# Use UQ Systems

# USE UQ SYSTEMS

## Digital Essentials

THE UNIVERSITY OF QUEENSLAND LIBRARY

The University of Queensland
Brisbane, Australia

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# MODULE OVERVIEW

## Aims and objectives

This module will give an overview of the systems you will use at the University of Queensland (UQ), including Learn.UQ, mySI-net, TurnItIn, email and UQ Book It.

After completing this module, you will know:

- which systems to use for different tasks at UQ
- how to solve common IT issues
- how to use the systems to complete tasks.

## Module sections

1. Check your IT set up first!
2. Assignment submission
3. Book rooms
4. Learn.UQ (Blackboard)
5. Lecture recordings
6. Printing at UQ
7. Student email
8. Student enrolment
9. StudentHub
10. UQ ePortfolio
11. Conclusion

Download versions are available on the home page.

**Duration**:
Approximately 30 minutes

### my.UQ

my.UQ is a great place to access most of the UQ systems you will need for your studies. Through the my.UQ Dashboard, you can access your email, Learn.UQ (Blackboard), your timetable and more.

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This module is part of Digital Essentials, a series of online modules to help you quickly build your digital skills so you can succeed in study and work.

Return to UQ Library.

# 1. CHECK YOUR IT SET UP FIRST

You may need to check your IT set up to avoid issues when using some UQ systems.

- Browsers
- Clear your cache
- Third party cookies
- Multi-factor authentication (MFA)
- Student software via the UQ Digital Workspace
- Library computers
- IT set up for online exams

## Browsers

Check your browser is compatible with Blackboard to be able to use all the content in Learn.UQ and other systems.

Update to the latest version of the browser. This may help with security threats and improve performance. Recommended browsers are **Google Chrome** and **Mozilla Firefox**.

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## Clear your cache

Try clearing your browser cache if the website or system is not working as expected.

Your browser cache allows the websites you visit most often to load faster. This can cause issues if it has saved outdated information or prevents the page from loading properly.

The Library's AskUs team will often ask if you have cleared your cache when you contact them about issues with Learn.UQ (Blackboard), Library Search, and other UQ systems.

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# Third party cookies

You may need to enable third party cookies in your browser to access Lecture recordings, course reading lists, Turnitin and other content via Learn.UQ (Blackboard).

Internet Essentials has a section that explains more about web browsers, cache, cookies and pop-ups.

## Check your knowledge

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*https://uq.pressbooks.pub/digital-essentials-uq-systems/?p=107#h5p-3*

# Multi-factor authentication (MFA)

UQ requires you to use multi-factor authentication (MFA) to log in to UQ systems.

The my.UQ multi-factor authentication (MFA) page explains how to activate and troubleshoot MFA.

# Student software via the UQ Digital Workspace

Get access to the software you need via the UQ Digital Workspace (UQDW). **Approved** students can request access to software applications or full desktop environments using **any device** from any location with an **internet connection**.

The UQ Digital Workspace page explains how to:

- Request access to existing software
- Request software to be added
- Use UQDW once you have been granted access.

There is a the list of software currently available on UQDW.

After you have been granted access to UQDW, you will be able to access the software via an installed virtual application or desktop, or via a web browser.

UQ Digital Workspace is available on library workstations and loan laptops via the ZENworks application.

## Support for students

If you have issues using UQDW:

- Check the UQDW Frequently asked questions
- Contact AskUs for help.

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# Library computers

- You can use desktop computers located in the Library by logging in with your UQ details.
- Enrolled students can borrow a laptop (either 24 hours or 28 days) using your UQ ID card.

## Saving files on Library desktop computers

**Do not save** information or files to Library desktop computers as files saved to the Library computers will not be stored. Save your files to:

- USB
- cloud storage. Note: Microsoft OneDrive is available to UQ students from 8 July 2024
- your H: drive (home drive) through My Files in the my.UQ dashboard if you wish to access documents on other UQ devices.

You can also email documents to yourself to access them on personal devices.

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## IT set up for online exams

- Check your access to systems and your computer, equipment and browser version are up to date.
- Make sure to get your computer checked if there are any issues you can't solve.

Check your IT set up for online exams lists all the IT aspects you need to consider before your exam.

### Mobile phone and laptop battery tips

Battery tips (YouTube, 1m 12s) has 3 quick tips to help you keep your mobile phone and laptop batteries in tip top shape.

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# 2. ASSIGNMENT SUBMISSION

There are different tools used for assignment submission at UQ.

- Blackboard assignments
- Turnitin assignments
- Similarity report
- Further questions about Turnitin

Before you use artificial intelligence (AI) for an assessment, check the AI Student Hub to:

- learn how to use AI responsibly and effectively
- explore resources, tools and tips to confidently integrate AI into your learning experience at UQ.

## Blackboard assignments

Blackboard assignments are a Learn.UQ assignment submission tool that allows you to attach multiple files, including Excel and media file types.

We recommend using **Google Chrome** or **Mozilla Firefox** browsers to upload your assignment files to avoid issues that may occur with other browsers.

Read more about:

- Blackboard assignments (Original)
- Blackboard assignments (Ultra student).

## Turnitin assignments

Turnitin is a software tool that has functions for online assignment submission, text matching, online marking and peer marking.

Turnitin provides:

- a record of the exact submission time of your assignment.

- a Similarity report indicating the percentage of your work that is an exact match of existing materials within the Turnitin database
- feedback on submission.

## Similarity report

A **Similarity report** will be produced after you submit your assignment. Content that has been matched with other documents, or other websites, will be highlighted.

Your lecturer may set it to allow you to be able to view the Similarity report on your assignment.

> ⓘ If you have **submitted** your assignment to Turnitin **more than once**, it can take **over 24 hours** to get the Similarity report for the subsequent submissions.

## Other questions you may have about Turnitin

### File size, word and page limits

Your file must:

- be less than 100 MB
- have a minimum of 20 words
- be less than 800 pages.

Turnitin assignments (Original) includes links for how to reduce the file size of documents.

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### File types

Your course coordinator may set up your Turnitin assignment submission to allow:

1. Any file type OR
2. Only file types that Turnitin can check for similarity.

Turnitin assignments (Original) lists the file types that can be checked for similarity.

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### Using Turnitin to check my assignment for plagiarism

The only way to obtain a **Similarity report** is to submit your assignment. This allows TurnItIn to check if students have copied other students work.

For some assignments your instructor **may allow** assignment resubmissions. In this case, you will be able to view your Turnitin originality report and then revise and resubmit the assignment. If you do not submit a revised version of the assignment, your instructor will mark the version they have received.

The Write, Cite and Submit module has tips on how to avoid accidental plagiarism in your assignments.

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### What happens after I submit my assignment to Turnitin?

- All papers submitted to Turnitin will be automatically text matched with web based documents and other submitted papers contained in Turnitin's large databases.
- After this process has occurred, a digital copy of the assessment will be securely stored in the Turnitin database.
- Your assessment in its entirety cannot be viewed by anybody except the student, the educator and authorised ACAP staff.
- Turnitin applies state of the art technology to protect student privacy and copyright, and complies with Australian and international privacy and copyright laws.

