Tonight’s Collaborate Session will begin at 7pm AEST.

While you’re waiting please make sure your audio is working... run the ‘audio setup wizard’ located under the tools setting.
What works
What works *for you*
What works well *online*
Successful students

- motivated
- Confident (resilient)
- Organised
- Technologically Brave
- Engage
- Are Realistic
What is your big picture?
What motivates you?

New job  Learn  FUN
Promotion  HD
Confidence  Credibility
Career  Respect
Swinburne Online

YEARS

Be in control of your course planning

<table>
<thead>
<tr>
<th>2014 Unit Code</th>
<th>Unit Name</th>
<th>Pre-requisites</th>
<th>Unit Type</th>
<th>I will study this unit for Year</th>
<th>Teaching Period</th>
<th>Unit Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T1P1</td>
<td>2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Core

Major

Electives

Electives

Go to Course Planners
Swinburne Online

Course

Year 2015

Teaching Period 1

Teaching Period 2

Teaching Period 3

Year 2016

Year 2014

Teaching Period 3

2014

You are here
TEACHING PERIOD

Education Practicum Unit

Consolidation week

Unit With exam

Exams
UNIT
In Blackboard you can find:

- About this Unit
- Schedule including due dates
- Access to the Student Toolbox
- Assessments & Exams

Have you reviewed the Blackboard Demonstration?

Student Toolbox/Technologies for Learning
https://www.youtube.com/watch?v=POW1XnDX6g0

SLO hint: Log into Blackboard asap. If you are unsure ..., refer to the online orientation, student toolbox or call the SLO team.
### Teaching Period 3 2014 Planner

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>November</td>
<td>Week 1</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Week 2</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Week 3</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Week 4</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>December</td>
<td>Week 5</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Week 6</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Consolidation Week</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Holidays</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25 Christmas Day</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2015 Holidays</td>
<td>29</td>
<td>30</td>
<td>31 New Year’s Day</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>January</td>
<td>Week 7</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Week 8</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Week 9</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Week 10</td>
<td>26 Australia Day</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td></td>
<td>February</td>
<td>Week 11</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Week 12</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Exam Week</td>
<td>16</td>
<td>17 Exam day</td>
<td>18 Exam day</td>
<td>19 Exam day</td>
<td>20 Exam day</td>
<td>21 Exam day</td>
<td>22 Exam day</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Exam Week</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td></td>
</tr>
</tbody>
</table>
WEEKS Time Wise

- One Unit = Minimum 8 hours
- Two Units = Minimum 16 hours
- What does that look like with the rest of your life?
  - Family
  - Work
  - Hobbies
  - Sport
  - Breathing...

- Have you got time?
- Can you make time?
Being Organised

Set up Files and Label
- On your computer (email files, Unit files)
- On your desk/filing cabinet

Bookmark you useful websites
- Swinburne Online
  www.swinburneonline.edu.au
- SUT library
  www.swinburne.edu.au/lib
Being organised and in control

Keep codes written

- Programs/e-mail
- User names
- Passwords

Apps & Programs

- EverNote
- Trello

Take notes

- Readings
- Discussions
- References
- RECORD AS YOU GO!
There is a collaborate session on Technical Tips.
Learning style

- Messy? Tidy?
- Spontaneous? Structure?
- Planned? Last minute?
Swinburne Online

Visual people

Graphic organisers
Highlighting (word)
Colour pens, papers, folders

Printing Blackboard (Mozilla)
❖ Right click
❖ Choose This frame
❖ Print frame
Auditory people

Listen and talk

Use the technology
Text to Talk

- Download free ware
  e.g. www.naturalreaders.com

Recording

- Audacity
- Use your iphone
Swinburne Online

Action people

- Act
- Move
- Imagine
- Change – location, pens, colours, textures

Try to study the same material in different areas. For example, I go to the library one day and study at home the next. Even changing rooms in your house counts, like going from the kitchen to the bedroom. I find this helps my brain form new connections with the same material giving me a stronger memory.

Student Tip 2014
People people

- Connect
- Discussion Board
- collaborate
- E-mail
- Wikis
- .......
Connect

- Engage with Connect
- Share information and engage with other students in your course
- Ask questions and learn from other students
- Get social, build a community and support network with other students
Swinburne Online

Discussion boards

Get the most out of your online experience

- Post
- Respond / Interact
- Follow threads
- Ask questions

- Complete weekly activities to help prepare for your assessment tasks
- Engage with your eLA and other group members
- Log on regularly throughout the week to read, post and respond

Share your opinions and thoughts on subjects with your peers. It increases your knowledge tenfold.
Engaging: Collaborate Sessions

- Your online tutorials
- Important information about assessment tasks
- Your opportunity to ask questions
- Interact in real time with your eLA and fellow students
- Recordings made available for those who missed the live sessions
Assessments

- Essays
- Reflections
- Reports
- Tests
- Formal exams

Read up on your assessment as early as possible
When I am writing an essay, I take huge sheets of butcher’s paper and write down all my notes into a map so I can clearly see all the information and where it needs to be. Each criterion is colour coded to make it easier for me to see. Student 2014
**Assessment Support**

### Yourtutor

**What it is:** A real-time tutoring support service.

**When to use it:**
When you are first beginning your assessment. If you’re not sure where to start, are having trouble understanding a concept, or just need assistance with basic referencing and writing skills then YourTutor can help.

