ARK Guide

A Guide for Students
Using the Learning Management System
while studying with Catholic Theological College

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Contact for assistance with ARK

Andrew Hateley-Browne,
Learning Support Coordinator
Office 2.22,
Catholic Theological College

Email learningsupport@ctc.edu.au
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Mondays & Tuesdays

Introduction

Dear Student,

Welcome to Catholic Theological College! I present to you our ARK Guide for students.

An important point to note regarding ARK is that you will only be able to access the program after your enrolment process is complete. This means all ID documentation has been submitted and the Academic Records Office has been able to enter your details into our enrolment system. Once you receive your Student No. (either via your Student Card or Enrolment Summary) you can set your password.

Please note that the units in which you are enrolled will not be visible to you on ARK until 7 days prior to the commencement date of your first class.

I hope you find this user guide helpful. Please do not hesitate to contact us should you require any assistance.

Kind regards,

Andrew Hateley-Browne
Learning Support Coordinator,
Catholic Theological College

1.Accessing ARK

ARK is the University of Divinity online Learning Management System, your platform for online learning at Catholic Theological College. Each unit you are enrolled in will have at least one corresponding unit on ARK where your lecturers will present resources and activities for you to engage with.

ARK URL

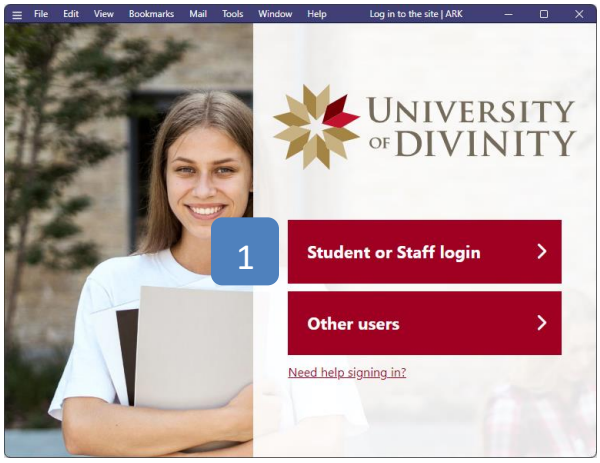
https://www.ark.divinity.edu.au

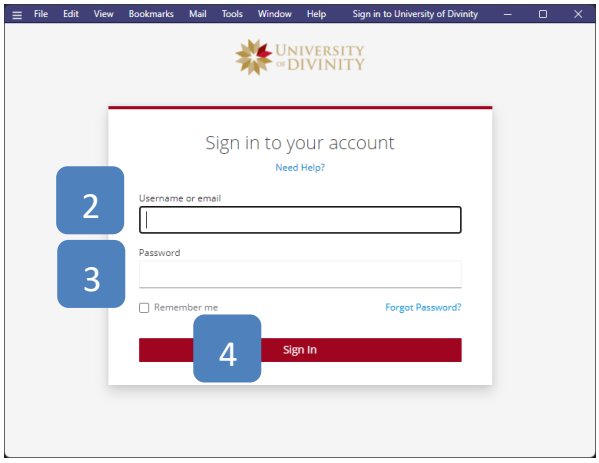
ARK is available at https://www.ark.divinity.edu.au. You can bookmark this address in your browser so you'll be able to find ARK easily.

Logging into ARK with Single Sign On

Single Sign On (SSO) lets you share one account to access multiple University of Divinity IT systems. Once you're logged in to one system, you will be able to access other systems without having to login again.

You will need to know your username and password to use ARK with Single Sign On. To login, click the "Student or Staff login" button (1), and if known, input your username (2) and password (3), followed by the "Sign In" button (4).





Username

Your username is the email address that you were enrolled with (eg. james.brown@iinet.com.au). You can also use your student number. If you're not sure which email address you were enrolled with, or what your student number is, get in touch and we can check for you.

Password

If you have never accessed ARK before, or you can't remember your password, or are getting repeated error messages when attempting to login, you will have to reset your password.

Once you have submitted the Reset Your Password form, you will receive an email. Use the link in that email to set a new password that you will be able to login with. If it doesn't arrive, check your spam/junk mailbox, and confirm you are using the correct email address.

Consult the guide to help you set or reset your password on the University's IT Support site for step-by-step instructions with accompanying images.

What if I can't access ARK or forget my password?

- If you know your password, double-check your Caps-lock is not on. Usernames and passwords are case-sensitive.
- If you have never accessed Ark before, or you can't remember your password, or are getting repeated error messages when attempting to login, you will have to reset your password.
- If you are still having difficulties logging into ARK, contact the Learning Support Coordinator at learningsupport@ctc.edu.au.

What if I can't access ARK and need to submit an assessment?

- To avoid a late submission, email the assignment to your lecturer with an explanation. Copy in the Learning Support Coordinator: Andrew Hateley-Browne at learningsupport@ctc.edu.au, who can advise or submit it on your behalf.

2.Accessing Paradigm

Paradigm is the Educational Management System that manages your enrolment records and results. It does not use Single Sign On. To access Paradigm you will need to input the same email address needed for ARK, and your Paradigm password. You can set the same password used for your SSO account, but you won't be logged in automatically if you have already logged into another system with SSO. For some Paradigm login issues you may have to reset your password. Consult the guide to help you set or reset your password on the University's IT Support site for step-by-step instructions with accompanying images.

