



MACQUARIE
University

Welcome to Macquarie: Information for new FoA Convenor





Name / Background



Dept



Unit



Experience at MQ

Arts L&T Team



Prof. Panos Vlachopoulos –
Deputy Dean (Education &
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Asso. Prof. Albert Atkin –
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Susana CATALINA PRAT
Learning Designer



Cathy MEWES
*Online Education Design, Development and
Support*



Jayde CAHIR
Learning & Teaching Projects

Learning & Teaching Info

L&T Strategic framework

Enhancing student learning to maximise future success



University Policies



Be aware of these important policies:

- [Academic Integrity Policy](#)
- [Assessment Policy](#)
- [Casual Employment Policy](#)
- [Staff Code of Conduct](#)
- [Health and Safety Policy](#)
- [Privacy Policy](#)
- [Unit Guide Policy](#) (under assessment policy)

Policy Central is where all University policies are found

Arts L&T Guides



[Arts L&T](#) (can be accessed via Teaching Support link in the Quicklinks in your ilearn unit)

lt.arts.mq.edu.au

Arts L&T Hub



Arts Learning and Teaching L&T HUB



Arts Learning & Teaching Hub

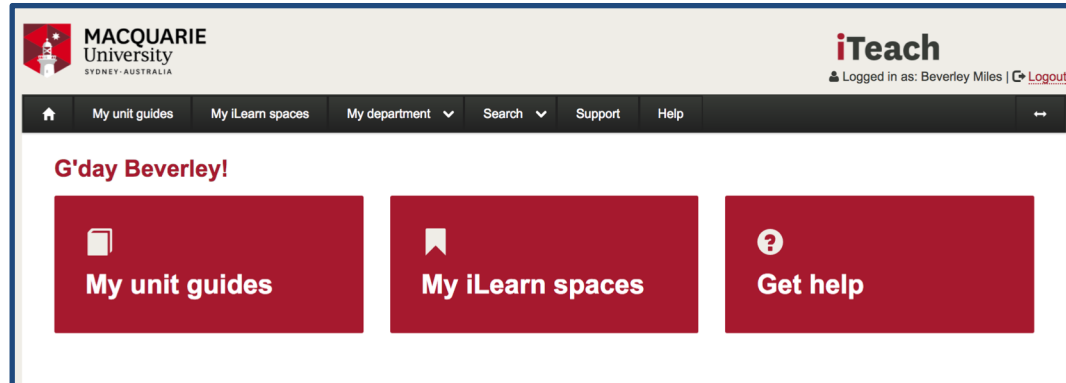


L&T Systems at Macquarie



iTeach - iteach.mq.edu.au

Create and manage Unit Guides and iLearn spaces





Create Unit Guide

- Add FoA late submission policy

Create iLearn Space

- *Get access to old units to clone by contacting your DA*
- *Apply iLearn FoA template to start from scratch*

L&T Systems at Macquarie



iLearn (Moodle) - ilearn.mq.edu.au

Macquarie's Learning Management System, used across all Faculties

iLearn [Quick Guides](#) for staff: Getting Started, Unit Set up, Groups, Turnitin, Gradebook, Quizzes and more..

Open iLearn

All staff have 'Observer' access to all iLearn units

Read more about iLearn via [Teche](#)

FoA Template

Visit <https://ilearn.mq.edu.au/course/view.php?id=36988> to see the Arts iLearn template.

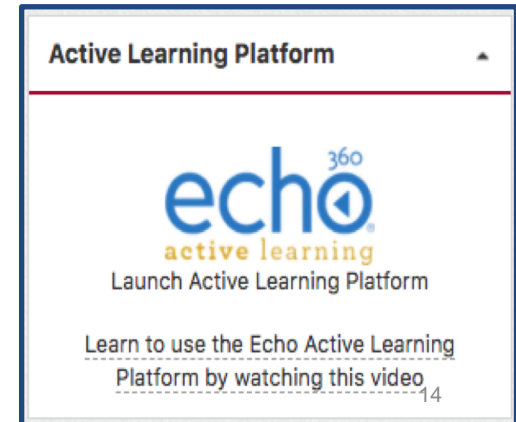
Learning and Teaching



Transformative Learning

Make interactive lectures using the Echo360 Active Learning Platform (ALP), Macquarie's lecture capture system featuring:

