

**Tutor**

**ONLINE USER MANUAL**

**<http://www.hkbu.unisa.edu.au>**

**Prepared for**

**Undergraduate Business Students  
School of Continuing Education**

**March 2006**

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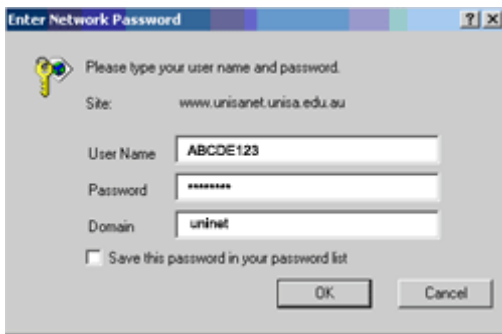
# 1. Contact Details

If you have any comments, queries or technical difficulties please contact UniSA staff on:

**hkbuhelp@unisa.edu.au**

# 2. Your UniSA username and password.

**Figure 1: Password Protection box**



## **The password protection box.**

When you click on a password protected link a password protection box will appear. This is where you need to input your UniSA username and password (Fig 1.). You should only need to enter your password details once as you move within the site however, some websites such as myUniSA are held on a different server and in these cases you will need to enter them again.

## **2.1 Username**

Your username is your email ID and you will find it printed on the top left hand side of your enrolment letter. Some browsers display a field for domain, if this is the case enter 'uninet' for domain. If you do not know your email ID please contact UniSA on [hkbuhelp@unisa.edu.au](mailto:hkbuhelp@unisa.edu.au)

