

# ACCESSING SERVICES, SYSTEMS & RESOURCES

University of Cumbria: New students

Skills@Cumbria



University of  
**Cumbria** 

# USING YOUR OWN DEVICE

- Using a mobile phone or tablet will present you with different views and menus than if you are using a desktop or laptop computer.
- This resource will work for all users and shows screenshots for large and small screen access (indicated by the following icons).



Mobile/  
tablet



PC/Laptop

- We will begin with accessing the Student Hub and then have a quick look at some of the systems & services that you will need to use.

# STUDENT HUB

The Student Hub is where you will find everything you need to get started with your studies at the University of Cumbria. It includes:

Student email	Course Admin
OneDrive (cloud storage)	Useful dates
Blackboard	Campus maps
Library search (OneSearch)	Digital capabilities
Skills support	Health & wellbeing
Careers & Employability	Money & Finance
IT Help & Support	FREE Microsoft Office
Key contacts	Much, much more...

**If you are using your own device or working off campus**, you will need to login to the Student Hub using your university email ([s0000000@uni.cumbria.ac.uk](mailto:s0000000@uni.cumbria.ac.uk)) and university password.

# WHICH DEVICE ARE YOU USING?

**PC / Laptop**



**Mobile / Tablet**

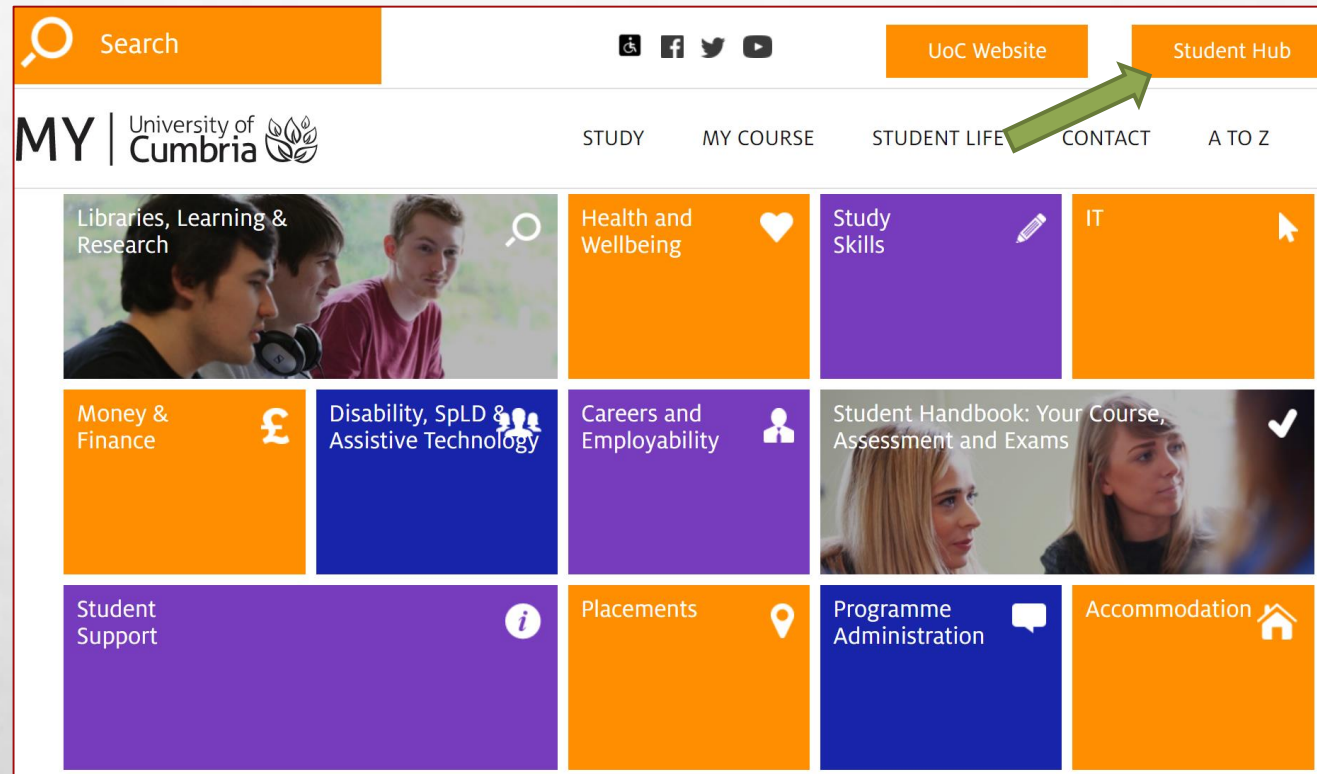




# ACCESS THE STUDENT HUB



On a PC, Laptop or Mac – go to [my.cumbria.ac.uk](https://my.cumbria.ac.uk) and click on the **Student Hub** button at the top of the page.





PC/Laptop

# STUDENT HUB

The Student Hub, on a computer, shows all of the available systems and services in columns under the headings:

Systems and apps, wellbeing and support, skills and learning, course admin, tools and forms, placements, people and dates and my...

**Explore these items to discover what is available.**

The screenshot displays the Student Hub interface. At the top, there's a 'Student PERSONALISE' header. Below it, a large banner reads 'WELCOME IS COMING' with the text 'FOR MORE INFORMATION, VISIT WWW.UCSU.ME'. The main content area is organized into columns under various headings: Accessibility, Student Hub: How to, News & Events, Systems and Apps, Well-being and Support, Skills and Learning, Course Admin, Tools and Forms, Placements, People and Dates, and My ... Each column contains a list of links to various services and resources.

Systems and Apps	Well-being and Support	Skills and Learning	Course Admin	Tools and Forms	Placements	People and Dates	My ...
Email	I Need...	Study Skills	New Students: Induction	Search all UoC Sites	Placement Allocations	Key Contacts	Card Balances
OneDrive	Disability	Library & Learning	Student Handbook	Absence Report	Placement Guidance	Academic Staff	Campus Maps & Info
Blackboard Web	Health & Well-being	Digital Capability	Policies & Procedures	Parking Permits		Exam Dates	
Library: OneSearch	Assistive Technology	Get a Skills appointment	Programme Admin	Free Office 365		Term Dates	
Timetable	Get a Support appointment	English for Academic study	Exams & Assessment	Incidents & Accidents			
Pebblepad	Careers & Employability	Referencing & Plagiarism	Re-assessment	IT or Estates problem			
My Student Details	Money & Finance	Mentoring	Graduation	Print Top-Up			



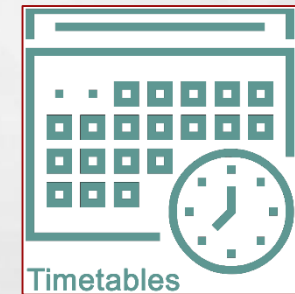


PC/Laptop

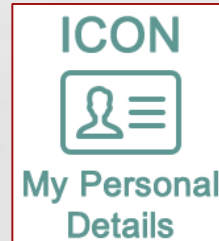
# STUDENT HUB - SYSTEMS

From the Student Hub, we are going to explore some of the systems that you **NEED** to use for your studies. These all sit under the Systems and Apps heading.

## Blackboard



## OneSearch





PC/Laptop

# BLACKBOARD - MyBb

Student Hub → Blackboard

**Systems and Apps**

- Email
- OneDrive
- Blackboard Web**
- Library: OneSearch
- Timetable
- Pebblepad
- My Student Details
- My Career Enriched
- LinkedIn Learning

University of Cumbria

Sebastian Meer

MyBb Students Courses

**My Courses**

Courses where you are: Student

- HLLF4006 Approaches to social care
- HLLF4009 Fundamental approaches to practice
- HLLF4112 Fundamentals of Professional Practice
- HLLF4114 Introduction to health and wellbeing

**Modules**

**Announcements**

No Institution Announcements have been posted in the last 7 days.  
No Course or Organisation Announcements have been posted in the last 7 days.  
[more announcements...](#)

**University Notice Board**

**The LinkedIn Learning online training platform is now available – brought to you by UoC**

**Notice Board**

With LinkedIn Learning, access thousands of free online courses in business, creative and technical related subjects delivered by specialists in their field. Whatever your current programme of study, sign up for this opportunity to continually build your knowledge and expertise, as well as your digital skills. You'll not only be enhancing your learning experience whilst you study, you're also giving yourself the best possible start to life as a graduate. For more information and to activate your LinkedIn Learning account visit: <https://my.cumbria.ac.uk/lil> #UpskillwithLIL

Information Services

Clicking on Blackboard Web (in the Student Hub) will open the Blackboard **MyBb** page in a new window.

