

ORIENTATION

STUDENT USER GUIDE

Presenter: Donna Kirkwood

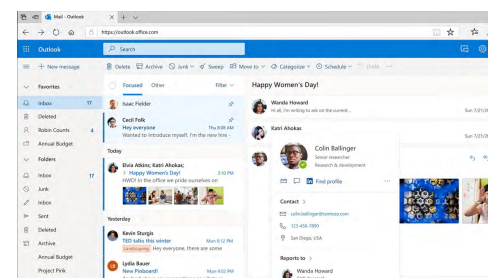
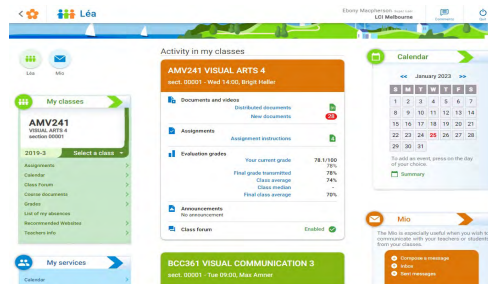
**OMNIVOX, LEA, STUDENT
EMAIL USER GUIDE**



**The World is
Your Classroom**

ORIENTATION

OMNIVOX, LEA & STUDENT EMAIL



OVERVIEW

1. Omnivox

Omnivox is LCI Melbourne's *Student Portal* and digital *Community Hub*.

Here you will find all relevant information relating to your scheduled timetable, messages from the Dean, campus announcements, events, industry job opportunities, creative call-outs, surveys, SRC initiatives, and all key communications.

Students use Mio (messaging feature) in Omnivox to communicate with Academic Mentors or other students. In the event a class may need to be cancelled, Academic Mentors aim to give at least 3 hours' notice, via Mio. All cancelled classes are rescheduled to a time later in the trimester.

Assess CAN statements, invoices, update personal details and contact student services.

2. Léa

Léa is your *Classroom Portal* and LCI Melbourne's Learning Management System (LMS). Within Léa you will find all enrolled Course Units, documents relating to Unit Outlines, Unit Assessment Tasks, weekly Unit Learning Activities, access to Grades, and other relevant resources relating to your studies, including class announcements.

All assigned unit assessment, with the Assignment Cover Sheet, is submitted via Léa.

3. LCI Melbourne Website

Our website contains information about course offerings, processes for Credit/RPL, forms and all LCI Melbourne *Policies and Procedures*.

4. Student Emails

As a student at LCI Melbourne, you will be allocated an LCI Melbourne Student email address. Email via Office 365 Outlook is used for formal LCI Network communication.

5. Microsoft Teams

Microsoft Teams is only used by Academic Mentors to call in regional and interstate students that qualify for online learning. Microsoft Teams is used by Academics to record lecturers when applicable.

<https://www.lcimelbourne.edu.au>



OMNIVOX

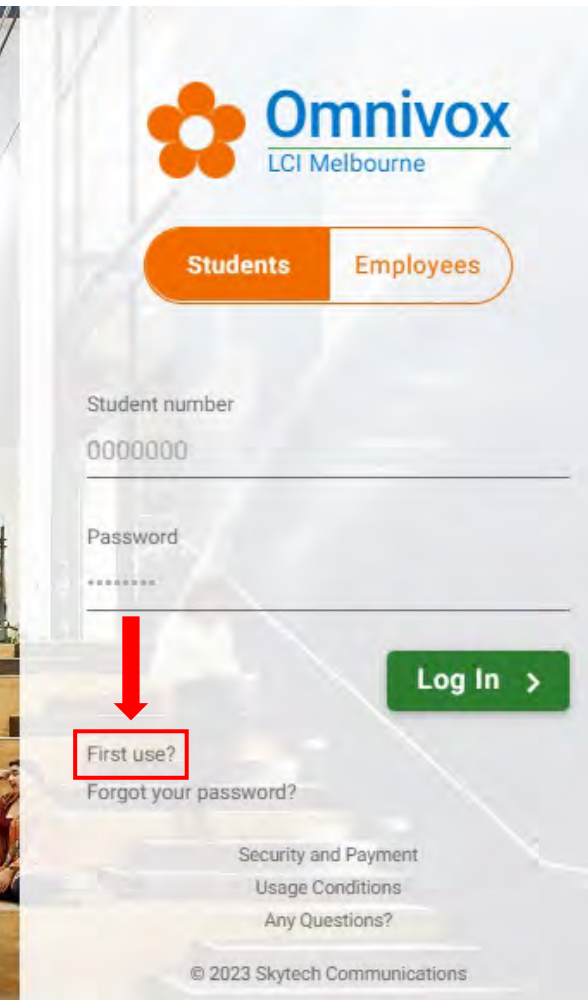
The screenshot displays the Omnivox web portal interface. At the top, the browser address bar shows 'lci-melbourne.omnivox.ca'. The user is identified as 'Donna Kirkwood LCI Melbourne'. The interface is divided into several sections:

- My Services:** Includes 'My Home Page'.
- My Omnivox Services:** Lists 'Documents & Messages', 'Léa - Student Success Follow-up - Coordinator', 'Management interface', 'Personal File', 'Schedule', 'Surveys and Votes', 'Surveys and Votes Management', and 'Teachers absences'.
- Omnivox Portal Tools:** Includes 'Management of Communities', 'Headlines - Management', 'Reset a User's Password', and 'Reset a User's Services Offer'.
- Personal Profile:** Includes 'Modify Password', 'Questions in Case you Forget your Password', and 'Reinitialize External Services'.
- Events:** A calendar view showing dates from Monday 25 September to Friday 1 December. Key events include 'Trimester Start', 'Statutory Holiday', 'Census', 'Assessment Task 1', and 'Assessment Task 2'. A filter is set to 'Léa'.
- My Communities:** Features icons for 'Student Representative Council', 'Careers Hub', 'Competitions', 'What's On', and 'Curiosity Hub'.



LOGGING ONTO OMNIVOX FOR THE FIRST TIME

1. To access Omnivox, in a web browser, head to <https://lci-melbourne.omnivox.ca/>
2. When you use Omnivox for the first time, click on the **First Use** link (in red).
3. Next, identify yourself by entering your student number minus the (-) i.e 2023XXX and your birth date. Check the verification box and then click Validate.
4. Select three (3) questions and enter an answer for each of them.
5. Choose your password according to the required criteria and click on **Confirm** to submit.
6. Finally, click on **Next** to access the platform.



