Student Guide 2019

GOOD SHEPHERD COLLEGE
TE HEPARA PAI

Semester One 2019

USING THIS HANDBOOK

The first half of this handbook outlines what is expected of you while you study at Good Shepherd College and provides useful information on how to access academic and study support.
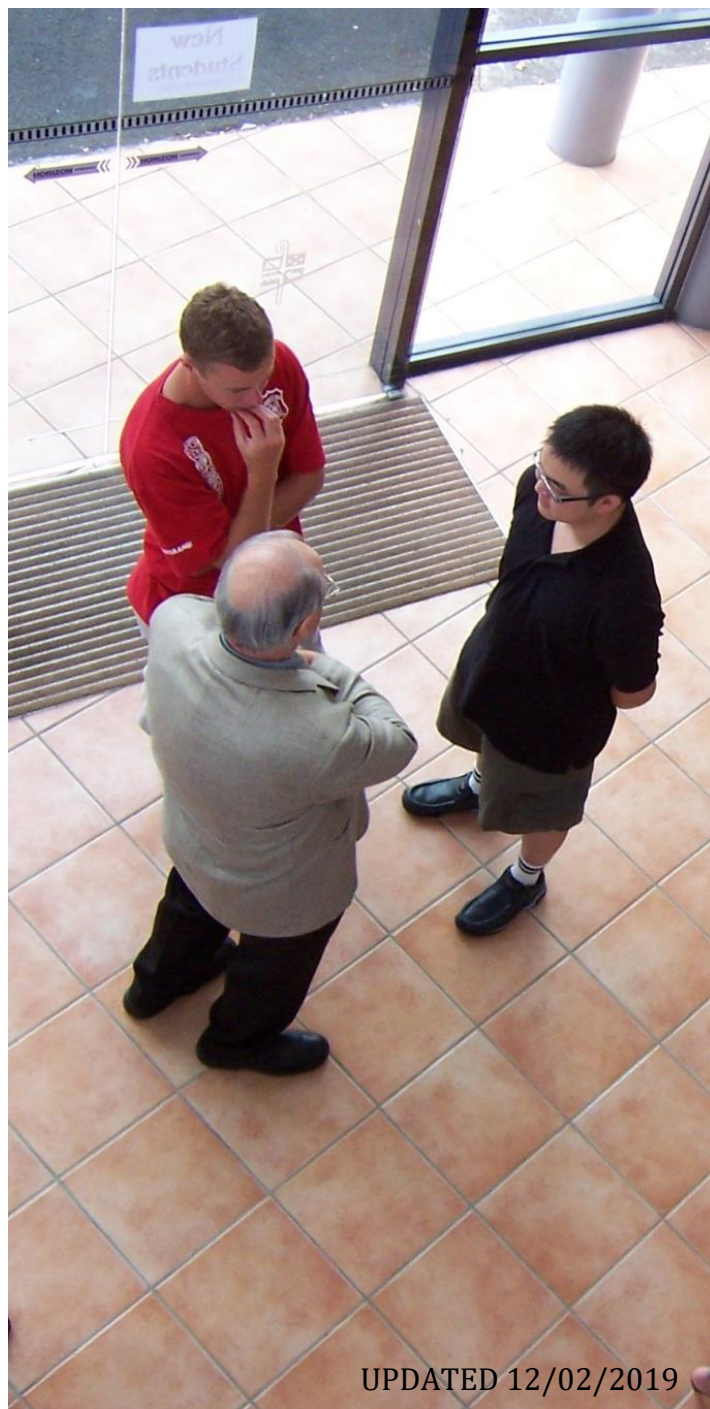
The second half covers how students get hold of course materials. In a nutshell, the lecturer selects the course material and makes it available to you in Moodle, the College's online learning website.

To access course material you'll need to learn how to use Moodle. Specifically you'll need to learn how to open course material and readings, reply to the lecturers' questions in a forum or quiz, hand-in and later collect your assignment online. Access to Moodle is available from the first day of each semester.

Course information does not need to be posted to students or handed out in lectures as everything you require is waiting for you in Moodle. Nor do students have to buy textbooks (unless specified otherwise by your lecturer at the time you enrol), as readings are available on Moodle as pdfs or e-books.

CONTENTS

UPDATED 12/02/2019

USEFUL THINGS TO KNOW

Important Dates in the Academic Calendar

The year is split into two semesters, with 12 teaching weeks in each semester and courses are completed each semester.

There are no lectures for on-campus and distance students over the semester break, assignment, study and exam weeks.

Distance students start and finish the semester the same as the on-campus students.

Teaching periods

Three hours of lectures are scheduled for a course each week, usually made up of one single lecture and one double (2 hour) lecture, although there can be exceptions. Lectures are normally 1 hour in duration.

Compulsory Attendance

GSC expects all on-campus students to attend all lectures and engage in all class activities.

Distance students are expected to do all online tasks in the week they are set.

Lecturers marks the attendances of all students.

A minimum attendance of 80% is required in order to pass a course, regardless of the marks received for graded assessments.

The minimum 80% attendance rule is:

- Underline On-campus students must attend at least 29 hours of lectures i.e. absent *no more* than 7 hours – each course has 36 hours of lectures.

- Distance students must complete at least 10 weekly online tasks i.e. miss *no more* than 2 weeks – each course has 12 weeks of tasks.

Workload Requirements

For each course plan for 10 hours per week on coursework and associated study, including:

- 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.

Weekly Online Tasks

All students are expected to put time into completing the weekly tasks set by the lecturer. *For distance students* attendance is met by completing the online tasks each week, during the week specified.

Free WiFi on-campus

You can log into the College's secure WiFi when using your own computer or phone on-campus once you have setup your login details with the Office Manager, Karen Cairney.

Course syllabus and due dates

Lecturers provide students a course syllabus on the first day of lecturers as part of the Course Unit Booklet. It outlines course goals, learning outcomes, a description of all graded assessment work with due dates and a list of recommended readings.

COLLEGE & LIBRARY HOURS

During semester: Mon-Fri, 8.30am - 4.30pm
Over breaks: Mon-Fri, 10.00am – 4.00pm

20 Ponsonby Road, Auckland 1011
PO Box 3440, Auckland 1140
Tel (09) 361 1053
Email **admin@gsc.ac.nz**
Website **www.gsc.ac.nz**

FINDING INFORMATION FOR YOUR STUDY

Moodle Course Page

Your first stop for course material is Moodle.

- A selection of readings and other course materials are added by your lecturer each week.

- An advantage is that students don't need to buy textbooks *(there are exceptions)*

- Your lecturer may also provide links to a selection of eBooks he/she recommends reading and to a broader reading list found in your course unit booklet.

You can get to *Moodle* from any computer, tablet or smartphone with an internet connection by going to the following site:

http://www.gsc.ac.nz/moodle2/

- To access course pages in *Moodle* the College provides new students with a username, password and IT support support@gsc.ac.nz

- Refer to page 10 for instructions on how to login to Moodle and get to your course page.

