

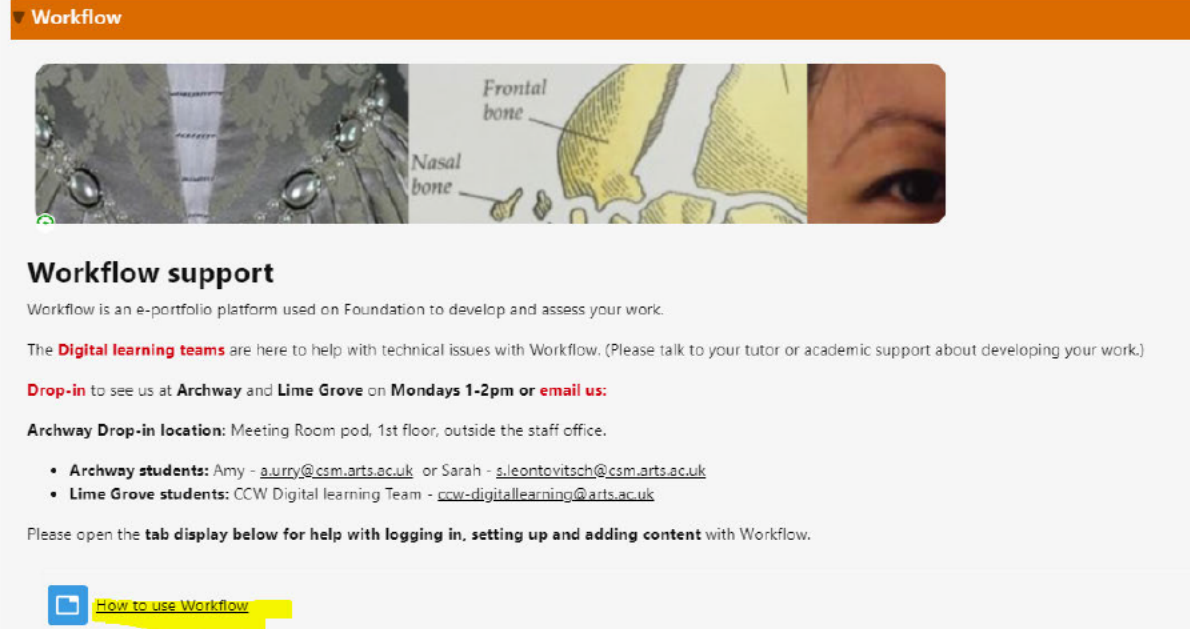
**From:** Sarah Leontovitsch  
**To:** [REDACTED]  
**Subject:** RE: Preparation for Week 3 & Workflow check next week  
**Date:** 02 October 2024 10:21:00  
**Attachments:** image001.png

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Hi [REDACTED]

Sorry to hear you are struggling with your Workflow portfolio.

We can see you have access to the portfolio. There are several resources on Moodle that will help you add content to your portfolio. You can find them in the Workflow topic, and it includes some videos for you to watch. If you would like help in person. Please visit one of the drop-in sessions scheduled every Monday 1-2pm at both Archway and Lime Grove. I have taken a screenshot of the information you need to find on Moodle.



The screenshot shows a Moodle page titled "Workflow" with an orange header. Below the header is a banner image containing three parts: a close-up of a metal mesh, a yellow anatomical diagram of the human skull with labels for "Frontal bone" and "Nasal bone", and a close-up of a person's eye. Below the banner is the heading "Workflow support" followed by a paragraph explaining that Workflow is an e-portfolio platform. It then lists "Digital learning teams" and provides "Drop-in" information for Archway and Lime Grove, including contact details for Amy and Sarah. A "How to use Workflow" link is highlighted in yellow at the bottom of the screenshot.

Kind regards  
Sarah

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**From:** [REDACTED]  
**Sent:** Tuesday, October 1, 2024 4:17 PM  
**To:** [REDACTED] Sarah Leontovitsch  
<s.leontovitsch@csm.arts.ac.uk>  
**Subject:** Re: Preparation for Week 3 & Workflow check next week

Hi [REDACTED]

Hopefully Amy and Sarah can assist you with this.

Best wishes

[REDACTED]

[REDACTED]

Co-Curriculum Leader Design  
(Architecture & Spatial Design and Product Design)

Foundation Diploma Art and Design  
University of the Arts London  
Archway Campus N19 4AG

W <https://pavilionprojects.org>  
W <https://www.gabrielbirch.com>

<https://www.instagram.com/birchgabriel/>

*I respond to emails as soon as possible, but please don't expect a reply outside office hours.*

**UAL support services:**

<https://www.arts.ac.uk/students/student-services>

**UAL - Urgent mental health support**

Call 020 7514 6251 and ask to speak the Duty Worker

email [studenthealth@arts.ac.uk](mailto:studenthealth@arts.ac.uk) if you need urgent support from the Counselling and Health Advice Service.