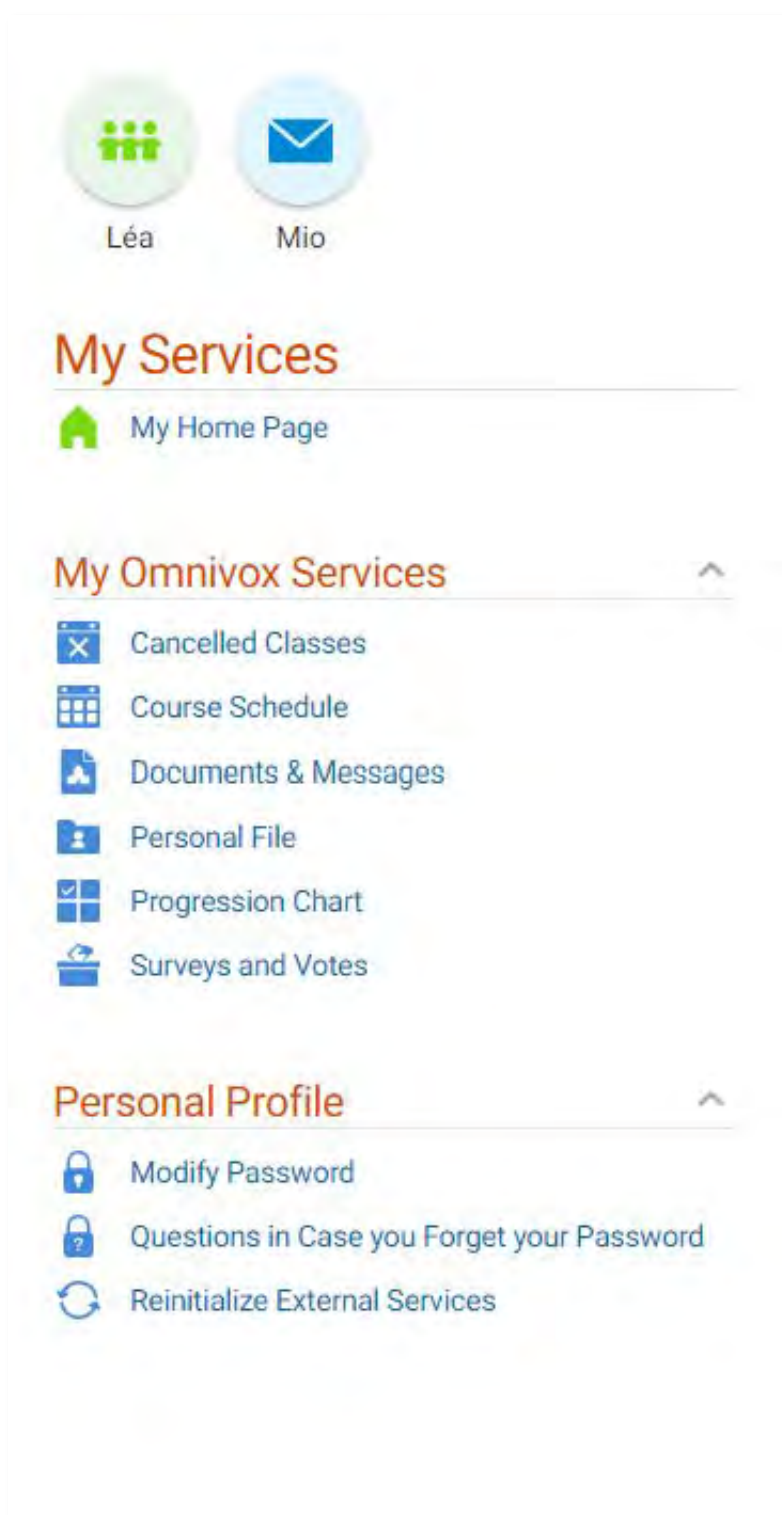
INTRODUCTION TO THE HOME PAGE

The sidebar menu is organized into several sections:

- My Services**
 - My Home Page
- My Omnivox Services**
 - Cancelled Classes
 - Course Schedule
 - Documents & Messages
 - Personal File
 - Progression Chart
 - Surveys and Votes
- Personal Profile**
 - Modify Password
 - Questions in Case you Forget your Password
 - Reinitialize External Services

The main page features a header with the user's name (Donna Kirkwood, LCI Melbourne) and navigation icons (Search, Comments, Quit). Below the header is a colorful banner with the LCI Melbourne logo. The page is divided into several sections:

- Latest News**: A row of news cards including 'Informit', 'Parking on and near Campus', 'What's on this week!', 'Student Experience - Behind the Scenes!', and 'Week 3!'.
- What's new?**: A notification box stating '16 new documents from the college'.
- Events**: A calendar view showing dates from Thursday 21 December to Monday 11 March, with events like 'Statutory Holiday', 'Start of the semester', and 'Extracurricular activity'.
- My Communities**: A row of community cards for 'What's On', 'Student Representative Council', 'Careers Hub', 'Competitions', and 'Curiosity Hub'.
- Useful Links**: A section with expandable categories for 'Personal links', 'College Links', and 'Community links'.



MY OMNIVOX SERVICES

Get to know what each item of the “My Omnivox Services” menu do.

1. Cancelled Classes

The Cancelled Classes tab allows you to see the classes cancelled that day

2. Course schedule

Here you will find your Trimester Schedule. It indicates the day, time and duration of your scheduled class as well as the room number. (more information on how to retrieve you schedule to follow)

3. Documents & Messages

This tab allows you to review documents or messages intended for you personally.

4. Personal File

This section allows you to review or modify your personal information, such as your address, phone number or email address. In this section, you can also turn on notifications for course cancellations







5. Progression Chart

This tab allows you to review your progression chart. On it, you will see the courses chosen for the upcoming trimester, courses to be taken and courses you are currently taking, as well as completed courses, trimester by trimester.

6. Surveys and Votes

This section contains all the surveys or votes LCI Melbourne would like you to respond to. In general, these are course evaluations. Most of the evaluations are required, with one or two that are optional. This practice is used in order to ensure a sufficient response rate to interpret trends and allow us to improve.

My Omnivox Services

-  Cancelled Classes
-  Course Schedule
-  Documents & Messages
-  Personal File
-  Progression Chart
-  Surveys and Votes

HOW TO RETRIEVE YOUR SCHEDULE

It is essential to retrieve your schedule at the beginning of each Trimester.

On the Omnivox home page, under the “My Omnivox Services” click on Course Schedule.

1. Click on Course Schedule

2. Choose trimester from the drop-down menu


3. Click “Obtain my schedule”

4. On the first section of the page, you will see your personal data, while the section below details your units for that trimester. This is where you will find the name and number of the course and your section number.

5. The third and last part consists of your schedule. You may view it by semester (in orange) or by week (in green), but we advise you to view it by week in order to avoid scheduling conflicts and changes to the day.

