

# IT Essentials for UQ Students

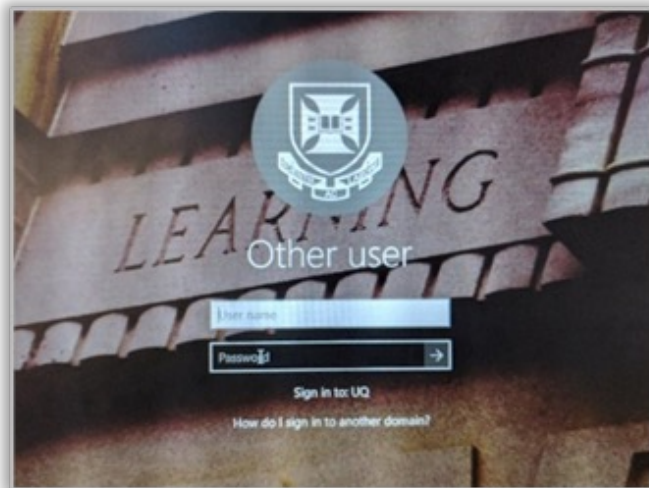
# Website – Computer availability

Computer availability	
Architecture & Music Library	19 of 41 free
Biological Sciences Library	124 of 269 free
Central Library	11 of 22 free
D.H. Engineering & Sciences Library	108 of 132 free
Duhig Building	71 of 196 free
Gatton Campus Library	47 of 101 free
Herston Health Sciences Library	8 of 38 free
Law Library	46 of 125 free
PACF Health Sciences Library	34 of 58 free

Library home page will show number of currently available desktops in all branches.

A two-minute delay between updates.

# Desktops

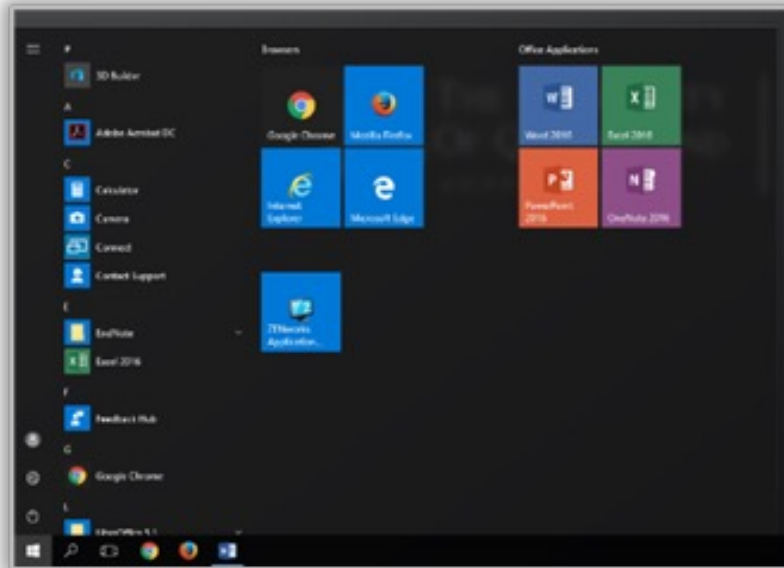


Sign in using your

Username: e.g., s1234567

Password: ??????????

# Desktop Software



Windows 11

Microsoft Office 365

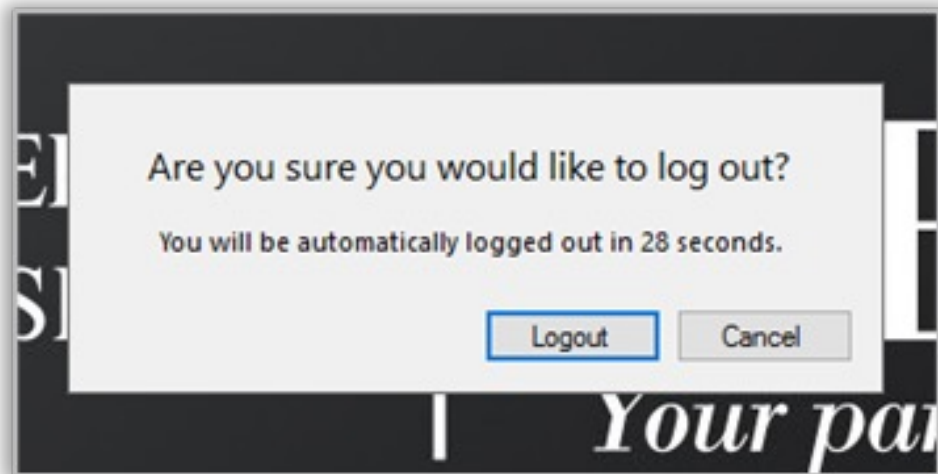
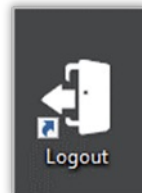
Web browsers: Edge, Chrome and Firefox

Adobe Acrobat – full version

Zenworks – specialist software access

Bring a USB or use cloud storage!