Because you have already signed into the Student Hub, you will not normally have to sign into Blackboard as well.

The **MyBb** page shows you all of the modules you are currently enrolled on, any Announcements from your tutors or the university and the University Notice Board.

Click into any of your modules to explore their contents.







PC/Laptop

# BLACKBOARD - MODULES

All of your modules, in Blackboard, have been created using a standard template.

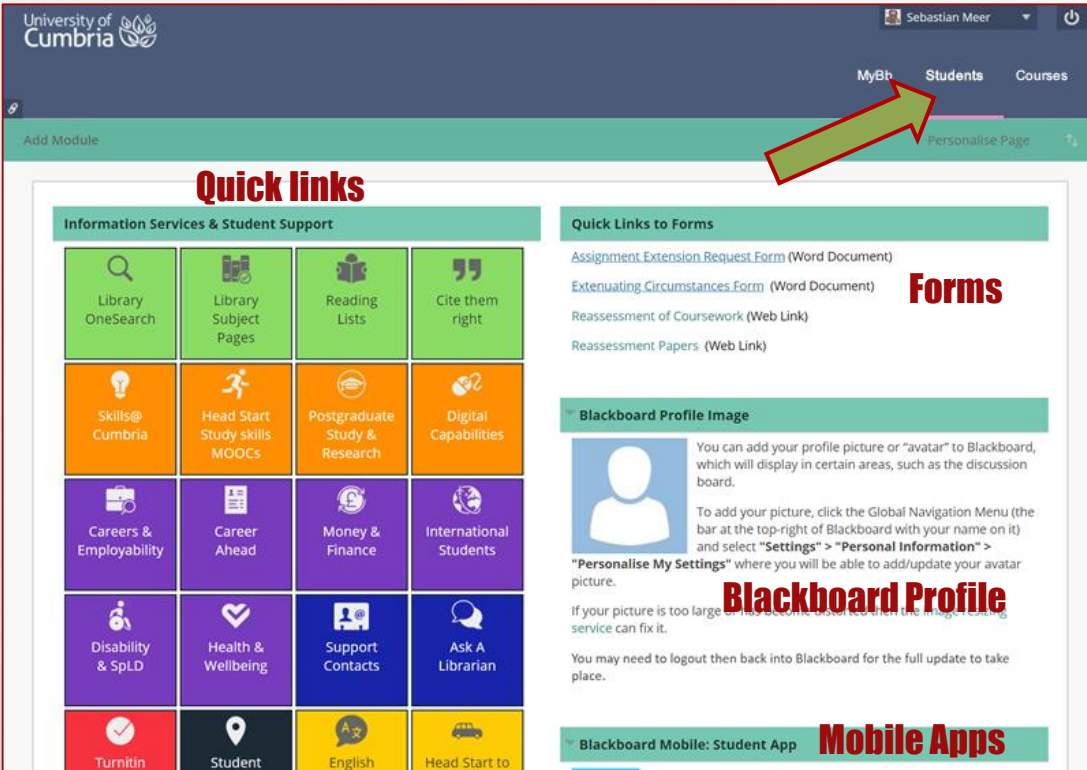
Depending on the module, course content and types of assessment, you tutors may make some changes to this template to better suit the taught delivery.

Please visit and explore all of your modules to discover where everything is kept and to see any work, reading or assignments that you are expected to complete.

Please speak to your module tutors if you have any queries or can't find something.



# BLACKBOARD – STUDENTS TAB



University of Cumbria

Sebastian Meer

MyBb **Students** Courses

Add Module Personalise Page

### Quick links

Information Services & Student Support

- Library OneSearch
- Library Subject Pages
- Reading Lists
- Cite them right
- Skills@Cumbria
- Head Start Study skills MOOCs
- Postgraduate Study & Research
- Digital Capabilities
- Careers & Employability
- Career Ahead
- Money & Finance
- International Students
- Disability & SpLD
- Health & Wellbeing
- Support Contacts
- Ask A Librarian
- Turnitin
- Student
- English
- Head Start to

### Forms

- [Assignment Extension Request Form](#) (Word Document)
- [Extenuating Circumstances Form](#) (Word Document)
- [Reassessment of Coursework \(Web Link\)](#)
- [Reassessment Papers \(Web Link\)](#)

### Blackboard Profile

**Blackboard Profile Image**

You can add your profile picture or "avatar" to Blackboard, which will display in certain areas, such as the discussion board.

To add your picture, click the Global Navigation Menu (the bar at the top-right of Blackboard with your name on it) and select "Settings" > "Personal Information" > "Personalise My Settings" where you will be able to add/update your avatar picture.

If your picture is too large or has a black border, contact the IT helpdesk service can fix it.

You may need to logout then back into Blackboard for the full update to take place.

### Mobile Apps

**Blackboard Mobile: Student App**

Once you are in Blackboard, you can also click on the **Students** tab.

This includes additional quick link access to a wide range of support and services including Head Start, Study Skills, Cite them right, the Turnitin Test Area, Digital Capabilities, and more...

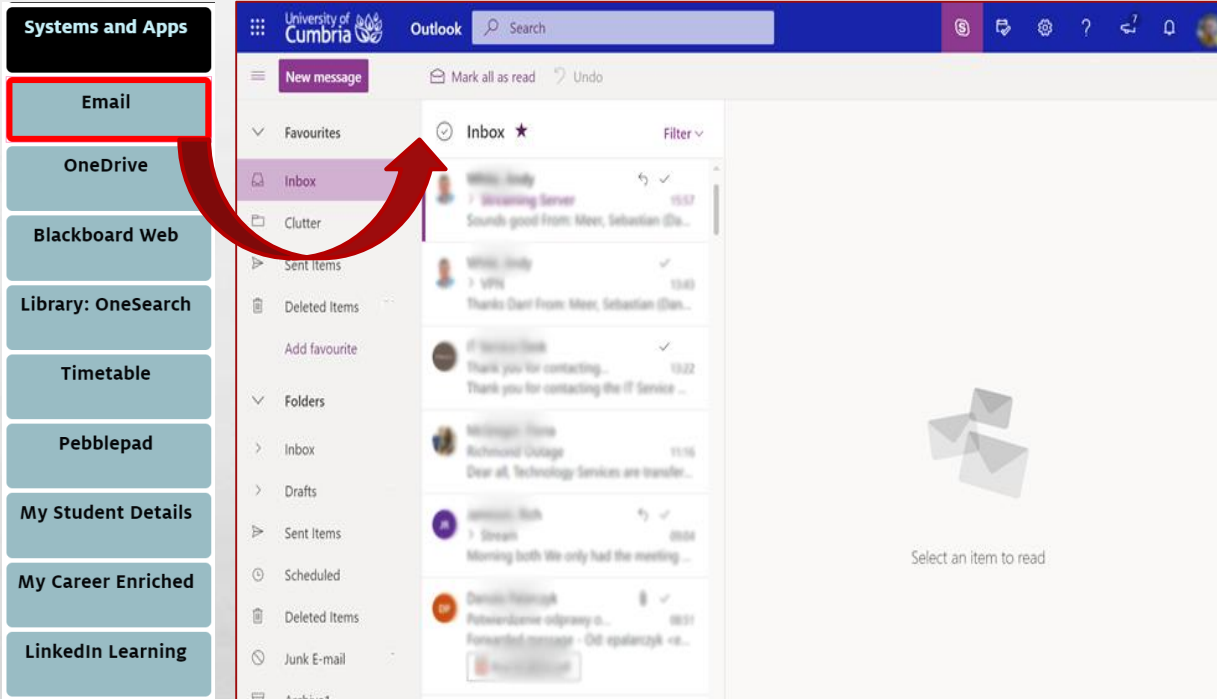
You can also find some commonly used forms, information about updating your Blackboard profile and links to the Blackboard mobile apps.

[More information about Blackboard](#)

# STUDENT EMAIL



Student Hub → Outlook Email



Clicking on the **Email** button in Student Hub will take you into your University Email inbox.

University Email is a Microsoft Outlook account and is the university's first point of contact with you, now that you have started your course.

This account works much the same as a personal Outlook or Hotmail account, so you may need to ensure you are logged out of any personal accounts before you launch this one.

Your account is directly connected to the university address book, so if you compose a new email, you can click on the **To** field and search for university staff and students.







PC/Laptop

# UNIVERSITY ONEDRIVE

Student Hub → OneDrive

The screenshot shows the University of Cumbria Student Hub. On the left, under 'Systems and Apps', the 'OneDrive' button is highlighted with a red box. A red arrow points from this button to the OneDrive interface shown on the right. The OneDrive interface includes a search bar, navigation options (New, Upload, Flow), and a list of files and folders.

