DIGITAL LITERACIES
YEAR 1 - 2014/15

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1. Course Introduction and Structure

1.1 Introduction

This course introduces you to a range of Digital Literacies domains which will enable you to learn and work in a digital learning environment.

JISC InfoNet (2014) has classified Digital Literacies under seven different domains. Each of those domains will be covered in different sections in this guide:

1. ICT literacy – Section 2
2. Learning skills – Sections 3 & 4
3. Communication & collaboration – Sections 5, 6 & 8
4. Career & identity management – Sections 5 & 6
5. Media literacy – Sections 6 & 7
6. Information literacy – Section 9
7. Digital scholarship – Section 9

Source: JISC InfoNet. Developing Digital Literacies. August 15, 2014, Creative Commons Attribution

This course is one of a series of courses in Undergraduate Medicine within the Foundations of Clinical Practice Theme which extends throughout your undergraduate course. All components of this vertical theme aim to give you core skills needed throughout your course and later in your professional life.
1.2 Organisation of the Course

The course has been divided into two sections. The table below provides further information about the areas covered.

<table>
<thead>
<tr>
<th>Section</th>
<th>Digital Literacies Domains</th>
<th>Corresponding Course guide sections</th>
<th>Delivery methods</th>
<th>Formative assessment</th>
<th>Delivered by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section A</td>
<td>ICT literacy Learning skills Communication &amp; collaboration Career &amp; identity management Media literacy</td>
<td>Sections 2, 3, 4, 5, 6, 7 &amp; 8 of this guide</td>
<td>Short lecture and Workshop 1</td>
<td>Blackboard Quiz</td>
<td>Dr Maria Toro-Troconis Mr Akram Ameen</td>
</tr>
<tr>
<td>Section B</td>
<td>Information literacy Digital scholarship</td>
<td>Section 9 of this guide</td>
<td>Short lecture and Workshop 2</td>
<td>Blackboard Quiz</td>
<td>Library</td>
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1.3 Learning Outcomes

By the end of this course you will be able to:

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<td>ICT literacy</td>
</tr>
<tr>
<td>Identify the sources where you can obtain further information to assist you in the use of the IT and learning facilities.</td>
<td>ICT literacy</td>
</tr>
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<td>Demonstrate awareness of the College policies and procedures related to the use of IT facilities and resources.</td>
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</tr>
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<td>Identify the main functionality the Blackboard Virtual Learning Environment (VLE) offers and how it will assist you during your course.</td>
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<td>Demonstrate awareness of the importance of your Digital Footprint and the regulations related to the use of social media as a future doctor.</td>
<td>Career and identity management</td>
</tr>
<tr>
<td>Identify the mobile learning and social media channels available at College.</td>
<td>Communication and collaboration</td>
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1.4 Key Icons Used in this Guide

Throughout the guide, you will see three different icons highlighting specific points:

- **Best Practice**: These are specific guidelines to which you should adhere to promote good professional behaviour in the digital environment. These are highlighted with a tick icon.
- **Important Notes**: These are important points that you need to ensure you follow. These are highlighted with an exclamation icon.
- **Good to Know**: These are useful prompts or tips that highlight certain guidelines or information which you may find useful. These are highlighted with a light bulb.

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Special thanks to others contributing to this guide and to the support and teaching materials provided:

- Dr Michael Barrett (Faculty Education Office) – Head of Learning Resources.
- Jo Williams (Faculty Education Office) – Year 1 & 2 Administrator.
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- Chris Harris (Faculty Education Office) – Quality and Educational Development Manager.
- Dr Alan Swann (Occupational Health) – Staying healthy using computers.

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2. Information & Communication Technology (ICT)

2.1 ICT Support for Students

All the Imperial College Information & Communication Technology systems are provided centrally. Contact them if you have any difficulty with College systems.

Note: For Blackboard Support, see Section 3 of this guide.

2.2 Using your Computer Account

You have been allocated a personal computer account Username and an initial Password to access all College systems, including College computers.

The unique username and secure password issued for your computer account gives you access to the College computer network and you will be held responsible for any use made of the computers under your username. You must NOT divulge your password to anyone else. You should test your username and password during your first scheduled practical session. If there are any problems with your account, IT Services staff will be on hand to correct these.

2.3 Managing your Password

Your password provides the security you need to ensure that only you have access to your account.