For more information on privacy, visit their Services Privacy Policy.

The Learn.UQ Assessment Student Guides (Original) guide has more information about submitting assignments.

# 3. BOOK ROOMS


- Make a booking
- Tips for finding available rooms
- Types of rooms you can book
- How long can I book a room for?
- Find a room
- View, edit or cancel your bookings


## Make a booking

UQ students can make room bookings at UQ using UQ Book It.

**UQ Book It** allows you to book group and individual study rooms, as well as rooms with assistive technology or green screens.

1. Login to UQ Book It to find Library rooms
2. Click a room title to view its schedule
3. Click on an available day and time
4. Enter a title and other details in the booking form
5. Click **Book**.

The Information button has more information about each room.

Watch Booking Library rooms (YouTube, 2m 21s):

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## Tips for finding available rooms

Use the **Refine Search** option to find a room:

- available now

- by date or time
- in a particular library
- to fit a certain number of people.

The list of rooms will update and showing matching rooms.

## Types of rooms you can book

UQ has a number of locations, with different types of rooms to suit your study needs. These slides show some examples of bookable rooms in the Library:

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*https://uq.pressbooks.pub/digital-essentials-uq-systems/?p=49#h5p-5*

## How long can I book a room for?

You can book a room online:

- for 3 hours maximum per booking.
- with a limit of 3 bookings per calendar week (Monday – Sunday).
- up to 7 days in advance.

You cannot make bookings for a date that has passed or is more than 7 days in advance. You cannot book spaces reserved for certain client groups.

## Find a room

Rooms have a standard UQ name like **94-203 Biological Sciences Library.** The name tells you where the room is:

- **94** = Building #94.
- **203** = Room number. The room is on the 2nd floor.
- **Biological Sciences Library** = the room is in the Biological Sciences Library.

Our Library Location pages have information about what is available in Library spaces.

## Do you know how to find a room?

Tip: Use UQ Maps or UQ Bookit to help you.

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*An interactive H5P element has been excluded from this version of the text. You can view it online here:*
*https://uq.pressbooks.pub/digital-essentials-uq-systems/?p=49#h5p-9*

# View, edit or cancel your bookings

Go to **My Bookings** to view, edit or cancel any of your current bookings.

## Edit a booking

1. Select a current booking
2. Click **Edit**
3. Update the booking details
4. Click **Update**.

## Cancel a booking

1. Select a current booking
2. Click **Cancel**.

## Library study spaces

Let us know your favourite place to study in the following form. The form is set to anonymous. We will get your response data but we won't know who has submitted it.

Check out the responses so far!

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# 4. LEARN.UQ (BLACKBOARD)

- Get started
- Courses page
- Institution Page

Learn.UQ (Blackboard) is an online learning environment used for your course content. The name for the Blackboard platform at UQ is Learn.UQ. It may be referred to as:

- Learn.UQ
- Blackboard
- Learn.UQ (Blackboard).

## Get started

There are guides available to help you use Learn.UQ and complete a range of tasks. This guide provides a quick overview of the platform.

- Getting started with Learn.UQ (Original)
- Getting started with Learn.UQ (Ultra student).

Learn.UQ (Blackboard) student welcome page (YouTube, 3m34s) explains how to navigate the Learn.UQ dashboard:

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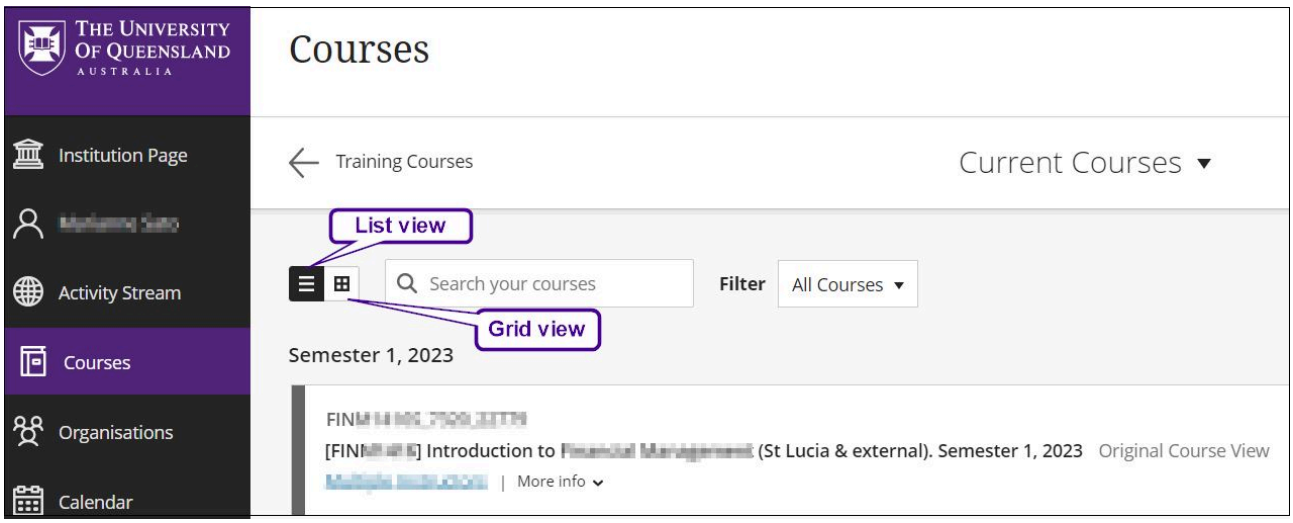
## Courses page

The landing page is **Courses**. You can view your courses in List view or Grid view. Click on a course title to enter a course.




## Courses page content

### Announcements

Important information from your course instructors.

### Course Profile

Course description, assessment details and more.

### Course Staff

Contact details for your course lecturers and tutor.

### Course Help

Information about how to get help, with support details and links.

### Learning Resources

May include Lecture recordings, Weekly folders, a Course Reading List to access the readings for your course, and Subject Guides to access subject specific resources.

### Assessment

An Assessment summary and folders for each assessment task. Learn more about Learn.UQ assessment (Original).

### Discussion Board

Links to the discussion boards (original) used in your course. In discussion boards, you can ask questions about assessment, discuss course content and submit answers to tutorial questions.

### My Grades

Provides an overview of your grades for each assessment task in the course.

