

**Lecturers**

**ONLINE USER MANUAL**

**<http://www.unisanet.unisa.edu.au/bbasing/>**

**Prepared for**

**Bachelor of Business Administration  
Singapore**

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# 1. Contact Details

If students have any comments, queries or technical difficulties please ask them to contact UniSA staff on:

[ptbba.help@unisa.edu.au](mailto:ptbba.help@unisa.edu.au) (part-time program)

[ftbba.help@unisa.edu.au](mailto:ftbba.help@unisa.edu.au) (full-time program)

# 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 are held on a different server and, in these cases, you will need to enter them again.

## 2.1 Username

Your username will be provided to you via email. Some browsers display a field for domain, if this is the case enter 'uninet' for domain. If you do not know your username, please contact your UniSA program administration team.

## 2.2 Password

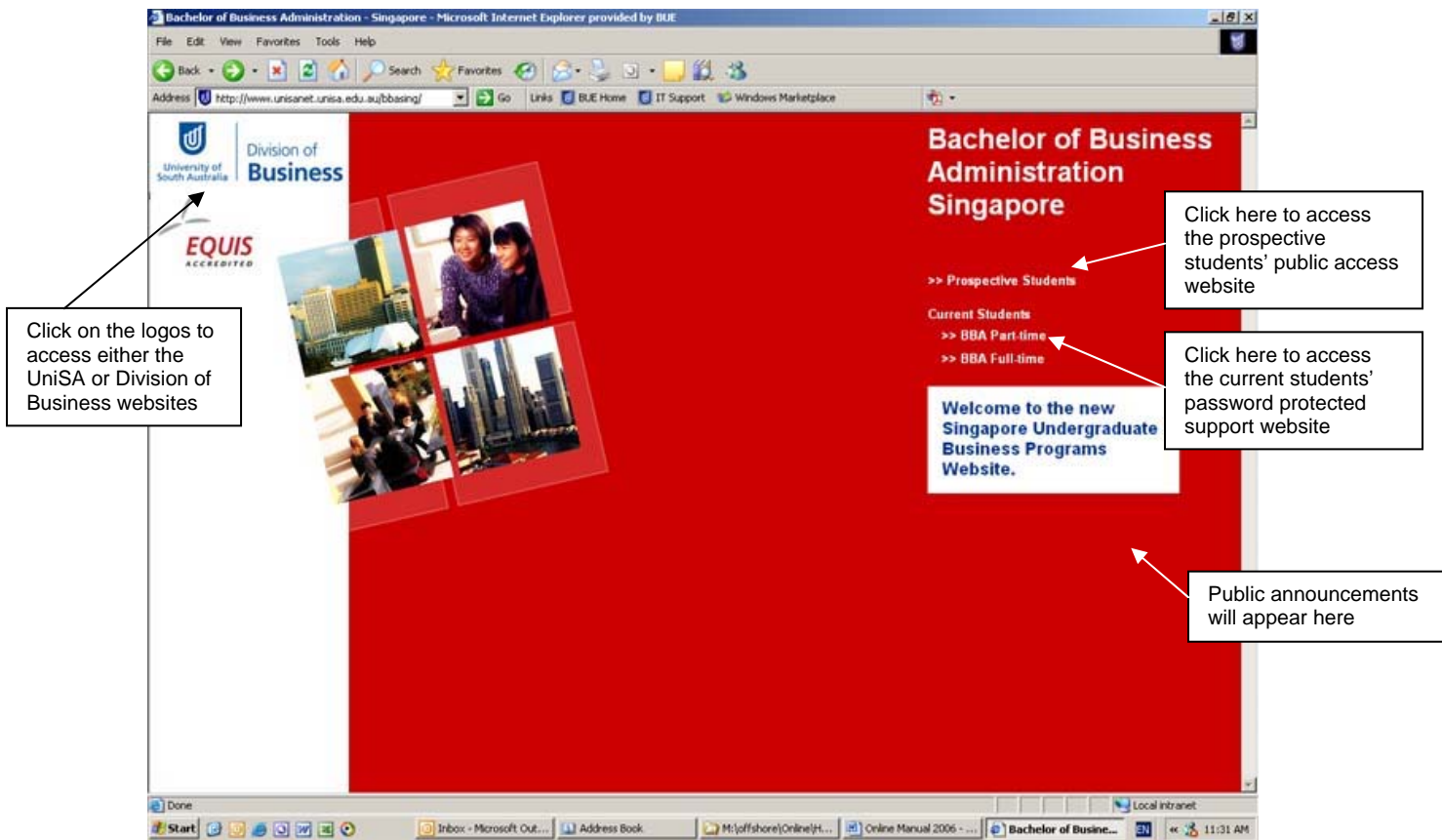
Your password is provided to you with your username. Your password should always be typed in lower case letters.