6. You can print your schedule at any time by selecting the icon “Click here for a printer-friendly version”. When clicked you will be given options on what data you would like included. Select View and your printer friendly version will appear ready to print.

Course Schedule
2022-1



Personal Data			
Last, First name	Stephenson, Skye	Study sector	Regular sector
Student number	2202016	Generated	2023-Jan-30 07:50
Program	FC0.02		

Courses List				
Date	Number	Section	Course title	Teacher
from Feb-07 to May-09	ACC231	00001	C3 - Visual Communication 1	Michael Peck
from Feb-07 to May-09	AMB241	00002	C3 - Design & Culture	David Prescott-Sloper


Semester course schedule

[Show my weekly schedule](#)

	Monday	Tuesday	Wednesday	Thursday	Friday
08:00					
09:00					
09:00	C3 - Design & Cultur AMB241 Classroom 106 Classroom				
10:00					
10:00	C3 - Design & Cultur AMB241 Classroom 107 10:00 to 12:00 Classroom				
11:00					
12:00					
12:00					
13:00					
13:00					
14:00					
14:00					
15:00	C3 - Visual Communio ACC231 Classroom 106 14:30 to 15:30 Classroom				
16:00					
16:00	C3 - Visual Communio ACC231 Classroom 108 15:30 to 17:30 Classroom				
17:00					
17:00					
18:00					

Access to Omnivox

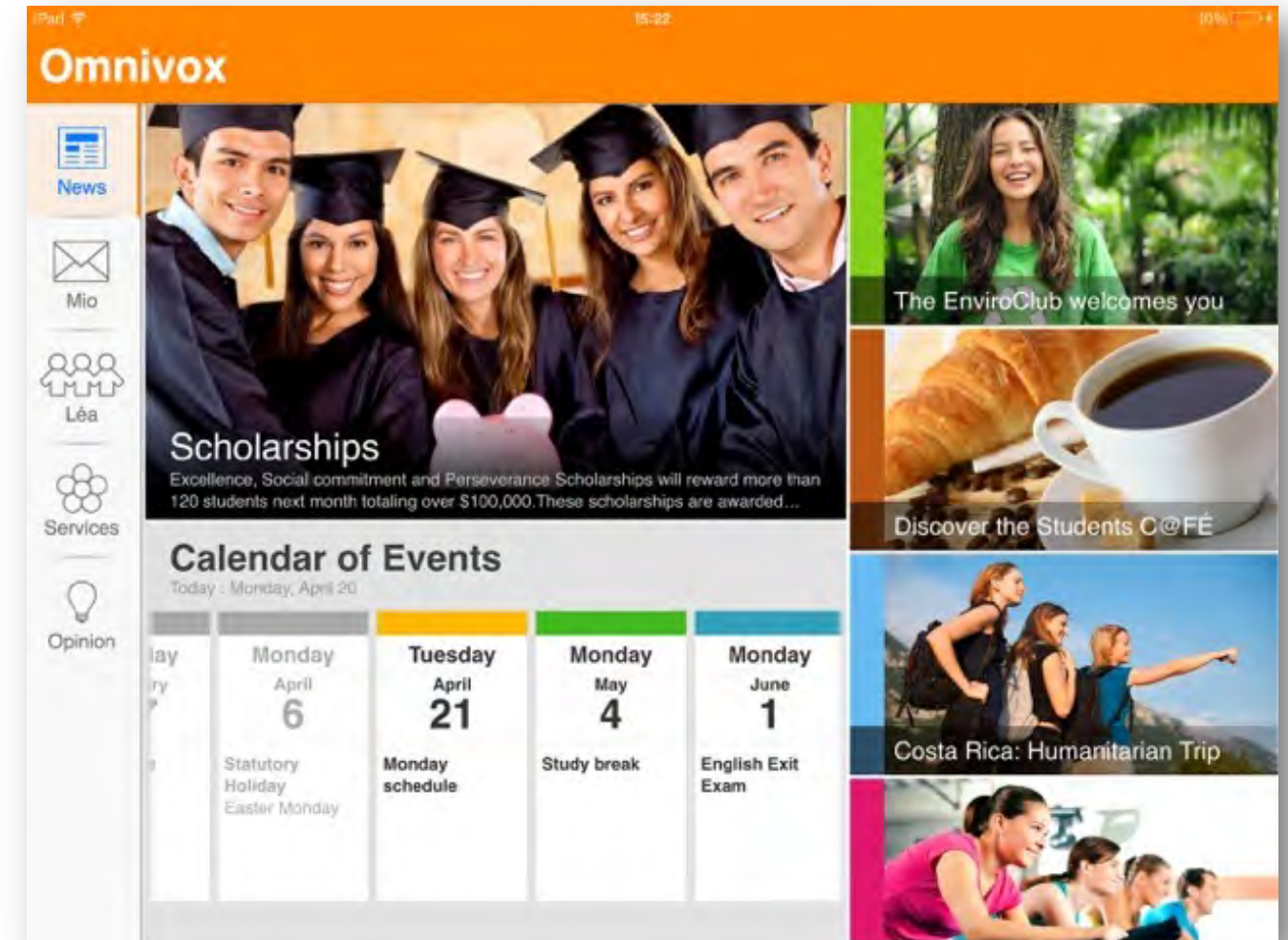
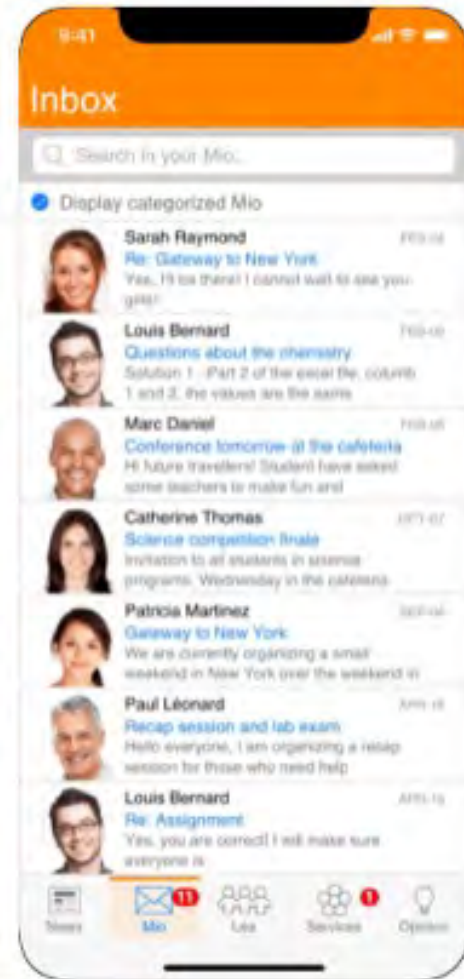
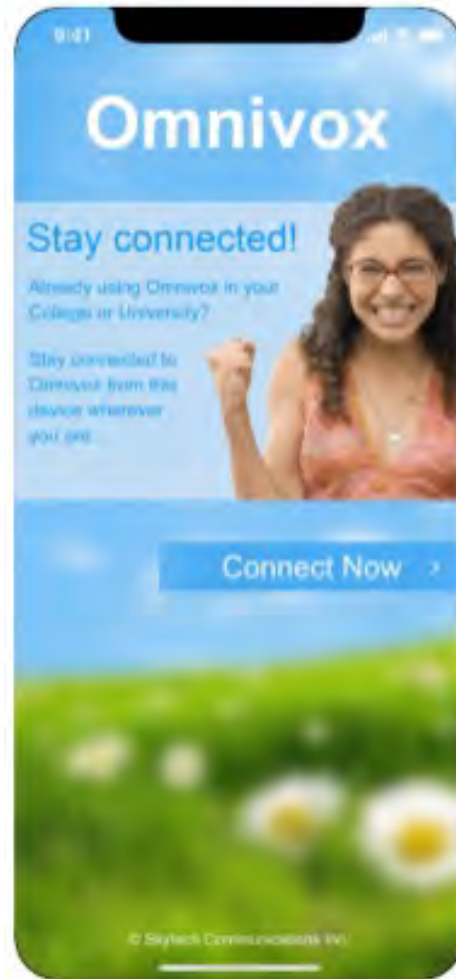
During the semester, you may access Omnivox at <https://ic-mlb-ourne.omnivox.ca>