# Logout



Always logout when finished on a public machine

You are responsible for anything that happens under your login details

Never let anyone use your login details

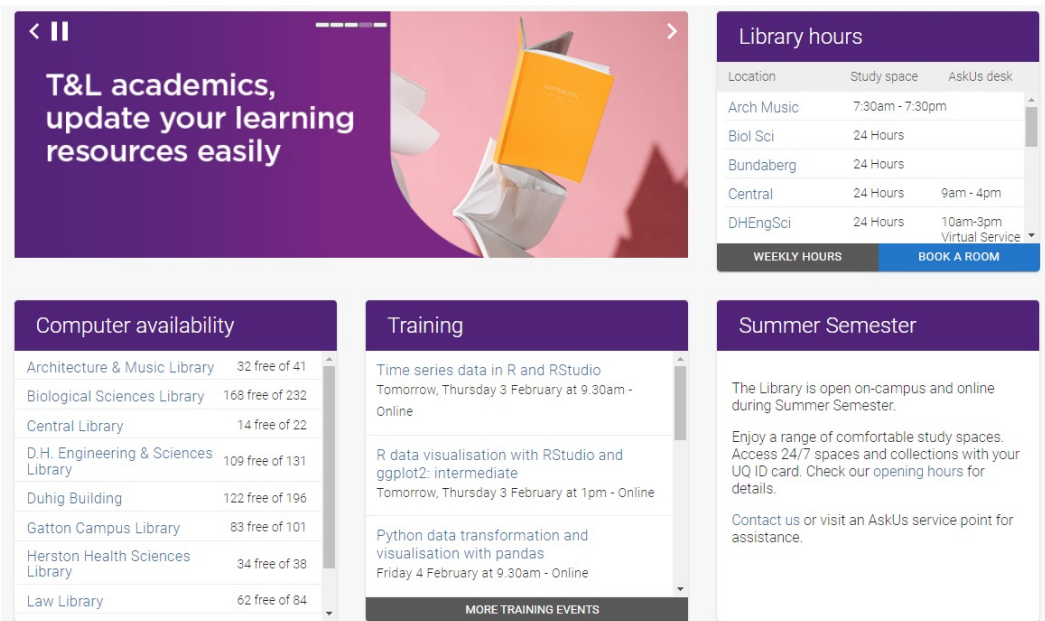
# Library Website

library.uq.edu.au

Very important to your studies

Information on

- Training courses
- Database access
- Referencing software
- Study assistance
- Support services



The screenshot shows the library website interface with a purple header and navigation elements. The main content area is divided into several sections:

- Hero Section:** A purple banner with the text "T&L academics, update your learning resources easily" and an image of a hand holding a book.
- Library hours:** A table showing opening hours for various locations.
 

Location	Study space	AskUs desk
Arch Music	7:30am - 7:30pm	
Biol Sci	24 Hours	
Bundaberg	24 Hours	
Central	24 Hours	9am - 4pm
DHEngSci	24 Hours	10am-3pm Virtual Service
- Computer availability:** A table showing the number of free computers at various libraries.
 

Library	Free	Total
Architecture & Music Library	32	41
Biological Sciences Library	168	232
Central Library	14	22
D.H. Engineering & Sciences Library	109	131
Duhig Building	122	196
Gatton Campus Library	83	101
Herston Health Sciences Library	34	38
Law Library	62	84
- Training:** A section listing training events, including "Time series data in R and RStudio" and "R data visualisation with RStudio and ggplot2: intermediate".
- Summer Semester:** A section providing information about library access during the summer semester, including a link to "BOOK A ROOM".

# Library Services – For Students

## Services for students

🏠 / Library services

### COVID-19 (coronavirus) and Library services

We will continue to provide [services](#) as the [COVID-19 \(coronavirus\)](#) situation evolves. Access our resources and training to help you to continue your studies online.

### Assignment planner

Try our [assignment planner](#) to create a step-by-step plan for completing your assignment.

### Studying online

- [Prepare for online exam success](#) - strategies to help you get ready for your online exams, including checking your IT set up and your access to the learning resources you need for open book exams.
- [How to study online](#) has tips to help you access the tools you need and to stay focused and organised.

### How can we help you succeed?

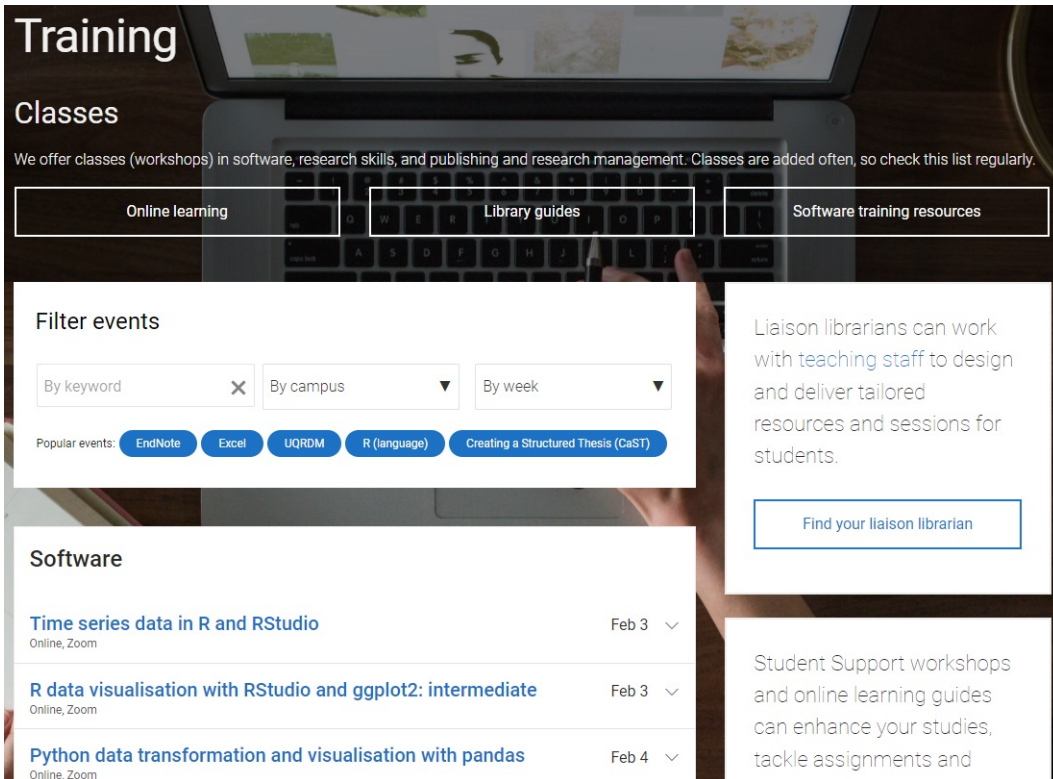
I need access to learning resources like reading lists, past exams or to view my loans:

[Log in to My Library](#)

Use the menu at the top to select Library services – for Students

Starting point for all things Library

# Training Courses



**Training Classes**

We offer classes (workshops) in software, research skills, and publishing and research management. Classes are added often, so check this list regularly.

Online learning   Library guides   Software training resources

**Filter events**

By keyword     By campus     By week

Popular events:

**Software**

<a href="#">Time series data in R and RStudio</a>	Feb 3 <input type="button" value="v"/>
<small>Online, Zoom</small>	
<a href="#">R data visualisation with RStudio and ggplot2: intermediate</a>	Feb 3 <input type="button" value="v"/>
<small>Online, Zoom</small>	
<a href="#">Python data transformation and visualisation with pandas</a>	Feb 4 <input type="button" value="v"/>
<small>Online, Zoom</small>	

Liaison librarians can work with teaching staff to design and deliver tailored resources and sessions for students.

