YOUR GUIDE TO LEARNING ONLINE IN THE SCHOOL OF NURSING

SCHOOL OF NURSING
JANUARY 2005

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WELCOME TO LEARNING ONLINE IN THE SCHOOL OF NURSING

Hello, and welcome to the Griffith University School of Nursing.

This booklet aims to help you become familiar with the online learning resources in the School of Nursing. There are many resources to help you learn in your nursing program, including face-to-face lectures, tutorials and labs, clinical practice, books, journals, and videos. In addition, lecturers also assist you by providing online material. All the courses within the Bachelor of Nursing program, and some postgraduate courses, are web-enhanced. Web-enhanced means that you will have face-to-face lectures, tutorials and clinical laboratories at the university, but there is also more information and extra learning activities provided for you on course websites. This material is on the web so you can access it at a time and place that suits you. You don’t have to be on the university campus. You can also get into course websites from your home computer if you are connected to the Internet, or from anywhere that has a computer and Internet access. With web materials, you don’t have to wait for someone else to finish with the information, and it is available day or night, when you want to study.

Some benefits of using the nursing course websites are:

1. Helping you organise your learning (eg. Study chart, Assessment pages, and Course Information page).
2. Keeping you up-to-date with what is going on (eg. Announcement page).
3. Giving you more information for learning (eg. Course content and resources pages).
4. Helping you prepare for your lectures, tutorials, or labs (eg. Course content, interactive learning activities).
5. Supporting your learning and revision (you can repeatedly access information when you want).

Remember – There are several ways you can get help to use online resources.

This guide booklet will help you find your way around the School of Nursing course websites by stepping you through the technology. There are other guide booklets in the library that will also help you.

The university has a telephone Help Line. If you have problems with the technology used to access your university courses, call the Information Services Help Line on:

Brisbane (07) 3875 5555  Logan (07) 3875 5555  Gold Coast (07) 5552 5555

The Information Services staff in your campus library will also help you find information and use online resources.

Once you have basic computer skills, there are many online guides on the Griffith University website that will help you find your way around the online learning resources.
Key to the symbols in this booklet.

Every time you see one of these symbols in this booklet it directs you to a particular kind of information.

If you already know how to use a computer, and can access the Internet either from home or a university computer, then follow the directions beside this mouse symbol to access online information.

If you prefer to use printed material, follow the directions beside the book symbol.

Telephone contact numbers are indicated by the phone symbol.

You may prefer to have people show you what to do. Contacts for people who can assist you are given beside this symbol.

These question marks indicate where you will find answers to ‘Frequently Asked Questions’.

Getting Started

The steps below outline the information in this booklet.

- **As you move through these steps** you will find that your skills are developing.
- **Don’t worry** if you don’t understand everything at first, you will with practice.
- **Don’t feel you are alone**; there are people who will help you become familiar with the university’s online materials.
- **Use the help available** to assist you with getting started, so you don’t feel you are wasting precious time that you want to spend on learning in your courses.

1. Getting yourself ready
   - Computer skills, Using computers on campus
2. Getting your home computer ready
   - Griffith@Home
   - Vlink
   - Plug-ins / Players
3. Entering the university website
   - The Griffith Portal
   - Learning@Griffith
4. Finding your way around the nursing information
   - Nursing Courses
   - Printing information
   - Electronic databases
   - Electronic journals
1. Getting yourself ready

Do you need help learning to use a computer?
Some of you will be very familiar with using computers, some of you may not be. These days, computers are part of every nurse’s working life and ongoing learning, and you need to know how to use them. If you are not already familiar with using computers, the university has people and courses to help you learn the computer skills you will need during your study program.

Information Services run computer courses on each campus that will teach you about various programs.

Ask the librarian at the Information desk in your campus library for help, or use the drop-in sessions in Information Services to find the answers you want. At drop-in sessions you just visit the room where a trainer will be available to help you with your queries.

Ask the librarian on your campus to show you the Information Services website at http://www.gu.edu.au/ins/learningservices. This website has information about the computer courses and the times they are available. It also has times for drop-in sessions for computer help on your campus.

Look in the Learning Services Guide booklet (available from your campus library).

Using Computers On-Campus
Now that you are ready to use a computer in your studies, you can either use a computer at the university, or your home computer.

To find out information about using the computers on-campus:
1. Go to the Griffith University home page www.griffith.edu.au
2. Click on Library and Computing Services.
3. Then in the menu on the left of the screen click on Getting Online.
4. Then click on >>Students. This brings you to the welcome page of Getting Online.
5. On the menu on the left side of the screen click on Getting Started on-campus.