You are encouraged to change your password and not to share it with anyone. You can change your password by accessing the following page:

<https://www.applications.unisa.edu.au/password/changepassword.aspx>. 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



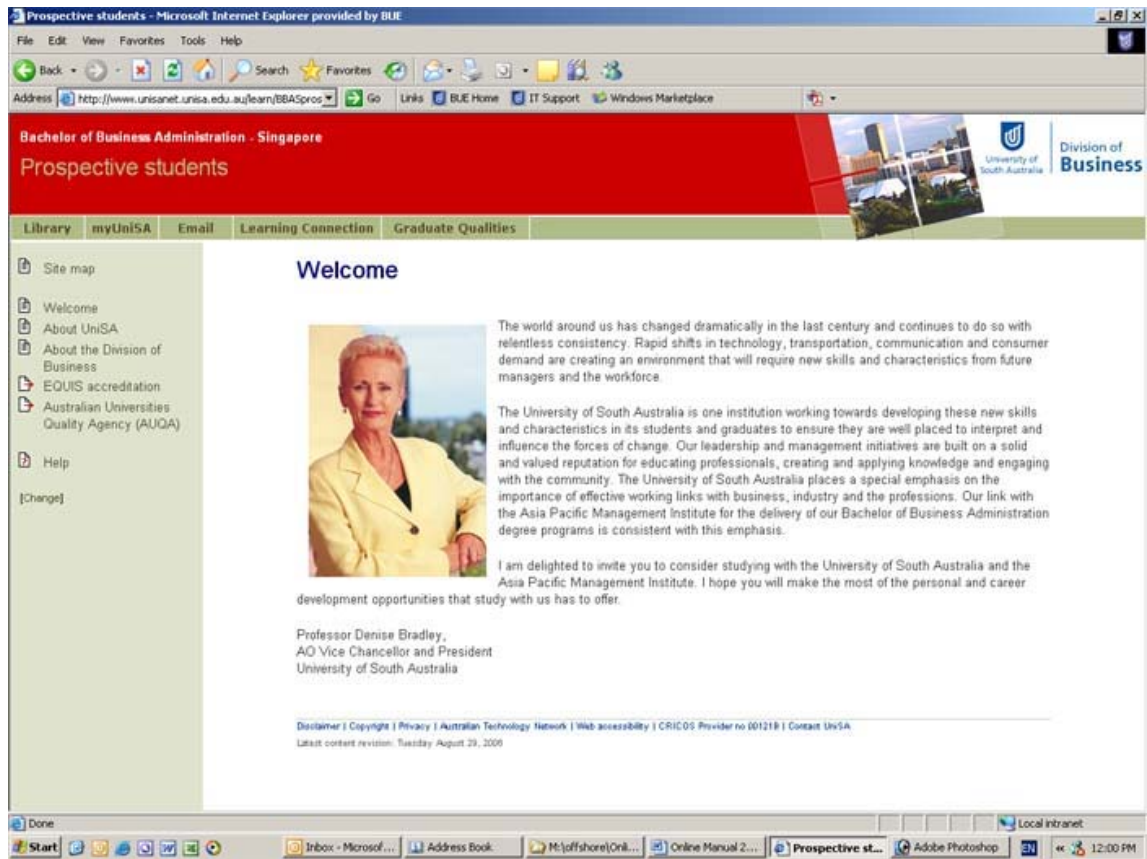
To access the login page go to <http://www.unisanet.unisa.edu.au/bbasing/>.

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 KAPLAN 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 username and password (See point 2) and have a current contract with KAPLAN.

