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# A Student Guide

## ICT Provisions

Changes and updates for 2011/12

<https://my.adamsmith.ac.uk>

<https://learn.adamsmith.ac.uk>

<https://learn.adamsmith.ac.uk/induction>

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## Introduction

Welcome to the Adam Smith College.

This guide aims to inform you of what you can expect to receive in terms of ICT for the forthcoming year.

This guide will explain the ICT provisions for 2011/12, including your e-mail, storage quotas and other available resources like wireless provision. It also covers responsibilities, both ours and yours.

We hope that these services will aid you in your learning by providing access to resources from any internet connected PC.

This guide makes use of the following icons to highlight important areas.



Recommended Practice



Very important point



Video available Online

Please take the time to read this guide and refer to it throughout the year.

## Contents

https://my.adamsmith.ac.uk .....	1
https://learn.adamsmith.ac.uk .....	1
https://learn.adamsmith.ac.uk/induction .....	1
Introduction .....	2
What is my Username?.....	5
What is my Password? .....	5
What do I do if I forget my Username and Password? .....	6
How do I Change my Password? .....	6
What is my E-mail Address? .....	6
How do I login to a College PC? .....	7
Your “MySite” .....	8
What is Available to me via MySite? .....	9
How do I access my Email? .....	9
How do I use my E-mail .....	11
Send an E-mail .....	11
Read an E-mail .....	11
Where Should I Save My Work? .....	12
U: Drive .....	13
My Site .....	13
SkyDrive .....	13
How Do I Save into my MySite? .....	14
How Do I Edit Files in my MySite? .....	16
How Do I Save into my SkyDrive?.....	18
How Do I Download files from my SkyDrive? .....	20
How Do I Transfer files from My MySite to SkyDrive? .....	21
My Class Sites .....	23
My Combined Calendar .....	23
Can I Customise MySite? .....	24
Wireless Networking .....	27
How to: Use the Guest Wireless Network .....	27
Induction Site.....	30
Student Forum Site .....	30
Library Site .....	31
Guidance Site.....	31
Learning Support Site.....	31
Using this Site .....	31
Sites .....	31
Department Sites.....	32
Class Sites .....	32
Class Sites .....	33
Overview .....	33
Assignment Upload Facility .....	34
Discussion Forums .....	36
Read an Existing Discussion Topic .....	36
Reply to an Existing Thread .....	36
Add a Discussion Topic.....	36
Shibboleth Resources .....	38
File Restrictions in SharePoint.....	41
File & Folder Names .....	41

File Type Restrictions .....	41
Frequently Asked Questions .....	42
How do I access my Email? .....	46
Access to the Student Records Portal in MySite .....	46
Tips for access problems.....	49

## What is my Username?

Your username is your student ID number (found on your ID Card) with “@Student.adamsmith.ac.uk” on the end.

i.e. [0123456@student.adamsmith.ac.uk](mailto:0123456@student.adamsmith.ac.uk)



This should be used when you are prompted for a username in the following circumstances.

- Logging on to a College PC
- Logging on to the Learning & Teaching Gateway
- Logging on to MySite

## What is my Password?

The first time you login, your password is set to your date of birth. The format is ddmmyyyy e.g. for 1<sup>st</sup> August 86 you should enter 01081986.

You will be prompted to change this to a password of your choice the first time you login. The password you choose must be a minimum of 6 characters and should contain both letters and numbers.

Please bear in mind the following when selecting a password.

- ✓ Passwords are case-sensitive
- ✓ Passwords can contain uppercase and lowercase letters
- ✓ Passwords can contain numbers
- ✓ Passwords maximum length is 16 characters
- ✗ Password cannot contain your Student ID
- ✗ Password cannot be less than 6 characters in length
- ✗ Password cannot be one of your last three passwords
- ✗ Passwords cannot contain spaces
- ✗ Passwords cannot contain non-English characters
- ✗ Passwords cannot contain the answer to your secret question for Windows Live



**NEVER** share your password. Keep it secret. If you think someone else knows your password, change it immediately. See “How do I change my password?” later in this guide.

It is against the Acceptable Use Policy to use someone else’s account which can lead to disciplinary measures being taken against you.

## What do I do if I forget my Username and Password?

Get it changed at any library desk (provide photographic proof of ID such as student ID card). Your Lecturers can also do this for you through a link in the college Helpdesk or the Learning & Teaching Gateway.



**Note** that requests for password changes cannot be made via email or over the phone, so if you are at home and forget your password, you will need to physically come into College.

## How do I Change my Password?

Password compromised? Or you just want to change it? Get it changed at any library desk (provide photographic proof of ID such as student ID card), your lecturer can also change it through the Learning and Teaching Gateway, through the ICT Helpdesk or, **change it yourself via your *My Site***.

To change your password via your MySite, enter your old password and new passwords, bearing in mind the password restrictions, then click on *Change Password*.

Once you have successfully changed your password, log off your machine and log back in again. Do not attempt to change it again without having first logged off and logged in with your new password.

**Change My Password** ▾

 Your password will expire in 167 day(s) on 13/01/2010 15:43

Old password:	<input type="text"/>
New password:	<input type="text"/>
Confirm new password:	<input type="text"/>



**Warning:** This is the supported method of changing password. Please do not use any other methods or you may lose access to some resources.

## What is my E-mail Address?

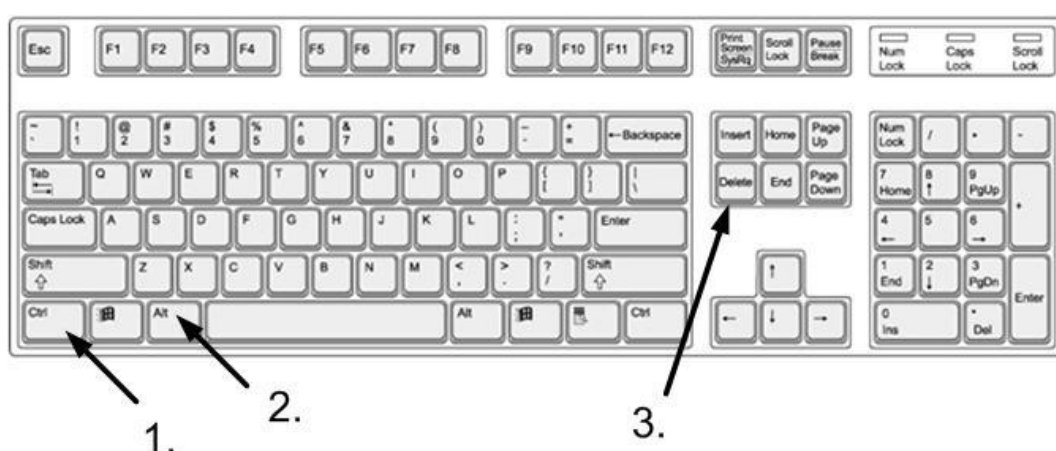
Your e-mail address is the same as your username, i.e. [0123456@student.adamsmith.ac.uk](mailto:0123456@student.adamsmith.ac.uk)

## How do I login to a College PC?



You can login to College PCs 24 hours after you receive your ID card. This is due to the time taken to provision your college and email accounts.

To login to a PC, press the key combination CTRL and ALT together, then press the DEL key once. (Shown below: hold down 1 & 2 together and then press 3 once)



This will display the login window.



Enter your username in the form of [11234567@student.adamsmith.ac.uk](mailto:11234567@student.adamsmith.ac.uk) this will remove the “log on to” option, type in your password then click OK.

Your Student account will remain active for the duration of your course whether this is twelve weeks or three years. Shortly before your course is due to finish you will receive an email telling you what action you should take next.

After your course end date your account will be available to you for 35 days to allow you to clear down, remove or save any data you require. After the 35 days the account will be disabled and will sit in a dormant state until 90 days after the course end date.

If you enrol on another course in the College within the 80 days your account will be reactivated and you will be able to access the College facilities as before.

If you do not return to College within the 90 days your account along with all your associated data and email will be deleted. Should you return to College on another course after your account has been deleted a new account will be created for you 24 hours after your details have been entered on the Student Records system.

## Your “MySite”

Once logged in to a College PC for the first time, you will be presented with a home page this has the link on it to create your MySite.

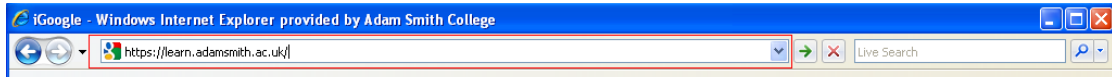


Your MySite is your own webpage which provides access to your e-mail, storage and class sites.

To access your MySite from within the college, open Internet Explorer (Start>All Programs>Internet Explorer). Select *MySite* from the homepage.



To access your MySite from an internet connection out with the College, i.e. from Home, type <https://my.adamsmith.ac.uk> into your web browser address bar (shown below in red), press return and provide your username and password when prompted.



It is highly recommended that you use Internet Explorer as your browser. The MySite is based on SharePoint, a Microsoft technology, and Internet Explorer provides enhanced functionality over other browsers.

## What is Available to me via MySite?

Your MySite provides the following services:

- Email (10Gb)
- Personal Documents, Shared Documents & Shared Pictures
- SkyDrive (25Gb)
- Google Search
- My Class Sites
- Change Password
- My Combined Calendar

## How do I access my Email?

E-mail is provided by collaboration between the Adam Smith College and Microsoft.

On the right hand side of your MySite, you should see the following.

### Windows Live Services

Your Windows Live Services are a new feature brought to you by a collaboration between Adam Smith College and Microsoft ®

Click on "Email". This will open a new window.



