



THE UNIVERSITY
of EDINBURGH

Making the most of IT

Computing, learning technology and library services for new students.

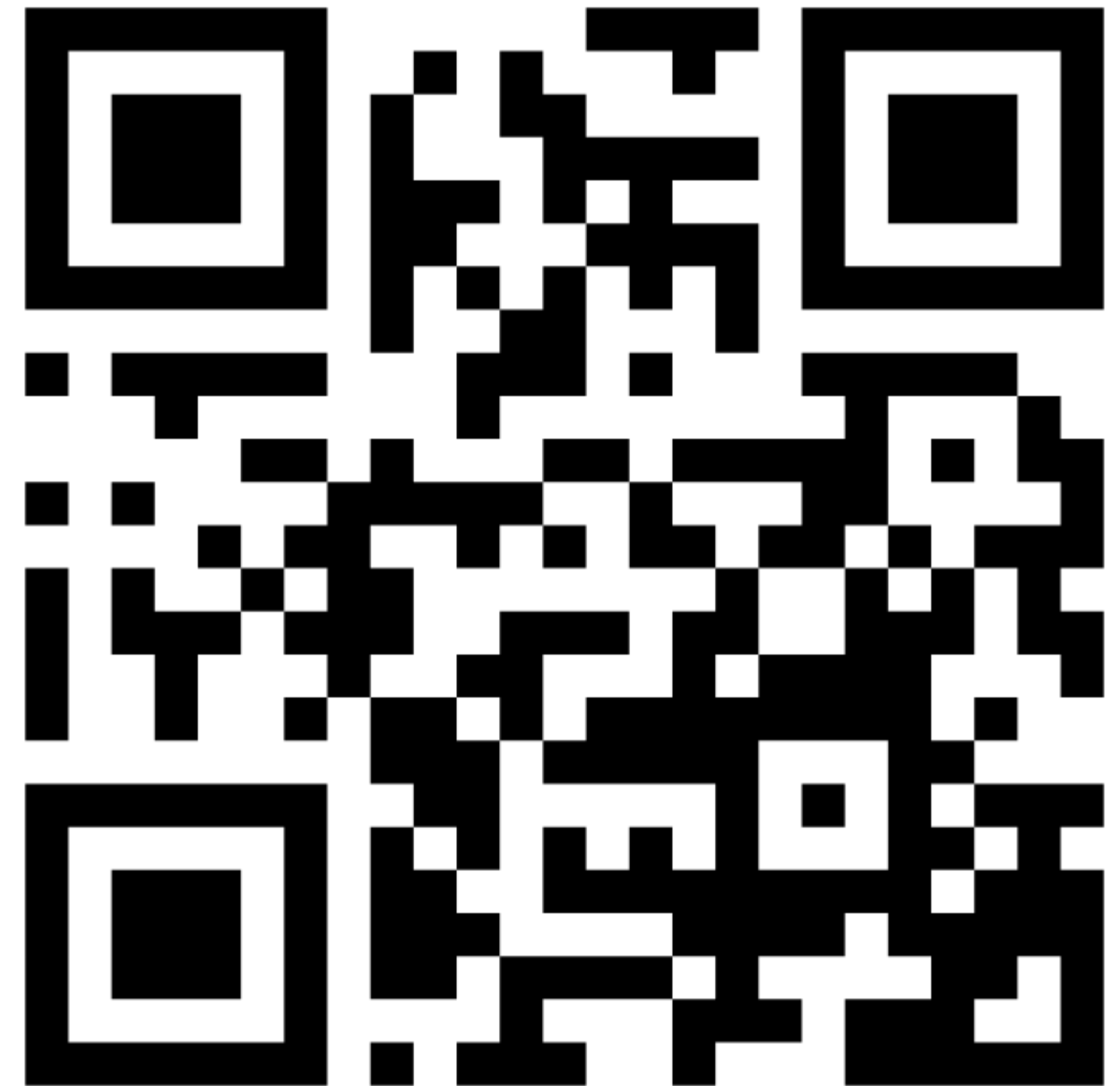
Digital Skills, Design and Training





Presentation and resources

You can view a pre-recorded version of this presentation, download a copy, and access a list of the useful links on our Making the Most of IT webpage by scanning this QR code or visiting **<https://edin.ac/2XvCByf>**



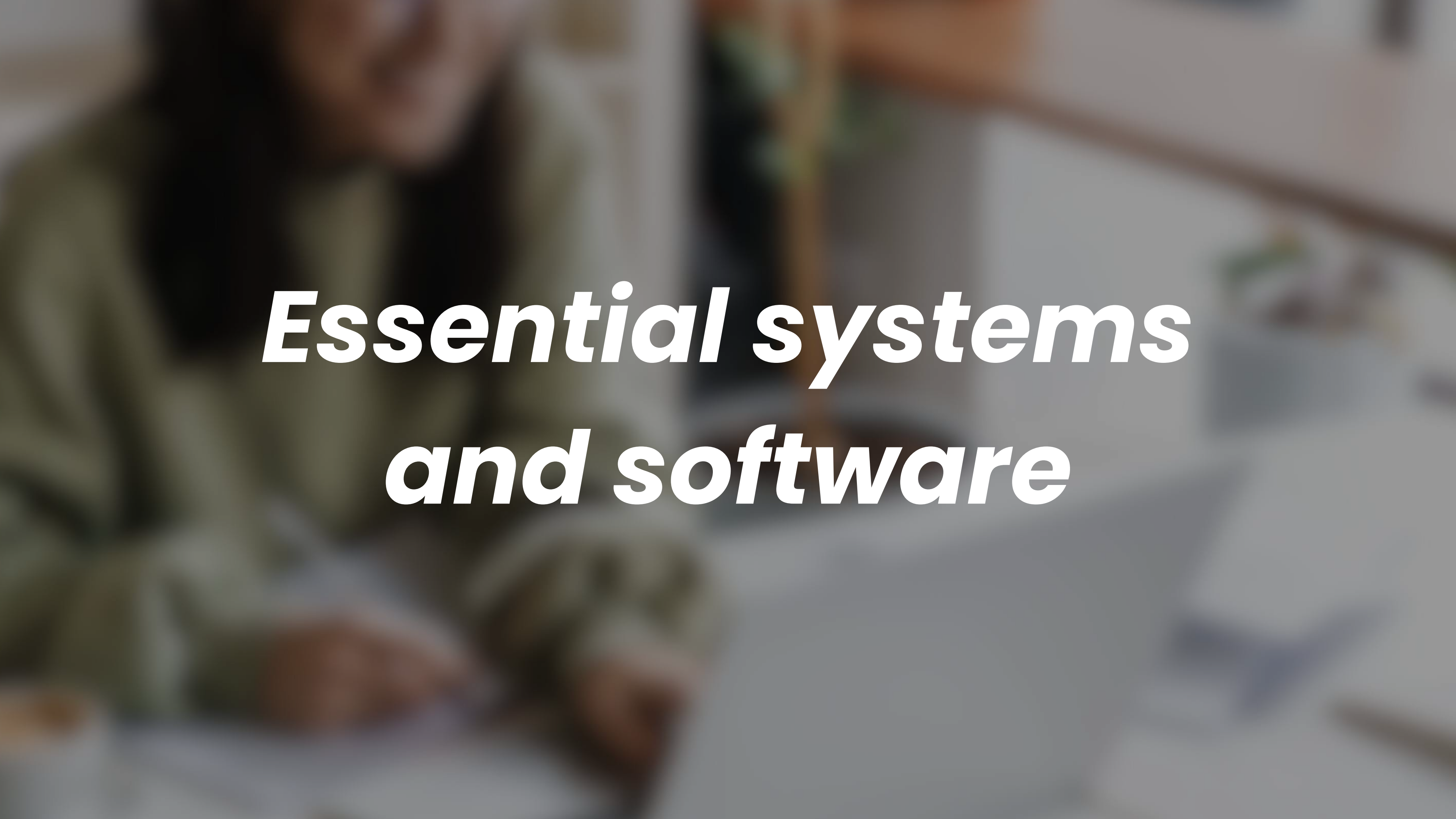


Agenda

Let's take a closer look at the main topics that we'll cover in this presentation:

1. Essential systems and software
2. Computing and printing services
3. Mobile computing
4. Library services
5. Developing your digital skills
6. Help and support





Essential systems and software



University card

Keep your University card with you at all times. It is used for:

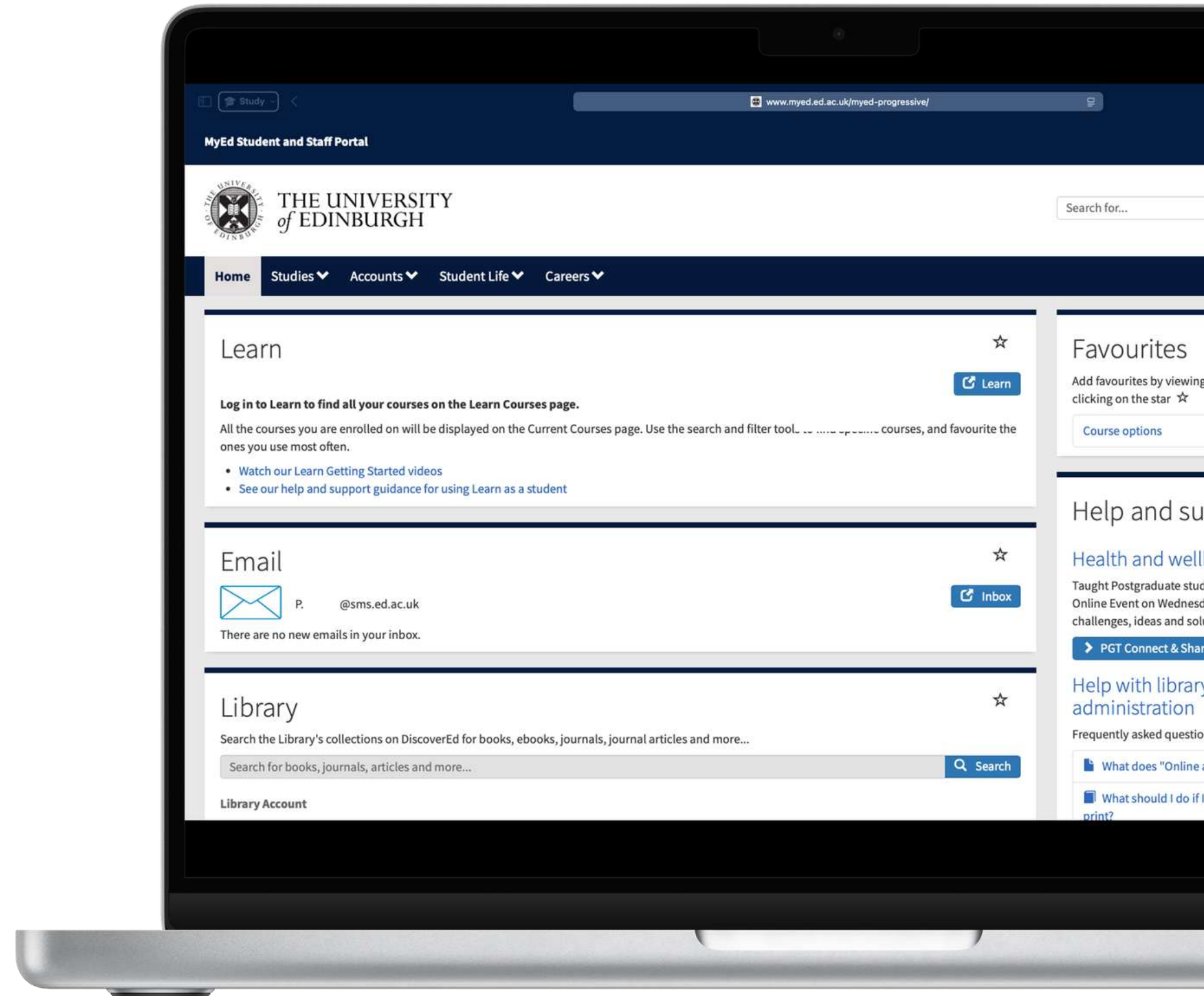
- Identification
- Cashless catering
- Printing
- Book loans and accessing library services
- Accessing controlled areas



