

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

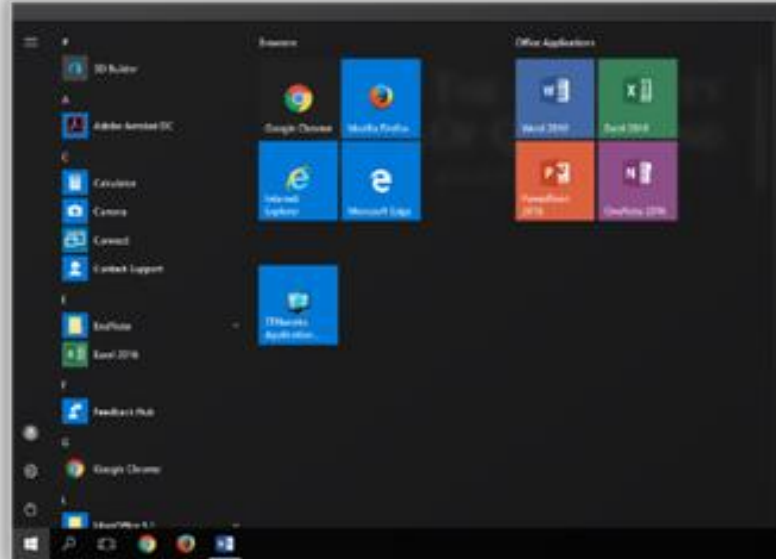


Sign in using your

Username: e.g., s1234567

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

Desktop Software



Windows 11

Microsoft Office 365

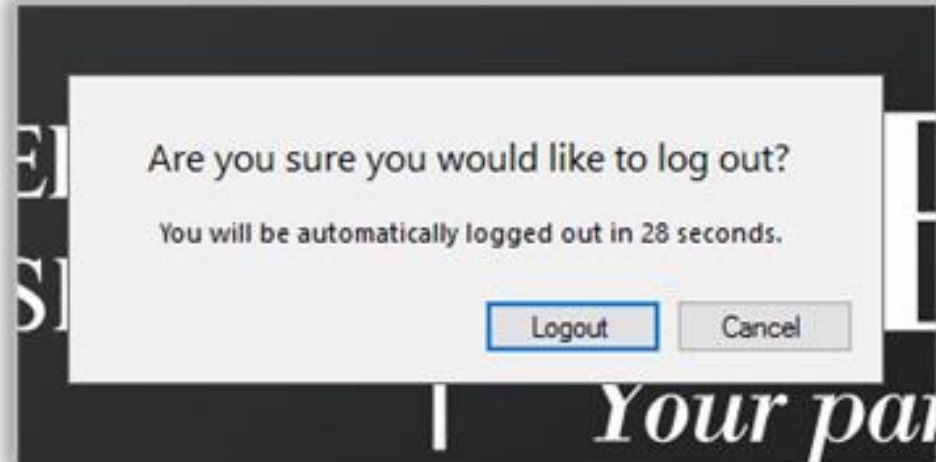
Web browsers: Edge, Chrome and Firefox

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

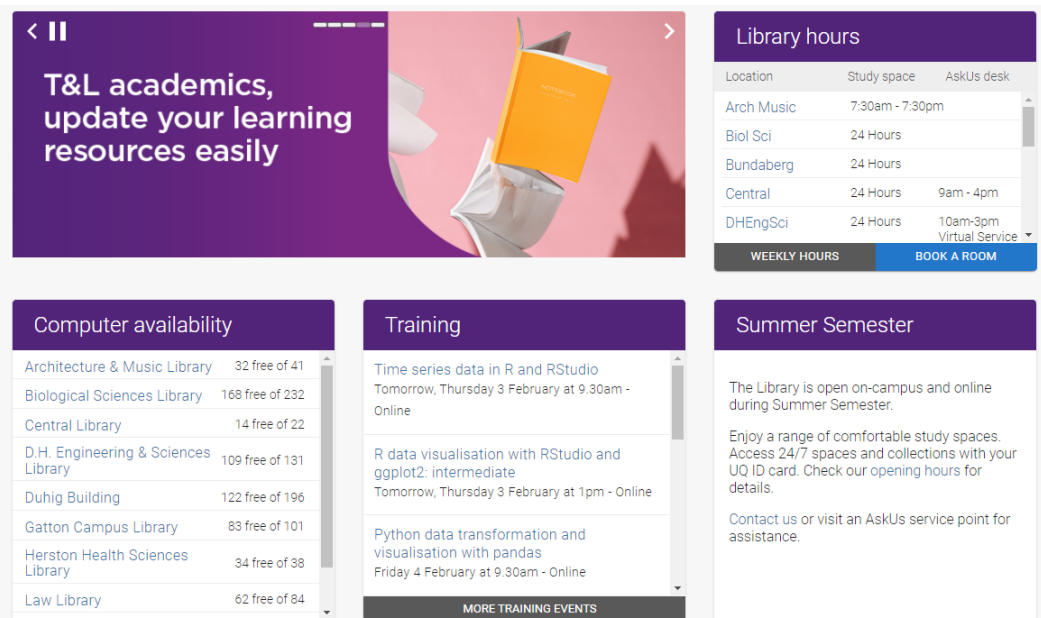
Library Website

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. At the top, a banner features the text "T&L academics, update your learning resources easily" next to an image of a hand holding a book. Below the banner, there are three main sections: "Computer availability", "Training", and "Summer Semester".

Computer availability

Location	Availability
Architecture & Music Library	32 free of 41
Biological Sciences Library	168 free of 232
Central Library	14 free of 22
D.H. Engineering & Sciences Library	109 free of 131
Duhig Building	122 free of 196
