



BAXTER INSTITUTE

Website Guideline

Document Information

Version	1.0
Date	03 June 2019

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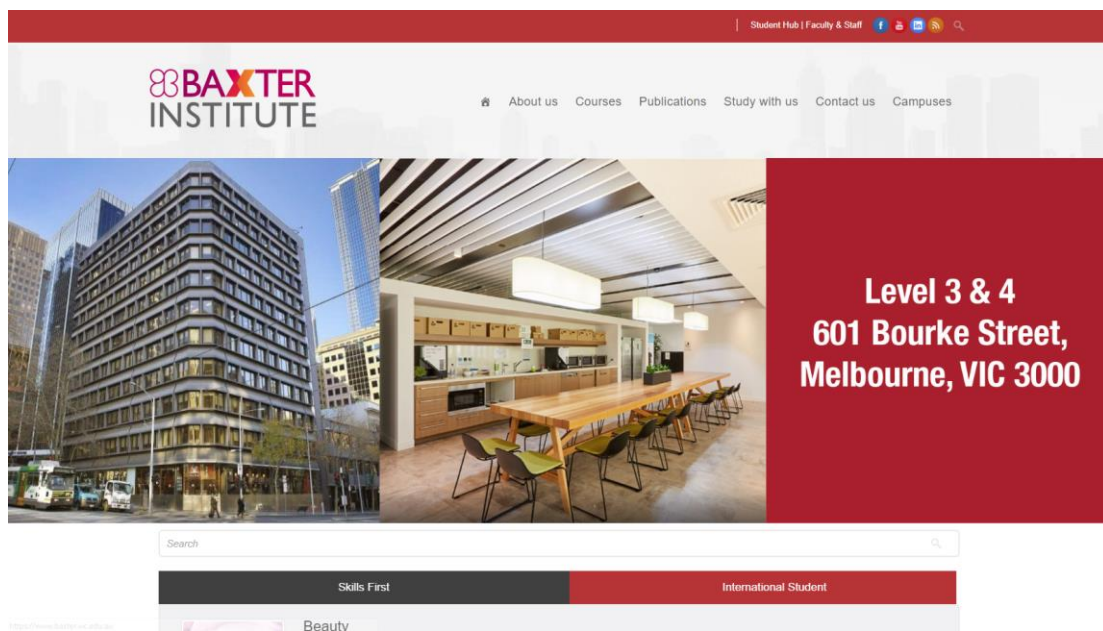
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Background

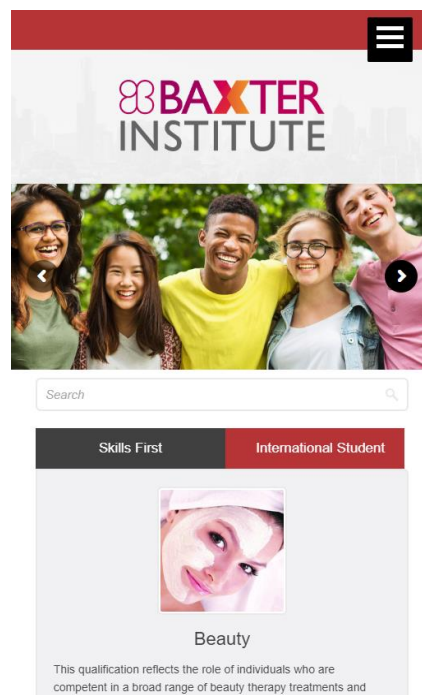
The new Baxter Institute website went live on Friday, 31 May 2019. Visitors can access the website at <https://www.baxter.vic.edu.au>

New Baxter Institute website is re-designed with a better layout and visualization, course information and documents are organized in a more appropriate and compliant way. In addition, Baxter Institute website now supports responsive mode, which allows the layout to flexibly change based on the device visitors using to access.

