

LEARN TO NAVIGATE YOUR CLASS SPACE

Australian
College of
Applied
Psychology

ACAP

WEBINAR GOALS

Australian
College of
Applied
Psychology

During this webinar you will learn how to...

1. ACCESS THE STUDENT PORTAL
2. UNIT ANNOUNCEMENTS AND FORUM
3. CLASS RECORDINGS AND ZOOM LINKS
4. NAVIGATE THE WEEKLY ACTIVITIES
5. ASSIGNMENT SUBMISSION

ACCESS YOUR STUDENT PORTAL:

Top right of every page – www.acap.edu.au

Latest information about COVID-19

MORE THAN LEARNING; UNDERSTANDING

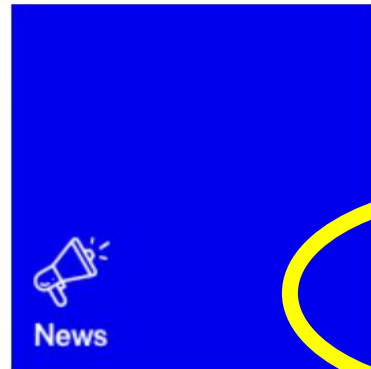
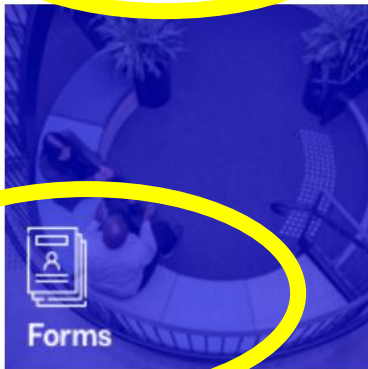
Gain a deep understanding of human behaviour and learn the practical skills to apply it in a profession that changes lives for the better.

Study at ACAP



STUDENT PORTAL

Scroll down for key dates, current enrolment, and Student Info Hub.



CLASS SPACE (MOODLE)

[HOME](#)[STUDENT PORTAL](#)[LIBRARY](#)[LEARNING SUPPORT](#)[IT SUPPORT](#)[HANDBOOKS AND GUIDES](#)

ACAP Classes

Links to all support services available here.

Welcome to 'My Classes'. Below is a list of units in which you are currently enrolled (click on the unit name to access the online class space).

Please note: Your online class spaces will be available from the start of the semester.

For Trimester 2 2016 and earlier online class spaces, please contact your academic advisor.

Current enrolment is displayed in "My Courses". Click on a module to enter the Class Space.

Trimester start.

[ssional.edu.au/](https://www.acap-professional.edu.au/)

My courses

ACAP 2020T3 MULT1035 Sustainability in Helping Professionals

ACAP 2020T3 MULT1015 Applications in Context

ACAP 2020T3 MULT1025 Professions and Society

CALENDAR

January 2021

Sun Mon Tue Wed Thu Fri Sat

Check the side bar for IT Support and information videos.

IT HELP

[How to Guides](#)

[My Helpdesk](#)

[Zoom: Getting started](#)

STUDENT ADMINISTRATION

CONTACTING ACAP

Please quote your full name and Student ID Number on all interactions with ACAP

Email: StudentCentral@acap.edu.au

Virtual Reception:

Available 9:30am – 5:30pm AEST, Monday to Friday

<https://acap.zoom.us/j/660235497>

Just click the link to join a live Zoom meeting with ACAP reception staff

Phone:

1800 061 199

Available 9:30am – 5:30pm AEST, Monday to Friday



See our new Live Chat
function at
www.acap.edu.au



Chat with us



CLASS SPACE (MOODLE)



HOME STUDENT PORTAL LIBRARY ▾ LEARNING SUPPORT ▾ IT SUPPORT ▾


HANDBOOKS AND GUIDES ▾

MULT1015 Applications in Context Term 1 2020

My Classes / Courses / MULT1015_T1_2020

All Zoom links, class materials, readings, announcements, and assignment submission links are located in your class space.


Welcome to MULT1015 Applications in Context



This unit will introduce students the issues of living and working in a culturally diverse professional and social environment. We will examine interactions between our own and others' personal cultural identities, and how these shape our experience of relationships personally and professionally. The unit provides students with an opportunity to explore, analyse and reflect on the cultural context in which you will study and practice your chosen profession, and to develop the foundational critical thinking and reflective skills required for this.