- Live streaming
- Lecture recording
- Create activities to check student learning
- Create interactive slides - [How to Guide](#)



L&T Systems at Macquarie



Zoom

- [Macquarie.zoom.us](https://macquarie.zoom.us)
- A web conferencing tool for communication and collaboration – MQ [Zoom Guide](#)
- Read more via [Teche](#)

Library



[Library](#) offers services to students and staff:

- Faculty specific [research Librarians](#)
- Teaching Support [services](#)
- Reserve for in demand items
- Online databases and subject guides
- Information literacy classes and iLearn content

[Leganto](#)

Grading and Feedback



Gradebook

- iLearn's grade tabulation, storage and delivery.
- Staff access and record grades
- Students view grades / track progress
- Must be set up in order to calculate and display grades properly – Faculty Learning Design team can assist (see **Help and support** information)

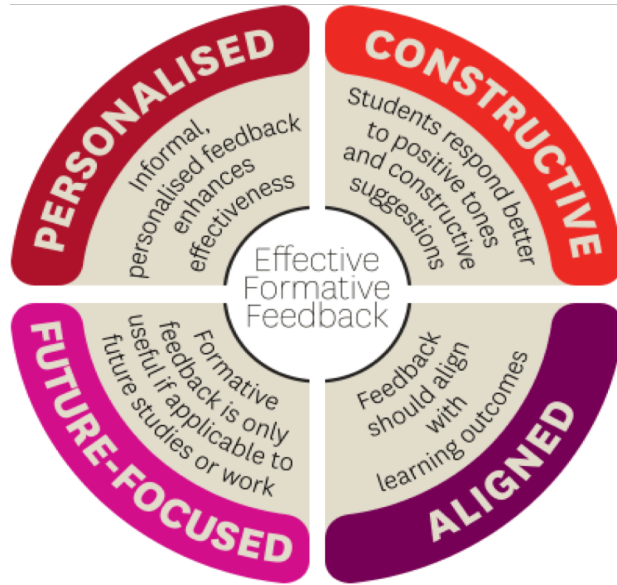


Feedback Studio / Turnitin

- Online assignment submission, feedback and return system
- Automatically linked to iLearn Gradebook

Effective Formative Feedback

Use the MQ Feedback Procedure – examples included. Read more via [Teche](#)





TEDS - Please order your unit survey in week 4 or so.

LEU – Learner experience of Unit (to get feedback on the unit and its delivery)

LET – Learner experience of teaching (useful if applying for promotions etc)

Moderation Report

Can be accessed via Arts L&T

<https://forms.mq.edu.au/checklist/Arts/>

Help and support for L&T

Quick Guides	Workshops	Requests, issues	Faculty Learning Support
<p>All systems documented</p> <p>Teaching Technologies and Tools</p>	<p>Ed Tech and Professional Development workshops</p> <p>via Teche events</p>	<p>All learning technologies requests and issues</p> <p>ilearn.help@mq.edu.au</p>	<p>Email your Faculty Learning Design team at</p> <p>artslandt@mq.edu.au</p>

More L&T information



Teche – [subscribe](#) to the University's [Learning & Teaching blog](#).

Arts L&T provides iLearn drop-in clinics on Monday/Thursday 12-1pm.

Ticket: ilearn.help@mq.edu.au (Technical, iLearn/iTeach questions)

FoA L&T Team : artslandt@mq.edu.au



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Supporting Students

Conducting Classes



Timetables - are prepared by the University, with drafts in Oct/Nov. Request changes to the drafts via your Unit Convener or Moderator, the sooner the better and with a legitimate reason. Final version published in December/January.

Timetable contains:

- units offered
- classes, class times and rooms allocated for the class
- Staffing for the class (what to do if it is not accurate)

See <https://timetables.mq.edu.au/>

Class times - Classes start five minutes past the hour and end at five minutes before the hour to allow people to enter and exit.

