



Curtin University

DISTANCE EDUCATION

GOING THE DISTANCE

Studying Externally at Curtin



Centre for eLearning

Centre for eLearning

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Dear Student

The staff at the Centre for eLearning, Distance Education, would like to wish you a warm welcome to your studies in 2011.

All your units of study are available through the online learning management system Blackboard. This booklet has been designed to help you navigate through this learning environment and contains a range of resources that will assist you in your studies.

It is important that you carefully read and understand the contents of this booklet to ensure a successful semester at Curtin. Often, the answer that you seek is found within its pages!

Our services include facilitation of online units of study, administration of assignments and student support.

If there are any aspects of the services offered by the Centre for e-Learning and Distance Education that you wish to discuss, please do not hesitate to contact the Distance Education staff.

Best wishes in your studies this year.

A handwritten signature in black ink, appearing to read 'A. Herrington'.

A/Professor Anthony Herrington
Director, Centre for eLearning
Curtin University

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OASIS and other student resources

OASIS is Curtin's student web portal, available online at <http://OASIS.curtin.edu.au>.

The screenshot shows the OASIS web portal. At the top left is the Curtin University of Technology logo. At the top right are links for 'Contact us' and 'Help', and the 'oasis' logo. The main content area is divided into several sections:

- useful links.** A list of links including Courses Handbook, Curtin Student Guild, Current Students, Curtin homepage, Curtin Search, Library, Schools and Faculties, and Human Resources.
- Student & Staff Login** A central login box with fields for Curtin ID and Password, a LOGIN button, and links for 'Forgot your password?' and 'Activate your account'.
- this week's events.** A navigation bar for the week of Thu - 12 November to All, followed by a list of events, including 'A Series of Short Stories exhibition'.
- e-news daily.** A list of news items, including 'A Series of Short Stories exhibition', 'Work Integrated Learning forum', and 'Australia-Israel Chamber of Commerce Seminar'.
- Useful services:** A vertical list of icons and text boxes for services like 'Bentley students, remember: Dial 9 for emergencies from a mobile, use 9266 4444', 'CurtinMobile', 'Student exchange programs', 'UniEnglish', 'Scholarship Email Alert!', and 'The Learning Centre'.

OASIS is your gateway to access a whole range of eServices at Curtin:

- **The Official Communications Channel (OCC)** through which Curtin will communicate with you in an official capacity. You need to access your OCC inbox regularly to receive and read official correspondence. Many reminders regarding deadlines and Library notices concerning materials on loan are sent via the OCC so it is in your interest to access it regularly.
- A Curtin-provided **student email account** - separate to the OCC, for you to use to communicate with other students, staff and Curtin departments.
- Access to information such as **exam results** (a single, more secure login).
- **Access to your student record** through **eStudent**. You can update your personal details and view your enrolment details, study plan and results history (academic record).
- **A single login** through OASIS to **Blackboard**.

- Access to **Library** resources and **University Life**. This includes services such as the Careers at Curtin (job board and other news), Curtin Alumni, Curtin Stadium, Student Housing and many other areas of interest.

It is a condition of enrolment at Curtin that you activate your OASIS account and access OASIS regularly (at least weekly) to receive official communications from the University via the OCC.

Logging into OASIS

Before logging into OASIS for the first time, you must activate your account. To do so, click on the 'Activate your account' link located in the User Login box and follow the prompts.

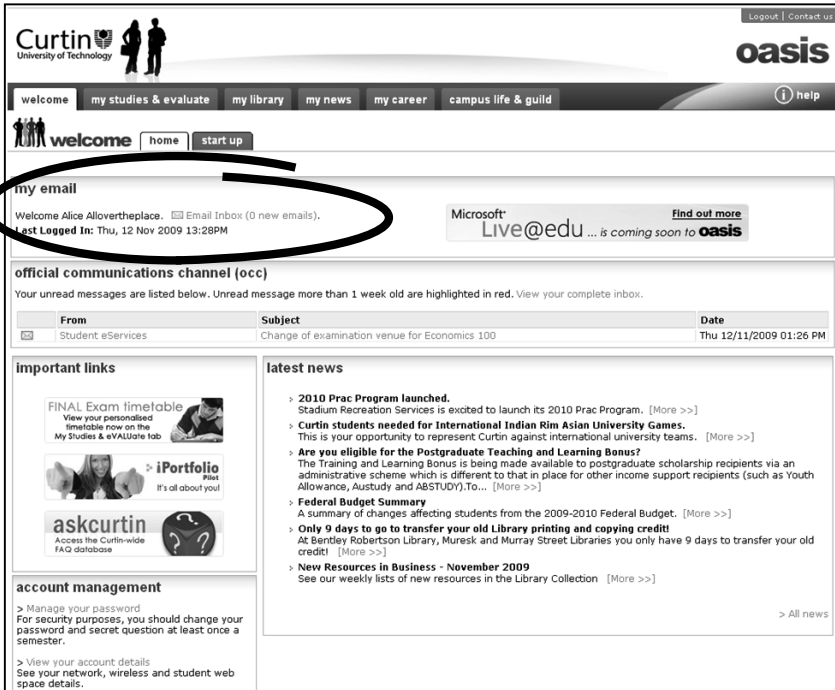
You will need your Curtin ID (also known as your Curtin Student Number) to activate your account.

