

The OU Essentials : How do I study at the OU? Introduction to what's what

So what does OU mean?



- It is the OPEN University
- This means that most modules are open to anyone, regardless of previous experience, who they are, what they are and where they are
- This also means that you as students have carefully read through what is required for your module and have made a considered decision about whether you can do it
- <http://www2.open.ac.uk/students/charter> covers useful information about the student commitment

What makes the OU special?



- Flexibility to study alongside other commitments
- Opportunity to learn something that has always interested you
- Chance to develop yourself and learn new employability skills
- No need to move to a new location to ‘go to university’

- Being an OU student
- <https://www.open.edu/openlearn/education-development/being-ou-student/content-section-overview?active-tab=description-tab>

Course content		
SESSION 1	Session 1: What's OU study all about?	▼
SESSION 2	Session 2: Where do I find everything?	▼
SESSION 3	Session 3: How will I get support?	▼
SESSION 4	Session 4: How will I learn?	▼
SESSION 5	Session 5: How can I be a successful student?	▼
SESSION 6	Session 6: What do I need to do before I start studying?	▼

The OU has lots and lots of TLAs (three letter abbreviations) – you will get used to them. Please use the poll pod to say some you have come across so far

- Common ones may be TMA, EMA, eTMA, iCMA, SST, DA, SHL

You'll get used to them so welcome to the club 😊



Welcome name

Profile +

Tools +

Services +

Links +

Personal links +

Your qualification name here

Supporting you through your qualification study journey +

- ▶ View your study record
- ▶ Your tutorials and study events
- ▶ Student Support Team

Your module name here +

Thinking about what to study next?

You'll find the information and advice you need on your [next module page](#).

Qualifications +


How do I?


- ▶ Prepare for exams?
- ▶ Get help studying with a disability?
- ▶ Get an official record of my studies?
- ▶ Change my password?


news for all students is here



Welcome **Robert**

 [Profile](#) 



 [Tools](#) 

 [Services](#) 

- ▶ [Help Centre](#)
- ▶ [Services for disabled students](#)
- ▶ [Careers and Employability Services](#)
- ▶ [Library Services](#)
- ▶ [OU System Status](#)

 [Links](#) 

- ▶ [The Knowledge Network](#)
- ▶ [Student Association forums](#)
- ▶ [OU Student Association](#)
- ▶ [Your Student Academic Summary](#)
- ▶ [Software downloads and discounts](#)
- ▶ [Student consultation](#)
- ▶ [Student Policies and Regulations](#)
- ▶ [OU Prevent Principles](#)
- ▶ [Student Voice](#)

 [Personal links](#) 

Thinking about your next steps?


Whether you want support in progressing your career or you want to explore your options for further study, you'll find all the information you need here in StudentHome.

- ▶ [Visit Next steps after completing your studies](#)
- ▶ [Study record](#)

Qualifications

Have you been making full use of the OU library?



[Take a look at the library website](#) 

How do I?

- ▶ [Stay motivated over Christmas](#)
- ▶ [Get help studying with a disability](#)
- ▶ [Report bullying or harassment](#)
- ▶ [Get an official record of my studies](#)
- ▶ [Change my password](#)

STUDENT HUB LIVE: WELL-BEING FOR STUDENTS – Live Broadcast on 18th January 2024

We are all encouraged to look after our well-being these days, but what is the best way to go about this? In this special Student Hub Live broadcast,...

[Remove \[x\]](#)

Upcoming Online Library Training Session:

Smarter searching with library databases

Want to find out some librarian secrets for building better searches? Unsure how to use effective search techniques, such as Boolean searching, to

Module website



Your name (PI Number)

Sign out

Contact the OU

Accessibility

Search the OU



StudentHome

Profile

Study

Library

Careers

Community

Help Centre

Assessment Tutorials Forums Resources News

Help ?

Search



module code

module title

0%



Current weeks

All weeks

EXPAND ALL



WEEK

0

Module preparation
30 January – 5 February

0 of 3
completed



The study planner and planning

Block 2 Unit 3



3.1 Introduction

3.2 Planning your study

3.3 What is work?

3.4 Working with data

3.5 Businesses and organisations

3.6 Thinking about happiness at work

3.7 Working on your TMA

3.8 Check your understanding

References

Acknowledgements

3.2 Planning your study


This section should take about 15 minutes to study

Table 3.1 provides the breakdown of timings for this week's study.

