CAMPUS GUIDE

Using your Campus Account

Abstract

A quick and easy guide to using your Campus account while studying with Oxford Learning College.

Oxford College

contact@oxfordcollege.ac

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Introduction

Welcome to Oxford Learning College.

This guide has been written to give you a quick and simple overview of all the features of your Campus account and how best to use the website.

We advise you use this guide in conjunction with your Student Handbook. Your Student Handbook is there to help you understand what is required of you when it comes to studying and completing your chosen qualification.

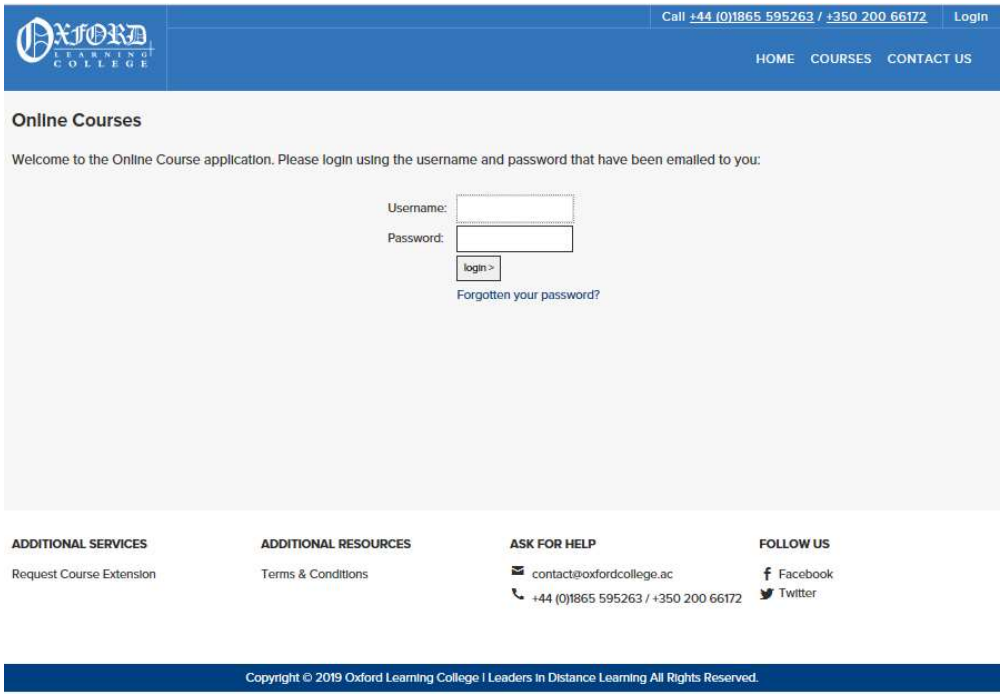
Accessing and Using Your Campus Account

Navigate to Campus by using the link in your welcome email or by visiting www.oxfordcollege.ac and clicking on the 'Login' link at the top right of the page.



Oxford Learning College Website

Log into your Campus account using the username and password that was emailed to you after your enrolment.

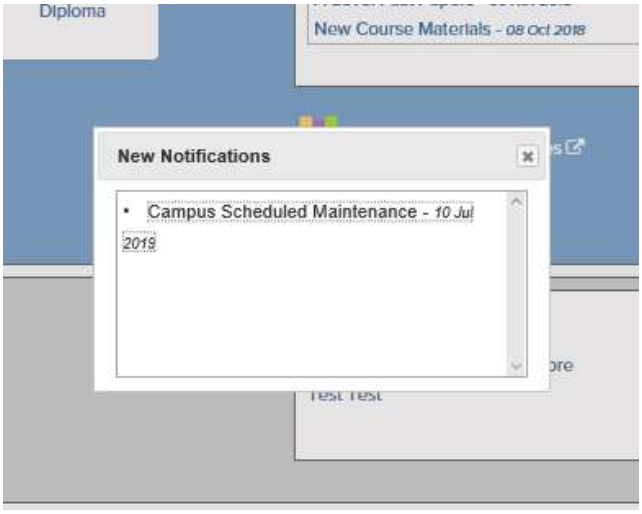


Campus Login Page

Once logged into your account, you will arrive on the homepage for Campus. If there are any new notifications you need to be aware of, they will appear in a pop-up box to alert you.

