



University of Otago Distance
Learning

Your Distance Campus, April 2018

Important Dates

April

- 9 Semester 1 resumes
- 25 ANZAC Day (public holiday)

May

4 Last day to withdraw from first semester papers (5pm deadline)

- 12 [Graduation ceremonies \(live streaming\)](#)
- 19 [Graduation ceremonies \(live streaming\)](#)



Your Distance Campus

Welcome to the (late!) April edition of Your Distance Campus newsletter.

Mid-semester break and Easter are over and we hope you have had a relaxing break. During the rest of the semester, don't forget to take regular study breaks, eat well, and get plenty of exercise. And perhaps it's a good time to make a study and assignments plan for the rest of the semester. Add your assignment due dates and your exam timetable, and think carefully about how much time you need to set aside for these things. There's nothing to lose by starting early!

Much of this newsletter is repeated from the last one - but that's to make sure that you have much of the important information you need when you need it!

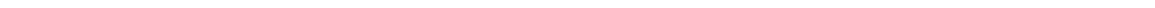
If you think we should be including something in this newsletter, please just email us at distance.learning@otago.ac.nz and we will include it if we think it's likely to help you and other students.

Please remember that if you have a problem and you're not sure who to go to, see the 2018 Information and Support Booklet as a first approach:

<https://hail.to/otago-distance-learning/publication/grsoRtB>

If you still can't find what you're looking for, email the Distance Learning Office and we'll put you in touch with the right people:

distance.learning@otago.ac.nz



Free Workshops

for academic success.

Most (if not all) of these services are free, and many of are available via Zoom. It's important that if you register for an event and can no longer attend, you should contact the event organiser so your space can be taken by someone else.

Analytics and Research Methodologies (ARM) workshops

The Distance Learning Office is offering a series of research workshops, Analytics and Research Methodologies (ARM) presented by Ben Daniel from HEDC. All workshops are via Zoom from 7.00 - 8.30pm. Next workshop is on Wednesday 11 April: Analyzing qualitative data using NVivo. Bookings are open now at:

<https://corpapp.otago.ac.nz/training/dl/course/course/list>

Goskills.com

Goskills.com is an online training resource for PC and Mac users covering a wide range of computer applications and some professional skills. Further topics are being added regularly.

IT Training in conjunction with GoSkills is offering free access for all University of Otago staff and students to this resource.

<https://corpapp.otago.ac.nz/training/its/course/2781/subject/online-self-study/>

Student Learning Development (SLD)

Student Learning Development run a Student Workshop programme for all levels. Visit their website for more information:

www.otago.ac.nz/hedc/students/workshop/index.html

What examiners do: What thesis students should HEDC workshop (recording): know

What do thesis examiners do as they read and judge a thesis? In this workshop we review the 11 main practices of thesis examiners, and, based on these, identify tips, strategies and advice for thesis students. What should thesis students do to write for their examiners? If you know your audience you can write a better thesis. A recording of this workshop is available at:

www.otago.ac.nz/hedc/staff/supervise/index.html

Reading to read before watching the video (you may need to login in to view them):

What examiners do: What thesis students should know

www.tandfonline.com/doi/full/10.1080/02602938.2013.859230

Advice for writing a thesis (based on what examiners do):

www.tandfonline.com/doi/full/10.1080/23265507.2017.1300862

Graduate Research School workshops

The Graduate Research School runs a number of postgraduate workshops via Zoom so distance students can take part.

- For information about upcoming workshops and to **register**: see:
www.otago.ac.nz/graduate-research/study/community/events/index.html



Support for Students

Help is here when you need it!

Your first point of contact for academic matters should be your course coordinator, your course administrator, or your supervisor. See your course outline for contact information.

Other contact information is available in the following online publications:

- [Distance Learning Info & Support Booklet](#)
- [Guide to the Library](#)

Important contacts include:

Student IT

Help from [Student IT](#) is available at the following times:

- Hours during semester:
Mon - Fri: 8.30am - 9pm
Sat - Sun: 9am - 9pm
Hours outside semester are reduced to office hours.
- In person: Student IT desk in Central Library
- Chat: [Message us on Facebook](#)
- Email: studentit@otago.ac.nz
- Website: <https://blogs.otago.ac.nz/studentit/>
- ITS Website: otago.ac.nz/its

Remember to plan ahead and checking notices about upcoming down times and possible issues with IT systems you use. This may have an impact on your ability to upload assignments in time!

There is a StudentIT App for Android and iOS which will help you keep up to date with notices about the vital IT systems at the University. (Please note: this does not include notices about Moodle)

- <https://blogs.otago.ac.nz/studentit/about/student-it-app/>

Student Learning Development

HEDC Student Learning Development (previously Student Learning Centre) provides free and confidential academic development to students studying at the University of Otago.

Personal consultations are available - see the website for more information.

Bookmark the Student Learning Development website now!

<http://www.otago.ac.nz/hedc/students/index.html>

The Distance Learning Office

The Distance Learning Office Administrator is available Monday to Thursday morning and Tuesday afternoon. Our aim is to respond to your emails and telephone voice messages within 24 hours. We may not have the answers but we will direct your inquiry to someone who does!

distance.learning@otago.ac.nz

64 (0)3 479 4138

The University Information Centre

All queries about your enrolment, exams, graduation, academic transcripts, key dates, course approval, change of course, study timetable and any administrative matters about your study at Otago should be directed to the University Information Centre.