The first time you use either your e-mail or SkyDrive, you will be asked for some details about you including your age, location etc. Please enter these details to continue. You will not be asked for this again.



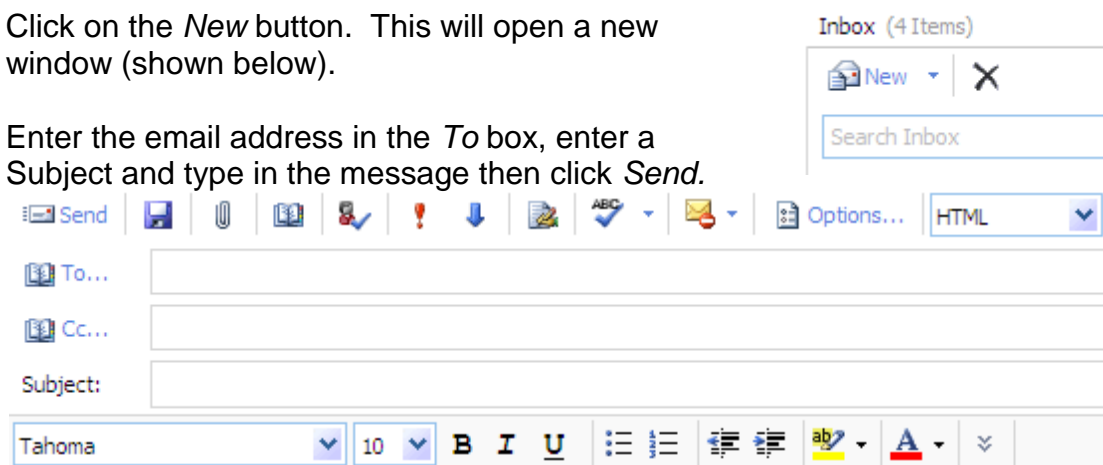
If, during your first visit to E-Mail, you click on SkyDrive (or vice versa) you may be asked if you wish to sign up for a Windows Live Account. Do not sign up! To access the other resource for the first time, use the link from your MySite.


## How do I use my E-mail


### Send an E-mail

Click on the *New* button. This will open a new window (shown below).

Enter the email address in the *To* box, enter a Subject and type in the message then click *Send*.



To attach a file to an email, click on the paperclip icon 

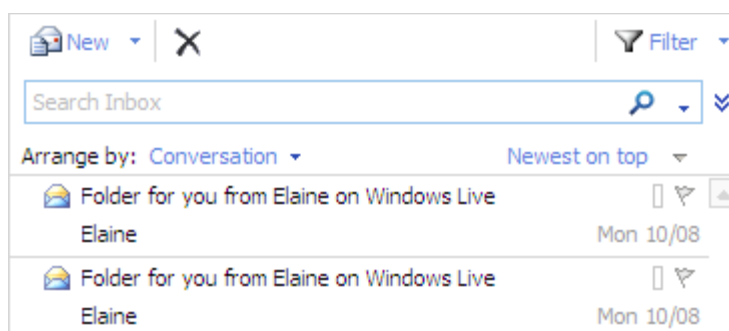
To lookup e-mail addresses, click on the address book icon  and type the name into the search box.

### Read an E-mail

Incoming messages appear in a list in the middle of the screen.

By default they are arranged by *Conversation* view. You can change this view to suit yourself by clicking on the word *Conversation* (could show as *date*) and you get a drop down menu to choose from.

Once you've changed this, it will remember your selection for next time.



To read a message, click on a message and the contents of the message will appear in the viewing pane on the right hand side of the screen. There is also an option to turn this viewing pain off if you wish.

## Where Should I Save My Work?

There are three main areas provided for storing files, your U: Drive, your MySite and the SkyDrive.

Storage	Size	Accessed via	Externally Available
U: Drive	200 MB	My Computer > U: Drive	✗
My Site	200 MB	<a href="https://my.adamsmith.ac.uk">https://my.adamsmith.ac.uk</a>	✓
SkyDrive	25 Gb	<a href="https://my.adamsmith.ac.uk">https://my.adamsmith.ac.uk</a> SkyDrive link	✓

If you are on a course which requires larger files, you may receive other areas in which to save your work.



ICT highly recommends you keep at least two copies of important files in different areas, in case of accidental deletion, loss or corruption.

Each year ICT have many students asking if we can restore files from broken pen drives, cd-roms etc. **ICT cannot perform this service.**

ICT recommend making use of your SkyDrive for this purpose.

## U: Drive

You will receive 200 MB of storage via your U: Drive.

### Network Drives

To access your U: Drive, click *Start* then *My Computer*. You should see your U: Drive listed under *Network Drives*.



Files saved in the U: Drive cannot be accessed outside the College Network.

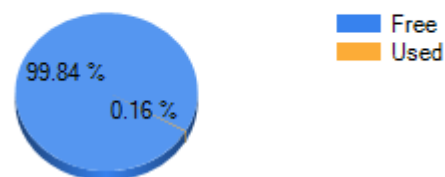
## My Site

As your MySite is limited to 200 MB, you may quickly run out of space in this area. You can see what is left of your quota on the chart on your MySite.

### My Site Storage

Total storage: 200 MB

Free space: 199.69 MB



When you delete documents from your MySite, they are added to the Recycle Bin (similar to Windows). Your quota includes the contents of your recycle bin!

You will never manage to have the full 200 MB free spaces as some space is used automatically by the system (as shown in the chart above).

## SkyDrive

The SkyDrive is provided by Microsoft and can take up to 25 GB of files.

It can be accessed from outside the College via the Internet through your MySite <https://my.adamsmith.ac.uk> by clicking on the SkyDrive link (top right corner)

### Windows Live Services

Your Windows Live Services are a new feature brought to you by a collaboration between Adam Smith College and Microsoft ®

- Email
- SkyDrive



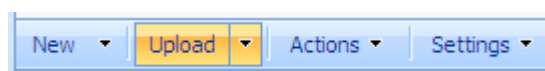
**ICT do not backup your storage areas.** It is your responsibility to ensure your important files are backed up. For this purpose, we have supplied you with the SkyDrive. Please see the sections “How do I transfer files to the SkyDrive?” and “How Do I Save into My SkyDrive”

## How Do I Save into my MySite?

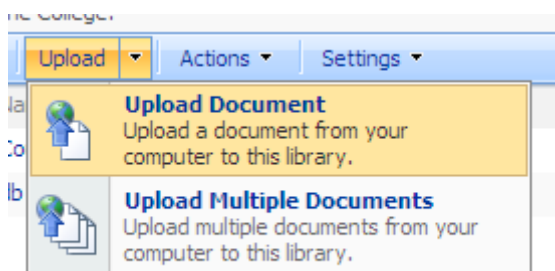
To save files into your MySite, follow these steps

If you are in the College

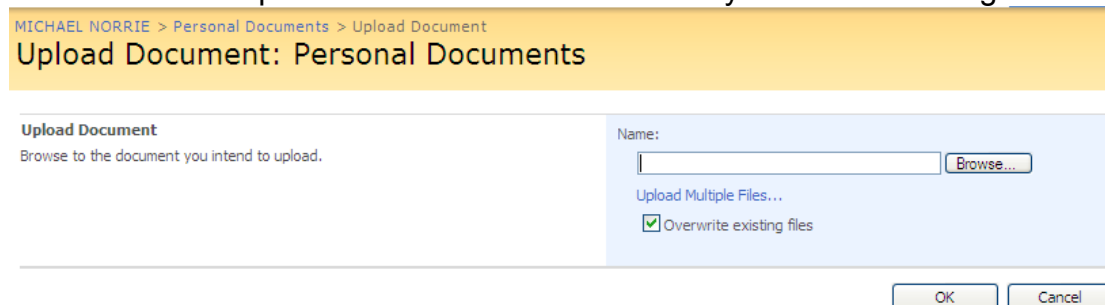
1. Open Internet Explorer (Start>All Programs>Internet Explorer)
2. Select MySite from the Splash Screen. When your MySite opens, click on “Personal Documents in the left hand menu.
3. Place your mouse over the “Upload” button, don’t click yet! Notice it turns Orange.



The button is divided into two by a vertical line; if you click **to the right of the vertical line** (down arrow) you will see the following menu.



4. Click on “Upload Document” which will take you to the following screen

A screenshot of the 'Upload Document: Personal Documents' web page. The page has a yellow header with the breadcrumb 'MICHAEL NORRIE > Personal Documents > Upload Document' and the title 'Upload Document: Personal Documents'. Below the header, there is a section titled 'Upload Document' with the instruction 'Browse to the document you intend to upload.' To the right, there is a 'Name:' field with a 'Browse...' button, an 'Upload Multiple Files...' link, and a checked checkbox for 'Overwrite existing files'. At the bottom right, there are 'OK' and 'Cancel' buttons.

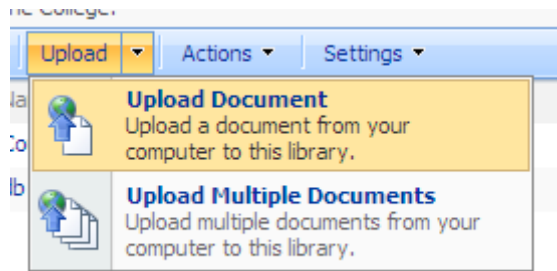
Click on browse to locate the file you wish to upload then click OK.

