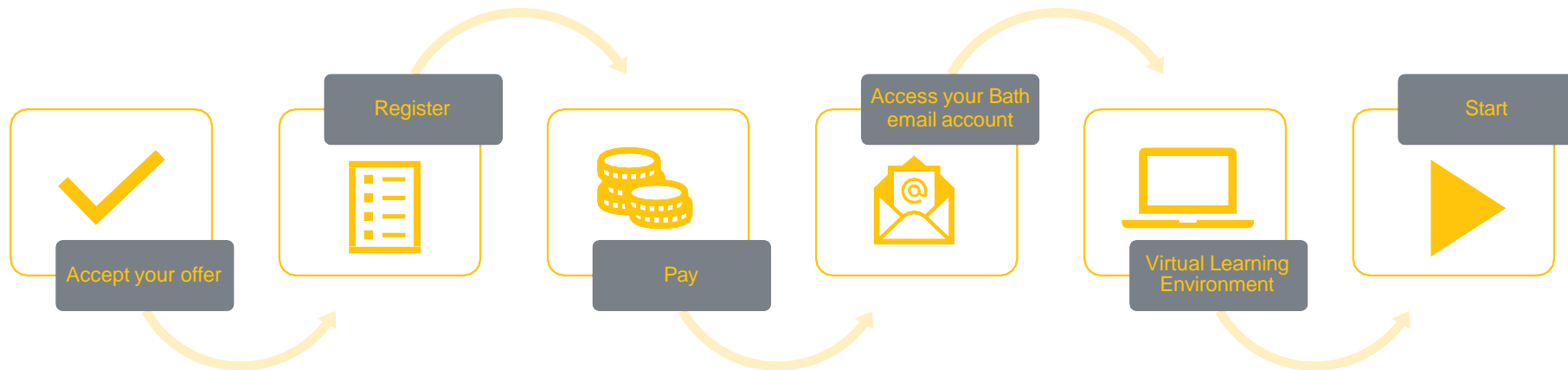# Onboarding guide

Welcome to the University of Bath

Before you start your course

There are a few steps that you need to complete

Accept your offer → Register → Pay → Access your Bath email account → Virtual Learning Environment → Start

1. Accept your offer

By now you will have received your offer letter to your personal email. You must indicate whether you wish to accept your place within the 'My online programme status' area on your Bath Application Tracker. You must accept your offer at least 2 weeks prior to the start date if you wish to enrol on this course.

Also, within this letter you will find the course start date and the online induction start date.

Bath Application Tracker

You can also check your [Bath Application Tracker](#) to view your offer letter in the 'My offer letter' section. Your Bath Application Tracker also includes information on updates to your application status and it also contains your address and email contact details. Please ensure you keep these up to date. You can update your contact details with us at any time via your Bath Application Tracker.

You should have received an email message from the University of Bath Account Manager with your Bath username and password a couple of days after we received your application (please check your spam/junk folder). If you already have your Bath username and password, please continue to use your existing login details.

2. Register

Once you've accepted your offer, you will receive an invite to register. Your Student Recruitment Coordinator will advise on when you're likely to receive this. This will come from registration@bath.ac.uk. Please keep an eye out for this email and follow the instructions to complete your registration via the web page provided in that email.

3. Pay

Once you have completed your registration, you will need to pay for your first unit by clicking on the 'online programmes' tab and following the instructions. Information about the fees can be found in your offer letter.

Please be aware of the payment deadline that your Student Recruitment Coordinator has informed you of. Payment must be received one week before you start your first unit otherwise your registration may be terminated. Should you have any questions or concerns about making your tuition payment, please contact your Student Recruitment Coordinator as soon as possible.

If your tuition fees are to be paid by a sponsor, please let your Student Recruitment Coordinator know as soon as possible so that they can advise you on the best way to pay tuition.

4. Access your Bath email

How to access your University of Bath email account:

Follow this link **and use your Bath single sign on login details.**

> For more information on your Bath email account, visit https://www.bath.ac.uk/services/outlook-web-app/

> **It's important that you know how to access your Bath email account as all communication once you start your course will be directed to this email.**

> Can we link our student email address to other accounts?

5. Virtual Learning Environment

Engage

You will have access to Engage, our Virtual Learning Environment.

Your access to Engage and your Programme Hub will be available around 2 weeks before you start your first taught unit. Your Student Recruitment Coordinator will let you know when you can login.

> ❯ You can login into Engage via this link: https://engage.bath.ac.uk/learn/my/

Experience academic content in a variety of engaging ways

6. Start

The start date is when you will start your first taught unit

It's important to keep in touch with your Student Recruitment Coordinator to ensure you don't miss any of the preparations for class. If you have any questions, please contact your Student Recruitment Coordinator on 0800 9047 248 / +44 1225 738 000.