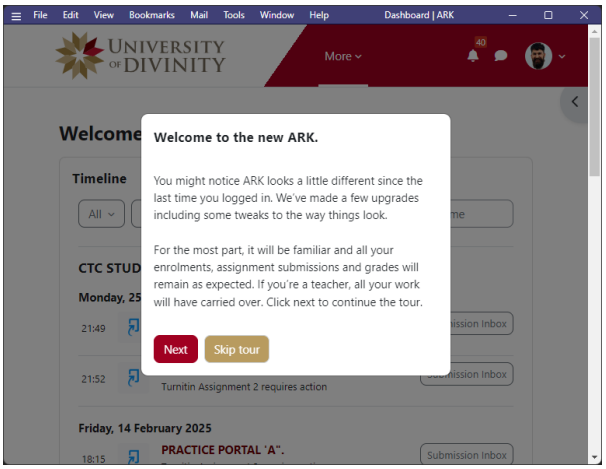
Paradigm URL

https://uod.edu.net.au

Paradigm is available at https://uod.edu.net.au. You can bookmark this address in your browser so you'll be able to find Paradigm easily.

3. Navigating ARK

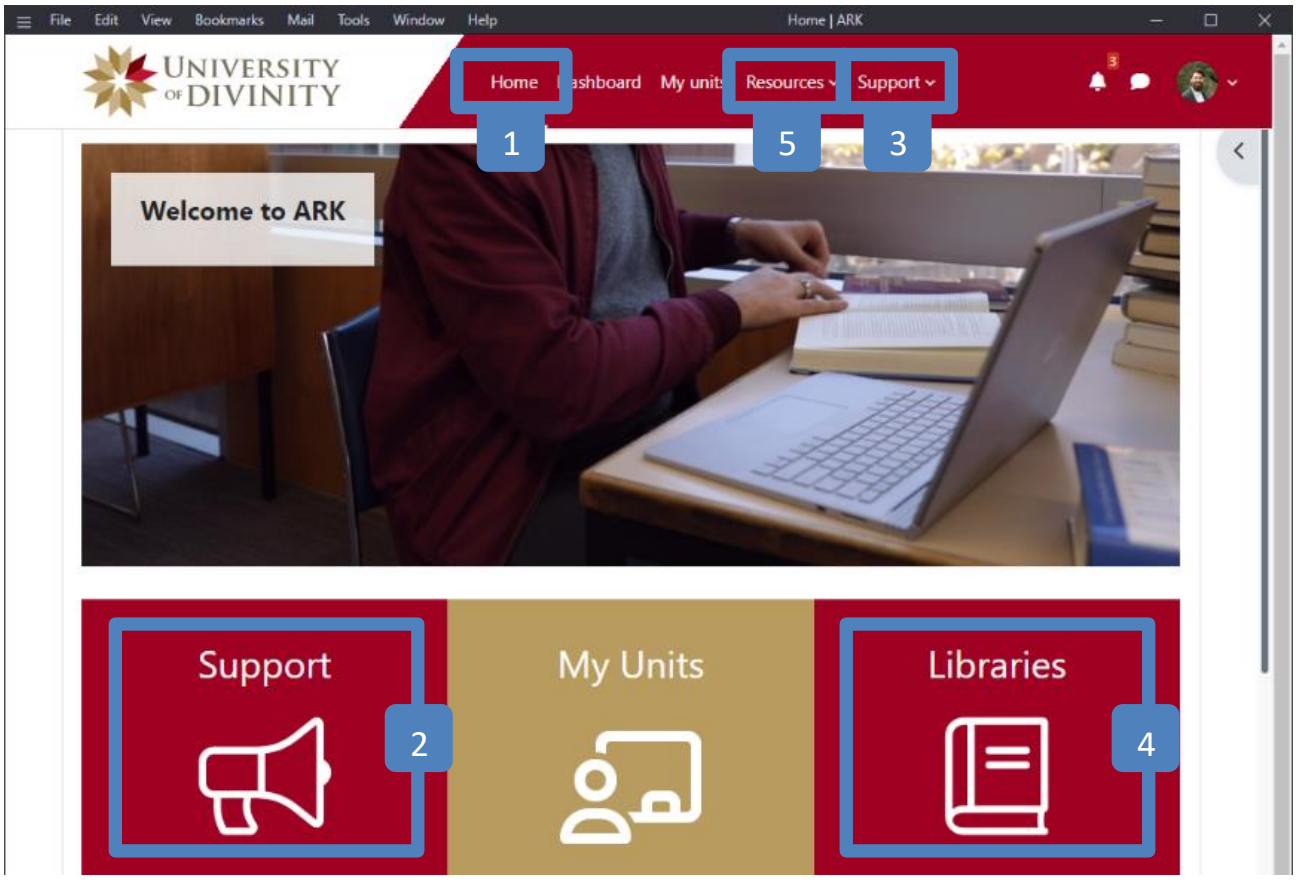
ARK Tour



When entering ARK for the first time, a welcome message, with a quick, step-by-step tour is displayed. We highly recommend that new students complete the tour.

You can view the tour at any point by following the “Reset user tour on this page link” included in the footer.

Home



This is your ARK homepage. Should you ever find yourself 'lost' in ARK, click the Home (1) link to return to this page.

Support

The "Support link" (2) provides access to the Guides and Documentation Support Site at Support.Divinity.edu.au. It's an excellent first step in trouble-shooting issues, and it can walk you through different aspects of using ARK and other University IT systems. The "Support" menu (3) in the top bar also includes a link to the Support Site, as well as the ARK Support forum.