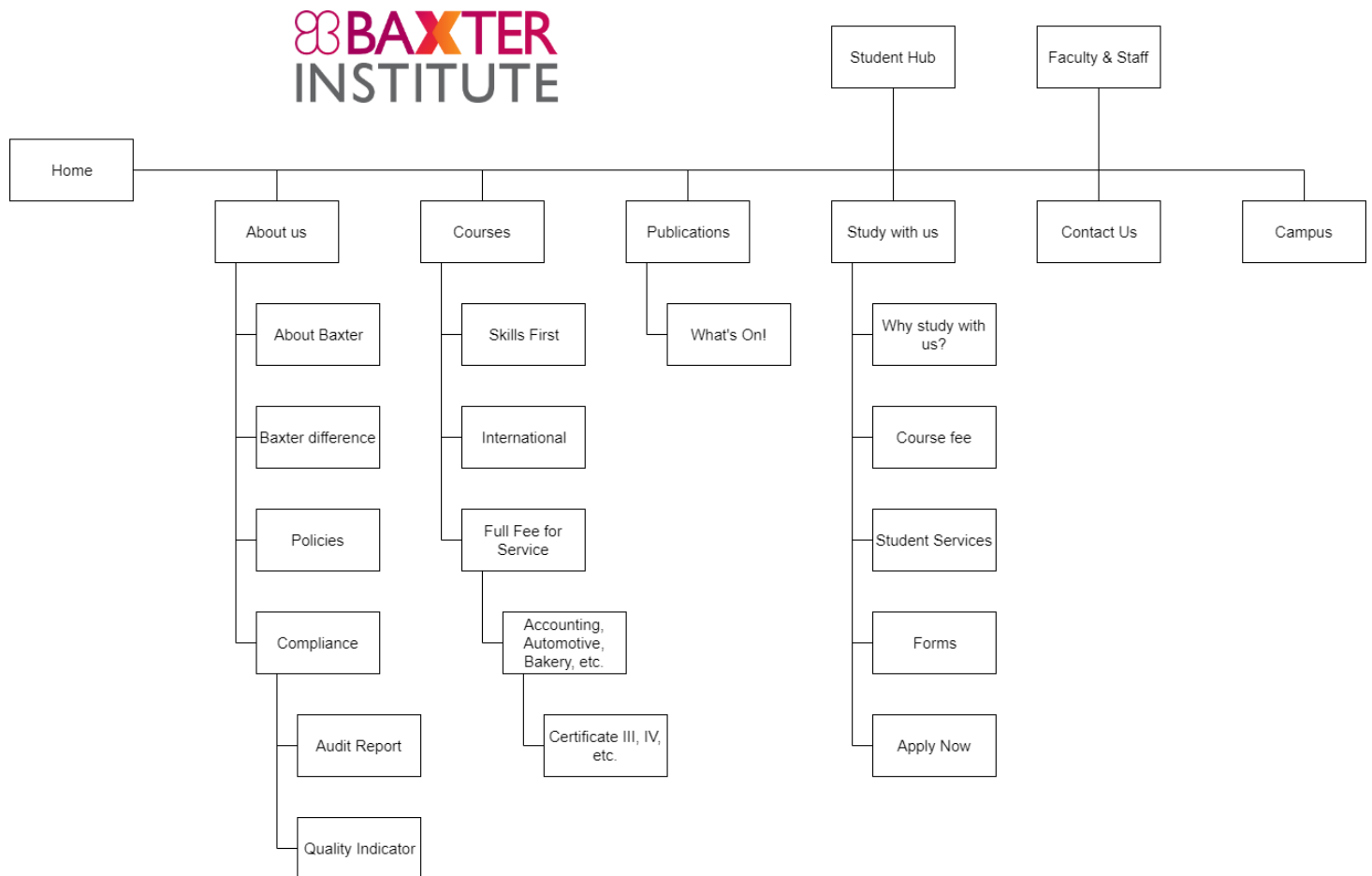
On desktop and widescreen device:



On mobile:



Site Map



For larger sitemap: <https://www.baxter.vic.edu.au/wp-content/uploads/site-map/Baxter%20Institute%20Site%20Map.png>

Home: Landing page of Baxter Institute.

About us:

- **About Baxter:** Overall information about Baxter Institute.
- **Baxter difference:** Information about what Baxter offers to student.
- **Policies:** Policy documents.
- **Compliance:**
 - **Audit Report:** Latest Audit Report documents.
 - **Quality Indicator:** Quality Indicator annual summary report.

Course: Overall information about courses and field of study that Baxter deliver.

- **Skills First:** Contains fields of study and qualifications offered under Government Funding Skills First Program.
- **International:** Contains fields of study and qualifications for international student.
- **Full Fee for Service:** Contains fields of study and qualifications for full fee for service student.

Publications:

- **What's On!:** Latest news about Baxter Institute.

Study with us:

- **Why study with us?:** Information about what Baxter offers to student.
- **Course fee:** Contains document of course fee
- **Student Services:** Student Services that student will have while studying at Baxter.
- **Forms:** All forms for prospective and current students.
- **Apply Now:** Information about applying for enrolment at Baxter.

Student Hub: Contains all links to applications and resources that students use as part of their program.

Faculty & Staff: Staff application access.