MyEd portal

The University's main web portal allows quick and easy access to many systems, including:

- Learn Virtual Learning Environment
- Microsoft 365
- Library resources
- Timetables
- Finance and accounts
- Student support

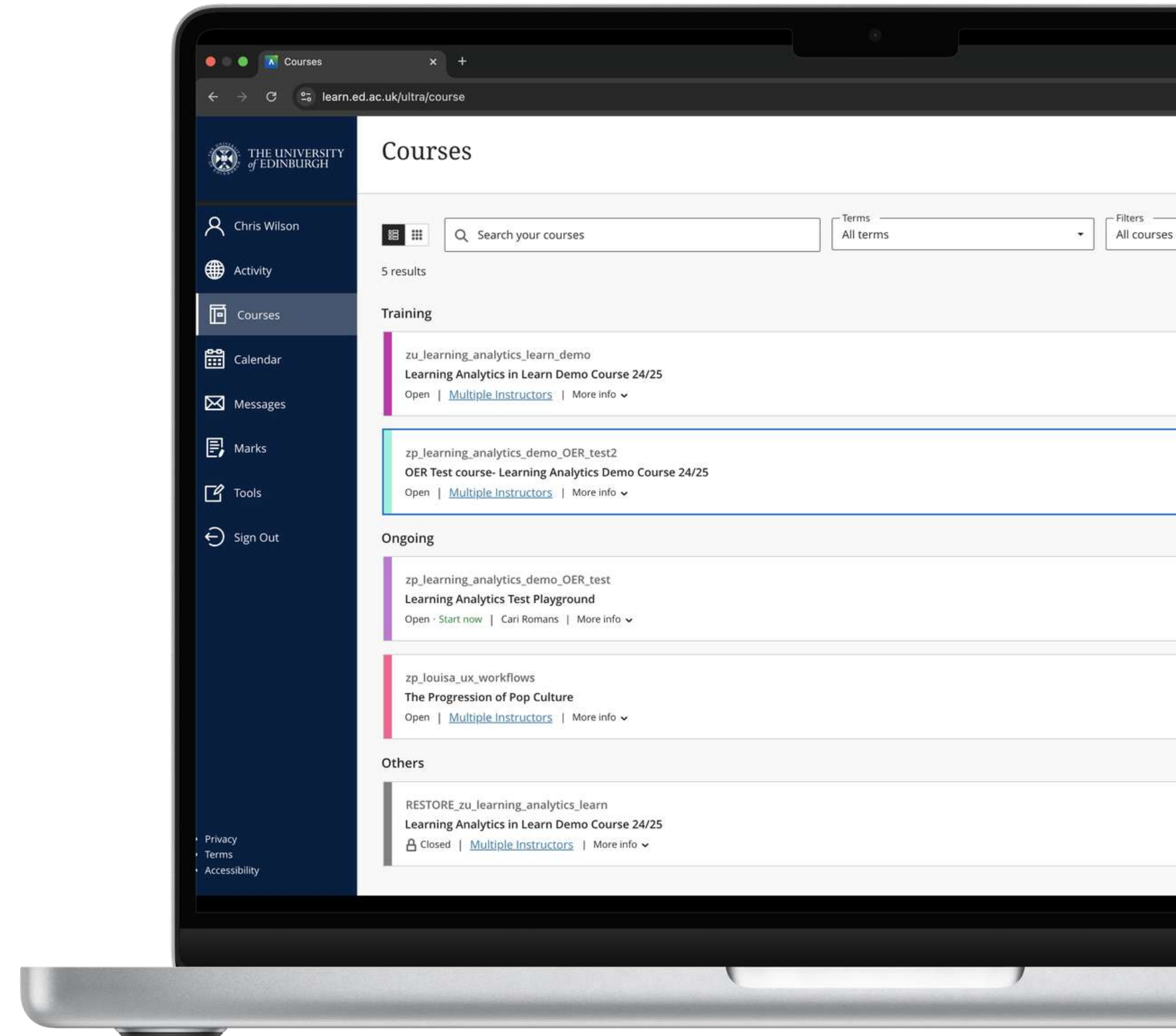


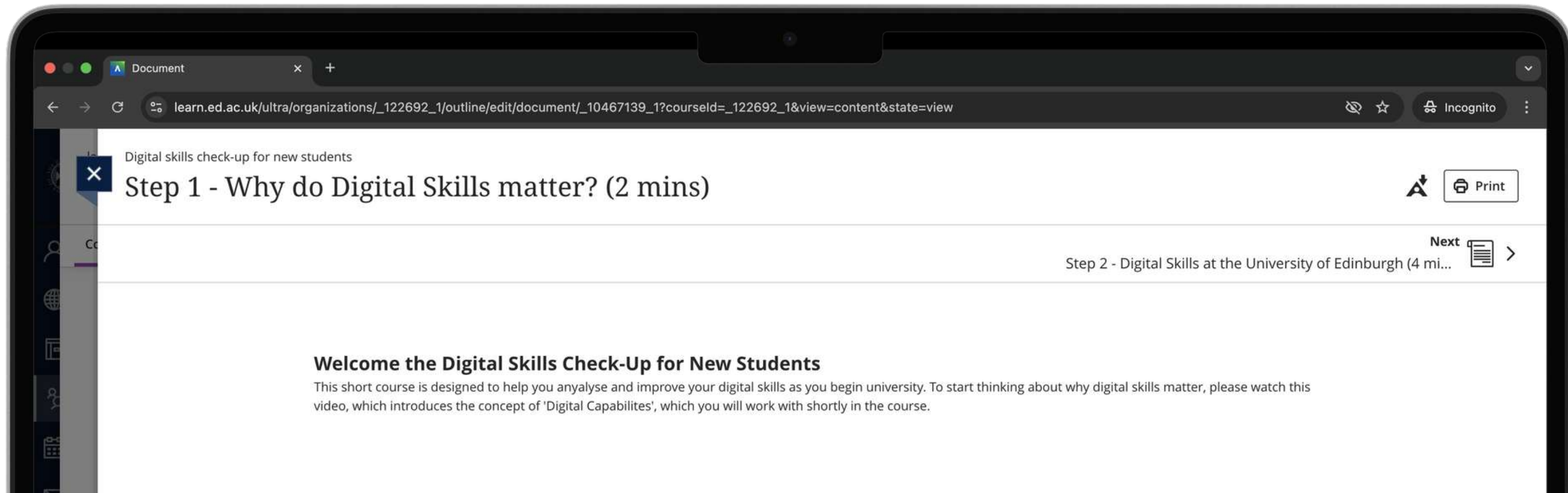


Learn

Learn is the University's Virtual Learning Environment (VLE). It is used to access course materials and activities, including:

- Lecture slides
- Lecture recordings
- Discussion boards
- Blogs
- Assignments and assessments





Essentials courses

You will be automatically enrolled in several recommended courses to support your studies at the University. These include optional and non-credited courses.



Digital skills and safety



Research and library skills



Exam bootcamp



Information Security Essentials

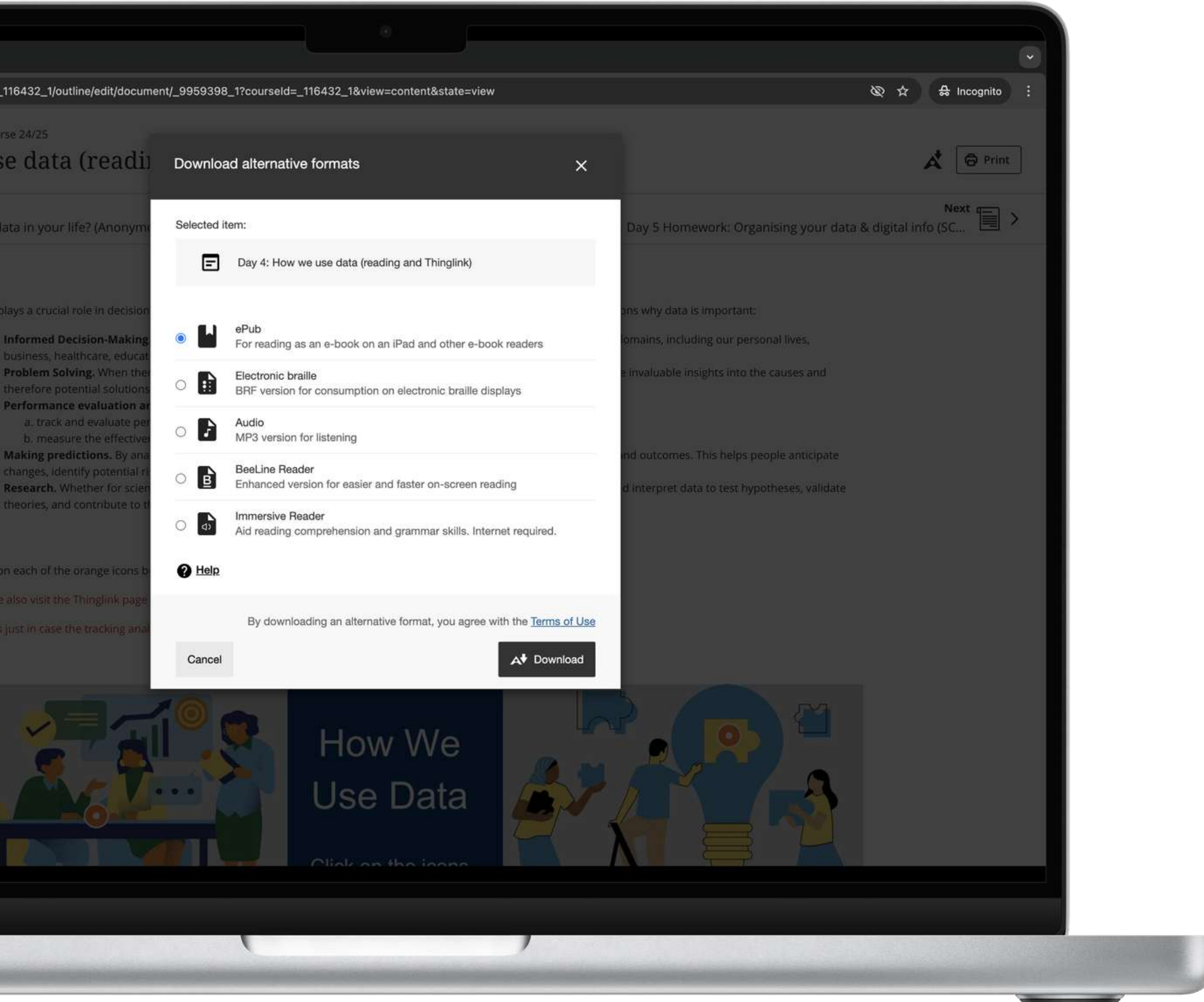


Anthology Ally

Ally is embedded in your Learn courses and provides accessibility assistance. With the click of a button, you can easily choose an alternative format to download your course content in.