Gatton Campus Library	83 free of 101
Herston Health Sciences Library	34 free of 38
Law Library	62 free of 84

Training

Time series data in R and RStudio
Tomorrow, Thursday 3 February at 9.30am - Online

R data visualisation with RStudio and ggplot2: intermediate
Tomorrow, Thursday 3 February at 1pm - Online

Python data transformation and visualisation with pandas
Friday 4 February at 9.30am - Online

[MORE TRAINING EVENTS](#)

Library hours

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

[WEEKLY HOURS](#) [BOOK A ROOM](#)

Summer Semester

The Library is open on-campus and online during Summer Semester.

Enjoy a range of comfortable study spaces. Access 24/7 spaces and collections with your UQ ID card. Check our opening hours for details.

Contact us or visit an AskUs service point for assistance.

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?

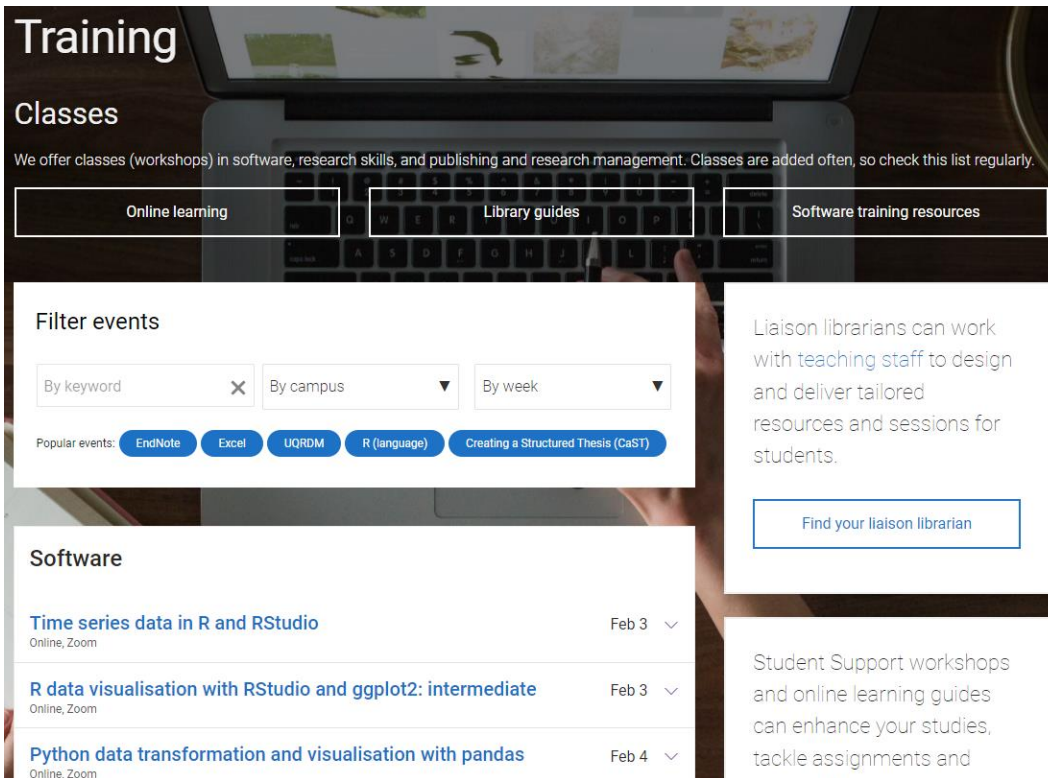
I need access to learning resources like reading lists, past exams or to view my loans:

[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: [EndNote](#) [Excel](#) [UQRDM](#) [R \(language\)](#) [Creating a Structured Thesis \(CaST\)](#)

Software

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

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

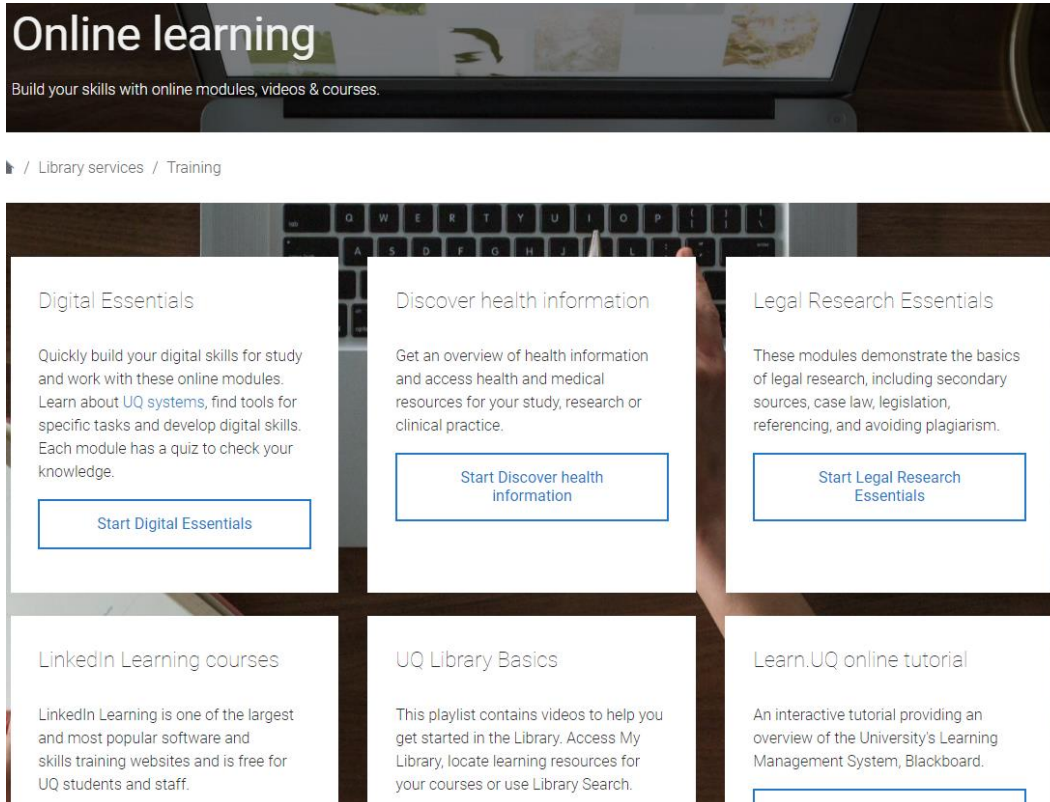
[Find your liaison librarian](#)

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>Start Digital Essentials</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>Start Discover health information</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>Start Legal Research Essentials</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>Start Learn.UQ online tutorial</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 catalogue

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).

 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

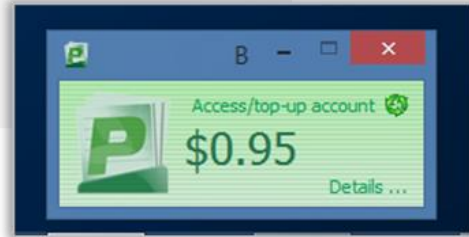
Print, scan & copy

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>

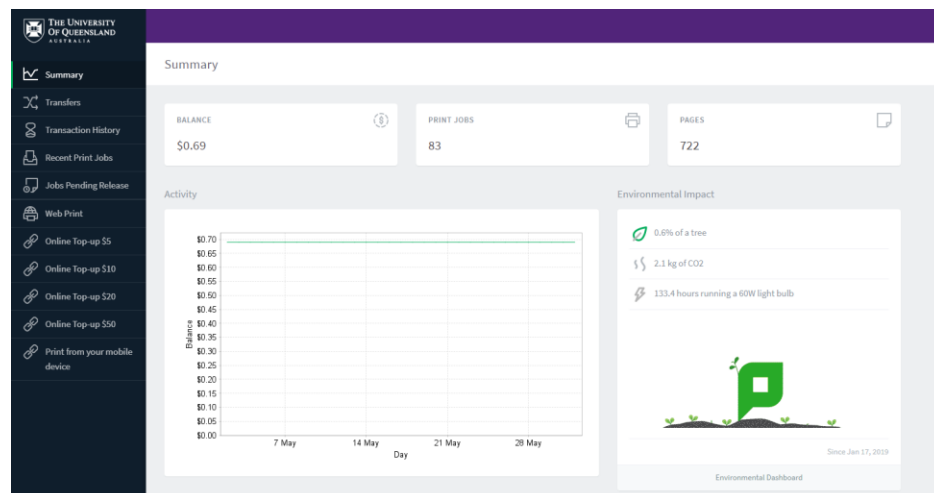
Print from a library computer or your own device (see link)

