

# CBS IT INFORMATION

Students are entrusted to exercise responsibility and discretion in what you access on the internet as CBS believe you will exercise responsibility and discretion in acknowledgement of this privilege. Neither Curtin nor your local Curtin provider will tolerate offensive or discriminatory material, offensive behaviour or harassment. The waste of resources (e.g. wilful creation of heavy network traffic) will also not be tolerated. If you do not abide by these rules you may have these privileges taken from you.

## PASSWORDS

For simplicity, most systems now use your OASIS password to log in so it is important that you remember your password.

Your OASIS password is used to:

- Log in to OASIS
- Access the internet
- Log in to CBS Online Blackboard
- FTP to/from your OASIS I: drive

## BACKING UP DATA/EMAILS

- Backing up data regularly is an important exercise to ensure you do not lose your work.
- If you keep your work on your local Curtin provider's computer network in a location designated for students, always make one or two back-up copies elsewhere (i.e. a USB thumb drive).
- Remember not to leave any files on the computers at your local Curtin providers drive as this may be cleared.
- Your OASIS I: drive may not be available during non-study periods so relying on this as your only copy of a file is not recommended.
- If you do not have a USB thumb drive, files can also be transferred to another computer via FTP (see section on File Transfer).

## A GUIDE TO ICT (INFORMATION AND COMMUNICATIONS TECHNOLOGY) RULES AND REGULATIONS

Students are given access to computers and internet to help you study and work more effectively. Your local Curtin provider will impose severe disciplinary penalties on you, which may include suspension or termination of enrolment, dismissal and/or criminal prosecution, if you use these privileges inappropriately or do not abide by Curtin policies and procedures. If you break any law of the country or the state of your local Curtin provider you will be reported to the relevant authorities and criminal or civil prosecution may ensue.

The local Curtin provider logs most things that are done via its internet services including email. If you are using your own computer to access the Curtin network and internet, the University also reserves the right to check what you have downloaded and stored, if it has reasonable grounds for believing that you may have infringed copyright or performed some other illegal act.

While at the University you must not use Curtin computers, your own computer or Curtin's internet link to:

- Use another person's identity or authorisation code.
- Share accounts/passwords.
- Store software and pre-purchased or rented videos, audio tapes, CD or DVD material on Curtin ICT facilities without the expressed permission of the copyright owner.
- Hack into, meddle with or damage any other computer or service or use any hacker tool without written permission from the University.
- Harass or obstruct any person using ICT facilities and services.
- Act dishonestly or illegally, including

viewing, sending or giving access to material defined as prohibited or objectionable, or giving a person under 18 access to restricted material.

Additionally, use of the following activities should be demonstrably associated with current study activities:

- Viewing and/or downloading of movie and video material, including trailers and sample clips.
- Accessing and/or downloading of music, including MP3s.
- Listening to music/radio through the internet.
- Watching online news broadcasts.
- Accessing and/or downloading adult content material, including pornography.

Additionally, Curtin has a policy of zero tolerance to the accessing and downloading of pornography. Curtin policies relating to appropriate use of Information and Communications Technology can be found at: <http://policies.curtin.edu.au/policies/informationmanagement.cfm>

#### **Some general RULES are below:**

- No eating or drinking in the labs – this is to ensure that equipment is not damaged;
- Do not prop open a door or allow unauthorised people to enter;
- Do not tamper with or misuse any of the equipment;
- If a class is in progress, the use of unoccupied computers is at the discretion of the person teaching the class. If you are permitted to use a computer, please respect students in the class by working as quietly as possible;
- When the labs are busy, students doing study-related activities have priority;
- If you need to use the labs during busy periods for non-related study matters, please be brief;
- Playing games on computers is not permitted;
- No offensive material is to be displayed;
- It is important to have your Student ID

Card on you at all times. Security may ask to see your card, and if you cannot provide it, they may ask you to leave;

- Never allow your Student ID Card to be used by anybody else;
- You must notify Student Central if your Student ID Card is lost or stolen.

Please be reminded that the labs and corridors may be monitored so please use the facilities appropriately. Not abiding by these rules may lead to your access and/or network account being disabled. Repeated breaches of the above may result in disciplinary action and termination of enrolment.

#### **TIPS FOR USING THE COMPUTER FACILITIES**

- Write your name and phone number on your USB thumb drives and other property (if you cannot write your details on your thumb drive, consider putting your contact details on a file titled "If found...");
- Keep personal items on you at all times and do not leave them unattended;
- Print assignments early to avoid long queues to use computers and printers;
- To avoid corruption of files, do not eject your USB thumb drive until you are sure that the machine has stopped writing to it;
- Avoid peak usage times if possible;
- Always remember to log off so that your work cannot be deleted or stolen;
- To print Powerpoint lecture notes select the option to print handouts (not slides), use greyscale (not black and white), and choose 3 or 6 slides per page to save printing costs;
- Seek help from IT Support if you have any problems using the labs.

#### **ACTIVATING OASIS VIA THE INTERNET - YOUR FIRST LOG IN**

If this is the first time you are logging into OASIS, you need to activate your account using the following instructions:

- Ensure your computer is connected to

the internet.

- Go to [www.oasis.curtin.edu.au](http://www.oasis.curtin.edu.au) in your web browser.
- Click on 'Activate your account'.
- An account activation screen will appear - Type your student number into the field labelled Curtin ID.
- Type your date of birth, in the format ddmmyyyy into the field labeled Password (e.g. if your birth date is the 7<sup>th</sup> of December 1980 your password would be 07121980).
- Click Next.
- Read the terms and conditions of use, then click I Agree.
- Follow the on-screen instructions to choose a new password.
- Follow the on-screen instructions to set up a secret question and answer.
- Press the Finish button.
- If you completed steps 1-10 correctly, you will be shown a success message. Please print this page as it contains your OASIS account details.
- To return to the login screen, click Go to Login.
- (Note: passwords and secret answers are case-sensitive)

## LOGGING IN AND OUT OF OASIS

### Logging in:

Go to [oasis.curtin.edu.au](http://oasis.curtin.edu.au) in your web browser.

Type in your **student number** and **OASIS password** then click the **Login** button (Note: if you forget your password see OASIS Account Maintenance).

### Logging out:

You can log out of OASIS at any time by clicking on **Log Out** in the top right corner of the OASIS window (Remember: you are responsible for maintaining the security of your OASIS session. Never leave your computer unattended and accessible to others while logged in to OASIS).

## OASIS ACCOUNT - MAINTENANCE

You can view your account details (e.g. email, network, wireless and web server details) at any time while logged in to OASIS.

1. Select the **Welcome** tab.
2. Click on **Account Management**.
3. Click on **View your account details**.

### Your password:

You can change your password at any time while logged in to OASIS.

1. Select the **Welcome** tab.
2. Click on **Account Management**.
3. Click on **Manage your password**.

### Forgotten passwords:

If you cannot log in because you have forgotten your password, follow these steps:

1. On the OASIS login page, click on the '**Forgot Your Password**' link.
2. A password reset screen will appear – Type your **student number** in the text field provided.
3. Type your **date of birth**, in the format ddmmyyyy into the field labelled Date of Birth (e.g. if your birth date is the 7<sup>th</sup> of December 1980 your password would be 07121980).
4. Click **Next**.
5. Type the answer to your **secret question** exactly as it was typed when you set your question, then click **OK** (Note: if you have forgotten the answer to your secret question, contact OASIS Central for help – see section on OASIS Help).
6. Enter a new **password** that is different to previous passwords (make sure you follow the OASIS password criteria).
7. Click **Finish**.
8. A **success message** will be displayed.
9. Click **Close Window**. You should now be able to log in to OASIS with your new password. [oasis.curtin.edu.au](http://oasis.curtin.edu.au)

## OASIS NAVIGATION

### Channels

Channels are self-contained areas of functionality and content. OASIS has many channels including My Email, Account Management, and the Official Communications Channel. Each channel has a title and grey border, and some have a Help link at the top right that opens help information specific to that channel.

### Tabs

Tabs are used to group related channels and menu items together. Clicking on a tab will take you to a new OASIS screen containing channels specific to that tab.

### OASIS I: Drive

- Every student has an OASIS I: drive which is available whilst you are studying.
- Your OASIS I: drive has a quota of 20MB only.
- If you have a webpage (I:\www) this will take up disk space, therefore you should use your OASIS I: drive as temporary storage and save important files elsewhere.
- It is your responsibility to manage the disk space allocation.

### OASIS I: drive FTP access:

You can use FTP to copy files to and from your OASIS I: drive. For more information see section on File Transfer (FTP).

### Your OASIS Web Page

- By default, you should have a "WWW" folder in your OASIS I: drive. If you don't have one, simply create one.
  1. Click on **I: drive**
  2. Select **File > New > Folder**
  3. Type '**WWW**' and press **Enter**
- Any files you put in I:\WWW are open to all of Curtin.
- Before you start we recommend you create a small page titled either **INDEX.HTM** or **INDEX.HTML**.
- In order to create a webpage, you **must** have a folder named **WWW**, and it **must** be stored in the **root directory** of your OASIS I: drive.

### To view your OASIS web page:

1. Go to [business.curtin.edu.au/StudentIT](http://business.curtin.edu.au/StudentIT) in your web browser.
2. Click on **OASIS student web page**
3. Type in your student number where asked, and click on **Submit**.
4. You should now be able to see your web page (e.g. [www.student.curtin.edu.au/~88888882](http://www.student.curtin.edu.au/~88888882)).

For information on creating web pages, visit [www.webstyleguide.com](http://www.webstyleguide.com)

### To view your OASIS web page off campus:

You need to install and run Curtin's Virtual Private Network (VPN)

- Go to [networks.curtin.edu.au/vpn](http://networks.curtin.edu.au/vpn) and follow the instruction to download, install and log in.
- Log in with your username (Curtin student number) and password (OASIS password) and then you should be able to see your web page.

## OASIS HELP

### Online Help

For self-help, click the **Help** link on the top right corner of each channel or click the **Help** link within the **Welcome** tab. Here you will be able to read, print or download the **OASIS Reference Guides**.

### OASIS Central

If you are experiencing difficulties with OASIS, please contact OASIS Central for assistance online via the **Contact OASIS Central** link on the login screen or within any OASIS tab. For a complete list of contact options, click **OASIS Support** on the login screen.

## FLECS-BLACKBOARD

CBS units with an online presence are run on a learning management system called Blackboard (Bb). Bb can be accessed through any browser all over the world. Access to Bb is **activated** at least six days before the commencement of a study period (requests for prior access

will not be granted). Access is **disabled** approximately two weeks after the end of the main examination period and before supplementary exams. We recommend that you download unit materials before the main examination period.

### **FLECS-Blackboard Login**

To login to Bb, follow these steps:

1. Go to <http://oasis.curtin.edu.au>
2. Log in with your OASIS username and password.
3. FLECS-Blackboard is under the My studies & Evaluate tab.

When you are logged in, your Bb homepage will appear. Units that you are enrolled in for the current study period, which have an online presence, should be listed in the **My Units: Quick View** module.

CBS Online provides up-to-date information on Bb with links to:

- Bb login quick link and information
- Bb Student Help Form quick link (for
- Bb access problems and enquiries) and support information
- Student IT Services quick link
- Units in Blackboard (menu link)
- Online Learning Guide, Plug-ins, System &
- Browser requirements (menu links)
- Information on email in Bb

### **BLACKBOARD FAQ'S**

#### **Why can't I log in to Blackboard (Bb)?**

There are a few possible reasons why you may not be able to log in to Bb:

- You are enrolled in a unit which currently does not have an online presence;
- You are enrolled in a unit with an online presence, but you are not commencing the unit in the current study period (i.e. the unit is registered as 'planned');
- You have a sanction on your enrolment record, which may be from unpaid fines or course fees.

#### **How do I check if my unit has an online presence?**

To check which units have an online presence refer to the list on [www.business.curtin.edu.au/cbsonline](http://www.business.curtin.edu.au/cbsonline) If your unit does not have an online presence, contact your Unit Coordinator, Lecturer or Tutor for unit materials.

#### **How do I check the units I am enrolled in?**

To check your enrolment, log in to your OASIS homepage at [www.oasis.curtin.edu.au](http://www.oasis.curtin.edu.au) or email CBS Student Services at [business@cbs.curtin.edu.au](mailto:business@cbs.curtin.edu.au)

#### **How do I add a unit to my Bb page?**

You cannot add units to your Bb page. If a unit you are enrolled in for the current study period has an online presence, but does not appear on your Bb page, please complete the "Blackboard Student Help Form" from the CBS Online web page at [www.business.curtin.edu.au/cbsonline](http://www.business.curtin.edu.au/cbsonline)

#### **Why is there a wrong unit(s) on my Bb page?**

If you have changed your unit enrolment, it may be that the change has not yet been processed through Student One. (Note: Fees are incurred according to your details on Student One, not what appears on your Bb page).

#### **Where do I go for more help?**

- Complete and submit the "Blackboard Student Help Form" from the CBS Online web page at [www.business.curtin.edu.au/cbsonline](http://www.business.curtin.edu.au/cbsonline)
- All queries regarding unit content or grades should be directed to your Unit Coordinator or Lecturer (Note: not all units utilise the My Grades facility in Bb).
- If you are studying a unit from another Faculty other than CBS, please check WebCT at [webct.curtin.edu.au](http://webct.curtin.edu.au)

### **USING THE INTERNET**

#### **Tips to Make Best Use of Your Internet Allowance**

- Use the internet primarily for study purposes;

- Log out after completing a lab session;
- Use mirror.aarnet.edu.au for downloading software wherever possible;
- Do not leave external web pages open when they have an active comment (e.g. news websites or websites that have scrolling advertisements);
- Do not set your homepage to an external website;
- Do not use active subscriptions to web pages that promote regular downloads (e.g. Webshots);
- Do not leave a computer unattended with your account ID logon still active.

## EMAIL AND THE OFFICIAL COMMUNICATIONS CHANNEL

Email is one of the most common forms of communication during your studies therefore it is important to take into account some of the basic guidelines when using this resource.

- The privacy of an email message cannot be guaranteed.
- The integrity of an email message cannot be guaranteed.
- Email messages can contain viruses so if you are unsure of the sender, it is often best to delete the email. For more information visit [www.symantec.com/security\\_response](http://www.symantec.com/security_response)

To access Student Email, click **Email Inbox** in the **My Email** channel on the **Welcome** tab. The Student Email application will open in a new window. Your storage limit is displayed under your messages.

For information on managing spam, mail forwarding or SPOP configuration, click on

**Help** in the top right corner of any OASIS screen and refer to **Using Student Email**.

### Official Communications Channel (OCC)

Official University correspondence sent to you via OASIS is delivered to the Official

Communications Channel (OCC) on your **Welcome** tab. Not to be confused with email, the OCC is a separate electronic

message system designed to replace official letters traditionally sent to students by post. Messages sent by OCC cannot be deleted and it is a condition of enrolment that all students check their OCC at least weekly.

### How to Open a Communication

Your unread messages are listed in the Official Communications channel on the **Welcome** tab. Unread messages more than one week old are highlighted in red. Click on the communication **subject** or **sender**. The communication will open in a new window. Click **Close Window** to close the communication. To view your complete OCC inbox (both read and unread messages) click **View your complete inbox** above your unread messages.

### How to Open an Attachment

If one or more files have been attached to a communication, a paperclip is displayed next to the item in your inbox. To view attachments first open the communication then:

1. To read an attachment, click on the **attachment name**.
2. To print an attachment, when it opens in its native application (e.g. Microsoft Word), click on the **print icon** in the toolbar, or select **File > Print**.

### How to Archive a Communication

Only read communications can be archived.

To archive one or more read communications:

1. Click **View your complete inbox** above your unread messages on the **Welcome** tab.
2. Click the **checkbox** next to the item(s) you wish to archive.
3. Select **Move to inbox archive** in the Select action drop down list, then click **Go**.
4. To view your inbox archive, select **Inbox Archive** in the View drop down list and click **Go**.

## How to Print a Communication

1. Open the communication and click the
2. **Print Preview** button at the top right corner. The communication will be displayed in print preview mode in a new window.
3. Click the **Print** button at the top right.
4. Click **Close** to close the print preview window.

## Help with the OCC

Refer to the Help link in the top right corner of the OASIS window.

## FILE TRANSFER (FTP)

File Transfer Protocol (FTP) is a means of transferring files across the internet from one computer system to another. Curtin students are able to access files from their OASIS I: drive via FTP.

### FTP Connection Details

If you are familiar with FTP, use the following details to access your OASIS I: drive using your chosen FTP client:

- FTP Host: ftp.student.curtin.edu.au
- Port: 21
- Username: Your student number
- Password: Your OASIS password
- FTP Security Settings: FTP over SSL (explicit encryption). Please see the **FTP Tutorials** for settings specific to your FTP client.

### Core FTP Lite Tutorial (for version 2.1)

Connecting to your I: drive:

1. Download and install **Core FTP Lite** (from <http://www.coreftp.com/>)
2. **Start** Core FTP Lite
3. The **'Site Manager'** should open when Core FTP Lite starts, if it doesn't, go to Sites > Site Manager
4. Enter the following **details**:
  - Site Name: curtin\_student (or a name of your choice)
  - Host / IP / URL: ftp.student.curtin.edu.au

- Username: Your student number
  - Password: Your OASIS password
5. Connection: select **AUTH SSL** in the drop down menu.
  6. Ensure the following options are **checked**:
    - SSL Listings
    - SSL Transfers
    - OpenSSL
  7. Click the **'Connect'** button
  8. If you are prompted with a window titled 'Certificate Information', click the **Always Accept** button
  9. If your login was successful, you should see your I: drive files listed in the right pane

### Editing a file on your I: drive:

1. Download the file
  - Select the file to edit from the right pane (remote server)
  - Click the 'Download' button
  - You should now be able to see the file in the left pane (local filesystem)
  - Note the location of the downloaded file (this is shown above the left pane in the address field) and go to Start > My Computer to locate and edit the file
2. Upload the file
  - Select the file to upload from the **left pane** (local filesystem)
  - Click the **'Upload'** button

### FileZilla Tutorial (for version 2.2.31)

Connecting to your I: drive:

1. Download and install FileZilla (from <http://filezilla-project.org/>)
2. **Start** FileZilla
3. Open the Site Manager via **File > Site Manager**
4. Click the **'New Site'** button
5. Enter the following **details**:
  - Host: ftp.student.curtin.edu.au
  - Servertype: Select 'FTPES - FTP over

explicit TLS/SSL' so that the port is set to 21)

- Logintype: Select 'Normal'
- Username: Your student number
- Password: Your OASIS password

6. Click the '**Connect**' button
7. If you are prompted with a window titled 'Unknown Certificate' tick the '**Always trust certificate in future sessions**' box
8. Click '**OK**'
9. If your login was successful, you should see your I: **drive files** listed in the right pane

### **Editing a file on your I: drive:**

Download the file

- Right click the file to edit from the **right pane** (remote server) and select Download (and OK)

- You should now be able to see the file in the **left pane** (local filesystem)

- Note the location of the downloaded file (this is shown above the left pane in the address field) and go to **Start > My Computer** to locate and edit the file

Upload the file

- Right click the file to upload from the left pane (local filesystem) and select '**Upload**'

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