[Find your liaison librarian](#)

Student Support workshops and online learning guides can enhance your studies, tackle assignments and

Training and support on

- Microsoft products
- R and RStudio
- Python
- Adobe products
- Publishing and Research Management
- EndNote – bibliographic software
- ... and a lot more!

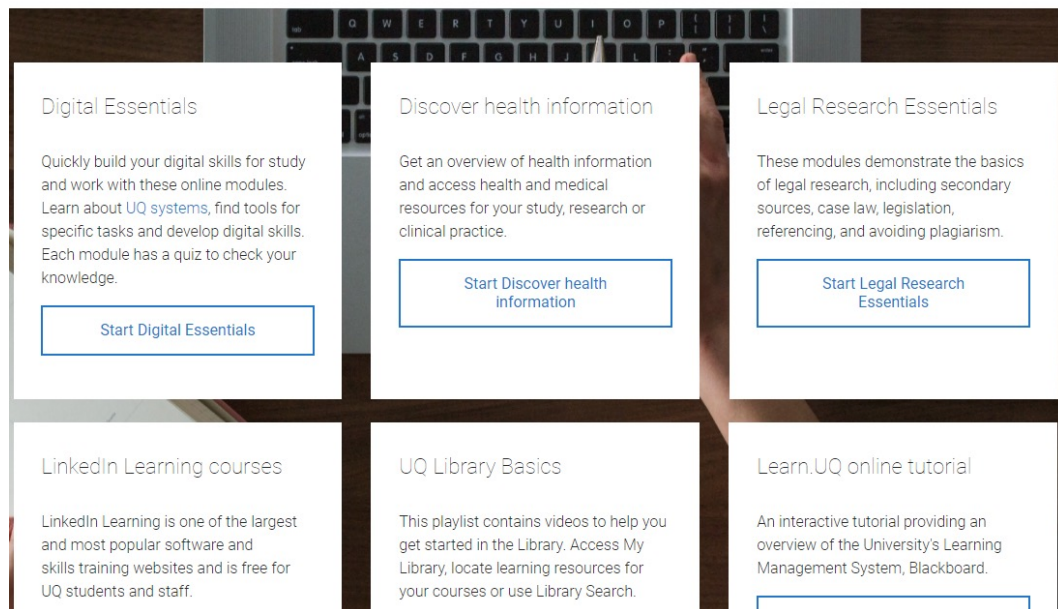


# Online Learning

## Online learning

Build your skills with online modules, videos & courses.

Library services / Training



<h3>Digital Essentials</h3> <p>Quickly build your digital skills for study and work with these online modules. Learn about UQ systems, find tools for specific tasks and develop digital skills. Each module has a quiz to check your knowledge.</p> <p><a href="#">Start Digital Essentials</a></p>	<h3>Discover health information</h3> <p>Get an overview of health information and access health and medical resources for your study, research or clinical practice.</p> <p><a href="#">Start Discover health information</a></p>	<h3>Legal Research Essentials</h3> <p>These modules demonstrate the basics of legal research, including secondary sources, case law, legislation, referencing, and avoiding plagiarism.</p> <p><a href="#">Start Legal Research Essentials</a></p>
<h3>LinkedIn Learning courses</h3> <p>LinkedIn Learning is one of the largest and most popular software and skills training websites and is free for UQ students and staff.</p>	<h3>UQ Library Basics</h3> <p>This playlist contains videos to help you get started in the Library. Access My Library, locate learning resources for your courses or use Library Search.</p>	<h3>Learn.UQ online tutorial</h3> <p>An interactive tutorial providing an overview of the University's Learning Management System, Blackboard.</p> <p><a href="#">Start Learn.UQ online tutorial</a></p>

Access to self-paced courses from both

- UQ
- LinkedIn Learning

Also, specific courses for Health and Legal students

# Office 365

## Office 365 for personal use

🏠 / Information and services / Information technology / Software and web apps / UQ software cata

Office 365 is a package of software applications offered by Microsoft available to UQ staff and students free-of-charge on both their UQ and personal computers.

Office 365 includes:

- Microsoft Office 365 applications (e.g. Word, Excel, PowerPoint and Outlook)
- collaboration tools (e.g. Teams and Planner)
- cloud services (e.g. OneDrive cloud storage).

**i** The instructions on this page are for personal computers. If you need Office 365 installed on a UQ computer, [submit an IT request](#).

If you're using Office 365 to access your email on a personal device, normal UQ policies apply, including [6.20.06 Acceptable Use of UQ ICT Resources](#).

## Using Office 365

You can use Office 365 on up to 5 devices, including a UQ computer if you've been assigned one.

Office 365 is supported on:

- PCs and Windows tablets running Windows 7 or higher
- Macs with Mac OS X 10.6 or higher
- iPads running iOS 7.0 or higher.

You can also access [Office mobile applications](#) on iPhone and Android devices.

All students are eligible for a free version of Office365 for as long as they study at UQ

Once you graduate or finish your studies you will have to pay to continue to use it

Both Windows and Mac versions available

Installation and use instructions available:

- <https://my.uq.edu.au/information-and-services/information-technology/software-and-web-apps/uq-software-catalogue/microsoft-software/office-365-personal-use>

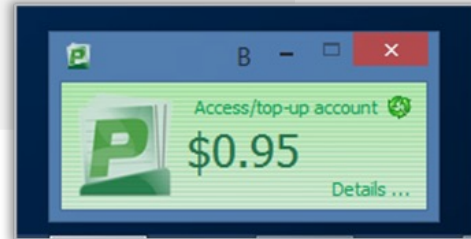
# Printing in the Library – Papercut Software

## Print, scan & copy

Home / Library services / IT

### Your print account

Log in to top-up and view jobs



- Learn more about your [print account](#), such as how to top-up
- Use your **UQ student or staff card**, or **UQ log in** to pay for printing: they are linked with your print account.
- **Guests** can [get a print/copy card](#)

All printing must be paid for. Current print prices can be found at <https://web.library.uq.edu.au/library-services/it/print-scan-copy>