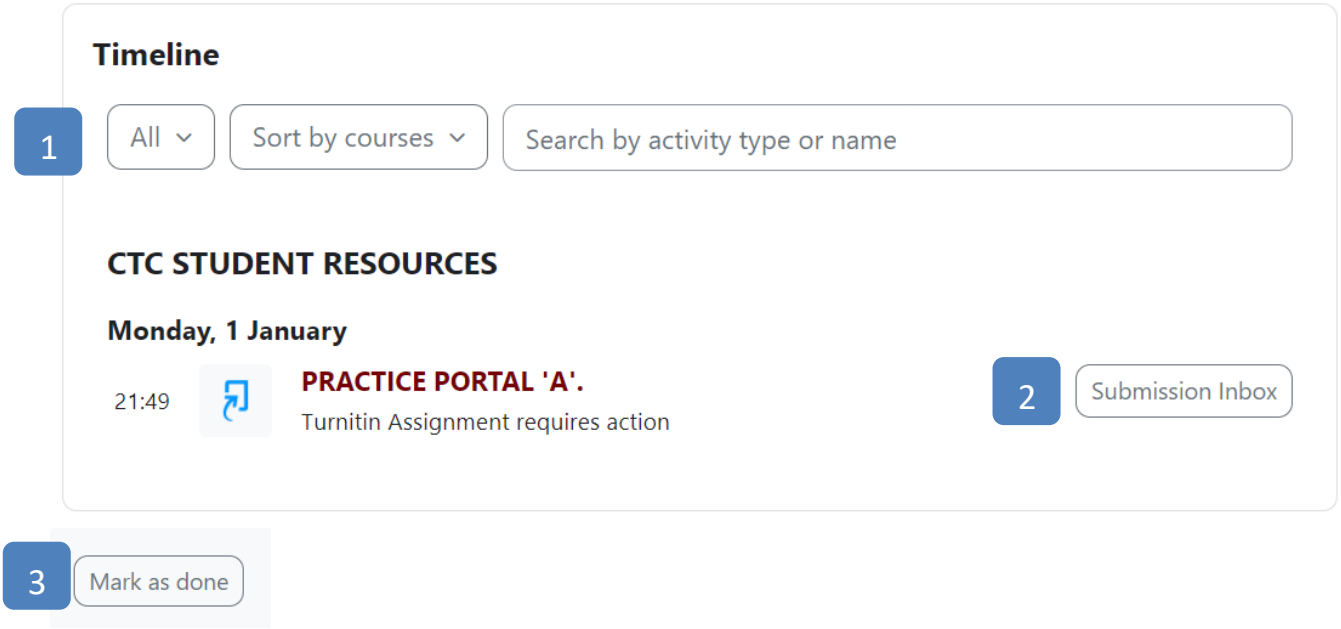
Library resources

You can visit the LibraryHub from the “Libraries” link (4). The “Resources” menu (5) in the top bar also includes a link to the LibraryHub, as well as the University of Divinity’s academic styleguide.

Dashboard

Timeline

The Timeline section helps you keep track of your upcoming assessments, and supports filtering and sorting (1) as needed. When you first access Ark you may notice upcoming assessments from the CTC Student Resources unit. These are spaces to practice submitting assessments in ARK. Assessment submission is covered in more detail below, but to remove these practice assessments from your timeline, you can visit the Submission Inbox (2), followed by the “Mark as Complete” button (3) on the submission page.



Recently Accessed Units

This section shows units that you have recently accessed. Any units that you haven't accessed will not display. This includes all newly added units, and any other units you have recently been enrolled in but not yet accessed.

Surveys

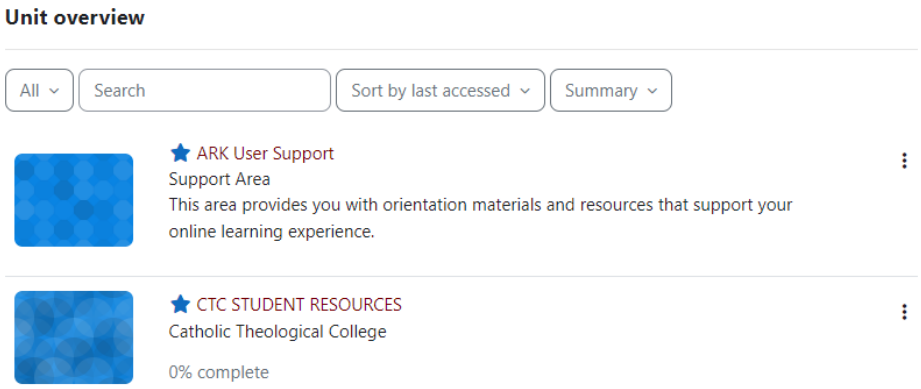
After the last teaching session of your unit, you will be invited to participate in a survey. In addition to being emailed directly, surveys will display on your Dashboard when they become available to you.

We love your feedback! Surveys are primarily an opportunity for you to evaluate your learning experience while at the University of Divinity, and offer feedback. Your responses will be used to improve units and teaching, so we value your contributions. For more information about unit surveys, consult the Student Unit Evaluations documentation available at Support.Divinity.edu.au.

My Units

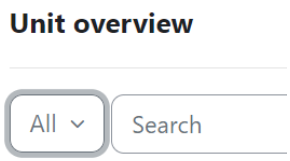
For information about the Timeline section, consult Dashboard > Timeline above.