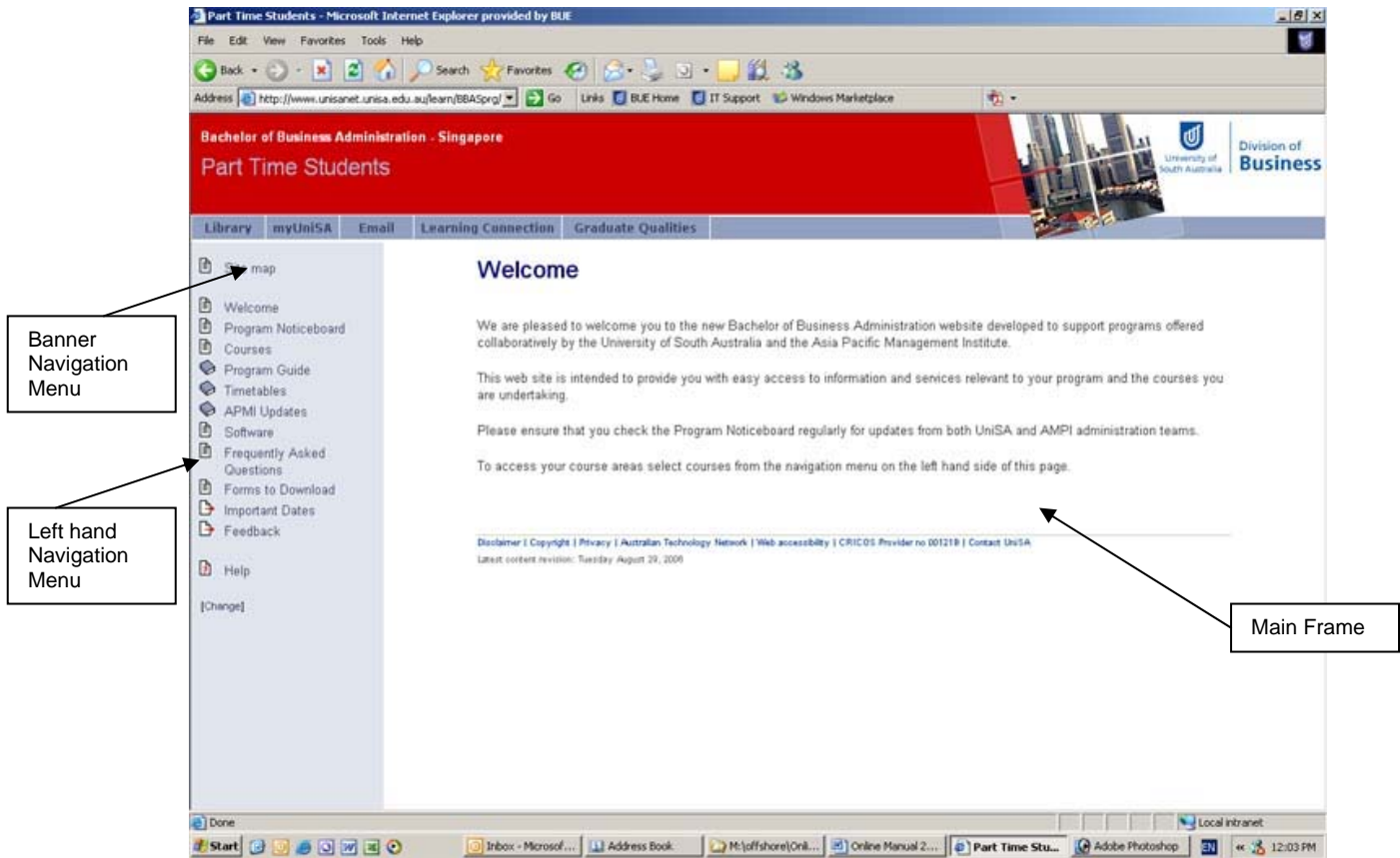
**FIGURE 3.2 Prospective Students**



## 4. Top Level – Current Students

Select BBA Part-time or BBA Full-time under 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 their 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 each individual student record, enrolments and grade reporting. This service is only available to enrolled UniSA students
- **Email**  
Students can access their UniSA student email account directly via this link. A

password protection box will appear in which you have to insert your UniSA username and password.