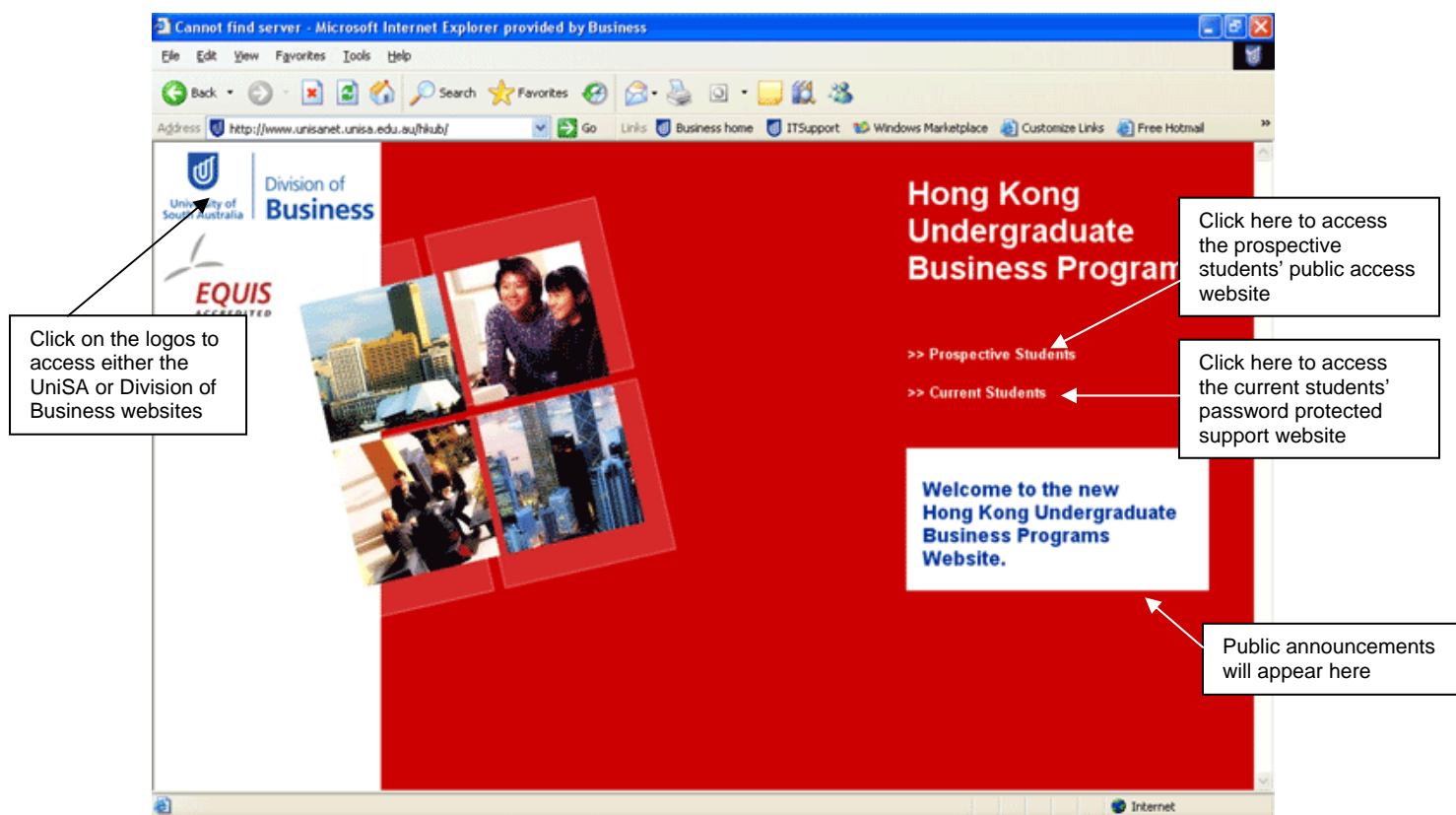
## **2.2 Password**

Your password is worked out by taking the first 4 letters of your family name and the day/month of your birthdate. Please use the date system of day/month/year. For example if your family name is Chang and you were born on 15th July 1972 your password would be "chan1507". However, if your surname is only 2 or 3 letters, substitute the blanks with an X, e.g. Mr Ng = "ngxx". Your password should always be typed in lower case letters.

You are encouraged to change your password and not to share it with anyone. You can change your password by accessing the myUniSA logon page and selecting the change password link. If you change your password you should always allow 15 minutes for the password change to take effect before using it to login to UniSA services.

### 3. Login page

FIGURE 3.1 Login page



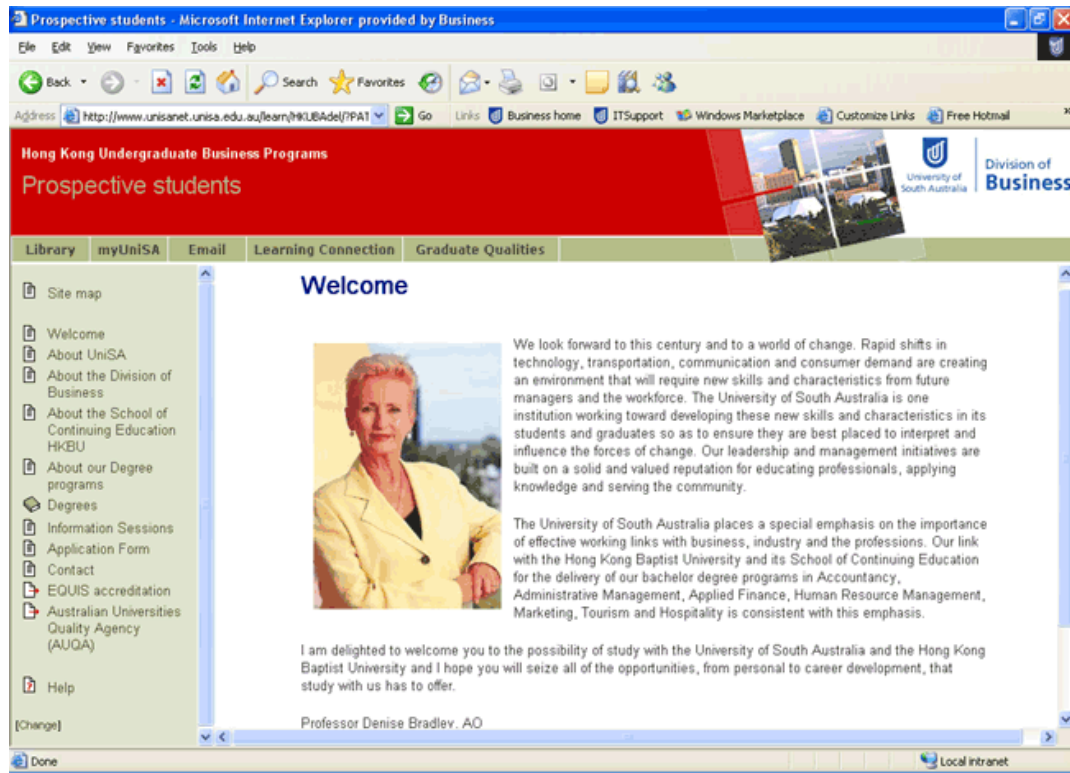
To access the login page go to [www.hkbu.unisa.edu.au](http://www.hkbu.unisa.edu.au). Continuing students may have bookmarked the address for the previous site, please ensure that you bookmark the new site address.

