

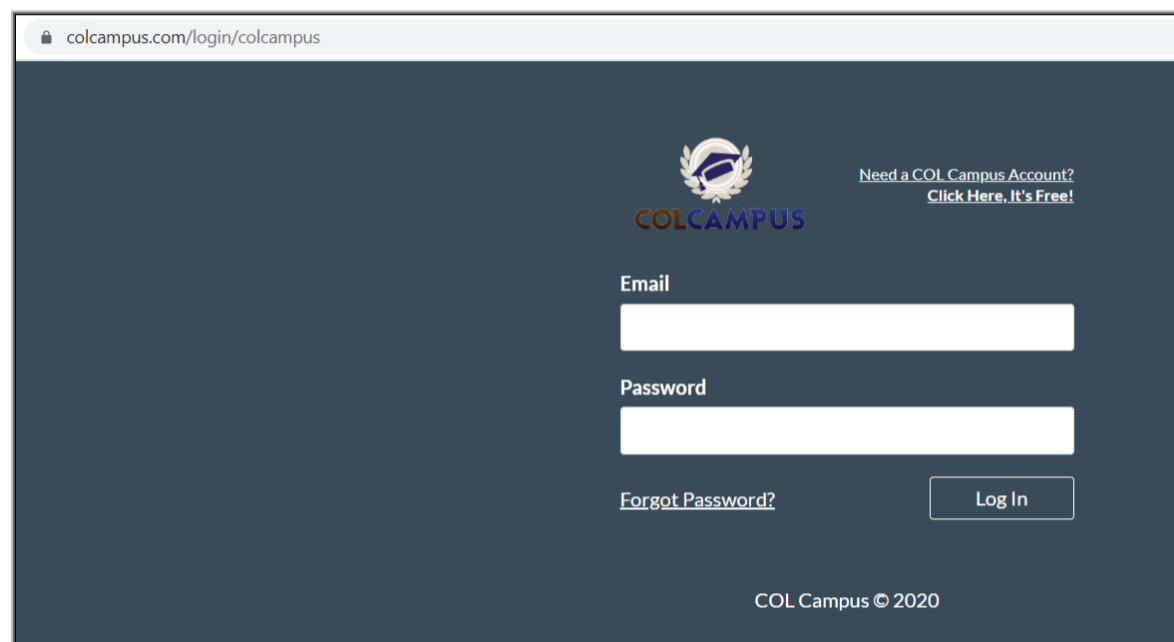


COLCAMPUS INFORMATION AND ACCESS GUIDELINES

All Boston Media House students have access to the Teaching and Learning Management System called COLCampus. A registered student can access COLCampus from any computer with an internet connection. Students are required to access the system often, as relevant and engaging information will be communicated to you via COLCampus.

Access the system via the following link <https://www.colcampus.com/login/colcampus> from any web-enabled computer/device or Student PC at your Boston Media House branch.

Students must enter their default login details when arriving at the COLCampus landing page:



- **Email:** The default login/user details for each student is the number 8, underscore and their full student number (example **8_123456789**), which is displayed on your Boston Invoice.
- **Password:** The password for each user is set as your **ID / Passport Number**.
- **Please note the system will block any user who attempts to change their user name or password.**

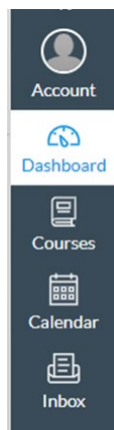
THE DASHBOARD

The Dashboard is the first page you will see when you log into COLCampus. The Dashboard is an overview of your registered courses (subjects) and upcoming events and progress:



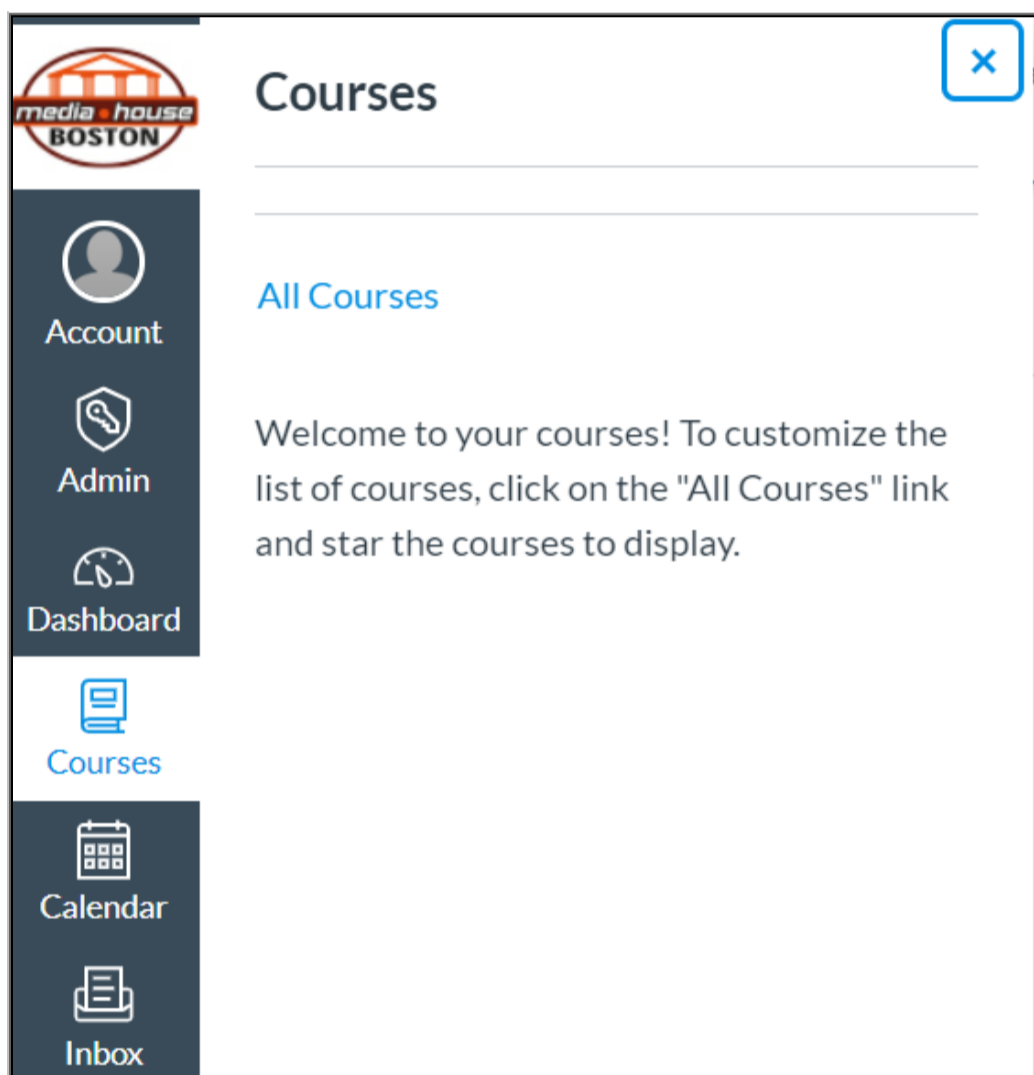
You can return to the Dashboard at any moment from anywhere in the system by clicking the Dashboard in the left sidebar.

Use the sidebar on the left for navigation purposes:



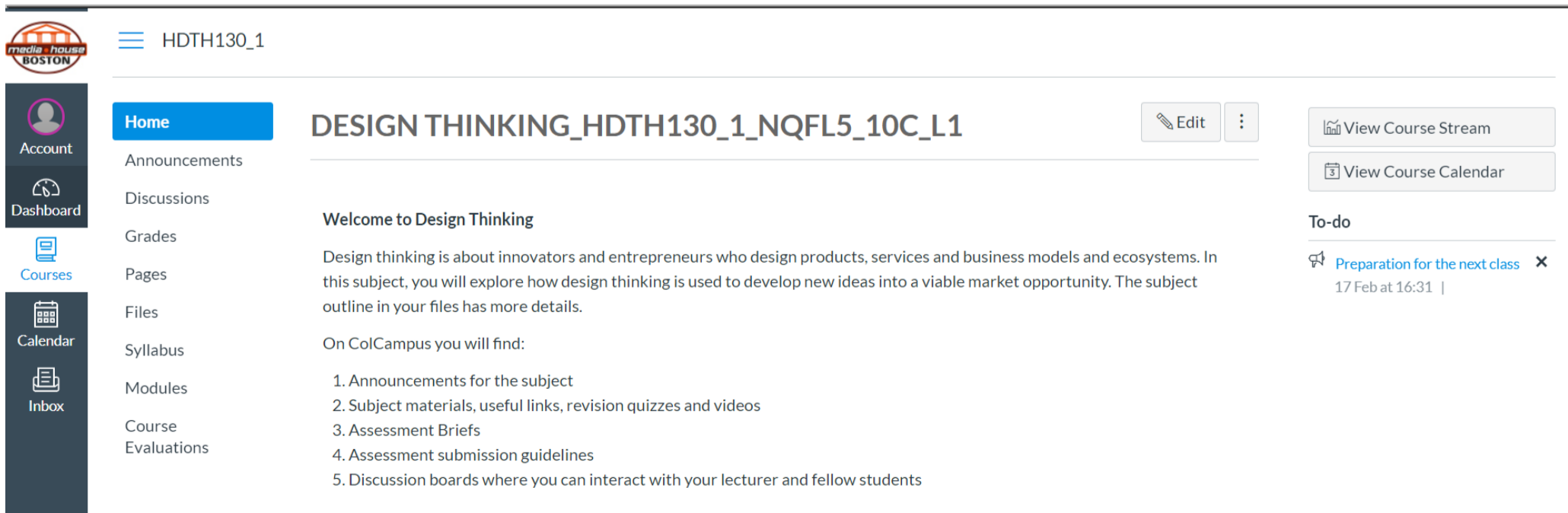
COURSES

All subjects enrolled for are listed alphabetically under **Courses**. The order of **Courses** (subjects) can't be rearranged manually.