Name	Modified	Modified By	File Size	Sharing
1 Presentation	May 16		4 items	Private
2019 todo	February 21		16 items	Private
Attachments	March 10, 2017		1 item	Private
Audio recordings GDPR	September 25		0 items	Private
	December 21, 2016		7 items	Private
	December 16, 2016		53 items	Private
	December 19, 2016		40 items	Private
	August 7, 2017		36 items	Private
	September 5, 2018		42 items	Private
Documents - StaffNet	December 16, 2016		26 items	Private
me	December 16, 2016		71 items	Private
MGR_INFO	August 16, 2013		2 items	Private
MySyncDocs	December 9, 2016		42 items	Private
Notebooks	November 14, 2017		4 items	Private
Office Lens	April 29		56 items	Private

Clicking on **OneDrive** will take you into your University online storage area. You may already have a personal OneDrive account, but this one is connected to your university login.

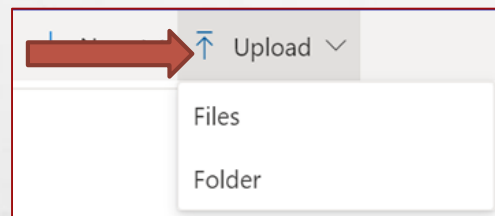
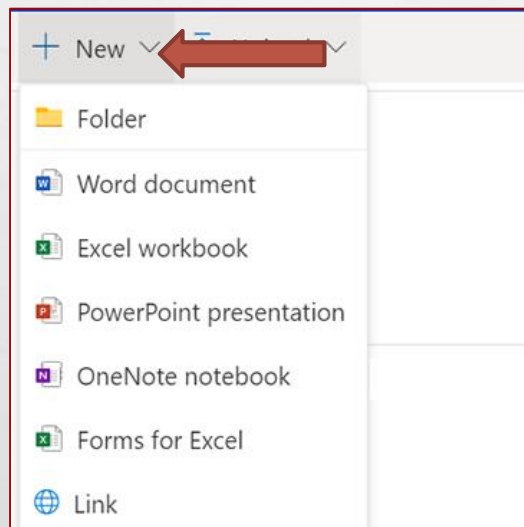
You can access your OneDrive from any location where you have internet access, so it makes a great space to save all of your work including drafts. Simply open the OneDrive and drag files from your computer into the window to upload them.

Saving documents on a university computer will save them into your OneDrive.





# UNIVERSITY ONEDRIVE



From the top bar menu in OneDrive, you can create a **+ New**:

- Folder
- Word Document
- Excel Spreadsheet
- PowerPoint Presentation
- OneNote Notebook
- Form
- Link (to an external resource)

All of these objects can be worked on within the web browser using the online versions of Office 365.

You can also **↑ Upload** individual files and complete folders.

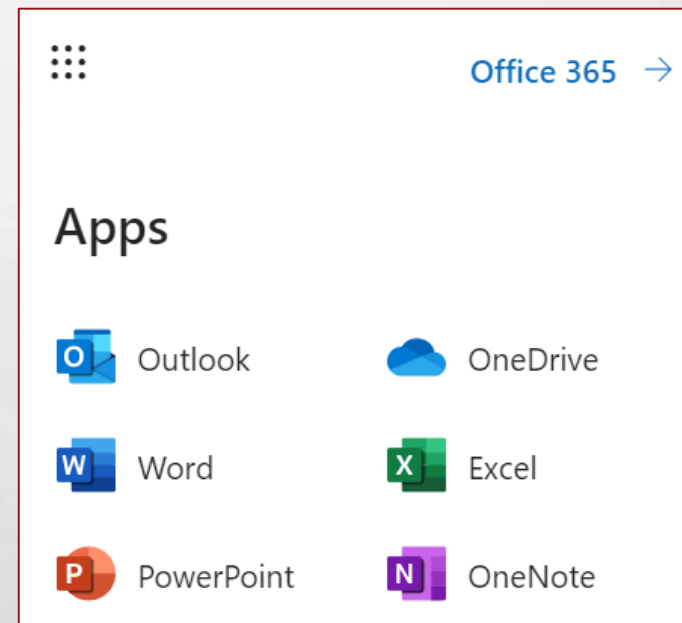
# MICROSOFT OFFICE 365



From either your Student Email or University OneDrive, you can click on the **dots menu** icon and access the rest of the available **Office 365** online tools.

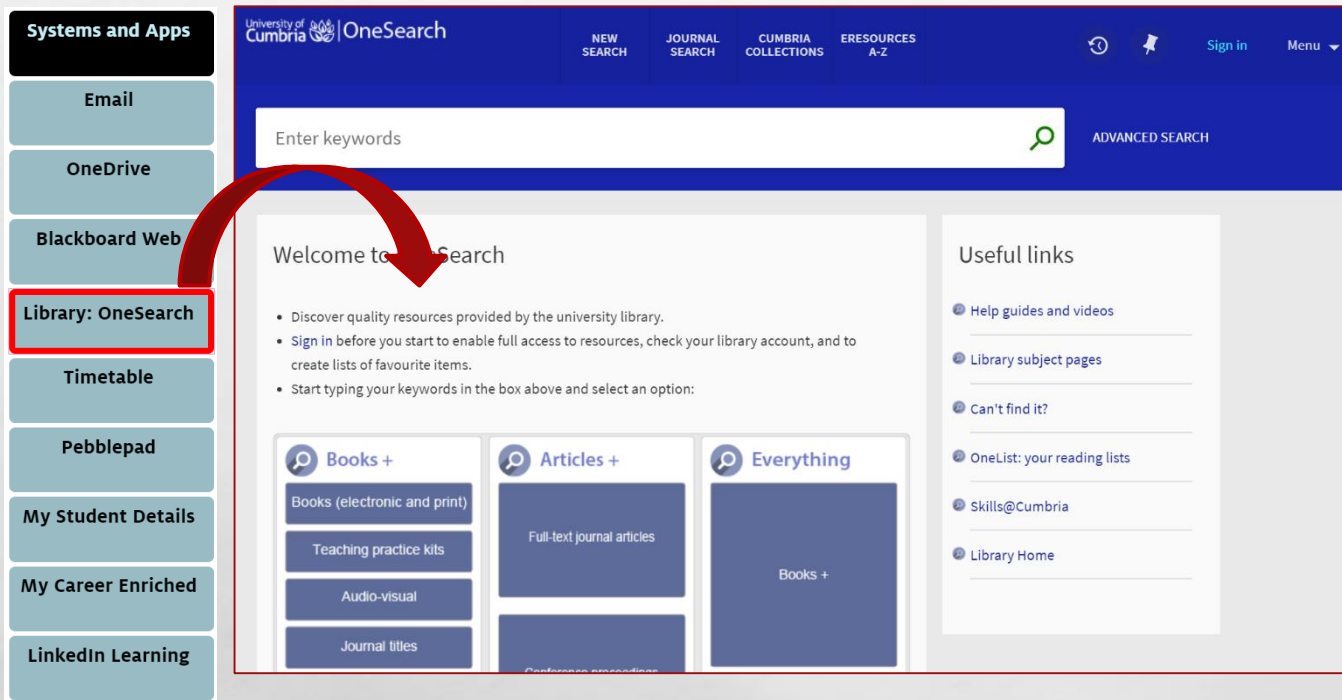
These include online versions of Word, Excel, PowerPoint and OneNote. Anything you create using these online tools will be saved into your University OneDrive.

[More about Office 365](#)



# LIBRARY SEARCH - ONESEARCH

Student Hub → OneSearch



The screenshot shows the OneSearch interface. On the left, a sidebar lists various services: Systems and Apps, Email, OneDrive, Blackboard Web, **Library: OneSearch** (highlighted with a red box), Timetable, Pebblepad, My Student Details, My Career Enriched, and LinkedIn Learning. A red arrow points from the 'Library: OneSearch' link to the main search area. The main area features a search bar with the text 'Enter keywords' and a magnifying glass icon. Below the search bar, there's a 'Welcome to OneSearch' section with a list of instructions: 'Discover quality resources provided by the university library.', 'Sign in before you start to enable full access to resources, check your library account, and to create lists of favourite items.', and 'Start typing your keywords in the box above and select an option:'. Below this, there are three main categories: 'Books +', 'Articles +', and 'Everything'. The 'Books +' category lists 'Books (electronic and print)', 'Teaching practice kits', 'Audio-visual', and 'Journal titles'. The 'Articles +' category lists 'Full-text journal articles' and 'Reference resources'. The 'Everything' category lists 'Books +'. On the right side, there's a 'Useful links' section with links to 'Help guides and videos', 'Library subject pages', 'Can't find it?', 'OneList: your reading lists', 'Skills@Cumbria', and 'Library Home'.

