BCA INTRODUCTION TO ONLINE LEARNING
– getting started in eLearning

Introduction to eLearning

An online learning management system (LMS), called eLearning, will be the main communication tool used by unit coordinators. The package used for all BCA units is called Blackboard. Online unit sites contain study materials, submission facilities for assessment, solutions to exercises, student/student and student/coordinator interaction via communication tools (Discussions), and video presentations in some sites.

This document shows you how to access Blackboard and contains a quick unit site guide and directions for help and advice.

The BCA eLearning facility

The BCA eLearning site is accessed through the University of Sydney (USyd) server, via the eLearning project team (called Sydney eLearning) and Information & Communications Technology (ICT). You will see a USyd logo on the top left-hand-side of online pages. However, this facility applies equally to all BCA consortium universities. Sydney eLearning Helpdesk support is available to all BCA students.
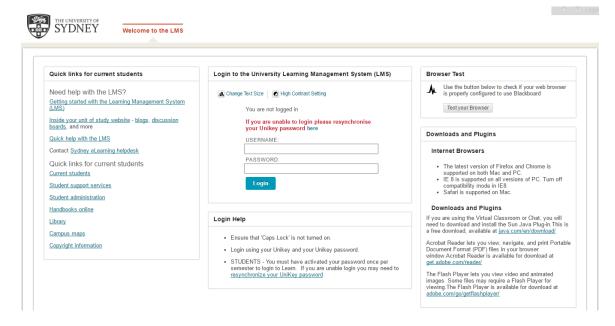
Logging on to eLearning

1. **Open a browser**

2. **Go to the eLearning page, at:**
    http://elearning.sydney.edu.au

3. **Do a Browser Check**
    We strongly advise that you do a Browser Check as some functions will not work properly unless your browser is correctly configured. (For example, if you have installed a pop-up blocker, you will need to turn it off while using the eLearning system.)
    You can access a browser test on the login page.
    You will also find links to Sydney eLearning Help on this page and the My Units of Study page.

5. Enter you Username and Password

Before the start of semester, students will receive an email from the BCA coordinating office entitled, *BCA - eLearning instructions*. This will include information about usernames and how to access passwords.

6. The log-in procedure will take you to the *My Units of Study* page
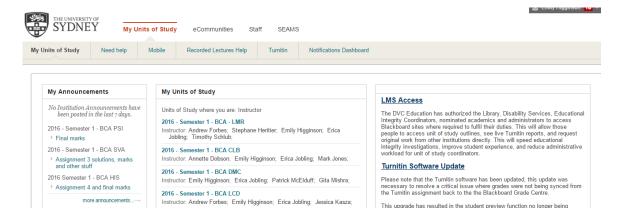
If, at the start of semester you experience difficulty logging on OR, once you have logged on to the *My eLearning Sites* page, you don't find the units that you have enrolled in (by the start of semester); OR you find units that you have not enrolled in, please contact the BCA coordinating office at bca@ctc.usyd.edu.au. (Note Epidemiology [EPI] is not delivered on BCA eLearning facilities.)

Note about changing enrolments: If you change your unit choices at your home university, it's important to also notify the BCA coordinating office so that these changes can be updated in your eLearning profile.

Further information about help can be found on page 6

The *My Units of Study* page

The cover page displays your unit sites. You should find site links to your chosen units.

If units you have enrolled in for the current semester don't appear, or if your find additional units, please contact the BCA coordinating office bca@ctc.usyd.edu.au.

Copyright © BCA
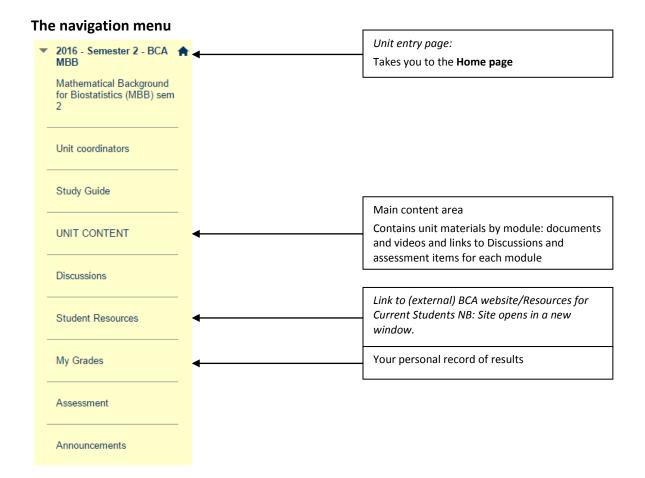
The unit Home page

This page contains the navigation menu and announcement alerts.