Available Monday to Saturday (term time), 9.30am to 5pm.

**Out of hours mental health support:**

- If you call 111 (for non-urgent enquiries) you will be put through to a local service appropriate for your needs. If making a call feels daunting, you can also get help via the [111 website](#)
- Your doctor/GP - request an emergency appointment (doctors surgeries may have reduced opening hours during holiday periods)
- Call 999 or visit your local Accident & Emergency department (emergencies only). You can use the [NHS website](#) (enter your postcode) to find your nearest hospital with an A&E
- [Samaritans](#) - for people experiencing high levels of distress including suicidal feelings. Contact Samaritans helpline (24 hour helpline) on 116 123 or email [jo@samaritans.org](mailto:jo@samaritans.org)
- [Shout85258](https://url6.mailanyone.net/scanner?m=1r2u7B-00064o-3T&d=4%7Cmail%2F90%2F1699971000%2F1r2u7B-00064o-3T%7Cin6f%7C57e1b682%7C10917358%7C13772167%7C65537FBD07FD6D6B55F4D193DC878668&o=%2Fphti%3A%2Fgtsosvetshuuagro.&s=lvP5fcsxZ8_5BzryZd3dJJ5B1cQ) ([https://url6.mailanyone.net/scanner?m=1r2u7B-00064o-3T&d=4%7Cmail%2F90%2F1699971000%2F1r2u7B-00064o-3T%7Cin6f%7C57e1b682%7C10917358%7C13772167%7C65537FBD07FD6D6B55F4D193DC878668&o=%2Fphti%3A%2Fgtsosvetshuuagro.&s=lvP5fcsxZ8\\_5BzryZd3dJJ5B1cQ](https://url6.mailanyone.net/scanner?m=1r2u7B-00064o-3T&d=4%7Cmail%2F90%2F1699971000%2F1r2u7B-00064o-3T%7Cin6f%7C57e1b682%7C10917358%7C13772167%7C65537FBD07FD6D6B55F4D193DC878668&o=%2Fphti%3A%2Fgtsosvetshuuagro.&s=lvP5fcsxZ8_5BzryZd3dJJ5B1cQ)) - is a free, confidential, anonymous text support service. You can text from wherever you are in the UK if you are struggling to cope and need to talk. Text 85258
- [Nightline](#) is a confidential listening, support and practical information service for students in London.

[Students Against Depression](#) is a website offering advice, information, guidance and resources to those affected by low mood, depression and suicidal thinking.

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**From:** [REDACTED]  
**Date:** Monday, 30 September 2024 at 14:25  
**To:** [REDACTED]  
**Subject:** Re: Preparation for Week 3 & Workflow check next week

Hello, I'm [REDACTED]

Yesterday, I tried to upload my portfolio for Workflow. However, I couldn't make a portfolio such as this

Please help me

Get [Outlook for iOS](#)

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**From:** [REDACTED] >  
**Sent:** Friday, September 27, 2024 2:18:55 PM  
**To:** [REDACTED]  
**Subject:** Preparation for Week 3 & Workflow check next week

[PRDFEFAD24/25](#) » [Forums](#) » [Announcements](#) » [Preparation for Week 3 & Workflow check next week](#)

[G](#) Preparation for Week 3 & Workflow check next week  
by [REDACTED] 27/09/24

Dear Design Specialist students,

Well done for a fantastic week of work beginning to explore Jewellery & Accessories, and Design for Theatre Screen & Performance.

Next week you will be introduced to the Product Design Pathway and the Architecture & Spatial Design Pathway.

In preparation for next week I would strongly recommend you make the most of the good weather forecast on the weekend and visit some of the following free exhibitions:

[The Serpentine Pavilion](#)

[Gracie Enzo: Contemporary responses to Enzo Mari](#) @ The Design Museum

[The V&A Design 1900 – Now gallery](#)

[The V&A Architecture Gallery](#)

Meet up with some of your studio mates; collect some research, and record what interests you. the closest station is South Kensington.

Next week I will do an initial Workflow check. Importantly, I will be checking the Research and Reflection sections only. Please make sure these sections are up to date. I am expecting to see a selection of Research and reflection from each of the studio sessions, your self-directed study days and the Core skills activities. Note you do not need to upload scans of your sketchbook until Week 5.

Please make sure you look through the 'Workflow' section of 'Moodle' and watch all of the guidance videos.

A group students should be working on this today and B group students should be doing this on Monday morning.

If you have concerns about workflow we can discuss it on Monday.

Best wishes

██████

██████ (he, him, his)

Co-Curriculum Leader Design

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W <https://pavilionprojects.org>

W <https://www.gabrielbirch.com>

I <https://www.instagram.com/birchgabriel/>

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