



The College of Nursing
incorporating The NSW College of Nursing

Student website

Online student's guide

Creating nursing's future

Production and development completed by The College of Nursing

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ABN 43 000 106 829

STUDENT WEBSITE

Online student's guide

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Online student's guide

The *Online student's guide* has been developed to assist you in how to register and login, to access e-resources and to familiarise you with the student website.

It also provides guidance on how to download instructions for accessing discussion forums and online library services.

Getting started

To access the College's online discussion facility use a computer website browser such as Internet Explorer, Netscape Navigator or Firefox.



Once you have started the browser software you can do either of the following two things:

- 1 Key in the College's website address: www.nursing.edu.au and press the Enter key to display The College of Nursing home page.

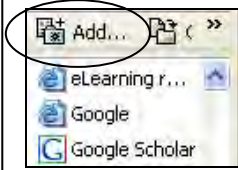
At the College's home page click on the STUDENT LOGON hyperlink from the navigation bar.



or

- 2 Key in the College's student website address:
www.nursing.edu.au/student

Note to Internet Explorer Users: To avoid keying in the Student Website address each time, consider saving it to your 'Favourites' list by clicking on the Favorites button and clicking Add... This type of functionality is also available in other Internet browsers.




Doing either of these two things takes you to the following login screen.

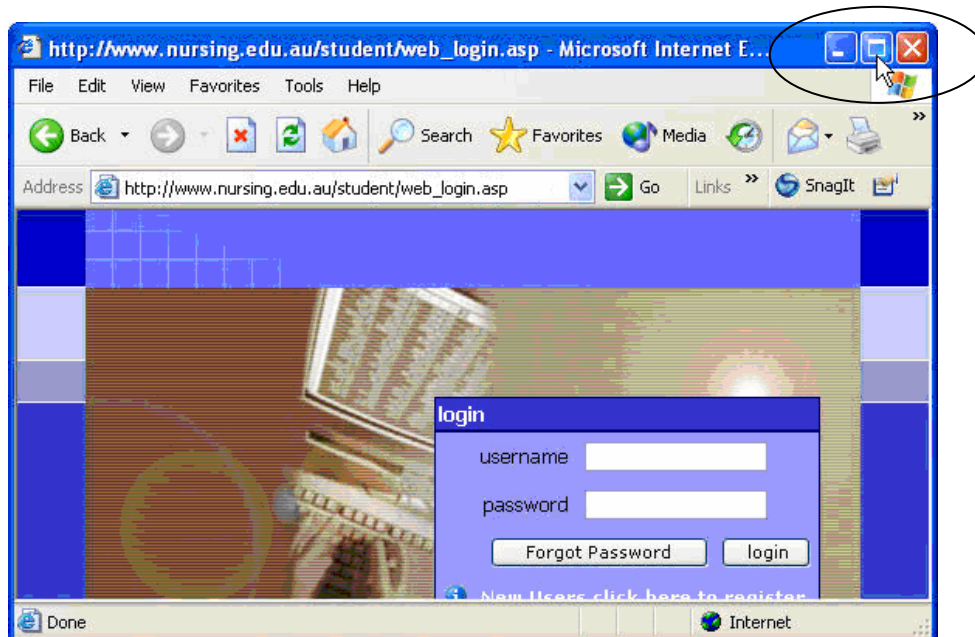
A screenshot of a login form. It has a blue header with the word 'login'. Below the header are two input fields: 'username' and 'password'. There are two buttons: 'Forgot Password' and 'login'. At the bottom, there is a link that says 'New Users click here to register.' and a 'Register' button.

If you are a new user, follow the 'To register' instructions below.


If you have already registered, enter your username and password and click on the **login** button. To proceed from here refer to the heading 'Student website home page' on page 15 of this guide.

To register


☞ Ensure that the whole of your Login screen is available by clicking on the maximise  button at the top right of your browser window.




- Click on the **Register** button to display the Student Website Registration screen.

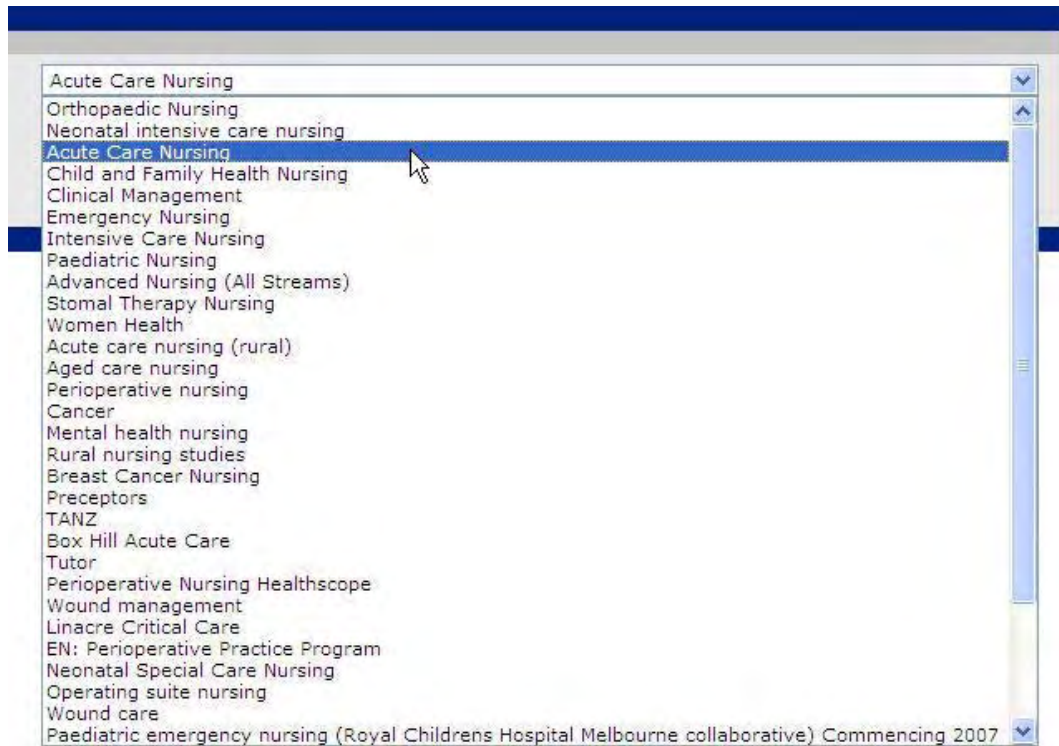
- Click on the forward  arrow to display the following screen. Key in your personal details.


