

# INTRODUCTION TO ONLINE LEARNING WITH KALANDRA

Kalandra Education Group is a registered and accredited Independent Tertiary Establishment and approved holder for the Code of Pastoral Care for International Students by the New Zealand Qualifications Authority.

Phone: 0800 525 2637 Email: [online@kalandra.ac.nz](mailto:online@kalandra.ac.nz) Website: [www.kalandra.ac.nz](http://www.kalandra.ac.nz)  
Postal Address: PO Box 110 015, Auckland Hospital, Auckland 1023, New Zealand

## Contents

Introduction: .....	3
Why Study at Kalandra? .....	3
Contact Details: .....	4
My learning style test.....	5
True or False: .....	6
Our Expectations:.....	7
Your Expectations: .....	7
Plagiarism: .....	8
How to use a computer: .....	9
Canvas .....	10
Zoom: .....	12
Facebook: .....	13
Tips and tricks: .....	14
Helpful websites: .....	15



Kalandra Education Group is a registered and accredited Independent Tertiary Establishment and approved holder for the Code of Pastoral Care for International Students by the New Zealand Qualifications Authority.

## Introduction:

Welcome to Kalandra Education Group

Kalandra Education Group are a Private Training establishment in Auckland specialising in Healthcare. We are particularly passionate about care of the older person.

## Why Study at Kalandra?

### **We set the standard:**

Programme content is aligned to the latest international standards and students graduate with the knowledge and ability to contribute and provide the highest standard of care.

### **NZQA approved:**

Kalandra Education Group is a New Zealand Qualification Authority registered and accredited private training establishment, and all programmes are NZQA approved.

### **Our values:**

Kalandra Education Group is built on a foundation of values that hold caring, respect and knowledge at its core.

### **Personalised support:**

- Students have a personalised learner plan and are treated as an individual by the Lecturers who will alter learning plans as necessary to achieve the best possible result for each student.
- Students receive regular (weekly) communication to ensure they are progressing appropriately, and any learner concerns can be discussed and addressed.



Kalandra Education Group is a registered and accredited Independent Tertiary Establishment and approved holder for the Code of Pastoral Care for International Students by the New Zealand Qualifications Authority.

## Contact Details:

Important contact details to note:

*Your lecturer:*

Name:

Number:

Email:

Contact your lecturer for any questions related to the programme, assessments, due dates etc.

*Campus Manager/student support:*

Christine Ozich

0800 525 2637

[Cozich@kalandra.ac.nz](mailto:Cozich@kalandra.ac.nz)

Contact Christine if you have questions related to personal wellbeing.

*Enrolment/Registrar:*

Abby Knight

[Online@kalandra.ac.nz](mailto:Online@kalandra.ac.nz)

Contact Abby for any questions regarding enrolment processes or if you are wanting to change your personal details.



Kalandra Education Group is a registered and accredited Independent Tertiary Establishment and approved holder for the Code of Pastoral Care for International Students by the New Zealand Qualifications Authority.

Please take the following test to discover your learning style.  
It is helpful to know and understand your learning style to ensure you keep engaged and motivated.  
Please let your lecturer know your learning style once you have completed the quiz.

[www.how-to-study.com/learning-style-assessment/](http://www.how-to-study.com/learning-style-assessment/)

Once you have completed the test, the website will tell you your learning style according to your answers. It will also provide you with helpful tips and tricks for that learning style.

The VARK questionnaire is more difficult but will test you against 4 different learning styles – visual, aural, read/write and kinesthetic.

[www.vark-learn.com/the-vark-questionnaire](http://www.vark-learn.com/the-vark-questionnaire)



This Photo by Unknown Author is licensed under CC BY-SA-NC

Kalandra Education Group is a registered and accredited Independent Tertiary Establishment and approved holder for the Code of Pastoral Care for International Students by the New Zealand Qualifications Authority.

