Digital Essentials: Navigating ANU Systems

Presenter:

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Australian National University

The Australian National University acknowledges, celebrates and pays our respects to the Ngunnawal and Ngambri people of the Canberra region and to all First Nations Australians on whose traditional lands we meet and work, and whose cultures are among the oldest continuing cultures in human history..

Digital Essentials

Online access for ANU Courses

Wattle, email, Zoom and a range of tools are used for learning and communication within courses at ANU

Tools for managing academic projects

Find suitable online resources to support your ANU academic projects

Communicating online

Learn effective ways to collaborate online at ANU

Protecting your network

Learn how to implement IT security and manage storage for your digital research data

Social media and learning at ANU

Maintain privacy when using social media or online tools

Online access for ANU Courses

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- To access online services at ANU you will need to use your ANU ID and password.

- Courses at ANU use Wattle (Web Access To Teaching & Learning Environments).

- Wattle is our Learning Management System based on the Moodle Learning Management System to provide your course materials.

- Wattle is used to create interactive websites for your courses and is linked with Turnitin (text-matching system) and Echo360 (lecture recording system).
    - provides course outlines, lecture notes and assessments
    - contains lecture recordings
    - communication tools: forums (announcement and discussion), choice (survey), dialogue, chat
    - used to submit your assessments, access your originality report, written feedback and grades

Wattle self-enrol sites

- Academic Integrity

- Academic Skills Appointments

- Academic Skills Orientation

- Academic Skills Turnitin practice site

- Wattle Basics Online for Students

Wattle is accessible via the ANU home page > Current Students

wattle.anu.edu.au

ANU email

Every student and staff member at ANU has an ANU email address 100GB mailbox and unlimited online archive:

u1234567@anu.edu.au

The University will use this address to send you official correspondence.

Alumni Email for Life is available to all graduates of The Australian National University and provides a lifelong email address in the form of **u1234567@alumni.anu.edu.au**

Email is accessible via:

- the ANU home page > Current Students

- the web > outlook.com/anu.edu.au

- Outlook app > Apple iPhone or iPad, Android phone or tablet and Windows mobile device

- Configured to your desktop and mobile devices > Apple, Android and Windows devices

ANU email

Your logon credentials for ANU email are:

    User Name: your University-ID (e.g. u1234567)

    Password: your ANU password

The University recommends that you do not automatically forward your ANU email to external email services.

ANU policies require you to maintain the security of any ANU data that you handle; and to ensure that you do not breach the confidentiality of others or of the University. As the University cannot be guaranteed that external email and storage services abide with its confidentiality requirements, you must not store or transmit confidential information, such as staff or student data via these services.

Zoom

- Many support services at ANU offer Zoom in addition to face to face sessions:

    - Training and one to one consultations (Academic Skills and Digital Literacy trainers)
    - Drop in support (Peer Writers)
    - Office hours (lecturers and tutors)

- The University's private Zoom account provides key security advantages over the public version.

- ANU academics will use the ANU Zoom Portal to create Zoom links for your meetings or online session.

- ANU students and staff can set up meetings in the ANU Zoom portal that will not cease at 40 minutes (free Zoom account) the length is set at the booking page.

- Click the "Update" button anytime Zoom notifies you of a new update or check Zoom toolbar "Check for Updates".

- Conduct a Zoom test (zoom.us/test) to test sound and video, set up your background.

- Add a profile picture or image.

ANU Zoom portal is accessible via anu.zoom.us

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ANU Library

- Finding resources
  - Library tours
  - Research workshops and guides
  - Subject specific research consultations

- Writing & referencing
  - Citing & referencing with EndNote, Mendeley or Zotero
  - Formatting your document

- Publishing & sharing
  - Get presentation ready
  - Scholarly publishing & Open access
  - Increase your researcher profile

- Research data management
  - Plan and manage your data and learn how to access the data services at ANU
  - Analyse data with: NVivo, SPSS, Excel, MATLAB