Note: You must enter information into each field. You can choose your own username but ensure you have written it down and have filed it in a safe place. Your username **must have a minimum of six alpha and/or numeric characters.**

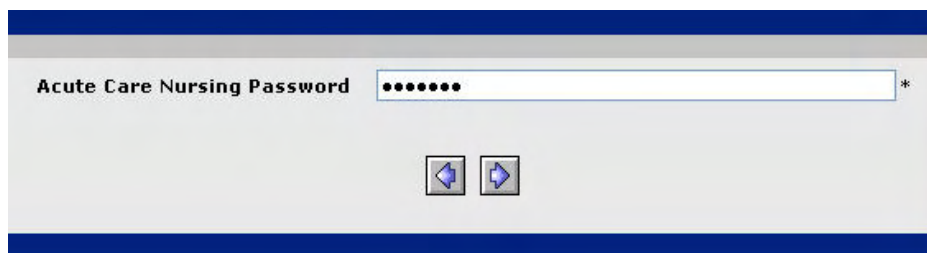
- Click on the forward  arrow to display the Student Course Category screen.

- ☞ Click on the drop-down arrow  and select the course/subject that you are currently enrolled in from the list that appears.

Note: Continuing professional development (CPD) students will need to select the subject rather than the course that they are currently enrolled in




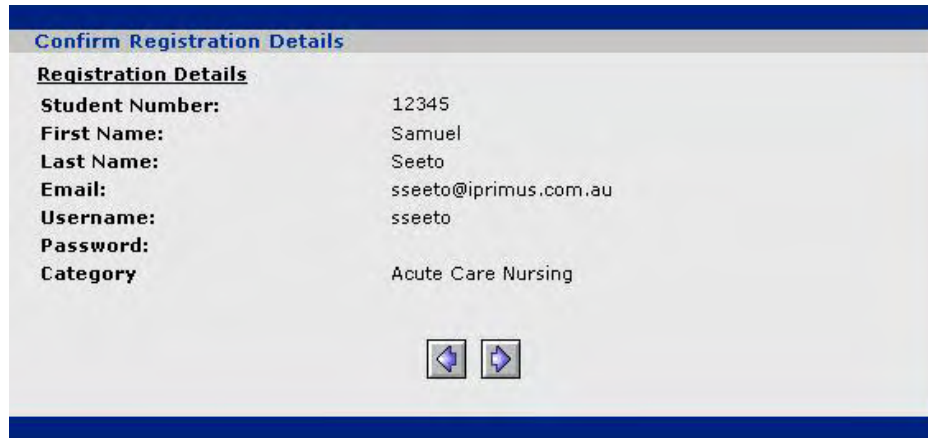
- ☞ Click on the forward  arrow to display the course password screen.




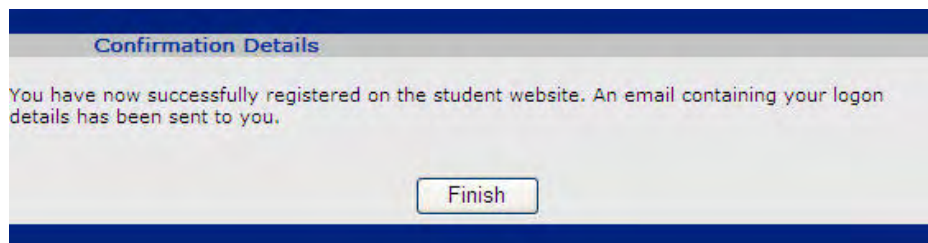
- ☞ Key in the course password that was given to you by your nurse educator. If you encounter any difficulties contact your educator.


Click on the forward arrow  to display the Confirm Registration Details screen.

If any details are incorrect use the back arrow  to move to the appropriate screen in order to amend the incorrect item.



Once all your registration details are correct, click on the forward arrow  to display the following screen and to receive a confirmation email. *(Depending upon a variety of factors including time of day and internet traffic the registration details email may take some time to arrive at your inbox)*



Click on the  button. This will complete the registration process.