There is also a printed version of the Getting Started on-campus information in the Getting Online booklet available from your campus Library.

This Getting Started on-campus website or booklet has lots of vital information about using the university computers. All the information in the Getting Online website or booklet will help you to navigate around the websites and use the university online resources. Everything from getting your university computer account username and password, to where and how to use the common use computer labs, and much
more is found there. The *Code of Practice* for using technology resources in the university is also on this site. It is a good idea to be familiar with this code as you are responsible for your computer use on-campus.

Take the time to read the *Getting Online* guide; it includes information that may not be covered in the following pages of the booklet you are reading now such as:

- *Netcheck* (the university gives you a certain amount of internet use to reach websites outside the university’s own website, Netcheck records the amount you have used)
- *Student email* (the university will have set up an email account for you)
- *The Learning Services* (they offer lots of help not only with computing, but with the study skills you will need during your nursing program)
- *The Virtual Student Orientation* (An online orientation to the university).
2. Getting your home computer ready to use the university website

Now you are more familiar with using a computer, there are a few extra things you need to do to your home computer so that you do not get frustrated by things not working like they should, when you are trying to learn from the university web materials.

You need to be able to connect to the Internet

To access the information on your course websites and to use the library’s online information from your home computer, you must connect to the university network via the Internet. To connect to the university network you need:

1. A modem in your computer (a computer shop will be able to help you with this if you do not already have one installed on your home computer).
2. An Internet Service Provider.

If you do not already have an Internet Service Provider, you can use the Griffith@home service for dial-in computer access to the university.

What is Griffith@Home?

Griffith@Home connects your computer to the University Network via your modem. If you need to find out about this service because you don’t already have the Internet at home, use a university computer to find out the details about Griffith@Home from the following website:

www.griffith.edu.au/ins/griffithathome

or

pick up the Griffith@Home guide from the library on your campus.

The Griffith@Home guide will give you all the information about

- What the service is.
- How much it costs.
- What you get for your money.
- How you go about getting connected to the service.

Other Internet Service Providers

However, you may choose to use a private Internet Service Provider. Different companies provide different services, and the amount they charge also varies, so you need to choose a provider that best suits your needs. The private provider you choose should then give you information about how you set up your computer to connect to the Internet.
Once you have your home computer connected to the Internet, and you have a browser installed, your computer is now ready to go online to many parts of the university website. However, to access some of the library’s online services (some databases and the electronic journals), and to use some of the interactive learning activities on the nursing course websites, you will need something more.

**Accessing the library’s online services**
There are two ways to access databases and electronic journals from home to make your study time more flexible.

1. If you use [Griffith@Home](https://www.griffith.edu.au/home) you will be able to access these resources using that service.
2. If you use your own private Internet Service Provider, then you will also need VLink.

**What is VLink and why would you need it?**
VLink is a way you can connect to the university network and access the information restricted to university computers. Some online resources such as databases and electronic journals must be accessed via the university network. This is because the university buys licences for these resources so you can use them.

You’ll need VLink if you use your own Internet Service Provider so that the suppliers of the electronic database and journal services recognise your computer as belonging to someone from Griffith University and know that you are eligible to use the service.

**How do you get VLink?**
You need to download the VLink software from the university website to your computer. The VLink guide (either online or in the booklet) will tell you how to get the software and how to use VLink to connect to the university.

- Go to [www.griffith.edu.au/VLink](https://www.griffith.edu.au/VLink) and follow the instructions for downloading the software and using VLink
- Pick up the VLink guide from the library on your campus and follow the instructions.

When you have installed VLink, your computer is ready to connect to the university web site and access the databases and electronic journals. However, you also need to install some plug-ins/players on your computer to make the best use of the School of Nursing’s learning activities.

**What are Plug-ins/Players and why do you need them?**
Many of the nursing courses have learning materials on their websites that are interactive. This may be a quiz you can use to test yourself, a video, or learning activities where you interact with the computer. Because these activities are not just text, but allow you to do something, or watch a video, or listen to
audio, they use special software (called plug-ins or players) to play them. You can download this software to your computer free from the Internet.

For the nursing websites you need to install the following plug-ins/players on your computer

- Macromedia Flash (this lets you view and use interactive materials)
- Shockwave (this also lets you view and use interactive materials)
- Quicktime (for watching videos)
- Adobe Acrobat reader (for reading pdf files – these are files that show you an image of the original document)

**How do you get the Plug-ins/Players?**

To download these free plug-ins and players onto your computer, go to the following web site:


This will take you to the page where there are links to the plug-ins/players and the Acrobat reader listed above. On the Plug-ins page, click on each of the links to the plug-ins you need and follow the instructions to download and install the plug-ins/players

When you have these plug-ins/players installed on your computer, the interactive learning activities in the nursing courses should automatically load and start up when you click on the link to them.

