



BCA - eLearning instructions 2-2017

Dear BCA student

Student IDs will be loaded into the BCA eLearning system for the current semester. You should be able to login and access your unit sites some time **between 28 and 31 July**. If you can login before the semester start date of **31 July**, **unit sites may not appear on your "My Units of Study" page or, if they do, they may not contain materials until the start of semester.**

Following is an eLearning (online unit site) access advice, login address and a quick check list.

ELEARNING ACCESS ADVICE

The BCA uses the University of Sydney (USyd) online Learning Management (eLearning) System, called **Blackboard**. Login access is via **unikey** (used as a "username") and password. These are generated by the USyd IT dept.

Login information varies, depending on your enrolment status, ie at which university you enrolled (USyd or other), and when. Please look at the instructions below under the heading that applies to your current circumstances. (Choose carefully, there's a number of categories.)

NEW STUDENTS (first enrolment this semester)

New students enrolled at all BCA universities EXCEPT the University of Sydney:

Your username and password are being generated. We will email them to you individually before the start of semester.

New students enrolled at the University of Sydney:

Students enrolled at the University of Sydney are loaded into sites as part of standard university-wide enrolment procedures (BCA sites are cross-linked to USyd unit codes). We have no control over this process, but unless you enrolled late, you should be in sites by the start of semester. If all is not as it should be on **27 July**, call or email us. We can give you a temporary (dummy) login to cover the gap till your unikey is posted in the unit site/s.

CONTINUING STUDENTS (ie not new this semester – even if you withdrew from units and suspended study for the semester or year)

Students who have done BCA units in previous semesters (unless you only did EPI or SVA):

Use the unikey and password you were given at the start of your BCA study. These don't change. If they don't work, contact us. We may have to refresh the password or, if a longer period of time has elapsed, ask ICT to renew the unikey. (External unikeys are extended annually. We have them renewed at the start of each year for students enrolled in units in semester 2 of the previous year.)

Students who took a break from study and DID NOT do BCA units between 2011-2014 or only did EPI or SVA in that period:

Regardless of the university you're enrolled in, the non-unikey login you were issued with in previous years no longer works. It has been replaced by a unikey and a new password.

- If you are enrolled at the University of Sydney, you will have been issued with a unikey. As part of standard university-wide enrolment procedures, you will be loaded into the unit sites you have enrolled in this semester.
- If you are enrolled at any other (non USyd) university, we have requested a new unikey for you. If you don't receive an email from us with new login instructions by the start of semester, get back to us by phone or email.

Note to continuing students enrolled at the University of Sydney

Students enrolled at the University of Sydney are loaded into sites as part of standard enrolment procedures (BCA sites are cross-linked to USyd unit codes). We have no control over this process, but unless you enrolled late, you should be in sites by the start of semester. If all is not as it should be on **31 July**, call or email us. We can give you a temporary (dummy) login to cover the gap till your unikey is posted in the unit site/s.

ALL STUDENTS

If you are enrolled in Epidemiology, it will not be delivered on the BCA Blackboard.

Staff at the university in which your EPI is delivered will advise about access to eLearning sites.

A note about temporary logins (should you be needing one of these):

These are a temporary fix while standard unikey access is arranged through USyd ICT. You will be able to get into your site on Blackboard but you won't appear under your own name. If you identify yourself in messages you post in Discussions, the unit coordinator/s and students will know it's you. Also, you will not be able to submit assessments on line. If you have not received your personal login details by the time of first submission, you can email your completed assessment material to the coordinator/s.

GETTING STARTED GUIDE

A Getting Started in Blackboard Guide can be found [here](#).

LOGGING IN

1. Login at: <http://elearning.sydney.edu.au>
 2. Enter your Username (unikey) and password and hit OK.
- If you are logging into Blackboard for the first time, you should do a [browser test](#) to ensure that your web browser is properly configured to use BB.
 - [Supported internet browsers](#)
 - A [mobile ap](#) can be downloaded for use on devices.

Failure to log in: If you find you can't log in, contact us at bca@ctc.usyd.edu.au

CLASS ATTENDANCE CHECK LIST

We need to know that you are on board and in the right spot, and that you have established your enrolment at your university.

Please note the following and **get back to us if:**

- you can't login on **Monday 31 July;**
- once you have logged into your *My Units of Study* page, you DON'T find the units (courses, subjects, papers) that you have enrolled in for the current semester;

- you find units on your *My Units of Study* page that you have not enrolled in (or have subsequently withdrawn from);
- you do not hear from coordinators of units in which you've enrolled by **31 July**.

Note that:

- Unit coordinators should have sent you a welcome email on **28 July**. You should send a reply to this, so coordinators know you are active in the unit.
- If you receive reading materials for units in which you have subsequently withdrawn, please return them to sender.

UNITS NOT ON THE *My Units of Study* PAGE:

- Epidemiology (EPI) is delivered from home university eLearning sites. Whether you are doing this unit via your home university or the University of Queensland, the BCA Blackboard site will NOT be used. This is because EPI is delivered to a wider cohort of students at each university (eg Master of Public Health students).

CENSUS DATES

The final date that you can withdraw from units/subjects without incurring full financial penalty is the census dates at the end of **March** for semester **1** units and **August** for semester **2** units. This applies to all universities.

OFFICIAL ENROLMENT

If your names do not appear in enrolment lists that university postgraduate staff send to us, we will have included you in BCA class lists on the basis of verbal notification (to the BCA office) or BCA forms for new students. Remember, **if you're not officially enrolled at your home university, please organise this asap**. If you are not on the relevant enrolment lists of your HOME UNIVERSITY by the census date, we will take your name out of BCA class lists and eLearning sites for the current semester.

All the best for the semester ahead.
Erica and Emily