



# School of Philosophy, Psychology and Language Sciences

## UG TECHNOLOGY HANDBOOK

2019-2020



## INTRODUCTION

This handbook is designed to provide students with general information and guidance about technology provisions within the School of Philosophy, Psychology and Language Sciences (PPLS).

Handbooks were correct at the time of printing.

## OVERVIEW OF SYSTEMS

This section lists the main systems you will be required to use during your studies:

- Registering with EASE; the University's online authentication system
- MyEd Student Portal; your gateway to online resources available from the University
- Learn e-learning platform; home of our online courses and submission pages
- Student email Office 365; how to your official University of Edinburgh student email account
- Virtual Private Network (VPN); how and why to log in to the University network
- Library resources; accessing the wealth of online resources available through the library



Further section of the manual give detailed guidance on each of these systems.

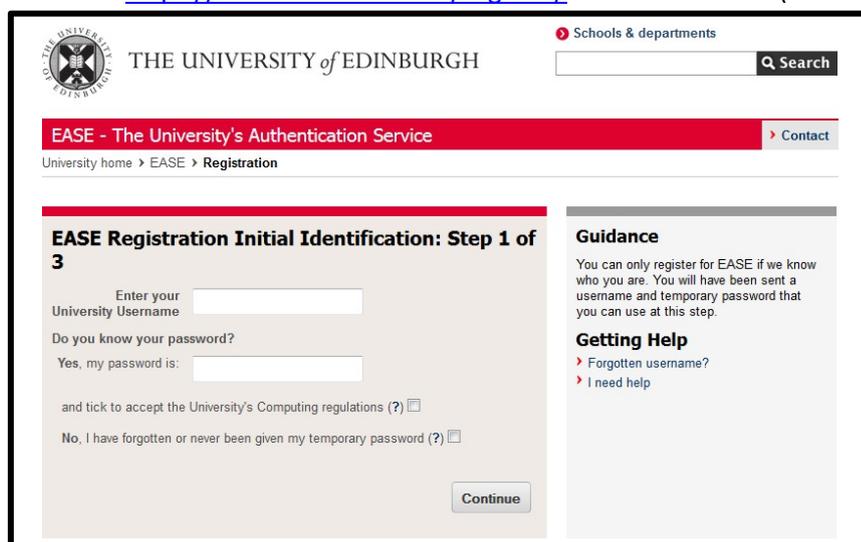
## REGISTERING WITH EASE

EASE is the University's online authentication service and is used to access MyEd, Learn, student email, e-journals, as well as other key University services.

Registering with EASE should be the first step you make to get access of the University's online services. You need to register only once. If you are a continuing student who has already studied at the University within 3 years, you should not need to re-register, just continue using your usual username and password.

To register with EASE:

1. Go to <https://www.ease.ed.ac.uk/register/>. You will see this (or a similar screen):



The screenshot shows the EASE registration page for The University of Edinburgh. The page title is "EASE - The University's Authentication Service". The main heading is "EASE Registration Initial Identification: Step 1 of 3". The form asks for the user's University Username and whether they know their password. If they know their password, they enter it. If not, they select "No, I have forgotten or never been given my temporary password (?)" and tick to accept the University's Computing regulations. A "Continue" button is at the bottom. On the right, there is a "Guidance" section and a "Getting Help" section with links for "Forgotten username?" and "I need help".