Access “How to” and help guides in this column.

Course Tree

LEARNING RESOURCES
How to Navigate this Class Space


CLASS SPACE (MOODLE)

ACAP acknowledges the traditional owners of country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging. We recognise the ongoing effort to protect and promote Aboriginal and Torres Strait Islander cultures will leave a lasting legacy for Elders and leaders.



[MULT1015 Unit Outline](#)



[Unit Announcements](#)



[Unit Discussion and Q & A Forum](#)

Important **Unit Announcements** can be found here

Download the **Unit Outline** from your class space. This has all the information required for your module, including **assignment outlines**.

▶ Open all ▼ Close all

Instructions: Clicking on the section name will show / hide the section.

- 1 ▶ Class recordings & Online tutorial access links Topic 1
- 2 ▶ Unit Assessment & Information Submission Topic 2
- 3 ▶ Learning Resources Topic 3
- 4 ▼ Week 1: Introduction to the Unit - Culturally Diverse Environments Topic 4



Welcome to MULT1015 Applications in Context!

The **Zoom links** for your online tutorials are located here.

Submit assignments using the links found here

Weekly **course materials, readings and activities** are separated under these tabs.

UNIT ANNOUNCEMENTS

Sustainability in Helping Professionals

My Classes / Courses / ACAP 2020T3 MULT1035 / Welcome to MULT1035 Sustainability in Helping Professionals / Unit Announcements

Unit Announcements are a one-way mode of communication, from your educators.

Unit Announcements

In this section you will find any announcements which are particular to your unit, e.g. about classroom changes, guest speakers and information about the unit.

Should you wish to ask a question, please visit the [Unit Discussion and Q and A Forum](#)

Separate groups ACAP/OL/SYD/3/2020/MULT1035/WED/07302/UG/N/N

Add a new topic

We recommend checking the unit announcements at least once per week. Perhaps schedule this in as part of your “course admin” time.

Discussion	Started by	Group	Replies	Last post
Week 12 Email			0	Mon, 14 Dec
Week 11 national lecture link and slides.			0	Tue, 8 Dec
Week 11 Email			0	Mon, 7 Dec
Week 10 Email			0	Mon, 30 Nov

UNIT ANNOUNCEMENTS - EXAMPLE

Unit Announcements

Week 12 Email

◀ [Week 11 national lecture link and slides.](#)

Display replies in nested form

Move this discussion to ...

Move



Week 12 Email

by

Monday, 14 December 2020, 10:07 AM

Good morning MULT1035 students

Thanks all for the submission of your interesting factsheets. We are well underway in marking them and getting them returned to you asap.

Welcome to week 12, your final week. You have made it....can you believe it!!!

Thank you to each and every one of you. Despite such a difficult trimester, and (lets face it) year, you have been such a fantastic student cohort to work with. Your interest and enthusiasm in this important unit, and your amazing collaboration, was inspiring and made my job that much more enjoyable.

Tonight is our final lecture which introduces/encourages you to value the skill of reflexivity for your ongoing personal and professional development. I also try to help you understand the role of reflexivity via the lens of your discipline.

So, what's to be done this week, your final week?

1. Click on week 12, and do your before class activity:
 - a. "Learning through reflection: the critical role of reflection in work based learning" (reading)
2. Read the Week 12 lecture notes and also watch this weeks recorded lecture by clicking on the top zoom link "Zoom Synchronous Lecture" (links to videos above)
3. Attend your timetabled tutorial
4. After your tutorial, please do the "after class" activity
 - a. Do the professional self reflection worksheet. I encourage you to keep this and return to it at graduation, to see if you are on track.

Have a great week, and Merry Christmas

Here is an example of a **Unit Announcement**. You will find the author, date and time at the top. If you have any queries, contact the author of the announcement.

UNIT DISCUSSION AND Q&A FORUM

ACAP acknowledges the traditional owners of country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging. We recognise those whose ongoing effort to protect and promote Aboriginal and Torres Strait Islander cultures will leave a lasting legacy for future Elders and leaders.



[MULT1015 Unit Outline](#)



[Unit Announcements](#)



[Unit Discussion and Q & A Forum](#)

Access the forum on the main page of the Class Space.

UNIT DISCUSSION AND Q&A FORUM

Unit Discussion and Q & A Forum



This is for students to post and respond to questions.

