

Please read before enrolling in your timetable:

All students must choose and enrol themselves into their classes before you are able to access the online class materials.

Once you are enrolled into your timetable, please check the Webex and Zoom instructions on how to join classes online:

For Webex Instructions [click here](#) - Page 6.

For Zoom Instructions [click here](#) - Page 17.

Timetable Instructions:

These are the timetable instructions for academic courses.

Timetable enrolment is via SOLS Tutorial Enrolment and will start on the Monday of Orientation week at 8am.

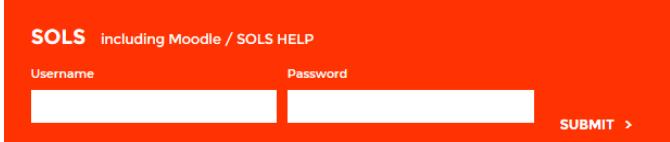
STEP 1: Log on to SOLS using your Username and Password.

NOTE: It takes 24 hours after enrolling in your subjects for you to be able to use your username and password.

Below is the web address for the logon page:

www.uow.edu.au/student/index.html

If you are a new student, you may need to enter some details before proceeding to the next step.

A screenshot of the SOLS login interface. The background is orange. At the top left, it says "SOLS" in white, followed by "including Moodle / SOLS HELP" in a smaller font. Below this, there are two white input fields: "Username" and "Password". To the right of the "Password" field is a "SUBMIT >" button. A black arrow points from the text "Below is the web address for the logon page:" to the login form.

STEP 2: Click “Tutorial Enrolment”.

TUTORIAL/PRACTICAL ENROL

Expand All	⊕
SOLS Home	🏠
Current Session	>
Enrolment	∨
Tutorial Enrolment	
Enrolment Record	
Enrolment and Variations	
Print Enrolment Record	
Major Maintenance	

TUTORIAL/PRACTICAL EN

Enrolling via this system does
Groups you are enrolled in
timetable

Each of your subjects will appear and under each subject heading are the classes you need to enrol in. You need to enrol in one of each type of class (eg 1 lecture and 1 tutorial). This also indicates what date and time you are able to enrol in the class. You won't be able to continue to the next step if the classes haven't opened up as yet or for subjects where clas-

SHOW MY TIMETABLE

STEP 3: LECTURES: You must enrol in the lecture for each subject. Click on “Lecture” on the first subject.

WUCB101 - MARKETING PRINCIPLES		
Lecture	- First group to open from 12-10-2019 06:00	➤
Tutorial	- First group to open from 12-10-2019 06:00	➤

WUCB130 - INTRODUCTION TO MANAGEMENT		
Lecture	- First group to open from 11-10-2019 20:30	➤
Tutorial	- First group to open from 11-10-2019 20:30	➤

STEP 4: Click the Lecture for your subject. This is where you can confirm the location of your lecture. The title will indicate “online” or “on campus”.

Available | Lecture is available Not Available | Lecture is before first day or after last day to enrol Full | Lecture full

Scroll right to see all entries ->

Time/Day	Monday	Tuesday	Wednesday
07:30			
08:00			
08:30			
09:00			
09:30			
10:00			
10:30		Available UOWC Sum - WUCB160 Lecture: WUCB160 L Weeks: 1	
11:00			
11:30			
12:00			
12:30			
13:00			

STEP 5: Now click “Enrol Now”.

FAMILIARISE YOURSELF WITH THIS PROCESS

TUTORIAL INFORMATION

Name: WUCB160 L
 Enrolment Period: From: 02-Sep-2019 20:32 To: 15-Oct-2019 20:32
 Maximum Places: 20
 Available Places: 20
 Description: N/A

Location	Frequency	Day	Start
30-111	Weekly	Tue	10:

ENROL NOW
PREVIOUS

Repeat steps 3 to 5 for the other subjects so that you are enrolled in your Lecture for all of your subjects.

STEP 6: TUTORIALS. You must enrol in a tutorial and/or computer lab for each of your subjects. Click “Tutorial” under one of the subjects.

STEP 7: The tutorial options for that subject will now appear. This is where you can confirm the location of your class. The title will indicate “online” or “on campus”. Click on the option you would like to enrol in. You can only enrol in the YELLOW options. Do not click on a tutorial that will clash with another of your classes. If the tutorial group/class is highlighted in:

PINK: The selection is full and you need to make another choice.

GREEN: Selection is not open yet, or has already closed. Check the top of the screen.

PURPLE: Current selection.

YELLOW: Selection is open and this option is available.—You can select it now.

STEP 8: You will need to confirm your choice by clicking “Enrol Now”.

Repeat steps 6 to 8 for the other subjects so that you are enrolled in a Tutorial and/or Computer Lab for all of your subjects.

WUCB101 - MARKETING PRINCIPLES	
Lecture	- First group to open from 12-10-2019 06:00
Tutorial	- First group to open from 12-10-2019 06:00

WUCB130 - INTRODUCTION TO MANAGEMENT	
Lecture	- First group to open from 11-10-2019 20:30
Tutorial	- First group to open from 11-10-2019 20:30

WUCB160 - ECONOMIC ESSENTIALS FOR BUSINESS	
Lecture	- First group to open from 02-09-2019 20:32

Thursday	Friday
	Available UOWC Sum - WUCB160 Tut: WUCB160 T1 Weeks.
	Available UOWC Sum - WUCB160 Tut: WUCB160 T2 Weeks.

TUTORIAL INFORMATION				
Name	WUCB160 T1			
Enrolment Period	From: 02-Sep-2019 20:32 To: 15-Oct-2019 20:32			
Maximum Places	20			
Available Places	20			
Description	N/A			
Location	Frequency	Day	Start Time	
1-G02	Weekly	Fri	8:30	

TUTORIAL/PRACTICAL ENROLMENT

Enrolling via this system does not guarantee a position in the group as the final allocation is determined by the Faculty. If you withdraw from a SUBJECT, you will automatically be withdrawn from that subject. Timetable information on this page is only for the groups that appear on this page. Click on the Subject Timetable link on the SOLS main menu to view full timetable

SHOW MY TIMETABLE

WUCB101 - MARKETING PRINCIPLES		
Lecture	- First group to open from 12-10-2019 06:00	🔍
Tutorial	- First group to open from 12-10-2019 06:00	🔍

WUCB130 - INTRODUCTION TO MANAGEMENT		
Lecture	- First group to open from 11-10-2019 20:30	🔍
Tutorial	- First group to open from 11-10-2019 20:30	🔍

STEP 9: Once you have selected all classes for your subjects, click “Show my Timetable”. Your timetable will then show all your classes (a sample is below). All the classes that you have enrolled in will appear in purple.