Alternative formats include:

- Epub
- Electronic braille
- Audio
- BeeLine Reader
- Immersive Reader



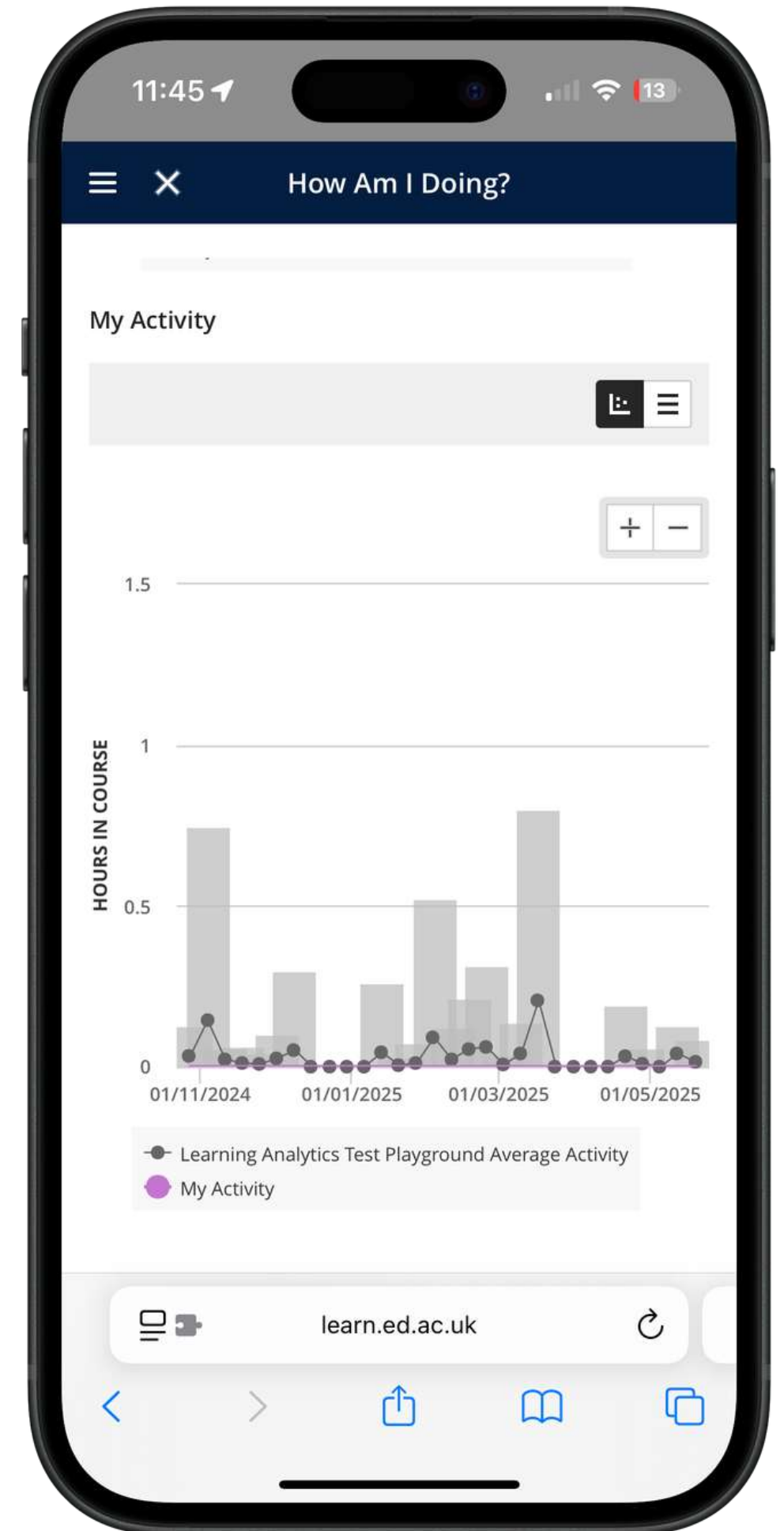


Analytics in Learn

Learning analytics gather and analyse data to optimise learner experiences and course design at the University. These analytics allow you to view your activity, progress, and marks to monitor and improve your study habits.

Lecturers and the University use this data to enhance teaching strategies and course content, to improve student outcomes and experiences.

Find more information about Learn's learning analytics on the Learn for Students SharePoint site.





Collaboration tools

You have access to a range of free-to-use collaboration tools during your studies. These tools are generally used for online meetings, teaching, webinars and research purposes.



Microsoft Teams



Miro



Collaborate



Microsoft SharePoint

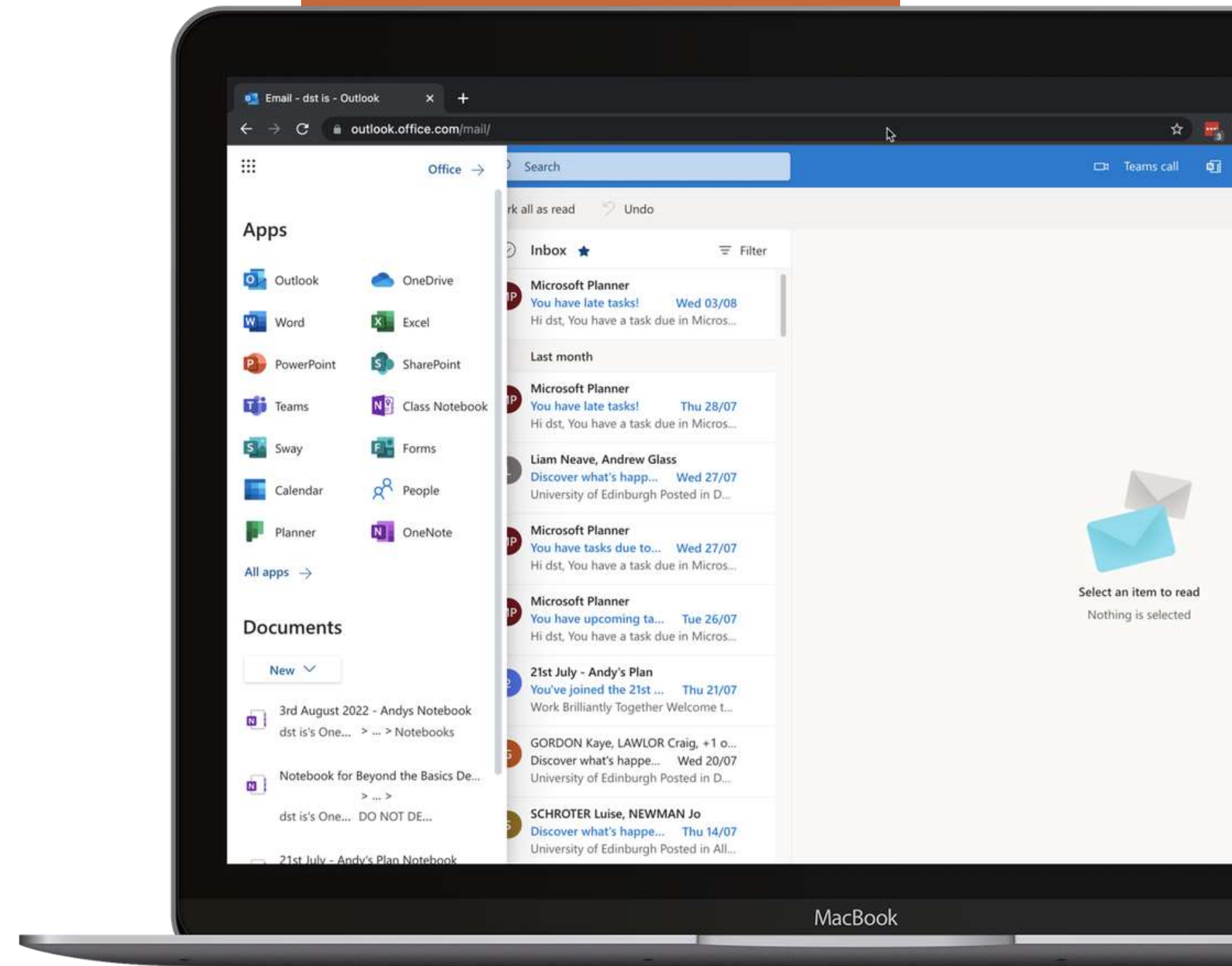


Microsoft 365

As a student, you are given your own Microsoft 365 account. This is used for email and calendar, and provides access to a range of web apps.



You can access your Microsoft 365 account through MyEd or by visiting office365.ed.ac.uk and logging in with your login name (e.g. s1234567@ed.ac.uk).

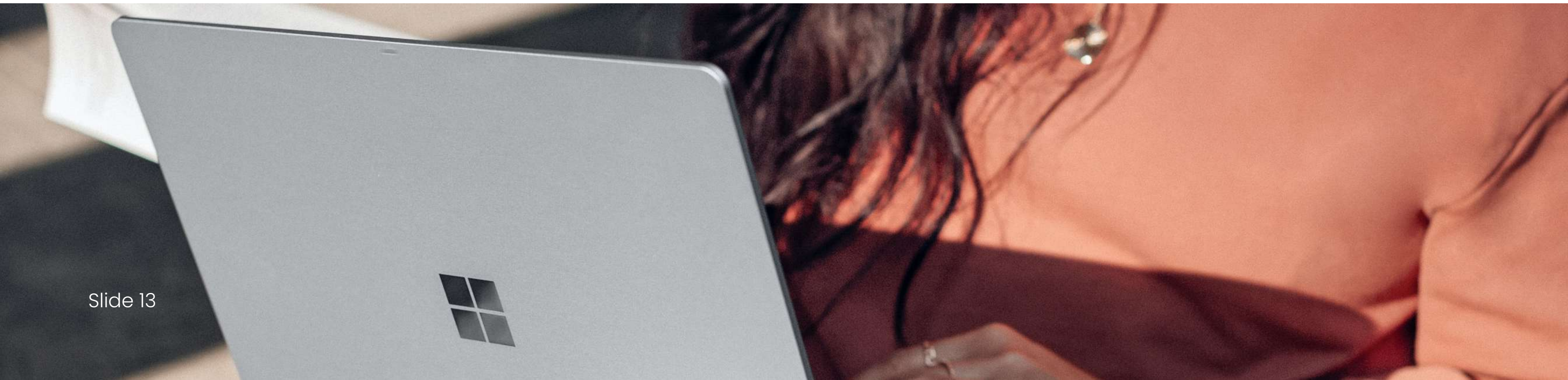




Download Microsoft Office

You can download and install the full version of Microsoft Office on up to five devices for free.

