



QUICK GUIDE TO 'COLCAMPUS' ONLINE LEARNING
BOSTON MEDIA HOUSE

Dear BMH Student –

At Boston Media House we understand that the current circumstances (COVID-19 lockdown) are stressful and that you are worried about the progress of your studies.

As you know, as of 23 March 2020 we took the learning and teaching online, onto our learner management system called ColCampus. Your Lecturers have been working hard to ensure that you get the best possible courseware to work with remotely, so that your progress is not affected.

Please be assured that Academic Managers and Lecturers are standing by to assist you, and that you are not alone in this online learning experience.

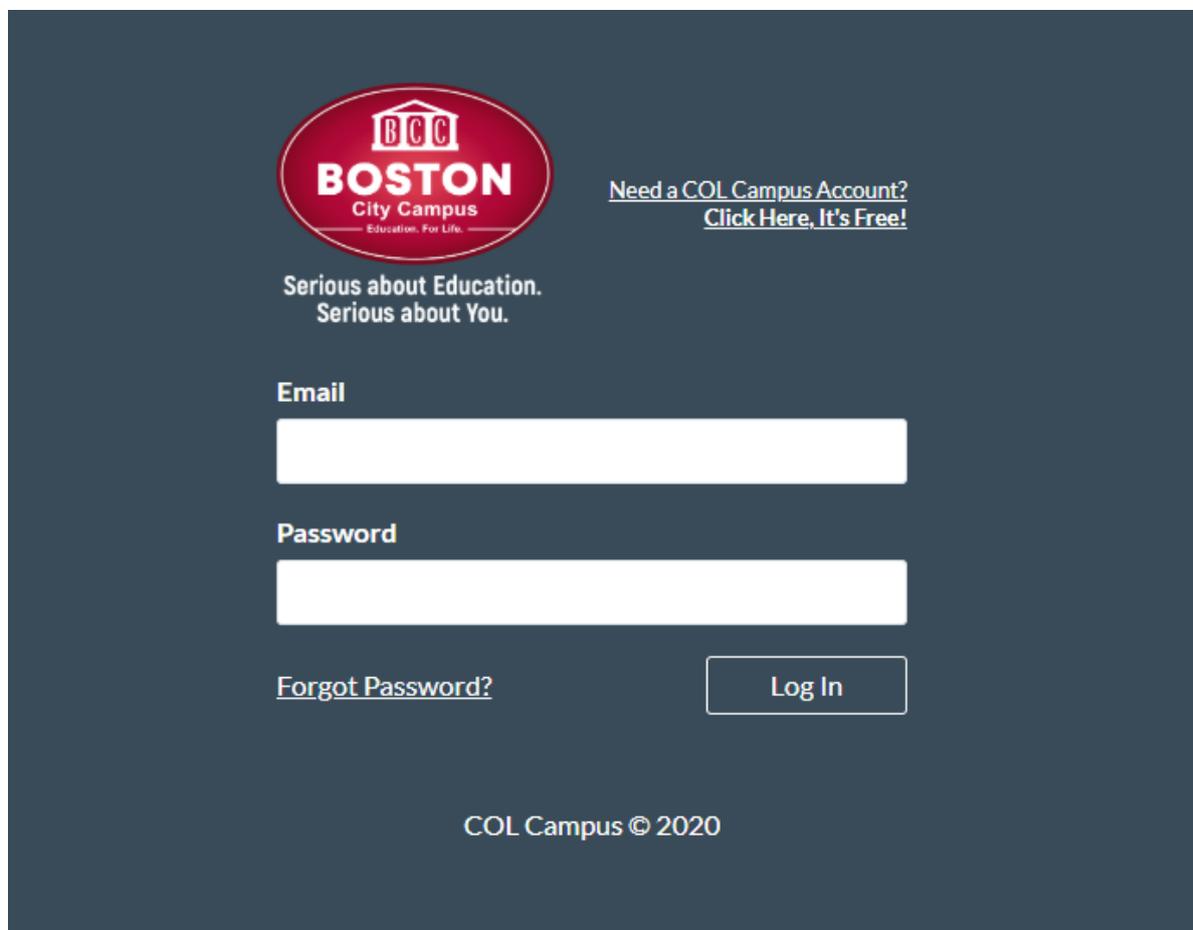
We have put together a step by step guide for you so that you can easily access ColCampus, as well as your subjects once you have accessed the online learning management system.

Academic Team

STEP 1: LOGIN TO COLCAMPUS

You can log-in and use COL Campus from any web-enabled computer/device or student PC at your Boston Support Centre.

To log-in, click on the link <https://www.colcampus.com/login/bcc>.