Make sure you read the notifications fully as they could affect you and your studying.

The pop-up notification will appear in the middle of your screen and detail a brief subject for the notification which you can then click on to view and read fully.



New Notifications Pop-up Box

Clicking on the notification will take you to the 'MY NOTIFICATIONS' section of the website where you will see a log of all messages that have been sent out by the college relating to your course materials.

To exit the notifications section and return to your homepage, click on the link 'HOME' at the top of the page.

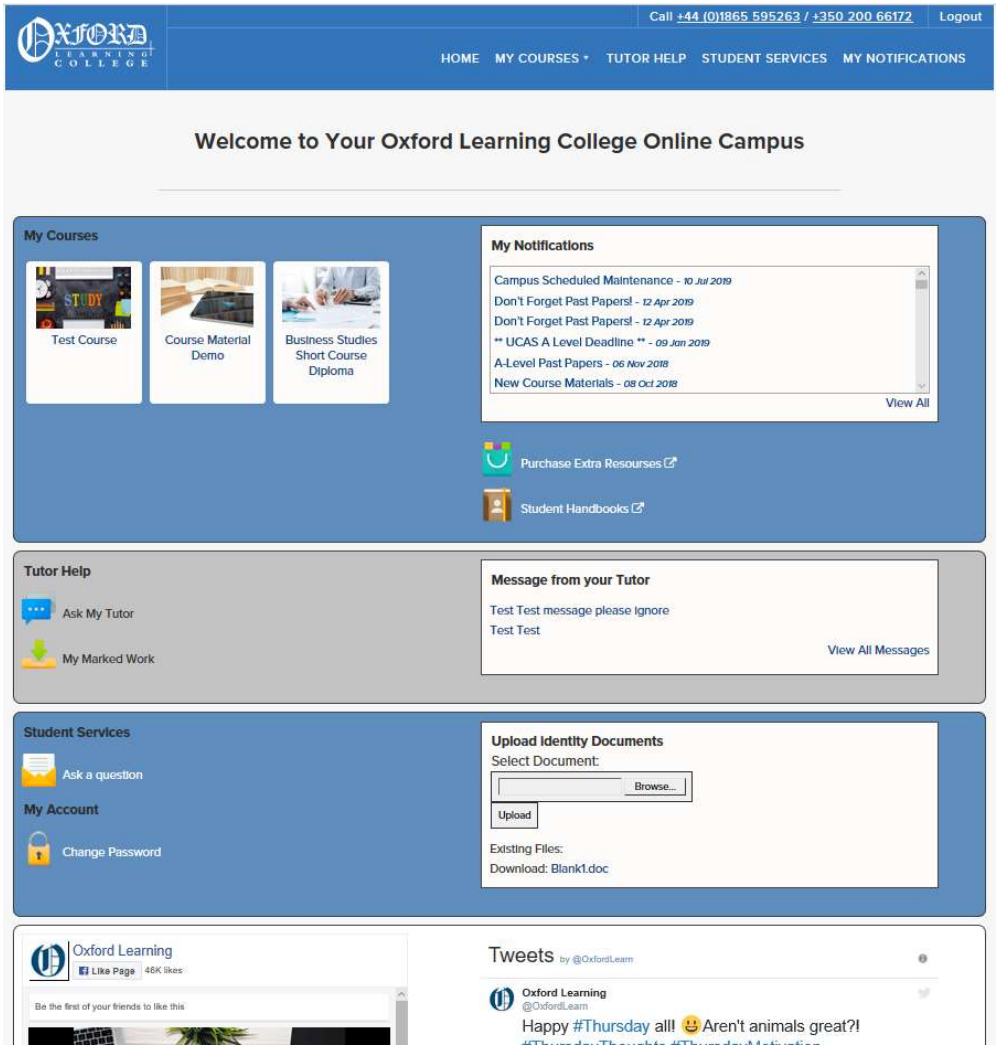
Alternatively, if you wish to ignore the new notification, you can click on the small cross on the top right of the notification box to close it and proceed to your Campus homepage.