The room is yours from the hour to the next hour

Conducting Classes



Rooms - can be [booked online](#) for teaching through timetables page

Lecterns –

[AVTS provide support](#) and training for the different types of lecterns.

- For help at the lectern, dial ext 7571

Communicating with Students



- Do not give students your personal phone number, email address or contact details
- When contacting students it should be for University business and keep the privacy policy and staff code of conduct in mind

Faculty Student Centre



To support our students and to support staff! What does the Student Centre do?

1. Faculty student administration processing: includes Student Enquiries, Special Consideration, Special Approvals/Waivers, Grade Appeals, Change of Grades, results processing, supplementary exam coordination
2. Progression and Course advising for students (including referrals to other student support services) – over 5000 a year!
Advising, documenting and referring students to academic staff under the University's [Academic Progression policy](#).
3. Project work to continually improve student administration and the student experience



Student Centre processes



5 key processes to know about..

1. Special Consideration:

<https://students.mq.edu.au/study/my-study-program/special-consideration>

2. Grade Appeal:

<https://students.mq.edu.au/study/my-study-program/appeals>

3. Special Approvals/waivers:

<https://students.mq.edu.au/study/my-study-program/special-approval>

4. Academic Progression:

<https://students.mq.edu.au/study/my-study-program/academic-progression>

5. Exams and Results:

<https://students.mq.edu.au/study/exams-and-results>

Support for students



If a student is facing academic or personal risk:

- Notify your unit convener / HoD
- Recommend the student seeks assistance
- There are a range of services that may be useful to the student such as
 - [Student Wellbeing](#) – for personal support
 - [Academic Skills Development](#) – for support with assignments
 - [Library](#) – for academic information and research skills
 - [Career & Employment Service](#) – for assistance with finding work

Student Wellbeing



- Counselling Services: Private and confidential.
- Triage service: Short appointments for urgent concerns, usually same day. Walk in or phone.
- Welfare: Helps with finances, accommodation, legal concerns, relationships, adjusting to study in Australia.
- Disability: For students with health and disability problems.
- Advocacy: Appeals, complaints, discipline and misconduct matters, withdrawal, visa questions.

Contact Wellbeing



Counselling and welfare Services

Location: Ground Floor, Australian Hearing Hub,
16 university Avenue

Email: wellbeing@mq.edu.au

Phone: 9850 7497

Website: <https://students.mq.edu.au/support/wellbeing>

After Hours Helpline:

24 Hours, 7 days a week.

Free call 1800 227 367

Provides information and support.

Refers problems to Campus Wellbeing



Academic skills support (for students)



The [Learning Skills Unit](#) provides resources, workshops and consultations to help students develop key academic literacy and writing skills. Refer students directly to the links below:



- Free learning skills [workshops](#)
- [Studywise](#) – online skill building
- Academic Integrity [Module](#) for students (via iLearn)
- [Numeracy Centre](#)

Code of Conduct



Staff Code of Conduct

In the performance of their duties, each staff member is to:

- behave with courtesy and respect and provide all appropriate assistance
- comply with any relevant legislative, industrial or administrative requirements, and all University rules, policies and procedures;
- maintain adequate records to support any decisions made
- maintain the confidentiality of information

Student Code of Conduct

The Student Code of Conduct sets out the students rights and responsibilities

- It lists Student Misconduct and Discipline Rules
- Aims to maintain a safe, ethical, harmonious and tolerant University environment



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Admin info

Getting Started



One ID – mq`[year of start yyyy]xxxx`



MQ email firstname.lastname@mq.edu.au
Office365 - portal.office.com



Campus Card

Shows your OneID. Used for building access, library borrowing, printing. Follow the [First time log in](#) process to activate account and password



Building & Lectern Access

Ask your Manager to send an email to buildingaccess@mq.edu.au requesting access. Staff OneID number and CDX code from the back of your staff card to be included in email.

Campus Card

Visit Student Connect in 18 Wally's Walk Level 2 MUSE to obtain your [Campus Card](#). You will need to provide the following:

1. One ID number
2. Photo ID. (e.g. Driver's licence or passport)

You can have your photo taken on site and a card made while you wait.