Students have Access to Two Libraries

1. The **Colin Library** at Good Shepherd College, 20 Pononby Road, Ponsonby.

   Students can access library items in-person or by searching Good Shepherd College's online library catalogue.

2. The **Veech Library** in Sydney. A separate Veech library login gives students online access to ejournals.

   A login can be set up by phoning the librarian on 09 361 1053 or emailing library@gsc.ac.nz

Borrowing books in-person

You are welcome to visit the Colin Library in person. The entrance is off the main foyer at the College, 20 Ponsonby Road, Ponsonby.

All students can get items out at the library desk. You do not require a library card or student ID card to do so.

On-campus students must visit the Colin library in-person to take a book out.

- On campus students need to find the book on the shelf themselves before having it issued to them at the library desk.

Distance students only can request to take books out using the online library catalogue. https://gsc.on.worldcat.org/discovery

Colin Library facilities

- Students can read or study quietly in the seating area upstairs.

- Computers are available for students' use.

- A self-service photocopier is available to students downstairs.

  Contact karen@gsc.ac.nz to set up a secure password, photocopier account.

- Login to free Wi-Fi when using your own computer or phone on-campus. You'll need to setup your login details with the Business Manager, karen@gsc.ac.nz

GSC ONLINE LIBRARY CATALOGUE – Getting started

Go directly to **https://gsc.on.worldcat.org/discovery** *or;*

Follow the links to GSC's online library catalogue.

☐　Click the 🌐 Link to Colin Library found on the homepage if your are currently in the Moodle website.

☐　*Or,* click the COLIN LIBRARY tab from the GSC website *www.gsc.ac.nz*

Figure 1 *(below)* is the first screen you'll see.

Good Shepherd College

Library Links ▾　Sign In

🎓 Course Reserves　★ My Items (0)

Search Good Shepherd College and beyond.

🔍

Advanced Search

Figure 1: Homepage

How do I find books or journals on my topic?
Type your search terms into the search box *(circled in red above)* – you don't need to login to do this.

How do I login to my library account?
Click the **Sign In** button *(top-right of the homepage above)* and enter your username and password.

How to create your own login

or reset your password if you've forgotten it

1.　Go to **https://gsc.on.worldcat.org/discovery**

2.　Click the **Sign In** button *(top right corner).*

3.　When the screen below appears type your GSC student number in the User Name box.

　　The College provides new students a GSC student number and returning students use this number throughout their College years.

Sign in

User Name　Sxxxxx

Password

Sign In　Cancel

Set/reset password

4.　Click the **Set/reset password** link *(circled above)* to create your new password.

5.　You will receive an email message *(shown below)* with instructions on how to create a new password. Follow these to register.

To reset your password to access eResources and Library account, enter your Student Number below e.g: S17700. Staff use your: GSCXXX number. You will receive an email message to create a new password. Contact the library for assistance (09) 361 1053

User Name　Sxxxxx

Request new password

A thank you message will be emailed to you that you have successfully created your login.

CONTACT

Phone or email for help to create your login to access the Colin Library online catalogue.

Phone 09 361 1053 and ask for the Library

Email library@gsc.ac.nz

HELP WITH SEARCHING THE ONLINE CATALOGUE

Use the online library catalogue to find eBooks, printed books and journals.

https://gsc.on.worldcat.org/discovery

Search results show the location of a print book/journal in the Colin Library and whether it is available for borrowing.

Students also have the option to read an ebook online, download a copy or print a selection of pages.

Limit Search Results

Search Tools

Use the check boxes in the Search Tools panel (on the left of your screen) to limit your search.

Library
- ☑ Libraries Worldwide
- ☐ New Zealand Libraries
- ☐ Good Shepherd College

Format
Top 6 Formats
- ☑ All Formats
- ☐ Book (15252)
    - ☐ Print book (12930)
    - ☐ eBook (2886)
- ☐ Article/Chapter (10088
    - ☐ Article (7537)
- ☐ Music (2225)

HELP WITH SEARCHING

To help you get started you can see the librarian in-person or talk over the phone.

Phone 09 361 1053 and ask for the Library

Email library@gsc.ac.nz

How do I find a book, article or ebook ?

1. In the search box *(circled below),* type the author, title, subject or key words.

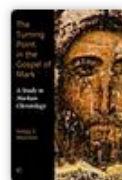2. Click the **search** icon 🔍 to start searching.

> **Search Good Shepherd College**
>
> Marks Gospel   🔍
>
> Marks Gospel in Title
> marks gospel
> **See all results for Marks Gospel**

3. A list of publications will appear onscreen showing what is available (shown below). We've limited the search below to eBooks held at Good Shepherd College.
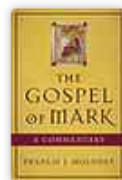
> 12 results in Good Shepherd College
>
> 1. **The turning point in the gospel of Mark : a**
>   by Gregg S. Morrison
>   📕 eBook 2015 | View all editions & fo
>   Based on linguistic and thematic links confession (8:27-38) and the Transfig…
>   **Held by: Good Shepherd College**
>   **View eBook** ↗
>
> 2. **The Gospel of Mark : a commentary**
>   by Francis J. Moloney
>   📕 eBook 2002 | View all editions & fo
>   "The Gospel of Mark, addressed to an Son of God. Recognizing that failure an
>   **Held by: Good Shepherd College**
>   **Access online** ↗
>
> 3. **Jesus and the Eyewitnesses : the Gospels**
>   by Richard. Bauckham
>   📕 eBook 2017 | View all editions & f
>   **Held by: Good Shepherd College**
>   **View eBook** ↗

FINDING EBOOKS

There are two ways students can access eBooks that the College buys to support learning needs.

1. **Moodle Course Page**

   Your lecturer may have provided links to a selection of eBooks that he/she recommends reading. Look for this list of eBooks on the left side of your Moodle Course Page.
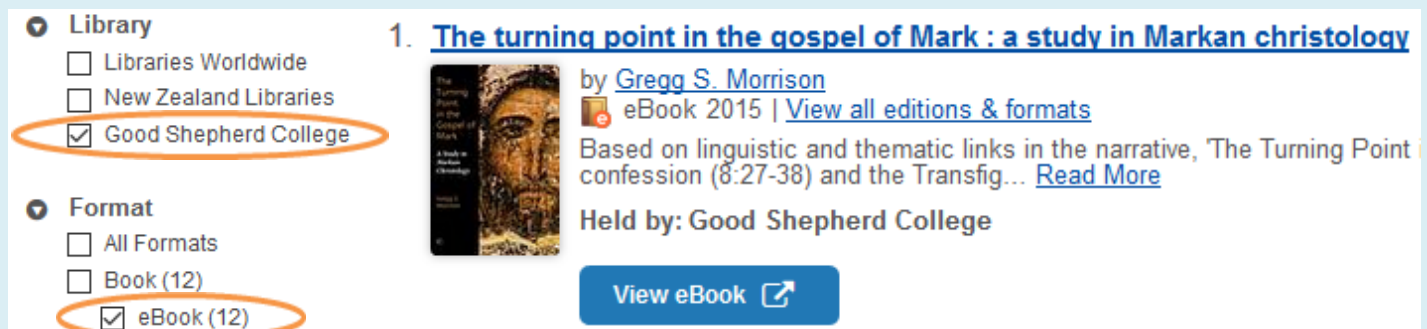
   To open, click on either the book cover or the title.