If you are outside the College (i.e. from home)

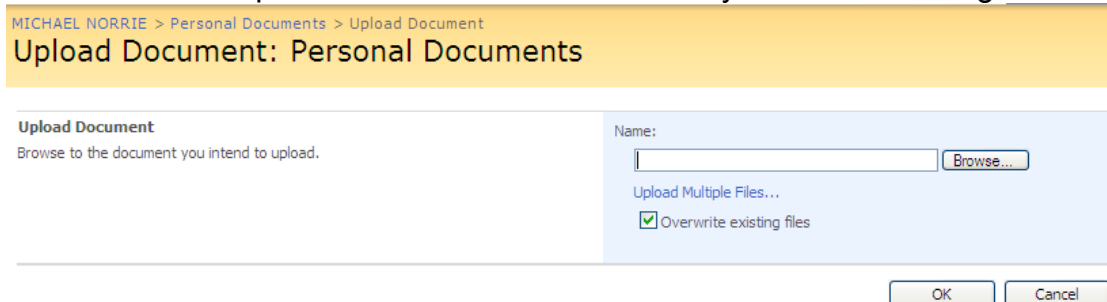
1. Open Internet Explorer
2. Enter <https://my.adamsmith.ac.uk> into the address bar
3. Provide your username and password when prompted.
4. When your MySite opens, click on Personal Documents in the left hand menu.
5. Place your mouse over the “Upload” button, don’t click yet! Notice it turns Orange.



The button is divided into two by a vertical line; if you click **to the right of the vertical line** (down arrow) you will see the following menu.



6. Click on “Upload Document” which will take you to the following screen



Click on browse to locate the file you wish to upload then click OK.



Some file types may not behave as expected when accessed via MySite. For example, we expect .doc files to open in Microsoft Word, pdf in Adobe Reader etc.

As MySite is based on Microsoft technology, all Microsoft Office file types will behave as expected, however some specialist software file types may not.

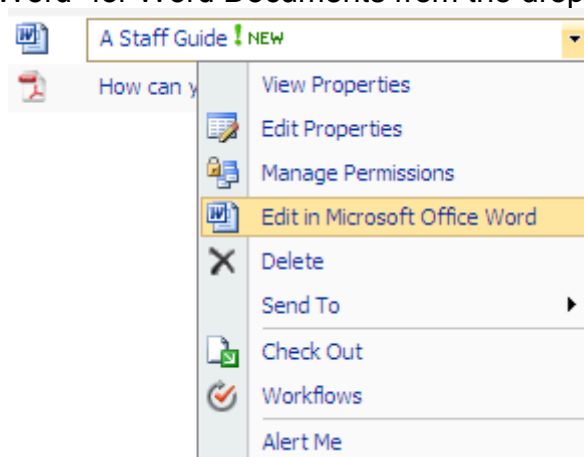
If you come across such issues, download the file to your U: Drive when in College, or your local PC when at home before accessing or editing them.



Video available Online at <https://learn.adamsmith.ac.uk/training/HowToVideos/How do I save into my MySite.html>

## How Do I Edit Files in my MySite?

Some file types, predominantly Microsoft Office, have inbuilt support allowing you to edit them with the relevant program. If the document is for a Microsoft program, hover over the file you wish to edit then select “Edit in *Program*” i.e. “Edit in Microsoft Word” for Word Documents from the drop down menu.

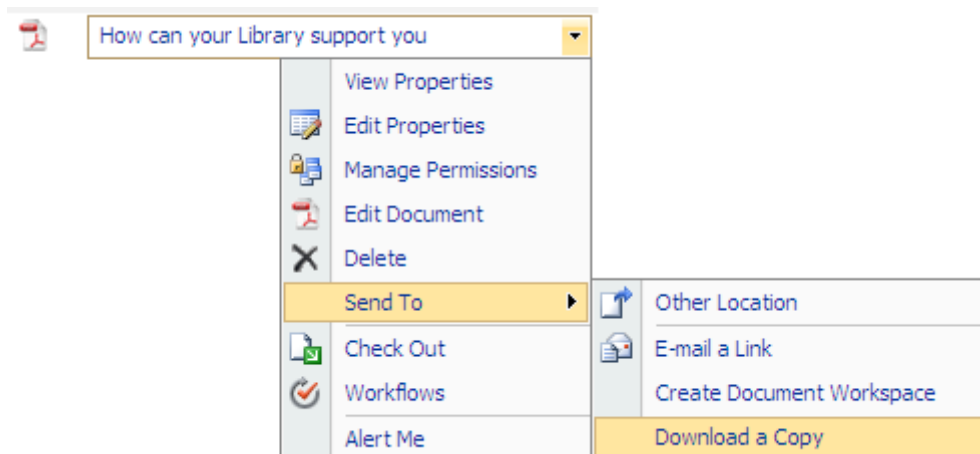


If you just click on the document, bypassing the menu, it will open in read only mode and not allow changes.

When you save the file, it will save back to the same place in your MySite.

If a file is of a type not known to MySite, i.e. there is no “Edit In *Program*” option, you would be best to download the file to your U: Drive (or your local PC when outside the college) for editing.

To do this, hover over the file you wish to edit and select “Send To” then “Download a copy”.



Browse to your U: Drive (or area on your PC when not in College) and save.

Edit the document from your U: Drive.

Once complete, you can upload it back to your MySite.



One of the services provided by Microsoft within your SkyDrive is the ability to edit online documents from home even if you don't have Microsoft Office installed, you can create, view, edit and share Microsoft Word, Excel, PowerPoint and OneNote files online.

Please note however this is a service provided by Microsoft and not ICT Services so the policy of backup is the same that applies to SkyDrive.

## How Do I Save into my SkyDrive?

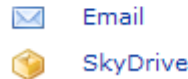
To save to your SkyDrive, click on SkyDrive from within your MySite.

Your SkyDrive will open in a new window.

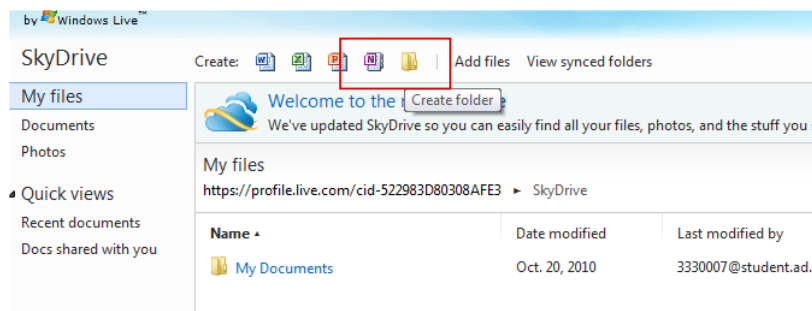
Once your SkyDrive opens (screen below),

### Windows Live Services

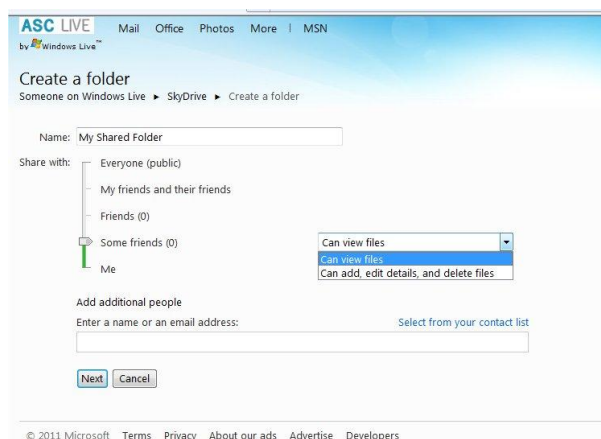
Your Windows Live Services are a new feature brought to you by a collaboration between Adam Smith College and Microsoft®



You can upload files to folders, but first you need to create the folders in your SkyDrive, to do this click on the folder icon as shown below.

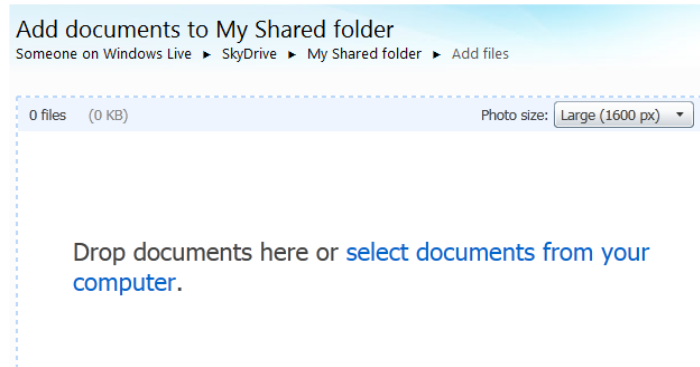


You will then be able to create your own folders for use and set your own permission choices for who has access.



Once you have created your folders you can then upload your files, select the folder and then from the menu at the top select the Add Files tab





You can either drag and drop your files or select files from your computer into the drop zone. Then click continue and your files will have been uploaded into your folder.



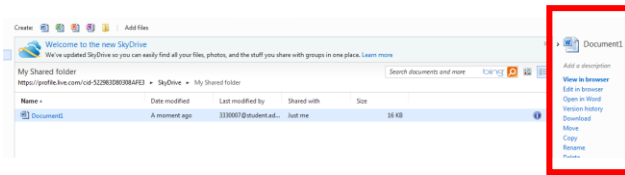
It is not possible to upload folders to the SkyDrive. If you have a folder containing files you wish to upload, you can Zip the folder and upload the Zip file. To do this, right click on the folder and select *Send To* then *Compressed (zipped) Folder*.

The maximum upload size is 50 MB.