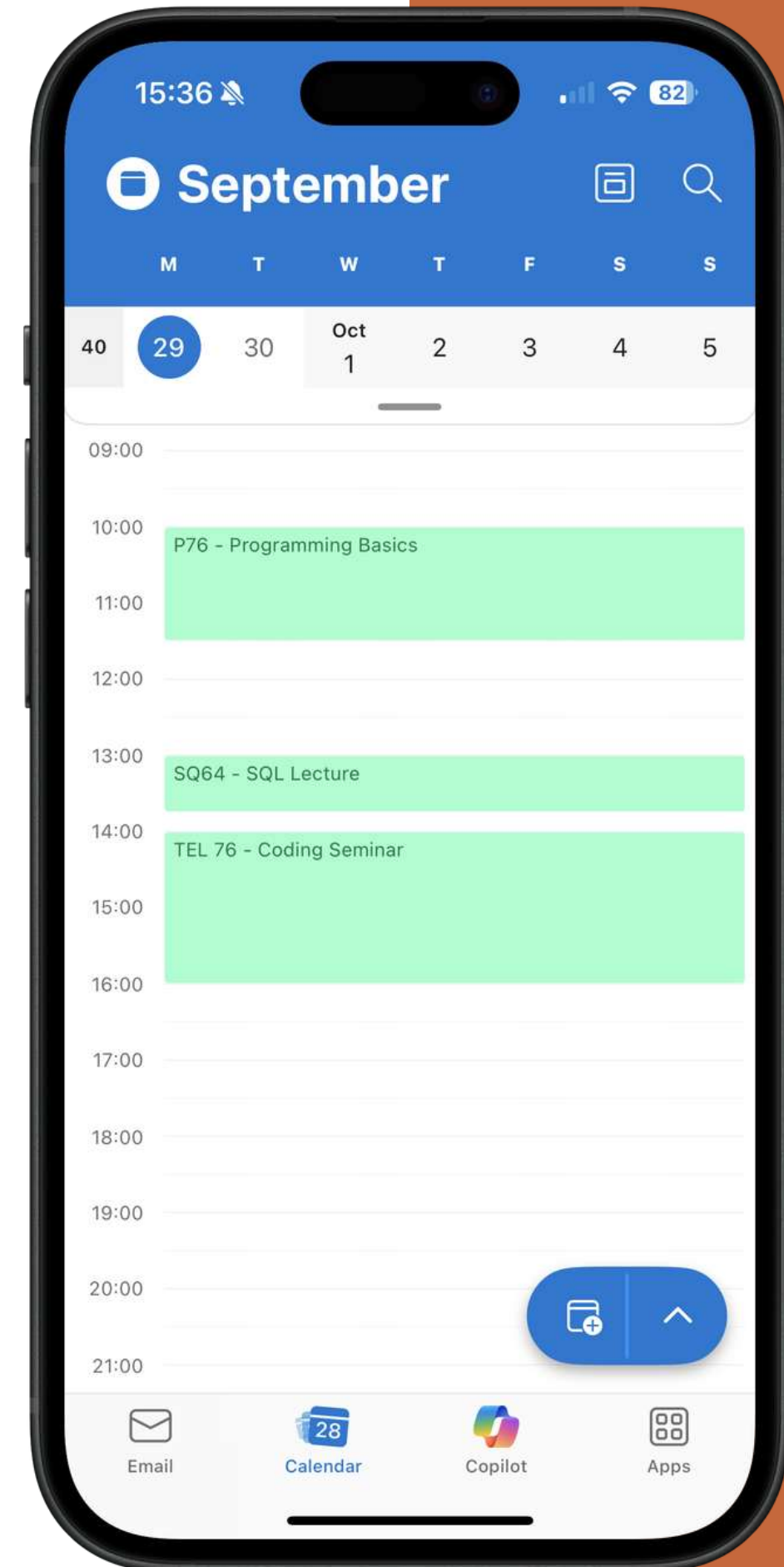
You will continue to have access to these desktop apps for a period of time after you finish your studies and leave the University.

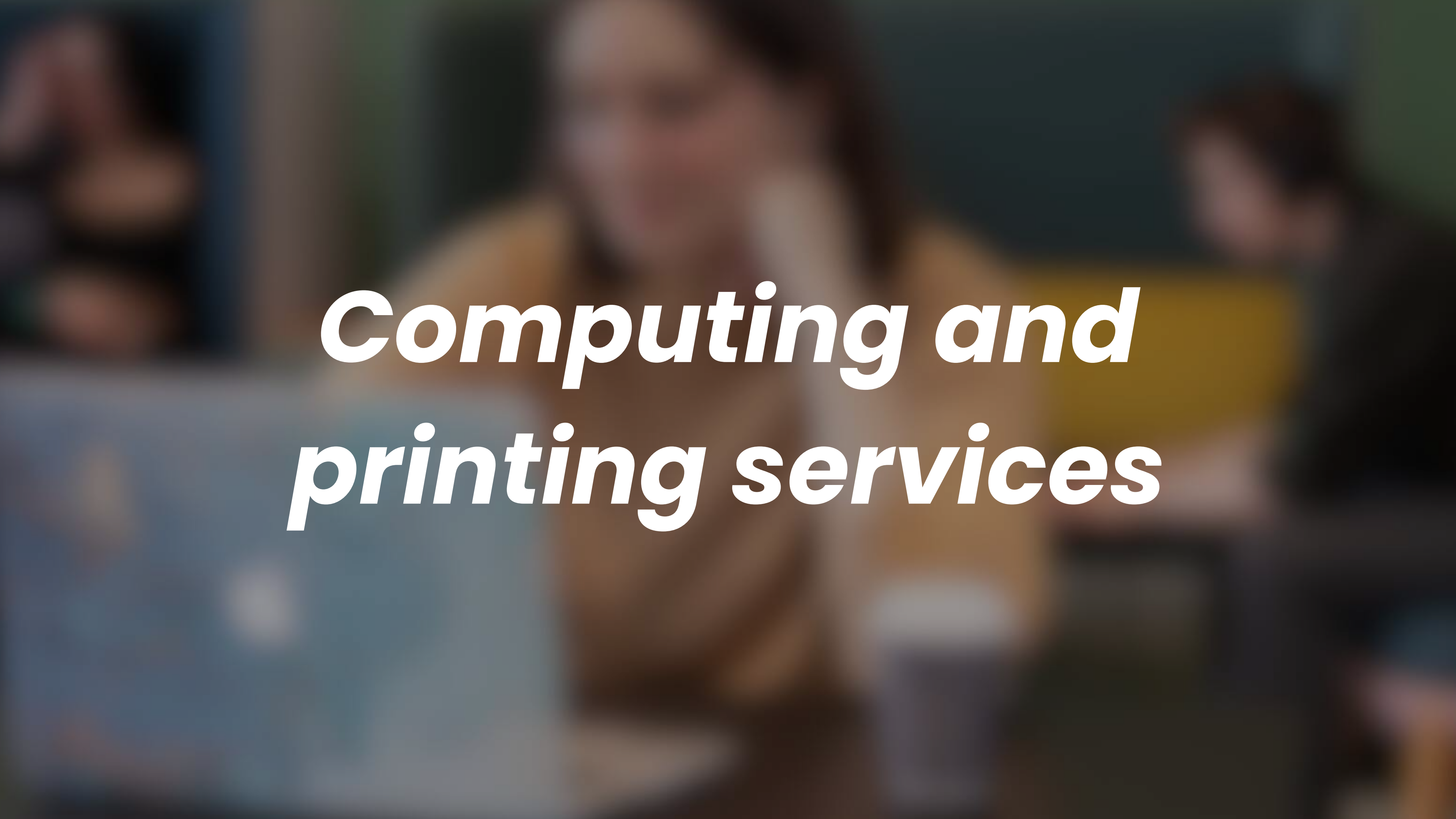


Timetable on my phone

Your personalised teaching timetable can be accessed through your Microsoft 365 account, which you can add to your phone, computer or other devices. Any changes to your timetable will be automatically updated into your personalised timetable.

You can also view your timetable using Timetabler, on the Studies tab of MyEd.



The background of the image is a blurred photograph of a group of people in a meeting or conference setting. They are seated around a table, and the focus is on the text in the foreground.

Computing and printing services



Study space with computers

Locations

Located in libraries, cafes and some halls of residence.

Logging in

Read computing regulations and log in using your username and password.

Availability

Check availability on MyEd, webpage, or building information screens.

LAB NAME:	AVAILABLE:	IN USE:	TOTAL:
Main Library Cafe	23	4	27
Main Library Lower Ground	64	8	72
Main Library Ground	28	2	30
Main Library Ground - Quick Use	13	1	14
Main Library Level 1	62	22	84
Main Library Level 2	99	46	145
Main Library Level 3	71	11	82
Main Library Level 4	124	28	152

Last updated Tuesday 09 August 2022 at 12:56

[Change cookie settings](#)



Group study rooms

Group study rooms are available in locations across the University, including the Main Library, Law Library, Moray House Library and Murray Library.

Group study rooms can be booked on the MyEd Room booking channel (Booker).





Saving your files

The University provides two main storage options for your files: A space on the University server (M Drive), and cloud storage through OneDrive (Microsoft 365).

Your personal University drive (M drive) provides 2GB of storage and is backed up daily by the University.

Your OneDrive cloud storage account has 1TB of storage and is accessible anywhere, anytime, and with any device.

Always back up your most important files in more than one place.

Assistive software and accessible study rooms

Read & Write software is available on all University computers.

SensusAccess is a self-service solution that allows you to convert electronic documents into a range of alternative formats, including MP3 and digital Braille.

Accessible study rooms in the Main Library, Murray Library and Murchison House are bookable via the Disability and Learning Support Service.





EdPrintPull

EdPrintPull allows you to print to any University printer from any University or personal device across campus. These printers also allow you to copy and scan.

Printing costs vary depending on what you are printing. You will start with £4 print credit in your account. Print jobs and credit can be managed through myPrint.



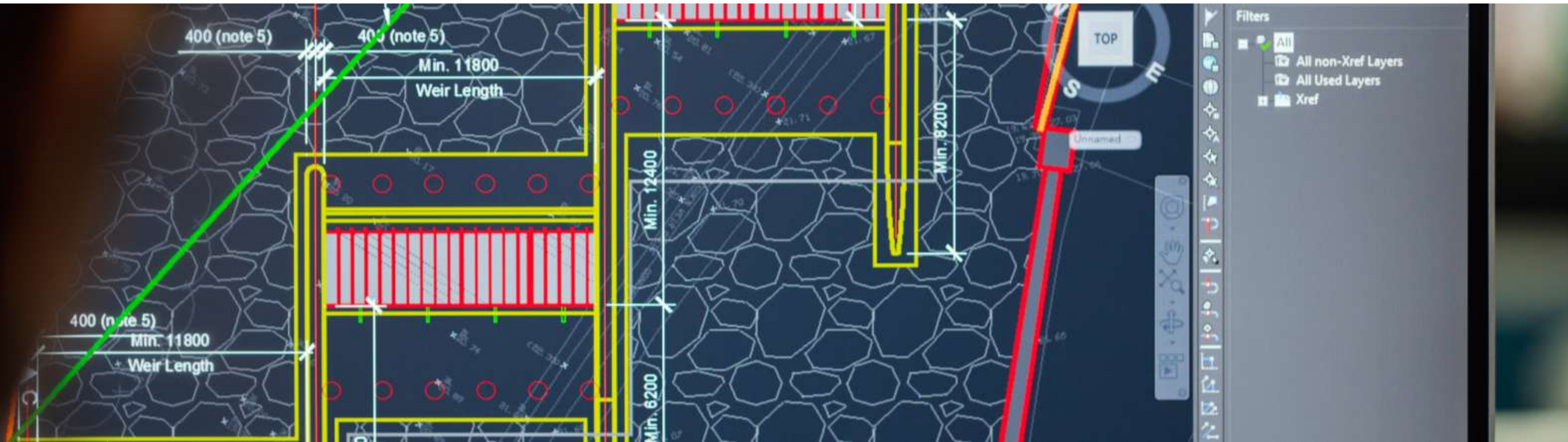
uCreate Makerspace

uCreate is the University's library makerspace, loans and multimedia service. Their services are open to all students, staff and alumni of the University and offer advice, training, and support to help you make (almost) anything.



Azure virtual desktop

Remote access to specialist software applications not installed on your device.





Lecture recording

The University's lecture recording service is called Media Hopper Replay. Over 300 rooms across campus are set up to record lectures and seminars. Depending on room setup, recordings may include screen, video and audio feeds.

Your lecturer will let you know if recordings are taking place and explain how to access them once they have been published.

If your lecture has subtitles, please note they may be automatically generated and may not be 100% accurate.