## True or False:

1. Taking online courses is settling for lesser quality  
FALSE! We provide online education so that people who work full time have the same opportunity to better themselves and seek further education. Online learning can be significantly more challenging as you are not only studying at a full-time equivalence but also working full time as well as juggling your personal life.
2. I'm struggling, online learning must be too hard for me  
FALSE! Everyone struggles to begin with, it is a huge adjustment. It is very natural to feel anxious, everyone else in your class is feeling the same. See the end of this online learning guide for helpful tips and tricks.
3. I can't do this: I have never used a computer before.  
FALSE! You must be feeling very anxious! Computers are not as scary as they look. Look at the page in this document called 'how to use a computer'. If you continue to struggle, please let your lecturer know. Don't be afraid to ask for help.
4. I am doing this alone.  
FALSE! You have a class that is going on this journey with you as well as support from all Kalandra staff. Talk to your classmates. Use the platforms including your private Facebook page. You are not alone.
5. Online learning takes less time than traditional learning  
FALSE! You are completing your programme in the same amount of time a traditional class would except, you will be required to do a lot more reading and self-directed learning.
6. I can complete the coursework and assessments whenever I want  
FALSE! Online learning has weekly tasks and requirements, this is how we ensure you are going to complete the programme on time. Your assessments also have due dates which, if not met, may result in you not completing the programme.
7. My qualification/certificate will not be recognised  
FALSE! All Kalandra certificates and qualifications are NZQA approved and recognised (unless otherwise stated). You will be provided with your NZQA record of learning upon completion of your programme.



[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)

Kalandra Education Group is a registered and accredited Independent Tertiary Establishment and approved holder for the Code of Pastoral Care for International Students by the New Zealand Qualifications Authority.

## Our Expectations:

All Kalandra Education Group students are expected to:

- Respect others, acting towards them with integrity, courteously demonstrating professionalism, compassion and empathy.
- Respect the environment, the facilities and resources of the organisation as well as the property of others
- Comply with and observe all health and safety policies and procedures
- Comply with all computer related regulations, particularly those regarding downloading
- Be PROUD!

## Your Expectations:

As a student with Kalandra you can expect:

- Staff to be professional, considerate, caring and supportive
- Resources to be highly applicable and appropriate to your study
- Innovative and stimulating learning opportunities
- Time framed learning and assessment that is fair and transparent
- Industry input; ensuring relevance and the best employment opportunities possible.
- Opportunity to achieve and set the standard of health care.



[This Photo](#) by Unknown Author is licensed under [CC BY-NC](#)

Kalandra Education Group is a registered and accredited Independent Tertiary Establishment and approved holder for the Code of Pastoral Care for International Students by the New Zealand Qualifications Authority.

## Plagiarism:

**According to the Merriam-Webster online dictionary, to "plagiarise" means:**

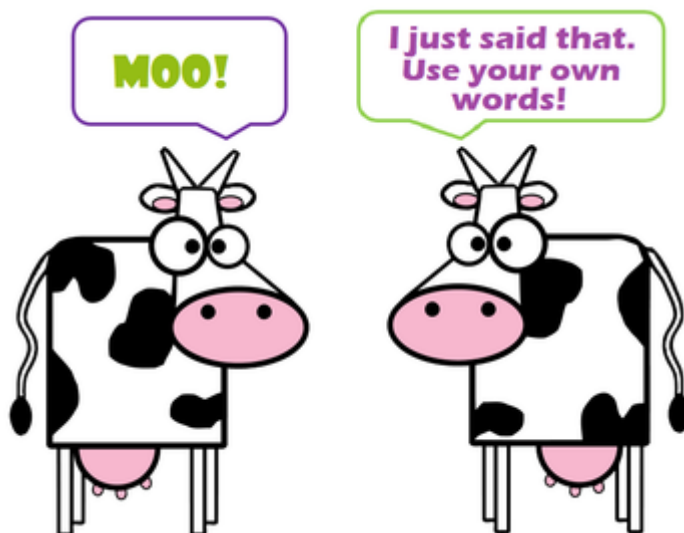
- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

**So what does this mean?**

- You can look online or in textbooks for ideas or definitions, but you must then put that work into your own words.
- If you need to quote a source, you **MUST** indicate this by using quote marks ("xxx") and give the source credit e.g. write the name of the book or provide the web link.
- You **MAY NOT** copy directly from any source, unless the above occurs and then it must only be a small amount.
- At higher levels of study, you will be expected to correctly reference all material that is not your own.

**Note: If you are found to have plagiarised (purposefully or accidentally) you may fail the assessment.**



[This Photo](#) by Unknown Author is licensed under [CC BY-SA-NC](#)

Kalandra Education Group is a registered and accredited Independent Tertiary Establishment and approved holder for the Code of Pastoral Care for International Students by the New Zealand Qualifications Authority.