Scroll right to see all entries ->

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday
07:30					
08:00					
08:30	Enrolled 📍 UOWC Spr - FSPW001 Tut: FSPW001 T1 Weeks:	Enrolled 📍 UOWC Spr - FSPW002 Tut: FSPW002 T1 Weeks:	Enrolled 📍 UOWC Spr - FSPW006 Tut: FSPW006 T1 Weeks:	Enrolled 📍 UOWC Spr - FSPW002 Tut: FSPW002 T1 Weeks:	
09:00					
09:30					
10:00					
10:30	Enrolled 📍 UOWC Spr - FSPW001 Tut: FSPW001 T1 Weeks:	Enrolled 📍 UOWC Spr - FSPW001 Tut: FSPW001 T1 Weeks:	Enrolled 📍 UOWC Spr - FSPW002 Tut: FSPW002 T1 Weeks:	Enrolled 📍 UOWC Spr - FSPW001 Tut: FSPW001 T1 Weeks:	
11:00					
11:30					
12:00					
12:30					

Important Notes:

- Insufficient enrolments may result in the closing of a tutorial or the rearrangement of students in the first two weeks of classes. This rarely occurs, however if it is the case, students will be redistributed to other tutorials.
- You should be logging on to SOLS and Moodle on a daily basis to view your timetable, important messages, task results etc.
- If you are having IT issues which are preventing you from logging in or otherwise, please contact the following for help:

Online: servicedesk.uow.edu.au

Email: student_support@uow.edu.au

Phone: +61 2 4221 3000

How to join an online classroom using Webex Meeting

What is “Webex Meetings”?

Webex Meetings is a video conferencing service. It allows people to contact each other online using video and audio. Computer screens, computer applications and documents can be shared as well.

Webex Meetings can be accessed on a computer using a web browser such as Google Chrome or Firefox on a computer.

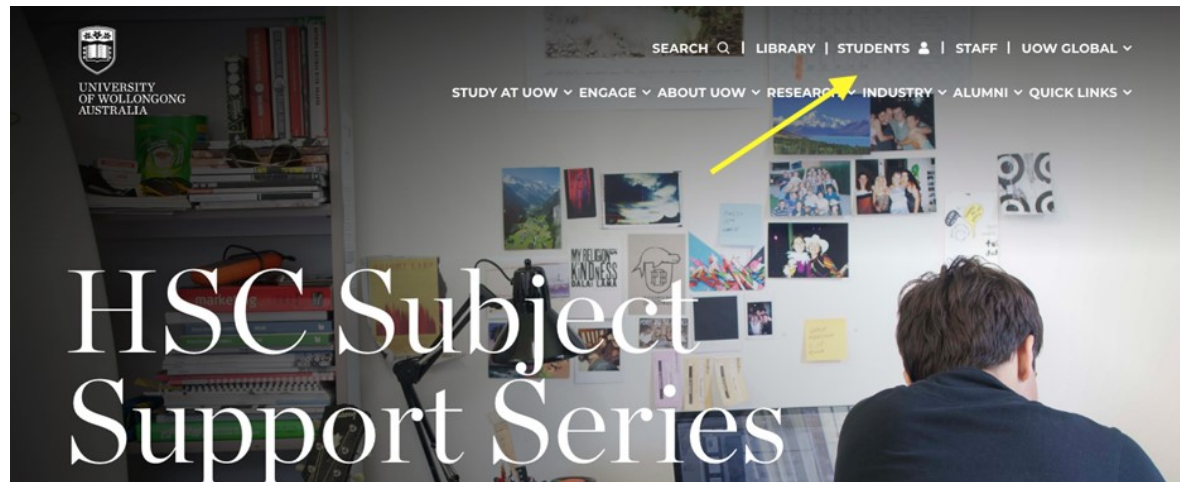
Webex Meetings can also be accessed by downloading the application to your computer or by installing the Webex Meetings app on your mobile phone.

Where can I find my teacher’s “Webex Meetings” details?

Step 1

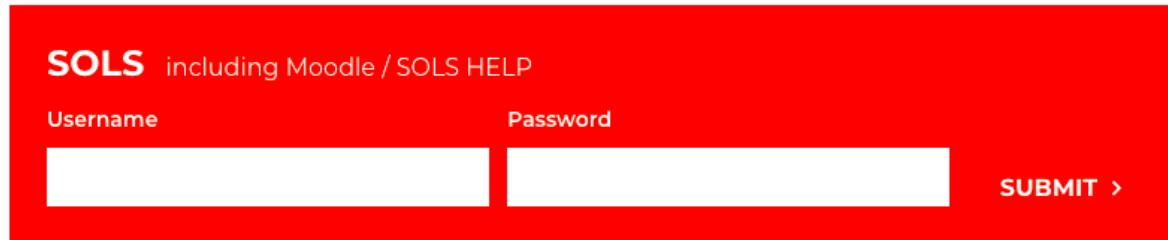
Open a web browser such as Google Chrome or Firefox on a computer. Browse to the University of Wollongong web site and click on the **Students** link at the top of the browser window. See below.

<https://www.uow.edu.au/>



Step 2

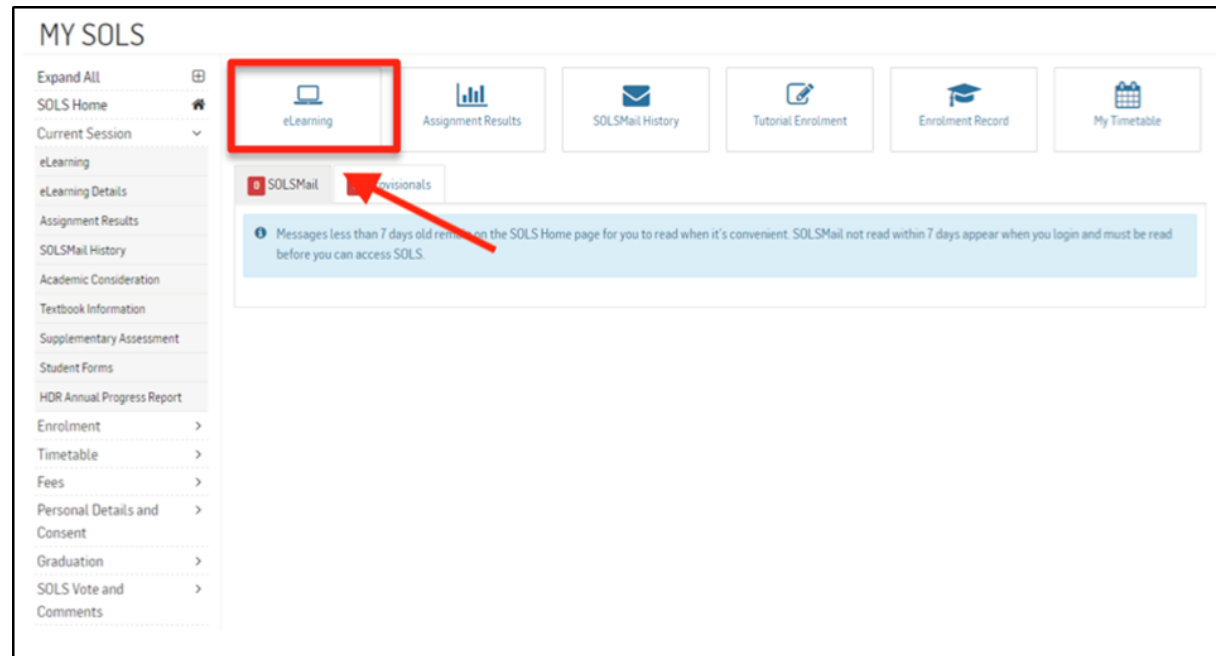
Log in to you SOLS account at the University of Wollongong by using your **Student Username** and your **Password**.



