



Online – 2009

Peer Assisted Study Sessions (PASS) is available for external students in an online format through Windows Live Messenger (msn chat). The courses the online PASS occurs in are below with the times listed. The sessions are timed when you will be preparing assessment pieces in the particular courses.

Course	Time	Dates	PASS Peer Leaders email address
Accounting, Decisions and Accountability	6 – 8pm	Mondays: <ul style="list-style-type: none">• 28 Sept• 12 Oct• 9 Nov	Junia: PASS_KR@hotmail.com
Microeconomics	6 – 8pm	Wednesdays: <ul style="list-style-type: none">• 7 Oct• 11 Nov	Eddie: eddie4pass@live.com

To participate in PASS online see the instructions below:

- If you don't already have Windows Live Messenger (msn chat) just refer to the instructions below for downloading the software. Also refer to below instructions for how the online session will be run.
- Log on at the specified time for the session and enter the PASS Peer Leaders email addresses as a contact, and then they will add you to the group.
- Alternatively you can email the PASS Peer Leaders and they will add you as a contact, so that when you log on at the specified time they will automatically add you to the group.

Instructions for downloading 'Windows Live Messenger' for students

Note: This is aimed mainly at those who don't already have **Windows Live Messenger** installed. If you have a previous version of msn messenger and you're quite happy with it by all means use it for the online chats and ignore these instructions. However, it is preferable that you have the most up-to-date version, i.e. Windows Live Messenger.

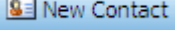
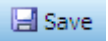
1. Visit the link: <http://get.live.com/messenger/features>
2. On the webpage, click on the button download.
3. Download the file when it comes up, it should be around 17.2MB (this could be around 30 mins on a 56k modem) at the moment.
4. Once the file has finished downloading, open the file (by double-clicking on it) to commence installation.
5. A new window should appear with the title 'Install Windows Live Messenger'. Click on 'Next'.
6. Read the 'Terms of use and Privacy Statement' if you wish. Select 'I accept the Terms of use and Privacy Statement' and click 'Next'.
7. In the 'Choose additional features and settings' you only really need to have checked the 'Window Live Messenger shortcuts' in order to have the shortcuts on the desktop and Quick Launch toolbar. Tick or untick any others you think are necessary or unnecessary and finish off by clicking 'Next'.
8. The installation process will be done. Once completed you will need to restart your computer. Click on 'Finish' to complete the installation and allow your computer to restart, which it will do automatically.

Running 'Windows Live Messenger'

1. Once your computer has restarted you should see the 'Windows Live Messenger' icon on the desktop. You may double-click on this to run the program.

2. If you get any messages asking you to unblock your firewall to enable Windows Live Messenger click Yes.
3. You can use your hotmail account (unless you have another compatible account) as the username and password to get into your chatroom account. If you do not have a hotmail or other compatible account already, go to www.hotmail.com and follow the prompts to create it.

Depending on whether you're using MSN messenger or Windows Live Messenger there may be slightly different methods to adding your PASS Peer Leader/s in. Here is the method that will work both ways:

1. Open up your hotmail account and select 
2. Enter a 'Quickname' for the contact and the address provided for the PASS Peer Leader in the 'MSN Address' textbox.
3. Tick the box next to 'Use with MSN Messenger'.
4. Click on the  button to save your PASS Peer Leader/s' address to your account. You should now be able to see their name appear whenever you open MSN Messenger/Windows Live Messenger.
4. Once you have entered their email address, you should be able to see when they're online and start a conversation with them. The PASS Peer Leader/s should be the ones who start the conversations so all you really need to do is be online and the PASS Peer Leader/s should add you in to the chatroom.
5. To communicate during the conversation simply enter in what you want to say in the textbox provided (below) and press the 'Enter' key or click the 'Send' button when message is completed. Keep in mind that people may have already said what you were going to say while you're typing so please check the whiteboard before sending your message.

Guidelines for students online

Be aware there are rules of etiquette in using chat rooms – most of these are common sense and for more information please see:

[Guidelines for students* on use of IT facilities, including email and the internet](#)

- ✓ IMPORTANT: The PASS Peer Leaders are there to facilitate sessions where students can get together to clarify course content and ask questions, with the aim to assist students with their understanding of the course content and performance in the course.
- ✓ One question will be discussed at a time, please refrain from trying to change the subject whilst a question is in discussion. The PASS Peer Leader will do the best that they can to go through any many questions as they can within the time.
- ✓ If you know the answer to a question another student asked, feel free to jump in and help your fellow students out. These sessions are about helping each other.
- ✓ If you have a long list of questions you need answering, please do your best to list as many as you can in a word document and be prepared to bring them up during the session. Bear in mind you may not be the only one with the same problem.