

Student Guide 2017



INTRODUCTION



This booklet will give you an idea of what to expect when studying at Good Shepherd College.

The College runs a blended learning environment where all students use the online learning website, Moodle to access resources relevant to the courses they are taking.

Students have access to Moodle from the first day of each semester and therefore do not need to buy textbooks (unless specified otherwise by your lecturer at the time you enrol). Course information does not need to be posted to students as everything you require is waiting for you in your Moodle Course page.

This guide also introduces you the basics of Moodle. All you really need to learn is how to get to your course page in Moodle, open files left there by your lecturer, reply to the lecturers' questions in either a forum or quiz, upload and collect your assignment online.

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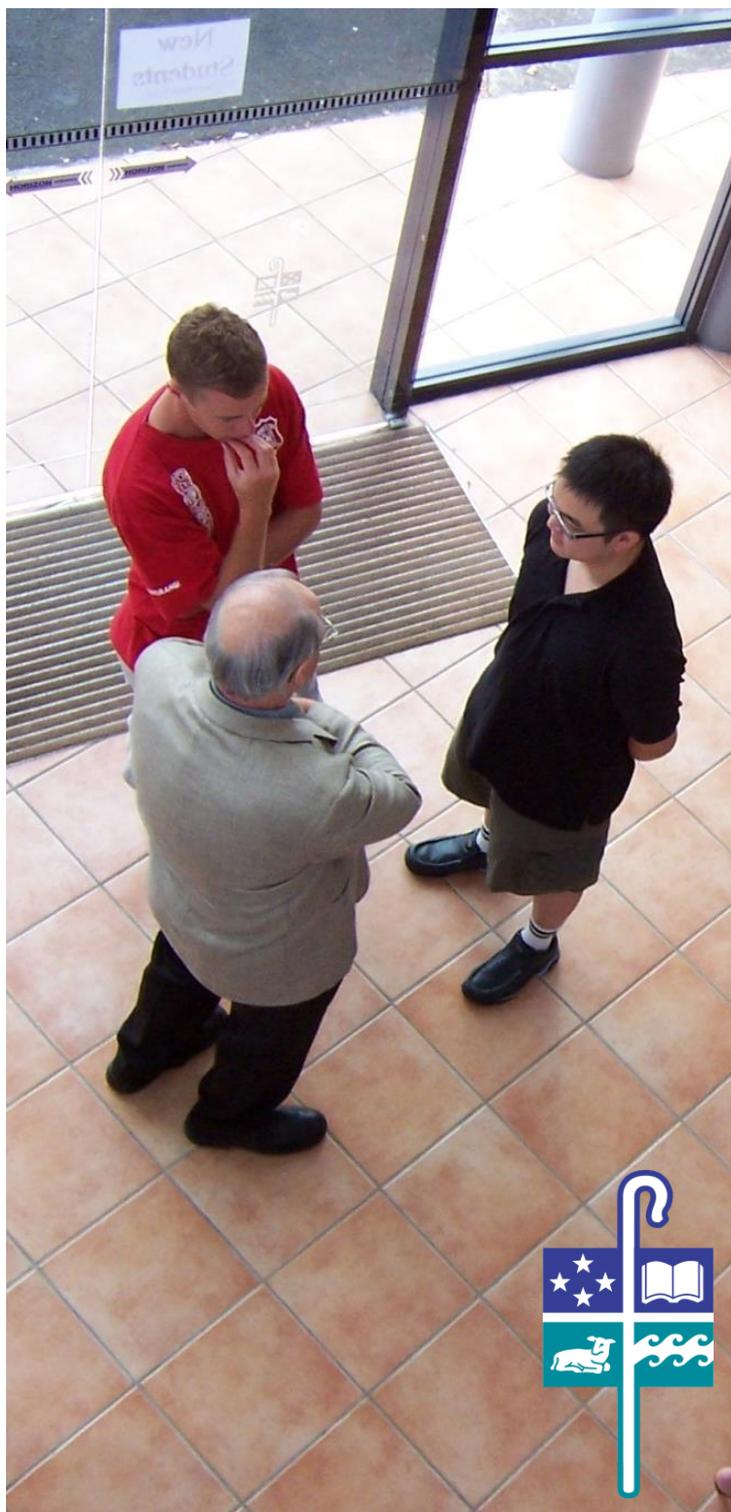
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ACADEMIC EXPECTATIONS

GSC online

Each week both distance and on-campus students access course material from Moodle - the College's web-based learning platform. You'll need to become familiar with how Moodle works.

