

# Online learning

A guide to online learning at Te Kura

2016

# Introduction

To succeed in our digital world, where technology is part of everyday life, learning how to use it effectively is an essential skill.

Also known as 'digital literacy', having the knowledge, skills, and behaviours to use a broad range of digital devices such as smartphones, tablets, laptops and desktop computers is vital if our students are to be successful.

To ensure Te Kura students have the opportunity to gain these skills, we have developed new online courses for curriculum levels 3–5 (typically years 9 and 10). We are also adapting our NCEA courses to be interactive online modules accessible through our Online Teaching and Learning Environment (OTLE), starting with NCEA Level 1.

Learning online is one way students can learn digital literacy skills in a safe and supportive environment, which our OTLE provides. Students can communicate with their teachers and peers online, work collaboratively with other students and share ideas.

By learning online, students can receive feedback from their teacher much faster and move onto their next module or unit of work. This is particularly important with changes to postal delivery services which have increased the time it takes to send parcels through the post.

Please read this booklet carefully to find out what you need to learn online and where to find more information.

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## What does it mean to learn online?

Te Kura's online courses are delivered through our Online Teaching and Learning Environment (OTLE), which is a secure, online space accessed through an internet browser such as Google Chrome, Mozilla Firefox, or Safari<sup>1</sup>.

Students enrolled in an online course use a mix of text and other online resources as part of their learning. Online resources include quizzes, games, surveys, audio and video files. Topics or units of work are called modules. A module of work generally takes about two weeks to complete, depending on the course. In some courses students are able to choose the order in which they work through the online modules. In other courses the teacher will decide which module the student should complete next.

Instead of waiting for booklets to arrive through the post, students who are learning online can access their learning materials instantly. They can submit their assessments as soon as they are completed by uploading to the course dropbox. Te Kura teachers then assess the work and provide feedback online. Students can also communicate online with their teachers and other students who are enrolled in the same course.

In addition to online resources and activities, most courses also include practical activities for students to complete away from the computer.



<sup>1</sup> Please note that the browser Internet Explorer should not be used with Te Kura's OTLE as it does not support all of the online learning tools we use.

MyTeKura

Lesson 2 – Our solar system

### OUR SOLAR SYSTEM

We live on Earth which is part of a group of planets that revolve at great speeds around our Sun. You can see some of these planets in the night sky without needing to use a telescope. This lesson requires that you learn some basic information about what is in our solar system so that you can write about it.



The Sun and its solar system

ACTIVITY 26: NASA RESEARCH  
NASA has a lot of information that we can learn from

Click on all the planets and other objects of interest to find out about your solar system. The information you will get you important information. Try to click on all the options as there is a lot of information to see.

Click on this link if you are having problems viewing the interactive download. It has extra information but is designed for a normal webpage.

Now that you have had a good look around, place these planets in order of distance away from the Sun. Drag the planets into the boxes to show the planetary order.



This part 'Yes, you know where we are placed in our solar system.

Well done. End of lesson.

< Go back Next lesson >


MyTeKura

Lesson 3.1 – Design careers

### DESIGN CAREERS

There are many careers that come from studying design and visual communication. To investigate different career options go to the Design Careers website and see how many creative design, architectural design and interior design careers you can find.

Play sound



DESIGN CAREERS SCAFFOLDING HEURT

# Which courses will be online in 2016?

## Curriculum levels 3–5

In 2016, the following courses at curriculum levels 3–5 (years 9 and 10) will be online. This means that most of the learning resources and the activities students need to complete are in the form of interactive modules accessed through the OTLE. Language courses will use a mix of interactive online modules and printed booklets until development of all the new online modules is complete by the end of 2016. An exception to this is Latin, which will continue to be available in booklet form during 2016.

<b>Curriculum levels 3–5 courses</b>	<b>Code</b>
Agriculture	AG000
Art	AR000
Chinese	ZH000
Digital Technology	DT000
Design and Visual Communications	DVC000
English	EN000
Enterprise Studies	ES000
French	FR000
German	GR000
Health & Physical Education	HP000
Horticulture	HT000
Home Economics	HE000
Japanese	JP000
Mathematics	MX000
Music	MC000
Science	SC000
Social Studies	SS000
Spanish	SP000
Technology	TE000
Te Reo Māori	MA000

Full-time students in years 9, 10 or 11 who are in the integrated programme Te Ara Hou are typically enrolled in one or two of these courses as part of their programme.