**If your computer is a Macintosh – what do you need to know?**

The VLink and Plug-ins/players download pages also have instructions for Macintosh computers. If you have any difficulty, call the Help Services listed below.

<table>
<thead>
<tr>
<th></th>
<th>Brisbane (07) 3875 5555</th>
<th>Logan (07) 3875 5555</th>
<th>Gold Coast (07) 5552 5555</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Or ask the Information Services staff in the library on your campus.</td>
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</table>

*Remember, if you want more help:*

You can reach the Information Services Telephone Helpline on:

Brisbane (07) 3875 5555        Logan (07) 3875 5555        Gold Coast (07) 5552 5555
3. Entering the Griffith University website

Now you and your computer are ready to access the university and School of Nursing websites.

It's a good idea to **work through this guide using your computer**. The web pages that you see on your computer may not be exactly like the pictures in this booklet, as content changes from time to time (especially the university’s home page), but they should be close enough for you to know that you are in the right place. It is really important, when using computers, that you practice doing it yourself, this guide will be more use if you are trying things out on your computer as you read through the booklet.

**Entering the Griffith University website home page**

To get to the university home page, type [http://www.griffith.edu.au](http://www.griffith.edu.au) into your browser. It will look like the picture below. (Remember you can also enter website addresses into your browser without the http:// it will also work if you just type in [www.griffith.edu.au](http://www.griffith.edu.au)).

This home page is the link to many of the web pages within the university. When you have time, have a look around and see where different information is located. While we touch on some of it in this guide, we will mainly be looking at what you need to get started, and importantly, how to use the Nursing courses web pages.
The Griffith Portal

The Griffith Portal is a page that provides links to other pages and functions within the university website. It is a central place to connect to a range of administrative and learning functions. Some of the benefits of using a portal are: more user-friendly navigation around websites; and content can be kept secure within the university community.

By clicking on the Griffith Portal link on the university home page (as shown in the previous picture) you will then reach the Griffith Portal Login page. You must use your student number and password to log in. This number and password will have been allocated to you when you enrolled.

To log on follow these steps:

1. Enter your student number preceded by the lower case letter s (for example: s123456) as your user name
2. Then enter your student password in the space provided.
3. Now click on the login button. The Griffith Portal Welcome page will then open.
Once you have signed on to the login page, you will then reach the Griffith Portal Welcome page.

The Griffith Portal is personalised for you - your name will appear here.

Your Messages are here.

Links to other functions such as Learning@griffith student email, and Netcheck are found here.

Your results and any items that you need to action are found here.

You can use the Griffith Portal page as a central link to reach other parts of the Griffith website such as Learning@Griffith or your student email.

By clicking on the ‘About me’ tab at the top of the page, you will find another page that has links to information that is important to your enrolment at university.

Also, do explore the other pages in the Griffith Portal by clicking on the other tabs beside the ‘About me’ tab at the top of this page.
The ‘About me’ page in the Griffith Portal

Details of your:  
- contacts  
- enrolment  
- accounts  
- transcripts, and  
- administrative information such as program and course catalogues, or parking, can all be easily reached by clicking on the links on the About Me page.

Remember, if you are using computers in the university computer labs, be sure to ‘sign out’ when you finish your computer sessions on the Griffith Portal or any other sites, so no one else can use your computer account. The sign out button is found at the top right of the page.

Now you know about using the Griffith Portal as a central place from which to reach other parts of the university website. Let’s look now at some of the pages you will use regularly.

One of the pages you will use a lot while you are studying is Learning@griffith. This is because all the websites for the nursing courses you are enrolled in are found on the Learning@Griffith website.

In the next section, we will look at how you can access and use Learning@griffith to reach the School of Nursing websites.

Note: You might sometimes hear people talking about Blackboard in relation to web materials and wonder what this is. BlackBoard is the software system that runs Learning at Griffith, where all your nursing courses are located on the web. So if someone has said to look for something on BlackBoard, you will find it in the appropriate course in Learning@Griffith.
Logging in to Learning@griffith

Clicking on the Learning@griffith link in the Griffith Portal, or the direct link from the university home page, brings you to a page that looks like the one below. You log in just the same way that you did when you logged into the Griffith Portal – use your student number and password.

To log in follow these steps:

1. Enter your student number preceded by the lower case letter s (for example: s123456) as your user name
2. Then enter your student password in the space provided.
3. Now click on the login button. The Learning@Griffith web page will then open.

