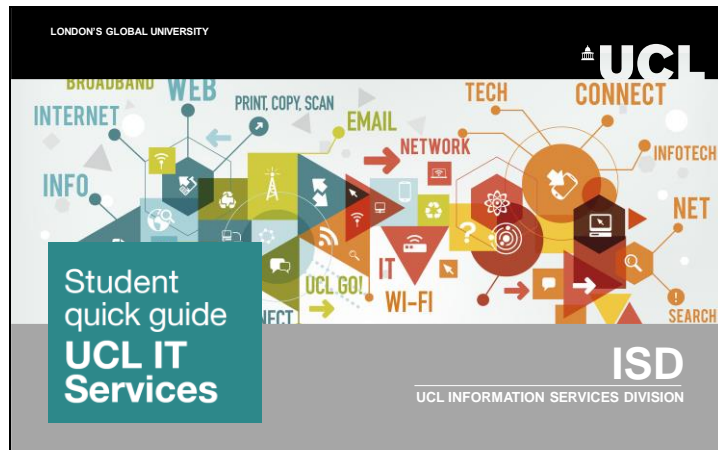


Central IT Services Induction talk transcript

The transcript below includes a picture of each slide followed by a transcript of the audio narration. Alternative text has not been included because the text describes all meaningful slide content in full.

Slide 1 - Introduction



Welcome to UCL! In this presentation we're going to cover all the essential information about IT services and facilities that you need to get started.

Slide 2 – Student quick guide




At enrolment you will be given a leaflet with our top 4 things to get you up and running and much more.

Slide 3 – Other essentials

**In addition to the top 4 items
in your guide...**

Here are some other essentials for you.



In addition to the top 4 in your guide, here are some other essentials for you.

Slide 4 – Logging in to UCL systems


**Note the ways to log in to
UCL system**

You need your UCL user ID.

Your UCL user ID is 7 characters long
and looks like **ucaaxxx**.

You'll use it in different ways:

- Email and Wi-Fi (eduroam): **ucaaxxx@ucl.ac.uk**
- Computers in workrooms: **ucaaxxx**



You will need your seven-character UCL user ID to log into various systems.

For some systems, like email and wi-fi you will need to put '@ucl.ac.uk' on the end of the user ID, whereas to log into a computer in a workroom you just use the user ID on its own. Campus wifi is called eduroam and there are 'how to' guides on the ISD web site.

Slide 6 – UCL Go!


Download UCLGo!

UCL Mobile app

- View campus maps
- View your library records & timetable
- Find an available PC or study space on campus

and more...

www.ucl.ac.uk/isd/ucl-go



UCL Go! Is a handy mobile app with information about UCL such as campus maps. It also allows you to view your library records and timetable and to check where there are available study spaces or PCs available on campus.

www.ucl.ac.uk/isd/ucl-go

Slide 7 - Printing

Don't top-up with too much print credit

You get £12 free credit.

After that you will need to top-up – but not too much!
We can't refund.

5p for black and white, 25p for colour (A4),
double-sided costs the same as single-sided.

www.ucl.ac.uk/isd/print

Our print@UCL service includes the ability to scan to email and to print wirelessly from mobile devices.

You will receive **£12 free credit each year** to get you started but after that you will need to top up your credit. Don't overdo it because we can't provide refunds.

It costs **5p** per copy for black and white printing and **25p** for colour A4 printing.

Printing double sided costs the same as printing single sided.

www.ucl.ac.uk/isd/print-copy-scan

Slide 9 - Passwords

Never give out your password

Stating the obvious right?

Perhaps not. UCL members sometimes give out their password when a phishing email lands in their inbox.

The Service Desk will never ask for your password.

Don't take the bait!

www.ucl.ac.uk/isd/stay-secure

Your account is for your use only so don't let anyone else use it or allow anyone else to know your password. Legitimate UCL members will never ask you for your password. If you are unsure, ask, do not respond to suspect emails or click on any links. Make sure that you log out whenever you leave your computer unattended.
www.ucl.ac.uk/isd/stay-secure

Slide 10 – Other useful things

Got it? Great.