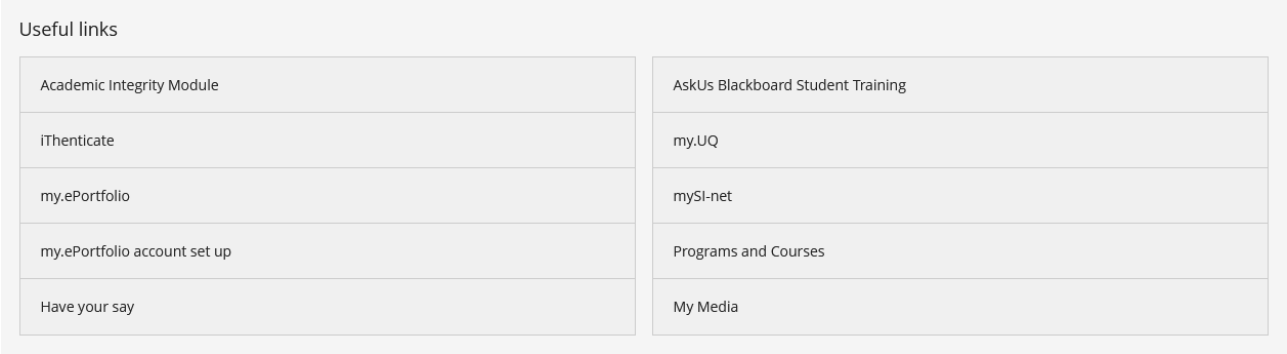
### Library Links

Provides a link to the Library homepage which shows personalised content when you are logged in. Get fast and convenient access to your Library account, learning resources, past exam papers, referencing style guides and training sessions.

## Institution Page

The Institution Page contains:

- **Service status** – current and resolved service issues.
- A **Spotlight** – key information. You may need to scroll to view them all.
- **Useful links** – Academic Integrity Module, my.UQ, mySI-net and more.




The Useful links section on the Institution Page.

## Troubleshooting

Remember the tips from Check your IT set up:

- Some content in Learn.UQ may require you to enable third party cookies (original) in your browser.
- Try clearing your cache if the page won't load or the information appears to be incorrect.

## Check what you know

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*https://uq.pressbooks.pub/digital-essentials-uq-systems/?p=31#h5p-2*

# 5. LECTURE RECORDINGS


- Access Lecture recordings
- MP4 Lecture recording downloads
- Echo Lecture recording downloads
- Zoom session downloads


Lecture recordings are made available by course coordinators in your courses.

Recordings include audio and the screen content presented at the lecture. The Lecture Recordings (Original) guide explains them in more detail.

## Access Lecture recordings

Usually, the lecture recording will be available in the Learning Resources content area the day after it is recorded.

1. Click the **Learning Resourses** link in Learn.UQ.
2. Click on **Lecture Recordings**.

**Lecture recordings**

The Lecture recordings icon and link.

> Remember: You may need to enable third party cookies (original) in your browser if you are unable to access the lecture recordings.

## Download a lecture recording to listen offline

Lecture recordings can be downloaded as **MP4**, **Echo** or **Zoom**. The format is determined by the course coordinator.

## MP4

1. Click on **Lecture Recordings**
2. Select the recording you want to download and **right-click**
3. Click **Save link as...** and select a location on your device that you can easily find the recording.

## Echo

1. Click on **Lecture Recordings** and wait for the page to load.
2. Find the recording and click the **green** play icon.
3. Select **Download Original**. A pop up called **Download Assets** will appear.
4. Choose the appropriate type (video or audio) and the file size.
5. The file will then begin downloading on your device.

Select video or audio to download.

## Zoom

1. Go to the folder in your course with the Zoom recordings (usually Learning Resources).
2. Click on the **Zoom link** option.
3. Wait for the page to load **Upcoming Meetings**, **Previous Meetings**, and **Cloud Recordings.**
4. Select the meeting you want to download. This will bring up a page containing a video and audio recording.

5. Open the recording you want and click download on the top right corner.

## Note

Lecturers may occasionally embed videos directly into Learn.UQ which may not be downloadable. Check with your course coordinator if there is no download option available.

# 6. PRINTING AT UQ


- Logging in to PaperCut
- Papercut Dashboard
- Print from your own computer or device
- Printer locations
- How long it takes for money to appear in your Papercut Account
- Refunds
- Large print jobs
- Printing costs
- Scan to email


**PaperCut** is the system which allows you to print at any of the Libraries at UQ. It has its own online portal for handling top-ups, history of jobs, web printing and more. You can also access your account through the PaperCut application on any of the Library computers.

Our Print, scan and copy page has more information on printing or detailed instructions on using your PaperCut account.

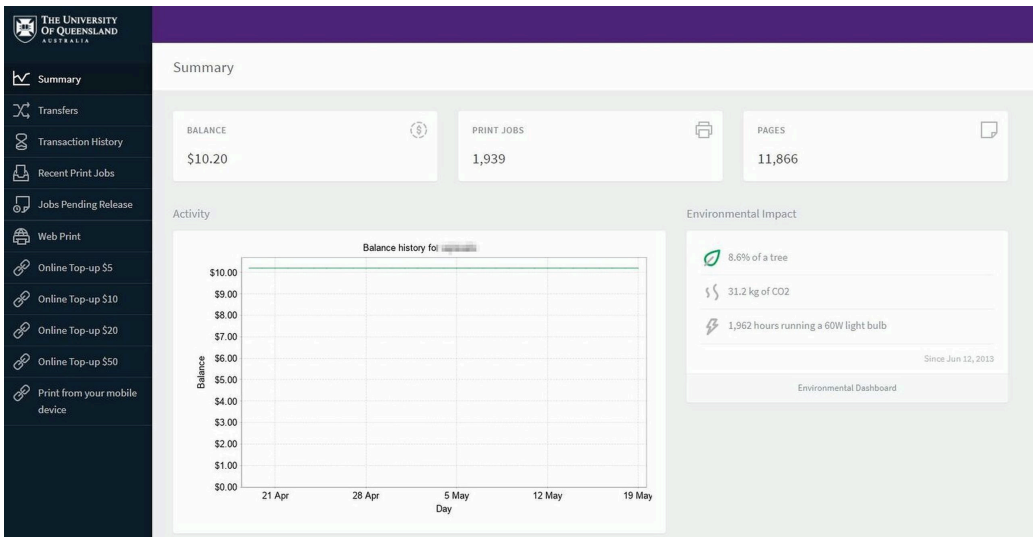
## Logging in to PaperCut

Your print account is available on-campus or by using the UQ Virtual Private Network when you are off-campus.

Log in to your PaperCut account.
Use your UQ username and password.

## PaperCut dashboard

The dashboard provides an overview of your printing account.




The PaperCut dashboard shows a summary of your printing history.

**Transfers:** Transfer allows you to send some of your printing balance to another UQ student using Papercut.

**Web Print:** Web print has instructions on how to print pages in your browser. Note**:** it is recommended you print using Mobility Print if you are on campus.

**Print from your mobile device:** Instructions on installing Mobility print on your personal device. Mobility print allows you to connect to UQ's printing network and print documents.

## Printing from your own computer or device

You can set up printing from your own laptop. You can also print from your mobile. There are 2 **options** to print from your own device — **Mobility print** and **Web Print**. The Print from your mobile device guide has information on setting these up.

Watch Printing from your mobile device (YouTube, 1m 34s):

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## Printer locations

Get details of where the printers are located in our libraries.

## How long will it take for your money to arrive in your

# PaperCut account?

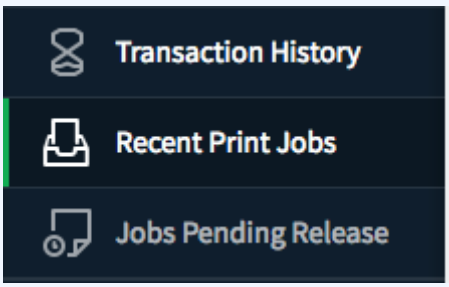
It can take from **15 minutes** to **24 hours** for your balance to update when you top-up your account.