[Back to semester selection](#)

OMNIVOX APP MOBILE DEVICES

The Omnivox application can be downloaded free on your smartphone or tablet (Android or Apple)



LEA

The Omnivox application can be downloaded free on your smartphone or tablet (Android or Apple)



The screenshot displays the Léa mobile application interface. At the top, the user is identified as 'Ebony Macpherson - Super User' at 'LCI Melbourne'. The main content is organized into several sections:

- Activity in my classes:** This section is divided into two class cards. The first card is for 'AMV241 VISUAL ARTS 4' (sect. 00001 - Wed 14:00, Brigit Heller). It shows: Documents and videos (31 distributed, 28 new), Assignments (4 instructions), and Evaluation grades (Your current grade: 78.1/100, 78%; Final grade transmitted: 78%; Class average: 74%; Class median: -; Final class average: 70%). The second card is for 'BCC361 VISUAL COMMUNICATION 3' (sect. 00001 - Tue 09:00, Max Amner), showing 32 distributed documents.
- Calendar:** A calendar for January 2023 with the 25th highlighted. A note says: 'To add an event, press on the day of your choice.' There is a 'Summary' link.
- Mio:** A section for messaging with the text: 'The Mio is especially useful when you wish to communicate with your teachers or students from your classes.' It includes buttons for 'Compose a message', 'Inbox', and 'Sent messages'.
- Navigation:** On the left, there are icons for 'Léa' and 'Mio'. Below them are 'My classes' and 'My services' sections. 'My classes' lists: AMV241 VISUAL ARTS 4 section 00001 (2019-3), Assignments, Calendar, Class Forum, Course documents, Grades, List of my absences, Recommended Websites, and Teachers info. 'My services' lists: Calendar and Team Forums.

ORIENTATION

OMNIVOX, LEA & STUDENT EMAIL

The screenshot displays the LÉA Classroom Portal interface. At the top, there's a navigation bar with the LÉA logo and user information. Below this, a sidebar on the left contains 'My classes' and 'My services' sections. The main content area is titled 'Activity in my classes' and features two class cards: 'AMV121 VISUAL ARTS 2' and 'BPE351 ARTS MANAGEMENT'. Each card provides a summary of documents, assignments, evaluation grades, and absences. To the right, there are widgets for 'Calendar', 'Mio' (messaging), 'Information', and 'Thought for the day'.

INTRODUCTION TO LEA THE CLASSROOM PORTAL

Léa is your Classroom Portal, within Léa you will find all enrolled units, documents relating to your studies, unit outlines, assigned assessments and other relevant items relating to your studies. Léa is the place you will spend most of your time.

Navigating the Léa home page

My classes

Here you can view all current and past units, to access relevant documents, assessment information, calendar bookings, grades, monitor your absences, find recommended websites and teacher information

Activities in my classes

Here you can see an overview of your units at a glance. It will show you the most relevant information relating to each unit.

Calendar

Will display your daily schedule and any events that are scheduled on that day. You can also add events for yourself.

Information

Information on how to use Léa and how Léa works.

Return to Omnivox

Clicking this will return you back to the Omnivox home page.

UNDERSTANDING THE INDIVIDUAL SECTIONS

Activity in my classes

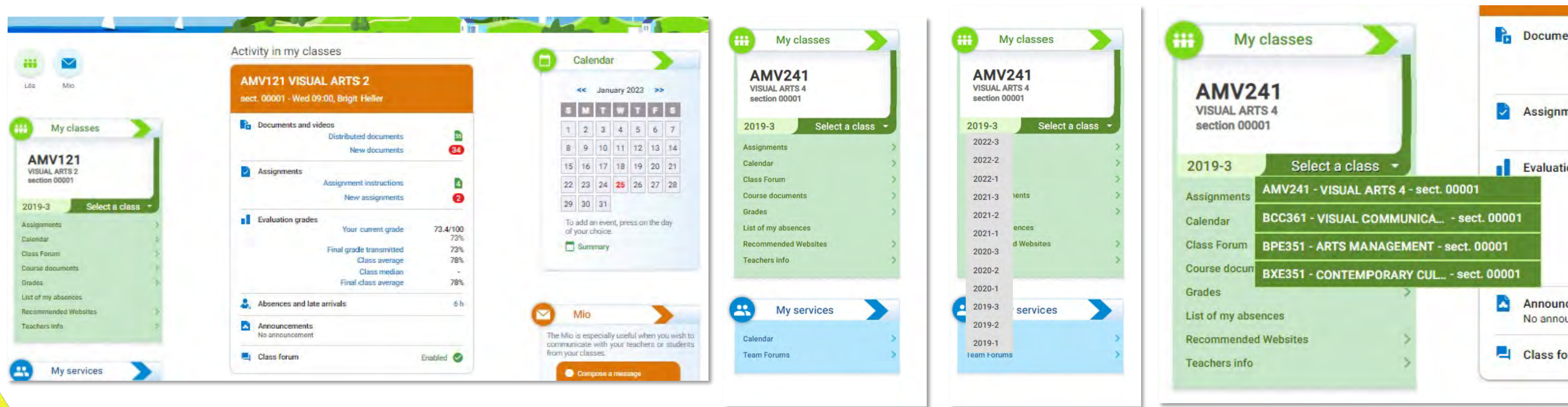
When you enter your Léa classroom, you will automatically see a list of your courses for the current semester. They appear in ascending numerical order. It contains handouts for each course, assessment instructions, your grades and your absences, as well as messages from the teacher and what is on the calendar for the month.