Keep your password safe. Don’t share it with anyone. Change it regularly, and make sure you choose one difficult for others to guess, but easy enough for you to remember!
### 2.4 PC Facilities

<table>
<thead>
<tr>
<th>Site</th>
<th>Description</th>
<th>Map</th>
<th>Opening hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Kensington</td>
<td>The School of Medicine computer facilities on the South Kensington campus occupy two labs in the Sir Alexander Fleming (SAF) building, one large lab (room G29) and a smaller lab (room G28) on the ground floor. At all others times, you have free access to these labs during building opening hours except when the clusters are booked for formal teaching sessions. When this happens, notices will be displayed in good time.</td>
<td><img src="http://bit.ly/1uXXAjz" alt="Map" /></td>
<td>The clusters may be used up to around 10:45 PM each night, all week.</td>
</tr>
<tr>
<td>Charing Cross Hospital (CX)</td>
<td>The PC clusters are situated within the Library (2nd floor, Reynolds Building). A smaller cluster is also available at CX during normal working hours in the ICT basement office area.</td>
<td><img src="http://bit.ly/VqQUOs" alt="Map" /></td>
<td>The cluster is available until midnight.</td>
</tr>
<tr>
<td>St. Mary's Hospital</td>
<td>The cluster is in the Hynds Computer Lab, 1st Floor Medical School building.</td>
<td><img src="http://bit.ly/1phZPNV" alt="Map" /></td>
<td></td>
</tr>
</tbody>
</table>

### Chelsea & Westminster Hospital

The cluster is within the Library (Lower ground floor). There are also a limited number of PC’s in the Student Common room (Lower Ground Floor).

**Opening hours**

The cluster is available during library opening hours only. The PC cluster on the 3rd floor opens until midnight.

http://bit.ly/1qd0Q6t

### Hammersmith Hospital

There is a cluster of 48 machines and printer on the 3rd floor, Commonwealth Building, and 8 PC’s and printer in the Student Common room (Wolfson Education Centre).

**Opening hours**

http://bit.ly/1kHmhzY

There are other machines elsewhere in the College that you may also use, e.g. Main Library, as well as machines on the other clinical campuses, including District General Hospitals (Associated University Hospitals). You are able to logon at any of these College machines and see exactly the same thing, and have access to all of your files.

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**Imperial Mobile App**

Download the Imperial Mobile App to view current PC availability in the Central Library clusters!

http://bit.ly/1BkD7XQ

**Be Considerate**

These facilities are provided primarily to support your studies. They are not intended to be social/recreational areas but a reasonable amount of “personal” use is permitted, within College Regulations. Please consider those around you when using the cluster PCs.
2.5 Managing your Email Account

Outlook

Outlook is a multi-purpose program that includes an email client, calendar, task scheduler, contacts list and folders that you can share over the network with other people. Primarily, we are only concerned with the email function and it is assumed that you have considerable experience of using email.

The undergraduate medicine course takes place on a number of different sites and email is very important as a means of keeping in contact with students. Check your College email regularly.

Web Access to Outlook

Your College email can be accessed from anywhere in the world at: www.imperial.ac.uk/office365. When logging in you need to use your normal College username followed by @ic.ac.uk (e.g. ab14@ic.ac.uk ) and your college password.

Email Attachments

A very useful additional feature of email is that you can use it as a “vehicle” to send other computer files to the mail recipient.

When you delete an email message that has an attachment, the attachment is also deleted.

If you want to save the attachment then you should open the attachment and Save As somewhere on your network drive or external storage (USB stick) before deleting the message. You may also right-click on the file icon in the email message. This provides a Save as option that allows you to save the file with a filename and location of your choice.

Email SPAM

As a member of a very large educational establishment, it is inevitable that you will receive SPAM emails from outside College. College strives to restrict access to its global email address lists but merely by using the Internet you may inadvertently provide an external website with details of your account name. Subsequently you may start to receive unsolicited emails of offers of goods and services. You are strongly advised to delete all such messages. College operates a SPAM filtering service on the email servers which you are advised to use. See the ICT webpage describing the service that can be provided on your College email account.

Details may be found at: http://bit.ly/1rir7H5 where you find information on how to change your filtering preferences via the SPAM console.

Sharing Large Files via Email

You can share very large files using a secure File Exchange service provided by College at https://icseclzt.cc.ic.ac.uk. This service allows multiple files to be uploaded. You can specify the recipients email address and when they download your file, you will receive an email to confirm the file has been picked up.

The system deletes all saved files after 14 days of upload so there are no file management issues for the user. Please note that ICT are not able to recover files that have already been deleted by this automated housekeeping.

Email Etiquette

The following notes set down some points of good practice for both senders and receivers of email to help us make more effective use of this medium.

Sending Email

- Messages should be short and to the point. A message that makes its point and fits on one screen does its job best.
- Clearly identify the topic in the Subject box.
- A message should be about a single topic. If you want to raise a second topic, send another message to avoid having content unrelated to the message heading.
- If you need to cover several related topics, try to make the subject label broad enough to cover the whole. Multiple topics are confusing and frustrating for someone trying to follow a thread through email correspondence.
- Use proper spelling, grammar and punctuation. Always proof read and use the spell checker if necessary.
- Choose words carefully, sometimes hastily produced messages can be misinterpreted. Avoid slang and don’t include anything that you would have reservations about appearing in print above your written signature.
- Be careful of your ‘tone of voice’. Because your facial expressions and verbal tone are missing from electronic correspondence, what you write is open to misinterpretation.

Is Email Secure?

Email cannot be regarded as secure. Avoid sending confidential information via email unless an encryption tool is available. Messages cannot be totally erased: even when deleted they can be retrieved from back-ups and usually traced back to their origin.

