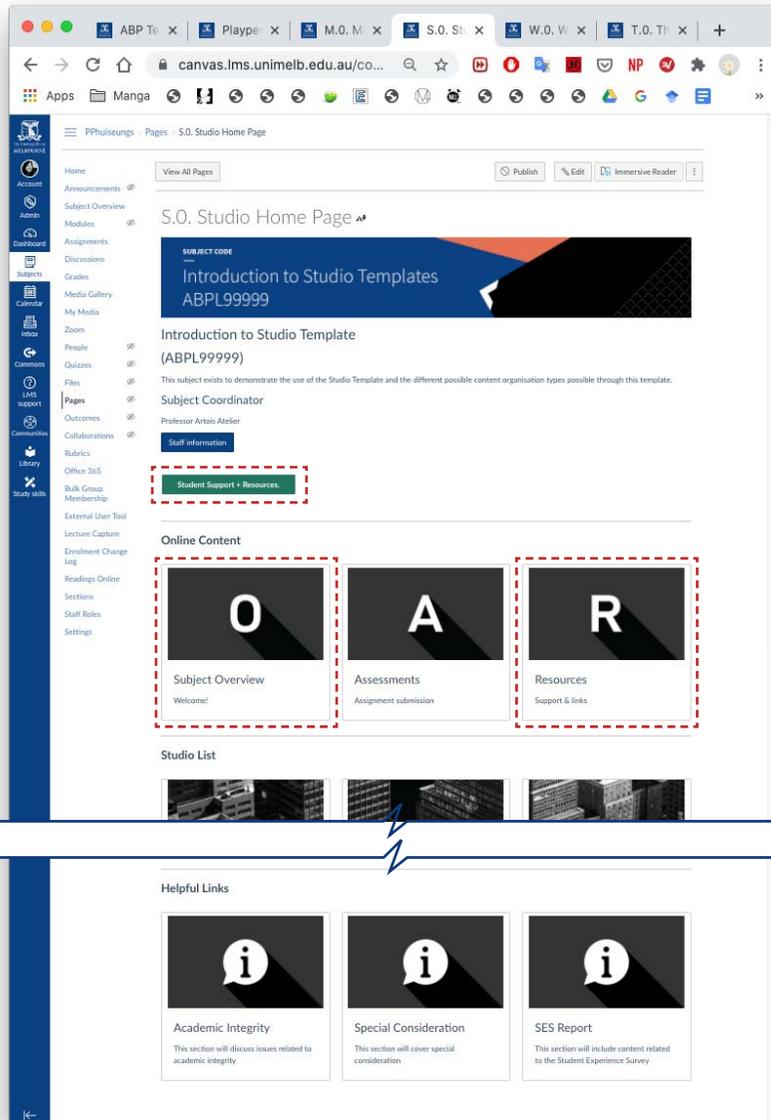


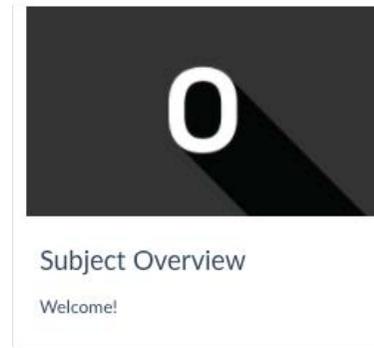
# Help is Here: Locating Student Support on Canvas

The following information distinguishes the role and purpose of each of the following resource pages: **Subject Overview**, **Student Support + Resources** and **Subject Resources**. This is to provide clarity and guidance to Subject Coordinators in allocating types of subject related resources and information in the most appropriate location within their Canvas pages.



University and/or Faculty specific resources and support. The location of this resources is **consistent** across all subject CANVAS pages.

This is a locked page (i.e. Subject Coordinators are unable to edit the content) which is managed and maintained by APTS in the Faculty.



General subject wide information including content drawn from the Handbook (such as Intended Learning Outcomes (ILO's), assessment overview, hurdle requirements, etc.).

Access to this information can also be navigated via the tools on the left-side of the subject Canvas site.

The content is managed by the Subject Coordinator and/or Senior Tutor.



Subject specific resources and tools that are useful for students across the entire semester. Some elements may overlap with referencing link to <Student Support + Resources> such as access to ABP Library and Academic Skills and Technical Support.

The tile is also called <Subject Resource> and is generally located near the top of the subject Canvas site.

The content is managed and maintained by the Subject Coordinator and/or Senior Tutor.

