

Accessing and Using CareyOnline

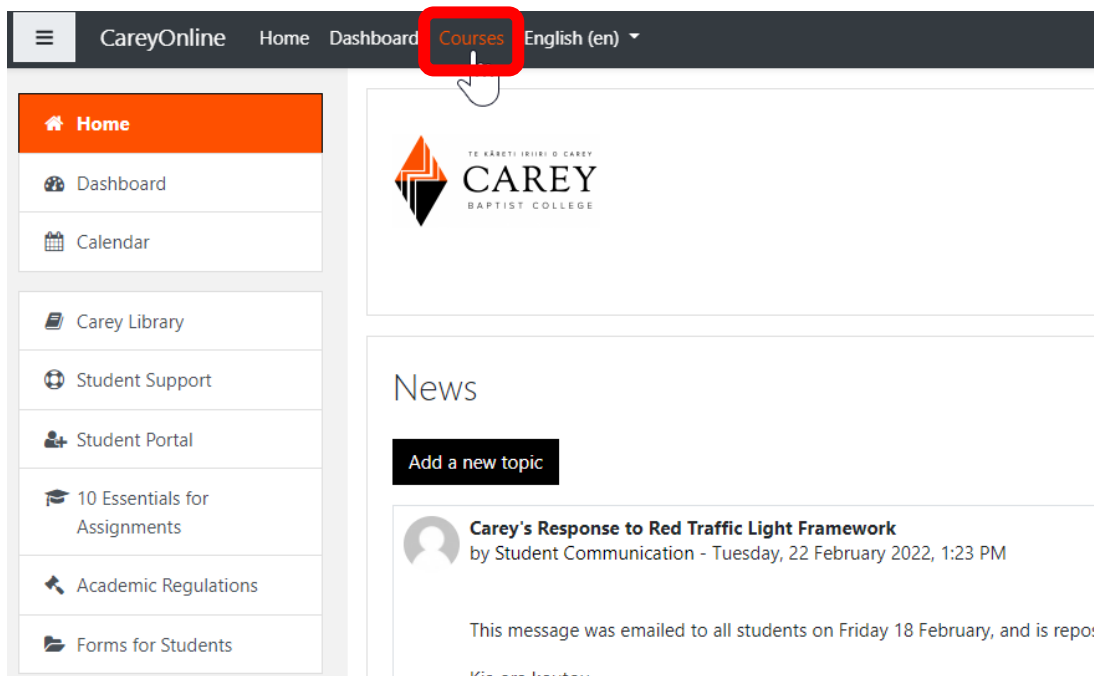
QUICK START GUIDE



1. CareyOnline is best accessed using the browser Google Chrome. If you do not have it, [download and install Chrome](#) on your device.
2. Go to [CareyOnline](#). There is also a quick link from the [Carey home page](#).
3. Login by typing in your **username** and **password**. Your username and password will have been sent to you in your enrolment confirmation email. If you are unsure of your login details, please contact Neroli Hollis on neroli.hollis@carey.ac.nz.