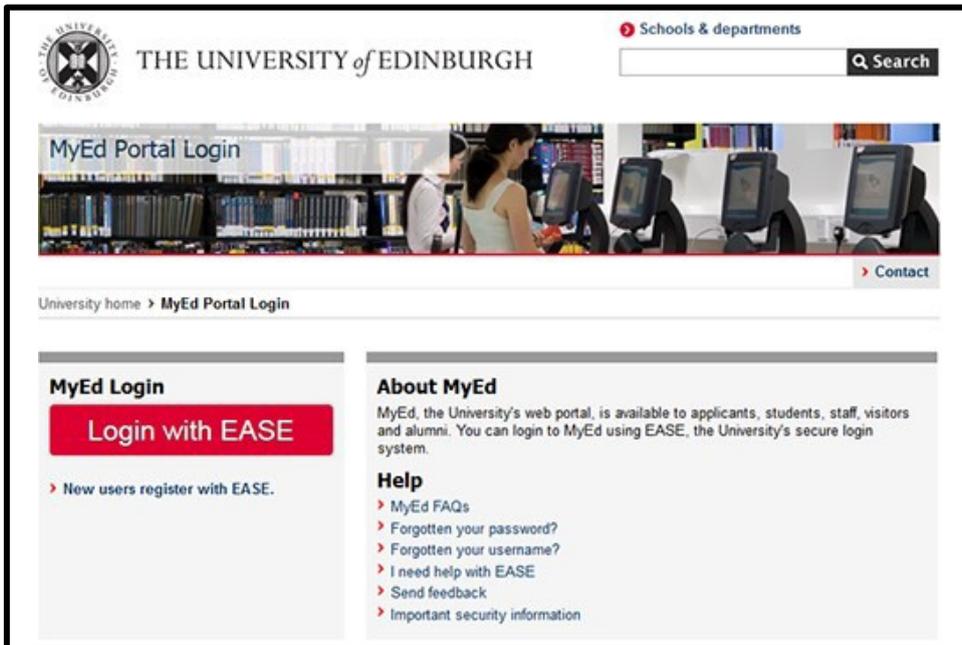
2. Enter your University Username (UUN) – this is your student number preceded by an ‘S’ (eg s1234567). If you do not know your UUN please contact the Undergraduate Teaching Office.
3. Enter your registration password. If you have lost the email message containing your password, tick the box that says ‘I have forgotten or never been given my registration password, please contact me with my registration details’. These will be sent to the email address in your application to study. Please do check that spam filters have not filed the email in a junk folder, or deleted the message
4. Check the box to accept the University’s computing regulations, and click on ‘Continue to next step’
5. You will now be prompted to create some shared secret information. This is used to allow you to reset your password if you have forgotten it, and also to verify your identity if you need Information Services help using EASE at a later date
6. Complete the information requested on the form, and then click ‘Continue to next step’
7. Your shared secrets information will now have been set up
8. Create your own password by typing it into the ‘Enter your new password’ box, and then confirm it by typing it again into the confirmation box underneath
9. Click ‘Set password’
10. Your new password will be set and your account is ready to use and you will be automatically logged into EASE

If you have any issues registering you should contact [is.helpdesk@ed.ac.uk](mailto:is.helpdesk@ed.ac.uk)

## **MyEd STUDENT PORTAL**

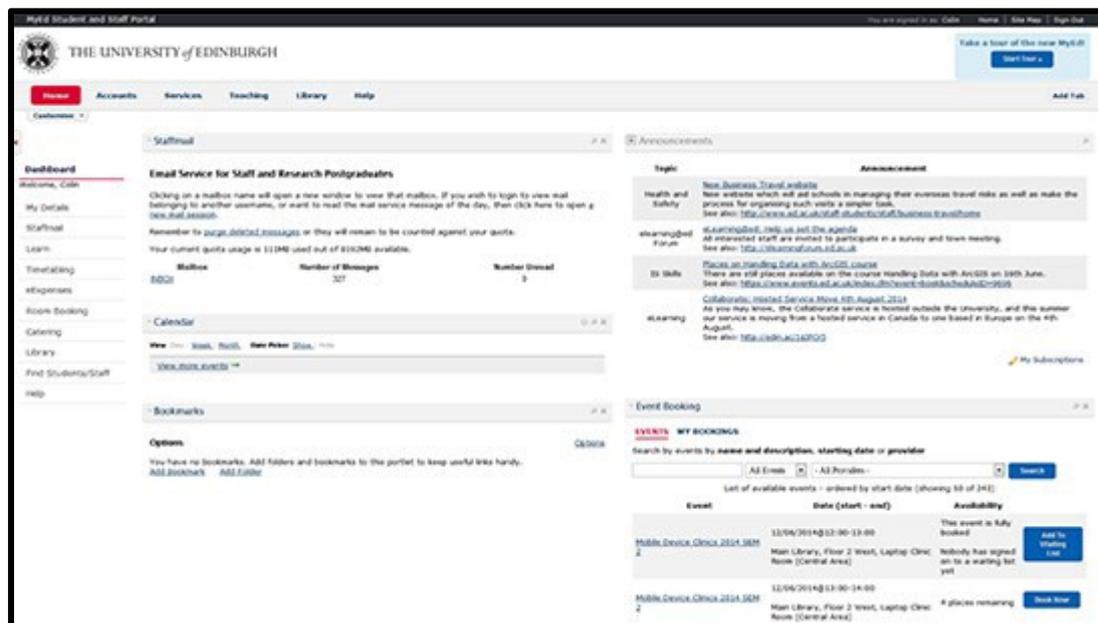
MyEd is the University’s student portal, through which you can access most of online University resources.