Clicking on **OneSearch** will take you to the OneSearch home page. This is where you can search for everything that our libraries have to offer, including:

- Books
- Ebooks
- Journals
- Eresources
- Teaching Practice Resources
- Audio/Visual Resources
- And much more...

OneSearch also links to Reading Lists and the Insight repository.

Sign in to OneSearch for a better experience and to save your searches.

[Discover how to find reliable information for your studies.](#)



PC/Laptop

# YOUR TIMETABLE

Student Hub → Timetables

Systems and Apps

Email

OneDrive

Blackboard Web

Library: OneSearch


Timetable

Pebblepad

My Student Details

My Career Enriched

LinkedIn Learning



Timetables 2019/20

[Timetable Home](#)  
[Programmes](#)  
[Modules](#)  
[Student Groups](#)  
[Locations](#)

**Welcome to the University of Cumbria's Online Timetabling System**

These timetables are as close to final as possible; but some sessions may be subject to change therefore **it is important that you continue to check regularly.**

These pages will allow you to view your timetables for the 2019-20 Academic Year. You can search the timetables via Programmes and Modules and there is also the facility to search by Student Group if you have been allocated to one for your Programme.

You can also use this service to view room timetables and staff have the option to view the staff timetables.

**How to find and interpret your timetable**

For each menu option you will need to identify and select your relevant Programme, Module or Student Group from the list. You can do this either by scrolling through the list or by using the search facility.

You will also need to select the week and time options. N.B. Most Programmes are delivered Mon-Fri between 9am-6pm although some may fall outside these times. (Please select the 'Extended Day' to check for sessions that fall outside these hours)

The format you want to view your timetable, either as a Grid or List, can be selected by choosing the relevant radial button. To help you understand your timetable better, guides are available here:

[Guide To Grid Format](#)  
[Guide To List Format](#)

**Guide To Academic Week Numbers**

The University Academic year is divided into weeks numbered 1-52. These are referenced on your Timetable - a guide translating these week numbers into dates is available here: [Academic Weeks](#)

Clicking on **Timetable** will take you to the landing page of the university timetabling system.

Here you can look up your timetables (by individual weeks or a full semester) which give you module codes, times and locations for all of your taught sessions.

Search by Programme, Module, Student Group or Campus Location.

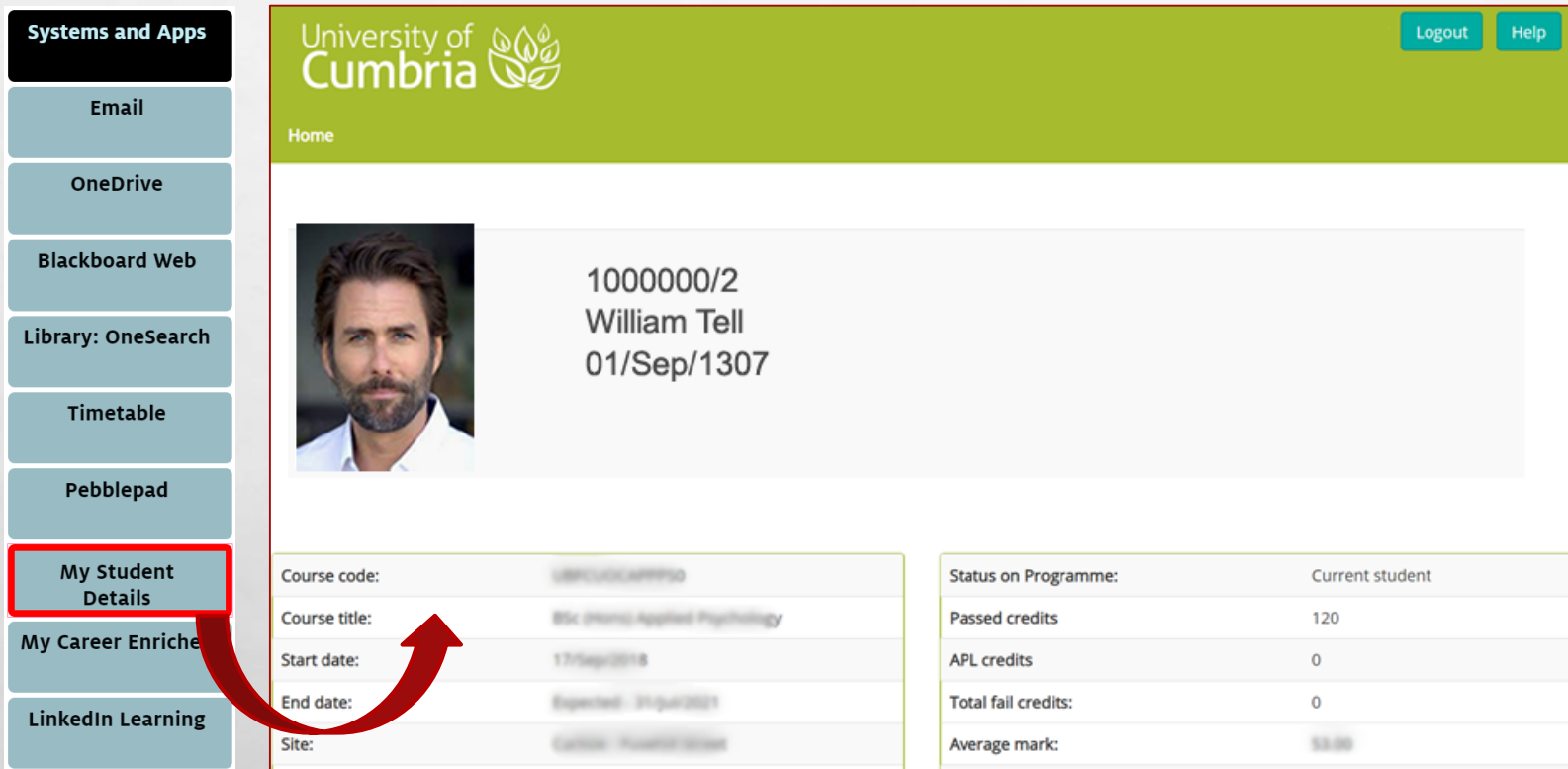
Exam Timetables are separate and are available on My.Cumbria: [Examinations](#)





# ICON – YOUR PERSONAL DETAILS

Student Hub → ICON



University of Cumbria

Logout Help

Home

1000000/2  
William Tell  
01/Sep/1307

Course code:	U06CUMCUMPS0
Course title:	BSc (Hons) Applied Psychology
Start date:	17/Sep/2018
End date:	Expected: 31/Jun/2021
Site:	Cumbria - Preston Campus

Status on Programme:	Current student
Passed credits	120
APL credits	0
Total fail credits:	0
Average mark:	53.00

Clicking on My Student Details will take you into ICON.

This is the system that centrally holds your student records. You can update your address and contact details here.

The system also holds a record of your course and displays the finalised grades for any modules you have already taken.

[More about ICON](#)

# LINKEDIN LEARNING



Student Hub → LinkedIn Learning

**Systems and Apps**

- Email
- OneDrive
- Blackboard Web
- Library: OneSearch
- Timetable
- Pebblepad
- My Student Details
- My Career Enriched
- LinkedIn Learning**

**Search** [UoC Website] [Student Hub]

**MY | University of Cumbria** STUDY MY COURSE STUDENT LIFE CONTACT A TO Z

My.Cumbria Libraries, Learning and Research ▼ **LinkedIn Learning** ▼

## LinkedIn Learning

The LinkedIn Learning library of 9,000+ digital courses are taught by industry experts and cover a wide range of business, creative and technical topics, from leadership “soft skills” to design principles to programming. They’re always evolving the library adding at least 25 courses a week, and teaching the leading-edge skills you need to stay current.

The courses are broken down into bitesized chunks, so you can watch a short video now and continue next time you're free.

- [Back to Libraries, learning and research](#)
- [Books and Ebooks](#)
- [Copyright](#)
- [Cumbria Card](#)
- [Eresources A to Z](#)

The **LinkedIn Learning** library of 10,000+ digital courses are taught by industry experts and cover a wide range of topics. It is completely free for you to use whilst a student at the university.

The LinkedIn Learning link in the Student Hub takes you to the information page, on My.Cumbria, which shows you how to activate your account.

Be more prepared for your studies and future employment by becoming **Digitally Capable** with our curated courses from LinkedIn Learning.