Your Campus Homepage

The homepage of your Campus account is clearly set out in sections for you to access.

Along the top navigation bar you have links to the main sections of Campus and also the ability to logout when you have finished with your studying for the day.

Beneath the navigation bar and title, you will find a way to access all the courses that you are currently enrolled on, this is in the 'My Courses' section. Within this section, you can also access Student Handbooks here and purchase additional resources.



Campus Homepage

Beneath the 'My Courses' section, you will see 'Tutor Help', in this section you can message your tutor at any time and access your marked work that they have returned.

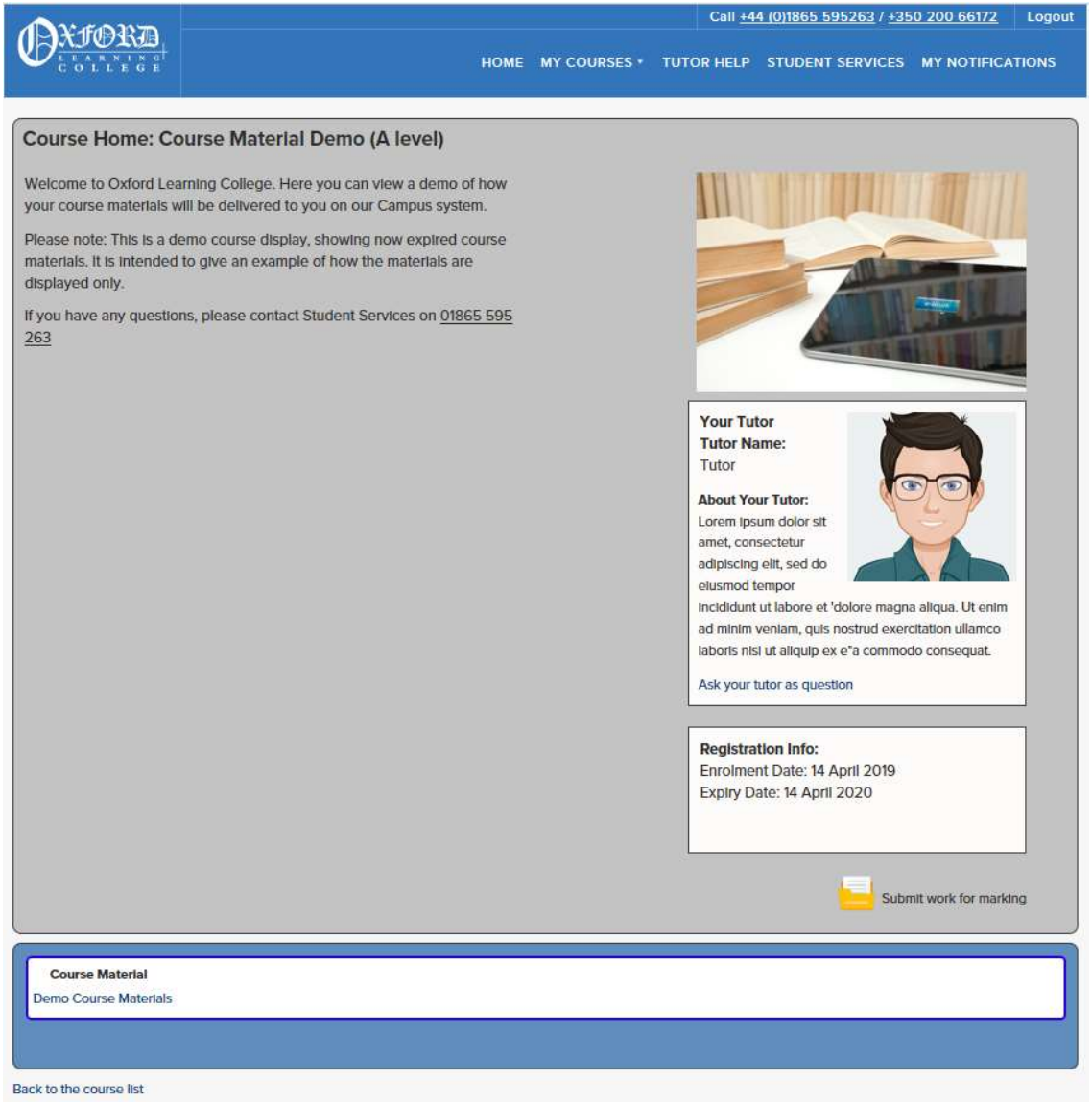
The ‘Student Services’ section is where you can message Student Services for help, change your password for Campus or upload your required ID to the system along with any previous qualifications if needed for studying the course.