Please select your tutorial group from the group drop down menu, before you post to the forum.

Separate groups Tutorial Class 7

Add a new discussion topic

Start a new discussion topic using this button.

Click on a topic to view a pre-existing discussion.

"Started by" shows us who started the discussion.

You can see how many people have replied to a discussion under "Replies".

Find the date and time of the last post on the thread here.

Discussion	Started by
Morawski 2005	
Marking Rubric (Easy Download)	
EDUCATION FOR A GREATER EMPOWERMENT	
Essay due 8th November 2020	
Academic essay example	
Week 3 Assessment	
Essay due this Sunday	
Assessment - Community Challenge	
Assessment 1 useful material (PDF)	
Assessment 1 clarification	
Bio Psycho Social Model	
For and all our class :) Student Learning Support email address for SLS Teacher Erin Pearson	

Group	Replies	Last post
	0	Tue, 15 D
	1	Fri, 20 N
	2	Tue, 3 N
	1	Wed, 4 N
	1	Thu, 29 Oc
	1	Thu, 29 C
	1	Thu, 5 No
	1	Fri, 6 No
	2	Tue, 3 No
Tutorial Class 7	1	Tue, 20 C
Tutorial Class 7	2	Sat, 17 C
Tutorial Class 7	2	Wed, 14 C

EXAMPLE POST

Unit Discussion and Q & A Forum

This is for students to post and respond to questions.

Please select your tutorial group from the group drop down menu, before you post to the forum.

▼ Your new discussion topic

Subject

Message

Attachment

Group

▼ Display period

Display start

Display end

There are required fields in this form marked .

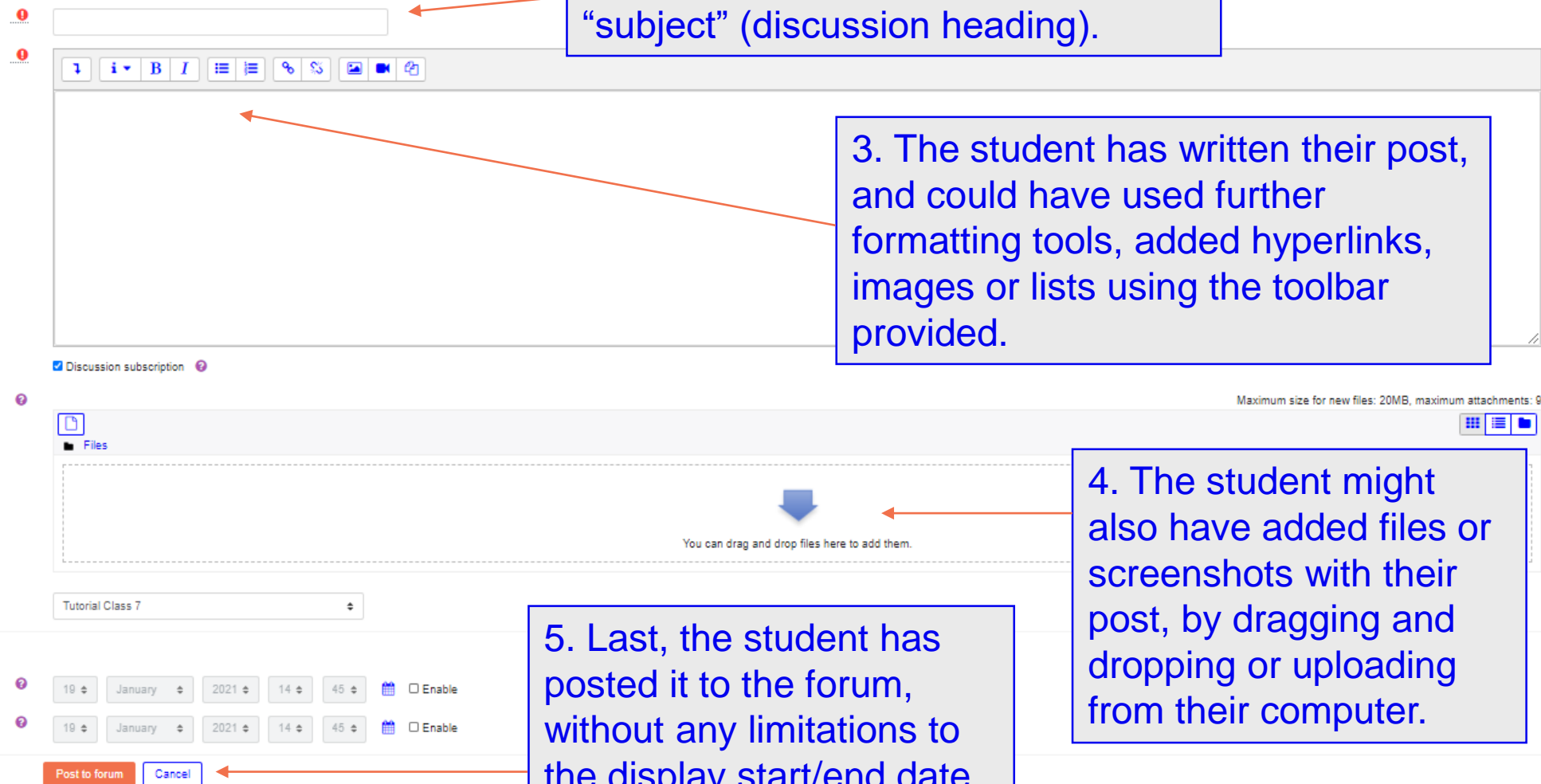
1. The student has checked the topics, and decided to “Add a New discussion Topic”.

