Online University English Entry Course Personal Electronic Device Student Guidelines

Contents

![UNSW College logo]

1. Purpose

These Guidelines are designed to assist students in ensuring that their personal electronic device has the functionality required for them to undertake the UNSW College (the College) Online University English Entry Course (OUEEC).

2. Scope

This policy applies to:

(a) prospective OUEEC students;

(b) current OUEEC students; and

(c) all College staff involved in the promotion, recruitment, admission, delivery, management or administration of OUEEC students.

3. Recommended Type of Personal Electronic Device

(a) Students should use a device that is consistent with the recommended specifications of the College. These are based around laptop / notebook-style computing devices.

(b) In order to be able to participate in the range of activities in the OUEEC, a student's device must have both audio and video/camera capability.

4. Minimum system requirements for maximizing the student experience

To maximise your College online learning experience, it is recommended that you adhere to the following system requirements.

(a) Operating systems: a Windows or Apple Mac laptop (NOT an iPad, Android tablet, or Chromebook) that:

    i. is less than 4 years old,

    ii. is running at least Windows 10, or macOS Big Sur (version 11.0) in English,

    iii. has Office 365 installed in English,

    iv. a modern browser such as Edge, Firefox, Chrome, Safari that is installed in English and is the latest version

    v. has a minimum of 4 hours battery life without recharge

    vi. has Microsoft .NET Framework 3.5 installed (Windows only).

To ensure your device meets the required specifications, please see the personal electronic device guidelines for students.

Students should contact helpdesk@unswcollege.edu.au if you need support with your electronic device requirements.

(b) Internet Speed: At a minimum, a broadband connection (256 Kbit/sec or faster – this buffering will allow students to view videos and online presentations), USB

wireless modem, ADSL, T1/T2, fibre optic or cable.

(c) Internet browsers: Chrome is the preferred browser to be used (where available). However, access to the platform is still available on:

    i.   32bit version of Chrome v80 and above;
    ii.   Firefox Mozilla V54 and above;
    iii.   Microsoft Edge 86 and above;
    iv.   Safari v13 and above.

MS Internet Explorer is not recommended. Microsoft 365 apps and services will no longer support Internet Explorer 11(IE 11) and have removed support for Teams in IE since November 2020.

(c) Browser settings: Images not refreshing? This may be caused by a cache issue. It is suggested students force refresh the browser cache if running into any loading errors. This can be done for Chrome using SHIFT + COMMAND/WINDOWS KEY + R OR CTRL + F5 for Firefox. We recommend that you do this around once every six months or so.

(d) Plugins, add-ons: Buttons not responsive? This may be caused by conflicting commands. We recommend disabling all ad blockers as some browser plugins may interfere with the proper functioning of the website, in particular, the widgets and group activities. Students should feel free to turn them back on after, for their own safety.

(e) Resource viewing: Seamless access to all course materials is provided within the platform. Students may be asked to install the latest version of Adobe Acrobat Reader.

(f) Security: Students should ensure the uploading of files is enabled with all firewalls.

5. Why don't students all use the same type of computer?

The College considers the use of personal electronic devices as a means of creating, manipulating and exchanging the information that assists students to learn.

Technological change has meant that the type of device, the brand, size or colour are far less important than the quality and type of resources that are accessed through them.
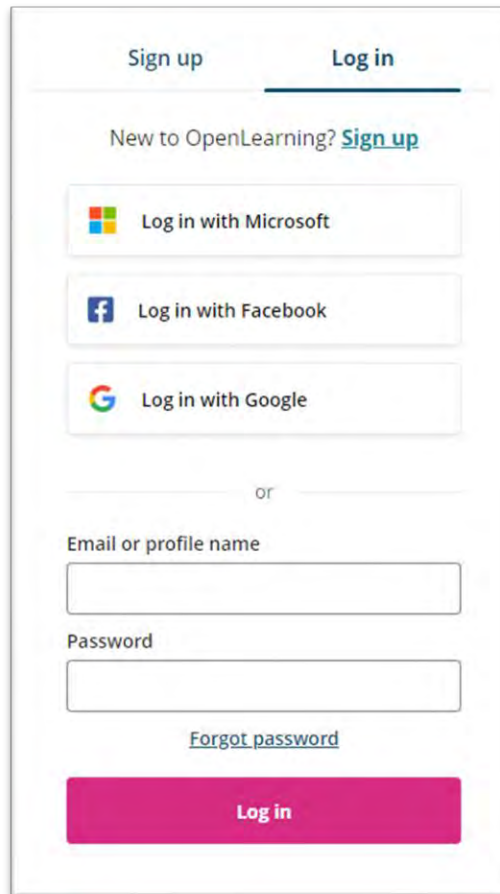
Students choosing what they want to use gives them ownership over how they learn. It personalizes the experience and increases their engagement. One size, in this case, does not fit all!

For further information on Information and Communication Technology (ICT) Resources, please see the Acceptable Use of ICT Resources Policy (Students).