**SkyDrive does not prompt you when you are about to overwrite a file, i.e. you upload a document with the same name as an existing document. Please watch out for this.**

## How Do I Download files from my SkyDrive?

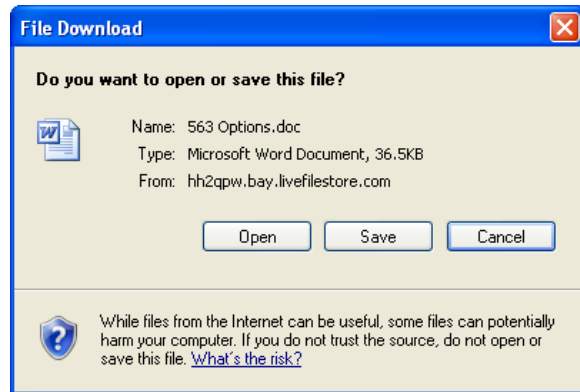
To download a file from your SkyDrive, browse to the file, click on it then select Download from the menu on the right-hand side.



This then gives the options to Open or Save.

If you wish to edit it the file you must Save it, then edit it, then re-upload it.

In College, it is recommended that you save this to your U: Drive while editing.



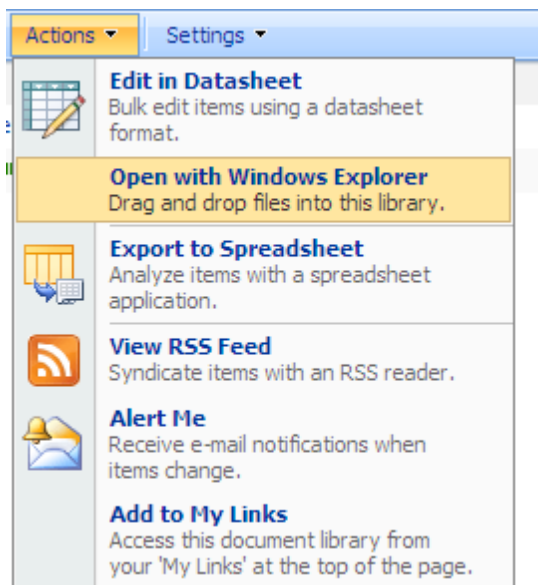
It is recommended that you use your MySite and U: Drive as a working areas and the SkyDrive for archiving and back up purposes.

## How Do I Transfer files from My MySite to SkyDrive?

From your MySite, click on *SkyDrive*. This opens your SkyDrive in another window. Browse to the SkyDrive folder you wish to upload the files to, then click *Add Files*, ensuring that the “Drop Files Here” area is displayed.

Minimise this window.

In your MySite, click on *Personal Documents* in the left hand menu. Click on the *Actions* menu and select *Open with Windows Explorer*.

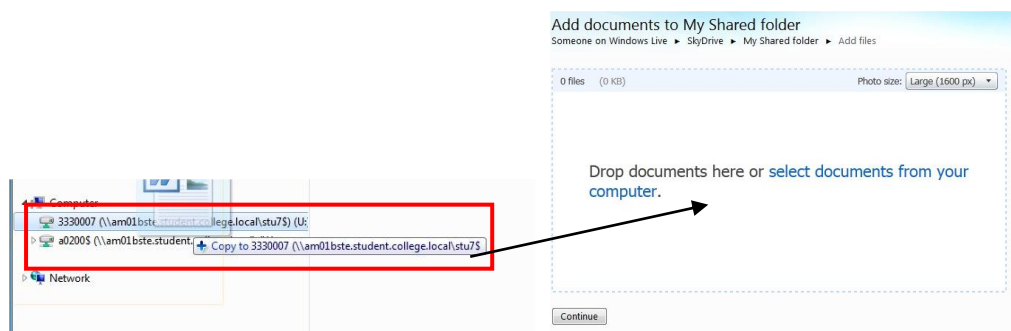


This will open another Window displaying the contents of Personal Documents in a normal Windows Explorer window.

It is not unusual for the Explorer Window to require a refresh (press F5) to show recently added files.

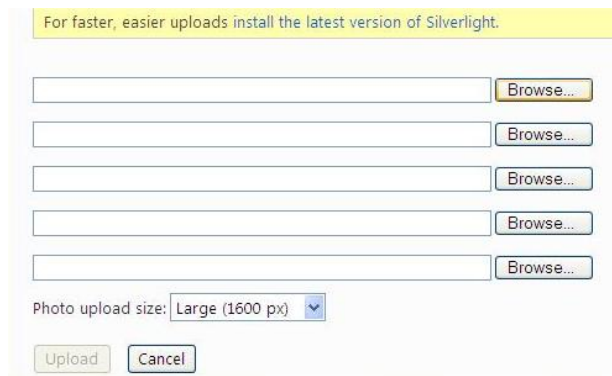
Unfortunately, you cannot use this window to drag and drop into SkyDrive. Testing has shown that this method presents issues, so, using this window, copy the relevant files to your U:Drive (or anywhere on your PC if at home).

Restore the minimised SkyDrive window, and drag and drop the documents you require from your U:Drive (or where you saved them on your PC if at home) into the SkyDrive drop area.



Click on *Upload* to upload to SkyDrive.

Should you have problems with the Drag n Drop functionality, please try the *Add Files* from the top menu in your SkyDrive click *Browse* select your *U: Drive* then the file you want to upload then click the *upload* button.



For faster, easier uploads install the latest version of Silverlight.

Photo upload size:

Using the standard upload page instead of the Drag n Drop functionality means that you will have to save the file(s) to your U: Drive or local PC first as you cannot browse to your MySite.

## My Class Sites

Your MySite will show any classes that you are part of in your *My Class Sites* web part.



To visit your class site, simply click on the relevant link.



Please see the Class Site section later in this guide for information on the Class Site.

## My Combined Calendar

Your combined calendar shows any events or assignment deadlines from all the class sites you are connected to. It also displays the contents of any calendars you set up in your MySite. It does not include the contents of any other calendars.



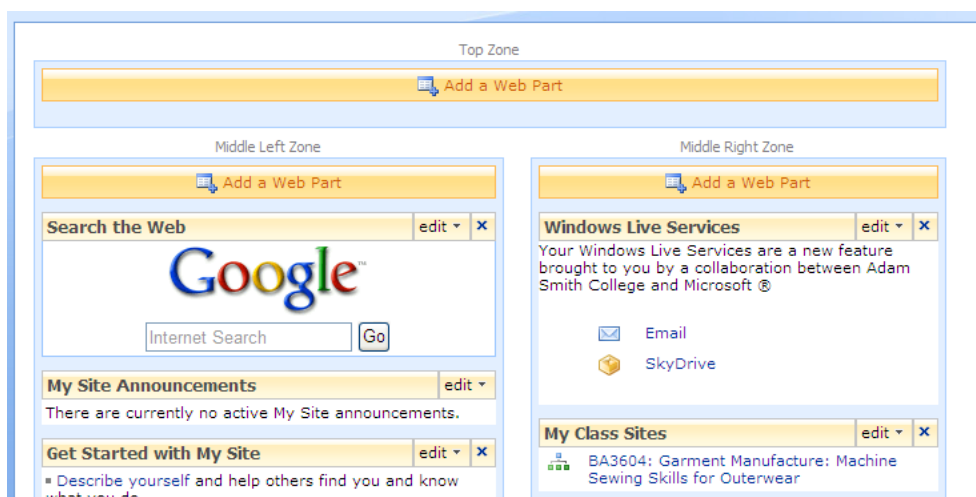
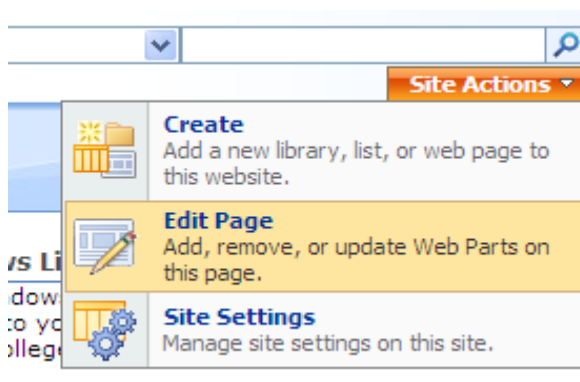
Please see the Class Site section later in this guide for information on the Class Site.

## Can I Customise MySite?

You are the owner of your MySite, you can customise it by adding web parts. Web parts are components that you can add, remove or move around your MySite.

To edit your MySite, click on *Site Actions* (top right) and select *Edit Page*.

This will then refresh the screen showing buttons allowing you to add a web part into a zone. (Top, Middle Left, Middle Right or bottom)



Click on "Add a Web Part" in the zone you wish to add it to. You will then be presented with a list of available web parts.



If any additional functionality is released during the year, it is highly likely that the functionality will be a new web part. We will inform you of any new web parts via your announcements area.

Tick the one you wish to add in then click “Add”

The web part will then be added to the page.

Some web parts allow you to configure settings, for example, the “Search the Web” web part allows you to change the search provider between Google, Microsoft and Yahoo.



To move a web part to another zone, simply drag and drop it.

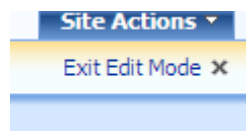
To configure a web part, click on *edit* then *Modify Shared Web Part*.

This opens a configuration panel to the right of your screen allowing you to change various settings.