The login page incorporates the following features:

- Links to the University of SA and the Division of Business website
- Link to Prospective students' public access website that includes information relating the degrees, general information about the University of South Australia and School of Continuing Education (SCE, HKBU) and application forms (
- Link to Current student's password protected program and course support website restricted to enrolled students and staff.

To access the Current students area you will need your UniSA student username and password (See point 2) and have a current enrolment.

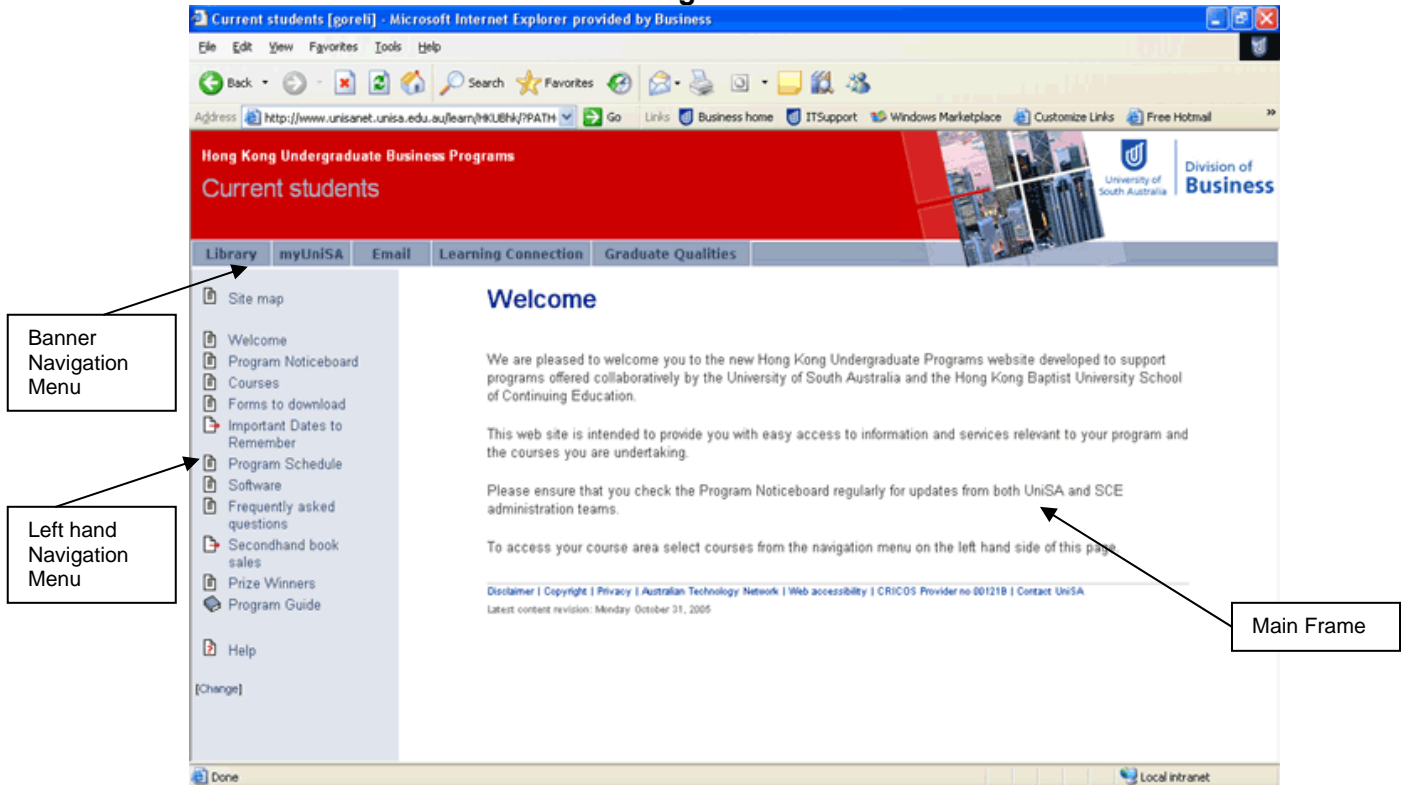
**FIGURE 3.2 Prospective Students**



## 4. Top Level – Current Students

Select Current Students and login to access the Current Students Website.