- Copyright
  - Principles for ANU community

- Digitial Essentials
  - Accessing ANU systems and software
  - Connecting with digital audiences
  - Effective online collaboration tools

anulib.anu.edu.au/research-learn

Managing academic projects

Find suitable online resources to support your ANU academic projects

ANU Library – Academic Skills

- Academic integrity
  - Using sources
  - Referencing
  - Turnitin

- Study skills
  - Reading strategies
  - Note-taking
  - Time management
  - English language (writing clearly & concisely)

- Writing & assessment
  - Editing
  - Essay writing
  - Report writing
  - Presentations
  - Exams

anu.edu.au/academicskills

Managing academic projects

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ANU Library – Academic Skills

- Appointments
  - Discussions on writing, planning, exams
  - Feedback on your academic writing

- Drop-in 12-3pm Chifley Library & Zoom
  - Unpacking assignment question
  - Assignment/Paragraph structure
  - Referencing

- Word thesis formatting Consultations

- Digital Essentials Consultations

- EndNote Consultations

ANU Library

- Research Consultations
  - To help you find and access information
  - Subject specialist staff

Managing academic projects

ANU Researcher Development Team

Researcher Development programs are designed to support all ANU HDR candidates with writing and editing goals, research project management and communication. Intenstive writing camps and competitions to showcase research (ANU Three Minute Thesis and Visualise Your Thesis).

ANU Statistical Support Network

A network of statisticians that specialises in statistical applications in academic research in the sciences and humanities. Provides consultations to Honours/HDR research projects by providing support in experimental design, survey design, data management, statistical modelling & data presentation.

CartoGIS Services Unit

Provides services to ANU community to download maps for academic use. Learn how to use GIS software to accurately locate, visualise and analyse data. Services are available to all ANU academic staff, professional staff and HDR students.

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Aim to code-switch when at ANU:

- Change your language, behaviour or appearance based on who you are with or where you are.
- Communicate in a way that your audience better understands.
- Build community with people with whom you share a background or interest.
- Collaborate more effectively for advocacy or other types of creative projects.

Ways to connect with digital audiences:

- Text-based: email, discussion forums and chat.
- Video and audio: online meetings and conferences, screen and application sharing.
- Social media: text, images and video.

Communicating online

Learn effective ways to collaborate online at ANU

Advantages:

- Not required to be in same place.
- Respond when suitable.
- Allow time to form suitable response.

Disadvantages:

- Word or time limits.
- No visual or tonal cues.
- Conversation pace.
- Retracting statements.

Communicating online

Learn effective ways to collaborate online at ANU

Collaborating on a document

Use an online tool that:

- Stores your document in a shared drive that all group members can access.
- Allows group members to write and edit at the same time.
- Shows the version history and allows you to revert to a previous version if needed.
- Can be downloaded as a Word document or PDF.

ANU Office 365 subscription provides OneDrive, Teams, SharePoint and Groups integrated to provide a collaboration toolset for working with group members.

- OneDrive file space 1TB *upgradable to 5TB
- SharePoint file space 1TB per site *upgradable to 25TB

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ANU campus:

Information Commons are a collection of:

- Computer labs
- Group study rooms
- Teaching and learning spaces located within ANU Library locations, residences, and buildings across campus.