To access it, just click on the corresponding link.

My Classes

In the **My Classes** section, located on the left of the screen, you will see two tabs: **Session 20XX** (in red) and **Select Class** (in purple).

The first tab allows you to review your courses from previous semesters, while the second allows you to select one of your courses, which will give you access to various modules for this class.



UNDERSTANDING THE INDIVIDUAL SECTIONS

Assignments

The assignments tab is where you will find all your assignments for the units you are studying. It will outline the Stages, submission deadlines and submission status.

The legend indicates what each symbol means next to each assignment

Viewing and Submitting Assignments

Clicking on an assignment will bring up information on the assignment. This information will include; Assessment requirements, document links, submission deadline and details on how to submit.

To submit an assignment, scroll down to the bottom of the "Information on the assignment" page to find information on how to submit.

Using the Select button, search for your file (Reduced sized PDF is recommended) attach the file, add a comment and then click Submit.

You will receive a confirmation of submission.

The screenshot displays three panels from a Learning Management System (LMS) interface:

- Left Panel (Navigation):** Shows a sidebar with 'My classes' and a list of navigation options: Assignments, Calendar, Class Forum, Course documents, Grades, List of my absences, Recommended Websites, and Teachers info.
- Middle Panel (List of assignments):** Titled 'List of assignments AMV121 VISUAL ARTS 2 section 00001'. It includes instructions on how to view assignment instructions and submit an assignment. Below is a table with columns for Assignment, Submission deadline, and Submission status.

Assignment	Submission deadline	Submission status
Stages		
★ Stage 1 Activities 1-4	Oct-16, 2019 via Léa	-
Stage 2 Self Led Practice - work in progress	Nov-06, 2019 via Léa	Submitted Nov-12, 2019 at 21:22 project_breakdown.pdf ✓
Stage 3 - activities 5 and 6	Nov-06, 2019 via Léa	Submitted Nov-12, 2019 at 21:22 VISARTS_stage2.pdf ✓
★ Stage 4 - Self Led Work - final submission	Dec-04, 2019 via Léa	-
- Right Panel (Assignment instructions and submittal):** Titled 'Assignment instructions and submittal AMV241 VISUAL ARTS 4 section 00001'. It provides information on the assignment (Stage 1 - Work Plan and Self-Led Work) and lists five assignment requirements:
 - Make 2-4 dot points for each of these: i) ideas/concepts ii) mediums, iii) techniques iv) process
 - What medium will you work in? How does the medium correspond with your concept?
 - Materials budget and/or alternatives
 - 10 week program broken down to weekly portions
 - Areas for exploration within the project. Make a list of 4-8 dot points. Consider these in relation to expression, form, technique, scale, installation, etc.
- Bottom Panel (Submission Confirmation):** Shows a confirmation message: 'Submit assignment You have submitted this assignment'. It includes a 'Submission deadline' of Wednesday October 16 2019, a 'Submit' button, and a 'Resubmit' section with instructions on how to resubmit. A 'SELECT' button is also visible for file selection.

UNDERSTANDING THE INDIVIDUAL SECTIONS

Calendar

The Calendar tab will take you to the campus calendar, here you will find important dates relating to the trimester, upcoming events, student experience events and campus wide events.

You can even add your own private events.

Class Forum

The Class forum tab will take you to your class Discussions.

If your Academic has set up a class discussion page within Lea, here is where you will find it.

Click the “Class Forum” tab

Find your class forum and click

You will be taken to the page, where you can read and reply.

Summary calendar

Instructions

Add a private event

Display format: List

Display filter: All events

College Events: Display events from the academic calendar in the summary calendar

Calendar: June 2019

Events

- Mon 3rd: Start of the semester T2 2019 Term starts.
- Tue 4th: Extra-academic activity Roca One Day Design Challenge Info Session 1
- Wed 5th: Extra-academic activity Roca One Day Design Challenge Info Session 2
- Thu 6th: Extracurricular activity Exhibition: Type: Grid: Play
- Mon 10th: Statutory Holiday Queen's Birthday - School will be closed
- Tue 11th: Student Engagement Mario Kart Challenge
- Wed 12th: Student Engagement Club Days + Welcome back BBQ
- Fri 21st: Deadline Census Data
- Sun 30th: Deadline Jenny Jones Design Competition Submission Deadline
- Deadline Last to submit entries for CUMULUS GREEN 2020 For a New Circular Economy Competition

Legend

- Start of the semester
- Extra-academic activities
- Extracurricular activities
- Statutory Holidays
- Others
- Deadlines

Léa - Discussion forums

Léa offers you discussion forums that are meant to be constructive communication areas, which aim to encourage students to work together and help each other. Teachers who wish to do so may participate in these forums.

Class forums

Class discussion forums are private discussion forums that allow the students from the same class to communicate with one another as well as with the teacher.

- A class forum is only open to the students and teacher(s) from that class
- A class forum will only be available if your teacher activated it beforehand

Forums	Last Message	Subjects	Messages
AMV121 sect. 00001 VISUAL ARTS 2	2019-10-01 at 9:49 PM by Brigit Heller	1	1

Team forums

Team discussion forums are private discussion forums that are only open to the members of a team as well as the teacher. A team forum will only be available if your teacher activated it beforehand and has given you and your team members access to it

Forums	Last Message	Subjects	Messages
APE241 Professional Placement - The Creative This forum is to prepare students for the upcoming unit of Professional Placement in study period T3 Work Integrated Learning (WIL) is the term given to an activity that integrates academic learning with its application in the workplace.	2019-06-18 at 1:57 PM by Donna O'Neill	7	7

UNDERSTANDING THE INDIVIDUAL SECTIONS

Course Documents

The Course Documents tab will take you to a summary of all the documents that relate to your units. Clicking on the Course will take you to the relevant documents for that class. It is important to check these documents regularly as new documents will be upload.

Grades

The Grades tab will show you a summary of your Current grade (average), Class average and number of ours absent. You can use this tab to keep track of your grades for each unit you are studying. If you find any discrepancies, please notify Student Experience.

Distributed Documents and Videos
Distributed Documents Summary
as of January 29, 2023
Kanyanut Khieo-On - 2019-3

Instructions
In this section, you will find distributed documents by your teachers for each of your courses. To access the list of documents for a course, press on its title. The courses for which you have not yet retrieved documents are marked with a star.