Accessing the Virtual Learning Environment

Engage

To ensure that you are prepared to start your studies, you will be required to complete a new student induction before your course start date.

When you have access to Engage, you will need to login. After 24 hours you will see the Programme Hub on your dashboard.

› You can login to Engage by following this link: https://engage.bath.ac.uk/learn/my/

› Click on the login button and use your Bath single sign on details

Induction tasks

You will need to complete the following induction tasks in the Programme Hub as a new student:

1. Set up your **Engage profile**

2. Discussion Forum Task: Introduce yourself to your fellow students

3. Complete and submit your **practice assignment**

4. Create a video, upload and submit it using Engage Video

5.Upload and share your introduction from the Discussion Forum task into your **Engage e-Portfolio**

6.You will need to take the **Academic Integrity Test.** This is located within the Programme Hub and the Student Handbook. It's very important that you complete the test as soon as possible.

We recommend reading through your Student Handbook as this contains important information about your studies with the University of Bath.

Once you have read through the Programme Hub and completed the above tasks you will be ready to start your online master's with the University of Bath. Please stay in contact with your Student Recruitment Coordinator as they will be able to assist you with these activities.

Technical requirements

We want to make sure that you are able to make the most of Engage and the online course. To do this there are a few minimum technology requirements that your computer hardware and software should meet. If your desktop or laptop is within 5 years old, and you are using an up-to-date browser you shouldn't have any technical issues.

Details of any additional software requirements will be provided to you within the course.

To meet modern demands, Engage has been designed to be compatible with a wide range of mobile devices including smartphones and tablet computers. However, we can't guarantee that your device will have the sufficient functionality to allow you to fully participate in the online course. Therefore, we recommend that you have access to a desktop device.

Minimum requirements for using Engage

Component	Description
Operating system	• **Windows 8, 10 or 11** • **Mac OS 10.11** or later* • Linux based operating systems will likely be sufficient but please note they are not officially supported by our technical support teams *(Note: OS X versions below 10.11 are no longer supported by Google. Chrome will still function on the older operating systems but will not receive updates and security fixes.)*
RAM	**4GB** or more
Peripherals	• **USB headset** (headphones/microphone) • **Webcam** (if course requires video conferencing)
Internet connection	**A network connection, reliable high-speed Wi-Fi or broadband connection**
Applications	**Office 365 suite (Word, Excel & PowerPoint)** *(Note: The Office 365 suite is available to you as a student of the university. If you need support, please contact the technical support team for advice and assistance.)*

Minimum requirements for using Engage continued

Component	Description
Web Browser	A modern web browser is important, ensure you have the most up to date version of your browser of choice: • **Google Chrome** (version 30.0 or higher) • **Mozilla Firefox** (version 25.0 or higher) • **Microsoft Edge** (Internet Explorer is not recommended) • **Safari** (version 6 or higher) *(Note: Cookies must be enabled in your browser for Engage to function properly. Most browsers have cookies enabled by default. If you are unsure of whether your browser is configured properly, please contact the technical support team for advice and assistance.).*
Media Players & Plugins	• **Adobe Acrobat Reader** • **Adobe Flash Player** *(Note: Ensure that Flash Player is enabled in your browser to access content that uses Flash. If you are unsure of whether your browser is configured properly, please contact technical support for advice and assistance.)* • **QuickTime Player**

Frequently Asked Questions

> *How can we get in touch with other students on this course?*

You will be encouraged to take part in weekly discussion forums and may be assigned group work. You can also communicate via email, WhatsApp, and other forms of social media.

> *How will I access my reading list?*

You will have access to your reading online, via our online library. If you have difficulty accessing a required or optional piece of reading, contact our library services who will help you.

>*During the course, will online students be able to physically access the University of Bath campus library?*

Yes, you can contact our library services who will be able to provide you with a student card to access campus facilities if you would like to visit.

> *What is the academic integrity test?*

This test takes you through a series of questions which help you correctly reference your work in order to avoid plagiarism.

> *What is the recommended study time commitment?*

We recommend approximately 12–15 hours of study per week.

Frequently Asked Questions

> *When will my units show on Engage?*

Typically your unit will be available the day before the official start date of the unit.

> *How will I be assessed?*

You will be assessed through a variety of methods, which could include essays, problem sets, application of skills learned, reports, group work, case studies, quizzes and presentations.

> *What does the induction consist of?*

Induction involves a set of activities including setting up your Engage profile, practice submitting work and introducing yourself to the other students in your online cohort.

>*As a Bath online student, will I receive access to student support and career services?*

Yes, you will be able to contact our dedicated student support team throughout the duration of your studies. Amongst other University of Bath resources, you will be able to access our career services which you can find out more about [here](#).

Now you're ready to fuel your mind

You can now begin your course, collaborate and share ideas with our global community of learners.

For more information our team are here to help.