Unit Overview



The Unit overview displays units you are presently enrolled in, and any units you were enrolled in previously and still have access to. Units will only appear 7 days prior to the official start date of the semester or intensive unit.

Filtering Units



You can filter the units you are enrolled in with the search function, or by using the drop-down filter options:

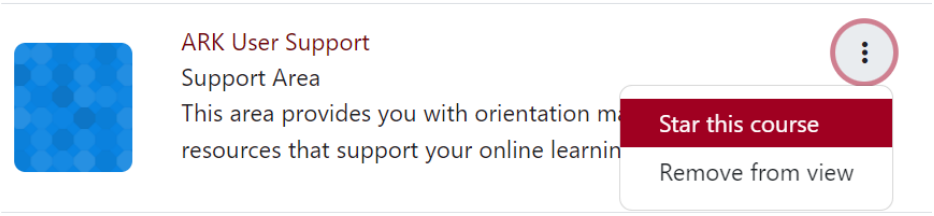
- In Progress: your units in current progress.
- Future: your upcoming units, not yet commenced.
- Past: your units that have recently concluded.

  Concluded units will be periodically removed.
- All: all units available for display, whether in progress, past, or future.
- Starred: all units you have “starred”.
- Removed from view: all enrolled units you have removed from view.

The recommended filter to use on initial entry to ARK is “All” as this is the most reliable way to display all your units.

Starred Units

Starring units is a way to highlight units for your easier viewing. To star a unit on your “My Units” page, select the ellipses and “Star this unit”. On small devices the ellipses will typically be on the bottom-right. If the unit is already starred, the option will read: “Unstar this course”, and selecting that option will remove the star.



Starred units will display with a star, and will now display if the “Starred” filter is selected in your “Unit Overview”.

Removed From View

Removing units from view is a way to remove some units from displaying (unless you’ve specifically filtered for the “Removed from view” category; see Filtering Units above).

Sorting and displaying your units

You can also sort units by unit name (“Sort by course name”) or by last access date (“Sort by last accessed”), as well as display them in different formats: card, list and summary styles.

4. Child Units and Meta Units

You will typically be enrolled in two versions of your unit: a “meta unit” and a “child unit”.

Meta unit

If you share your unit with students from different levels or delivery modes, the learning materials and activities you will use together will be available in the “meta unit”. Online class Zoom links are typically located in the meta unit. Each meta unit is followed with the label “Meta Unit” so you can identify it easily.

Child unit

To ensure you are assessed at the level you’re enrolled in, your assessment tasks, unit outline, grades (when available) and other information specific to your level or mode of study will be located in a unit known as a “child unit”. Each child unit is prefixed with a unique code so you can identify your child unit easily.

Unit access at the end of each semester

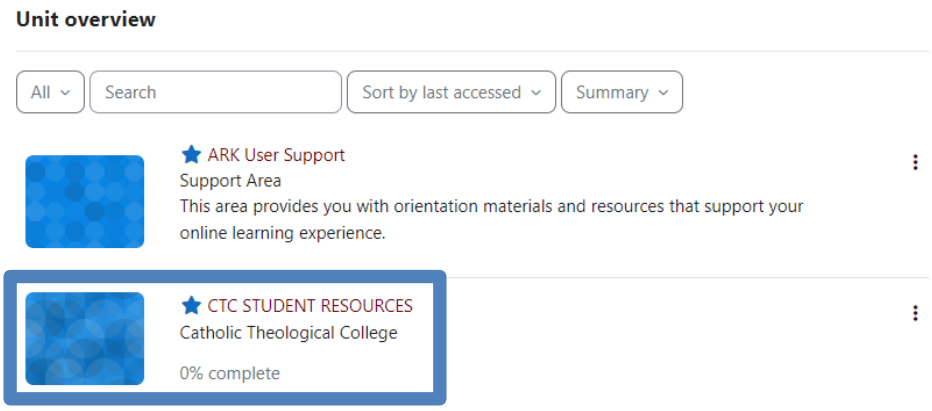
At the end of each semester, your units should move from the “In Progress” category to the “Past” category in your Unit overview (consult 5. Navigating ARK > My Units). Your meta unit will become inaccessible. This gives your lecturer an opportunity to reset resources for their next teaching group. Please use this time window to download any resources required before you lose access.

5.CTC Student Resources

CTC Student Resources is a special ARK resource unit that all students at Catholic Theological College are enrolled in. It contains easy to find resources such as:

- Academic information and application forms for an assignment extension;
- Special links to sites for the Mannix Library;
- Recorded sessions for the Academic Writing Course; and
- Practice portals for students to submit their assignment drafts with Turnitin for similarity checking (consult 8. Assessment Submission, and 9.Reviewing Your Assessments).

CTC Student Resources can be accessed from your “My units” page.



Information for current students, and direct links to important items are also continually added on the Catholic Theological College website.

6.Online Learning

Many units are delivered in online mode. Some use asynchronous teaching tools that can be used or completed outside of an online meeting: including notes, readings, videos, learning activities and frequent written communication (“Forum messages”) – all via your ARK meta unit.

For most online units however, lecturers teach synchronously – that is live interactive classes via the Zoom platform.

Required equipment and software

Anyone accessing Zoom classes online will need an application that you can download to your computer the first time you join a Zoom meeting (class). This is called the “desktop client” which requires very little memory. You should allow extra time for it to download and install before your first class, and to test if your microphone and speakers work effectively.

