



University of Divinity Learning Management System

ARK GUIDE for STUDENTS

- Jude Caspersz, July, 2020

For help with ARK,
please contact the Learning Support Coordinator:

Mr Jude Caspersz

Office 2.22

Email [preferable]: jude.caspersz@ctc.edu.au

Phone: 9412 3338 *

In Jude's absence:

Mr Chris Morris

Office: 2.23

Email: christopher.morris@ctc.edu.au

Phone: 9412 3322 *

If your online class is about to start and you are having difficulties joining:

- email Jude immediately

If it has already started:

- ring CTC Reception
9412 3333
- ensure your phone is near you

*Please note in times when Staff are required to work remotely, Jude & Chris cannot receive calls to the above nos. An email containing your Voicemail will be sent for us to contact you. This may take some time.

INDEX

1.	ACCESSING ARK.....	4
2.	NAVIGATION	5
3.	YOUR FIRST ENCOUNTER WITH ARK	6
4.	TABS	6
5.	CHILD UNITS AND META UNITS.....	8
6.	ONLINE LEARNING.....	9
7.	HOW DO I ACCESS MY ONLINE ZOOM CLASS?	9
8.	FORUM MESSAGES.....	10
9.	HOW DO I UPLOAD MY ASSIGNMENTS?	12
10.	HOW DO I ACCESS MY SIMILARITY RATING?	15
11.	HOW DO I ACCESS LECTURER’S COMMENTS AND SAVE MY CORRECTED PAPER?	16
12.	PRINTING YOUR ASSIGNMENT.....	19
13.	HOW DO I CHANGE MY PASSWORD?	20

Dear Student,

Welcome to CTC!

*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 I.D. 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 work out your system-generated password (see p3).

*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,

Jude Caspersz

CTC Learning Support Coordinator

1. ACCESSING ARK

ARK is the University of Divinity online **Learning Management System**. Each unit you are enrolled in will have at least one corresponding webpage on which lecturers can post resources. e.g.: readings, PowerPoints and links through which assignments are lodged online. These are then run through *Turn-it-in* database for a similarity rating. See pages 86, 89 and 93 of the College Handbook for more detail.

Access requires a username and password.

Website Address: ark.divinity.edu.au You should bookmark this.

Login: The email address you gave at enrolment
e.g.: james.brown@inet.org

Password: For new students, this is the day and month of your birth (DD/MM) and the last three digits of your University of Divinity student ID. For example: your date of birth is **01/12/1970** and your student number is 201312543, your password would be: **01/12543**

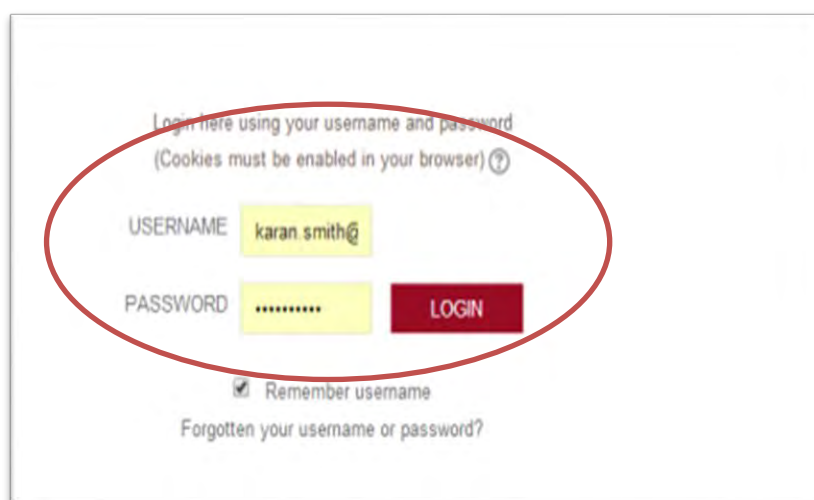
Remember to include the forward slash!

For existing students you may still be using the password configuration above, or you may have changed your password.

Paradigm

(formerly TAMS): Paradigm EMS (Educational Management System) is the site where you can view your enrolment details and access results – please see the College Handbook for further details. The login above is also your Paradigm login.

ARK LOGIN PAGE



Login here using your username and password
(Cookies must be enabled in your browser) ?

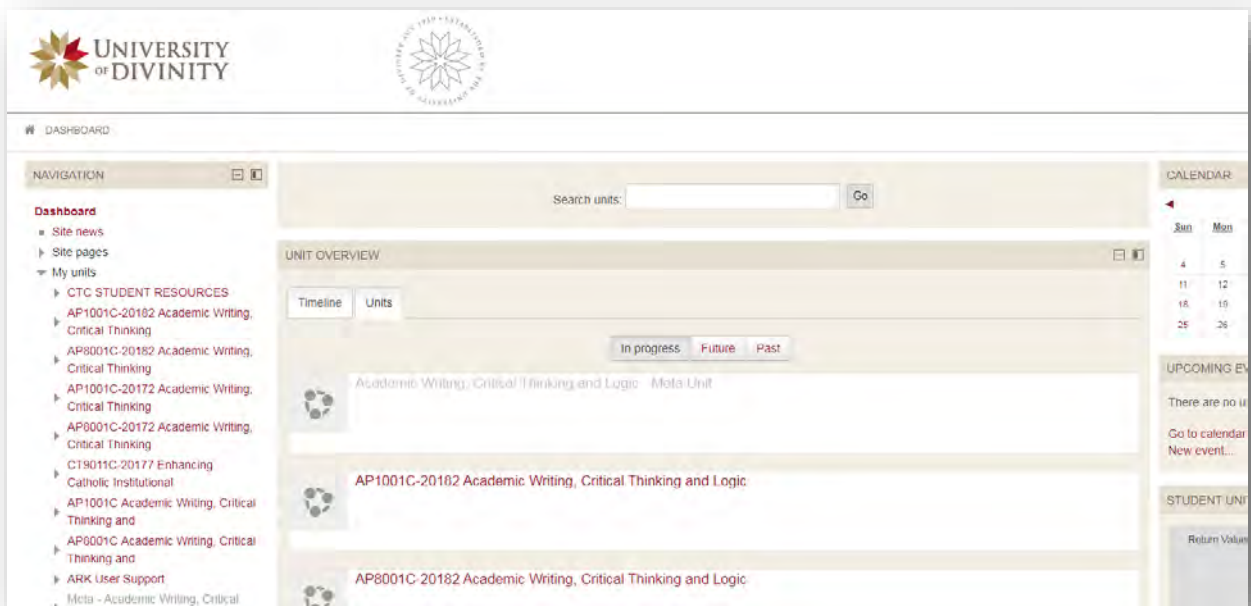
USERNAME

PASSWORD

☒ Remember username

[Forgotten your username or password?](#)

2. NAVIGATION

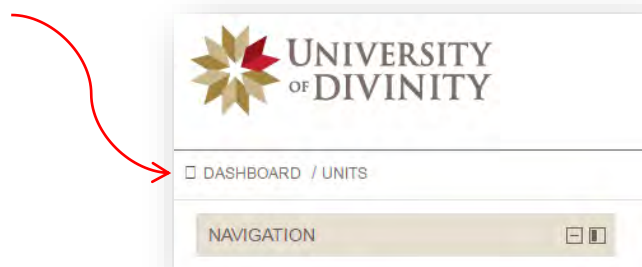


DASHBOARD:



This is your homepage and lists all your units at U-Div, currently enrolled and prior. Note that enrolled units will only appear 7 days prior to the official start date of the semester or Intensive unit. Should you ever find yourself 'lost' in ARK, click Dashboard to return to main menu.



