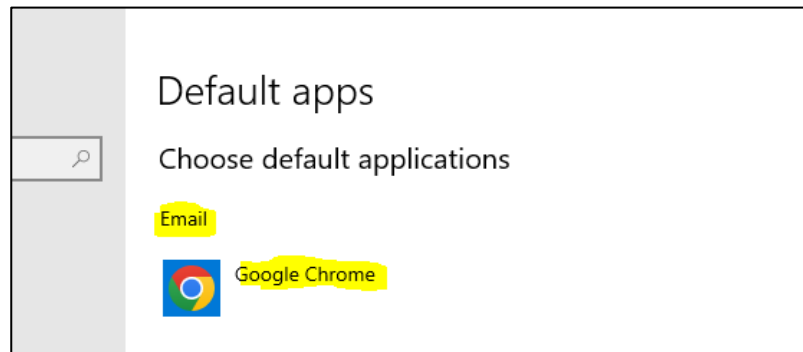
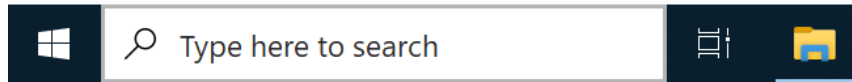


## Instructions for enabling emails to be sent from the Academic Success Plan.

The following 2 pages will provide you with step-by-step instructions on how to edit your PC and Google Chrome settings to enable sending emails to Monash College staff, for assistance in completing the Academic Success Plan.

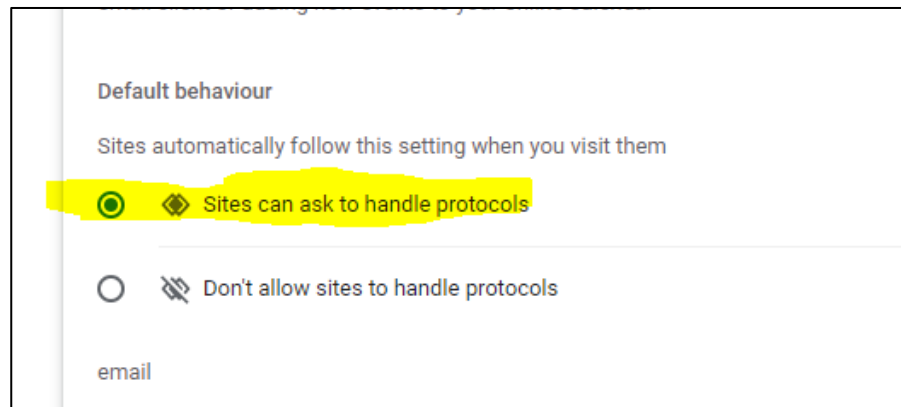
### Step 1:

1. Firstly, go to "Default Apps" on the 'search bar' or 'Type here to search' of your computer as shown below and ensure 'Google Chrome' is the default app for Email.

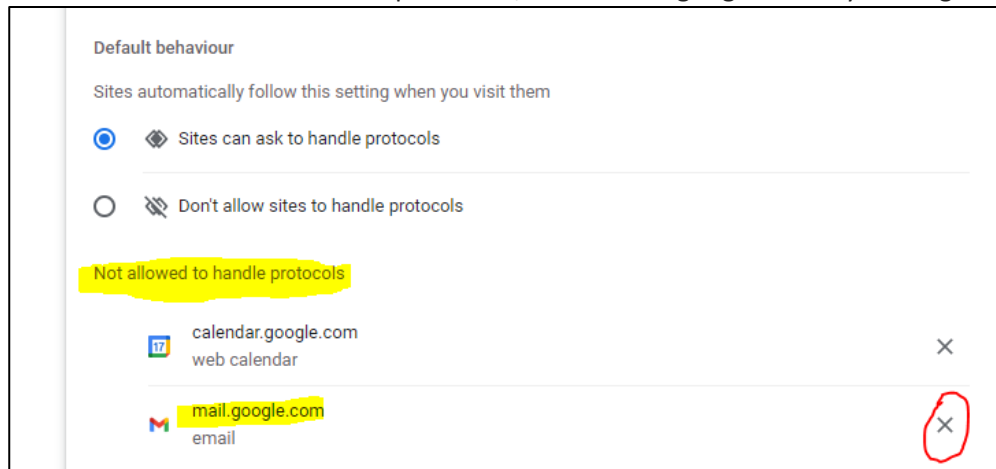


### Step 2

2. Secondly, launch a new tab or window in your web browser. Input 'chrome://settings/handlers' in the address bar.  
3. Under Privacy and security>Protocol Handlers>Default behaviour, ensure that "Sites can ask to handle protocols" is selected.