Course	Last distributed documents	Nb of documents available
VISUAL ARTS 2 AMV121 sect. 00001	Learning Resource 11.1 Learning Resource 10.1 Learning Resource 10	35
ARTS MANAGEMENT BPE351 sect. 00001	Lecture Fees and Wages Money, Money, Money.	24
CONTEMPORARY CULTURAL MOVEMENTS BXE351 sect. 00001	Further Resource 8 Learning Resource 8.2 Learning Resource 8	19

Legend
★ At least one document not retrieved

Assessment marks summary

Assessment Marks semester 2019-3
as of 2023-Jan-29 17:49

Personal Data
Last, First name: Khieo-On, Kanyanut
Student number: 2017007
Study sector: Regular
Program: GD0.01

Grades Summary

Course	Current grade (average)	Class average	Nb of hours of absence
1. Visual Arts 2 AMV121 sect.00001	73% DI final grade	78% final average	6
2. Arts Management BPE351 sect.00001	89% HD final grade	75% final average	4
3. Contemporary Cultural Movements BXE351 sect.00001	74% DI final grade	70% final average	10

UNDERSTANDING THE INDIVIDUAL SECTIONS

List of my absences

The List of my absences tab will give you a summary of your absences from each unit you are studying. Check this regularly

Recommended Websites

The Recommended Websites tab will take you to an overview of all the recommended websites for your units. Clicking on the individual links will direct you to the website.

Absences list

Printable version

LCI Melbourne

Absences semester 2019-3 as of 2023-Jan-29 17:50

Personal Data

Last, First name: Khieo-On, Kanyanut Study sector: Regular
 Student number: 2017007 Program: GD0.01

List of absences by course

Course	Date	Hours of absence
1. Visual Arts 2 AMV121 sect.00001	Wed Oct 23	3
	Wed Oct 30	3
	Total:	6
2. Arts Management BPE351 sect.00001	Thu Oct 10	1
	Thu Nov 07	3
	Total:	4
3. Contemporary Cultural Movements BXE351 sect.00001	Thu Oct 03	3
	Thu Oct 24	3
	Thu Nov 07	1
	Thu Nov 21	3
Total:	10	

Your teachers' Recommended Websites

Instructions [⬆]
 In the table below, you will see each of your teachers. If a teacher recommends Websites to complement their course, you will be able to press on the icon to access them.

Teacher	Course	Recommended sites
Barry Spencer	BXE351	--
Brigit Heller	AMV121	
Michael Peck	BPE351	--

STUDENT EMAILS



The screenshot shows the Outlook web interface. At the top, there's a search bar and a navigation menu with options like Delete, Archive, Junk, Sweep, Move to, Categorize, Schedule, and Undo. The main area is divided into two columns. The left column shows an inbox with several emails. The right column shows a contact profile for Colin Ballinger, including his name, title (Senior researcher), company (Research & development), and contact information (email, phone, location). The contact profile also includes a 'Find profile' button and a 'Reports to' section listing Wanda Howard as the CVP, Research.

Outlook

message Delete Archive Junk Sweep Move to Categorize Schedule Undo

Focused Other Filter

Happy Women's Day!

17 Isaac Fielder

4 Cecil Folk Hey everyone Thu 8:08 AM
Wanted to introduce myself, I'm the new hire -

Today

17 Elvia Atkins; Katri Ahokas; > Happy Women's Day! 3:10 PM
HWD! In the office we pride ourselves on

Yesterday

Kevin Sturgis TED talks this winter Mon 6:12 PM
Landscaping Hey everyone, there are some

Lydia Bauer New Pinboard! Mon 4:02 PM
Anybody have any suggestions on what we

Wanda Howard Hi all, I'm writing to ask on the current...

Katri Ahokas

Colin Ballinger Senior researcher Research & development

Find profile

Contact >

colin.ballinger@contoso.com

123-456-7890

San Diego, USA

Reports to >

Wanda Howard CVP, Research

LOGGING ONTO YOUR STUDENT EMAILS FOR THE FIRST TIME

As a student at LCI Melbourne you will be issued a student email address to help make the on-campus experience easy and enjoyable. You would have received your LCI Melbourne email address details via the LCI Education Network on successful activation of your Omnivox account. Please check your personal email account for an email from noreply@lcieducation.net for your email login details. Remember check your spam just in case.

If you have not yet received these details, please contact responseteam@lci Melbourne.edu.au.

Please have your student email and password ready. (Your password is the same as the password for Omnivox). Your student email should look like this.

(firstname.lastname)@lcieducation.net

e.g.jane.cameron@lcieducation.net

Step One:

To access your student email for the first time and activate your Office account, you will need to log into your Omnivox account first to generate your LCIM email address. On receipt of your email address details from the LCI Education Network, head to www.office.com to set up your Microsoft Office account. It is best to do this on a computer, laptop or tablet device if you can.

Click on Sign in.



LOGGING ONTO YOUR STUDENT EMAILS FOR THE FIRST TIME

Step Two: Enter Email

When prompted, enter your student email, then click Next.

Step Three: Enter Password

When prompted, enter your password, then click Sign in. (Remember, your email password is the same as your Omnivox Password)

Step Four: Multi Factor Authentication (MFA)

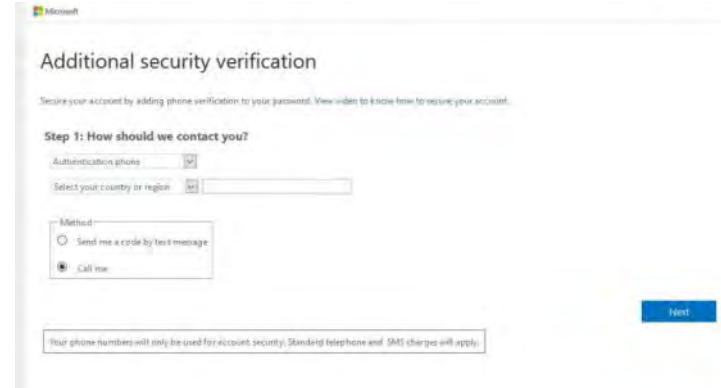
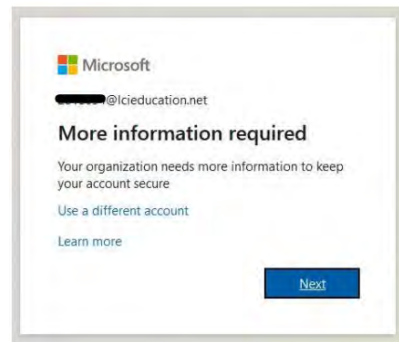
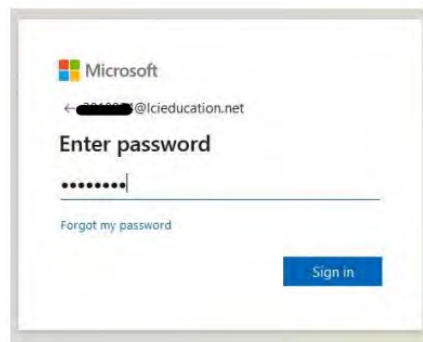
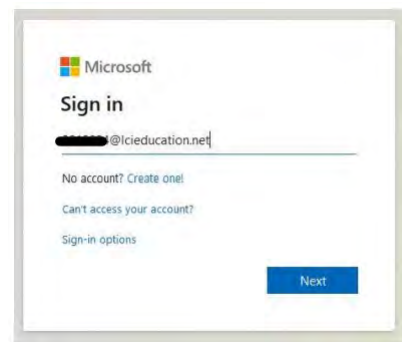
The next message you will see is More information required.

