
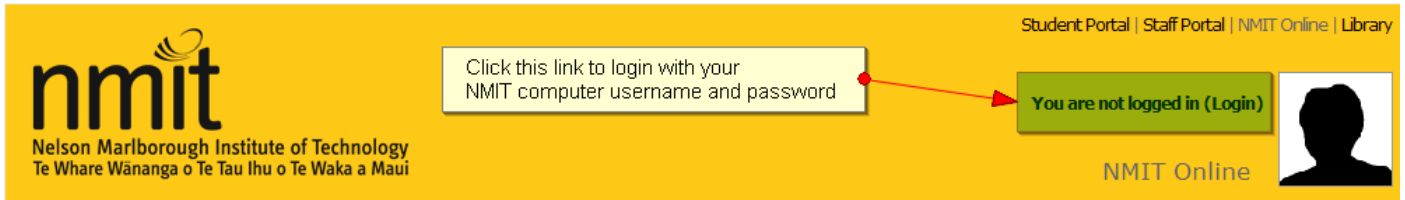


Brief student guide to NMIT Online

NMIT Online is a website providing course resources and learning activities. Not all courses at NMIT have materials in NMIT Online – your tutor will direct you to the site as appropriate.

You can access NMIT Online from any modern computer with an internet connection. Just click on the  icon on the Student Portal page or point your browser to <http://ecampus.nmit.ac.nz/>. Make this site a Bookmark/Favourite or create a shortcut on your computer desktop before you login.



Student Portal | Staff Portal | NMIT Online | Library

Click this link to login with your NMIT computer username and password

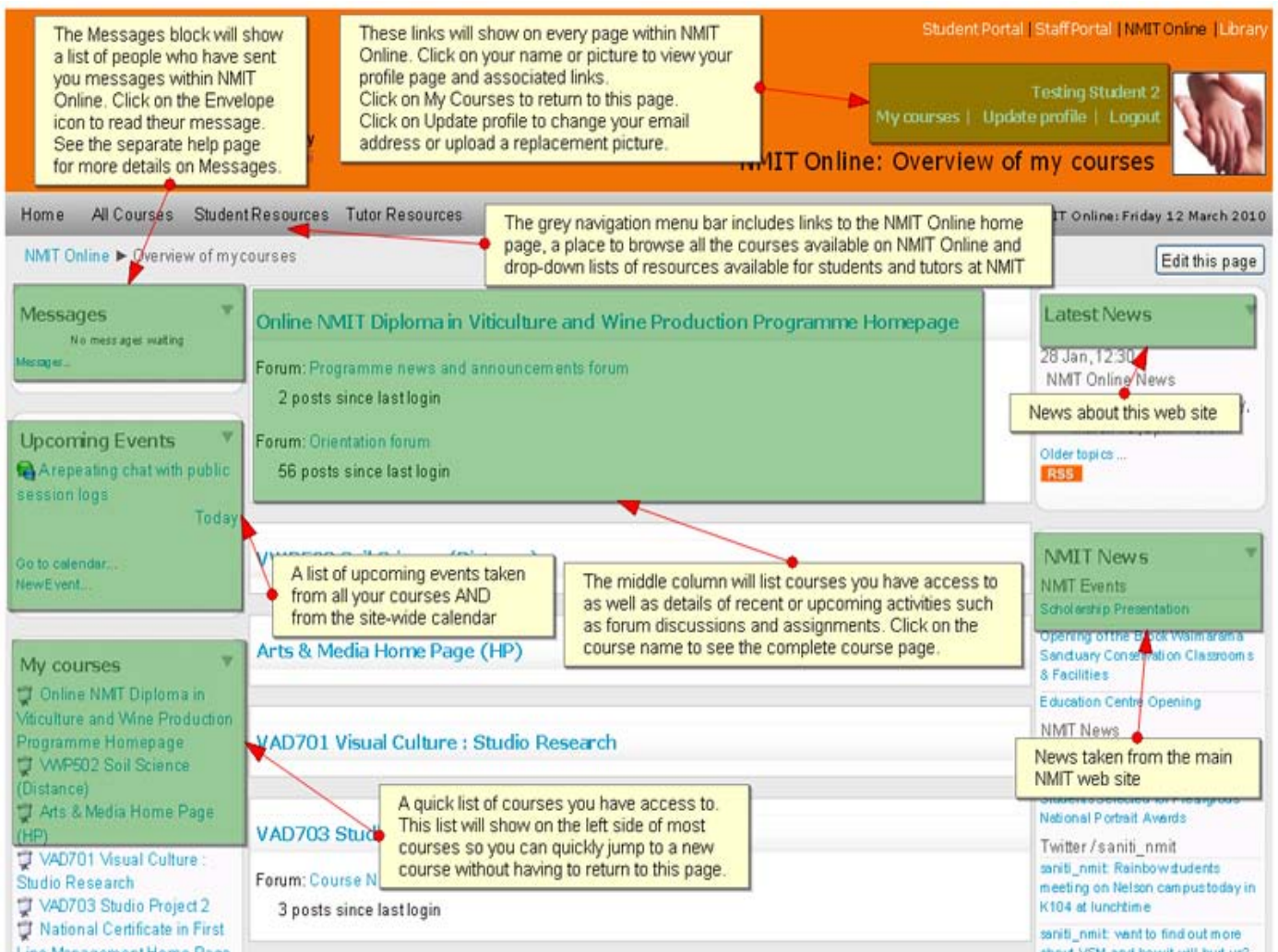
You are not logged in (Login)

NMIT Online

Your personal NMT Online home page

As soon as you login you will be presented with a list of courses you have access to. This is your "My Courses" page and has a number of useful components identified below. If your course/s are not listed contact your tutor ASAP.