Breadcrumb trail:

assists with navigation.
(Click to move back / forward)



Dock or minimize menus:

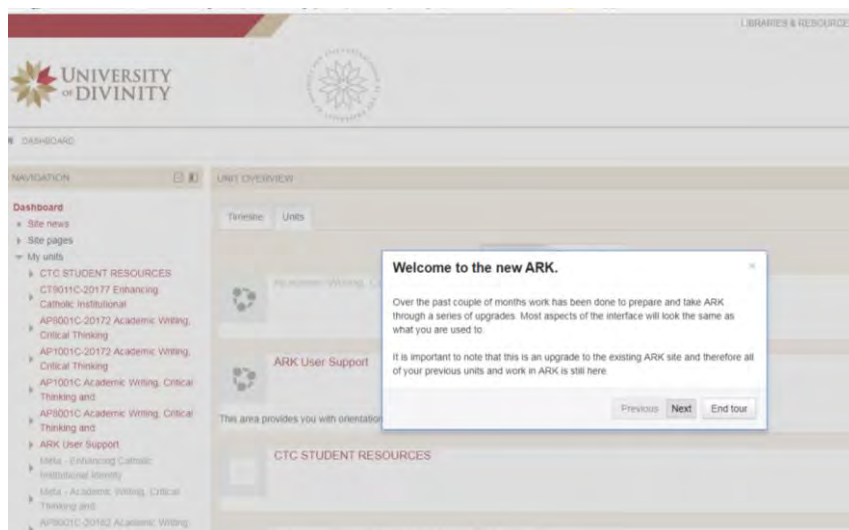
Use the  to minimise (and  to maximise).

Use  to dock and  to undock.

3. YOUR FIRST ENCOUNTER WITH ARK

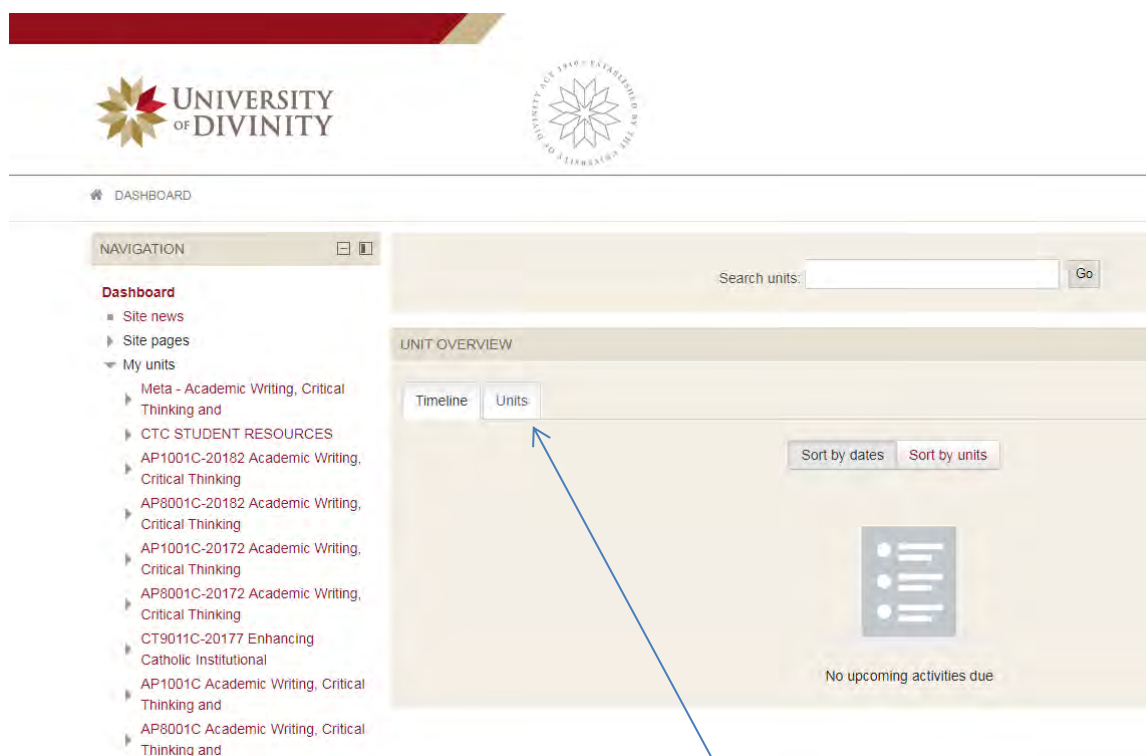
On entering ARK for the first time, you will notice a welcome message and offer of a tour of the “New ARK” :

It is suggested you utilise this, as it only appears once.



4. TABS

You will notice that your units listed in the middle of your screen are divided into Tabs. While they are listed also on the left, I encourage you to familiarise yourself with the middle section of the screen, as this has been carefully designed to assist you to better locate your units.