**FIGURE 4.1 Current Students – Program Level**



Current Students (Program Level) (Fig 4.1) page is divided into three sections

1. Main Frame which loads the information that you have selected
2. Banner Menu with fixed links that link to the most frequently visited services
3. Left Hand Menu additional links to services and information related to all programs

#### **4.1 Main Frame**

When you select links from the left hand navigation bar the information is displayed in the main frame. Students are encouraged to access the program home announcements regularly for important information relating to your program.

#### **4.2 Banner Menu**

When you select links from the banner menu they will open in a new browser window. You may be required to log into each of these links separately. The links contained in the Left hand navigation bar direct you to the following areas:

- **Library**  
Links to the UniSA library where you can access the library catalogue and electronic databases to source electronic research articles for your assignments.
- **myUniSA**  
myUniSA is a personalised view of your student record, enrolments and grade reporting.
- **Email**  
Your student email account can be accessed via myUniSA or directly via this link.
- **Learning Connection**  
Services for students which includes online workshops and learning guides such as “How to avoid plagiarism” and “How to reference using the Harvard referencing method”. See “Ask Learning Connection” to search for information.
- **Graduate Qualities**  
Links to the Graduate Qualities website which outlines skills and qualities of UniSA graduates.

#### **4.3 Left hand navigation bar.**

The left hand navigation bar has a series of links to information contained within the site. In most cases the information will be displayed in the Main Frame area or alternatively a new browser will be opened. The links contained in the Left hand navigation bar direct you to the following areas:

- **Program Noticeboard**  
Important information relating to your program will be posted on Program Home Notices. Students are encouraged to access the program home notices regularly.

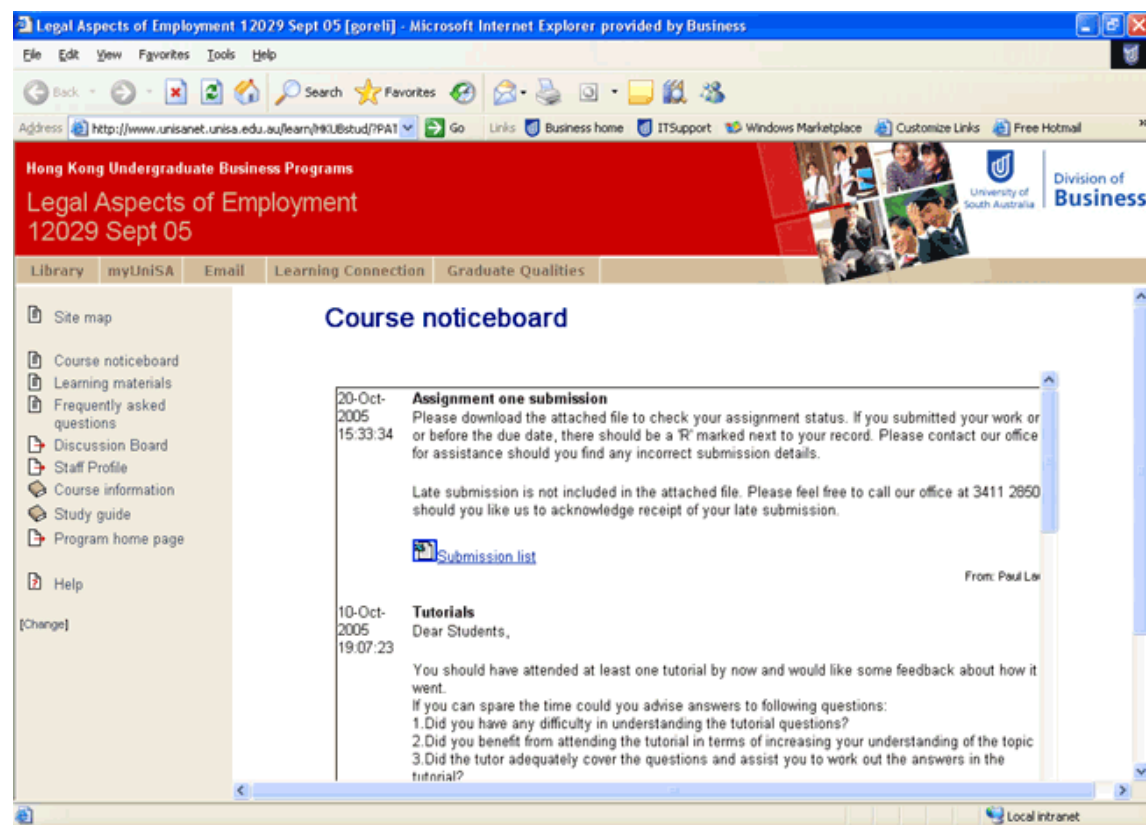
- **Courses**  
Access the courses link to select your course area link.
- **Forms to download**  
Visit this area to download the most commonly used forms.
- **Important Dates to Remember**  
Links to the 'Transnational Academic Year Calendar' that outlines 'withdrawal from courses' deadlines and the subsequent notations that will appear on your Academic Transcript.
- **Program Schedule**  
Links to the most recent program schedule (.pdf file)
- **Software (formerly called Resources)**  
Links to downloadable software
- **Frequently Asked Questions**  
Answers to the most frequently asked questions about the Program Administration are answered here. It is **strongly recommended** that you check this section prior to contacting your administrator.
- **Second hand book sales**  
Post a message here to sell your textbooks, or see what textbooks other students have for sale.
- **Prize Winners**  
Recognition of outstanding academic achievement by program members
- **Program Guide**  
This guide has been specially prepared to assist program members pursuing the University of South Australia's Bachelor of Accountancy / Bachelor of Business Degree by distance-teaching in Hong Kong. It is intended to be a source of reference on how the program works, as well as the organisation and support that is available. It is recommended that students read this guide before embarking on the study materials. The most recent version of the program guide is posted to the website.