Table 3.1 Study timings for Unit 3

Section	Duration	When	Where
3.3 What is work?	1 hour	<input type="text"/>	<input type="text"/>
3.4 Working with data	1 hour 45 minutes	<input type="text"/>	<input type="text"/>
3.5 Businesses and organisations	2 hours 30 minutes	<input type="text"/>	<input type="text"/>
3.6 Thinking about happiness at work	2 hours 15 minutes	<input type="text"/>	<input type="text"/>
3.7 Working on your TMA	1 hour	<input type="text"/>	<input type="text"/>
3.8 Check your understanding	30 minutes	<input type="text"/>	<input type="text"/>

Activity 3.2 What does work mean to you?

 This activity should take about 20 minutes

This activity has two tasks

Task 1

Make notes in the text boxes or, if you prefer, in your learning notebook, in answer to the following questions. You only need to write a few words or a sentence for each answer but do spend a couple of minutes thinking about and reflecting on your answers. You don't need to worry about making your answer perfect; this is just a chance to think about your own views.

- What does 'work' mean to you?

Save

Reset

- What 'work' do you do now, or have you done in the past?

Save

Reset

Forums

- Depending on the module there may be a welcome forum, topic forums, cluster forum and tutor group forum
- Please look very carefully at any instructions about where to post messages
- New messages in any forum can be seen in recent activity (module website > right hand side > scroll down)
- Subscribe to discussions that are relevant
- Search for discussions



How do you feel about assessment?



- What is the first thing you think of when you see the word assessment?
- Please use the polling pod provided to add your one or a few word reaction

Don't Panic!



- Assessment is not designed to upset you or stress you out.
- It has a purpose to help you achieve your learning goals

Why does assessment exist?



- Assessment exists to allow you to know whether you are learning what you need to, and whether the module is delivering what it says it will.
- Think about it as a checklist of achievement
- It's all very well saying you know something but this way you can prove it
- Likewise, you know where you need to focus efforts moving forward

Assessment

- Most assignments (called tutor marked assignments – TMAs) are submitted electronically
- There is a dedicated system called the eTMA system where you upload your completed work. Your tutor will then collect after the deadline and return the marked work, through the same system within 10 working days after the deadline



[TMA/EMA service >](#)

TMA stands for tutor marked assignment as it is the work that you are doing (assignment) that goes to your tutor through the electronic TMA system and enables them to provide feedback which you then read and act upon. *Remember to read the feedback and act upon it!!*

You will very likely find that TMAs will get gradually more complex as you progress through the module – don't worry about this it is totally normal – you will be building and growing so gaining more understanding.

eTMA system



The eTMA system is accessible through your module assessment page

Do take the chance to submit a TMA00 (dummy TMA) according to module requirements so you can get used to how the system works.



TMA/EMA service >

Cut Off Dates

B100
23J

An introduction to business and management

24% ?

Current weeks

All weeks

EXPAND ALL ▾

👁 You last viewed: B100 Assessment guide in Assessment

Welcome to B100

3 of 3 completed

WEEK
1

Block 1: Introduction
7–13 October

2 of 2 completed ▾

WEEK
2

Block 1: Introduction continued
14–20 October

1 of 1 completed ▾

WEEK
3

Block 1: Introduction continued
21–27 October

1 of 1 completed ▾

WEEK
4

TMA week
28 October–3 November

1 of 1 completed ▲

This week is for you to work on TMA 01.

📄 TMA 01

Assignment: **TMA 01** (cut-off date **Thu 2 Nov**)

WEEK
5

Block 2: Working in organisations
4–10 November

2 of 2 completed ▲

B100-23J Home **Assessment** Tutorials Forums Resources News

B100-23J Home > Assessment



Assessment

📄 B100 Assessment guide



TMA 01 2 Nov
Week 4

View >

Collect feedback >

Score
20%



TMA 02 7 Dec
Week 9

View >

Collect feedback >

Score
52%



TMA 03 25 Jan
Week 14

View >

Collect feedback >

Score
72%



TMA 04 29 Feb
Week 19

View >

Collect feedback >

Score
69%



TMA 05 11 Apr
Week 24

View >

TMA/EMA service >

Score

Degree classification



- Note that the OU uses a system called pass level 1, 2, 3 and 4 which equate to 1st, 2:1, 2:2 and 3rd respectively
- Level 1 does not normally count towards your degree classification overall. This means the marks you get won't affect the final 1st / 2:1 etc grading. BUT you do need to pass!
- However, students who do well at level 1 have shown they have gained the skills and can apply them, so it is always better to start out as you mean to go on.

Important things!



