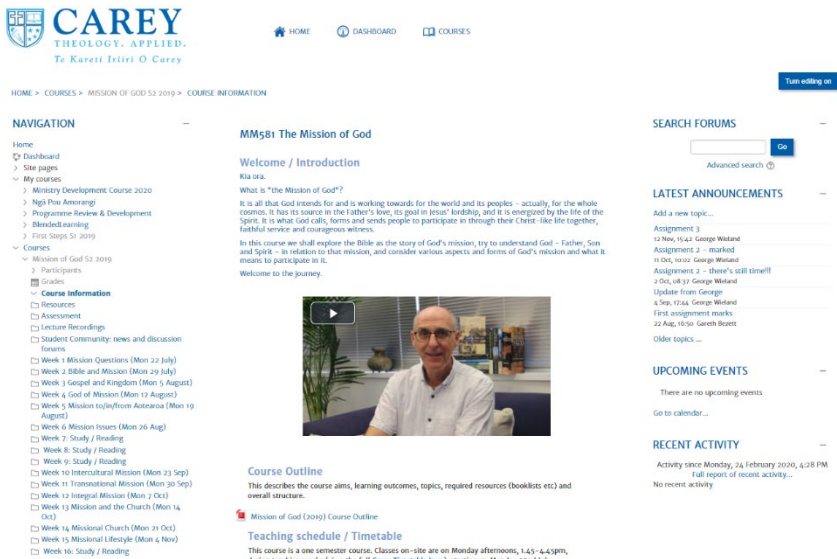


Quick Start

1. CareyOnline is best accessed using the browser Google Chrome. If you do not have Chrome installed search for Chrome download and install on your device.
2. Type in the web address (URL) of CareyOnline – <http://careyonline.elearning.ac.nz>
(There is also a quick link from the Carey Baptist College Home Page – www.carey.ac.nz)
3. Login by typing in your username (and password. Your username and password will have been sent to you in your enrolment confirmation email from Neroli. If you are unsure of your login details, please contact Neroli Hollis on (neroli.hollis@carey.ac.nz)
Eg. Username: 20205467
Password: *****
4. The courses in which you are enrolled appear under “My Courses” on the left hand side of the screen. Select and then click on the name of the course you want to see.
5. You are now in the course area. All of the course information and study material is located on the centre of the screen, “Recent Activity”, “Upcoming News” and “Announcement” items are located on the bar on the right of the screen.



The screenshot shows the CareyOnline interface for the course 'Mission of God 2019'. The top navigation bar includes 'HOME', 'DASHBOARD', and 'COURSES'. The left sidebar contains a 'NAVIGATION' menu with options like 'Home', 'Dashboard', 'Site pages', 'My courses', and 'Courses'. The main content area is titled 'MM581 The Mission of God' and includes a 'Welcome / Introduction' section with text about the course's focus on the Bible and God's mission. Below the text is a video player showing a man speaking. The right sidebar features 'SEARCH FORUMS', 'LATEST ANNOUNCEMENTS', 'UPCOMING EVENTS', and 'RECENT ACTIVITY'.

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WELCOME TO CAREYONLINE

Welcome to Carey Online, the Learning Management System (LMS) for Carey Baptist College. Carey Online is based on Moodle, and is a web-based tool is used to facilitate key communication with students and to house key resources for courses taught at Carey. Both onsite and distance students use and access course resources via CareyOnline.

Carey Online offers the following to students:

1. Up to date news, resources and library information.
2. Essential course information for the courses that students are enrolled in. This includes:
 - Course Outline
 - Teacher contact details
 - Assessment Tasks
 - Reading and Resource Information
 - Course Calendar
 - Course content, online quizzes etc.
3. A place to submit assessments electronically.
4. Helpful student information including grades, a calendar, and course announcements.
5. Course based online discussion forums, intended to enhance the learning experience.

SECURITY

Please ensure that your computer has up-to-date virus and Internet security software. Please check your spam / junk folder as some email platforms mistakenly tag Moodle announcement emails into those categories!