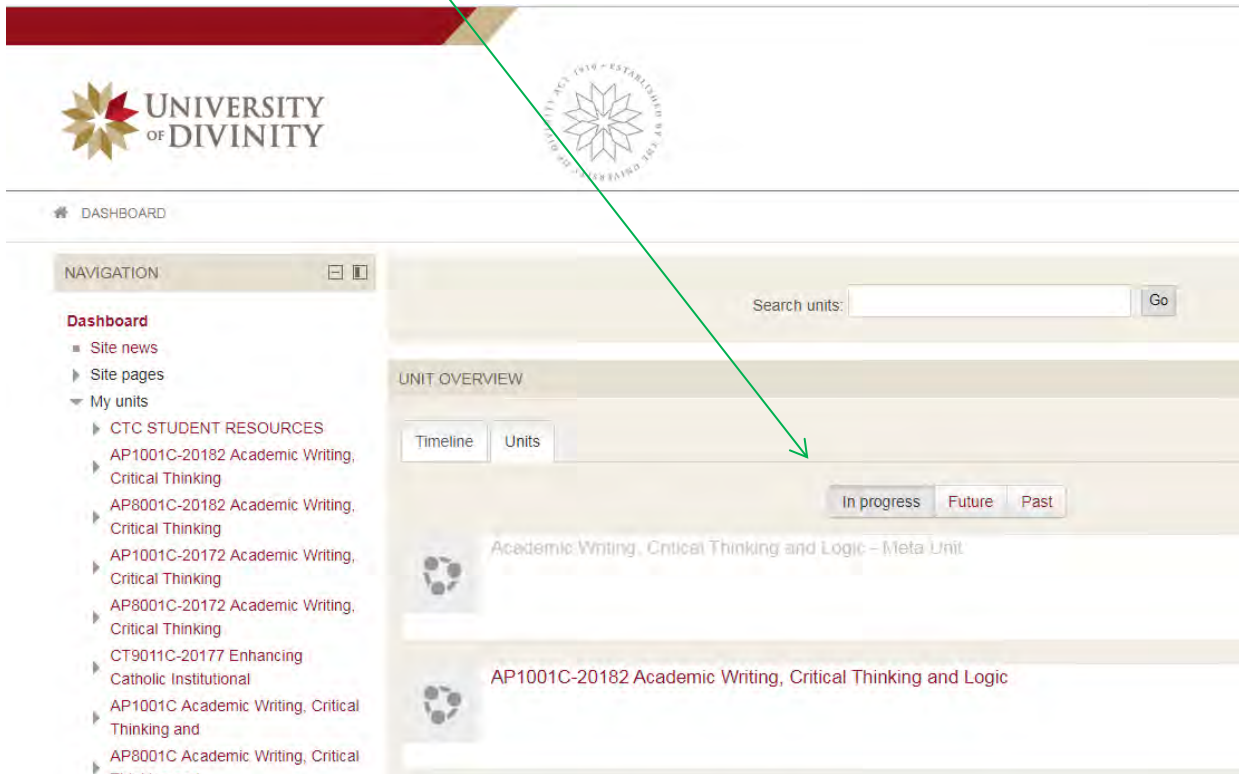


Your first Tab choices are “Timeline” and “Units”.

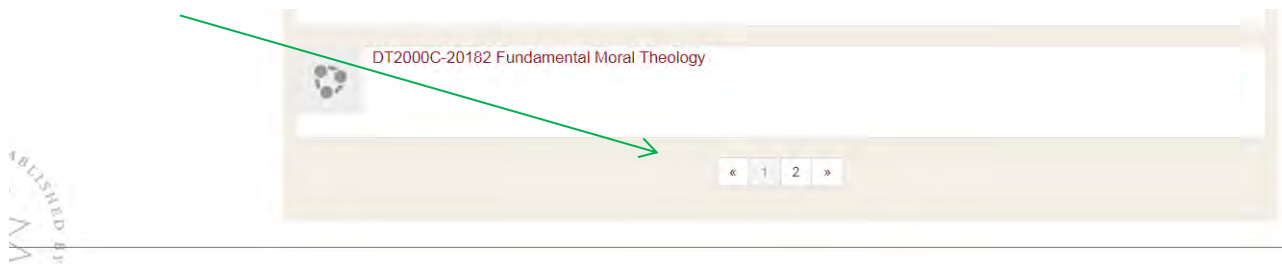
“Timeline” is not yet functional. Select: “Units”.

You will now have a choice of three tabs:
“In Progress”, “Future” and “Past”.

Click “In Progress” This should contain all your current child units and Meta units – in alphabetical order.



Make sure to scroll down to check if there are additional pages shown below:



“Future” may contain units that you have enrolled in, but commencing later in the year.

“Past” should contain units you have recently completed. Note that older units will periodically expire from your Dashboard.

Year indicators: Notice that titles for units contain the year plus the commencement month, e.g.: “AP1001 - 20207”. This denotes a unit commencing in July, 2020. Intensives will have another number, e.g.: “8” for August.

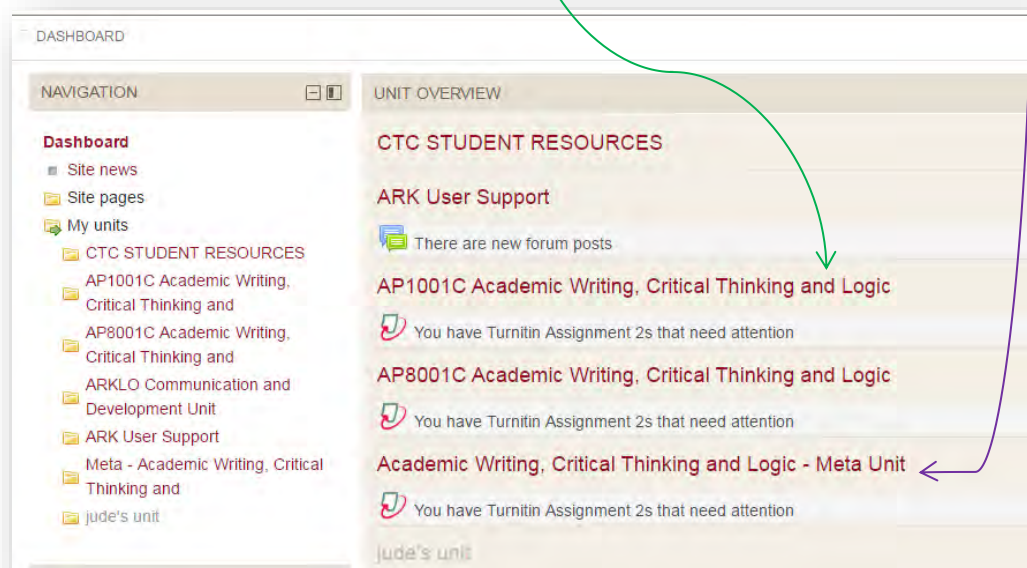
5. CHILD UNITS AND META UNITS

Generally speaking (except when there is only one level of a unit), you will see two versions of your enrolled unit.

One is identified with a **Unit Code**, e.g.: *AP1001C Academic Writing, Critical Thinking and Logic*.

This is referred to as the **child unit**.

Another version has no code and is identified as the 'parent' or **Meta-Unit**, e.g.: *Academic Writing, Critical Thinking and Logic – Meta unit*.



Practically speaking – how are these units used?

If you are enrolled in a unit where the unit is delivered to a combined class of undergraduate and post graduate students, the lecturer will post resources on the META UNIT – this means that all students in the class will see this material. To access the material select the meta-unit, e.g.: *Academic Writing, Critical Thinking and Logic – Meta unit*.

Specific items only relating to your level of study will be posted on the **Child Unit** page which is coded, e.g.: AP1001C. Your lecturer will confirm this.

There may be occasions when your lecturer will instruct you to use the child unit: For example, there are units that have separate lecturers and class times at Under-Graduate (UG) – levels 2 or 3; and Post-Graduate (PG) – levels 8 or 9.

- The PG lecturer would in this instance use the level 9 child unit for resources and assessments because the material is specific for PG only, and will only be seen by PG students enrolled in the unit.
- The UG lecturer would use the Meta-unit (for levels 2 & 3) – all level 2 & 3 students would be instructed to use the Meta-Unit for lecture material and child unit page (specific level) for submission of assessments.

6. ONLINE LEARNING

As you would be aware, all our classes are currently run via online mode. Some use **asynchronous teaching** tools to guide your learning. This might include notes, readings, videos, learning activities and frequent written communication (“Forum messages”) – all via your ARK meta unit.

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

Do I need a Zoom licence?