Once you have activated your account, you will be able to log into OASIS by entering your Curtin ID and Password in the **User Login** box. You will not be required to activate your account again during the study period in which you are enrolled. Should you return to Curtin to study a unit at a later stage, you may be required to reactivate your account.

Your OASIS password expires every six months. You will receive notification and instructions when your password is about to expire. Should you forget your password, you can reset it by clicking on the 'Forgot your password?' link in the User Login box.

Student Email and Official Communications

Curtin has a Student Email service that provides students with free web-based email - similar to Yahoo!® and Hotmail. The service is accessible through OASIS and an account is automatically generated for you when you are admitted to the University.



The screenshot shows the OASIS student portal interface. At the top, there is a navigation bar with links for 'welcome', 'my studies & evaluate', 'my library', 'my news', 'my career', and 'campus life & guild'. Below this, a secondary navigation bar includes 'welcome', 'home', and 'start up'. The 'my email' link is circled in red. Below the navigation, the user is greeted with 'Welcome Alice Allovertheplace.' and 'Email Inbox (0 new emails)'. The 'Last Logged In' time is 'Thu, 12 Nov 2009 13:28PM'. A Microsoft Live@edu banner is also visible. The main content area is titled 'official communications channel (occ)' and shows a list of unread messages. Below this, there are sections for 'important links' (including 'FINAL Exam timetable', 'iPortfolio', and 'askcurtin') and 'account management' (including 'Manage your password' and 'View your account details'). A 'latest news' section on the right contains several announcements, such as '2010 Prac Program launched', 'Curtin students needed for International Indian Rim Asian University Games', and 'Are you eligible for the Postgraduate Teaching and Learning Bonus?'. The page also includes a 'help' icon in the top right corner.

Your Student Email account is accessible via the **my email** box on the **welcome** page in OASIS.

Official Communications from the University are also sent to you via OASIS and appear in the official communications box (below the my email box) on the **welcome** page. Official Communications differ from emails as you cannot delete, send or respond to those you have received.

For help using the student email service, there is a **Using Student Email** guide available under the “Help” link in the top right-hand corner of any screen in OASIS.

Your Student Email account stays active while you are enrolled at Curtin and for at least three months after you complete your studies. Student email accounts have a maximum of 20MB storage for undergraduate and 50MB for postgraduate students and lack the annoying advertising associated with the popular commercial web email services.

Additionally, because Student Email is web-based, you can access it through a web browser on any computer that is connected to the Internet, anytime, anywhere in the world.

As all students at Curtin have a student email address, you will find it easier to stay in touch with your study groups, teaching staff, and other University contacts using your Curtin student email account. Your tutors and lecturers may also email class information, course details, or other information related to your studies at Curtin to your student email account, so be sure to check the service regularly.

Email and Netiquette (Internet Etiquette)

Email is the process of sending text messages in electronic form and allows you to instantly communicate with your friends and fellow students around the world, all from the comfort of your workstation.

It is highly recommended that you take the time to read the **Email Etiquette Guide for Students** (available under the “Help” link within OASIS) to familiarise yourself with some email do’s and don’ts.

Student ID card

The University ID card identifies you as a part of the Curtin community and allows you access to campus facilities that are restricted to students and staff. Even though you are a Distance Education student, you can still apply for an ID card if you wish. For more information on getting a student ID card, please visit the following website:

http://students.curtin.edu.au/administration/id_cards.cfm

e-Exemptions

If you are unable to access services provided through OASIS due to a medical condition, disability or some other compelling reason, you can apply for an exemption from using OASIS and receiving official correspondence via the OCC.

Requests for exemption will be approved only in exceptional circumstances and only where clear evidence of a genuine inability to access OASIS on at least a weekly basis is provided.