Here are some other useful things to know...

ISD
UCL INFORMATION SERVICES DIVISION

Got it? Great. Here are some other useful things to know.

Slide 11 – Computer workrooms

Computer Workrooms

- Consistent desktop (Desktop@UCL);
- A range of software;
- Access your personal (N: drive);
- Backed up at night;
- Virus protection;
- UCLGo! can help you find an available PC.

www.ucl.ac.uk/isd/workrooms

The **desktop@UCL** service in computer workrooms gives a consistent desktop no matter where you log in. A wide range of software is provided including Microsoft Office 2016.

You have your own personal drive, the **N: Drive**, on which you can store your work. The service also provides virus protection and a nightly back up which is archived for two years.

Use the UCL Go! mobile app to find an available PC on campus.

www.ucl.ac.uk/isd/workrooms

Slide 12 – Laptop loans

Laptop loans

- Free, short-term loans.
- Borrow from key locations around campus.
- Access your files and folders.



www.ucl.ac.uk/library/laptop-loans

Laptops are available on loan from a number of key locations. You can access the files and folders on your N: drive from a loan laptop.



Use your ID card to borrow a laptop for free but be careful with it because you will be liable for any loss or damage incurred.

www.ucl.ac.uk/library/laptop-loans

Slide 13 – Your own computer

Your own Mac or PC

- Free software including Office 365 and anti-virus.
- Access to Desktop@UCL Anywhere.
- Access your N:drive.
- Send jobs to printers.
- Support for using core services on your computer.

 Microsoft

www.ucl.ac.uk/isd/computers

There is free software available from the UCL software database including Office 365 and anti-virus. Other software is available at a discount.

Desktop@UCL Anywhere is available remotely from a Mac or PC, with similar software to that available on workroom PCs. You can also access the files on your N: drive and send jobs to UCL printers. There is support for using our core services on your computer.

www.ucl.ac.uk/isd/computers

Slide 14 – Study support

Study support and digital skills development


UCL INFORMATION SERVICES DIVISION

Study support and digital skills development

Slide 15 - Moodle

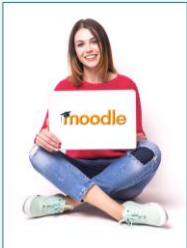
Moodle

UCL's online learning environment

- Access resources including slides and reading lists,
- Links to useful materials,
- Submit assignments,
- Access feedback.

Digital Learning at UCL course

www.ucl.ac.uk/moodle



Moodle is UCL's online learning environment and your lecturers will use it to support your modules. Within Moodle, you can access resources including slides and reading lists; submit assignments and access feedback.

Moodle also contains some courses which are open to all. We recommend the **Digital Learning at UCL** course aimed at new students.

www.ucl.ac.uk/moodle


Slide 16 - Lecturecast

Lecturecast

Many lecture recordings are available via Moodle. Attendance at lectures is still expected.

When full Lecturecast learning platform is used students can:

- take notes and bookmark slides,
- flag confusing content,
- ask questions and have discussions.



All major teaching spaces have recording facilities. If lectures are recorded, students can review the lecture via Moodle. Attendance at lectures is still required, though.

The full Lecturecast learning platform provides opportunities for interactive activities, both during and after the lecture. This includes the ability to:

- take notes synchronised with the recording;
- bookmark the slides;
- flag confusing content (which the presenter can monitor and respond to);
- ask questions and have discussions.

These interactive features are relatively new and use is not yet widespread at UCL.

Slide 17 – LinkedIn Learning

LinkedIn Learning

High quality video tutorials

- 7000+ courses, written by experts.
- Software, creative and business skills.
- Download to a mobile device to view offline.
- £20 – 30 a month if you paid for it yourself.
- No need to connect to a LinkedIn account.

www.ucl.ac.uk/linkedinlearning



LinkedIn Learning is a library of high-quality video tutorials written by professionals who are experts in their field.

There are over 7, 000 courses available covering software, creative and business skills. You can even download the content to your phone or tablet for offline viewing.