To login after registering



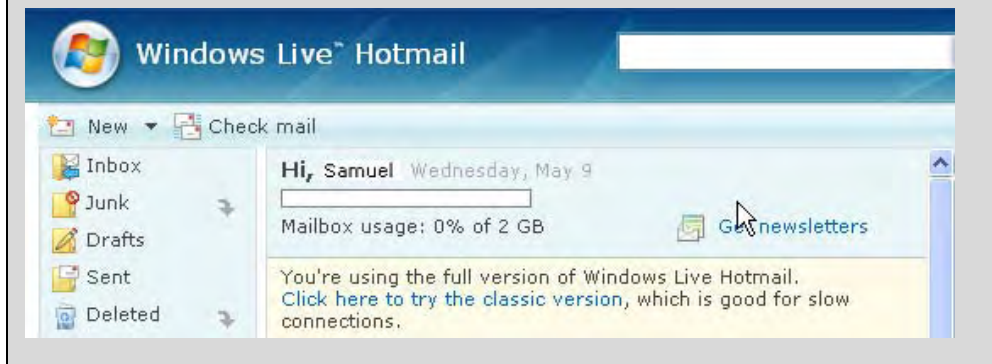
The screenshot shows a blue login dialog box titled 'login'. It contains two input fields: 'username' and 'password'. Below the fields are two buttons: 'Forgot Password' and 'login'. At the bottom left, there is an information icon and the text 'New Users click here to register.'. At the bottom center, there is a 'Register' button.

☞ If the login dialog box is not currently on screen, go to the College's student website at:

- www.nursing.edu.au/ and click on STUDENT LOGON
- or
- www.nursing.edu.au/student

☞ Open the 'Membership Registration Details' email that was sent to your email Inbox.

IMPORTANT: If you cannot locate the 'Membership Registration Details' email in your inbox, please check your junk email box. Some email programs particularly those that are website based, such as Hotmail or Yahoo! Mail, contain a junk mail filter and will regard automatically generated email as junk mail.

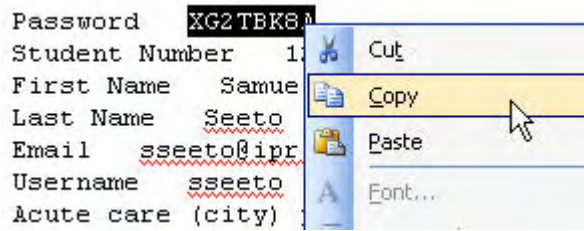


☞ Take note of your username and file in a safe place.

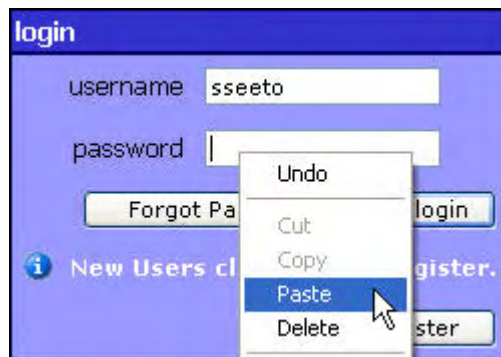
Note: The next 3 steps outline how to copy and paste your password into the login screen. This method is recommended over manual entry, to avoid keying errors.

☞ Highlight the password that has been allocated to you.
(Click your mouse in front of the first letter. Hold down the mouse button and drag the mouse pointer across the password.)

- ☞ Right-click and copy the password. (With the mouse pointer on the highlighted password click the right mouse button and select Copy from the shortcut menu.)



- ☞ At the login screen key in your username and paste your password into the 'password' field. (With the mouse pointer in the password field click on the right mouse button and select Paste from the shortcut menu.)



Note: It is recommended that you change this password once you are logged in, to something that is more easily remembered. Refer to the following heading 'To change your password'.

- ☞ Click the **login** button to display the student website home page.



To change your password

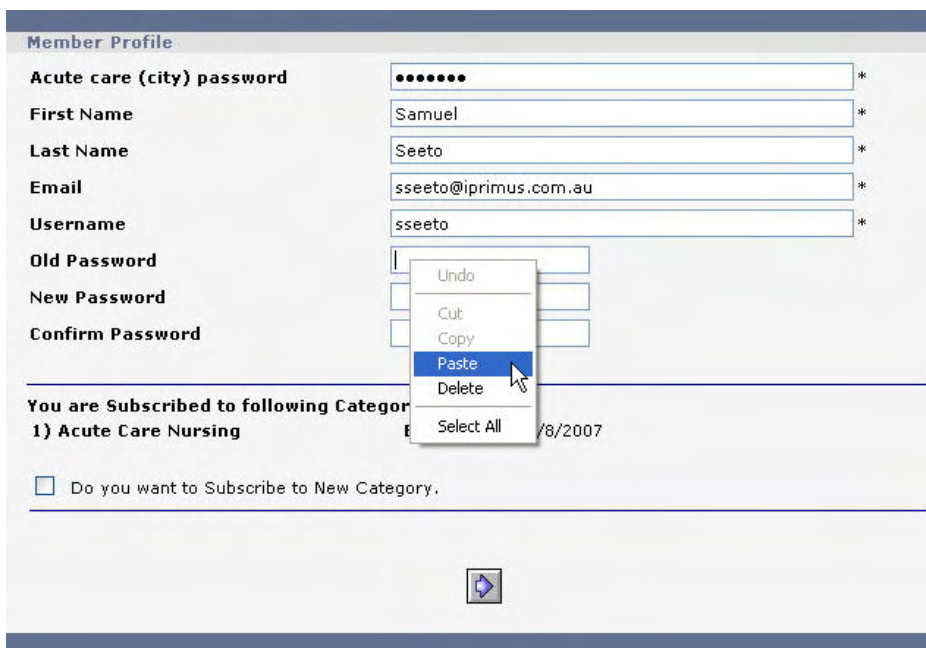
Once you have logged on you will need to change the alpha-numerical password that was allocated to you to something that is more easily remembered.