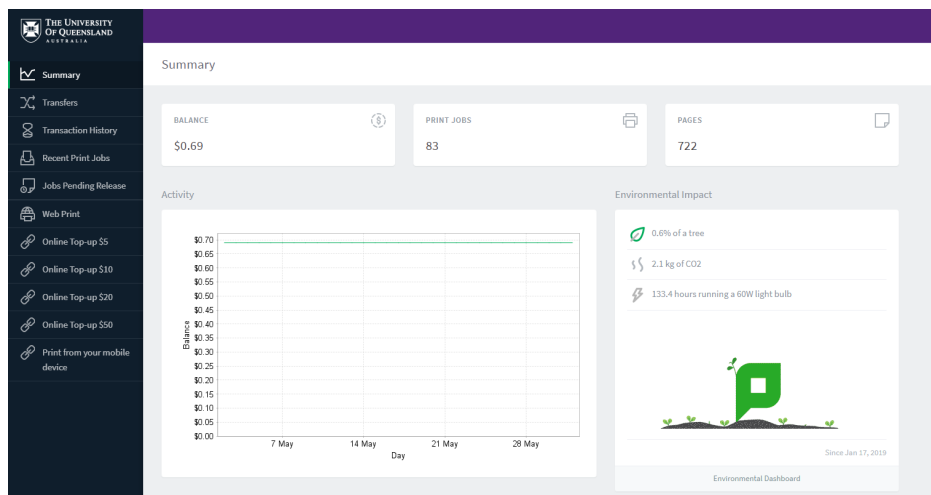
Print from a library computer or your own device (see link)

You need the full amount available to be able to release a job

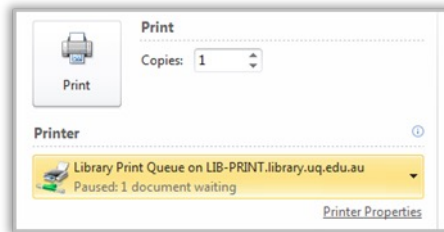
Black and White (default) and Colour is available

Top up via...

- the print-scan-copy page
- <https://lib-print.library.uq.edu.au/user?>
  - (numerous language choices available)
  - Above link available on the papercut software popup on public machines



# Printing (continued)



You print to a queue

Only you can access your jobs in the queue

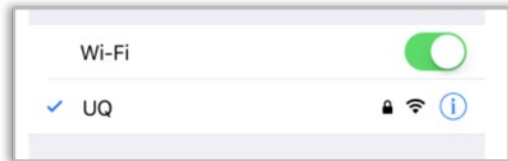
Scan your ID on the touch pad

Print the jobs you want and the amount will be deducted from your account

Log Out of the printer when you are finished



# UQ WiFi



Two options

- UQ
- Eduroam, 4123456@uq.edu.au

UQ if you are only studying at UQ (standard login information to connect)

Eduroam if going to other University campuses e.g. Griffith, QUT etc

- See AskUS service for assistance in connecting or <https://my.uq.edu.au/information-and-services/information-technology/internet-and-wifi/connecting-wifi>

# Mutli-Factor Authentication (MFA)



Multi-factor authentication (MFA) provides an extra layer of protection to make sure it's really you when you log into UQ services and systems.

MFA is also referred to as two-factor authentication or 2FA. It requires 2 separate factors to identify you and allow access to your account.

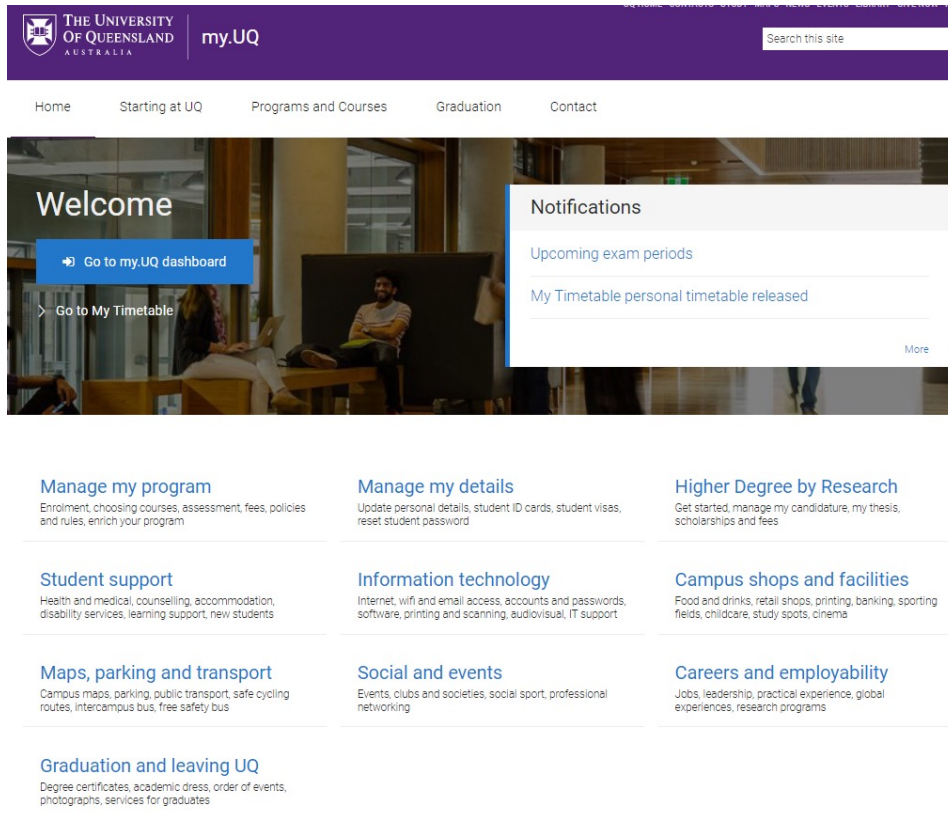
At UQ we use **Duo** for **Multi Factor Authentication**.

Download the **Duo Mobile app** on your phone, following the instructions on [mfa.uq.edu.au](https://mfa.uq.edu.au) to set it up.

The **MFA** page also has a very comprehensive **FAQ**, which includes helpful information such as how to access your account if you lose your phone.

**AskUs** can also help with your questions about MFA.

# my.UQ



The screenshot shows the my.UQ website interface. At the top, there is a purple header with the University of Queensland logo and the text 'my.UQ'. Below the header is a navigation menu with links for 'Home', 'Starting at UQ', 'Programs and Courses', 'Graduation', and 'Contact'. A search bar is located on the right side of the header. The main content area features a large banner image of students in a library setting. On the left side of the banner, there are two buttons: 'Go to my.UQ dashboard' and 'Go to My Timetable'. On the right side, a 'Notifications' box is open, displaying 'Upcoming exam periods' and 'My Timetable personal timetable released'. Below the banner, there are several service tiles arranged in a grid, each with a title and a brief description of the services provided.

