

Digital Capabilities

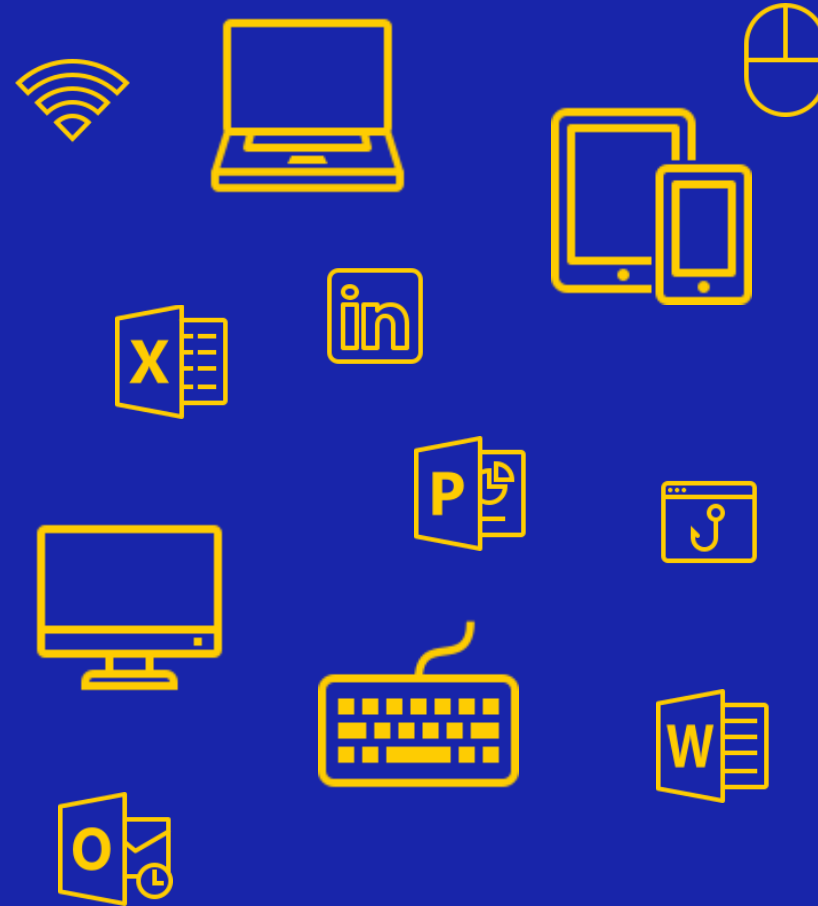
IT systems, software and services

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What do you need to know?

- 🖱️ Getting Started (Student Hub / Blackboard)
- 🖱️ FREE Online Courses (Linkedin Learning)
- 🖱️ Microsoft Word
- 🖱️ Presentations (screen and/or posters)
- 🖱️ Microsoft Excel
- 🖱️ Student Email / OneDrive
- 🖱️ Turnitin
- 🖱️ FREE Microsoft Office
- 🖱️ Cyber Security / Social Media
- 🖱️ Wifi / Eduroam





Student Hub / Blackboard

What you need it for:

The **Student Hub** is your central point for all systems and services at UoC.

Blackboard is the learning and teaching platform used by your tutors to deliver teaching materials, discussions and resources. You will often submit your assignments here.

Direct Links:

Student Hub <http://hub.cumbria.ac.uk/>

Blackboard <https://mylearning.cumbria.ac.uk/>

Where to find help:

[Student Hub](#) (My.Cumbria)

[Blackboard](#) (My.Cumbria)



FREE Online Courses (Linkedin Learning)

What you need it for:

The LinkedIn Learning library of 10,000+ 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. A great starting place for everyone is our Digital Capabilities Pathways which help you to improve your IT skills.

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

Where to find help:

[Linkedin Learning](https://my.cumbria.ac.uk/lil) (my.cumbria.ac.uk/lil)

[Digital Capabilities Pathways](https://my.cumbria.ac.uk/lildigital) (my.cumbria.ac.uk/lildigital)



Microsoft Word

What you need it for:

Microsoft Word and its equivalents are central to much of the writing done at university and are used in the majority of workplaces for writing reports, letters and other documents.

You will usually be expected to write essays, reflections, reports and your dissertation using Word. Assignment submission is often expected in Word format.

Where to find help:

[Learning Word 2016](#) (Linkedin Learning)

[Microsoft Office – Word 2016](#) (My.Cumbria)

[Writing at University](#) (My.Cumbria)



Presentations

What you need it for:

While you are at University you will probably be asked either individually or as a group, to make a presentation of some kind. These can be either quite informal, such as introducing yourself to a group, or more formal with either rules or guidance applied to them for assessment purposes.

Most of us will also need to do some presentations in the workplace, including during your job interview. Practice makes perfect.