   You will be asked to enter your GSC Online Catalogue username and password (refer page 3) before the eBook appears onscreen.

2. **GSC Online Library Catalogue**

   For the full collection of eBooks held by the College go https://gsc.on.worldcat.org/discovery

   You can limit search results to <u>eBooks only</u> and to those held at GSC (see below).

USING EBOOKS – VIEWING, DOWNLOADING, PRINTING, EMAILING

You can read ebooks online, download, email and print sections and chapters of eBooks but publishers do not allow academic books to be downloaded in full due to copyright laws.

How do I view an eBook online?

First search the online catalogue *then* click on the blue 'View eBook' button that appears in your search results for each eBook.

From there our eBook suppliers (Proquest, *EBSCOhost)* have slightly different ways you can access them but both are self explanatory e.g click the *Read Online* button.

Can I download an eBook to read it offline?

Yes, you can. It's as simple as clicking the Download Book button or icon.

Can I print pages from the Library's eBooks?

Yes, you can print from all our eBooks. Our eBook suppliers (Proquest, *EBSCOhost)* have slightly different ways of doing this, either allowing you to print one section at a time or limiting the number of pages that can be printed.

REQUESTING BOOKS FOR DISTANCE LEARNERS

Distance students <u>only</u> can request a print book from our library anytime using <u>Worldcat.</u>

1. Go to **https://gsc.on.worldcat.org/discovery**

2. Sign In

3. Type the author, title, subject or key words in the Search Book *(details on page X).*

4. Click on the title of the book from the list of publications that appear onscreen. For example, clicking on the title 'The Gospel of St Mark' brings up the screen below.
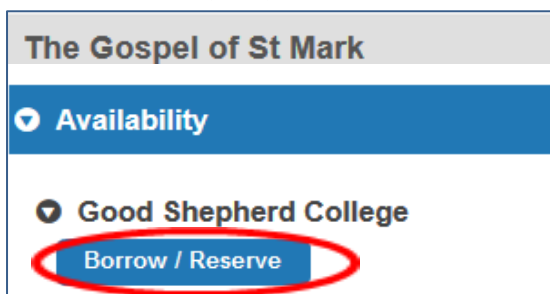
5. Click the Borrow/ Reserve button.

6. Fill in the details in the 'request' screen that appears *(shown below),* then click **Submit**.

IGNORE INSTRUCTION TO PICK UP AT COLIN LIBRARY ITEMS ARE SENT TO DISTANCE STUDENTS

IT'S A TECHNICAL PROBLEM UNABLE TO BE RESOLVED AT THIS TIME.

After clicking submit a screen will appear confirming your requests' been received.

Borrowing using the Online Library Catalogue

The librarian is automatically notified of your online reserve / request.

- Reserves/ requests received after 9am will be actioned the following working day.

- Book requests are sent out to distance students at no cost to them.

- Distance students must return the book to GSC at their own expense.

Emailed Request

Distance students can choose to email the details of the book to library@gsc.ac.nz Copy and paste book details from your catalogue search. Below is an example of what to email.
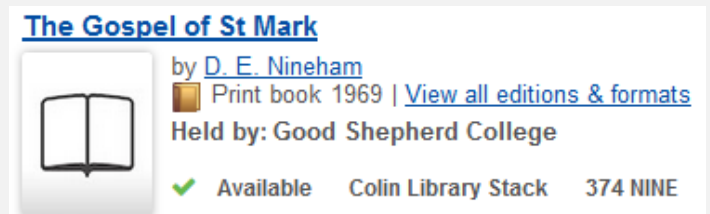
Reserves

If the book is currently onloan to another student, reserving it puts you in the queue.

You will receive notification when it becomes available. As soon as it is available for your use it will be mailed to you.

Tip: Add the <u>Dates you need the book by</u> in the field *(circled in step 6)* when filling out your online form to request a print book.

Other Library Services

Using the GSC online library catalogue enables students to:

- Renew books online

- View and print pages from ebooks

- Keep track of items borrowed

- Check contact information

- View your library account including fines

CONTACT US

There are many ways to access academic support while you study at the College.

Support from your lecturer

Your lecturers are there to help you through your coursework, make sure you have understood the study material and monitor your progress.

Your lecturer details will be advised for each course you enrol in. Your lecturer will mark your assessments, check your progress and provide feedback. Your lecturer also selects your course material, including essential reading and makes this available to you in the online learning site, Moodle.

If there is something you don't understand or if you want more feedback, contact your lecturer. Always ask for help if you need it.

Contact times for lecturers vary and can be found in the Course Unit Booklet located at the top of every Moodle Course Page. If you find your lecturer is not available when you contact them, leave a message and they wil get back to you as soon as they can.

Extra Support for Distance Students

The Distance Coordinator is there to help distance students succeed by ensuring they are able to connect and engage online successfully when using the online learning site, Moodle. Email support@gsc.ac.nz

Support for International Students

Mons. Brendan Daly can provide practical guidance or advice, and can help you with any issue, concern or complaint. If your complaint is not resolved, contact the NZ Qualifications Authority. You can submit your complaint query on the NZQA website, or send an email to qadrisk@nzqa.govt.nz

Biblical Studies

Rev Dr Kevin Waldie. waldie@gsc.ac.nz

Church History

Mayte Ramos mramos@gsc.ac.nz

Christian Ethics

Rev Dr Bernard Teo teo@gsc.ac.nz

Pastoral Theology and Practice

Rev Dr Timothy Costello costello@gsc.ac.nz

Rev Dr Brendan Daly brendan.daly@xtra.co.nz

Theology

Rev Dr Mervyn Duffy duffy@gsc.ac.nz

Dr Rocio Figueroa rfigueroa@gsc.ac.nz

Sr Elizabeth Snedden srsned@gmail.com

Philosophy

Rev Dr John Owens owens@gsc.ac.nz

Dr David Legg leggdm@gmail.com

Acting Principal

Rev Dr Mervyn Duffy duffy@gsc.ac.nz

Dean of Studies

Rev Dr Michael O'Connor oconnor@gsc.ac.nz

Manager – Office and Finance

Karen Cairney karen@gsc.ac.nz

Registrar

Maree Crighton registrar@gsc.ac.nz

Distance Learning Support

support@gsc.ac.nz

Library

library@gsc.ac.nz

Mark Hangartner (Librarian)

Lynette Zink (Assistant)

ESOL Support

Margaret Whibley margaret@gsc.ac.nz

International Student Support

Very Rev Monsignor Brendan Daly

brendan.daly@xtra.co.nz

COMPUTER SETUP

Computer setup required

All you really need is access to a computer connected to the internet, with a sound and video card with speakers or headphones.

