

AskOtago | Uia Ōtākou

The Student Desktop - Learning Lab

TRAINING MODULE – STUDENT BOOKLET

TRAINING MODULE OVERVIEW	
PURPOSE	To discover the Student Desktop
OUTCOME	You will be able to use the Student desktop confidently
OWNER	<p>Student IT Contact us...</p> <p>Phone: 034795170</p> <p>Facebook page and chat: www.facebook.com\uostudentit</p> <p>Web: www.otago.ac.nz/studentit</p>
REVISION	5/02/2020



What is the Student Desktop?

The Student Desktop is a virtual (Citrix) PC Computer environment provided by the University for students. It is available in both the student computer areas and on your own computer (via the internet).

How do I access the Student Desktop?

You can access the Student Desktop either on a University provided computer in one of the many computer areas around campus, or via your own laptop or home computer. The same computing environment is provided in both cases, so all your software and files are available in both.

Computer Areas

Using the Student Desktop in a computer area is like using any other desktop computer. Just log in with your student username and password.

There are 90 student computers located upstairs in the Central Library and in all the other libraries and in these locations:

- North CAL (opposite the Science Library)
- West CAL (PhysEd building)
- Central CAL (Ground Floor)
- OBS118 (1st floor Commerce Building)
- Hunter CAL (1st floor Hunter Building)
- Hercus CAL (Ground floor Hercus Building)

Own Computer

To use the Student Desktop on your own computer, go to:

www.otago.ac.nz/studentdesktop and login with your student username and password.

You can either run the **light version**, which runs in a browser window, or you can allow the site to install a piece of software called the **Citrix Receiver** (or Workspace) which runs better.

You can access the Student Desktop anywhere you have an internet connection. (More information is on our website).

What software is available on the Student Desktop?

A range of software is also available for you to use on the Student Desktop including all software required for your courses. Since the Student Desktop is available both in Student Computer Areas and on your computer, you can use it any time.

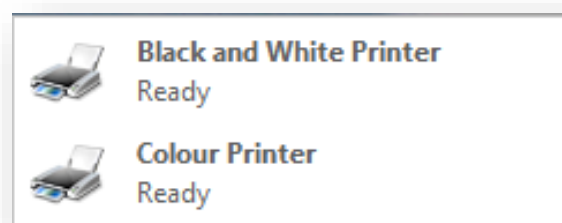
There are three types of software:

- **Default Software** (Microsoft Office, browsers, VLC, Endnote, MatLab etc)
- **Software available on request** (check the list on our website)
- **Course Specific Software** (automatically allocated to you if your Uni paper uses it)

You can find all the software by clicking on the Windows icon (top right)

How do I print from the Student Desktop?

You can easily print from the Student Desktop to the University student printers or the Printshop. There also printing options for students on the Christchurch and Wellington campuses (UOW, UOC, Printshop etc.)



If you have installed the Receiver to use the Student Desktop on your own computer, you can also print to any printer your computer can normally print to as well.

Printing is explained in our Printing Learning Lab or ask any Student IT Advisor for help if you need it.

What should I know about how it works?

Features (or bugs?)

- **The Recycle Bin** permanently deletes anything you put in it.
- You cannot **install new applications** yourself – you must submit a **Software Installation Request** (see Software page on our website).
- To use an external storage device (external hard drive, USB, cell phone etc.) on the Student Desktop you must grant access permissions. Normally you will be prompted to do this the first time you connect a device to your Student Desktop profile. To adjust permissions click the **drop down menu** (top of your screen) > **Preferences** > **File Access**. Select **Read and Write** and click **Apply** > **OK**.



Storage: OneDrive

Your Student Desktop profile has very limited storage space. Use the OneDrive folder on your Student Desktop to store your files. You can access these files from any computer, using the internet:

On the Student Desktop

1. Click the **Start** button (bottom left of your screen).
2. Click **Computer**.
3. Select **OneDrive** from the list of available directories.

If you prefer to use other online storage (eg. Google Drive or Dropbox) you will need to use a web browser to sync. files from the Student Desktop.

On Your Laptop

You can quickly access everything stored in your Student OneDrive folder from your laptop, via your Student Email account:

1. Log in to your Student Email (otago.ac.nz/studentmail).
2. Click the **Apps** icon.
3. Click **OneDrive**.



Closing the Student Desktop

Log Off: Ends your session and closes any open programs. Unsaved data will be lost.

Disconnect: Freezes your session and preserves it for up to 2 hours. This is useful as it allows you to switch devices without losing any progress.