1. To log in to MyEd go to <https://www.myed.ed.ac.uk/> and click on ‘Login with EASE’



2. Enter your UUN and your EASE password
3. Click on Login
4. You should be taken to the MyEd front page
5. If you have problems logging in, use the links in the 'I need help with EASE' column on the right-hand side of the login screen

## Using MyEd



Boxes with various pieces of content (eg Announcements) are called 'Channels' and tabs at the top of the screen (eg MyStuff, Studies) switch between different screens. To personalise your view of MyEd you can use the 'Customise' links in the top-left corner of the screen. They offer different page layouts and allow you to move, add and remove channels from specific tabs. Clicking on 'Add Channel' opens a panel with available channels grouped into categories. You can also add more tabs by clicking on 'Add Tab'.

Spend some time exploring MyEd and try to make it a comfortable and intuitive environment, with channels you use most put in the most convenient places.

## LEARN (E-LEARNING PLATFORM)

Learn is the University's e-learning platform of choice. You can sometimes see it being referred to as a VLE (Virtual Learning Environment) – it means exactly the same.

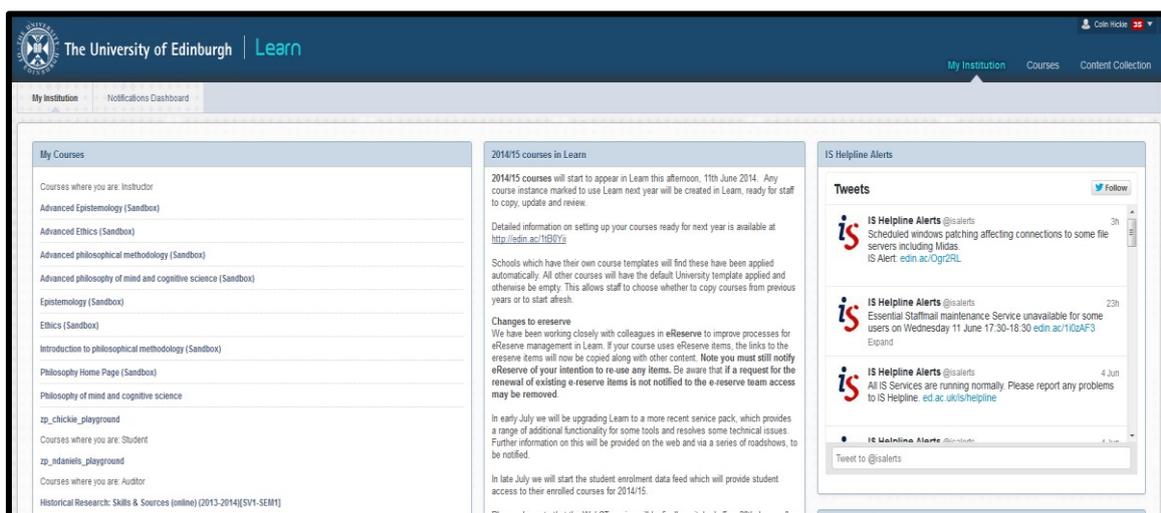
The UG School uses Learn as the main hub for materials and assessment submission. It provides you with access to discussion boards and course materials and gives you an opportunity to communicate with teaching staff as well as your fellow students.

We encourage you to get into the habit of logging into Learn regularly, to make sure you keep up with the schedule of your courses.

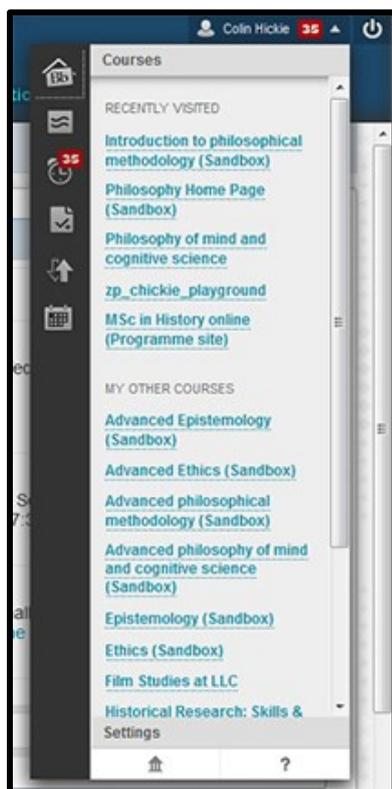
Learn can be accessed:

- Directly: [www.learn.ed.ac.uk](http://www.learn.ed.ac.uk) (you will need to click on log in with EASE and provide your EASE login details)
- Through MyEd (log in to MyEd at [www.myed.ac.uk](http://www.myed.ac.uk) click on the 'Studies' tab, then choose 'Learn' and 'Launch Learn')

The screenshot below shows the Learn homepage, with links to the courses you have access to grouped in the 'My Courses' box on the left. Recent course and University announcements are displayed in the 'My Announcements' box in the middle column.

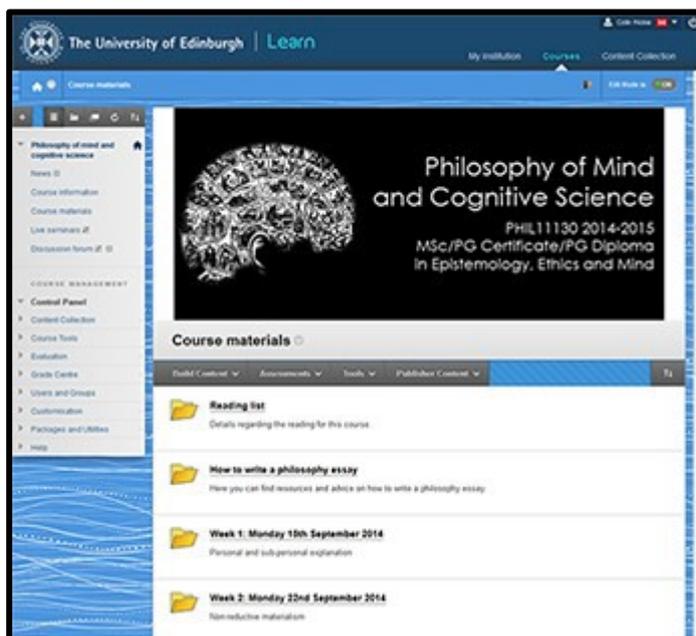


Clicking on your name in the top-right corner opens 'My Blackboard'. This single link, available from anywhere inside Learn, gathers news and information from all courses. It carries direct links through to new discussion posts, notifications and other new content on each course that you are enrolled on.



You can see the layout of a typical course site on Learn below, with the main menu on the left and content area occupying most of the screen.

You will be automatically enrolled on to the Learn sites for your chosen courses during Induction week. If you cannot find a site for a course that you enrolled on, please contact the UG Teaching Office.



## TURNITIN

All student coursework will be automatically submitted to the Turnitin plagiarism detection service.



The plagiarism detection service is an online service that enables institutions and staff to carry out an electronic comparison of students' work against electronic sources including other students work. Each new submission is compared with all the existing information.

The software makes no decision as to whether a student has plagiarised, it simply highlights sections of text that are duplicates in other sources. All work will continue to be reviewed by the course organisers. Once work has been submitted to the system it becomes part of the ever growing database of material against which subsequent submissions are checked.

