

# LIS/ICTS STUDENT NEWSLETTER SMC

JULY 2007



## Upgrade for St Martin's video conference system

LIS have recently upgraded and expanded the St Martin's College video conferencing facility.

The new systems will enable people to share their computer display with an audience at the remote sites. This opens up new opportunities for areas such as software training and demonstrations via video conferencing.

In addition to updating the existing equipment, there are some extra video conferencing units being introduced at Barrow and Whitehaven, as well as smaller units within a group study room at the Lancaster and Ambleside campuses. The group study room units will also be available for student use. Individuals and groups will then be able to talk to colleagues on another campus. Fusehill Street already has portable video conferencing units that students are able to use within the Learning Gateway.

Drop-in sessions for students to try out the new equipment will be offered during September and October.

## What do I need to do before 1 August?

Please ensure that all of your email folders, including your inbox, contain only essential mail and delete any that don't.

## Your questions answered

### **When does the email change? What will the email changes be and what information will be carried over from my existing email system to the new University email system?**

The new email system is called Microsoft Exchange 2007 Enterprise.

Student email accounts will change with effect from 1 August.

All incoming email for both addresses will arrive in the same inbox. Outgoing mail will have the new email address as the sender (SITSnumber@cumbria.ac.uk).

Any forwards to external email addresses (eg. Hotmail or Yahoo) will not be carried over to the new account. You will therefore need to set up this forward again. Distribution lists will be transferred as they are linked to the email, as will calendar appointments. Calendar shares, if you use them, will need re-creating. Personal folders should only contain essential mail.

### **Will my web mail username and password stay the same?**

Yes, they will stay the same; only the domain name will change to University of Cumbria.

## More answers to your questions

### **How do I log on to the network on the 1 August? What is my username and password?**

In the same way as you do now. The domain that users will need to log on to will be called University of Cumbria. Usernames and passwords will be the same for SMC staff.

### **I have assignments due in the summer so will I have access to everything as now?**

Yes you will. If there are any issues or difficulties please report this via one of the elpdesks. You will be able to access data held within St Martin's and University of Cumbria data centres

### **What software applications will I have as standard?**

Windows XP Professional inc SP2 and security patches up to 13/06/07  
Media Player 11  
Internet Explorer 6.0.2900  
Firefox (Latest)  
Java (Latest)  
Flash (Latest)  
Shockwave (Latest)  
Adobe Reader 8  
Ebrary Reader (IE and Firefox Versions)  
Net Framework versions 1.1, 2 and 3  
Microsoft Office inc SP2 (Word, Excel, Powerpoint, Publisher, Access, Infopath)  
Office 2007 Compatibility Pack  
Works to Work converter  
Microsoft Producer for Powerpoint  
Photo Story 3

Course Genie  
Refworks Write-N-Cite  
SPSS 12.0  
Audacity  
Windows Movie Maker  
Apple Quicktime (Latest)  
Realplayer  
Cyberlink Power DVD  
Power2Go CD/DVD Burning Software  
Freemind  
Smartboard Software Suite  
Windows Live Messenger  
Adobe Authorware Player

Licences for Adobe Photoshop and MX Studio are currently being investigated.

### **What software can I download to my PC?**

As now, no software can be downloaded to a University PC by a user. Any requirement for additional software needs to be logged via your LIS helpdesk (Carlisle, Ambleside or Lancaster).

### **What can I access from home? What can I access whilst at another campus?**

Just like now, you will have access to webmail from home. From 1 August 2007 all students will be able to access their own data/email at any campus.

### **Where will my storage space be (H:drive)?**

It is likely that H:drive will continue to be your home drive.



### **What is my data storage quota on the network?**

This is still to be finalised as the requirements of the three institutions are being considered. It is not the intention for there to be any degradation of service.

### **Can I connect my own laptop to the network?**

No, not as yet but as part of improvements that are being made to network security, it is hoped that you will be able to connect your laptop to the University network at some time during 2007/08.

### **Will anything change in relation to Blackboard?**

From the user's perspective there will initially be very little change to Blackboard. To reflect the new institutional brand, the login page will be updated and the colour of the top bar will change to green.

In the background, there are several of changes taking place to help increase the robustness and efficiency of the system.

