

## VIRTUAL LEARNING ENVIRONMENT POLICY

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Part B: RQF Level 6 and above courses: applies to, Degree, Pre-Masters, Graduate Diploma and Masters courses and any other courses at/above RQF level 6

Date of Policy	May 2024
Review Date	April 2025
Key Staff	Rector, Provost, Associate Dean AD, Digital Learning Officer, Academic staff
Lead on Updating Policy	Associate Dean Academic Development

# CAMBRIDGE SCHOOL OF VISUAL & PERFORMING ARTS

## 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

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- 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.