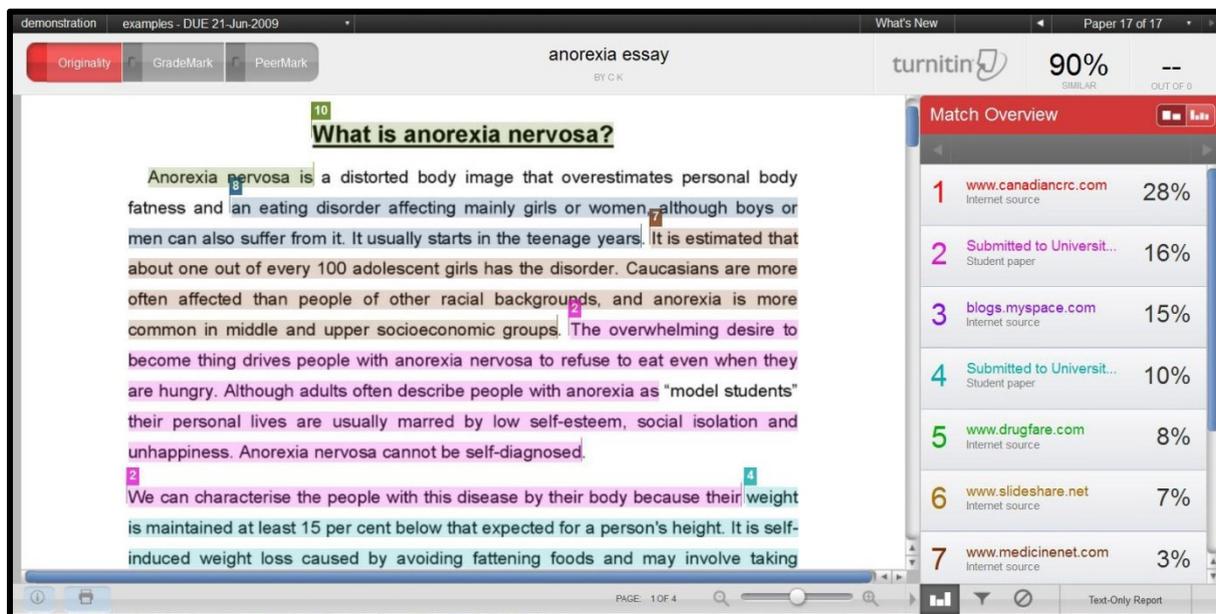
The software is used as a tool to highlight any instance where there is a possible case of plagiarism. Passages copied directly or very closely from existing sources will be identified by the software and both the original and potential copy will be displayed for the marks to view. Where any direct quotations are relevant and appropriately referenced, the markers will be able to see this and will continue to consider the next highlighted case. There is an online demonstration of the system available at <http://www.submit.ac.uk/>.

File formats currently accepted by Turnitin are:

- Microsoft Word (DOC and DOCX)
- Corel WordPerfect
- HTML
- Adobe PostScript
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)
- Hangul (HWP)

Note that the file size may not exceed 20MB. See the next section on reducing the size of your files. Also, pdf documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit. If no text is copied over, the selection is not actual text.

Turnitin will also be used for marking your submissions. Feedback will be given online and accessible through Learn.



Screenshot showing Turnitin's Originality Report

## REDUCING THE SIZE OF YOUR FILES

Large file sizes should be avoided wherever possible when sharing files with other people or systems.

They have a number of problems:

1. They are slow for other users to download and open
2. They clog up servers and printers
3. They are slow to upload and send

Trying to reduce the size of your files can be frustrating and time consuming. This section intends to give you some information about file sizes in general and how to reduce them effectively.

### File sizes in general

File sizes are generally (from smallest to biggest) in bytes, Kilobytes (KBs), Megabytes (MBs) or Gigabytes (GBs). Generally, any file over 3 Megabytes should be examined to see if there is a way to make the file smaller (if you intend to share the file). Different systems have different upload limits. If you try to upload a file which is over the limit, you will get an error message and your file won't be uploaded.

### Checking the size of your file

- Windows  
In Windows Explorer, right click on the file and go to the Properties option. This can be done for individual files but also folders or groups of files.
- Mac

In the Finder, select the file by clicking on it once. Then go to the File menu and select the Get Info option.

### What makes my file so big?

Having images and multimedia in files can make them big, for example if you have images in your lecture notes, essay or reports. Ideally you would reduce the size of each image that you are using in these notes, essay or reports before adding them to the document, but we are aware this is very time-consuming so are suggesting some other possible ways of reducing the size without going through this pain-staking process.

### Reducing individual image files

Make sure your images are JPG or GIF format. These are compressed formats of images and are much smaller than, say, TIFF formats. To convert an image to a JPG or GIF you can use a variety of free or cheap tools.

- A free web-based image manipulation tool like the following:  
pixlr.com: <http://pixlr.com/editor>
- Using PowerPoint, get some help:  
<https://www.wikihow.com/Edit-Pictures-Using-Microsoft-Office-PowerPoint>

You can usually decide on the quality of images when you save them. A good setting will depend on lots of different things, so it might take a bit of trial and error before you get a good size vs quality compromise. Make sure the images are the dimensions you need and no bigger. Again the tools listed above can help you with that.

### Reducing files after you've added images

It might be that you don't have time to reduce images in your files individually or that the file already exists and you need to compress after it has been created. This is also possible (although the size won't reduce as much as it would if you dealt with each image individually).

There are a variety of possibilities on how to do this and many of them depend on the file format (i.e. is it a PowerPoint file, Word document, PDF, etc) of the file. Some suggestions are provided for popular file types but not all file types are covered as there are too many.

