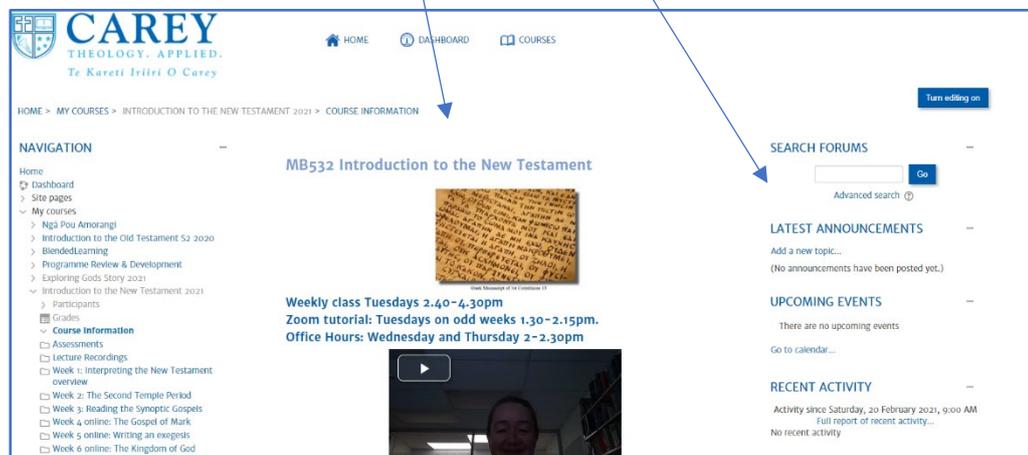# Accessing and Using CareyOnline

QUICK START GUIDE

1. CareyOnline is best accessed using the browser Google Chrome. If you do not have Chrome installed search for Chrome download and install on your device.

2. Type in the web address (URL) for CareyOnline   https://careyonline.elearning.ac.nz/ (There is also a quick link from the Carey Website Home Page – www.carey.ac.nz)

3. Login by typing in your username (and password. Your username and password will have been sent to you in your enrolment confirmation email from Neroli. 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 under "My Courses" on the left hand side of the screen. Select and then click on the name of the course you want to see.

5. You are now in the course area. All of the course information and study material is located on the centre of the screen, "Recent Activity", "Upcoming News" and "Announcement" items are located on the bar on the right of the screen.

USING CAREYONLINE

CONTENTS

WELCOME TO CAREYONLINE

Welcome to Carey Online, the Learning Management System (LMS) for Carey Baptist College. Carey Online is based on Moodle and is a web-based tool is 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!)

Carey Online offers the following to students:

1.   Up to date news, resources and library information.

2.   Essential course information for the courses that students are enrolled in. 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 the online learning system 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.
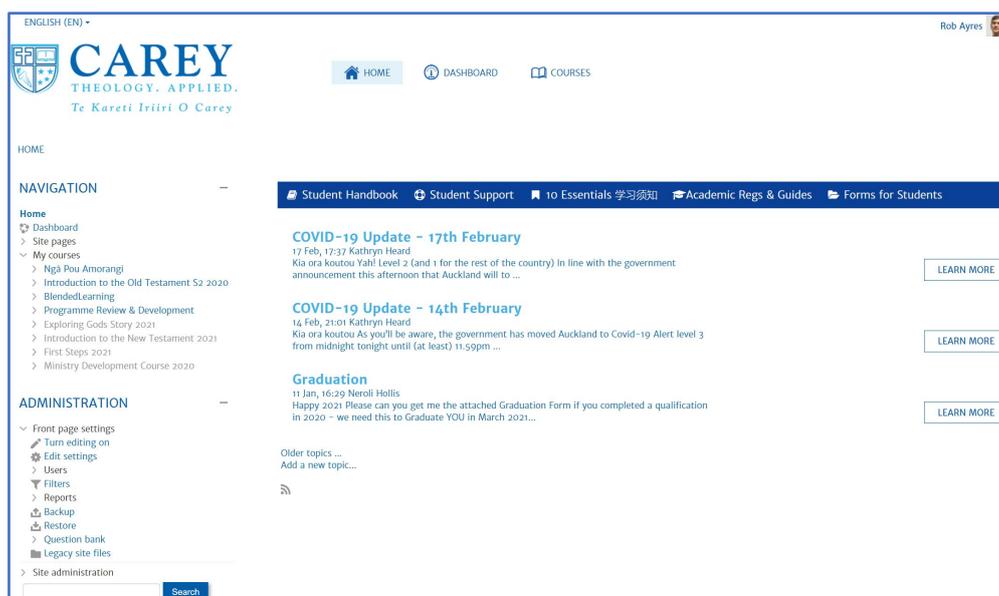
Every student has a unique login. Your username is your Carey student number. It is strongly recommended that you change your password as soon as you log in by clicking on "Profile" in the drop down menu from your account avatar on the right hand side.
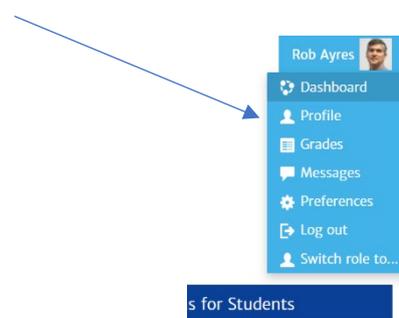
FORGOTTEN PASSWORD

You can reset your password by clicking on the Lost Password link in the bottom of the login box.