It is essential that distance students complete online activities set by the lecturer in Moodle, in order to fulfil attendance requirements. For distance students, online activities are the equivalent of attendance at lectures.

As a student enrolled in the College you're also eligible to use the library website and visit the Colin Library in-person. Distance students can also request hard copy books be posted to them. Contact the librarian, Carol Wills on 361 1053 ext. 703 or carol@gsc.ac.nz to learn more.

Workload

For each course plan for 10 hours per week on coursework and associated study.

- There are 3 hours of lectures each week for on-campus students. Distance students should allocate 3 hours to reading lecture notes and/or watching the lecturers' PowerPoint presentations.
- All students should expect to spend 7 hours each week on personal study including reading, assessment tasks.

Weekly tasks

Weekly tasks are clearly outlined by your lecturer in Moodle. You are expected to put time into completing the weekly tasks set by the lecturer and to engage with the lecturer and fellow students in order to promote a good learning environment.

Teaching Periods

The year is split into two semesters, with 12 teaching weeks in each semester. Courses are completed each semester. There are no lectures over the mid-semester break, assignment, study and exam weeks. Distance students also have a break from on-line tasks over the break periods as outlined in the Academic Calendar.



Lecture times can be found in the Weekly Timetable. Three hours of lectures are scheduled each week, usually made up of one single lecture and one double (2 hour) lecture - although there can be exceptions.

Weekly consultation times and online discussion forums

Your lecturer will make him/herself available at a set time each week to help you with any questions you might have.

Consultation times can be found on the first page of the Course Unit Booklet. You also have the option of raising any questions regarding the course in the Moodle forums. When you post your comment in a forum an email is automatically sent to the lecturer.

Assessment Tasks

There are three marked assessment tasks each semester that make up your final grade. This may be internal assessment only (e.g. essay, critical review, presentation), or combined with an examination held in exam week, either written or oral.

Refer to the Course Unit Booklet for details including assessment type, due dates and the percentage that each assessment task contributes to your final grade.

If exams are part of your assessment, it's essential that you're available to sit them on the day on which they are scheduled within exam week.

Attendance

The New Zealand Qualifications Association require that students attain at least 80% attendance.

That equates to:

- **On-campus students** being present for at least 29 hours of lectures i.e. absent for *no more* than 7 hours of lectures.
- **Distance students** completing at least 10 (out of a total of 12) weekly online tasks set by their lecturer in the Moodle Course Page. i.e. miss *no more* than 2 weeks of online activity.

COURSE MATERIALS ONLINE

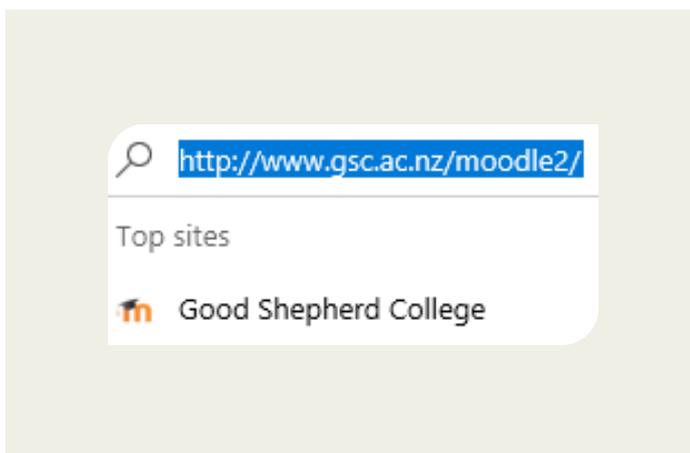


What should I expect to receive for each course?

Each paper has its own, separate course page that contains resources your lecturer has selected and made available to you in Moodle. More details will be provided by your lecturer during the course.

Students do not need to buy textbooks (unless specified otherwise by their lecturer), as readings are available on Moodle as pdfs or e-books. It is also not necessary for information to be posted to you as it's already on Moodle.

Figure 1: Moodle web address



What computer skills do I need to master?

You'll need to become familiar with how to get to the Moodle Course Pages, open files left for you there, reply to the lecturers' questions in either a forum or quiz, upload and collect your assignment online.