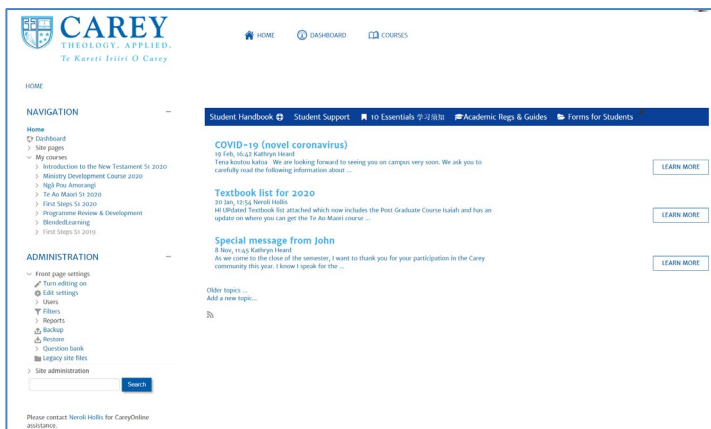
Please keep your username and password secure and do not share your login details with any one else.

LOGGING INTO CAREYONLINE

To access CareyOnline, you must have a computer with an Internet connection and a suitable web browser – we recommend using Google Chrome for maximum compatibility.

The web address for the online learning system is <http://careyonline.elearning.ac.nz>.

This should take you directly to the front page of CareyOnline. A screen similar to the one below should appear.



Every student has a unique login identifier. Your username is your Carey student number. It is strongly recommended that you change your password as soon as you log in by clicking on “My Profile” in the Bar on the right hand side.

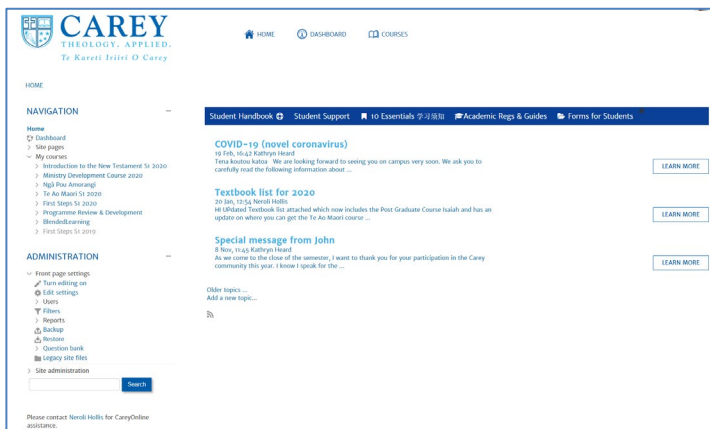
Forgotten Password

You can reset your password by clicking on the Lost Password link in the bottom of the login box.

Note: If for some reason you cannot log in, please contact Neroli Hollis (neroli.hollis@carey.ac.nz) or phone 09 526 0340

GENERAL NAVIGATION

You have now reached the front page. The “HOME” page that is located on the right of the screen contains general news and information. Any general information that is helpful for all students will be in this area.



Please also remember to check in each week during the semester to read *Carey Weekly*. This is a weekly newsletter that contains current notices and general information for the week that is very helpful to the whole Carey community.

Keep a watch on our latest news so that you don't miss anything!

COURSE INFORMATION

Finding your way to your course or courses

To locate a particular course, click on the list of courses located under MY COURSES on the left hand side of the screen.



Or you can click on COURSES and type in the name of the course.

To return to the home screen, click the HOME button at the top of the page



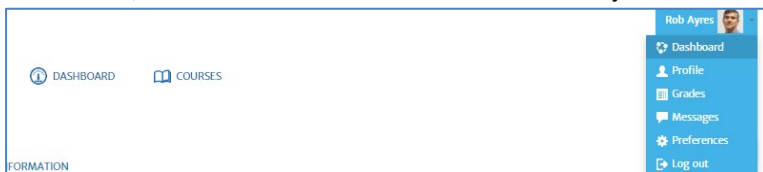
There are several areas on the course screen that you need to be aware of:

Participants

The “Participants” link will show you a brief profile of all the students who are enrolled in the course.

