

How to Survive.....

UWA IT systems

UWA Technology Explained

UWA's vision is of being a 'high touch, high tech' university that gives students a variety of opportunities to access learning materials.

This University follows a range of educational principles including that you:

- acquire the skills required to learn and continue through life to learn, from a variety of sources and experiences
- acquire the skills needed to embrace rapidly changing technologies in a global environment

This Survival Guide gives an introduction to 5 keys systems that you need to use soon after you start at UWA.

1. Learning Management System (WebCT)

The LMS is the main way that electronic unit related materials are provided to students at UWA. It provides lecturers with the opportunity to use one or many of the following functions.

A WebCT unit may include unit-related announcements, learning materials for download, and online activities such as class discussions and quizzes. You can also submit your assignments and/or see your grades.

Getting access: All enrolled students have their own account which enables them to access units in which they are enrolled. Go to:
<http://webct.uwa.edu.au>. You'll need your Student Number and PHEME password to get in!

Got a Question?

- See your lecturer for questions about content (quizzes, readings, assignments, grades etc).
- See iPoint for questions about how to use the various functions/tools.

See the Student Internet Support Office (SISO) for questions about accessing WebCT.

Who can help with WebCT?  WebCT

e support@student.uwa.edu.au

w <http://students.webct.uwa.edu.au/>

Ph 6488 3814

2. Course Materials Online (CMO)

CMO is a service hosted by the UWA Library that gives you online access to your course readings. You can read the documents off the screen, print them out or download and save them. CMO also lists books, DVDs and other materials that haven't been digitized. These materials are placed in Reserve for limited loan.

Getting access: Obviously you need internet access and either a) time to sit and read off the screen, b) a printer or c) somewhere to store the electronic version of the file.

To access CMO, go to – <Library website><Course Materials Online> then log in. You need your student number and the barcode on your student card to log in. Once you've logged in you can see what articles, websites, chapters etc are available for your units.

Got a question?

The Library only puts content into the CMO if your lecturer asks them to. If you think materials are missing you should contact your teaching staff (remember that complete books, DVDs and videos won't normally be available online).

3. Lectopia



Lectopia is the system used to record face-to-face lectures and then make them available online 24/7. It was developed by UWA and is now used by many Universities worldwide. Lectopia recording is optional at UWA so it's up to each lecturer to decide if they want to make recordings available! If your lectures are recorded the files will be available via a link in your WebCT, your unit webpage and possibly also through MyUWA. Each lecture can have any of these 5 types of file:

1. Audio only

Records the lecturer's voice (most common type)

2. Video footage

Records video shown by the lecturer

3. Screen capture

Records the computer image the lecturer is using in class (e.g. PowerPoint)

4. Visualiser

Records any documents that are placed on the visualiser

5. Video

Records the lecturer during their presentation

Accessing Lectopia recordings:

- Go to the Lectopia page for your unit (via WebCT or your unit homepage etc). The most recent lectures are at the top of the list
- **Download** - Choose a bandwidth and the file will start to download to your computer. You can then save it to your flash drive or mobile device and listen to it later.
- **Listen now** – Choose this option and Lectopia Caster will open in a new window where you can hear the audio and see the PowerPoint, video or visualiser documents (if available). It's also a good idea to check that your speakers are working!
- If the PowerPoint slides weren't recorded during the lecture they might have been attached as a *.pdf file and you can follow-along with the audio.
- Some lecturers allow the files to be podcast, where you can simply subscribe to the RSS feed and the lectures will automatically be sent to your computer as they become available.

Recordings will be on the site soon after the lecture and will stay there until after the exam period (contact the Lectopia office if you have a deferred exam and need to access lectures). The Lectopia recording system is not intended to wholly replace face to face lectures – remember there are huge benefits in turning up to the real-life presentation and using Lectopia to review and revise the material.

4. MyUWA

MyUWA is the University's online portal through which students can access information, University systems and communication channels including UWA email. Use your Student Number and PHEME password to log on and once you've entered the portal you can access your email, planner, Library search window, links to WebCT, Lectopia & CMO, announcements, news and events. A getting started guide is available from: <http://www.uwa.edu.au/myuwa> and you can get extra help or report difficulties by using the form on the Help page, or email portal-help@uwa.edu.au

5. iPoint **ipoint**

iPoint is UWA's information gateway to your questions about Student Administration including enrolments, fees, examinations and graduations. You will also find information about the Library, the Business School, Faculty of Arts, Humanities and Social Sciences, Parking & Transport, Uni Life and Student Services. Browse the numerous questions and answers or "Ask a Question" and have it answered by a subject area specialist. Enrolled students can access iPoint via <http://ipoint.uwa.edu.au> and 'Ask a Question' by logging in with their Student Number and PHEME password.

Other useful resources:

Survival Guide – UWA IT lingo (TT1.3) available in the Resource Area or www.studysmarter.uwa.edu.au

www.studysmarter.uwa.edu.au,

Email: study.smarter@uwa.edu.au,

Ph: (08) 6488 2423.

Visit *STUDY Smarter* – 2nd Floor Soc Sci South



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