Login: The College will provide **new students** a username and password.

Returning students use their same username and password throughout their College years.

Access: Students can access Moodle on the first day of lectures.

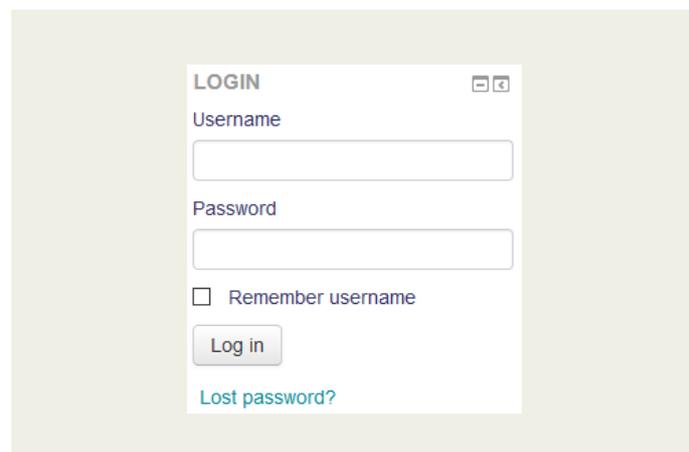
How do I get to the Moodle website?

You can access Moodle from any computer, tablet or smartphone with an internet connection by going to the web address www.gsc.ac.nz/moodle2/

Before the semester starts it's recommended that students check that their computer is set up to run Moodle effectively. Minimum requirements are outlined on page 4.

The easiest way of becoming familiar with Moodle is to start using it. For further assistance email maree@gsc.ac.nz

Figure 2: Moodle Login block



How do I login to Moodle?

When you type in the web address www.gsc.ac.nz/moodle2/ you'll be directed to a screen with a login block on the top-right (*refer to figure 2 above and figure 3 on the next page*).

1. Enter your username and password then press the 'Log in' button. Your username is your surname followed by the initial of your first name e.g. smithj (*no spaces, all lowercase*)
2. When you first login as a new student you will be prompted to choose a new security password. Simply follow the prompts to do so.

Forgotten your password or require further help

If you've forgotten your password click on the **Lost Password?** link and follow instructions. For further assistance email maree@gsc.ac.nz

FINDING YOUR WAY TO COURSE PAGES

What should I expect to see when I login?

Every time you type in the web address www.gsc.ac.nz/moodle2/, the screenshot in *figure 3* below is the first page you'll see – the Home Page.

Look for the login block on the top-right of the screen and enter your username and password (*circled*).

You'll know that you have successfully logged in when a box automatically appears showing your name and picture (*figure 4*).

From here you can navigate to other parts of the Moodle website, including your course page.

How do I find my way to the course page?

Most of the information you require can be found on your Moodle Course Page. There are two quick ways of getting there.

1. Click on the name of the course of interest from the list that appears in the middle block of the Home Page, OR;
2. Click on the down arrow at the top-right of your screen next to where your photo appears (*figure 4*). A menu will appear. Click on the first item 'Dashboard' to reveal the list of courses you're taking. Click on the course name of interest to be taken there.