**Manage my program**  
Enrolment, choosing courses, assessment, fees, policies and rules, enrich your program

**Manage my details**  
Update personal details, student ID cards, student visas, reset student password

**Higher Degree by Research**  
Get started, manage my candidature, my thesis, scholarships and fees

**Student support**  
Health and medical, counselling, accommodation, disability services, learning support, new students

**Information technology**  
Internet, wifi and email access, accounts and passwords, software, printing and scanning, audiovisual, IT support

**Campus shops and facilities**  
Food and drinks, retail shops, printing, banking, sporting fields, childcare, study spots, cinema

**Maps, parking and transport**  
Campus maps, parking, public transport, safe cycling routes, intercampus bus, free safety bus

**Social and events**  
Events, clubs and societies, social sport, professional networking

**Careers and employability**  
Jobs, leadership, practical experience, global experiences, research programs

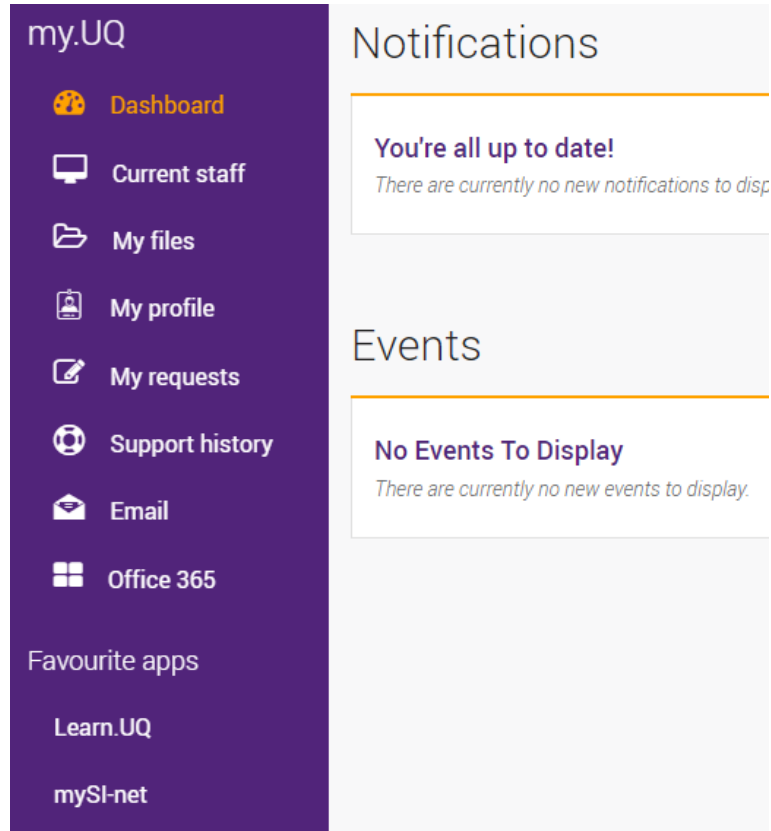
**Graduation and leaving UQ**  
Degree certificates, academic dress, order of events, photographs, services for graduates

<https://my.uq.edu.au/>

All things relating to you and your study at UQ

Use the Go to my.UQ dashboard button for specific information

# my.UQ Dashboard



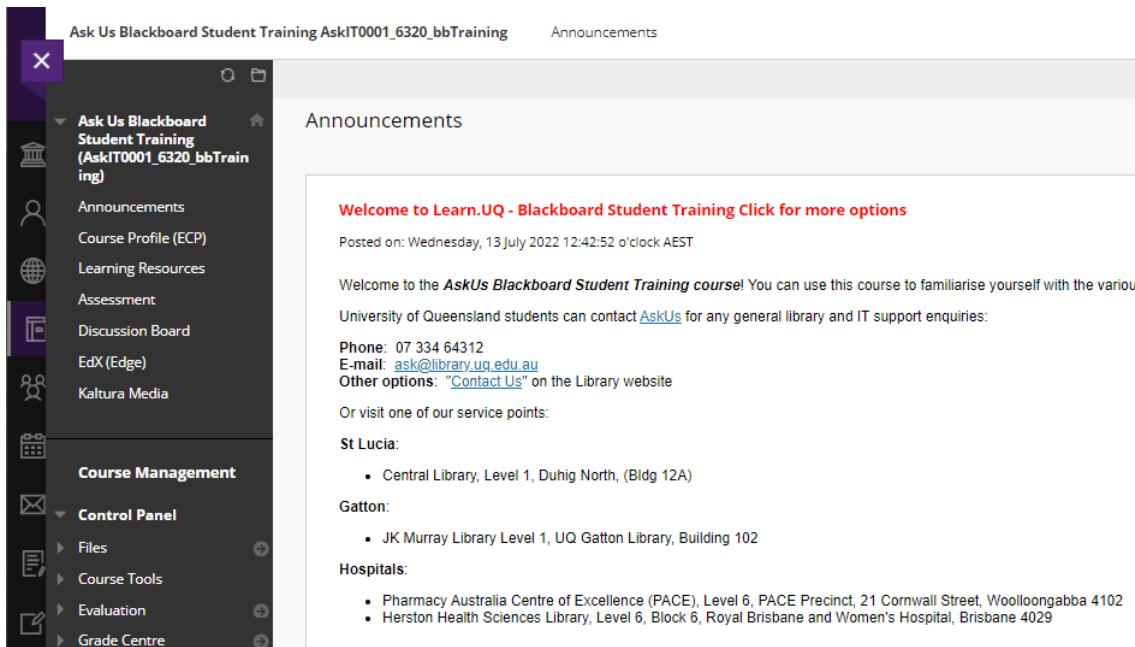
The screenshot shows the my.UQ dashboard interface. On the left is a dark blue sidebar with the following menu items: Dashboard (with a globe icon), Current staff (with a monitor icon), My files (with a folder icon), My profile (with a person icon), My requests (with a pencil icon), Support history (with a gear icon), Email (with an envelope icon), Office 365 (with a window icon), Favourite apps, Learn.UQ, and mySI-net. The main content area is light grey and contains two sections: 'Notifications' with a message 'You're all up to date!' and 'Events' with a message 'No Events To Display'. Both messages include a sub-line: 'There are currently no new notifications to display.' and 'There are currently no new events to display.' respectively.