- ☞ Click on the My Profile menu.




- ☞ At the Member Profile screen key in your course password into the first field. *(This password was given to you at the start of your course/subject. Any difficulties contact your nurse educator.)*

- ☞ As you have already copied your login password paste it into the Old Password field. *(With the mouse pointer in the password field click on the right mouse button and select Paste from the shortcut menu.)*

A screenshot of a web form titled 'Member Profile'. The form contains several input fields: 'Acute care (city) password' (masked with dots), 'First Name' (Samuel), 'Last Name' (Seeto), 'Email' (sseeto@primus.com.au), and 'Username' (sseeto). Below these are 'Old Password', 'New Password', and 'Confirm Password' fields. A context menu is open over the 'Old Password' field, showing options: Undo, Cut, Copy, Paste (highlighted), Delete, and Select All. Below the form, there is a section 'You are Subscribed to following Categories' with '1) Acute Care Nursing' listed. At the bottom, there is a checkbox 'Do you want to Subscribe to New Category.' and a blue arrow button.

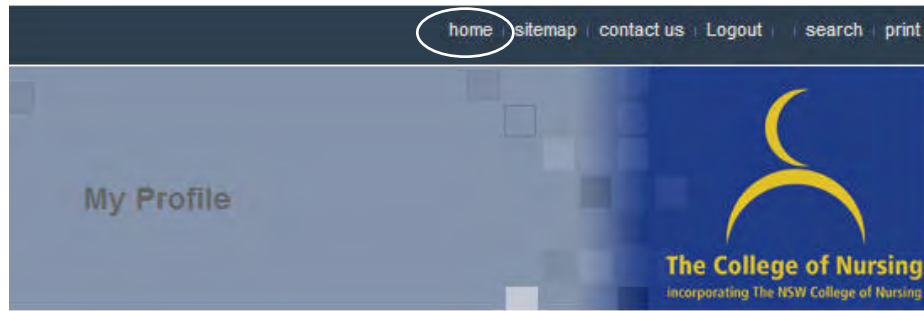
- ☞ Key in a new password of your own choice into the New Password and Confirm Password fields.

Note: New passwords must have a **minimum of six** alpha and/or numeric **characters**.

- ☞ Click on the forward  arrow. Your membership profile should now be updated.



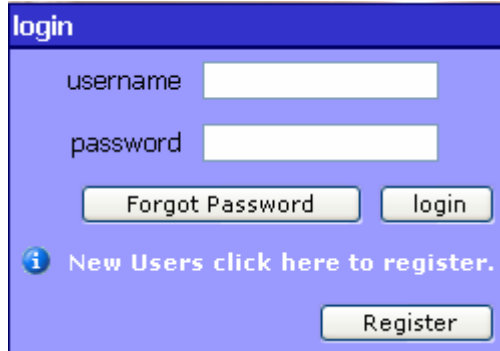
- Click on the *home* link from the navigation bar in the top right of the screen to display the student website home page.



If you forget your username or password

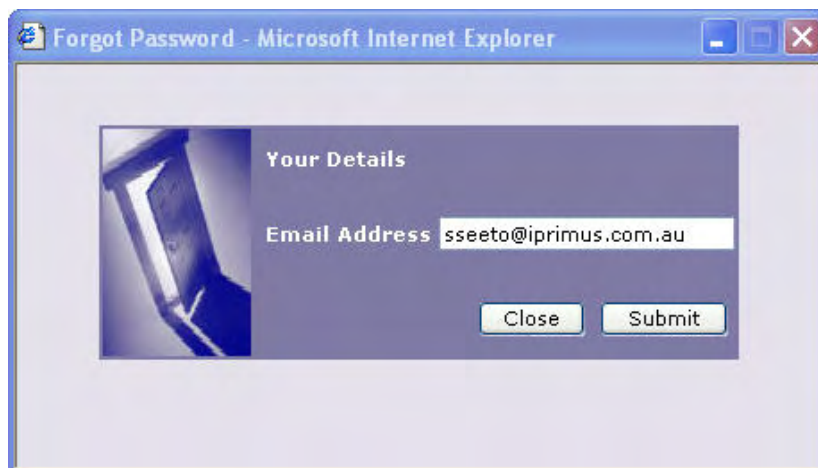
If you wish to login and cannot locate or remember your username and or your password, you can be sent this information via your email address.

☞ Click on the button at the login screen.



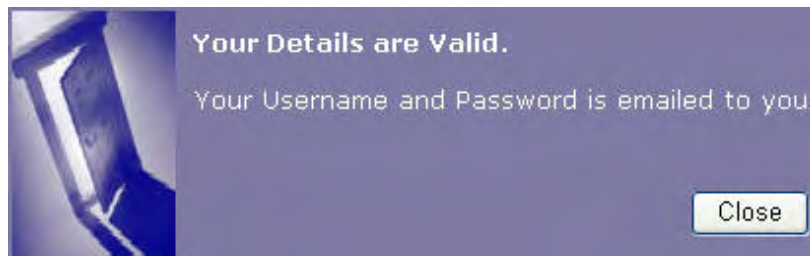
The screenshot shows a login window with a blue header and background. It contains two input fields: 'username' and 'password'. Below these fields are two buttons: 'Forgot Password' and 'login'. At the bottom, there is a link that says 'New Users click here to register.' and a 'Register' button.