### File types such as Word or PowerPoint documents

#### Suggestion

When you drag an image into a document, the image takes up a lot of space. To avoid these problems, add images using the 'Insert' option from the menu.

#### Use Compress Images from the Picture toolbar

Many versions of Office provide a Compress Images tool in the Picture toolbar (sometimes hidden by default). This is an excellent way of reducing the size of your file – images are compressed, extra details are discarded. Help for Office 2010/13: <http://office.microsoft.com/en-gb/help/compress-a-picture-HP001018672.aspx>

#### Create a PDF

Newer versions of Office come with their own PDF creator. There are also a variety of free creators you can download, if your version of Office does not have a built-in one, such as PDFCreator (<https://sourceforge.net/projects/pdfcreator/>). Creating a PDF which is black and white and combine multiple slides onto one page (in PowerPoint) will reduce file sizes. Please remember that creating a PDF will make it very difficult for another person to edit the file later, so if this is an important requirement, avoid creating a PDF!

### PDF Documents

It is much better to reduce a file's size before you create a PDF from it. Once the PDF is created, there is a limited amount you can do without a PDF creator which isn't free (such as Adobe Acrobat Pro). If you have access to a commercial PDF creator like this, there will be a variety of ways to try to reduce the PDF's size, such as using the Reduce File Size option in Adobe Acrobat. Quite often such software allows limited free trials so if the file you are trying to compress is a one-off, this might be a sensible option.

### OpenOffice

OpenOffice doesn't yet have the useful image compression features which Microsoft Office does. It does however have a built in PDF creator which gives you various options which will compress the file. These are given under the Images settings when you Export as PDF.

Please remember that creating a PDF will make it very difficult for another person to edit the file later, so if this is an important requirement, avoid creating a PDF!

### General

If all else fails, it might help you to zip the actual file itself. Some web applications will not allow zip files to be uploaded, but if you are emailing a big file to another person, and they know how to unzip, this is a possibility.

Windows has a built in zip file creator – you simply select what you want to zip and right-click. In the Send to sub-menu you should see Compressed (zipped) Folder. MacOS also has a built in zip function. To zip, select the files and under File choose Compress <filename>.

Commercial zip applications will probably do a better job of compressing, so if you have one available to you, it is probably best to use it!

## STUDENT EMAIL (OFFICE 365)

As a student of the University of Edinburgh you are given your own email address. This is in the following format: s1234567@sms.ed.ac.uk consisting of your student number preceded by the letter 's'.



All communication from the University and the Programme Team will be sent to your student email account. It is very important that you develop a habit of checking your student email on a regular basis.

You may also find that some University services require you to contact them from an ed.ac.uk address, so if you are sending an email to the IS helpline, for example, it is a good idea to use your official student address for this.

Email system used at the University is called 'Office 365'. It offers usual email functionality as well as Office web apps for editing documents online.

To log in, go to: <http://www.office365.ed.ac.uk> and click on 'Login'. You will also find a link to Office365 on MyEd.

## VIRTUAL PRIVATE NETWORK

Virtual Private Network (VPN) gives you direct access to the University network. This is very useful when accessing some of online resources which normally require connection from within the University Network such as certain library resources.

To register a VPN account click on the link below: <https://vpnreg.ucs.ed.ac.uk/ease/selfreg.cgi> (you will need your EASE login details)

To connect to VPN you might need (depending on the operating system of your device) to download additional software. Links and instructions can be found here: <http://edin.ac/119vZv5>

Additional instructions on how to set up and use VPN are available from this link: <http://edin.ac/14PKOJY>

Only use a VPN connection when you are required to – it slows your internet connection down and is not recommended for constant use.



### Wireless network

It might seem irrelevant to register for access to the UoE wireless network, but by registering for wireless access, you can use Eduroam. Eduroam allows network logon and Internet access at any eduroam-enabled site using your own username and password without the need for guest account set up. You can set up wireless access together with registering your VPN account (<https://vpnreg.ucs.ed.ac.uk/ease/selfreg.cgi>).

## USING LIBRARY RESOURCES

You can access an extensive range of online resources through services (online databases, journals and more) the University subscribes to.

The best way to access library resources is through MyEd. Make sure that you're logged in to EASE before trying to use any of the library resources.

To start using library resources navigate to the Library tab on MyEd. In most cases, when you are asked for username & password when accessing a resource, using your EASE credentials should give you the access you need (as long as the University) subscribes to the service you're trying to access.

In some situations you will be required to connect to the University Network through VPN to access certain resources.