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

What do I need to use Zoom on my computer?

Anyone accessing our Zoom classes online will need an application that is automatically downloaded 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 a few extra minutes for this to be done just before your first class.

It will give you an opportunity to test if your microphone and speakers work effectively.

It is preferable that your computer/laptop has a built-in camera. However, if it doesn't, you can still access Zoom classes via your smartphone, as several of our students do regularly. Some find it best to use their computer and phone together if the computer does not have a camera.

7. HOW DO I ACCESS MY ONLINE ZOOM CLASS?

If your lecturer has opted to provide *live* online class sessions, the doorway into these is through your **Meta Unit** in **ARK**.

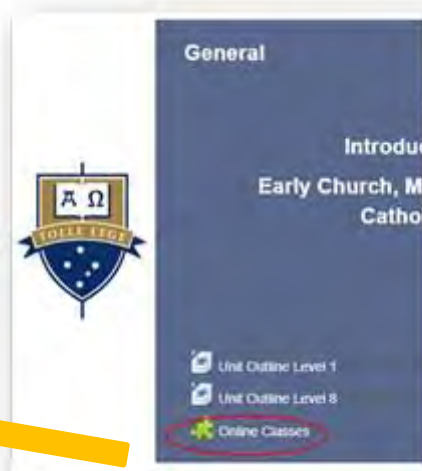
The way to join an online class via Zoom is by following these simple steps:

In the top, general or “header” section of your Meta unit you will find a green icon that looks

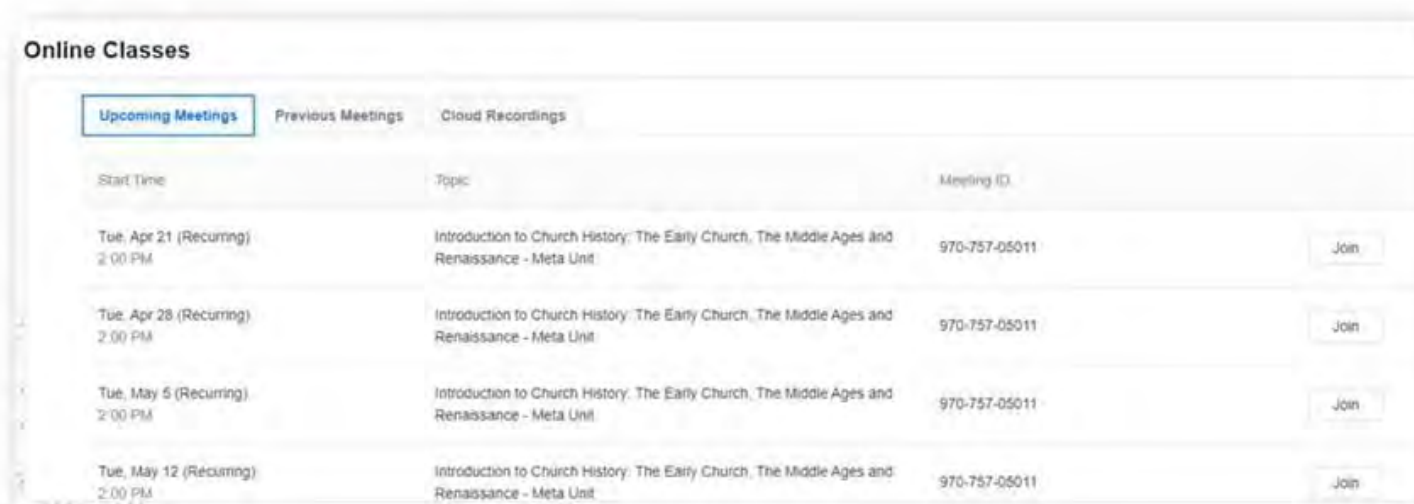
like a jigsaw piece:



By clicking this icon, it will take you to a type of storage area that holds links to all online class sessions for that unit.



You will need to wait a few moments before something like the following appears:



The screenshot shows a web interface titled "Online Classes". It has three tabs: "Upcoming Meetings" (which is selected), "Previous Meetings", and "Cloud Recordings". Below the tabs is a table with three columns: "Start Time", "Topic", and "Meeting ID". There are four rows of data, all for the same topic: "Introduction to Church History: The Early Church, The Middle Ages and Renaissance - Meta Unit". Each row has a "Join" button to its right.

Start Time	Topic	Meeting ID	
Tue, Apr 21 (Recurring) 2:00 PM	Introduction to Church History: The Early Church, The Middle Ages and Renaissance - Meta Unit	970-757-05011	Join
Tue, Apr 28 (Recurring) 2:00 PM	Introduction to Church History: The Early Church, The Middle Ages and Renaissance - Meta Unit	970-757-05011	Join
Tue, May 5 (Recurring) 2:00 PM	Introduction to Church History: The Early Church, The Middle Ages and Renaissance - Meta Unit	970-757-05011	Join
Tue, May 12 (Recurring) 2:00 PM	Introduction to Church History: The Early Church, The Middle Ages and Renaissance - Meta Unit	970-757-05011	Join

Make sure you find the correct date for the class and then click “Join”.

Always start this process at least 10 minutes before your timetabled class start time. This way, if anything does not work properly for you, it can be worked out without delaying things for your fellow students.

My class has started and I can't join.

- See front cover

8. FORUM MESSAGES

News, updates and other important messages from the Lecturer will often be sent via the Forum Message facility in ARK. When this is done, ARK will automatically send you the message to your registered email account.

In these times when we are not seeing each other face-to-face, it is particularly important that you check regularly for messages (via email) from your lecturer. Lecturers often use the “News Forum” or “News from the Lecturer” facility in the ARK meta to send group messages to the whole class.

It will also store these forum messages for you in the **News Forum** in the meta unit. If you want to check for previously sent messages, you can also access these by clicking the following icon (it can have a variety of titles):

News and Forums

- News from the Teacher
- Ask the Teacher
- Discussion Forum


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

What happens with forum messages if I enrol late?

If you have enrolled close to the start date of the class or later, there is a chance that 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.

9. HOW DO I UPLOAD MY ASSIGNMENTS?

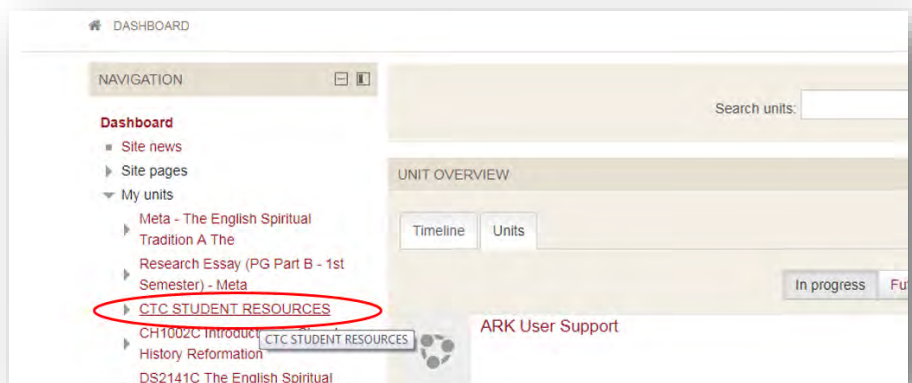
All formal assignments are to be submitted into the relevant Turnitin link in your Child unit. These are identified by the symbol: 

It is advisable to submit your assignment at least a couple of days before the due-date. This will give you opportunity to receive a similarity rating and review matches found with your paper and other sources on the Internet. It therefore assists you to avoid plagiarism.