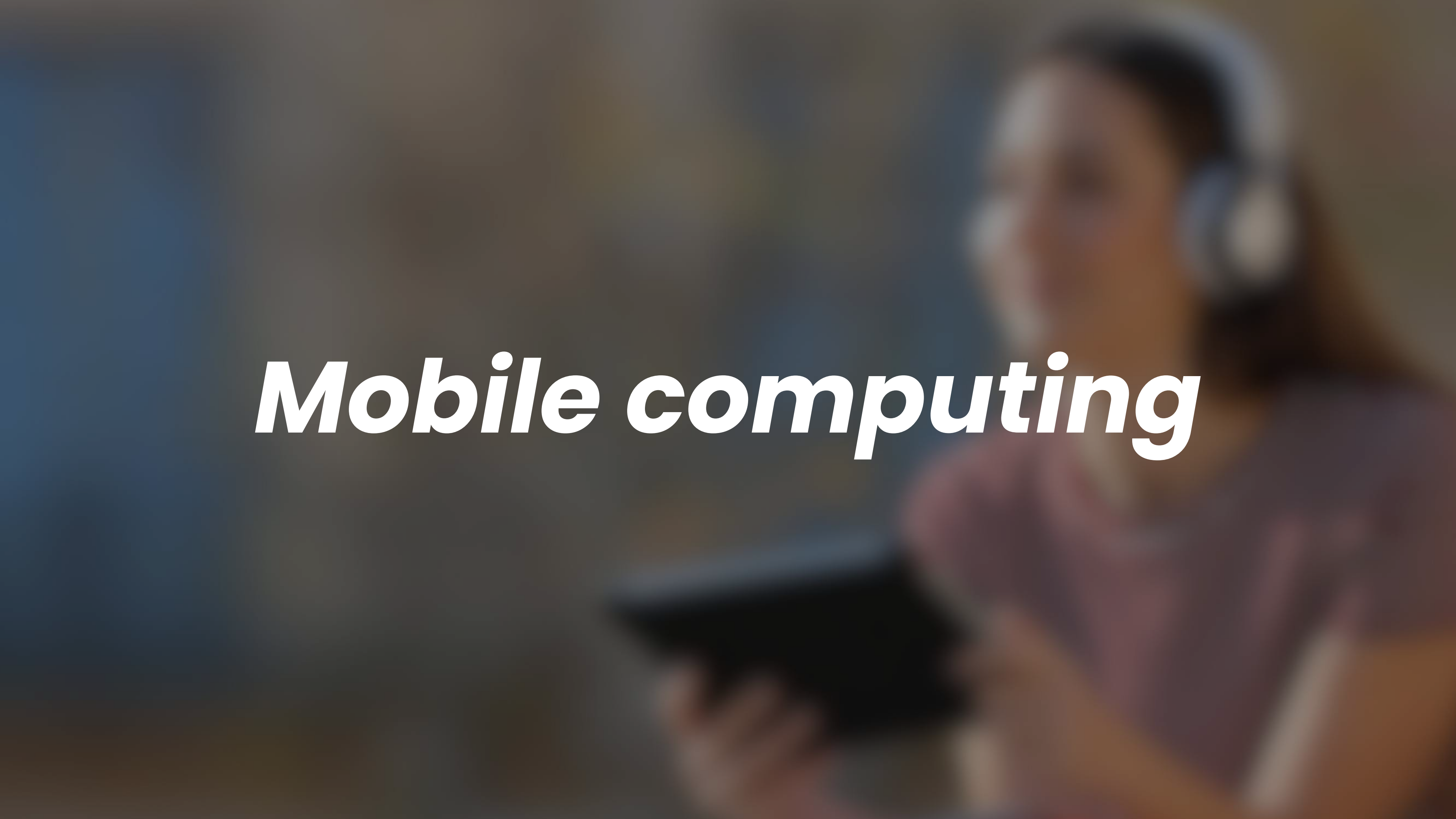


ELM: Free Generative AI

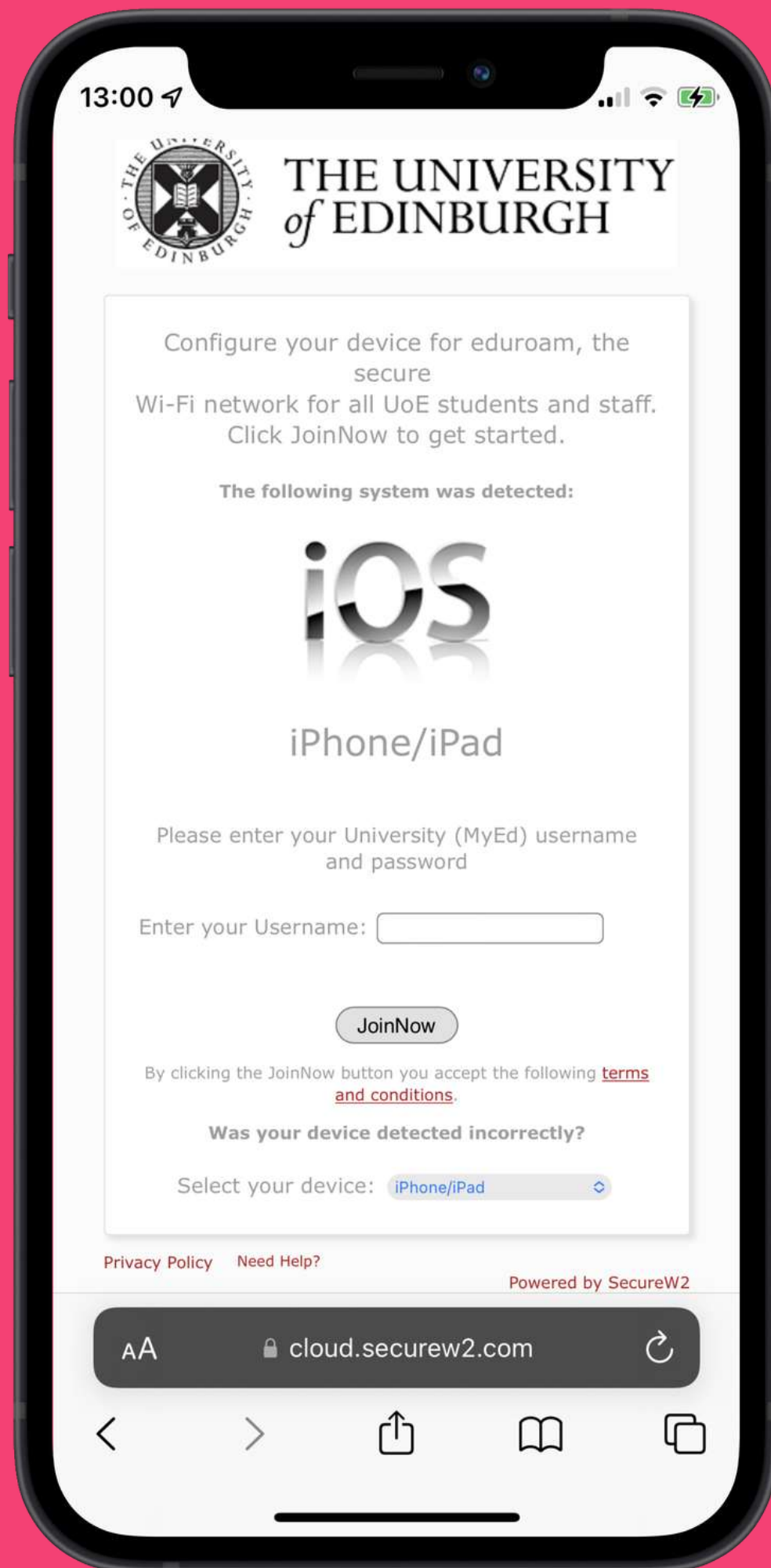
ELM (Edinburgh (access to) Language Models) is our free-to-access AI tool that gives you safer, in-house access to the latest Generative AI.

Log in to the service using your University username and password. Always use ELM responsibly and follow the University guidelines on AI use.

Information on ethical concerns and risks, guidance on AI use, and a link to student-focused ELM training sessions can be found at the top of any new chat within ELM.



Mobile computing



Wireless network (Wi-Fi)

The University's secure wireless network is called eduroam. You can connect automatically using the University's eduroam connection app or manually from your device's settings using your full University email address (e.g. s1234567@ed.ac.uk) and password.

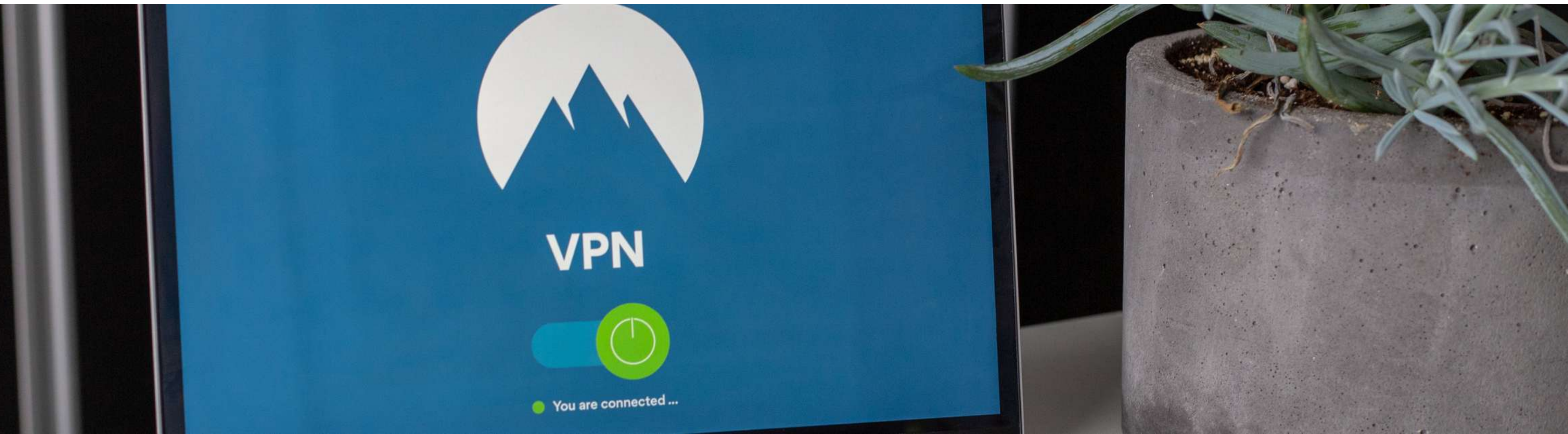
Once set up, your device should automatically connect to eduroam wireless networks at participating institutions across the world.



Virtual Private Network (VPN)

The free University-provided Virtual Private Network (VPN) creates a secure and encrypted off-campus connection between your device and the University network.

Not only does it hide passwords and provide an additional layer of security, but it also allows you to access some restricted services. Registration is required before use.





Laptop loans

Laptops can be borrowed from the EdHelp service desks in all libraries across campus. Self-issue laptops can be obtained from the Main Library (George Square) and the Murray Library (King's Buildings).