Important: Remember that by logging in to Learning@griffith you are agreeing to the university’s terms and conditions of use.

You need to read and become familiar with these terms as they outline your responsibilities and the authorised use you may make of the university technology resources.

To read the terms, click on the link to them just above the login button.

If you are new to using Learning@Griffith: Take a few minutes now to complete the Getting Started tutorial that will take you step by step though logging in and navigating around the Learning@Griffith site.

To reach the Learning@Griffith tutorial follow these instructions:

1. Type www.griffith.edu.au/ins/learningatgriffith/ into the address bar of your browser
2. Then push the enter key on your computer
3. In the menu on the left side of the page, click on For Students
4. Then click Getting Started, this will take you to the beginning of the tutorial. Arrow buttons allow you to move through the tutorial.
There is also a link to this same tutorial on the Help page of [Learning@Griffith](http://www.griffith.edu.au/help/support) (using the Help page is described further on in this guide).

**The Welcome Page in Learning@griffith**

Once you log in to [Learning@Griffith](http://www.griffith.edu.au/help/support) you will see a welcome page that looks like this, except it will have your name and your information.

Along the top of this page are **tabs**. Click on these tabs to open other pages, including:

- **Students**
- **Courses**
- **Organisations**
- **Help**

These pages have important information that you will use regularly. If you get familiar with the content of these pages early on, it will be much quicker and easier to find what you need when you are busy with your studies during the semester.
The Help Page

The Help page has links to some of the things we have already talked about, for example: The *Getting Started* tutorial and the *plug-ins* page. There are also some new links:

- **Have a look at this contacts and resources link** will take you to a page with a *Frequently Asked Questions* link (look for this in the menu on the left hand side of the contacts and resources page).
  You will find these helpful if you are having any problems.

- Another important link here is to the **Virtual Student Orientation**. There is a lot of helpful information in this orientation including such things as getting started online and using your student email. If you are new to using computers and the university’s system you might want to take a little time now and work through this tutorial.
The Students Page

When you click on the Students tab, the page will look like this:

On the right hand side you will find links to **electronic resources** that you will use frequently during your studies, such as, **Grifflink** (the library catalogue) & **Netcheck** (which monitors your internet usage). Below these are links that give you quick access to information about **student services** that you might need.

The Organisations Page

Clicking on the organisations tab brings you to the Organisations page, which lists any organisations, or discussion boards of which you are a member. These organisations are ones that are set up within Learning@Griffith. The course convenor will tell you if there is an organisation set up especially for your course.
The Courses Page

When you click on the Courses tab, the page you reach will look similar to this, except that it will be all the course you are enrolled in that will be listed.

You can also search for courses; enter the course name or number in the search box and press ‘go’

Click on the name of the course you want and this link will take you directly to the course website.
It will open at the Announcements page for that course.

Clicking on the links to your courses always opens them at the Announcements page. You need to check this page regularly, as your course convenors will communicate important information to you via this page.

Now you know how to reach your courses, lets look in some more detail at the pages you find within each course.
4. Finding your way around the nursing information

Inside your Nursing courses
The nursing courses are all structured in a similar way, so you will start to find your way around the course websites quite quickly. However, there may be small differences in the way each Course Convenor uses their course websites. You may find they add extra information for you in folders on different pages, some will add them to the Resources page; others may add folders to content pages. So you will need to become familiar with the information on all the pages of each course website, but the general structure will be the same. It is this general structure that we will explore in this section.

Some pages you will use every time you log on, for example the Announcements page. Other pages, such as the Teaching Team page, you may use less frequently once you have visited this page at the beginning of the semester and noted the information on it.

Try clicking on each of the pages in one of your courses as you work through this guide to:
1. See the information that is available
2. Practise navigating around the course to find the information you want

The Announcements page

When you log in to any course, the first page to open will always be the Announcements page. Your course convenor, lecturers, and tutors will use the announcement page to keep in contact with you, and post important notices for you. Check the Announcements page regularly.

If you cannot see this menu, click on this small arrow in the circle. This arrow will still be visible at the extreme left of your screen even when you cannot see the menu. Clicking this will bring the menu back for you.

These tabs at the top of the announcements page allow you to see not only today’s messages, but also earlier messages that were posted.

Click on the tab that covers the time period you want to look at.
All the nursing course websites also have these other pages:
- Assessment
- Resources
- Study chart
- Teaching Team
- Course Content
- Discussion Board

**The Assessment Page**
The Assessment page contains information about the *assessment items* that you must complete to successfully pass the course. It will tell you what the item is, the due date, the word limits, the weighting of the item in the overall marks for the course, and any other guidelines the course convenor has for you about the assessment items.