You can browse course content by selecting the preferred option in the course navigation menu on the left sidebar.

Home



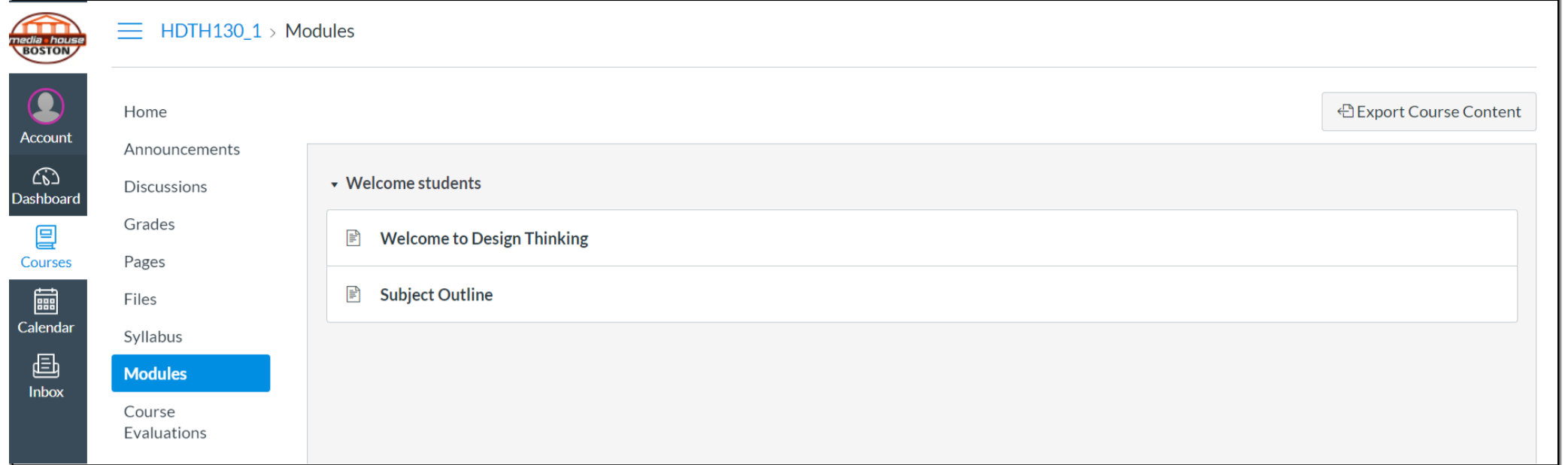
Announcements: a message from the Academic Manager/Lecturer for all students enrolled in the course

Discussions: similar to a forum or message board, where all course or group participants can post and reply to a topic.

Files: uploaded course content

Name	Date created	Date modified	Modified by	Size
Design Thinking 1_Subject Outline_2020.pdf	Yesterday	Yesterday	Angela Govender	145 KB

Modules: units or sections in the course



The screenshot shows a course management system interface. At the top left, there is a logo for 'media house BOSTON' and a navigation menu with 'HDTH130_1 > Modules'. Below the logo is a sidebar with icons for 'Account', 'Dashboard', 'Courses', 'Calendar', and 'Inbox'. The main navigation menu includes 'Home', 'Announcements', 'Discussions', 'Grades', 'Pages', 'Files', 'Syllabus', 'Modules' (highlighted in blue), and 'Course Evaluations'. In the top right corner, there is a button labeled 'Export Course Content'. The main content area displays a 'Welcome students' section with two items: 'Welcome to Design Thinking' and 'Subject Outline'.

Quizzes & Assignments: The **Quizzes** and **Assignments** link will only be available in the course navigation sidebar after the Academic Manager has activated the link. To begin a quiz, click the title of the quiz, next click the *Take the Quiz* button to start with the quiz. When the timer runs out the quiz is automatically submitted. COLCampus automatically save your quiz as you proceed with each question. To open an assignment, click the Assignments link on the sidebar. Select the assignment to download the brief. To submit an assignment, click the *Submit Assignment* button to submit your work (only relevant to specific courses/subjects).

BMH Student Wellness: For regular updates, follow the *Boston Media House Student Wellness Blog* (www.bmhstudentwellness.wordpress.com) for information and support on a variety of interpersonal, study and wellness topics such as: time management, studying skills, stress management etc. Various articles are reposted on the **BMH Student Wellness** course.

General Information: Regularly check this course for updates, general announcements, workshops, social events, publications such as the Student Information and Rulebook, Fact Sheets, Academic Calendar, assessment timetables, lecture timetables etc. pertaining to the branch and/or your specific programme.