If you are planning to do some printing at UQ, ensure you have enough credit or try to top up the day before.

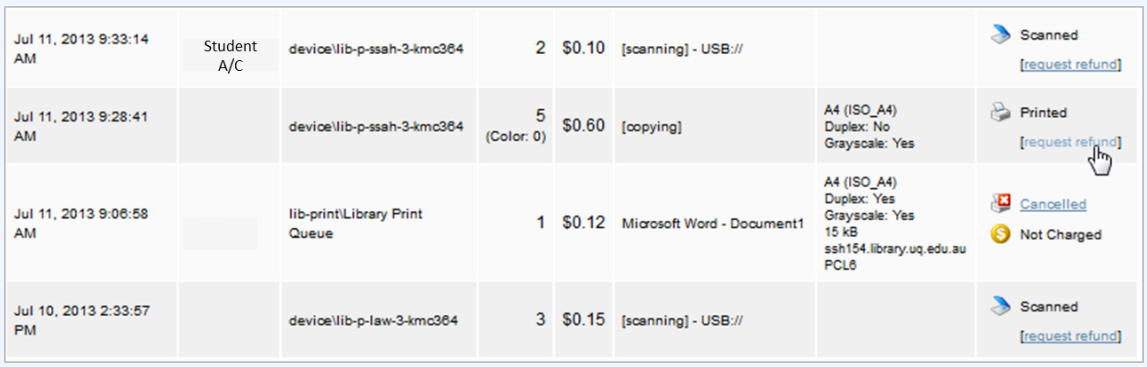
# Refunds

You can request a refund on your **PaperCut** account if there is an error or issue.

1. Click **Recent Print Jobs** in your print account.
2. Locate the job and click **Request refund**.




Recent Print Jobs option



| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Jul 11, 2013 9:33:14 AM | Student A/C | device\lib-p-ssah-3-kmc364 | 2 | $0.10 | [scanning] - USB:// | | Scanned [request refund] |
| Jul 11, 2013 9:28:41 AM | | device\lib-p-ssah-3-kmc364 | 5 (Color: 0) | $0.60 | [copying] | A4 (ISO_A4) Duplex: No Grayscale: Yes | Printed [request refund] |
| Jul 11, 2013 9:06:58 AM | | lib-print\Library Print Queue | 1 | $0.12 | Microsoft Word - Document1 | A4 (ISO_A4) Duplex: Yes Grayscale: Yes 15 kB ssh154.library.uq.edu.au PCL6 | Cancelled Not Charged |
| Jul 10, 2013 2:33:57 PM | | device\lib-p-law-3-kmc364 | 3 | $0.15 | [scanning] - USB:// | | Scanned [request refund] |

Request refund option

3. You will need to provide **specific details** on the error or issue which led you to request a refund.
4. After you make the request, if you return to the recent jobs page the status of your print job will be changed to **Refund Pending.**
5. The printing team will review your request and will be in contact if required. Your request will be

**automatically refunded** if successful.

Note: You can also request a refund of your remaining print credit if you are finishing at UQ. Visit Your printing account and follow the instructions under **Request print refund**.

## Large print jobs

Printing large jobs is not advised. For printing large amounts we recommend:

- Break your job into smaller batches e.g. if you're printing 50 pages, print 10 pages 5 times.
- Ensure you have **Mobility Print** installed as Web Print does not have the capabilities to print large jobs.
- Be mindful of the paper supplies in the printer before you start. If you want to check if there is enough, visit the AskUs desk.

If you want to print more than 200 pages, it's best to contact UQ Print.

## Printing costs

Check the printing costs on the Print, scan and copy page.

Note: Colour printing costs more. Check the colour settings before you send the print job.

Scanning to USB or email is free from Library printers.

## Scan to email

Scanning is free. Default scans are:

- single sided
- in colour.

Our Scan to email or USB page has more information.

## So you think you can print? Test your knowledge!

*An interactive H5P element has been excluded from this version of the text. You can view it online here:*
*https://uq.pressbooks.pub/digital-essentials-uq-systems/?p=48#h5p-7*

# 7. STUDENT EMAIL


- Microsoft 365 email account
- Activate your email
- Manage your email
- Email password reset


## Microsoft 365 email account

As a UQ student, you are supplied with a Microsoft 365 email account.

- The University will contact you for official communications via your UQ student email address.
- Always use your UQ student email when emailing university staff to ensure that your email doesn't get blocked by spam filters, and so that the recipient can verify who you are.
- In the Communicate and Collaborate module you can get tips on writing effective emails.

## Activate your email

Activate your student email through the my.UQ dashboard. On the Prepare for semester page, scroll to the **Student email** section for detailed instructions on activating your student email.

## Manage your email

The student Email pages have information on accessing and managing your student email.

Once activated, you can also access your emails via the Microsoft 365 website.

- Changing your student email address
- Changing your email display name
- Forwarding to a non-UQ address

### Email password reset

You can reset your student email password by resetting your UQ account password. Your UQ password and student email password will then be the same.

Go to the password reset page to reset your password.

## Mobile app set up

- Outlook for Android
- Outlook for iPhone or iPad

# 8. STUDENT ENROLMENT

- Enrolling in courses
- Task Wizard
- Timetabling
- Academic Integrity Modules (AIM)
- mySi-net tasks

At UQ, all student information and enrolments are handled in a system referred to as **mySI-net**.

The system supports student-related activities across all campuses including admissions, enrolments, examination, degree progression checking and the calculation and charging of fees. it also contains a large amount of data about UQ's courses and programs.

**mySI-net** is an important system for all students as this is where you enrol and track your studies while at UQ.

## Enrolling in courses

mySI-net Enrolling in Courses (YouTube 1m21) takes you through the process of logging in, adding and dropping courses and adding a new course.

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Useful links for when you are enrolling:

- SI-net
- UQ Planner
- Academic Calendar

## Task Wizard

The first time you log in to mySI-net, you will be presented with the Task Wizard.

This list of simple tasks must be completed before you can enrol in your courses. It will appear every time you log in until you have finished each task.

Starting at UQ has more information on completing the Task Wizard.

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## Timetabling

After you enrol, select your preferred class times in **My Timetable,** accessed via my.UQ.

You'll then be allocated a class based on these preferences. Class allocation has more information on registering your class preferences.

There is a **short delay** between enrolling in a course and the course appearing in My Timetable. If your course is still not available in My Timetable after 24 hours, contact Student Central

Once classes have been allocated, you can view your final timetable in My Timetable by selecting the **Timetable** tab.

> ⓘ Remember to check your timetable regularly before semester starts to ensure there are no changes to room venues or class times.

## Academic Integrity Modules

All **new to UQ** students and **new to a program** students need to complete the **compulsory** Academic Integrity Modules (AIM) before the due dates.

If you are new to a program and have completed AIM previously you do not have to complete the modules a second time.

If you don't complete the AIM modules before the due date:

- Your **grades will not be released** at the end of the semester.
- You will **not be able to enrol** in courses for the upcoming semester.