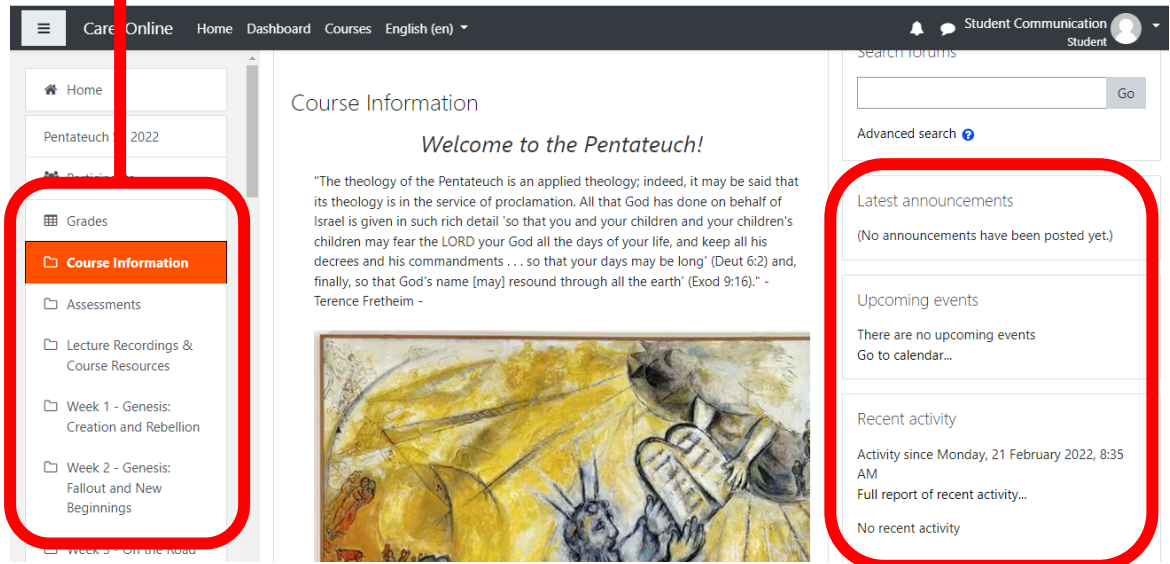
Eg. Username: 20205467
Password: *****

4. The courses in which you are enrolled appear when you click **Courses** on the menu at the top of the screen. Select and then click on the name of the course you want to see from the list that appears.



5. **Course information** and study material appear in the main section of the screen. Weekly content, **Lecture Recordings**, and **Assessment** information are accessible via the left-hand menu.

The best place to get an overview of your course is to navigate to the Course Information section. Each course also has an Assessment section where you will find details on required tasks for your course.



6. **Recent Activity, Upcoming Events, and Announcement** items are located on the right-hand menu.

USING CAREYONLINE

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WELCOME TO CAREYONLINE

Welcome to Carey Online, the Learning Management System (LMS) for Carey Baptist College. CareyOnline is based on Moodle and is a web-based tool used to facilitate key communication with students and to house key resources for courses taught at Carey. Both onsite and distance students use and access course resources via CareyOnline for the duration of the seventeen-week semester. We encourage you to log in and check for updates on CareyOnline **AT LEAST** once a week (and hopefully more often than that!).

CareyOnline is also a primary means of communication between the college and you, so be sure to check the **News** feed on your Home page regularly. **Carey Weekly**, the in-semester, student newsletter, can be found here, along with other pertinent information and news. **NOTE:** By default, email notifications are enabled for news forum posts. PLEASE LEAVE THESE ON, as you may otherwise miss out on key information and updates.

Carey Online offers the following to students:

1. Up-to-date news, resources and library information.
2. Essential course information for the courses in which students are enrolled. This includes:
 - Key course information including the Course Outline
 - Teacher contact details
 - Assessment tasks and dates
 - Readings and Resources
 - Course content, online quizzes etc.
3. A place to submit assessments electronically.
4. Helpful student information including grades and course announcements.
5. Course based online discussion forums, intended facilitate interaction and to support your learning.

SECURITY

Please ensure that your computer has up-to-date virus and Internet security software. Please check your spam/junk folder as some email platforms mistakenly tag CareyOnline announcement emails into those categories!