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

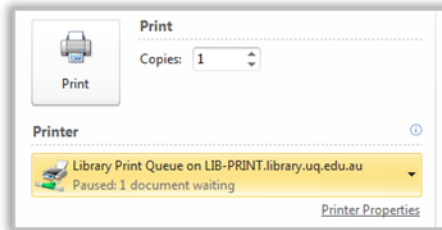
Black and White (default) and Colour is available

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

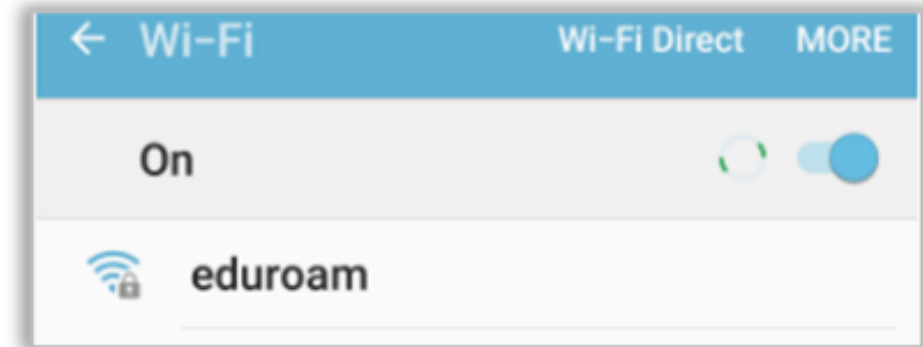
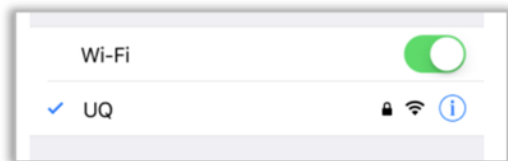
Scan your ID on the touch pad

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.

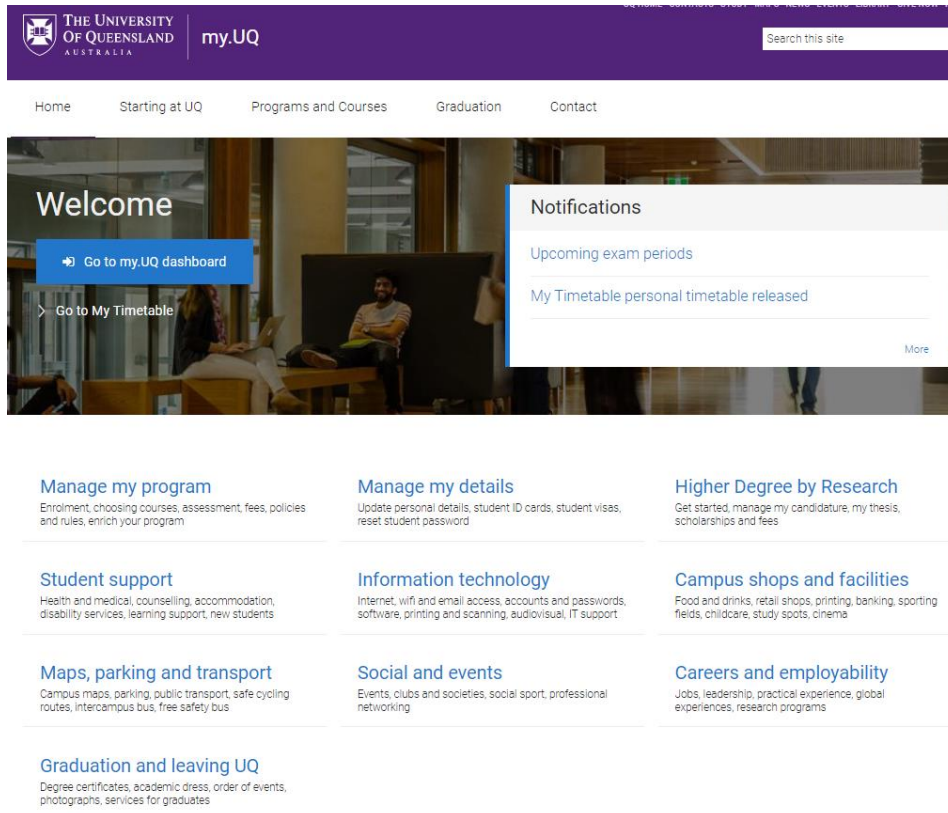
At UQ we use **Duo** for **Multi Factor Authentication**.