University Information Centre
PO Box 56,
Dunedin 9054,
New Zealand
Chat via Phone: 0800 80 80 98 (Freephone NZ)
64 (0)3 479 7000 (direct dial)
university@otago.ac.nz

2018 Distance Learning Information & Support Booklet

You will have been sent a hard copy, a PDF, or a link to the Information and Support Booklet by your course administrator. This support booklet provides you with useful information about dates, key contacts, communicating with the University, and much more.

- Web <https://hail.to/otago-distance-learning/publication/grsoRtB>
 - PDF http://www.otago.ac.nz/courses/distance_study/otago671420.pdf
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Library Services

The University of Otago has world-class libraries to support staff and students engaged in teaching, learning and research.

Library resources are increasingly available online as e-journals and e-books and these are particularly useful for Distance students and staff.

Postgraduate Library Workshops:

10 April

Managing your references: A hands-on workshop using Endnote in conjunction with Library resources (basic level)

11 April

The Thesis guide: An interactive session for new students on thesis preparation, copyright issues, submission, and depositing.

12 April

The Networked Researcher: Building an online profile to promote your research and yourself.

Register now:

http://otago.libcal.com/calendar/library_distance/?cid=4712&t=d&d=0000-00-00&cal=4712

Subject Librarians

Subject Librarians support you as a Distance teacher by providing library and research support. Contact them for assistance with using the Library's online databases; developing information search skills; finding out about the various Library services available; support using EndNote and much more. To find out who is the Subject Librarian for your subject area, go to:

<http://otago.libguides.com/liaison>.

eReserve

You can ask for readings to be placed in [eReserve](#) for multiple access by your students, and can also ask for copies of high use books to be placed in the Distance Services Collection *at no charge to your Department*.

Renewing Library Books

No need to worry any more about renewing your Library books! The Library is introducing a new service: auto-renewals. As an undergraduate, this can mean up to 112 days loan for eligible items. As a postgraduate, this can mean up to 336 days loan. Some items (like reserve books) are not eligible for auto-renewal and if an item you have on loan is requested by another borrower we'll email you a new due date.

Automatic renewals continue until the item has reached its maximum loan period.

The Library will continue to notify you about returning this material.

Library Facebook

Keep up to date with what is new at the Library

- <https://www.facebook.com/UniversityofOtagoLibrary/>

Support for Distance Students

Distance guide: The Library has created a guide for Distance students on the [Library Homepage](#) and outlines the services and resources available. (Look for the link in the far left hand blue column.)

It's a good place to direct Distance students who have questions about Library services.

Access to Library Resources: The Library supports Distance students' access to Library resources by providing two core services;

Home delivery:

The Library will post books to Distance students and include a freepost address label for the return postage,

Library scan:

The Library will scan and email journal articles and books chapter to Distance students.

Subject guides: Aimed at students, these provide gateways to relevant databases, books and other research resources in their subject <http://otago.libguides.com/>

Contact the Library

Email ask.library@otago.ac.nz

Tel 0800 347 826 (0800 DISTANT) within New Zealand

Tel 03 479 8940



Really useful links

for your time at the University of Otago.

Blackboard

<https://blackboard.otago.ac.nz/>

UNI101 - Welcome to Otago

All new undergraduate new to Otago students have access to UNI 101: Welcome to Otago when you login to Blackboard. This is a Blackboard paper about your first year at Otago. It also has information about how to use Blackboard. You can get a head start on your first year by accessing UNI 101 and Blackboard before the academic year starts. Login using your student ID and password when you log into [Blackboard](#).

Please note:

This is only available to undergraduate, new to Otago students.

Digital resources for writing

Visit Student Learning Development here: <http://www.otago.ac.nz/hedc/students/digital/index.html>

Email (Student Webmail)

You should check your student email account regularly as this is the email address all official communications from the University are sent to.

<http://www.otago.ac.nz/smlanding/>

If you prefer, you should redirect your emails following these instructions: <https://its-faq.otago.ac.nz/index.php?action=artikel&cat=277&id=922&artlang=en>

eVision

To check your exam results, update your address, and keep track of your programme, visit eVision: https://evision.otago.ac.nz/sitsvision/wrd/siw_lgn

Information Technology Services (ITS)

ITS is the first place to go to when you're having technical problems. They also offer a range of services to students that you should make the most of!

www.otago.ac.nz/its/services/otago033765.html

MyEquals

My eEquals gives students and graduates secure access to their academic records online. It allows you to share your digital documents with anyone you choose, at any time.

See www.otago.ac.nz/study/otago653691.html

Student Desktop

Access the computing programmes your course uses from the Student Desktop - free to you from anywhere in the world: <https://student.desktop.otago.ac.nz/vpn/index.html>

Student Learning Development

Student Learning Development (previously known as the Student Learning Centre) can provide you with a range of support and help during your study at Otago.

HEDC Student Learning Development provides free and confidential academic development to students studying at the University of Otago. Whether you are working hard to get a pass mark, seeking to gain a top result, all students can benefit from their services.

Personal consultations are available - see the website for more information.

Bookmark the Student Learning Development website now!

www.otago.ac.nz/hedc/students/index.html

Transcripts (Academic)

Need a transcript of your academic study at Otago? Information about transcripts and costs are available [www.otago.ac.nz/administration/otago029267.html#official transcript](http://www.otago.ac.nz/administration/otago029267.html#official_transcript)

Your Subject Librarian

Librarians are available at all campus libraries to help you with your assignments and research. See:

<http://otago.libguides.com/c.php?g=171527&p=1130215>