2. The student has written a “subject” (discussion heading).

3. The student has written their post, and could have used further formatting tools, added hyperlinks, images or lists using the toolbar provided.



4. The student might also have added files or screenshots with their post, by dragging and dropping or uploading from their computer.


5. Last, the student has posted it to the forum, without any limitations to the display start/end date.



The screenshot shows a web form for creating a new discussion topic. The form is titled "Unit Discussion and Q & A Forum" and includes instructions: "This is for students to post and respond to questions. Please select your tutorial group from the group drop down menu, before you post to the forum." The form is divided into several sections: "Your new discussion topic", "Attachment", "Group", and "Display period". The "Your new discussion topic" section has a "Subject" field and a "Message" text area with a rich text toolbar. The "Attachment" section has a "Files" area with a dashed box and a message "You can drag and drop files here to add them." The "Group" section has a dropdown menu currently set to "Tutorial Class 7". The "Display period" section has two rows for "Display start" and "Display end", each with dropdowns for day, month, and year, and a "Enable" checkbox. At the bottom, there are "Post to forum" and "Cancel" buttons. Red arrows point from the numbered text boxes to the corresponding form elements: 1 points to the "Add a New discussion Topic" button (not visible but implied), 2 points to the "Subject" field, 3 points to the "Message" text area, 4 points to the "Files" area, and 5 points to the "Post to forum" button.

▼ Collapse all





Maximum size for new files: 20MB, maximum attachments: 9

Files

You can drag and drop files here to add them.

Tutorial Class 7

19 January 2021 14 45  ☐ Enable

19 January 2021 14 45  ☐ Enable

Post to forum Cancel

EXAMPLE POST

This is not a paid advertisement...

Unit Discussion and Q & A Forum

For and all our class :) Student Learning Support email address for SLS Teacher

 [Subscribe](#)

◀ [Non- Graded Assessment due this Sunday](#)

[Bio Psycho Social Model](#) ▶

Display replies in nested form ▾

Move this discussion to ... ▾

[Move](#)



For and all our class :) Student Learning Support email address for SLS Teacher

by - Wednesday, 14 October 2020, 4:47 PM

Hi , and everyone in our wonderful MULT1035 class.

I had an appointment yesterday with one of ACAP'S amazing Student Learning Support tutors, and she has helped me understand how to prepare the PLE.

I also mentioned that a few students may like some extra help to understand the PLE concept and she said she would very happy to help anyone so it would be good to email her as soon as you can, to make a SLS appointment that fits your schedules, keeping in mind the PLE's are due this Sunday.

is a wonderfully supportive SLS Tutor so I feel you will really enjoy the learning with or one of the other incredible SLS ACAP team tutors.


Good luck everyone :) and blessings!

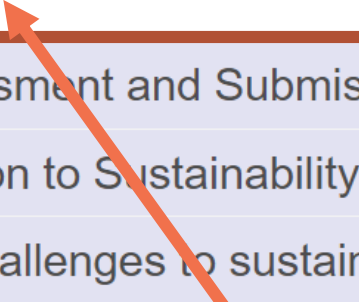
Once you have clicked in to a discussion topic, you can reply to a post and join the discussion “thread” by hitting the “Reply” button at the bottom of the post.

