

## Combined Activities (aka Jointly Taught Activities, Clones)

Approximately 630 activities were jointly taught in previous semesters. To see a list of these:

1. Open Activity Templates
2. Filter by Tags and select Jointly Taught
3. For each Activity Template in this list, there will be some details in the UserText & Tags tab.

The procedure for these will essentially remain the same, however we will identify the Master and Subordinates a little differently.

### Procedure

This example illustrates the process using a real example for PUB561 and PUN105 which share the same lecture:

PUB561/SEM-1/1/KG/1/LEC (**Master**)

PUN105/SEM-1/1/KG/1/LEC (**Subordinate**)

#### 1. For the Master Activity Template

Activity Template	ID Tab	Delivery Tab	Resource Tab	Availability Tab	Starts Tab
PUB561/SEM-1/1/KG/1/LEC	Module for PUB561/SEM-1/1/KG/1/LEC	POS	Staff for Lectures	Week Pattern (must be the same for both)	Highlight *MasterModule
	Description		Room Suitability		
	<b>Planned Size of Both Units</b>		Special Needs		
	Duration (same)				
	Type				

#### 2. For the Subordinate Activity Template

Activity Template	ID Tab	Delivery Tab	Resource Tab	Availability Tab	Starts Tab
PUN105/SEM-1/1/KG/1/LEC	Module for PUN105/SEM-1/1/KG/1/LEC	POS	Staff must be set at "None"	Week Pattern (must be the same for both)	Highlight *SubordinateModule
	Description		Room must be s Set at "None"		
	Planned Size of itself				
	Duration (same)				
	Type				

#### 3. If you need to keep a record of the jointly taught modules use User Text 5 in the User Text & Tags tab e.g.

User Text 5

Jointly Taught PUN105/PUB561-Lec
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#### 4. Create an activity from Activity Templates for both the Master and the Subordinate (from Week 6).

#### 5. Once the activities are all created go into the Delivery Tab of the new Master Activity (PUB561/SEM-1/1/KG/1/LEC/01 ) and link it to the Subordinate activity in the Same Time Activities Field. (i.e. Link PUB561/SEM-1/1/KG/1/LEC/01 to PUN105/SEM-1/1/KG/1/LEC/01).

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This same process can be used to combine multiple activities.

#### Reminders

Only follow this procedure for combined activities.

If you have units with combined lectures but students attend different tutorials, practical and so on, only the lectures will be combined. All other activities will be set up normally.

All Modules must still be entered in their Programs of Study, and included in Student Sets.

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