The last section of the page shows you the latest social media posts made by the college for you to enjoy.

My Courses Section

This section of Campus is where you access your course materials, check and read your notifications, download your Student Handbook and purchase any extra resources you might like to have while studying your course.

When you select the course you wish to view, you will land on the 'Course Home;' page. This gives you a brief description of your course, informs you who your tutor is and shows you their profile. There is also a link to where you can submit your assignments for your course.



Below the course summary section, you will see a link to your actual course materials where you can begin studying the course.

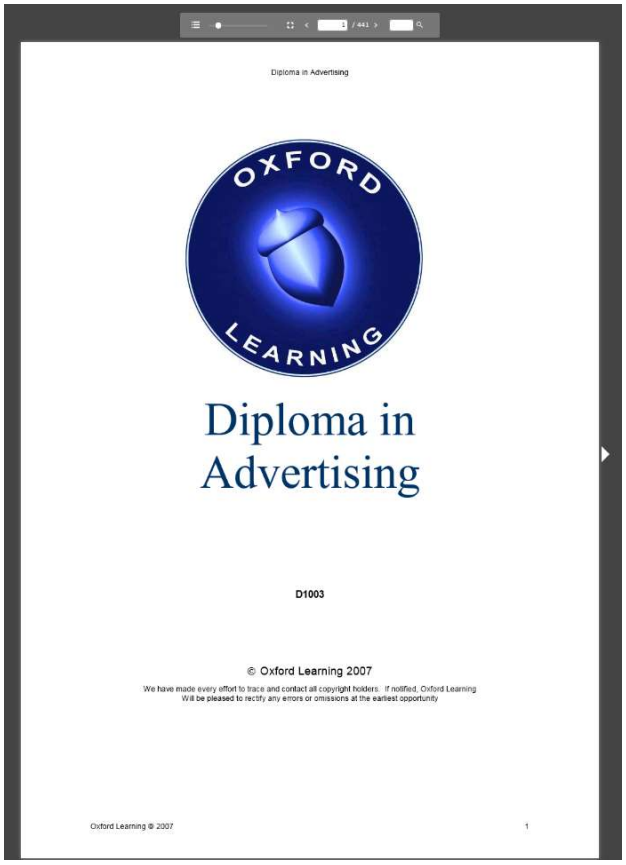
Using your Course Materials

When you load your course materials, they will load in a new tab on your browser window.

The screen where you view your course materials is very much like a standard e-book.

Above the materials you will notice a navigation bar, this can be used to access a certain page of your materials, increase the zoom/size of your materials, make the materials full screen and search the materials.

You can also click on the small white arrow to the right of the course materials to flick through the e-book page by page.



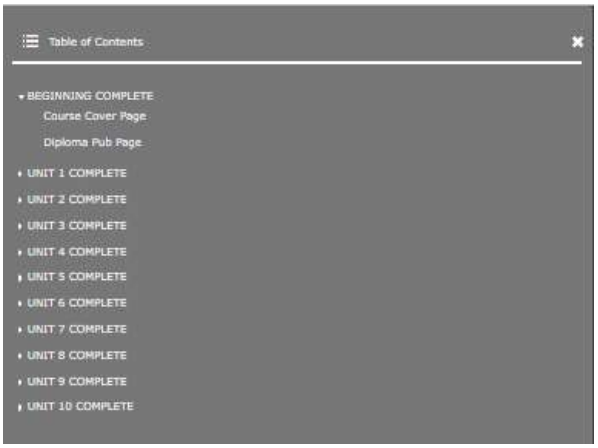
Course Materials

When viewing your course materials, you will quickly find and decide on which settings you prefer to study with.