It's preferable that your computer/laptop has a connected web-camera. However, if it doesn't, you can still access Zoom classes with your smartphone. Some find it best to use their computer and phone together if their computer does not have a web-camera.

Do I need a Zoom licence?

- As a student participating in our classes, there is no need for you obtain a Zoom licence.

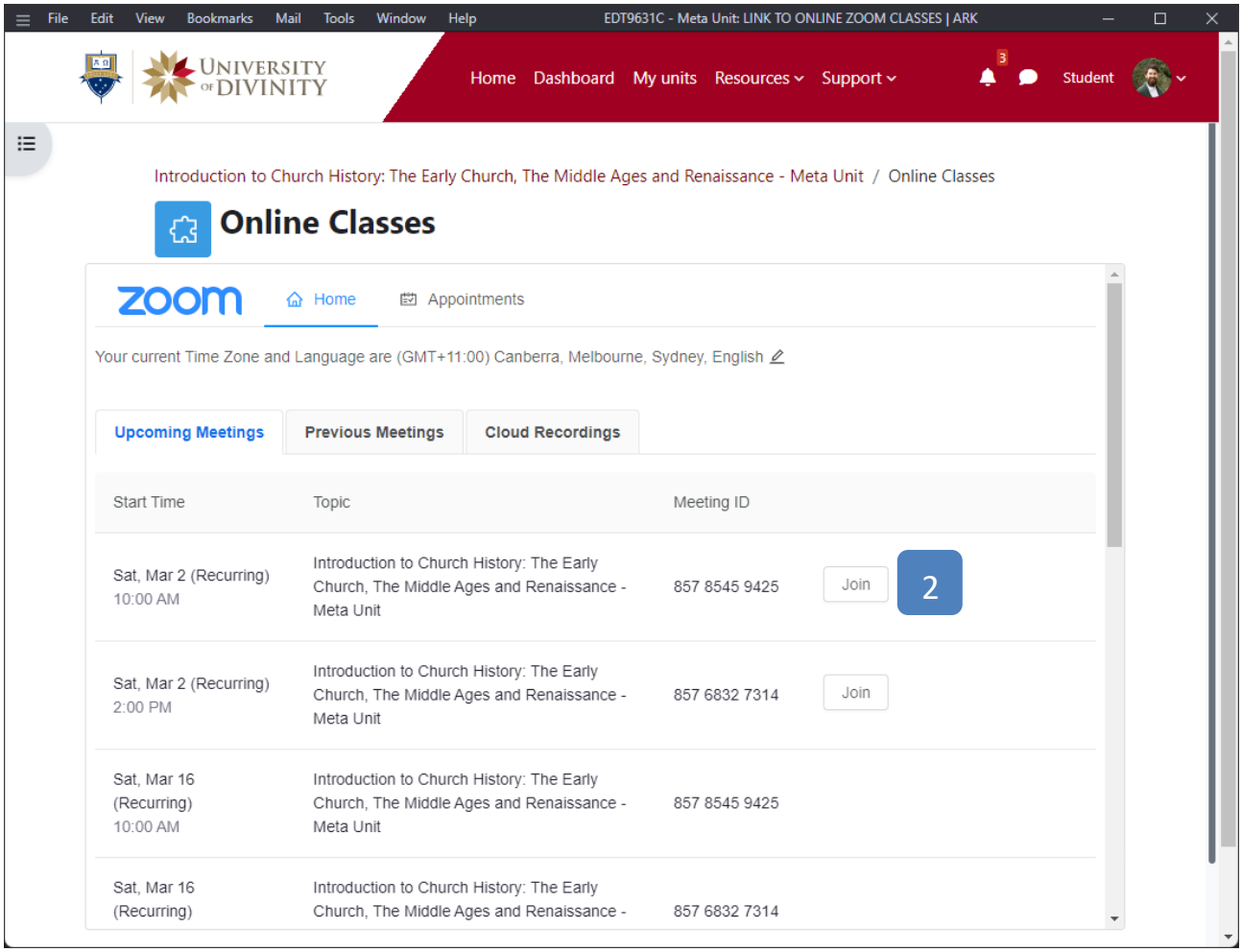
What if I can't join my online class?

- If your *online class is about to start* and you are having difficulties joining, email learningsupport@ctc.edu.au;
- If your *online class has already started* ring Catholic Theological College Reception on 9412 3333, and ensure your phone is nearby so we can contact you as needed.

Accessing online classes

If your unit has live online class sessions, you can access these through your meta unit in ARK. Online class sessions are typically linked in the top, general or "header" section of your meta unit, with a jigsaw icon.

Selecting this link will list all online class sessions currently available for that unit.



Make sure you find the correct date for the class (the next available meeting is typically the first meeting of the list) and select “join” (2).

Always start this process at least 10 minutes before your timetabled class start time. This way, if anything goes wrong, it can be sorted out without delaying your attendance or the class.

7.Forum Notices

News, updates and other important messages from the Lecturer will often be sent via the Forum Message facility in ARK. ARK will automatically send these messages to your registered email account, unless you have configured your notification settings otherwise.

If you are not attending a class with your lecturer and fellow students face-to-face, it's particularly important that you regularly check for messages from your lecturer. Lecturers often use the "News Forum" or "News from the Lecturer" facility in your meta unit to send group messages to the whole class.

If your lecturer uses the Forum Message tool, it will appear in the general header section in the meta unit.

