Module 1 Welcome to UniStart

Module Summary
Welcome to UniStart! In this module you will work your way through the activities to:

- Learn who runs UniStart and how you can contact us;
- Gain an understanding of the UniStart Program works;
- Become familiar with some of the features of the modules;
- Gain access to the MyLO (My Learning Online) system and learn how to use some of its features
- Introduce yourself to other students in a discussion forum.

1. The UniStart Team

We are here to answer your questions and help you with any problems you might experience during UniStart. We have team members at all campuses who deliver the face to face program. Cathy Hartigan is the Unit Co-ordinator, delivers the on campus program in Burnie and is the unit co-ordinator for the distance program.

Who are we?
We belong to the Student Learning and Academic Development team whose role is to support you in your studies. While your level of commitment to your study is your responsibility, sometimes some ‘how to’ advice regarding your academic study skills is really necessary. We can provide that advice. http://www.utas.edu.au/student-learning/home

Availability:
Weekdays from 10 am - 5 pm. Please do not expect an immediate response. Requests may take three business days.

Contacting us:
- If you have any queries about UniStart, contact Student Learning for help by email: unistart.enquiries@utas.edu.au
- If you have a general query about getting some advice and support with your studies, then contact us by email: student.learning@utas.edu.au
- Include your student number, your name and a contact phone number in any emails.
- Telephone: +61 3 6226 7595

Checklist – where am I up to?

- Section 1 – Who are the UniStart team? Contacts?
- Section 2 – Why should I do UniStart?
- Section 3 – How does it work? Some FAQ’s.
- Section 4 – Organising myself for study – time and space activities
- Section 5 – Getting access to online units – setting up your computer, accessing MyLO and UniStart online activities.
2. Why should I do UniStart

Think of UniStart as an opportunity to get a head start with your preparation for university study. During UniStart you will prepare for university study by:

- becoming familiar with the university culture;
- learning what is expected of you as a university student in terms of workload, responsibility, attitude and behaviour;
- understanding the concept of academic integrity and related skills of critical thinking, research, reading and incorporating evidence into your work;
- learning how to plan for and work on assignments;
- developing study skills such as active reading and note taking;
- evaluating your strengths and weaknesses as a learner in terms of motivation levels, concentration, preferred learning style and so on.

UniStart students often report feeling more confident and capable as university students.

3. How does the UniStart program work? Answers to some FAQ’s.

- **Does it cost anything – will it add to my HECS debt?**
  - No, if you are a domestic student, UniStart is a free program designed to support you as you transition into university level study.

- **Do I need to complete a Commonwealth Assistance form (CAF/eCAF)?**
  - YES!!! Even though UniStart is free, you must still complete an eCAF. There are more details about this on the MyLO UniStart unit site.

- **Do I have to complete all of the online activities on the UniStart Online website?**
  - You are not required to complete the optional online activities because you will not be assessed during UniStart.
  - It is strongly recommended, however, that you complete as many online activities as possible as they put into practice what you are learning.

- **If I don’t finish UniStart, will a fail grade appear on my transcript?**
  - No. There is NO academic penalty for not completing the program. UniStart is a non-assessable unit. This means that you will not receive credits towards your degree by participating in UniStart.
  - Nothing negative will appear on your transcript but you will have access to the materials for the rest of the semester. (need to complete the eCAF to have pass grade)

- **How long will UniStart take?**
  - As a rough guide, expect to spend around 30 hours on the program. This includes time to work on activities. You may find that some modules take more or less time to complete than predicted.

- **Is UniStart just the winter school? Is there any follow up or extra help we can get?**
  - There are a variety of ways by which you can seek support and guidance throughout the year through workshops and individual consultations, via distance and on campus. Contact student.learning@utas.edu.au for some advice or visit our website [http://www.utas.edu.au/student-learning/home](http://www.utas.edu.au/student-learning/home)

- **I enrolled late. Do I have to complete UniStart?**
  - No. It is more important that you focus on your semester units.
• How many modules are there? When should I do UniStart?
  - There are 8 module modules (including this one). Your other study will become the
    priority and you should use these as a resource to support your academic skills.
• Can I do both on campus and distance UniStart?
  - You are welcome to supplement the Distance offering by attending sessions of the on
    campus program, however the winter sessions begin on June 29th.
• Are there any assignments to complete?
  - No. Your focus is your course units.

4. Organising your study

How much time do I have?
Planning and managing your time very carefully is an essential ingredient in being successful in your
studies. University should fit into your life, not the other way around. It is important to work out
how much time you have available over the weeks the unit is available. You can complete this unit in
one week or spread your time over a number of weeks.

**Activity A How much time do I have?**

1. Use a diary or calendar to mark out all your commitments for the coming week, including
  the amount of time these will take, for example, work, sport, cooking, sleep, travelling and
  children’s activities. You can use the printable [Weekly Planner](#) from the Current Students
  website. There is also one available on the UniStart MyLO site.
2. Highlight when you are free.
3. Circle the times that you think will be most suitable for your study.
4. How much time do you realistically have per week? You might like to do this for a couple of
  weeks to get a better picture of what time you have available.
5. Plan out how many hours a week you will need to spend on UniStart to complete the unit in
  five weeks.

