



Tokorangi: eWānanga Orientation 2021

Nau mai haere mai ki Te Whare Wānanga o Awanuiārangi

What is eWānanga?

eWānanga is the online study platform available at Te Whare Wānanga o Awanuiārangi.

Why eWānanga?

As a tauira or student, you will use the Learning Management System (LMS) to access your online course, to complete tasks and communicate with your teacher/lecturer and other course peers. eWānanga is available 24/7 from anywhere in the world.

How can I get online help with eWānanga?

Pouako as kaiako, teachers or lecturers, are your first point of call. To use the eWānanga Help desk well you will need to know (from us) how to:

- [Reach the eWānanga Helpdesk](#)

Click the following link <https://helpdesk.ewananga.ac.nz/support/home> to reach the eWānanga Help desk.

- [Use the eWānanga Knowledge Base](#)

Utilise the eWānanga Knowledge Base (within the [Helpdesk](#)), to find information for yourself. A *knowledgebase* is a simple self-serve online library of products, services or topics. If you can't find what you are looking for, then you can ask us for help.

- [Submit a support ticket for eWānanga assistance](#)

Click the link <https://helpdesk.ewananga.ac.nz/support/home> to reach the eWānanga Help desk. From there you create a new support ticket. Provide as much information as you can, then click SUBMIT. A member of our eWānanga team will contact you.

NEED MORE HELP?

1. Talk with **your first point of call** ie: your Pouako, Kaiako (Teacher/ Lecturer) OR;
2. Go to the eWānanga Help Desk: <http://helpdesk.ewananga.ac.nz/> use the smart search to locate more help files and create a new support ticket OR;
3. Click the [Contact us](#) button (as seen on every course page), to complete an enquiry OR;
4. email the Help desk directly helpdesk@ewananga.ac.nz OR;
5. Contact the eWānanga team on 0508 392 6264 (during the hours of 8.30-4.30 weekdays).

10 Things Taura ^{Might Just} ^ Need to Know

1 – Minimum Requirements for Your Computer

System Check

- Access to a good, reliable Internet connection
- You have everything you need to do your classwork.

	For a Windows PC or Apple Mac
Web Browser	Microsoft Edge, Apple Safari, Mozilla Firefox or Google Chrome
PDF files	Adobe Acrobat Reader (free to download)
Word, Excel and PowerPoint files	Microsoft Office 365 or Office 2016 (Provided free to enrolled students)
Flash files and animations	Adobe Flash Player (free to download)

We do **not** recommend using your mobile data connection for extended periods of time, as this may incur extra costs. It is better to use a home broadband (DSL) or UFB connection, or even a free Internet connection such as those found at many public libraries and cafés.

Web/Video Conferencing

You will need a webcam with a microphone attached to your computer. Most laptops come with a webcam and microphone built-in.

You may also use your phone or tablet to connect to a Zoom web conferencing session. To do this, install the **Zoom app** on your phone or device. Find this app in the [Google Play store](#) (for Android), or in the App Store (for Apple iPhone or iPad).

2 – Log in to eWānanga (from a personal device/computer)

These instructions help you log in to eWānanga LMS from your own personal computer.

To access eWānanga Learning Management System (LMS) for the **FIRST TIME**, you should have received your login details with your **letter of acceptance**. Contact your Programme Administrator or call **0508 392 62 64** if you do not have this information. Without your login details, you are not be able to access our online services.

- Open a web browser (i.e. Firefox, Safari or Google Chrome) and type into the Internet address bar:

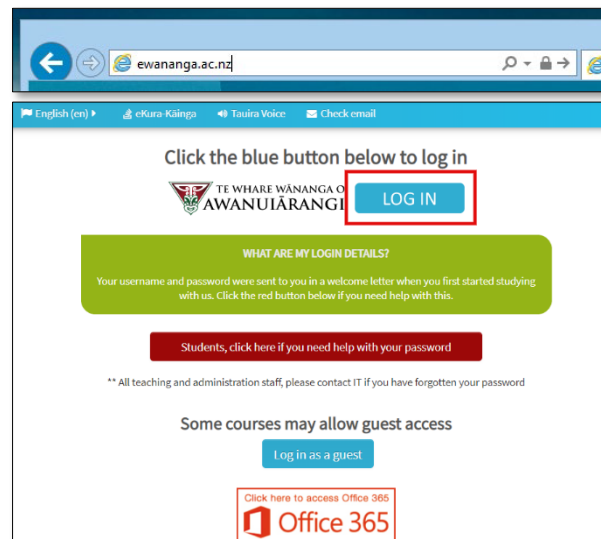
ewananga.ac.nz

- Click the blue **LOG IN** button on the eWānanga LMS login page. On the next screen, carefully type in:

Username: (Your Student ID@ewananga.ac.nz) *Don't forget the 'e' in ewananga.ac.nz

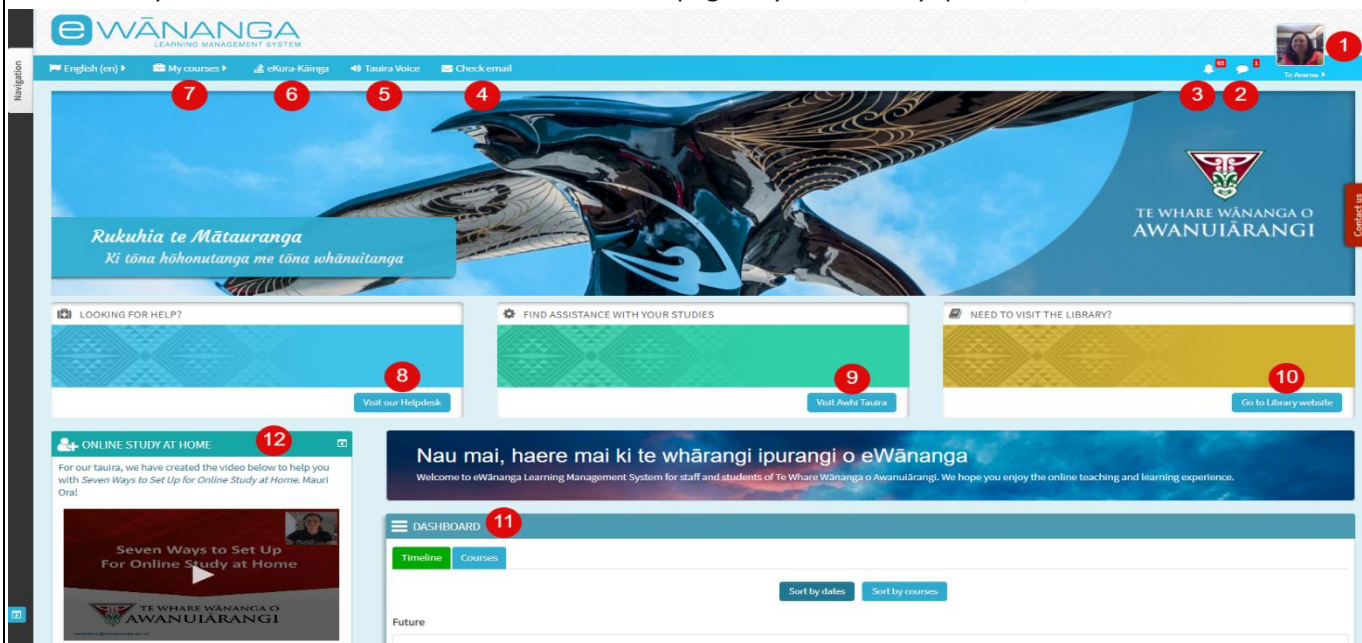
Password: You will receive this in your welcome pack.
NOTE: If you have already changed your password, please use your new password instead.

If you have forgotten the password: Click the button on the far right of the login page, complete all details for assistance from eWānanga.



New students will be presented with a site policy agreement. Read the policies thoroughly. To proceed, you will need to scroll down page 1, click **Next**; scroll down page 2, click **Next**; Page 3 check the two boxes “**I agree to the Site Policy**” and “**I agree to the Privacy Policy**”, then click **Next**. Take the tour. ‘**Introduction to the home page**’.