6. How do students access the learning platform, OpenLearning?

To log in to the platform, please visit OpenLearning and click on 'Log in' in the top right hand corner. The below pop-up box will appear for you to enter your username and password and click 'Log in' in the pink box. Please note it is advised you use your email linked to your zID e.g. z1234567@ad.unsw.edu.au. You may get a Multi Factor

Authentication (MFA) to approve on your smart phone.

7. How do students access the assessment platform, Moodle?

To log in to the platform, please visit Moodle and click on 'Agree and sign on to Moodle'. Enter your username and password. Please note it is advised you use your email linked to your zID e.g. z1234567@ad.unsw.edu.au. You may get a Multi Factor Authentication (MFA) to approve on your smart phone.
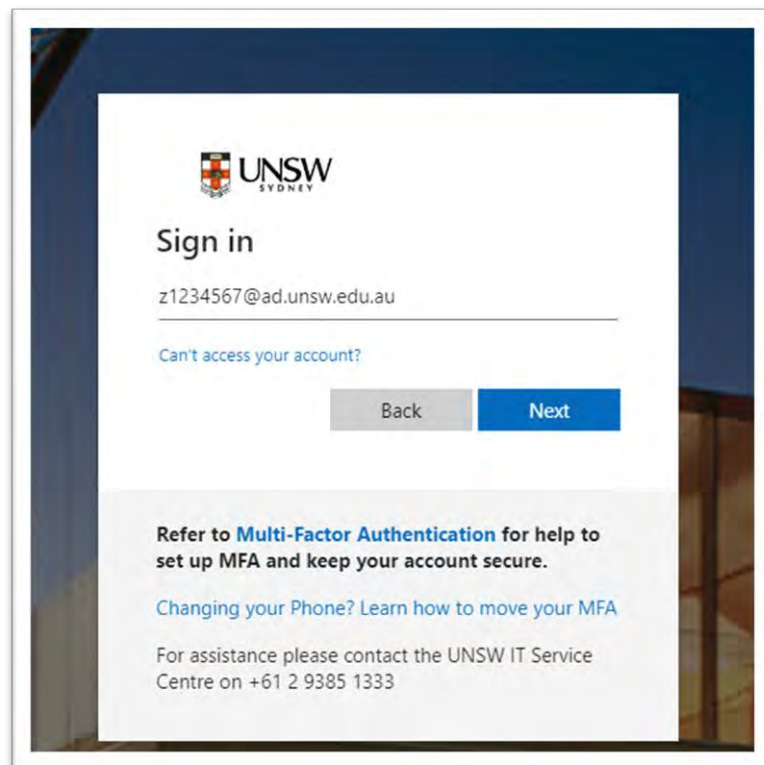
8. How to access technical support?

If experiencing difficulties accessing or using the OpenLearning platform or Moodle Platform, please email our Learning Management System (LMS) Team at sis@unswcollege.edu.au, or the UNSW College IT Team at helpdesk@unswcollege.edu.au with your zID and screenshots of the issue you are having.

9. Roles, responsibilities and delegations

Role	Responsibility
Approver	• The Executive Director, Students is responsible for the approval of this guideline document.
Academic Staff	• Designing appropriate assessment tasks that allow students to demonstrate their level of learning. • Marking assessment tasks against the marking rubric provided to students or other relevant criteria. • Providing directed and timely feedback. This must be provided within three weeks of the submission of the assessment task. • Discussing with students any queries they may have regarding the grade allotted for any assessment task
Learning Management System (LMS) Team	• Providing LMS support to all enrolled students.

10. Definitions

Definitions and Acronyms	
Learning Activities	Activities designed or deployed by the teacher to bring about or create the conditions for learning. The following are examples of Learning Activities: • Participation in a discussion forum • Creating a blog post • Streaming or downloading a video or audio podcast • Participating in an online interactive activity • (e) Creating and uploading files and assessments
Learning Outcomes	Learning outcomes set out the knowledge and skills a student has acquired as a result of the learning in a course. The expected learning outcomes will be specified in each unit outline.
Personal Electronic Device	A personal computing device such as a notebook or laptop computer or tablet capable of wireless connection to the internet and accessing web-based activities and resources.
Student	A person enrolled in an approved course of study at UNSW College whose enrolment has not lapsed or been cancelled.

11. Related Policy and Supporting Documents

Related Policy Documents and Supporting Documents	
Policy	College Acceptable Use of ICT Resources Policy (Students)
Guidelines	College Personal electronic device guidelines for students

12. Governance

OUEEC Personal Electronic Device Student Guidelines	
Category/Business Group	Student Experience
Published Externally (Yes/No)	Yes
Approver	Executive Director, Students
Responsible Officer	Head of Student Experience
Contact Officer	Head of Student Experience
Effective Date	25 Sep 2024

Next Review Date	25 Sep 2027
Version	1.0

13. Revision History

Version	Approved by	Approval date	Effective date	Sections modified
1	Executive Director, Students – Sally Chatterjee	25 Sep 2024	25 Sep 2024	N/A

Please visit our website to ensure that you have the latest version of this Policy. Policies are available at: unswcollege.edu.au/about/policies