- **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. Lecturers have read-only access to this noticeboard as it is designed for program administration.
- **Courses**  
Access the courses link to select your course area link.
- **Forms to download**  
Visit this area to download the most commonly used forms for students.
- **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 student’s 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.
- **Second hand book sales**  
Forum for students to sell their textbooks, or see what textbooks other students have for sale.
- **Program Guide**  
This guide has been specially prepared to assist program members pursuing the University of South Australia’s Business Degrees by distance-teaching in Singapore. It is intended to be a source of reference on how the program works,

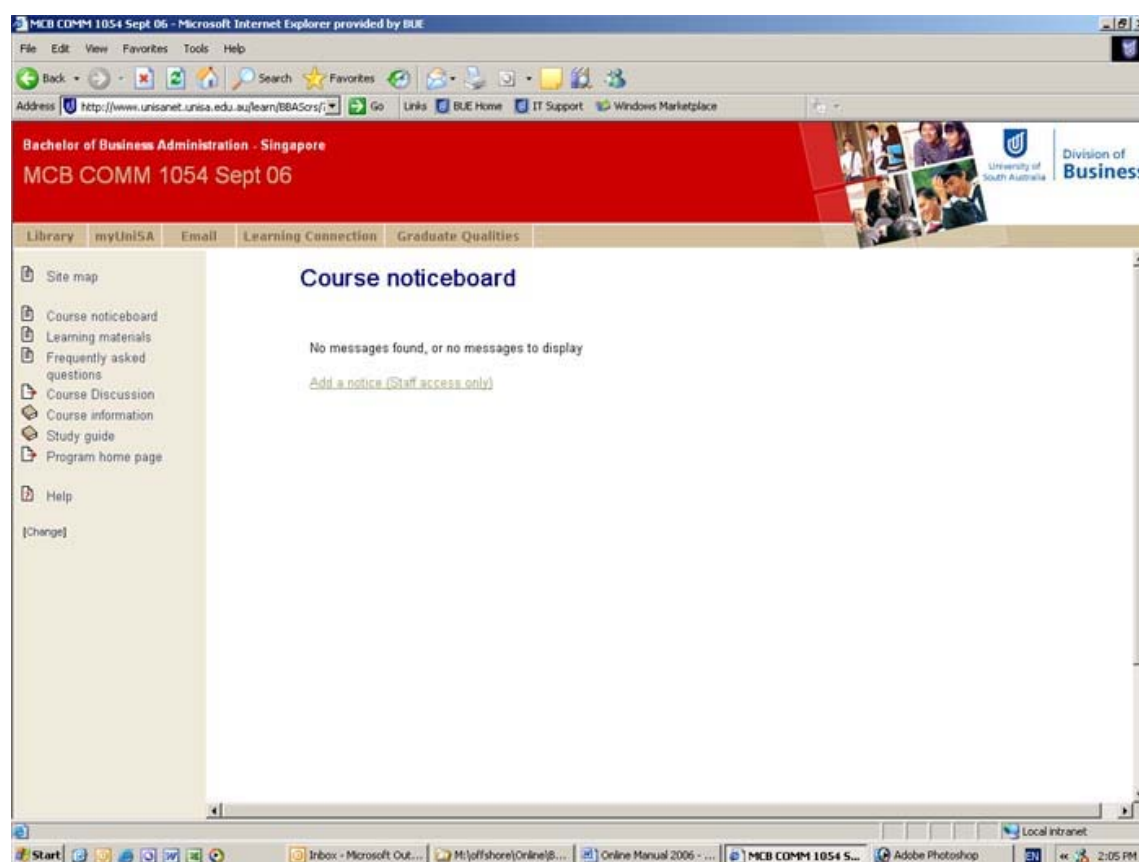
as well as the organisation and support that is available. The most recent version of the program guide is posted to the website.

