

# VIRTUAL LEARNING ENVIRONMENT POLICY

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## Aim

**This policy is designed to ensure the optimal use of the School's virtual learning environment (VLE) to ensure high standards of academic quality and student support.**

### **Principles to be followed to achieve the aim**

The Cambridge School of Visual and Performing Arts uses Instructure/Canvas as its VLE. The site is available at <https://csvpa.instructure.com/> and on mobile phone applications.

Canvas should be the first point of call for communicating information about the course, schedule, and results to students.

All HE students will have a Canvas account created when they register, linked to their CSVPA student ID and email address. Students will be enrolled on their current (and past) modules, their course-based hub and the CSVPA Student Hub.

All HE Teaching staff will have a Canvas account, and each module will have at least one module leader with full edit rights on Canvas.

Each module will have one Canvas site, containing at a minimum:

- A copy of the validated Module Descriptor
- Contact details for all staff
- A full calendar of events (using the calendar function)
- A breakdown of the subjects/topics covered weekly
- Full assessment briefs and marking rubrics for all assessments
- Further resources, including books and links

All assessment will be **managed** through Canvas

- Full briefs and submission of all assignments must be through Canvas, on the relevant module site
- Assessments that can be submitted digitally will be submitted on Canvas, and through Turnitin where appropriate.
- Assessments that can't be submitted digitally will be submitted in whatever form is appropriate, and a cover sheet must be submitted on Canvas.
- All feedback to students and grades must be delivered on Canvas.
- Final grade sheets will be exported from Canvas for record keeping
- Moderation and external examining will be managed through Canvas

A single course-based hub will be created for each programme of study. This must contain, at a minimum

- The full validated course descriptor and award map

- Contact details for the course director and key staff
- A calendar of events appropriate to the whole cohort, such as guest talks, competitions, etc.

Module evaluation questionnaires will be managed through Canvas for each module.

The CSVPA student hub will contain information relevant to all students, including student services, IT support, Health and Welfare, Library, Academic Support, Student Voice, Accommodation.