

Submitting to the DLT Professional Learning calendar

<http://www.csu.edu.au/division/learning-and-teaching/home/staff-learning>

Send a meeting invitation with all the relevant information:

- To: dltpd@csu.edu.au
- Subject: Name of the session
- Location (Online or a physical space)
- Time
- In the body of the invitation, write an abstract of what the session is about, who is presenting, etc.
- If it is a recurring session, such as a weekly drop in, set the frequency and end date. Also include that information in the text, e.g., *This is a weekly session hosted by the LDU.*

Supporting First Year Students - Meeting

FILE MEETING INSERT FORMAT TEXT REVIEW

Calendar Appointment Scheduling Assistant Skype Meeting Video Meeting Meeting Notes Cancel Invitation Address Book Check Names Response Options

Show As: Busy Reminder: 15 minutes Recurrence Time Zones Room Finder

You haven't sent this meeting invitation yet.

To: dspdpd@csu.edu.au

Subject: Supporting First Year Students

Location: Online <https://connect.csu.edu.au/learningacademycafe>

Start time: Wed 22/03/2017 9:00 AM

End time: Wed 22/03/2017 9:30 AM

A large number of our students are new to university and may not have the tools to face the challenges of university life. Unfortunately, many of these students drop out. Can we support these students better? Do we make assumptions that challenge these students?

Please come along to discuss the ways you support these students and the obstacles you have removed for them.

Before the session, you might like to read the attached information.

This video on first year engagement might also be useful. <https://www.youtube.com/video>

Connect at <https://connect.csu.edu.au/learningacademycafe>

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If possible, include one sentence in the description that can stand alone as a short description in the calendar.

- If you have any resources you would like people to have before the session, you can include these as an attachment. Please do not attach large files, such as video, but you can provide a link to these, as above.

Date	Location and Time	Click on the Session Title to add it to your Calendar	Audience
22 Mar 2017	Online 1:00 pm	Providing assessment feedback to students Topics include how to structure feedback, using digital platforms and how to get students to engage with feedback to improve their work.	Faculty of Science
22 Mar 2017	Online 5:00 pm	Campfire Conversation: Supporting first year students Come along to discuss the ways you support first year students and the obstacles you have removed for them.	Everyone
23 Mar 2017	Online 10:00 am	Getting started with the Exam Management System Including how to request an exam, how to upload an exam paper and where to go for help	Faculty of Business, Justice & Behavioural Sciences

PLEASE NOTE the following when you are setting up meetings:

- If rooms are added after the initial videoconference booking has been made:
 - Any attachments or resources included in the invite will be lost and will need to be added again
 - Any [CSU Replay \(Echo360\)](#) request will be lost and will need to be reinstated
 - We encourage you to record sessions with **CSU Replay** by accessing the [CSU Replay - Non Learning and Teaching Registration Form](#) or by contacting the DIT Help Desk