Support + Resources (B.Des or MSD)	Subject Overview	Subject Resources
<b>DESCRIPTION</b>		
<p>This section contains University and/or Faculty related administrative and general <b>resources and support</b> for students.</p> <p>The content is the same across both undergraduate (i.e. Bachelor of Design) and postgraduate (i.e. Melbourne School of Design) subject CANVAS sites.</p>	 <p>This section contains <b>subject information</b> regarding the subject and a general overview of the syllabus. This includes information from the Handbook and also the Subject Guide as authored by the Subject Coordinator.</p> <p>Currently, <b>the university is investigating</b> a solution to have Handbook links added into the &lt;Subject Overview&gt; as a way to provide information to students through CANVAS.</p>	 <p>This section contains access to <b>useful tools, resources, platforms and references</b> that could be applicable across the entire semester.</p> <p>Curating the content between these additional resources and the themes/weekly CANVAS tiles is important for navigation purposes but also to highlight the value of the resources in relation to the subject content. Support and guidance on how to approach this is available from <a href="#">BEL+T</a>.</p>
<b>MANAGING PARTIES</b>		
<p>This is a locked page which is <b>managed and maintained by APTS in the Faculty.</b></p>	<p>This content is <b>managed by the Subject Coordinator and/or Senior Tutor.</b></p>	<p>This content is <b>curated and maintained by the Subject Coordinator and/or Senior Tutor.</b></p>
<b>CONTENT</b>		
<p>Students will access this resource in order to gain further information and guidance regarding:</p> <ul style="list-style-type: none"> <li>• Health and Wellbeing <ul style="list-style-type: none"> <li>• Counselling and Psychological Services (CAPS)</li> <li>• Safer Communities</li> <li>• Health Services</li> </ul> </li> <li>• Learning Support <ul style="list-style-type: none"> <li>• ABP Study and Research Guide</li> <li>• ABP Library</li> <li>• Academic Skills</li> <li>• English Language Development</li> </ul> </li> <li>• Technical Support <ul style="list-style-type: none"> <li>• Student IT</li> <li>• ABP IT</li> <li>• Software - links to available software packages for students</li> <li>• Student Printing</li> <li>• Maker Space</li> </ul> </li> <li>• Academic Policies <ul style="list-style-type: none"> <li>• Extensions Request Forms &amp; Special Consideration</li> <li>• Ongoing Support - resources for students affected by ongoing circumstances</li> <li>• Student Feedback and Grievances</li> <li>• Melbourne Policy Library</li> </ul> </li> </ul>	<p>Students will access this resource in order to gain further subject related information regarding:</p> <p><b>FROM THE HANDBOOK:</b></p> <ul style="list-style-type: none"> <li>• Subject Overview</li> <li>• Intended Learning Outcomes + Generic Skills</li> <li>• Assessment Overview - includes Description of each Assessment, Timing, and Weighting</li> <li>• Dates and Times: <ul style="list-style-type: none"> <li>- <i>contact hours</i></li> <li>- <i>total time commitment</i></li> <li>- <i>teaching period</i></li> <li>- <i>last self-enrolment dates &amp; Census dates</i></li> </ul> </li> <li>• Hurdle Requirements</li> <li>• Timetable - of both tutorial/studio sessions and lectures</li> </ul> <p><b>EXPANDED BY THE SUBJECT COORDINATOR:</b></p> <ul style="list-style-type: none"> <li>• Semester scheduling of the subject - the scheduling would provide students with an overall roadmap of the subject's curriculum across the semester and could include: <ul style="list-style-type: none"> <li>- <i>weekly topics</i></li> <li>- <i>major activities/events (e.g. site visits, guest lectures, etc.)</i></li> <li>- <i>non-weighted milestones (e.g. informal presentations, gallery exhibitions etc.)</i></li> </ul> </li> <li>• Timetable of Teaching + Learning Activities</li> <li>• Subject-wide protocols - such as how to contact Tutors, Studio Leaders and Subject Coordinators</li> <li>• Available office hours of Subject Coordinators</li> </ul>	<p>Students will access this resource in order to gain further information and guidance to engage with the subject content via:</p> <ul style="list-style-type: none"> <li>• links to useful sections of &lt;Support + Resources&gt; <i>e.g. Learning Support, Technical Support, etc.</i></li> <li>• 'bookmarked' online tools/websites useful across learning activities <i>e.g. sun path calculator, regulations and standards, LED savings calculator, etc.</i></li> <li>• shared platforms for interaction and use across the semester. <i>e.g. online whiteboards, social media platforms, etc.</i></li> <li>• useful references or starting points for ongoing use by students <i>e.g. Pinterest boards, online galleries, share drives, etc.</i></li> <li>• training guides or videos targeted to developing ILO's and/or Generic Skills of the subject (some are available via &lt;Support + Resources&gt;)</li> </ul> <p>NOTE: For reading materials (i.e. scans of books, journal articles, etc.), these should be organised under the inbuilt CANVAS tool &lt;Readings Online&gt;.</p>