## How to use a computer:

Below are helpful websites and clips to assist you in using a computer. Any further questions please contact your lecturer. If you need assistance in opening these website and clips please contact your lecturer.

Website - <https://edu.gcfglobal.org/en/computerbasics/getting-started-with-your-first-computer/1/>

Free online learning - <https://www.learnmyway.com/courses/using-a-computer/>

Printable - <https://www.cincinnati library.org/main/techcenterhandouts/comp-for-beginners-1.pdf>

Video – From the beginning <https://www.youtube.com/watch?v=KsLztu1ow28>

Video - <https://www.youtube.com/watch?v=DwsKeoXOa9I>



[This Photo](#) by Unknown Author is licensed under [CC BY-NC-ND](#)

Kalandra Education Group is a registered and accredited Independent Tertiary Establishment and approved holder for the Code of Pastoral Care for International Students by the New Zealand Qualifications Authority.

Phone: 0800 525 2637 Email: [online@kalandra.ac.nz](mailto:online@kalandra.ac.nz) Website: [www.kalandra.ac.nz](http://www.kalandra.ac.nz)  
Postal Address: PO Box 110 015, Auckland Hospital, Auckland 1023, New Zealand

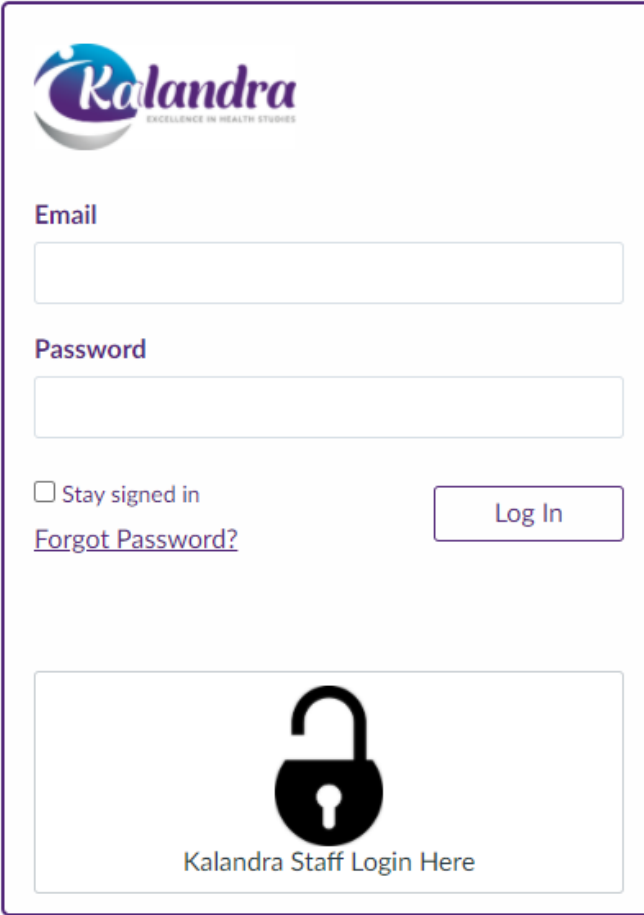
## Canvas

Canvas is our online learning system. It is very easy to use. You will receive your login details via email – if you do not receive an email please check your junk email box. Please let us know if you have ongoing issues.

## Using a computer

This is the login page. You will write the email address that Kalandra have on file and your password. If you are unsure of your password, you can click “forgot password”. If you have ongoing issues, please contact Kalandra – [online@kalandra.ac.nz](mailto:online@kalandra.ac.nz)

Website link - <https://kalandra.instructure.com/login/canvas>



**Kalandra**  
EXCELLENCE IN HEALTH STUDIES


Email

Password


☐ Stay signed in

[Forgot Password?](#)

Log In

  
Kalandra Staff Login Here

[Help](#) [Privacy policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)



Kalandra Education Group is a registered and accredited Independent Tertiary Establishment and approved holder for the Code of Pastoral Care for International Students by the New Zealand Qualifications Authority.

When you login you will see your dashboard – this contains the courses you are enrolled in (your modules will be released at the start of each module block).

Please complete the Student Orientation course during your orientation week. This contains information about navigating canvas, asking for help, sending messages and completing assessments.