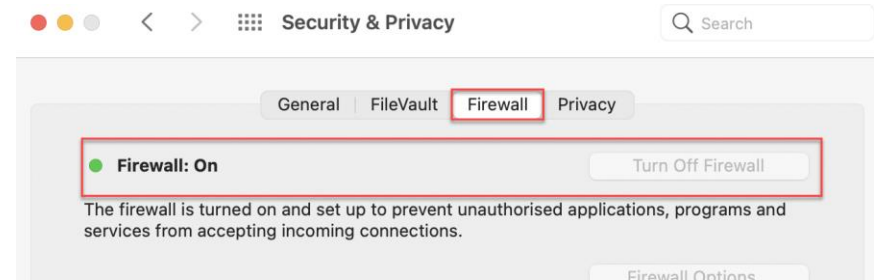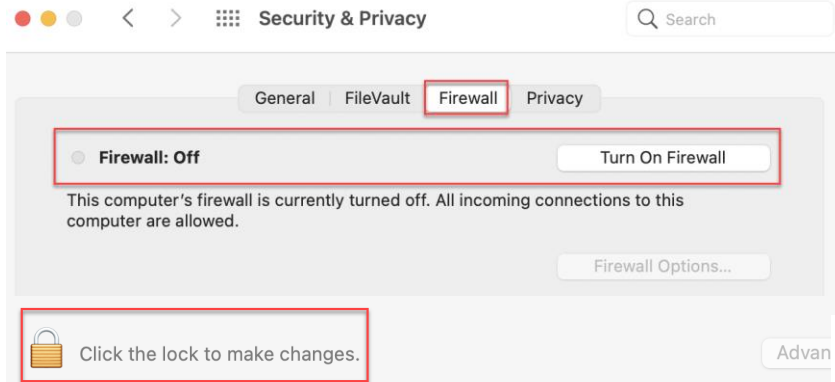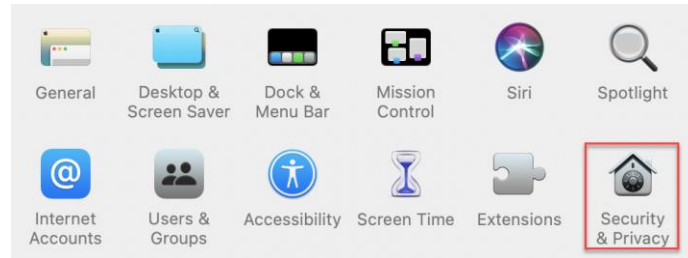BYOD to ANU campus: connect to **ANU Secure** network when on ANU Campus.

It is strongly recommend that you enable your operating system firewall and use up-to-date anti-virus software.

Win> Windows Defender Settings > Turn Windows Firewall On or Off
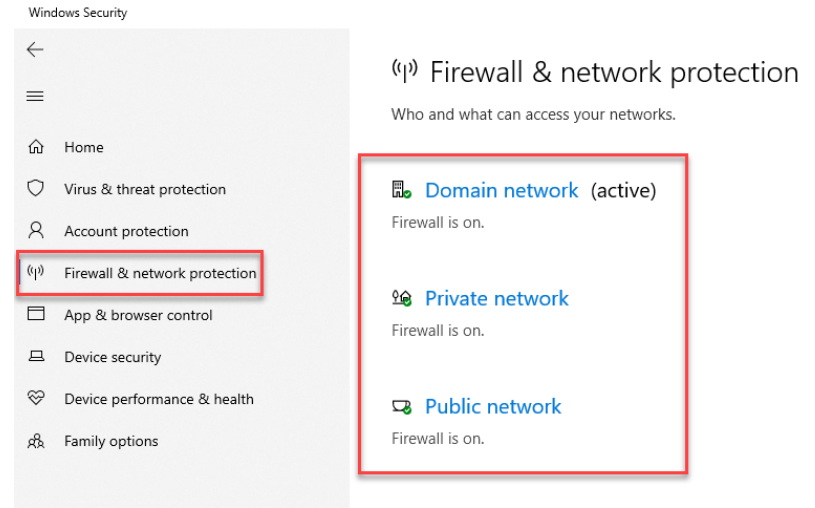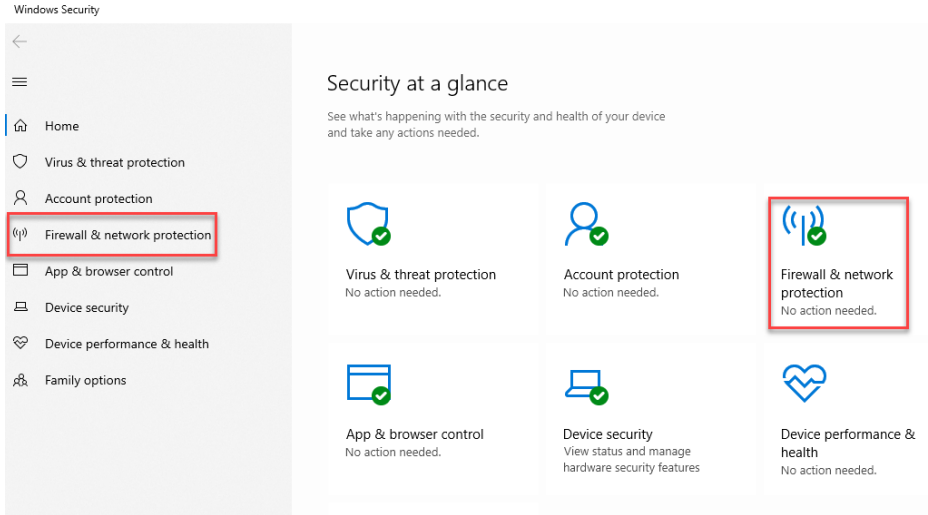
Mac>System Preferences > Security & Privacy > Firewall