**Range of services:** English language and literacy, basic maths or science concepts, academic writing and correct referencing techniques.

**Access times:** via live chat and whiteboards Sunday to Friday 3pm-11pm AEST. You do not need to schedule these sessions in advance.

**Conditions:** Unlimited access to Yourtutor each Teaching Period.*

<table>
<thead>
<tr>
<th>Your Tutor Opening hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 3 – Dec 13:</td>
</tr>
<tr>
<td>Sun - Fri 3-11pm</td>
</tr>
<tr>
<td>Dec 14-18:</td>
</tr>
<tr>
<td>Sun-Thurs, 3-11pm</td>
</tr>
<tr>
<td>Jan 5-8:</td>
</tr>
<tr>
<td>Mon-Thurs, 3-11pm</td>
</tr>
<tr>
<td>Jan 11-15:</td>
</tr>
<tr>
<td>Sun-Thurs, 3-11pm</td>
</tr>
<tr>
<td>Jan 18-22:</td>
</tr>
<tr>
<td>Sun-Thurs, 3-11pm</td>
</tr>
</tbody>
</table>

*Offered in first stage and undergraduate education units only.

Smarthinking

What it is?: Smarthinking is a tutoring support service that allows you to get (Written or Audio) feedback on an assignment or an essay draft.

When to use it: When you have completed a draft of your assignment, before you submit it to your eLA.

Access times: Any time. You will receive feedback on your assessment within 24-48 hours after submitting it to the Smart Thinking Writing Centre. If you prefer to talk to someone and receive feedback in real time then use the Scheduled Tutoring Service for a live review and audio support. Please note: this live tutoring service must be scheduled at least 24 hours in advance.

Conditions: You will be able to access 4 free submissions each Teaching Period (this equates to 3 hours of Smarthinking time). Any further submissions can be purchased from the Smarthinking site.*


*Offered in first stage and undergraduate education units only.
Group work

Some ideas
❖ Be prepared
❖ Participate
❖ Ask questions
❖ Clarify availability, responsibilities and deadlines

Sometimes it doesn’t go well
❖ Tell your eLA as soon as possible
❖ Remember everyone is different with different priorities and skills sets
❖ The person is more important than the problem
❖ Expect the expected – people won’t change just because you want them to.

A good team will.....
Listen and respect each other, take responsibility and enjoy the process
Research

- **Google Scholar**
- **Google** Short cuts – see cheat sheets
  - [http://www.googleguide.com/print/adv_op_ref.pdf](http://www.googleguide.com/print/adv_op_ref.pdf)

THERE IS A COLLABORATE SESSION ON RESEARCH AND REFERENCING

Reference
Exams – online and paper

An exam is just an assessment

- Watch e-mails for dates, location!
- Know where, when and how
- Study
- Turn up
- What is a PES?
Advice and Support

SOL people

Program Director

Unit Coordinator
- eLA
- Student

Unit Coordinator
- eLA
- Student

- eLA

- Student

- #1234567

eLA – response within 48 hrs
Your Support Team

Student Liaison Officers

Student Liaison Officers are available to answer your questions at the following times:
Monday – Friday: 9am - 9pm
Saturday – Sunday: 10am - 6pm

Telephone: 1300 937 765
International +61 3 8306 0828

Email: help@swinburneonline.com


Join Connect in the Student Portal
It’s your place to collaborate with other students not only in your course, but across the whole of Swinburne Online.
You can discuss your course and even network for your future.

www.swinburneonline.edu.au
Swinburne Online

Free Student Services

- Library
  - Postal service
  - Databases
  - Scholarly articles
    www.swinburne.edu.au/lib
- Counselling
- Career Advice
- Disabilities Support
  http://www.swinburne.edu.au/stuserv/

Swinburne Student Amenities Association (SSAA)
- Academic advocacy
- Legal service
- Student representation

For more information visit:
 www.myssaa.com.au
When things get difficult?

- Feeling anxious, stressed or feeling overwhelmed
- Needing an extension
- Failing
- At Risk, Show Cause...

Ask for help!
Imagine Success

Don't stress! Studying is not the end of the world, it's the beginning of a new one. Student 2014

Enjoy!
Questions?
Thanks for your attendance

We’re done!