Download the **Duo Mobile app** on your phone, following the instructions on mfa.uq.edu.au 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 is a purple header with the University of Queensland logo and 'my.UQ' text, followed by a search bar. Below the header is a navigation menu with links: Home, Starting at UQ, Programs and Courses, Graduation, and Contact. The main content area features a large banner image of students in a library. On the left of the banner, there's a 'Welcome' section with two buttons: 'Go to my.UQ dashboard' and 'Go to My Timetable'. On the right, a 'Notifications' box displays 'Upcoming exam periods' and 'My Timetable personal timetable released'. Below the banner, there's a grid of nine service tiles: 'Manage my program', 'Manage my details', 'Higher Degree by Research', 'Student support', 'Information technology', 'Campus shops and facilities', 'Maps, parking and transport', 'Social and events', and 'Careers and employability'. Each tile includes a brief description of the services offered.

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

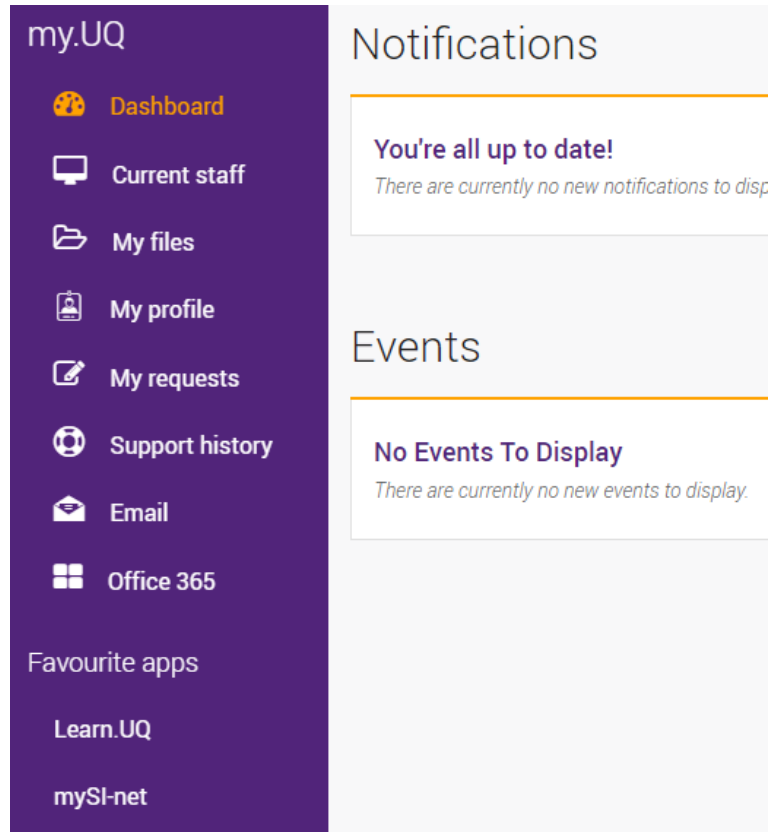
Graduation and leaving UQ
Degree certificates, academic dress, order of events, photographs, services for graduates

<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 'my.UQ' logo at the top. Below the logo are several menu items, each with an icon: 'Dashboard' (orange icon), 'Current staff' (computer monitor icon), 'My files' (folder icon), 'My profile' (person icon), 'My requests' (pencil icon), 'Support history' (globe icon), 'Email' (envelope icon), and 'Office 365' (grid icon). Below these is a section titled 'Favourite apps' containing 'Learn.UQ' and 'mySI-net'. The main content area on the right has a light grey background. It features a 'Notifications' section with the heading 'You're all up to date!' and the text 'There are currently no new notifications to display'. Below this is an 'Events' section with the heading 'No Events To Display' and the text 'There are currently no new events to display'.

my.UQ

- Dashboard
- Current staff
- My files
- My profile
- My requests
- Support history
- Email
- Office 365

Favourite apps

- Learn.UQ
- mySI-net

Notifications

You're all up to date!
There are currently no new notifications to display.