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# mySi-net tasks

## Logging in to mySI-net

Once you activate your student account, you can log in to mySI-net. Log in through the my.UQ Dashboard or directly through mySI-net.

- If you don't have a username and password, contact Student Central.
- If you are having problems logging in, contact or visit AskUs in the UQ Library.

## Locked out of mySi-net

You may be locked out from mySi-net if you:

- enter an incorrect password three times in a row
- log in but fail to log out within 180 minutes.

Contact AskUs if this happens to you.

## Enrol in courses

Get started by logging in to mySI-net, then:

1. Go to Enrolments & Timetables > Enrolment Summary > Add Course
2. Type in a course code and check the details (campus, location, semester etc)
3. Go to Add Course
4. Repeat these steps to enrol in your other courses.

If you encounter any problems, contact your faculty or Student Central.

## Trouble making your schedule work

For class allocation help, go to my.UQ – Class allocation.

my.UQ – Teaching period calendar has important dates for students enrolled in non-standard teaching periods.

If you need further assistance, contact Student Central.

# 9. STUDENTHUB

UQ StudentHub is an online employment service for local and international UQ students, employers and alumni who may be looking for training or job opportunities while studying at UQ.

In addition to the jobs advertised online in StudentHub, students and alumni can also find information on upcoming events such as presentations by employers, training workshops, booking career fairs, career planning workshops and other career resources like fact sheets.

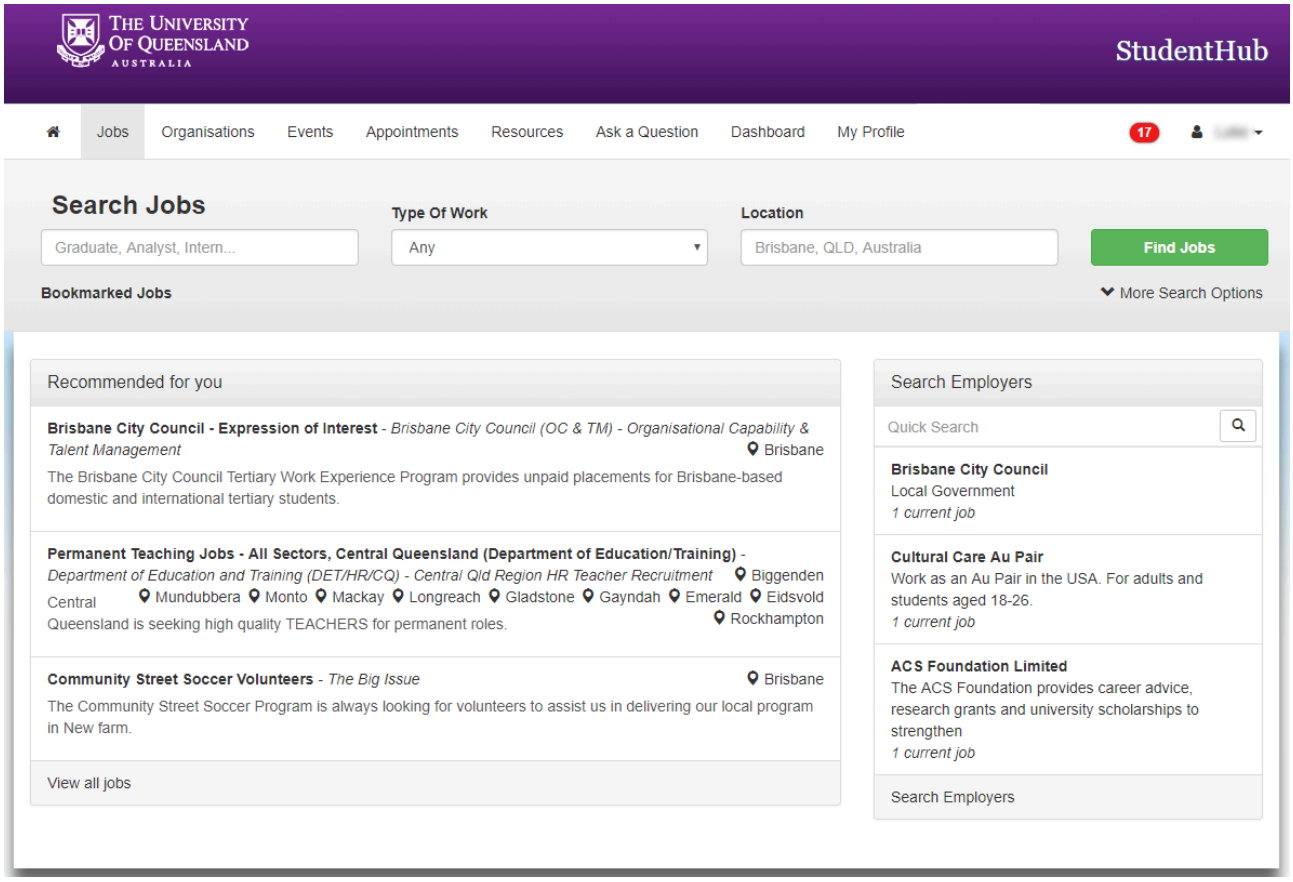
Log in to your StudentHub account

The following sections outline what you can find in StudentHub.