Figure 3: Moodle Home Page

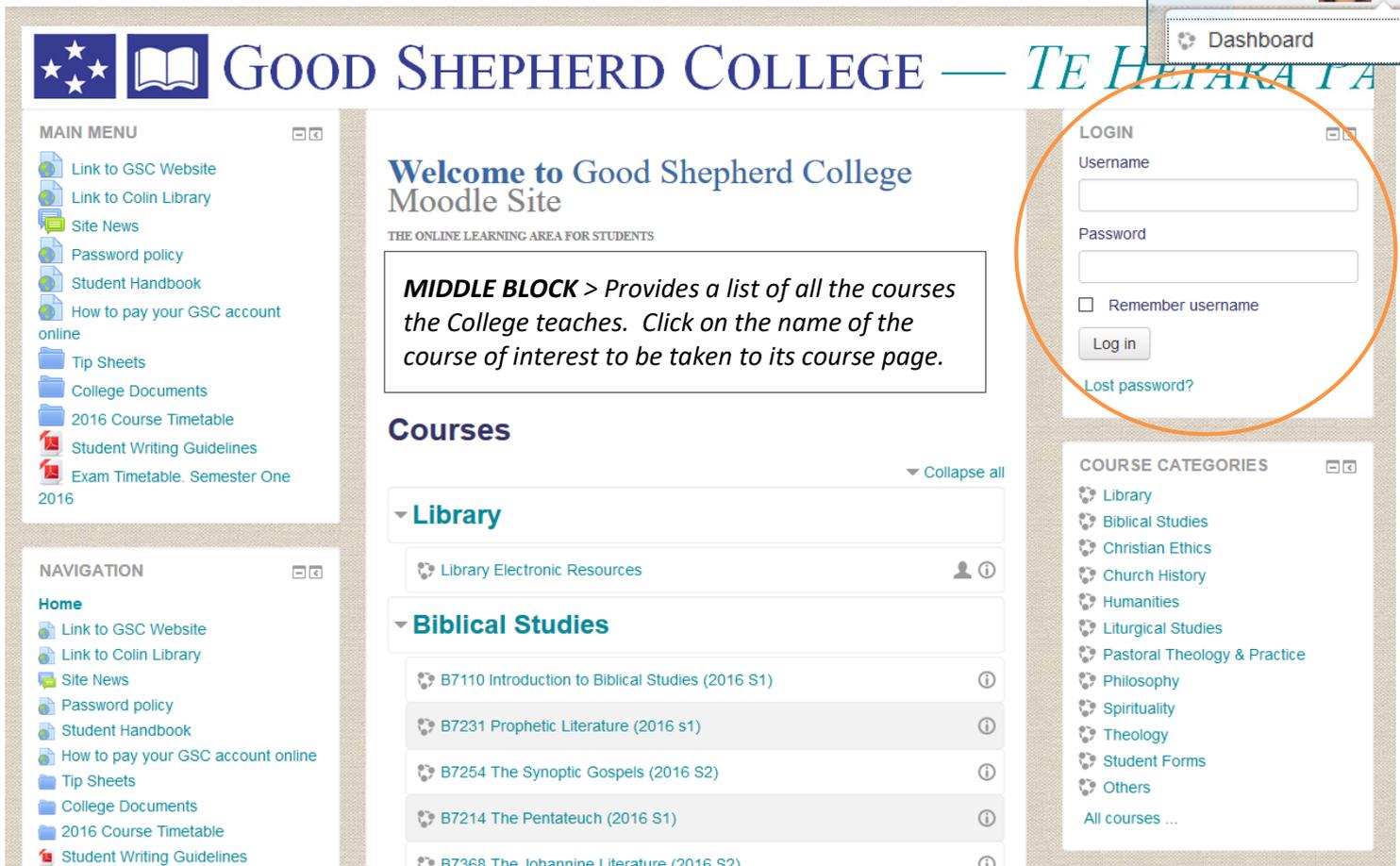


Figure 4: User login successful

Navigating around Moodle:

A good way to navigate around the Moodle website is to use the 'breadcrumb trail'. The example below shows the pages passed through to get to the current screen i.e. S7102 course page.

[Home](#) ▶ [My courses](#) ▶ [Spirituality](#) ▶ [S7102](#)

In this example all you have to do to get back to the Home Page is to click on the word **Home**.

You can always find your way back to a page you had been to earlier by clicking on a keyword in the breadcrumb trail. E.g. My courses

If you need assistance, email maree@gsc.ac.nz

COMPUTER SET UP

The following browser recommendations and settings will improve your experience using Moodle and ensure access to resources in Moodle courses.

What setup is required on my PC or Mac?

- A computer connected to the internet.
- Sound card and video card with speakers or headphones

Browser Recommendations for Moodle

- Make sure you have the most recent version of the browser you use. For best web page access compatible with Moodle we recommend **Firefox**.

Figure 5: Browsers



Recommended browsers for the best experience in Moodle are Mozilla **Firefox**, Google **Chrome**, **Safari 6** for OSX 10.7 or later, **Internet Explorer 10** or later. Moodle will also operate with other browsers but some features may not work as intended.

Browser Settings: Should you experience problems check that the following settings are selected; **Enable Cookies**, **Enable Javascript** (Note: Javascript is NOT the same as Java. Moodle does not require Java)

Note: In most browsers (not Safari), you can make an exception for Moodle if you don't want to use these setting for all websites.