My Profile

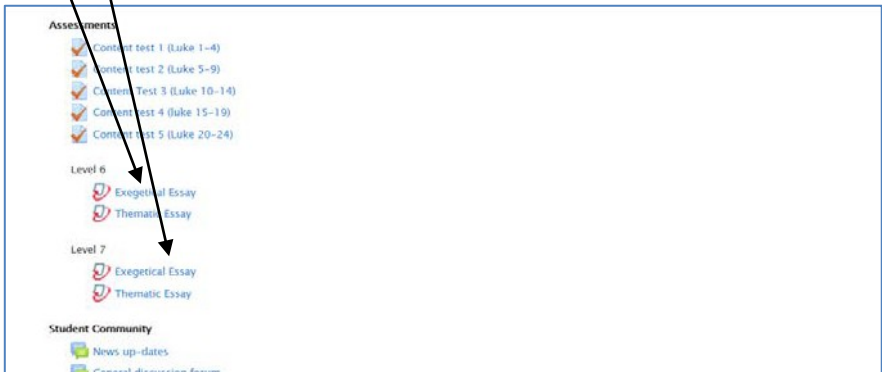
If you click on the drop down menu beside your name on the top right hand side of the screen, you can click on your profile and update your contact information, and the information others will see about you.



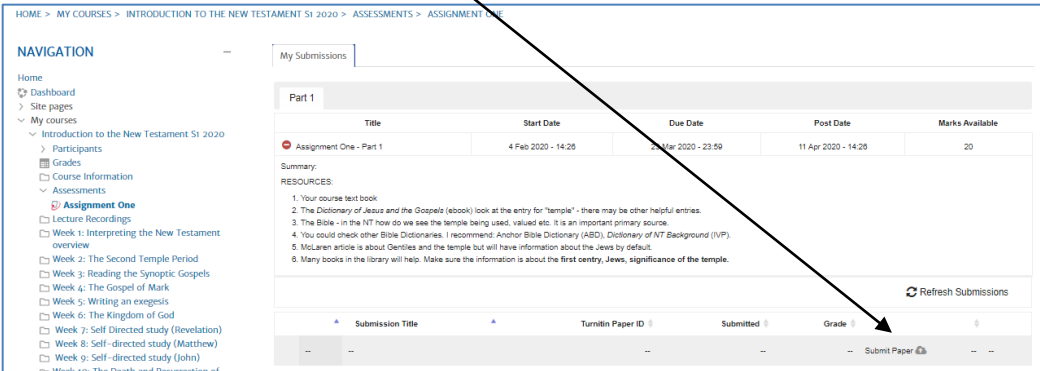
ASSESSMENTS

Information for all course assessments, including due dates, can be located in the Course Outline, and under the Assessments section of your course on CareyOnline. You need to familiarise yourself with the deadlines for each item of assessment.

Please note that unless otherwise stated, all assessments are submitted electronically. To submit an assessment, click on the assessment that you wish to submit eg:



You will then see a link to Submit Paper



For more information, check out “How to submit an assignment” in the 10

Essentials on CareyOnline

GRADEBOOK

Once the due date has passed, your assessment will be marked on-line by your course lecturer. When this has been done and the marks released, your assessment mark will appear in the Gradebook.

To open the Gradebook, click on “Grades” on the right hand navigation menu. This will open your “User report” for the course which will contain all of your grades so far for the course.

HOME > MY COURSES > INTRODUCTION TO THE NEW TESTAMENT S1 2020 > GRADES > GRADE ADMINISTRATION > USER REPORT

NAVIGATION

- Home
- Dashboard
- Site pages
- My courses
 - Introduction to the New Testament S1 2020
 - Participants
 - Grades**
 - Course Information
 - Assessments
 - Lecture Recordings
 - Week 1: Interpreting the New Testament overview
 - Week 2: The Second Temple Period
 - Week 3: Reading the Synoptic Gospels
 - Week 4: The Gospel of Mark
 - Week 5: Writing an exegesis

User report - Carey Student (Test)

Overview report | User report

Grade item	Grade	Range	Feedback
Introduction to the New Testament S1 2020			
Assignment One	-	0-100	
Assignment Two	-	0-100	
Assignment Three	-	0-100	
Course total Simple weighted mean of grades.	-	0-100	

PERSONALISING CAREYONLINE

One of the challenges of online learning is the fact that students can be somewhat anonymous. To help overcome this we encourage students to provide as much information as they can about themselves and make this available to others in the forum. Your profile contains information about yourself such as your email address, your location, as many personal details as you wish to include and a personal photo.