Where to find help:

[Presentations](#) (My.Cumbria)

[Learning PowerPoint 2016](#) (Linkedin Learning)

[Microsoft Office – PowerPoint 2016](#) (My.Cumbria)



Microsoft Excel

What you need it for:

Spreadsheets are used in an extensive range of courses to analyse data, display information and create graphs & charts. It is also widely used in the workplace for the same functionality and you will be expected to have a reasonable grasp of it for many office-based roles.

Excel is the most commonly used spreadsheet software and the foundations learnt in this also translate well for those using databases.

Where to find help:

[Learning Excel 2016](#) (Linkedin Learning)

[Microsoft Office – Excel 2016](#) (My.Cumbria)

[Numeracy Resources](#) (My.Cumbria)



Student Email (Outlook)

What you need it for:

Your student email account is a Microsoft Outlook account. It is the university's first point of contact with you. It includes the University of Cumbria address book and provides direct access to Office 365 online and your university cloud storage.

Your email address (s*****@uni.cumbria.ac.uk) helps provide access to a number of other services and systems such as: Student Hub, OneDrive and a range of external library resources.

Where to find help:

[Learning Outlook 2016](#) (Linkedin Learning)

[Office 365 – Email](#) (My.Cumbria)

OneDrive for Business

What you need it for:

UoC OneDrive is online storage intended for storage of your files whilst you are a student at UoC. Your UoC OneDrive is managed by the University. It allows you to work directly on your files, documents and assignments in Office365 and also lets you share and collaborate on working documents within your groups.

You can access your OneDrive via the Student Hub, your university email or directly from onedrive.live.com (using your UoC email address as your username).

Where to find help:

[Learning OneDrive](#) (Linkedin Learning)

[OneDrive Quick Tips](#) (Linkedin Learning)

[Office 365 – OneDrive](#) (My.Cumbria)



Turnitin

What you need it for:

Turnitin is an originality checking and plagiarism prevention service that checks your writing for citation mistakes or inappropriate copying. Turnitin is plugged into Blackboard and PebblePad and is used by the university to detect plagiarism.

The Turnitin Test Area (available from the “Students” tab in Blackboard) has been created to allow you to check your referencing before formally submitting your assignments.

Where to find help:

[Turnitin](#) (My.Cumbria)

Turnitin Test Area (see the Students tab in [Blackboard](#))





FREE Microsoft Office

What you need it for:

Microsoft Office is the most commonly used office suite software and is available free to download (on up to 5 Windows / Mac devices) for all students and staff of the university.

This desktop version of Office 365 includes: Word, PowerPoint, Excel, Outlook, Publish, Access and Skype for Business.

Where to find help:

[Educational Software Discounts – FREE Office 365](#) (My.Cumbria)

[Microsoft Office Help](#) (My.Cumbria)

[Digital Capabilities Pathways](#) (My.Cumbria)

Cyber Security

What you need it for:

Cyber security is everyone's responsibility. We want you to be safe when using computers or accessing the internet for both your studies and for leisure, without being bullied, scammed or losing either your ideas or identity. Cyber security is about being smart about how you access and use technology. If you understand the problems, you can help to reduce your own risk!

You need to be aware of cyber security risks at university, home and in your future employment.

Where to find help:

[Cyber Security](#) (My.Cumbria)

[Internet Safety for Students](#) (Linkedin Learning)





Social Media

What you need it for:

Most people use some form of social media and think nothing of posting images and status updates, but there are some obvious pitfalls to this.

Are you on a professional course? Will you have students or patients? Will you be working with young people? Other people can find what you have posted – does any of it show you in a bad light? Is there anything that might breach the rules of your professional body or that future employer might see as negative?

Posting images whilst on holiday? Have you just told the world that your house is currently empty? There are lots of security and identity implications to what and when you post.

Where to find help:

[Cyber Security](#) (My.Cumbria)

[Internet Safety for Students](#) (Linkedin Learning)

Wifi / Eduroam

What you need it for:

Wireless access points are available across all of our university sites. They offer high speed wifi access to the internet through our UoC and Eduroam logins.

Eduroam (education roaming) is the secure, world-wide roaming access service developed for the international research and education community.

Eduroam allows students, researchers and staff from participating institutions to obtain Internet connectivity across campus and when visiting other participating institutions using their Wi-Fi enabled devices.

Where to find help:

[Wifi at UoC](#) (My.Cumbria)

[Eduroam](#) (My.Cumbria)





Further Help

If you have any problems accessing any of these systems or services – contact the IT Service Desk for help:

[Getting IT Help](#) (My.Cumbria)

Log your own IT request or incident: <https://servicedesk.cumbria.ac.uk/rsdportal>

Email: itservicedesk@cumbria.ac.uk

Phone: 01228 888888

Passwords and Password Reset Service:

<https://my.cumbria.ac.uk/Student-Life/it-media/Passwords-and-Logins/>