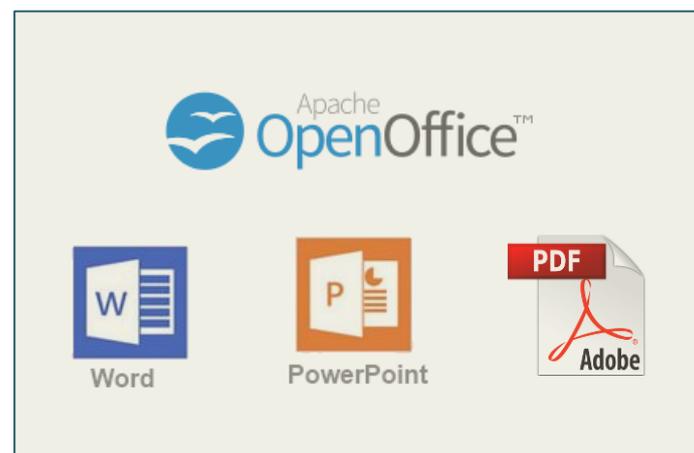


What software is required?

To view course materials you'll need to ensure you have up-to-date versions of the following software installed. Software logos are shown in *figure 6*.

- ✓ Microsoft Office (Word, PowerPoint), or a free equivalent such as Open Office.
<http://www.openoffice.org/>
- ✓ Many courses use Adobe PDF's that require the free Acrobat Reader software.
<http://get.adobe.com/reader/>

Figure 6: Required software



- ✓ Some courses use streaming media that require a recent version of Adobe Flash Player available free at <http://get.adobe.com/flashplayer>

Is anti-virus software needed?

It's recommended that you have the current version of one of the better antivirus programs as you will be both adding (uploading), and getting (downloading) many files from the College's Moodle website, which may make your computer vulnerable to viruses.

Norton, McAfee and AVG (a good free version) are a few of the main companies that offer protection against viruses.

COURSE PAGES

What can I expect to see on Course Pages?

General Course Information is at the top of the page (*figure 7*). The most important information is the Lecturers announcements (often referred to as 'news forum'), and the Course Unit Booklet that is essential to read.

Assignment Information (*Figure 8*).

Here you will find information on your upcoming assignments. It is also where you hand-in (or upload) your assignments and later look for the return of marked assignments.

Weekly blocks (weeks 1 to 12)

Contain course material as shown in *figure 9*. A course can contain a range of resources that you will need to assist you in your study. These can take various forms e.g. word documents, images, video, web links, pdf files, PowerPoint presentations. Your lecturer may also include a number of activities to help consolidate your learning. The most common are forums and quizzes.

Side blocks give you additional information, such as a list of e-books (not shown).

What if I can't see the current weeks learning materials?

Your first step is to raise it with your lecturer. If you are having difficulty contacting your lecturer or getting the resources when you need them, email maree@gsc.ac.nz

The expectation is that lecturers make the current weeks' course page visible each Monday.

Figure 7. General course information

Online Assignment Submission

- Assignment 1: Essay - 1200 words (30% value). Due X March 2016**
- Assignment 1: Essay Materials**
- Assignment 2: Essay - 1600 words (40% value). Due X May 2016**
- Assignment 2: Essay Materials**

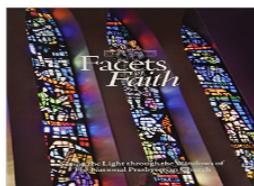
[Click here to request an EXTENSION of time for an assessment task](#)

Figure 8: Assignment Block

15 February - 21 February

Week 1 - Dimensions of the Church

Tasks for this Week



Welcome to this course. Please feel free to call/text or email me with any questions or concerns that arise.

1. As soon as possible, start reading the Vatican II document *Lumen Gentium*.
2. Your first readings are from Justin Taylor SM and Paul Williamson, SM.

Distance students: write a short paragraph responding to the lecturers' question in the discussion forum.

Discussion Forum: Week 1

Required Reading

- [Lumen Gentium](#)
- [Taylor Lecture](#)
- [Williamson \(171KB\)](#)
- [Week 1 notes](#)
- [Distance students week 1 \(revised\)](#)

Extra Reading

Figure 9: Course Materials by week



ONLINE ACTIVITIES

What online activities are you expected to do?

Students require sufficient skills to:

- Send and receive emails.
- Open word, pdf or PowerPoint files.
- Type assignments in Word.
- Reply to the lecturers' questions in either a forum or quiz.
- Hand in and collect your assignment online.
- Navigate around the Moodle website.