Ensure you have the most recent version of the browser you use. For best web page access compatible with Moodle we recommend **Firefox**. Moodle will also operate with other browsers but some features may not work as intended. Instructions for brower settings are available by going to the web addresses below.

Figure 1: Browsers

Firefox help:
https://support.mozilla.org/en-US/products/firefox

Chrome help: https://www.google.com/chrome/

Internet Explorer:
https://www.microsoft.com/en-us/download/internet-explorer.aspx

Safari: go to **Safari > Preferences**. The settings are located on the *Security* and *Privacy* tabs.

Computer skills required

Students require sufficient computer skills to:

- Get to their course page/s in Moodle
- Open files left by their lecturer
- Reply to the lecturers' forum questions
- Upload and collect assignments online

Software requirements

To view course materials you'll need to ensure you have up-to-date versions of the following software installed. You can download software by going to the websites below:

- ✔ 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 2: Required software

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

Anti-virus software

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.

GRADED ASSESSMENT TASKS

Finding out about Graded Assessments

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)

- Final examination, either written or oral in exam week.

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.

Keep Exam Week free to sit exams

If exams are part of your assessment, it's essential that you are available to sit them on the day on which they are scheduled within exam week. Refer to the Academic Calendar on the back page for dates.

Become familiar with Oral Exam Procedure

An oral examination is a common assessment type used at the College for the third assessment. It is a formal meeting between a student and the lecturer for the purpose of examining the student's knowledge of the course subject matter and awarding a grade.

There is always another faculty member in attendance to ensure that correct procedures are followed and that the examination is appropriate and fair. The associate does not normally say anything as their main role is as a witness.

Each student is assigned an individual time slot for their oral examination. Distance students have the option of conducting their oral exam by phone/Skype or in-person at the College - but must commit to a specific time. Students will find information on the length of the oral examination in the Course Unit Booklet provided at the beginning of the semester and also available online in their Moodle Course Page.

The course lecturer will provide a list of examination topics to students at least one week before the exam. Students will be tested only on topics from that list.

Prior to the exam, lecturers may indicate how they will conduct the oral examination.

All lecturers are different so please ask.

A common technique that lecturers' use is to tell students that:

- They have the choice of the first topic
- The first question on a topic is always "Tell me something about this . . ."

In other words, the student is expected to have something prepared on each topic so they can at least begin a conversation about it. The idea is to get you talking and relaxed. It is usual for a lecturer to question you on your chosen topic, and then introduce a second topic from the list of topics.

There is also a good rundown on oral exam rules and procedures in a one page summary sheet provided with the exam schedule that's published after assignment week.

HOW TO ACCESS COURSE MATERIALS IN MOODLE

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/

All you need is a computer with a web browser installed and an internet connection. It's recommended that students refer to the minimum requirements outlined on page 10 to check that their computer is set up to run Moodle effectively.

Figure 3: Moodle web address
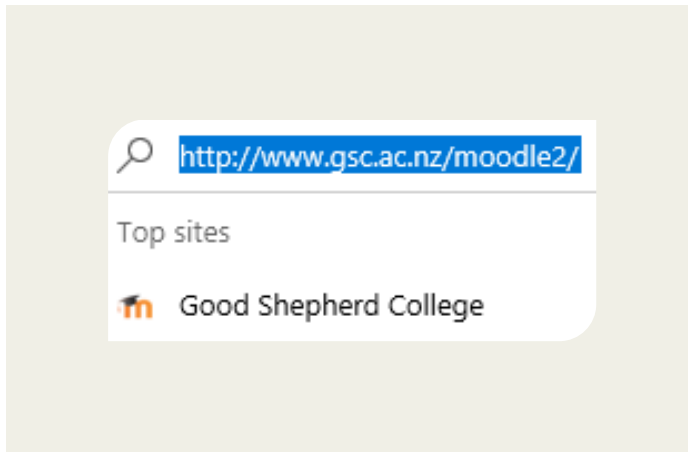
Access: Students can access Moodle on the first day of lectures.

Your Username and Password

The College provides **new students** a username + password.

The username is your surname followed by the initial of your first name e.g. smithj *(no spaces, all lowercase).*

The password is **Password1.** When you first login as a new student you'll be prompted to choose a new password.

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

How do I login to Moodle?

Every time you type in the web address the screenshot in *figure 5* on the next page is the first page you'll see – the Moodle Home Page.

Look for the login block on the top-right of the screen as shown in figure 4 below.

Enter your username and password then press the 'Log in' button.

Figure 4: Moodle Login block
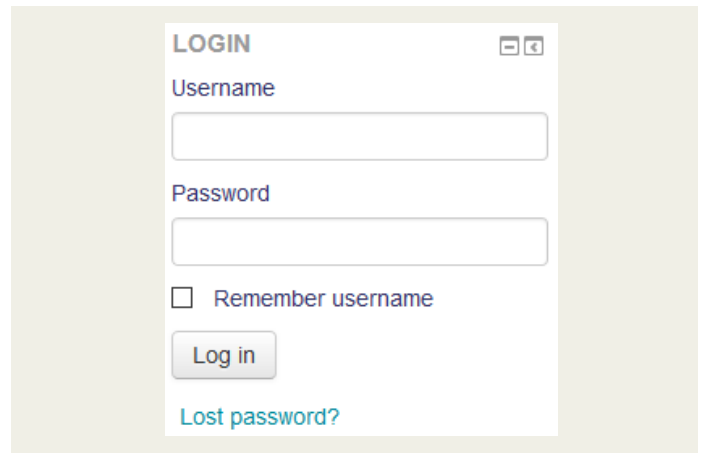
You will know that you have successfully logged in when a box automatically appears showing your name and photograph.
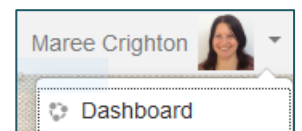
Forgotten your password or require help?

If you've forgotten your password click on the **Lost Password?** link and follow instructions.

For assistance email support@gsc.ac.nz

FINDING YOUR WAY TO COURSE PAGES

When you first visit Moodle you will see that courses are listed in the middle section of the Moodle Home Page. Take a moment to look at figure 5 below which is a screenshot of the homepage.

One way to get to your course page is by clicking on the name of the course and it will take you to its course page where you will find learning materials and activities your lecturer has selected.

Another way of getting to your course page is to click on the down arrow at the top-right of your screen next to where your photo appears (as shown in figure 6).

