CHARLES DARWIN UNIVERSITY | School of Education

SCHOOL OF EDUCATION

First Year Students' Survival Guide
to online learning

Contents

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Welcome from Professor Kell

Welcome to your program in the School of Education at Charles Darwin University. We are very pleased that you have chosen to take up teaching as a career and selected Charles Darwin University as the place to complete your studies.

I am sure that your experience will be a rewarding, productive and memorable experience.

Starting your program is the first step towards a lifelong career in teaching and education. It is also an entry into a profession with high ideals about promoting individual and social improvement and making a difference in people's lives.

We pride ourselves in producing work-ready graduates who are capable of creating environments typified by high quality teaching and learning. The challenge is to ensure that you, like other participants in this program, will attain the new graduate standards for teachers and gain employment in teaching.

The first year that you are just starting may be a challenging experience on a number of levels, particularly if you are involved in fulltime study with other commitments such as work and family. You are now undertaking study for entry into a profession and there are a range of new challenges in meeting the demands of multiple deadlines and assessment tasks as well as the dimensions of the professional standards.

Most of you are studying in the online mode and this will require a totally new set of challenges. Many students who have successfully completed their programs and have entered the profession have made some helpful suggestions that I will commend to you.

- Stay in touch with your lecturers and the university administration and if you have enquiries do not be afraid to ask for help. Staff at the university will try their best to support you.
- Use the facilities and support services to assist you develop good work and study routines. There are services such as learning support, the library and the counselling services that are there to help you and can provide valuable advice.
- Be patient with yourself and see your course as a process of phased development and growing expertise.
- Allocate specific time to your studies and be disciplined about using that time regularly so that you do not get behind in your course.
- Obtain an identified study area within your own home and have your own computer and space for your course materials if this is posible.
- Be prepared and organised by knowing what tasks are scheduled for assessment in all your subjects is essential for a stress-free learning journey.
- You are not alone. There are many people that are engaged in the learning process and this includes other students, who should be seen as professional colleagues in the journey that you are on.
- Stay engaged with the program, your lecturers, other students, mentor teachers and university staff and be determined about completing your course.
- Become involved in university activities and become part of the university experience.

Some of these tips may seem simple but they have worked for our successful graduates. There are many more practical hints in this excellent guide to the first year.

Once again congratulations on joining us in your professional journey to become a teacher.

Professor Peter Kell

Head of School of Education, Charles Darwin University

Meet the Coordinators

Bachelor of Education Early Childhood

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Bachelor of Education Primary

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Web: http://inschool.cdu.edu.au

Continuing students

Can find information about older courses here by completing a search.

http://stapps.cdu.edu.au/f?p=100:30:3498981511537319::NO:::

Welcome

Undertaking a university degree through flexible delivery can be challenging but once you have mastered the necessary skills it can be very rewarding. These include technological, literacy, time management, self-motivation and self discipline competencies.

We find that students who do have difficulties have often not read the guidelines related to online delivery here at Charles Darwin University. To help alleviate any problems we suggest you prepare thoroughly for your first week completeing a full system check and a browser check and by reading the information on various sites.. Here, I am going to give you a simple step-by-step guide to surviving your first week. I have designed this guide in an easy to follow format so that you can find what you need quickly.

Step One: Getting Started

Initially, online study can be a challenge, even to those who are computer savvy. This is often due to anxiety about study in general. The way to alleviate this anxiety is to look through each section of the checklist which presents relevant links to the Charles Darwin University's website. To explore these sites, begin by opening each link, carefully reading the information within the link, and then saving it to your 'favourites or bookmarks'.

Step Two: Site-Map

When you feel comfortable with the information in the Getting Started checklist, it is time to familiarise yourself with the site map common to all Education online learning units. You do this by first accessing your unit. Then, beginning with 'Announcements', systematically open each item on the menu bar found on the left side of the screen. The site map in this booklet provides a guide to each of the items. Keep a copy close by so that you can refer to it at anytime.

Step Three: In-School Placements

Education courses have a required placement (Professional Experience) components that are undertaken in schools and must be completed in order. Support, advice and resources for Professional Experience are available via a dedicated website designed for students and mentors during this time.

Step Four: Tips for Success

These tips are geared towards being prepared for study at CDU. This area will give you, as a first-year student, some practical advice about succeeding in your online studies. .

Step Five: Question and Answers

These questions and answers address key concerns from students about online learning and studying at Charles Darwin University.

STEP 1: Getting Started

Where to next?

Being organised for the start of the first week will help combat stress and assist with settling in to online study.