### Key www location

It might be worth adding this as a bookmark to your browser.

- Library essentials page (Library search, Library catalogue, electronic journals):  
<http://edin.ac/10bLqDZ>

### Login troubleshooting

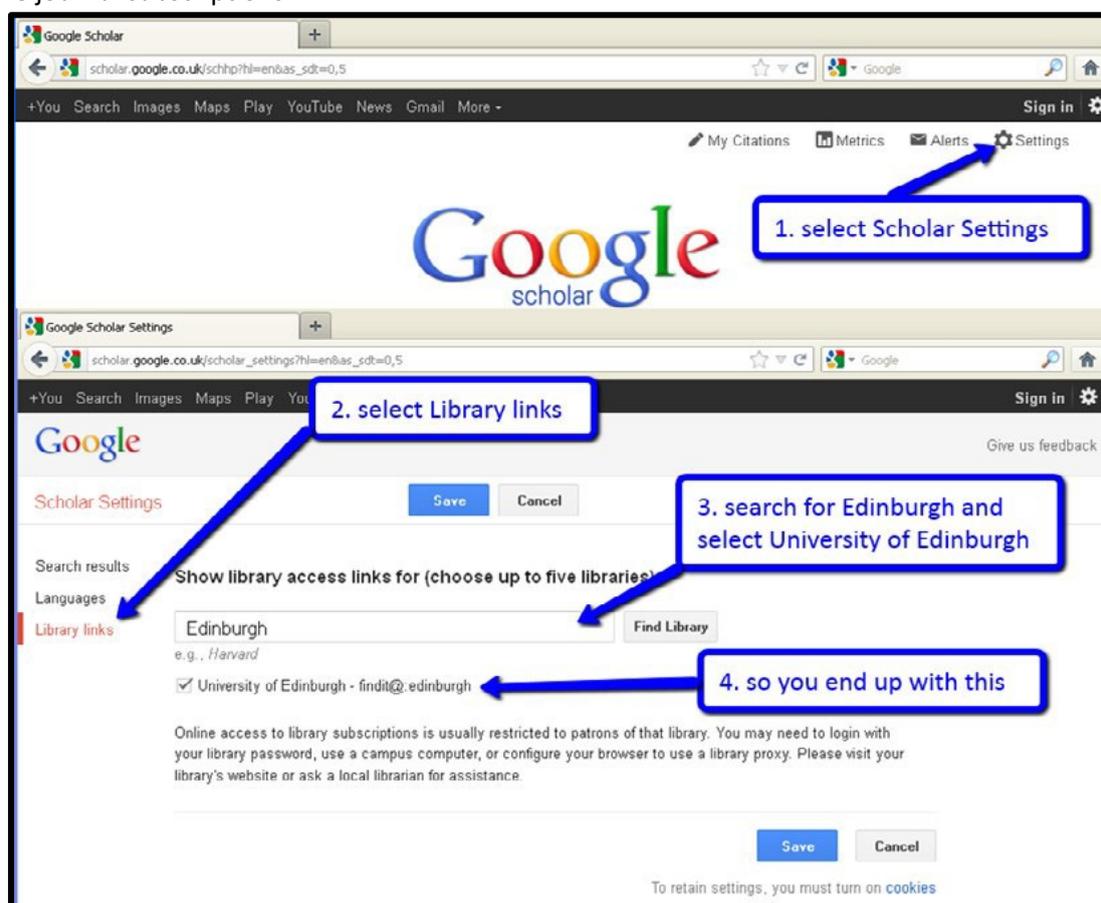
Sometimes it's not at all clear where to enter your login details. If you arrive at a full text journal from following links from tweets or browsing the web, then the hosting site may not recognise you as a member of a subscribing institution. If you go via the Library's webpages, this is usually not a problem because the link you follow has embedded information about subscription access.

Sometimes publishers present various login options – the one to choose in this case is Shibboleth, or UK Federation. And then indicate you're from University of Edinburgh to be allowed to use your EASE login.