IT Help Desk: 9850 4357

Parking



MQ operates a ticketless parking system using licence plate recognition technology. You will need to register online for pay-as-you-go parking or a virtual permit.

For the latest information about parking, please refer to the website at:

<http://www.mq.edu.au/about/contacts-and-maps/getting-to-macquarie/parking>

Safety at work



Below is the link to information about:

- Health & Safety Induction
- Emergencies
- First Aid
- Managing safety risk
- Reacting to an incident
- Training
- Sexual Assault and Harassment

<https://staff.mq.edu.au/work/safety-at-work>

Getting Paid



Fortnightly pay is paid on hours worked and claimed
Full unit delivery is paid in 10 equal instalments





Casual lecturers and tutors are paid hourly as per your appointment letter and therefore you need to complete fortnightly [timesheets](#)



For Employment and Benefits information on pay rates/dates, timesheets, payslips, payment summaries visit the [website](#).

Timesheets

-  Claims to be submitted each fortnight through your Workday – Contact your Department Administrator for submission deadlines
-  Approved by your Department Administrator

HR Online



Workday.mq.edu.au

Lodge online timesheets

- View and print payslips
- Payment summaries
- Change your bank account details
- Change/update your personal details
- Training



Login: One ID (mq2014xxxx)

IT Help Desk: 9850 4357

MQ General Practice Clinic



Monday to Friday: 8:00am - 6:00pm
Saturday: 8:00am - 12:00pm

Suite 305, Level 3
2 Technology Place
Macquarie University NSW 2109

To make an appointment:

Phone: (02) 9812 3944

Or book online via

<https://www.mqhealth.org.au/hospital-clinics/general-practice-clinic>

Online Induction Modules



WHS induction program

All staff need to complete the Health and Safety [Induction](#) within their first 4 weeks of employment.



HDR Supervisor Orientation Program

All new HDR supervisors are required to complete a mandatory [orientation program](#).

Support for staff



- [Wellbeing](#) services are available for staff (and students)
- [Centre for Emotional Health](#): Assessment and treatment for emotional disorders e.g. Anxiety and depression
- [Mindspot](#): Free online/phone assessments for stress, anxiety, worry, low mood.
- [MQ Health](#): GP Clinic, Physio, Chiro, Men's/Women's Health etc
- [Child Services](#): Information for parents/carers including child care facilities/holiday programs for staff with kids.
- [Sport & Aquatic Centre](#): Swimming, fitness classes, fitness/nutrition consultations. Staff rates / salary sacrifice options.
- [Medibank Private](#): Discounted health insurance for ALL staff

Employee Assistance Program



Achieve and maintain wellbeing with the [Employee Assistance program](#). Free for staff and their families:

- Professional face to face or phone counselling- work relationships, work-life balance, managing mental health issues, parenting or family issues.
- 6 free sessions available per person/family at no cost
- **MyCoach** – to support you/your team through workplace issues and challenges – interpersonal conflict, distressed employees, coping with change, problems with team functioning etc.
- Online resource library
- Phone: 1300 360 364

Professional Development

[Contemporary Approaches to University Teaching MOOC](#)

[MQ workshops and online resources](#)

LinkedinLearning aka Lynda.com



Emergencies



For all emergencies:

if calling from university phone: 9999

if calling from a mobile phone: 9850 9999



Services

After hours security escort call 9850 7112 to arrange

Getting to Macquarie Uni

For information about:

- Public transport / On-demand transport
- Parking
- Shuttle Bus
- Cycling / walking / Bike Hubs
- Carpooling
- Campus Maps



<http://www.mq.edu.au/about/contacts-and-maps/getting-to-macquarie>

Where to find information



Go to the [staff link](#) on the website

For information about:

WORK: Getting started, development, wellbeing, safety, travel, Governance..

TEACH: Learning & Teaching, strategic framework, learning technologies, grants/awards..

RESEARCH: Research Hub, grants & funding, ethics, commercialisation, priorities

SUPPORT: Technology, property, legal, financial, marketing, events

ON CAMPUS: Amenities, accommodation, sport and recreation, children's services



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Thank you

We hope you enjoy working at Macquarie University