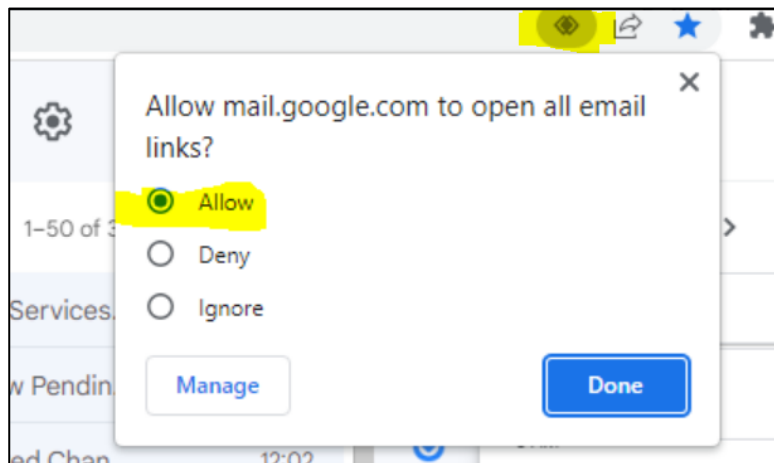
4. Under 'Not allowed to handle protocols', delete 'mail.google.com' by clicking on 'X'.



### Step 3

5. Thirdly, launch a new tab or window in your web browser. Input 'mail.google.com/mail/u/0/#inbox' in the address bar

6. Click on the two diamonds on the address bar, followed by selecting 'Allow' and 'Done'.



7. Once you have completed all 3 Steps, you should be able to send emails from your PC.

## Instructions for the completion of the Academic Success Plan:

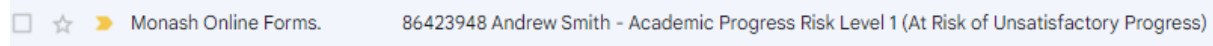
This instruction guide will provide you with step by step instructions on how to complete the Academic Success Plan.

## Step 1:

You will have received an email from Monash Online Forms with your student ID number and full name in the title.

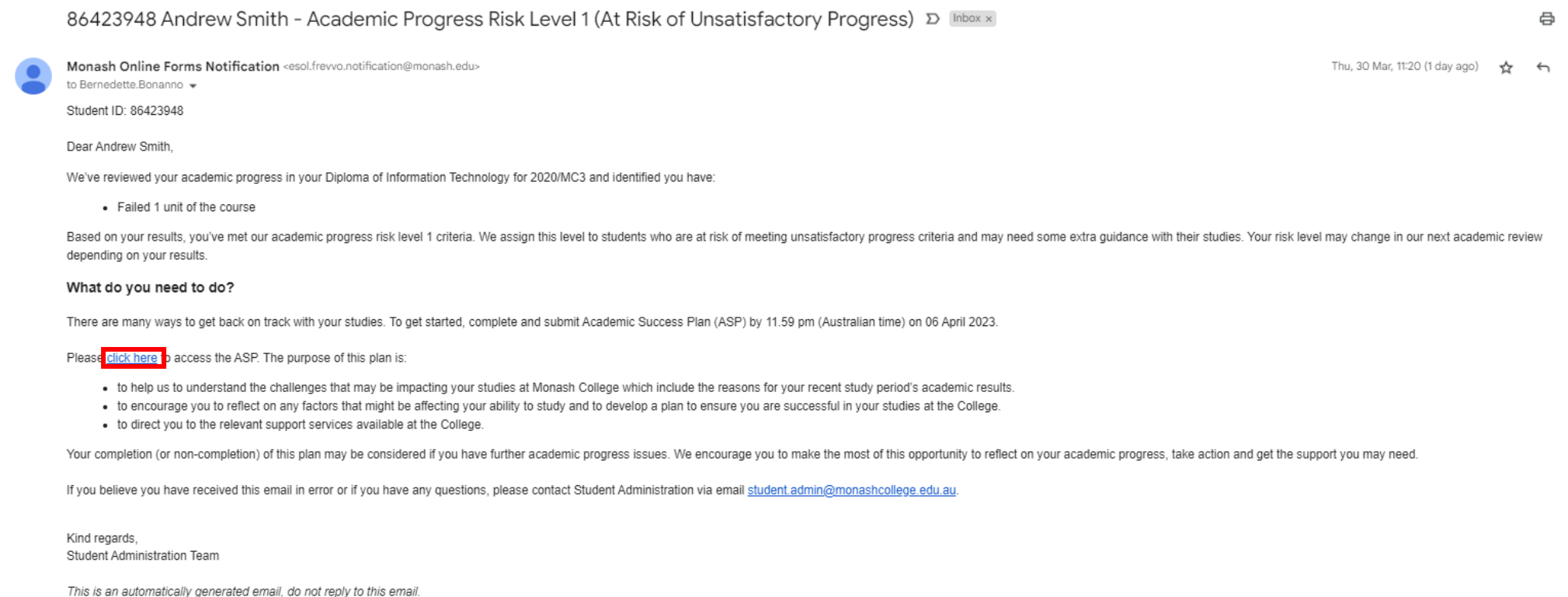
The email explains the reasoning behind why you are being asked to complete an Academic Success Plan.