Students who wish to be exempted must apply, in writing, to the Director, Student Services providing the necessary supporting evidence. They must complete an **Application for e-Exemption** form which is available online (<http://students.curtin.edu.au/administration/forms.cfm>), or from Student Central.

If an e-Exemption is approved, the University will make information available to you through alternate means.

Start Up

The Start Up site, available via OASIS, provides many useful resources to students; including software downloads such as Adobe Reader. A **'Startup'** tab is available on the **Welcome** page of OASIS, just above your email.

Accessing Your Study Materials

All your units can be found via Blackboard.

You can gain access to your online units during Start up week. Please note that if you are unable to access your material online, you may wish to apply for an e-Exemption. Information on e-Exemption and the application process is described on page 5 of this booklet.

Distance Education will not provide material through alternate means if you do not have e-Exemption.

The next section contains detailed information on how you can log onto Blackboard. Before you begin, however, it is important to ensure that your computer is set up with the following minimum requirements.

Computer Requirements

To successfully access any online component of your unit you will need internet connection and the following minimum computer requirements.

Ideally you should use one of the following web browsers:

- Microsoft® Internet Explorer. You can download and install the latest version of this browser from the Microsoft® website (<http://www.microsoft.com/>). Version 7 is recommended but Version 6 is acceptable.

OR

- Firefox/Mozilla. You can download and install the latest version of this browser from the Mozilla® website (<http://www.mozilla.com/en-US/>)

You will also need your student email address and a word processing program.

Access to a printer will also be very useful as you may like to print out pages from your unit.

Check your internet settings

Ensure your internet browser is configured to refresh the page you are viewing on every visit. This will ensure that you see any new content, and new messages posted to the Discussion Board in Blackboard.

- Click on 'Tools', then 'Internet settings' then click on 'General'
- Select 'Temporary internet files', and then click on 'Settings'

- Select 'Every visit to the page'

Popup blocker settings

Most online courses use pop-ups (a box that appears with a message or action). If you experience problems opening pop-ups in your browser, check your Internet Explorer popup blocker settings are set to allow pop-ups.

- Click on 'Tools', then 'Pop-up blocker settings'
- Set Filter level to 'Low.... or Medium....'

Plugins

As well as needing a web browser to access your online course, you may also need certain plugins in order to view online interactions and animations, audio and video, or to access special content which is presented in different formats (e.g. PDF documents). Plugins are essentially small computer programs which you can download free.

Information about the plugins required for your online unit will be found in the unit content. Some of the most common plugins are listed below. If your computer does not have these plugins already installed, you may like to download and install them **before** you begin your online course.

<p>The latest free version of: Adobe® Shockwave Player Adobe® Flash Player Adobe® Reader Can be downloaded and installed from the website</p>	<p>http://www.adobe.com/downloads</p>
<p>The latest free version of: QuickTime Player® Can be downloaded and installed from the website</p>	<p>http://apple.com/quicktime/download</p>

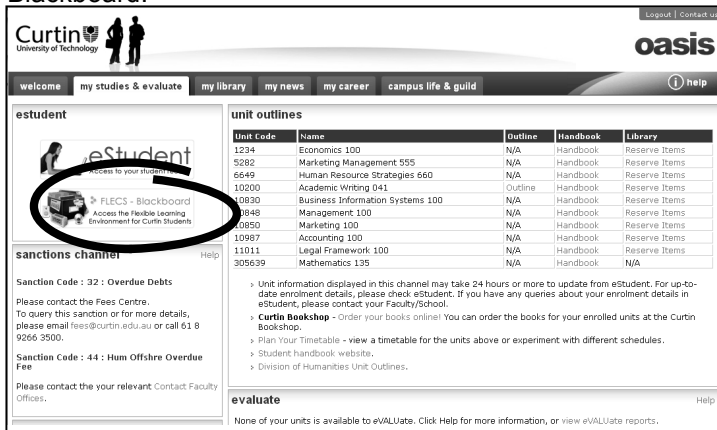
Blackboard

Access to Blackboard is provided within **OASIS** under the **my studies & evaluate** tab.

Please note that if you are a new student to Curtin, you must first activate your OASIS account or you will not be able to gain access to Blackboard. Instructions on activating your OASIS account are found on page 2.