Sharing is Easy

There is an upper limit of 2 GB on the file size. Try it out before you need to use it, so you are confident in how to use it. You can access the service remotely and share files with others outside of College. They can also use it to share files with you.
Avoid sarcasm or other forms of dry humour to minimise the risk of misinterpretation.

Do not use all capitals, which may be interpreted as shouting.

You should make it clear if you wish your message to be forwarded by its first recipients, or is only for the person (or people) to whom it has been sent.

Do not use email to send confidential information. College email is not encrypted and cannot be regarded as secure unless.

Replying to Email

- Reply as soon as possible, at least within 24 hours. If you cannot answer a message within this time, send a message saying when you will be able to respond.
- Make use of the "Out of Office Assistant" when on leave or out of the office for any period of time making sure you give a contact name for urgent messages.
- Use a signature that gives contact information i.e. extension/fax number and department.
- When responding to a message to several colleagues, check whether others have already responded.
- When replying to a message that has been sent to a list of recipients, only reply to the whole list if your answer is of interest to them all. If you are taking up specific points with the sender of the original message, send your response only to that person.
- Watch cc's when replying to make sure you reach your intended audience.

Forwarding Email

- Take care in forwarding a message: would the original sender wish you to do so? You may need to seek their permission first.
- It may be a good idea to remove a lengthy distribution list from the head of a message before forwarding it. If you do this (or make other changes), it would be appropriate to write a note, perhaps in square brackets, indicating what you have done.
- If, instead of forwarding a message, you extract a chunk from it and send that as a new message, or as part of a new message, make sure it is clear what you have done.

Email Addresses

- Where there is more than one user with similar name, check that you have chosen the intended recipient.

Email attachments

- Email can be an extremely convenient way to send files. However, these files may be large and take up a lot of room on mail servers. Think carefully before sending any message with an attachment. Place it instead in a shared area and email people with the file name and its location. Alternatively, you can use the College File Exchange Service: https://icseclzt.cc.ic.ac.uk/.
- When you receive an email message with an attachment, save the attachment to your own H: drive folder or OneDrive and remove the message and attachment from your mail box.

Unwanted Email

- Because the Internet is largely unregulated, it is difficult to prevent unsolicited messages reaching you. You can limit who gets hold of your email address by being circumspect when visiting web sites and by thinking carefully before subscribing to any mail service.
- Just as the best way to deal with 'junk' postal mail is to put it in the bin unopened, the best way to deal with 'junk' email is to delete it.

Think Before you Send

- Email is a fast and effective way of communicating and sharing information but should not be used as a substitute for other forms of communication, for example where face-to-face or phone would be more appropriate. It is easy to be overloaded with emails in which case the benefits will be lost.
- Email communications can be presented as evidence in court and are legally binding.

This information has been modified for local use from an article by L. Rawlinson (OpenUniversity) and was presented to the Association of University Administrators Forum March 2000. Despite being nearly 14 years old, the advice is still current.

2.6 Wi-Fi on Campus

Wi-Fi coverage is generally available throughout many College buildings.

The main College Wi-Fi signal is Imperial-WPA. You may also use Eduroam.

For more information on where coverage is available please visit:
http://bit.ly/1tfbMo4

2.7 Public Wi-Fi

Accessing the internet or checking your email over public Wi-Fi can put your personal data at risk.

Use VPN

Use a Virtual Private Network (VPN): VPNs directly route your data through a series of computers that guarantee to encrypt and secure it. ICT provides a VPN service to the College. For instructions on how to setup College VPN visit: http://bit.ly/1ttz36N
CyberGhost also offers a free proxy that encrypts web traffic which you can use in your browser if you have problems accessing College VPN: http://www.cyberghostvpn.com/en_us/proxy
**PUBLIC WI-FI**

<table>
<thead>
<tr>
<th>DO</th>
<th>DON'T</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verify your connection: public Wi-Fi hotspots are only identified by their name. Hackers can set up a connection that sounds similar to a genuine one. Always ask a member of staff in the coffee shop, hotel or wherever you may be for the full network name.</td>
<td>Automatic Wi-Fi hotspot: ensure you don’t set up your mobile phone or tablet to automatically connect to any available Wi-Fi hotspot.</td>
</tr>
<tr>
<td>Use extra security options: If you need to access a service that requires a login over a public Wi-Fi then make sure the site encrypts your data. Make sure the address bar of your browser shows ‘https’ rather than ‘http’. It’s worth installing the HTTPS Everywhere extension: <a href="http://www.eff.org/https-everywhere">www.eff.org/https-everywhere</a> which automatically activates ‘https’ encryption for many websites including Twitter, Facebook, Instagram and YouTube.</td>
<td>Services that require a password: avoid services that require a password when accessing public Wi-Fi, i.e. online banking or any other sites that store your credit card details. If you still need access to sites that require a password consider turning off Wi-Fi and use your mobile phone connection (3G or 4G) instead. Also consider tethering an iPhone, Android or Windows phone to your laptop or tablet but keep an eye on your data usage!</td>
</tr>
<tr>
<td>Always keep your Firewall turned on: make sure it is activated in Windows by going into the Control Panel, then Review your Computer status under System and Security and then click Security and check the firewall is set to ‘On’. On the Mac, go to Systems Preferences, Security &amp; Privacy, Firewall and then click the padlock and select Turn On Firewall.</td>
<td>Keep sharing settings turned on: don’t keep sharing turned on while you’re using a laptop or mobile device on a public Wi-Fi hotspot.</td>
</tr>
</tbody>
</table>