- There will be some deadlines so you are going to have to plan to meet them
- Note down any deadlines as soon as you start
- If available print out the study calendar and stick on the wall or add key dates to your existing calendars
- The student assessment handbook is at <https://help.open.ac.uk/documents/policies/assessment-handbook> and covers policies
- We'll cover more on time management in a future session

Useful services option



Services



- ▶ Help Centre
- ▶ Services for disabled students
- ▶ Careers and Employability Services
- ▶ Library Services
- ▶ Computing Guide
- ▶ OU System Status

Help Centre



What are you looking for?



 Starting on your first module(s)? Not had much time to prepare? [Get set up quickly.](#)

Browse help topics

Assessments and exams



Induction



Careers and employability



Library



Certificates, references and next steps



Life events and study



Changing your study plans



Mental health, wellbeing and keeping safe



Home > Disability support

Disability support

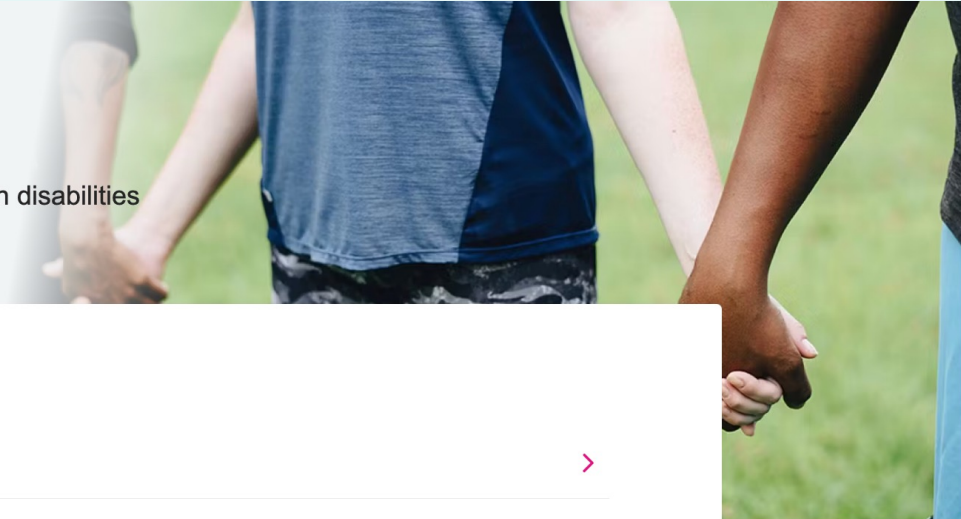
We've a wealth of experience in helping students with disabilities get the most out of their studies.

What do you need help with?

[What disability support is available](#) >

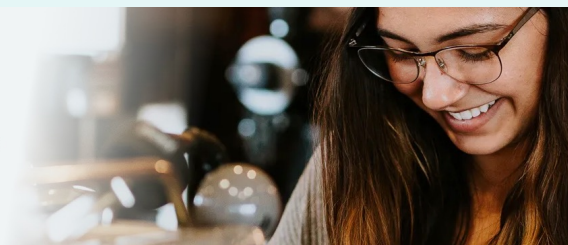
[Who can get disability support](#) >

[How to get disability support and funding](#) >



Careers and employability

Find out what Careers and Employability Services can do to help you plan and build your future.



What do you need help with?

[About the Careers and Employability Services](#) >

[Plan your career](#) >

[CVs, applications and interviews](#) >

[Jobs and work experience](#) >

[Careers with your OU subject](#) >

[Student careers stories](#) >

[Careers news, events and resources](#) >

[Careers consultations](#) >

[Careers support for military veterans with a disability](#) >

Library and Cite them Right

Search the library



Browse selected resources: [By Subject](#) | [Journal collections](#) | [Ebook collections](#) | [Database collections](#)



New to the library?

Learn about the online library and how to find and manage resources with our Getting started guide.

[Get started](#)

[How do I do a literature search?](#)

[Library Access browser extension](#)

[New to studying? Introducing your online library](#)

[Using other libraries and SCONUL Access](#)

Upcoming Training and events

JAN

[Smarter searching with library databases](#)

16

Tue, 16/01/2024 - 12:30

Learn how to access library databases, take advantage of the functionality they offer, and devise a proper search technique.

JAN

[Improving your experience accessing online resources](#)

22

Mon, 22/01/2024 - 19:30

If you experience difficulties in reading some full text formats this session will show you how to make adjustments to improve accessibility.