Access Blackboard via OASIS by following these steps:

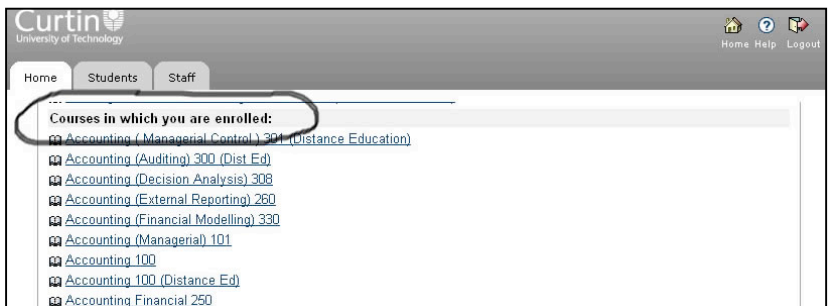
1. Login to OASIS and click on the **my studies and evaluate** tab.
2. On the **my studies and evaluate** page, there is an icon indicating Blackboard. Click on the icon and it will take you to Blackboard.



The screenshot shows the Curtin University OASIS interface. The top navigation bar includes 'welcome', 'my studies & evaluate', 'my library', 'my news', 'my career', and 'campus life & guild'. The 'my studies & evaluate' tab is active. On the left, there is a sidebar with 'eStudent' and 'sanctions channel' sections. The 'eStudent' section has a red circle around the 'eStudent' icon. The main content area is titled 'unit outlines' and contains a table with columns: Unit Code, Name, Outline, Handbook, and Library. Below the table, there are instructions for updating enrollment details and links to Curtin Bookshop, timetables, and student handbook websites.

Unit Code	Name	Outline	Handbook	Library
1234	Economics 100	N/A	Handbook	Reserve Items
5282	Marketing Management 555	N/A	Handbook	Reserve Items
6649	Human Resource Strategies 660	N/A	Handbook	Reserve Items
10200	Academic Writing 041	Outline	Handbook	Reserve Items
0820	Business Information Systems 100	N/A	Handbook	Reserve Items
0949	Management 100	N/A	Handbook	Reserve Items
0950	Marketing 100	N/A	Handbook	Reserve Items
10987	Accounting 100	N/A	Handbook	Reserve Items
11011	Legal Framework: 100	N/A	Handbook	Reserve Items
305639	Mathematics 135	N/A	Handbook	N/A

3. On logging into Blackboard, you will see a list of your units.



The screenshot shows the Curtin Blackboard interface. The top navigation bar includes 'Home', 'Students', and 'Staff'. The 'Students' tab is active. The main content area is titled 'Courses in which you are enrolled:'. Below the title is a list of accounting units with links to their respective pages. A red circle highlights the title 'Courses in which you are enrolled:'.

- [Accounting \(Managerial Control\) 301 \(Distance Education\)](#)
- [Accounting \(Auditing\) 300 \(Dist Ed\)](#)
- [Accounting \(Decision Analysis\) 308](#)
- [Accounting \(External Reporting\) 260](#)
- [Accounting \(Financial Modelling\) 330](#)
- [Accounting \(Managerial\) 101](#)
- [Accounting 100](#)
- [Accounting 100 \(Distance Ed\)](#)
- [Accounting Financial 250](#)

4. Select your unit from the list and begin (or continue) your online studies.

Unit Outline

Within your Blackboard units you will find a range of materials and resources but the most important document will be your Unit Outline.

The Unit Outline contains detailed information on your unit such as:

- A unit summary and outcomes;
- The Unit Coordinator and Tutor(s) for your unit;
- Any textbooks and/or readers required and where to obtain these;
- Any additional equipment required or supplied for your unit;
- A unit timetable outlining how long it should take you to study certain topics/modules;
- Assessment information including any assignments or examinations.

Semester Calendar

The Semester Calendar is important to your studies and you should ensure that you have a copy before commencing the semester. The calendar contains information of census dates as well as the start and end dates of semester weeks which will be useful in planning and managing your time.

A printable copy of the calendar can be found here:

<http://elearn.curtin.edu.au/dist-ed/downloads/semestercalendar.pdf>

Submitting assessments

All assignments, essays and tutorials should be submitted via the Distance Education office and **not** directly to your tutor, *unless specified otherwise* in your **Unit Outline**. All assessments are to reach the Distance Education office *by the due date*. **Postage dates are not taken into account.**

Assignment Attachment Forms are to be completed and attached to each submission. Additional forms can be printed from the Distance Education website at <http://elearn.curtin.edu.au/dist-ed/submission.cfm>. Electronic versions for emailed submissions can be downloaded from this site and completed in Microsoft Word.