- Open the email



## Step 2:

Read all of the details of the email and then select the blue '[click here](#)' link.



86423948 Andrew Smith - Academic Progress Risk Level 1 (At Risk of Unsatisfactory Progress) Inbox x

**Monash Online Forms Notification** <esol.frevvo.notification@monash.edu>  
to Bernedette.Bonanno

Student ID: 86423948

Dear Andrew Smith,

We've reviewed your academic progress in your Diploma of Information Technology for 2020/MC3 and identified you have:

- Failed 1 unit of the course

Based on your results, you've met our academic progress risk level 1 criteria. We assign this level to students who are at risk of meeting unsatisfactory progress criteria and may need some extra guidance with their studies. Your risk level may change in our next academic review depending on your results.

**What do you need to do?**

There are many ways to get back on track with your studies. To get started, complete and submit Academic Success Plan (ASP) by 11.59 pm (Australian time) on 06 April 2023.

Please [click here](#) to access the ASP. The purpose of this plan is:

- to help us to understand the challenges that may be impacting your studies at Monash College which include the reasons for your recent study period's academic results.
- to encourage you to reflect on any factors that might be affecting your ability to study and to develop a plan to ensure you are successful in your studies at the College.
- to direct you to the relevant support services available at the College.

Your completion (or non-completion) of this plan may be considered if you have further academic progress issues. We encourage you to make the most of this opportunity to reflect on your academic progress, take action and get the support you may need.

If you believe you have received this email in error or if you have any questions, please contact Student Administration via email [student.admin@monashcollege.edu.au](mailto:student.admin@monashcollege.edu.au).

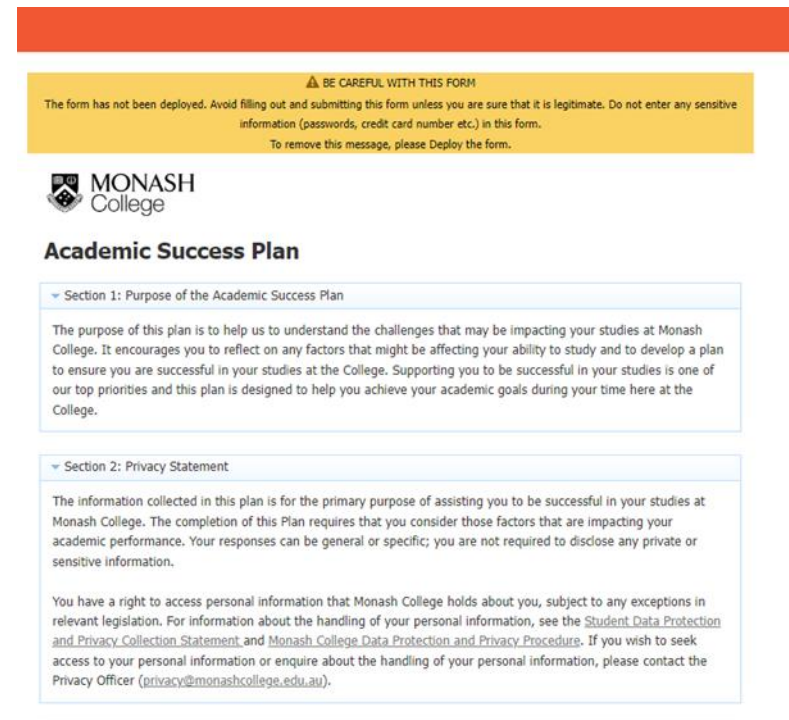
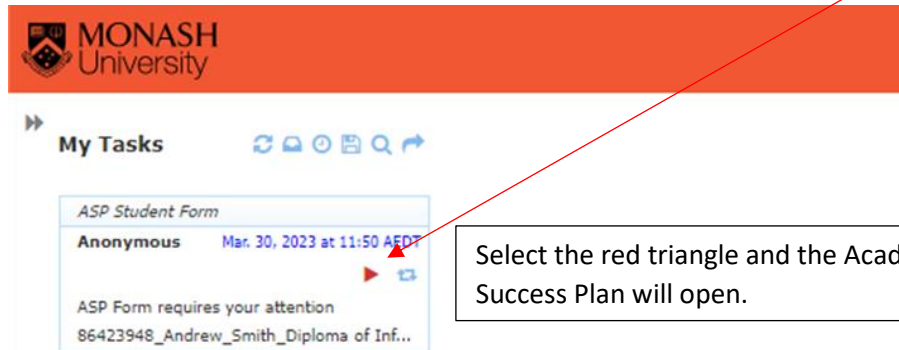
Kind regards,  
Student Administration Team