PC/Laptop

# WHERE NEXT?

**PC / Laptop**



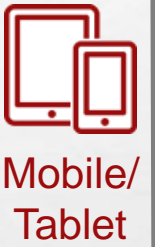
**Mobile / Tablet**





**Final Tips**



# USING A MOBILE DEVICE OR TABLET



When using a mobile device or tablet, many websites, systems and services will try to push as much important information onto the screen as possible.

This will often mean that any sidebar menus and main navigation menus are either pushed off the side of the screen or shrunk behind either a “waffle menu” icon  or a “three dots” icon .

We will show you how this affects our systems and services, but you should be aware of this when visiting other sites.

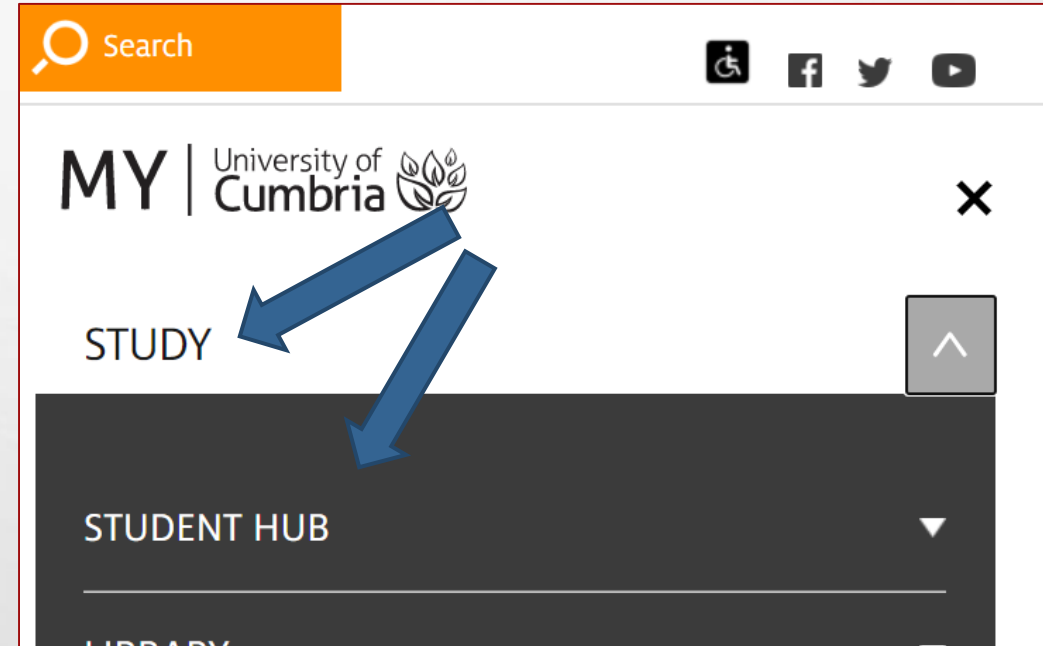


# ACCESS THE STUDENT HUB



Mobile/  
Tablet

On a **mobile device** – go to [my.cumbria.ac.uk](https://my.cumbria.ac.uk). Click on the waffle menu ☰ icon, expand **Study** and then select **Student Hub**.



Use your university email address ([s0000000@uni.cumbria.ac.uk](mailto:s0000000@uni.cumbria.ac.uk)) and university password to login to the Student Hub.

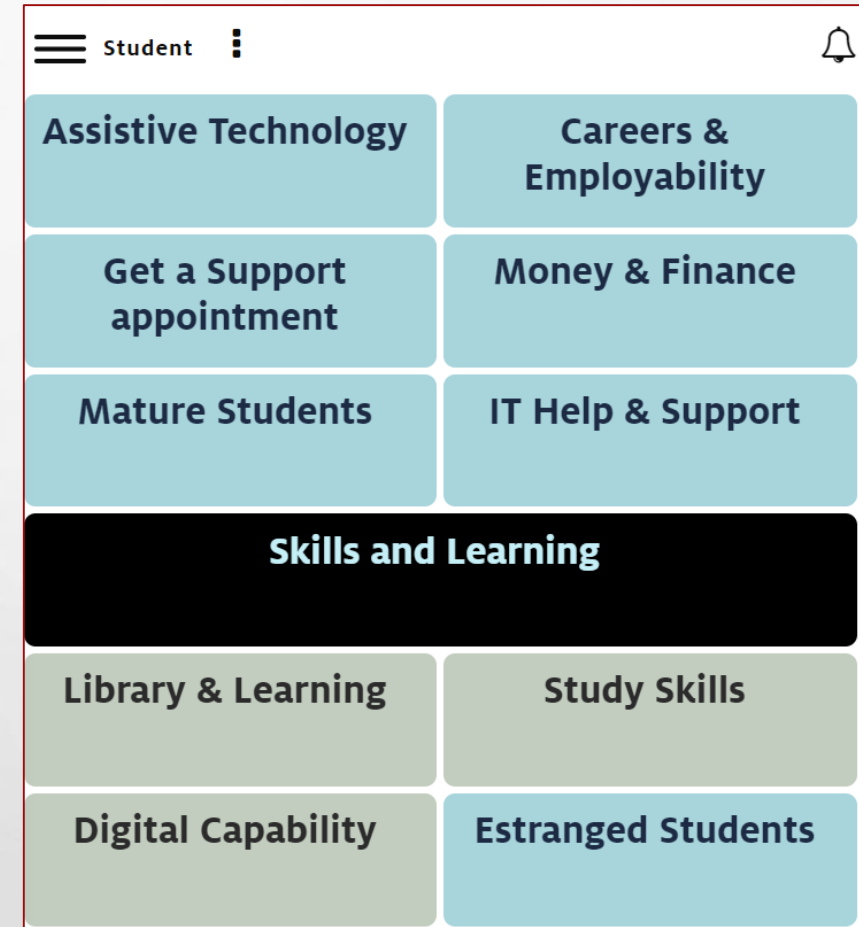
# STUDENT HUB

The student hub, on a mobile device, shows all of the available systems and services but has shrunk the columns (that you would see on a computer screen) into blocks under the headings:

Systems and Apps, Wellbeing and Support, Skills and Learning, Course Admin, Tools and Forms, Placements, People and Dates and My...

**Explore these items to discover what is available.**

The waffle menu will give you access to everything, but in a simple alphabetical list.



Mobile/  
Tablet

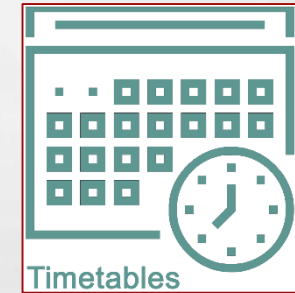
# STUDENT HUB - SYSTEMS



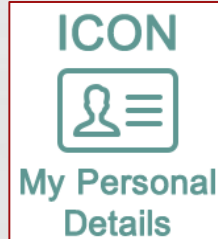
Mobile/  
Tablet

From the Student Hub, we are going to explore some of the systems that you **NEED** to use for your studies. These all sit under the Systems and Apps heading.

## Blackboard



## OneSearch





Mobile/  
Tablet

# BLACKBOARD - MyBb

Student Hub → Blackboard

The screenshot shows the Student Hub interface. On the left, under 'Systems and Apps', there is a list of links: Email, OneDrive, Blackboard Web (highlighted with a red box), Library: OneSearch, Timetable, Pebblepad, My Student Details, My Career Enriched, and LinkedIn Learning. A red arrow points from the 'Blackboard Web' link to the 'My Courses' section of the Blackboard MyBb page. The MyBb page shows the University of Cumbria logo, a 'My Courses' section with a list of courses (HLLF4006 Approaches to social care, HLLF4009 Fundamental approaches to practice, HLLF4112 Fundamentals of Professional Practice, HLLF4114 Introduction to health and wellbeing), a 'My Announcements' section with no recent announcements, and a 'University Notice Board' section.

Clicking on Blackboard Web (in the Student Hub) will open the Blackboard **MyBb** page in a new window.

Because you have already signed into the Student Hub, you will not normally have to sign into Blackboard as well.

The **MyBb** page shows you all of the modules you are currently enrolled on, any Announcements from your tutors or the university and the University Notice Board.

Click into any of your modules to explore their contents.

On a mobile device, all of the page content is reduced to a single column and the main top menu is reduced to a “waffle menu” icon.





Mobile/  
Tablet

# BLACKBOARD – SIDEBAR MENU

The screenshot shows the Blackboard interface for the University of Cumbria. The top navigation bar includes the University of Cumbria logo, the user name 'Sebastian Meer', and navigation links for MyBb, Staff, Students, Courses, and LITE. Below this, there's a section for 'CAPE Exemplar Blackboard Site 2019-20' with a dropdown menu and an 'Announcements' link. The main content area displays a grid of images and a 'Course' button. The sidebar menu on the left lists various options: CAPE Exemplar Blackboard Site 2019-20, Announcements, Module Information, Module Team, Learning Materials, Reading List, Discussions, Assessment, LinkedIn Learning, Research and Writing Tips, Module Evaluation, and Tools. A red arrow points to the 'Announcements' link in the sidebar menu, with the text 'Sidebar menu' next to it.