[Permalink](#) | [Edit](#) | [Delete](#) | [Reply](#)

CLASS RECORDINGS AND ACCESS LINKS

▶ Open all ▼ Close all

1	▼	Class recordings & Zoom access links	Topic 1
		 Zoom Online Lecture - MULT1035 - Term 3 2020 - Group 1	
2	▶	Unit Assessment and Submission Information	Topic 2
3	▶	Week 1 - Introduction to Sustainability and Helping Professions	Topic 3
4	▶	Week 2 - Contemporary challenges to sustainability: groups and communities	Topic 4



Find this link by going to:

- *The Class Space*
- *Class recordings & Zoom access links*

The **Zoom links** and **Lecture/Tutorial Recordings** can be found by clicking this hyperlink.

CLASS RECORDINGS AND ACCESS LINKS

Zoom Online Lecture - MULT1035 - Term 3 2020 - Group 1

Join Meeting

 Ongoing meeting (meeting with no end date or time)

 Host : Katrina Andrews


 Password protected : No

 Join meeting before host : No

 Start video when host joins : Yes

 Start video when participant joins : Yes

 Audio options : Telephony and VoIP

 1 alternative host(s) are invited to this meeting.

Pressing this button will take you straight through to your **Zoom online classroom**. This remains the same each week.

Recordings

Mon 14 December 2020 - 19:07:04 (00:53:25)

 Play

 Download ▾

Tue 8 December 2020 - 11:06:31 (00:40:08)

 Play

 Download ▾

Find this link by going to:

- The Class Space
- Class recordings & Zoom access links
- Zoom Online Lecture hyperlink

CLASS RECORDINGS AND ACCESS LINKS

Zoom Online Lecture - MULT1035 - Term 3 2020 - Group 1

Join Meeting

📅 Ongoing meeting (meeting with no end date or time)

👤 Host : Katrina Andrews

🔒 Password protected : No

🔗 Join meeting before host : No

IT HELP

[How to Guides](#)

[My Helpdesk](#)

[Zoom: Getting started](#)

For help with Zoom,
please see the Helpdesk
“How-To” guides and
videos.

Find this link by going to:

- The Class Space
- Class recordings & Zoom access links
- Zoom Online Lecture hyperlink

IT Helpdesk Website

<https://www.acap.edu.au/current-students/services-and-support/it-acap/>

CLASS RECORDINGS AND ACCESS LINKS

Zoom Online Lecture - MULT1035 - Term 3 2020 - Group 1

Join Meeting

📅 Ongoing meeting (meeting with no end date or time)

👤 Host : Katrina Andrews

🔒 Password protected : No

➡ Join meeting before host : No

📺 Start video when host joins : Yes

📺 Start video when participant joins : Yes

🔊 Audio options : Telephony and VoIP

👥 1 alternative host(s) are invited to this meeting.

View your **lecture recordings** by pressing the “Play” button, or download the file to your computer to watch later.

Recordings

Mon 14 December 2020 - 19:07:04 (00:53:25)

▶ Play

📄 Download ▾

Tue 8 December 2020 - 11:06:31 (00:40:08)

▶ Play

📄 Download ▾

Find this link by going to:


- The Class Space
- Class recordings & Zoom access links
- Zoom Online Lecture hyperlink

WEEK-TO-WEEK LEARNING

▶ Open all ▼ Close all

Instructions: Clicking on the section name will show / hide the section.

1	▶ Class recordings & Online tutorial access links	Topic 1
2	▶ Unit Assessment & Information Submission	Topic 2
3	▶ Learning Resources	Topic 3
4	▼ Week 1: Introduction to the Unit - Culturally Diverse Environments	Topic 4



Welcome to MULT1015 Applications in Context!


All of your **learning materials and activities** are located in your class space. They are organised by week.

ASSESSMENTS & SUBMISSION

► Open all ▼ Close all

Instructions: Clicking on the section name will show / hide the section.

1	► Class recordings & Online tutorial access links	Topic 1
2	► Unit Assessment & Information Submission	Topic 2
3	► Learning Resources	Topic 3
4	▼ Week 1: Introduction to the Unit - Culturally Diverse Environments	Topic 4



Welcome to MULT1015 Applications in Context!

