



Important Dates

- 19 August: Graduation ([live streaming](#))
 - 26 August: Mid-semester break begins
 - 4 September: Semester 2 resumes
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Your Distance Campus, August 2017

Welcome to the August edition of The Distance Campus newsletter.

Semester 2 is now well underway, and our need to keep you informed about resources, workshops, and other activities has not waned!

In this newsletter you will find information about Information Technology Services, the Library, Student Learning Development (previous Student Learning Centre), and upcoming workshops and events that are available to distance students.

Access to Resources

Don't forget to let us know as soon as possible if you're having trouble accessing the resources you need for your study in Semester 2. In the first instance, you should contact your programme administrator to see if there is a problem at that end. If you prefer, you can always contact The Distance Learning Office at **distance.learning@otago.ac.nz** and we will follow up for you.



Free Workshops & Coaching

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.

Graduate Research School workshops

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

- For more information about the workshops and to **register**, see:
<http://www.otago.ac.nz/graduate-research/community/events/index.html>

Introduction to the Research Journey

This workshop provides a comprehensive introduction to the PhD research. It combines presentations on key topics (such as time management, reading effectively, managing the writing process, sustaining motivation and career planning) and sharing experiences. PhD students who are near completion will be available for a panel discussion to share their experiences and provide useful tips. The workshop will be presented via **Zoom**. <http://hedc.otago.ac.nz/workshop/view.do?id=109266&type=SLC>

Personal Performance Coaching

Brian Johnson is the University of Otago Personal Performance Coach and can help you to:

- Identify and define specific goals
- Discover your strengths
- Explore all your personal and study options

- Develop action plans to achieve your goals

Brian's service is free and confidential - and he will use **Zoom** for his appointments for students from the Distance Campus!

Contact Brian or book an appointment now: <http://www.otago.ac.nz/graduate-research/people/otago513001.html>



Support for Students

Help is here when you need it!

Your first point of contact for academic matters should be your course coordinator or course administrator. See your course outline for contact information. Details of other contact information is available in the [2017 Distance Learning Information and Support Booklet](#).

Other 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. Download information is at the bottom of the [Student IT](#) page. (Please note: this does not include notices about Moodle)

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!

Email: Phone: 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)
Phone: 64 3 479 7000 (direct dial)
Email: university@otago.ac.nz

2017 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.

- http://www.otago.ac.nz/courses/distance_study/otago629346.pdf



Really useful links

for your study.

Blackboard

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

Changing your course of study for second semester

All you need to know is right here: <http://www.otago.ac.nz/study/enrolment/changingcourse.html>

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!

<http://www.otago.ac.nz/its/services/otago033765.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!

<http://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 here: <https://secure-www.otago.ac.nz/study/transcripts/>



The Library

for distance students.

Managing your references

This semester the Library is offering the "Managing your references: An introduction to Endnote in conjunction with Library resources " session to distance students via Zoom.

9th August 1-2pm Presenter: Paula Whitelock

[Please register](#) - this will give you the information on how to connect to Zoom.

If you just have a specific question or problem with Endnote, you should contact your subject librarian or ITS Helpdesk.

You may also watch the Introduction to [Library resources and services via this link](#), to give you a better understanding of what we have on offer.

Specifically, if you need help with referencing and citations, you should look here first:

http://otago.libguides.com/managingreferences?_ga=2.127417357.127644362.1493162063-420729845.1400539702

Setting up alerts in Research Databases

Use this online, self-directed module to find out how set up alerts to searches, journals or researchers in the Library databases, Google Scholar and Library Search Ketu. Setting up alerts is a great way to keep up-to-date with research on your topic area without too much effort. This is particularly useful for Master's and Doctoral students. The results can be emailed to you or, if you use RSS feeds regularly, you can set up alerts that way too.

<http://www.otago.ac.nz/library/modules/Alerts/>

University Library website

provides access to databases, e-journals, past exam papers, and much more.

- <http://www.otago.ac.nz/library/index.html>

Library services for Distance Students

The Library offers a Distance Library Service for students studying at a distance. You'll find almost everything you need to know about the library to support your study, from how to use Endnote to how to contact your subject librarian.

Dunedin Campus libraries: <http://otago.libguides.com/distance>

Christchurch Campus library: <http://www.otago.ac.nz/christchurch/library/>

Wellington Campus library: <http://www.otago.ac.nz/wellington/library/>

[LibChat](#) - Talk to a library person online.

- Hours: 9am-4:30pm, Monday to Friday.

Library fines

You can now pay Library fines instantly online with a debit/creditcard using Library Search Ketu.

- [Sign-in to your Library Account](#)

Fees for lost books can't be paid using this method. Please contact the Library for information about paying these charges: ask.library@otago.ac.nz or 03 479 8910.

More information is available on the Library website: <http://www.otago.ac.nz/library/fines.html>