*This is an automatically generated email, do not reply to this email.*

### Step 3:

You will have now opened the Orange Monash University Bannered ASP Student Form landing page.

Under “My Tasks” you will see the ASP Student Form with a red triangle  .



## Step 4:

The Plan has been designed into Sections.

### ⚠ BE CAREFUL WITH THIS FORM

The form has not been deployed. Avoid filling out and submitting this form unless you are sure that it is legitimate. Do not enter any sensitive information (passwords, credit card number etc.) in this form.

To remove this message, please Deploy the form.



## Academic Success Plan

### ▼ Section 1: Purpose of the Academic Success Plan

The purpose of this plan is to help us to understand the challenges that may be impacting your studies at Monash College. It encourages you to reflect on any factors that might be affecting your ability to study and to develop a plan to ensure you are successful in your studies at the College. Supporting you to be successful in your studies is one of our top priorities and this plan is designed to help you achieve your academic goals during your time here at the College.

**Section 1:** information about the purpose of the Plan – Please Read.

### ▼ Section 2: Privacy Statement

The information collected in this plan is for the primary purpose of assisting you to be successful in your studies at Monash College. The completion of this Plan requires that you consider those factors that are impacting your academic performance. Your responses can be general or specific; you are not required to disclose any private or sensitive information.

You have a right to access personal information that Monash College holds about you, subject to any exceptions in relevant legislation. For information about the handling of your personal information, see the [Student Data Protection and Privacy Collection Statement](#) and [Monash College Data Protection and Privacy Procedure](#). If you wish to seek access to your personal information or enquire about the handling of your personal information, please contact the Privacy Officer ([privacy@monashcollege.edu.au](mailto:privacy@monashcollege.edu.au)).

**Section 2:** Details about Privacy with links to more information:

- the Monash College Student Data Protection and Privacy collection Statement and Procedure
- the Privacy Officer email address

## Step 5

Section 3 – Your Personal Details will have been automatically populated.


Read through the information to make sure it is correct and add in your mobile phone number.

Section 3: Personal Details

Student ID  
33083513

Title: Mr      Given Name: Andrew      Surname: Smith


Monash Email Address: Andrew.Smith@monashcollege.edu.au

Mobile Number (include Country code) 

Enrolled Course: Diploma of Information Technology      Enrolled Course Location: Docklands

3.1 How many units did you fail in the previous study period?  
*Select either option*


Only 1 unit  
 More than 1 unit

 Please click on 'Save Plan' button to save the details you have entered in this section.  
After which, please click 'Continue' button to proceed to the next section.

Enter your Mobile Phone number

"Powered by Monash Online Forms"

 BE CAREFUL WITH THIS FORM

The form has not been deployed. Avoid filling out and submitting this form unless you are sure that it is legitimate. Do not enter any sensitive information (passwords, credit card number etc.) in this form.

To remove this message, please Deploy the form.