Any students who are working at curriculum level 2 will continue to receive printed booklets. However, they will require access to a device and internet connectivity when they move up to curriculum level 3.

## NCEA Level 1

From the start of the 2016 school year students enrolled in NCEA Level 1 courses will access their course materials online.

A number of our courses at NCEA Level 1 are already available as fully online courses (indicated in the following list with an \*). We are progressively adapting booklets in the remaining courses into interactive online modules. At the beginning of the year there will be at least five (or equivalent) online modules available in each NCEA Level 1 course.

Booklets which are still to be adapted will be available as digital copies of the existing booklets in PDF format, until they have been adapted for online delivery.

The PDF booklets can be downloaded and saved to be edited by students online, or printed and written on the same way as a pre-printed booklet. Edited PDFs can be saved and uploaded directly to the dropbox. Printed work can be scanned and uploaded to the dropbox, except for those courses which specify that students are to return completed assessments through the post<sup>1</sup>. Students will be given clear instructions on how to return their assessments.

Some of the new online courses include assessment activities in PDF format which are available via OTLE or in some cases via email. In some of our courses, students may be required to complete the work for these assessments by hand.

As the interactive online modules are added to the OTLE, the corresponding PDF file will be removed. By the end of 2016 all of our NCEA Level 1 courses will be available as interactive online modules.

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<sup>1</sup> Please note that posting bags and address cards will not be supplied to schools for dual-registered students.

<b>NCEA Level 1 courses</b>	<b>Code</b>
Accounting	AC1000
Agriculture	AG1000
Art*	AR1000
Business Studies	BS1000
Biology	BY1000
Chemistry	CH1000
Chinese	ZH1000
Commerce Studies	CM1000
Economics	EC1000
Design and Visual Communications*	DVC1000
Digital Technology*	DT1000
English	EN1000
Literacy	LY1500
French	FR1000
German	GR1000
Geography	GE1000
Health Education	HP1000
History	HS1000
Home Economics	HE1000
Horticulture	HT1000
Japanese	JP1000
Legal Studies	LG1000
Music	MP1000
Mathematics and Statistics	MX1000
Mathematics and Statistics	MX1600
Media Studies*	MS1000
Pathways	PW1000
Performing Arts	PA1000
Physical Education	PE1000
Physics	PH1000
Science	SC1000
Everyday Science	SC1600
Spanish	SP1000
Technology	TE1000
Te Reo Māori*	MA1000



# What equipment do students need?

Students enrolled in online courses need access to a suitable device and internet connectivity.

## Devices

A suitable device is one that enables the student to:

- access the internet and Te Kura's OTLE (via a web browser)
- make audio and video recordings
- create and edit documents, including spreadsheets and presentations (using PowerPoint or Prezi, for example).

A laptop or desktop computer, netbook, or tablet PC (also known as a Smart PC) with at least a hard disk drive of more than 80GB and memory of more than 4GB are the best options as they offer a greater range of functionality than most standard tablets or iPads.

## Internet connectivity

Broadband internet or equivalent is necessary for students learning online. We recommend a data plan of at least 30GB. Households or learning centres with more than one student learning online may need more data than this, depending on the number and year level of the students. Dial-up internet is not suitable.

## Software

The OTLE itself provides a lot of the software and tools students will need to learn online, along with instructions on how to use them. However, there are some other software and online tools students will need access to that are available for free, including:

- an email account – Te Kura offers all students a 'My Te Kura' email account which also provides access to free Microsoft software (see page 13 for more information). Alternatively, students can use an existing email account or Gmail, Yahoo, Hotmail etc.