Assessments can be submitted in any of the following four ways:

Email: de-assignments@curtin.edu.au

Post: Distance Education
Centre for eLearning
Curtin University
GPO Box U1987
Perth WA 6845

Fax: +618 9266 2777

Hand-delivery (during office hours 8.00am to 4.45pm):

Distance Education
Centre for eLearning
Curtin University
Building 603/ 6 Sarich Way
Technology Park, Bentley WA 6102

Please note that confirmation of receipt is provided in the form of a return email for assessments submitted by email only. However, you are welcomed to ring our office to confirm receipt of your assignments.

Mid-semester tests

The **Unit Outline** contains information on the assessment requirements of the unit. Units may be assessed by continuous assessment, examinations run by the teaching Schools, or centrally-scheduled examinations run in the formal two week examination period at the end of each semester. If your unit includes a supervised mid-semester test as part of its assessment, there will be information on what you will be required to do in your Unit Outline.

If you live within the Perth metropolitan area (residential postcodes 6000-6210), you are required to sit your mid-semester test/s at Curtin (Bentley) - unless stated otherwise in your Unit Outline.

If you live outside the Perth metropolitan area, please contact the Distance Education Office for your invigilator arrangements.

Examinations

Some units may have a final examination as part of their assessment structure. If you are required to sit a final examination, please note the following:

If you live within the Perth metropolitan area, you will be required to sit any centrally-scheduled examination at Curtin (Bentley).

If you are residing outside the Perth Metropolitan area, you will be contacted by the Examinations Office via the OCC (Official Communications Channel) during April (Semester 1) or September (Semester 2).

If you have not received communication from the Examinations Office by April 30 (Semester 1) or September 30 (Semester 2), please contact the Examinations Office immediately.

The contact information for the Examinations Office is as follows:

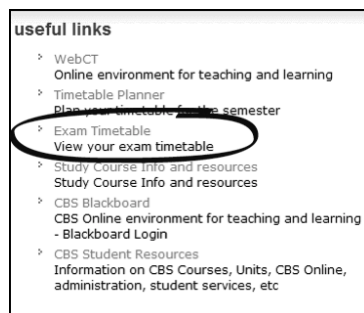
Telephone: +618 9266 7016

Fax: +618 9266 4108

Email: examinations@curtin.edu.au

For further information on examinations, please visit the Examinations website (<http://examinations.curtin.edu.au>).

Examination timetable



A draft examination timetable is usually released in late April for Semester One and late September for Semester Two. The final examination timetable is released in mid-May for Semester One and mid-October for Semester Two. Once the timetable has been released, you can access it via the **my studies and evaluate** tab in OASIS. For information on setting up your OASIS

account, please refer to page 2.

You can also visit the Examinations Website (<http://examinations.curtin.edu.au>) for the timetable.

Note: You should not rely on the draft timetable alone. You must check the final examination timetable to ensure your examination has not changed time, date or venue.

Examination results

Results are typically released approximately three weeks after the completion of each semester's official examination period.

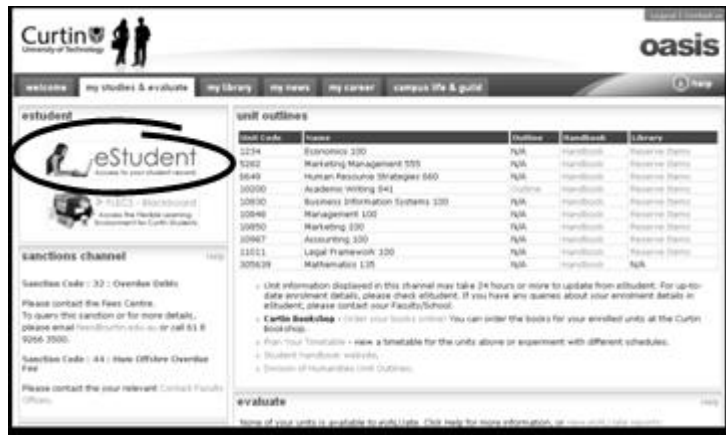
Access your results by following these steps:

1. Log into OASIS and click on the my studies & evaluate tab.



The screenshot shows the OASIS login page. At the top left is the Curtin University of Technology logo. At the top right is the 'oasis' logo and a 'Logout | Contact us' link. Below the logo is a navigation bar with tabs: 'welcome', 'my studies & evaluate' (circled in red), 'library', 'my news', 'my career', and 'campus life & guild'. Below this is another row of tabs: 'welcome', 'home', and 'start up'. The main content area shows 'my email' with a welcome message from Alice Alvothepace, an email inbox count of 0, and the last login time: 'Thu, 12 Nov 2009 13:26PM'. On the right, there is a Microsoft Live@edu link with the text 'Live@edu... is coming soon to oasis' and a 'Find out more' link.