Contains links to

- Your studies
- Email
- Office365
- Learn.UQ
- mySI-net
- Allocate+ (My Timetable)



# Learn.UQ (Blackboard)



Ask Us Blackboard Student Training AskIT0001\_6320\_bbTraining Announcements

Announcements

**Welcome to Learn.UQ - Blackboard Student Training** [Click for more options](#)

Posted on: Wednesday, 13 July 2022 12:42:52 o'clock AEST

Welcome to the *AskUs Blackboard Student Training course!* You can use this course to familiarise yourself with the various University of Queensland students can contact [AskUs](#) for any general library and IT support enquiries:

Phone: 07 334 64312  
E-mail: [ask@library.uq.edu.au](mailto:ask@library.uq.edu.au)  
Other options: "[Contact Us](#)" on the Library website

Or visit one of our service points:

**St Lucia:**

- Central Library, Level 1, Duhig North, (Bldg 12A)

**Gatton:**

- JK Murray Library Level 1, UQ Gatton Library, Building 102

**Hospitals:**

- Pharmacy Australia Centre of Excellence (PACE), Level 6, PACE Precinct, 21 Cornwall Street, Woolloongabba 4102
- Herston Health Sciences Library, Level 6, Block 6, Royal Brisbane and Women's Hospital, Brisbane 4029

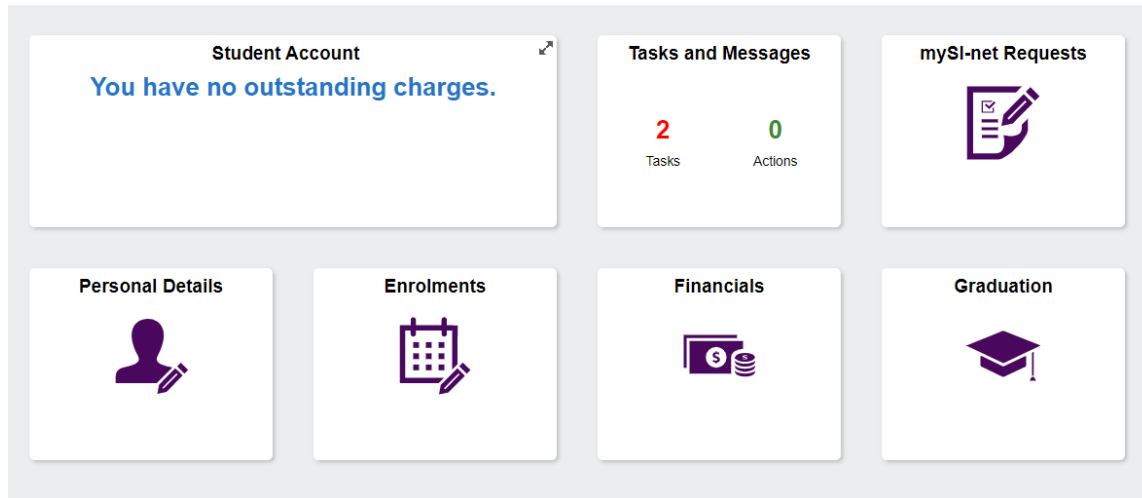
Learn.UQ (Blackboard) is the eLearning software UQ uses for course delivery.

Learn.UQ (Blackboard) provides:

- A user
- A user profile
- Course notes
- Lecture Recordings (Echo360)
- Collaborative tools
- Turnitin (for electronic assignment submission)

**Note:** *your school may have specialised systems to supplement course delivery.*

# mySI-net



The dashboard features several tiles for student services:

- Student Account:** You have no outstanding charges.
- Tasks and Messages:** 2 Tasks, 0 Actions.
- mySI-net Requests:** Represented by a document icon with a pencil.
- Personal Details:** Represented by a person icon with a pencil.
- Enrolments:** Represented by a calendar icon with a pencil.
- Financials:** Represented by a wallet icon with a dollar sign and coins.
- Graduation:** Represented by a graduation cap icon.

Use mySI-net to manage your enrolment:

- Enrol in your courses
- Pay your fees or apply for financial assistance
- Sign up for classes and tutorials

**Note:** Your enrolment may take up to 48 hours to process through the system. During this time you will be unable to see your Learn.UQ (Blackboard) courses or access the Internet.

# Academic Integrity Modules

## eLearning

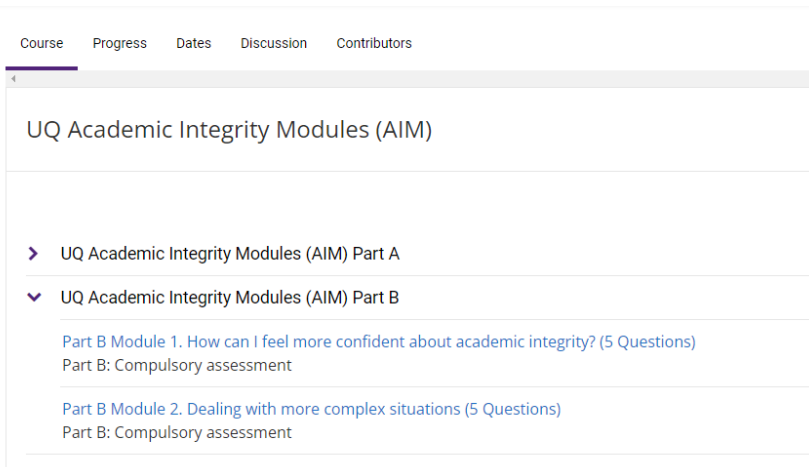
Home Guides Workshops ▾ Services Projects News About Contact

## Academic Integrity Modules

The [Academic Integrity modules \(AIM\)](#) are available to students through edX (Edge). Students should be encouraged to complete these modules if they are new to the university or have not completed the previous academic integrity tutorial.

The modules have been developed in two parts to enable students to progressively learn about ethical decision making during their first semester:

- Part A (approx. 1hr) should be completed during a student's first semester of study at UQ before their census date. This part provides students with an overview of the academic moral code and ethical policy, as well as how to demonstrate integrity during their studies.
- Part B (approx. 1hr) is designed to develop the students' confidence in making ethical decisions on a daily basis and is intended to be completed by the end of Week 13.



