Introduction to the IT and Library Facilities at Queen’s 2018/2019
Introduction to the IT and Library Facilities at Queen’s

2018/2019
Study facilities

You can use any of the Student Computing Areas in the buildings

There may be additional facilities available within your School
The McClay Library – Main Site

• Over 700 PCs
• 23 Group Study Rooms – book via Queen’s Online
• Open 24 hours around exam periods
• Study space currently being expanded
The Peter Froggatt Centre (PFC) – Main Site

Over 70 PCs in teaching rooms on 3rd Floor

Teaching rooms can be used for study when not being used for class
The Medical Biology Centre (MBC) – Lisburn Road

- 300 PCs
- Student Computing area plus teaching room in Anatomy Wing
- Teaching rooms 0G/108, 0G/122, 01/109A and 01/109B

Teaching rooms can be used for study when not being used for class

You can take a break from studying in the café or student lounge area
Your Student Card

• Your Student Card (smart card) is also your Library card and you need to have it with you at all times

• You will need it to access some buildings, borrow items from the Library and to take your exams

• You can upload money to it to pay for printing/copying or to purchase items in selected cafes and shops on-campus

• For more information: [http://go.qub.ac.uk/SmartCard](http://go.qub.ac.uk/SmartCard)
Logging in

• Only login using your own username & password
• NEVER allow someone else to use your Smart Card or password
• Change your password regularly via Queen’s Online (should be personally memorable but difficult for others to guess).
• Important – familiarise yourself with IT policies including the Acceptable Use Guide
Key features of Queen’s Online (QOL)

- Email
- Canvas
- Manage your Smart Card
- Library Account
- Modules
- IT & Library Guides
Saving your work

• When logged into the PCs on campus, save your documents to your Q: drive

• Save regularly – computers logout automatically if left unattended!

• Don’t use your Q: drive to back-up your photographs/music!

• **Please note**
  Files stored in the C: drive or Downloads folder will be deleted as soon as the computer logs out and any work not saved will be lost!
Office 365 – [office365.qub.ac.uk](http://office365.qub.ac.uk)

- Free access to Word, Excel, PowerPoint, OneDrive (where you can save your work)
- Can download five copies of Office 365.
  ✓ Works across devices (Windows, Android, Apple).
- Can easily share documents/folders with others – see [http://go.qub.ac.uk/aboutO365](http://go.qub.ac.uk/aboutO365)
Printing, copying and scanning

• Need to add money to your Smart Card using QOL or cash upload machines
• Can print from all PCs in the Student Computer Areas and Library laptops
• Can print from your own laptop or off-campus
• Collect black & white printouts from any MFD (multi-functional device)
Your email account

• Check your account regularly to make sure that you don’t miss any important communications relating to your studies
• Use your Queen’s email account to communicate with staff
• Be professional – use Dear Prof or Dear Dr not Hiya!!!
• You will find information on how to access your email through your smartphone on our Email web pages
We NEVER send emails asking you to ‘verify’ your account or requesting login details.

Look out for grammar and punctuation mistakes and inconsistent email addresses or URLs!

DELETE – DON’T CLICK!!!!
3 WiFi Steps

1. Select _QUB_WiFi
   (from the list of available networks)

2. Enter your student number and password
   iPad/iPhone may ask you to trust a certificate

3. Open an Internet browser and type in
   www.qub.co.uk

Complete your sign on
Social Media can help promote your skills – what does your online profile say about you?

• Please show respect for staff and your fellow students
• Do not take pictures of others without their permission
• Posting offensive comments or inappropriate content on social media could result in disciplinary proceedings!
• And read the University's social media policy -

www.qub.ac.uk/home/social-media
Getting help

• The Computer Assistants in the Student Computing Areas can help with any IT, printing or WiFi problems

• Call at the IT Services Desk in The McClay Library

• Or check out the

Getting Help and Advice web page
Queen’s and Swansea University join new £54 million UK health data science insti
Universities working together to deliver City Deal projects that make a difference
Global Conflict | The Human Impact conference
Queen’s University Belfast receives £500k to improve gender equality within STEM
Boost for Arts and Humanities PhD students
Maintaining public trust in use of Big Data for enhancing human health
Men with prostate cancer could benefit from new radiotherapy techniques
Obama’s Campaign Manager to deliver guest talk at Queen’s

Loans: 0 loans
Requests: 0 requests
Fines: £0.00

Page last updated at 17:49:35 on Wednesday 5th September.
Get regular updates and stay connected with the IT and Library facilities at Queen’s on social media!

Follow us on Twitter @QUBLibrary

Like our /QUBLibrary Facebook page
You’ll find lots more information on our website

qub.ac.uk/student
What can the Library do for you?
Access to printed material

- 4 week loan books
- 7 night loan books
- 2 night loan books
- 1 night DVDs
- Reference books
- Reference printed journals
Access to electronic resources

- E-Journals
- E-Databases
- E-Books
- Print facilities – print, photocopy & scan
Places to study
Subject Librarian

Every School has a dedicated subject librarian

They will support you in making the best use of library resources for your course
Contact your subject librarian for support with ... 

Learning how to use the catalogue effectively
Finding journal articles
Planning literature searches
Searching research databases
Recording references

http://libguides.qub.ac.uk/
Can’t wait to find out more?

- Go to your school IT and Library induction
- Visit the library webpage (www.qub.ac.uk/lib)
- Ask!

Follow us:
Twitter: @LibraryatQUB
Facebook: www.facebook.com/QUBLibrary