When visiting an individual module, on a computer, you will easily be able to view and use the left-hand sidebar menu to navigate around the module content.

On a small screen, such as a phone or tablet, Blackboard shrinks the sidebar menu off the side of the page.

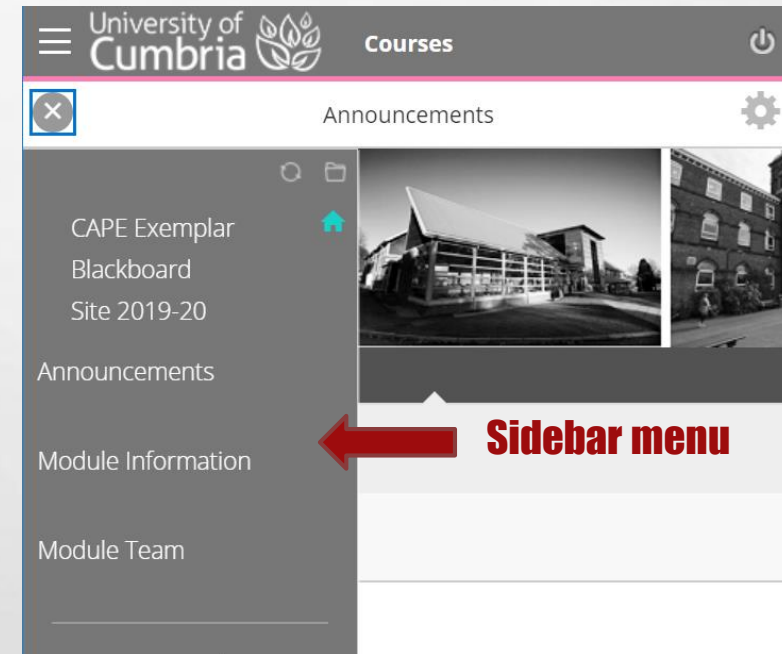
On the next slide we can see how to view the sidebar menu on a smaller screen.



Mobile/  
Tablet

# BLACKBOARD – SIDEBAR (PHONE)

On a **small** screen (**phone**) the sidebar is collapsed and can be accessed from the small (>) button.

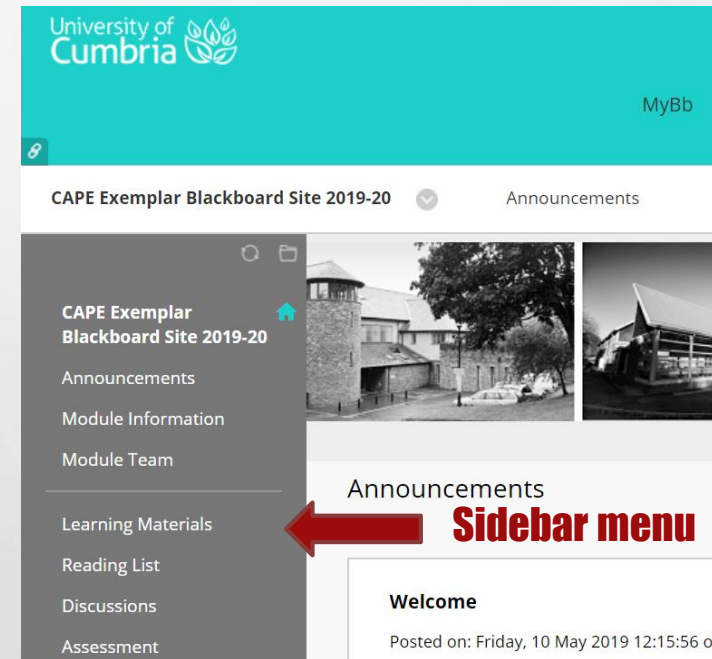
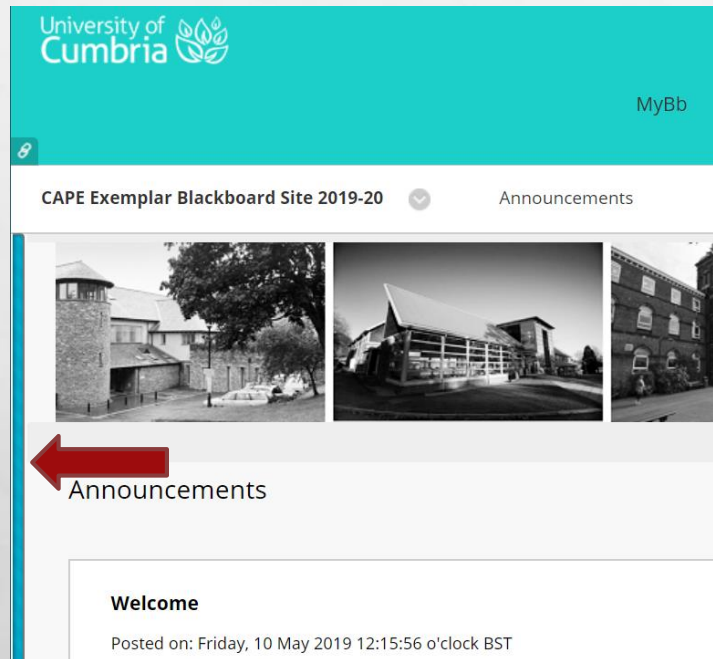




Mobile/  
Tablet

# BLACKBOARD – SIDEBAR (TABLET)

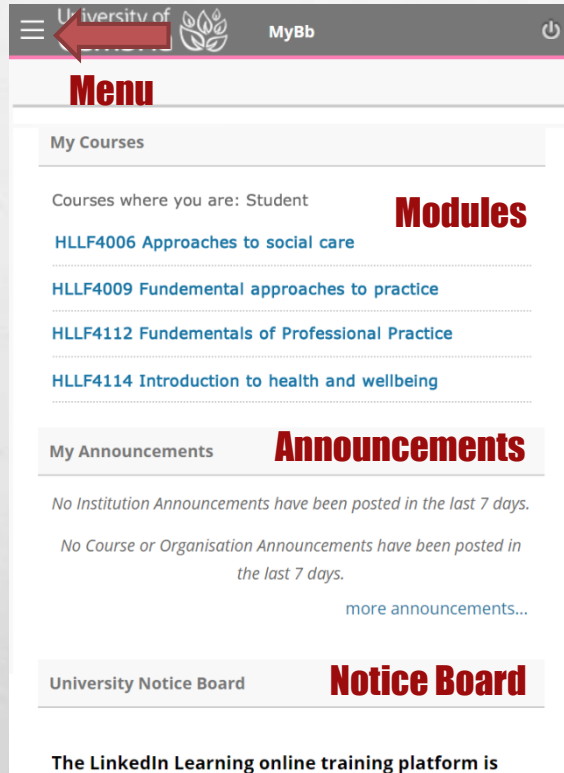
On a **medium** screen (**tablet**) the sidebar is simply pushed off the side of the screen and can be accessed by tapping on the left-hand edge of your screen.






Mobile/  
Tablet

# BLACKBOARD – WAFFLE MENU



The waffle menu , in Blackboard, gives access to the **Students** section which we will introduce on the next slide.

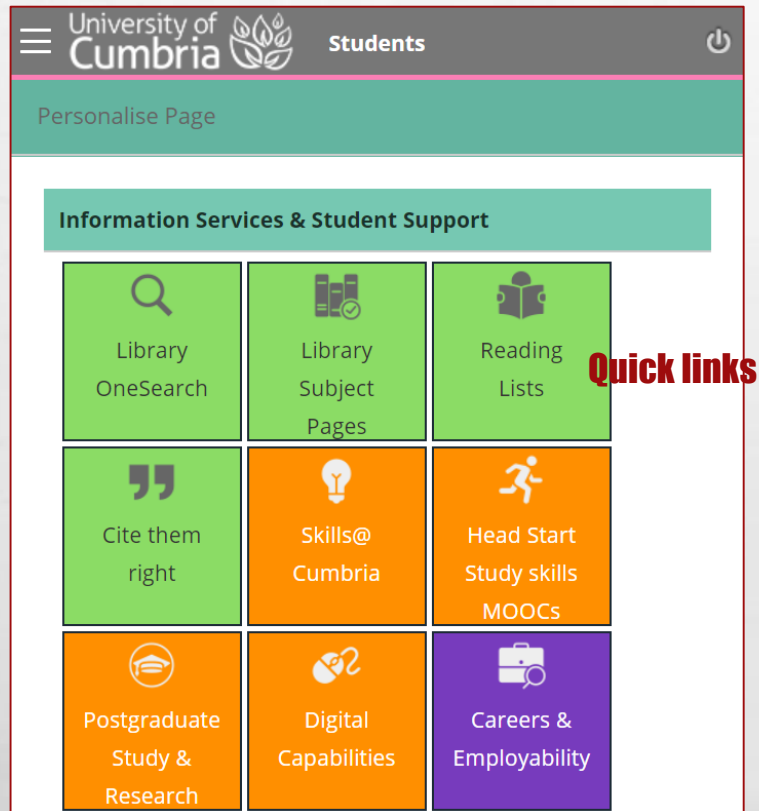






Mobile/  
Tablet

# BLACKBOARD – STUDENTS SECTION



Using the waffle menu ☰ you can visit the **Students** section.

