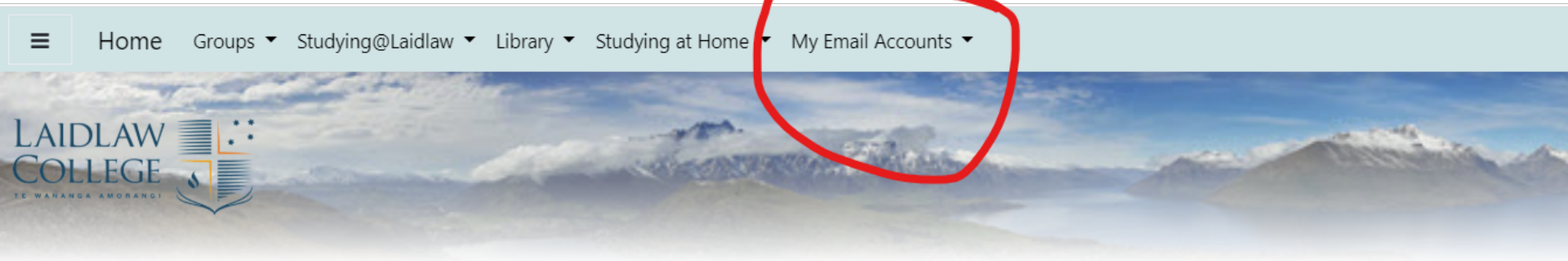# MICROSOFT TOOLS FOR YOU

- Click on my email accounts and select "Office 365"

**Welcome to Laidlaw College!**

MICROSOFT TOOLS FOR YOU

Set your student email to auto forward to your private email address:

- All your emails from Laidlaw will be sent to your student email account.
- To set up auto forwarding, click on outlook
  - Then click on the little settings cog
  - Then click "view all Outlook settings
  - On the left handside click "Forwarding and follow the prompts

WEEK 2021
AUCKLAND
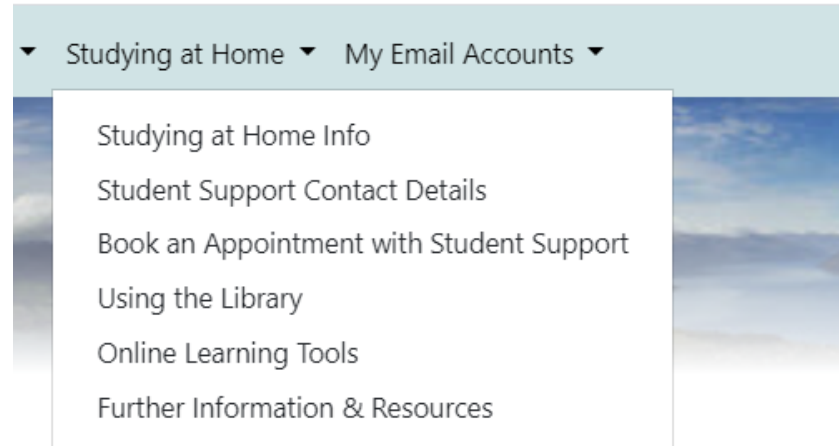
LAIDLAW
COLLEGE
TE WANANGA AMORANGI

COMMUNICATION

- If you can't come to a lecture because you are sick, then please let your lecturer know via email.
- We strongly recommend that you download and use teams. You can use the chat function to contact me or your lecturer.