**2.8 Purchasing Software or PC/Laptop via ICT**

ICT provide guidance about purchasing a laptop for personal use. See the ICT New Students web page.

**Office 365 – Free for You**

Every student will be able to get Microsoft Office 365 software for free. You can install the latest version of Word, Excel, PowerPoint, OneNote, and much more on up to five compatible PCs and Macs, plus five tablets, including iPad. More information at: [http://bit.ly/1w1tIXX](http://bit.ly/1w1tIXX)

http://www3.imperial.ac.uk/ict/services/newstudents. Please note that some PC/laptop deals exclude software.

A lot of programs are available for purchase at student discount rates through the College ICT Software Shop on 4th floor Sherfield Building, South Kensington: [http://bit.ly/1kOzsPT](http://bit.ly/1kOzsPT)

**2.9 Computer Viruses and Security**

Whilst you are a student of Imperial College London, you may install a copy of Symantec Antivirus (for Windows and Mac). All members of College have the right to use this software and can install it free of charge on their personal systems e.g. in Halls and at home. The software can be obtained from the College Software Shop at: [http://bit.ly/1p6dDLY](http://bit.ly/1p6dDLY)

If you install this software on your personal machine, please ensure you configure it to check regularly for the latest virus signature file on the server.

Security patches for operating systems and common applications are usually available online and you should ensure your system is loaded with the latest systems patches so as to avoid security breaches. The ICT Helpdesk team can advise and assist you.

**Beware of “Phishing”**

Beware of “phishing” for your login details for bank accounts, email, social networking sites, and sites you use for online purchasing. Never respond to a request to enter username and password onto sites you have not accessed by entering the correct URL that you know. Phishing emails invite you click on a URL link which masquerades as a legitimate site.

**Beware of “Phishing”**

Look at the ICT Security Awareness site for more advice and help [http://www3.imperial.ac.uk/ict/securea](http://www3.imperial.ac.uk/ict/securea)

**Install Antivirus Software**

You can install a free copy of Symantec Endpoint Protection software for both Windows and Mac from ICT. You will need to register the download at: [http://bit.ly/1wemImQ](http://bit.ly/1wemImQ)

Symantec Endpoint Protection is not available for Windows 8 home PCs or laptops. It is suggested to install AVG, the free anti-virus software which has free versions for both PC: [www.freearv.com](http://www.freearv.com) and Mac: [www.avg.com/uk-en/for-mac](http://www.avg.com/uk-en/for-mac)

**ICT Software Shop**

The ICT Software Shop is in the Sherfield Building 4th Floor [west end], South Kensington campus and their opening hours are 9.30 AM-5.00 PM but all software sales have to be completed by 4.30pm. The web site is: [http://bit.ly/1p6eKuY](http://bit.ly/1p6eKuY)

**Office 365 – Free for You**

You can install the latest version of Word, Excel, PowerPoint, OneNote, and much more on up to five compatible PCs and Macs, plus five tablets, including iPad. More information at: [http://bit.ly/1w1tIXX](http://bit.ly/1w1tIXX)

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Symantec Endpoint Protection is not available for Windows 8 home PCs or laptops. It is suggested to install AVG, the free anti-virus software which has free versions for both PC: [www.freearv.com](http://www.freearv.com) and Mac: [www.avg.com/uk-en/for-mac](http://www.avg.com/uk-en/for-mac)

**ICT Software Shop**

The ICT Software Shop is in the Sherfield Building 4th Floor [west end], South Kensington campus and their opening hours are 9.30 AM-5.00 PM but all software sales have to be completed by 4.30pm. The web site is: [http://bit.ly/1p6eKuY](http://bit.ly/1p6eKuY)
2.10 Storage Space for your Files

There are different ways College provides personal storage capacity for students:

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Storage Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile</td>
<td>Windows 7 allows you to logon to any College clusters and have access to personal configuration settings, e.g. browser favourites, Word settings, etc. The personal profile travels with you as you log on and off of different machines. This information is stored in your ‘Roaming Profile’. Avoid using the Desktop to save files because it is part of your roaming profile. If you exceed your quota, your roaming profile may become corrupted.</td>
<td>50 MB</td>
</tr>
<tr>
<td>Exchange (Email)</td>
<td>Email messages, including any attachments, that you receive (Inbox) and send (Sent Items), are charged against your quota on the Exchange email server. When you delete an email in Outlook, it is transferred to the Deleted Items folder and so will remain part of your mail quota. You must empty the Deleted Items folder to permanently remove these messages and any attachments.</td>
<td>50 GB</td>
</tr>
<tr>
<td>Home Drive (H: drive)</td>
<td>ICT provides centrally backed up disk space via a ‘Home Directory’. This is commonly referred to as the H: drive. It is good practice to organize your files so your work is kept on the H: drive which is backed up nightly.</td>
<td>4 GB</td>
</tr>
<tr>
<td>OneDrive (Office 365)</td>
<td>OneDrive is free online storage that comes with your Microsoft account, it’s similar to Dropbox. It’s like an extra hard drive that’s available from any of the devices you use.</td>
<td>1 TB</td>
</tr>
</tbody>
</table>

2.11 Printing

Printing is available from any PC in the PC labs, via a managed printing system operated via a virtual credit account for which your College ID Swipe card is your personal key. You cannot draw this credit out as cash! You can top-up your printing account at any time using the money loader situated in Central Library, South Kensington campus, or online by credit or debit card at http://www.imperial.ac.uk/ict/printservice

- Login and select the ePay option. Please ensure that you have enough credits in your account if you intend to be using the cluster outside of staffed periods. The service also provides for photocopying and for scanning to your email address.

**Charges**

On Faculty of Medicine printers, all monochrome printing is currently charged at 3p per printed side and colour at 12p per printed side. You can also specify how you wish a PC print job to be printed. The default is full size and double-sided. Within the print job at the PC, you can also specify printing 2-per-page, 4-per-page, etc. Scan to email is free.

Remember all the material will remain available for you to access online, so you don’t need to print everything out. If you wish to print out material that is not otherwise provided as hard copy, carefully review what you need to print, and how.

**How to Print**

- Print from your PC in the normal way from within the software application that you are using. The print job is written to a special area and does not appear in your own directory.
- Go to the printer in the computer lab.
- Select the file to be printed.
- Always protect the printer credits on your account by logging off the printer after use.
- Collect your pages from the printer.

**Scan to Email**

You can vary the scanning settings to give you different scanning densities and types of output files (PDF, JPEG, TIFF, etc.).

**Print from Mobile Devices**

Email your document to: ict-print@imperial.ac.uk, and then follow same steps as PC to collect your pages from the printer.

**Paper Jams? No Paper?**

See local notices or contact ICT staff or email service.desk@imperial.ac.uk or telephone on 020 7594 9000. Note that at weekends, evenings, bank holidays and other College closure days, immediate local support is not available.

**Scan handouts into PDF**

Place your printed handouts in the printer’s feeder. The printer will generate a PDF copy and send it to you via email for FREE!
How to Print Presentations More Effectively and Cheaply

Method 1: Print Option on PowerPoint

- In PowerPoint, click on File, then Print.
- Click on Full Page Slides.
- Select the number of slides to print per page (in this case 6 Slides Horizontal) has been selected and then click Print.

Method 2: Printer Properties

- In PowerPoint, click on File, then Print.
- Select the slides to be printed.
- Click on Printer Properties.
- Select the Features Tab.
- Select the number of pages per sheet.

Further details about Printing/Scanning:
www.imperial.ac.uk/ICT/printservice

2.12 IT Policies & Procedures

It will not surprise you that the use of College computing facilities is governed by a number of rules and regulations to which you must conform. Some of these are legal requirements (Data Protection Act, Race Relations Act, etc.) whilst others are local College requirements. Details of these have been given to you in the Student Handbook and you must read these before you use the facilities. Don't be deterred by the rules for using the computers. When you read through them you will see that most are just a matter of common sense and politeness.

College Information Systems Security Policy

Your attention is also drawn to this Policy: http://bit.ly/1pWdBoF

This page links to the different sections of the Policy, the Codes of Practice, and a set of Guidelines. For example, information about Passwords, and on protecting sensitive data.

In summary, the Policy reveals the extent to which the College acts in order to keep safe all critical College information and information systems.

It is known that the student-community share "recreational" files such as music and video clips. Often this material is obtained by looking for "open shares" on the network. This activity is contrary to College Policy. You are also reminded that acquisition of such material should be in an authorised manner as much of it is copyright. Re-use of material provided to you is also copyright and you should respect it and not re-distribute in any way except with express and prior permission of the copyright holder.
Peer-to-Peer Software

Whilst the use of Peer-to-Peer file transfer software on the campus network is not explicitly forbidden, since it can have some legitimate uses, such software must never be used to transfer copyrighted materials without the permission of the copyright holder.

College reserves the right to investigate and close down any systems which:

- Use Peer-to-Peer software to transfer copyrighted materials without the permission of the copyright holder
- Make excessive demands on College network bandwidth
- Are suspected of being involved in a security breach

The owners and/or users of such systems could face disciplinary action.

This also applies to personal computers in Halls, at home or elsewhere and which are connected to the College network remotely by VPN, and by wireless or wired-connections in College.