- Jobs
- Organisations
- Events
- Appointments
- Resources

## Jobs

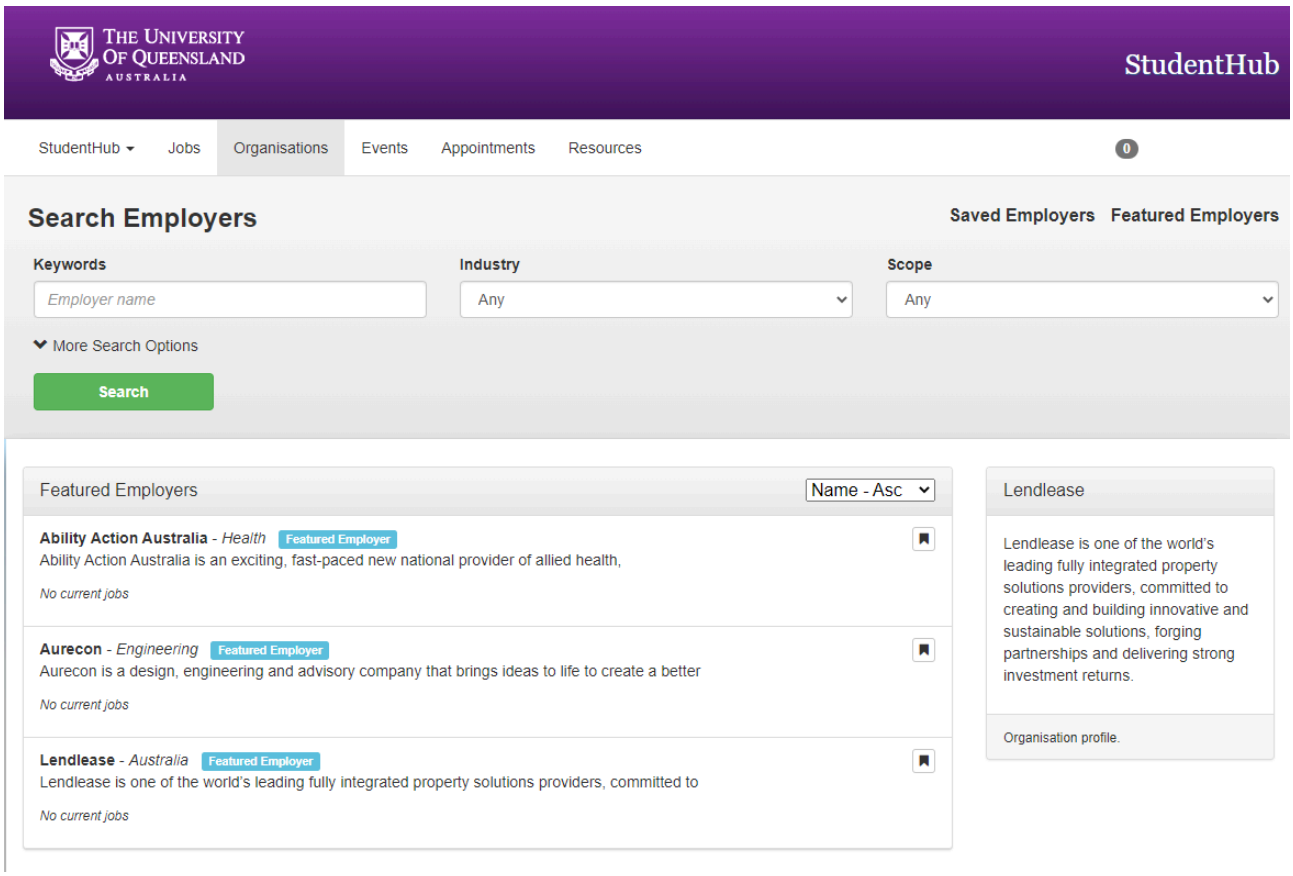
In the Jobs area of StudentHub, you can search for currently advertised jobs to apply for.




Search via the Jobs dashboard

# Organisations

Shows the different organisations that use StudentHub to advertise current and future job opportunities.

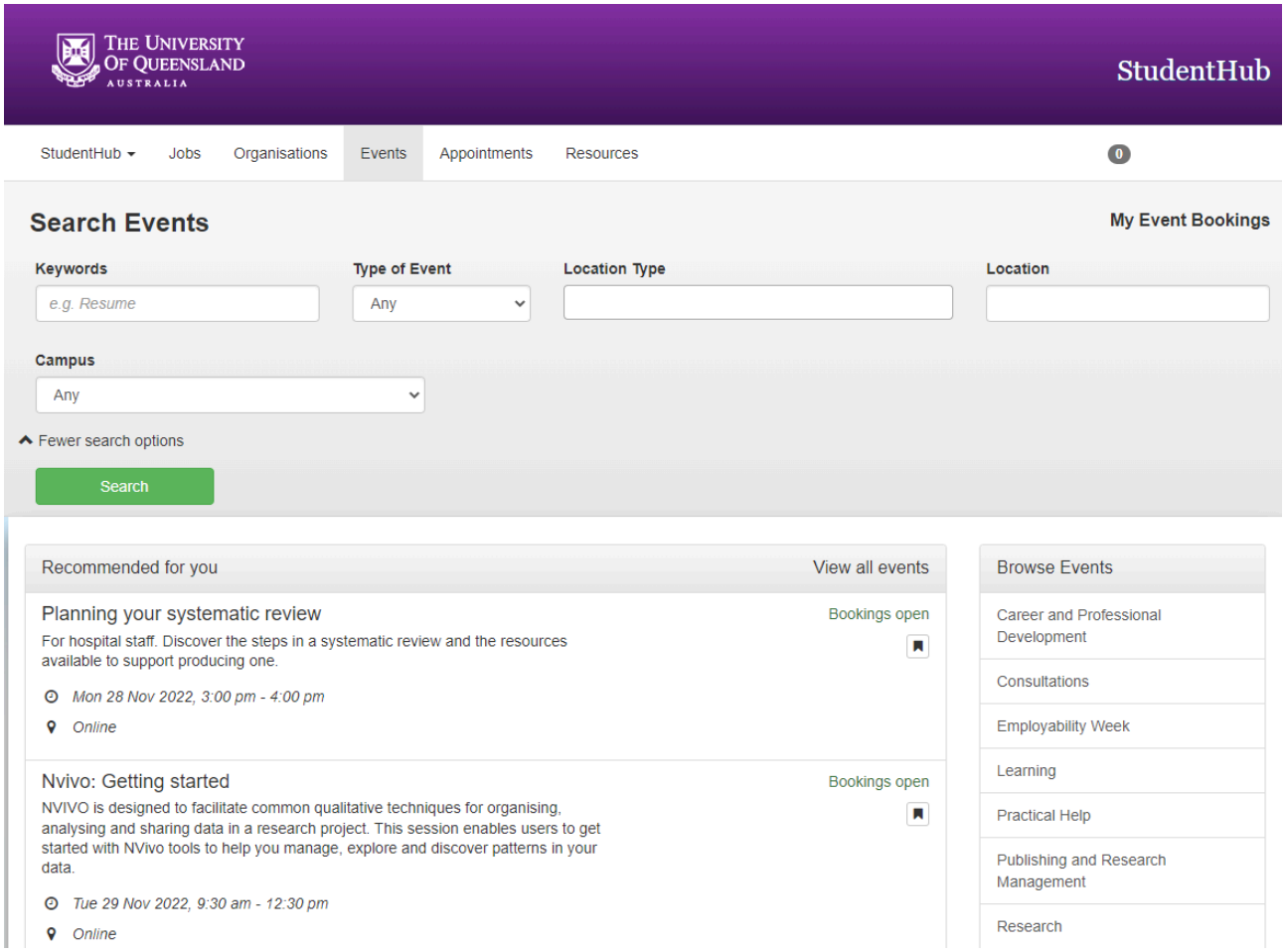



The Organisations dashboard allows you to search for Employers on StudentHub

# Events

The Events section of StudentHub lists all types of upcoming events across the University. The events can include information sessions, classes, employment expos, and many more.

