Activities Block Support   *Faculty of Psychology and Neurosciences*

| Activity | Short Explanation | Time Path |
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| **Course Manual** | Putting the Course Manual in the standard FPN Template or updating it for the new academic year.<br><br>The Course Coordinator provides Block Support with the definitive version of the Course Manual in Word-format. | The Course Coordinator provides Block Support with the Course Manual 4 weeks before the start of the course at the latest.<br><br>Block Support will provide the Course Manual in the standard template 1 week before the start of the course at the latest. |
| **Uploading Course Manual on Canvas** | Creating a PDF-version of the Course Manual and upload it on Canvas, | Within a week after the Course Coordinator approved the final version of the course manual Block Support will upload the file on Canvas. |
| **Reference List** | Processing the literature provided by the Course Coordinator in the web application of the library.<br><br>Upon request, uploading the reference list on Canvas | At the latest, 4 weeks before the start of the course, the Course Coordinator provides Block Support with the final literature list.<br><br>Block Support will process the literature within two weeks in the web application of the library.<br><br>Upon request, Block Support will upload the reference list on Canvas within 1 week after the library has finished their reference check. The Course Coordinator should provide Block Support access to the course in Canvas. |

| Activity | Short Explanation | Time Path |
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| **Attendance lists** | Creating attendance lists for courses where the Education Office does not provide those (mainly practical sessions).<br><br>Processing of attendance lists in the SAP-list provided by the Exam Administration. | During the Course<br><br>The Course Coordinator requests Block Support two weeks before the end of the period to process the attendance lists.<br><br>Block Support processes the attendance lists within 1 week after receiving the lists.<br><br>Please, keep the deadline set by the Exam Administration in mind. |
| **End results** | Processing grades from Canvas or an Excel-document in the SAP-list provided by the Exam Administration. | The Course Coordinator requests Block Support two weeks before the end of the period to process the grades.<br><br>Block Support processes the grades within 1 week after receiving the Excel document or access to the Canvas Course and the SAP-list. |
| **Grading** | Block Support can:<br><br>• Check if students meet the requirements of their uploaded assignment or if they even uploaded anything;<br>• Check answers based on a multiple choice answer sheet. | The deadline will be agreed upon based on the complexity of the task. |

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| **TestVision** | Although I do provide support for TestVision, please contact the Exam Coordination of the FPN Education Office. Exam coordination is the first contact person for support regarding TestVision. | |