

A-Z OF ONLINE STUDY

TIPS AND TRICKS FOR WHEN YOU NEED MORE THAN MOTIVATION TO ACHIEVE ONLINE STUDY SUCCESS

A - ACADEMIC INTEGRITY

CQUni values academic honesty and integrity. They are authentic leadership qualities that help our students stand out from the crowd and launch their careers.

Learn more at cqu.edu.au/academic-integrity.

B - BALANCE

We're all busy. Balance is something we all talk about, but how do we possibly achieve it with everything we have going on? Our **Recipe for Balance** might be able to help.

C - COMPUTER ACCESS

All campus facilities including computer labs and libraries continue to remain open. It is important to practice social distancing and undertake the recommended health and hygiene measures when utilising these facilities. Further advice on campus facilities is included in our **COVID-19 FAQ's** on the Student Portal.

D - DISCOUNTS & DOWNLOADS

Most businesses will advertise student discounts via their own channels, however, you can check out CQUniversity student specific discounts including free and discounted IT software on the **Student Portal**.

E - EXAMS

All formal examinations including Term 1 and Term 2 2020 standard examinations will not go ahead as planned. Alternative assessment details will be provided by your teaching team on each Moodle unit. Further updates will be published on our **COVID-19 FAQ's**.

F- FINANCIAL ASSISTANCE

Consider if you are eligible for a scholarship at CQUniversity. Check out the full range of scholarships at cqu.edu.au/scholarships. See our **Financial Toolbox** for more tips on budgeting and other smart ways to save.

G - GROUP WORK

Group assignments get a bad reputation, but there are a number of collaborative working spaces that you can access online for free to help you work on group tasks and assessment virtually, including:

- » **Microsoft Teams**
- » **Google Drive**
- » **Zoom** (more on this to come)

If you need a little extra motivation for your next group assignment, Professional Communication student Caitlin Murphy has some great advice in this **CQUniLife blog**.

H - HEALTH

We can all help prevent the spread of COVID-19 by practicing good hygiene and social distancing. While we're all studying online, it's also important to monitor your mental health. CQUniversity offers free and confidential **counselling** services to help you to succeed.

You can find more information and resources on the **Mental Wellbeing** section of the Student Portal.

I - INTERNATIONAL SUPPORT

The International Student Support (ISS) team are here to provide support, advice and information to assist all international students. The team have a range of resources available on the **Student Portal**.

If you would like to chat with a member of the ISS team, you can request a Zoom session. Just enter your details into the **International Student Call Back Booking Form** to arrange a time. You can also come onto campus and speak with a member of the team.

J - JOBS

Due to the evolving COVID-19 situation, many employers and businesses have put a pause on recruitment, or are closed following Government advice. To stay up-to-date on the latest employment opportunities, exclusive online jobs, resources and advice, login to **CQUni CareerHub**.

K - KEEPING UP WITH CQUNI

Never miss an opportunity to know more and do more for your studies. Follow **CQUni Student News** on Facebook and remember to check your student email each week for any important notices or reminders, and for our weekly **Student Broadcast** newsletter.

L - LIBRARY

The library have resources and services available to support you in the transition to online study. Their extensive online collections are available 24/7, and you can use the **Library Search** to explore and access a wide range of resources. **Ask a Librarian** for tips to research smarter. Find out more ways the library can support you in this **CQUniLife blog**.

M - MOODLE & MYCENTRE

Moodle

If you're struggling to navigate Moodle, check out the **Moodle Help for Students** site. The aim of this site is to provide all the necessary information and support to help you use your online units.

MyCentre

For assistance with MyCentre, there are a number of instruction and information sheets available on the **Student Portal**.

N - NEW NORMAL

We understand the transition to online study has caught some students off-guard. For many of you, it's the first experience you've had with this style of learning. Luckily, CQUniversity is an industry leader in online education.

For more information, visit the **COVID-19 FAQ's** on the Student Portal. We've answered all of your questions over there, and don't forget to access our **support services** if you find yourself feeling lost or stressed.

O - ORGANISATION

When you're studying online, it can be difficult to stay on top of your workload (especially if you're new to online study). To help you out, Professional Communication student, Eloise Arnold has put together her top tips and tricks in this **CQUniLife blog**.

P - PUBLIC TRANSPORT

The local public transport system will differ depending on your study location. Please view the information on **this website** for public transport information specific to your location. You may be required to show a student ID card. These can be ordered through the **Student Portal**.

Q - QUESTIONS

You're likely to have a few questions along the way. That's where our MyCQU support chatbot can help. Available from the **Student Portal** home page, simply type a question or select an option from the displayed categories. If you have a specific enquiry but are not sure who to ask, our list of **Quick Contacts** should point you in the right direction.

R - RESOURCES

To check what textbooks and resources you'll need, go to Moodle, select the unit you wish to view and navigate to the Information tab in the toolbar. From here, select the Unit Profile and they will be listed under Textbooks and Resources.

S - SOCIAL CONNECTION

If social distancing has left you feeling fatigued, lonely or frustrated, you're not alone. Join our Student Mentors for online **Coffee Catch Ups**. These sessions are open to all students, new and continuing. We also encourage you to join the official **Facebook group** for your location. More tips and tricks for staying socially connected are available in this **CQUniLife blog**.

T - TURNITIN

All of your assessment will be submitted via Turnitin to check for originality and plagiarism. You can upload a draft to Turnitin in Moodle and receive feedback prior to submitting your final assignment in order to make any necessary changes. Read more about Turnitin in **Moodle Help for Students**.

U - UNIT COORDINATOR

To find contact details for your Unit Coordinator, go to the **Student Portal** and select My units from the menu. Click on a unit and a drop-down menu will appear with a link to email the Unit Coordinator.

V & W- VIRTUAL EVENTS & WORKSHOPS

It's not just your units which have transitioned online. Explore what's on (online) with **Not So Distant**. Connect with virtual events, drop-in sessions, and workshops, including the academic skills series, hosted by the **Academic Learning Centre**.

X - EXTENSIONS

I know, it doesn't start with an x, but we can all agree this is a tricky letter, so let's talk about assignment extensions. If you are unable to meet assessment deadlines, extensions can be requested through your online **Moodle** unit. No reasonable request will be refused. If you are unable to provide a medical certificate, you may provide a statutory declaration.

Y - YOU CAN DO IT

At times like this, there's nothing wrong with giving yourself a little confidence boost. Don't underestimate the power of positive thinking.

Z - ZOOM

If you weren't already familiar with Zoom, you'll get to know the cloud-based online meeting platform very well. Visit our **Getting Started with Zoom** resources on the Student Portal for help.

