (Non-Editing): Cannot modify the site but can participate in all site activities.

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**Authorisation**

Name of Requestor (Dean, Head/Associate Head of School, Unit Director):

Requestor signature: Date: