Preface

ANU is one of the world’s leading universities and aspires to achieve excellence in teaching, in research and in scholarship. As Australia’s national university, ANU has an historical responsibility to be a nation builder. To achieve this we seek to develop and extend our students to their greatest potential and produce graduates who are outstanding global citizens and future leaders with knowledge and skills to work, study and contribute anywhere in the world.

The quality of our teaching and our teaching resources is critical to achieving these ambitious educational aims. Harnessing these resources and integrating them with pedagogical goals and objectives requires skill and judgment on the part of the teacher. ANU encourages its teaching staff to go beyond the traditional lecture and tutorial format and explore new ways of delivering courses, so that course materials are presented to students in the most appropriate way, and in a way which engages students and has maximum impact. We ask our students to be receptive and open to new ideas and approaches to the problems of their disciplines; as teachers we should also be open to new ways of communicating with our students.

The University’s resources are impressive, and this guide provides ANU teachers with information about the array of services, techniques, tools and networks available to assist you and your students with teaching and learning. I would like to congratulate and thank the staff from many areas of the University who contribute to the services described in the Teaching Resource Guide. I am sure this guide will be invaluable for ANU teachers.

Elizabeth Deane
Pro Vice-Chancellor (Education)
# Preface

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Timetable Information

http://timetable.anu.edu.au
E: timetabling@anu.edu.au

Class and examination timetabling is coordinated by the Timetabling Office. Your school administrator liaises with the Timetabling Office to organise class timetables, room bookings and examinations for your area. This process may vary between areas and you should contact your school administrator for details.

The online timetable has information about:
- times and locations of classes
- times and locations of examinations
- venue locations and maps.

Not all areas list their timetable online. You should check with your school administrator for details.

Accessing Timetable Information for a Course

- On the timetable website, select Class Timetable for the current year.
- Select how you would like to view your course information.
  Note that you have several options, including by area or by course.
- Select your course and then click on View Details at the bottom of the list.
  This will display a list of all of the scheduled class times and locations for your course.

Course Context Sheet

You can also view a Context Sheet with additional information about a course such as other classes associated with that course and the number of students enrolled.
- In the Class Timetable information window select the View Context Sheet link in the upper left-hand corner. A new window will open.
- Your Context Sheet will then be generated. When ready a message will appear at the bottom of the page stating that your Context Sheet has been generated and is ready for viewing. Click Viewing to see your Context Sheet.
- The Context Sheet will display your course venue, enrolment numbers and the number of students who have clashes with other courses.

ANU Staff Directory

http://netcomms.anu.edu.au/voice
T: 612 59666

You may wish to have an entry in the ANU Staff Directory so that your students can find your contact details. It is your responsibility to arrange for your entry in the directory and to ensure that your information is correct.

New entries and changes (e.g., if you move offices) can be made by logging a job with the DOI Helpdesk at http://doihelpdesk.anu.edu.au

You will need to provide the following information for your entry to be correctly processed:
- Full name
- Extension number
- Salutation (Mr., Mrs., Prof.)
- Building Name and Number
- Position title (Professor)
- Department and school
- ANU ID number (e.g., u1234567)
- Charge Code (the business manager for your area will know this)

Your new ANU staff directory entry should be available the next day.
Wattle
http://wattle.anu.edu.au
E: wattle@anu.edu.au

Wattle (Web Access To Teaching & Learning Environments) is an online learning environment used to provide a set of tools to facilitate learning, communication and collaboration, and can be used to make lecture notes, readings, digital lecture recordings and other learning resources available to your students online.

Wattle is new to ANU and will replace WebCT as the University’s Learning Management Service over the next year. Wattle consists of Moodle as the main underpinning platform, augmented with other online learning facilities such as Digital Lecture Delivery (DLD), Camtasia and Wimba Live Classroom.

Key Dates for Starting to use Wattle
ANU Colleges are currently working with their academic staff to consider the best way to migrate to Wattle. A range of online resources and training services are available to support the uptake of Wattle.

WebCT can be used for courses until the end of Semester 1, 2010.
Throughout 2009 and during the first half of 2010 there will be several opportunities to transition your courses to Wattle:

- Semester 2, 2009
- Spring 2009
- Summer 2009/2010
- Semester 1, 2010
- Autumn 2010
- Winter 2010
- Semester 2, 2010

For more information about Lecturer/Designer and student access dates for each teaching period, see http://wattle.anu.edu.au/help

WebCT will continue to be supported until the end of Semester 1, 2010. This timetable will be reviewed in September 2009 and revised if necessary.
Getting Help Using Wattle

**Wattle Help Website**
E: wattle@anu.edu.au

This website makes available a wealth of resources including guides, examples and step-by-step instructions for using Wattle. This website is continuously being improved and updated with new materials and links to other online resources.

The website includes:
- a sneak peek of what a Wattle site looks like
- online step-by-step instructions about how to set up activities and resources
- technical advice
- the free downloadable Moodle manual, how to purchase print manuals and contact details for College and Division of Information support.

**Your College Support Teams**
Each college has dedicated staff to help you with educational design. They can also assist you with using online environments, including Wattle and WebCT.

Contact details for college support teams can be found in the Directory of Services in the centre of this guide.

**Wattle Help for Students**
http://ask.anu.edu.au

Your students are also new to Wattle so be sure to help them become aware of support services. In addition to providing help for teachers, the Wattle Help website contains information for students.

Students can also visit the AskANU IT Consultants in Hancock and Chifley to receive one-to-one help with Wattle.

Wattle Information Sessions

These short introduction sessions will cover:
- options for moving to Wattle between now and Semester 2, 2010
- course release dates
- College plans for migration
- 'show 'n' tell' of some existing ANU Wattle courses
- what to expect when your WebCT course is migrated to Wattle
- how to start using Wattle if you haven’t used WebCT before
- help and training options.

More information sessions may be scheduled. ANU College of Business and Economics will be holding an information session later in the year.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Venue</th>
<th>Intended Audience</th>
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<tbody>
<tr>
<td>11 May</td>
<td>Mon</td>
<td>2-3pm</td>
<td>MCC6</td>
<td>All staff</td>
</tr>
<tr>
<td>21 May</td>
<td>Thurs</td>
<td>1–2pm</td>
<td>MCC6</td>
<td>All staff</td>
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<tr>
<td>22 May</td>
<td>Fri</td>
<td>3-4pm</td>
<td>MCC5</td>
<td>CASS</td>
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<tr>
<td>9 June</td>
<td>Tues</td>
<td>11am-12pm</td>
<td>SRES Theatre</td>
<td>COPS CMBE</td>
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<tr>
<td>11 June</td>
<td>Thurs</td>
<td>1.30-2.30pm</td>
<td>Arndt Theatre</td>
<td>All staff — part of the Festival of Teaching</td>
</tr>
<tr>
<td>15 June</td>
<td>Mon</td>
<td>12-1pm</td>
<td>ENGN Theatre</td>
<td>CECS</td>
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<tr>
<td>17 June</td>
<td>Mon</td>
<td>11am-12pm</td>
<td>BPB121</td>
<td>CAP</td>
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<tr>
<td>24 June</td>
<td>Wed</td>
<td>12-1pm</td>
<td>LAW G21</td>
<td>Law</td>
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<td>1 July</td>
<td>Wed</td>
<td>1-2pm</td>
<td>MCC6</td>
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<tr>
<td>6 July</td>
<td>Mon</td>
<td>11am-12pm</td>
<td>MCC6</td>
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</tr>
<tr>
<td>15 July</td>
<td>Wed</td>
<td>11am-12pm</td>
<td>MCC6</td>
<td>All staff</td>
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</table>
Getting Started with Wattle

Each session runs for three hours. The following sessions are designed for all staff. Discipline specific needs will be covered in other sessions. Please see pages 14–18 for College/discipline specific training and support.

Getting Started — For the Newcomer to Online Teaching at ANU

These sessions are for teaching academics who have little experience with WebCT or have never used WebCT or any other online teaching platform.

- The basics: What can online courses offer you and your students?
- A tour of Wattle: page layout, the basic tools
- Understanding the basic tools: activities and resources
- Play time — the last hour is to work on your own course

More sessions will be scheduled after 24 July for those preparing for Summer Schools and Semester 1, 2010 courses.

29 May Fri 10am-1pm Chifley Lab 1 For new users
3 June Wed 10am-1pm Chifley Lab 1 For new users
11 June Thurs 2.30–4.30pm Crisp G018 Part of the Festival of Teaching
18 June Thurs 10am-1pm Hancock Flex Lab For new users
13 July Mon 10am-1pm Hancock Flex Lab For new users
24 July Fri 10am-1pm Menzies Flex Lab For new users

To register: http://wattle.anu.edu.au/help

Getting Started — For WebCT & Other Online Teaching Platform Users

These hands-on sessions are for those who have used WebCT or other online teaching platforms (e.g., Alliance, Sakai, Blackboard) to teach in previous semesters.

These sessions assume a basic understanding of online teaching and file management.

- WebCT to Wattle: what’s the same and what’s different
- Organising the front page in Wattle: blocks, activities and resources, changing defaults
- Setting up the most frequently used tools: DLD, tutorial sign-up, discussion forums.
- Play time — the last hour is to work on your own course

27 May Wed 10am-1pm Chifley Lab 1
4 June Thurs 10am-1pm Chifley Lab 1
12 June Fri 10am-1pm Chifley Lab 1
2 July Thurs 10am-1pm Hancock Flex Lab
17 July Fri 10am-1pm Menzies Flex Lab
20 July Mon 10am-1pm Hancock Flex Lab

To register: http://wattle.anu.edu.au/help

Tools and Features Workshops

Each session runs for one hour.

These short workshops cover a specific tool or feature in Wattle. The workshops will outline the main features of the tool, what this tool can offer, how to set up the tool, tips and traps, and the ramifications of changing default settings.

Tools and Features covered in workshops include:

- Importing resources from WebCT into Wattle
- Gradebook
- Changing Course Settings
- Wikis

Tool sessions, dates, venues and to register: http://wattle.anu.edu.au/help

Lunch-time Drop-in Sessions

Come along for a quick fix of any sticky issues you may be having with Wattle. You can also work on your course with support staff on hand. Bring your lunch. No need to register, just come along.

Every Mon 6 July – 3 Aug 1–2pm Hancock Flex Lab
Every Wed 8 July – 5 Aug 1–2pm Chifley Flex Lab 1
Every Fri 10 July – 7 Aug 1–2pm Menzies Flex Lab

More drop-in sessions may be scheduled after 7 August if needed. Check http://wattle.anu.edu.au/help for details closer to the date.

Wattle Wednesdays — Show ‘n’ Tell

Most sessions will include a short in-depth look at one particular tool and 2–3 demonstrations from fellow academics using Wattle. No need to register, just come along.

The full program and speakers can be found on the Wattle help website.

17 June Wed 2–3pm Graneek Rm, L4, Chifley
8 July Wed 2–3pm Graneek Rm, L4, Chifley
5 Aug Wed 2–3pm Graneek Rm, L4, Chifley
9 Sept Wed 2–3pm Graneek Rm, L4, Chifley
14 Oct Wed 2–3pm Graneek Rm, L4, Chifley
College Activities and Contacts

ANU College of Business and Economics

College Contact:
   Deborah Veness
   E: Deborah.Veness@anu.edu.au

The College of Business and Economics will begin using Wattle in courses delivered in the Summer 2009/2010 session. The College Wattle Implementation Plan will be presented to Schools in mid-2009, and made available electronically to all members of staff. The Plan will include details about how staff members from the College (both academic and administrative) will be supported throughout the changeover period, including dates for training sessions, how to obtain individual support, and other support activities.

ANU College of Law

http://law.anu.edu.au/CEIST

College Contacts:
   College Education and Innovation Support Team (CEIST)
   Aliya Steed & Alexandra Knight
   E: CEIST@law.anu.edu.au

Session details:
   24 June Wed 12-1pm LAW G21

The ANU College of Law will be transitioning and consolidating its use of online tools and resources to support learning throughout 2009 and 2010. Wattle will be implemented as part of this process on a program-by-program basis. All programs and teachers will be supported to make the transition.

Support for the changeover will be provided by CEIST and the College IT&C Unit. CEIST will be your first point of contact for all educational design issues, integrating the classroom experience with the online experience. It will also provide support and training for all staff on using online tools such as the University's Learning Management System (LMS). The IT Unit will be involved in tool development, trouble-shooting and resolving technical problems. Sandpit sites, information sessions, workshops and one-on-one assistance will be made available in order to help staff to develop new course websites.

Please see the CEIST website for further information about the College of Law Wattle Implementation Plan, training and support.

ANU College of Physical Sciences & ANU College of Medicine, Biology and Environment

College Contacts:
   Paula Newitt
   E: Paula.Newitt@anu.edu.au
   Luke Powter
   E: Luke.Powter@anu.edu.au

Science Information Session
   9 June Tues 11am-12pm SRES Theatre

Getting Started with Wattle

These workshops are designed to help you become familiar with Wattle — the replacement for WebCT. Staff will be available to help you work on your own course. You will have access to new Wattle sites that contain the migrated material from your WebCT version offered last year, but if you choose to start afresh we can help you with that too. This is also a chance to see what others are doing in their online teaching and get (and give) some good ideas.

If these discipline session times do not suit you, you are welcome to choose an alternative time.

   4 May Mon 10am–1pm CHEM Hancock Flex Lab
   5 May Tues 10am–1pm PSYC + SCOM Hancock Flex Lab
   6 May Wed 10am–1pm MATH Hancock Flex Lab
   7 May Thur 10am–1pm ENVS Hancock Flex Lab
   8 May Fri 10am–1pm BIOL Hancock Flex Lab
   8 May Fri 12–3pm PHYS + ASTR Hancock Flex Lab
   18 May Mon 12–3pm BIOL Hancock Flex Lab
   19 May Tues 12–3pm CHEM + EMSC Hancock Flex Lab
   22 May Fri 12–3pm ENVS + MATH Hancock Flex Lab
   25 May Mon 12–3pm PSYC + SCOM Hancock Flex Lab
   26 May Tues 12–3pm EMSC + PHYS Hancock Flex Lab

To register:

1. Log in to HORUS (http://horus.anu.edu.au) using your UniID and password.
2. Select Training > View Training Catalogue (from the left panel)
3. Using the Filter By Keyword drop-down facility, select Wattle
4. Click on the code of the course you want to attend (WSCI00)
5. Scroll to the bottom of the page
6. Select a Training Reason from the drop down list provided
7. Tick the box to the left of the session you would like to attend
8. Click Register
ANU College of Engineering & Computer Science
College Contact:
Flexible Learning Unit
E: Kim.Blackmore@anu.edu.au

Wattle Information Session for CECS
15 June Mon 12-1pm ENGN Theatre

Getting Started in Wattle workshop for CECS Academics
24 June Wed 9.30am-12.30pm Engineering Computer Lab
To register, email Debbie.Pioch@anu.edu.au

ANU College of Asia & the Pacific
College Contact:
James Meek
E: James.Meek@anu.edu.au

CAP Information Session
17 June Wed 11am–12pm BPB121

ANU College of Arts and Social Sciences
http://cass.anu.edu.au/education-design-studio/home
College Contact:
Meg Poore
E: Megan.Poore@anu.edu.au

CASS Information Session
22 May Fri 3-4pm MCC5
This session will cover the timetable for changeover, with information about Tool Training, and information about the CASS ‘micro-plan’ and ‘sand-pit’ sessions for all staff, including those who may be interested in changing courses for Semester 2, 2009.

ANU College of Asia & the Pacific and ANU College of Arts and Social Sciences

Educational Design Studio Workshops
These workshops are offered to all CASS and CAP staff, both academic and general. Please visit our CASS/CAP Education Design Studio (EDS) for more information, including instructions on how to register.

Classes are provided for all levels of competence (novice through to expert) and will introduce you to new ways of teaching and engaging students, as well as help you consolidate what you know is already working. The workshops also present you with a perfect opportunity to exchange ideas with other teachers across CASS and CAP.

Wattle Sandpits for CASS & CAP
Sandpit sessions allow you to come along and have a play around in Wattle, the University’s WebCT replacement. Sessions are scheduled for two hours, but feel free to come and go as you wish.

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Mon 18 May</td>
<td>9am–11am</td>
<td>Crisp G018</td>
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<tr>
<td>Thurs 21 May</td>
<td>2pm–4pm</td>
<td>Crisp G018</td>
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<tr>
<td>Tues 26 May</td>
<td>11am–1pm</td>
<td>Crisp G018</td>
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<td>Thurs 28 May</td>
<td>10am–12pm</td>
<td>Crisp G018</td>
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<tr>
<td>Mon 1 June</td>
<td>10am–12pm</td>
<td>Crisp G018</td>
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<tr>
<td>Tues 2 June</td>
<td>11am–1pm</td>
<td>Crisp G018</td>
</tr>
<tr>
<td>Tues 16 June</td>
<td>2pm–4pm</td>
<td>Baldessin E213, Language Lab 2</td>
</tr>
<tr>
<td>Thurs 16 July</td>
<td>1pm–3pm</td>
<td>Baldessin E213, Language Lab 2</td>
</tr>
</tbody>
</table>

EDS Teaching & Learning Workshops Schedule for CASS & CAP
The following workshops are offered multiple times. See the EDS website for dates, times and to register: http://cass.anu.edu.au/education-design-studio/training-and-professional-development

- Lectures and tutorials: engaging students
- Curriculum design
- Assessment basics
- Innovative teaching and learning
- Flexible teaching and learning
- Teaching portfolios for awards and promotion
- Student-centred teaching and learning
EDS Web Workshops for CASS & CAP

The following workshops are offered multiple times. See the EDS website for dates, times and to register: http://cass.anu.edu.au/education-design-studio/training-and-professional-development

- **Blogs**
  - Setting up your course blog (Blogs 1)
  - Building your course blog (Blogs 2)
  - Using blogs in your course (Blogs 3)
- **Wikis**
  - Setting up your course wiki (Wikis 1)
  - Building your course wiki (Wikis 2)
  - Using wikis in your course (Wikis 3)
- **Introduction to RSS: subscribing to websites**
- **Teaching online with Web 2.0: issues and considerations**
- **Social Networking**
  - Setting up your course's social network (Social Networking 1)
  - Building your course's social network (Social Networking 2)
  - Using a social network in your class (Social Networking 3)
- **All About Google**
  - Google Calendar and Gmail
  - Google Docs and Google Notebook
  - Google Groups
- **Bookmarking on the web**
- **Widgets: adding value to your website**
- **Slideshows and clipping the web**
- **Self-publishing on the web**
- **Concept mapping and brainstorming online**
- **Online polls and surveys**
- **Video and photo sharing**
- **EDS web workshop**

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**WebCT**

http://webct.anu.edu.au
E: webcthelp@anu.edu.au

WebCT (Web Course Tools) is an online learning environment used to provide a set of tools to facilitate learning, communication and collaboration, and can be used to make lecture notes, readings, digital lecture recordings and other learning resources available to your students online.

WebCT is being phased out over the next year and will be replaced by our new Online Learning Service, Wattle (Web Access To Teaching & Learning Environments). WebCT will be fully supported until the end of Semester, 1 2010.

**WebCT or Wattle**

Every time an ANU course is offered it automatically has a WebCT and Wattle site created for it. Your College Wattle contact, listed in the Directory of Services at the centre of this Guide, will have details about your College’s plans for moving from WebCT to Wattle and which learning environment you should use.

Throughout 2009 and during the first half of 2010 there will be several opportunities to transition your courses to Wattle:

- Semester 2, 2009
- Spring 2009
- Summer 2009/2010
- Semester 1, 2010
- Autumn 2010
- Winter 2010
- Semester 2, 2010

WebCT will continue to be supported only until the end of Semester 1, 2010.
WebCT Sites for your Courses

Every ANU course has a WebCT site automatically created which is based on a template containing a few standard links and documents.

There are a few options available when setting up a WebCT site for your course:

- If you’ve used WebCT in the past, you can replace the standard template with a WebCT site you have used in a previous semester.
- If you already have a course website (e.g., on your School or Departmental server), you can link from your WebCT site to your existing website.
- If you are new to WebCT, it is now recommended that you use Wattle instead of learning WebCT.

Help with WebCT

E: WebCTHelp@anu.edu.au
T: 612 58886

WebCT Support Site
http://webct.anu.edu.au/help

This site provides instructions for the most commonly used tools and help for ANU-specific issues with WebCT.

The ANU Designers’ Resource Site

This comprehensive and in-depth site can be found under Help and Training on your myBlackboard page and provides:

- Comprehensive information about setting up and maintaining WebCT course sites
- Demonstrations and step-by-step instructions for WebCT’s more advanced features
- The Big Green Button to set up DLD (Digital Lecture Delivery)
- The Big Red Button to re-use WebCT sites from previous semesters. This option will completely overwrite the current WebCT site with a copy of another site you choose, such as a site from a previous year.
- Access and support for related site licensed (or free) facilities including:
  - Respondus — software to generate and manage online quizzes and surveys (site license, windows only)
  - WimbaCreate (previously CourseGenie) — plugins for Microsoft Word allowing you to quickly convert Word documents into well presented online materials (site license, windows only)
  - Activity Register — tutorial sign-up, integrated with WebCT
  - ToolUse — detailed statistics on WebCT usage patterns

Alliance

http://alliance.anu.edu.au

Alliance is an online collaboration environment based on Sakai. Using Alliance you and your students can create online worksites using a range of tools and features such as announcements, calendars, forums and wikis. Worksites are accessible online, and workgroup members can access their sites by logging into Alliance using their UniID and password.

Alliance is not intended as an alternative to Wattle or WebCT. It can be used by groups to communicate and collaborate. For example, an Alliance site has been set up for the ANU Teaching Forum as a way for ANU academics to communicate about teaching issues.

Your students can build their own Alliance sites to:

- Create a discussion board to assist with communication and resource sharing in group projects
- Discuss projects outside of class times
- Store resources in order to share reading materials
- List study schedules

Once a site is created, the site owner can invite other ANU staff and students to join. You can make your sites private, so that only the people that you invite can access the site, or they can be public, so that any member of the ANU community can join and contribute to your project or group. People outside the ANU can also join and contribute to Alliance sites if the site owner allows external access.
Library
http://anulib.anu.edu.au

The ANU Library holds over 2.5 million items in its physical collection, which includes books, journals, microforms, audio-visual material, music scores, rare books and ANU doctoral theses. The physical collection is distributed across Library locations on a subject basis. All resources are listed in the online catalogue, along with the building in which they are located.

The Library also provides access to an extensive range of online resources. Approximately 150 databases and over 57,000 e-journals are available online through the Library website, including Web of Knowledge, Science Direct, SciFinder Scholar, ProQuest 5000, Lexis, Westlaw, Literature Online, Chinese Academic Journals Online, the Oxford Dictionary Online and Factiva.

Contact the Library
JB Chifley  Social Sciences and Humanities. 612 54428  socialsciences.library@anu.edu.au
WK Hancock  Science .............................612 53517  science.library@anu.edu.au
RG Menzies  Asia Pacific..........................612 52005  asiapacific.library@anu.edu.au
Law Library  Law ........................................612 54013  law.library@anu.edu.au
Art Library  Art ............................................612 55799  art.library@anu.edu.au
Music Library  Music .....................................612 55794  music.library@anu.edu.au

Advice and Assistance
E: library.info@anu.edu.au

Information Advisers are available in each Library location to provide expert advice about the wide range of scholarly information resources and services available through the Library.

They can assist you to:
- locate relevant material in the collection
- determine which electronic database or e-journal to use and how to search it effectively
- use the online Library catalogue
- locate and evaluate a wide range of internet information

Suggest an Item for the Library

You can suggest items to be acquired for the Library collection using the online request form on the Library website. Requests for items to be purchased by the Library should be made three months ahead of the required date, and an indication given of the number of copies to be purchased.
Material is purchased by the Library where it is relevant to the educational and research programs of the University and subject to funds being available. In addition to purchasing material, the Library can make learning materials more accessible by placing them in the Short Loan or Reserve Collections, or by making an electronic version available through E-Reserve.

Reserve and Short Loan Collections
http://anulib.anu.edu.au/services/reserve/

High demand course related materials are made available through the Reserve Collection. Items in the Reserve Collection are set aside in a dedicated area and can be borrowed for two hours. Materials include course textbooks, photocopied articles, lecture tapes, lecture notes and overheads, lecture videos and reading bricks. There are Reserve Collections in the JB Chifley Building, the WK Hancock Building and the Art, Law and Music Libraries.

Material may also be placed in the Short Loan Collection where they will be available for 2-day loan. Items in the Short Loan Collection remain on the shelves in their respective Library location.

Adding Material to the Reserve or Short Loan Collections

- To include items in the Reserve or Short Loan Collection, contact the Library for your relevant disciplinary area.
- Lists of items to be placed in the Reserve Collection should be submitted to the circulation desk in the Library six weeks before they are required.
- Items should be restricted to essential required reading only.
- Reading Bricks and private copies of books are accepted into the Reserve Collection for the duration of a course. These items are made available for 2-hour loan.
- Reading Bricks and bulky lecture notes should be presented in a manner that allows them to be photocopied easily and kept together e.g., Spiral bound.

Electronic Reserve

Electronic Reserve (E-Reserve) is a course-based collection of electronic learning materials such as journal articles, book chapters and study notes. You can also make available material contained in reading bricks.

Items in E-Reserve can be found via the catalogue or the Library website. E-Reserve items can also be linked to online course sites in WebCT and Wattle.

Adding Material to the Electronic Reserve Collection

To include items in E-Reserve, contact the Library for your relevant disciplinary area.

There are three ways to place material on E-Reserve:

1. Provide the Library staff with a clean A4 photocopy of the text you wish added to E-Reserve.
2. If the article you wish to place on E-Reserve is published in an electronic journal to which the Library subscribes, then simply provide:
   - the correct citation for the article (author/title/journal title/year/page numbers)
   - the name of the electronic journal collection in which you found the article (e.g., JSTOR, Project Muse).
3. Email an electronic version of the material directly to the Library. The electronic version must be sent as either an MS Word or PDF file. Your email should include your name, your course title and course code, a full citation for the article/chapter, and the date when the item should be removed from reserve (e.g., the end of Semester 1, 2009).

E Bricks

Reading bricks and other reading materials or notes that you provide to your students can be made available in digital format through E-Reserve.

Where the printed reading brick is produced by ANU Printing, and subject to a lecture’s agreement and copyright considerations, the Library can obtain a scanned copy of a reading brick from ANU Printing and make it available via E-Reserve.

ANU Exam Papers
http://anulib.anu.edu.au/online/exams

The Library provides online access to ANU exam papers where they have been made available for publication by the University.

Exam papers from 1996 onwards are available in PDF format. A limited number of exam papers from years prior to 1996 are available in HTML format.

This collection is updated each year in consultation with the Division of Registrar and Student Services.
Copyright

http://information.anu.edu.au/copyright

The University has a responsibility to observe copyright limitations. This means that all copying, including digital copying, must comply with the limits prescribed in the Copyright Act 1968:

- 10% (consecutive or continuous pages) or one chapter of a book (whichever is the greater)
- More than this if the work is out of print or unobtainable in a reasonable time
- The whole or part of an article in one issue of a periodical
- Two or more articles in one issue of a periodical if they are on the same subject
- The whole or part of a literary or dramatic work in a published anthology if not more than 15 pages
- An artistic work which accompanies a literary or dramatic work for the purpose of explaining or illustrating text
- The whole or part of an artistic work if it is not separately published or is unobtainable in a reasonable time.

A copyright statement will be added by the Library to each item which is scanned for the electronic reserve.

Academic Honesty and Plagiarism

http://academichonesty.anu.edu.au

The Academic Honesty website contains information and resources on issues relating to plagiarism and academic honesty, and how to give appropriate acknowledgement to the ideas of others.

Available resources and materials to point out to your students include:

- Guides on how to correctly reference information from books, journals, the internet and other sources
- Tips for good note-taking, so they can easily remember the source of the information in their assignments
- Information to help them understand why plagiarism and copying are not acceptable
- An overview of the plagiarism detection software used at ANU
- ANU procedures, policies and penalties for plagiarism and other forms of academic dishonesty.

The ANU Library also provides a variety of online guides for correct citation at https://academicskills.anu.edu.au/resources/handouts/referencing-basics

Information Skills Training for Your Students

Introduction to Library Services


Library Information Literacy Staff can conduct information sessions for your students about Library services and how to make the best use of the rich collection of scholarly resources.

Contact the Information Literacy Staff to discuss:

- Orientation sessions that you can include in your courses to help your students to gain an overview of materials for your discipline or course
- Creating tailored tutorial sessions to support your students to find resources for upcoming assignments in your course – including databases, journals and books
- Making materials for your course available to your students by including them in the Short Loans or Reserve collections, or putting them online through E Reserve
- Making past exam papers available

Support for International Students

Virtual Tours

http://ilp.anu.edu.au > Virtual Tours

These six minute online tours help international students become familiar with Library terminology by providing explanations of various services and resources within the Library in their own language.

Library Catalogue in eight languages — English, Japanese, Thai, Indonesian, Mandarin, Cantonese, Vietnamese, Dzongkha (Bhutanese).

Multilingual Library Tours

http://ilp.anu.edu.au

Tours of Chifley and Hancock Library buildings are conducted during International Orientation Week at the start of Semester 1, each year. Tours are led by ANU Library staff who are usually native speakers. Tour groups usually include: English, Japanese, Thai, Indonesian, Mandarin, Cantonese, Vietnamese. These tours are advertised through the International Student Office.
Teaching Spaces

The Division of Information supports, services and upgrades the equipment in teaching spaces, provides one-to-one training in the use of the equipment, and responds promptly to any problems that users may encounter.

- To report teaching venue issues: maintenance, repairs, equipment, room temperature, seating requirements, and building security, phone 612 59666 — press 9
- For immediate assistance while you are teaching: some problems can be rectified over the phone and personnel will be dispatched for urgent assistance, phone 612 59666 — press 1
- ANU Security, phone 612 52249
- For non-urgent enquires and reporting of faults, visit https://doihelpdesk.anu.edu.au

Teaching Room Locations and Equipment


There are over 130 bookable spaces available for teaching at ANU, ranging from small tutorial rooms with 12 seats to large lecture theatres with a 500-seat capacity. Details of the capacity and equipment in each location can be found on the timetable website.

Booking Rooms

Teaching Activities

E: timetabling@anu.edu.au
T: 612 52658

Bookings for teaching activities (lectures, tutorials, workshops, practical sessions) are coordinated by your School Administrator and are booked through the Timetabling Office.

Non-Teaching Activities

T: 612 50435
E: venuehire@anu.edu.au

The teaching venues at ANU are available for hire as conference, meeting and workshop venues when not booked for lectures, tutorials, or other scholarly events. Casual and conference bookings (except those for lectures, tutorials, workshops and practical sessions) are made through the Conference and Venue Booking Office.
**College Support Teams**

**ANU College of Business and Economics**
Deborah Veness  
E: Deborah.Veness@anu.edu.au

**ANU College of Law**
- College Education and Innovation Support Team  
  W: http://law.anu.edu.au/CEIST  
  Aliya Steed & Alexandra Knight  
  E: CEIST@law.anu.edu.au

**ANU College of Engineering & Computer Science**
- Flexible Learning Unit  
  E: Kim.Blackmore@anu.edu.au

**ANU College of Physical Sciences & ANU College of Medicine, Biology and Environment**
Paula Newitt  
E: Paula.Newitt@anu.edu.au  
Luke Powter  
E: Luke.Powter@anu.edu.au

**ANU College of Asia & the Pacific**
James Meek  
E: James.Meek@anu.edu.au

**ANU College of Arts and Social Sciences**
W: http://cass.anu.edu.au/education-design-studio/home  
Meg Poore  
E: Megan.Poore@anu.edu.au

**Networks for Tutors**
Tutors@ANU  
http://tutors.anu.edu.au

Tutors Induction Program  
http://tutors.anu.edu.au

Graduate Teaching Program (GTP)  
http://researchstudents.anu.edu.au/gtp/

Teaching Interest Groups (TIG)  
http://researchstudents.anu.edu.au/tigs/

**Online Teaching, Learning & Collaboration**

Wattle (Web Access To Teaching & Learning Environments)  
W: http://wattle.anu.edu.au  
E: wattlehelp@anu.edu.au  
T: 612 58886

WebCT (Web Course Tools)  
W: http://webct.anu.edu.au  
http://webct.anu.edu.au/help  
E: webcthelp@anu.edu.au  
T: 612 58886

Alliance  
W: http://alliance.anu.edu.au  
E: alliancehelp@anu.edu.au  
T: 612 58886

Digital Lecture Delivery  
E: wattle@anu.edu.au  
webcthelp@anu.edu.au  
T: 612 59666 — press 1 for immediate assistance in lecture theatres

**Help with Information Services**

Local IT Support Staff  
W: http://information.anu.edu.au/litss

AskANU and the DOI Helpdesk  
W: http://ask.anu.edu.au
  http://doihelpdesk.anu.edu.au  
E: ask@anu.edu.au  
T: 612 59666

Teaching Spaces  
- Lecture theatres, tutorial rooms  
- Audio-visual equipment, room bookings  
W: http://information.anu.edu.au/teaching  
E: venuehire@anu.edu.au  
T: 612 59666  
— press 1 for immediate assistance while teaching

IT and Information Commons  
- Computers in teaching rooms  
- Computer labs for class groups  
- Print, Internet and ANU file space quotas  
W: http://infocommons.anu.edu.au  
http://doihelpdesk.anu.edu.au  
E: 612 59666  
— press 1 for immediate assistance while teaching

Video Conferencing  
E: videoconference@anu.edu.au  
T: 612 55909

Wireless Network  
W: http://wireless.anu.edu.au  
E: wireless@anu.edu.au

Software Requests  
W: http://information.anu.edu.au/software  
E: software@anu.edu.au

Timetable Information  
W: http://timetable.anu.edu.au  
E: timetabling@anu.edu.au

Library  
W: http://anulib.anu.edu.au  
E: library.info@anu.edu.au

**Academic, IT and Library Skills**

Information Literacy Program  
- IT and Library skills for you and your students  
W: http://ilp.anu.edu.au  
E: ilp@anu.edu.au  
T: 612 58886

Learn How publication — available in all Libraries  
Online Training Web Page  
W: http://ilp.anu.edu.au/onlinetraining

Academic Skills and Learning Centre  
- Free and confidential help for students  
- Develop academic, critical thinking and communication strategies  
W: http://academickskills.anu.edu.au  
T: 612 52972

Academic Honesty  
- ANU policies, strategies for staff to teach academic honesty, info for students on citation methods, note taking  
W: http://academichonesty.anu.edu.au  
E: webcthelp@anu.edu.au  
E: cedam@anu.edu.au for teaching strategies  
T: 612 58886 for ILP or 612 54594 for CEDAM

Copyright  
W: http://information.anu.edu.au/copyright

Evaluating and Improving Your Teaching  
CEDAM  
- Evaluate and improve your teaching and learning  
- Assessment design and research-led teaching  
- Teaching award applications & promotions  
W: www.anu.edu.au/cedam/  
E: cedam@anu.edu.au  
T: 612 54594

Staff Development Branch — Human Resources Division  
W: http://info.anu.edu.au/hr  
E: staffdev@anu.edu.au  
T: 612 56600

**Networks for Teachers**
SIDECARS  
W: http://alliance.anu.edu.au/autoreg/sidecars

ANU Teaching Forum  
W: http://alliance.anu.edu.au/autoreg/teachingforum

ANU Festival of Teaching  
W: www.anu.edu.au/education/index.php/resources
Familiarisation with Teaching Room Facilities

T: 612 55909

Training on the use of the equipment located in ANU teaching venues is offered by appointment through the Space Services Program. You are encouraged to become familiar with this equipment prior to the time of your first class or presentation.

Obtaining Access to Teaching Spaces

T: 612 59666 — press 1 for immediate assistance while you are teaching.

Teaching rooms are opened prior to the first scheduled booking and closed after the last booking in the timetabling system. Access to rooms is not available without prior bookings. If a room is locked for a booked class or if there are any access problems please phone the Helpdesk.

Audio–Visual Equipment in Teaching Spaces


A complete list of the equipment available in teaching spaces is available online.

Most teaching venues have one of two models of operating equipment:

- The Touchpanel Control Model is found in the main lecture theatre venues. This model incorporates a touch panel control system, PC, DVD/VCR player, cassette player/recorder, lectern, microphones, overhead projectors, laptop connections and data projector. Some venues may also have Mac computers, document cameras, slide projectors, radio microphones and dual data projectors.

- The Pushbutton Control Model is found in tutorial-style rooms where audiovisual equipment is installed. The equipment installed in these rooms varies, with either a LCD monitor or a data projector provided. DVD/VCR players, laptop connections, screens and overhead projectors are installed as standard equipment and some venues may also have a computer, cassette player, lectern, slide projector and microphone.

Other venues that currently do not have one of the above models may have data projectors with a remote control. All teaching venues have whiteboards. Most have an overhead projector and screens. Additional equipment can be arranged through the Audio–Visual Hire Centre.

Hiring Additional Audio–Visual Equipment


E: avhire@anu.edu.au

T: 612 55909

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### Course Outline Icons
- **Course category**
- **Directory**
- **Help with Add a resource/activity**
- **Show all weeks**
- **Show only Week nn**
- **Highlight this topic as the current topic**

### Editing Icons
- **Move**
- **Move right**
- **Move left**
- **Update / Update summary**
- **Delete (irretrievable)**
- **Hide**

### Activity Icons
- **Books**
- **Databases**
- **Forums**
- **Resources**
- **Wikis**

### Administration Icons
- **Turn editing on/off**
- **Settings**
- **Assign roles**
- **Grades**
- **Group**
- **Backup**
- **Restore/Import**
- **Reset**
- **Reports**
- **Questions**
- **Files**
- **Profile**
- **My courses**
Audio-Visual Equipment for Teaching

Most teaching rooms have a range of teaching equipment. Additional equipment is available for teaching purposes at no charge. Training on how to use this equipment and a complete set-up and retrieval service is provided.

The following equipment is currently available:
- Microphones — Radio hand-held or lapel, and Desktop style
- Data projectors
- PA systems — Small portable systems, Large PA systems
- Lecterns
- Video cameras — DVD and Mini DVD + recording media
- Audio accessories — Mixers, stands, CD players
- Projection Screens
- CD recorders
- Cassette recorders
- Document Cameras and Overhead projectors
- 35mm slide projectors
- 16mm film projectors
- Video monitors and stands
- Media splitters

The Audio-Visual Hire Service has qualified technical operators to support the following services:
- Media launch / public events
- Audio recording
- Data projection
- Sound reinforcement
- Video display
- Conference equipment
- Media Dubbing and conversion
- Video Conferencing

Audio-Visual Equipment for Conferences and Public Events

The equipment listed above is also available for hire at competitive prices for public events and conferences. Hired equipment can be used on or off Campus for your convenience.

Teaching Technologies and Flexible Learning

Digital Lecture Delivery

E: wattle@anu.edu.au
webcthlp@anu.edu.au
T: 612 59666 — press 1 for immediate assistance in lecture theatres

Digital Lecture Delivery (DLD) is used to record your lectures and make them available to your students through Wattle and WebCT. Students will automatically have access to the recording within a few hours after the lecture has finished. You can set the number of days for which students will be able to access the recording.

You can give your students access to MP3 format copies of your lectures. This gives students more flexibility about when and where they listen to your lectures.

To set up DLD prior to your first lecture:

In Wattle: http://wattle.anu.edu.au/help

Complete instructions are available on the Wattle website.

In WebCT: http://webct.anu.edu.au

Go to the ANU Designers’ Resource Site and use the Big Green Button function to add DLD to your site.

Recording your lecture

- Set up DLD on Wattle or WebCT prior to your first lecture.
- Log into the computer in the lecture theatre, using your UniID and HORUS password.
- Start the Lecture Recording program by double clicking the DLD desktop icon.
  NOTE: If you are running the DLD application at the time of a scheduled lecture, the COURSE ID field should contain your course code. If it doesn’t, click on CHANGE SETTINGS and type in the appropriate course code (note, the course code, not the course name, must be entered).
- Press the START RECORDING button.
- Once you have finished recording, click the STOP button. You can also PAUSE recording. If you wish to resume recording click on the RESUME button. Otherwise click on QUIT, and the DLD system will make your recording available through your WebCT and Wattle course Homepage.
iTunes U
www.anu.edu.au/discoveranu/content/site/itunes_u
E: webstyle@anu.edu.au
iTunes U is the educational side of the Apple iTunes Store which provides access to educational material from universities and colleges around the world, including ANU. Video and audio podcasts can be downloaded and viewed on computers as well as portable media devices such as MP3 players and phones.

Currently, the ANU iTunes U site provides a framework for each College to feature public material which highlights their teaching and research activities. The second phase of the project will include the ability to provide authenticated access to digital lecture recordings and other learning materials.

For ANU students and staff members who wish to get iTunes installed on an ANU computer, please contact your LITSS or the DOI Helpdesk.

Immersive Learning Environments and Video Conferencing Facilities
E: videoconference@anu.edu.au
T: 612 55909
The University operates a number of advanced collaboration services and facilities, which support both contemporary and experimental teaching methods.

Room based video conferencing is available in a number of locations around campus.

The Peter Baume Building
The lecture theatre located in the Peter Baume building is the University’s most advanced immersive learning facility. The Baume Lecture theatre features two spaces equipped with a multi-screen display system. The larger space provides a theatre layout with a rear projected display wall and the smaller space provides a classroom layout with wall mounted display panels.

Baume Theatre
Peter Baume Building 42a, Room 1.04
Capacity: 50 people
Availability: ANU business hours (Mon - Fri 8am-5pm), also available after hours pending availability of staff (additional fees apply)
Equipment: 3 screens, AMX control system, PC, DVD/VCR, Document Camera, Laptop connection. H239 compatible

Baume Classroom
Peter Baume Building 42a, Room 1.02
Capacity: 14 people
Availability: ANU business hours (Mon - Fri 8am-5pm)
Also available after hours pending availability of staff (additional fees apply)
Equipment: 3 screens, AMX wireless control system, PC, DVD/VCR, Document Camera, Laptop connection. H239 compatible

Copland Board Room
Copland Building 24, Room G038 (access via Room G037)
Capacity: 6 people
Availability: ANU business hours (Mon – Fri 8am–5pm)
Equipment: 2 screens, 1 camera, PC, DVD/VCR, Document Camera, Laptop connection. H.239 Compatible

IP Conference Phone
T: 612 59666
For larger meetings, an IP conference phone can be booked. More information on booking the conference phone and guides for using ANU phones can be found at the Networks and Communications website.

Other Facilities
A range of interactive collaboration facilities are available to enable one-to-one or group meetings, either as a self managed service or using an ANU facility. For one-to-one collaborations, Skype, Windows Meeting Space and iChat all provide text, audio and video capabilities. More specialised software like the Access Grid and EVO can also be used when a collaboration exceeds the capabilities of the personal collaboration products.
Information Commons
http://infocommons.anu.edu.au

The Information Commons includes computers in ANU lecture theatres, bookable and open-access computer labs, library study areas, and the shared computer facilities in student residences. Collectively they provide students and staff with over 1,200 workplaces throughout the campus.

Workplaces belonging to the Information Commons are labeled with the Information Commons logo. Each workplace includes a desk and desktop computer. A complete list of computer labs and their opening hours, along with information about printing, web quotas and software can be found on the Information Commons website.

Using Computers in Teaching Venues

You can log into any computer in the Information Commons (including computers in teaching venues) using your UniID and HORUS password.

You cannot usually access files on your office computer in Information Commons computers. If you want to use files saved on your office computer you will either need to save the files to CD, DVD and/or USB or re-save your files on one of the University’s central file spaces (such as Pebble or your network drive). You may need to contact your LITSS to help you connect to this file space.

In some teaching venues you will be able to connect your laptop to the projection facilities so that you can display information from your laptop onto the screen in the lecture theatre.

Central File Spaces
http://pebble.anu.edu.au

ANU provides access to a number of servers or network drives, on which you can store files that can be accessed remotely from any computer, both on and off campus.

These file spaces are referred to by a variety of names. The file space is ‘mapped’ to your computer as a network drive, where it often appears as your I Drive or H Drive.

Pebble is the name of the server which hosts a default central file space for each member of the University. Everyone in the University automatically receives 250MB of file space on which to store personal files.

Pebble is a secure and stable place to store files, and a convenient way to access your work from any computer in the Information Commons (including lecture theatres and tutorial rooms). You can even access Pebble from off campus. To allow you to work on material in your office or at home, save it to Pebble, and open it on any computer in the computer labs and lecture theatres.

On an Information Commons computer, the Home Folder on an MS Windows computer is an alias for your Pebble file space. On a Macintosh computer it is the Desktop icon labeled with your UniID.

To access your Pebble file space from your staff office computer your local LITSS may need to assist you. You can also contact the DOI Helpdesk or find step-by-step instructions on the Pebble website.

Printing Quotas
http://infocommons.anu.edu.au/pages/printing

Every student is provided with a printing quota. Currently, students are allocated a quota the equivalent of 400 single-sided black and white pages which enables them to print in all Information Commons computing facilities. Colour and A3 printing are also available from Information Commons computers in select locations, however one colour page is the equivalent of 36.6 black and white pages of printing quota.

If students use up their printing quota before the end of the semester they are able to purchase more at a cost of five cents per page single-sided or seven cents per page double-sided printing.

If your course requires students to print a large amount of material, you can supply your students with additional quota allocation by logging a job with DOI Helpdesk. There is a cost for additional quota and you will need to provide a charge code when you submit your request, a list of the students’ UniIDs, the amount of additional quota required and the date for the additional quota to be added.

All ANU staff are also allocated the same quota as students, which can be used to print in all Information Commons locations.

ANU Wireless Network
http://wireless.anu.edu.au

The ANU wireless network is part of the Information Commons and operates across campus. There is coverage in all Library buildings, Union Court, the Law courtyard, the Copland courtyard and most teaching venues. Network access is available to ANU students, staff and affiliates.

The wireless network is accessible in most teaching locations and provides access to online teaching and learning resources while in the classroom as well as providing access to the internet.
ANU Digital TV
http://anutv.anu.edu.au

The ANU Digital TV service provides over 80 video and 40 radio channels to televisions and desktop computers around the ANU campus. All of the local free-to-air channels are available as well as a large selection of international satellite services. Foreign language content from dozens of countries and international news channels are a valuable teaching and learning resource to staff and students. Information for setting up ANU Digital TV on your computer can be found at the website.

Software Requests
http://information.anu.edu.au/software
E: software@anu.edu.au

The Division of Information Software Office provides a software procurement and licensing management service to the University. Central coordination allows the Software Office to administer bulk purchases and possible site license opportunities. In addition it enables software licenses to be tracked across campus and ensures software license compliance on behalf of the University.

Software for Teaching
http://diana.anu.edu.au

The Software Office also manages the software for teaching purposes on the Information Commons computers. Students and staff can access this software from lecture theatres and the common use computers across campus.

Staff can request software to be included in the Information Commons computers through the Online Academics Software Request Process.

Requests for new software are sought early in the preceding semester. An automatic alert based on price will be triggered if it has been identified as costing greater than $50 per student for a course and/or greater than $5,000. The requester will be contacted and asked if they wish to proceed as it is unlikely that the Division of Information would be able to fund this software without some local contribution.
Educational Design
http://cedam.anu.edu.au/people
E: cedam@anu.edu.au
T: 612 56748

Sound educational design is the foundation of effective teaching practice, productive student learning experiences and the achievement of learning outcomes. It also provides the framework for developing innovative practices, responsiveness to student needs and for the effective integration of learning technologies.

Consultation with CEDAM staff is available on a one-to-one or group basis for those involved in developing and implementing new or innovative programs, curriculum design of courses or approaches to assessment and other teaching and learning activities.

Each of the Colleges also has an educational designer (or design team) to assist academic staff in course development, enhancement or review. For College contacts, please see the Directory of Services at the centre of this Guide.

Course Evaluation
http://cedam.anu.edu.au/teaching-learning-evaluation
E: cedam@anu.edu.au
T: 612 56748

The evaluation of student learning is critical to continuously enhancing the quality and effectiveness of learning design, teaching strategies, learning activities and assessment. Encouraging formal and informal feedback from students and peers is indispensable to enhancing professional teaching practice and optimising student learning outcomes.

CEDAM provides a range of evaluation surveys including the semester-based ANU Student Evaluation of Teaching, survey data analysis, help with designing alternative evaluation models and advice on strategies to enhance teaching methods and learning outcomes.
CEDAM
http://cedam.anu.edu.au/study
E: cedam@anu.edu.au
T: 612 56748
CEDAM offers a diverse range of workshops and programs on teaching, learning, curriculum design, assessment, research supervision and academic leadership.

Foundations of University Teaching and Learning
http://cedam.anu.edu.au/foundations
This course is an introduction to the fundamentals of university teaching and learning within the ANU context. It consists of one full-day and four half-day intensive workshops run each semester.

Graduate Certificate and Masters of Higher Education
http://cedam.anu.edu.au/study/mhe
These Graduate Certificate and Master of Higher Education programs provide an opportunity for academics to enhance the effectiveness of their teaching practice, within a program that is tailored and capitalises on much of the work that they are already doing. Guided action research projects provide participants with opportunities to investigate aspects of their academic practice related to the program themes of teaching and learning, curriculum and innovation, research supervision and academic leadership.

Professional Development Workshops
CEDAM also offers a series of professional development workshops on specific issues around teaching and learning practice. Be sure to regularly visit the CEDAM home page for information on upcoming workshops.

Staff Development Branch
— Human Resources Division
http://info.anu.edu.au/hr/Training_and_Development
E: staffdev@anu.edu.au
T: 612 56600
The Staff Development Branch provides a suite of development programs for ANU staff to help develop workplace capabilities required by individuals and teams.

Many of these programs are funded centrally and offered free of charge to staff. Others require a contribution from areas towards the cost of external facilitators, or tools and instruments used in the program. Around 80–120 staff attend programs each month.

Programs in 2009 specifically designed for academic staff include Management & Leadership Development, Personal Career Planning & Development, and Career Growth & Performance Monitoring.

Other programs include ANU Induction, Personal Effectiveness in the Workplace, and Team Working Styles.

IT Skills
http://ilp.anu.edu.au
E: ilp@anu.edu.au
T: 612 58886

Online Training Web Page
http://ilp.anu.edu.au/onlinetraining
The Online Training Page is a catalogue of the online training available to ANU staff and students in order to learn how to use the software applications available on the Information Commons computers.

Training Offered by ILP
All students and staff need to have skills, knowledge and fluency to effectively utilise available information sources. The Information Literacy Program provides training, online opportunities and help services.

Travelling Trainer
Alternatively you can request one-to-one assistance from a Travelling Trainer who will visit you in your office. A session with a Travelling Trainer is for 50 minutes and incurs a fee.
AWARDS & PROMOTIONS

Awards

http://cedam.anu.edu.au/teachingawards
E: cedam@anu.edu.au
T: 612 56748

CEDAM provides advice and support for teachers developing award applications.

ANU Vice-Chancellor’s Awards for Excellence in Education

http://cedam.anu.edu.au/teachingawards/vc

The Vice-Chancellor’s Awards for Excellence in Education give recognition to ANU academic and general staff for teaching, supervision and program excellence. Recipients and nominees of these ANU awards will be eligible to be nominated by the University for the national awards offered by the Australian Learning & Teaching Council who promote excellence in higher education through a range of awards which support quality teaching and practice.

ALTC — The Australian Awards for University Teaching

http://cedam.anu.edu.au/ALTC/awards
www.altc.edu.au/carrick/go/home

The Australian Awards for University Teaching are an important part of the Australian Learning & Teaching Council’s mission to promote and advance learning and teaching in Australian higher education. The ALTC award program is comprised of award types that recognise teaching excellence and outstanding contributions to student learning. The Australian Awards for University Teaching are offered each year by the Australian Learning and Teaching Council.

ANU — College Teaching Awards

Many of the ANU colleges offer awards for teaching excellence and awards for outstanding programs. Recipients of these awards will be nominated for the Vice-Chancellor’s awards for Excellence in Education by the College Deans.

ANU College of Arts & Social Sciences — http://cass.anu.edu.au/about-college/teaching-awards
ANU College of Asia & the Pacific — http://asiapacific.anu.edu.au/teaching_awards/
ANU College of Medicine, Biology & Environment — http://cos.anu.edu.au/Staff
ANU College of Physical Sciences — http://cos.anu.edu.au/Staff
The ANU academic promotions policy asks that staff supply documentation to support evaluation of education/teaching contribution. The policy specifies that this should include the means by which judgments can be made about such a contribution. For teaching effectiveness it lists that evidence should include:

- comments about teaching performance from other experienced staff or supervisor
- student evaluation of teaching
- curriculum/syllabus evaluation by peers
- the effectiveness as a supervisor of graduate students

The CEDAM Academic Promotion site provides detailed advice on how to obtain and present documentation to address these categories of evidence.
Networks for Teachers

SIDECARS

http://alliance.anu.edu.au/autoreg/sidecars

SIDECARS stands for Support, Inspiration and Development for Early Career Academics and Research Students. It is an academic community which aims to reduce isolation and provide early career lecturers with course preparation tips and resources including a discussion forum on The Greatest Challenges for Early Career Academics.

ANU Teaching Forum

http://alliance.anu.edu.au/autoreg/teachingforum

The ANU Teaching Forum aims to raise the profile of teaching at ANU. Regular forums and seminars are scheduled on issues relating to teaching and learning. Staff interested in joining this forum will find it listed in the Membership section in Alliance under Joinable Sites.

ANU Festival of Teaching

www.anu.edu.au/education/index.php/resources

The annual ANU Festival of Teaching provides staff from across the University with an opportunity to share ideas about teaching and learning. The festival program includes keynote speakers as well as opportunities to take part in teaching and professional development workshops. Students play a key role in the Festival by providing their perspectives on studying at ANU.

Networks for Tutors

There are a number of networks and resources designed specifically for tutors. Tutors are also encouraged to extend their skills through other professional development programs on offer at ANU.

Tutors@ANU

http://tutors.anu.edu.au

Tutors and demonstrators are an essential component of the teaching and learning activity of ANU. This web site is designed to assist all tutors and demonstrators, and those aspiring to become tutors and demonstrators, to meet the high expectations placed upon them.

Tutors Induction Program

http://tutors.anu.edu.au

College-specific and general introduction workshops and seminars are held to provide new tutors with a toolkit of skills to successfully establish a culture of learning in the first few weeks of their academic career.

Graduate Teaching Program (GTP)

http://researchstudents.anu.edu.au/gtp/

The Graduate Teaching Program is a semester program of teaching support and development for PhD student tutors and demonstrators. The GTP draws on the expertise of a wide range of staff from across ANU. Participants meet each teaching week in the semester for graduate-style seminars and practical activities under the guidance of an academic coordinator.

Teaching Interest Groups (TIG)

http://researchstudents.anu.edu.au/tigs/

A Teaching Interest Group (TIG) is a group of people who meet regularly to actively engage in some issue relevant to teaching. You can join or initiate a group of people interested in discussing or addressing a teaching-related issue. The group might be within a specific discipline area, or be across many disciplines. A TIG might be just tutors, or a mixture of people with different experiences.
Networks for Students

Dean of Students

www.anu.edu.au/dos
E: dean.students@anu.edu.au
T: 612 54184

The Dean of Students Office is located at Fellows Lane Cottage, Building 3T.
The Dean of Students can give advice and assistance to students (both undergraduate and graduate) who are having trouble with any aspect of University life. Students should see the Dean of Students if they have questions or difficulties about ANU procedures or policies, a grievance about treatment (either academic or personal) in the University or any other issue confronting students.
The Dean can assist in communication between parts of ANU and is in a position to convey broad student concerns to decision-making committees of the University. Students should be encouraged to make an appointment to discuss issues with the Dean.

SIGN Mentoring Program

www.anu.edu.au/sign
T: 612 56551

SIGN (Student Information and Guidance Network) is a program designed to assist new students to settle into university life both socially and academically. New students who register with SIGN are allocated a later year student from the same College who acts as a mentor or a guide to help students with questions they may have about life and study at ANU. The program is open to all first-year students. It is free and runs for about six to eight weeks.

International Education Office

www.anu.edu.au/ieo
T: 612 54643

The International Education Office provides information, support and advice to international students as well as coordinating a number of services for international students. The Office also administers the ANU Student Exchange program and houses the AusAid Liaison Office. The office is located on the lower ground floor, Pauline Griffin Building.

Disability Services Centre

www.anu.edu.au/disabilities
T: 612 55036

ANU makes every effort to address the effects of disabilities by adapting the delivery of curriculum, the assessment requirements and the processes of developing academic skills to meet the individual needs of students with disabilities. Where necessary, appropriate support, services, resources and access to assistive technology may be provided or modified to meet the needs of students with disabilities.
The Disability Services Centre administers the provision of additional and specialised resources. All students with disabilities are invited to contact the Disability Services Centre at the earliest opportunity so that arrangements can be made to facilitate equitable access to education.

University Counselling Centre

http://counselling.anu.edu.au
T: 612 52442

The University Counselling Centre offers a free and confidential counselling service to all students to assist with problems or difficulties affecting study or personal well being.

Student Welfare Officer

E: sa.welfare@student.anu.edu.au
T: 612 55849

The Student Welfare Officer provides information, advocacy and referral for students needing assistance with Austudy, Youth Allowance, housing, financial difficulties or other practical or social issues.

The Jabal Indigenous Higher Education Centre

www.anu.edu.au/jabal
E: Jabal.Centre@anu.edu.au
T: 612 53520

The Aboriginal and Torres Strait Islander student support centre on campus offers academic support and a social focus for all Indigenous Australian students at ANU. The Centre provides a student common room, a kitchen, study areas, seminar room, a computer laboratory and a resource library.
The Jabal Indigenous Higher Education Centre is able to assist Aboriginal and Torres Strait Islander students in all aspects of their studies and University life, including supplementary tutoring in specific disciplines and assistance in dealing with Government departments, University colleges and administration.
ANU provides a number of dedicated services and specialist support staff to assist you with the use of information services in your work.

**Local IT Support Staff**

http://information.anu.edu.au/litss

Local IT Support Staff (LITSS) provide face-to-face support for staff around the University. Each area (college, faculty, centre or division) is responsible for arranging its own LITSS and some areas also employ an IT Manager to supervise local IT staff. The responsibilities of LITSS include resolving computing, networking and printing problems in a given area, and advising and training staff in their use of IT for University work.

For most staff, your LITSS will be your first point of contact for IT issues. A list of areas and the Local IT Support Staff who support them can be found on the website.

**AskANU and the DOI Helpdesk**

http://ask.anu.edu.au

http://doihelpdesk.anu.edu.au

T: 612 59666
E: ask@anu.edu.au

AskANU provides a comprehensive central contact point for assistance with Information Services. AskANU comprises three main avenues of support: over-the-phone, online and in-person.

**Over-the-Phone Support — 612 59666**

The AskANU Call Centre provides over-the-phone assistance with internet, email, printing, lecture theatres, phones, computers, ESP and password resets, as well as many other IT problems.

This is also the number to call if you encounter problems while teaching. You can receive immediate assistance with equipment in teaching spaces and in many cases problems can be resolved over the phone.

The AskANU Call Centre also staffs the ANU Switch, taking calls for the main inbound number for the ANU (612 55111) as well as transferring internal calls. Call types range from general enquiries about the University to transferring a call through to a requested person.

The AskANU Call Centre operates 8am-6pm Monday to Friday.

**Online Support — http://doihelpdesk.anu.edu.au**

The Helpdesk system has a web interface. Any member of the University can log into the system and submit a request for assistance. Staff monitor these requests and will contact you with a solution. You can revisit the online Helpdesk at any time to check on the progress of your job and to be provided with or provide additional information.
In-Person Support — AskANU
AskANU is a combined Library and IT help service. Consultants can be found at the Information Desks located on level 2 in the Chifley Library, and on level 1 in the Hancock Library. These desks are staffed by both Library Advisers and IT Consultants.

Library Advisers are available at the AskANU desks in Chifley and Hancock during Library opening hours. They can assist you with Library inquiries as well as basic IT support.

IT Consultants are available at the AskANU desks during specific hours and can give you specialised one-to-one assistance with ANU IT services such as wireless, email, printing and passwords.

AskANU can be contacted on 612 54428 or ask@anu.edu.au

Academic Support for Students

Information Literacy Program

http://ilp.anu.edu.au
E: ilp@anu.edu.au
T: 612 58886

All students and staff need to have skills, knowledge and fluency to effectively utilise available information sources. The Information Literacy Program provides training, online opportunities and help services across:

- Information searching — being able to take full advantage of advanced electronic research techniques
- Information management — managing the way you use and store information and data
- Information technology — using the right IT tool to your best advantage.

Training offered by ILP includes:

- Microsoft Office 2003 and 2007 applications (Word, Excel, PowerPoint, Outlook, Access, Visio, upgrading)
- Adobe applications (Acrobat, DreamWeaver, Illustrator, InDesign, Photoshop)
- Academic oriented training including Internet use, Electronic Database searching, EndNote, Latex, BibTeX, SPSS, NVivo
- Other applications and software including programming languages, accounting packages and more.

A list of training programs can be found in the Online Training Catalogue via ISIS/HORUS. Alternatively you can request one-to-one assistance from a Travelling Trainer who will visit you in your office. A session with a Travelling Trainer is for 50 minutes and incurs a fee.

Online Training Web Page

http://ilp.anu.edu.au/onlinetraining

The Online Training Page is a catalogue of the online training available to ANU staff and students in order to learn how to use the software applications available on the Information Commons computers.

Some of the features of the website include:

- Over 300 applications — all of which are available on Information Commons computers
- Searchable — keywords and short descriptions are used to help find applications
- Easily identifiable platforms — icons indicate if the application runs on PC, Mac or Linux

All applications have a room listing to show where your students can find a computer with this software installed.

Graduate Information Literacy Program (GILP)

http://ilp.anu.edu.au/grad/
E: grad.ilp@anu.edu.au
T: 612 58886

Workshops are designed to provide postgraduate students with the information searching, information management and information technology skills that will be needed to complete a graduate degree at ANU. These skills are sought after in the workplace.

Attendance at GILP courses can be credited towards an ANU Course Award in Graduate Research Information Literacy.

Academic Skills and Learning Centre

www.anu.edu.au/academicskills
T: 612 52972

Academic Skills and Learning Advisers work with ANU undergraduate and graduate students on issues relating to their academic skills and learning. The ASLC aims to assist students take control of their learning through flexible and timely assistance. The service is free, confidential and open throughout the year, even during academic teaching breaks.

Assistance is provided through individual consultations, small group courses, workshops and programs. The Centre is located on the lower ground floor, Pauline Griffin Building.

Research Students Development Centre (RSDC)

http://researchstudents.anu.edu.au
E: rsdc@anu.edu.au
T: 612 57555

The RSDC provides skills and resources to support PhD or MPhil candidature and beyond, such as teaching training, skills development programs and services for ANU research students.
Student Study Areas and Information Commons Computers
http://infocommons.anu.edu.au

The Information Commons provides students with over 1,200 workplaces throughout the campus. The Information Commons includes computers in ANU lecture theatres, bookable and open-access computer labs, library study areas, and the shared computer facilities in student residences.

Workplaces belonging to the Information Commons are labeled with the Information Commons logo. Each workplace includes a desk and desktop computer. A complete list of computer labs and their opening hours, along with information about printing, web quotas and software can be found on the Information Commons website.

The JB Chifley Building
134 workplaces provided in a dedicated space and the Digital Media Suite for video, film and image editing. Help from AskANU Consultants is available.

The WK Hancock Building
101 workplaces located in flexible study areas, a computer lab and 5 study rooms. Help from AskANU Consultants is available.

The RG Menzies Building
42 workplaces located in flexible study areas, a flexible learning lab and 3 study rooms.

The Medical School
60 study workplaces in a contemporary learning environment, open for extended hours.

Computer Labs
The Information Commons also supports 50 other computer labs on campus plus 59 lecture theatres.

Student Residences
Computer labs in student residences participate in the Information Commons, so that residents have access to workplaces that are the same as the rest of the Information Commons.

Providing Feedback on ANU Information Services
E: feedback@information.anu.edu.au

We welcome your feedback on Information Services at ANU at any time. Your comments help us to improve our services and ensure that they are fulfilling the needs of the University community.