The bar on the left is the navigation menu.

This contains links to folders and tools for the major online study items in your unit.

A basic structure has been established so that navigation is essentially the same across BCA sites. Menu buttons that will take you to folders, tools (eg Discussions) or external websites.

The navigation menu

Unit entry page: Takes you to the **Home page**	
Main content area Contains unit materials by module: documents and videos and links to Discussions and assessment items for each module	
Link to (external) BCA website/Resources for Current Students NB: Site opens in a new window.	
Your personal record of results	

The *Unit Content* folder

Tools for communication and assessment

Discussions

A number of topic areas (called *forums* in Blackboard) will be available, in which you can add to existing discussion threads or create new ones. In *Unit Content*, the unit coordinator may have created forum links, per module or you can go to the page directly by clicking on 'Discussions' in the navigation bar.

Discussions are an important part of distance delivery and you are encouraged to participate. Your coordinator will tell you how these will be run in your unit.

Guidelines for using Discussions can be found here.

Note: Copying and Pasting from Microsoft Word

Please do not copy from Microsoft Word and paste into your discussion messages as this will introduce hidden code from Word which can cause issues in Blackboard. If you need to copy from Word, then paste into a text editor (e.g. Notepad or TextEdit) and then copy from the text editor to remove the hidden Word code.

Assessment

In module folders, clicking on the links for assessment items will take you to the relevant assessment page, or you can go to the page directly by clicking on 'Assessment' in the navigation bar. You will be able to download your exercise/ assignment/ exam and, once completed, submit it on the same page.

You will generally find 2 boxes per assignment. The first one will contain a link to the assessment document and any other required resources, eg datasets, for downloading to your computer.

The second is the assessment submission (Turnitin) box. You will need to agree to the University of Sydney Academic Honesty Policy when uploading your submission.

Further assignment submission details can be found in the BCA Assessment Guide, available in on the BCA Student Resources page.

Getting down to work

You **will not be able to access sites until your 'student profile' has been loaded into eLearning unit sites.** Although this is may be done before the start of each semester, unit sites will not be active (ie contain any materials or messages) until the start of semester, at which time a Study Guide and (at least) the first study module/s should be available. Unit coordinators will send an initial welcome email to students and hard-copy study notes in the mail (if applicable) after the start of semester.

Note: Students studying Epidemiology (EPI)

The BCA eLearning facilities are NOT used for Epidemiology (EPI) (whether delivered by distance via the University of Queensland OR by distance or on-campus at your home university)

HELP

The **eLearning Helpdesk** (Sydney eLearning) provides troubleshooting and user guidance services.

The *Students* **tab in eLearning sites** contains links to Blackboard and Sydney eLearning support.

Blackboard tutorials These are recommended. Most tutorials are short video presentations in which tasks are described quickly and clearly. In some cases written guidelines (PDFs) are posted in place of videos.

For USyd students only: Information Communication Technology (ICT at USyd) administers unikeys and passwords. Call them on (02) 9351 6000.

If you are unable to log on or you are unable to access the Helpdesks listed above, contact the **BCA coordinating office:** bca@ctc.usyd.edu.au 02-9562 5076

A note about firewalls

If you can't log on, your IT setup may have a firewall installed. Many institutions have these security systems in place. (You may be diverted to a non-working page or you may get a "User Authentication Failed" message.) You may have to ask your IT team or ISP (internet service provider) to give you clearance to the eLearning site.

If you are still unable to connect, contact the eLearning Helpdesk.

Enquiries about units or courses

Enquiries about subject matter within units should be directed to unit coordinators. Contact details for coordinators are included in online unit sites, and a current list of all BCA unit coordinators is available here.

For general academic advice about your study, contact the program coordinator at your "home" university. A current list of unit and program coordinators is available here.

Student Resources are available here.

The site contains information for your coursework. It includes links to online guides, textbook and software requirements, assessment procedures, and contact details for unit and program coordinators, and consortium universities.

The site is updated regularly, however, if you notice any outdated information or have suggestions for improving the site, please contact BCA admin at bca@ctc.usyd.edu.au