University of Otago Distance Learning

Your Distance Campus, June 2018

Important Dates

June

    1 June Lectures end before first semester exams
    4 June Queen's birthday (public holiday)
    20 June First semester exams end

July

    5 July Course Advice Day for second semester papers
    9 July Second semester begins

Your Distance Campus

Welcome to the June edition of *Your Distance Campus* newsletter.

Semester one classes have finished, and exams (if you have any) will begin soon.

The official examinations period begins on Wednesday 6 June, and it's important that you stay well fed, well exercised, and get plenty of sleep during this time.

Once again, we have included a range of information about various academic and personal well-being support. If you need help, please ask for it!

And we have the regular information pieces about Information Technology Services, the Library, the University Information Centre, and upcoming workshops and events that are available to distance students.

If you get stuck and you aren't sure where to get help you need, you can always email us at **distance.learning@otago.ac.nz** and we will make sure that you get to the right person!

Auckland Study Support Day

On Saturday 28 July, we are running a Study Support Day for distance students who live in the top half of the North Island.

Staff from Student Learning Development, The Library, the Graduate Research School, Information Technology Services (ITS) and the Distance Learning Office will be presenting general overviews of their services, and there will be workshops led by Judy Fisher from the Library, and Carole Acheson from Student Learning Development.

This is an excellent opportunity to meet with staff and make connections with other distance students.

Students will also have an opportunity to meet with individual staff for specific enquiries and help.

The support day starts at 9am and runs until 2pm, and morning tea and lunch are provided.

There is no charge for this event.

Distance Information & Support

There is a vast range of information and support for distance students which we've put together in the Information and Support Booklet for Students.

You'll find contacts, important dates, exam information, and much more.

We now have two publications:

- **2018 Distance Learning Information and Support**
- **2018 Guide to the Library**

These publications are updated regularly, and anything new that comes to our attention will be included.

Exams and how to survive them!

Here are some links to a few webpages providing a range of tips for exam study and preparation.

Now that exams are about to begin, there are a couple of things you can do to help you get through them successfully.

- Eat well
- Get plenty of exercise
- Set a regular bed time.

These may all seem pretty obvious, but if you're not eating properly, not getting enough exercise, and not getting enough sleep, your exams will be much more stressful for you!

If you haven't looked at these already, here are some links that may be useful:

University of Otago: Preparing for and sitting examinations

> https://www.otago.ac.nz/study/exams/otago029434.html

University of Otago Student Health: Exam Stress

> https://www.otago.ac.nz/studenthealth/healthtips/otago028682.html

Exam Preparation: Ten Study Tips

> https://www.topuniversities.com/student-info/health-and-support/exam-preparation-ten-study-tips

Tips for sitting the exam

> https://student.unsw.edu.au/tips-sitting-exam

Free Workshops

for academic success.

Most (if not all) of these workshops and services are free, and many of them 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.

Study Support Day in Auckland, 28 July

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Bookings are now open!

Analytics and Research Methodologies (ARM) workshops

The Distance Learning Office ran a series of Zoom research workshops, Analytics and Research Methodologies (ARM) in March and April this year. They were presented by Ben Daniel from the Higher education Development Centre.

These workshops will be run again in Semester 2 - stay posted for dates and times which will be added when dates are confirmed!

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

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

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

1. What examiners do: What thesis students should know

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

2. 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

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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.

If you need help relating to University procedures, academic grievances, harassment complaints etc, OUSA Student Support Centre Advocates can help.

- https://www.ousa.org.nz/support/advocacy

Other contact information is available in the following online publications:

- **2018 Distance Learning Info & Support Booklet**
- **2018 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 check 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 to 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**

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

My eQuals

My eQuals 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**

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