Dashboard

Published Courses (3)

- Level 5 Cohort 1: Module 1 DEM  
LSC1M1 DEM
- Mental Health in the Workplace  
MHWP
- Student orientation  
SO-2020

Unpublished Courses (1)

- PTS: Course 2 Diseases and Disor...  
PTS C2 BLUE

Coming up  
Nothing for the next week

Recent feedback  
Nothing for now

View Grades

Kalandra Education Group is a registered and accredited Independent Tertiary Establishment and approved holder for the Code of Pastoral Care for International Students by the New Zealand Qualifications Authority.

## Zoom:

### Using Zoom

You will receive the following link via email

Alexandra Clark is inviting you to a scheduled Zoom meeting.

Topic: My Meeting

Time: Aug 20, 2019 04:30 PM Auckland, Wellington

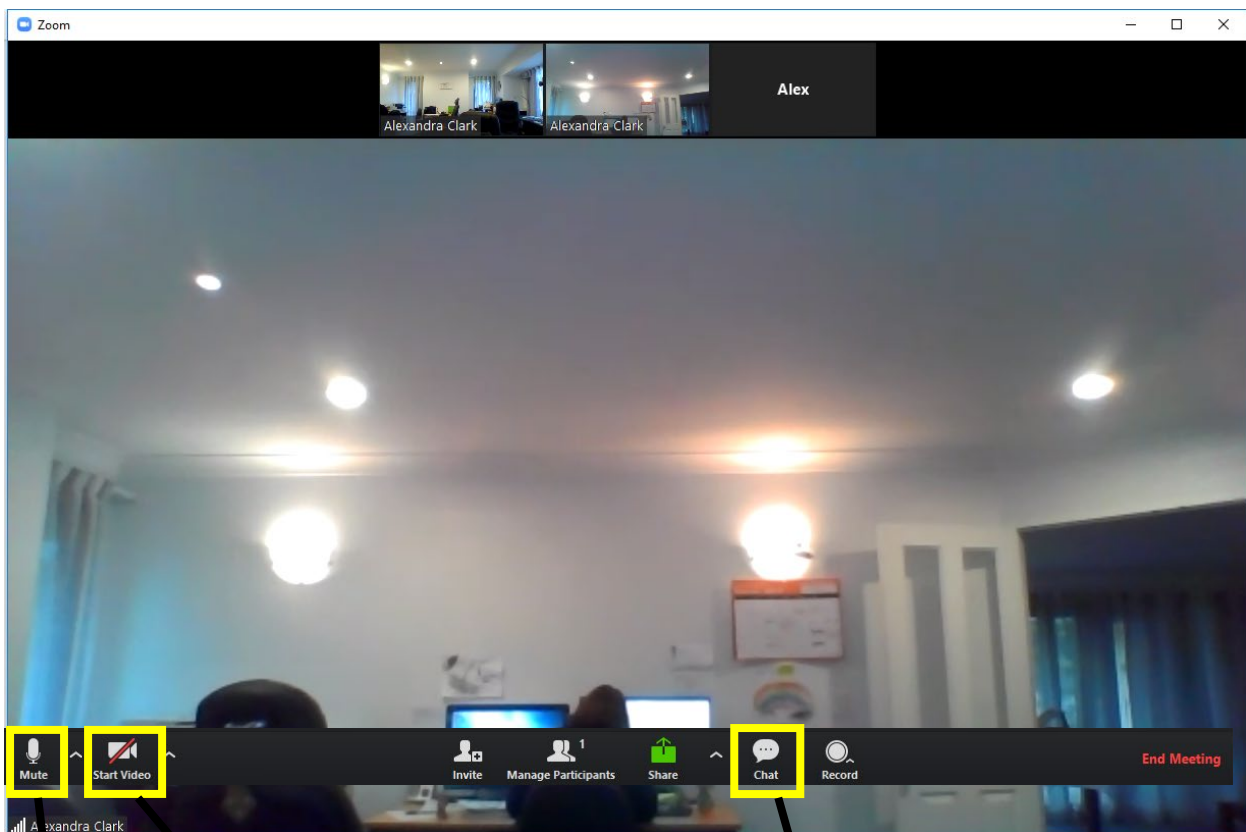
Join Zoom Meeting

<https://zoom.us/j/256116899>

When the time comes for the meeting please click on the link provided via email or Facebook. You can use a computer, tablet or phone.