- internet browser – we recommend Google Chrome, Mozilla Firefox or Safari and these are available to download online. Many devices come with a web-browser already installed.
- word processing software. Page 13 has information about how Te Kura students can download free Microsoft software using their My Te Kura email account. There are other software packages such as Google Drive and Open Office which are free to download.
- PDF editing software – there are different options available which enable students to write directly into PDF files, save their work and upload it to the OTLE for assessment. See page 19 for more information about working with PDF files.
- anti-virus software
- a Gmail account for access to GoogleDocs.

Links to these and other websites for downloading recommended software are available in the OTLE.

## Printer

Access to a printer and scanner would be useful, particularly for students enrolled in NCEA Level 1 courses, where they will be using a mix of interactive online modules and PDF files. Some courses require students to write or draw some of their work on printed worksheets which can be downloaded and printed from the OTLE. Full-time students or young adult students enrolled in three or more courses who do not have access to a printer can ask to receive these printed pages through the post.

Here's a checklist of the equipment or software students may need.

Item	Essential	Desirable
A suitable device: desktop PC, laptop, netbook or tablet PC	✓	
Internet connection and data plan (we recommend 30GB of data per month)	✓	
Internet browser – Google Chrome, Mozilla Firefox or Safari	✓	
Webcam – built in or separate	✓	
Microphone (may be built into the device or separate)	Essential for courses such as languages and music which require audio recordings	✓
PDF editing software	Essential for most NCEA Level 1 courses and for dual-enrolled students	
Anti-virus software	✓	
Printer		✓
Scanner		✓
Digital camera – either a dedicated camera or built into a tablet or smartphone		✓
Headphones	Essential for languages courses	Desirable for other courses
PDF editing software such as Adobe, PDF Escape	✓	

Word processing software such as Microsoft Office, Open Office, Google Drive or Office Works	✓	
An email account such as My Te Kura, Gmail, Yahoo, Hotmail etc.	✓	
A Gmail account for access to Google Docs	✓	
USB DVD		Desirable if the main device does not have a built-in DVD drive

We also recommend a surge protector for devices while they are plugged into the power supply, insurance and warranty cover.

As with our booklet-based courses, some courses require students to use particular items of equipment. Details of any equipment required are specified within the course in OTLE.

**SCO401 WELCOME TO SKATEBOARDING**

WHAT + WHY + HOW +

Skateboarders might look like they are defying the laws of physics, but in reality they are using forces, gravity and friction to do amazing tricks.

Skateboarding Tricks in Slow Motion

Before you start this module, make sure you have everything from the equipment list.

[Download equipment list](#)

Well done. | [Continue >](#)

## What assistance is available for families and students?

Te Kura has an assistance programme in place for eligible students who do not have access to internet connectivity and/or a suitable device for online learning.

Te Kura offers a laptop computer and/or internet subsidy of \$30 per month for each eligible student enrolled in an online course at curriculum levels 3–5, or at NCEA Level 1, for use while they are a student with Te Kura.

The devices we provide are re-refurbished (second-hand) laptop computers which have been loaded with the latest version of Microsoft Windows and some other software students may find useful, such as Adobe Reader. The internet subsidy is \$30 per month during the school year and is paid directly into the applicant's bank account.

Eligible full-time students enrolled under the geographical isolation, geographical inaccessibility and itinerancy gateways may receive a top-up of their internet subsidy of a further \$30 due to the higher costs faced by families in rural areas.

To be eligible, students must be either a full-time student or a young adult student enrolled in three or more courses. The student must be enrolled in an online course at curriculum levels 3–5 and/or NCEA Level 1.

### How to apply

Applications must be made by the person who is primarily responsible for the education of the student, or by a young adult student applying on their own behalf. The applicant must be a beneficiary or Community Services Card holder, and be resident in New Zealand. This assistance programme is not available to overseas students.

A printed application form is available on request or you can apply over the telephone by calling Te Kura on 0800 65 99 88. The fastest way to apply is online through our website at [www.tekura.school.nz](http://www.tekura.school.nz). Online applications that meet all the eligibility criteria will be automatically approved. Families with more than one eligible student may apply for a laptop and internet subsidy for

each student. Applications for the 2016 school year open on 23 November 2015. Parents or young adult students unsure about whether they will be eligible for assistance can call us on 0800 65 99 88 (select option 1 from the menu) to speak with an Enrolment Advisor.