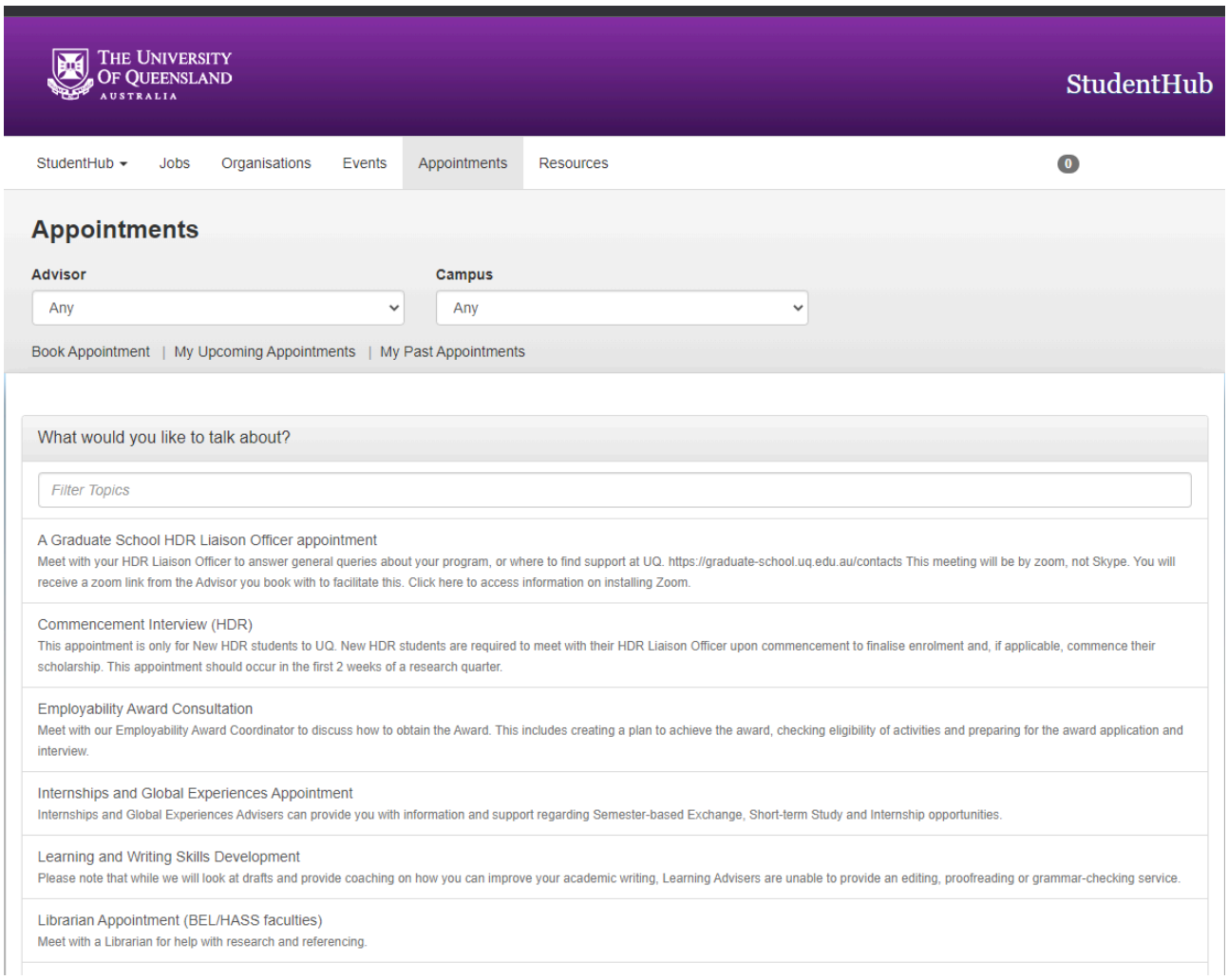
These events may require booking. If an event requires a booking, simply click on the event to find out more information, which includes a link to make a booking.




Search via the Events dashboard

# Appointments

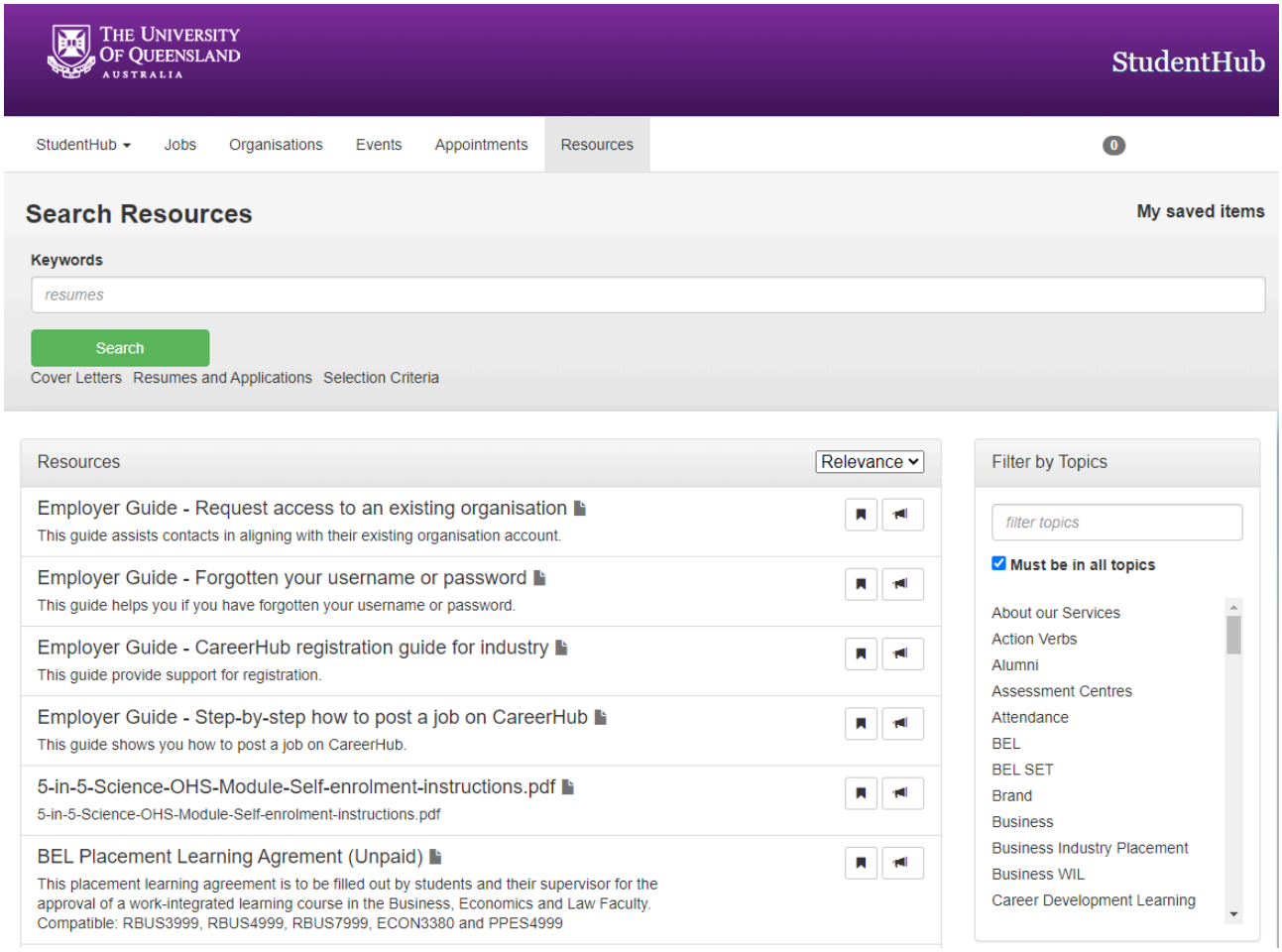
In the Appointments section, you can request consultations with various services. These include librarians, accommodation assistance, career pathways, international student support, and many more.