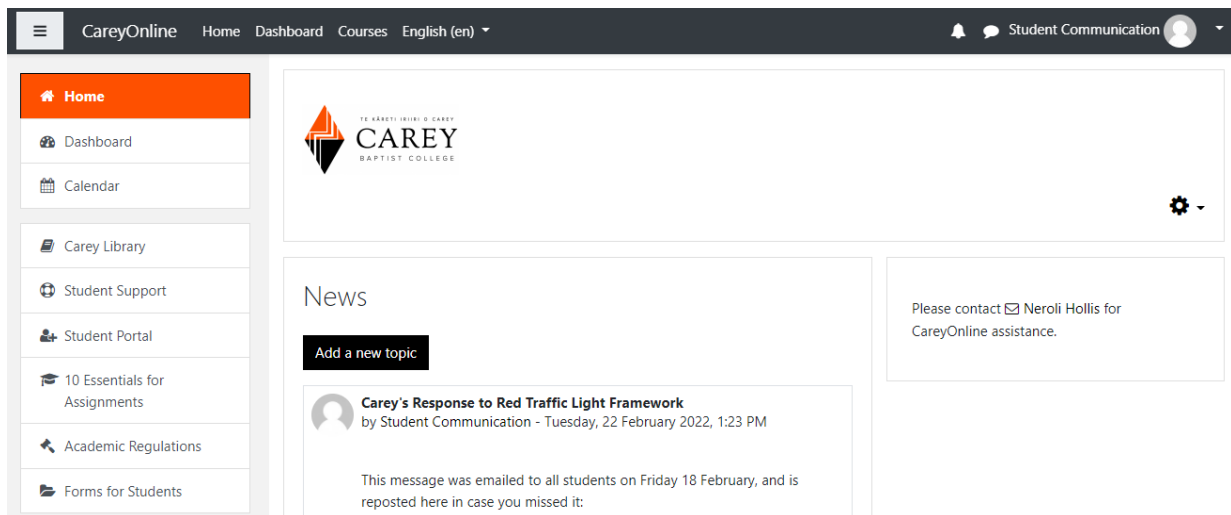
Please keep your username and password secure and do not share your log-in details with anyone else! Thank you.

LOGGING INTO CAREYONLINE

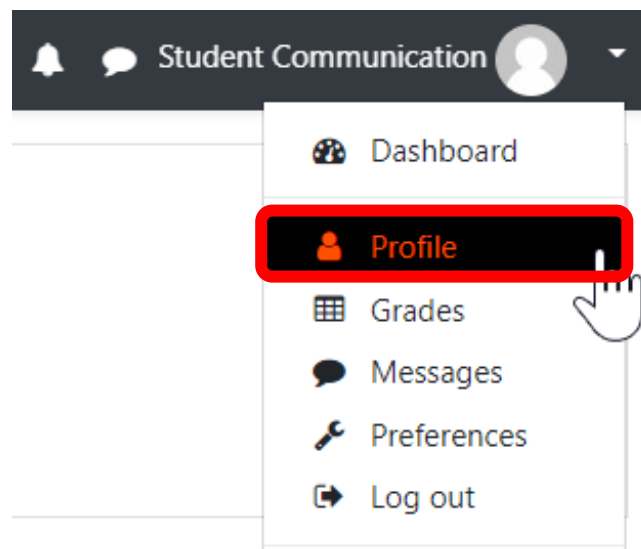
To access CareyOnline, you must have a computer with an Internet connection and a suitable web browser – we recommend using [Google Chrome](#) for maximum compatibility.

The web address for [CareyOnline](#) is <https://careyonline.elearning.ac.nz/>.

This should take you directly to the front page of CareyOnline. A screen similar to the one below should appear.



Every student has a unique login. Your **username** is your Carey student number. It is strongly recommended that you **change your password** as soon as you log in by clicking on **Profile** in the drop-down menu from your account avatar on the right-hand side.



FORGOTTEN PASSWORD

You can reset your password by clicking on the **Lost Password** link in the bottom of the login box. You can also change your password by clicking Profile > Preferences > Change Password (under “User account”) at any time.

Password

Remember username

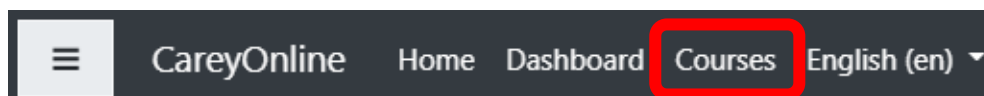
Log in

Lost password?

