How to use the OLS - Transcript

Slide 1

This presentation is designed to help you navigate around OTEN’s online learning support site, the OLS. By following the guidelines provided you will quickly gain your confidence in understanding all the features of the OLS.

Slide 2

What is in the OLS?
By logging onto the OLS you can:
• access your learning resources, assessments, and feedback;
• keep track of your Correspondence from OTEN;
• find useful links and study tips;
• change your contact details;
• change your password through student e-services;
• contact your teaching section.

By logging onto the OLS you can:
• access your learning resources, assessments, and feedback;
• keep track of your Correspondence from OTEN;
• find useful links and study tips;
• change your contact details;
• change your password through student e-services; and
• contact your teaching section.

Slide 3

Accessing the OLS
You can access the OLS several ways:
• directly via www.oten.edu.au/ols;
• from the OTEN website www.oten.tafensw.edu.au by clicking onto the arrow head next to OLS or from the Sign in drop down box;
• clicking the OLS icon or link in OTEN resources.

You can access the OLS several ways:
directly via www.oten.edu.au/ols, from the OTEN website www.oten.tafensw.edu.au by clicking onto the arrow head next to OLS or from the Sign in drop down box, or by clicking the OLS icon or link in OTEN resources.
Slide 4

To login to the OLS

Once your enrolment is confirmed at OTEN, you will receive a confirmation of enrolment email or letter which contains your username and password required to login to the OLS and all TAFE online services.

Once your enrolment is confirmed at OTEN, you will receive a **confirmation of enrolment email or letter** which contains your username and password required to login to the OLS and all TAFE online services. Enter your user name exactly the same as provided in the table in your email/letter, then enter your password on the OLS login page. Please call us at OTEN if you cannot login and we will reset your password.

Slide 5

Introduction to your teacher

When you first login to the OLS you will land on ‘My details’ page. Here you can:

- complete an ‘Introduction to my teachers’ form
- check that your email address(es) are correct and verified.

When you first login to the OLS you will land on ‘My details’ page. Here you can complete an introduction to your teacher so they can understand your personal circumstances and assist you when necessary.

It is very important that you provide us with your current email address, otherwise you may not receive critical communication for your studies.

Slide 6

Verifying email addresses

- if you have unverified email address(es) you will see a verify button on ‘My Details’ page.
- check the email address and click the verify button if it is correct.
- if it is not correct you need to click Edit Details and enter the correct email.

- if you have unverified email address(es) you will see a verify button on ‘My Details’ page.
- check the email address and click the verify button if it is correct.
- if it is **not** correct you need to click Edit Details and enter the correct email.
By clicking ‘edit details’ on My Details page you can:

• change your contact details,
• choose a preferred email address.
• TAFE has also provided you with a student DEC email you can use if you prefer. You can access this through TAFE NSW Student Portal (Sportal) http://student.det.nsw.edu.au

Once you have checked your personal details the system will take you to the ‘Course overview page’ where your teaching section may have published important information about your course that you should read.

The course overview may include information such as:

• recommended study pathway;
• teacher tips for success;
• progress plans;
• PowerPoint’s, and
• information about workshops, practicals and tutorials.

• on ‘my course progress tab’ you can view news and correspondence
• you can also access Student E-services to change your password, check your RPL and TAFE records
When you are in ‘My Course Progress’ tab you will see all the units that you are enrolled in, the status of the unit, and the number of assessments required and submitted. You are usually enrolled in two units at a time so you can manage your workload. We encourage you to send us an email when you have nearly completed your units so we can enrol you in additional units. You can find a list of all the units you need to complete in the course information leaflet which can be found on the OTEN website.

To find your learning resources click onto the unit name. You may use a variety of web-based tools to undertake a course at OTEN.

Click onto learning materials or the online notes link to access your online learning resources. Depending on your course, you may receive learning materials in the mail.
Click on the ‘Assessment Information’ tab to download, submit, and track your assessments. Depending on your course, you may be able to:
1. download the assessment guide for your unit to find out how you will be assessed;
2. download your assessment;
3. submit your completed assessments online;
4. complete an online test if appropriate for the unit you are studying; and
5. track your assessments, receive teacher feedback and view your results.
Once your assessment has been marked, OTEN will notify you by email to inform you that feedback is available on the OLS.

You can find tips by clicking the note pad icons on the ‘Assessment Information’ page. Please note, not all assessments have tips or templates.
You have two options of submitting your assessments:

- **Online**: This is the quickest and easiest method as you do not need to scan or upload a result slip; or
- **By mail**: You will need to complete and include a result slip.

---

**Slide 16**

**Submitting Your Assessments Online**

To submit your assessments online, you simply select the submit button and follow the instructions. You also have the option of entering a message to your teacher when submitting the assessment.

---

**Slide 17**

**Assessment Guidelines**

You can find information on referencing, plagiarism, exams and tests using the 'Assessment Guidelines' tab.

OTEN also offers practical guidelines to help you with your studies. You can find information on referencing, plagiarism, exams and tests using the Assessment Guidelines tab.
Organising your study time

- There is an excellent 'Study Skills' resource available that will help you plan and organise your study to achieve your goals.

There is an excellent study skills resource available that will help you plan and organise your study to achieve your goals. The resource provides great tips for studying by distance such as; time management; staying motivated; how to research and write reports.

Accessing Study Skills

- You can access this resource by clicking the study skills button on the OLS logon page or from the ‘Getting Started’ Tab inside the OLS.

You can access this resource by clicking the study skills button on the OLS logon page or by clicking the ‘Getting Started’ tab inside the OLS. Checkout the other shortcuts on the login page.

Student Guide

You can find the student guide in the ‘Getting Started’ tab. This guide contains information about RPL, accessing TAFE NSW libraries, enrolment, refunds, course transfer, and financial assistance.

You can find the student guide in the ‘Getting Started’ tab. This guide contains information about RPL, accessing TAFE NSW libraries, enrolment, refunds, course transfer, and financial assistance.
Technical help
You can find technical information in ‘Technical help’ on the OTEN website under the tab ‘students’ or on most OLS pages.
Here you will find:
• demonstrations on uploading & downloading assessments
• zipping files
• computer requirements
• general trouble shooting

Technical help
You can also find information in Technical Help about
• password problems;
• accessing your DEC email account through the TAFE NSW Student Portal (Sportal) http://student.det.nsw.edu.au and redirecting emails to your preferred email account and
• how to reprint your TAFE NSW tax invoice.

To contact a teacher
Click ‘Contact a teacher’ tab on the navigation bar to find contact details and an online enquiry form to use to contact your teachers. This link lists phone numbers, fax, email details and OTEN’s online enquiry form. It is beneficial to fill in this form as it automatically fills in all your student details and we can easily identify which unit you need help with.
Let’s get started!
Good luck with your studies and remember you can contact a teacher at OTEN if you need more information about the OLS.

It’s time to close and logon to the OLS. Thank you for taking time to listen to the presentation and don’t forget to check out the important links such as the ‘study skills’ on the login page.