We advise students to always view their course materials on the full screen setting to allow them to fully enjoy the materials while learning.

All links within your course materials are clickable, so you can follow them from your materials to the relevant page the materials are referring to.

The navigation bar is a very useful tool. If you click on the first icon on the left, , you can view a table of contents for the materials. This is helpful when you want to navigate to a certain section of your course materials such as the assessments.



Course Materials Table of Contents

When viewing your course materials on a PC or laptop, you would be advised to view the materials on the full screen option, this way your course materials will be of an easy size for you to read and navigate. You can turn the page of the materials by either clicking on the top corner of the page or using the left and right arrows beside the materials.

When viewing your course materials on a mobile device or tablet, you can use hand gestures to zoom in on your course materials and change pages.

Tutor Help Section

This section of Campus is where you can interact with your tutor. You have the ability to ask your tutor a question, view their messages to you and view your marked work that they have returned to you.

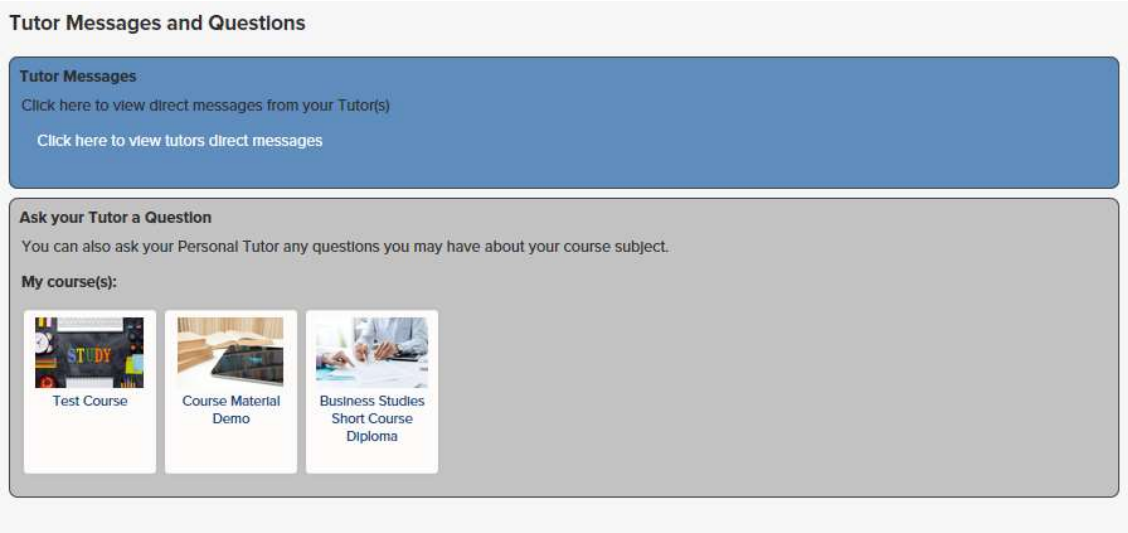


Tutor Help Section – Campus Homepage

Your tutor is there to help and assist you whenever you need assistance with your course.

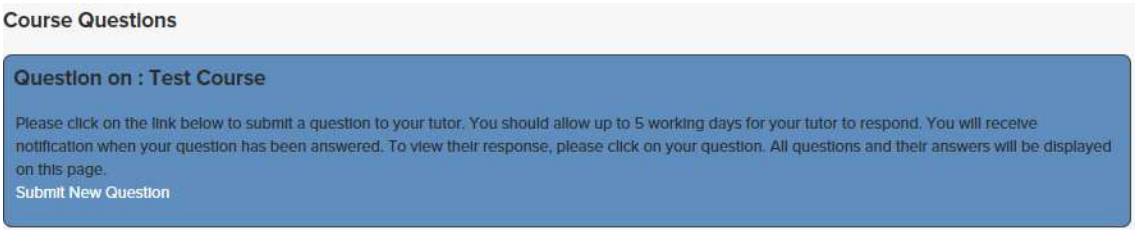
To ask your tutor a question, click on the 'Ask My Tutor' link and then select the course which you wish to ask a question about.