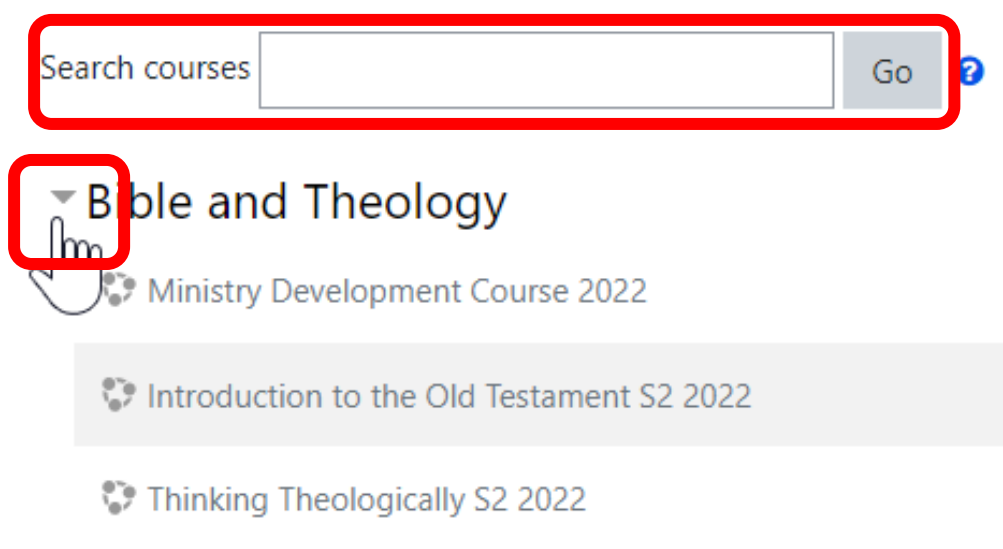
Note: If for some reason you cannot log in, please contact Neroli Hollis on neroli.hollis@carey.ac.nz or phone (09) 526 0340.

COURSE INFORMATION

To locate a particular course, click on the list of courses located under **Courses** from the menu at the top of the screen.



From there, you can click **Courses** and type in the name of the course in the search box. You can also select from the categories listed. At any time, you can return to the home screen by clicking **Home** in the top menu.



There are several areas on the course screen that you need to be aware of:

Course Information: An overview of the course with a link to the

Assessments: See below.

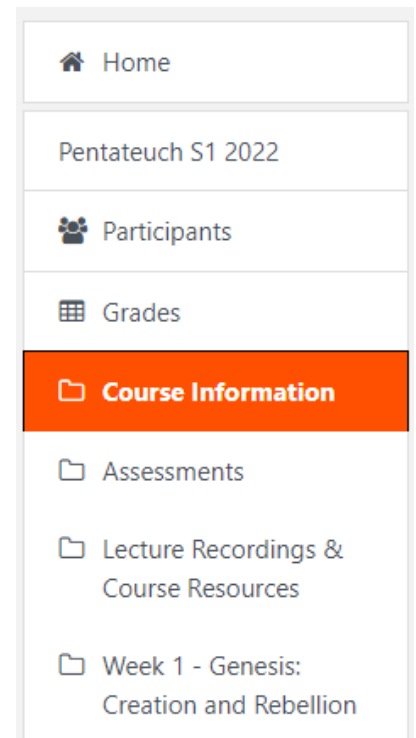
Course Outline, which covers the requirements for the course. You should read the **Course Outline** in week 1!

Participants: A brief profile of all the students who are enrolled in the course.

Grades: Find your assessment marks for the term here.

Lecture Recordings: Weekly recorded sessions, which will be uploaded within 48 hours, appear in this section.

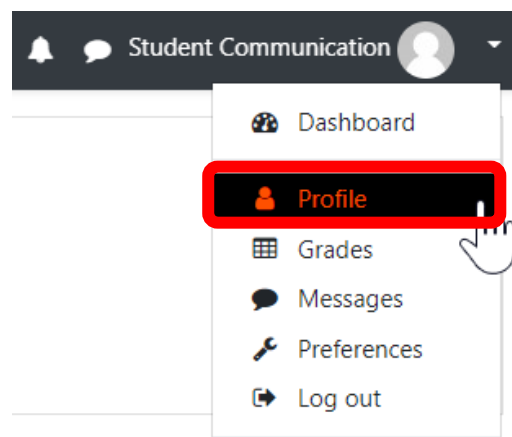
Weekly Topic resources: The semester is made up of 17 weeks, and you can find content for each week's lecture under the corresponding link.