- Loan period of up to 28 days
- Extended loan periods and Mi-Fi (portable Wi-Fi) units are available for students in hardship



Library services



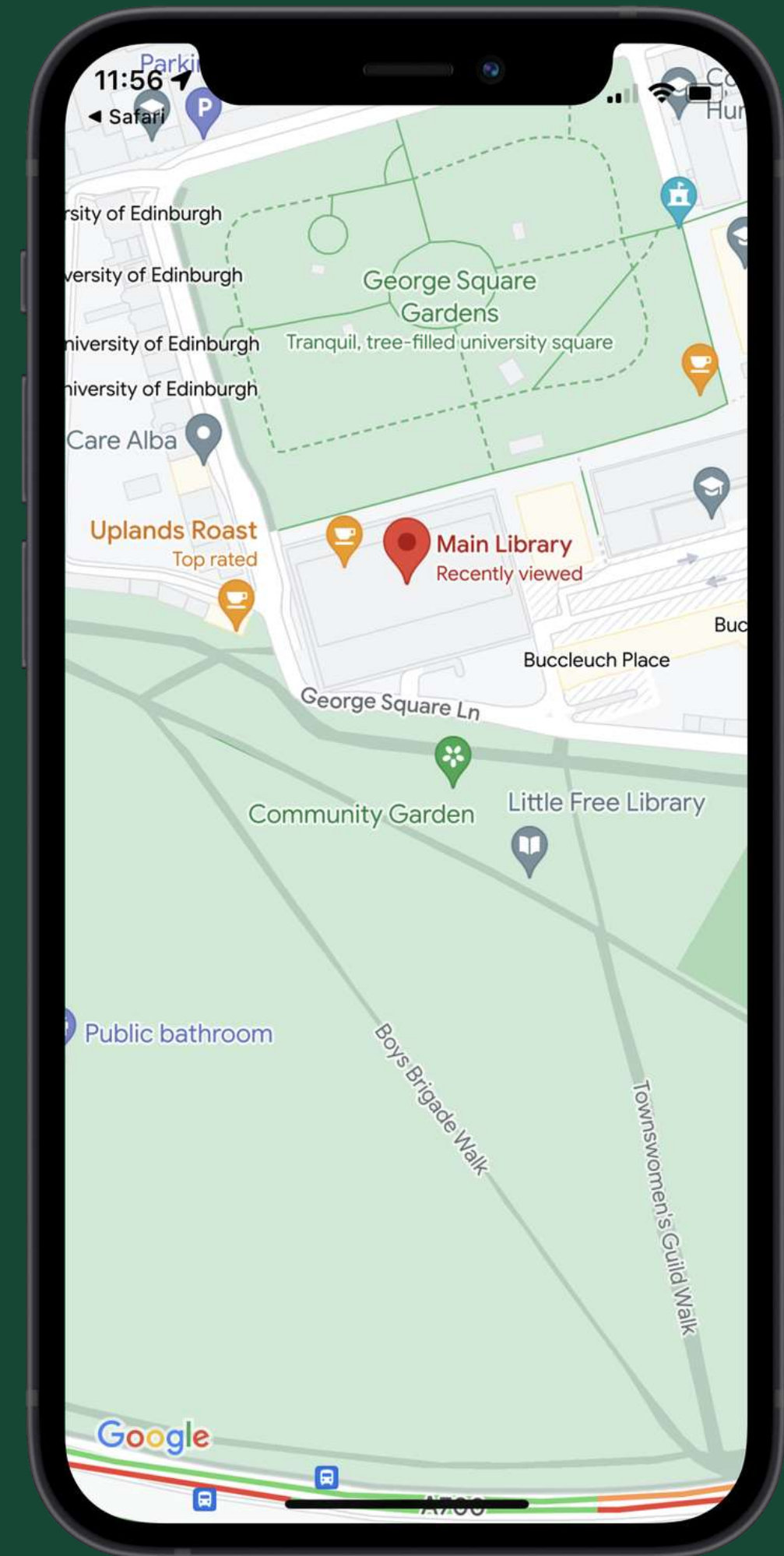
Library basics

Locations

Your student card allows you to gain entry to and borrow from all 9 centrally-run libraries.

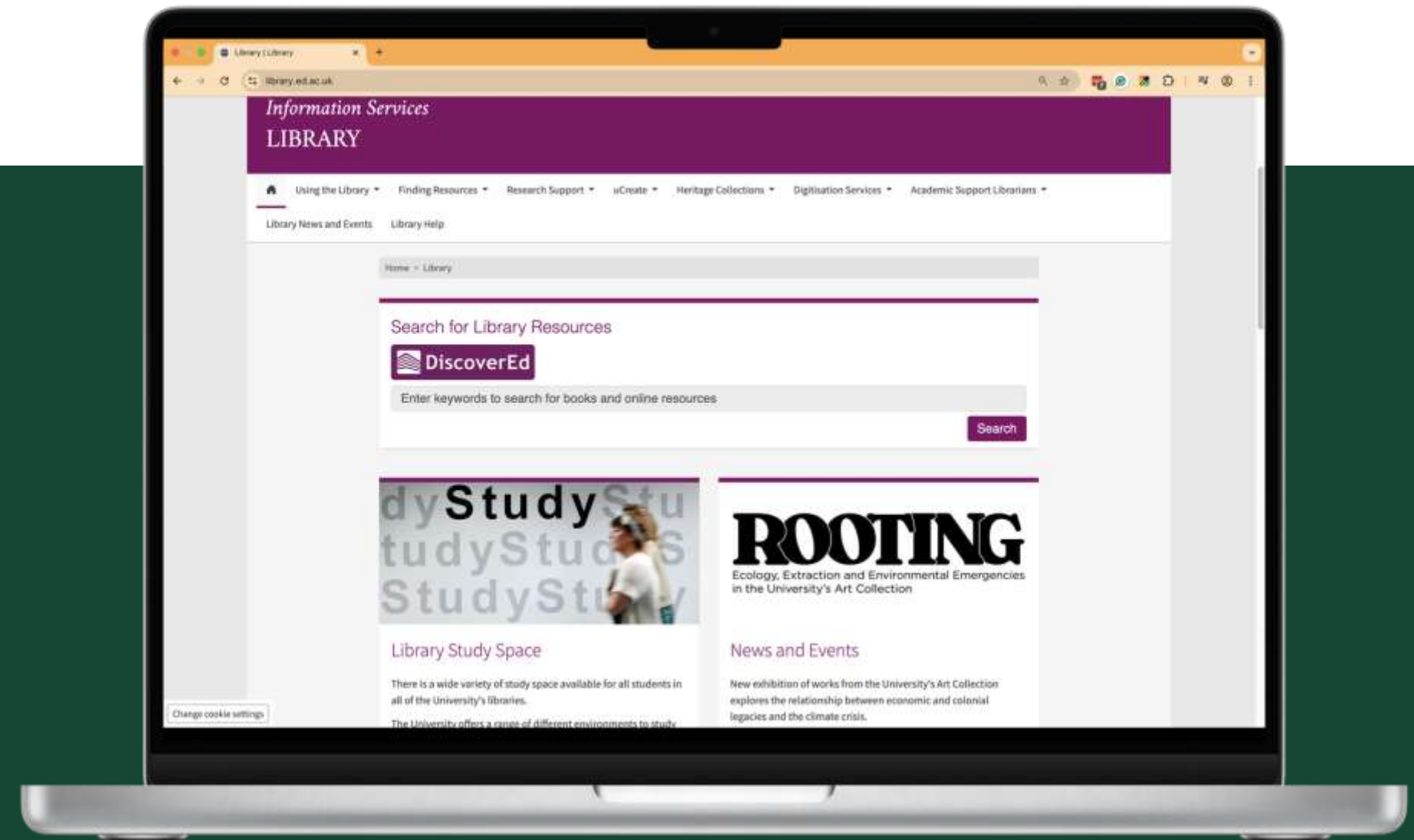
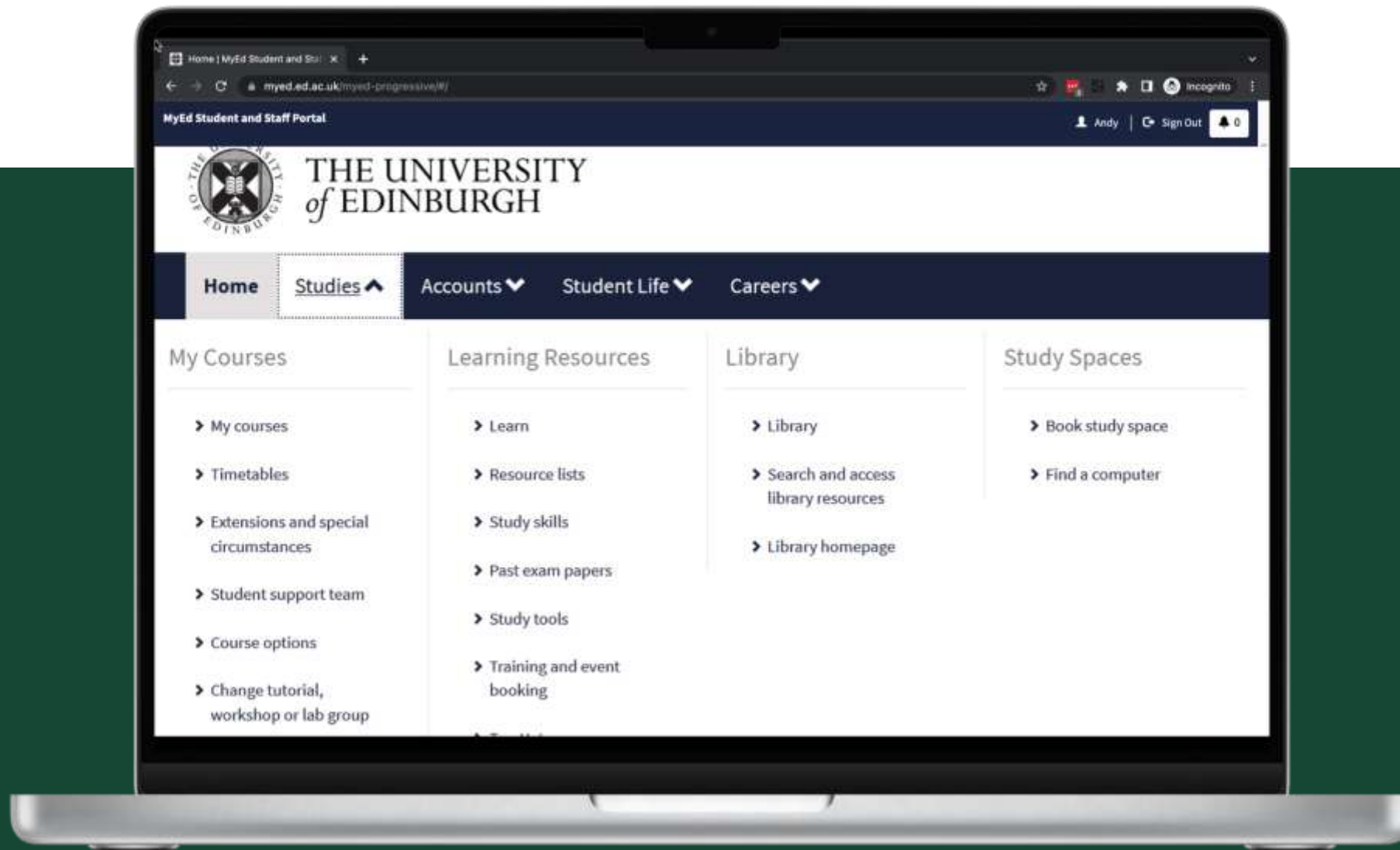
Facilities

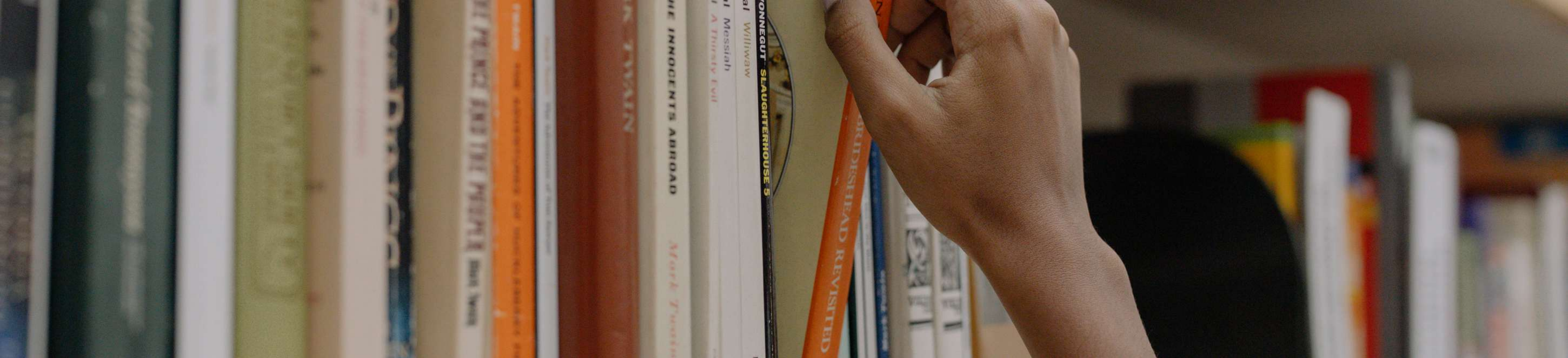
- Book loans
- Open-access computing
- Printing and scanning
- Laptop loans
- Collections
- Study spaces



Library resources

Access the Library's resources and read about all the services it provides from MyEd's Studies tab or the Library's webpages.