Your assignments **MUST** be submitted via this link, in the respective class space.

Note that this is a **two-stage process**. You will submit the assignment to Turnitin, and then to the class space.

ASSESSMENT SUBMISSION

Unit Assessment & Information Submission

There are **FOUR** components to the assessment in this unit:

 Assessments Q&A Forum

 Smarthinking Assessment Feedback Service


 Smarthinking Explained

For more information on gaining feedback from Smarthinking, please see our info page: <https://sls.navitas-professional.edu.au/smarthinking>

Assessment 1: Midterm exam

 Assessment 1 Information

 Guide to Accessing Online Exam

 Submit Assessment 1: Online Mid-term Exam

Assessment 2: Assessing a Scientific Publication

 Assessment 2 Information

 Submit Assessment 2: Assessing a Scientific Publication

ASSESSMENT SUBMISSION

Submit Assessment 2: Assessing a Scientific Publication



You are tasked with finding a story in the media that details a psychological research finding. From there, you will need to identify the primary source from which the story was based. For this exercise, it is important that you can find a scientific journal article associated with the finding. You will receive guidance on searching the literature in your tutorials.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Sunday, 17 November 2019, 11:55 PM
Time remaining	Assignment is overdue by: 1 year 65 days
Last modified	-
Submission comments	+ Comments (0)

The “**Submission Status**” will let you know whether you have submitted the assignment in full, or if it still needs to go through to final submission.

You can find the **due date** for your assignment here.

This counter will tell you **how much time you have remaining** until the due date; or, it will tell you how overdue the assignment is.

When you are ready to submit, click **Add Submission**

Add submission

Make changes to your submission

NOTE: HOW TO FIND YOUR GRADES

Submit Assessment 2: Assessing a Scientific Publication



You are tasked with finding a story in the media that details a psychological research finding. From there, you will need to identify the primary source from which the story was based. For this exercise, it is important that you can find a scientific journal article associated with the finding. You will receive guidance on searching the literature in your tutorials.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Sunday, 17 November 2019, 11:55 PM
Time remaining	Assignment is overdue by: 1 year 65 days
Last modified	-
Submission comments	+ Comments (0)

When your assignment has been marked, this status will change to "Graded". Marking and comments will be found in the "Submission Comments" Section.

Add submission

Make changes to your submission

ASSESSMENT SUBMISSION

Submit Assessment 2: Assessing a Scientific Publication

You are tasked with finding a story in the media that details a psychological research finding that was based. For this exercise, it is important that you can find a scientific journal article and your tutorials.

DECLARATION

I declare that this assessment is my own work, based on my own personal research/study and I have acknowledged all material and resources used in the preparation of this assessment whether they were books, articles, reports, or any other kind of document, electronic or personal communication. I also declare that this assessment has not been previously submitted for any other module, unit or course, and that I have not copied in part or whole or otherwise plagiarised the work of another student and/or persons. I understand that there may be severe penalties, including exclusion from the College, for providing a false declaration. I have read and understood my College's Assessment Policy and agree to its terms and conditions, including:

- I will retain a duplicate copy of all parts of this assessment until I have completed my course.
- I take full responsibility for the correct submission of this assessment.
- I understand that the use of Turnitin is a part of the Assessment Policy and this assessment may be submitted to Turnitin to be reproduced, communicated, compared and archived for the purpose of detecting plagiarism.
- I understand that, as part of the Assessment Policy, a copy of my marked work may be retained by the College for review and comparison, including review by internal and external moderators.

INSTRUCTIONS

[How to submit a written assessment online \(Click Here\)](#)

More information about [Turn it in](#).

To view the Turnitin Similarity Report for this assignment, wait 5-10 minutes after uploading your draft.

Please save changes below and on the next screen press the "Submit for Marking" button.

Note: All written assignments must be submitted in Microsoft Word format.

Scroll down this page to submit your assignment (continued).

To better understand your Similarity Report, see our webinar recording "What's Turnitin Got to do with it", on the SLS website - <https://sls.navitas-professional.edu.au/webinar-recordings-materials/all>

ASSESSMENT SUBMISSION

INSTRUCTIONS

[How to submit a written assessment online \(Click Here\)](#)

More information about [Turn it in](#).