## Step 6

You must now Save your plan and then select Continue

Section 3: Personal Details

Student ID  
33083513

Title: Mr    Given Name: Andrew    Surname: Smith

Monash Email Address: Andrew.Smith@monashcollege.edu.au    Mobile Number (include Country code): 0400999999

Enrolled Course: Diploma of Information Technology    Enrolled Course Location: Docklands

3.1 How many units did you fail in the previous study period?  
Select either option

Only 1 unit  
 More than 1 unit

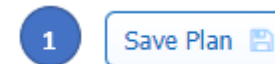
**1** Please click on 'Save Plan' button to save the details you have entered in this section. After which, please click 'Continue' button to proceed to the next section.

**2** **Continue**

**1** **Submit Plan**    **Save Plan**

### PLEASE NOTE:

This warning box will appear at the bottom of every page to remind you to select Save Plan before Continue



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## Step 7

### Section 4: Information About You (Self-Reflection)

#### Section 4: Information About You (Self-Reflection)

In this section, we would like you to reflect on your recent studies at Monash College and to consider any factors that you think might be impacting your academic success.

The information you provide helps you to understand your situation and assists us in supporting you to succeed in your studies.

4.1 What does a typical study week look like for you? Estimate the hours you spend each week on each of the following:

*Specify any that apply*

Activities	Weekly Hours Spent
Attending classes (including lectures and tutorials)	
Homework and studying	
Attending extra workshops/study groups/seeking help from friends, peer mentors or Learning Skills Advisers	
Paid work	
Social activities	

Record here the approximate number of hours you spend on each of these activities.

Are there any other activities (e.g. sports, hobbies) you want to specify?

- Yes  
 No

If there are other activities you wish to specify, select 'Yes' and record the information in the text box.

If you select 'No' move to Question 4.2.

Please Specify

## Step 8

Provide an answer to question 4.2. Yes, No or Unsure

4.2 Based on the information you have provided, do you think you need to change the hours that you spend on any of the activities to ensure you are more successful in your studies?

Select either option

- Yes
- No
- Unsure

4.3 - This question allows you to select the items that you think might have impacted on your studies.

You can select any that apply to you and add any other information you think is relevant to the text box in question 4.4.

4.3 Using the following list as a guide, please select any of the items that might have impacted your studies:

Select any that apply

- I work hard on my studies but I still find assessment tasks difficult and/or I'm not achieving satisfactory results.
- I don't know how to organise my time and I'm always behind in my weekly tasks and assignments.
- I was sick and I could not submit my assignments or attend my final exams.
- I have problems with the English language in my classes.
- I have difficulties in how to write essays and how to use referencing.
- I have difficulties in understanding the academic language of a given subject e.g. complex engineering words.
- I have a lot of work commitments.
- I have problems with my accommodation and/or difficulties adjusting to College life.
- I have personal issues (such as illness, homesickness, loneliness, money).
- Other

4.4 Please provide any other relevant information (optional)

## Step 9

Question 4.5 requires you to advise us of any support services you may have accessed during your studies.

If you have not accessed any of the services, please select 'I have not made use of any College Support Services'

4.5 The College provides a range of services designed to support you to be successful in your studies. Are there any College support services that you have made use of?

Select any that apply

- I have not made use of any College support services
- I have obtained assistance from my teacher
- I have met with a Learning Skills Adviser
- I have attended a Learning Skills workshop
- I have attended a library workshop
- I have met with someone from the College student services team (e.g. Student Engagement, Counsellor, Disability Support, Careers Adviser)
- Other

**i** Please click on 'Save Plan' button to save the details you have entered in this section. After which, please click 'Continue' button to proceed to the next section.

2

➔ Continue

1

➔ Submit Plan

Save Plan 

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PLEASE NOTE:

This warning box will appear at the bottom of every page to remind you to select Save Plan before Continue

1

Save Plan 

2

➔ Continue

**Step 10** Section 5 – Academic Success Plan – ‘next steps’ - begin building your plan to assist you in achieving academic success.

Section 5: Academic Success Plan - 'next steps'

In this section, you will outline a plan that assists you in achieving academic success in your studies at Monash College. As you develop your plan, consider the information you have provided so far that has impacted on your ability to succeed in your studies. List the factor(s) that you think are impacting your studies and indicate what you might do to improve your situation.

If you require assistance to complete your academic success plan, please click here to contact our Learning Skills Advisers:

[Contact Learning Skills Advisers](#)

5.1 Academic Success Plan (recommend a minimum of 1 item and a maximum of 3 items)

No.	Summary of factors impacting success	Proposed Action	Timeframe (by when)
1			
2			
3	I have a lot of work commitments.		
5.2	I have personal issues (such as illness, homesickness, loneliness, money).	Make a time to meet with one of the College support staff.	