Practice portals

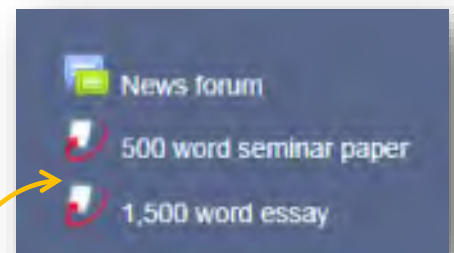
Many students also avail themselves of the two *Practice portals* where you can upload your assignment draft as many times as you like (as long as you submit into the same portal only once within the same 24 hour period).

Practice portals are located in **CTC Student Resources** (under “Dashboard”) in ARK:

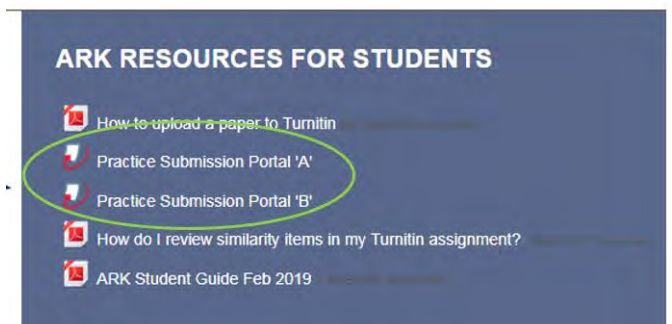


Steps to uploading:

- Login to ARK (ark.divinity.edu.au) and choose the relevant unit you are enrolled in, or the Practice Portals (CTC Student Resources)
- Click on the appropriate assignment portal on the unit webpage, e.g.: “500 word essay seminar paper”



or: Practice portal ‘A’ or ‘B’



- You will be taken to “My Submissions”. Click “Submit Paper”

My Submissions

Part 1

Title	Start Date	Due Date	Post Date	Marks Available
Assignment One (Part 1)	10 Feb 2016 - 14:38	17 Feb 2016 - 14:38	17 Feb 2016 - 14:38	100

Refresh Submissions

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	Submit Paper

Submission Title*

File to Submit

Maximum size for new files: 40MB, maximum attachments: 1

Files

Scroll down. You will need to click the small box, testifying that you are submitting your own work.

☐ The assignment that I am submitting is my own work (or is the work of a group where this is required or permitted).

I (we) have acknowledged all sources on which it was based. Any assistance received in writing the assignment has been acknowledged.

I (we) understand that:

- Scroll back up to enter the title of your assignment alongside “Submission Title”; Click the add file icon

Submit Paper

Submission Title*

File to Submit

You must include a title for this submission

Maximum size for new files: 40MB, maximum attachments: 1

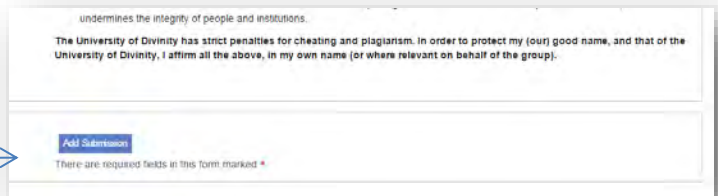
add file

You can drag and drop files here to add them.

☐ The assignment that I am submitting is my own work (or is the work of a group where this is required or permitted).



Scroll down to click “Add Submission”



undermines the integrity of people and institutions.

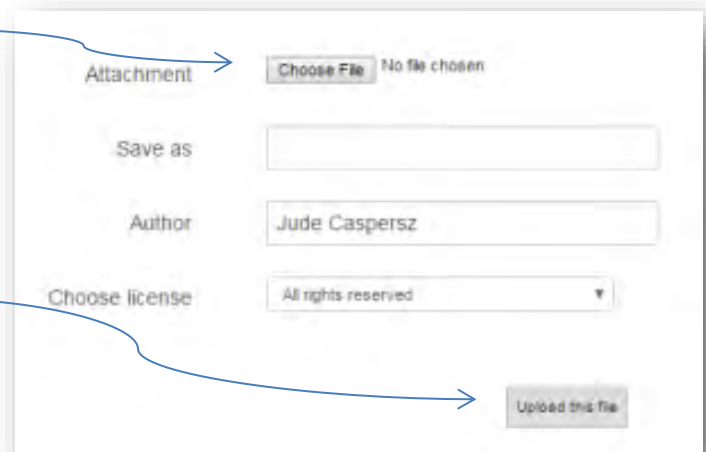
The University of Divinity has strict penalties for cheating and plagiarism. In order to protect my (our) good name, and that of the University of Divinity, I affirm all the above, in my own name (or where relevant on behalf of the group).

[Add Submission](#)

There are required fields in this form marked *

You will be taken to the “File Picker”

- Click “Choose file”
- After browsing through your files and selecting the appropriate document, Click “Upload this file”
- A Digital Receipt will appear, confirming your submission has been successful.



Attachment [Choose File](#) No file chosen

Save as

Author

Choose license

[Upload this file](#)

important note: 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. Note that the last upload will be recorded as submission date. For this reason, it is suggested you begin submitting your drafts at least a couple of days before the due date.

I am having technical difficulties uploading my assignment and the due-date is today. What do I do?

To avoid late submission, email assignment to your lecturer, with explanation; Cc the Learning Support Coordinator who will then advise how to get it through *Turn-it-in*, or do it for you.

10. HOW DO I ACCESS MY SIMILARITY RATING?

Go to the relevant assessment task and click on your marked essay. A new window or tab should open up with your essay and some other symbols on the screen. This is called the Submission Inbox:

The Similarity rating box may initially appear grey, with the word “pending”. This means that the system is comparing your paper to the database of all other papers previously submitted. Try again in about 30 minutes and a similarity rating should appear. The coloured box will be ‘*heat-related*’. That is, as the matched similarity level rises, the colours change from blue to green to yellow and even red. Generally, blue or green would be ‘safe’ levels.

My Submissions

Part 1

Title	Start Date	Due Date	Post Date	Marks Available
Short Paper (500 words) (Part 1)	7 Sep 2017 - 00:01	23 Sep 2017 - 00:01	8 Oct 2017 - 19:59	10

Summary:
Topic: Consequence-based ethics
Select one of the consequence-based approaches to ethics studied in the unit (parts B and D).
Outline the principles of this approach, addressing at least the following issues:

- What is the good that is to be maximised? Whose good is it?
- Is there an indication of how this good is to be assessed?
- Is the approach act-based or rule-based?