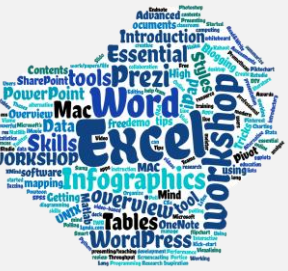
www.ucl.ac.uk/linkedinlearning

Slide 18 – IT training

Free courses and drop-in sessions

- Office 365 & 2016,
- Mac courses,
- Photoshop,
- Statistical analysis,
- Programming,
- Web-based tools,
- Blogging tools, and more...

www.ucl.ac.uk/isd/training

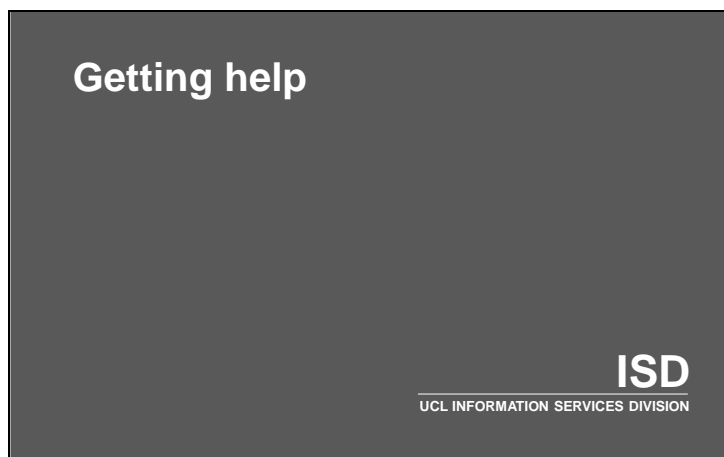


There is a wide range of digital skills training available for free at UCL, including face-to-face courses in Microsoft Office 2016, Photoshop, statistical analysis, programming and much more.

We also provide Wednesday afternoon drop in sessions to help you with your specific digital skills needs.

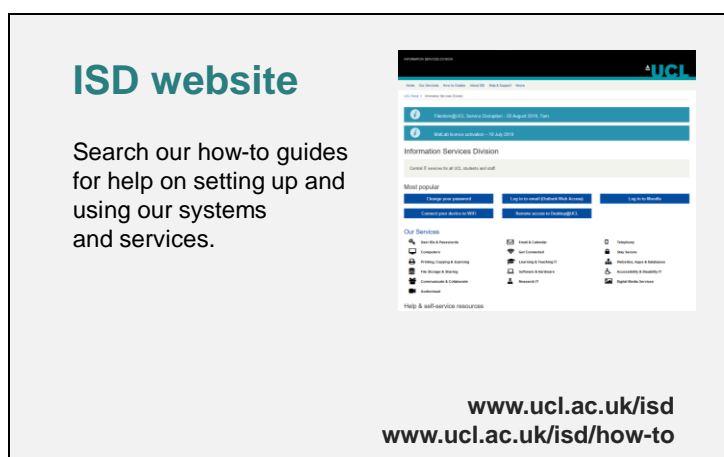
www.ucl.ac.uk/isd/training

Slide 19 – Getting help



Getting help

Slide 20 – ISD website



Central IT services are provided by the Information Services Division and the ISD website should be your first port of call for any information and advice about our services.

www.ucl.ac.uk/isd/

www.ucl.ac.uk/isd/how-to

Slide 21 – IT Services

Getting help

Contact IT Services if you can't find information on the web site:

- Science Library,
- Institute of Education Library,
- Student Centre,
- Main Library.

Mostly office hours but more limited support in the evenings and at weekends.

www.ucl.ac.uk/isd/help

If you can't find what you need on the ISD website, IT Services are your first point of contact for IT information or technical advice.

They're open regular office hours and can be visited in the Science Library, Main Library, IOE Library and the Student Centre. They can also be contacted by email or phone.

There is some limited additional support available by phone in the evenings and at weekends.

www.ucl.ac.uk/isd/help

Slide 22 – Thank you

Enjoy your time at UCL!



www.ucl.ac.uk/isd/students