The image shows a red rectangular login form. At the top left, it says "SOLS" in white, followed by "including Moodle / SOLS HELP" in a smaller white font. Below this, there are two white input fields: "Username" on the left and "Password" on the right. To the right of the "Password" field is a white button with the text "SUBMIT" and a right-pointing chevron symbol.

Step 3

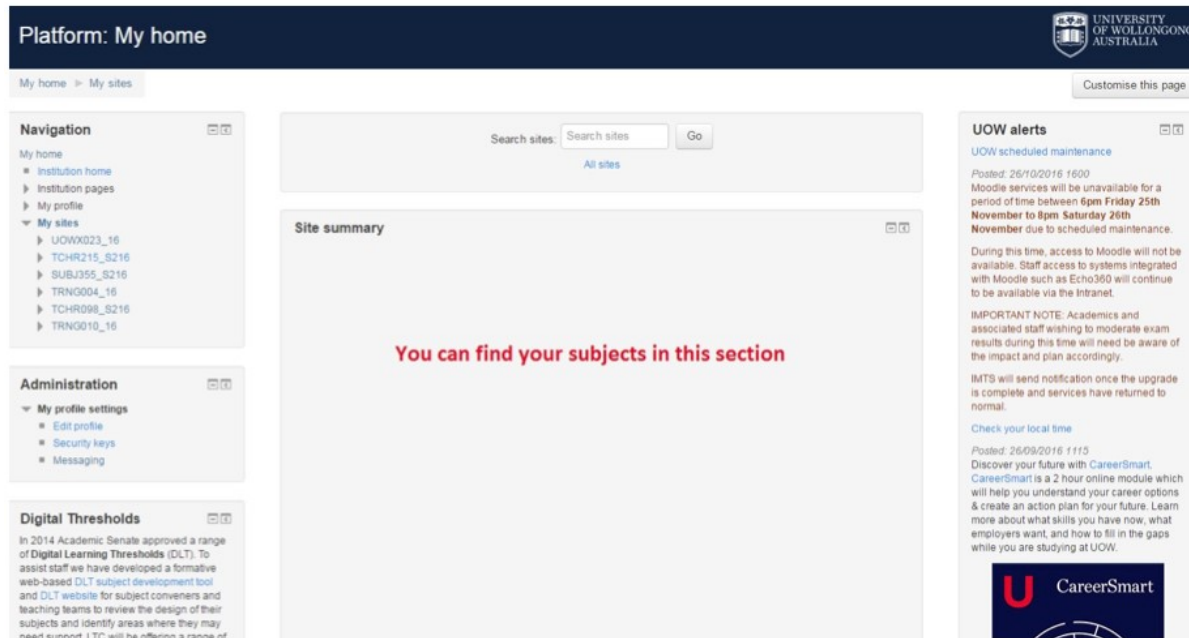
The following window or screen will appear. This is your MySOLS page. Click on the **eLearning** tab located on the far left. See the screen below.



The image shows a screenshot of the "MY SOLS" dashboard. On the left is a vertical navigation menu with items like "Expand All", "SOLS Home", "Current Session", "eLearning", "eLearning Details", "Assignment Results", "SOLSMail History", "Academic Consideration", "Textbook Information", "Supplementary Assessment", "Student Forms", "HDR Annual Progress Report", "Enrolment", "Timetable", "Fees", "Personal Details and Consent", "Graduation", "SOLS Vote and", and "Comments". The "eLearning" item is highlighted with a red box. At the top of the main content area, there are several tabs: "eLearning" (highlighted with a red box), "Assignment Results", "SOLSMail History", "Tutorial Enrolment", "Enrolment Record", and "My Timetable". Below the "eLearning" tab, there is a blue notification banner with a white icon and text: "Messages less than 7 days old remain on the SOLS Home page for you to read when it's convenient. SOLSMail not read within 7 days appear when you login and must be read before you can access SOLS." A red arrow points from the notification banner to the "eLearning" tab.

Step 4

The following window or screen will appear. Click on the **title** for the subject that you wish to attend on that day and time.



The screenshot shows the Moodle 'My home' page for the University of Wollongong. At the top, there is a dark blue header with the text 'Platform: My home' on the left and the university logo on the right. Below the header, there is a navigation menu on the left with sections for 'My home', 'Institution pages', 'My profile', 'My sites' (listing various subject codes like UOWX023_16, TCHR215_S216, etc.), 'Administration' (with 'My profile settings'), and 'Digital Thresholds'. The main content area features a search bar with the text 'Search sites:' and a 'Go' button. Below the search bar is a 'Site summary' section with a large red text box that reads 'You can find your subjects in this section'. To the right of the main content area is a 'UOW alerts' section containing two announcements: one about Moodle scheduled maintenance on Friday 25th and Saturday 26th November, and another about CareerSmart, a 2-hour online module for career planning. The CareerSmart logo is visible at the bottom of the alerts section.

Step 5

A window or screen like the following will appear. This is the web site for your subject. This is the site where you will find information about:

- How to contact your teacher [Email address and Webex Room link]
- Links to online examinations and quizzes
- Subject Outline
- Lesson Materials
- Links to study resources and more...

DART288/FSPW088 Introduction To Archaeology

Dashboard / Subject / SUB.J120_CW120

DART288/FSPW088 Introduction to Archaeology

UOW COLLEGE AUSTRALIA
MEMBERS TO UNIVERSITY OF WOLLONGONG

DART288/FSPW088 Introduction to Archaeology

This course provides an introduction to theory and methods in archaeological research, data collection, and analysis. The objective is to familiarize you with the strategies that are employed in the investigation of archaeological remains and how these strategies further the aims of an anthropological archaeology.

