How to use the Graduate Environmental Programs online course planning module

1. Login into the LMS (http://lms.unimelb.edu.au/) with your student username and password (same as your student portal) login.

![LMS Login](image)

2. Click on Communities in the tool bar.

![Communities](image)

3. Select Graduate Environmental Program SM1 2017. If you can’t see this option please contact query.environment@unimelb.edu.au. Note that if you have studied previously at the University of Melbourne you may have other communities listed.
4. Work through the sections in turn – once you have finished one section you will be prompted to move onto the next. You can also navigate using the menu in the left of the screen. You can come back to the course planning module at any time so you don’t need to complete it in one go.

When you open up an outside link, for example the handbook, it will open in a new tab allowing you to move between that screen and the course planning module.

You will find FAQ’s throughout the module, but they are also collated under the frequently asked questions tab for easy reference.

5. When you are ready to fill in the COURSE PLANNING FORM (you can either do this as you work through the module or at the end) click on the link in the menu. There are also links within the module that direct you to the form.
The course planning form will open in a new tab. Click on the **course planning form** link to open the form. **Please note that you can only submit one attempt of the course planning form.**

6. **Click continue.** The instructions refer to a ‘test’. Don’t worry, this is just how the form is set up in the LMS. It’s not a test 😊, just a way to capture your information about course planning before your personal course planning appointment.

7. **Fill in all the relevant sections.** Remember you can save and return to the course planning form at any time – it will stay open in a separate tab.

When you are happy with your responses, click submit. You have a chance to review the answers before you submit but you cannot submit more than one attempt. If you want to change the information on your course planning form then please let us know prior to your appointment by contacting query-environment@unimelb.edu.au
Feedback on your course plan.

After you have met with your advisor, they will provide feedback on your course plan which you can view in the LMS. Click on the Course planning feedback link.

Don’t worry that it says “My Grades” This is just a default setting.

To view feedback on your course plan, click on the speech bubble on the right of the screen in the line for the course planning module.

If the academic has provided more detailed feedback on each section you can access it by clicking on the ‘courseplanning form’ link (see above) and then the “0” calculated grade. This will open up the submitted course plan with all the feedback.