



JOONDALUP CAMPUS

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Semester 02 – 2010

Dear Student

Welcome to Off-campus study at Edith Cowan University.

ECU is committed to providing you with flexible, student-focused learning opportunities. Using online learning environments creates opportunities for you to access learning materials at any time, enables your lecturers to keep resources current and relevant, and facilitates communication between yourself, your lecturers and your fellow students.

You have enrolled in an Off-campus course or single unit that is accessed through the online learning management system – Blackboard (*MyECU*). This online system will provide you with the resources needed to complete your unit successfully, as well as providing links to resources available in the ECU Library and elsewhere.

In most instances this letter and the attached Guide, *Off-campus study at ECU*, are all you will need to obtain information relating to your unit. Some units are supported by additional resources such as DVDs and if so, they will be sent to you separately.

The Guide provides details on how to access the ECU Student Portal and relevant online systems. Please take time to read this important document as it will assist you in studying your units and provide you with invaluable information relating to your study at Edith Cowan University.

Student Support

Any queries regarding the unit content should be directed to your unit coordinator/unit tutor, whose details will be in the Staff Information/Unit Contacts area of your Blackboard (*MyECU*) unit site.

School Student Support Officers can also provide assistance relating to your course structure, unit selection and coordinator/tutor contact details. Contact details for School Support Officers can be accessed by clicking on *Support* → *Contact Us* → *Student Support Officers* in the Student Portal.

Student Central is available to help you with any queries you may have relating to your enrolment at ECU.

Contact details are:

Phone: (08) 6304 2000

Fax: (08) 6304 5188

E-Mail: enquiries@ecu.edu.au

Yours sincerely

Carmel Langdon
Manager, Off-campus support

This guide contains information to assist you with your Off-campus studies. Please take some time to read it through, especially if you are new to this mode of study.

As a student in one or more Off-campus unit offerings, your units' activities and materials will be delivered online via the learning management system, MyECU, also known as Blackboard.

If you still have questions after reading this guide, please contact Student Central on 6304 2000 or enquiries@ecu.edu.au for further assistance.

Good luck with your studies!

Getting Started

Got a Question? Ask Us

This is ECU's online question and answer service. It can help you find the answers to many of your most commonly asked questions. Best of all, **Got a Question? Ask Us** is available to you 24/7. You will find a link to **Got a Question? Ask Us** on the ECU homepage, just below the Student & Staff Portal. You will also find a link by scrolling to the bottom of most ECU web pages.

When using **Got a Question? Ask Us**, you can search for answers using the 'Search by Keyword' function. You can view the 'Most Popular Answers' that other students are currently seeking information about, or you can Login and submit an enquiry directly to one of our specialist staff. You will need to Register the first time you submit an enquiry.

Computer Requirements

To study Off-campus, you will need a computer (or regular access to a computer) with access to the Internet.

The University has developed guidelines for the minimum specifications for computer software that you should be using to access study resources successfully at ECU. Recommended software specifications can be found by searching "Computer Requirements" in the **Got a Question? Ask Us** database.

Textbooks

Textbooks can be purchased from the ECU Bookshop either online or in store. You can access your booklist through the "Booklist" button available in SIMO. The ECU Bookshop site can be accessed by clicking on *Campus Life* → *Campus Facilities* → *Bookshop* in the Student Portal.

Accessing Blackboard (MyECU)

Every unit offered in the Off-campus mode has a unit site on Blackboard. Blackboard can be accessed via the *Easy Logins* menu in your Student Portal. Please note your units will not be available to you until semester commences and will be visible under the *My Units* tab in the portal and in Blackboard.

Once you have logged in to Blackboard, the links to your unit and community sites will appear when you select the *Blackboard Sites* tab. Click on the unit code/title for specific unit announcements. You will find some helpful information on using *Blackboard*, including How To guides and Questions and Answers for students, by clicking on the *Blackboard Help* tab.

Unit information may be accessed under the various links on the left side of the screen (eg Unit Information/Unit Overview, Staff Information/Unit Contacts etc).

The unit site contains important and useful information and you should familiarise yourself with this at the start of semester. If you cannot locate specific materials, you should contact your unit coordinator as soon as possible after the start of semester.

Please note, this is where you will find the relevant unit coordinator or contact details for each unit including how best to get in touch. The unit links to sites listed are identified by unit code, semester and student group. You may ignore unit links that relate to units that you have already completed in previous semesters. They will be archived in due course.

Accessing Courseware (SCA Students Only)

Students enrolled in units offered by the School of Communications and Arts (SCA) may be required to access the unit materials for these units via Courseware. Courseware can be accessed via the *Easy Logins* menu in your Student Portal.

Student Information Management Online (SIMO)

SIMO can be accessed via the *Easy Logins* menu in your Student Portal. You will most likely already be familiar with the enrolment aspect of SIMO where you select your units of study for each semester. SIMO also provides you with access to your fee schedule, unit results, examination timetables and the ability to keep your address and contact details up to date. As an Off-campus student it is vital that your address details (particularly **correspondence** address details) are always kept up to date to ensure you receive any correspondence information we post to you.

Student Communication

It is essential for all students to check their official ECU student email account regularly as key administrative correspondence, including fee and exam information, will be sent to this address. Updates about your unit will also be sent to your student email address by unit coordinators and tutors.