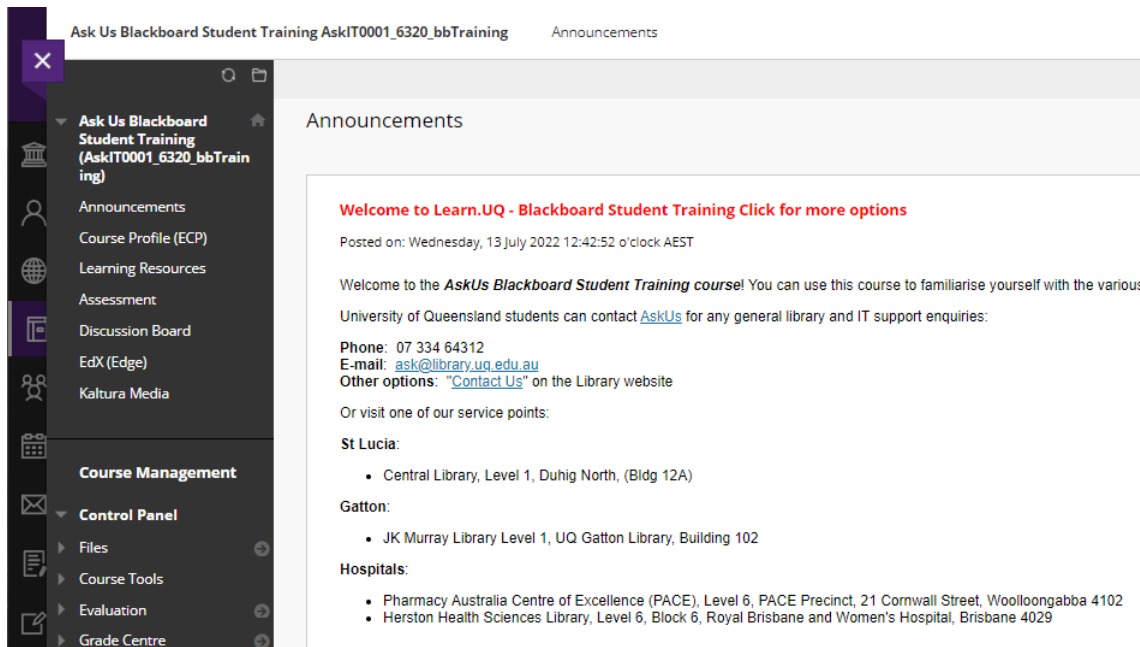
Events

No Events To Display
There are currently no new events to display.

Contains links to

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

Learn.UQ (Blackboard)