UOW College | University of Wollongong | UOW Library | UOW email
Subject Outline | Academic Subjects & Progression | Student eLearning FAQ
Campus Map | UOW Emergency/Assistance Numbers | UOW College Support Services
Plagiarism Information | Paraphrasing, Summarising & Quoting | Format Guide for FSP3

Webex Student Guide → How to join an online classroom using Webex Meeting

Teacher Contact Details

▶ Open all ▼ Close all
Instructions: Clicking on the section name will show / hide the section.

▶ Online Learning Information and Webex Resources

Supporting information and guides regarding online lectures, tutorials and laboratory classes

Teaching Staff

Subject Coordinator/Teacher:
Harrison Jones

Email:
hjones@uow.edu.au

Webex Online [Click to connect]
<https://uow.webex.com/meet/hjones>

Webex App [Enter number below]
579 008 123

For example, these contact details are available:

- The teacher's email address
- The teacher's unique Webex Room Internet address. In this example you simply click on the Internet address to open the teacher's Webex Room in a web browser window.
- The unique number for the teacher's Webex Room is also included. That nine digit number is entered in the "Join a Meeting" field if you are using the Webex application. See below.

Start a Meeting Schedule

Join a Meeting

579 008 123

Subject Coordinator/Teacher:
Harrison Jones

Email:
hjones@uow.edu.au

Webex Online [Click to connect]
<https://uow.webex.com/meet/hjones>

Webex App [Enter number below]
579 008 123

How do the teachers' Webex Meeting Room Internet link work?

This is how the Webex Meeting Room Internet link is created for each member of the teaching staff.

The first part of your teacher's email address will also be the unique ending of their Webex Meeting Room Internet link. Look at the examples below

Name of teacher	Email address	Webex Room Internet Link
Mary Wilson	mwilson@uow.edu.au	https://uow.webex.com/meet/mwilson
Edward Kelly	ekelly@uow.edu.au	https://uow.webex.com/meet/ekelly
Shu Lung Lee	slee@uow.edu.au	https://uow.webex.com/meet/slee
Aadesh Patel	apatel@uow.edu.au	https://uow.webex.com/meet/apatel

So, the web address for joining your teacher's online classroom is "uow.webex.com/meet/" followed by your teacher's user name. So, if your teacher's email address is "tname@uow.edu.au", their Webex Meeting classroom will be "uow.webex.com/meet/tname".

Have you checked your timetable?

Remember to check your timetable to ensure that you know the **correct day** and **exact time** that you should be attending the online lesson.

Time/Day	Monday	Tuesday	Wednesday
07:30			
08:00			
08:30		Lecture ● Autumn - HIST112 Lecture/Record Weeks: 1-7,9-13	
09:00			
09:30			
10:00			
10:30	Lecture ● Autumn - ELL 110 Lecture/Record Weeks: 1-7,9-13		
11:00			
11:30			Enrolled ● Autumn - HIST112 Tut: Wed 11.30 13.1004 Location: To be advised Weeks: 2,7,9-13
12:00			

How can I join a Webex Meeting with my teacher and classmates?

Step 1

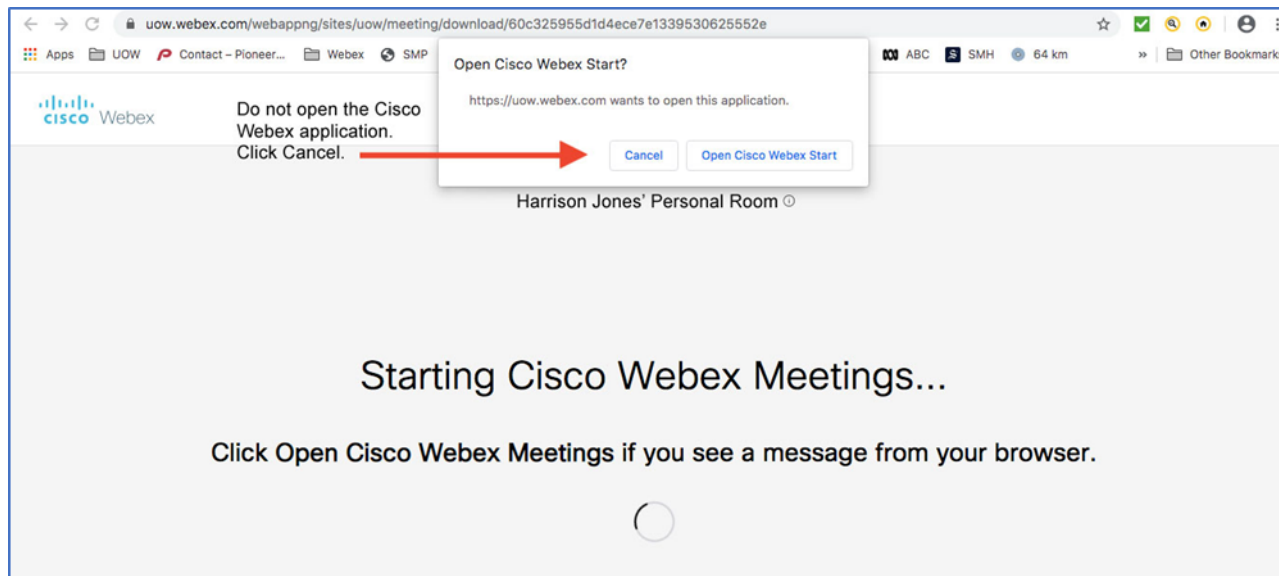
Your teacher will start by creating a Webex Meeting. Once the meeting has started, you can join the meeting room. You can simply use a web browser on your computer, tablet or phone to join the online classroom.

As mentioned on page 3 above click on the teacher's unique Webex Room Link or copy and paste that link into the Internet address bar of a web browser such as Google Chrome or Firefox. You may also use a tablet or a smart phone.

Step 2

When you enter your teacher's Webex Meeting classroom, the browser will spend between 20 to 40 seconds checking you see if you have the Webex Meeting app installed.

The picture below shows the website searching for the app and, in this case, finding the app and giving you the option to open the classroom using the app instead of the website.



Step 3

If you do not have the app (or the browser does not find the app), the website for the Webex Meeting classroom will add additional options after 20 to 40 seconds. You should then see the link “Join from your browser” appear. You can use this link to join the classroom using your browser.

Harrison Jones' Personal Room ⓘ

Starting Cisco Webex Meetings...

Click **Open Cisco Webex Meetings** if you see a message from your browser.
If you don't see a message from your browser, [open the desktop app](#).