N.B. As this is only a brief paper, explicit reference to secondary sources is not required.
Of course, consulting secondary sources will still be important as part of your research.
Length: 500 words

Refresh Submissions

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
View Digital Receipt Consequence Based Ethics	650729803	22/09/17, 13:57	10%	5/10 Submit Paper



To open your paper to read where there were direct similarity matches in the database, comments – click on either the name of your essay or the coloured similarity rating band.

1. Click on **Similarity** in the “Active Layers” side panel – to make this visible, click on the icon that looks like stacked squares or diamonds.

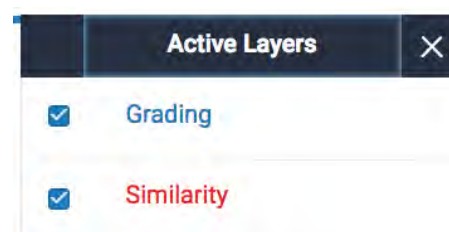


The Active Layers icon allows you to choose to see either, both or none of the two layers of your submitted work:

Select the Similarity Layer or by toggling it directly:



By selecting the Similarity Active Layer, you can see the percentage of material that is duplicated from/in other sources:

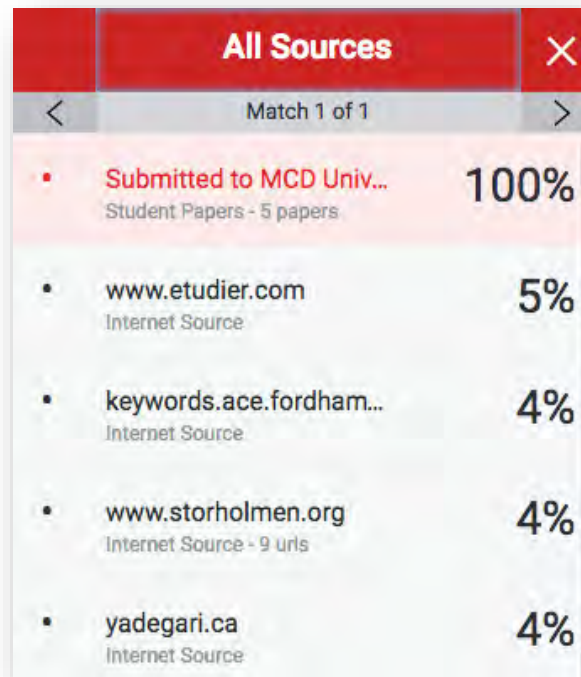


Similarity: particular text will be highlighted to show all material sourced:

Nam hendrerit purus posuere lectus hendrerit rhoncus. Sed id turpis sit amet erat cursus ullamcorper in eget eros. Nunc tincidunt eros nisl, non pharetra lectus faucibus vitae. Integer at dignissim augue. Curabitur eu massa at nulla molestie pretium. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilla Curae; Nulla veli lacus, pellentesque ut leo non, tempus mattis augue. Praesent non suscipit velit. Donec sodales libero et erat adipiscing consectetur. Morbi felis tellus, molestie in libero non, elementum elementum lorem. Nam feugiat eget lorem in laoreet. Phasellus varius diam sit amet arcu sollicitudin, quis ornare eros varius. Cras hendrerit gravida sem. Sed posuere est ut tristique sollicitudin.

It will show you all sources from which material is drawn, by order of percentage, in the right hand column:

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.



All Sources		X
Match 1 of 1		
Submitted to MCD Univ...	Student Papers - 5 papers	100%
www.etudier.com	Internet Source	5%
keywords.ace.fordham...	Internet Source	4%
www.storholmen.org	Internet Source - 9 urls	4%
yadegari.ca	Internet Source	4%

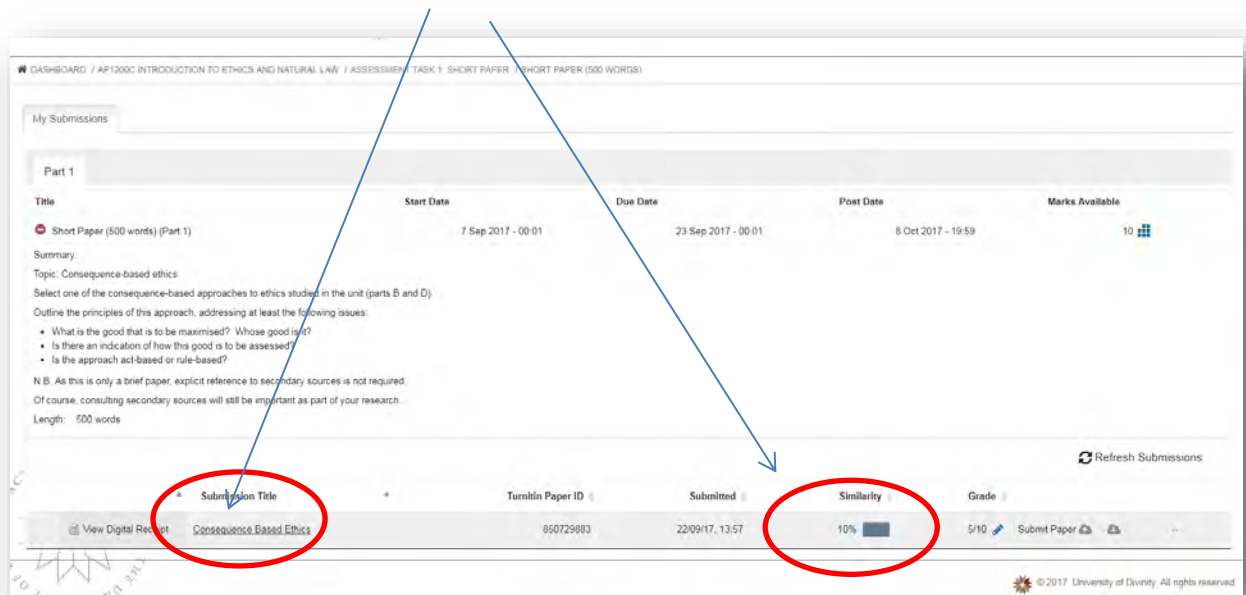
11. HOW DO I ACCESS LECTURER'S COMMENTS AND SAVE MY CORRECTED PAPER?

Lecturers at CTC provide marks and feedback on submitted assessment tasks in various ways. The instructions here relate only to work marked using ARK/Turnitin's *Feedback Studio*.

1. Go to the Submission Inbox for your particular assignment (see #5 above).

Do this soon after the results are available, to gain maximum advantage from the advice offered during semester. At the end of semester, download any remaining feedback promptly, because your access to this unit on ARK will cease soon.

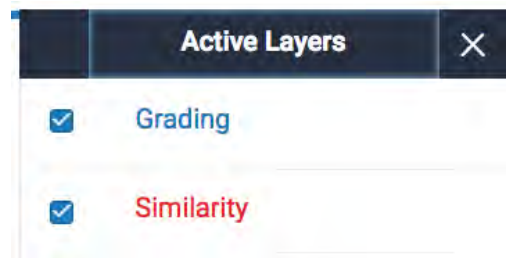
To open your assignment paper to read lecturers' feedback, click on either the name of your essay or the coloured similarity rating box:



2. Select the **Grading Active Layer**, side panel – to make this visible, click on the icon that looks like stacked squares or diamonds.