You can return to this page from anywhere within the site by clicking on the "My Courses" link at the top right of the screen. Explore this page for yourself once you have logged in and then Click on the name of a course to see the course home page.



Student Portal | Staff Portal | NMIT Online | Library

The Messages block will show a list of people who have sent you messages within NMIT Online. Click on the Envelope icon to read their message. See the separate help page for more details on Messages.

These links will show on every page within NMIT Online. Click on your name or picture to view your profile page and associated links. Click on My Courses to return to this page. Click on Update profile to change your email address or upload a replacement picture.

The grey navigation menu bar includes links to the NMIT Online home page, a place to browse all the courses available on NMIT Online and drop-down lists of resources available for students and tutors at NMIT

The middle column will list courses you have access to as well as details of recent or upcoming activities such as forum discussions and assignments. Click on the course name to see the complete course page.

A list of upcoming events taken from all your courses AND from the site-wide calendar

A quick list of courses you have access to. This list will show on the left side of most courses so you can quickly jump to a new course without having to return to this page.

News taken from the main NMIT web site

NMIT Online: Overview of my courses

Testing Student 2
My courses | Update profile | Logout

Home All Courses Student Resources Tutor Resources

NMIT Online Overview of my courses

Messages
No messages waiting

Upcoming Events
A repeating chat with public session logs

My courses
Online NMIT Diploma in Viticulture and Wine Production Programme Homepage
VWP502 Soil Science (Distance)
Arts & Media Home Page (HP)
VAD701 Visual Culture : Studio Research
VAD703 Studio Project 2
National Certificate in First Line Management Home Page

Online NMIT Diploma in Viticulture and Wine Production Programme Homepage
Forum: Programme news and announcements forum
2 posts since last login
Forum: Orientation forum
56 posts since last login

Arts & Media Home Page (HP)
VAD701 Visual Culture : Studio Research
VAD703 Studio Project 2
Forum: Course N
3 posts since last login

Latest News
28 Jan, 12:30
NMIT Online News
News about this web site
Older topics ...
RSS

NMIT News
NMIT Events
Scholarship Presentation
Opening of the Black Waimarua Sanctuary Consultation on Classrooms & Facilities
Education Centre Opening
NMIT News
News taken from the main NMIT web site
Twitter /saniti_nmit
saniti_nmit Rainbow students meeting on Nelson campus today in K104 at lunchtime
saniti_nmit want to find out more about VSM and how it will help us?

How to update your user profile & email address

The first time you login, you should make sure the details in your profile are complete and correct, especially your email address. Your tutor will often send messages via NMIT Online and email copies will be sent to the email address you specify in your NMIT Online profile.

There are several ways to view and edit your personal information on NMIT Online. The most persistent way is to click on the "Update profile" link at top right of the screen (after login).

Important:

- **You must have something in the description text box** to be able to save changes
- **If you alter your email address**, the system will send a confirmation message to the new email address. You must click on the link in that email AND click the "Continue" button on the resulting screen.
- See the separate page on [Managing forum emails](#) for hints on controlling when and how you receive email messages from NMIT Online

The screenshot shows the 'Edit profile' page with several sections and annotations:

- Navigation:** Profile, Edit profile, Forum posts, Blog
- General Section:**
 - First name: Testing
 - Surname: Sturrock
 - Email address*: dsturrock@nmit.ac.nz
 - Email display: Allow everyone to see my email address
 - Email activated: This email address is enabled
 - City/town*: Nelson
 - Select a country*: New Zealand
 - Timezone: Pacific/Auckland
 - Preferred language: English (en)
 - Description*: Test account
- Annotations for General Section:**
 - Yellow box: "Edit your edits as necessary. it is VERY IMPORTANT that you change your email address to one you will be regularly checking. Feel free to make it a home address if that is your preference." (points to Email address)
 - Yellow box: "You MUST have some text in this 'Description' box. This text is seen by anyone else who looks at your profile page. A short sentence describing your role at NMIT is sufficient." (points to Description)
- Picture of Section:**
 - Current picture: [Image]
 - Delete:
 - New picture (Max size: 64MB): [Browse...]
 - Picture description: [Text box]
- Annotation for Picture of Section:** Yellow box: "You can upload a picture that will appear beside your name in many places within NMIT Online. You must use a picture that is already saved on your computer. Click on the browse button to open a dialog box that lets you find where the picture file has been saved." (points to Browse...)
- Interests Section:** List of interests: [Text box]
- Optional Section:** [Empty]
- NMIT Custom Section:** User creation date: [Text box]
- Annotation for NMIT Custom Section:** Yellow box: "Click on the Update profile button to save your changes." (points to Update profile)
- Footer:** Update profile button, "There are required fields in this form marked*."