Protecting Sensitive Data

The College Policy for handling sensitive data is given at http://www3.imperial.ac.uk/ict/services/security/helpandadvice/sensitivedata

Protecting Patient Identifiable Data

When considering Patient Identifiable Data, the Code of Practice 2 applies see http://www3.imperial.ac.uk/legalservicesoffice/dataprotection/codesofpractice/cop2

This requires that data on living individuals e.g. clinical data, collected for whatever purpose, must not be stored or transmitted on the College network unless it is both registered and adequately protected to prevent disclosure of that data to unauthorised persons.

Internet privacy

Alongside the College policies, ICT also provides more guidance on:

Email, Backing up data, Computer security basics, Copyright, How not to respond to “phishing”, Internet privacy, Keeping your password safe, and Protecting sensitive data. See http://www3.imperial.ac.uk/ict/secureaware/internetprivacy

Computer Laboratory Food and Drink Policy – School of Medicine

The “misuse of computer facilities or activities” is a disciplinary offence, as defined in paragraph A. 1(v) of the College Procedures1 for dealing student disciplinary offences.

The action described below is in accordance with and subject to the College Procedures.

1. Any student found to be visibly in possession of food or drink in a student computer laboratory will, on the first offence, have his/her password removed by the ICT Support staff. It will not be reinstated until the student has seen a senior member of staff to request reinstatement of the account, but loss of access to the account will normally be for less than seven days. At the time of interview, the student will be reprimanded, fined £10 (to go to the Student Hardship Fund) and informed of his/her right of appeal.

2. The exception will be that drinking from a container with a non-spill cap will be permitted.

3. Loss of access to a computer account will not be regarded as an extenuating circumstance in the event that either (i) deadlines are missed, e.g. for submission of coursework and completion of on-line assessments, or (ii) that senior staff are not immediately available to interview the student.

4. A repeat offence will again lead to immediate removal of password.

The student will be called before the Director or Education (Medicine) or delegate, or the Director of Undergraduate Studies for Life Sciences or delegate, as appropriate.

The student will be reprimanded, informed that the password will be removed for seven days, fined £100 and informed of his/her right of appeal.

5. A further offence will precipitate a full College Discipline Committee hearing.

The student will have his/her password removed until such time as the Committee has come to a decision.

Mr Martin Lupton
Head of the Undergraduate School
Faculty of Natural Sciences

Dr Stephen Curry
Director of Undergraduate Studies (Life Sciences)

September 2014

Who should students see to reinstate their accounts?

- for Medicine undergraduate students – the Head of Learning Resources or chairman of a campus IT committee
- for Medicine postgraduate students – the chairman of a campus IT committee or the Departmental Administrator
- for Life Sciences undergraduate students – the Director of Undergraduate Studies or Senior Tutor
- for Life Sciences postgraduate students – the Divisional Administrator

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1 http://www3.imperial.ac.uk/registry/information/formsproceduresandregulations
3. Learning Systems and Resources

3.1 Blackboard – Your Virtual Learning Environment (VLE)

Blackboard is the College’s VLE: [http://bb.imperial.ac.uk](http://bb.imperial.ac.uk). All your course related information and learning materials will be accessible via Blackboard. Blackboard will be your one stop shop for all course material, assessments, calendars, timetables and announcements as well as important information related to your time with us. Make it a regular priority to access Blackboard to ensure you don’t miss out.

The first page you will see after you log in is My Home. You will see the list of Courses listed in the middle of the page. Click on your Course to find out more. You will have access to all courses, including those from other year groups as well as previous academic years. These are available for your reference and access is optional. The course you need to access most often is the one for the year group you belong to, e.g. Year 1 - 2014-2015.

My Organisations on the top right corner of the screen provide access to a variety of important information relevant to all the students. This directory is managed by the Faculty Education Office and is updated regularly.

**Note:** The A-Z Organisation is a key information resource!

3.2 Blackboard Help & Support

If you have any trouble using Blackboard, go to the Blackboard Help & Support web pages in the first instance: [http://www.imperial.ac.uk/medicine/students/blackboard](http://www.imperial.ac.uk/medicine/students/blackboard) (or if you’re already in Blackboard, go to the Blackboard Help & Support Organisation)

3.3 Lecture Recordings on Panopto

Panopto is a lecture capture platform that lets Imperial College staff members record their teaching sessions and make them available to Imperial College students for revision.

Log in to Panopto at [http://panopto.imperial.ac.uk](http://panopto.imperial.ac.uk)

Once you’re in, select Search All Folders

Search for the lecture you’re looking for. You can also search for the Year 1 2014-15 folder

3.4 Helix Media Library

The Helix Media Library ([http://hml.imperial.ac.uk](http://hml.imperial.ac.uk)), hosts hundreds of audio and video content used across teaching in undergraduate medicine. All students have access to all of Medicine’s content. You can stream the content on your PC or mobile devices.

