The Webcampus is now the primary mode of delivering Subject Guides and additional materials, submitting assignments, and advising students of results.

Subject Guides and general notices will remain publicly accessible, but other features require students to log in. Please be aware that the Law Extension Committee does not post out Subject Guides and Course Materials.

The Webcampus is designed to incorporate important educational and administrative aspects of a campus. It gives registered students extensive access to library facilities and discussion forums. The administration section contains timetables and calendars, evening and weekend school lecture venues, general information and contact details.

Our aim is to keep developing the site as a resource and communication centre. Please note that our resources are designed to assist you in developing sound and efficient study skills. The growing availability of information from a variety of sources does not in any way lessen, and indeed heightens, the need for independent critical analysis which is the foundation of successful study in law.

The Webcampus is also the information centre of our teaching program. You should check regularly for updates, changes and additional materials. Important or urgent notices, such as unavoidable last-minute cancellations or venue changes, will be posted on the LEC Homepage and Ongoing Student Message Board:

sydney.edu.au/lec

LEC online registration process

All students enrolled for the Board’s examinations must also register online with the LEC in each subject for which they are enrolled with the Board. This must be done each session.

The LEC online registration period is from Thursday 21 April to Wednesday 4 May 2011.

The LEC online registration process allows the Board’s students to gain access to their assignments and course materials (where applicable) by the commencement of their lectures and is a pre-requisite to issuing a new student library card or re-validating an existing library card. Students must note that registering online is not a confirmation of their enrolment with the Board and that any changes to their enrolment must be notified to the LEC as soon as they are known.

The Board will send out a confirmation of a student’s enrolment in due course.

If you have an application pending with the Board you must still register and indicate on the online registration form that you are awaiting confirmation of your enrolment with the Board. You should attend lectures and prepare compulsory assignments. Late enrolment is not a valid reason for an extension of time to submit an assignment.

If you have not registered between Thursday 21 April to Wednesday 4 May 2011 in each subject for which you are enrolled, you will not have access to the supplementary online resources that are an essential part of the LEC program and may experience delays in obtaining your Unikey Account which provides access to the online library facilities on the Webcampus. If you have not enrolled with the LPAB and registered with the LEC you will not be eligible to sit for the examinations.

To register with the Law Extension Committee you should follow these steps:

1. Visit the Webcampus at sydney.edu.au/lec and click on the link “QUICKLINK TO WEBCAMPUS LOGIN”

2. A log in box will be displayed. Complete your details in this box using a capital letter for the first letter of your last name only, and include your six-digit student number. Click “LOGIN”

3. The next screen will appear with “you must register to be able to use these facilities. Click here to register”. Simply click on the line to continue to the LEC Registration form.

4. Complete the form and click “SUBMIT”

Should you move house or change your telephone number during the session, you can also change your personal details online. Please remember that you must also contact the LPAB and the Campus Card Centre concerning any changes to your personal details.

Please be aware that when you have completed the Online Registration with the LEC, you will not have immediate access to the Webcampus. If the online registration is completed successfully, your information should be live on the system after 6.00pm
the following day. If, for any reason, you do not have access after 2-3 working days, please contact the LEC Office and have your Student Number ready.

**LEC Unikey Accounts**

All current students will require a Unikey Account (also called Extro Account). It provides access to the online library facilities you currently access through the Webcampus, but in the same way that students enrolled at the University log in to online resources. (Please note that you need to have registered online first with the LEC in order to do this).

**How do I set up my Unikey Account?**

New students can generate their own Unikey Account through a LPAB Student Self Registration page. From the link on the LEC homepage, simply follow the instructions on the page by entering your:

- Student Number (this is the same Six Digit Student Number [ie 010000] that you use for your Webcampus login)
- Surname (this is title case sensitive ie Smith not smith or SMITH)
- Date of Birth

For new students who have registered online by Wednesday 4 May, self registration for their Unikey Account will commence from Thursday 5 May 2011.

Existing students will have their Unikey Account re-validated once they have completed their online registration between Thursday 21 April and Wednesday 4 May 2011.