You can also use this same link to message your tutor about other things such as when you first start studying and you want to introduce yourself.



Tutor Messages and Questions Area

This will display your previous questions that you have asked about your course and also allow for you to submit a new question by clicking on the 'Submit New Question' link.

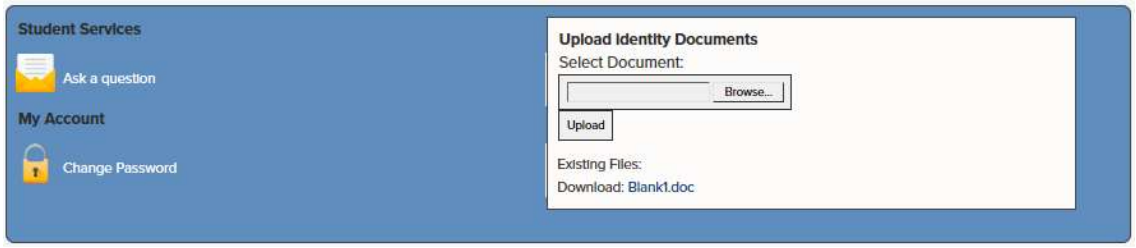


Question Submission Section

Ensure when asking your tutor a question about course materials, you select the unit that your question relates to, this way your tutor will be able to see the section of the course you are struggling with and provide you with a full and detailed answer.

Student Services Section

This section is where you can contact the Student Services Team at any point by sending them a message through Campus. You can also use this section to change your password and upload documents requested by Student Services.



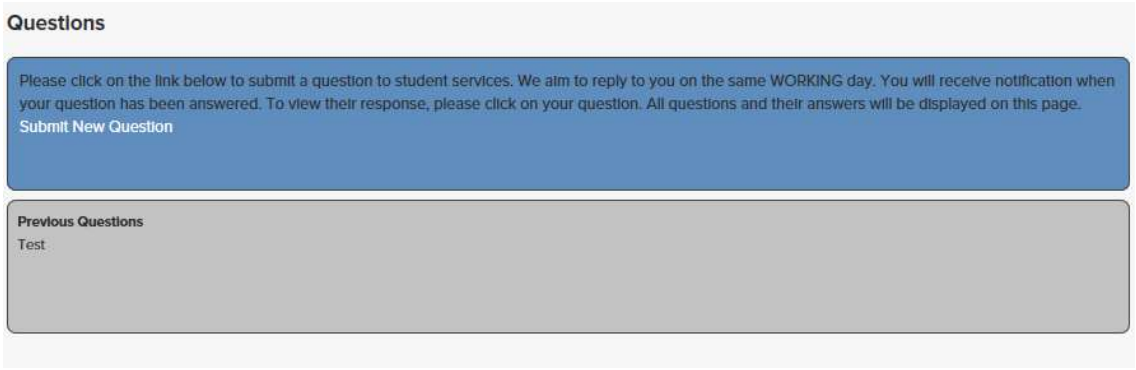
Student Services Section – Campus Homepage

Ensure that when you log into Campus for the first time, you are sure to upload your photographic ID, this is needed for claiming your certification when you finish your course.

Please Note: If you are enrolled onto higher level Diplomas (such as Accredited Level 4 or 4+5), you are required to upload proof of your previous qualifications for reference, ready for when the College comes to claim your certificate.

While logged into Campus, you are free to message Student Services for help or assistance whenever you need. Student Services are there to help and assist you with any queries you have about the admin side of your studying, so if you want to check where your PDF can be downloaded from or whether you have uploaded a piece of work correctly, you are free to ask Student Services through Campus for help.