Imperial Success Guide

Check out the Imperial Success Guide for advice and resources on how to attaining academic excellence at Imperial College London: [http://bit.ly/1uoJAzM](http://bit.ly/1uoJAzM)

Curriculum Mapping Tool

In response to student feedback asking for more support with their studies, and greater transparency in the curriculum, Imperial College School of Medicine is working with top software developers Isotoma to create a software application that will allow us better to visualise the MBBS course content. For more information and updates please visit [http://bit.ly/1ArRysQ](http://bit.ly/1ArRysQ).
4. Microsoft Office

4.1 Microsoft Office 2010

The PC’s you will be using have Windows 7 as the operating system and standard Microsoft Office 2013 applications.

ICT have learning guides on their website. To access these go to http://www3.imperial.ac.uk/ict/services/training and select Learning Guide Software from the navigation panel at the bottom left hand side of the page. This year all students will also have access to Microsoft Office 365 (see section below).

4.2 Microsoft Office 365

Once you’re enrolled as an Imperial College student, you can use your College credentials to get Microsoft Office 365 software for free.

All work can be saved online in OneDrive so it can be accessed no matter which device is being used. The same software and more is also available to students on any of College’s many public PCs.

You can use this Office 365 subscription for as long as you are a student at Imperial College.

You will receive instructions to help you get set up. Once you’re enrolled, to get your Office 365 follow these simple steps:


2. Click through to download & sign in with your credentials (your Imperial username followed by @ic.ac.uk, and your Imperial password). On the download site, select your language and click install. Detailed installation guides can be found on: http://bit.ly/1Kw3Cy0

5. Your Digital Footprint

5.1 Protect your Reputation

The digital revolution of the 21st century brings many advantages to our society as well as many challenges. Our daily digital communications, opinions and beliefs are matters of public record, easily found using the most basic search tools.

In the past if we were unlucky enough to be involved in industrial tribunals, news stories or court cases, disobedient actions could be quietly put to rest and hopefully forgotten. However, in the digital age things are very different.

In the digital age it is very likely that the stories we share or experience will follow us persistently throughout our whole lives. Watch the video below and reflect on the implications of your Digital Footprint.

Video: Digital Footprints – Your First New Impressions by Steve Johnson  

"This will be the first generation of humans to have an indelible record"
Eric Schmidt – The New Digital Age  
Google chairman

The Digital Age

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"This will be the first generation of humans to have an indelible record"
Eric Schmidt – The New Digital Age  
Google chairman

The Digital Age
5.2 Resources to Manage and Protect your Digital Footprint

There is a good chance that someone will run your name through a Google search. That someone could be a potential new boss or even a patient. It’s important to know what they will find when the results appear.

Below are a few tips to help you put your best digital foot forward and track your digital shadow.

**Google Search:** Type your name into Google and Bing and see the search results. Click on Settings >> Advanced Search to narrow searches for the city or country where you live.

**Google Alerts:** Sign up for Google Alerts: [https://www.google.com/alerts](https://www.google.com/alerts) for keywords of interest to you (e.g., your name), and you will receive an alert message from Google every time your name appears on the web.

**LinkedIn:**
LinkedIn is a very powerful tool for developing your digital footprint.

In the upper right of your profile, LinkedIn indicates your completion percentage and what items are missing to get to 100 percent. Try selecting “public view” to see what your profile looks like to other viewers and search engines.

**Facebook:** To see what your Facebook profile looks to your friends or the public go to your Profile, then click on the three dots that appear next to View Activity Log and select View As… You will then see what your Timeline looks like to the Public.

**Twitter Search:** Even if you don’t use Twitter, you can easily see what is being tweeted about you. Go to [https://twitter.com/search-home](https://twitter.com/search-home) and in the search field enter your name.

5.3 The Right to be Forgotten

The Guardian recently reported on the case of a Spanish man, Mario Costeja González, who hit financial difficulties in the past and in order to solve it, a property of his was put up for auction. This information was covered in a newspaper and later republished on the Internet.

He argued that the newspaper and Google should remove the information about the auction. The European Court of Justice ruled that the paper can leave the information on its website, but that Google has to remove the links to those pages from its index.

Under European Data Protection Law the newspaper gets the protection of being "media", which offers various protections and exemptions for journalistic work. However, Google has explicitly opted out of being described as a "media" company and subsequently the judges decided Google is a ‘data controller’ under the meaning of the EU Data Protection Directive, since it collects a lot of data about people and then processes it. "Data controllers" have special obligations in the EU - including the responsibility to remove data that is “inadequate, irrelevant or no longer relevant”.

5.4 Your Digital Footprint: Social Media Tips

If you don’t want something causing you embarrassment in the future, then you need to be very careful about how you communicate and represent yourself on different social media sites.

To limit how much search engines can see your content you need to keep a regular eye on each account’s privacy settings. If you use Facebook then you should check your privacy settings by clicking on the arrow pointing down in the top right hand corner then select Settings and then Privacy. Under ‘Who can see my stuff’, You must make sure that the setting is Friends (or Close Friends if you have created a list) rather than Public.