Click on “Join from your browser”

Having trouble opening the desktop app? [Join from your browser](#). ←
Don't have the desktop app? [Download it now](#).

Alternatively, if you do not allow the app to download the following window will appear:

Harrison Jones' Personal Room ⓘ

Install the Cisco Webex Meetings app and start collaborating.

Click on “Join from your browser”

Having trouble downloading the app? [Join from your browser](#). ←

Step 4

If you have clicked “join from your browser”, you will be asked to enter your name and your email address to join the classroom. Make sure that you enter your correct name as it cannot be changed once you have joined the classroom and your teacher will also use these names to take an confirm your attendance. Then press “next” to go to the next screen.

Enter your information

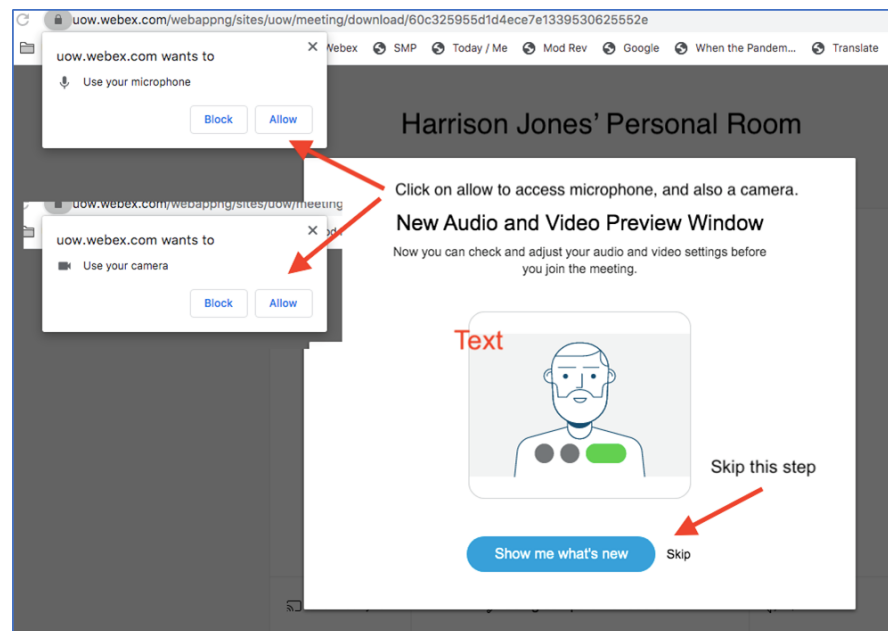
Enter your full name William Nimoy

Enter your UOW student email address wn786@uowmail.edu.au

Click Next Next

Step 5

First of all, when the next screen appears an alert will appear that will allow Webex to access the microphone, and or camera, features on your computer. Click “Allow”.

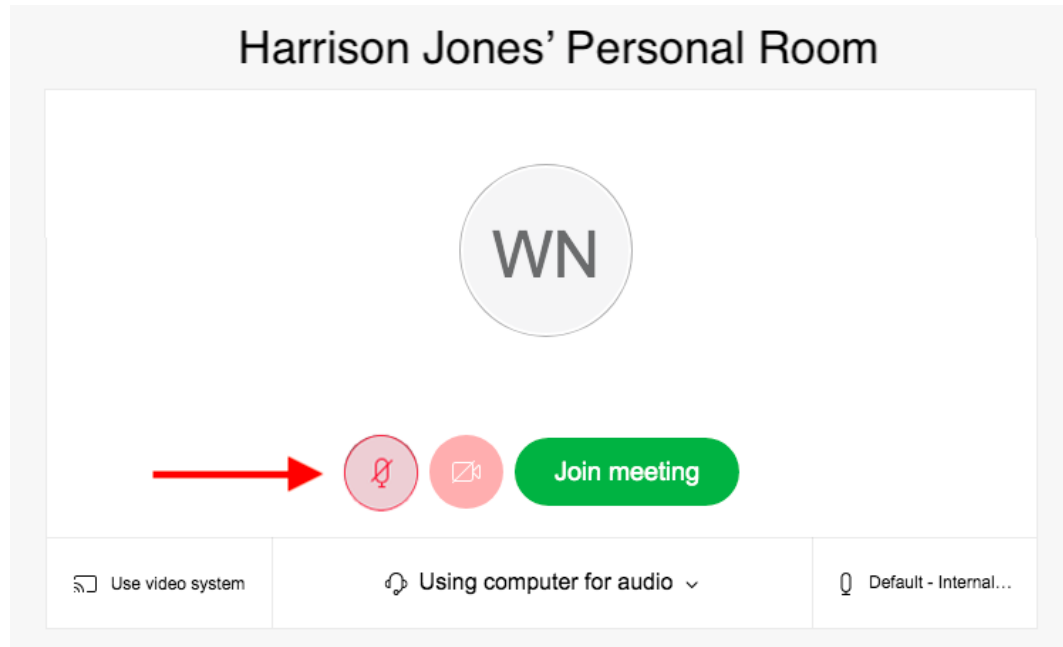


Step 6

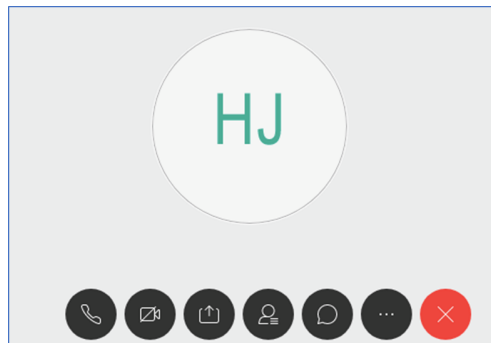
After you have pressed “Next” you will be given the option to join the classroom meeting.

You should first mute your microphone before joining so that there isn’t too much noise on the channel. You can mute your microphone by clicking on the microphone icon shown in black in the picture below.

When the microphone is muted, this icon will turn red. After doing this, press the green “Join meeting” button to join the online classroom.



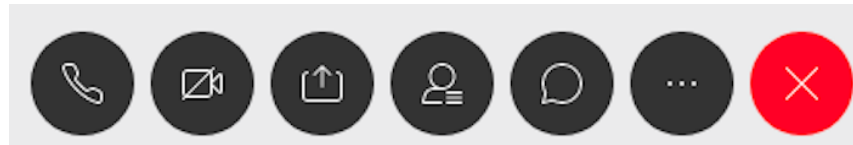
If your teacher has not started the meeting yet, it will ask you to wait. If the classroom meeting has been started by your teacher, then you will be able to join successfully.