Accessing notices sent before your enrolment

If you have enrolled close to the start date of the class or later, you may have missed important information about your class or schedule sent previously by your lecturer. You should locate the Forum and check for any previously-sent messages, as these will not appear in your email account.

8. Assessment Submission

All formal assignments must be submitted in the relevant Turnitin link in your child unit. Assessment submission zones can be identified with the Turnitin icon:

Accepted formats

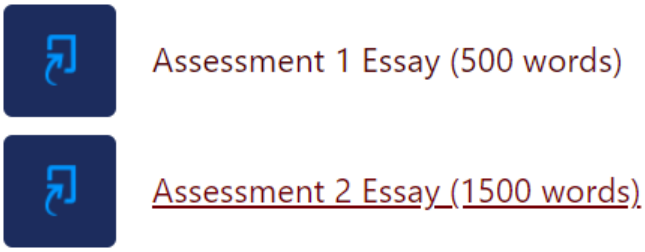
There are some limitations to the types of files that can be processed by Turnitin.

Turnitin supports files up to 100Mb in size and can process files of certain types. It cannot analyse documents in Apple Pages format, or Google Docs, for example. Convert your document to Word (.doc, . docx) or PDF (.pdf) format to ensure compatibility, before uploading to Turnitin.

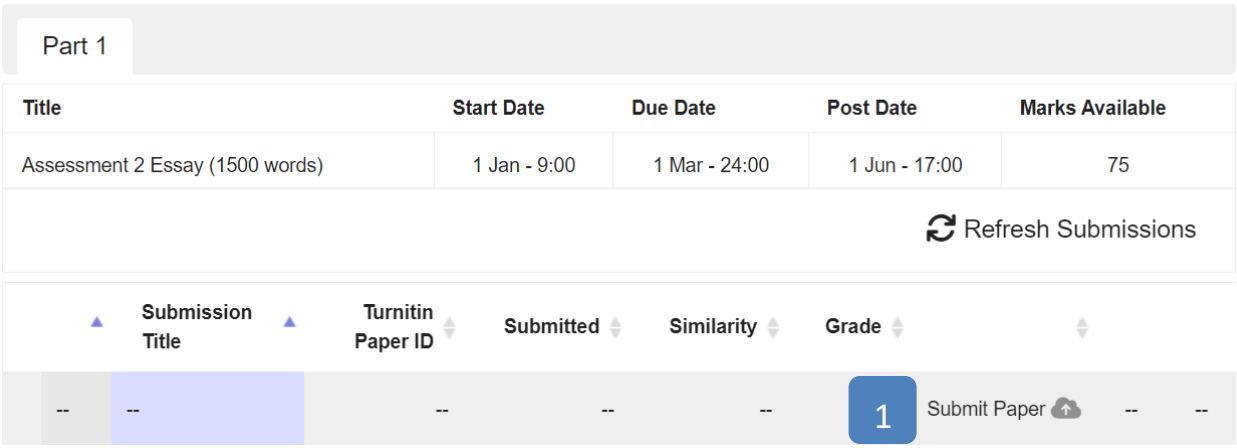
Submitting assignments

To submit your assignment:

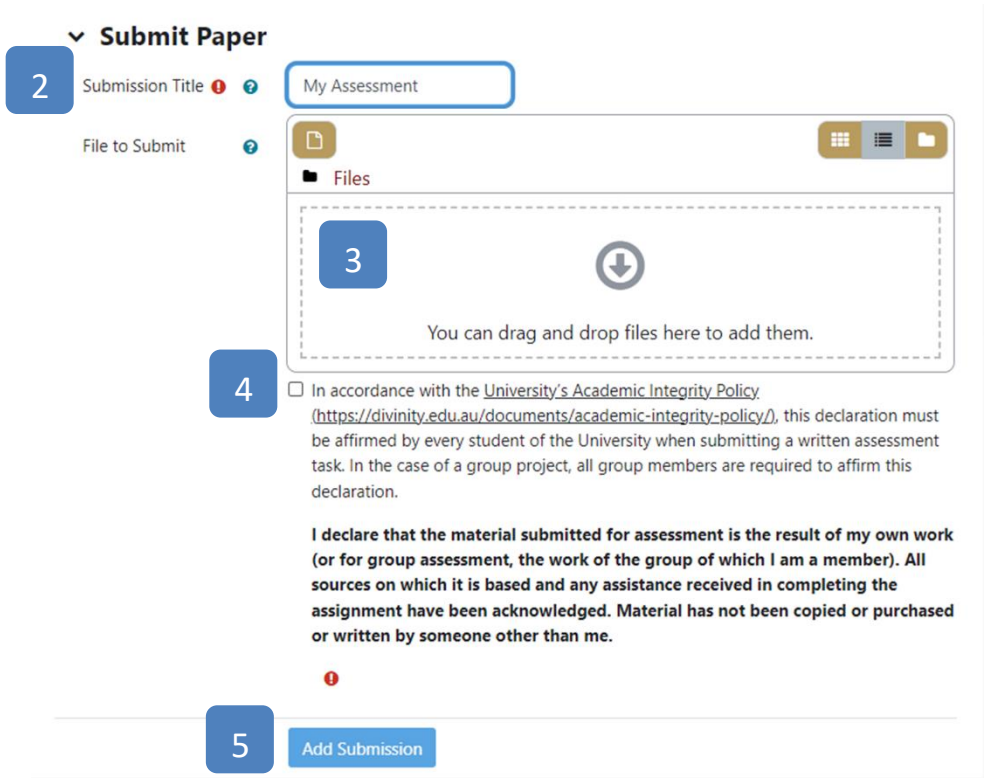
- Visit the relevant child unit, or if you are practicing submission: the CTC Student Resources unit;
- Select the appropriate Turnitin link for your assessment (approaching assessments will also be available directly in your Dashboard Timeline).