Familiarise yourself with the 12 main area on the homepage. If you have any queries, see the hints below.

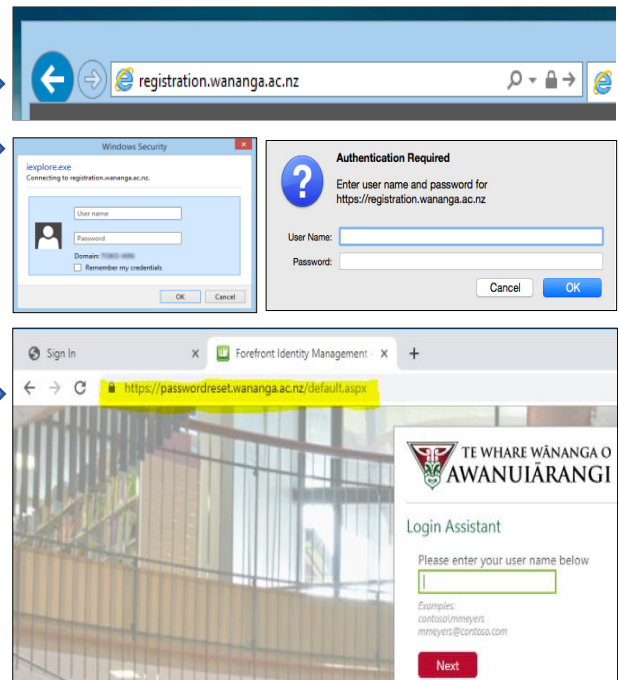


HINT: Any queries? **Contact us** directly on Helpdesk. Look for and click this button found on the far right of every eWānanga page. Complete and submit the pop-up form. A team member will answer your query and get back to you within 24 hours.

Contact us

3 – Change or Reset Your Password**

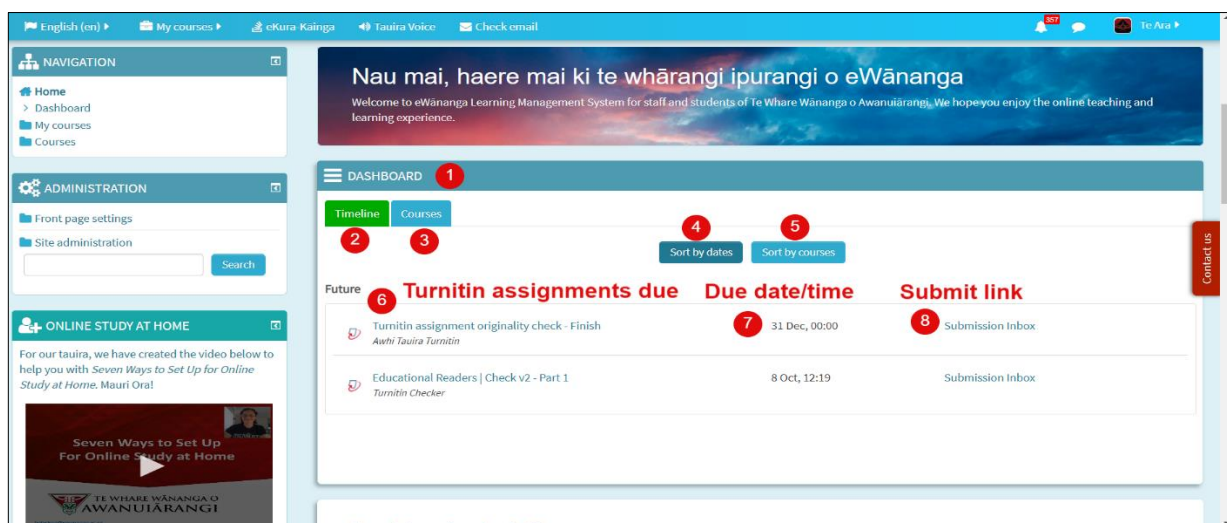
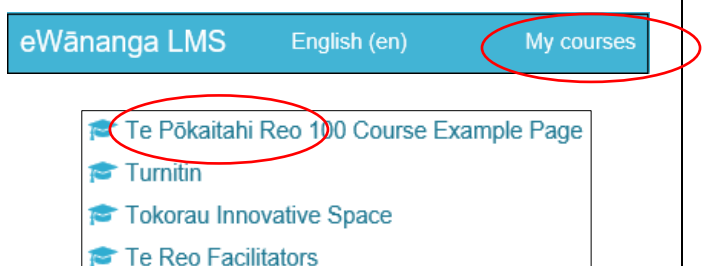
- Register yourself with the password reset portal. Open a web browser and type into the Internet address bar:
registration.wananga.ac.nz
- You *may* see a pop-up log in box, similar to one of these. If you do, log in with your username (your Awanuiārangi email address).
Username: (Your Student ID@ewananga.ac.nz)
*Don't forget the 'e' in ewananga.ac.nz
- When you need to reset your password open a browser and type into the Internet address bar:
passwordreset.wananga.ac.nz
- follow the prompts inserting the correct information you supplied in the registration.wananga.ac.nz website.
- After registering yourself with the password reset portal, you can change or reset at any time. It is recommended all new students change their passwords as soon as possible.