Step 7

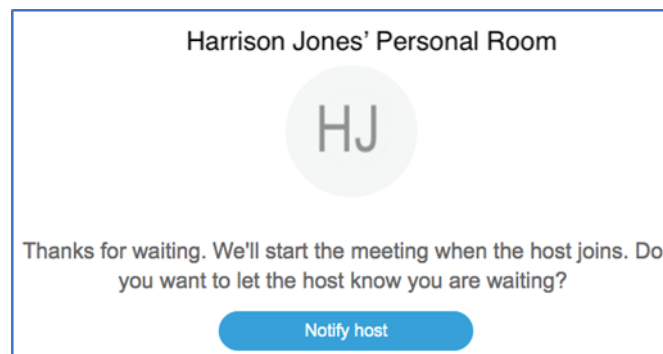
The buttons that appears on your meeting classroom are:

- The microphone mute button.
- The screen camera on/off button
- The share button which allows you to share your screen view with others
- The view all participants button to see who else is in the classroom
- The chat on/off button
- More functions
- Leave the room



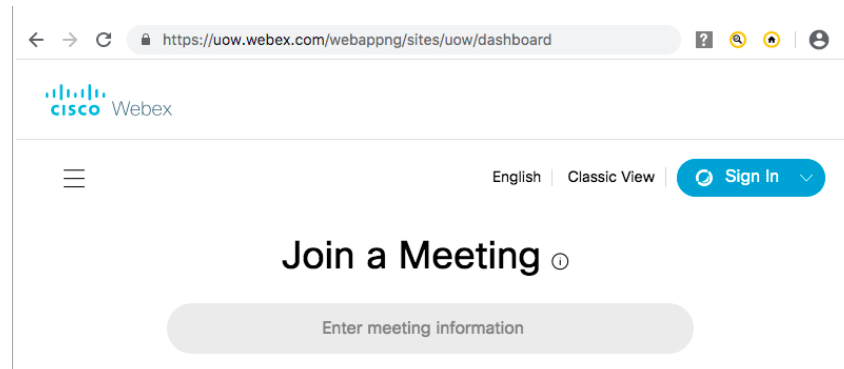
What happens if the meeting has not started?

In the event the teacher has not commenced the Webex Meeting the following screen will appear. Simply wait for the meeting to start. There could be problems with the network or a delay. It is better to wait and be part of the meeting and the lesson when it begins.



You can also join a meeting by typing this Internet address into a web browser address field and then typing in the nine digit Meeting Room number for the teacher.

<https://uow.webex.com/webappng/sites/uow/dashboard>



How to join an online classroom using Zoom

What is “Zoom”?

Zoom is a video conferencing service. It allows people to contact each other online using video and audio. Computer screens, computer applications and documents can be shared as well.

Zoom can be accessed on a computer using a web browser such as Google Chrome or Firefox on a computer.

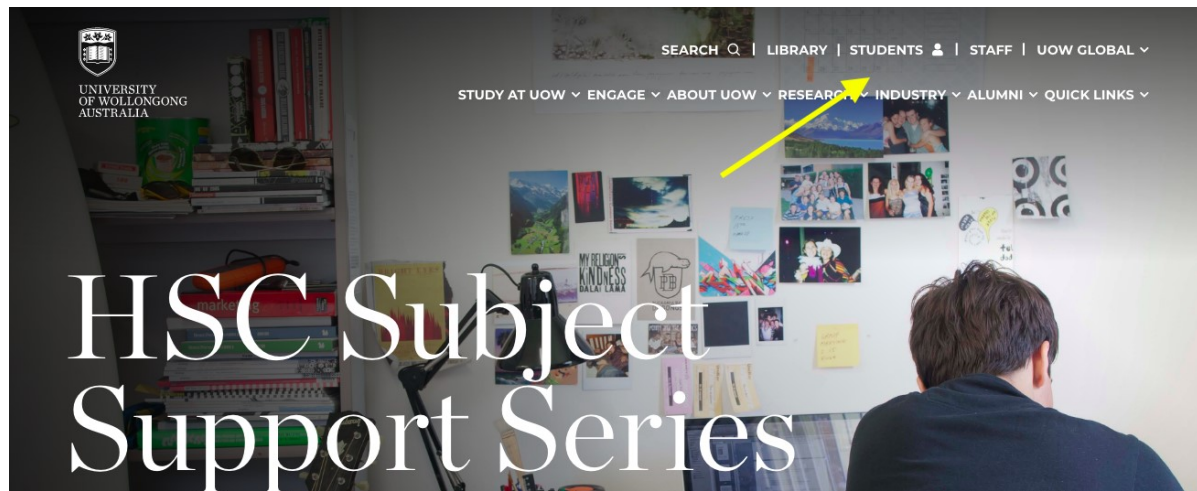
Zoom can also be accessed by downloading the application to your computer or by installing the Zoom app on your mobile phone.

Where can I find my teacher’s “Zoom” details?

Step 1

Open a web browser such as Google Chrome or Firefox on a computer. Browse to the University of Wollongong web site and click on the **Students** link at the top of the browser window. See below.

<https://www.uow.edu.au/>

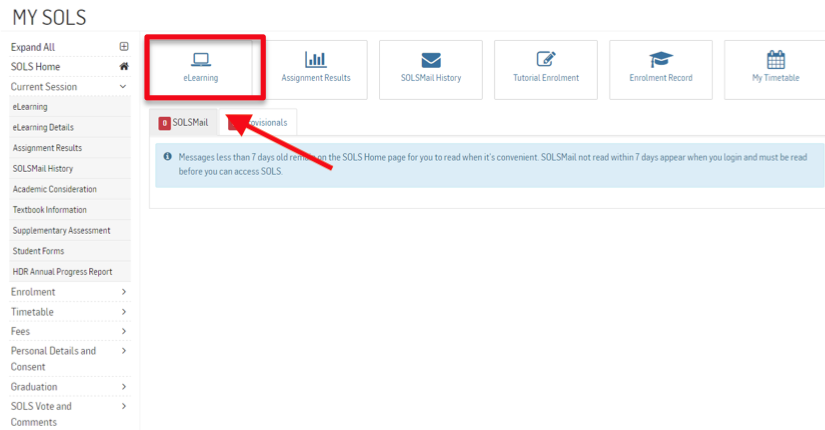


Step 2

Log in to you SOLS account at the University of Wollongong by using your **Student Username** and your **Password**.