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COL Campus © 2020

When logging-in, students must enter their login details.

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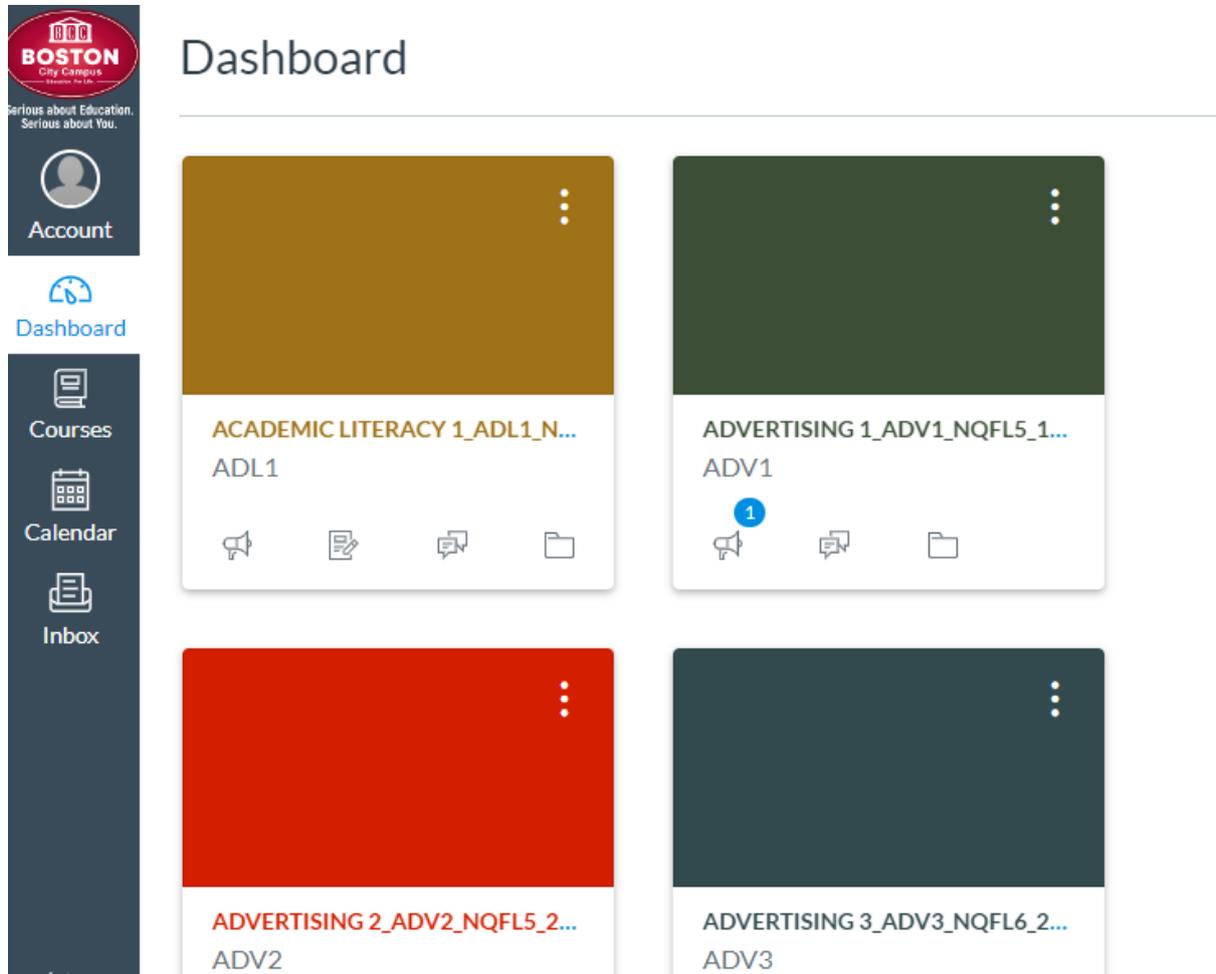
Instead of entering your email address in the login screen, **you must use the number 8, underscore and your full student number. (example 8_123456789), which is displayed on your Boston invoice.**

Your password is set as your ID/Passport Number.