It is important that when contacting the University you do so from your student email account. This identifies that you are a bona fide ECU student and will allow staff to act on your requests.

Your student webmail account can be accessed via the *Easy Logins* menu in your Student Portal.

Student Learning Advisors

Each of our faculties has staff dedicated to providing study and academic support to students. The ECU Study Advice page is an excellent resource for effective study tips, assignment writing assistance and helping you to cope with the demands of university study. Learning Advisors offer individual consultations for students as well as study workshops throughout the year. More information and contact details can be found by clicking on *My Studies* → *Study Advice* in the Student Portal.

Library

Did you know that the ECU Library provides an External Library Service for eligible students studying Off-campus? You can search ECU Library databases to find available journal articles on a subject. For information regarding library services for Off Campus students, including eligibility requirements, please visit the External Library Service website at www.ecu.edu.au/library/external/index.html

IT Help

If you can login to Blackboard (MyECU) but cannot find sites for the specific units you are enrolled in:

- Check your enrolment details on SIMO
- Unit sites may not be available until the commencement of semester
- Your course may use a different system – you may need to check with your lecturer

If you cannot login to Blackboard or if you experience other technical difficulties:

- Contact the IT Service Desk by telephone or e-mail:
telephone: 6304 6000
email: itservicedesk@ecu.edu.au
- Please provide the IT Service Desk with the following information:
The URL (web address) you are trying to access;
Your student ID number;
Your reply e-mail address and telephone contact details.

Examinations

You **must** register your attendance at one of our 135 examination centre locations for your end of semester exams. You must complete your registration by the 31st of August. Failure to register by the cut-off date could directly impede you sitting your end of semester exams. To register your attendance at an examination centre you will need to login to SIMO and select "Exam Location" via the Enrolment menu.

If you live more than 80km from one of our examination centres you will need to nominate an appropriate person to supervise your examinations. A list of examination centres and further information on how to nominate a supervisor can be found by clicking on *My Studies* → *Exams, Results & Appeals* → *Exams Information* → *Off-campus* in the Student Portal.

If your unit has an examination at the end of semester, confirmation of your examination venue will be emailed to your ECU student e-mail address one to two weeks before the examination fortnight. You will also be able to view your exam date and time in SIMO once the exam timetable has been finalised.

Submitting assignments

Please remember that it is your responsibility to keep a backup copy of all submitted assignments.

What's due when?

Check your unit information on *MyECU* (Blackboard) to find out what assignments and activities you have to complete and when they need to be submitted by.

Who to send your assignments to?

Assignments for Off-campus units must be submitted directly to your tutor or lecturer. Please follow the instructions provided in your unit site on Blackboard or contact your tutor or lecturer for specific instructions. If you cannot deliver your assignments electronically, please contact your tutor to negotiate alternate delivery methods.

Cover sheets?

Assignments need an electronic version of the cover sheet and this can be found online under *Forms* in the Student Portal.

Save it under a different file name, complete all details and submit it with your assignment.

On campus facilities

All student facilities and services that are available to on campus students are also available to you as an off-campus student. Please check these out by clicking on *Support* and *Campus Life* in the Student Portal.

Hit the forums

The Student Discussion Forum is a great way to keep up with all the latest news and to find other people who are studying Off-campus. You'll find it in the My Communities section under the 'Blackboard Sites' tab in Blackboard.

Final Checklist

To ensure a stress free semester please ensure that you do the following:

- Check your Study Timetable in SIMO to confirm your enrolment is correct
- Register your Exam Location in SIMO
- Check your address details in SIMO and update where necessary
- Check your ECU student email account on a regular basis
- Utilise the **Got A Question? Ask Us** database for any queries you may have

Calendar for Off-campus students Semester Two, 2010

Semester week 1	Monday 26 July	# Semester 2 commences
Semester week 2	Monday 2 August	
Semester week 3	Monday 9 August	
Semester week 4	Monday 16 August	
Semester week 5	Monday 23 August	
Semester week 6	Monday 30 August	<p>Tuesday 31 August: Closing date for Withdrawal Without Financial Penalty N.B SIMO access to withdraw from units will be available up to 31 August; hard copy or email applications must be submitted to Student Central by midnight Tuesday 31 August.</p> <p>Tuesday 31 August: Cut-off date for registration for off-campus examinations. See 'Examinations' section on previous page for further details.</p>
Semester week 7	Monday 6 September	
Semester week 8	Monday 13 September	
Semester week 9	Monday 20 September	
Mid Semester Break	Monday 27 September	Friday 1 October: Closing date for Withdrawal Without Academic Penalty
Semester week 10	Monday 4 October	
Semester week 11	Monday 11 October	
Semester week 12	Monday 18 October	
Semester week 13	Monday 25 October	
SWOT VAC	Monday 1 November	
Examination Fortnight	Monday 8 November – Friday 19 November	
Deferred Examinations	Monday 6 December – Friday 10 December	

#IMPORTANT NOTE: The dates provided above are for courses that use the ECU 'Pattern 1' Calendar. Whilst the majority of courses follow this pattern, you are encouraged to refer to the complete published Academic Calendar for 2010 at <http://intranet.ecu.edu.au/student/dates-and-events/academic-calendar> and to specific dates provided in your learning resources.