If you need help or assistance from Student Services, you can click on ‘Ask a question’ and submit a question to the team, they will reply to your answer as soon as possible.

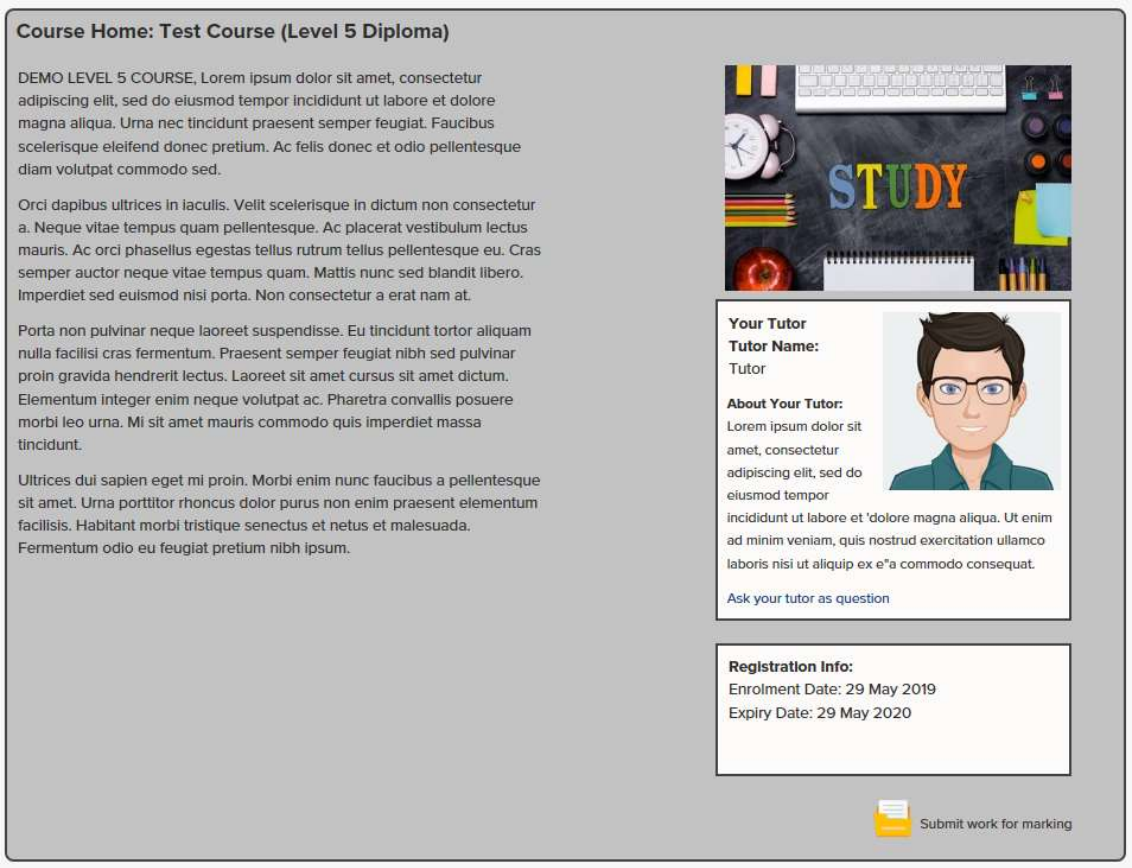


Student Services Question Section

Submitting Your Work

While studying your course with Oxford Learning College, you will need to upload assessments for your tutor to mark and give you feedback. The assessments are clearly highlighted within the course materials, so need to worry about missing the prompts for them.

When you have completed your assessment and you are ready to upload it for your tutor, navigate to the relevant course homepage and click on the 'Submit work for marking' link that appears under your tutor's profile.