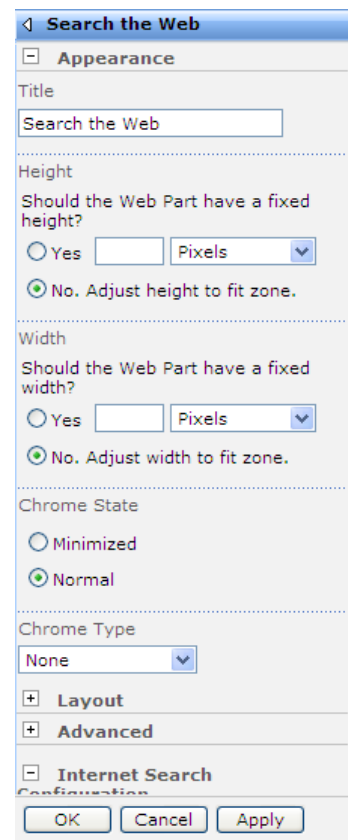
In the example of changing search providers, scroll down to “Internet Search Configuration”, expand it, then change the settings to your provider of choice.

Click *Apply*

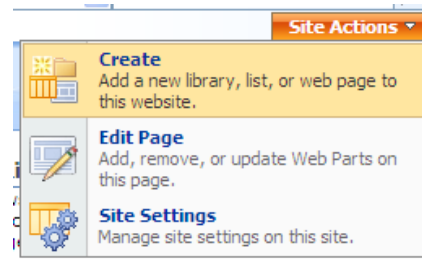
Once you are happy with your changes, click on *Exit Edit Mode* (top right, under *Site Actions*)




You can also create document libraries, lists, calendars, surveys, and even a blog should you wish to. To add any of these items, click on *Site Actions* then *Create*.



This then gives you a choice of all the things you can add. There is a description when you hover over a selection. Click on the item you wish to add then provide any information it requires.





**Calendar**

Create a calendar list when you want a calendar-based view of upcoming meetings, deadlines, and other important events. You can share information between your calendar list and Windows SharePoint Services-compatible events programs.

Libraries	Communications	Tracking	Custom Lists	Web Pages
<ul style="list-style-type: none"> <li>Document Library</li> <li>Form Library</li> <li>Wiki Page Library</li> <li>Picture Library</li> <li>Data Connection Library</li> <li>Slide Library</li> </ul>	<ul style="list-style-type: none"> <li>Announcements</li> <li>Contacts</li> <li>Discussion Board</li> </ul>	<ul style="list-style-type: none"> <li>Links</li> <li><b>Calendar</b></li> <li>Tasks</li> <li>Project Tasks</li> <li>Issue Tracking</li> <li>Survey</li> </ul>	<ul style="list-style-type: none"> <li>Custom List</li> <li>Custom List in Datasheet View</li> <li>Import Spreadsheet</li> </ul>	<ul style="list-style-type: none"> <li>Basic Page</li> <li>Web Part Page</li> <li>Sites and Workspaces</li> </ul>



Please do not delete your MySite. If you do delete it, the next time you visit <https://my.adamsmith.ac.uk> it will recreate a MySite for you. However you will have lost all your files and information saved in your previous MySite. ICT cannot recover your deleted MySite.

# Wireless Networking

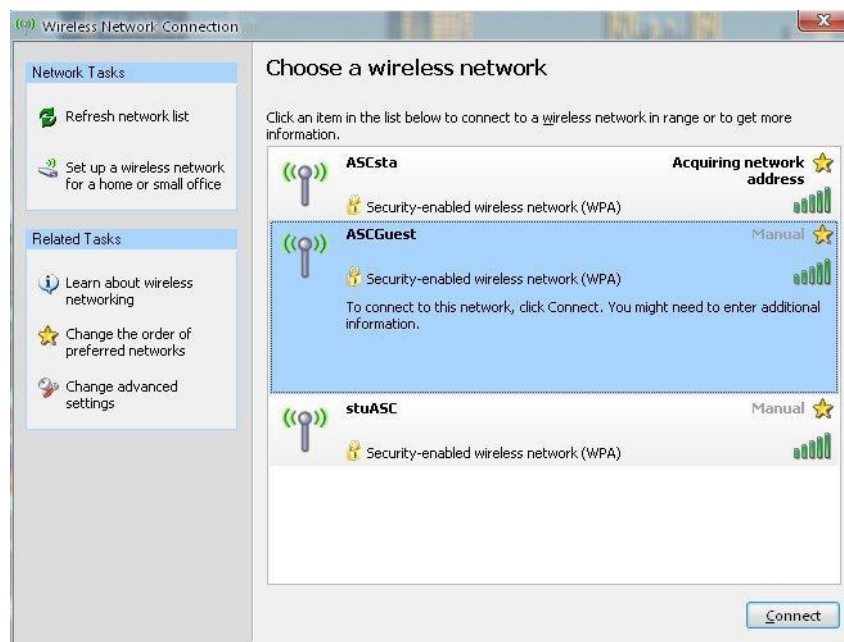
## How to: Use the Guest Wireless Network

The college now provides a guest wireless network which is available for access by users who have a compatible wireless device and Adam Smith College network account.

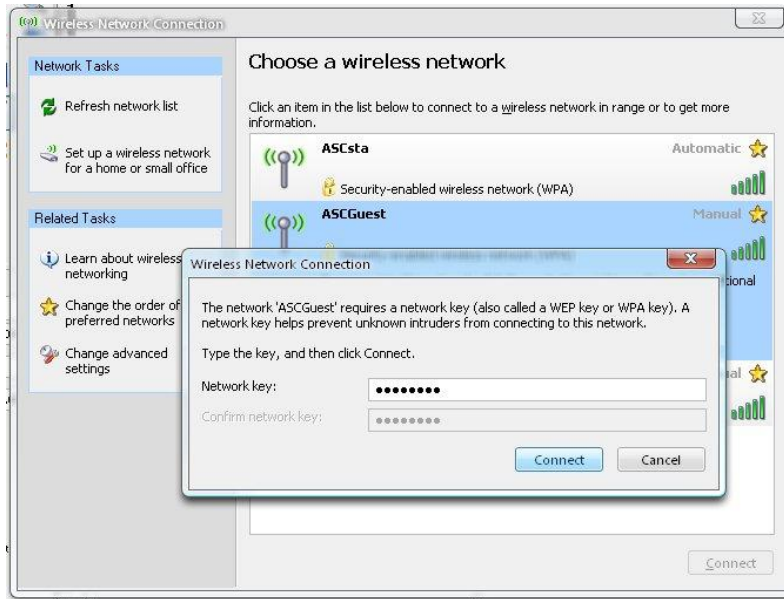
To use the guest wireless network, after you have logged in to your device you must agree to follow the College's Acceptable Use Policy. If you do not follow this, and the "Guest Wireless (WiFi) Access Policy – 2010", your use of the service will be stopped. The Guest Wireless Access Policy can be accessed on the Learning and Teaching Gateway on the Induction site.

<https://learn.adamsmith.ac.uk/induction/>

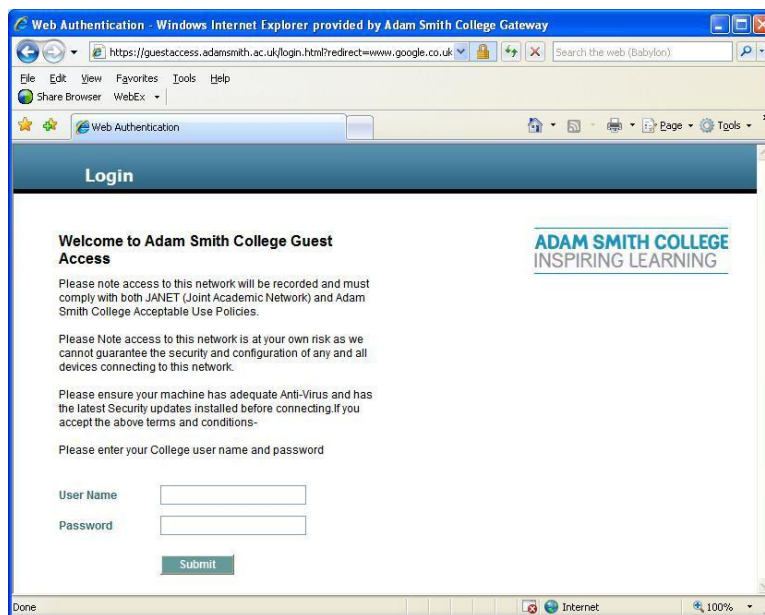
When the laptop is in a WiFi zone, an icon will show in the bottom right hand section of the desktop toolbar. Double click this icon and the following screen (or similar) will appear. (You may need to choose the Show Active Connection option on your laptop to see this.)