This includes additional quick link access to a wide range of support and services including Head Start, Study Skills, Cite them right, the Turnitin Test Area, Digital Capabilities, and more...

You can also scroll down to find some commonly used forms, information about updating your Blackboard profile and links to the Blackboard mobile apps.

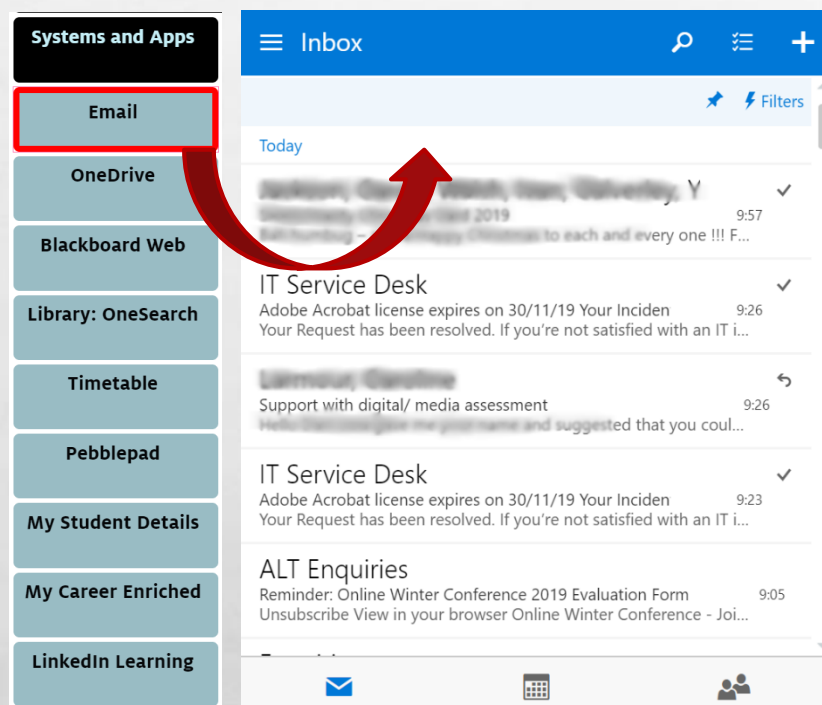
[More information about Blackboard](#)



# STUDENT EMAIL



**Student Hub → Outlook Email**




Clicking on the **Email** button in **Student Hub** will take you into your University Email inbox.

University Email is a Microsoft Outlook account and is the university's first point of contact with you, now that you have started your course.

This account works much the same as a personal Outlook or Hotmail account, so you may need to ensure you are logged out of any personal accounts before you launch this one.

Your account is directly connected to the university address book, so if you compose a new email, you can click on the **To** field and search for university staff and students.

On a mobile device you will find your email folders and your profile information hiding behind the waffle menu  icon.

# UNIVERSITY ONEDRIVE



Mobile/  
Tablet

Student Hub → Outlook Email

Name	Modified
1 Presentation	May 16
2019	February 21
Attachments	March 10, 2017
Audio	September 25
CSBOSE	December 21, ...
Files 2014-15	December 16, ...
Files 2015-16	December 19, ...
Files 2016-17	August 7, 2017
Files 2017-18	September 5, 2...

Clicking on **OneDrive** will take you into your University online storage area. You may already have a personal OneDrive account, but this one is connected to your university login.

If you already have a personal OneDrive with a Hotmail or Outlook.com account – please be aware that this is a separate account and you will need to login to it separately. [You can also add your personal and university OneDrives to a single OneDrive App](#) and switch between the two.

You can access your OneDrive from any location where you have internet access, so it makes a great space to save all of your work including drafts.

Saving documents on a university computer will save them into your OneDrive.

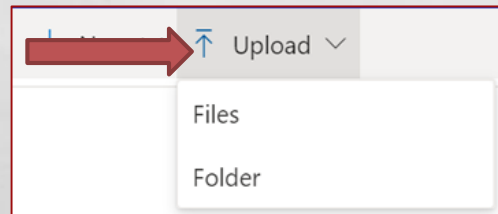
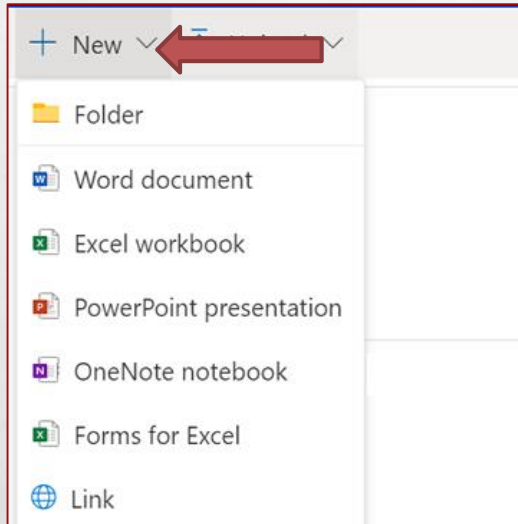
On a mobile device you will find additional options hiding behind the waffle menu ☰ and settings are hidden behind the three dots ⋮ menu in the top bar.



# UNIVERSITY ONEDRIVE



Mobile/  
Tablet



From the top bar menu in OneDrive, you can create a **+ New**:

- Folder
- Word Document
- Excel Spreadsheet
- PowerPoint Presentation
- OneNote Notebook
- Form
- Link (to an external resource)

Whilst all of these objects can be worked on within the web browser using the online versions of Office 365, it is much easier to use either the dedicated mobile apps (see next slide) or switch to a larger screen.

You can also **↑ Upload** individual files and complete folders.

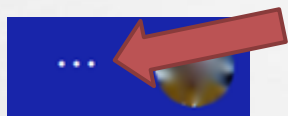
[More about university OneDrive](#)



# MICROSOFT OFFICE 365



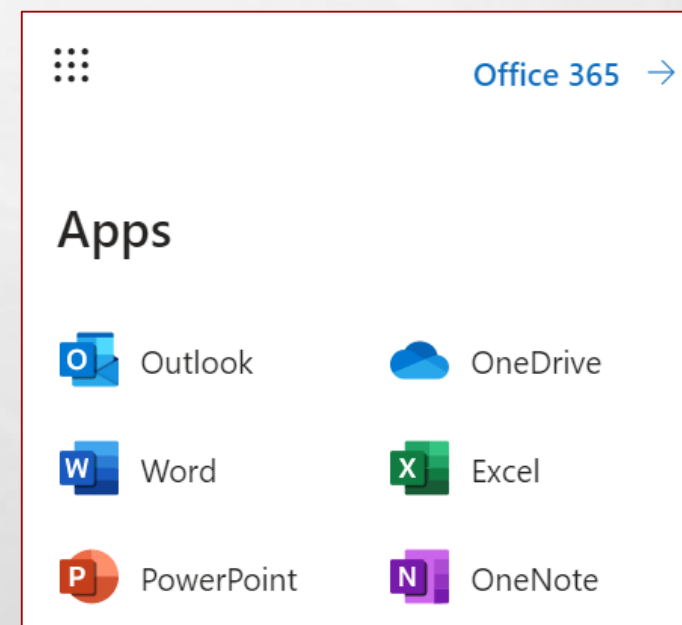
Mobile/  
Tablet



From your University OneDrive, you can click on the three dots ... menu and access the rest of the available **Office 365** online tools through the 9 dots App launcher icon.

These include online versions of Word, Excel, PowerPoint and OneNote. Anything you create using these online tools will be saved into your University OneDrive.