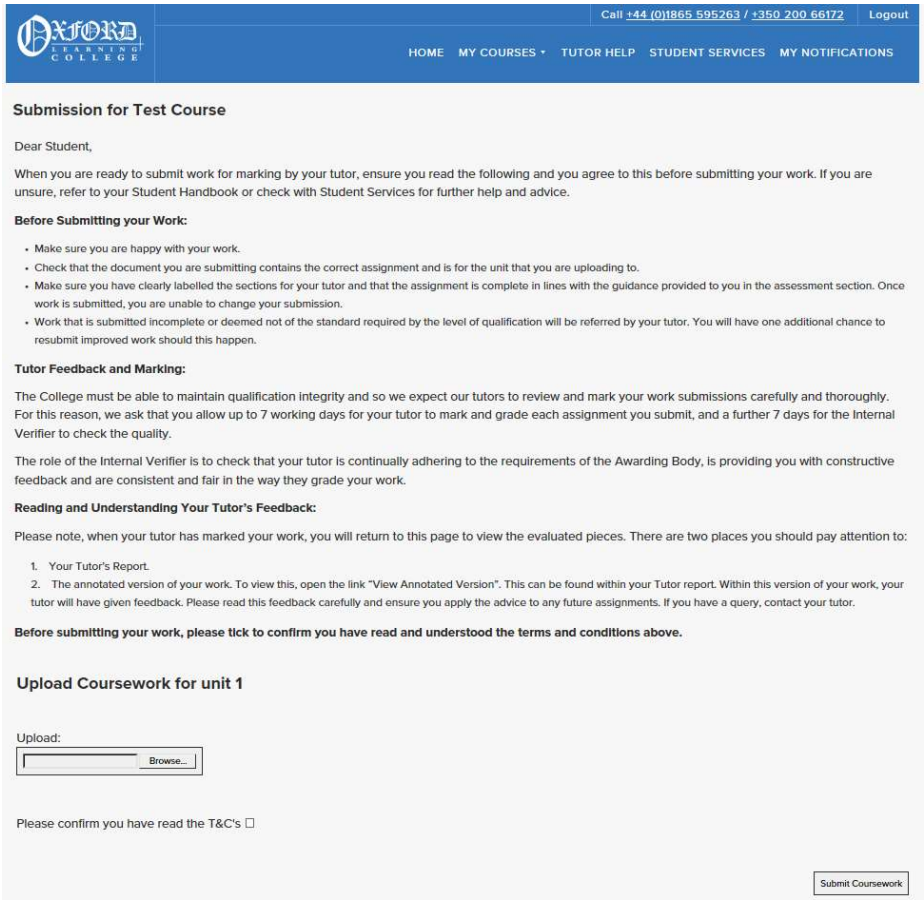


Course Homepage – My Courses Section

<u>Before uploading your work for marking:</u>

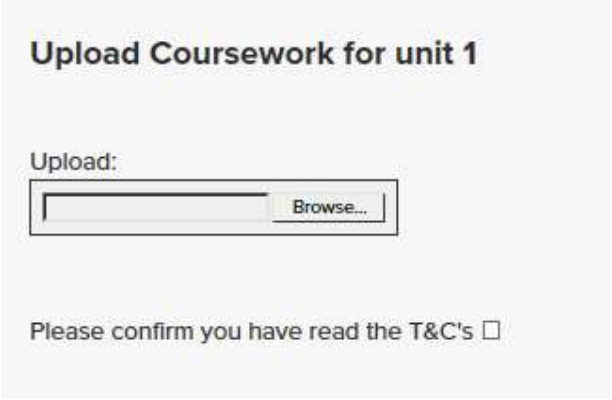
- Make sure you are happy with your work.
- Check that the document you are submitting contains the correct assignment and is for the unit that you are uploading to.
- Make sure you have clearly labelled the sections for your tutor and that the assignment is complete in lines with the guidance provided to you in the assessment section. Once work is submitted, you are unable to change your submission.

The submissions page will look like the image below and includes a statement which you will need to read carefully and agree to when uploading your work.



Submissions Instruction Page

When ready to upload your work, click on the 'Browse' button to the right of the upload box and find the file on your device.



Ensure you tick the Terms and Conditions agreement box and then click 'Submit Coursework'. This will make Campus upload your work and notify your tutor that there is work waiting for them to mark.