### **Can I access Blackboard from other campuses?**

Yes. Blackboard is a web-based system, and is therefore accessible from anywhere in the world where you have access to the Internet and an appropriate computer set-up.

All campuses that are part of the University of Cumbria are part of the new University's network and will therefore have access to Blackboard.

### **Will I be getting a University student ID card? (Cumbria Card)**

Yes, all students of the new University will receive a Cumbria Card. These will be available from the library where you are based.

- If you are a full-time returning student your card will be waiting for you to collect any time after 1 August. Please go to your home site library.
- If you are part-time then we need to check that we have a photo of you on our system. Please visit the library and we will either print you a new card directly or take a photo and then print a card.
- If you are in London you will have a photograph taken in the library and the cards will be returned once they have been produced

You will need to have your Cumbria Card with you in order to borrow items from the library.

### **How do I photocopy and print?**

Your Cumbria Card is not just a library card, it will also hold the account for your printing and photocopying. You will need to activate your new card at the autoloaders situated in each library. Carlisle also has an additional autoloader in the 24 hour access labs and Ambleside has an additional one in Scale How opposite Coniston. You will need to have your Cumbria Card with you in order to photocopy.

Show your card to the machine then you will be prompted to enter your username and password. After that you can add money to your account.

If you have a SMC Mifare card (all white on the back) then any monies from your old card will be transferred across to the new one automatically.

If you have a SMC Emos card (magnetic stripe on the back) you will have your print account automatically transferred but we will need to read your photocopying balance and manually transfer it. This will be done at the library desk and needs to be done as soon as possible.



### **Will I be able to use my existing Athens password?**

It is anticipated that for all staff and students transferring into the new University from St Martins, Cumbria Institute of the Arts and UCLan, their existing Athens accounts will cease to operate on 1 August 2007. New University of Cumbria Athens account will be created early in August and the details emailed to University email accounts.

### **How many items can I borrow?**

Your loan entitlement will remain the same, except for the number of three hour (short loan items). So you will be able to borrow—

- 12 items from the lending collection
- three items from the three hour loan collection
- 30 items from the teaching practice collection
- five audio visual equipment

You will still be able to apply for three extra loans while doing your final dissertation.

### **How long can I borrow items for?**

The loan periods will remain the same ( except for short loan) but we have changed their names.

- Long loans are now called four week loans
- Seven day loans are now called one week loans
- Short loans are now called three hour loans
- TP loans are now called six week loans
- AV equipment can be borrowed for one week or one day, depending on the type of equipment.

You can still apply for extra time on four week and six week loans while you are on placement.

### **How often can I renew books?**

Three hour loans and AV equipment can only be renewed by bringing them to the issue desk. Four week loans, one week loans and six week loans can be renewed as many times as you like UNLESS another library user has requested that title.

You can renew your books on-line, by telephone using the 24/7 automated telephone number 0845 602 6124, or by contacting any of University of Cumbria library.

### **What will I be fined if I return my books late?**

Charges will remain the same as now, with the addition of fines for the late return of AV equipment and British Library inter-library loans. The maximum fine we will charge for each item is £20.

- Four week loans 10p per day
- Six week loans 10p per day
- One week loans 20p per day
- Three hour loans 50p per hour
- AV one week loans £1 per day
- AV one day loans £5 per day
- Inter-library Loans 50p per day.

If you do not pay your fines within 28 days or you have fines of more than £10 outstanding on your account you will not be able to borrow any more items until the fines have been paid. Please renew or return your items to avoid paying fines.

### **What about short loan?**

Short loan is changing! Items will be due back three hours after the time they are borrowed (with exceptions during the evening and at weekends) instead of being issued to fixed slots.

You will no longer be able to book items in the three hour collection in advance; this was found to be a little-used service.

### **Can I request items from another University library?**

Yes, LIS offer an inter-site loan service— books and photocopies; a standard charge is made for the supply of photocopies. You will place requests on items using the request facility on the library catalogue. You can request items from any site. We will send the items to whichever site you select.

**If you have any questions that you'd like to see in this section, submit them to us and we'll do our best to answer them through the newsletter. Send your questions by email to Andrew Gerrard ([agerrard@ucsm.ac.uk](mailto:agerrard@ucsm.ac.uk)).**