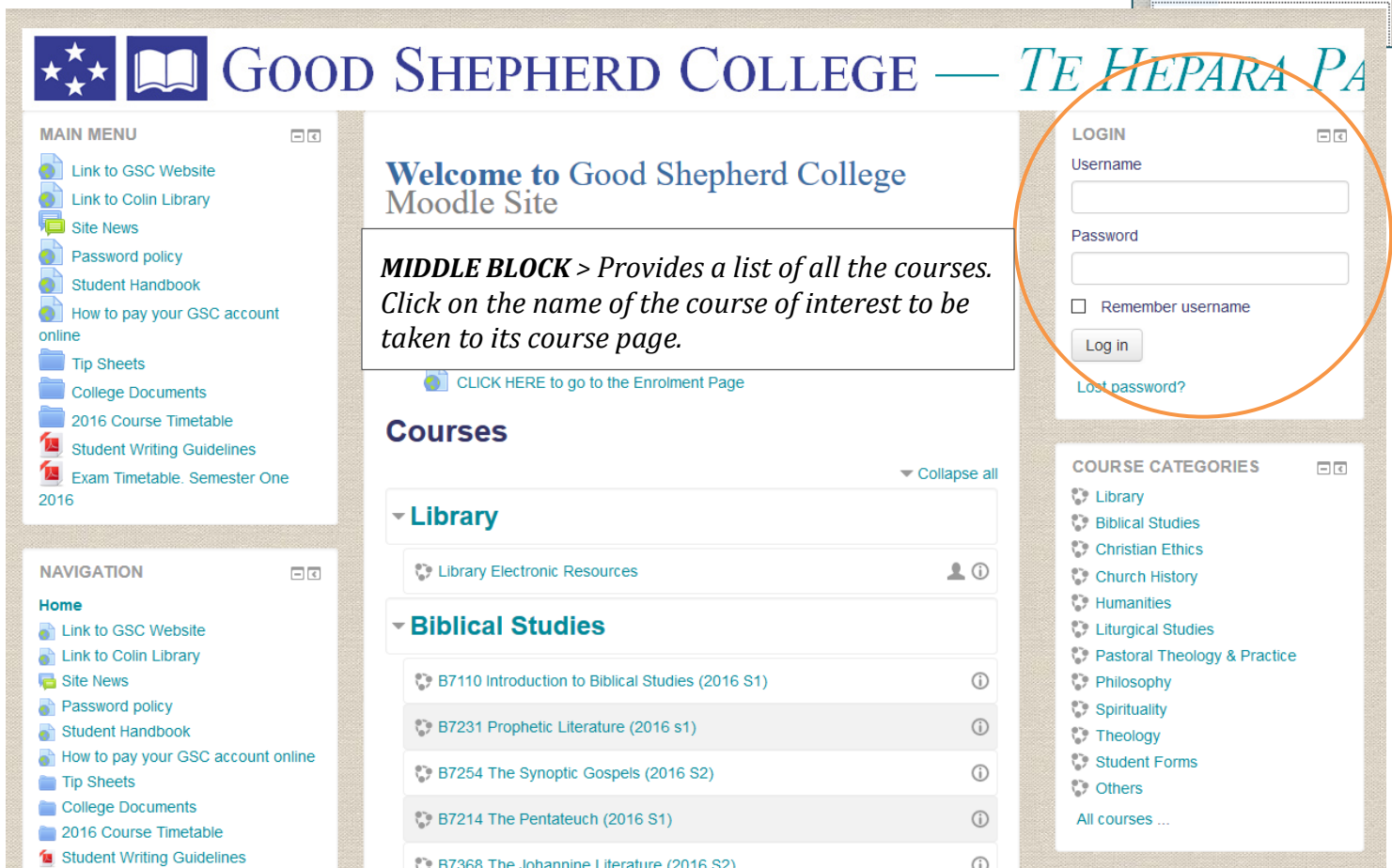Clicking on the down arrow brings up a menu. Click on 'Dashboard' to show the list of courses you are taking. Choose by clicking on the course you want to be taken there. Please note that you have access to courses that you are enrolled in from the first day of lectures.

Figure 5: Moodle Home Page

Figure 6: User login successful
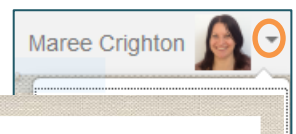
Navigating around Moodle: A good way to navigate around the Moodle website is to use the 'breadcrumb trail' The example below shows the pages passed through to get to the current screen, S7102 course page.

In this example you can 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. Another way to go back one page is to click on the arrow at the top-left of the page next to the web address (see below).

Home ▸ My courses ▸ Spirituality ▸ S7102

www.gsc.ac.nz/moodle2/course/view.php?id=89
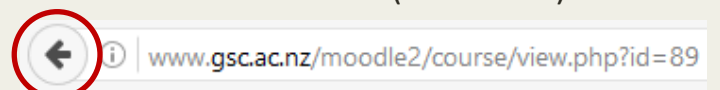
What can I expect to see on Course Pages?

General Course Information is at the top of the page *(figure 7).* This is where the lecturers post any course news and announcements, together with the Course Unit Booklet which gives information about the course.

Online Assignment Block *(Figure 8).* Here you will find information on your upcoming assignments. It is also where you hand-in 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 the lecturer has selected. 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, most commonly forums and quizzes.

Side blocks often contain eBooks and even a glossary of terms for your course.

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

Your first step is to contact your lecturer. The expectation is that lecturers make the current week's course page visible by 9.30am each Monday. If you are having difficulty contacting them, email support@gsc.ac.nz

T7101 Introduction to Theology

Lecturer announcements and course news

T7101 Course Unit Booklet 2016 - an essential read
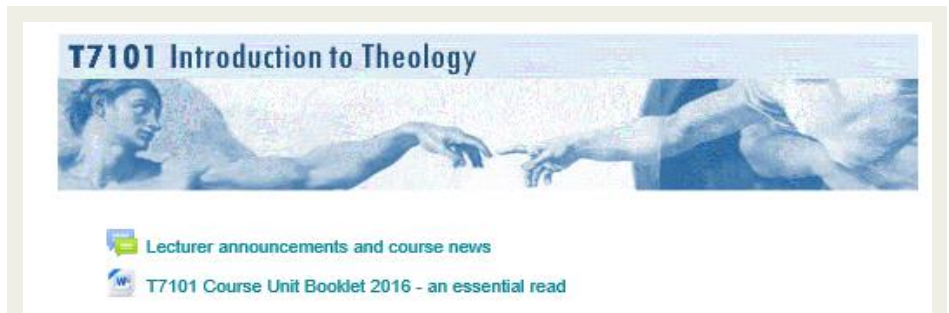
Figure 7. General course information

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: Online Assignment Block

15 February - 21 February

Week 1 - Dimensions of the Church

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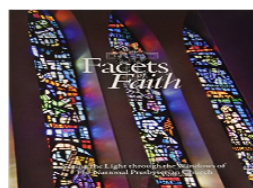
Welcome to this course. Please feel free to call/ text or email me with any questions or concerns that arise.