4 – Access Your Course via Dashboard

Once you are logged in, go to the blue *navigation bar* at the top of any eWānanga page and hover your mouse over the **My courses** link.

The *Dashboard* will take you to your dashboard, where you can see a summary of all your courses, as well as any upcoming and due assessments.



5 – Navigate or Find Your Way Around a Course Page

This is an example of a course. Each number represents a specific section of and or an activity on the page.

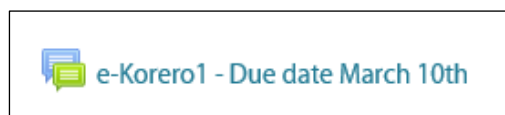
The screenshot shows the eWananga course page for 'Tauira Course Example Template'. The page is divided into several sections, each highlighted with a numbered callout:

- 1:** User profile icon (Te Ara) in the top right corner.
- 2:** Notification bell icon in the top right corner.
- 3:** Dropdown menu for notifications in the top right corner.
- 4:** 'This course' link in the top navigation bar.
- 5:** 'Check email' link in the top navigation bar.
- 6:** 'eKura-Kāinga' link in the top navigation bar.
- 7:** 'My courses' link in the top navigation bar.
- 8:** 'Online study at home' link in the left sidebar.
- 9:** 'Learner Support Services' link in the left sidebar.
- 10:** 'Navigation Bar' containing links like Home, My courses, Capability Development, Te Araroa, ExampleTemplate, and Aromatawai 1 | Assessment 1 50%.
- 11:** 'Content Sections' containing links like Mihi | Welcome, Ngā Akoranga | Course Information, Aromatawai 1 | Assessment 1 50%, Aromatawai 2 | Assessment 2 50%, Hongongoi | July, Here-turi-kōkā | August, Mahuru | September, Whiringa-ā-nuku | October, Whiringa-ā-rangi | November, and Arotakenga | Evaluation.
- 12:** 'Content Section Summary' for 'Aromatawai 1 | Assessment 1 50% - Due date 24 August 2020 5pm'.
- 13:** 'The content and activities developed for the section' for 'Aromatawai 1 | Assessment 1 - Essay 50%'.
- 14:** 'Right side blocks' containing 'MESSAGE MY KAIKO', 'LATEST ANNOUNCEMENTS', and 'CALENDAR'.
- 15:** 'Message my Kaiako' link in the right sidebar.
- 16:** 'Latest announcements' link in the right sidebar.
- 17:** 'Calendar' link in the right sidebar.
- 18:** 'Contact us' link in the right sidebar.