Open a word, pdf or PowerPoint file to read it.

Click on the file name to open it. Depending on the file type it will either:

- Open directly
- Give you the option to *Open with (the program of your choice) OR to Save File. Then click the OK button*

Answer a Quiz

1. Every quiz has an icon that looks like the picture above followed by the quiz title.
2. Click the title of the quiz to open it
3. Click on the button 'Attempt quiz now' to begin.

Attempt quiz now

4. When finished you have two choices. Review your answers by clicking the **Return to attempt** button or complete the quiz by clicking on the **Submit** button.

Return to attempt

Submit all and finish



Participate in a Forum

1. Every forum has an icon that looks like two speech bubbles.
2. Click on the **title of the discussion** topic to open it.
3. A screen will automatically appear that looks like *Figure 10*. Click the **Reply** button.

Forum on the Resurrection Texts

by Merv Duffy - Friday, 31 July 2015, 9:57 AM

What did you **notice** comparing the 4 resurrection accounts? (Give me some facts)

What do you **take** from that? (Give me some opinions/inferences)

[Edit](#) | [Reply](#)

Figure 10: Forum question

4. A new screen (*figure 11*) will come up that reveals a:
 - **Subject** box to type in a title
 - **Message** box to type in your response to the lecturers' question with editing tools that are similar to what you are familiar using in Microsoft Word.

Subject*

Message*

Rich text editor toolbar: 

Figure 11: Message Box in a forum

While there is the option for students to attach a file, lecturers prefer students to type into the message box as it makes it easier to see responses on one screen.

5. When you are finished typing your message and are ready to 'post' it online for the lecturer and students to see, **click** the button at the bottom of the page, **Post to forum**.

Post to forum

About Forums

Forums are one of the main ways to communicate online in Moodle. Lecturers favour the question and answer format. i.e. lecturers post a question in a forum for students to respond to. All participants in a course (including the lecturer) will automatically be notified via email that a post has been made.

Lecturers may also choose to use **news forums** to remind students of upcoming deadlines and to highlight items of importance.

ASSESSMENT TASKS

What assessment tasks make up my final grade?

There are three marked assessment tasks which make up your final grade that are usually made up of:

- Internal assessment throughout the semester (e.g. essay, critical review, presentation)
- Final examination, either written or oral in exam week.

How do I find out about assessment tasks?

1. The first place to look is the Course Unit Booklet at the top of your Moodle Course Page.
2. Check if your lecturer has provided further information in the Assignment block of your Moodle Course Page.
3. The College has also produced a Student Writing Guide outlining everything you wanted to know but were afraid to ask about writing at undergraduate level. It takes you through the whole writing process – from preparing and referencing to completion.

Where do I hand in my assignment?

Assignments are handed in online within your Moodle Course Page. An email will automatically be sent to your lecturer to notify that your assignment has been handed in.

You must complete all your tasks by the due date or marks will be deducted. A penalty of 5% of the value of the task will be imposed per day for up to ten days (including weekends and holidays). Work which is submitted late will be accepted up to only ten days beyond the due date or extension date.



Handing in Assignments Online

You're required to hand in your assignments in Moodle.

1. Go to your Moodle Course Page and scroll down to the Electronic Assignment Submission block (*figure 12*).

Online Assignment Submission

Assignment 1: Essay - 1200 words (30% value). Due X March 2016

Figure 12: Assignment Block

2. Click on the title of the assignment that you're handing in.
3. A screen will automatically appear. Scroll to the bottom and **click** the **Add Submission** button.
4. You'll be directed to a screen (*figure 13*) where you hand-in your assignment. You can do this in one of two ways.

Drag and drop your assignment file from your desktop to the area indicated by the arrow.