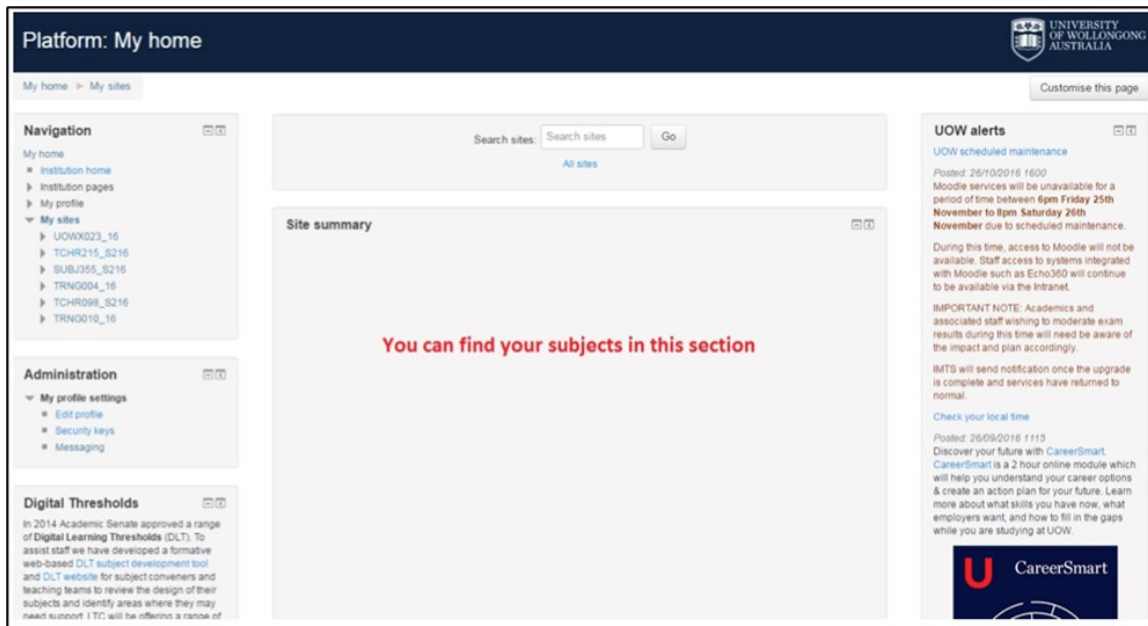
Step 3

The following window or screen will appear. This is your MySOLS page. Click on the **eLearning** tab located on the far left. See the screen below.



Step 4

The following window or screen will appear. Click on the **title** for the subject that you wish to attend on that day and time.



Step 5

A window or screen like the following will appear. This is the web site for your subject. This is the site where you will find information about:

- How to contact your teacher [Email address and Zoom link]
- Links to online examinations and quizzes
- Subject Outline
- Lesson Materials
- Links to study resources and more...

DART288/FSPW088 Introduction To Archaeology

Dashboard / Subject / SUBJ120_CW120

DART288/FSPW088 Introduction to Archaeology

UOW COLLEGE AUSTRALIA
PATHWAYS TO UNIVERSITY OF WOLLONGONG

DART288/FSPW088 Introduction to Archaeology

This course provides an introduction to theory and methods in archaeological research, data collection, and analysis. The objective is to familiarize you with the strategies that are employed in the investigation of archaeological remains and how these strategies further the aims of an anthropological archaeology.

[UOW College](#) | [University of Wollongong](#) | [UOW Library](#) | [UOW email](#)
[Subject Outline](#) | [Academic Subjects & Progression](#) | [Student eLearning FAQ](#)
[Campus Map](#) | [UOW Emergency/Assistance Numbers](#) | [UOW College Support Services](#)
[Plagiarism Information](#) | [Paraphrasing, Summarising & Quoting](#) | [Format Guide for FSP3](#)

[Student Guide](#) → [How to join an online meeting using Zoom](#)

Teacher Contact Details

Teaching Staff

Subject Coordinator/Teacher:
Harrison Jones

Email:
hjones@uow.edu.au

Zoom Online [Click to connect]
<https://uow-au.zoom.us/j/281245166>

Zoom App [Enter this number]
281 245 166

▶ Open all ▼ Close all

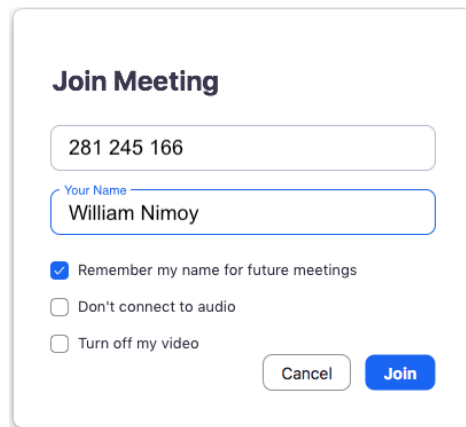
Instructions: Clicking on the section name will show / hide the section.

Supporting information and guides regarding online lectures, tutorials and laboratory classes

Online Learning Information and Zoom Resources

For example, these contact details are available:

- The teacher's email address
- The teacher's unique Zoom Internet address. In this example you simply click on the Internet address to open the teacher's Zoom Meeting in a web browser window.
- The unique number for the teacher's Zoom Meeting Room is also included. That number is entered in the "Join Meeting" field if you are using the Zoom application. See below.



Join Meeting

281 245 166

Your Name
William Nimoy

Remember my name for future meetings

Don't connect to audio

Turn off my video

Cancel Join

Have you checked your timetable?

Remember to check your timetable to ensure that you know the **correct day** and **exact time** that you should be attending the online lesson.

Subject Coordinator/Teacher:
Harrison Jones

Email:
hjones@uow.edu.au

Zoom Online [Click to connect]
<https://uow-au.zoom.us/j/281245166>

Zoom App [Enter this number]
281 245 166

Time/Day	Monday	Tuesday	Wednesday
07:30			
08:00			
08:30		Lecture 1 Autumn - HIST112 Lecture/Record Weeks: 1-7,9-13	
09:00			
09:30			
10:00			
10:30	Lecture 1 Autumn - ELL 110 Lecture/Record Weeks: 1-7,9-13		
11:00			
11:30			Enrolled 1 Autumn - HIST112 Tut: Wed 11.30 19.1004 Location: To be advised Weeks: 2-7,9-13
12:00			

How can I join a Zoom Meeting with my teacher and classmates?

Step 1

Your teacher will start by creating a Zoom Meeting. Once the meeting has started, you can join the meeting room. You can simply use a web browser on your computer, tablet or phone to join the online classroom.

As mentioned on page 3 above click on the teacher's unique Zoom Meeting Link or copy and paste that link into the Internet address bar of a web browser such as Google Chrome or Firefox. You may also use a tablet or a smart phone.

Step 2

When you enter your teacher's Zoom Meeting, the browser will begin to download the Zoom application.

A download should start automatically in a few seconds

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).


If you cannot download or run the application, [join from your browser](#).