## 5. Navigating your course area

Click on "Courses" in the left hand navigation menu at Current Students – Program Level to select your course delivery area by semester.

Click on the appropriate course and semester name to access your course area.

**FIGURE 5.1 Example of a course area**



Each course area incorporates:

- **Course Noticeboard**  
Course level announcements are posted here and relate to both academic and administrative issues. Students are encouraged to visit this area regularly for the latest course news. Course level announcements load into the main frame of the course area.
- **Learning Materials (previously called Resources)**  
Academic staff will post teaching and learning resources here.
- **Frequently Asked Questions (FAQ's)**  
Answers to the most 'frequently asked questions' about your course are posted here by the course lecturer.
- **Course Discussion**  
Links to a course discussion board where you can interact with fellow students or post messages to your course lecturer. See section 8 'Posting to Discussion Boards' for more information.
- **Staff Profile**  
This section provides a link to your course lecturer's home page, which includes contact details and biographical information.
- **Course Information Booklet**

This is the online copy of your course information booklet and includes information about the course, assessment details, sample exams and a key dates page. This file is loaded in .pdf format, you will need Adobe Acrobat to view which can be accessed via the Software link at program level.

- **Study Guide**

This is the online copy of your course study guide. This file is loaded in .pdf format, you will need Adobe Acrobat to view which can be accessed via the Software link at program level.

## 6. myUniSA

See separate guide for further information about myUniSA

## 7. Library Databases

<http://www.unisa.edu.au/library>

Access to the library databases and electronic journals that the UniSA library subscribes to is restricted to current staff and enrolled students of the University of South Australia. UniSA staff and students may view, print and/or download contents from these services provided use is for University studies, teaching or research and does not amount to or result in commercial distribution. You can access the online library databases by following the link available in your program website or directly through the link below.