☞ Key in your email address into the Forgot Password window and click on the button.



The screenshot shows a window titled 'Forgot Password - Microsoft Internet Explorer'. Inside, there is a section titled 'Your Details' with a small image of a laptop on the left. To the right of the image is an input field for 'Email Address' containing the text 'sseeeto@iprimus.com.au'. Below the input field are two buttons: 'Close' and 'Submit'.

☞ The following screen will appear, indicating that your username and password have been emailed to you.



The screenshot shows a confirmation message box with a blue background and a small image of a laptop on the left. The text reads: 'Your Details are Valid.' followed by 'Your Username and Password is emailed to you.' At the bottom right, there is a 'Close' button.

☞ Click on the button and check your email inbox.

Note: Depending upon a variety of factors including time of day and internet traffic this registration details email may take some time to arrive at your inbox. Also check your junk mail box should your email program have a junk mail filtering facility.

Student website home page

Through a series of drop down menus the student website allows you to navigate to such areas of the site as Course Info, Course Forums, e-Resources, Library and FAQs (*frequently asked questions*).

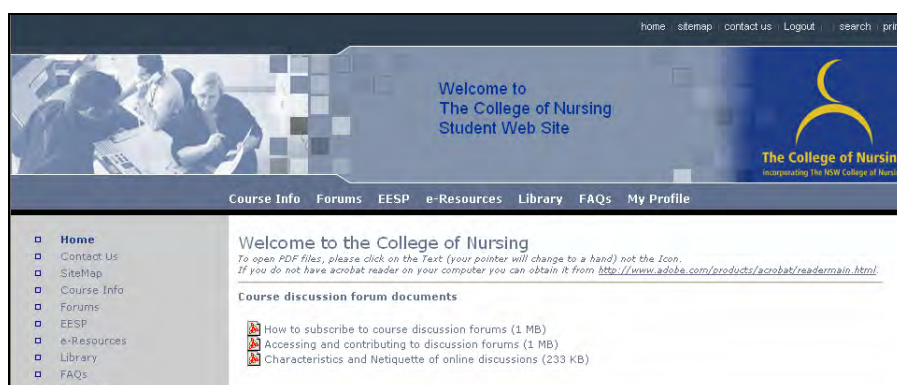


Discussion forums: Access and use instructions

The home page also provides a list of hyperlinks to important PDF documents which provide instructions on accessing and using discussion forums and the online library services. Most graduate certificate students and some continuing professional development students will be involved in online discussions.

Note: So that you can participate in online discussion it is recommended that you download and read the following documents according to your student category:

Graduate Certificate student	CPD student
<ul style="list-style-type: none"> • How to subscribe to discussion forums • Accessing & contributing to online forums • Characteristics of online forums 	<ul style="list-style-type: none"> • Accessing & contributing to online forums • Characteristics of online forums



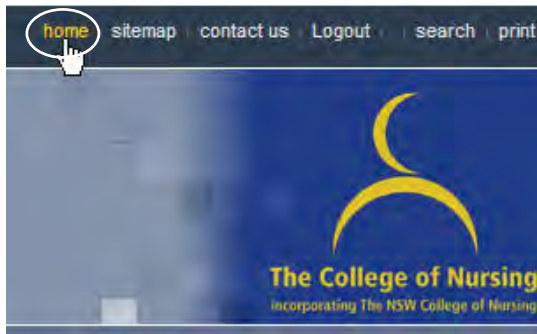
To download PDF documents

☞ At the home page, click on the title of your preferred PDF document.

Note: PDF documents are otherwise known as Adobe Acrobat files. To read PDF documents you will require Acrobat reader. If you do not have Acrobat Reader on your computer you can obtain it as a free download at:

www.adobe.com/products/acrobat/readermain.html

- ☞ If at any time you wish to navigate back to the home page click on the home link from the navigation bar in the top right corner of the student website.

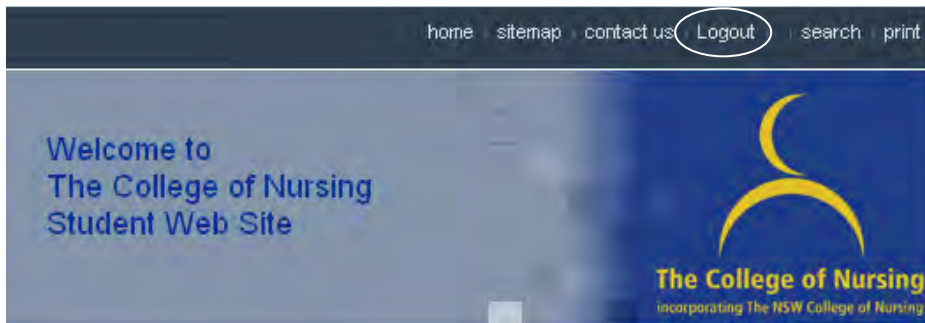


Website orientation issues

There are a number of other issues to do with the website that you may wish to become more familiar with. These include automatic log out, access to frequently asked questions, web page scrolling and returning to a previous screen.

Automatic log out

Be aware that if you don't navigate within the site or take part in the discussion forums, after a period of time the website will automatically log you out. This will become apparent in instances where you do not get a full listing of all the forums you have subscribed to. If this occurs, click on the logon hyperlink in the top right of the website screen to redisplay the logon dialog box and then logon as you would normally.