Course Progress Dates Discussion Contributors

UQ Academic Integrity Modules (AIM)

- › UQ Academic Integrity Modules (AIM) Part A
- ▼ UQ Academic Integrity Modules (AIM) Part B
  - Part B Module 1. [How can I feel more confident about academic integrity? \(5 Questions\)](#)  
Part B: Compulsory assessment
  - Part B Module 2. [Dealing with more complex situations \(5 Questions\)](#)  
Part B: Compulsory assessment

Two academic integrity modules to complete

- Complete Part A before census date (31<sup>st</sup> March)
- Complete Part B before end of first semester of study

Cannot enrol in next semester or graduate until completed

Access via

- mySI-net task wizard
- <https://elearning.uq.edu.au/academic-integrity-modules>

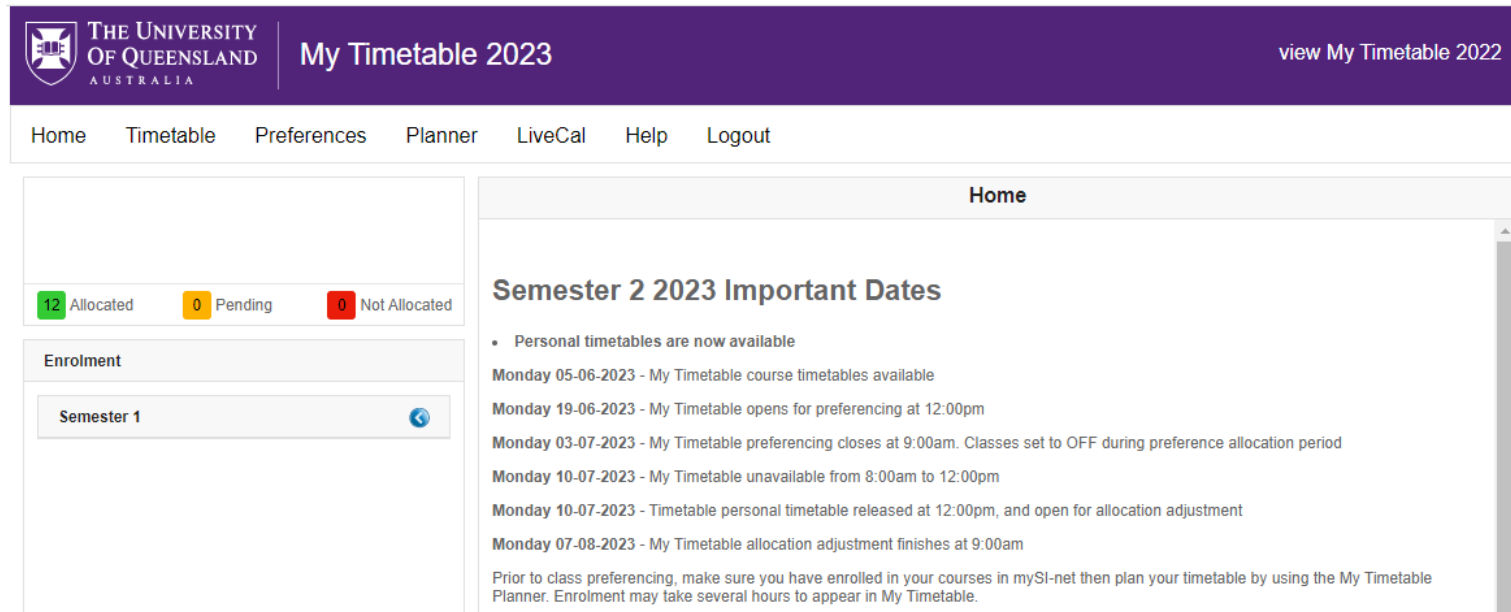
And complete in Edge

# Allocate+ (My Timetable)

After you enrol, you'll need to select your preferred class times. You'll then be allocated to classes based on these preferences.

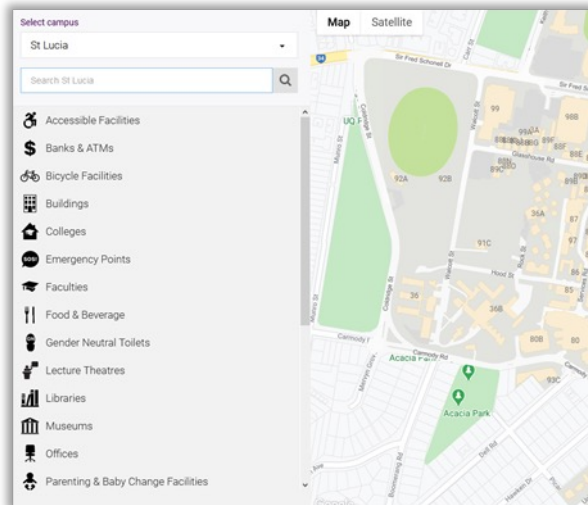
<https://timetable.my.uq.edu.au/>

A public timetable (with all courses) is available at <https://timetable.my.uq.edu.au/odd/timetable/#subjects>



The screenshot shows the 'My Timetable 2023' web interface. At the top, there is a navigation bar with the University of Queensland logo, the title 'My Timetable 2023', and a link to 'view My Timetable 2022'. Below this is a menu with links for Home, Timetable, Preferences, Planner, LiveCal, Help, and Logout. The main content area is divided into two columns. The left column features a summary of allocation status: 12 Allocated (green), 0 Pending (yellow), and 0 Not Allocated (red). Below this is an 'Enrolment' section with a dropdown menu currently set to 'Semester 1'. The right column is titled 'Home' and contains a section for 'Semester 2 2023 Important Dates'. This section includes a bullet point stating 'Personal timetables are now available' and a list of dates with corresponding events: Monday 05-06-2023 (course timetables available), Monday 19-06-2023 (opens for preferencing at 12:00pm), Monday 03-07-2023 (preferencing closes at 9:00am, classes set to OFF), Monday 10-07-2023 (unavailable from 8:00am to 12:00pm), Monday 10-07-2023 (personal timetable released at 12:00pm), and Monday 07-08-2023 (allocation adjustment finishes at 9:00am). A note at the bottom of this section advises users to enrol in courses in mySI-net before planning their timetable.

# UQ Maps



[maps.uq.edu.au](https://maps.uq.edu.au)

Searchable

Directions (location needs to be on and shareable)

Viewable on both mobile and desktop

Mobile app “UQ Maps”

# SafeZone



Available in both Apple and Android versions

Register to UQ

If you suffer an injury, feel unsafe or would like an escort to your vehicle late at night the security team can find you

# Software for Home or Own Device

## UQ software catalogue

🏠 / Information and services / Information technology / Software and web apps

UQ provides software for academic, research and administrative use.