<http://www.library.unisa.edu.au/resources/database>

Some databases are not available outside the University network. Some databases require a dedicated password. Most databases are accessed via Remote Patron Authentication (RPA) - when logging on outside of the University network library users will be asked to enter their UniSA network username and password for access. Do not include domain name 'uninet' for access to library databases. For further information about access check the Access conditions section of the individual database pages available from the 'database access and information pages' at

<http://www.library.unisa.edu.au/resources/database>

To access these databases a minimum of version 4.7 is required for Netscape and a minimum of version 5.0 for Internet Explorer. Java support is also required for many databases (this is called Microsoft Virtual Machine if using Internet Explorer). Some fulltext material is in PDF format and Adobe Acrobat Reader is required to view and print. If you do not have a copy of Adobe Acrobat Reader you can download a free copy of Adobe Acrobat Reader from Adobe

<http://www.adobe.com/products/acrobat/readstep.html>

A user guide for Library databases is available at:

<http://www.library.unisa.edu.au/resources/dbguides/ezproxyguide.pdf>

If you need further assistance, please email the Library using the 'Ask a Librarian Form' at: <http://www.library.unisa.edu.au/questionpoint/ask.asp>

If you need to report problems with databases please complete the Database Access Problem Report form located at

<http://www.library.unisa.edu.au/questionpoint/askdb.asp>

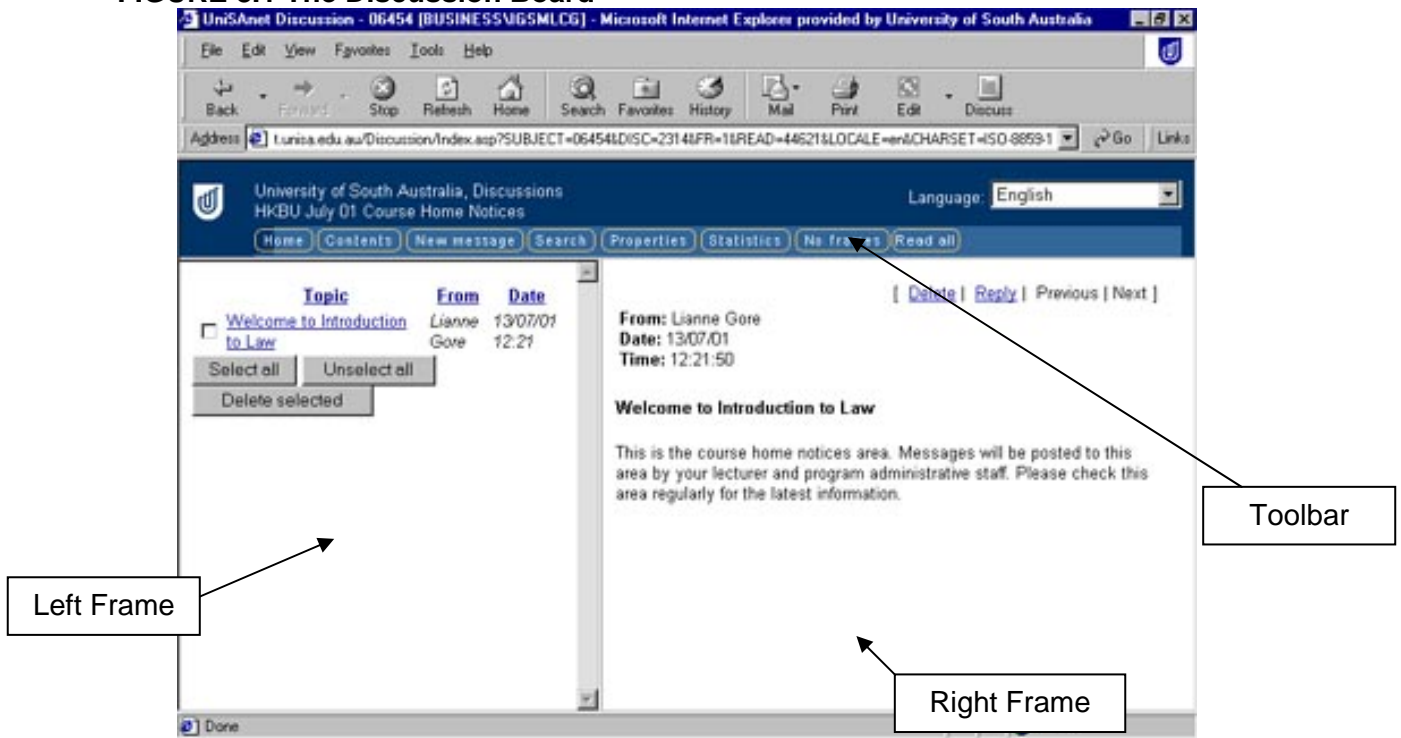
For more information relating to the Online Library Databases including tips for searching please go to: <http://www.library.unisa.edu.au/resources/database>

## 8. Posting to the Discussion Board

Open the Discussion Board by clicking on the link in the left hand navigation menu of your course area.