To ensure the safety of your data LCI Melbourne has Multi Factor Authentication (MFA) enabled. With MFA, you will be required to enter a code that is sent to you by Microsoft to access your Office account, email, and other Office software. You have 3 options to select from. Authentication Phone (Text message), Phone call, Mobile App. We will look at the most common choices, Text Message.

To set up MFA to text you the code, select Authentication Phone in the first dropdown tab. Select your country of origin in the second dropdown tab. Australia is +61. In the text box to the right, enter your mobile number. In the box that says Method select Send me a code by text message. Click Next.

Step Five: Enter your Code

You will receive a text message to your phone with a numeric code. Enter the code as indicated and then **Click Verify.**



LOGGING ONTO YOUR STUDENT EMAILS FOR THE FIRST TIME

On first login you will be given a quick walk through. Please follow this to familiarise yourself with the dashboard and the applications you have access too. All LCI Melbourne students have access to the web versions of the Microsoft Office Suit, which includes; Outlook for accessing your student emails, Microsoft Teams to access “I Love LCI” community team and to chat with other students and staff, Word, Excel, PowerPoint and many more app.

- 1.Quick access to Office Applications
- 2.Recommended Action
- 3.Quick Access
- 4.My Day, Settings and Help

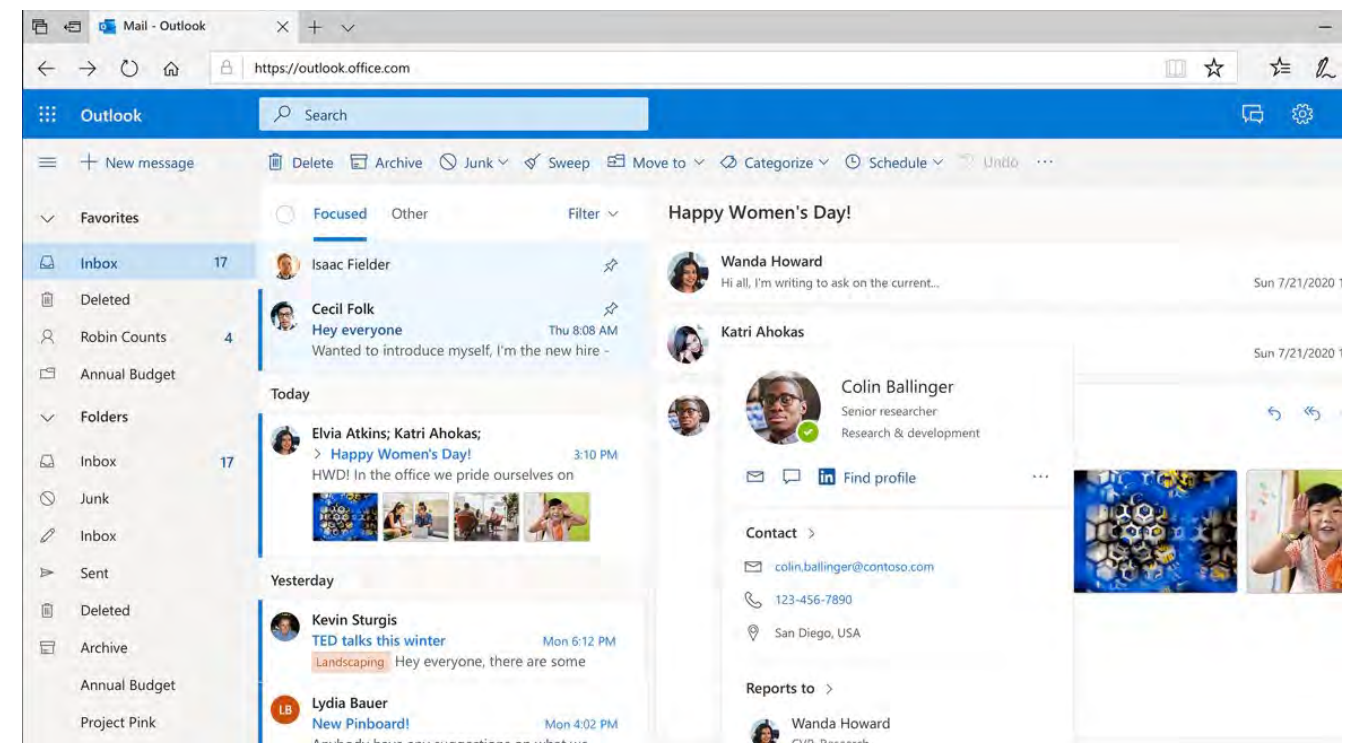
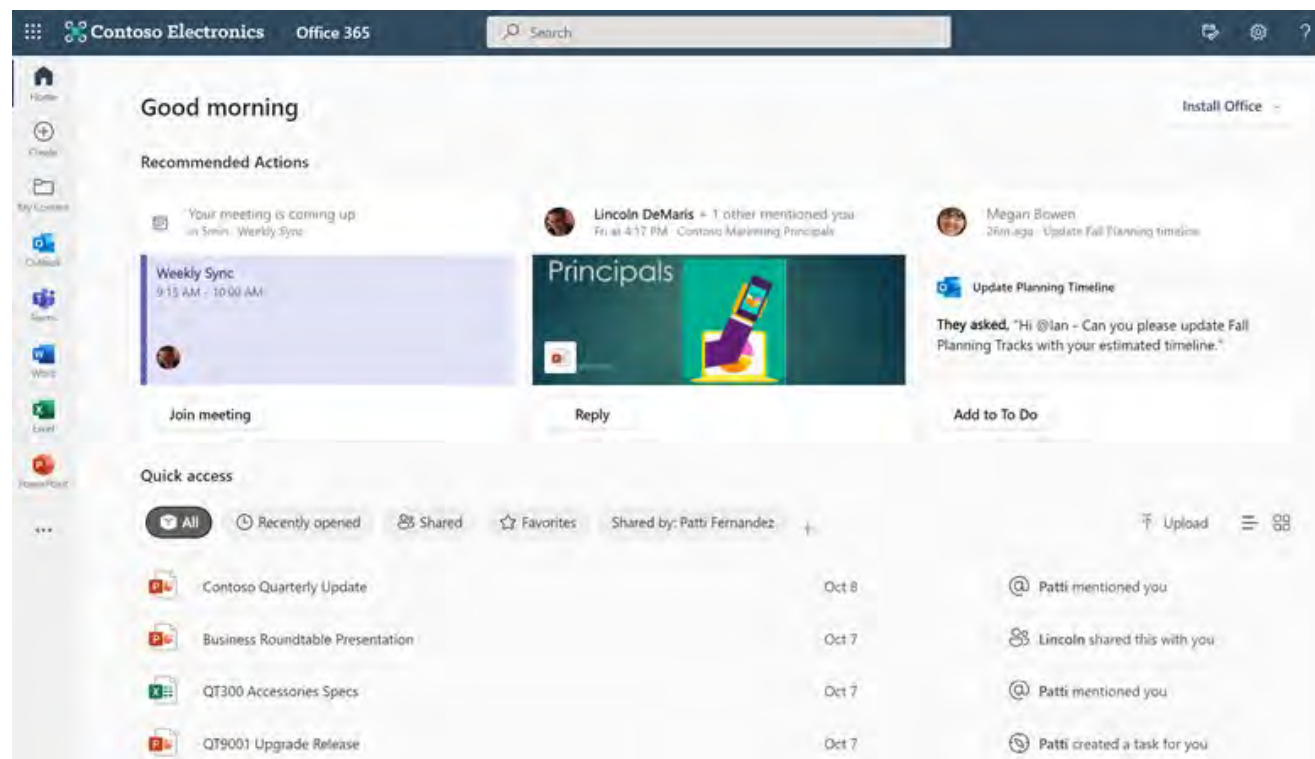
Outlook