This hyperlink toggles between the words logon and logout depending on your current log status.

Logon	You are currently logged out of the site
Logout	You are currently logged on the site

To access frequently asked questions (FAQs)

Course Info Forums EESP e-Resources Library **FAQs** My Profile

- Click on the FAQs menu to display the Frequently Asked Questions screen.

Frequently Asked Questions

FAQ's General

- ▶ Q. What is the student website for?
- ▶ Q. Will the student website replace the face-to-face blocks that are now part of the course?
- ▶ Q. Is it compulsory for me to access the website?
- ▶ Q. How do I change my personal details?
- ▶ Q. Can I submit my assignments online?

FAQs Discussion Groups

- ▶ Q. What are discussion groups?
- ▶ Q. How are the discussions in the groups managed?
- ▶ Q. Who can make contributions to discussion groups?
- ▶ Q. How do I subscribe to a discussion group?
- ▶ Q. When I click onto the My Course area, I can't see the discussion groups. How do I find these?
- ▶ Q. Do I need to log out of discussion forums?

- Place your mouse cursor over a question and click to be provided with an answer.

[back](#)

Q. What is the student website for?

A. The student website is designed to provide an online means of accessing course specific information as well as providing a means of participating in electronic discussions with other students and your course coordinator at any time throughout the course.

- Click on the [back](#) button to return to the Frequently Asked Questions screen.

You can also return to a previous screen by clicking on the Back button at the top of the browser window. For Internet Explorer users the back button is usually in the top left hand corner of the screen. In other browsers it will be in a similar position.

Nursing College - Microsoft Internet Explorer

File Edit View Favorites Tools Help

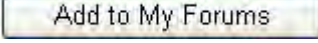
Back Forward Stop Refresh Home Search Favorites Media

Address <http://www.nursing.aust.edu.au/student/ShowPage.aspx?PageID=0>

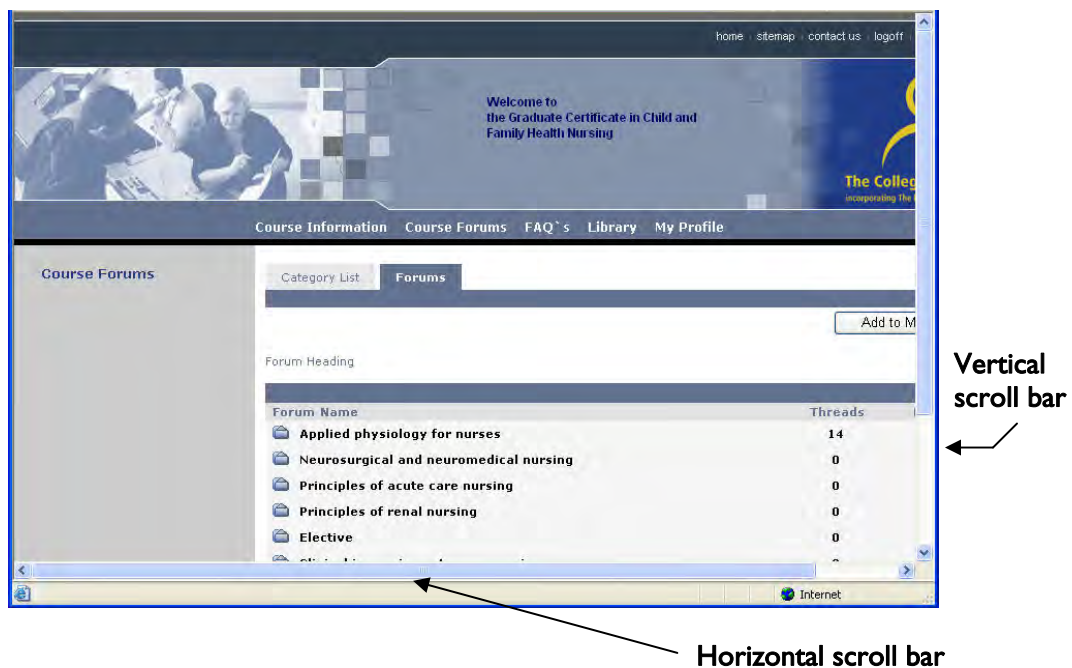
Internet Explorer version 6 button bar

Scrolling

Scrolling is a term that describes the movement of text or graphics over a computer screen. You can scroll text or graphics up and down a screen or from one side to another.

In the window below notice that the  button is obscured. Not being able to see all information or graphics may or may not occur depending on the size of your monitor and whether your screen is maximised (see page 6 of the *Online student's guide to maximise your screen*)

The following instructions describe scrolling areas of the screen into view.



To bring other parts of the screen into view (scroll)

☞ Click on the left  or right  arrows on the horizontal scroll bar to move the screen from side to side.

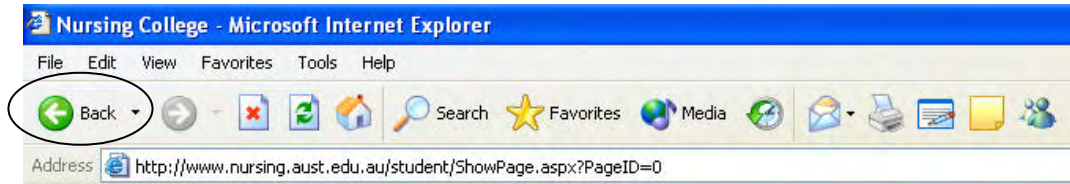


☞ Click on the up  or down  arrows on the vertical scroll bar to move the screen up and down.