A discussion board will appear (fig 8.1)

**FIGURE 8.1 The Discussion Board**



### 8.2 Using the discussion board

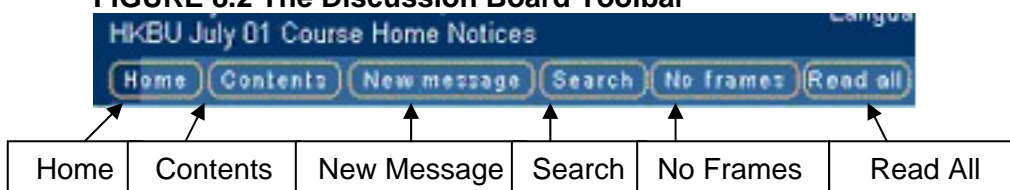
The Discussion Board has 3 main sections (see Figure 8.1):

- Toolbar
- Left Frame
- Right Frame

#### Toolbar

The toolbar has a number of functions (see Figure 8.2):

**FIGURE 8.2 The Discussion Board Toolbar**



- **Home**  
Click on Home to return to the course home page (Figure 8.2)
- **Contents**  
Click on the Contents button to return to the Forum's contents
- **New Message**  
Click on the new message button to post a new message
- **Search**  
Click on search to find messages by using keywords. Type your keyword or authors name into the box and click on the search button.
- **No Frames**  
If your browser does not support frames select the 'No Frames' view and the left and right frames will appear as separate pages.
- **Read All**  
Click on the read all button to view all of the messages open in the right hand frame

### **8.3 Basic Operations of the Discussion board**

This section covers basic operations. These include:

- posting new messages
- adding attachments
- reading messages and
- replying to messages

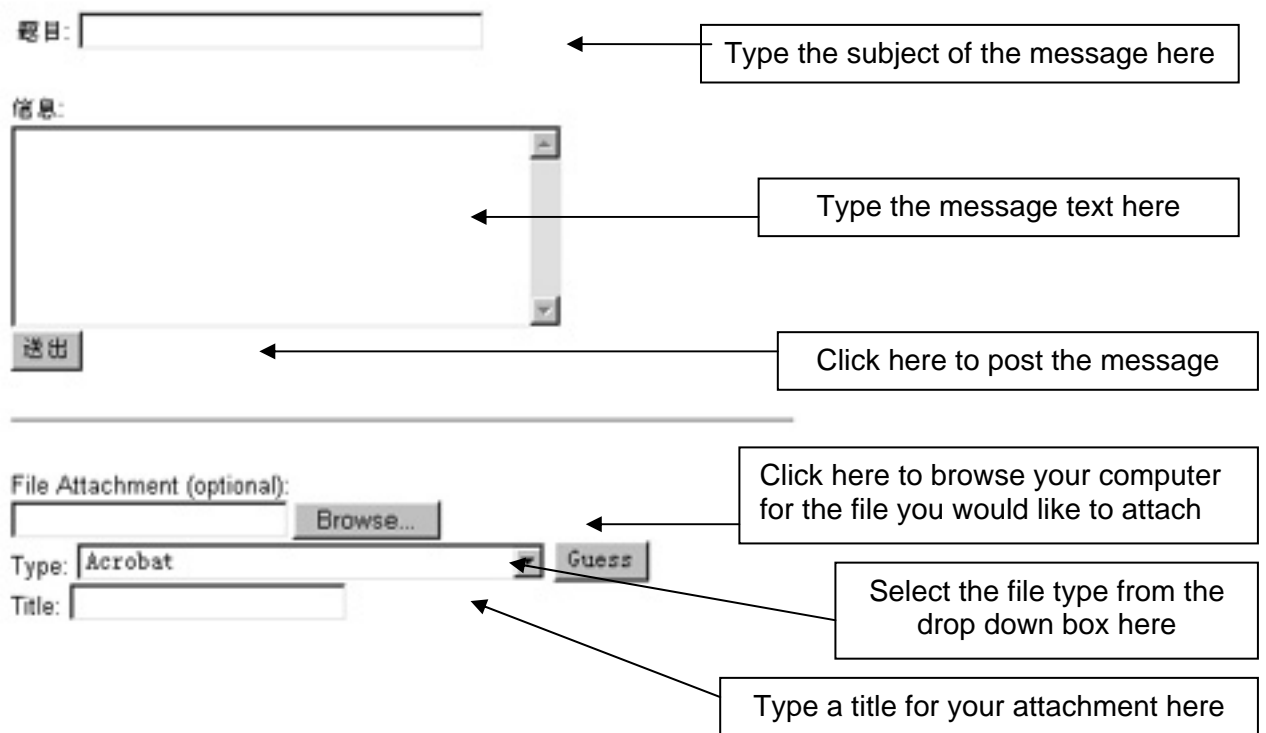
The following examples assume you are using the 'frames' version (Figure 8.1) of the discussion list.

