

GO!

DIGITAL

An Educor Project

*TECHNOLOGY ENHANCED AND
SUPPORTED LEARNING AT ITS BEST*



Dear Students

We hope you are staying healthy in these unprecedented times. As you know, the COVID-19 pandemic but like all past crises we are confident that in working together, we will overcome and prevail.

As we continue with remote learning, we hope you are transitioning as smoothly as possible. We have our time to providing you with extra learning materials to enable you to continue your studies at home to read, study and engage with your module materials on myClass. Your institution will communicate with you and announcements via your institutional email address. It is, therefore, important that you access your

Thank you for your continued commitment to the institution in this time. Let's all continue in the new year 19.

So, stay home, stay safe, save lives and enjoy the digital journey!

Let's take a look at what's in store for you this week.

Student Orientation

A Go! Digital Student Orientation module has been built into your myClass to further develop and enhance your online learning. If you are not enrolled for this module and cannot access the content, please reach out via email to your Academic Manager or your lecturer explaining that you have access issues.

Once you can navigate to and engage with the student orientation, please have a look at the student resources. These are critical to you developing the skills and abilities you require in order to best engage with your studies.

The Student Orientation will appear like this:

Student Orientation

Dashboard Courses Generic Courses Student Orientation

Your progress

WELCOME TO MYCLASS

Students, welcome to the Student Orientation space for all things relevant to your MyClass journey. Below, you will find important information that will support you navigating MyClass and engaging in learning that has more of a digital focus. Content will be added here weekly, as we start to get more comfortable and at ease with this platform. Each section has been created by considering the main aspects of your MyClass experience, and it is very important that you read and watch all material in this Student Orientation as these will support you very much! We are excited to have you on this Go! Digital journey and believe that MyClass will become pivotal to your success!

MYCLASS

This is a short introduction into MyClass and how to use this system to support your learning in a digitally enhanced way. Follow the material below in the order that you find them:

1. Watch the Video
2. View the Step Guide

And then move onto reading through the Microsoft Office Cheatsheets. It is important that you engage these materials as they will provide you with the keen insights needed in order to make the most of MyClass and Microsoft.

- 1. Video - Accessing your Student Portal and MyClass Video File (MP4)
- 2. A step guide on navigating the MyClass website (Word 2007 document)

As a student, you have an institutional email account that is linked to the Microsoft Office platform. As part of this package, you get access to Microsoft Office tools hosted on their online platform called O365. As a part of O365, you will be expected to use applications like:

1. Microsoft Outlook
2. Word
3. PowerPoint

In order for you to become experts at the software, you need to use it often and you need to practice using it for your class work and assignments. To help you get comfortable with the Microsoft applications, these cheatsheets have been provided as a quick and easy guide on the fundamentals of the applications.

Microsoft Office Cheatsheets

- Outlook O3.pdf
- PowerPoint O3.pdf
- Word O3.pdf

[Download folder](#)

PLAGIARISM

This section covers all aspects of Plagiarism; what plagiarism is, how to avoid it using referencing and how to use Check for Plagiarism.

- 1. What is Plagiarism? PowerPoint 2007 presentation
- 2. A guide to Referencing PDF document
- 3. Using Plagiarism Checking Software PDF document

ACADEMIC SUPPORT

This section is dedicated to resources that are to aid your academic activities with regards to assignment completing, reading and writing for essays and thinking creatively and critically.

- 1. Locating information PowerPoint presentation

Books have a very specific structure, and this structure is useful in helping us with locating and finding information. The PowerPoint shows you the most important things to look for in a book structure that will help you to check if your book resource hold the information you are searching for.

- 2. Reading and Notetaking PowerPoint presentation

As you move through the readings, articles and lecture notes available to you on the MyClass platform, you will need to guide your own note taking process and study sessions. To help you do this, view the PowerPoint to get important tips on reading effectively and taking notes in a way that will support your learning and improve how much information you take from learning materials.

- 3. Thinking Critically PowerPoint 2007 presentation

This PowerPoint is a guide on how to develop and improve your critical thinking skills. What are critical thinking skills? At a simple level, it is the kind of thinking required of all students - to see, read and understand information and then apply that information to different contexts and settings. It is a way for you as a student to use the processes of thinking that naturally occur in the brain, at a more advanced level - it will allow you to think smarter, faster and dive deeper into the learning embedded in all of your course material. After practicing, this will become second nature to you and will aid in your achieving strong results in your academic activities and assignments.

- 4. Planning your essay PDF document

This PowerPoint is a guide on how to plan an essay. The hints and tips in this PowerPoint will have you approach essay assignments with more ease and confidence due to you having the toolbox needed to engage with essay writing. A reminder that while you think about planning your essay and getting it started, you also need to keep referencing and avoiding plagiarism at the back of your mind.