PERSONALISING CAREYONLINE

One of the challenges of online learning is the fact that students can be somewhat anonymous. To help overcome this we encourage students to provide as much information as they can about themselves and make this available to others in the class. With so many of our learners being distance learners, including personal information helps build relationship and connection. Your **Profile** contains information about yourself such as your email address, your location, your photo and as many other details as you so choose.

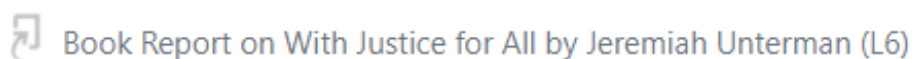
If you click on the drop-down menu beside your name on the top right-hand side of the screen, you can click on your profile and update your contact information, and the information others will see about you.



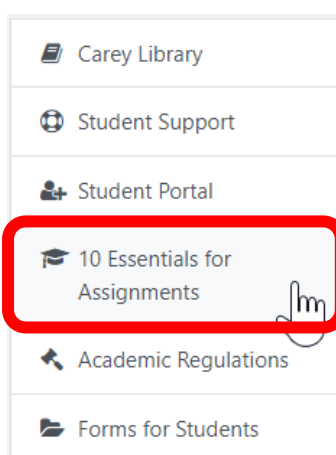
ASSESSMENTS

Information for all course assessments, including due dates, can be found in the **Course Outline**, and under the **Assessments** section of your course on CareyOnline. You should familiarise yourself with the deadlines for each item of assessment.

Please note that unless otherwise stated, all assessments are submitted electronically. To submit an assessment, click on the assessment that you wish to submit.



You are then able to upload your assignment and submit to CareyOnline. For more information, check out **How to Submit an Assignment** in the **10 Essentials** on CareyOnline, which can be found in the left-hand menu of your screen.

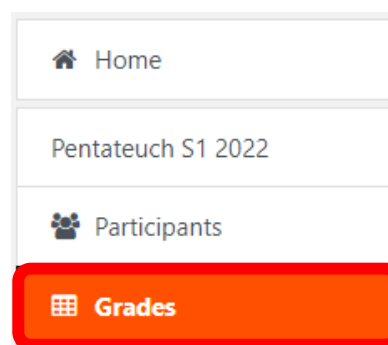


GRADEBOOK

Once the due date has passed, your assessment will be marked online by your course lecturer. When this has been done and the marks released, your assessment mark will appear in the Gradebook.

To open the Gradebook, click on **Grades** on the right-hand navigation menu.

This will open your **User report** for the course which will contain all of your grades so far for the course.




STUDENT INTERACTION

The opportunity to interact with other students and a subject expert is an important part of the learning process. CareyOnline facilitates this through discussion forums, online activities and tasks and also through the use of Zoom interactive class sessions. Here at Carey we believe learning is an active and social activity – that is why we say our pedagogy is “relational”. We want to encourage you to be an active participant in the learning community and to participate in the online activities and Zoom classes. We are all learning together and from each other. This is the essence of “ako” –

reciprocal learning and teaching. We get that it is hard to prioritise the time to make this happen, but we know it will enhance your learning.