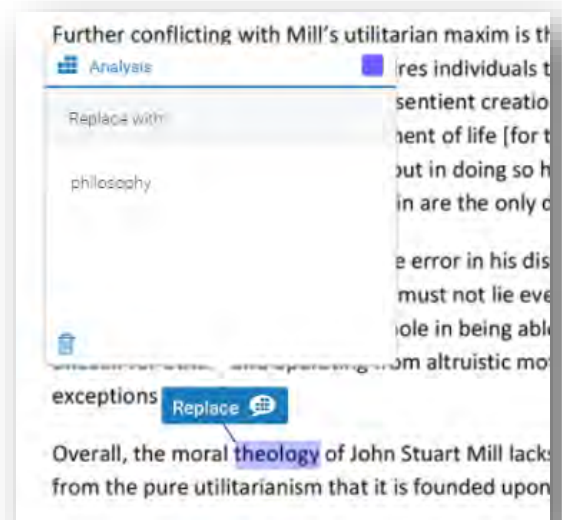


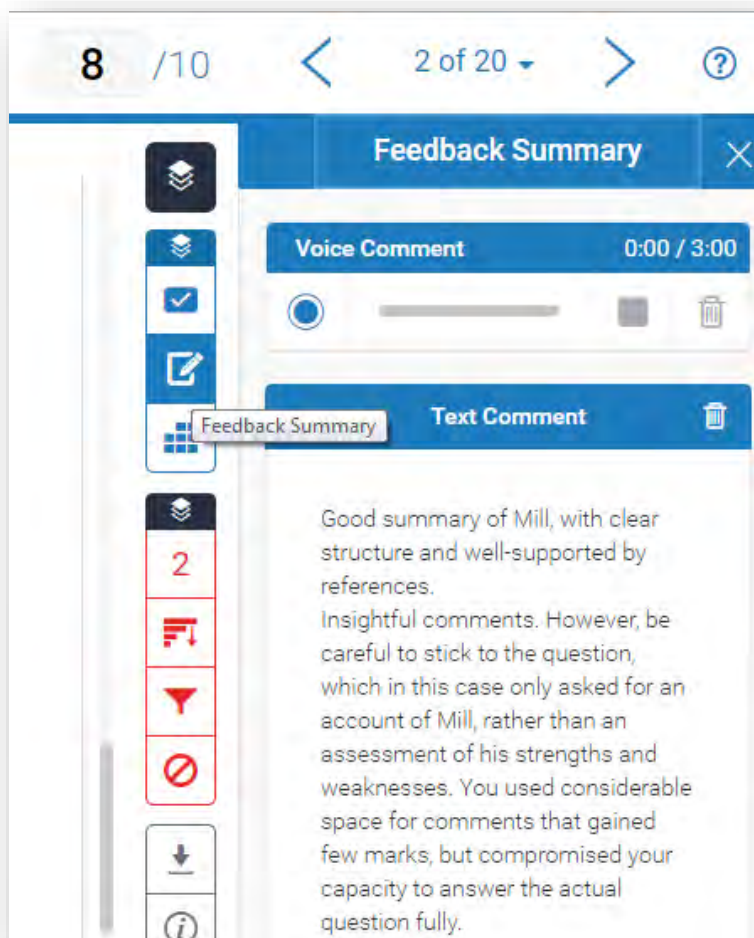
3. You have a choice of methods:



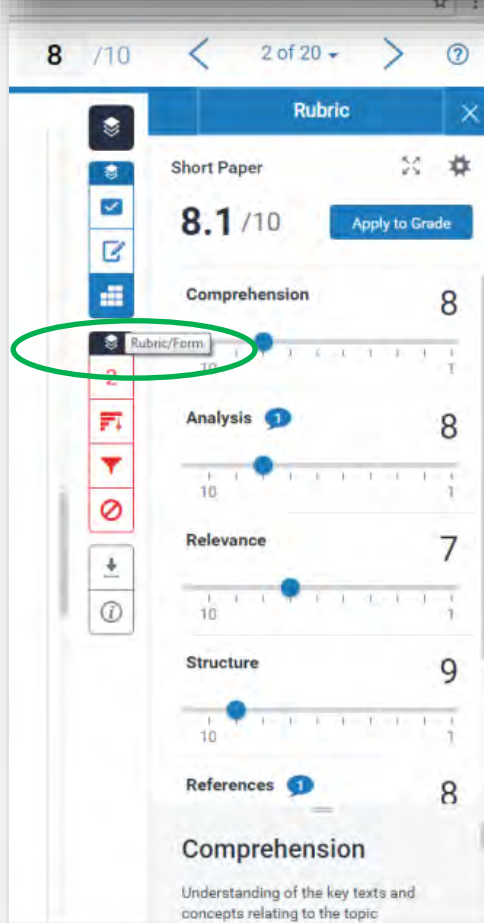
Method A – on screen (more interactive):

- Click on each of these blue words or symbols in turn. In many cases, you will see extra words of feedback from your marker. When you've finished reading each one, click somewhere else on the essay part of the screen. Example:



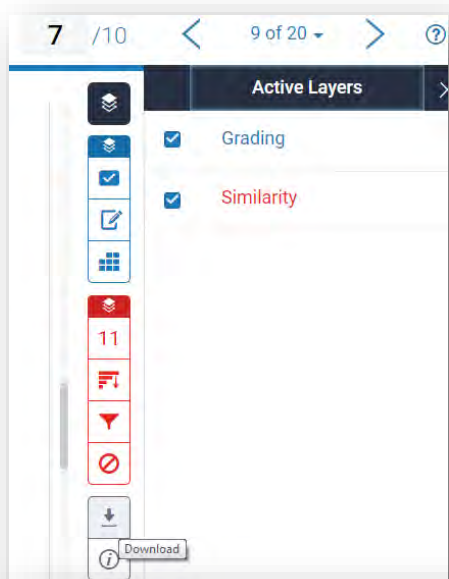


- Lecturers usually provide an overall comment after they finish marking the essay. This might be a normal in-text comment placed at the end of the essay (before or after the bibliography), so look there. Alternatively, it might be in the side panel called Instructor Feedback, as a Text Comment.



