

Digital Essentials at ANU 2020

Quotas

Print services.anu.edu.au/information-technology/print-copy-scan

A modest print quota is provided twice a year – first week in January and the first week of July – no carry-over of quotas between semesters. The quota is \$44 or the equivalent of 400 single-sided A4 black-and-white pages.

Additional funds can be added to your quota through Recharge online system: recharge.anu.edu.au

Note: There are several characters that will prevent you from logging into the Recharge online system if they are part of your password. If the following characters are part of your password, you will need to reset it. These characters include " ; * | &

Homedrive (MyFiles) ql.anu.edu.au/myfiles

Home folder is your personal folder on the ANU server for your personal files. ANU students have 4.5GB of space and is accessible off campus <https://myfiles.anu.edu.au>

Web

1GB max. which is topped up every night to 1GB. Not counted in your quota are anu.edu.au; most .edu.au sites; many .ac (academic) sites, journals accessed through the ANU Library databases. Quota can be reset to complete academic assignments at AskANU.

Wireless, Email, Online Learning and IT Security

Wireless services.anu.edu.au/information-technology/login-access/anu-secure

ANU Secure is provided across campus for ANU students and staff using ANU ID and password.

Email services.anu.edu.au/information-technology/email

ANU email addresses are automatically created for all students when they join the University. The University will use this address to send you official correspondence. It is recommended to keep your address as u1234567@anu.edu.au. When a student graduates from the University they can continue to access their ANU email account as an alumni. The standard student email address (u1234567@anu.edu.au) is set to an alumni email address (u1234567@alumni.anu.edu.au). In the case of postgraduate students, the personal name-based email address (firstname.lastname@anu.edu.au) is removed.

Wattle wattle.anu.edu.au

Wattle (Web Access To Teaching & Learning Environments) is used to create interactive websites for your courses. Your lecturers may use Wattle to provide lecture notes, lecture recordings, learning resources and assessments (Turnitin and online quizzes).

ANU IT Security services.anu.edu.au/information-technology/it-security

Online wealth of information including: maintaining a secure online presence, securing your personal devices, using a password manager and reporting security incidents.

Training and Support

Digital Literacy Training anulib.anu.edu.au/training

The ANU Library's Digital literacy training supports postgraduate students' academic experience by providing training in research literacy and digital literacy.

Information Skills Online Modules ql.anu.edu.au/howto

Information skills to support your studies at ANU contains modules such as on Find Books and Find Journal Articles.

Pulse online learning ql.anu.edu.au/pulse

ANU Pulse provides staff and students access to free self-paced online learning courses, which can be completed at any time from on or off campus.

Information Commons software support ql.anu.edu.au/software

A range of online interactive modules and guides – includes LaTeX, Maple, MatLab, Office (Word, Excel, PowerPoint), PowerBI, Python, R, SPSS, NVivo.

Face-to-face support—AskANU IT Consultants

ql.anu.edu.au/help-support

The AskANU desk provides IT help and is located in Chifley Library Building #15 or over-the-phone 612 54321.

Academic Integrity and Referencing

Academic Integrity anu.edu.au/students/academic-skills/academic-integrity

Online resources and correct referencing.

ANU Academic Skills

anu.edu.au/students/academic-skills

Resource material to support your assignments at ANU. Academic Skills assists students to develop the academic, critical thinking and communication strategies that are foundational to all scholarly activity.

EndNote Bibliographic Citation Management Software

wattle.anu.edu.au

Available free to download from Wattle to your home computer – Log into Wattle with your ANU ID and ISIS password, search courses for EndNote and accept to be enrolled. Support provided through workshops (strongly suggest you do a workshop before using it) and comprehensive online EndNote 'how to' guide: ql.anu.edu.au/howto

Professional Design Techniques in Presentations

ANU Academic Skills

ql.anu.edu.au/presentations

Resource material to support your presentations at ANU. Structuring your presentation, Working with visual aids and Delivering the presentation.

ANU PowerPoint template

ql.anu.edu.au/ANUPowerPoint

Typequick (on PCs)

Learning to touch type

Learning to touch type is a valuable asset as it increases efficiency and may prevent common computer-related injuries. Typequick is a software program available on all Information Commons computers (Not available off campus) The three lesson modules are:

1. Learning the keyboard
2. Learning to use the numeric keypad
3. Speed and accuracy drills

Using Typequick

Before beginning the program ensure that the sound of the computer is turned off or that earphones are plugged in.

1. Select **Apps by Name > TypeQuick Professional**
2. At the 'Please log in' box select > **New Student**
3. Create a login name and enter your full name. Click > **OK**
4. When taken back to the 'Please log in' box enter your created login name. Click > **OK**
5. Select > **Start Course**
6. Follow the prompt. Press the **ESC** key to continue
7. Take note of the posture suggestion and press the **ESC** key
8. Follow the course

When returning to Typequick remember your login name.

Type IT

ql.anu.edu.au/pulse

Another typing tutor (Type IT) can be accessed and it is available off campus. ANU ID and password are required to use Type IT.