- Choose the option to connect to „ASCGuest“ wireless network:

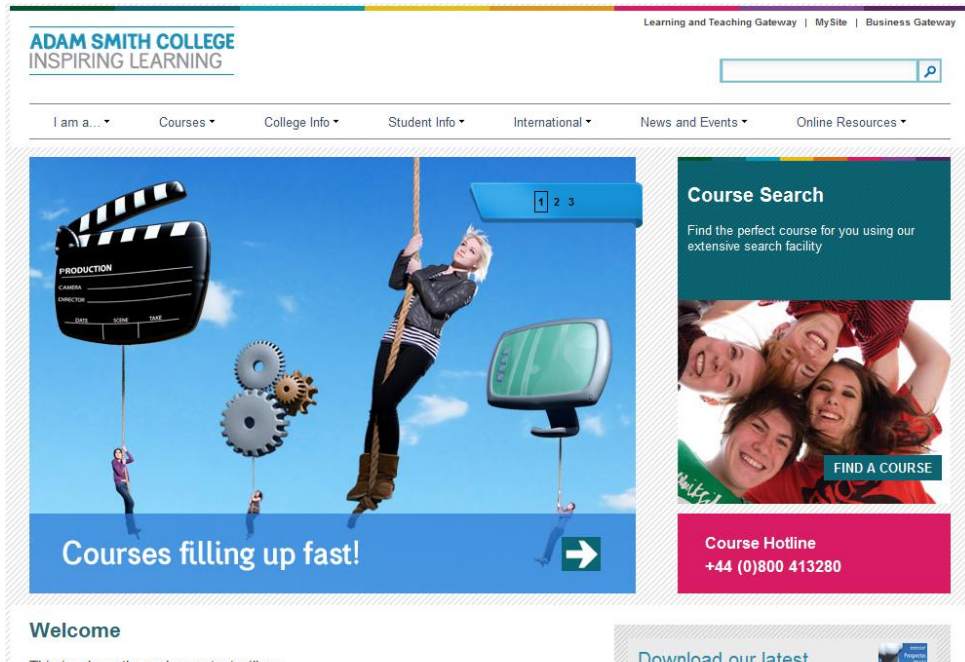


- You will be asked to put in a security key, please enter:  
ascguest2011g
- To logon to the Guest Access network, open your web browser. You should be automatically redirected to the Web Logon page.



- At the Login page, enter your College Email address and your usual College Password.

Staff	<a href="mailto:yourname@adamsmith.ac.uk">yourname@adamsmith.ac.uk</a>
Student	<a href="mailto:studentid@student.adamsmith.ac.uk">studentid@student.adamsmith.ac.uk</a>



- Once you have logged in you will be directed to the College website. You will then be able to access the internet from this point.

Any connection to the Internet from the College Guest Wireless access points will pass through a filter in the same way as the access from the Student network does.

Laptops may have different methods and requirements to allow connection to the Guest Wireless Network. This information is based on the Windows Operating System and Internet Explorer and only has generic information. You may need to check your laptop manual or manufacturer for more detailed set up information.

**Note:** You will need to use battery power for WiFi so remember to charge your device before coming in to college.

## The Learning & Teaching Gateway

The Learning & Teaching Gateway (LTG) has been developed in response to the ICT Strategy requirements to provide on-line access to resources and systems from anywhere in the world.

The LTG is a step forward in ICT service provision to Students, enhancing the learning experience and providing online access to materials and files.

The LTG consists of various functional sites

- Induction Site
- Student Forum
- Library Site
- Student Funding Site
- Guidance Site
- Learning Support Site
- Using this Site
- Centre Sites
- Department Sites
- Class Sites

### Induction Site

<https://learn.adamsmith.ac.uk/Induction>

This site has been developed to host induction information and is managed by Margaret Barrie of Learner Services.

It will contain resource from cross college areas such as Learner Support, Health & Safety and ICT.

It will be available at all times throughout the year.

This site appears under the “Help & Support” tab on the LTG.

### Student Forum Site

<https://learn.adamsmith.ac.uk/studentforum>

The purpose of the site is to facilitate cross college communication with all students, irrespective of course etc.

This is where cross-college surveys and such documents as Learner Forum minutes are posted to keep you informed.

There is also a Discussion Forum for Staff-Student discussions.

## **Library Site**

<https://learn.adamsmith.ac.uk/library>

The Library site contains links to various resources, subscriptions and the library system “Heritage” is also accessible via the site.

There is a host of information available from opening times to how to reference appropriately.

Shibboleth<sup>1</sup> resources will be accessed via this site, please see the section on Shibboleth later in this guide.

## **Guidance Site**

<https://learn.adamsmith.ac.uk/guidance>

The Guidance site contains various information and resources to aid you through your studies.

This site appears under the “Help & Support” tab on the LTG.

## **Learning Support Site**

<https://learn.adamsmith.ac.uk/lsupport>

The Learning Support site contains various information and resources to support you through their studies should you require any help in areas such as accessible software tools, scribes etc.

This site appears under the “Help & Support” tab on the LTG.

## **Using this Site**

<https://learn.adamsmith.ac.uk/training>

This site contains all the help resources in terms of using SharePoint and the LTG. There are Videos, Interactive videos, guides and forums designed to be the first stop for you when they are unsure of how to use the LTG, MySite or Class Sites.

## **Sites**

Each Centre in the College has its own site, accessible via the *Centre* tab

These sites are there so that you can see what your Centre is up to, share documents and information and communicate with your Centre.

---

<sup>1</sup> Shibboleth is a free, open sourced, web communication system which facilitates single sign on to many resources from different providers. Please see <http://www.ukfederation.org.uk/content/Documents/Benefits> for further information.

## **Department Sites**

Each Department in the College has its own site, accessible via the respective Centre Site.

These sites are there so that you can see what your department is up to, share documents and information and communicate with your department.

## **Class Sites**

Your Class Sites are accessible through your MySite web part and through the *Classes* tab on the LTG. You will only ever be presented with your class sites. Please see the Class Site section for further information.

# Class Sites

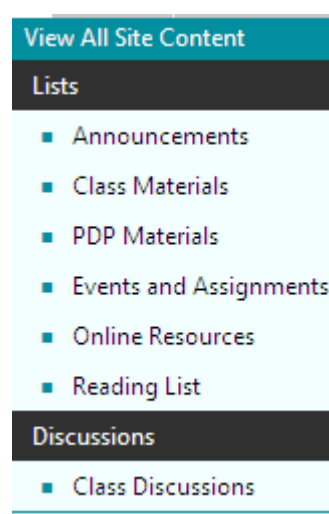
## Overview

The class site contains a host of features designed for collaboration between staff and students.

A class site is simply an online extension of your physical class, with the same Lecturers and Students as members.

Once created, the class site provides;

- Announcements
- Class Materials
- PDP Materials
- Events & Assignments Calendar (including assignment upload facility)
- Online Resources List
- Reading List
- Class Discussion Forum



To access any of the above, simply click on the relevant heading in the left hand menu (shown above).

## Assignment Upload Facility


If a lecturer has set an assignment, it will appear in 3 places

- 1 The *Events and Assignments* calendar (by clicking on *Events and Assignments* in the left hand menu)

	27	28	29	30
				17:00 <a href="#">Coursework 1</a>

- 2 The *Events and Assignments* web part on the Class Site Homepage


### Events and Assignments

30/08/2009 17:00 [Coursework 1](#) NEW   
Coursework 1 covering communication techniques

- 3 In your combined calendar on your MySite

To read the assignment, click on the assignment (in this case “Coursework 1”).

## Events and Assignments: Coursework 1

Alert Me    Submit Assignment   Export Event	
<b>Title</b>	Coursework 1
<b>Description</b>	Coursework 1 covering communication techniques
<b>Deadline</b>	30/08/2009 17:00
<b>Attachments</b>	<a href="#">Assessment.doc</a>

Created at 07/08/2009 09:58 by [Michael Norrie](#)  
Last modified at 07/08/2009 09:59 by [Michael Norrie](#)

## Your Assignment Submissions

You haven't made any submissions for this assignment yet. Use the Submit Assignment button on the toolbar above to upload your submission for this assignment.

Click on the attachment (in this case “Assessment.doc”) and it will open for you to read.

<b>Attachments</b>	<a href="#">Assessment.doc</a>
--------------------	--------------------------------

Once you are ready to submit your work against this assignment, click on “*Submit Assignment*”

Browse for the file you wish to submit for this assignment and then click OK.

<b>Name</b> *	<input type="text"/>	<input type="button" value="Browse..."/>
<b>Notify Me?</b>	<input checked="" type="checkbox"/> Use this option to be notified by email when a lecturer has marked this submission.	

Click Browse to locate your file and click OK.

The uploaded files will display as below.

Alert Me    Submit Assignment   Export Event	
<b>Title</b>	Coursework 1
<b>Description</b>	Coursework 1 covering communication techniques
<b>Deadline</b>	30/08/2009 17:00
<b>Attachments</b>	Assessment.doc
Created at 07/08/2009 09:58 by <a href="#">Michael Norrie</a> Last modified at 07/08/2009 09:59 by <a href="#">Michael Norrie</a>	
<input type="button" value="Close"/>	

## Your Assignment Submissions

Assignment Submitted	Result	Comments
07/08/2009 10:08:03		<a href="#">Review...</a>

**Once your file is uploaded, it cannot be changed.**

If the assignment requires multiple files, repeat the steps as necessary.



You will only ever be able to see your own work.



Please refer to the "File Restrictions in SharePoint" section



Video available Online at <https://learn.adamsmith.ac.uk/training/HowToVideos/AssignmentUploadFacility.html>

## Discussion Forums

There are many discussion forums within the Learning & Teaching Gateway. They are a more appropriate method to discuss topics than e-mail.

### Read an Existing Discussion Topic

To read a discussion topic in a discussion forum, simply click on the subject of interest.

#### Discussion

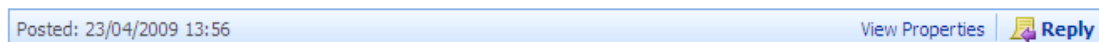
Use the Discussion list to hold newsgroup-style discussions on topics relevant to you.

Subject	Created By	Replies	Last Updated
Library Questionnaire	ROSS RIDDOCK	4	24/04/2009 10:19

This opens the topic, displaying all the replies.

### Reply to an Existing Thread

To reply to an existing post in a topic, click on the *Reply* button.