In the left hand navigation pane you’ll also see an option for Timeline & Tagging. Click on this then repeat the process for ‘Who can see things on my timeline?’.

Check Privacy settings on other social media sites you may use: Google+, Twitter, LinkedIn, etc. they all have similar options, so visiting them and checking that they are also not set to public is a good way.
5.5 Your Digital Footprint: General Medical Council (GMC) Guidelines

As a medical student you must follow the General Medical Council guidance on medical students' professional values and fitness to practise: http://bit.ly/1oP0sQn when you are using social media. As future doctor, you have certain responsibilities and standards of professional behaviour that are expected of you.

In March 2013 the General Medical Council (GMC) published new explanatory guidance on Doctor's use of social media: http://bit.ly/1tmoctA alongside the new edition of Good medical practice for all UK doctors. There has been some debate about the phrase:

'If you identify yourself as a doctor in publicly accessible social media, you should also identify yourself by name.'

This publication provides further insight on the GMC response on this: http://on.fb.me/1uTJrXy

6 Web 2.0 Resources

These are some of the Web 2.0 resources and guidelines available at College.

College Social Media Guidelines
http://www3.imperial.ac.uk/webguide/socialmedia

Twitter at College
http://bit.ly/1nRDju
@imperialcollege
@imperiallibrary
@FoMiimperial
@icsmSU

Other Web 2.0 College resources:
iTunes - http://www3.imperial.ac.uk/itunesu

Check out the Imperial Success Blog for advice and resources on how to attaining academic excellence at Imperial College London: http://bit.ly/1xl69Ki
7 Using images and multimedia resources

7.1 What is Creative Commons?
Creative Commons is a non-profit organization that enables the sharing and use of multimedia resources through free legal tools. Creative Commons provides a series of free copyright licenses standardising the way to give the public permission to share and use your work.

7.2 Creative Commons Copyright Licenses

7.3 Searching Creative Commons resources
- Pixabay (http://pixabay.com/)
  It provides free images, illustration, etc.
- JISC MediaHub (http://jiscmediashub.ac.uk/)
  Images, audio and video targeted specifically at UK academia.
- Wellcome Images (http://wellcomeimages.org/)
  It provides CC-licensed images related to current and historical medical science.
- The CDC Public Health Image Library (PHIL): http://phil.cdc.gov/phil/home.asp
- Medical images available at the Library: http://bit.ly/1nR0Ju

8 Mobile Learning

These are some of the mobile Applications available at College:

<table>
<thead>
<tr>
<th>Name</th>
<th>Link</th>
<th>Description</th>
<th>Platforms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackboard Mobile Learn App</td>
<td><a href="http://bit.ly/1gS5jQd">http://bit.ly/1gS5jQd</a></td>
<td>Access Blackboard content</td>
<td>iOS, Android, Blackberry &amp; WebOS</td>
</tr>
<tr>
<td>Imperial Mobile App</td>
<td><a href="http://bit.ly/1BkDTXQ">http://bit.ly/1BkDTXQ</a></td>
<td>Access College information and services</td>
<td>iOS, Android, Blackberry &amp; Web version</td>
</tr>
</tbody>
</table>

These are some mobile Applications you can download to support your studies at Imperial:

<table>
<thead>
<tr>
<th>Name</th>
<th>Link</th>
<th>Description</th>
<th>Platforms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flashcards+</td>
<td><a href="http://bit.ly/1sJ2Cia">http://bit.ly/1sJ2Cia</a></td>
<td>Study tool using flash cards</td>
<td>iOS &amp; Windows</td>
</tr>
<tr>
<td>SimpleMind</td>
<td><a href="http://bit.ly/VQg9k">http://bit.ly/VQg9k</a></td>
<td>Mind mapping tool</td>
<td>iOS, Desktop &amp; Android</td>
</tr>
<tr>
<td>Notability</td>
<td><a href="http://bit.ly/1paypou">http://bit.ly/1paypou</a></td>
<td>Note writing tool</td>
<td>iOS</td>
</tr>
</tbody>
</table>
These are some of the medical Apps recommended by students and staff to help you get started:

<table>
<thead>
<tr>
<th>Name</th>
<th>Link</th>
<th>Description</th>
<th>Platforms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nice Guidance</td>
<td><a href="http://bit.ly/1qF1uxH">http://bit.ly/1qF1uxH</a></td>
<td>Offline access to all NICE products</td>
<td>IOS &amp; Android</td>
</tr>
</tbody>
</table>

**Free BMJ Best Practice App**


**Free BMJ Best Practice App with £59.99 (iPhone & iPad)**

available to Imperial students

1. Visit bestpractice.bmj.com and register.
3. Tap on ‘Subscriptions’ displayed in top left of the screen. Please note for setup to be successful, you must do this within the IP range of Imperial.
4. Tap on ‘Login’ displayed in top right of the screen.
5. Login using your Imperial email address and the password you selected when you registered online via: [http://bestpractice.bmj.com](http://bestpractice.bmj.com)
6. All the content will be downloaded on your mobile device and will be available offline.