WEEK 2021
AUCKLAND

Teams
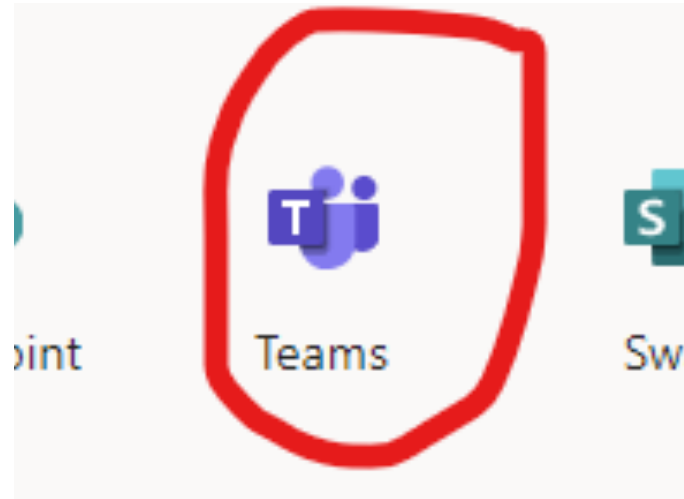
FINDING THE LINK TO CHAT TO ME!
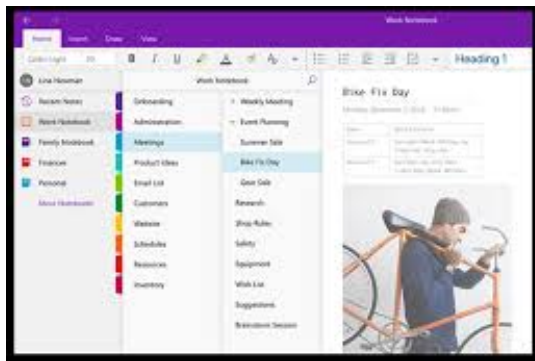
- Click on the Student support Contact details and scroll down to "I need help, who can I ask?"
- Or, you will find the info on your dashboard

WEEK 2021
AUCKLAND

▼ Studying at Home ▼   My Email Accounts ▼

Studying at Home Info

Student Support Contact Details

Book an Appointment with Student Support

Using the Library

Online Learning Tools

Further Information & Resources

FIRST LECTURE

- Please BE THERE! Classes start at 9:30am for the morning lectures, 1:30pm for the afternoon and 6pm for the evening - try to be 5 minutes early
- Bring pen / paper or your computer
- You are allowed to ask questions
- You can bring coffee or tea into lectures

USE YOUR DIARY/CALENDAR/WALL PLANNER

ORDER YOUR NOTES

LAIDLAW COLLEGE
Te Wananga Amorangi

COURSE CODE AND TITLE
Course Assessment and Delivery Outline

Campus: Campus(es)
Lecturer/Tutor: Name(s)

Semester 1, 2019
NQF Level 4/5/6/7, 15/30 credits

CONTENT OVERVIEW

Brief description of course content. May simply be course description from course outline.

By the end of the course the student will be able to:

1. LO
2. LO
3. LO

COURSE SCHEDULE

Semester Week	Week/ lecture start	Topic	Assessment Task	Word count	Due date	% Final grade
1	25/2/19	Orientation			3/3/19	
2	4/3/19	Course introduction			10/3/19	
3	11/3/19	Topic A			17/3/19	
4	18/3/19	Topic B			24/3/19	
5	25/3/19	Topic B (Cont.)	e.g. Book Review		31/3/19	
6	1/4/19	Topic C			7/4/19	
7	8/4/19	Topic D			14/4/19	
8	Mid-Term Break 1					
9	Mid-Term Break 2					
10	29/4/19	Topic D (Cont.)			5/5/19	
11	6/5/19	Topic E			12/5/19	
12	13/5/19	Topic F			19/5/19	
13	20/5/19	Topic G			26/5/19	
14	27/5/19	Topic G (Cont.)			2/6/19	
15 (Queen's birthday)	3/6/19	Topic H	e.g. Essay		9/6/19	
16	10/6/19	Topic I			16/6/19	
17 (Exams)	17/6/19	Topic I (Cont.)	e.g. Exam		23/6/19	
18	24/6/19	Course summary			30/6/19	

LEARNING HOURS

Orientation	5 hours
Study Skills Workshop	1 hours
Class time	45 hours
Tutorials	29 hours
Assessment #1	15 hours
Assessment #2	30 hours
Assessment #3	25 hours
TOTAL	150 learning hours (15 credits)

ASSESSMENT TASKS DETAIL

1. **Assessment Name**

Length:	XX words
Percentage weighting of final grade:	XX%
Due date:	11.55pm, Date
Learning outcomes:	X, Y, ...
Learning hours:	XX

Assessment task description. [Kept to essentials. Supplementary instructions, worksheets, resources and material supplied in Moodle]

Criteria for Assessment (major criteria are in bold.)