2. Click on the eStudent link to access your results.



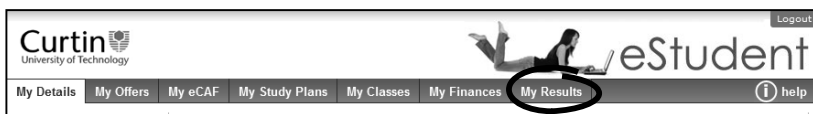
The screenshot shows the OASIS 'my studies & evaluate' page. The 'eStudent' link is circled in red. The page is divided into several sections: 'estudent' (with the eStudent link), 'sanctions channel' (with a '1149' count), 'unit outlines' (with a table of units), and 'evaluate' (with a '1149' count). The 'unit outlines' table lists units with columns for Unit Code, Name, Outline, Handbook, and Library.

Unit Code	Name	Outline	Handbook	Library
2234	Economics 200	N/A	Handbook	Resource Centre
2262	Marketing Management 500	N/A	Handbook	Resource Centre
2649	Human Resource Strategies 560	N/A	Handbook	Resource Centre
30200	Academic Writing 041	Outline	Handbook	Resource Centre
30830	Business Information Systems 100	N/A	Handbook	Resource Centre
30846	Management 100	N/A	Handbook	Resource Centre
30850	Marketing 100	N/A	Handbook	Resource Centre
30967	Accounting 100	N/A	Handbook	Resource Centre
31011	Legal Framework 100	N/A	Handbook	Resource Centre
305429	Mathematics 135	N/A	Handbook	N/A

Unit information displayed in this channel may take 24 hours or more to update from eStudent. For up-to-date enrolment details, please check eStudent. If you have any queries about your enrolment details in eStudent, please contact your Faculty/School.

- **Course Bookings** - Order your books online! You can order the books for your enrolled units at the Curtin Bookshop.
- **Plan Your Timetable** - view a timetable for the units above or in conjunction with different schedules.
- Student handbook website.
- Division of Humanities Unit Outlines.

- In the eStudent screen, click on the My Results tab at the top right-hand side of the screen then follow the directions on screen.



Please note: *An unofficial transcript can be emailed from OASIS, however if you require an official transcript you can request one from Student Central for a fee. Information on obtaining an official transcript can be found at*

http://students.curtin.edu.au/administration/documents_request.cfm#obtain

Ordering your textbooks

Your textbook list is available to view on OASIS two to three weeks prior to the beginning of each semester.

- To view your book list, log into **OASIS** and click on the **my studies & evaluate** tab.
- In the **unit outlines** box, click on **Order your books online!**

unit outlines				
Unit Code	Name	Outline	Handbook	Library
302044	NET12 The Internet: A Socio-Technological Introduction	Outline	Handbook	Reserve Items
311922	Engaging in the Humanities 100	N/A	Handbook	N/A
301052	Internet and Everyday Life 102	Outline	Handbook	Reserve Items
10830	Business Information Systems 100	N/A	Handbook	Reserve Items
310410	Systems Analysis and Design 251	N/A	Handbook	Reserve Items

- > Unit information displayed in this channel may take 24 hours or more to update from eStudent. For up-to-date enrolment details, please check eStudent. If you have any queries about your enrolment details in eStudent, please contact your Faculty School.
- > **Curtin Bookshop** - Order your books online! You can order the books for your enrolled units at the Curtin Bookshop.
- > Plan Your Timetable - view a timetable for the units above or experiment with different schedules.
- > Student handbook website.
- > Division of Humanities Unit Outlines.

A new window will open which will list the essential and recommended text books for your enrolled units of study. From this page, you can order and pay for your textbooks online or you can take note of them and purchase them in person at the Curtin Bookshop or by mail order.

Tips for Studying Online

If it is the first time you are studying units online, it can be a little daunting. Here are some tips that may be useful to you when studying an external unit.

1. Check your Curtin student email account regularly to receive messages and updates from your lecturer/tutors.
2. Check the announcement areas/bulletin/discussion boards within your Blackboard units regularly as your lecturer/tutor may use these areas to communicate new information and updates.
3. When available, use discussion boards within your Blackboard units to communicate with other students in your unit.

