What is TELT?

Technology Enabled Learning and Teaching, or TELT, is the suite of centrally provided technologies that support learning and teaching at UNSW.

The core of the TELT platform is a Learning Management System (LMS) that supports learning by extending face-to-face learning to the online learning environment. Other applications extend and complement the LMS with additional functionality.

Faculties may use other specialised technologies that are not part of the TELT platform. Those technologies will be maintained and supported by faculty-based staff.

Your course convenors will advise you about the technologies they use in their courses, how to access them, and their expectations about your participation.

The central access point for the applications currently available on the TELT platform is https://teaching.unsw.edu.au/students

Some of the applications that might be used in your courses include:

<table>
<thead>
<tr>
<th>Application</th>
<th>Description</th>
<th>Web Address</th>
<th>Login for Blackboard Learn</th>
<th>Login for Moodle</th>
</tr>
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<tbody>
<tr>
<td>Lectopia</td>
<td>Lectopia—a lecture recording system.</td>
<td></td>
<td>Students do not access Lectopia directly. Course convenors provide students with links to lecture recordings.</td>
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<tr>
<td>Turnitin</td>
<td>Turnitin’s OriginalityCheck—checks students’ work for improper citation or potential plagiarism by comparing it against a highly accurate text comparison database.</td>
<td><a href="http://www.turnitin.com">http://www.turnitin.com</a></td>
<td>You can access Turnitin from an assignment submission box within an LMS, or directly by logging into <a href="http://www.turnitin.com">http://www.turnitin.com</a>. Your course convenors will advise you how to access it for each course.</td>
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Blackboard Collaborate—a web conferencing system for conducting real-time virtual classes or webinars that support blended and distance learning, or for students to conduct group meetings.

Collaborate sessions are launched from inside an LMS. You will access either live or archived sessions from within your course site or from a link sent to you by your course convenor.

Maple T.A.—a web-based testing system used by a number of courses, primarily in the School of Mathematics and Statistics, for online assessment.

Login for Maple T.A. http://mapleta.telt.unsw.edu.au

Questionmark Perception (QMP)—another web-based testing system used primarily in the Faculty of Medicine for online assessment.

Course convenors who are using QMP in their teaching will advise students how to access it.

UNSW Blackboard Learn and Moodle

Blackboard Learn and Moodle are used at UNSW mostly to supplement or extend face-to-face campus-based teaching. A small number of courses are taught either fully online or in a blended mode; online learning and teaching activities fully or partially replace face-to-face contact time.

These learning management systems can be used to provide students with:

- learning materials and lecture recordings
- self-test quizzes, peer review and other assessment tools
- feedback, polling and questionnaire tools
- discussion forums and other communication tools
- virtual meeting spaces with interactive whiteboard
- blogs, journals, wikis, glossary and database activities
- assignment dropbox facilities, marking guides and rubrics
- gradebook, calendar, activity completion tracking and participation logs.

Online learning guides

Consult the “Student Guide to Online Study” for guidelines on good “netiquette” and tips for successful online discussion participation:

https://teaching.unsw.edu.au/student-guide-online-study

The “Student Guide to Learning in Groups” includes advice about sharing and organising work online with your fellow students to conduct successful team-based projects:


Courses missing from your Blackboard or Moodle course lists

If you are expecting to find a course but it is not listed, there are a few possible reasons:

1. Have you checked with your course convenor to find out which, if any, LMS your course will be using for the current semester? You may be looking in the wrong place.
2. Your course convenor may not yet have released the course to students. They will tell you when the course will become available.

3. If you enrolled late or changed your enrolment, it may not be processed yet. Wait at least 24 hours for any changes to appear in Blackboard Learn or Moodle.

4. You may not be correctly enrolled in the course. Check that your enrolment is correct in myUNSW.

5. Occasionally a technical fault may delay the transfer of enrolment information from myUNSW to an LMS. This is usually identified and fixed within 24 hours.

6. If you know that an online site for the course has been made available in a particular LMS, and you are correctly enrolled in myUNSW, but still can't see it listed, contact the IT Service Centre to investigate the problem.

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**Lectopia**

All lectures delivered in Lectopia-enabled venues are automatically recorded unless the lecturer has opted out of recording. Students have access to these recordings via links posted by the course convenor in the corresponding Blackboard Learn or Moodle course site.