The assessment page also has important administrative information related to assessment items (for example, where to find the policies about extensions for assignment submission, or policies about plagiarism).

**The Study Chart**
The study chart has information about the course that is specific to your campus:
- It gives you a week-by-week guide to the topics in the course
- It also shows you where the vacation and clinical placement weeks for *your campus* occur in the course timetable.

**The Resources Page**
The resources page lists sources of information that will be useful for your learning in the course. These resources are in addition to the information provided in the content pages of the course website. These may include a variety of resources such as references for books, articles, videos, or links to websites outside of the university.

During the semester, course convenors may add to these resources, so it is a good idea to check the resources page from time to time to see if there is any new information. However, some course convenors add resources during the semester in different places on the website, so remember to check the course content pages also.

*Remember:* ask for help if you need it. If others in your class seem to be finding things on the course website that you cannot find, ask someone for some help. You may want to ask the course convenor where they are putting information.
The Course Information page
The course information page will explain the structure of the course you are undertaking. The purpose of the course and the learning outcomes will be described. Knowing what you are expected to achieve will help guide your study. This page also gives you a general idea of the learning experiences that are planned for the particular course: for example, how many hours of lectures, tutorials or clinical labs you can expect to have, and other learning experiences that will be of benefit to you. You will not find specific timetable information though. Be sure to get the exact details of the lectures and other learning activities that you need to attend from your course timetable.

The Teaching Team Page
The teaching team page gives you the name and contact details of the course convenor, and of other lecturers involved in the course.

The Course Content Page
The content for each course is accessed through links from the course content page. Most of the contents are arranged in modules so that you can access the section you want to study. If you are following one of your courses as you read this booklet have a look at the course contents page now and you will see the content that is included in the course. Each module name is a link to that content. Just click on the link and that content will open.

On some pages of content that you visit, there will be links to interactive learning activities. As long as you have your computer set up correctly with the plug-ins/players that were explained earlier in this booklet, you will be able to just click on the link to open the activity. Instructions will be included for completing the activity within the activity itself.

Discussion Board
A discussion board is an electronic place where you discuss topics with other students and the course convenor. Not every course will have a discussion board. If the course you are undertaking does have one, the course convenor will give you information about what, and how often, you are expected to contribute.
Other university resources to help you study

Printing lecture notes and other resources provided by course convenors
Some course convenors put copies of the lecture notes and other resources on the website. You may decide you want to print some of this information so you can study it away from the computer. The information may be in a variety of formats: these could be word documents, PowerPoint slides, or pdf files. If you want to know more about printing from the university websites, go to the following web page.


Electronic databases
The university has links to many electronic databases that you will find very helpful for searching for information such as journal articles that you will need when you are studying and writing assignments.

If you are unfamiliar with searching for information, it is a good idea to find out about using databases from the library staff early in your program.

The following directions will give you some guidance about how to access the electronic databases.

(Remember, you need to either use a university computer or access the network through Vlink).
1. Login to learning@griffith
2. At the right lower side of the Learning at Griffith welcome page are links to the electronic resources. Click on the Database Directory.

This opens the Information Services Library Database page.
A good starting place is to search in the CINAHL database. This is a core nursing database, and lists many quality nursing journals. Once you are connected to the database you choose, then you can enter your search terms and the database will list the journal articles related to that topic. When you have a list of the articles you think will be most useful, you need to find the journals where they were published. Many journals are now available electronically; the university has others in paper format. To find out if the library has an electronic link to a particular journal, search for the title in Grifflink, which is the electronic library catalogue. There is a link to Grifflink in the same place on the learning@griffith page where you found the link to the electronic databases.

**Electronic links to Journals**

Look for the journal name in Grifflink, This brings up the link to the journal if the university has it.
When the full record page opens, about half way down the page you will find the links to all the accessible databases that have electronic copies of the journal. The access link(s) will look like this:

**Holdings:** 01/03/2004 to present
[Click Here to access]
Available from: ProQuest Nursing Journals
Access restricted to computer accounts recognised as belonging to Griffith University.

**Holdings:** 01/06/1996 to present. Note: Incomplete.
[Click Here to access]
Available from: Australian Public Affairs Full Text
To obtain specific articles use the Guided Search tab and select author or title from the database.
Access restricted to computer accounts recognised as belonging to Griffith University.

Always remember to abide by the Copyright laws regarding what you can copy.

If you are not sure of the Copyright regulations, ask a librarian for help.

You have now reached the end of this guide booklet. Please use the other university sources that have been mentioned through out this booklet for more help.

Good luck with your studies.