Update changes to return to the version of the profile page that everyone else sees.

Click on the **Student Resources** link in NMIT Online navigation bar to view more online support materials.

Using your course page

Click on a course name in the my Courses list or block to enter the course. Your course may look different to the sample below but the general format will be the same.

The screenshot shows a course page for 'Soils' within the 'Diploma in Viticulture and Wine Production'. The page is divided into several sections:

- Course Menu (Top Left):** A vertical list of course topics and activities, including 'Soil Formation Learning Activities', 'Soil Properties Learning Activities', 'Soil Classification Learning activities', 'Soil Biology and Nutrition Learning a...', 'Fertilisers Learning activities', 'Irrigation Learning activities', 'Soil Management Learning activities', 'Soil and Wine Learning activities', and 'Compost Learning activities'. Below this are 'Administration' (Grades, Profile) and 'Library Links' (LLC web site, LLC catalogue).
- Topic Outline (Top Center):** A green header with the text 'Welcome to Soils - a course within the Diploma in Viticulture and Wine Production.' and a sub-header 'This will be one of your first courses of the Diploma. It is important that you get comfortable working in NMIT online as soon as possible.' Below this are links for 'Getting started', 'Course Outline', and 'Summary of Assessments'.
- General resources for this paper (Center):** A section with links for 'Soils Definitions' and 'Dictionary of Units of Measure'.
- Course-wide activities (Center):** A section with links for 'Course News & Announcements' and 'Student Forum'.
- Soil Formation (Center):** A blue header for the current topic, followed by 'Learning Activities' (Soil formation learning activities), 'Assessment for this topic' (Assessment forum 1 - soil formation), and 'Learning resources' (Study Guide 1: Soil Formation).
- Right Side (Sidebar):** A vertical stack of blocks: 'Latest News' (No news has been posted yet), 'Recent Activity' (Activities since Wednesday, 10 March 2010, 12:10 PM), 'Course updates' (Updated Forum: Course News & Announcements), 'Random Glossary Entry' (Crop Factor (CF) - Used only to convert pan evaporation directly to water use for a specific crop...), and 'Upcoming Events' (There are no upcoming events).

Callouts and annotations provide additional information:

- 'The course menu includes a summary of topics & links to pages for things like a list of other participants in the course & overview pages for the different types of activities within the course.'
- 'Course materials are divided into topics or weekly boxes, with each box containing some instructions and a list of links to documents or activities. Blocks on the left and right of the central topic area provide additional features and information.'
- 'Click on a link to view the web page or document. PDF or Word documents usually open in new browser window.'
- 'Click on the text link to enter an activity like one of these forums. The forum detail page will provide details on what you're expected to do.'
- 'This second topic box contains a fresh set of resources (documents, instructions, links to web sites etc) and activities (in this case a forum).'
- 'The Administration block includes a link to your profile page and, if enabled, an overview of your grades that have been recorded within NMIT Online.'

Each NMIT Online course is divided into parts or topic boxes - the topic names or weeks are usually listed in the course menu at the top left of the course page. Each topic or weekly box will contain instructions, links to documents or web sites and perhaps links to activities such as discussion forums, assignment drop-boxes, quizzes etc. All your courses will look fairly similar, but with different resources, activities, number of topic areas available and perhaps different blocks showing on the left and right sides.

NMIT Online gives you some clues to the type of resources and activities in each topic (🗨️) indicates a discussion forum, and the Word document symbol (📄) indicates a Word document for you to download. You'll come across other ones too for PDF documents (📄), web links (🌐) and quizzes (📝) etc. Click on the linked text beside the icons to view the documents or follow the links. Some links may open in a new window.

Scroll down the page to view all the available topic boxes and their content. Your tutor may have all the topic boxes visible from the start of your course OR they may only make certain topic boxes visible as they become relevant.

You can also click on a heading in the Course Menu (top left of course page) to jump direct to the topic/week you are interested in.

It is possible to focus on one topic box only, and to access the other parts by selecting from a drop down list. To achieve this, click on the **squares** at the right edge of the topic box you want displayed, as shown below.



This will "**collapse**" the parts leaving just one in view. The process can be reversed by clicking one of the two squares now displayed at the right of the topic box.

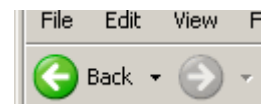


Looking higher up on this screen, there is a string of links just below the grey navigation menu bar, showing your present location in the course (like the one below)?



This is the **breadcrumb menu**, which is one of the easiest ways of navigating NMIT Online. It shows where you've been so you can **go back** by simply clicking any of its links.

If you use the Internet, you'll be familiar with a "**back**" button in your web browser. You can use this in NMIT Online too, however we recommend using the navigation options within the website and course pages as the safest options, as different browsers behave inconsistently. By all means **try it** and see if it works for you.



Click on the **Student Resources** link in NMIT Online navigation bar to view more online support materials.