Applicants are required to declare that they will advise of any changes in their circumstances and that the laptop will be well looked after to prevent damage, loss or theft. Te Kura will not replace mis-treated devices. Students who withdraw from Te Kura must return the laptop if requested. The subsidy will cease as soon as the student is no longer enrolled with Te Kura.

## Other assistance

People who do not meet all of the eligibility criteria above can apply to Te Kura Chief Executive Mike Hollings for special consideration. Please note that there are some pre-requisites which must be met before special applications are considered:

- The student must be a full-time student or a young adult enrolled in three or more courses, and
- Be enrolled in an online course in curriculum levels 3–5 or at NCEA Level 1.

These applications must be made in writing outlining the reasons why the student requires assistance to access a suitable device and/or internet connectivity.

Applications should be sent to:

Mike Hollings  
Chief Executive  
Te Aho o Te Kura Pounamu  
Private Bag 39992  
Wellington Mail Centre  
Lower Hutt 5045

## Internet@Home

Parents or supervisors of students who are not eligible for assistance from Te Kura may also be eligible to receive support from the 2020 Communication Trust's Internet@Home programme. This programme is intended for low income families who do not have a fixed telephone line and would struggle to pay monthly internet charges in advance, or who may be declined service because of a poor credit record. Families with a fixed telephone line are encouraged to ask their telephone service provider for a bundled phone and internet service.

Families interested in participating in this scheme are required to register by sending an email with their name and contact details to [kristina.parbhu@2020.org.nz](mailto:kristina.parbhu@2020.org.nz) or by calling her on 0800 272 020 between 9am and 3pm weekdays. Participants will be required to attend a half-day internet training session in their area in January.

## Free 'My Te Kura' email account and Microsoft Office software

Te Kura has partnered with Microsoft to give Office 365 to every student free of charge. With Office 365 Pro Plus, Te Kura students have access to the latest version of Word, for writing; Excel, for spreadsheets; PowerPoint, for presentations; OneNote, for organisation and note taking; and much more. Students can install Office 365 Pro Plus on up to five compatible PCs and Macs, plus five tablets (including iPad).

To enable our students to take up this offer, we have allocated every student a 'My Te Kura' email address which they must use to sign in and download the software or access it through the Cloud. The format for this email address is the student's `firstname.lastname@mytekura.school.nz` and the password is their student ID number. Students may nominate to use this email account as their primary account for emails to and from Te Kura.

The software must be downloaded from the internet. Our website provides simple instructions to download Office 365 at [www.tekura.school.nz/enrol-with-us/free-microsoft-office-for-students/](http://www.tekura.school.nz/enrol-with-us/free-microsoft-office-for-students/).

## Exemption from online learning NCEA Level 1

Full-time students whose location means they are unable to access internet connectivity can be exempted from online learning in 2016. This is a transition arrangement for NCEA Level 1 only and will not extend beyond 2016. The student's parent or guardian needs to apply in writing for an exemption, providing the physical address of the property where the student does most of their school work and outline the level of existing internet access, if any. Applications should be sent to the regional manager for the region where the student lives.

Exemptions can only be granted for NCEA Level 1 courses being adapted for online delivery in 2016. Exemptions will not be granted for courses marked with an \* on page 6 as there are no alternative resources for these courses.

## Technical assistance

Te Kura has a dedicated helpdesk for students requiring technical assistance while learning online.

The helpdesk can be reached by email to [helpdesk.OTLE@tekura.school.nz](mailto:helpdesk.OTLE@tekura.school.nz) or by calling 0800 65 99 88 ext. 8712 between 8am and 5pm Monday to Friday.

## Advice and support for students learning online

An introductory course, called OTLE HUB, is available within the OTLE. We encourage students to work through the course before getting started on any other courses, as it contains useful advice and resources designed to prepare students for studying online with Te Kura. Students will learn about digital citizenship, OTLE tools and other online tools which are used in our online courses. It is also really useful for supervisors of students learning online.

Subject teachers and learning advisors are also available to support students.



