

University Web Site

The university web home page is www.utas.edu.au



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It provides access to a wide range of information for students, for example:

- The Current Students link provides access to a range of services for students, including Web Mail, WebCT Vista and the Service Desk (IT) website
- The Library link provides access to the Library catalogue and the Library's electronic resources and IT support documentation.

When using university computers to access web sites outside the university, you must provide your email username and password. Your password must be typed exactly as printed, with the same upper and lower case letters. Your Usernames and Passwords are sent with your Enrolment Statement.

WebCT Vista

WebCT Vista is the online learning environment used at the university. It is accessed via the Current Students link.

To log on to WebCT Vista, use your email username and email password.

To navigate in WebCT Vista, use the WebCT breadcrumbs, towards the top left of the browser window.

IT Training Online

IT Training Online is accessible from the Current Students page. It provides access to online, self paced IT training materials for students and staff, including:

- The International Computer Driver's Licence (ICDL)
- Microsoft Office, including Word, Excel, PowerPoint, Access and Publisher
- Microsoft Windows 2000, XP and Mac OS 9 and X
- Web publishing tools including Dreamweaver, Fireworks, Flash and more.

These courses are accessible on or off campus, provided you have an up to date web browser and Shockwave installed. Access requires authentication, using your email username and password. The ICDL courses are also available on CD in Library branches, these may be located via the catalogue.

University Web Mail

A university email account is automatically created for all students. You can access email messages sent to your university email account from any computer connected to the Internet using Web Mail, which has a 10Mb limit.

Web Mail is available via the Current Students link, or webmail.utas.edu.au

To log on to Web Mail use your email username and password.

It is important to check your university email regularly, as the University distributes information to students via this email account.

Paying for printing – CaPS

CaPS (the Copying and Printing System) is used to charge for printing in centrally managed labs, including the Library labs and for photocopying in all Library branches. CaPS is also used to charge for printing in some school and faculty labs.

The CaPS system:

- has personal accounts, money is deposited, print and photocopy costs subtracted.
- a student or staff id card is needed to deposit money into a CaPS account.
- for printing, authentication is via your email username and password.
- for photocopying you need to initially assign a PIN to your id card using a BEAR card swiper terminal, at any photocopier or the Service Desk.
- to photocopy, swipe your id card through the BEAR card swiper terminal and enter your PIN, then select your purse. For more information see www.utas.edu.au/library/assist/itlit/printcopy.html.

Using your id card, you can deposit money into your CaPS account at the Client Services Desk at any Library or the Administration Office at the Cradle Coast

Campus (EFTPOS only). Alternatively you can use coin machines that are readily available in locations around the University. Deposits to CaPS accounts are also accepted at the Contact Centre in Hobart, Entrepot Art Supplies Hunter St and the Student Association Office in Launceston.

Changing passwords

If you have forgotten your email or Novell password or your photocopy PIN, contact the Client Services Desk. You will need to bring your student ID card as proof of identity.

To change your email password, click the Web Mail link and then use the Change Password link. To change your Novell password, when logged on to a PC in a centrally managed lab, press **Ctrl Alt Delete**, click the **Change Password** button in the bottom left of the window and follow the instructions.

Tip: Keep your email and Novell passwords the same.

Computer laboratories

Many Schools and Faculties manage their own computer laboratories for students. General Usage computing facilities are also available in the Library, centrally managed labs and all Learning Hubs.

University computing facilities are only available for use by staff and students. To authenticate your access you will need to provide a username and password. Different authentication systems are used in different computing laboratories.

In the Library, the Learning Hubs and centrally managed computing laboratories, your Novell username and password is used to log on.

When you have finished using a computer in a computing laboratory you will usually need to logout. Computers in laboratories are usually left powered on when the laboratory is available for use. Check the laboratory noticeboards or ask the laboratory manager for details about procedures in individual laboratories.

P drives

All students using computers in centrally managed labs and Learning Hubs have access to a "P drive". This is a personal storage area (usually 50Mb), which can be used to store documents, so you can work on them while on campus. Unlike storing documents on lab computers, which are deleted as soon as you log out, documents stored on the P drive are available until you delete them. The IT Facilities Use Agreement available at:

www.utas.edu.au/universitycouncil/legislation/polit.htm

governs your use of this space, and other university IT facilities and services.

If uncertain about access to a P drive, contact the Client Services Desk.

Using your laptop on campus

Wired and Wireless networking are available at a range of locations around campus (Hobart and Launceston). Contact the Client Services Desk for more details and information on how to configure your computer for wireless access.

Access from off campus

If you have appropriate computer equipment and software, you can access the university's electronic resources from home. Access to some university resources requires VPN www.utas.edu.au/itr/vpn/

To make it easier to install the correct versions of software at home, a UConnect CD is available. This CD contains information and software for accessing WebCT Vista as well as Library services and other university electronic services. The material available on the CD is also available for download.

See the UNlaccess web page www.utas.edu.au/uniaccess for information about access to IT facilities and support within your community.

CareerHub

Allows you to search for part-time/casual and graduate jobs as well as information on all aspects of career planning. It can be accessed using your email username and password, via careerhub.utas.edu.au/

As well, it provides information on workshops and events.

Turnitin

Turnitin is one tool used by the University to manage academic integrity. For more information about academic integrity and Turnitin see www.utas.edu.au/turnitin

iLecture (aka Lectopia)

The UTAS Lectopia service provides automated audio capture of lectures, in selected lecture theatres, and delivers these captured recordings via the Internet (through WebCT Vista) to students. Recordings can be made available in a range of formats and delivery types including: streaming, download and podcasting

These audio recordings can be combined with supplementary PowerPoint slideshows that give students the ability to view slides while listening to the audio from the lecture. These PowerPoint files are also automatically processed to provide students with printable PDF versions of the slides.

See www.utas.edu.au/itr/lectopia/

Video Conferencing

At the University of Tasmania students may study topics across campuses through a video conference system. Depending on the size of the class students will attend the multi-function lecture theatres or the smaller dedicated video link rooms.

While video link teaching and learning can provide a high level of interaction between lecturers and students it requires full co-operation from students in order to be successful. Tutors/lecturers will explain how video conferencing will operate in each unit/course.

Video conferencing requires students to be more committed to collaborative learning (sharing learning experiences and working closely with your fellow students) than in a face-to-face situation, especially as the tutor or lecturer is teaching from another location. If students rely on the presence of the lecturer to determine their own attendance and participation the experience will not be successful. Students need to work hard in a video conference setting to form a group, share information and facilitate the smooth running of the sessions.

Further video conference information is available on the Web at:

<http://www.its.utas.edu.au/communications/video/>

Web conferencing

Web Conferencing is a live, two-way interaction between two or more distant sites/stations incorporating:

- Real time audio (voice over IP)
- Application sharing
- Data collaboration
- Text chat
- Polling

The central visual component is subject material (e.g. PowerPoint display, web interface, whiteboard for data collaboration). The environment that this technology provides is often called a 'virtual classroom' as it provides for communication and interaction between staff and students in a virtual space.

Web conferencing does not require dedicated equipment or rooms—it is facilitated by ordinary computers connected over a local network or the Internet. The key advantages are:

- An increase in the suite of learning and teaching tools
- Opportunities for greater individual participation
- It can be accessed using low bandwidth internet connection
- It has the potential to reach more users in real time, regardless of their location

For the latest developments contact: training@calt.utas.edu.au

More information

Please contact the Service Desk.

Website: www.utas.edu.au/servicedesk

Telephone: 1818 (on campus), 6226 1818 or 1300 304 903

Email: ServiceDesk@utas.edu.au