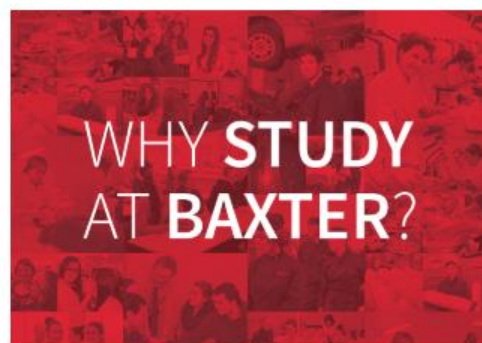
Sidebar: Apart from homepage, the other pages are designed with a sidebar element, containing:

Links to other pages:

- Why study at Baxter?
- Apply Now
- Student Services
- About Baxter

Links to field of study:

- Accounting
- Automotive
- Bakery
- Beauty
- Fabrication & Engineering
- Hairdressing



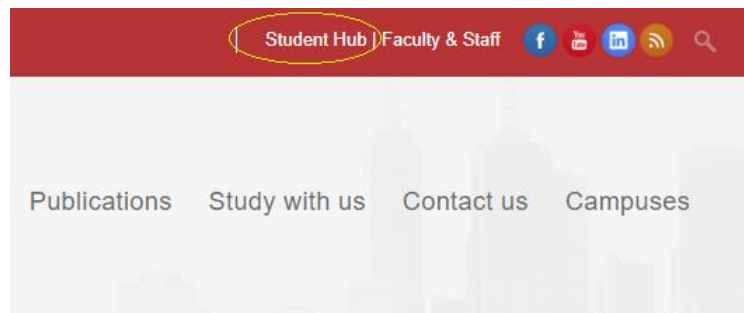
- + Apply now
- + Students services
- + About Baxter

6 DIFFERENT FIELDS FOR YOUR CHOICE

- + Accounting
- + Automotive
- + Bakery
- + Beauty
- + Fabrication & Engineering
- + Hairdressing

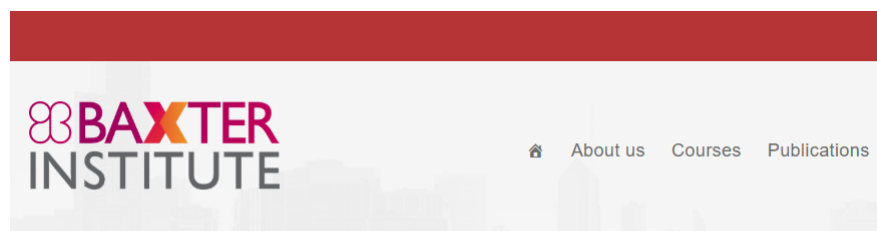
For Student

Student can locate **Student Hub** in the top right corner of the website.



The page contains all links to applications that student will access during their courses. These include:

- Student portal
- Student email
- Learning Management System (Moodle)
- Form



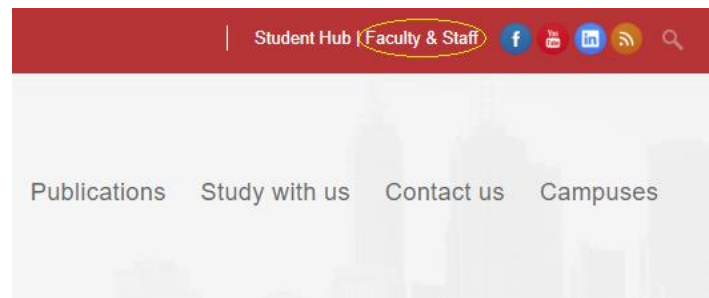
Student hub



Guidelines about using campus's facilities, including Wi-fi Access, Printing instruction, are also provided to students on the same page.

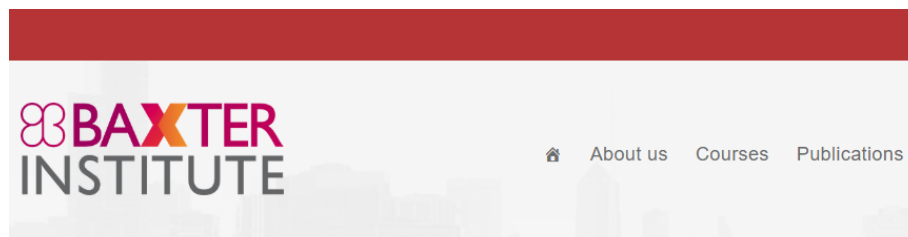
For Staff

To access staff application, navigate to **Faculty & Staff** page in the top right corner of the website.



Faculty & Staff page includes all links to staff application:

- Staff portal
- Email
- WiseNet
- TimeTrex
- Xero



Faculty & Staff



If you have any difficulties in using the website or suggest a document revision, please email:
hoang.nguyen@asts.technology