# How can supervisors support students who are learning online?

In addition to ensuring students have the right equipment and resources to learn online, there are other ways supervisors can support students online.

## Cybersafety

Supervisors of students who are new to online learning or using a computer must ensure their student understands cybersafety. Being 'cybersafe' means knowing how to:

- protect personal information online
- behave responsibly towards others online
- manage potentially risky situations
- judge the credibility of material found on the internet.



There is more information about cybersafety and online behaviour in the OTLEHUB course and on the Netsafe website [www.netsafe.org.nz](http://www.netsafe.org.nz). Websites like Vodafone's digi-parenting site are also a good source of information and ideas for families: <https://digi-parenting.co.nz>.

Te Kura's OTLE is a password-protected online environment which is only available to Te Kura students, teachers and supervisors. Te Kura teachers have an active presence in OTLE to support their students' learning. We also encourage parents and supervisors to take an active interest in what their students are doing online. Supervisors of students learning online can use the OTLE to help monitor their student's learning activities. The OTLEHUB course includes information and resources specifically developed for supervisors as well as for students.

Supervisors can log into the OTLE to see what their student is required to do as part of their course. This includes the content of each course and their student's dropbox submissions for each course, although supervisors will not be able to open the individual submissions to view the student's work.

Supervisors can be issued a unique ID number to log into OTLE by contacting the OTLE helpdesk at [helpdesk.OTLE@tekura.school.nz](mailto:helpdesk.OTLE@tekura.school.nz).

# Questions and answers

## Supervisor access to OTLE

### **Can supervisors view their student's online work?**

Supervisors can view the content of their student's course, as the student sees it, and can see if their student has uploaded any work to the course dropbox. Supervisors can also see feedback from the teacher which has been put in the dropbox, though they cannot open files their student has uploaded.

We recommend that supervisors familiarise themselves with OTLE and the specific requirements of courses their students are enrolled in. Supervisors should ask to see their student's school work before it is uploaded to the dropbox. Teachers will also be keeping track of students' activities within OTLE.

### **Are Te Ara Hou units included in the online programme?**

There are already a number of Te Ara Hou students who are learning online, including students in years 7 and 8. In 2016 Te Ara Hou course materials will be available in both print and online modes, although our intention is to move Te Ara Hou online within the next few years.

## Applying for device and connectivity assistance

### **What does Te Kura consider when assessing an application for assistance?**

Applications will be approved if the applicant meets the following criteria:

- The application is made on behalf of a full-time student enrolled at Te Kura for the 2016 school year, or a young adult student enrolled in three or more courses.
- The student is enrolled in an online 000 course or an NCEA Level 1 course.
- The applicant is a beneficiary or Community Services Card holder and provides their beneficiary or Community Services Card number with their application.
- A valid student ID number is provided with the application.
- The applicant and student are resident in New Zealand.

**How will Te Kura notify applicants if their application has been approved?**

Applicants who apply online will receive an email confirming their details and that their application has been approved. Applicants who apply using the printed form will be sent a letter advising the outcome of their application.

**When can applications for the 2016 year be submitted?**

Applications will be taken from 23 November onwards, and throughout 2016. Applications on behalf of students who are new to Te Kura and have not yet been issued with a student ID number can be made using the printed application form, which will be available on our website or can be mailed to applicants on request by calling us on 0800 65 99 88.

**If an application is successful, how long will it take for the laptop to arrive?**

Laptops for students enrolled in 2016 will be dispatched from mid-January onwards. Depending on where the student lives, it may take between five to 10 working days for the laptop to be delivered.

**What sort of connectivity assistance is provided?**

We provide a subsidy of \$30 per month per student to be used towards internet connectivity. The subsidy is paid directly into the applicant's bank account. Full-time students enrolled through the geographical isolation, geographical inaccessibility and itinerancy gateways will receive a top-up of their internet subsidy of a further \$30 due to the higher costs faced by families in rural areas.

**What options are there for families in areas without internet connectivity?**

Full-time students whose location means they are unable to access internet connectivity can be exempted from online learning in 2016. The student's parent or guardian needs to apply in writing for an exemption, providing the physical address of the property where the student does most of their school work and outlining the level of existing internet access, if any.