The information on this website will help you get started in your Higher Education course. Follow the steps, check out the settling in links and student support services for all the information you will need to start your studies at CDU.
http://www.cdu.edu.au/getting-started

If you have any questions, please contact Student Admin on 1800 061 963, 8946 7766 or email student.admin@cdu.edu.au

Quick Links

My computer account

Before you can access the CDU server, you must activate your computer account through the Identity Manager site, which can be found on the My computer account page.

My Student Information

MyStudentInfo allows you to enrol online, look up courses, check your fees balance or change your personal details.

My student card

Your CDU student card can be used to gain entry to rooms on campus, as a library card and ID card. It can also be used as a concession card at some venues.

Orientation for external students

CDU's online Orientation website for external students provides you with resources and pointers to a range of CDU services and information you will need for your student journey.

My student email

Keep up-to-date with your lecturer or other students through your CDU email.

Student Administration and Equity Services (SAES)

Got a question? SAES can help to point you in the right direction.

[Important dates](#)
Higher Education semester dates

[Timetables](#)
Keep up to date with your unit timetable.

[Change of enrolment](#)
Information about changing your enrolment.

[Contacts](#)
Confused about how to get started? Contact us.

[Libraries](#)
No matter what campus you study on, CDU's libraries are an essential learning hub.
[Liaison Librarian help](#)
[Library Researching Skills tutorials](#)

[Build relationships](#)
Social networks with other students are an essential part of your survival at university. They provide friendship, support, and a way of managing the stress of completing assignments and exams.

[Build online study skills](#)
[Common Unit Program](#)
[Assignment and study skills help](#)
[Indigenous Academic Support Unit](#)

[Learnline guides for students](#)
[Check your computer for compatibility](#)
[Getting started with Learnline](#)
[Learnline Login](#)

STEP 2: Sitemap

Education units

🚩 Please note this site map may vary slightly with each unit

ABOUT THIS UNIT
Announcements
Unit Information & Set text
Email Contacts

About this unit

You will find all Announcements for this unit, an overview of your unit and a downloadable version of the unit information, and Set Text for this unit. The text is available from the CDU Bookshop and can be ordered through thier website or over the phone. **T:(08) 8946 6497.**

ASSESSMENTS
Assignment Information
Policy & Guidelines

Assessment

Here you will see the Anti Plagiarism Declaration: This statement is attached to your assignment tasks. **You will need to read and review this statement before gaining access to the assignments**.

Mark Reviewed

Assessments at a glance: This is a brief overview of assignment weeks and value of each assignment in relation to the overall unit this can also be found in your unit information document.

You will not have sufficient information to complete your assignments without downloading and reading the assignment tasks.

🚩 This section also provides submission points for your assignments. **Please note** that assignments will only be received by this submission button. Emailed and hard copy assignments are not accepted.

LEARNING MATERIAL
Module 1
Module 2
Module 3
Module 4

Learning Materials

You will find all your working documents in this area.

Your learning material will be set out in modules and within these you will find your content, work though each area sequentially, checking the mark reviewed button as you go.*(If applicable)*

Mark Reviewed

Reviewed

Learning with Others

You will find communication tools to chat to other students and lecturers about tasks related to this unit.

Here you may find a Collaborate – Live Class button, this will be used for synchronous and asynchronous session

Join a group area is for students to collaborate with other students' by enrolling in a group,

▼ Please note it is the students responsablity to remain professional at all time.

Resources

▼ Please note this area will vary with each unit.

Relevent links, to the School of Education, Professional placement (Inschool)& Indigenous Knowledges resource for educators.

Help & Support

Contact information for: Student Services, Support & Equity Services 24/7 Student Learnline Support, Online Classroom,

Log-in/Account Issues - ITMS Help Desk and Library Support

How to guides: Learn how to successfully use Learnline.

STEP 3: InSchool

InSchool Placement

Education courses have required Professional Experience (placement) components that are undertaken in schools and must be completed in order. Support, advice and resources for Professional Experience are available via a dedicated website designed for students and mentors during this time. http://inschool.cdu.edu.au This site is also accessible via the Learnline tab on the CDU website.

Students are advised to familiarise themselves with the content on this site and can expect to find:

- Useful Student resources - planning templates and links to graduate standards
- Calendars and dates for professional experience. Professional Experience should be completed within the dates indicated.
- Expectations for Professional Experience units
- Introductory letters
- Assessment paperwork to be completed by mentors
- FAQs

Importantly students should visit this site to indicate preferences for their professional experience placement. Following enrolment students must complete the ' my nomination' for preferred placement (located under the placement tab on the inschool website).

NOTE:

- NT (Darwin and Alice Springs) preservice teachers should only select from schools indicated on the inschool 'my nomination' site. These students are advised that they should NOT approach schools directly.
- External students should complete the nomination once they have sourced and confirmed a host school for their Professional Experience.