#### **8.3.1 Posting New Messages**

To post a new message to the discussion list (Figure 8.3):

1. Click on the 'new message' button from the toolbar at the top of the page.
2. A message composition area will appear in the right frame. Enter the subject of the message in the 'subject' box and the message text into the 'message' box.
3. Click on post, the discussion board will reload and message will appear in the list in the left frame.

**FIGURE 8.3 Post a new message**



### 8.3.2 To add an attachment to a message (optional)

To add an attachment to a message (Figure 8.3), complete steps 1 & 2 in 8.3.1. then:

1. Click the browse button to look for the file in your computer.
2. Choose the type of file from the drop down list (next to the 'guess' button).
3. Give the attachment a title (which will be the link to the attachment).
4. Click on post, the discussion board will reload and the message will appear in the list in the left frame.

### 8.3.3 How to read a message

1. Click on the message title in the left frame and the message will appear in the right frame, or
2. Select 'read all' from the toolbar and all the messages will appear in the right frame.

### 8.3.4 Read the previous or next message when you have a message open

1. To read the next or previous message in the thread or list select the next or previous links that appear in the top right hand corner of the right frame when a message is open.

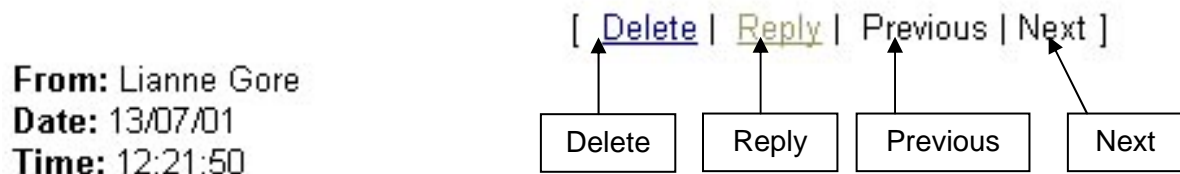
### 8.3.5. How to reply to a message

To reply to a message (when reading it):

1. Click on the 'reply' link (Figure 8.4)

2. A message composition area will appear with the message subject prefixed with 'Re:'.
3. Enter your text in the 'message' box.
4. Click the 'post item' button.

**Figure 8.4 View of a message in the right frame**



## Welcome to Introduction to Law

This is the course home notices area. Messages will be posted to this area by your lecturer and program administrative staff. Please check this area regularly for the latest information.

## 9. Accessing Up-to-date Information

Some information on the website such as the Program Guide and descriptions of the program and courses, will remain reasonably constant or static. Other information will be constantly changing. The School of Continuing Education as well as administrators and academics within the University of South Australia, will regularly post information to the website.

You are encouraged to access the website at <http://www.hkbu.unisa.edu.au> on a regular basis, at least once a week to check for postings.

Information will be posted at several levels, top level and course level.

**AT PROGRAM LEVEL**, the information that will change and needs to be checked regularly for updates includes: Program Noticeboard & Frequently Asked Questions (FAQs)

**AT COURSE LEVEL**, check regularly for Course Noticeboard, Learning Materials & FAQs

## 10. Hardware/Software Requirements

Requirements for accessing the online system are as follows:

Web Browser: Netscape 6.0 and above, or Internet Explorer 6.0 and above. The browser must be capable of supporting Java.

Operating System: Windows 2000

Computer: Pentium 3 or above recommended, 64MB ram, a minimum of 800x600 resolution display with 256 colours.

Internet: At least 56K modem.  
An Internet account with an Internet Service Provider or Broadband connection