Outlook is where you will access your LCI Melbourne Student email.

It is important to check your student email regularly as this is our primary form of communication for official correspondence.

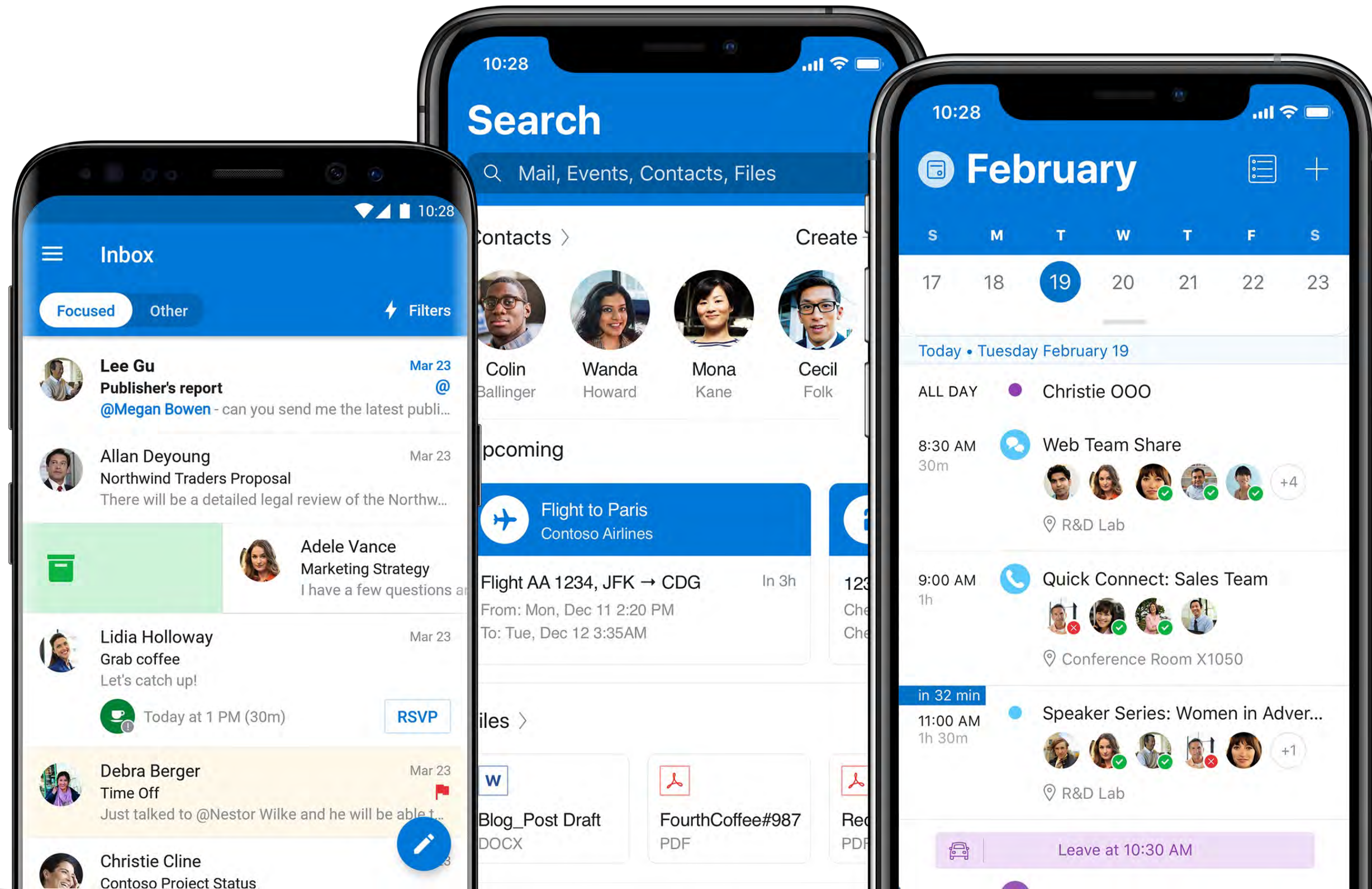
To access Outlook online, click the Outlook icon  when in the Office 365 dashboard.

- 1.This section contains the task bar; + New Message, Delete, Archive, Junk etc
- 2.This section is your inbox folders, received mail and email content.



LOGGING ONTO YOUR STUDENT EMAILS FOR THE FIRST TIME

The Outlook application can be downloaded free on your smartphone or tablet (Android or Apple)



SUPPORT

If you need support with any of the items discussed in this document, please email the **LCI Melbourne Response Team** explaining your query, and someone will get back to you within 24hrs with either a detailed guide or to organize a one-on-one training session.



LCI Melbourne Response Team

ResponseTeam@lcimelbourne.edu.au

Questions?