- The Turnitin assessment page includes important information for that assessment. The start date is the date after which you are able to submit. You will generally be able to submit after the due date with applicable penalties or extensions, up until the post date that is listed.



- Select Submit Paper (1);



- Add a Submission Title (2);
- Drag your assignment into the Submission zone (4). An alternative submission method on Support.Divinity.edu.au is also available for students with accessibility needs or browser restrictions.
- Once you have read and affirmed the declaration, declare with the checkbox (3);
- Select “Add Submission” (5);

Submission receipts

Following your submission, a Digital Receipt popup will display to confirm that your assignment has been successfully submitted. A copy of this receipt will also be emailed to you.

Re-submitting your assignment

You may upload a revised version of your assignment up to the submission date (and after, if you have an extension). Once submitted and after reviewing the Turnitin feedback, you may wish to modify your work and re-submit. Your last upload time will be recorded as the submission date.

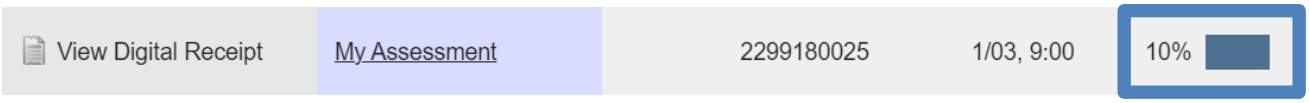
What should I do if I need to submit an assessment but can't access Ark?

- To avoid a late submission, email the assignment directly to your lecturer, with an explanation. Copy in the Learning Support Coordinator: Andrew Hateley-Browne at learningsupport@ctc.edu.au, who will then advise or submit it with Turnitin on your behalf.

9. Reviewing Your Assessments

Similarity Ratings

A similar rating is an automatic analysis of assignments to ensure all submissions are original. It compares your original written work with existing content. To view the similarity rating of your submission, visit the Turnitin assessment page.



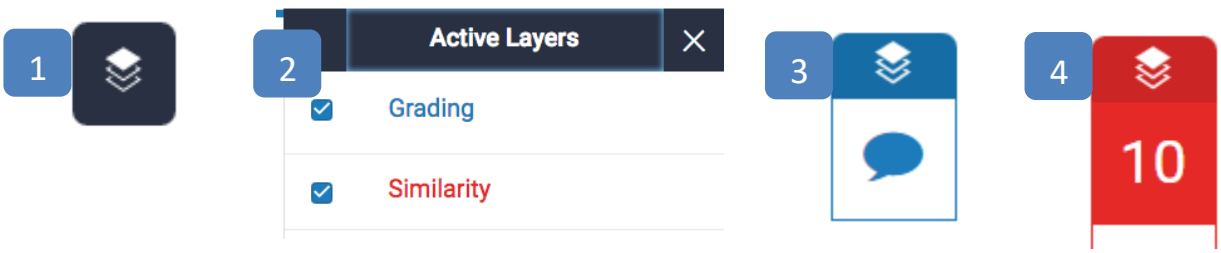
The Similarity rating box may initially appear grey, with the word “pending”. This means that the system is currently comparing your paper, and you may need to return later. The coloured box will be ‘heat-related’. That is, as the similarity level rises, the colours change from blue to green to yellow and even red. Generally, blue or green is preferable.

Before your assessment due date, you can practice submitting your assignment in the Practice Portal located in the CTC Student Resources unit. Upon submission you will be able to view its similarity rating, and review matches found with your paper and other sources on the Internet. This similarity report can help you avoid plagiarizing content accidentally, and remind you to cite any sources you may have forgotten. After three submissions, you will have to wait 24 hours to receive a new Similarity Report.

Feedback Studio

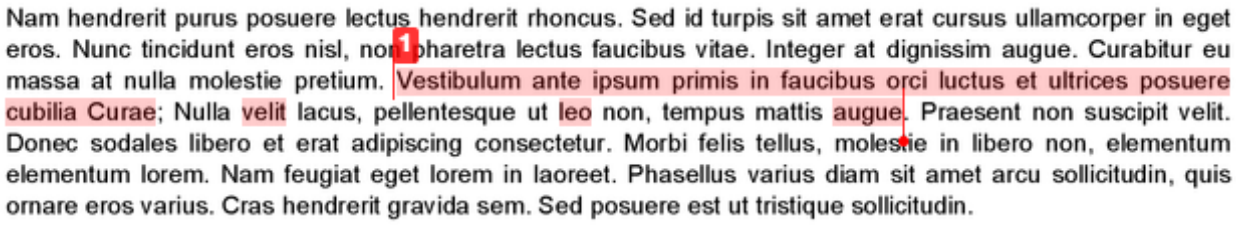
You can review the similarity check in more detail or comments from your lecturer in Feedback Studio. To access Feedback Studio, select the submission's Title link or the coloured similarity rating on the Turnitin submission page.