1. As soon as possible, start reading the Vaticum 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: Weekly Course Materials

How to open files, participate in forums, do quizzes

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

- Open directly, or
- 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. You can 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

Forum

Forums are a great way for lecturers and students to communicate. For example, your lecturer may ask you to think about a question they pose and contribute your ideas in the answer you post to the forum.

Chat Rooms

A chat room is a way for students to have live discussions online with your lecturer and/or fellow students.

Participate in a Forum

1. Forums have an icon that looks like 2 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   Figure 10: Forum question

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

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

| Reply

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*   Re: Forum on the Resurrection Texts

Message*

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 lecuer and students to see, **click** the button at the bottom of the page, **Post to forum.**   Post to forum

Chat Rooms

When you click on a Chat Room link *e.g.* 💬 T7231 Chat Room You will be taken to a window where you can chat to other people in the course. This is "live" so you need the other person to go into the chat room at the same time. You may have to <u>message them</u> to invite them to join you. To message them, click on the down arrow at the top-right of your screen next to where your photo appears (refer to Figure 6, page 13). Select 'Messages' from the drop down menu. A new window will open where you write your message.

How distance students can check their online attendance

Attendance Badges

To make it easier for students to keep track of their attendance, badges have been added in Moodle. Distance students must earn at least 10 out of 12 badges during the semester to meet the minimum attendance requirements.

When the required tasks for the week are completed a badge is awarded and students will receive email notifications.
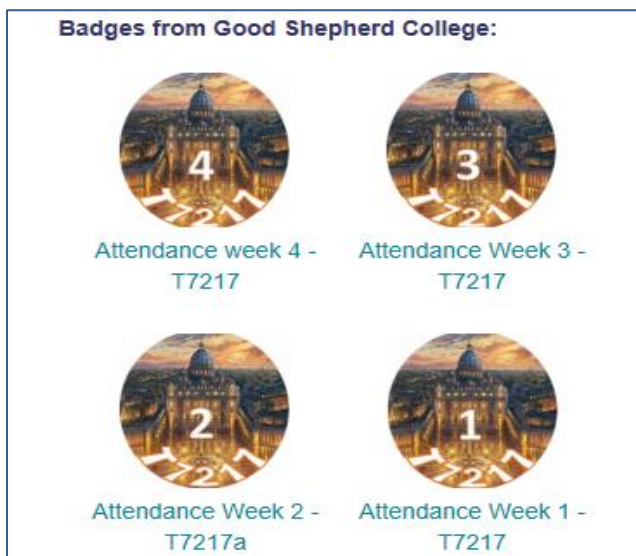
How to check your attendance badges

1. Log-in to your course in the Moodle (refer to page 11 for details).

2. Go to the course page where you want to check badges.

3. Click on the down arrow next to your picture in the top right corner, then click 'Profile'.
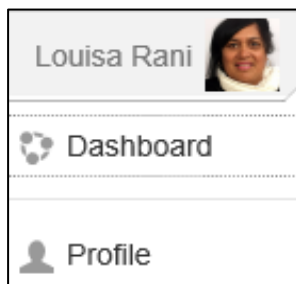
4. The next screen will display your user and course details. Notice the badge section will display all the badges issued to you, and for the courses that you are enrolled in. You can check the number of badges that you have received for each course, and it is good to note the badges that you have not yet received. (refer to the diagram on the right).

How to check why you didn't get a badge

1. Go to the week in your Moodle Course Page where you want to check why the badge is not issued (example below for Week 2)

2. Notice the dotted box on the right of each moodle task. A dotted box next to a task means that task must be completed by the distance student as is an attendance requirement, hence a criteria for earning a badge. If it is ticked means you have completed the task. If it is not ticked means you have not completed the task.

3. Complete the task, by clicking on the task, and the dotted box will be 'ticked' off systematically and a badge will be eventually issued to you.

4. A box that does not have 'dotted' lines means the task is not necessary for achieving a badge. However, students are still encouraged to attend to these tasks and can manually tick off the box once the task is completed.

How to hand your assignment in online

Where do I hand in my assignment?

Assignments are handed in/submitted via the Learning management System, Moodle. Specifically in the assignment block of your Course Page.

You are responsible for submiting your assignments in on time.

Penalties apply for late assignments.

Can I get an extension?

To 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**

Extension requests will be considered as long as they have been lodged at least 24 hours before the assignment is due, and for a compelling reason.

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

You will be advised of the outcome by email.

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. You will see something like the screenshot in figure 12.

Figure 12: Assignment Block

2. Click on the assignment name that you're handing in.

3. A screen will automatically appear. Scroll 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 1 of 2 ways.

   Drag and drop your assignment file from your desktop

Figure 13: File submissions

Another option is to click Browse by using the **File Picker** tool *(circled above).*

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

Figure 14: File Picker

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 15: Submit assignment

How to collect your marked assignment online

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 from your lecturer when your marked assignment is ready to collect in Moodle.

What happens if I hand in my assignment late?

A penalty of 5% of the value of the task will be imposed per day for up to five days (including weekends and holidays).

Assignments that are handed-in without an approved extension beyond 5 days after the due date will receive a zero mark and NOT be annotated by the lecturer.

When will I receive my final grade?

The final overall grades go through an accreditation process that takes about three-four weeks before you receive them.

Good Shepherd College hold an Examiners' meeting 2 days after the exams. The results are forwarded to the Catholic Institute of Sydney that same week for their assessments. After their Assessment Review Committee meeting, the results are forwarded to the Sydney College of Divinity for approval. The results are then released to the students once approved.

Where to find your marked assignments

You will receive email notification from your lecturer when your assignment is ready for collection online in Moodle.

1. Go to the Online Assignment Submission area in your Moodle Course Page i.e. the same place where you hand in your assignment.

2. Click on the title of the assignment task.

Online Assignment Submission

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

Figure 16: Assignment Task

3. A screen will appear like the screenshoot in figure 18 below. Scroll down to the Feedback section where you will find your grade, marked assignment and marking schedule uploaded as either a word or pdf document. You may need to scroll along to the right hand side of the screen to access them. Click to open these documents.

Assignment 1. Essay: 1400 words - 35%> Due on 20 August 2017

Essay:1400 words

Research and evaluate the development of the law contained in canon 447. Then critically evaluate the ecclesiological impact of the law.

Please make sure that the Cover Sheet, Bibliography and your assignment are in ONE SINGLE file for upload.

