

ASSESSING	EVIDENCE	JUDGEMENT	E <input checked="" type="checkbox"/>	NE <input checked="" type="checkbox"/>
STUDY SKILLS Task 6 – Introduction to the Principles of Sustainability	Student must take notes on the <i>Story of Stuff</i> video, then collaboratively build a set of notes in a google document.	Student initially posts two points to the google document		
<u><i>Learning Outcomes</i></u> <u><i>Use key computer applications effectively</i></u>		Student revisits the document and contributes to filling in the gaps		
		Student's notes are well-written and clear		
<u><i>Consider the approaches most efficient in learning new information and apply this to assessments</i></u>	Student must post their perspective on the <i>Story of Stuff</i> to the course email group, then discuss their classmates perspectives.	Student posts their perspective on the video as a whole and states their agreement or disagreement with either the video as a whole or a specific point which the speaker makes		
		Student's comment includes discussion (either agreement or disagreement) around at least three points made by the speaker		
		Student contributes to the general discussion		
<u><i>Apply APA referencing</i></u>	Working in a group students will be assigned one of the points made in the video, will need to research that point, and post their findings to the course email group.	Group post states their findings.		
		Reference list should include at least three sources, and should be referenced in APA style (correct form is not essential)		
		Group's paragraph is well structured containing an introduction, a body, and a conclusion		
		Four or more sources are referenced correctly according to APA style		
		If sources have a reason for distorting their findings, this is mentioned in the paragraph.		

E = / 4 NE = / 7

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STUDY SKILLS Task 7 – Essay – My personal learning profile <u>Learning Outcomes</u> <i>Use key computer applications effectively</i>	Student must submit an essay which describes <ul style="list-style-type: none"> • Their long-term learning goals (i.e. over the length of the course and beyond). • Their short-term learning goals (i.e. over the course of the semester) • Their learning profile (i.e. learning preferences), and how this relates to their learning process. • Their skills and weaknesses, potential obstacles to achieving their learning goals, and strategies for overcoming these obstacles • A reference list including at least one book from a local library, one sourced through interloan, and one electronic article. 	Essay structure includes an introduction, a body and a conclusion Essay fits the word-limit +/- 20% Introduction introduces the topic clearly Introduction states the main ideas clearly Paragraphs are well ordered Writing flows from topic to topic, paragraph to paragraph Conclusion is stated clearly, and relates to all main points		
<i>Apply effective strategies in organisation and time management</i>	This essay must be formatted according to the following guidelines <ul style="list-style-type: none"> • Required length: 800 words (Your essay must be within +/- 20% of this length) • Essay must incorporate an Introduction, a body, and a Conclusion. • Bolded, italicized and underlined text. • Three different fonts • A Reference List where sources are recorded according to the APA referencing style. 	Essay demonstrates long-term (over course) learning goals of the student Essay demonstrates short-term (over semester) learning goals of the student Learning goals are clearly described		
<i>Understand their personal learning style and how this relates to their learning process.</i>	Attached to the essay must be <ul style="list-style-type: none"> • a form from the local library confirming the withdrawal of one of their referenced sources • a verification of interloan from the Bill Robertson Library for one of their referenced sources. 	Student describes their personal learning profile Student demonstrates understanding of the implications of their personal learning profile on their learning		
<i>Use both local and distance library services effectively</i>		Essay describes the student's <ul style="list-style-type: none"> • skills • weaknesses • potential obstacles to achieving their learning goals • strategies for overcoming these obstacles 		
<i>Apply APA referencing</i>				

	Essay demonstrates that the student has considered the relationship between all elements listed in the previous judgement statement	
	Document includes bolded, italicized and underlined text and 3 different fonts	
	Document includes 3 different fonts	
	Reference list includes at least three sources	
	References are correct according to APA referencing style	
	Evidence is provided that one book has been sourced from a local library	
	Evidence is provided that one book has been sourced through the Bill Robertson interloan facility	
	The first electronic source is able to be accessed	
E = / 10 NE = / 11		

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STUDY SKILLS Task 4 – Use Elluminate <u>Learning Outcome</u> <i>Use key computer applications effectively</i>	Student must log into an elluminate session and use the basic communication options available.	Student is present in the elluminate session Student is able to communicate using the instant messaging window Student is able to communicate using the voice option.		
STUDY SKILLS Task 8 – Paragraph – Time Management <u>Learning Outcome</u> <i>Apply effective strategies in organisation and time management</i>	Student must write a paragraph discussing <ul style="list-style-type: none"> ● Elements of time management, and the importance of each of these elements. ● Their current strengths in time management? ● What aspects of time management they might need to improve? 	Paragraph identifies important areas that require time in the student's life Paragraph demonstrates the need to identify priorities in the student's life Paragraph describes allocation & scheduling of time to the areas of their life that they have identified Paragraph demonstrates understanding of the reasons why allocating time in this way is useful Paragraph demonstrates an understanding that prioritisation is useful because it allows you to focus on the tasks which are most important Paragraph demonstrates that the student has considered their strengths and weaknesses with respect to time management Paragraph is well structured, containing an introduction, body text, and a conclusion		
E = / 5		NE = / 5		

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STUDY SKILLS		Self-assessment is completed		
Task 9 – Self-assessment	Student must complete a self-assessment of their learning skills, and must summarise their findings in a paragraph	Student accurately summarises their strengths and weaknesses as demonstrated by the self-assessment form		
<u><i>Learning Outcomes</i></u>		Student states a strategy for improving their learning weaknesses		
<i>Use key computer applications effectively</i>		Paragraph is well structured, containing an introduction, body text, and a conclusion		
<i>Consider the approaches most efficient in learning new information and apply this to assessments</i>				

E = / 2 NE = / 2

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STUDY SKILLS Task 10 – My experience of online learning so far <u>Learning Outcome</u> Use key computer applications effectively	The student must submit an essay where they <ul style="list-style-type: none">● Reflect on the process of using page-flakes, reading postings on the course blogs, and online learning in general.● Discuss how they found this initially, and how they find it now.● Consider how their attitude to computer-based learning has affected their experience, and if this has changed. This essay must be formatted according to the following guidelines <ul style="list-style-type: none">● Required length: 800 words (Your essay must be within +/- 20% of this length)● Essay must incorporate an Introduction, a body, and a Conclusion.● Should include fonts of at least two different sizes● Should include bullet points● A reference list including at least one book from a local library, one sourced through interloan, and one electronic article where sources are recorded according to the APA referencing style. The following must be attached to the essay <ul style="list-style-type: none">● a form from a local library confirming the withdrawal of one of their sources● a verification of interloan from the Bill Robertson Library confirming the withdrawal of one of their sources	Essay structure includes an introduction, a body and a conclusion Essay fits the word-limit +/- 20% Introduction introduces the topic clearly Introduction states the main ideas clearly Paragraphs are well ordered Writing flows from topic to topic, paragraph to paragraph Conclusion is stated clearly, and relates to all main points Essay describes the students initial experience of online learning Essay describes the students experience of online learning after a period of at least three months Document includes fonts of 2 different sizes Document includes bullet points Document is submitted by attaching it to an email Student describes their attitude to computer-based learning. Essay describes how students attitude has affected their computing experience Reference list includes at least three sources		
<i>Use both local and distance library services effectively</i>				
<i>Apply APA referencing</i>				

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		References are correct according to APA referencing style		
		Evidence is provided that one book has been sourced from a local library		
		Evidence is provided that one book has been sourced through the Bill Robertson interloan facility		
		The first electronic source is able to be accessed		
E = / 9		NE = / 10		