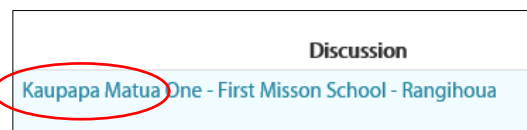
- 1. Personal Profile:** The drop-down provides edit tools for the profile in *Preferences*.
- 2. Messages:** Check and reply to messages regularly.
- 3. Notifications:** This is a dropdown list of all students' forum posts including your own; all your own assignment and other activity completions. Check all notifications regularly.
- 4. This course:** Provides a drop down or quick access to all activities found on the course page.
- 5. Check email:** First time users of *check email* must first set up the email inbox in this link.
- 6. E-kura Kāinga:** *ePortfolio for Students*
- 7. My courses:** A drop-down menu of each individuals courses. Click title of course to enter.
- 8. Online Study at Home:** Pre-recorded guideline on how to study online from home.
- 9. Learner Support Services:** Direct links to, Awhi Tauira, Library, eWānanga and Helpdesk.
- 10. Navigation Bar:** Represents the process to get to my course page and section.
- 11. Content Sections:** Represents all the content within the sections.
- 12. Content Section Summary:** Represents the space provided for section summaries.
- 13. The content and activities developed for the section.**
- 14. Right side blocks:** Represents communication links with Kaiako and Calendar reminders.
- 15. Message my Kaiako:** A private link to message the *Pouako*.
- 16. Latest announcements:** Any notices from *Pouako* posted into *Pānui board* displays here.
- 17. Calendar:** Events created by both *Pouako* and *Tauira*, in calendar will highlight and display here.
- 18. Contact us:** Link to a query form which must be logged immediately when assistance is required

6 – Participate in Forums or Course Discussions

- Log into eWānanga and select your course. Find the forum activities ie. Whiti Kōrero, Discussions, Kōrero-ā-rohe etc sections.
- Click the forum's name to view and participate in the discussion.
- If you belong to a group/grouping, click on the drop-down menu and select your group name.
- Click 'add a new discussion topic' to post your discussion.
- To respond to other students discussion topics, click on the Discussion Topic title i.e. 'Kaupapa Matua One..... then....
- Click **reply** on the appropriate discussion to post your comments and feedback.
- A text box will display. Type your message in the text box, scroll down and **'post to forum'**.

A screenshot of the 'Tenā Koutou' introduction form. The text reads: 'Tenā Koutou - Please use this form to introduce yourselves as a way of "whakawhānaukatanga" Kia kaha ki te ako, kia kaha ki te kōrero, kia kaha koutou katoa'. Below this is a dropdown menu with 'Separate groups (North Shore and Greenlane)' selected, and a button with a yellow speech bubble icon.

Add a new discussion topic



Permalink | Edit | Delete | Reply

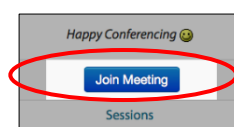
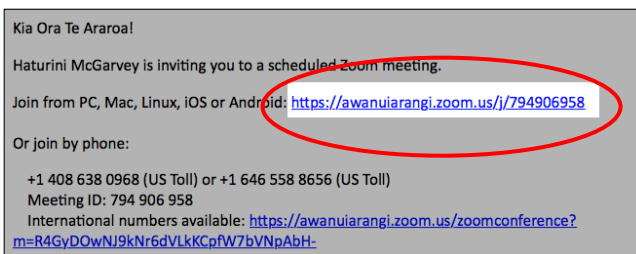
Post to forum

7 – Participate (as a Student) in a Zoom Conference Meeting

You must first have access to a webcam or internal laptop webcam, and have either internal audio or headphones (with a microphone) connected to your computer. Students who are using phones or tablets may be prompted to download the 'Zoom' app before using Zoom web conferencing for the first time. There are TWO ways to join Zoom as a student.