Select either option

Yes

No (I understand that I will receive no further follow-up in relation to this Plan)

Please click on 'Save Plan' button to save the details you have entered in this section. After which, please click 'Continue' button to proceed to the next section.

Continuing with this instruction sheet will assist you in completing this section of the Plan.

Should you require additional assistance you can select the [Contact Learning Skills Advisers](#) link to make an appointment for further assistance.

1. Select the down arrow at the end of column 2  
You will see that your selections from question 4.3 have auto populated,
2. Select the most important factors you believe are impacting on your studies.

[Submit Plan](#) [Save Plan](#)

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▼ Section 5: Academic Success Plan - 'next steps'

In this section, you will outline a plan that assists you in achieving academic success in your studies at Monash College. As you develop your plan, consider the information you have provided so far that has impacted on your ability to succeed in your studies. List the factor(s) that you think are impacting your studies and indicate what you might do to improve your situation.

If you require assistance to complete your academic success plan, please click here to contact our Learning Skills Advisers:

[Contact Learning Skills Advisers](#)

5.1 Academic Success Plan (recommend a minimum of 1 item)

No.	Summary of factors impacting success	Proposed Action	
1	I have a lot of work commitments.	Contact Student Engagement and Welfare for advice	
2			
3			

5.2 Now let's get started - would you like to make a time to meet with one of the College support staff?  
Select either option

Yes

No (I understand that I will receive no further follow-up in relation to this Plan)

**i** Please click on 'Save Plan' button to save the details you have entered in this section. After which, please click 'Continue' button to proceed to the next section.

< April 2023 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				6	7	1
2	3	4	5			8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

today close

- As you select each factor, you will see that the proposed action auto populates – this is the support area that can help.
- In the final column select the calendar icon and a date for when you will contact the support service. The system will only allow you to enter a future date.

[Submit Plan](#) [Save Plan](#)

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5.2 Now let's get started - would you like to make a time to meet with one of the College support staff?  
Select either option

Yes

No (I understand that I will receive no further follow-up in relation to this Plan)

If Yes, select which support team you would like to contact and click "Go" button

Contact Student Engagement and Welfare for advice

Contact the Learning Skills Advisers for assistance

Contact Counselling for support

By selecting 'Yes' and the drop-down arrow in question 5.2 there is the option for you to select one of the support services to contact directly and arrange a meeting time.

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5.1 Academic Success Plan (recommend a minimum of 1 item and a maximum of 3 items)

No.	Summary of factors impacting success	Proposed Action	Timeframe (by when)
1	I have a lot of work commitments.	Contact Student Engagement and Welfare for advice	01/05/2023
2	I have difficulties in how to write essays	Contact the Learning Skills Advisers for assistance	03/05/2023
3	I have personal issues (such as illness,	Contact Counselling for support	28/04/2023

5.2 Now let's get started - would you like to make a time to meet with one of the College support staff?  
Select either option

Yes

No (I understand that I will receive no further follow-up in relation to this Plan)

If Yes, select which support team you would like to contact and click "Go" button

Contact Counselling for support

Please click on 'Save Plan' button to save the details you have entered in this section. After which, please click 'Continue' button to proceed to the next section.

Once you choose the support service you wish to contact – select the GO button and you will be redirected to an email address or an appointment booking form.

If you select No for this question there will be no further follow up once you submit the plan.

Once again at this stage 'Save Plan' and then select 'Continue' to move to the final section.

1

2

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## Step 11

Section 6 is an acknowledgement of your commitment to the plan you have created.

Section 6: Acknowledgment

In this section we are asking you to make a commitment to the plan that you have created.  
*Select all options*

- I acknowledge that the information I have provided is true and correct
- I agree to implement the proposed actions as outlined in my Academic Success Plan
- If required, I will make arrangements to meet with the relevant College support service
- I understand that the information provided in my Academic Success Plan will be made available to relevant support teams in the College to assist in providing appropriate support where required.
- I will check my email that is recorded in Section 3 of this Plan regularly.

Student's Full Name:  Date:

Please click on the 'Submit Plan' button below.

Read through each of the statements and check each box.

Once you check the final box your name and the date of the plan will auto populate.

Select

Select

"Powered by Monash Online Forms"