

Semester 2, 2018

Off-campus Quick Start Guide



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.

This Quick Start Guide provides details on how to access the relevant online systems used at ECU. Please take the 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.

Orientation

New students are encouraged to attend orientation activities to help you transition and succeed when starting your studies. Check out our Orientation website to view events and register for those you are able to attend: www.ecu.edu.au/orientation

Presentations and notes from Orientation events will be available on the web page after the orientation period.

Student Learning in a Digital Environment (SLIDE)

SLIDE is a suite of four online self-paced learning modules which introduces how to learn and use technologies; communicate, collaborate and connect with your lecturers and fellow students and how to best manage your digital identity.

All these skills are needed for a successful learning journey at ECU and are essential for your career and in the workplace.

SLIDE into ECU at any time by visiting: ecu.au.libguides.com/slide

Student Information Management Online (SIMO)

SIMO is accessed via the Easy Logins menu in the Student Portal.

It is the system you will use to:

- enrol in units
- view your fee invoices, exam timetables and final unit results
- keep your address and contact details up to date.

Off-Campus Learning

Your lecturers will use a virtual learning environment called Blackboard to facilitate your online learning. Every unit offered in the off-campus mode has a unit site in Blackboard.

You will use Blackboard to:

- Access your unit plan, unit materials and lecturer contact details
- View important announcements
- Submit assignments through the assignment submission area and access My Grades where you can view your marks
- Complete tasks and quizzes
- Access the discussion board, wiki, blogs, journals and ePortfolios

Accessing Blackboard

Your unit sites will become available at the start of semester. Please follow these steps to access the Blackboard sites for your enrolled units:

- Go to the ECU homepage, select the Student Portal and login using your ECU student login and password
- Select Blackboard from the Easy Logins menu at the left of the page
- When the Blackboard homepage opens, select your unit under the My Units heading on the right of the page

Blackboard Support

You will find helpful information under the Student Support tab at the top of the Blackboard homepage. Resources available include instructional videos, technical requirements, PDF help sheets, slides and FAQs.

Got A Question? Ask Us

ECU's online question and answer service can help you find the answer to many of your most commonly asked questions. You will find a link to 'Got a Question? Ask Us' at the bottom of most ECU web pages.

You can also use 'Got a Question? Ask Us' to submit an enquiry or chat to one of our specialist staff.

Student Communication

It is a requirement that all students 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 and instructions from your unit coordinators and tutors will also be sent to your student email address.

All email correspondence with the University should be conducted via your ECU student email account. This identifies that you are an ECU student and allows staff to act on your requests.

Your student email account can be accessed by clicking on My ECU Email under the Other logins menu in the Student Portal.

Textbooks

Textbooks can be purchased online or in store from the Co-Op Bookshop. For required texts, on campus store locations and ordering information please visit www.coop.com.au

Ask Us Keyword: Textbooks

Library

The ECU Library provides an Online Library Service for eligible students studying off-campus. For information regarding this service, including eligibility requirements, please visit www.ecu.edu.au/library

Ask Us Keyword: Library external

Examinations

Most off-campus units will require that you attend a final examination. You must register for your exam location by 1 September by logging into SIMO, selecting Enrolment on the left side of the screen and Exam Location from the drop-down menu. Please note, from Semester One 2015, all commencing off-campus students who live within 80 kilometres of the Mount Lawley campus are required to sit exams at this campus.

If you live further than 80km from an ECU Exam Centre, you must nominate an appropriate Exam Supervisor. A list of centres, information on nominating a suitable supervisor and relevant application forms can be found in the Student Portal by clicking on My Studies>Exams, Results and Appeals>Exams Information>Off Campus (ES) enrolment mode.

Your exam date and time will be available on SIMO when the exam timetable is released. Confirmation of your examination venue will be emailed to your student email address prior to the examination period.

Please remember to take photographic identification to the examination.

Ask Us Keyword: External exam location

Fees

Your Statement of Account (fee invoice) will be available in SIMO prior to the start of your semester or teaching period. You will be notified via your ECU student email when your Statement of Account becomes available.

Ask Us Keyword: Fees, SSAF

Student ID card

Student ID cards can be obtained from eLab counters on each ECU campus. If you are unable to attend a campus you can apply online.

Ask Us Keyword: ID card

Desk Calendar for Off-campus Students – Semester 2, 2018*

Week 1	Monday 30 July	Semester 2 commences*
Week 2	Monday 6 August	
Week 3	Monday 13 August	
Week 4	Monday 20 August	
Week 5	Monday 27 August	Saturday, 1 September: Closing date for Withdrawal Without Financial Penalty. Ask Us Keywords: Census date
Week 6	Monday 3 September	
Week 7	Monday 10 September	
Week 8	Monday 17 September	
Mid Semester Break	Monday 24 September	
Week 9	Monday 1 October	Monday 1 October: Closing date for Withdrawal Without Academic Penalty. Ask Us Keywords: Academic penalty date
Week 10	Monday 8 October	
Week 11	Monday 15 October	
Week 12	Monday 22 October	
Week 13	Monday 29 October	
Study Week	Monday 5 November	
Examination Fortnight	Monday 12 November - Friday 23 November	
Deferred Examinations	Monday 10 December - Friday 14 December	

* Important Note: The dates provided above are for courses that use the main ECU Calendar pattern. Whilst the majority of courses follow this pattern, you are encouraged to refer to the specific dates provided in your learning resources, or view the published Academic Calendar for 2018 by clicking on Dates and Events in the Student Portal.

For more information about studying with ECU, please refer to the ECU Student Guide available online from the Student Portal at ecu.edu.au/orientation.

To view information about ECU's Student Charter visit intranet.ecu.edu.au/student/my-studies/rules-policy/student-charter

Contact ECU by

phone on 134 328

For calls outside Australia

phone (61 8) 6304 0000

Email us at

enquiries@ecu.edu.au

Find us at

 facebook.com/ecujourney

 twitter.com/edithcowanuni

 youtube.com/edithcowanuniversity

Information contained in this brochure was correct at the time of printing and may be subject to change.

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