All students must have a "Working with Children Card" prior to the commencement of their placement. State/Territory requirements vary (See inschool site for detail). A copy (not originals) of your Police Check/Working with Children Card must be forwarded to the inschool office.

Tel: 08 8946 6602

Email: Inschool@cdu.edu.au

Web: http://inschool.cdu.edu.au

STEP 4: Tips for success

Get to know your units

Ensure you are ready for the first day of the semester:

- Read your Unit Information document and order your set text early,
- Develop a study routine and stick to it. You will need to devote a minimum of **12.5 hours** weekly per unit, so decide where the 12.5 hours sits best within your schedule.
- Take responsibility for your studies by reading all documentation, announcements and emails supplied from the lecturer.
- Every effort has been made to present clear instructions. However, if you can't understand something, please re-read it carefully before seeking help. This helps you to develop independent and lifelong learning habits.

Is your Computer Ready?

Become familiar with online technology and software by going to the Learnline home page and clicking on the "For Student" tab and completing a System requirements check.

Mobile Learnline

Mobile Learnline is a new, free mobile application that allows you to access your Learnline unit on a variety of mobile devices.Please see this link for more details on Mobile Learnline.

Time Management

- Don't overload yourself. If you are unsure of completing your workload, speak to your course coordinator before the Census Date about a possible variation to your study plan.
- Ensure you know all significant dates.
- Plan ahead by setting regular study times each day/week. Avoid last minute assignment writing.
- Leave yourself plenty of time to edit your assignment; submit it through the Safe Assignment facility. In peak periods sometimes Safe Assignment will not provide feedback for up to 24 hours.

Communicating Online

- Become a regular contributor to the online discussions. Research has shown that students who keep up regular contact with their peers via discussion boards have a more enjoyable learning experience and achieve better results

- Think ideas through before placing them online. Write your ideas in a text document first prior to posting them in a discussion forum

- Participating, contributing and commenting on discussion boards are great ways to learn collaboratively

- Be polite and respectful at all times. Just because you have relative anonymity online does not mean you should abuse this privilege

- Be a role model for other students by being positive and supportive. Treat the views of others with courtesy.

Be An Effective Reader By:

- Reading all required and recommended texts as well as all unit material

- Reflecting on what you read by applying the content constantly and directly to the question

- Making sure you record all sources as you read, to ensure scholarly referencing

Assignments

- Once you have completed your assignment leave it a day or so and then check it with fresh eyes.

- Get someone to check it over for spelling errors and grammar as well as using your spelling and grammar check.

- Reread the question to ensure you have met its requirements.

- Accept critical feedback as part of the learning process.

- Avoid asking for an extension, but if you must, please refer to the unit's rules for the procedure to be followed.

Staying Motivated – Being Empowered

Online study is an ongoing commitment:

- Set regular goals and timeline - be realistic about how much time you have.

- Be a week ahead by setting a provisional deadline for your assignments and tasks. Leaving assignments to the last minute can have negative outcomes on the quality of your final work.

- Ensure you have read and understood exactly what the assignment requires. See individual units for the best way to contact the lecturer if you need extra support.

- Avoid procrastination. Do the things you don't like, first.

STEP 5: Q&A

Set Text and Readings

Q. Do I have to buy the textbooks?

A. Yes, Set texts are an essential support to teaching and learning and your assessment will be closely aligned to them.

Q. Where can I get the textbooks?

A. CDU Bookshop keeps a number of set texts so we recommend you purchase your books there. If you decide to buy elsewhere, just be aware that it may well take longer to receive your books from an outside company.

Q. Do I have to read the readings?

A. Yes. Lecturers spend a lot of time thinking about the content, structure and assessment processes in a unit that guides your learning to meet the unit objectives. Reading is an important part of your learning and will give you broad knowledge of the subject as well as detailed experience of how it relates to your situation as you complete unit activities.

Q. The link to an E-reserve readings is not working, how can I find this reading?

A. Go To e-reserve course reading collection and search by unit code, type in your unit code,all readings will be under this unit code within E-reserve.

Assignments

Q. Why can't I see my assignments tasks in Learnline?

A. The Anti Plagiarism Declaration statement is attached to your assignment tasks you will need to read and review this statement before gaining access to the assignments.

Q. When is my assignment due?

A. Please check your unit information and Learnline site for due dates.

Q. When submitting my assignment I forgot to attach the document. What do I do?

A. Contact your lecturer and ask that your attempt be cleared so that you can reload your assignment.

Q. When do I get my marks?

A. This can vary and will depend on the size of your class. However all lecturers will endeavour to have assessments marked and back to the student within a fortnight.

The results posted on Learnline for your assignments may not necessarily reflect your final grade.

Q. How can I avoid plagiarism?

A. Most plagiarism is unintentional, so it is best to develop good writing habits by giving yourself plenty of time to research and revise your assignments, learn how to paraphrase correctly, write and cite resources from the original sources as you find them.