Note: If for some reason you cannot log in, please contact Neroli Hollis (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 MY COURSES on the left hand side of the screen.

Or you can click on COURSES and type in the name of the course.

HOME   DASHBOARD   COURSES

To return to the home screen, click the HOME button at the top of the page   HOME

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

Course Information

This section contains an outline of the course, and has a link to the **Course Outline** which covers the requirements for the course. You should read the **Course Outline** in week 1!

Participants

The "Participants" link will show you a brief profile of all the students who are enrolled in the course.

Grades
Your assessment marks will be visible in this section.

Lecture Recordings

Recorded classes will be uploaded here within 48 hours.

Weekly / Topic resources

To navigate to the different weeks or topics, use the navigation menu on the left hand side of the screen.

Profile

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.
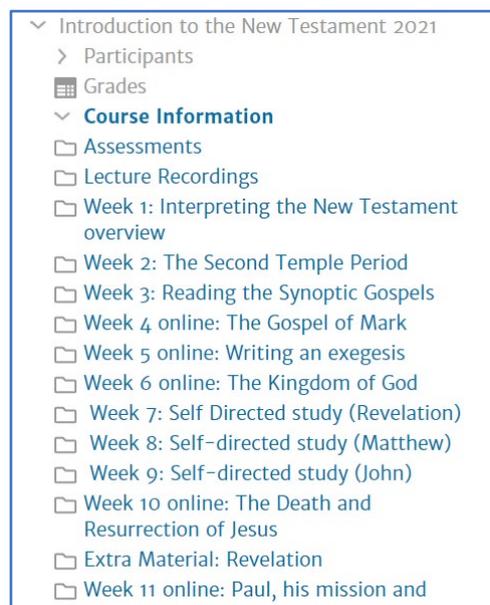
ASSESSMENTS

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 need to 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 eg:
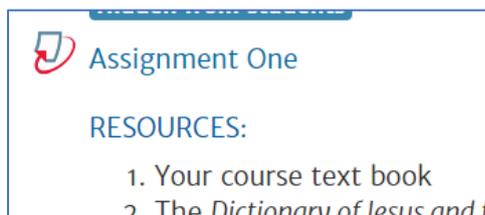
You are then able to upload your assignment and submit to CareyOnline.

For more information, check out "How to submit an assignment" in the 10 Essentials on CareyOnline

GRADEBOOK

Once the due date has passed, your assessment will be marked on-line 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.

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 over 40% 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.

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.

ZOOM CLASSES

Download the Zoom app onto your laptop, phone or tablet. You will find links to the Zoom classes on CareyOnline in your courses. Click the link to automatically be linked to the Zoom session. Alternatively you can enter the meeting ID into the APP launcher window. We ask that you enter your name before joining the Zoom class so that your teachers and classmates know who you are.
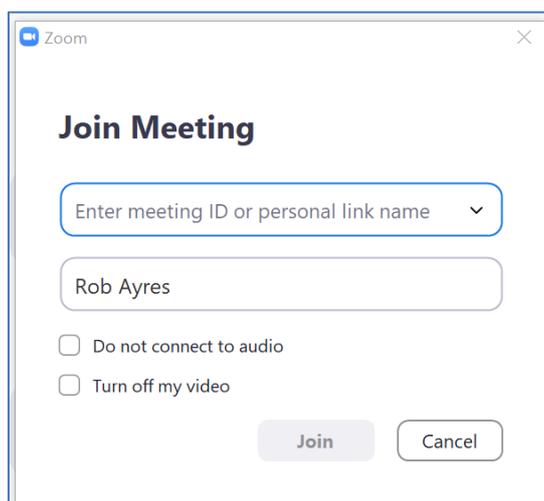
Contributing to Discussions

To post a message to an existing discussion, click on the "Reply" link next to the message that you wish to reply to. If you wish to add a new topic to discuss then click on the "Add a new discussion topic..."

The page may take a minute as the text editor loads. Enter your 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 "Save changes" button. Please note that if you exit your web browser before you click the save button all your text will be lost.

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 deislayed on the notice board and is also available at carey.ac.nz.