Resource Lists

Resource Lists are online reading lists that provide you with easy access to key reading materials including, e-books and copyright-compliant digitisations.



The Library uses Resource Lists to manage the provision of materials for teaching.



Course Organisers use Resource Lists to request library resources for teaching.

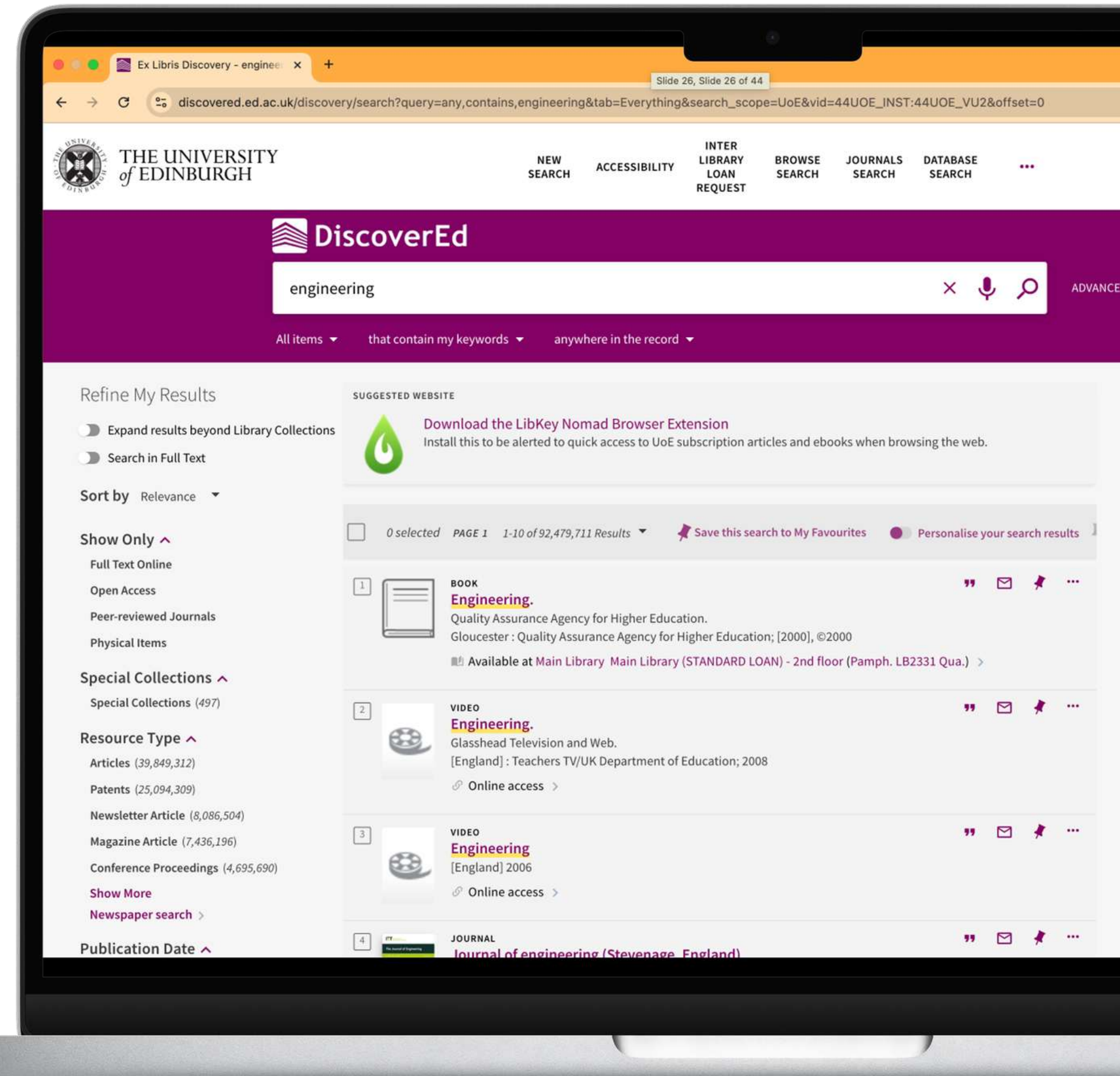


You can find reading material using MyEd's 'Search and access library resources' channel.

DiscoverEd

DiscoverEd is the place of record for what the Library has and where to get it, whether a print (physical item) or online:

- Books
- Articles
- Journals
- Academic literature databases
- Musical scores
- Newspapers
- Audio/video materials
- Theses and dissertations





Requesting resources

If the Library's Collections do not contain what you need, services available to help you include:

- Inter-Library Loans
- Request a Book (RAB)
- SCONUL Access scheme

Please ask Library staff for help on anything Library-related.



Library next steps, help and support

LibSmart in Learn Essentials: Online courses are designed to ensure that you are capable of using online library resources for study and research.

Library training sessions: Book on and attend live Library sessions to learn efficient and effective tools and approaches.

Librarian consultation: Use subject guides to ask your Academic Support Librarian for help with systematic & other literature searches, referencing and reference managers.

LibChat: 24/7 live chat with a Librarian via the Library Chat button.

EdHelp: Browse EdHelp for Library, IT, learning, study resources and financial support.



***Developing your
digital skills***



About Digital Skills

Digital skills encompass a wide range of abilities, from basic computer literacy to advanced competencies in data analysis, coding, digital communication, and cybersecurity. These skills enable you to effectively and safely use digital tools and platforms.



Academic Enhancement: Digital skills streamline academic tasks such as research, data analysis, and presentations through the use of various software and online resources.



Career Preparedness: Proficiency in digital skills meets the demands of modern workplaces, enhancing your competitiveness and adaptability in the job market.



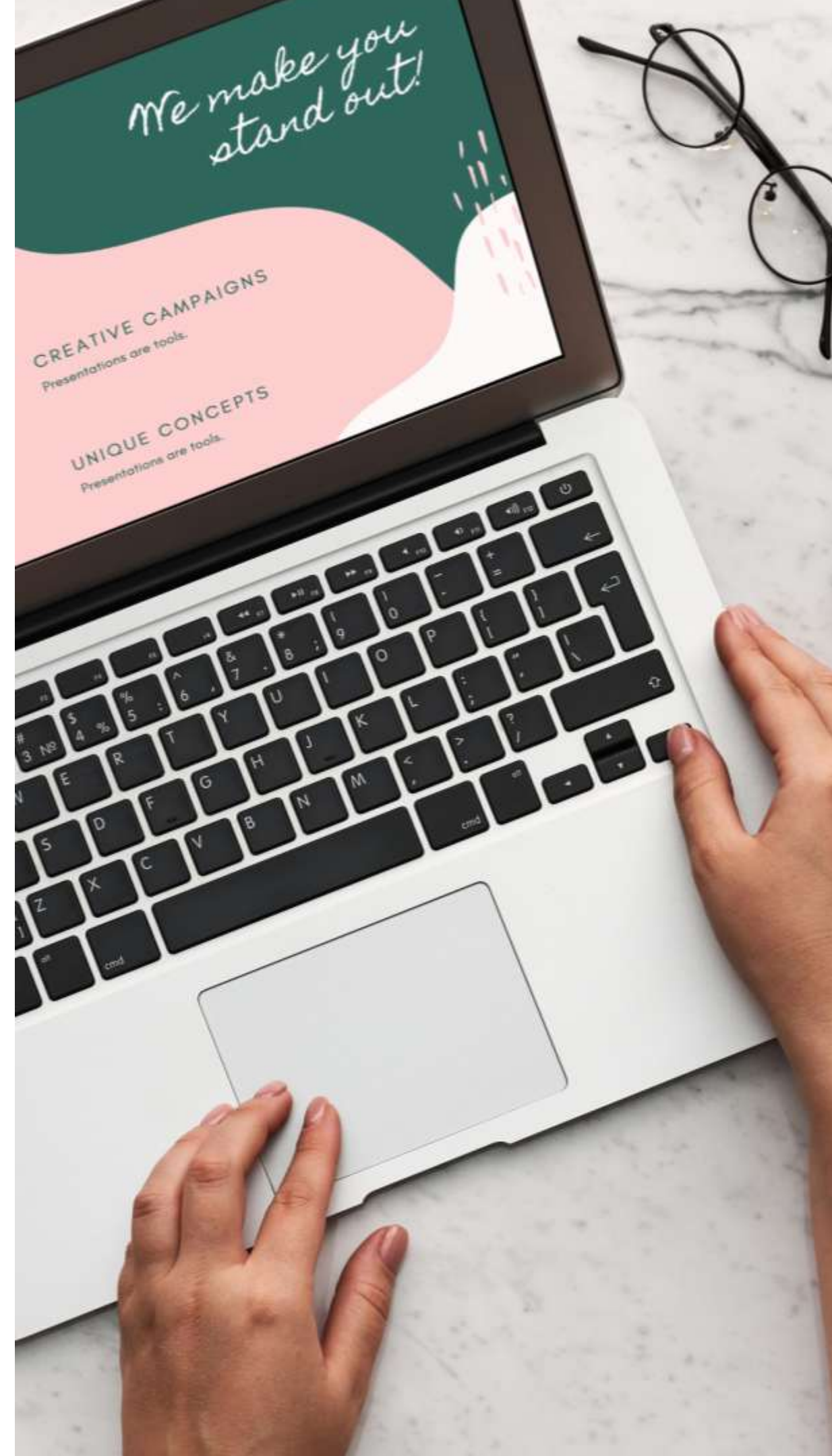
A full programme of
150+ in-person
courses and online
webinars