To return to a previous screen

If at any time while using the Student website you wish to return to a previous screen, click on the back button. For Internet Explorer users the back button is usually in the top left hand corner of the screen. In other browsers it will be in a similar position.



Internet Explorer version 6 button bar

To access course-specific information

Graduate certificate students can access information regarding the course coordinator, contact information, timelines and subject descriptions.

- ☞ Point the mouse to the Course Info menu and click on the course you are enrolled in from the drop-down menu.



The following screen appears providing access to course specific information. Each item listed under the headings on this page is hyperlinked to further course information pages.



☞ For example clicking on the Course Timeline link displays a table outlining subject commencement and assessment posting dates.

 back

Cancer nursing 05 Course Timeline

<i>Subject</i>	<i>Commencement dates</i>	<i>Assessment posting dates</i>
Subject 1		
Applied Physiology for Nurses (011)	4 July 2005	
Case study - Part A		12 August 2005
Case study - Part B		30 September 2005
Subject 2		
Chemotherapy nursing practice (013)	3 October 2005	
Case study		20 January 2006
Subject 3		
Clinical issues in cancer nursing practice (909)	4 July 2005	
Clinical skills development agreement		
- Form 1		18 November 2005
- Form 3		23 June 2006
Learning contract		
- Negotiation		18 March 2006
- Final submission		23 June 2006
Subject 4		
Elective	23 January 2006	
Assessment item		
Where there is only one assessment item		28 April 2006
If the assessment item has two parts:		
Part A		3 February 2006
Part B		28 April 2006

Please refer to the Subject Information and Assessment Book for details about the subject requirements and assessments

e-Resources

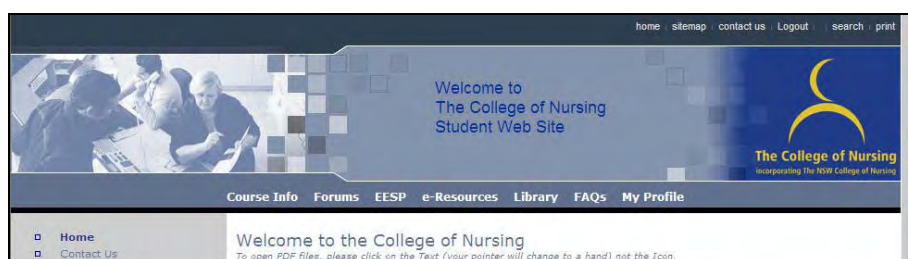
Some College subjects are accompanied with electronic resources otherwise referred to as e-resources.

Accessing e-resources

Once you have registered and logged in to the College's student website you can access e-resources specific to your subject via an e-resource menu. *(Only those subjects that contain e-resources will be listed in this menu.)*

To download an e-resource

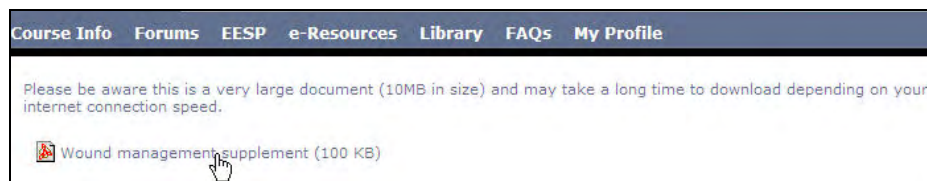
After logging in, the student website home page will be displayed.



- ☞ Point your mouse cursor at the e-Resources menu to display its drop down menu and select the name of the subject you are enrolled in. *(In the example below Wound management has been selected.)*



- ☞ Click on the name of the file (not the icon) that you are downloading (your pointer will change to a hand). *(In the example below the Wound management supplement is being selected.)*



The e-resource will then open in the program it is associated with. For example 'Word' documents will open in MS-Word, while PDF document will open in Adobe Reader.

Note: Many e-resources are PDF documents otherwise known as Adobe Acrobat files. To read these files you will require Acrobat reader. If you do not have Acrobat Reader on your computer you can obtain it as a free download at:

www.adobe.com/products/acrobat/readermain.html

Accessing e-resources from additional subjects

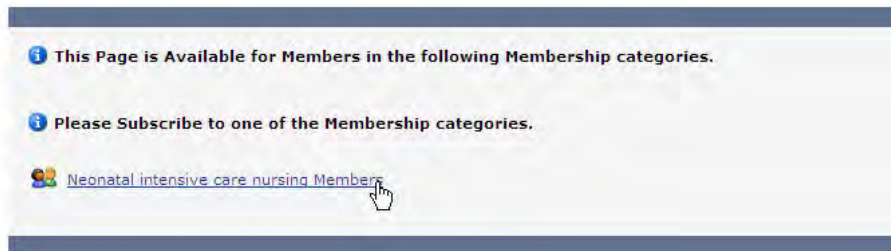
If you are a *Continuing Professional Development* (CPD) student and enroll in subsequent subjects which also include e-resources you will need to subscribe to the additional subject(s) to access their e-resources.