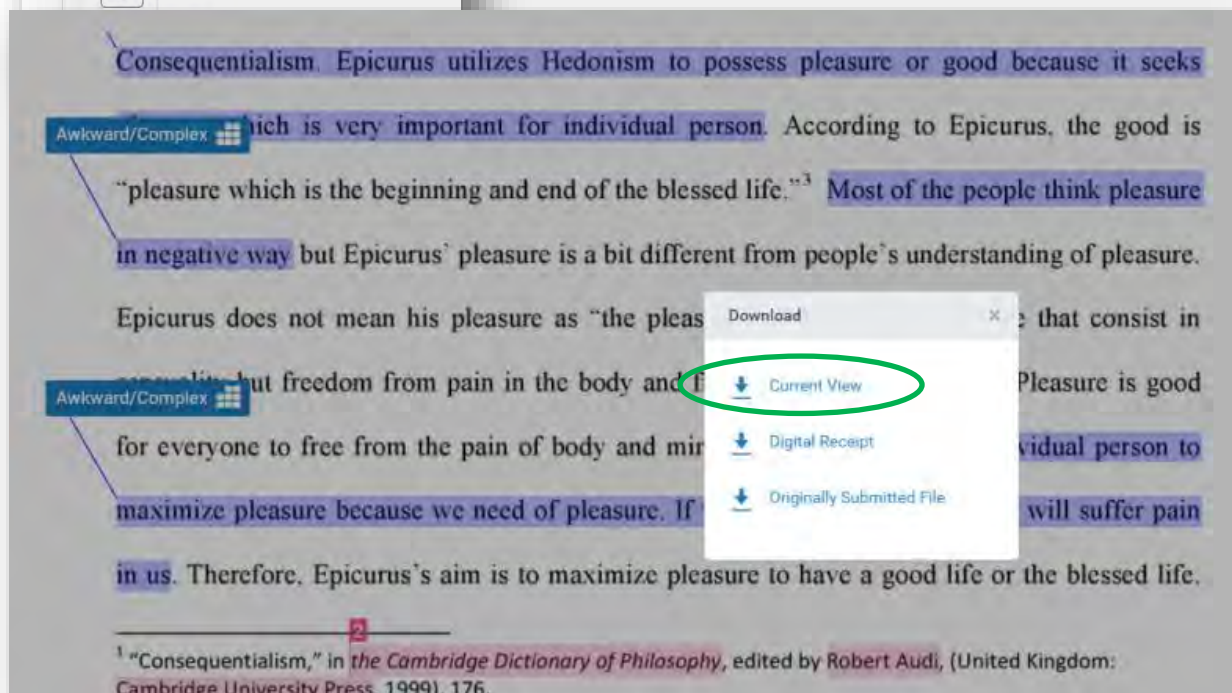
- Lecturers often calculate the marks using rubrics. If you look at the subdivision of your marks you will see which aspects of your essay were strong and which needed more work. Click on View Rubric to see if the marker has made use of Turnitin's rubric tool.

METHOD B – DOWNLOAD FEEDBACK (TO READ WHEN AWAY FROM ARK & KEEP FOR YOUR RECORDS):



- Once you have succeeded in getting Feedback Studio to display your essay and some feedback in blue on it, click on the Download icon (this is a down-arrow pointing to a horizontal line).

- Select the **Current View** option. Feedback Studio will then produce a PDF file that you can save on your computer. The PDF will contain everything described in Method A, but in a rather different format.



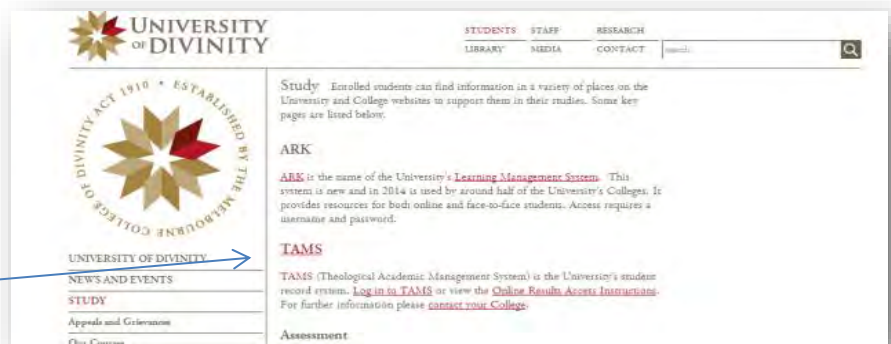
12. PRINTING YOUR ASSIGNMENT

- If you have followed the steps in #11 above, your paper can now be printed. It is highly recommended that you do print your paper with Lecturer’s feedback now, as your access to this unit on ARK will cease at the end of the semester.

13. HOW DO I CHANGE MY PASSWORD?

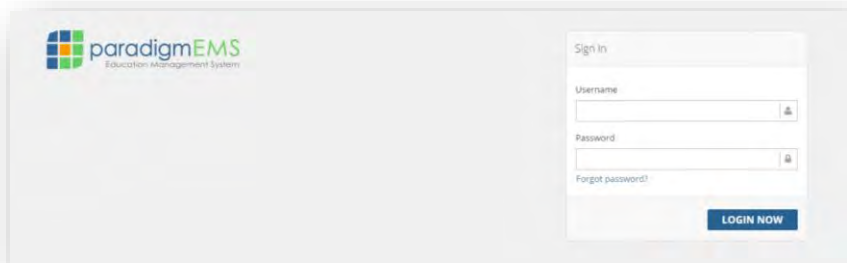
PLEASE NOTE: This must be done through TAMS, **NOT** ARK.

1. Go to:

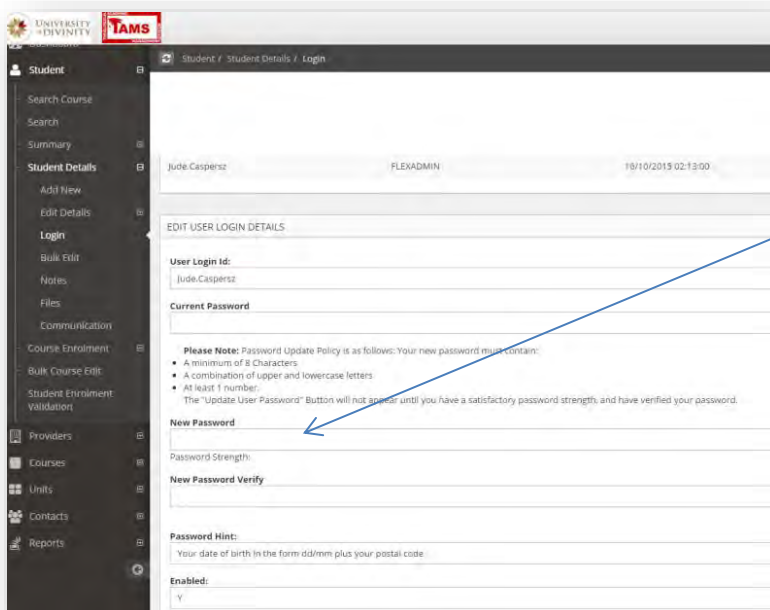


<http://www.divinity.edu.au/study/> and click on the TAMS / Paradigm link. You will be directed to the website.

2. TAMS / Paradigm login page: Log in using: your email address and password



3. Click on “login” – on the left sidebar – this will take you to the page where you can change your password.



4. Fill in your existing password then new password. Confirm new password and provide a password hint (all fields need to be filled).

Please note: students often encounter issues with this process. If you find this has not worked for you, I am happy to run this process with you via the administrator's access. Simply email me for a time to catch-up.