Welcome to MyKangan

A How to guide for students

May 2015
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Welcome to MyKangan

The new Kangan Institute online learning platform, called MyKangan, allows the flexibility to learn at a time and place which suits you. All that is needed is a computer (with some minimum software requirements), and a connection to the Internet.

To access MyKangan you will need a MyKangan account. This account will be created after you have enrolled. Once your account has been created, your teacher will be able to enrol you into a range of units within your course of study.

The types of learning materials available for each unit will differ and may include: online information booklets, videos, interactive presentations, self-help assessments, checklists and more. In some cases you may even be able to complete your final assessment online.

Although you may be learning online both on campus at the Institute and externally, you will always have access to teachers and support staff to assist you.
Logging in

Accessing MyKangan via the Student Portal – ONSITE

When using MyKangan while on campus and using an institute computer, access via the Student Portal by clicking on the MyKangan icon on your computer’s desktop.

Once you have clicked on either icon, you will be automatically logged into your MyKangan account.
Accessing MyKangan via the Student Portal – OFFSITE

When accessing MyKangan while offsite either using your own computer or other mobile device, you will access via the Student Portal. The steps involved are as follows:

Go to http://www.kangan.edu.au and click on the Student Portal link

You will be brought to a new webpage that displays the login box below.
You will now be required to log into the Kangan Institute network.

**Domain\user name**  
type in your *username* which is your student number  
eg.  *DAN12345678*

**Password**  
type in your Kangan Institute network password  
*Note: this is the password you use when logging onto a campus computer*

The default password when your account is created is *Kangan + the NUMBERS ONLY* from your student number.  
eg. *Kangan12345678*  
where *K* is an upper case letter.

If you have forgotten your network password, please use the **FORGOT YOUR PASSWORD** option or if on campus, see your campus librarian or call IT support on 9279 2200 to have your password reset.

If you have entered your details correctly, once you click on **Log On**, you will be taken to the Student Portal.
Once on the Student Portal, clicking on the MyKangan icon will direct you into your MyKangan home page.
Using MyKangan with the Google Chrome web browser

When you click on a file in MyKangan that needs to be downloaded, Chrome automatically places this file in the download bar at the bottom of the web browser.

If you want to view the file on your computer you will need to click on the appropriate file in the download bar.
Finding your way around your online course

When you are logged in, you will see the online course/s you are enrolled in. These are listed in your **Course Overview** and **My Courses** blocks respectively.

**Blocks**

At the side(s) of your screen, there are **blocks** of information.

These blocks can be expanded and collapsed by clicking on the small icons in the top right corner of the block.

If you would like more room on your screen for your course, then you can 'dock' (in other words minimise) these blocks by clicking on the small icon which is in the top right corner of the block. The block will then be attached to the left of your screen.

You can then click on the 'docked' block and it will appear.

Breadcrumbs and blocks are available for helping you find your courses.

**Navigation Block**

By clicking on the **Navigation** block, you can find your way to your courses, home page, information about yourself (your profile), and your blogs and tags (in site pages).
Welcome to MyKangan! – A how to guide for student

Courses Block

To go to your course, you can also click on the course name in the **My Courses** block. Any course you are enrolled in is listed here.

---

About you - your profile

You can see this information on your profile (and so can others in the course) by clicking on the **Administration** block: **My profile settings**

---

Changing your account details

Click on **Edit profile** to update any of the fields in here.

(Please note, that your teacher and other students in the course can see this information).

When you are finished, select the **Update profile** button to save your changes.

---

Breadcrumbs

The location of the current course that you are in is displayed at the top of the screen. This list is known as **breadcrumbs** and is similar to a file path.
Discussion forums

In your course, you may have Discussion Forums which are set up by the teacher.

Discussion forums are distinguished by this icon 📘
To access the forum, you can click on the icon or the words next to it ie. The discussion forum name

Ask a question - Reply to a question - Make a statement...
Use this forum to put any questions or help solve someone else’s problems... or to make a statement!

Contributing to a forum discussion

To contribute to the Forum, you can either:

- add a new topic by clicking on the Add a new discussion topic button, or
- add to an existing discussion by clicking on the name of a topic and adding/replying to any comments

Adding a new discussion topic

When you add a discussion, you must enter a Subject name and a Message. See the example.
You can add a file (e.g. a picture).

When you are done, click on Post to forum at the bottom left.
If you change your mind, you will have 30 minutes to edit or delete your post after you have posted it.
Contribute to an existing discussion

If you would like to contribute to an existing discussion, then click on the Discussion subject name.

If the existing post is your own, then you can edit or delete the post.
You can also Reply to the other posts by selecting Reply – see bottom right.
You can then type your message in the Message area and click Post to forum.

Search for a topic

You can search for a topic in a forum by putting the term in the search box at the top right.