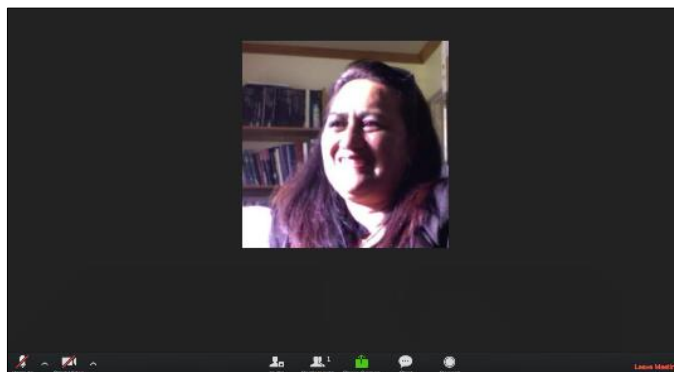
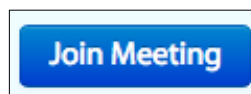
By clicking on a link sent to your email address by the lecturer. The link is highlighted blue. Click this link to access Zoom. Then click **Join meeting**.

If you are early you will automatically be ushered into an online waiting room. Beep the Kaiako to let them know you are waiting for access.



OR:

1. This scenario is where a lecturer has provided a ZOOM link inside eWānanga on the **course page**.
2. The link will look like this. Look for the Zoom icon. Click the title of the zoom hui.
3. The Title of the Zoom hui links will differ, as lecturers name their own sessions.
4. Then click the **Join meeting** button.
5. Zoom will launch and will display profile. In this particular example, the 'mute' is on, and the 'video' is turned off, showing only the picture profile.
6. Click **mute button** to unmute when you are ready to participate in discussions, then click **start video** to show your face.



8 – Students – How to join Zoom using Mobile device

- Students using a mobile device, will be asked to download the Application from the application store.
- Download the application first.
- Students should then be able to click on meeting links that will start the Application and connect them to the meeting.

9 – Set up Your Personal Profile

You can edit your profiles by clicking the Edit profile link accessed from the Profile page in the user menu (top right).

General

This section is expanded by default. First name, Surname and Email address are compulsory fields. The other settings - City/Town, Country, Time zone and Description are optional.

User picture

This section is optional and allows you to choose your own profile picture. Your current picture is shown, if you have already chosen one.



New picture

The "Choose a file" button allows you to choose a new picture for your profile. The picture must be in JPG or PNG format (ie the names will usually end in .jpg or .png).

To upload an image, click the "Upload a file" button from the list in the [File_picker](#), and select the image from your hard disk.

The screenshot shows the Moodle profile page. At the top, a message states: "Gravatar has been enabled for this site. If you don't upload a profile picture Moodle will attempt to load a profile picture for you from Gravatar." Below this, there is a section for the "Current picture" which includes a small circular profile picture and a "Delete" checkbox. To the right of the "Delete" checkbox is a "New picture" link with a question mark icon. Below the "New picture" link is a file selection interface. It features a "Choose a file" button, a "Files" list, and a large dashed rectangular area with a blue arrow pointing down, indicating where to drag and drop files. A note below the dashed area says "You can drag and drop files here to add them." At the bottom of the form is a "Picture description" text input field. In the top right corner of the file selection area, it says "Maximum size for new files: 50MB, maximum attachments: 1".

NOTE: Make sure that the file is not larger than the maximum size listed, or it will not be uploaded.

Then click "Update Profile" at the bottom - the image file will be cropped to a square and resized down to 100x100 pixels.

When you are taken back to your profile page, the image might not appear to have changed. If this is so, just use the "Reload" button in your browser or refresh your page.

10 – Set Up and Check Your Student email

Click the 'Check email' button in the navigation bar at the top of eWānanga LMS:



If required, you may need to login with your student login details and password: e.g.

StudentIDnumber@ewananga.ac.nz (xxxxxxx@ewananga.ac.nz)

The first time you access your webmail, you will be asked to select your preferred language (English New Zealand), and time zone (Auckland / Wellington). Then click *Save*.

NEED MORE HELP?

1. Talk with **your first point of call** ie: your Pouako, Kaiako (Teacher/ Lecturer) OR;
2. Go to the eWānanga Help Desk: <http://helpdesk.ewananga.ac.nz/> and use the smart search to find more help files OR;
3. Click the [Contact us](#) button, to complete an enquiry OR;
4. email us directly helpdesk@ewananga.ac.nz OR;
5. Contact the eWānanga team on 0508 392 6264 (during the hours of 8.30-4.30 weekdays)