Checklist for new students

It is almost certain that technology will be widely used for both your academic studies and for administrative tasks at university. It is well worth spending some time preparing before you arrive, especially if you do not have much experience of using technology for your studies at school or at work. Once you get to university you will find that there are many sources of help, but you will have to be pro-active in searching them out. University is about self-reliance and it will be up to you to ensure you have acquired the skills you need to support yourself.

Things to consider before arrival:

1. Should you be more demanding of your school in terms of ICT provision & training?

2. Have you researched the ICT provision at university?

3. Has the university given you access to any of its online services such as email, online library or VLE?

4. Are there any materials or activities available online for your courses?

5. Have you explored these resources and tried them out?

6. Have you checked online to see what help the university provides for IT-related problems? Do they provide help for problems with personal laptops?

7. Do you know how to use online journals, e-books, databases and search engines? Do you know what help the library provides in these areas?

8. Have you explored what the University offers and know how to use it, explored self tuition materials on the University library site.

If you plan to bring a laptop or PC to university:

9. Do you know how to perform basic maintenance tasks on your laptop e.g. updating the operating system and antivirus software, backing up files?

10. Does your laptop have commonly-used software packages e.g. MS Office, and do you know how to use them?

11. Will internet access be provided in your hall of residence? Do you need to register your laptop for this service before you arrive?

12. Is there wireless access on-campus? Do you know how to connect your laptop to a wireless network?

If you do not plan to bring a laptop or PC to university:

13. Have you checked the number of open access computer labs, opening hours, distance from accommodation / lecture classes etc?

14. If you do not intend to use the university computing facilities, what computer will you use? How will you access the internet?