You can do an advanced search by leaving the search box empty and clicking on the Search forums option.
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Quizzes

The icon shows that the activity in your course is a quiz.

After you have completed this activity, you can check your Grades book to see what grade has been recorded.

Completing a Quiz

To access the Quiz, you can click on the icon or the words next to it ie. The quiz name.

You will then be presented with some instructions. Once you have read your instructions, if you are ready to proceed with the quiz, click on

Read the information and again if still prepared to proceed

click on

When you have completed the quiz click on

If more than one attempt is allowed, you will be able to re-attempt the quiz by clicking on

Checking your Grade

After you have completed your quiz, you will be able to see your grade. If there is an essay type question, it may not yet be graded, and this may not be your total mark.

Example grade (essay still to be marked)
Assignments

The icon shows that the activity in your course is an assignment or essay. After you have completed this activity, your Grades book will not show your grade until your teacher has marked it.

Completing and submitting a TEXT/ESSAY ASSIGNMENT

To access the Assignment, you can click on the icon or the words next to it ie. The assignment name

You will then be presented with some instructions.

To write your assignment:

1. directly click on and write your essay. OR
2. type your answer into Word or other text editing applications and then copy and paste it into your submission (see below for tip).

Tip - The best way to do that is to:

- write the essay in Word
- copy it and go to select your assignment and then click on paste it in and click on

The essay must go into the text box, and when you are ready, select

You can keep going back until the due date to further edit your essay - by clicking on
Completing and submitting a – FILE UPLOAD ASSIGNMENT

This assignment is of the type that requires you to submit a file.

To access this assignment, you can click on the icon or the words next to it ie. The assignment name

To complete this assignment, you should read the assignment information, and then organise to complete it.

When you are ready to start submitting, select Add submission

Select Upload a file, then Browse

Click on

Once you have submitted file(s) you can download, rename, move or delete the files by clicking on

You can click on the little square icon next to the file you want and choose an option.
Adding a Comment for your teacher

Comments - you can write a Comment for your teacher by clicking

then type a comment, then Save comment

Final submission

When you are completely ready to submit your assignment, click Submit assignment, then Continue. You will not be able to change anything once this has been done.
Grades

To check your grades at anytime, go to Administration > Course administration > Grades

You will see your grades and feedback for all activities in the course.

User report - JAMIE IVAN BAKAJ

<table>
<thead>
<tr>
<th>Grade Item</th>
<th>Grade</th>
<th>Range</th>
<th>Percentage</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alina Danilec SANDBOX</td>
<td>-</td>
<td>COM-NYC</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Assessment Dropbox</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Practical Task from Auto course - INCLUDES MARKING GUIDE</td>
<td>-</td>
<td>0-100</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>numeracy quiz</td>
<td>-</td>
<td>0-100</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>alina’s quizzy</td>
<td>-</td>
<td>0-100</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Evy’s OH&amp;S Terms</td>
<td>-</td>
<td>0-100</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>activity 1</td>
<td>-</td>
<td>0-100</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

In the drop down box at the top left, select Overview Report

Overview Report will show your current overall grade for courses you are enrolled in.

Overview report - JAMIE IVAN BAKAJ

<table>
<thead>
<tr>
<th>Course name</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR30112:MASTER-HEAVY-2014-AURRTK20D1</td>
<td>-</td>
</tr>
<tr>
<td>AUR05:ALLAUTO-ALLBSS-LIGHT-2014-AURC270103A</td>
<td>-</td>
</tr>
<tr>
<td>AUR05:ALLAUTO-ALLBSS-LIGHT-2014-AURE216664A</td>
<td>-</td>
</tr>
<tr>
<td>AUR05:ALLAUTO-ALLBSS-LIGHT-2014-AURE216679A</td>
<td>-</td>
</tr>
</tbody>
</table>
Messages

You can message other users on the site. Go to Messages block

You can click on Search people and messages.

Eg type the name of the person you are wanting to send a message to (in this example Sarah).

You can then click:

- **Send** a message to Sarah
- **Add** Sarah in your contacts list
- **Block** Sarah
- **See past messages** to and from Sarah
Blogs

If you add a blog, please be aware that you can either:

- Let anyone on the site (not just your course) see it
- Let only yourself and the site administrator (who is not your teacher) see it

If you have an external blog, you can register it. You can also change the appearance of how you receive your blogs.

My Home

You have a home page that you can use for your own purposes.

To go to your home page, go to click on the My Home link at the top left hand side of your page.

Customising your home page

You can change this page by clicking on the button at the top right.

Once you have completed your edits ensure that you click the button at the top right.
Welcome to MyKangan!

Technical Information and troubleshooting

MyKangan, Kangan Institute’s online training system is based on the Moodle Learning Management System. To run MyKangan effectively you should, as a minimum, use the system components listed on this page.

If you do not, MyKangan may still work but some functionality may be lost.