1. Title	Description 1
2. Title	Description 2
3. Title	Description 3

TEXTBOOK

Textbook bibliographic details (Turabian)

Additional required and recommended readings are supplied on Moodle.

NOTES

[Lecturer to add additional notes for students about the course. For example:]
- Additional resources, costs (e.g. readers), activities
- Field trips and other off-campus activities
- Tutorials (formal or informal)

Please note:
- All assignments need to be presented according to the Laidlaw College "Guidelines for Written Assignments".
- Assignments are to be submitted to Moodle no later than 11.55pm on the due date, unless otherwise noted.
- Assignments must comply with the standards set out for assessment in Laidlaw College's "General Information and Regulations".
- Please see these regulations for guidance on extension requests, submission of late work, and plagiarism.

SELECT BIBLIOGRAPHY

Select bibliography of relevant material for course – updated each time course taught. Additional longer bibliographies supplied in Moodle. Turabian format.

KNOW YOUR REFERENCING STYLE!

- School of Theology uses SBL, references are footnotes
- School of Social practice uses APA and uses in text referencing
  - You will find how to do this referencing in your school page on Moodle.

HOW TO DO ESSAYS

1. Read the Question and analyse it
    ▪   Underline the key words and check their meaning

2. Mind map or use a plan that you like to decide how you might answer that question, then prioritise the most relevant ideas, or you will see where there are similar ideas that can be grouped together.
3. Read and research – Wikipedia is helpful as a starting point, but can't be the primary resource.
4. Write your first draft, then read it through out loud. Does it make sense?

HOW TO DO ESSAYS

4. Have you answered the question? Check the learning outcomes on your CADO
5. Have you acknowledged your resources?
6. Have you saved your essay at in least two places – one on your hard drive, and one on One Drive, or a flashdrive
7. Do an edit (or two!) Get someone to read it.
8. Submit! It does not have to be perfect ☺

KEEP CALM AND WRITE THE ESSAY
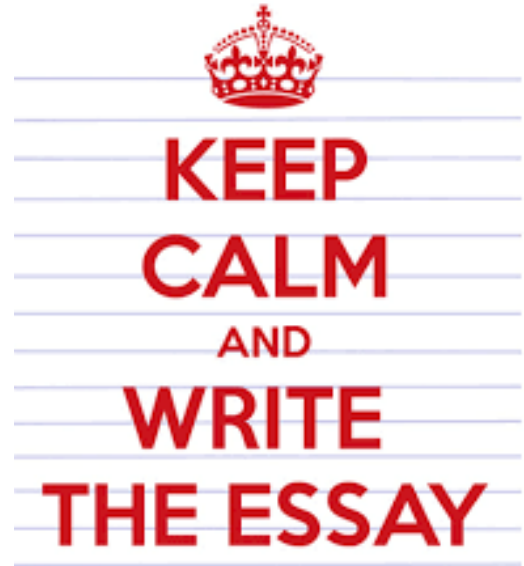
WHO TO ASK FOR HELP

Naylor Owen
Manukau

Phil Cope
Distance Learning /
Flexible Learning Students

Gina Siaosi
Pasifika Student
Support Coordinator

Fiona Sherwin
Henderson and Team Leader,
Academic & Disability Support

Sharon Pihema
Te Kaiawhina Tauira,
Counselling students,
Henderson and Manukau

Jenny Mackie
Student Dean,
Henderson Campus

STUDENT BUDDY WANTED?

TIME!

Classes = 12 hours per week
Study Time =28 hours minimum = 40 hours total

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
EARLY MORNING 6.30-8.30	Morning routine						
MORNING 8.30-12.30							Church
12.30-1.30							
AFTERNOON 1.30-4.30							
4.30-7.30							
EVENING 6.30-9.30							

It's your turn!

Fill out your weekly schedule then use the wall planner to fill in events and assessments ☺