



University of Otago Distance  
Learning

## Your Distance Campus, September 2018

### Important dates:

14 September: Last day to withdraw from second semester and full year papers (5pm deadline)

12 October: Last day of lectures before second semester exams.

17 October: Second semester exams begin.

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### Your Distance Campus

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

Hopefully you have all had a reasonably restful mid-semester break as you hit the home straight of the second semester! This part of the semester can be a bit of a balancing act as you juggle with work, classes, assignments, and the ever present thought of preparing for exams (if you have them).

One of the aims of this monthly newsletter is to provide links to information that may help with a variety of things during

your time with us.

We have, as always, 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](mailto:distance.learning@otago.ac.nz) and we will make sure that you get to the right person!

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### Distance Information & Support booklet

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.

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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](mailto:studentit@otago.ac.nz)
- Website: <https://blogs.otago.ac.nz/studentit/>
- ITS Website: [otago.ac.nz/its](https://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/>

### HEDC 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 HEDC 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](mailto:distance.learning@otago.ac.nz)

64 (0)3 479 4138

### Ask Otago

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 Ask Otago

AskOtago  
0800 80 80 98 (Free phone in NZ)  
64 3 479 7000 (Direct dial)  
[university@otago.ac.nz](mailto:university@otago.ac.nz)  
<https://otago.custhelp.com/app/home>

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64 (0)3 479 4138

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## 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.

### **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 are being offered again each Wednesday in September from 7-8.30pm. Book now!

<https://corpapp.otago.ac.nz/training/dl/course/subject-date/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/>

### **HEDC Student Learning Development (SLD)**

HEDC 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](http://www.otago.ac.nz/hedc/students/workshop/index.html)

### **What examiners do: What thesis students should HEDC SLD 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](http://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](http://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](http://www.tandfonline.com/doi/full/10.1080/23265507.2017.1300862)

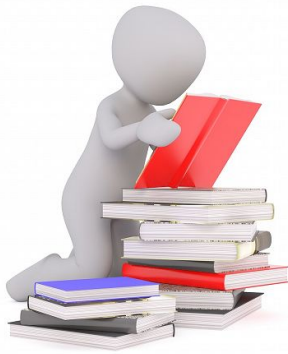
## **Graduate Research School workshops**

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](http://www.otago.ac.nz/graduate-research/study/community/events/index.html)

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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.

See the 2018 Guide to the Library developed specifically for our distance students:

<https://hail.to/otago-distance-learning/publication/I7VjjSA>

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

help you get started using these.

### **Virtual Bookshelf on Library Search I Ketu**

A 30 second introduction to the new Virtual Bookshelf on Library Search I Ketu -

<https://vimeo.com/261217783>

### **Google Search Operators**

Google search operators are special characters and commands (sometimes called "advanced operators") that extend the capabilities of regular text searches. Search operators can be useful for everything from content research to technical SEO audits. See the link for a list of Google search operators to get the most out of your searches:

<https://moz.com/learn/seo/search-operators>

Automatic renewal of loans

Most items on loan will automatically renew. You will get an email to say your books are due, but they will auto-renew, so there is no need for you to do anything.

Exceptions include Reserve & 3day books, recalled items, theses, interloans and Hocken material. See:

<https://www.otago.ac.nz/library/quicklinks/borrowing/index.html>

### **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](mailto:ask.library@otago.ac.nz)

Tel 0800 347 826 (0800 DISTANT) within New Zealand

Tel 03 479 8940

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## 2018 Guide to the Library

The Library has put together a very helpful guide to the Library for distance students.

The information is updated regularly so it's current. You'll find a huge amount of information about the library, services, research services, and much more.

This booklet is available on the Distance Learning Website at:

[https://www.otago.ac.nz/courses/distance\\_study/#library](https://www.otago.ac.nz/courses/distance_study/#library)

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