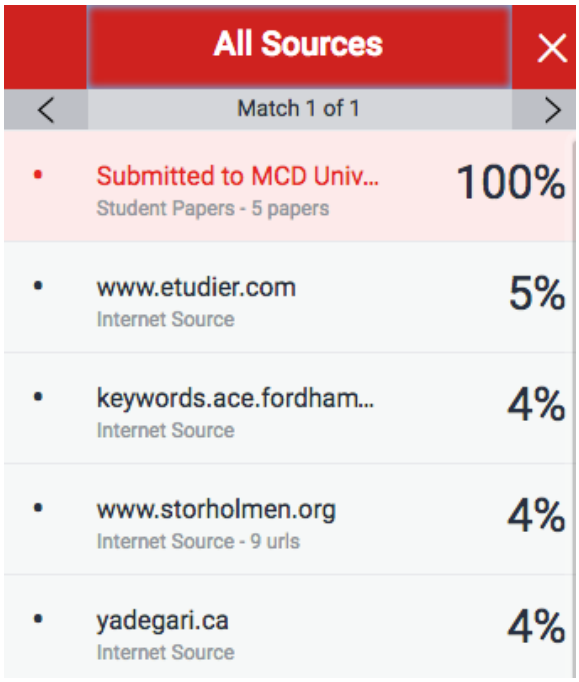
You can open the "Active Layers" side-panel by selecting the layers button (1), and checking Grading and/or Similarity options (2) in the side-panel, or by selecting each layer directly: Grading (3) and Similarity (4):



Similarity matches and original sources

The Similarity layer highlights any of your text that has been identified from other sources, and displays the original location of that material, by order of percentage, in the side-panel.





If you find you have missed quotation marks or your Similarity rating is too high, you can make adjustments and re-submit, provided the due-date of the essay has not yet been reached.

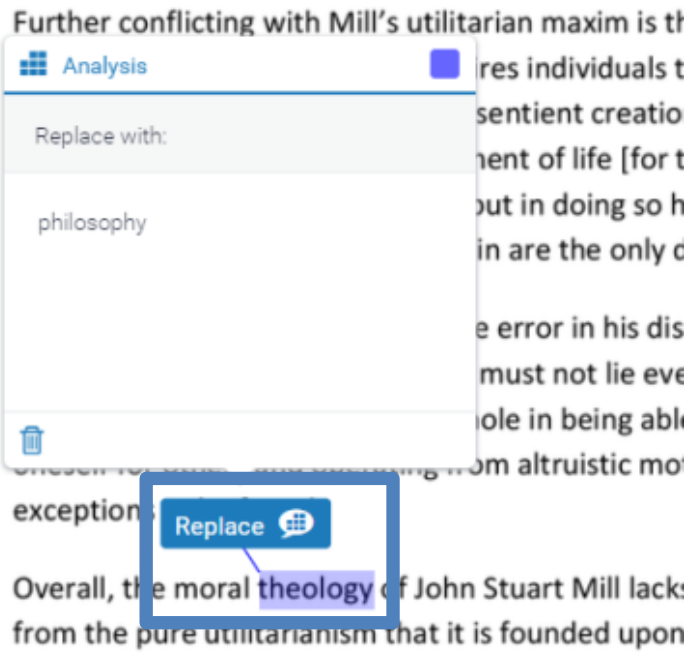
The Feedback Studio is also where many lecturers will lodge their feedback to you on your written assignments (See Section 12).

Lecturer's comments

Your lecturers will provide grades and feedback on submitted assessment tasks in various ways. The instructions here relate only to work marked using ARK/Turnitin's Feedback Studio, accessible through the "Active Layers" side-panel described above.

To gain maximum advantage from the advice offered during the semester, review your lecturer's comments as soon as the results become available.

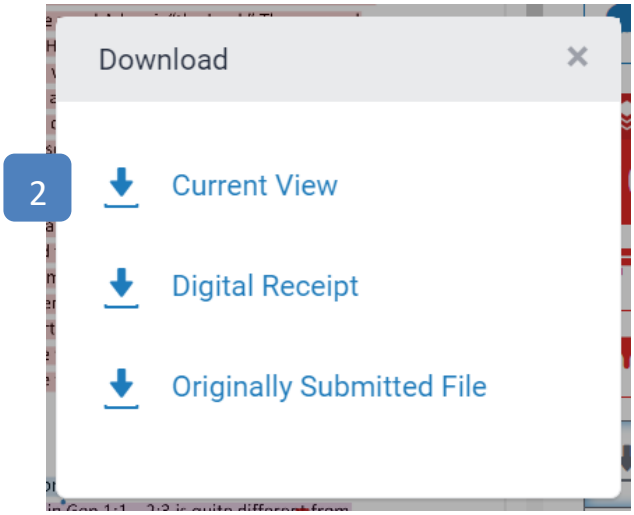
- Your assignment may include text highlighted in blue with an attached comment. Selecting these elements will display a popup with comments from the assessor of your assignment. To minimize a displayed comment, select away from the comment.



- Lecturers may also provide an overall comment on your assignment.
- Lecturers often calculate the marks using rubrics. Observing the subdivisions of your marks will identify the aspects of your essay that were strong and those that needed more work. Select “View Rubric” to see if the marker has made use of Turnitin's rubric tool.

Saving assignment feedback

In Feedback Studio, select the Download button (1).



Select the “Current View” option (2). Feedback Studio will then produce a PDF file that you can save on your computer. The PDF will contain the feedback described above in a different format.

At the end of semester, download your feedback promptly as access to your unit will close.