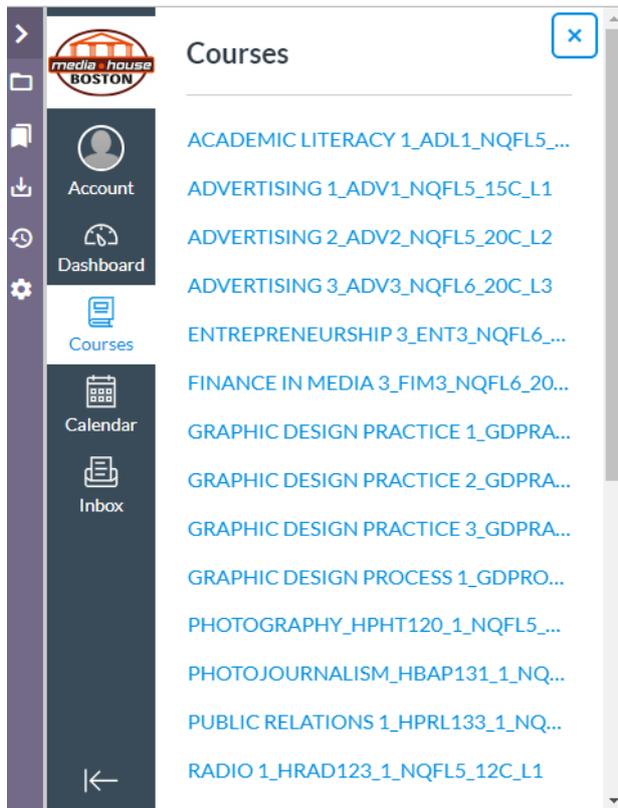
Please note: the system will block any user who attempts to change either their username or password.

STEP 2: SELECT A SUBJECT

In the example all the BMH courses are visible: your dashboard will only show those courses/subjects for which you are registered. Here is an example of what your dashboard will look like:

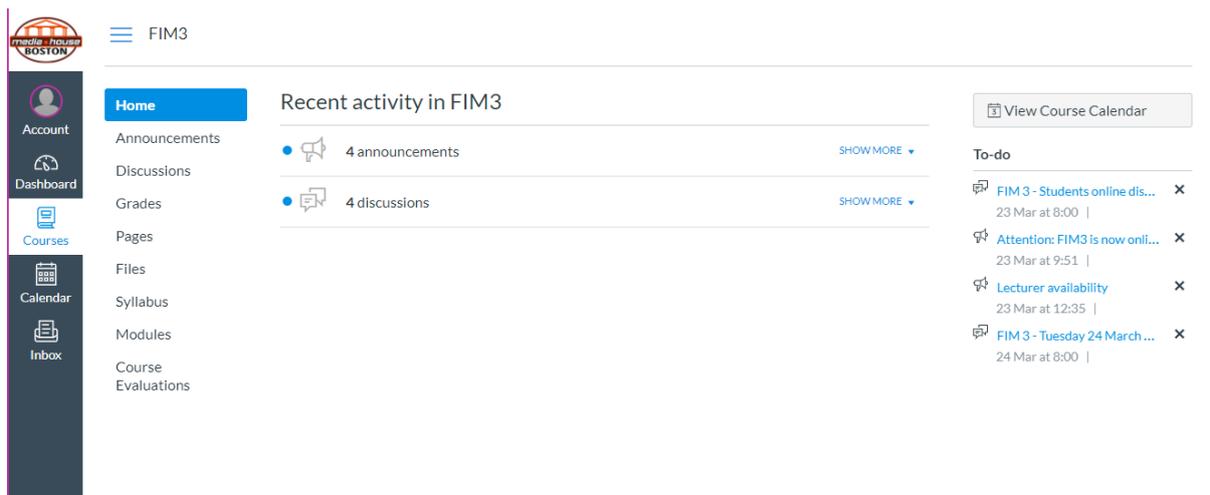


Let's say that for example we want to look at Finance in Media 3 (click on the subject name on the dashboard. If you can't find your subject there, please head to the tab labelled "COURSES" as indicated in the screenshot below:



STEP 3: SUBJECT PAGE

Once you have clicked on the subject name (in our example we are using Finance in Media 3) you will be taken to the subject’s landing page. Note the blue tab on the left hand side labelled “HOME” – this indicates where you are within the subject’s pages. In the next step, select the next tab (below ‘HOME’) and access “ANNOUNCEMENTS”.



STEP 4: ANNOUNCEMENTS

Now we are looking at the 'ANNOUNCEMENTS' page. On this page you can see that three Announcements have been posted for the Finance in Media class. Click on an Announcement to read it.

The screenshot shows the 'FIM3 > Announcements' page. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, and Inbox. The main content area has a search bar and a list of announcements. The first announcement is titled 'Lecturer availability' and is dated 23 Mar 2020 at 12:35. The second is 'Attention: FIM3 is now online' dated 23 Mar 2020 at 9:51. The third is 'Formative 1 brief amended time'. Each announcement includes a profile picture, a link to 'All sections', and a 'Reply' link.