STUDENT INTERACTION

The opportunity to interact with other students and a subject expert is an important part of the learning process. CareyOnline facilitates this through discussion forums and, in some courses, through Zoom interactive class sessions.

Discussion Forums

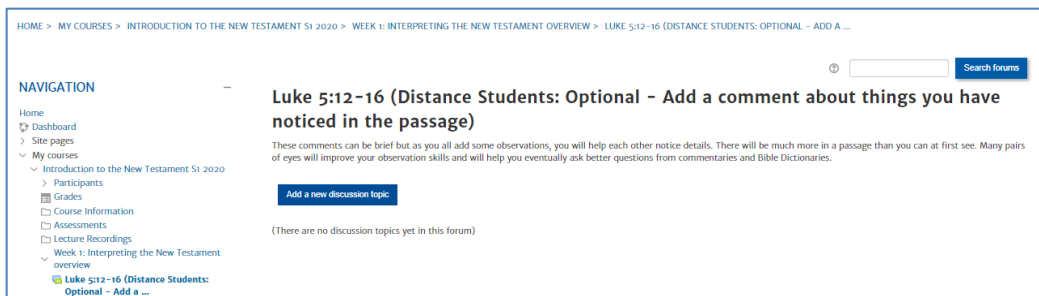
Introduction

The discussion forums provide students an opportunity to ask questions and to interact with each other and the course lecturer. The forums provide support for understanding subject material and an opportunity for students to interact with each other.

Getting Started

To enter a discussion forum, you must be in a course, as the discussion forums are course specific.

Click on the Forum link and you will be prompted to add a new discussion topic (or you will be able to respond to other posts)



The screenshot shows a web interface for a discussion forum. At the top, there is a breadcrumb trail: HOME > MY COURSES > INTRODUCTION TO THE NEW TESTAMENT S1 2020 > WEEK 1: INTERPRETING THE NEW TESTAMENT OVERVIEW > LUKE 5:12-16 (DISTANCE STUDENTS: OPTIONAL - ADD A ...). Below this is a navigation menu on the left with links for Home, Dashboard, Site pages, My courses, Introduction to the New Testament S1 2020, Participants, Grades, Course Information, Assessments, Lecture Recordings, and Week 1: Interpreting the New Testament overview. The main content area is titled "Luke 5:12-16 (Distance Students: Optional - Add a comment about things you have noticed in the passage)". It includes a search bar, a button to "Add a new discussion topic", and a message stating "(There are no discussion topics yet in this forum)".

Contributing to Discussions

To post a message to an existing discussion, click on the “Reply” link next to the message that you wish to reply to. If you wish to add a new topic to discuss then click on the “Add a new discussion topic...”

The page may take a minute as the text editor loads. Enter your message in the text box provided. You have the flexibility to change text size, fonts, colours etc. in a similar way to most word processors. Once you have typed the message then click on the “Save changes” button. Please note that if you exit your web browser before you click the save button all your text will be lost.

Rules and "Netiquette"

When writing your messages, please use the same courtesy that you would show when speaking face-to-face with someone. Flames, insults, and personal attacks will not be tolerated. It's fine to disagree strongly with opinions, ideas, and facts, but always with respect for the other person. Great minds do not always think alike, and that's where the fun is! Carey staff monitors the forum,

and if necessary, posts to the forum will be removed if they are considered to be inappropriate.

Carey Baptist College takes such misconduct very seriously and will take appropriate action to ensure that this does not take place or any actions will have consequences.

[Zoom interactive class sessions](#)

A number of courses may include interactive on-line class sessions for distance students. The dates and times of these will typically be notified to you through CareyOnline course pages. Your class teacher will give full instructions on how to enter these on-line classes through clicking the link on your course page and following instructions to enter the class.