Q. Do I have to meet the word count?

A. Meeting the word count is a part of academic writing. The word count for the tasks in your unit does not include the list of references at the end or the actual question. It does, however, include the in-text referencing. In general you should not submit assignments under the required word count. You may lose marks for substantially going over the word count.

Q. Can I have an extension on assignments?

A. Extensions must be requested in advance of the due date.. It is important to give notice of at least 48 hours. Extensions may be given in extenuating circumstances such as illness or emergencies. Please be aware that extensions are generally reserved for exceptional circumstances. Assignments submitted late without any written request for an extension may be penalised. Timely and clear communication with the lecturer in your unit is essential if you are to 1) obtain an authorised extension 2) to avoid a penalty. Please check your unit's details regarding extensions as lecturers will have their own policy and this may vary across units.

Q. **Where can I find my final grades?**

A. Official results will be released to you via My Student Info on the CDU website after moderation and approval by the Examiners' meeting at the end of each semester.

Q. **Which referencing style do I need to use in my Education units?**

A. The School of Education uses the APA Referencing guide. http://libguides.cdu.edu.au/education
If you undertake an elective unit from another School (e.g. Nursing) or at another university you will need to find out which referencing system is recommended for that enrolment.

Q. **Can I adapt this assignment to suit my own needs?**

A. Not usually; however, you may wish to discuss this further with your lecturer

Q. **Can I use an assignment I submitted for another unit?**

A. No this will be flagged as plagiarism when scanned by the Charles Darwin University plagiarism tool

Library

Q. **Who is my liaison librarian?**

A. Michelle Turner is the Education Liaison Librarian

Contact Details:

Phone 08 89467610

Email: michelle.turner@cdu.edu.au

All library questions can be answered here: http://libguides.cdu.edu.au/education

Q. **Do I need a computer with Internet access to do this unit?**

A. To successfully complete this course you will need regular and convenient access to a computer with a dependable internet connection, ideally a high speed one (e.g. ADSL).

Q **Are all Education units run the same way?**

A. They will look similar due to the way we format the learning materials however they may vary slightly. Units have a similar set of expectations, the amount of assessment, submission processes, marking and moderation. We design our courses so that you will acquire a range of skills, knowledge, attitudes and competences. However individual units are designed to develop assessment activities and approaches to ensure a range of learning styles and outcomes are acquired across a course. So there will be variation within the content, learning activities and range of assessment practices in any one course.

Q. **Do I need to do the online activities?**

A. Units vary however most online activities are a part of your overall learning and they contribute to the quality of your assessment.

Q **As an internal student, do I have to use Learnline?**

A. Yes, Learnline holds all the relevant resources needed to pass your unit.
Some lecturers may have different requirements, please check your Unit Information.

Q. **Do I need a computer with Internet access to do this unit?**

A. Yes. It is best if you have your own computer and a high speed (ADSL) Internet connection.

Miscellaneous

Q. What is my student ID card used for?

A. Your student card provides access to university facilities such as the library, after-hours computer labs, some discounts at the University Shop (Bookshop) and other discounts where notified by the business concerned. You will also be required to show your student card when you sit for your exams. If you are studying on campus, you may be asked for your ID card by Security if you are using the facilities after normal hours.

Q. Does this unit run in summer semester?

A. Not all units run over the summer semester. Check your unit on the CDU website under the unit code/unit availability for more details.

Q. Is there an intensive for my unit?

A. Not all Education units have an intensive component. Check your unit on the CDU website under the unit code/unit availability for more details.

Q. Do I have to be on placement to do this unit?

A. This will depend on the course you are enrolled in. Please see the course information on the CDU website under the course code.

Q. As an internal student do I need to come to lectures?

A. Yes, you are expected to attend all classes, please check your Unit Information

Calendar 2015

Teaching periods

- 🟩 Semester 1
- 🟦 Easter Break
- 🟧 Semester 2
- 🟪 Summer Semester
  Teaching ends 12
  Februray 2016
- 🟦 Semester Breaks
- 🟥 Census Days

JANUARY

M	T	W	T	F	S	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

FEBRUARY

M	T	W	T	F	S	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

MARCH

M	T	W	T	F	S	S
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

APRIL

M	T	W	T	F	S	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

MAY

M	T	W	T	F	S	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

JUNE

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

JULY

M	T	W	T	F	S	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

AUGUST

M	T	W	T	F	S	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

SEPTEMBER

M	T	W	T	F	S	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

OCTOBER

M	T	W	T	F	S	S
12	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

NOVEMBER

M	T	W	T	F	S	S
9	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

DECEMBER

M	T	W	T	F	S	S
7	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10