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.*

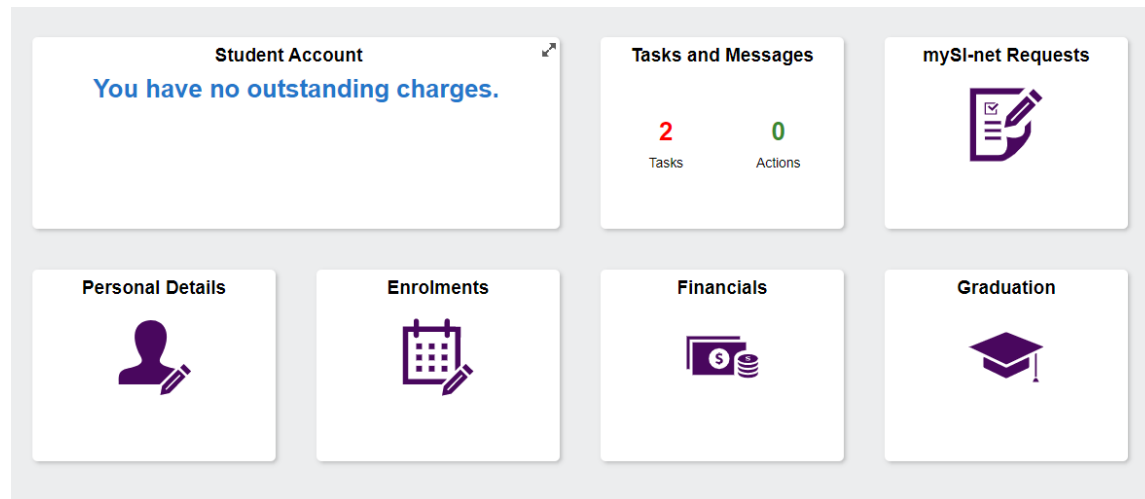
mySI-net



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

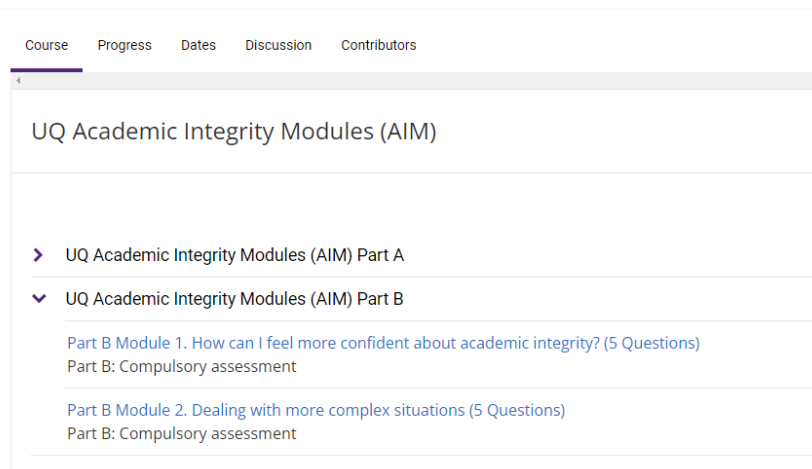
[Home](#) [Guides](#) [Workshops](#) [Services](#) [Projects](#) [News](#) [About](#) [Contact](#)

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.



Two academic integrity modules to complete

- Complete Part A before census date (31st 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>

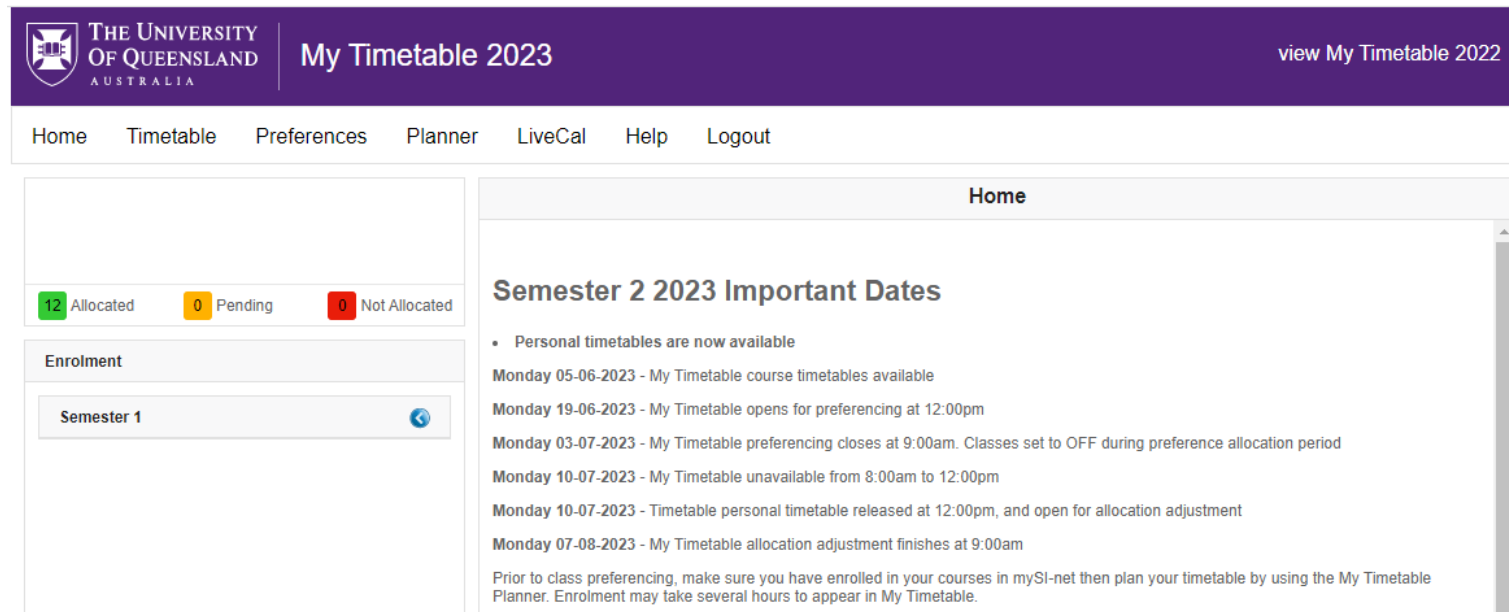
And complete in Edge

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.