Most large teaching spaces are Lectopia enabled. You can check if a venue has this facility at the Centrally Allocated Teaching Spaces (CATS) website: [https://www.venuesandevents.unsw.edu.au/cats/room-info.html](https://www.venuesandevents.unsw.edu.au/cats/room-info.html)

The purpose of recordings

Recordings are not meant to replace lecture attendance but are provided as a convenient service for those who wish to replay, review and reinforce the content and for those who occasionally cannot attend due to illness or other constraints.

Even though your lecturers may have made Lectopia recordings available, unless you are a distance student, they usually expect you to be physically present at lectures. There are sound educational reasons for this, for example:

- The lecture contains copyright materials, video, annotations on slides or other multimedia materials that cannot be made available on recordings.
- The lecture incorporates problem solving in small groups, discussions or other interactions that are difficult to capture on Lectopia.
- The content of the lecture is needed for a follow-on tutorial, practical session or similar.
- The lecture is used to get to know you, gauge your progress, identify problems you are encountering and give you immediate feedback.

Advantages of attending lectures

When deciding whether to attend or not think about the educational advantages. Also think about:

**The social advantages**—you get to meet up with others in your course, exchange ideas and make new friendships.

**The convenience**—attending lectures in a regular timeslot can help you to establish a routine for study. Some students find they don’t get around to listening to recordings when they don’t have an established routine.

**Just ask**—if you have the option of attending or not, and are unsure of what you should do, ask your lecturer why you need to attend and what you will be missing if you don’t.

**Why not do both?** This is not an either/or decision. Attending lectures and using Lectopia as a study tool can help to maximise your learning.
Maximising your learning through Lectopia

If you are attending lectures, recordings can be used to support your learning in a variety of ways. You can browse through the entire recording or choose particular segments to:

- revise for exams
- revisit complex ideas and concepts
- work at your own pace and place of convenience
- pick up on things that you missed in class
- concentrate on the lecture while it’s happening, then go back and take comprehensive notes afterwards
- check what was said before approaching your lecturer for clarification of issues, ideas or misunderstandings.

If you can’t attend lectures, it’s good practice to:

- establish a weekly routine for listening to the lectures
- listen to the entire recording at least once, stopping or reviewing as required.

If you are a student studying off campus, Lectopia can help you to feel part of the group and provide you with different ways of communicating with your lecturer and others in the class.

- You can feel part of the class by answering the lecturer’s questions even if you’re not there.
- You can discuss issues raised in the lecture on the online discussion forum.

Beware: It’s easy to fall behind and hard to catch up. It is not a good idea to listen to several weeks of lectures at a time. The lecture is usually only one aspect of the entire course. Other learning activities often depend on an understanding of the lecture content. Try not to fall behind with the lectures—by doing so you will be placing the rest of your learning at risk.

This Lectopia guide has been adapted from “Making the most of lectures through Echo 360: Student Guide”. Accessed 16 January 2013 at http://www.mq.edu.au/ltc/altc/wblt/index.htm

Support for the original work was provided by the Australian Learning and Teaching Council (formerly known as the Carrick Institute for Learning and Teaching in Higher Education Ltd), an initiative of the Australian Government Department of Education, Employment and Workplace Relations.

Turnitin OriginalityCheck

You may be asked to submit your work to your teacher through Turnitin (either at www.turnitin.com or, more likely, through UNSW Blackboard Learn or UNSW Moodle). Once your work is submitted, the OriginalityCheck tool checks it against Turnitin’s extensive database of student submissions, publications and Internet content.

If your course is not taught using Blackboard Learn or Moodle, your lecturer will tell you how to submit assignments using the Turnitin website.

Assignment settings determine whether you can:

- make multiple submissions during a specified period, or only one submission
- receive, if multiple submissions are possible, an originality report every time you submit, or only once
- view the originality reports generated when OriginalityCheck checks your assignment against its databases.

An Originality Report will be generated within ten minutes of an initial submission to an assignment. A report for a re-submission to an assignment can take up to 24 hours to generate.