If I have not yet started the meeting you will be put into a holding pattern until the host starts the meeting.

Attending the webinar – you will see the following screen and tools



Mute – mute  
or start your  
audio

Video –  
turn on or  
off camera

Chat –  
chat/message  
participants

Kalandra Education Group is a registered and accredited Independent Tertiary Establishment and approved holder for the Code of Pastoral Care for International Students by the New Zealand Qualifications Authority.

## Facebook:

You will be sent the link to your class Facebook page. This page is private and has rules. Click on the link provided. Click where it says “ask to join group”. You will be asked two questions. Ensure you answer the questions. Once you are accepted onto the page, you will receive a notification.

For assistance with Facebook please contact your lecturer.



The image is a screenshot of the Facebook 'Create an account' page as it appeared in 2014. The page has a blue header with the Facebook logo on the left and login fields (Email or Phone, Password, and a Log In button) on the right. Below the header, the main content area is split into two columns. The left column features the text 'Facebook helps you connect and share with the people in your life.' above a graphic of a world map with orange person icons connected by dashed lines. The right column is titled 'Create an account' and includes the text 'It's free and always will be.' Below this are several input fields: 'First Name', 'Last Name', 'Your email address', 'Re-enter email address', and 'New Password'. There is a 'Birthday' section with dropdown menus for Day, Month, and Year, and radio buttons for 'Female' and 'Male'. A link 'Why do I need to provide my date of birth?' is next to the birthday fields. Below the birthday section is a paragraph of terms and conditions, followed by a green 'Create an account' button. At the bottom of the right column is a link 'Create a Page for a celebrity, band or business.' The footer of the page contains a list of language options (English (US), Español, Português (Brasil), Français (France), Deutsch, Italiano, العربية, हिन्दी, 中文(简体), 日本語, ...), a row of links (Mobile, Find Friends, Badges, People, Pages, Places, Apps, Games, Music, About, Create Advert, Create Page, Developers, Careers, Privacy, Cookies, Terms, Help), and the copyright notice 'Facebook © 2014 · English (UK)'.

[This Photo](#) by Unknown Author is licensed under [CC BY-SA-NC](#)

Kalandra Education Group is a registered and accredited Independent Tertiary Establishment and approved holder for the Code of Pastoral Care for International Students by the New Zealand Qualifications Authority.

Phone: 0800 525 2637 Email: [online@kalandra.ac.nz](mailto:online@kalandra.ac.nz) Website: [www.kalandra.ac.nz](http://www.kalandra.ac.nz)  
Postal Address: PO Box 110 015, Auckland Hospital, Auckland 1023, New Zealand

## Tips and tricks:

- Take everything one step at a time
- Familiarise yourself with online learning platforms and expectations
- Create a dedicated study space that is free from distractions
- If you live with others e.g. family – set up “house rules” that will support you in your learning e.g. no distractions between 7pm and 8pm.
- Create a study calendar/timetable
- Set yourself goals
- Allocate sufficient time each week in your schedule to focus on your study and stick to the schedule
- Write to do lists
- Set time limits
- Reward yourself when you meet a goal or submit an assessment on time
- Talk to your lecturer and classmates
- Don't be afraid or ashamed to ask for help
- Stay positive
- Look after yourself
- Most important – BE PROUD!



[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)

Kalandra Education Group is a registered and accredited Independent Tertiary Establishment and approved holder for the Code of Pastoral Care for International Students by the New Zealand Qualifications Authority.

## Helpful websites:

Kalandra - <https://www.kalandra.ac.nz/>

Canvas - <https://kalandra.instructure.com/login/canvas>

Facebook – <https://facebook.com/>

Youtube (videos) – <https://youtube.com/>



[This Photo](#) by Unknown Author is licensed under [CC BY-SA-NC](#)

Kalandra Education Group is a registered and accredited Independent Tertiary Establishment and approved holder for the Code of Pastoral Care for International Students by the New Zealand Qualifications Authority.

Phone: 0800 525 2637 Email: [online@kalandra.ac.nz](mailto:online@kalandra.ac.nz) Website: [www.kalandra.ac.nz](http://www.kalandra.ac.nz)  
Postal Address: PO Box 110 015, Auckland Hospital, Auckland 1023, New Zealand