There is no need to use the Zoom application if you do not wish to do so. You can always join the Zoom Meeting using a web browser

Step 3

If you do not have the app you can the website join the Zoom Meeting using the web browser. Click on the link, “**join from your browser**”.

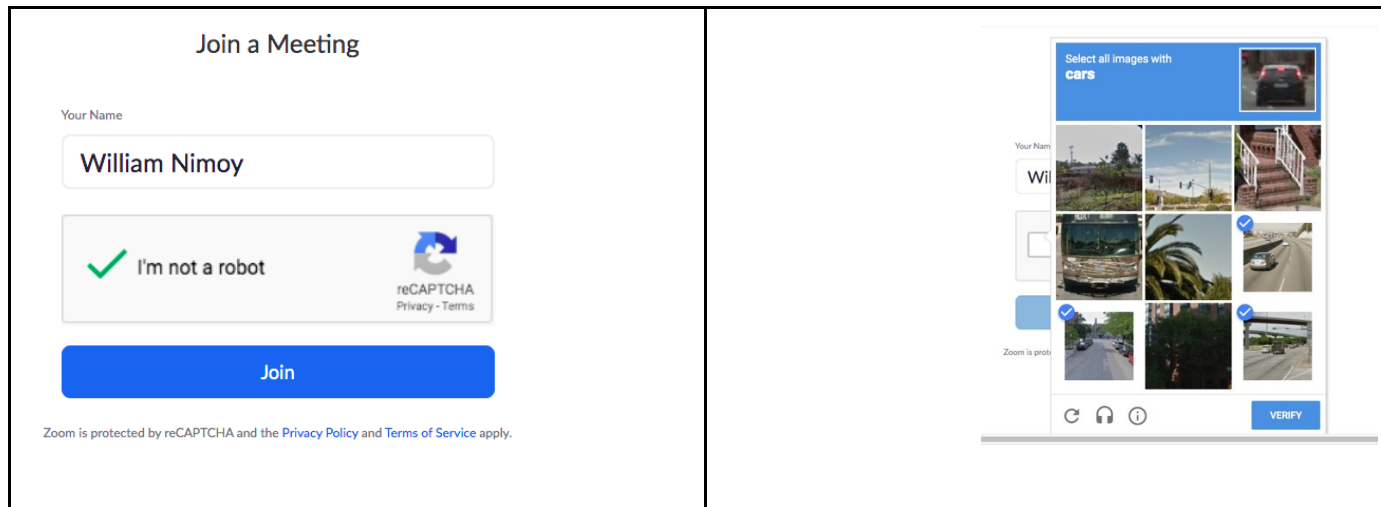
If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

If you cannot download or run the application, [join from your browser](#). 

Step 4

If you have clicked “**join from your browser**”, you will be asked to enter your to join the classroom. Make sure that you enter your correct name as it cannot be changed once you have joined the classroom and your teacher will also use these names confirm your attendance.

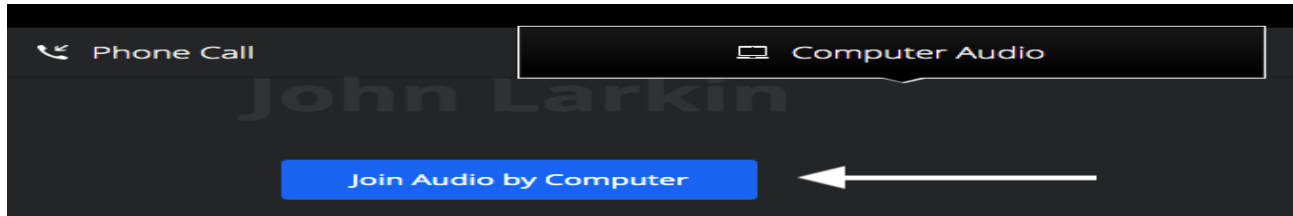
Use your actual name so that your teacher and classmates can identify you and address you appropriately. Using your own name also allows your teacher to record your participation and attendance.



Complete the CAPTCHA screen in order to move on to the next step.

Step 5

When the next screen appears, an alert will appear that will allow Zoom to access the microphone, and or camera, features on your computer. Click “Allow”. See below.

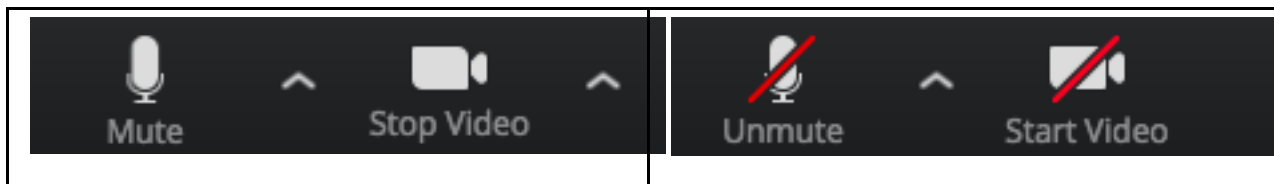


Step 6

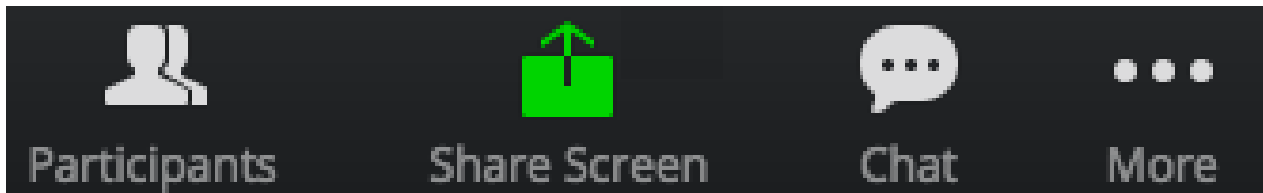
After you have pressed "Allow" you will be given the option to join the Zoom classroom meeting.



You should first mute your microphone before joining so that there isn't too much noise affecting the meeting. You can mute your microphone by clicking on the microphone icon shown in the image below.



From time to time your teacher may require you to switch off your camera in order to improve network bandwidth for the Zoom lesson. Simply click on the Camera icon to Stop or Start Video as required. See above.



Step 7

The other buttons that appears across the bottom of the meeting window include:

The view all participants button to see who else is in the classroom

The share button which allows you to share your screen view with others

The chat show/hide button

More functions

Leave the meeting

What happens if the meeting has not started?

In the event the teacher has not commenced the Zoom Meeting the following screen will appear. Simply wait for the meeting to start. There could be problems with the network or a delay. It is better to wait and be part of the meeting and the lesson when it begins.

The meeting has not started

The page will refresh in 5 seconds, or [reload the page](#) now.