**Password**

This process generates an account, however you will then need to assign your own password. If you forget this password, the LEC does not have a record of it - you will need to contact the ICT Help Desk. Their contact details are:

**Email:** support@sydney.edu.au

**Phone:** (02) 9351 6000

If you have any problems with this process, please contact the ICT Help Desk.

**Course Materials and Forums**

Two areas most students will visit often within the Webcampus are the **Course Materials** and the **Forums**. Under **Course Materials** you will find the Subject Guides and additional materials provided by teachers during the semester, which may include notes, copies of visual presentations, and general assignment comments. The **Course Materials** section is also designed to give you easy access to the relevant information available on the Internet for each subject. There are direct links to legislation and cases held on the AustLII (the Australian Legal Information Institute) database, and other databases where possible.

As well, for each subject there are links to relevant legal, research, government and commercial sector sites from Australia and overseas.

Supplementary Materials are prescribed in some courses (see page 34). These materials may be accessed by clicking on the direct link under **Course Materials** on the Webcampus. The direct link will take you to the Law Library E-Reserve where all Supplementary Materials for the Diploma in Law courses are held. Please note that these materials are password protected (see page 34).

The purpose of the **Forums** is to promote constructive discussion and the exchange of ideas about issues and principles in law. They are not for personal comment about any student or teacher, nor are they the appropriate vehicle for making a complaint. Any comment in that regard should be addressed to the Director of the Law Extension Committee. Please see “Suggestions and Complaints” on page 40.
The Forums are meant to equate to self-directed seminars, and are a very useful way of compensating for the fact that many of you have less opportunity to debate issues as you might as full-time students on campus. Note that, the Forum discussions are designed to be student-driven. Be aware that the comments and discussion on the Forums are provided by other students, with a similar level of knowledge and experience as your own.

The Teachers do not correct or get involved in discussions in the Forums. If you have an enquiry you should email enquiries@lec.pip.com.au.

**Web Conduct: Voices of Experience**

We are all still learning about the impact of the web on our lives. Its vast potential must be treated with care and respect.

- Anything you post to the web should be regarded as permanent. Make sure it is constructive and polite. Attack issues, not people. Be humble and questioning, not dogmatic or arrogant.
- Do not copy notes or resources from the LEC, LPAB or Law Library website to other websites. This includes lecture notes and handouts, material held in electronic reserve and in subscription services.
- Do not attempt to sell or purchase lecture notes or resources where someone else owns the intellectual property. Note that copyright exists whether or not the owner asserts it.
- Do not transmit electronic versions of your assignment files except when you are submitting your assignment to the LEC.
- Do not post personal advertisements from employers such as positions vacant or advertisements seeking room mates.

The LEC is still being alerted to infringements in these areas. There is potential for serious and career-jeopardising misconduct in each area. If in doubt about appropriate conduct, call to discuss it.

**Results**

In the Results section you can check whether an assignment has been received and marked, or if there was an problem with opening your electronic submission, the result, and whether through receiving a satisfactory grade you are eligible to sit for the Board’s examination.

Please allow approximately three to four weeks for assignment results to be entered.

**Skills Tutorials**

This section contains a package of self guide tutorials for students to work through at their own pace. These tutorials focus on the acquisition of general study and exam skills; on skills addressed in the Legal Institutions course; and on legal problem solving in the context of contracts problems. Each set of tutorials questions has an answer guide - which is best accessed after students have attempted the question.

**Administration**

The administration section houses timetables and information for lectures, weekend schools and the session calendar.

For information on Submit Assignments, please see pages 30 and 32 and consult the Guide to the Presentation and Submission of Assignments.

**Research Links**

This facility contains a substantial number of links to legal research and database sites on the Internet, from both Australia and overseas. There are links to most law schools and legal research centres in Australia, professional associations, publishers and booksellers, and government departments and agencies.

**Employment Noticeboard**

At various times through the year, employers may seek staff who are in the Diploma in Law course, and these requests will be posted on the employment noticeboard.