! Students may be eligible to access selected software for free. Visit [free student software for personal use](#) for more details.

## Free student software for personal use

🏠 / Information and services / Information technology / Software and web apps

Students can access free software to use on their personal computers for the duration of their time at UQ.

! To support remote studying arrangements due to COVID-19, students can now access specialist software (previously only available in UQ labs) for free. Read below for full details.

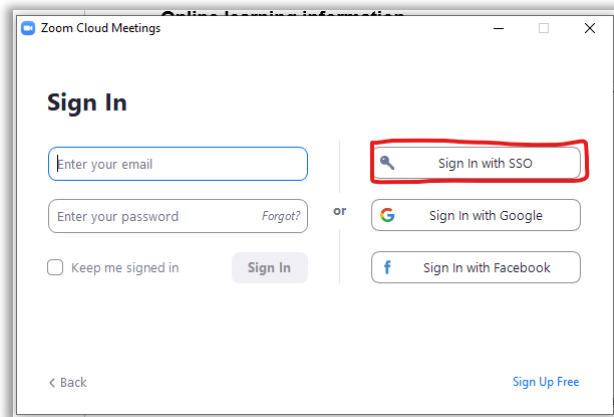
UQ provides software for academic, research and administrative use.

You can view the catalogue of software available via the Software at UQ webpage.

There is software in the following categories:

- Accessibility
- Business
- Collaboration and communication
- Educational and referencing
- Geographical and mapping
- Graphics, video and audio
- Operating systems and servers
- Scientific and engineering
- Security
- Statistical data analysis and modelling
- Storage
- Web and software development

# Zoom



Zoom Cloud Meetings

### Sign In

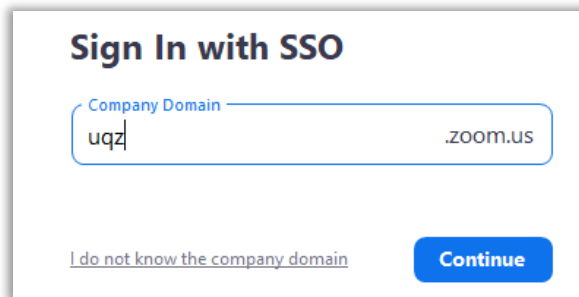
Enter your email

Enter your password [Forgot?](#)

Keep me signed in

or

[< Back](#) [Sign Up Free](#)



### Sign In with SSO

Company Domain

uqz .zoom.us

[I do not know the company domain](#)

## Zoom for classes and group work

Some courses will require you to use Zoom to connect to teaching staff, tutors or other students.



Zoom can be downloaded from their website.

Make sure to “**Sign In with SSO**” and use your **student login**

The URL for UQ is <https://uqz.zoom.us/>, so use “uqz” in the company domain.



# Generative AI

Library AskUs  Log in 

[Library Home](#) / [Library Guides](#) / [Referencing](#) / [ChatGPT and other generative AI tools](#) / Overview

## ChatGPT and other generative AI tools

How to cite or acknowledge generative AI tools in your assignments and publications.

Go!

**Overview**

- [Using ChatGPT or other generative AI in your assignments](#)
- [Risks with using information from ChatGPT](#)
- [Citing ChatGPT and other generative AI](#)
- [APA 7th](#)
- [AGLC](#)
- [Chicago 17th](#)
- [MLA](#)
- [UQ Havard](#)
- [Vancouver](#)
- [Acknowledge your use of ChatGPT or other generative AI](#)
- [Citing generative AI for publication](#)

### Using ChatGPT or other generative AI in your assignments

**Confirm** with your course coordinator or **check your course profile** before using [Artificial Intelligence \(AI\) in your assessment](#). Some assessment pieces do not permit the use of AI tools, while others may allow AI with some limitations.

Any permitted use of AI for assessment must be acknowledged appropriately. Your course coordinator will provide guidance on how to reference the use of AI tools. Some possible examples include:

- citing or referencing in the text or list of references
- inclusion in your methodology
- an appendix including a full transcript of any prompts and AI-generated responses.

**Note.** Information about using and referencing ChatGPT and other generative AI tools in assignments and publications will continue to be updated. **Check** this page regularly to keep up with any changes (**last updated 17 April 2023**).

### Risks with using information from ChatGPT

AI models sometimes produce incorrect, biased or outdated information. **Verify** the accuracy of AI-generated content using reliable sources before including it in your work.

Additionally, there may be **legal or ethical issues** to consider when using AI. Works created by non-humans are not eligible for copyright protection under Australian law. If you intend to publish work incorporating AI-generated content, check the publisher guidelines about what is allowed.

When interacting with AI models, you should be cautious about **supplying sensitive information**, including personal, confidential or propriety information or data.

Find out more about [using AI tools in your studies](#).

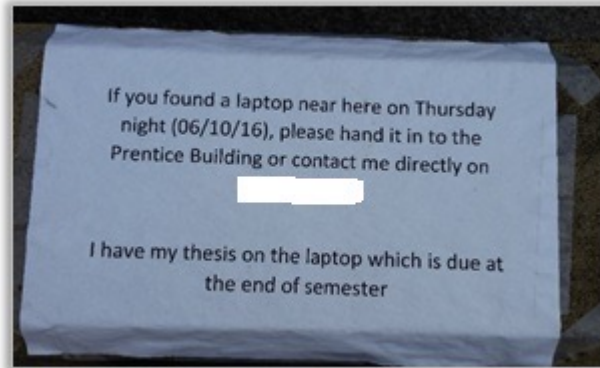
UQ has information and resources for students regarding Generative AI.

[Generative AI Guide](#)

[Using AI tools in your studies](#)

[Should you use ChatGPT for your studies?](#)

# Final Tips for Trouble Free Computing



Backup your work – computer failure/loss is no excuse for late submissions

- Use USB's, Cloud services or just email yourself a copy

Antivirus – Install some

- Free is ok they just don't update as regularly as the paid version

Safeguard your devices/belongings

- Never leave them unattended. There is no guarantee they will be there when you return



Free antivirus by [Nick Youngson](#) CC BY-SA 3.0 Pix4free



shutterstock.com • 471259772



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

CREATE CHANGE

# Help us to improve! 2 minute survey



# Contact Us

UQ Library Technology Training

[training@library.uq.edu.au](mailto:training@library.uq.edu.au)

<https://web.library.uq.edu.au/library-services/training>