Individual course conveners or your School policy determine these settings. If you have any questions about how OriginalityCheck is being used in your course, ask your course convener.
Further information

Support for using Turnitin within each LMS is available at:

- [https://teaching.unsw.edu.au/blackboard-students-turnitin](https://teaching.unsw.edu.au/blackboard-students-turnitin)
- [https://teaching.unsw.edu.au/moodle-students-turnitin](https://teaching.unsw.edu.au/moodle-students-turnitin)

Additional step-by-step submission instructions and a guide on how to interpret Originality Reports are available from the Turnitin support site at:


Helpful information about avoiding plagiarism, proper citation and guides to support you in becoming a better writer are available from:

- [http://plagiarism.org](http://plagiarism.org)
- [https://www.writecheck.com/static/resources.html](https://www.writecheck.com/static/resources.html)

Accessing UNSW online services

To access all UNSW online services you will need to have a UNSW Login ID and a password.

UNSW Login ID

Your UNSW Login ID or username is your seven-digit student number in the form of z1234567.

Information about usernames is available at: [https://www.it.unsw.edu.au/students/username/index.html](https://www.it.unsw.edu.au/students/username/index.html)

zPass

zPass is the primary login/password system. You will use it for myUNSW, Blackboard Learn, Moodle, UNSW TV, Library, UniWide wireless network and many other campus services.

Information about obtaining or changing a zPass is available at: [http://www.gs.unsw.edu.au/policy/studentconductpolicy.html](http://www.gs.unsw.edu.au/policy/studentconductpolicy.html)

Web Single Sign-On (wSSO)

Web Single Sign-On (wSSO) is a technology that allows you to move seamlessly between myUNSW, Blackboard Learn and Moodle but only sign in once. If you have signed in to one wSSO application, when you open another you are automatically logged in.

For more information about wSSO visit the support page at: [https://www.it.unsw.edu.au/students/single_signon/](https://www.it.unsw.edu.au/students/single_signon/)

Logging out of UNSW online services

It is important to log out of Blackboard Learn, Moodle and other TELT applications so that others who are using the same computer can’t access your personal data such as grades. To do this, click on the logout link and close the web browser.

If you are logged into more than one wSSO enabled application, be aware that your data is still accessible unless you close all browser windows. You will be prompted to switch to another wSSO application or shut down all applications at once.

Be security aware and do not allow browsers in computer labs or in the Library to remember your login credentials.
Re-directing your UNSW email account

Blackboard Learn and Moodle send email notifications to students via their UNSW zMail accounts. If you don’t want to use zMail you must redirect your mail to an external email service. To redirect all your official UNSW emails, go to the UNSW Identity Manager website: www.idm.unsw.edu.au

Further information about how to redirect mail is available at: https://www.it.unsw.edu.au/students/zmail/redirect_external.html

System requirements for UNSW Blackboard Learn and Moodle

To access Blackboard Learn or Moodle you require an Internet browser with Java enabled. See the following pages for information about recommended browser versions, plug-ins and other browser settings:

- Moodle - https://teaching.unsw.edu.au/moodle-system-requirements-students
- Blackboard - https://teaching.unsw.edu.au/blackboard-staff-technical-support#system

Acceptable use of UNSW ICT resources

Students should become familiar with the conditions that cover use of all UNSW information and communication technologies. A summary of this policy is found at: https://www.it.unsw.edu.au/students/policies/agree_to_rules.html

Penalties apply for breaches of the conditions of use and these are outlined in the student code policy at: http://www.gs.unsw.edu.au/policy/studentconductpolicy.html

IT support services

Further information about usernames, passwords, student email, wireless access, campus printing, student file storage, software and hardware for students, and policies and guidelines is available at: https://www.it.unsw.edu.au/students/index.html

Technical support

If the website doesn’t answer your questions or you are experiencing technical problems, contact the IT Service Centre:

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<tr>
<td>National:</td>
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<td>International:</td>
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<tr>
<td>Email:</td>
<td><a href="mailto:ITServiceCentre@unsw.edu.au">ITServiceCentre@unsw.edu.au</a></td>
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<tr>
<td>Mail address:</td>
<td>IT Service Centre</td>
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<tr>
<td></td>
<td>Ground Floor, Library Annexe</td>
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<td>UNSW Sydney NSW 2052 Australia</td>
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Support hours and locations of the IT Assistance Counters are published at https://www.it.unsw.edu.au/students/support/index.html