[More about Office 365](#)





Mobile/  
Tablet

# MICROSOFT OFFICE 365 APPS



When working on a mobile device it is often easier to use a dedicated app which has been created for your smaller screen, rather than struggling with a sometimes less than perfect experience in a mobile web browser.

You can download and install the Microsoft Office 365 apps for Android and iOS (Apple), sign them into your university account and use them to create, share and collaborate on a range of document types.

Available apps include: Word, PowerPoint, Excel, OneNote, OneDrive and Outlook.

[my.cumbria.ac.uk/apps](https://my.cumbria.ac.uk/apps)



Mobile/  
Tablet

# LIBRARY SEARCH - ONESEARCH

Student Hub → OneSearch

The screenshot shows the Student Hub on the left with a sidebar containing links: Systems and Apps, Email, OneDrive, Blackboard Web, Library: OneSearch (highlighted with a red box and labeled '1'), etable, Pebblepad, My Student Details, My Career Enriched, and LinkedIn Learning. A red arrow points from 'Library: OneSearch' to the OneSearch home page. The OneSearch page has a search bar labeled 'Enter keywords' and a 'Welcome to OneSearch' message. A red box labeled '2' highlights the three dots menu icon in the top right of the OneSearch page. A red arrow points from this icon to a 'MY ACCOUNT' overlay menu. This menu is labeled '3' and contains options: ENGLISH, SIGN IN, and a search bar. Below the overlay, the OneSearch page content is visible, including a 'NEW SEARCH' section and a 'JOURNAL SEARCH' section.

(1) Clicking on **OneSearch** (in the Student Hub) will take you to the OneSearch home page. This is where you can search for everything that our libraries have to offer, including:

- Books
- Ebooks
- Journals
- Eresources
- Teaching Practice Resources
- Audio/Visual Resources
- And much more...

OneSearch also links to Reading Lists and the Insight repository.

(2) The three dots ... icon hides your (3) account functions and additional search features.

Sign in to OneSearch for a better experience and to save your searches.

[Discover how to find reliable information for your studies.](#)



# YOUR TIMETABLE



Mobile/  
Tablet

## Student Hub → Timetables

Systems and Apps

Email

OneDrive

Blackboard Web

Library: OneSearch

**Timetable**

Pebblepad

My Student Details

My Career Enriched

LinkedIn Learning

University of Cumbria

Timetables 2019/20

[Timetable Home](#)  
[Programmes](#)  
[Modules](#)  
[Student Groups](#)  
[Locations](#)

### Welcome to the University of Cumbria's Online Timetabling System

**These timetables are as close to final as possible; but some sessions may be subject to change therefore it is important that you continue to check regularly.**

These pages will allow you to view your timetables for the 2019-20 Academic Year. You can search the timetables via Programmes and Modules and there is also the facility to search by Student Group if you have been allocated to one for your Programme.

You can also use this service to view room timetables and staff have the option to view the staff timetables.

### How to find and interpret your timetable

For each menu option you will need to identify and select your relevant Programme, Module or Student Group from the list. You can do this either by scrolling through the list or by using the search facility.

You will also need to select the week and time options. N.B. Most Programmes are delivered Mon-Fri between 9am-6pm although some may fall outside these times. (Please select the 'Extended Day' to check for sessions that fall outside these hours)

The format you want to view your timetable, either as a Grid or List, can be selected by choosing the relevant radial button. To help you understand your timetable better, guides are available here:

[Guide To Grid Format](#)  
[Guide To List Format](#)

### Guide To Academic Week Numbers

The University Academic year is divided into weeks numbered 1-52. These are referenced on your Timetable - a guide translating these week numbers into dates is available here: [Academic Weeks](#)

Clicking on **Timetable** will take you to the landing page of the university timetabling system.

Here you can look up your timetables (by individual weeks or a full semester) which give you module codes, times and locations for all of your taught sessions.

Search by Programme, Module, Student Group or Campus Location.

The Timetable system is not fully optimised for mobile devices and is best viewed on a larger screen.

Exam Timetables are separate and are available on My.Cumbria: [Examinations](#)







Mobile/  
Tablet

# ICON – YOUR PERSONAL DETAILS

Student Hub → ICON

**Systems and Apps**

- Email
- OneDrive
- Blackboard Web
- Library: OneSearch
- Timetable
- Pebblepad
- My Student Details**
- My Career Enrichment
- LinkedIn Learning

University of Cumbria

1000000/2  
William Tell  
01/Sep/1307

Course code:	1000000/2
Course title:	William Tell
Start date:	01/Sep/1307
End date:	Expected: 31/Sep/1307
Site:	Cumbria: Preston/1307

Clicking on **My Student Details** will take you into **ICON**.

This is the system that centrally holds your student records. You can update your address and contact details here.

The system also holds a record of your course and displays the finalised grades for any modules you have already taken.

ICON works well on mobile devices. It stacks everything into a single column that you need to scroll down. Some additional options are available from the waffle menu.

[More about ICON](#)



# LINKEDIN LEARNING



Mobile/  
Tablet

Student Hub → LinkedIn Learning

Systems and Apps

Email

OneDrive

Blackboard Web

Library: OneSearch

Timetable

Pebblepad

My Student Details

My Career Enriched

LinkedIn Learning

Search

UoC Website

Student Hub


MY | University of Cumbria

STUDY MY COURSE STUDENT LIFE CONTACT A TO Z

My.Cumbria Libraries, Learning and Research ▼ LinkedIn Learning ▼

LinkedIn Learning

The LinkedIn Learning library of 9,000+ digital courses are taught by industry experts and cover a wide range of business, creative and technical topics, from leadership “soft skills” to design principles to programming. They’re always evolving the library adding at least 25 courses a week, and teaching the leading-edge skills you need to stay current.



The courses are broken down into bitesized chunks, so you can watch a short video now and continue next time you're free.

Back to Libraries, learning and research

Books and Ebooks

Copyright

Cumbria Card

Eresources A to Z

The **LinkedIn Learning** library of 10,000+ digital courses are taught by industry experts and cover a wide range of topics. It is completely free for you to use whilst a student at the university.


The LinkedIn Learning link in the Student Hub takes you to the information page, on My.Cumbria, which shows you how to activate your account.

**Be more prepared for your studies and future employment by becoming [Digitally Capable](#) with our curated courses from LinkedIn Learning.**

LinkedIn Learning is optimised for mobile devices and works very well.

A LinkedIn Learning app is also available for Android and iOS (Apple) – see [Mobile Apps](#) for more information and download links.

Skills@Cumbria

University of  
**Cumbria** 

# WHERE NEXT?

**PC / Laptop**



**Mobile / Tablet**



**Final Tips**





# FREE MICROSOFT OFFICE 365

Students and staff at the University of Cumbria are entitled to download and install Office 365 on up to 5 Windows and Mac computers.

See [Educational software discounts](#) for more information.

Mobile App versions of the Office 365 tools are also available for free: [Mobile Apps](#)







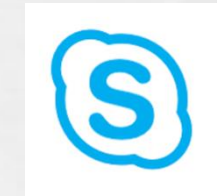
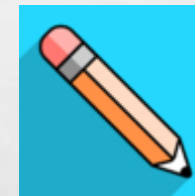
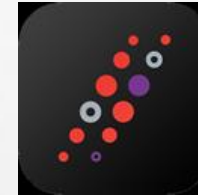
Top Tips

# MOBILE APPS

Along with the Office 365 Apps, you can also download and install Android and iOS (Apple) Apps for:

- Student Hub
- Blackboard
- Skype for Business
- PebblePad
- LinkedIn Learning
- Way2Pay (payment portal for catering credit and balance)

See the [Mobile Apps](#) page on My.Cumbria for more information and links to App downloads.





Top Tips

# DIGITAL COMMUNICATION

Along with being able to access the official university systems, you should also be very aware of your safety and responsibilities when working in an online environment. The following links point to advice and support for staying safe online.

- [Cyber Security](#)
- [Social Media and You](#)
- [Social Media for Professional Courses](#)
- [Email Etiquette](#)





Top Tips

# END

- If you still find yourself having problems accessing any of our systems, please contact the **IT Service Desk** in the first instance: [my.cumbria.ac.uk/it](https://my.cumbria.ac.uk/it)
- Queries about anything “**Library**” should be directed to your nearest campus Library: [my.cumbria.ac.uk/library](https://my.cumbria.ac.uk/library)
- **Academic Skills** support is available through Skills@Cumbria: [my.cumbria.ac.uk/skills](https://my.cumbria.ac.uk/skills)
- **Wifi** and Internet access at university: [my.cumbria.ac.uk/wifi](https://my.cumbria.ac.uk/wifi)
- **All other support** and services can be found via the student website: [my.cumbria.ac.uk](https://my.cumbria.ac.uk)