Sometimes, discussion via an discussion board is primarily concerned with 'how' you are studying; at other times, sustained discussion is required as part of your learning; you should, in all cases, use the discussion board in the way that is recommended and required in the unit you study, while taking full advantage of the chance to share your ideas and problems with staff and other students.

4. It's a good idea to read through all existing messages on the discussion board areas before you make a posting, as you will often find that common questions or problems have been asked (and already answered) by other students or your lecturer/tutors.
5. If you have a slow Internet connection, download the essential files so you can read them offline. In some units, you will be able to 'compile' many or all of the contents of your unit and save them as a single document to your own computer for reading or printing later.
6. You will only have access to the online materials (including library access) for the period in which you are enrolled, so you may like to print out some of the materials in your online unit if you think you will need to refer to them later.
7. Not all units with an online presence work in the same manner – some, for example, emphasise use of a discussion group more than others, some have different requirements for the submission

of assignments, or use interactive features such as quizzes. In all cases, we recommend that you familiarise yourself with the way a unit uses Internet-based learning and be prepared to adapt your approach to suit a unit.

8. Lastly, if you are having difficulty with your unit, contact your Unit Coordinator or Distance Education.

Accessing the Library

Curtin University Library

Access to Curtin Library and Information Service

Just because you are studying externally doesn't mean that you're disadvantaged. A great resource to make use of is Curtin's library online resources and the Robertson Library, located in Building 105 on Bentley campus. For other Curtin Library locations see the Library web page.

The library provides access to:

- Required readings for your units via E-Reserve
- Journal articles via databases
- Help with research skills
- Referencing resources
- Course & Subject Specific Student Resources
- Exam Resources
- Specialised Reference Resources

Visit the Library website online at <http://library.curtin.edu.au/> for more information on the services we offer.

Important Notes

All students studying a Curtin unit are required to activate their OASIS account (see page 2) in order to access library services.

You will need to use your Curtin ID and OASIS password to log in to library functions such as E-Reserve, the library catalogue, library databases and available exam papers.

Library notices for those students with items on loan are sent via the Official Communications on OASIS so remember to check this on a weekly basis. Students living within the Perth metropolitan area are required to come into the library to borrow items, or to photocopy material that is not available electronically. Students living within the Perth metropolitan area also require a student card before they are able to borrow items. Information regarding obtaining

a student card is available from the Student Services website at http://students.curtin.edu.au/administration/id_cards.cfm

Finding Material on your Subject:

Check E-Reserve

Your lecturer may have placed material (ie. articles, chapters of books, conference papers) on electronic reserve for your unit, and this can be downloaded via the library catalogue. For instructions and more information - see the library website.

Use the Library Catalogue

The catalogue allows you to search for books, videos and journal titles held by the Curtin Library. Many books and journal titles will be available electronically via the library catalogue.

Use the Library Databases

The library databases are electronic indexes to articles in journals, many of which are available online in full text. . Searching the databases using keywords from your topic will give you a list of journal references. To log into the library databases you must use your Curtin ID and OASIS password. Some databases will also give you the full article of some references (full text) which you can immediately print, download, save to disk or email.

Useful Library Tutorials (choose *Study and Research* tools from the Library home page).

Library Interactive tutorials

Infotrek is an online tutorial that helps you develop your study and research skills.

LibGuides to your subject areas.

Options if you Need Assistance Finding Material on your Subject

Please contact the Library. See *Contact a Librarian* under Library help on the Library's home page.

You can chat online, email, call, send an SMS or contact the library by post.

Off Campus Postal Service

If you are a student enrolled at Curtin, and you live in Australia but outside the Perth Metropolitan Area or the post code areas of Kalgoorlie, Boulder or Northam, the library can provide you with a postal service so that you can gain access to library material that is not available via the Library web site. That is

Loans of books and audio-visual items

The supply of photocopied journal articles and book chapters of resources only held in print in the Library

The library pays the postage and insurance costs for loans to deliver the resources to you. **You are responsible for paying for the return postage** to get the resources back to the Library.

More information can be found on the library's Services for Off Campus Students under *Borrowing* on the Library's home page.

Contacting the Library

To contact the library, please visit the library website for more information. Look under *Contact a Librarian* under Library help.

E-Reserve

Even though you may need to purchase a text book for your unit, many units also reference additional readings which you need to access to successfully complete your unit. These readings are set by your Unit Coordinator and may include articles, documents, extracts from books or eBooks relevant to your unit.

You will find that many of these readings are available for you to view on E-Reserve.