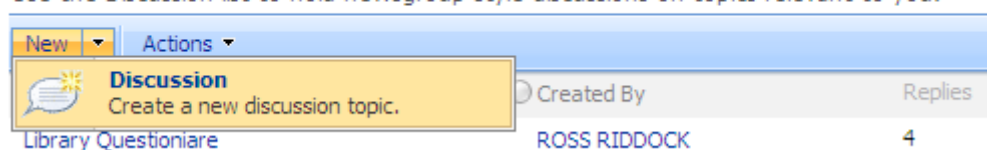
Type in your reply in the Body textbox and click *OK*.

### Add a Discussion Topic

To add a new topic to a discussion board, click on the new button

#### Discussion

Use the Discussion list to hold newsgroup-style discussions on topics relevant to you.



Enter the information required on the following screen. Subject is a required field. Enter the discussion into the body.


## Discussion: New Item

OK Cancel

Attach File | Spelling... \* indicates a required field

**Subject \***

**Body**



OK Cancel

Then click *OK*.



Video available online at  
<https://learn.adamsmith.ac.uk/training/HowToVideos/Finisheddiscussion.html>

## Shibboleth Resources

Shibboleth is a free, open sourced, web communication system which facilitates single sign on to many resources from different providers.

Adam Smith College has signed up to Shibboleth meaning that your username and password will give access to various other resources.

All the resources are listed in the Library Site on the Learning & Teaching Gateway <https://learn.adamsmith.ac.uk/library>

### Online Resource Subscriptions

Using the selection options below, you can view the various online resources that the College subscribes to via Shibboleth. You are permitted to use these resources for the purposes of your course(s) whilst a student at the College.

List by letter: 0 - 9 | A - F | G - M | N - S | T - Z

List by category: News | Media | History

#### Your selection:

There are no items to show in this view, please select a selection option from above.

As we expect the list of resources to grow throughout the year, the resources are presented after you select an option from “*List by letter*” or “*List by category*.”

Clicking on one of these options i.e. News, will display all the related resources under “*Your selection*”.

#### Your selection:

▣ [NewsFilm Online](#)

NewsFilm Online offers access to over 3,000 hours of downloadable television news and cinema newsreels, selected from the ITN/Reuters Television archives. Access the service by clicking on 'via direct access' Login option.

To visit one the resources, click on the link (i.e. NewsFilm Online).

There will be an area on the page where you sign in but this may be different on different Sites, for example it may say Shibboleth Login, or authenticate here, Login via UK Federation etc.

### For subscribing universities and colleges

**Login** → via UK federation. [\[info\]](#)

**Login** → via direct access. [\[info\]](#)

[Search and Browse - Login later to download](#)



### Logging in via the UK Federation:

The [UK Access Management Federation for Education and Research](#) enables secure access using the same username and password to all external services supporting it; in many cases, but not all, the username and password is the same as for local services at your institution. If you have difficulty accessing the service you wish to use, check your local login procedures with the library staff.

When you Login via the UK Federation you will be redirected to a 'wayf' Server, (where are you from). The 'wayf' server page will be similar to this:

Select your organisation from the drop down list; Adam Smith college. You can also select how long they want to have the session open using the 'Remember for Session' drop down box.

You will now be directed to the Adam Smith College's Shibboleth Identity Service Provider for authentication. This will look similar to the screen below, but will be personalised for Adam Smith College.

**Adam Smith College**

Please login:

**UID**

**Password**

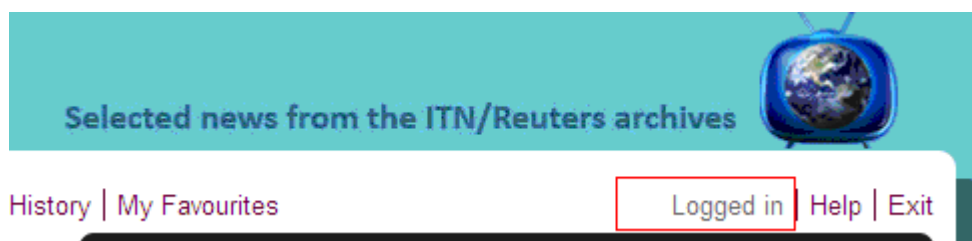
The resource that you have attempted to access requires that you log in with your with your Adam Smith College UID.

Log in using your college Login name i.e. [0123456@student.adamsmith.ac.uk](mailto:0123456@student.adamsmith.ac.uk) and password. You will be redirected back to the original registered site.

#### Shibboleth Authentication Request Processed

You are automatically being redirected to the requested site. If the browser appears to be hung up after 15-20 seconds, try reloading the page before contacting the technical support staff in charge of the desired resource or service you are trying to access.

Redirecting to requested site...



Once authenticated if you keep the Browser open you can access all the Federated Sites registered by Learner services without having to go through the login process again.

Once you close the Browser you may be required to authenticate again.

If you experience any issues or have any questions regarding any Shibboleth resource, please speak to the Library staff in the first instance.

## File Restrictions in SharePoint

As the Learning & Teaching Gateway and MySite are based on Microsoft SharePoint technology and designed for use over the internet, there are certain restrictions in terms of file types permitted and file names.

### File & Folder Names

- ✗ You cannot use the following characters in File Names: “ # % & \* : < > ? \ / { | } ~
- ✗ Cannot be longer than 128 characters
- ✗ You cannot use the following characters anywhere in a folder name ~ # % & \* { } \ : < > ? / |
- ✗ You cannot use the period character (.) consecutively in the middle of a file name
- ✗ You cannot use the period character (.) at the end of a file name
- ✗ You cannot start a file name with the period character (.)
- ✗ In addition, file names and folder names may not end with:

.files	_fichiers	_tiedostot	_arquivos	_fails
_files	_bestanden	_pliki	_dosyalar	_bylos
-Dateien	_file	_soubory	_datoteke	_fajlovi
	_archivos	_elemei	_fitxers	_fitxategiak
	-filer	_ficheiros	_failid	

### File Type Restrictions

There is a list of file types that are barred, primarily for safety purposes, because they can harbour viruses, execute malicious code or stop SharePoint from operating as expected.

If you come across an occurrence of this, where the file type is required for teaching and learning purposes, please follow the steps below to rectify;

1. For immediate solution, zip up the file (by right clicking on the file and selecting send to, compressed (zipped) folder) and then upload the zip file to SharePoint.
2. Inform your tutor who can take the necessary steps to rectify the situation with ICT.

## Frequently Asked Questions

- ?** **I've accidentally deleted a document, can you recover it for me?**  
Documents deleted from your MySite will be held in the Recycle Bin for 30 days allowing you to restore the file. ICT cannot restore files for you.
- Documents deleted from SkyDrive or E-Mail cannot be recovered.  
Documents deleted from your U: Drive cannot be recovered.
- ?** **I've changed my password whilst using SkyDrive or Email and now I can no longer logon to any College machines or MySite. How do I fix this?**  
Changing your password via SkyDrive or E-mail will not change the College passwords automatically, meaning that they are now out of sync. To fix this, login to a College machine using your previous password (the one before you changed it). Once logged in, change your password via MySite as described in this manual.
- ?** **If I click the link for one of my class sites from MySite, I'm being asked for my username and password again. How can I stop this from happening?**  
This is because your MySite <https://my.adamsmith.ac.uk> and the LTG <https://learn.adamsmith.ac.uk> are different websites, *my* and *learn*, respectively. There is no way to stop this from happening.
- ?** **I'm having difficulties using my ICT provisions, (MySite, Learning & Teaching Gateway, U:Drive, E-mail or SkyDrive) who can I contact for help?**  
Check out the *Using this Site* area of the LTG <https://learn.adamsmith.ac.uk/training> in the first instance. If this still doesn't help, please explain your difficulties to a lecturer who can then pass it on to the relevant team.
- ?** **I've had a great idea to improve students MySite, who can I pass my idea on to?**  
We appreciate when you share your ideas with us, simply email your suggestion to [ltg@adamsmith.ac.uk](mailto:ltg@adamsmith.ac.uk) or use the *Contact Us* link at the bottom right of the LTG.
- ?** **When I click Upload in a document library, I don't get the option to "Upload Multiple Documents" in the drop down menu.**  
Upload multiple files is only available if you have at least Office 2003 installed on your client. If you do have Office 2003 and still do not see the Upload Multiple option, the Office installation may be corrupted.



## Quick References

To access the L&TG and MySite From HOME or within any outreach:

Because of the slight changes in the way students log into the Learning and Teaching Gateway from within the college network connected campuses (St B; Priory; IAT; Stenton; Leven; Lochgelly; Kelty; BRAG; etc) this guide pertains to those students accessing the L&TG (MySite etc) from Outreach s or from HOME (if the student has an Internet connected PC at home).

This is because, students logging into the college network from the network connected campuses mentioned are known to the system from the moment they are logged in where as students at outreach are not required (by the college) to login to the learning s' PC. These PCs may have local logins but they are generic in nature. Students connecting from home also are not normally required (by the college) to log on to their own PC to start using it.

**But** to use the systems offered by the college, students, whether logging in from home or a non-network connected outreach , need to log on (via the internet) using their credentials (username and password) so the system knows who they are.

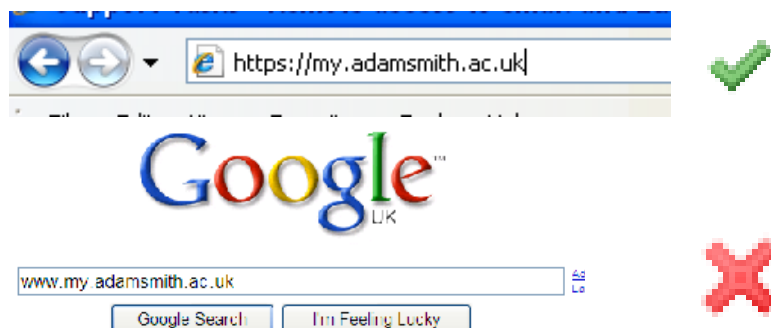
### 1. Open Internet Explorer

1.1. **Note** because the systems is a Microsoft system you are strongly advised to use IE 6 and above to use this system. ICT Services cannot help if you use any other browser.