Submission status

Feedback

Grade	Letter grade
Graded on	Saturday, 12 March 2016, 11:39 AM
Graded by	Merv Duffy
Feedback files	Your marked assignment / Your marking schedule

Figure 18: Where to collect your marked assignment

Need help? 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 email support@gsc.ac.nz

Frequently asked questions on course plannng and fee payment

Who do I go to for support in planning my programme of study?

Holy Cross seminarians contact Br Mark McKeon FSC at the Holy Cross Seminary, or phone (09) 360 6754 or email pastoral@holycross.org.nz

All other students contact Fr Michael O'Connor dean@gsc.c.nz

What if I don't like the course I'm taking or am not keeping up with the workload?

Students are encouraged to talk to their lecturer's for guidance. If not, depending on how many weeks you are into the semester, you may have the option to change courses or withdraw from a course.

What is the deadline for changing my course/s?

You can withdraw from, or change courses **by advising the Registrar** by email at registrar@gsc.ac.nz before the deadlines.

The following CANNOT be accepted as a formal notice of changing your courses:

- Not paying your fees
- Ceasing to attend lectures
- Verbally advising a member of staff

If withdrawing from *all* the courses you are enrolled in the semester, the enrolment deposit fee will not be refunded, and you will also be asked to complete a Course Withdrawal Form provided by the Registrar.

Failure to notify the Registrar could result in the following:

- A fail grade on your Academic Record.
- No grade for the paper studied because you are not formally enrolled in.
- Invoiced for enrolled papers you did not study.

You are advised to seek advice from StudyLink www.studylink.govt.nz to discuss the implications that changing your enrolment may have on your entitlement to financial support. Particularly if you are dropping papers and rely on income from StudyLink that is based on you maintaining your full-time status.

If you are an international student, find out whether dropping a course has implications for your Study permit Visa. You can also contact Mons. Brendan Daly for guidance. brendan.daly@xtra.co.nz

Can I withdraw after the deadline?

As the Bachelor of Theology and Graduate Diploma awards are both NZQA and TESQA accredited these deadlines are unable to be extended.

If you withdraw after the deadline dates (refer Enrolment Deadline dates schedule below) you will receive a fail grade and will not be refunded your course fees. For these reasons, try to persevere to complete and pass the course if at all possible. Changes to your programme next semester can be made if necessary.

When are course fees due?

The Finance Manager will post an invoice for course fees in the first week of the semester. *If you enrolled after the date enrolments closed a **Late Enrolment Fee** will be part of the invoice.*

Frequently asked questions on preparing for the new semester

How should I prepare for study?

PREPARING FOR COLLEGE CHECKLIST

◻ Read your Course Unit Booklet and take note of the assignment dates, your lecturer's contact details and consultation hours.

A copy is provided by your lecturer on the first day of lecturers and can be found at the top of your Moodle Course Page.

◻ Read the 'Student Writing Guidelines' and 'A Beginners Guide to Plagarism' that outlines everything you want to know about writing and referencing properly at the Good Shepherd College.

A link to it can be found at the top of your course page in Moodle, and also in the All Student Common Room in Moodle.

◻ Learn how to use the Library. Do it early, not when your assignment is nearly due. Learn how to access online readings (eBooks and ejournals). Talk to the librarian at any time during opening hours on 09 361 1053, or email library@gsc.ac.nz

◻ If you are studying on-campus, visit the Office Manager, Karen Cairney to get your password and instructions on how to connect successfully to free wifi access on-campus. Also set up printing on-campus.

◻ If you're studying by-distance, introduce yourself to your lecturer by emailing them or by responding to a Moodle forum in week one.

◻ Check your computer meets minimum requirements to run Moodle effectively as outlined on page 10.

◻ Successfully login to Moodle.

The College provides new students a username and password.

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

If you have forgotten your password click on the Lost Password? link in Moodle or email your Student Support support@gsc.ac.nz

◻ Find your way around Moodle, going to different parts of the site referring to pages 12 - 15 to guide you around.

◻ Go to the All GSC Students Common Room to practice how to:

· Open files
· Post a message on a forum
· Answer a quiz
· Hand in an assignment online

Parts of this page have been set up so that you can practice these tasks.

You have access to this page from the time your enrol.

Access the 'All GSC Students Common Room' by clicking onto the down arrow next to your name (see Figure 6, page 13), and choose 'Dashboard' to find the option.

Frequently asked questions in the first few weeks

What time do lectures start?

Lectures are normally 1 hour in duration, commencing 9am, 10am, 11am, 1pm, 2pm, and 3pm.

Lectures begin 5 minutes after the hour and conclude five minutes before the hour.

Each course has 3 hours of lectures each week made up of 2 teaching sessions: a one-hour lecture and a double-hour lecture each week. Some courses may be taught as a 3-hour teaching session.

How much time should I be devoting to study?

For each course , plan for 10 hours per week on course work and associated reading:

- 3 hours are allocated to class time i.e. on-campus lectures or studying lecture notes, powerpoint presentations or DVD's if a distance student

- 7 hours to personal study including assessment tasks.

What if I'm having problems with a course?

- Your first step is to make an appointment with your lecturer. Your lecturer can help with how you might address the problem you're experiencing.

- If you are falling behind on your course work or your assignments, seek help immediately!

What if I'm having difficulty contacting my lecturer?

You also have the option of talking to Fr Michael O'Connor, dean@gsc.ac.nz

Who do I advise if my phone number or email has changed since enrolling?

Keep your contact details up to date so you don't miss out on key information. Email the registrar@gsc.ac.nz

Where do I find out more about the course syllabus ?

Your lecturer will hand out a Course Unit Booklet in the first lecture and also make it available at the top of the Moodle course page.

Having a syllabus is very helpful because you can see what is expected of you for the entire semester including course goals, learning outcomes and graded assessment tasks.

What do I do if I have questions from a lecture or about the course materials?

Raise questions at your lecture – someone else may be thinking the same.

Ask your lecturer at the end of the lecture or request a time to talk in their office.

If a distance student, send your lecturer an email or post your question in a forum.

How will I know how I'm doing if my first assignment isn't due back until half way through the semester?

You will have some idea of your progress before you get feedback on your first assignment if you have been actively:

- Keeping up with your lectures and readings

- Participating in forums and/or quizzes where the lecturer provides feedback

- Contact your lecturer if you have questions on your academic progress.

Frequently asked questions from distance students

Can you give me some more information on how distance will work?

- Distance students start and finish the semester the same time as the on-campus students.
- Courses are completed in a semester.
- **Each week** distance students are expected to engage with the learning materials and complete the online tasks set out by their lecturers.
- The lecturer is your first point of contact. He/she will guide you through what you are expected to do each week.

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

- **Three hours** to read lecture notes or watch the lecturer's presentations.
- **Seven hours** each week on personal study including reading, and completing assessment tasks.

Each semester distance students are expected to complete all graded assessment tasks.

An Attendance Register is kept by the lecturer who marks the completion of online tasks each week.