STEP 5: DISCUSSIONS

We would love to have you participate in our Discussions. Your lecturers will be checking in on the Discussion Boards regularly and will be online during your usual class time. You are welcome to post a question relating to the subject at any time, and you are encouraged to engage when your classmates post a question too. Access the Discussion via the link on the left hand side:

The screenshot shows the 'FIM3 - Task 4 discussion per lesson' page. The left sidebar is the same as in the previous screenshot, but 'Discussions' is highlighted. The main content area shows a discussion post by 'Kamogelo Lithoko' with 11 replies. The post text reads: 'Good day Students', 'This afternoon between 2pm - 4pm I will be online to discuss with you the task 4 provided on the lesson plan 9-10. Please complete the task 4 provided under the lesson plan uploaded, which refers to activities in the textbook with a number of questions.', 'I will deal with any questions on this activity. Please take time to practice and do the exercises.', 'Lets meet online at 2pm.', 'See you then.', and 'Regards,'.

In our example, Finance in Media has already commenced with a few topics for discussion: get involved by clicking on “write a reply” (bottom of this screenshot) and type in your question or comment.

STEP 6: MODULES

The tab labelled “MODULES” is where you can find your subject information (e.g. the Subject Outline, Assessment Briefs) and also the Lessons that we have placed online as of 23 March 2020.

Click on the Lesson to access the courseware – which can also be downloaded to view offline later – and participate in the Lesson’s activities.

You’re ready to learn online! Please also note that your lecturer’s contact details are posted on the subject page – either on the landing page and/or in the Announcements. If you have any questions, please do not hesitate to contact your lecturer – they are waiting to hear from you. Below we answer some ‘Frequently Asked Questions’ to help trouble-shoot any problems you may encounter.

FREQUENTLY ASKED QUESTIONS

1. I am logged into ColCampus but I do not see the subject I am looking for. Please help!

ANSWER: If you are successfully logged into ColCampus and you do not see a subject for which you are registered, please mail Carike@boston.co.za placing the following information in the Subject line of the email: In the subject line include the following details in the EXACT order:

ColCampus - Surname, First Name – Student Number – Subject & Subject Level (e.g. Radio 2)

We will check your access and let you know the outcome as soon as possible.

2. ColCampus takes a very long time to load the Lesson and Slides I am trying to view. Please help!

ANSWER: Sometimes this does happen – please be patient as the system loads your courseware. If it continues without improving, consider exiting ColCampus and logging in again, thus refreshing the system.

3. How do I write a test (quiz) on ColCampus?

ANSWER: Note that tests set up in ColCampus will use ColCampus QUIZ function. The following brief guide demonstrates how to access the QUIZ function on ColCampus. You'll find it nice and easy once you've tried it once – so don't panic and follow the steps below:



ONLINE TESTS IN COLCAMPUS: INSTRUCTIONS

To access a course's test (also called a QUIZ), in the **Course Navigation**, click the **Quizzes** link.

To find the quiz that you need to take, click on the title of the quiz.

To begin the quiz, click the **Take the Quiz** button.

Note: if you leave a timed quiz, the timer will keep running and the quiz will be automatically submitted when time runs out.

At any point during the quiz, you can view a summary of your quiz. The questions that you have answered will be identified by a checkmark icon, while unanswered questions will be identified by a question mark icon.

You will also see a timer showing your progress on the quiz. If you are taking a timed quiz, the timer shows the running time and counts down until time expires. For untimed quizzes, the quiz shows as the elapsed time.

You can also view the due date for the quiz.

Questions

🔍 Question 1

Time Elapsed: [Hide](#)

Attempt due: May 4 at 11:59pm

0 Minutes, 18 Seconds

COL Campus automatically will save your quiz as you go through it. When you are finished, submit your quiz and view the quiz results to find out your score.

A screenshot of a quiz interface. It features a long, thin progress bar on the left. To the right of the progress bar, there is a red rectangular box containing the text 'Saving...' and a button labeled 'Submit Quiz'.

4. When will my lecturer answer my question on the Discussion Board?

ANSWER: Your lecturer will check on the Discussion Board periodically and will be online during the time of your usual class. Your lecturer will also check emails daily and respond to any email queries. If you are not getting a response from your lecturer please email carike@boston.co.za and your Academic Manager will assist you with contacting your lecturer.

5. I am struggling to understand some work, but I don't want to post my question on the Discussion Board. Please help!

ANSWER: Check the subject page for your lecturer's contact details (on the landing page and/or in Announcements) and send an email directly to your lecturer. Alternatively, click "Send Message" and an email is automatically sent to your Academic Manager for the subject, who will forward the query to your lecturer for response.