Search the Appointments dashboard

# Resources

Resources is an area of StudentHub where online resources are available, such as cover letter advice, sample resumes and tips for writing selection criteria. New resources are constantly being added. Use the **Filter by Topics** to cater searches to your areas of interest.




The Resources dashboard

# 10. UQ EPORTFOLIO

## What is an ePortfolio?

An ePortfolio (original) is an online collection of evidence that showcases your reflective learning and experiences during your time at University and can help you get a job.

An ePortfolio may be used in your program or discipline to track development of professional skills or graduate attributes, and includes a Collaboration Workspace tool. Workspaces are collaborative or shared environments that contain portfolios, artifacts, and discussions.

## Setup your ePortfolio

If you do not have a ePortfolio you can set up an account by following the my ePortfolio (Original) instructions.

### Why have an ePortfolio and not just a resume?

Unlike a traditional resume, ePortfolio allows you to demonstrate skills and accomplishments with multimedia files, such as images, video, audio and presentations. It also has the capacity to expand your professional image. Some advantages are:

- Allows you to reflect and showcase your learning
- Hosted in the cloud allowing remote access
- Enables you to add instructor or peer feedback as an artifact, that can be sorted into a collection
- Resource folders can be added to allow access to information and documents
- Allows multiple users to the ePortfolio to view your work remotely including mentors and tutors
- Allows you to engage and collaborate with peers in discussion forums.

### Activities to incorporate into your ePortfolio

UQ Volunteering — enables students to gain experience, self-confidence and develop new skills while creating professional networks. A good first place to initiate your interest would

be to attend the annual UQ Volunteer Expo, which brings together major charities and not for profit organisations from around Australia.

Global Experiences — offers a wide range of world-class study options and allows you to experience different perspectives on your field of study to broaden your skills and knowledge.

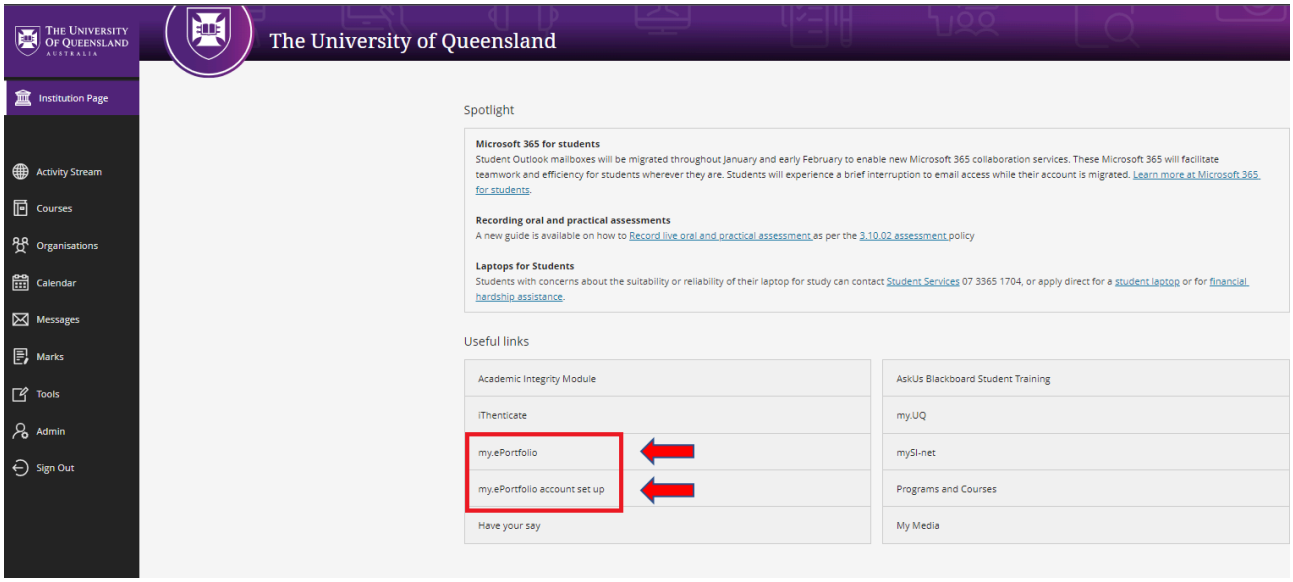
UQ Students-Staff Partnerships — provides a valuable opportunity for staff and students to co-design courses, tutorial or assessment activities, co-facilitate events, or co-develop engagement initiatives.

UQ Mentoring programs — becoming a mentor can develop your leadership skills.

## How do I renew my ePortfolio?

While you study at UQ, your ePortfolio must be activated or renewed. To do this:

1. Go to your Learn.UQ **Institution Page – Useful links** section.
2. Click on the my ePortfolio links.




The my ePortfolio  and account set up links are available on the Institution page.

# CONCLUSION

You have completed the **Use UQ Systems** module.

## Tell us what you think

Use our Digital Essentials feedback form to give **anonymous** feedback on this module. You can provide your email if you would like us to reply to you.

## Digital Essentials modules

Build your digital skills with Digital Essentials. Select modules from the 6 themes that match your interests and will help you succeed in study and work.

## New to UQ?

- Getting started at the UQ Library

- Use UQ systems, includes:
  - Book rooms
  - Printing at UQ.

## Assignment essentials

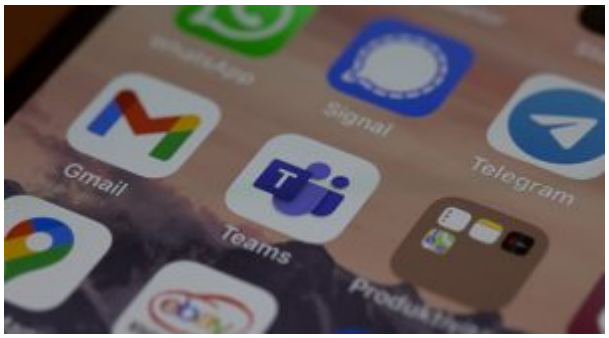
- Find and use media
- Information essentials
- Write, cite and submit
- Types of assignments

## Digital creation

- Accessibility
- Choose the right tool
- Intellectual Property

## Digital security and safety

- Digital security
- Internet essentials
- Social media




## Professional identity and skills

- Communicate and collaborate
- eProfessionalism

## Work with information

- Artificial Intelligence

- Work with data and files
- Document your research data

## Teaching staff – use the modules in courses

Teaching staff can embed or link the modules in courses to help build your students' digital literacy.

- There are interactive elements throughout each module and a short H5P quiz at the end.
- The modules are also available for your students to download in EPUB, PDF and HTML format to make them more accessible.

Learn how to add the Pressbook module to your Learn.UQ (Blackboard) course.

### Assess student learning

Most modules have a final short quiz created in H5P. You can download the H5P quiz from the module and embed it in your course if you would like to check your students' completions or to allow for the results to be transferred to the Grade Centre in your course.

The H5P quiz content will not record any completion data unless you download and add the H5P quiz directly to your course. Students can screenshot the quiz if they are required to show completion.

Learn how to add the H5P content to your course.