Please keep in mind that you can miss *no more* than 2 weeks of tasks. Students who do not meet the minimum attendance requirement of 80% (or 10 weeks) will fail the paper, regardless how well they have been doing at the assessment tasks.

How do I get hold of the learning materials?

Learning materials are produced by the College and accessed from *Moodle*, a web-based learning site www.gsc.ac.nz/moodle2/

The College provides new students with a username and password before the semester begins.

Basic instructions on how to use Moodle are found on pages 10 - 15 of the Student Guide.

A practice page called 'All Students Common Room' is also available in Moodle to assist students in becoming familiar with how Moodle works and to learn how to:

- Open files left by their lecturer
- Reply to the lecturer's forum questions
- Upload and collect assignments online

The use of the Moodle website means:

- Students do not need to buy textbooks *(unless advised by the lecturer before you enrol)*, as readings are available on Moodle as pdfs or e-books, and library books can be searched for and loan requests made by using the online catalogue.

- Lecturers do not need to hand out printed course material to on-campus students in lectures.

- It is not necessary for the course materials to be posted to distance students as it is made available in your Moodle course page.

I have a problem with Moodle, what do I do?

Call 09 361 1053 or email support@gsc.ac.nz

ACADEMIC CALENDAR – SEMESTER ONE 2019

Students can start in any semester as courses papers are completed within a semester.

	Mon	Tue	Wed	Thu	Fri
	21 Jan	22 Jan	23 Jan	24 Jan	25 Jan
GSC opens	28 Jan	29 Jan	30 Jan	31 Jan	1 Feb
	4 Feb	5 Feb	6 Feb	7 Feb	8 Feb
	11 Feb	12 Feb	13 Feb	14 Feb	15 Feb
SEMESTER ONE					
Week 1	18 Feb	19 Feb	20 Feb	21 Feb	22 Feb
Week 2	25 Feb	26 Feb	27 Mar	28 Feb	1 Mar
Week 3	4 Mar	5 Mar	6 Mar	7 Mar	8 Mar
Week 4	11 Mar	12 Mar	13 Mar	14 Mar	15 Mar
Week 5	18 Mar	19 Mar	20 Mar	21 Mar	22 Mar
Week 6	25 Mar	26 Mar	27 Mar	28 Mar	29 Mar
Week 7	1 Apr	2 Apr	3 Apr	4 Apr	5 Apr
Mid-Sem 1	8 Apr	9 Apr	10 Apr	11 Apr	12 Apr
Holy Week	15 Apr	16 Apr	17 Apr	18 Apr	19 Apr
Mid-Sem 2	22 Apr	23 Apr	24 Apr	25 Apr	26 Apr
Week 8	29 Apr	30 Apr	1 May	2 May	3 May
Week 9	6 May	7 May	8 May	9 May	10 May
Assg Wk	13 May	14 May	15 May	16 May	17 May
Week 10	20 May	21 May	22 May	23 May	24 May
Week 11	27 May	28 May	29 May	30 May	31 May
Week 12	3 Jun	4 Jun	5 Jun	6 Jun	7 Jun
Study &	10 Jun	11 Jun	12 Jun	13 Jun	14 Jun
Exams	17 Jun	18 Jun	19 Jun	20 Jun	21 Jun
Inter	24 Jun	25 Jun	26 Jun	27 Jun	28 Jun
Semester	1 Jul	2 Jul	3 Jul	4 Jul	5 Jul
Break	8 Jul	9 Jul	10 Jul	11 Jul	12 Jul

Jan 28	Auckland Anniversary Day	Apr 08 - Apr 26	Mid-semester break
Jan 29	College opens for 2019		(Easter Sunday Apr 21)
Feb 06	Waitangi Day	Apr 25	Anzac Day
Feb 15	Orientation Morning	Apr 29	Enrolments Open for Semester II courses
		May 03	Patronal Feast-day Mass
Feb 18	Lectures commence for Semester I		
Feb 22	Inaugural Mass	May 24	Enrolments Close for Semester II courses
Feb 22	Final date for change of course without penalty	Jun 03	Queen's birthday
Mar 01	Final date for payment of Semester I fees	Jun 07	Graduation
Mar 01	Final date for withdrawal without penalty	Jun 10	Lectures end for Semester I
		Jun 11 - Jun 21	Study & examinations

ACADEMIC CALENDAR – SEMESTER TWO 2019

Students can start in second semester as courses papers are completed within a semester.

	Mon	Tue	Wed	Thu	Fri
SEMESTER TWO					
Week 1	15 Jul	16 Jul	17 Jul	18 Jul	19 Jul
Week 2	22 Jul	23 Jul	24 Jul	25 Jul	26 Jul
Week 3	29 Jul	30 Jul	31 Jul	1 Aug	2 Aug
Week 4	5 Aug	6 Aug	7 Aug	8 Aug	9 Aug
Week 5	12 Aug	13 Aug	14 Aug	15 Aug	16 Aug
Week 6	19 Aug	20 Aug	21 Aug	22 Aug	23 Aug
Mid-Sem 1	26 Aug	27 Aug	28 Aug	29 Aug	30 Aug
Mid-Sem 2	2 Sep	3 Sep	4 Sep	5 Sep	6 Sep
Week 7	9 Sep	10 Sep	11 Sep	12 Sep	13 Sep
Week 8	16 Sep	17 Sep	18 Sep	19 Sep	20 Sep
Week 9	23 Sep	24 Sep	25 Sep	26 Sep	27 Sep
Assg Wk	30 Sep	1 Oct	2 Oct	3 Oct	4 Oct
Week 10	7 Oct	8 Oct	9 Oct	10 Oct	11 Oct
Week 11	14 Oct	15 Oct	16 Oct	17 Oct	18 Oct
Week 12	21 Oct	22 Oct	23 Oct	24 Oct	25 Oct
Study &	28 Oct	29 Oct	30 Oct	31 Oct	1 Nov
Exams	4 Nov	5 Nov	6 Nov	7 Nov	8 Nov
	11 Nov	12 Nov	13 Nov	14 Nov	15 Nov
	18 Nov	19 Nov	20 Nov	21 Nov	22 Nov
	25 Nov	26 Nov	27 Nov	28 Nov	29 Nov
	2 Dec	3 Dec	4 Dec	5 Dec	6 Dec

Jul	15	Lectures commence for Semester II	Oct 29 - Nov 08		Study & examinations
Jul	19	Final date for change of course without penalty			
Jul	26	Final date for payment of Semester II fees			
Jul	26	Final date for withdrawal without penalty	Nov	08	End of Semester II
Sep	16	Enrolments open for 2020 Semester 1	Nov	13	Examiners' Meeting
Oct	25	End of Year Mass	Nov	22	Enrolments close for 2020 Semester 1
Oct	25	Lectures end for Semester II	Dec	06	College closes for 2019
Oct	28	*Labour Day*			