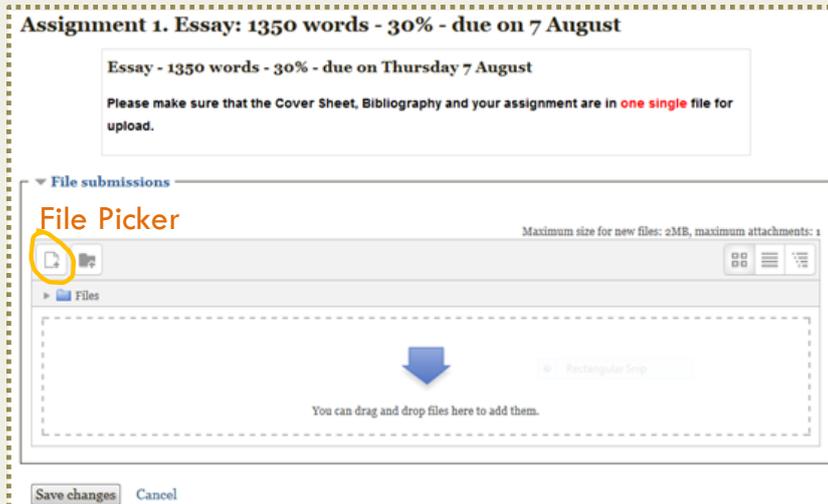


Figure 13: Screen where you upload your file

Your other option is to click **Browse** your computer for your Assignment file by using the **File Picker** tool (*circled*).

When the screen (*shown in figure 14*) appears, click the **Browse** button to locate your on your computer. Then press the **Upload this file** button. Save Changes to complete.

When you're ready to hand in your assignment click the **Submit assignment** button on the screen that appears (*Figure 15*).

You also have the option to make changes by clicking **Edit submission**.

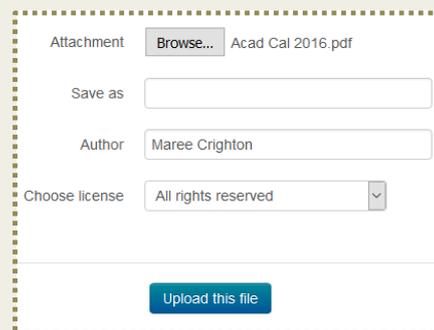


Figure 14: File Picker

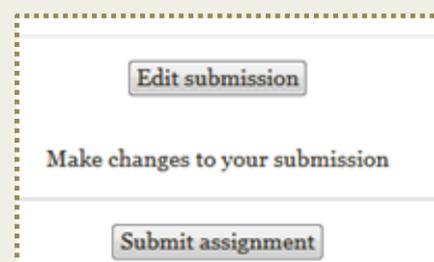


Figure 15: Submit assignment

ASSESSMENT TASKS

When can I expect marked assignments to be returned?

Lecturers aim to return marked assignments TWO weeks after the assessment task was due. If concerned about delays, please contact your lecturer.

You will receive email notification when your marked assignment is ready to collect online in Moodle.

Can I get an extension?

To formally request an extension complete the **Request for Extension form** online. You'll find this form in your Moodle Course Page.

Click on the title (shown below) and follow the instructions that appear.

[Request for Extension of Time for an Assessment Task](#)

The Dean of Studies will automatically receive email notification that your request for an extension has been made. He considers extension requests that are made at least 24 hours before the assignment is due, and if it is for a serious reason.

A serious reason is an external factor (family bereavement, illness with a doctors certificate), or a factor not under the student's control and not known in advance.

The Dean will advise you of the outcome by email within two working days.



Where to find your marked assignments

You are required to collect your marked assignments from Moodle in the **Electronic/Online Assignment Submission** block in your course page.

You'll receive email notification from your lecturer when your assignment is ready to collect online in Moodle.

1. Navigate to the Electronic Assignment Submission area in your Moodle Course Page.
2. Click on the title of the assignment task that you've handed in.

Online Assignment Submission

 Assignment 1: Essay - 1200 words (30% value). Due X March 2016

Figure 16:
Assignment Task

3. You'll be directed to a screen that has your assignment uploaded as either a word or pdf document (*Figure 17*). Here you'll find both your marked assignment and your marking schedule.

Click on each document to open it.

Feedback

Grade	Letter grade
Graded on	Saturday, 12 March 2016, 11:39 AM
Graded by	 Merv Duffy
Feedback files	<ul style="list-style-type: none">  Your marked assignment  Your marking schedule

Figure 17: Submit assignment

Need help?

If at any time you become concerned about delays in the return of your marked assignment, in the first instance please contact your lecturer. Your lecturer's contact details can be found on the first page of the course unit booklet that is located in your Moodle Course Page.

For further assistance regarding handing in your assignment or collecting it in Moodle, please do not hesitate to email maree@gsc.ac.nz or call on 09 361 1053 ext 701 between 9am and 1.45pm.