Your Unit Plan or other course material may guide you to view your online readings. If your unit includes E-Reserve readings, you can access them directly by using the "Reserve Items" link in the Unit Information box under the my studies & evaluate tab in OASIS.

To view the E-Reserve items, click on the link “Reserve Items” and you will be directed to a list of articles available for your unit. To open an article, click on the link under the Full Text column.

You will need your Curtin ID and OASIS password to access articles on E-Reserve.

Searching E-Reserve

You can also search for readings related to your unit by using the Search function in E-Reserve. To search E-Reserve, follow these steps.

Access the Library website (<http://library.curtin.edu.au>) and click on the 'Reserve & eReserve' link under Find Books and Resources

Choose the Reserve tab and enter the relevant information in the text box. You have the following options:

Unit Name – e.g. Management 100

Lecturer - type your lecturer's surname and initial or first name

Unit Number - e.g. 10848 is the unit number for Management 100.

Title – type the exact title of a reserve item.

Alternatively, you can search by keyword.

If you need help

If you need any extra help while studying externally, refer to the following table to determine who to contact or where to go for extra help and information.

If you need help with:	Contact/Visit
Administration enquiries (receipt of unit materials, receipt or return of assignments).	Distance Education Centre for eLearning Curtin University GPO Box U1987 PERTH WA 6845 Telephone: (+618) 9266 2100 Fax: (+618) 9266 2777 Email: de-assignments@curtin.edu.au Location: Building 603/ 6 Sarich Way Technology Park, Bentley, WA 6102 Website: http://elearn.curtin.edu.au/dist-ed/ Office hours: 8.00am to 4.45pm (WST)
Enrolment enquiries (enrolment, withdrawals, application to graduate).	Your Faculty Student Services Office. Contact details can be found at http://students.curtin.edu.au/contact_offices.cfm
Student Administration: Information on enrolment, examinations, fees, charges, etc.	Telephone: (+618) 9266 3399 http://students.curtin.edu.au/administration/
Final Examination enquiries (not for mid-semester tests).	The Examinations Office: Telephone: (+618) 9266 7016 Fax: (+618) 9266 4108 Email: examinations@curtin.edu.au http://examinations.curtin.edu.au/students/index.cfm

If you need help with:	Contact/Visit
Academic content or difficulties understanding your course materials, or assignment submission dates.	Your Unit Coordinator. Refer to your Unit Outline or Blackboard unit for contact details.
Logging in to OASIS.	<p>Visit the OASIS web site and look through the Help pages provided there. (http://OASIS.curtin.edu.au/).</p> <p>If you still require assistance, complete the online form found under the OASIS Support link on the login page (http://OASIS.curtin.edu.au/) or utilise the contact numbers listed under the Contact OASIS Central link.</p>
Logging in to Blackboard.	http://oasis.curtin.edu.au
Referencing; how to search the internet, assignment writing, time management, reading techniques etc.	Visit the Study Skills section found under the 'Support Available and Help Contacts on the StartUp page located via OASIS: (http://OASIS.curtin.edu.au/) .
Library enquiries.	http://eclectic.lis.curtin.edu.au/
Library information for off campus students.	<p>http://library.curtin.edu.au/services/services_for_groups/off_campus/index.html</p> <p>Telephone: (+618) 9266 2425 or (+618) 9266 7799</p> <p>Fax: (+618) 9266 3371</p> <p>Email: docdel@boris.curtin.edu.au</p>
Bookshop enquiries.	<p>http://www.bookshop.curtin.edu.au/</p> <p>Telephone: (+618) 9266 3469</p> <p>Fax: (+618) 9266 3188</p>

If you need help with:	Contact/Visit
For any other issues please contact:	Distance Education (see contact details above).

Other important information

Curtin policies and guidelines

As a student at Curtin you should be aware of your rights and responsibilities.

Please take the time to browse through the Students Rights and Responsibilities website at <http://students.curtin.edu.au/rights/>.

In particular, you should familiarise yourself with the following sections:

- Copyright;
- Plagiarism;
- Academic misconduct.

Access, equity and disability

Curtin is committed to providing educational opportunities for students with special needs. If you have any disabilities that may affect your studies, please let Curtin know when you are enrolling.

For more information and support, visit the Disability @ Curtin website at <http://disability.curtin.edu.au/>.

University counselling service

The University Counselling Service exists to help students get the most from their time at Curtin. Experienced staff provide a safe professional environment to deal with any issues affecting your study. For more information, visit the University Counselling Service website at <http://counselling.curtin.edu.au/>.