When undertaking a MyKangan course from work, please be aware that workplace IT environments’ internal configurations may restrict the functionality of MyKangan. Access to content may be affected, as may the possibility of uploading files. File size limitations may also apply. Workplaces may also have older versions of software, and Moodle may not perform well with these.

Minimum System Requirements for MyKangan users

MyKangan, Kangan Institute’s online training system is based on the Moodle Learning Management System. To run MyKangan effectively you should, as a minimum, use the system components listed on this page. If you do not, MyKangan may still work but some functionality may be lost.

When undertaking a MyKangan course from work, please be aware that workplace IT environments’ internal configurations may restrict the functionality of MyKangan. Access to content may be affected, as may the possibility of uploading files. File size limitations may also apply. Workplaces may also have older versions of software, and Moodle may not perform well with these.

Recommended system requirements for using MyKangan online training platform

<table>
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<tr>
<th>WINDBOWS</th>
<th>MAC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating system:</strong></td>
<td>Windows XP or better</td>
</tr>
<tr>
<td><strong>Processor:</strong></td>
<td>2.4GHz or more</td>
</tr>
<tr>
<td><strong>RAM:</strong></td>
<td>2GB or more</td>
</tr>
<tr>
<td><strong>Internet:</strong></td>
<td>Broadband Internet connection (DSL or cable) is recommended</td>
</tr>
<tr>
<td><strong>Bandwidth:</strong></td>
<td>As a minimum 700Kbps or more for simultaneous screen sharing and audio conferencing</td>
</tr>
<tr>
<td><strong>Browser:</strong></td>
<td>Google Chrome 22 or later - (recommended for optimal compatibility). Free download. Mozilla Firefox 15 or later - free download</td>
</tr>
<tr>
<td></td>
<td>Safari 6 or later (please note that there are known issues with Safari and TinyMCE, the editor used in the text editor throughout MyKangan)</td>
</tr>
<tr>
<td></td>
<td>Opera 9 or later – available for computers, smartphones and tablets</td>
</tr>
<tr>
<td></td>
<td>Moodle.org have now officially dropped support for older versions of Internet Explorer (6,7,8)</td>
</tr>
<tr>
<td><strong>Browser settings:</strong></td>
<td>All browsers should have the following enabled:</td>
</tr>
<tr>
<td></td>
<td>• Cookies</td>
</tr>
<tr>
<td></td>
<td>• Pop-ups (in both Internet browser and security software)</td>
</tr>
<tr>
<td></td>
<td>• Javascript</td>
</tr>
<tr>
<td><strong>Additional software and plugins:</strong></td>
<td>Java – free download</td>
</tr>
<tr>
<td></td>
<td>Adobe Flash Player – free download</td>
</tr>
<tr>
<td></td>
<td>Adobe Acrobat Reader – free download</td>
</tr>
<tr>
<td></td>
<td>Microsoft Office (Word, Excel, PowerPoint) or an equivalent (e.g. Open Office <a href="http://www.openoffice.org/">http://www.openoffice.org/</a> - free download)</td>
</tr>
<tr>
<td><strong>Additional hardware:</strong></td>
<td>Microphone and speakers (built-in or USB headset)</td>
</tr>
<tr>
<td><strong>Mobile devices:</strong></td>
<td>You can also access your Moodle courses using mobile devices, using the free Moodle app. For assistance see:</td>
</tr>
<tr>
<td></td>
<td>• Moodle Docs Mobile app</td>
</tr>
<tr>
<td></td>
<td>• Mobile Moodle FAQs</td>
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</tbody>
</table>
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Support and troubleshooting

If you are experiencing difficulties, please contact:

- your teacher OR
- Library and Learning Centre OR
- MyKangan Support.

The best method of contact for assistance is via email.

In the email include:
First name       Last name       Institute Student ID (i.e.HER11234479, MAR09234511 etc ...)

In your email, outline the problem that you are having and try and give as much detail as possible.
Also include some screen shots showing the problem and a link to where the problem is occurring.

MyKangan Support

If requiring any support with issues that you are experiencing with the online courses you are enrolled in and/or your MyKangan student account

MyKangan Support
Email:   MyKangansupport@kangan.edu.au
Phone:  9279 2637

Institute Network & Computer Support

If requiring support with your Institute network usernames, passwords, logging into the STUDENT PORTAL and other general technical enquiries when using institute computers and equipment, contact the IS&S helpdesk.

Information Systems & Services Helpdesk
E - Mail:   supportcentre@kangan.edu.au
Phone: 9279 2200
Hours of Operation
Mon – Thurs 8am – 5:05pm
Friday 8am – 4pm

Library & Learning Centre

LLC (Library & Learning Centre)
Phone: 9279 2424
Email: llc@kangan.edu.au
Availability: Normal operation 8.30 am – 7.00pm
School holidays 9.00 am – 5.00pm