Your Distance Campus Newsletter

Welcome to the March 2019 edition of Your Distance Campus newsletter.

The Distance Learning department hopes your year has got off to a good start.

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, 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 and we will make sure that you get to the right person!
Distance Information & Support booklet

The aim of this booklet is to pull together useful information from the university's website into one online booklet to make it easier for distance students in New Zealand and around the world.

You'll find contacts, important dates, exam information, and much more.

2019 Distance Learning Information and Support booklet

Please let us know if there is anything we could include that might help during your time at Otago. If you notice any broken links in this publication, please email distance.learning@otago.ac.nz.

Library Services

As you are no doubt aware, the University of Otago has world-class libraries to support staff and students engaged in teaching, learning and research.

Guide to the Library

See the 2019 Distance Learning Guide to the Library developed specifically 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.

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 can be found here.

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. For a list of Google search operators to get the most out of your searches follow this link.

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 the ‘Borrowing and Fines’ section of the University of Otago Library’s website.

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 visit this link.

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’s Facebook page.

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 find answers to questions you may have 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. Subject guides can be found here.

Contact the Library:

Email ask.library@otago.ac.nz
Tel 0800 347 826 (0800 DISTANT) within New Zealand
Tel 64 3 479 8940
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.


Important contacts include:

**Student IT**

Help from [Student IT](https://www.ousa.org.nz/support/advocacy) 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](https://www.facebook.com/studentitotago)
- **Email:** studentit@otago.ac.nz
- **Website:** [https://blogs.otago.ac.nz/studentit/](https://blogs.otago.ac.nz/studentit/)

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/](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 their [website](https://blogs.otago.ac.nz/studentit/) for more information.

Bookmark the HEDC Student Learning Development website now!

**The Distance Learning Office**

The Distance Learning Office Administrator is available in 9:00-12:45 Monday to Friday. 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
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
[https://otago.custhelp.com/app/home](https://otago.custhelp.com/app/home)
Distance Study Support Day July 2019

The Distance Learning Office is once again running the Distance Study Support day on Saturday 27 July!

This is an event to support all distance students studying at Otago. Students in the top half of the North Island have the chance to visit the **Auckland Centre** in Queen Street, and for those students who are not living in the Auckland area, you can join us via **Zoom** to get the benefits of "meeting" with staff and other distance students.

The main aims of the day are to provide information to help with questions relating to the academic nature of study, and an opportunity to make connections with other students studying by distance.

The day includes a series of 20-minute overview presentations by staff from the Library, Student Learning Development, Information Technology and the Graduate Research School. There will be workshops from The Library and from Student Learning Development - topics to be confirmed.

The Study Support day will run from 9:00 am until 2:00 pm and there is no charge for this event.

**Book now!**

Bookings are open, and we hope you can either make the event in Auckland, or join us via Zoom.

- Auckland Centre Session (morning tea & lunch provided): [Make Booking](#)

- Zoom Web Conferencing Session: [Make Booking](#)

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**Graduating in May?**

Applications open **Monday 4 March** and close **Monday 18 March**.

You’ll need to register to graduate as soon as possible if you want to graduate in May. Late applications are unable to be accepted.

Check out the graduation page for full details:

- [http://www.otago.ac.nz/study/graduation/](http://www.otago.ac.nz/study/graduation/)

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**Useful Library Links**

The University of Otago Library has a vast number of useful web links for you to explore.

University of Otago Library homepage: [otago.ac.nz/library/](otago.ac.nz/library/)

Distance Library Service: [otago.libguides.com/distance](otago.libguides.com/distance)

Journal article databases: [otago.ac.nz/library/databases/index.php](otago.ac.nz/library/databases/index.php)

- Self-Help guide: [otago.libguides.com/selfhelp](otago.libguides.com/selfhelp)
- Subject Librarians: [otago.libguides.com/liaison](otago.libguides.com/liaison) (go to Distance)

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**Subject Guides**:
- [otago.libguides.com/browse.php](otago.libguides.com/browse.php)
- Get It Interloan service: [otago.ac.nz/library/interloan.html](otago.ac.nz/library/interloan.html)
- Reference/Citation Styles guide: [otago.libguides.com/citation_styles](otago.libguides.com/citation_styles)
- Managing Your References guide: [otago.libguides.com/managingreferences](otago.libguides.com/managingreferences)
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.

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

What examiners do: What thesis students should know

HEDC SLD workshop recording:

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

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

2. Advice for writing a thesis (based on what examiners do):


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

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Really useful links 🌕
for your time at the University of Otago.

Blackboard 🌐
https://blackboard.otago.ac.nz/

UNI101 - Welcome to Otago

All new undergraduate new to Otago students have access to UNI 101: Welcome to Otago when you login to Blackboard. This is a Blackboard paper about your first year at Otago. It also has information about how to use Blackboard. You can get a head start on your first year by accessing UNI 101 and Blackboard before the academic year starts. Login using your student ID and password when you log into Blackboard.

Please note:

This is only available to undergraduate, new to Otago students.

Digital resources for writing

Visit Student Learning Development here: http://www.otago.ac.nz/hedc/students/digital/index.html

Email (Student Webmail) 📧

You should check your student email account regularly as this is the email address all official communications from the University are sent to.

http://www.otago.ac.nz/smlanding/

If you prefer, you should redirect your emails following these instructions: https://its-faq.otago.ac.nz/index.php?action=artikel&cat=277&id=922&artlang=en

eVision

To check your exam results, update your address, and keep track of your programme, visit eVision: https://evision.otago.ac.nz/sitsvision/wrd/siw_lgn

Information Technology Services (ITS)

ITS is the first place to go to when you’re having technical problems. They also offer a range of services to students that you should make the most of! www.otago.ac.nz/its/services/otago033765.html

My eQuals

My eQuals gives students and graduates secure access to their academic records online. It allows you to share your digital documents with anyone you choose, at any time. See www.otago.ac.nz/study/otago653691.html

Student Desktop

Access the computing programmes your course uses from the Student Desktop - free to you from anywhere in the world: https://student.desktop.otago.ac.nz/vpn/index.html

Student Learning Development
Student Learning Development (previously known as the Student Learning Centre) can provide you with a range of support and help during your study at Otago.

HEDC Student Learning Development provides free and confidential academic development to students studying at the University of Otago. Whether you are working hard to get a pass mark, seeking to gain a top result, all students can benefit from their services.

Personal consultations are available - see the website for more information.

Bookmark the Student Learning Development website now!  
[www.otago.ac.nz/hedc/students/index.html](http://www.otago.ac.nz/hedc/students/index.html)

**Transcripts (Academic)**

Need a transcript of your academic study at Otago? Information about transcripts and costs are available [www.otago.ac.nz/administration/otago029267.html#official_transcript](http://www.otago.ac.nz/administration/otago029267.html#official_transcript)

**Your Subject Librarian 📚 📚**

Librarians are available at all campus libraries to help you with your assignments and research. See:  