Protecting your network

- Install anti-virus software such as Sophos and keep it up-to-date.

- Keep your operating system up-to-date with vendor-provided patches.

- Be wary of running programs or files downloaded from untrusted sources.

- Use common sense when reading unsolicited mail and do not click on links contained in such emails.

- Use a browser that includes a phishing filter.

- Back up your files on a regular basis.

Protecting your network

ANU Cyber Sense community assists with:

- Training modules:
  - Save me from phishing attacks
  - Help me protect my identity
  - Help me protect my devices

- Reporting phishing or scams.

- Recovering from hacks.

cybersense.anu.edu.au

ANU Passwords

ANU Passwords are managed through Identity Manager.

ANU will never send you a direct link to change your password.

- Password must be at least 10 characters long and are required to have certain characters Password cannot be one of your previous 5 passwords.

- Every 180 days you will be required to reset your ANU password.

- Two reminder emails will be sent to you one at 15 days and the other at 3 days prior to your password expiring.

- If you do not reset your password before it is due you will not be able to log into ANU systems (ANU Secure network, ANU email, Wattle, ISIS or a computer on campus) until you reset your password.

identity.anu.edu.au

ANU Service Desk

- Provides helpdesk support with email, password resets, wireless, IT security incidents, multi-factor authentication, installation of ANU provided software and printing problems.

- Phone, Online or Shopfront

ANU Recharge

- Provides access to wireless printing and print quota.

- Print quota is $44:

    400 A4 single-sided, black-and-white pages

- Allocated in the first week of January and July each yea

- No carry-over of your quota between semesters.

Printing, copying and scanning costs

Paper type	Cost per page
Black and white (A4)	$0.11
Black and white (A4) duplex	$0.154
Black and white (A3)	$0.22
Black and white (A3) duplex	$0.308
Colour (A4)	$0.22
Colour (A4) duplex	$0.374
Colour (A3)	$0.44
Colour (A3) duplex	$0.748
Scanning	$0.02

ANU Global Protect VPN

- Encrypts traffic between off campus device and ANU.

- Provides access to shared ANU drives and Virtual Information Commons.

- Required only for certain courses at ANU.

ANUOK app

- Official safety and wellbeing app for ANU community

- ANU campus wide alert messaging

- Campus map

- ANU UniSafe

- Available for Apple iPhone and Android phones

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Maintaining your privacy can be a concern when you are using social media or online tools for collaboration.

Make sure you check the settings on your accounts to limit the amount of information that others can see about you or your group members.

- Collaboration tools: Teams chat and SharePoint have the ability to create private groups.
  A private group is a closed collaboration space where only members can access and view content and communicate.

You may want to keep your personal identity separate from your university or professional life.

- Set up a separate social media account for assessment purposes.

Social media and learning at ANU

Guidelines apply to students of ANU who create or contribute to blogs, wikis, social networks, virtual worlds or any other kind of social media.

Guidelines:

Media: ANUP_000785

Social Media: ANUP_000784

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THANK YOU

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