## 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. Please note that tutors have read-only access to all sections of the 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. 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. Suggested items that can be posted in this area are:
  - Lecture notes
  - PowerPoint presentations
  - Information and resources regarding assignments

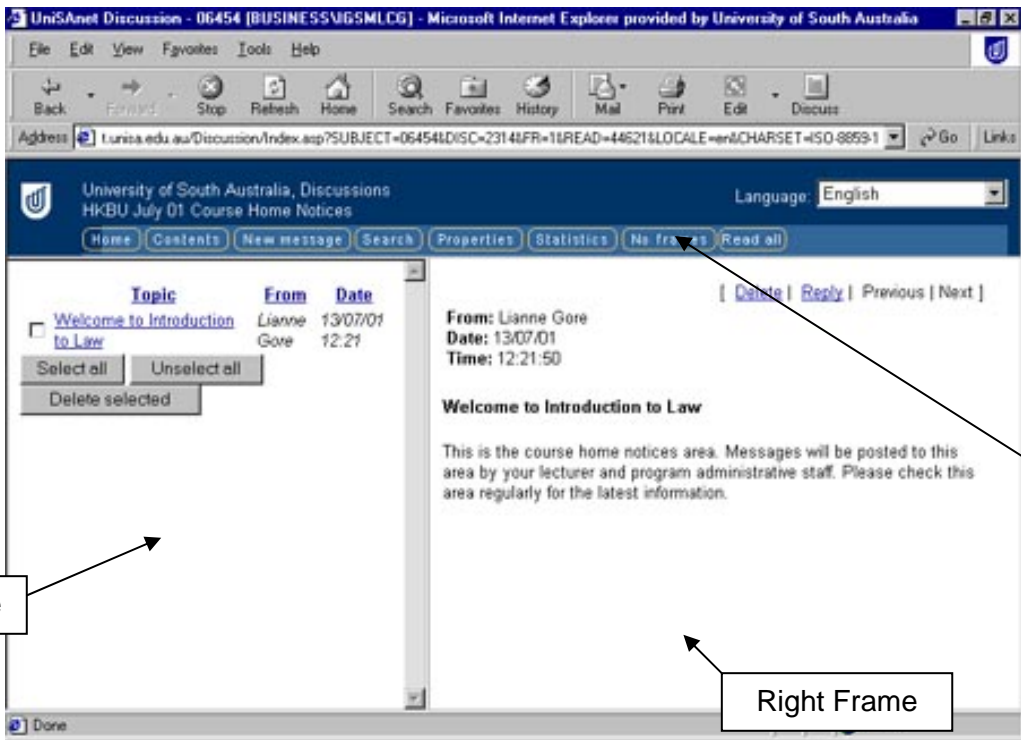
To post materials to this area see section 6. Posting to the discussion Board

- **Frequently Asked Questions (FAQ's)**  
Lecturers can use this area to post answers to the most 'frequently asked questions'. Students can then be advised to check this discussion board before contacting you directly regarding general queries.
- **Course Discussion**  
Links to a course discussion board where students can interact with fellow students or post messages to their course lecturer. It is advised that you negotiate with your students the terms of use for this discussion board, i.e. advise students how regularly you will check the discussion board.
- **Staff Profile**  
This section provides a link to your UniSA home page, which includes contact details and biographical information. If you do not have a staff profile page please contact your UniSA program management team to have a page made available.
- **Course Information Booklet**  
This is the online copy of the 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 the 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.

Open the Discussion Board by clicking on the link in the left hand navigation menu of your course area or alternatively clicking on the *add a notice* link located just below the discussion window.

A discussion board will appear (fig 6.1)

#### **FIGURE 6.1 The Discussion Board**



Toolbar

Left Frame

Right Frame

## 6.2 Using the discussion board

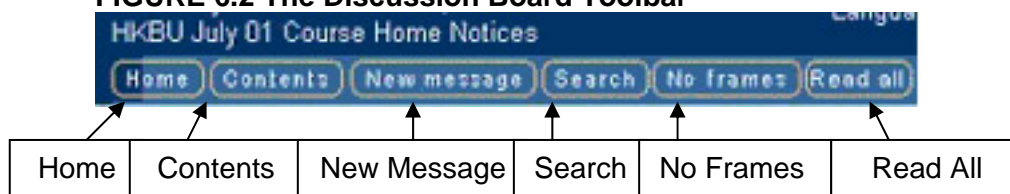
The Discussion Board has 3 main sections (see Figure 8.1):

- Toolbar
- Left Frame
- Right Frame

### Toolbar

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

**FIGURE 6.2 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 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

## 6.3 Basic Operations of the Discussion board

This section covers basic operations. These include:

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

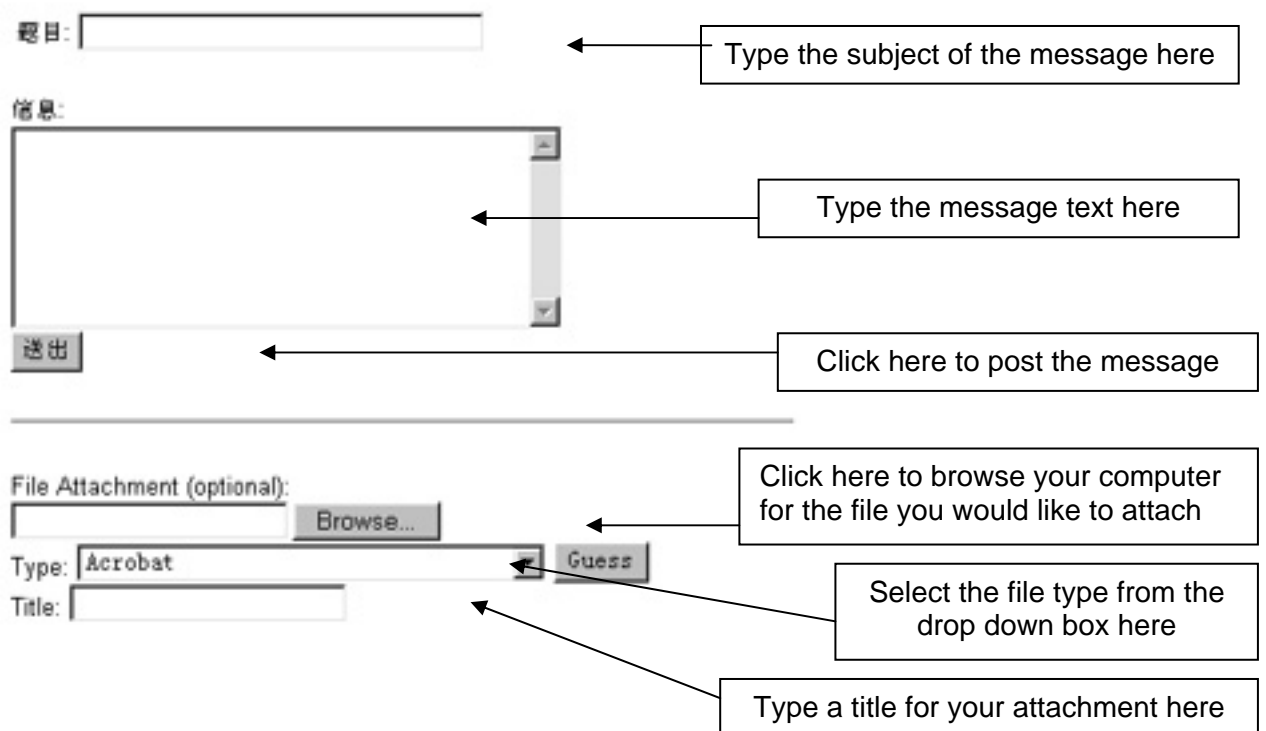
The following examples assume you are using the 'frames' version (Figure 8.1) of the discussion list.

### 6.3.1 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 6.3 Post a new message**



### 6.3.2 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.

### 6.3.3 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.

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

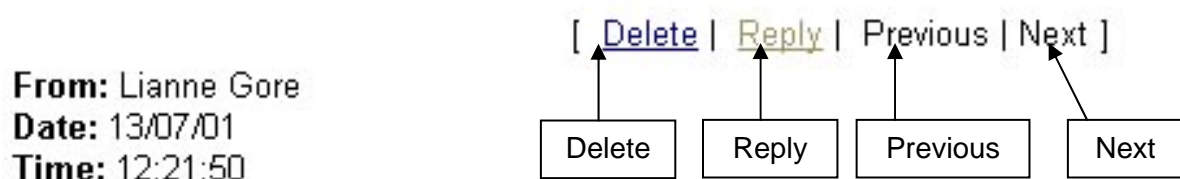
1. To read the next or previous message in the thread or list select the next or previous links that appear in the top right hand corner of the right frame when a message is open.

### 6.3.5 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 6.4 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.

## **7. 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