To view the Turnitin Similarity Report for this assignment, wait 5-10 minutes after uploading your draft, refresh the screen, then click the word 'Similarity', which will appear alongside your draft.

Please save changes below and on the next screen press the "Submit for Marking" button.




Note: All written assignments must be submitted in Microsoft Word format.


File submissions

Maximum size for new files: 20MB, maximum attachments: 1



Files





You can drag and drop files here to add them.

Save changes

Cancel

File picker

Recent files

Upload a file

Private files

Wikimedia

Attachment

Choose File No file chosen

Save as

Author

Erin Pearson

Choose license

All rights reserved

Upload this file

Open

OneD... > SESSION DOCUMENTS >

Search SESSION DOCUMENTS

Organize

New folder

Quick access

Desktop

Documents

Downloads

Pictures

21T1 Events

21T1 Learn to Na

CHAPTER ONE F

Refinance 2021

OneDrive

Name

Status

Date modified

20T2

20T3

Addiction Behavioural Counselling

As 2 Mental Health and Wellness

Assignment 2

Assignment 3 Counselling Skills Evaluation

Developing Personal and Professional Sel...

Draft

Cloud

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Cloud

Cloud

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12/01/2021 1:12 PM

12/01/2021 1:12 PM

6/11/2020 12:35 PM

3/12/2020 10:24 AM

27/11/2020 11:05 AM

1/12/2020 1:27 PM

28/10/2020 12:55 PM

1/10/2020 5:32 PM

File name: Assignment 3 Counselling Skills Evaluation



All Files




Open

Cancel


ASSESSMENT SUBMISSION

Maximum size for new files: 20MB, maximum attachments: 1





Files



Assignment 3
⤴ ⋮

Save changes

Cancel

Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Sunday, 17 November 2019, 11:55 PM
Time remaining	Assignment is overdue by: 1 year 65 days
Last modified	Thursday, 21 January 2021, 6:21 PM
File submissions	<div>Assignment 3 Counselling Skills Evaluation.docx Turnitin status: Queued</div>
Submission comments	<div>+ Comments (0)</div>

You may need to leave this for 5-10 mins while Turnitin creates a Similarity Report. You will know when it is ready when the “Queued” status turns to a percentage score. Click this percentage score to generate the report.

Edit submission

Make changes to your submission

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

ASSESSMENT SUBMISSION


Confirm submission

☐ This assignment is my own work, except where I have acknowledged the use of the works of other people.
I have read and adhered to all requirements of ACAP's Student Academic Integrity Statement and Academic Misconduct Policy.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue

Cancel

There are required fields in this form marked  .

Congratulations! You have submitted your assignment,
and are well on your way to mastering the Class
Space.

WHO CAN HELP ME?

Questions about my assignment and class content	Questions and advice about how to develop study skills and improve my academic writing	Timetable, Enrolment, Attendance, Course planning, Extensions, Special Consideration, Accessibility, Counsellor	Class Space, login, email, Office 365	Fees
Your Educator	Your local SLS Advisor	Student Experience team	IT support	Fees and Loans
<ul style="list-style-type: none"> •Q/A discussion forum •Direct message in the class space •Email Educator 	Click here to find your local contact details	Email: StudentCentral@acap.edu.au Virtual Reception Desk: https://acap.zoom.us/j/660235497 Phone: 1800 061 199	Email: helpdesk@my.navitas-professional.edu.au Phone: (02) 9964 6322.	feesandloans@acap.edu.au

CONTACT

YOUR FRIENDLY STUDENT LEARNING SUPPORT (SLS) TEAM

Sydney and online students

SLSSydney@acap.edu.au

Brisbane students

SLSBrisbane@acap.edu.au

Melbourne and Adelaide students

SLSMelbourne@acap.edu.au

Perth students

SLSPerth@acap.edu.au

HOW DID WE DO?

PRESENTATION AND EVALUATION

We hope that you gained some useful knowledge from this webinar today that you can apply effectively in your future academic studies. Tomorrow you will be sent an email with the survey link, and links to these slides and other relevant materials.

We would love to get your feedback on this webinar to help us improve.

Please click on the link below to do our quick survey now (or do it tomorrow)



<https://www.surveymonkey.com/r/T221WebinarSurvey>



Thank You!

CONTACT US

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facebook.com/acapstudents

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ACAP.EDU.AU

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Adelaide SA 5000 Australia