To subscribe to an additional subject

- ☞ Point your mouse cursor at the e-Resources menu and click on the additional subject you have enrolled in.
(Only those subjects that have e-resources will be listed in this menu)

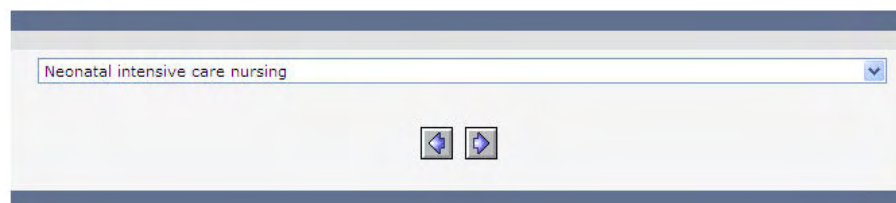


- ☞ Click on the subject or course hyperlink that you are enrolled in.

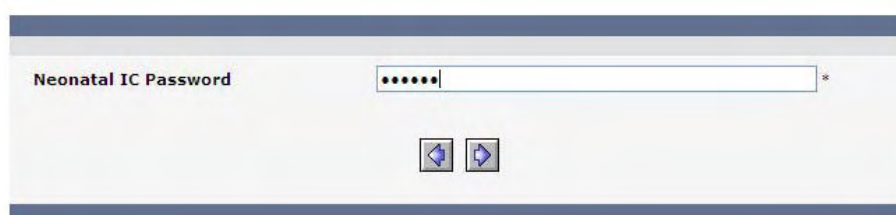


- ☞ At the Subscribe screen click on the forward  arrow.

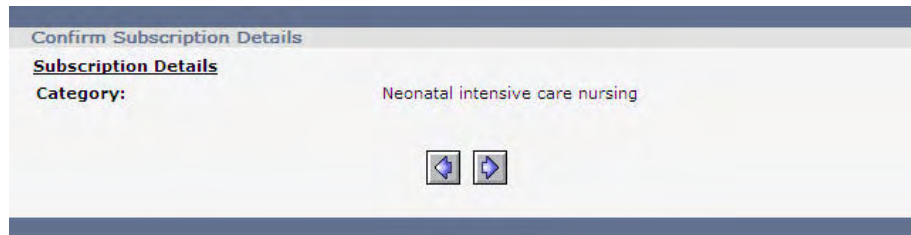
Subscribe




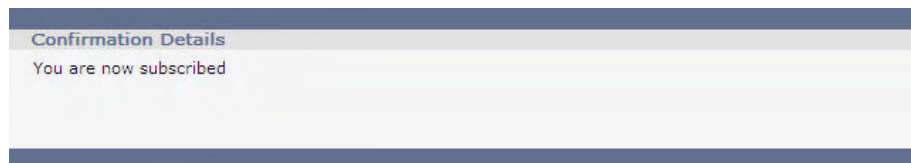
- ☞ Key in the course password that has been supplied to you. (Contact your nurse educator if you have any difficulties locating this password.)



- Click on the forward arrow  to display the Confirm Registration Details screen.



- Click on the forward  arrow again to finalise your subscription.



To access e-resources after subscribing to additional subject



- Point your mouse cursor at the e-Resources menu and click on the additional subject you have enrolled in.

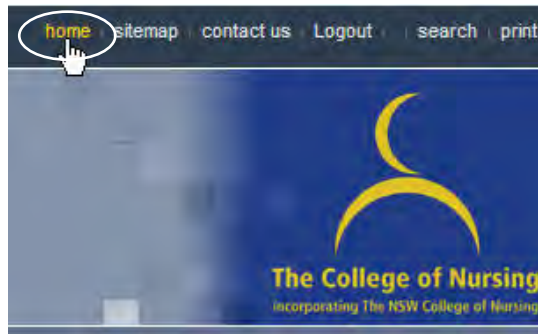


Accessing the College's online library services

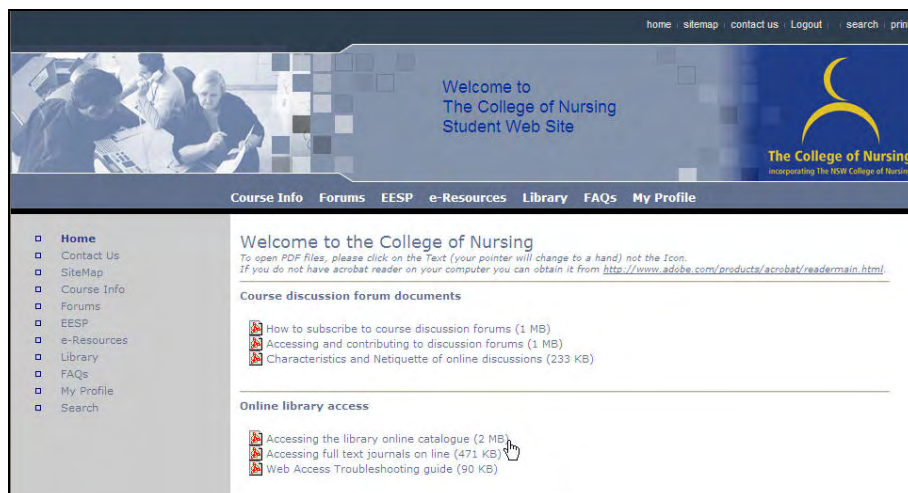
The library provides online access to:

- its catalogue
- full text journals.

To download access instructions



- ☞ Click on the home link from the navigation bar in the top right corner of the student website to display the home page.



- ☞ Click on the title of your preferred PDF document listed under the heading *Online library access*.

Note: To read PDF documents you will require Acrobat reader. If you do not have Acrobat Reader on your computer you can obtain it as a free download at:

www.adobe.com/products/acrobat/readermain.html

