

## Learning Development

### COMPUTERS AT THE UNIVERSITY

University Computers are arranged in 'Clusters' which:

- Are rooms full of desktop computers
- Anybody can use them

There are a range of clusters available. The following are a few examples:

- Main Library
- European Research Institute (ERI)
- Strathcona
- The Learning Centre
- Orchard Learning Resource Centre (OLRC)
- Mason Lounge
- Nuffield Centre

Additionally access is available in Learning Suits across campus. The following are a few examples:

- Garner
- Gisbert Kapp
- Poynting (PG students only)

For full details of the clusters and learning suits that are supported by IT Services please go to:

<http://www.is.bham.ac.uk/cs/spaces/>

All Machines in these Clusters:-

- Are fast machines with flat screens
- Can write CD's ( and usually DVD's)
- Will accept flash memory sticks
- Have printing facilities – **note that all printing is charged.**
- Some have scanners and webcams.
- Warning:** Some of these clusters are also used for teaching. Classes have priority over private study and class teachers may ask all non-members of

class to leave a cluster required for teaching.

### Using University computers - **Avoiding the deadline disaster**

#### HELPDESK HORROR STORIES

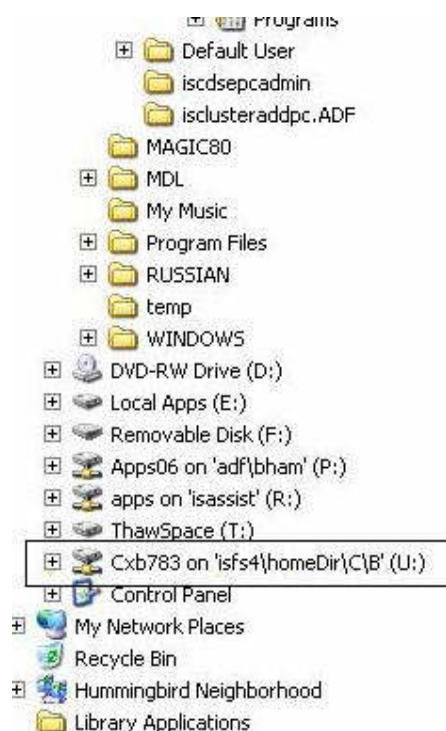
- Every year, University IT support staff have to deal with highly distressed students, who, when the time comes to hand in a critical assignment find... **THAT IT ISN'T THERE!!!**

#### WARNING!!!

- Lost or damaged discs and corrupted files are NOT accepted as valid reasons for late submission of work
- You are expected to keep backup copies of your work to avoid such a situation.

#### Saving Your Work

- When you log in, you are attached to your network home directory.
- This appears on all University machines as drive U: >>> (see example below)
- Always save to this drive first.



#### Why Use Drive U:

- It's accessible from any University machine
- It's copied to tape once every day
- This copy is NOT a substitute for a personal backup. File recovery from tape can take a week!*

#### While you are working...

- Save your work at *regular intervals* because....
- Computers go wrong. When they go wrong, anything you haven't saved will be lost.
- BETTER TO LOSE 10 MINUTES' WORK THAN 60 MINUTES!!!**

#### **Always Log Off When You Leave A Workstation!**

- If you don't, the next person who uses that workstation could delete or steal your work, read your email and generally abuse your account. You might be held responsible for their misdeeds!
- There is no automatic log off*

#### Before You Log Off...

#### ***Make a copy of the file you have saved on the U: drive!!!***

#### **COPYING – GOOD MOVES**

- Flash Memory Stick
- Avoid cheap memory sticks! They are a very common cause of lost work. £10 per Gb is a good guide price.*
- Mail the file to yourself

#### **COPYING – NOT-SO-GOOD MOVES**

- Floppy (1.44Mb) discs.
- Low capacity and prone to corruption
- CD/DVD
- OK if you know what you are doing, and understand the various types of disc.

#### **COPYING – REAL BAD MOVES**

- Do not save anything on the hard (C:) drive or Desktop of an IS computer cluster workstation.*
- As when the next person logs in, your work will be deleted from C: or Desktop – irrecoverably.***

#### Software on University Workstations

- Office 2003
- Project 2003
- Publisher 2003
- Eviews5
- GiveWin 2
- WinEcon7.1
- WinRats 6
- Citrix
- EndNote
- Maple 10
- Minitab 14
- NVivo 7
- SPSS 15

- and several others!*

#### And lastly: PRINTING

- All printing is charged.
- A4 black and white costs 5p per page
- You pay by putting credits on your ID card using one of these machines

#### **AND THAT'LL DO FOR NOW**

- If things go wrong, make for the Helpdesk in the Main Library!

#### **Learning Development**

Based on materials provided by the School of Social Science

For more information contact:

Rachel Wood  
Skills Development Manager  
Learning Development  
[r.wood@bham.ac.uk](mailto:r.wood@bham.ac.uk)

**or the Helpdesk, Main Library**