STUDENT SUPPORT

These are some additional resources that you can make use of to support your student journey. These resources consider productivity hacks, important time management techniques and how to engage with your academics while keeping your well-being a priority - don't underestimate the importance of how much your wellbeing effects your learning!

- 1. Time Management with Bujo's and Pomodoro's! PowerPoint 2007 presentation

Have a look at this special PowerPoint on time management to learning two secret time management techniques:

1. The Bullet Journal technique is a way of engagement with time keeping in a way that meets our current needs as a generation.
2. Pomodoro technique is a unique technique we wish we learned ages ago! Grab your stop watches and your egg timers - this one might change your entire study and productivity technique!

Refresher for the week

Last week, we launched discussion forums and quizzes within all your myClass modules. Here's a r and should you need to navigate to them, remember to read the guide provided in the communication

1. *Discussion Forums*

Discussion Forums are a central space within your MyClass module that you can navigate questions or comments you would like to make regarding the MyClass content available to ! are checked numerous times a day by an academic who is ready to support and assist your your questions.

2. *Multiple Choice Questions*

Multiple Choice Questions are easier to navigate than Discussion Forums, so we will not be here, but rather guiding you around the rules and the things that are important to know about

Module Layout

Your module will contain a variety of content that includes:

1. Class notes and lectures
2. Discussion Forums and Quizzes
3. URL Links to important websites/videos
4. Activities and thinking ideas

You are required to access all content in a chronological way, so remember to follow the format of the through the content strategically. A reminder that there are resources available in the Student Orienta this process and to support your remote learning.

Coming Up Next Week

Next week, you will see the exciting addition of video lectures to each weekly section in the myClass ! excited to have the opportunity to engage in learning activities that are guided by video and voice inte

Where will you find the videos?

1. Each week, in any module, will have a video listed
2. The video will appear as a *hyperlink*, so click on the hyperlink to watch the content
3. The lecturer may provide you with specific instructions in the video, so keep your journa

In addition, your lecturers are currently working to ensure that virtual classes, in which you can engage queries, content explanations, chats and discussions can take place. As soon as this virtual timetable copy of the timetable and all virtual classes will be scheduled within your myClass accounts. These will be on the dashboard. In the newsletter next week, you will see a guided explanation on how to access this via your myClass dashboard.

All virtual lectures will be hosted via Microsoft Teams, a conferencing and connecting application that you can access via your student Microsoft Office account. The application will allow for the recording of all virtual classes and you can access the links to the virtual classes should you miss it or what to re-watch the session at a later date.

Self-care for students in a time of COVID

We understand that there is a lot of anxiety, stressors and uncertainty during this unprecedented time. To support your emotional and mental health, we have selected these important thoughts around caring for yourself during COVID 19:

1. Do not be hard on yourself for struggling with the effects of isolation, distancing and lockdown. You have not experienced anything of this nature before and are slowly developing coping mechanisms with which to survive.
2. Keep track of your schedule, work and academic engagement using a simple notebook plan (there are notebook tips in the student orientation manual on myClass).
3. Do something every day that brings you comfort and enjoyment. Sustain your positive emotions.
4. Hydrate and nourish yourself as regularly and as healthily as possible.
5. Maintain as normal a resting and sleeping pattern as possible so that when we do resume you are not struggling to break any lockdown incurred habits.
6. Take multiple breaks from all screens often each day. We are currently consuming much more screen time, most of which we access via a phone, tablet, computer and television. Remember to give yourself breaks.
7. Researching anything COVID 19 related? Ensure that it is factual, accurate and supportive. Be critical of what you see currently. This is a long way to ensuring you are not consuming news that is harmful or misleading.
8. Reach out to your friends and family when you or they may need it – "... just because we are socially distancing does not mean we are socially disconnecting..."
9. Try to maintain some forms of physical activity and exercise. Whether you have a yard, or living room, there is always activity for you. A quick Google on "living room work outs", "working out at a desk", "using household equipment", will provide you with the resources you need here.

Student Information Survey

Your opinion matters to us and we value your feedback, please assist us in taking a few minutes to complete the survey.

Click here:

Link: <https://www.surveymonkey.com/r/DWT2CJF>

Should you have trouble accessing the link, you may use the QR code below



The survey should take no longer than 3 minutes to complete!

Technical Difficulties

Still experiencing technical difficulties?

Do not fret, we have a dedicated support team to answer your queries. To ensure we answer your queries please send your technical issues directly to your Academic Manager. We endeavour to resolve you as possible.

In support of your learning,

Dr Alexia Cox
Dean of Teaching and Learning

"100% Debit Order Activation"

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