Applications should be sent to the regional manager for the region where the student lives. Exemptions can only be granted for NCEA Level 1 courses being adapted for online delivery in 2016. Courses which were already online-only courses prior to 2016 (such as te reo Māori) are not part of this programme. Application forms will be available on request from Te Kura from 23 November onwards.

**What options are there for families with poor credit ratings?**

If, for any commercial reason, an internet service provider will not give you an account, you may apply to Internet@Home for your internet connection. Internet@Home can arrange internet connectivity with you. However, charges will apply.

**What training or support is provided for students who are given laptops?**

Simple instructions for operating the laptop are included with the device. There is useful information on our website including a link to download Microsoft Office 365. Students can use the internet browser on the laptop to find websites that can help them if they have not used a computer before, like this one: [www.digitalunite.com/guides/computer-basics](http://www.digitalunite.com/guides/computer-basics).

Our Information Resource Group can be contacted on 0800 65 99 88 for assistance with technical problems.

If there is a problem with the device which we cannot resolve over the telephone, a replacement device will be provided.

**We already have students working online who need to use our computer.****Can we apply for assistance to provide a dedicated device?**

Yes, providing the student and applicant meet the eligibility criteria.

**Will Te Kura provide assistance for more than one eligible student in the same family?**

Yes. Applications for a device and connectivity subsidy can be made on behalf of each eligible student in the same family or household.

**Does Te Kura have any special arrangements with internet service providers?**

We are in discussions with several internet service providers, including Farmside. Updated information is on our website or telephone us on 0800 65 99 88.

**Are overseas students eligible for assistance?**

No, students must be living in New Zealand.

## Printing and posting

### **Will students learning online require access to a printer?**

Access to a printer would be useful for students enrolled in NCEA Level 1 courses, but not strictly necessary. Some of the new online courses require students to complete printable worksheets – full-time students or young adult students enrolled in three or more courses who do not have access to a printer can ask to receive these printed pages through the post.

### **Do PDF booklets need to be printed off for students to write on?**

No. PDF booklets can be downloaded and any assessment activities completed online using PDF editing software.

There is a range of free PDF editing tools available, including Adobe Reader, PDF Escape or Google. Some of these editing tools need to be downloaded to a device first, so they are more suitable for students who have their own device or access to shared software.

Alternatively, PDF files can be printed off – in most cases, students will not need to print the whole booklet in order to complete the activities.

# Glossary of online learning terms

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**Adobe Connect**

Adobe Connect is a collaboration tool that includes video conferencing, application sharing, live polling, chat, whiteboards, and presentations. You can use your desktop to host live, synchronous interactions with small or large groups.

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**Cloud**

The cloud is a network of remote servers hosted on the internet. It is used to store, manage, and process data in place of local servers or personal computers.

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**Data plan**

A monthly subscription to a cellular or other internet service provider for the transfer/use of data over its network. There are different types of data plans, including unlimited-use plans where there is no limit on the amount of data used, and plans which specify the amount of data which can be transferred within each month. Some plans may also specify a different price or limit for data for different times of the day.

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**Desktop PC**

A desktop computer (or desktop PC) is a computer that is designed to stay in a single location. It may be a tower (also known as a system unit) or an all-in-one machine, such as an iMac. Unlike laptops and other portable devices, desktop computers cannot be powered from an internal battery and therefore must remain connected to a power outlet.

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**Download**

Copying data (a file, software, music etc.) from one computer system to another, typically over the internet, is called 'downloading'. For example, opening a PDF file from a website and saving it to computer or downloading free software from a website to use on a computer or device.