Digital Skills
Framework with over
800 resources



Digital safety and
citizenship
resources



A six-month
Developing your Data
Skills Programme



Free access to over
23,000 courses on
LinkedIn Learning

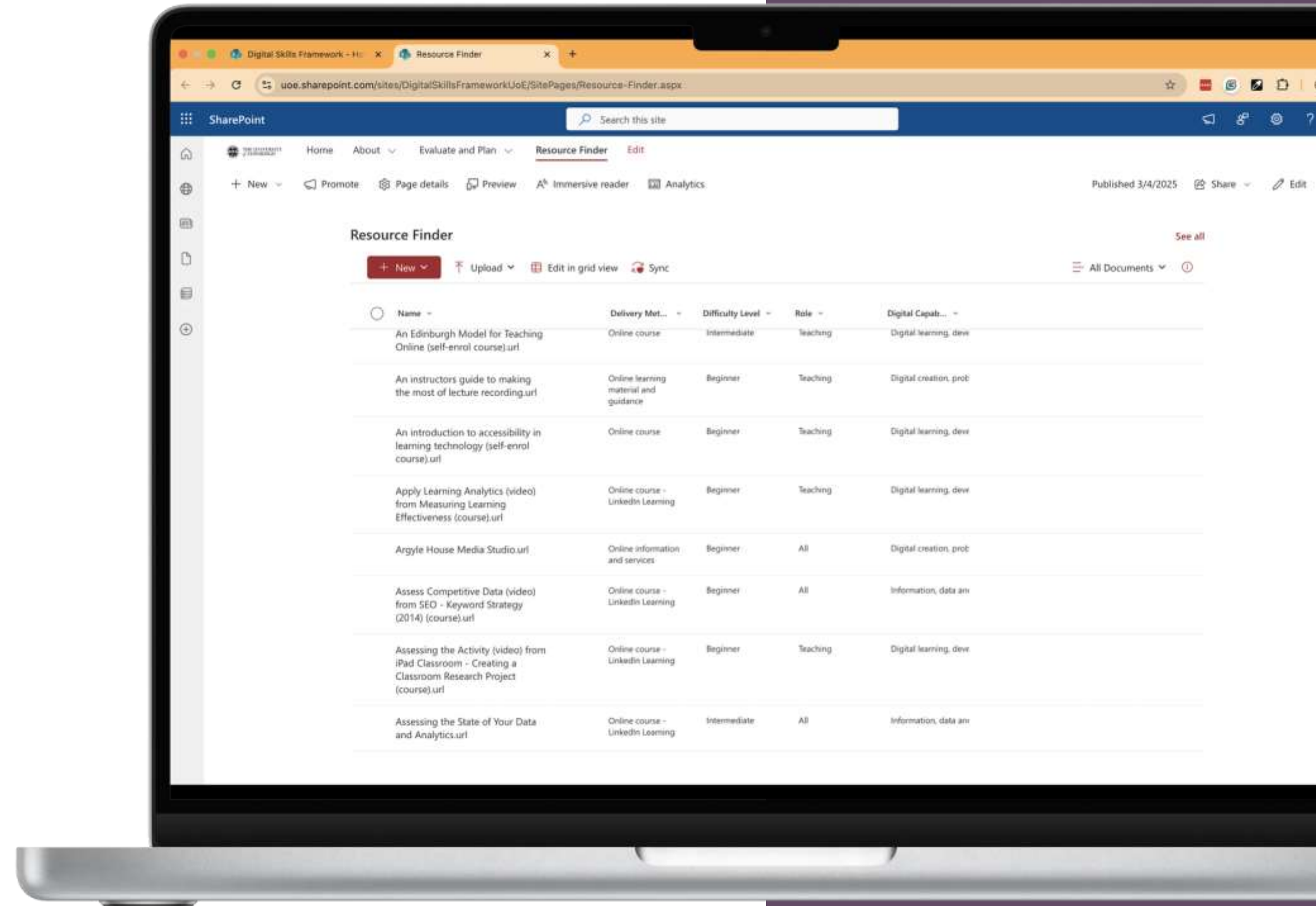


Paid student
internships and two
Edinburgh Awards



Digital Skills Framework

Our Digital Skills Framework brings all of our digital skills development resources together in one place. You can use the Framework to self-assess your current level of digital capability, plan your development path, and access over 800 resources.

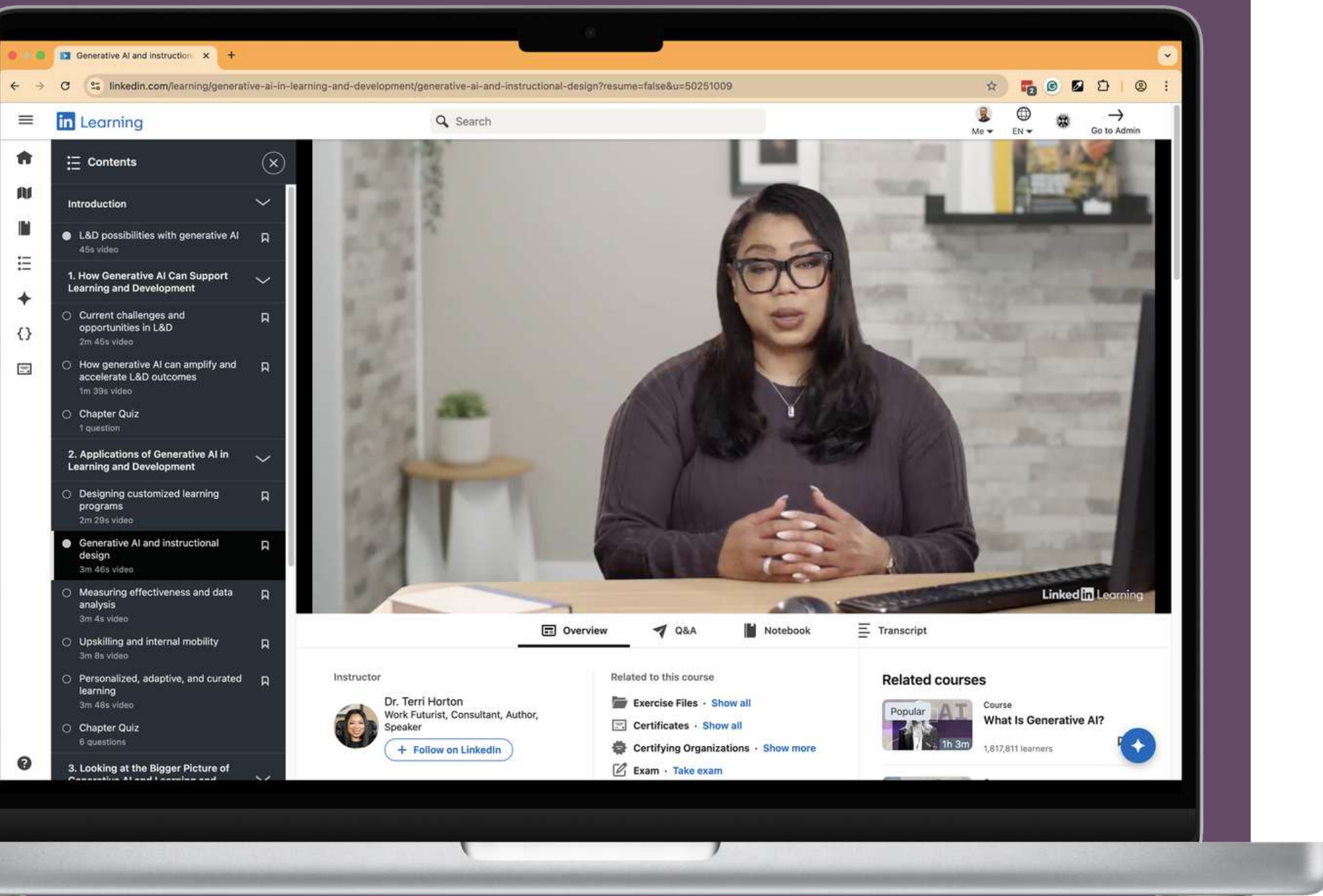




LinkedIn Learning

LinkedIn Learning is the world's largest online learning platform. The University gives you completely free access to this platform and its collection of over 23,000 courses during your studies and for a period of time after you graduate.

Courses are available in full HD, multiple languages, fully transcribed, have exercise files, and issue certifications of completion. Content can also be downloaded and viewed offline using the LinkedIn Learning mobile app.





Information security

We have a dedicated information security team that provides advice, training and support to help keep you safe online.



Choose a unique password for every account and use MFA



Read communications carefully to avoid phishing and scams



Consider your digital footprint and social media usage



Use an antivirus programme and firewall



Keep devices and software applications up to date



Protect your physical property when on campus

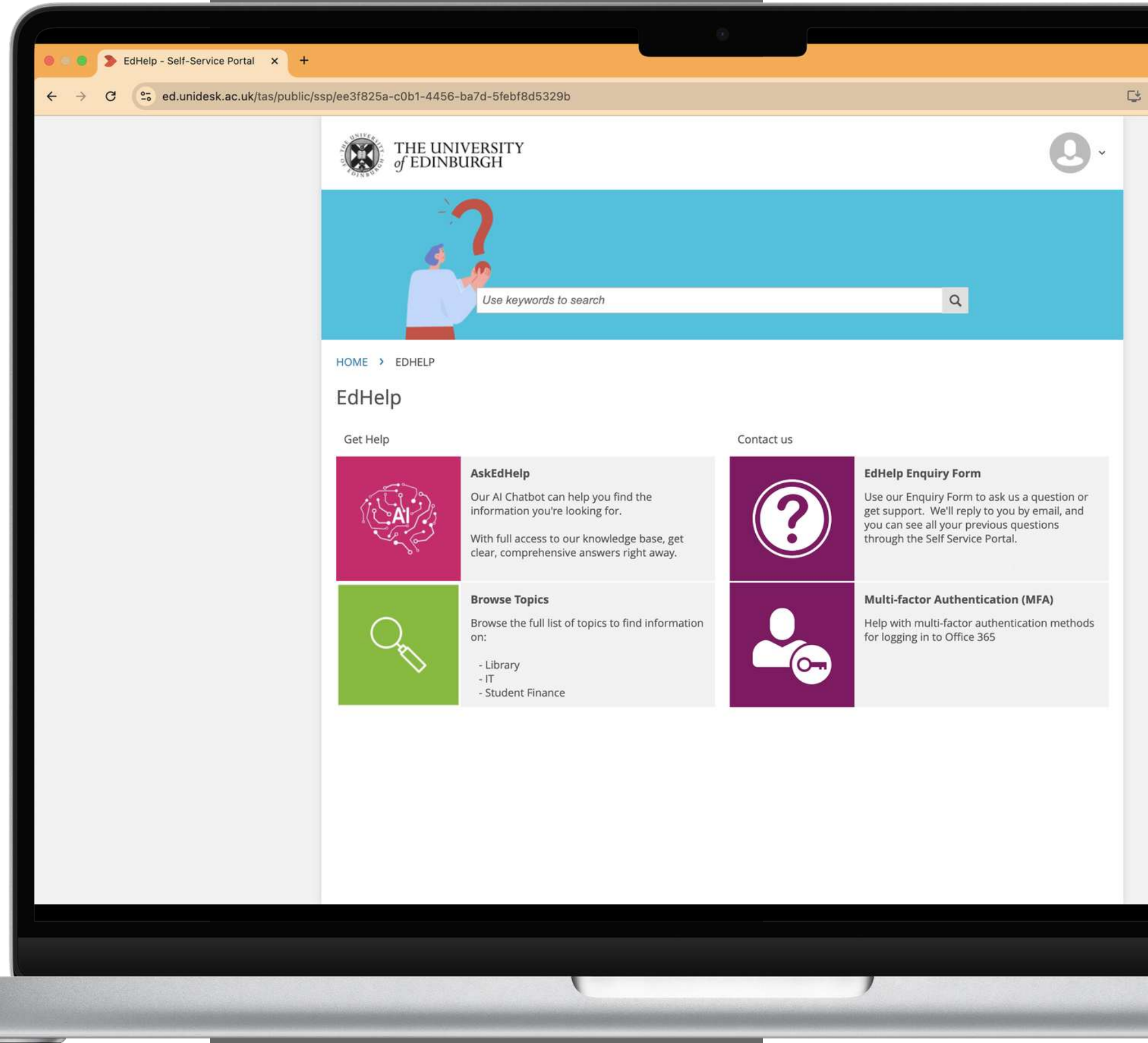
A blurred background image of an office environment. In the foreground, a woman with long brown hair, wearing a maroon top, is looking down at a desk. In the background, a man with a beard and a woman are also working at desks. The overall scene is out of focus, emphasizing the text overlay.

Help and Support

EdHelp

Use EdHelp to find answers to questions related to IT support, library services, your student record and documents and finances.

Help and support is also available from on-campus helpdesks and from the University website.





Thanks for viewing

Visit our dedicated Making the Most of IT webpages using the URL below or by scanning this QR code to find out more about the services covered in this presentation.

Making the Most of IT webpage: <https://edin.ac/4jzoc99>

Digital Skills website: www.ed.ac.uk/is/skills

Email: is.skills@ed.ac.uk

Instagram: [@uoedigiskills](https://www.instagram.com/uoedigiskills)