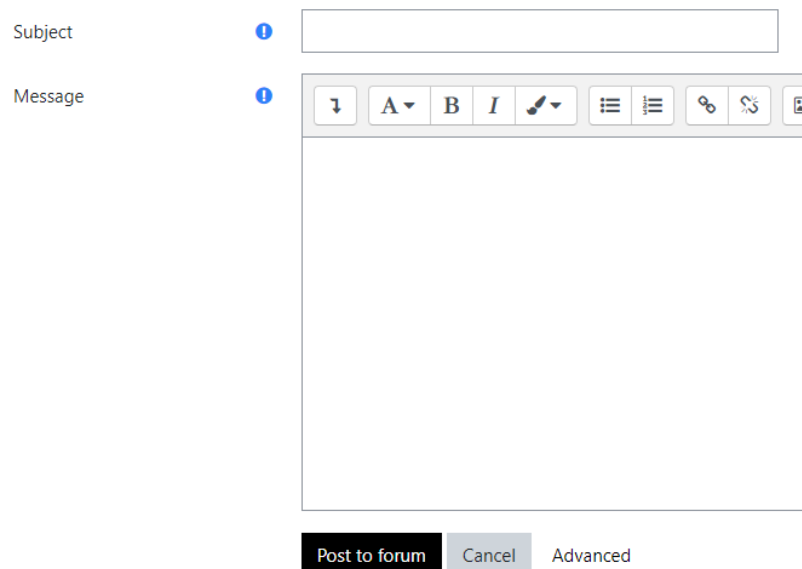
DISCUSSION FORUMS

Many of the courses will use online forums to facilitate asynchronous discussions and interaction. A discussion forum will typically be indicated by the following icon: 

To post a message to an existing discussion, click on message to open it up, click the “Reply” link below the message that you wish to reply to. If you wish to add a new topic to discuss, navigate back to the top of the discussion forum, then click on the “Add a new discussion topic...”


Add a new discussion topic

The page may take a minute as the text editor loads. Enter your **Subject** and **Message** in the text box provided. You have the flexibility to change text size, fonts, colours etc. in a similar way to most word processors. Once you have typed the message then click on the **Post to Forum** button. Please note that if you exit your web browser before you click this button, all your text will be lost.



Subject

Message



Post to forum Cancel Advanced

ONLINE COMMUNICATION AND “NETIQUETTE”

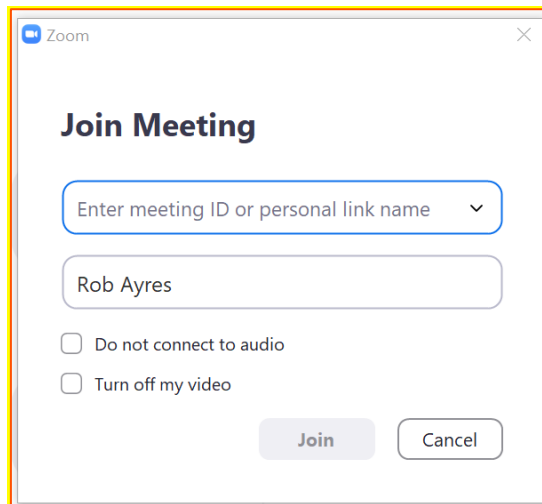
When writing your messages, please use the same courtesy that you would show when speaking face-to-face with someone. Flames, insults, and personal attacks will not be tolerated. It's fine to disagree strongly with opinions, ideas, and facts, but always with respect for the other person. Great minds do not always think alike, and that's where the fun is! Carey staff monitors the forums, and if necessary, posts to the forum will be removed if they are considered to be inappropriate.

Carey Baptist College takes such misconduct very seriously and will ensure that we take appropriate action to ensure that the learning environment is a safe and respectful space for everyone. If you have any concerns please do not hesitate to talk to either your teacher(s) or the Academic Director (rob.ayres@carey.ac.nz). Please also refer to the **Carey Harassment and Complaints Policy and Procedure**, which is displayed on the notice board and is also available on the Carey website.

PARTICIPATING IN CLASSES VIA ZOOM

All Carey weekly-taught / block courses now allow regional students to join the on-campus classes via live Zoom link. You will find Zoom session details on the CareyOnline course site for your course(s) under the Course Information section. You will be able to join in with the class at the time shown in the [Carey Timetable](#), and participate in the class, ask questions, contribute to discussions etc. We encourage all our regional/distance students to join the classes live using Zoom in this way. Download the Zoom app onto your laptop, phone or tablet. Find the link for the Zoom session for your classes on CareyOnline, click the link to open Zoom. Alternatively, you can open the APP and enter in the meeting ID into the APP launcher window shown below.

Please enter your name before joining the Zoom class so that teachers and classmates know who you are. We also recommend that you connect with your video enabled so that the others in the class can see who you are!



Zoom

Join Meeting

Enter meeting ID or personal link name

Rob Ayres

Do not connect to audio

Turn off my video

Join Cancel