Here's an example of what this can look like:

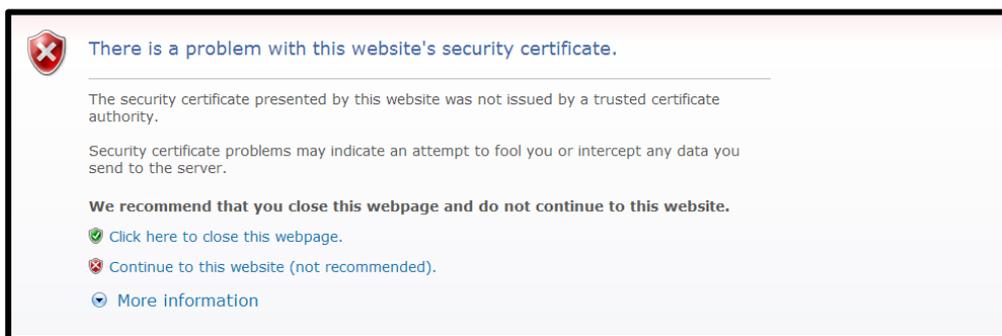


If you like Google Scholar, then you can change the settings to link to the University of Edinburgh online journal subscriptions:



Sometimes when we try to log on to an online resource from a non-university computer, we get a security certificate error. To stop these warnings, you can download a University of Edinburgh root certificate - <https://www.ed.ac.uk/information-services/computing/desktop-personal/wifi-networking/eduroam-connection-issues/install-root-certificate>

In Internet Explorer, the certificate error may look like this:



In Internet Explorer, select 'Continue to this website'. In Firefox, the error may look like this:



In Firefox, select 'I understand the Risks' then select 'Get Certificate' and finally 'Confirm Security Exception'.

### Getting articles from journals

Most of your recommended reading is available in the resources section for each module, but if you have a reference from elsewhere to a journal article and want to read the whole article, then you can look in the UoE Library catalogue. Select to search Journals (this will look for both print and electronic holdings). <https://www.ed.ac.uk/information-services/library-museum-gallery/finding-resources>

Be sure to search by journal title, not article title. The online display arrangement of ejournals varies from one publisher to another, but you can usually browse by year/volume, issue and table of contents to find the article you need. The University doesn't subscribe to all journals, so there is a chance that we will not have what you require - in that case it is worth checking a library near you or using the Iliad document delivery service.

If the Library only has a journal in print then you can request a scan of an article to be sent to you using the Iliad document delivery service.

### Document delivery

The Library can send you scans from our print journals or, if the journal is not in the UoE system, we get scans of papers for you from other libraries.

Please check the catalogue first. If the journal or book is available electronically, you should be able to get the material online. If the item is in UoE Library stock in print, then there is no fee for sending you a scan of an article or chapter.

If the article or chapter is not held by UoE, then you can request up to an annual quota at no charge, and above the quota is a charge of £5 per request. Payment is made retrospectively, by credit card.

Here is the site for requesting documents to be delivered to you: <http://illiad.lib.ed.ac.uk/illiad/>. The first time you use this service, you need to register using the library barcode on your matriculation card. You should also register for electronic document delivery by contacting the ILL team at [webill@ed.ac.uk](mailto:webill@ed.ac.uk). If you are requesting a scan from our print, be sure to indicate in the notes field that you are on a distance programme.

### Finding ebooks

UoE library has many thousands of ebooks in the collections - <https://www.ed.ac.uk/information-services/library-museum-gallery/finding-resources/ebooks> Carry out a search and use the Add Filter options to limit to electronic resources. Be sure to check your course's learning environment for links to relevant ebooks too.

### Finding literature on your topic

When you don't have a specific reference and need to search to find papers on a given topic, then it is quicker to use literature databases. This is usually more efficient than browsing through individual journals. The Subject guide to literature databases is at <http://www.ed.ac.uk/is/databases-subjects> and there is further information on the PPLS webpages here - <https://www.ed.ac.uk/ppls/psychology/research/facilities/philosophy-and-psychology-library/doing-a-literature-search>.

## CONTACT US

If you ever get stuck or have a question concerning the technology used on your course, there are several ways of getting help.

1. Contact the UG Teaching Office.
2. If you have an urgent technology-related query which cannot wait, contact the University's Information Services Helpline (IS Helpline). The helpline provides a first point of contact for enquiries related to both library services and e-learning. The IS Helpline service is available all day every day except between 8am and 9am (UK time) to log calls and provide support and assistance.

The IS helpline may be contacted by:

- Email: [IS.Helpline@ed.ac.uk](mailto:IS.Helpline@ed.ac.uk) – please use your University email account when contacting IS Helpline. Phone: +44 (0)131 651 5151
- Logging a Helpline call using web interface: <https://ed.unidesk.ac.uk/> (this site also allows you to check the progress of the calls you have logged.)