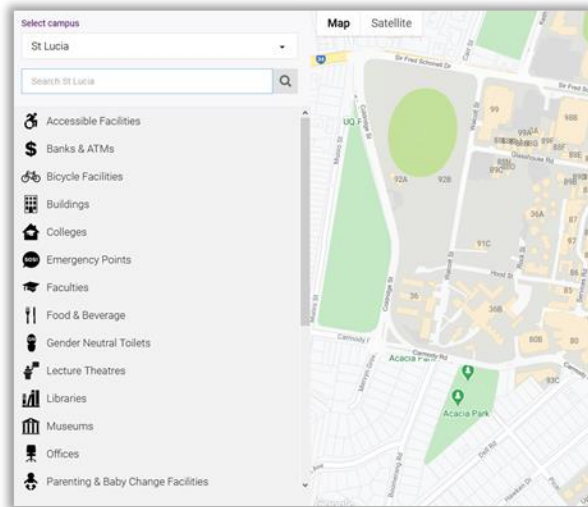
<https://timetable.my.uq.edu.au/>

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 application. The header is purple with the University of Queensland logo and the text 'My Timetable 2023'. A link 'view My Timetable 2022' is on the right. Below the header is a navigation bar with links: Home, Timetable, Preferences, Planner, LiveCal, Help, and Logout. The main content area is divided into two columns. The left column has a summary box showing '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 has a 'Home' header and a section titled 'Semester 2 2023 Important Dates'. This section contains a bulleted list of dates and events: 'Personal timetables are now available', 'Monday 05-06-2023 - My Timetable course timetables available', 'Monday 19-06-2023 - My Timetable opens for preferencing at 12:00pm', 'Monday 03-07-2023 - My Timetable preferencing closes at 9:00am. Classes set to OFF during preference allocation period', 'Monday 10-07-2023 - My Timetable unavailable from 8:00am to 12:00pm', 'Monday 10-07-2023 - Timetable personal timetable released at 12:00pm, and open for allocation adjustment', and 'Monday 07-08-2023 - My Timetable allocation adjustment finishes at 9:00am'. At the bottom of this section, a note states: 'Prior to class preferencing, make sure you have enrolled in your courses in mySI-net then plan your timetable by using the My Timetable Planner. Enrolment may take several hours to appear in My Timetable.'

UQ Maps



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.

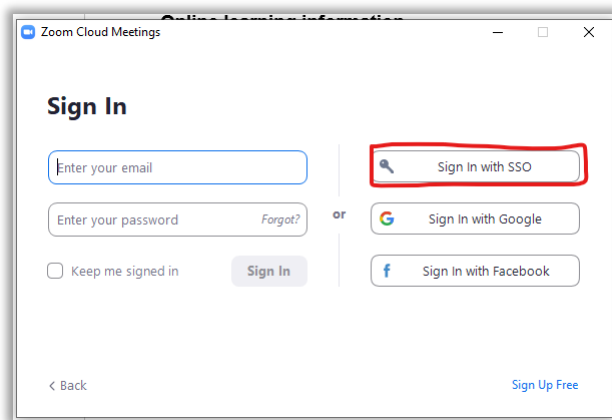
UQ provides software for academic, research and administrative use.

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 [Sign In](#)

or

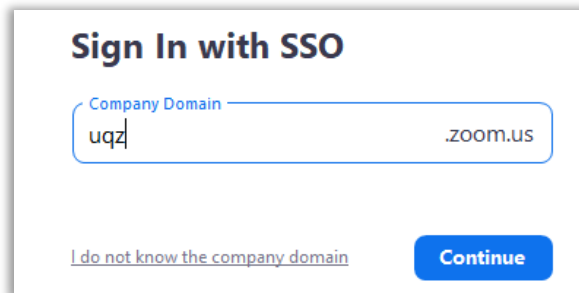
[Sign In with SSO](#)

[Sign In with Google](#)

[Sign In with Facebook](#)

[Sign Up Free](#)

[Back](#)



Sign In with SSO

Company Domain

uqz .zoom.us

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

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.

Search this Guide [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](#).

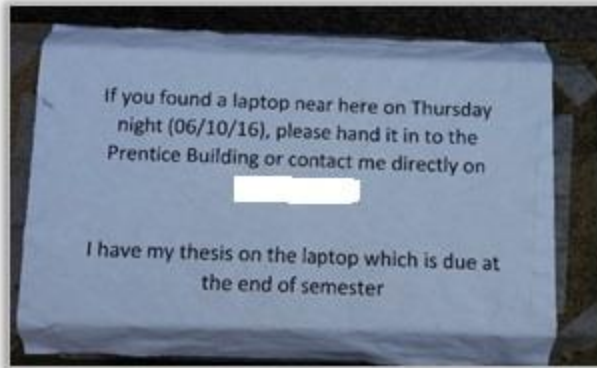
UQ has information and resources for students regarding Generative AI.

[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](#)



Contact Us

UQ Library Technology Training

training@library.uq.edu.au

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

Help us to improve.
2 minute survey