<table>
<thead>
<tr>
<th>Number of weeks</th>
<th>Hours per week</th>
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<tbody>
<tr>
<td>4 weeks</td>
<td>Approximately 7-8 hours per week</td>
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<tr>
<td>3 weeks</td>
<td>Approximately 10-11 hours per week</td>
</tr>
<tr>
<td>2 weeks</td>
<td>Approximately 15 hours per week</td>
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<tr>
<td>1 week</td>
<td>Approximately 30 hours (almost</td>
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<td></td>
<td>equivalent of a full time job)</td>
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6. Plan
   a. When will I start?
   b. When do I aim to be finished by?
   c. How much time per week can I put in/ will need to put in?
Activity B  To do list

Use the ‘To do’ list attached to your email with this document to help you plan what you are going to do and when you are going to do it. Put this up where you can see it – on the fridge, above your study desk.

Activity C  Study space

Organise yourself a space that is yours in which you can study. It needs to be away from the main living areas of the house where you won’t be distracted by the television, conversations in the kitchen and so on. It needs to be where you can leave your ‘uni stuff’ and come back to it undisturbed. This is not always easy, but if you are serious about studying, then it is really, really, really important.

5. Getting Access to online materials: setting up your computer, accessing MyLO and UniStart online activities

MyLO is an acronym for My Learning Online. MyLO can be used to manage your learning within the units you study. It may be used for:

- the distribution of unit materials (like lecture notes and unit outlines);
- communication between teaching staff and students, students and other students
- submission of assignments, grading and distribution of feedback; and
- online activities like quizzes.

As a distance student, many of the activities in UniStart will take place in the MyLO environment. The UniStart presence in the MyLO system is referred to as **UniStart**. In this section you will learn how to access and use the key features of UniStart Online using MyLO. You will have access to all the UniStart resources on MyLO for the rest of the year.

*An important note about internet access: Please read this blog.*


*Students are often under the misconception that 3G/4G mobile Internet is good enough for accessing MyMedia recordings (or MyLO for that fact). Often it is not, due to issues inherent in the wireless technology such as packet loss and latency. It’s also quite expensive especially if you are using pre-paid plans. We recommend that you have a wired broadband connection if at all possible (that means you have a home phone and broadband uses the same phone line).’*

Leah Chandler
My Media, ITS Services UTAS
Activity A Accessing MyLO and setting up your computer

Using a computer connected to the internet, access the MyLO log-in page.

To do this:
2. Click on the link for MyLO and you should go to a page where you can log in. You will find links for help with using MyLO and checking your computer’s settings.

3. You must make sure that your computer and web browser (Internet Explorer, Firefox, Safari and so on) are set up properly to use MyLO before you log in for the first time. Under the MyLO login symbol, click on Student Support. There is a link called running a system check. Click on this to make sure your browser is configured properly. If you have a problem, contact the IT Service desk by email to servicedesk@utas.edu.au during business hours. You can also call them – see the numbers on the MyLO web page.

4. Logging in – Click on the MyLO link and log in. You need to use your UTAS username and password. You username is the characters that appear before the @ symbol on your UTAS email address. If you have not received a username and password, contact the IT service desk on (+61) 03 6226 1818 or 1300 304 903 (local call charge in Tasmania).

5. You will arrive at a page which lists units. Some of these are generic and all students have them in MyLO, for example, Academic Honesty and Uni Essentials. These are just extra resources for you to use and you can have a look at them but you don’t have to do anything. They are not a part of UniStart.

Don’t worry if your semester units don’t appear yet. They will, as soon as your lecturers have them ready to put on MyLO.

6. Click on the UniStart link either under My Units or use the Select a unit drop down list at the top of the page.
**Activity B  Access the unit**

There are two ways to access the Distance unit materials.

a. Click on the content button

You can then choose to which module you want to go.

OR

b. Under Content Browser, click on Distance students

It doesn’t matter which method you chose. Just do what makes you the most comfortable.
Near the top of the list on these pages, you will see a link called About UniStart. Click on this to find a pdf. link to ‘What is in a unit outline’. Open this and read it. Then, open the UniStart Unit Outline and have a look at the features and information it contains. All UTAS units have a unit outline.

7. Follow the back arrow or click on Home to find the Distance Students link. Click on this and you should see a list of modules that you will work through in order to complete the unit. Each module has a variety of activities for you to try and this should help you learn how to navigate your way around MyLO. You are welcome to explore any of the content in the UniStart unit. In particular, have a look at the General Resources section.

There are a number of discussion boards used in the unit. Please abide by the rules you will see on each one and please, NO SHOUTING.

Getting to know you 😊
On the UniStart distance student page, you will see a link to Discussions. Follow this link to find the ‘Getting to know you’ discussion and put a post on the discussion board. You can also leave an audio message if you have a microphone with your computer. (Please note, you do not have to do this)You can edit this post (message) or delete if you make a mistake. Remember you are in a secure environment on MyLO. If you have any questions or concerns about using the discussion board, then please contact us.

Do you have a question? Q and A
There is another general discussion board called ‘Q and A – ask a question.’ This is for questions about UniStart or how to use MyLO. It will be checked by staff regularly and answers provided by reply. If you know the answer to another student’s question, it would be great if you could post a reply.

Remember: the only dumb question is the one you didn’t ask, so please do not hesitate to ask questions on the Q & A discussion. Another student may have exactly the same question and you will be helping them by asking. Also, you can send an email to unistart.enquiries@utas.edu.au

Module completed
You have now completed this module.
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