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<b>Gigabyte</b>	A gigabyte (GB) is a measure of computer data storage capacity and is ‘roughly’ a billion bytes. A gigabyte is also used to describe the amount of data on an internet service plan.
<b>Hard drive</b>	The hard drive is the part of the computer that holds all your data. It houses the hard disk, where all your files and folders are saved.
<b>Internet browser</b>	An internet browser is the program that you use to access the internet and view web pages on your computer. Some common internet browsers include Chrome, Firefox, Internet Explorer, and Safari.
<b>Laptop</b>	A laptop is a portable and compact personal computer with the same capabilities as a desktop computer. Laptop computers have the ability to run on either an internal battery or by being connected to a power outlet.
<b>Memory</b>	Memory can refer to any medium of data storage. It usually refers to RAM, or random access memory. When your computer boots up, it loads the operating system into its memory, or RAM. This allows your computer to access system functions, such as handling mouse clicks and keystrokes. Whenever you open a program, the interface and functions used by that program are also loaded into RAM.
<b>Netbook</b>	A netbook is a small, light, low-power computer that has less processing power than a full-sized laptop but is still suitable for word processing, running a web browser and connecting wirelessly to the internet.

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<b>Operating System</b>	An operating system, or 'OS,' is software that communicates with the hardware and allows other programs to run. It is comprised of system software, or the fundamental files your computer needs to boot up and function. Every desktop computer, tablet, and smartphone includes an operating system that provides basic functionality for the device.
<b>OTLE</b>	Short for Online Teaching and Learning Environment, OTLE is Te Kura's learning management system.
<b>OTLE dropbox</b>	Each course in Te Kura's OTLE has a dropbox where students can upload their school work for their teacher to assess. Students do not have access to other students' dropboxes.
<b>Plug-in</b>	A software plug-in is an add-on for a program that adds functionality to it. For example, a browser plug-in (such as Macromedia Flash or Apple QuickTime) allows you to play certain multimedia files within your web browser.
<b>Skype</b>	Skype is a computer program that can be used to make voice and video voice calls over the internet to anyone else who is also using Skype. It's free and considered easy to download and use, and works with most computers.
<b>Tablet PC/Smart PC</b>	A tablet is a wireless, portable personal computer with a touch screen interface. They are typically smaller than a notebook computer but larger than a smartphone.
<b>Upload</b>	Uploading data is to copy data from one computer to another, typically to one that is larger or remote from the user or functioning as a server, e.g. copying a file to the OTLE dropbox or uploading a photo to Facebook.



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**USB**

'Universal Serial Bus' or USB is the most common type of computer port used in today's computers. It can be used to connect a wide range of other devices to your computer, such as keyboards, mice, game controllers, printers, scanners, digital cameras, and removable media drives.

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**Webcam**

The term webcam is a combination of 'web' and 'video camera.' The purpose of a webcam is to broadcast video on the web. Webcams are typically small cameras that either attach to a user's monitor or sit on a desk. Most laptops, netbooks and tablets have built-in webcams. A webcam enables students working online to make videos or audio recordings which they can then upload to the OTLE.

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# Acknowledgements

Every effort has been made to acknowledge and contact copyright holders. Te Aho o Te Kura Pounamu apologises for any omissions and welcomes more accurate information.

## **iStockphoto.com**

Cover: computers sharing data, 16127989

Computer, 7169967

Web surfing, 1186054

OTLE screenshots, © Te Aho o Te Kura Pounamu, Wellington, New Zealand.

Here's a checklist of the equipment or software students may need. Cut this out and take with you if you are going to buy equipment for online learning.

Item	Essential
A suitable device: desktop PC, laptop, netbook or tablet PC	✓
Internet connection and data plan (we recommend 30GB of data per month)	✓
Internet browser – Google Chrome, Mozilla Firefox or Safari	✓
Webcam – built in or separate	✓
Microphone (may be built into the device or separate)	Essential for courses such as languages and music which require audio recordings
PDF editing software	Essential for most NCEA Level 1 courses and for dual-enrolled students
Anti-virus software	✓
Printer	
Scanner	
Digital camera – either a dedicated camera or built into a tablet or smartphone	
Headphones	Essential for languages courses
PDF editing software such as Adobe, PDF Escape	✓
Word processing software such as Microsoft Office, Open Office, Google Drive or Office Works	✓
An email account such as My Te Kura, Gmail, Yahoo, Hotmail etc.	✓
A Gmail account for access to Google Docs	✓
USB DVD	



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