Library News

Foundations Programme – reflections and upcoming activities

Thursday, 11 January, 2024 - 11:36

Reflections from colleagues in the Foundations Programme team, highlighting the benefits they are seeing.

Help and support

[Quick guide to Harvard referencing \(Cite Them Right\)](#)

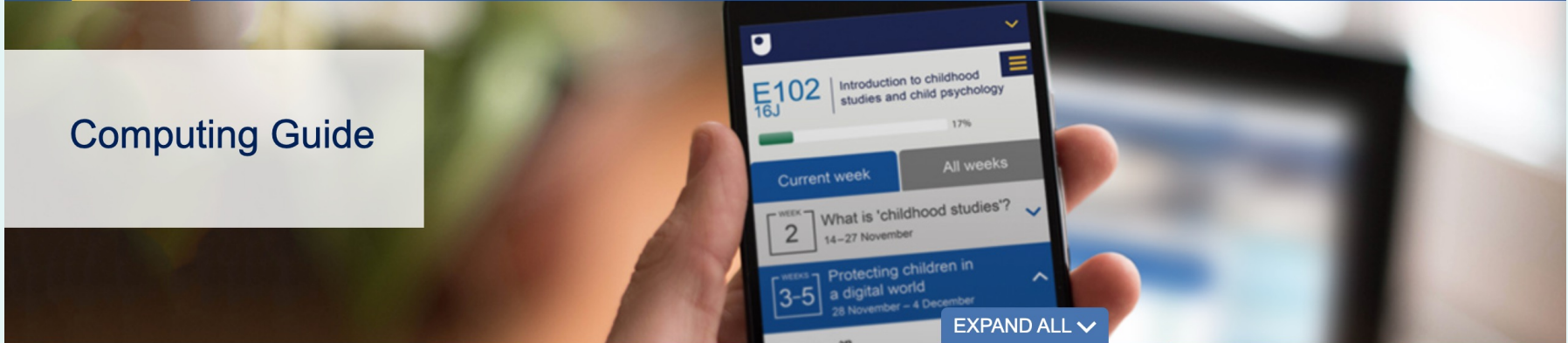
[Referencing and plagiarism](#)

Library Helpdesk



Computing Guide

Computing Guide




 You last viewed: [Adobe Connect accessibility guide](#) in [Online rooms guidance](#)

[Finding your way around](#) 

[Personal tools](#) 

[Tutorials \(Online rooms\)](#) 

[Activities and tools you might find on your OU website](#) 

[Help and support](#) 

[General information](#) 

[Welcome](#) 

[News and updates](#) 

Highlights: November/December 2023 Learning Systems upgrade
Posted: 21 Nov 2023

Turnitin for students now available
Posted: 22 Sep 2023

[View all >](#)



[Useful links](#) 

[Computing Helpdesk](#)

OU System Status

THE OPEN UNIVERSITY SYSTEM STATUS



Information about the availability of The Open University's core IT systems

If you think there is a major system issue that is not listed here, please contact your usual OU helpdesk.

IT systems are running normally

Major Incident	Operational
Apprenticeship Portal	Operational
Broadcast Partnerships (BBC) website	Operational
Ceremony booking	Operational
Dashboard	Operational
eTMA submission system	Operational
External Network	Operational
Help Centre website	Operational
iCMA access	Operational
Library Services	Operational
Module websites	Operational
Online rooms	Operational
OpenLearn	Operational
Registration websites	Operational
StudentHome	Operational
Telephone service	Operational

Discussion activity



- There will be 2 specific questions in chat pods for you to explore some of the elements we have discussed further.
 - *The things I am looking forward to most this year are....*
 - *The things I am not quite sure about are...*
- You are welcome to add your thoughts and we will then pick up some of the themes and talk through them.
- Chat does have names on but the recording will be anonymised so you will appear as 'user number'

Take home message



- Studying at the OU offers flexibility to study around other commitments although there are fixed deadlines and other set events that need to be scheduled into a diary / calendar
- As an adult learner you will need to take responsibility for your own learning, but have access to lots of support and advice

Final polls



What do you feel is the main thing you will take away from this session?

Feedback please



Please use the following link to provide feedback to help the student hub live team to continue to improve what we do

[Feedback Form](https://forms.office.com/r/HnEvnXsQ2q)

<https://forms.office.com/r/HnEvnXsQ2q>

Contact



Details, booking information and subscribe for events at <http://studenthublive.open.ac.uk/>

Past student hub live online study skills sessions
https://studenthublive.open.ac.uk/eventlist_catchup

Send us feedback at studenthub@open.ac.uk