2. In the address bar type **https://my.adamsmith.ac.uk** (to access your **MySite**) or **https://learn.adamsmith.ac.uk** to access the learning and teaching site

#### 2.1. Important note:

2.1.1. The address bar is at the top of the browser. Not the Google/Yahoo/or any other search box.



2.1.2. Remember the **S** in https ←

2.1.3. There is **NO www**

At the login screen (which will look similar to the graphic below)



## 2.2. Type your username

2.2.1. This is your student ID number in the format:  
**studentIDnumber@student.adamsmith.ac.uk.**

2.2.2. E.g. **0123452@student.adamsmith.ac.uk.**

## 2.3. Type in your Password

2.3.1. If this is your first time type your initial password as given by your tutor

2.3.2. Otherwise enter whatever password you use to log into the system within the college

2.3.3. Press Ok


## To Change Passwords (Once logged into MySite) :

Password compromised? Or you just want to change it? Change it yourself via your **My Site**.

1. Log into MySite (<https://my.adamsmith.ac.uk>)

2. Look for the **Change My Password** area

**Change My Password**

 Your password will expire in 167 day(s) on 13/01/2010 15:43

Old password:	<input type="text"/>
New password:	<input type="text"/>
Confirm new password:	<input type="text"/>

2.1. Enter your old password (the one you just logged in with)

2.2. Enter your new password

2.3. Notes on passwords:

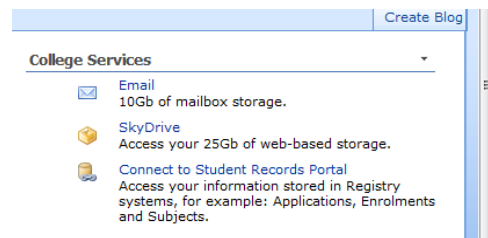
- ✓ Passwords are case-sensitive. (word and WoRd are different passwords)
- ✓ Passwords can contain uppercase and lowercase letters.
- ✓ Passwords can contain numbers.
- ✓ Passwords maximum length is 16 characters.
- ✗ Password cannot contain your Student ID or Staff username.
- ✗ Password cannot be less than 6 characters in length.
- ✗ Password cannot be one of your last three passwords.
- ✗ Passwords cannot contain spaces.
- ✗ Passwords cannot contain non-English characters (accents for example).
- ✗ Passwords cannot contain the answer to your secret question for Windows Live.

2.4. If you have forgotten your password you'll need to speak to your tutor who will arrange a new one. Please bear in mind, however, that this will take time.

### How do I access my Email?

E-mail is provided by collaboration between the Adam Smith College and Microsoft.

On the right hand side of your MySite, you should see the following.



Click on "Email". This will open a new window.

The first time you use either your e-mail or SkyDrive, you will be asked for some details about you including your age, location etc. Please enter these details to continue. You will not be asked for this again.

Please read the manual which details the above and gives a fuller explanation. – ask your tutor for the **Learning and Teaching Gateway – A Student Guide** if you don't have one.

### Access to the Student Records Portal in MySite

This facility will enable you to perform a number of functions depending on your position within Adam Smith College. The functions will be accessed through pages that are identified by tags in the column to the left of the screen. To go to the page you want, **just click on the tag.**

## Common Pages

Everyone who can access the portal will see the same 3 tags on the left of their screen. The HOME tag will be at the top of the left column, the other two tags will be at the bottom of the left column.

TAG	FUNCTION
HOME	This page contains the in tray which allows us to send messages and tasks specifically for you
CONTACT US	This page enables you to send an e-mail to us if you encounter any problems
LOGOUT	This page closes your session in the portal

To access the **FUNCTION**, just click on the TAG.

In between the HOME tag and the CONTACT US tag will be various other tags depending on the records you have within Adam Smith College.

## Personal Details Page

All Students and Applicants will see the same PERSONAL DETAILS tag immediately below the HOME tag. This tag will present the users with a number of options.

TAG	OPTION	FUNCTION
Personal Details	View Correspondence	This option will allow you to view all the correspondence that has taken place between you and Adam Smith College.
	View Your Personal Details	This option will allow you to see the personal details we currently have for you.
	View/Edit Your Home Address Details	This option will allow you to see and change the home address details we currently have for you.
	View/Edit Your Term Address Details	This option will allow you to see and change the term address details we currently have for you.
	View/Edit Your Emergency Contact Details	This option will allow you to see and change the emergency contact details we currently have for you.

## Application Details Page

Applicants will see the APPLICATION DETAILS tag immediately below the PERSONAL DETAILS tag.

TAG	OPTION	FUNCTION
<b>Application Details</b>	View Online Applications	This option will allow you to view the <u>online</u> applications that have been transferred to the admissions process at Adam Smith College.
	Online Applications	This option will allow you to see the <u>online</u> applications that have not yet been transferred to the admissions process at Adam Smith College.
	Course Applications	This option will allow you to see the status of your applications - online <i>and</i> paper based - that have been transferred to the admissions process at Adam Smith College.  When an offer has been made this option will also allow you to respond to the offer.

### Student Actions Page

Enrolled Students will see the STUDENT ACTIONS tag immediately below the PERSONAL DETAILS tag.

TAG	OPTION	FUNCTION
<b>Student Actions</b>	View Student Record of Achievement	This option will allow you to view the bookings and the results you have achieved during your course(s) of study at Adam Smith College.
	Notify Absence	This option will allow you inform Adam Smith College of the details of any unplanned absences from your course of study.  <b>You will still have to complete an absence form on your return to college for student funding purposes.</b>

The number of options you may have access to will increase as the portal is developed.

## Tips for access problems

What browser are you using? i.e. Internet Explorer, Firefox, Chrome – Remember Internet Explorer V6 and above is our recommended browser and we are unable to support any others.

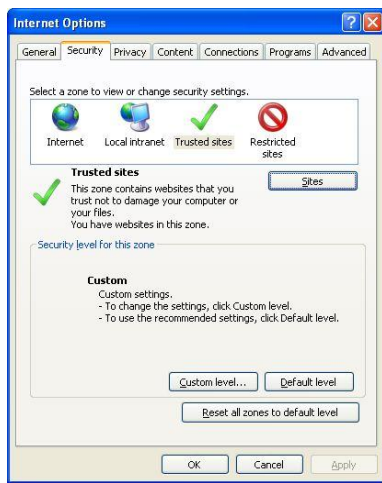
Are you logging on to <https://my.adamsmith.ac.uk> remembering that there is **NO** www and not forgetting the **S** in https:

Are you using your full email address as the logon details? Your full email address is your [ID@student.adamsmith.ac.uk](mailto:ID@student.adamsmith.ac.uk) (example [1234567@student.adamsmith.ac.uk](mailto:1234567@student.adamsmith.ac.uk))

You are recommended to at least have a broadband connection from outside the college to access these facilities.

## Changes and Updates

<p><b>ISSUE</b> Home Access HTTP Error Access Denied</p>
--

Reason	Problem
Not being able to access the LTG from home even though putting in correct credentials (username & password).	Get a HTTP Error – Unauthorized to view page, due to invalid credentials
<p><b>Solution</b> Add URLs to Internet Security Settings</p>	
<p><b>Step 1</b></p> <p>Open up Internet Explorer (web browser) select Tools &gt; Options &gt; Security Tab &gt; Click on Trusted Sites &gt; Then Sites</p>	 <p>The screenshot shows the 'Internet Options' dialog box with the 'Security' tab selected. Under 'Select a zone to view or change security settings', the 'Trusted sites' zone is selected with a green checkmark. Below, the 'Trusted sites' section shows a green checkmark and a description: 'This zone contains websites that you trust not to damage your computer or your files. You have websites in this zone.' The 'Security level for this zone' is set to 'Custom'. At the bottom, there are buttons for 'Custom level...', 'Default level', 'Reset all zones to default level', 'OK', 'Cancel', and 'Apply'.</p>

## Step 2

Add in the following addresses:

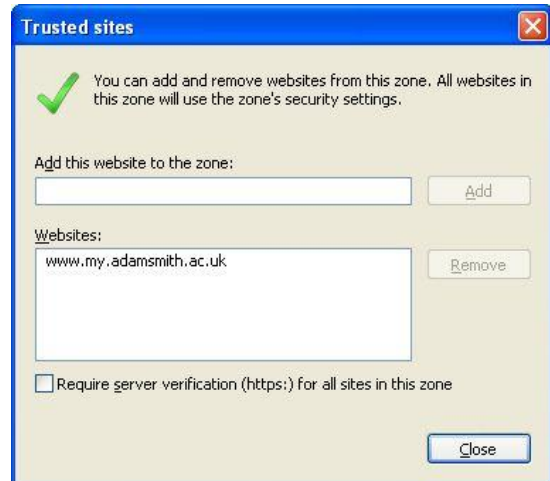
[www.adamsmith.ac.uk](http://www.adamsmith.ac.uk)

<https://learn.adamsmith.ac.uk>

If the same problem occurs with trying to access your MySite then add the following address also:

<https://my.adamsmith.ac.uk>

Click on Close and restart Internet Explorer.



**Note:** ignore what you see already in the box above

