QUT GUILD

THE GUIDE

Unofficial QUT info, tips & tricks

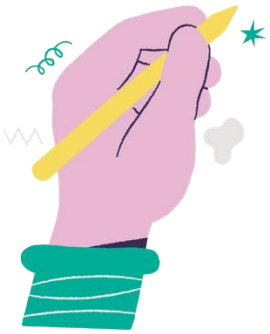
Things I wish I had known when I started

Information & tips for lectures, recordings, research, resources, grades, textbooks, classes, etc.

Please email welfare@qutguild.com for suggestions, suggested inclusions, or corrections.

Acknowledgements

This guide has been put together by Marg Corwin.



Marg is a Mature Age Student (MAS) studying Bachelor of Behavioural Science (Psychology) with a business minor. Marg also has loads of real-life experience in business and IT. Marg has been creating comprehensive manuals for businesses and positions since 1985.

When she started university in 2017, there were many areas in which Marg felt lost and frustrated but did not know what questions to ask or where to find the answers she did not know she needed. She started putting information together. Marg realised, via Facebook groups, that other students had questions to which she already had answers or could find the answers easily. She answered as many questions as she could, including where to find information on the QUT website, and made it easy to search for students of all ages to help them to navigate 'all things uni'. Thus 'The Guide - Unofficial QUT info, tips & tricks' was born.

Marg's objective has been to reduce stressors for university students, so they can concentrate on their degree/s and self-care. In 2022, Marg's final year, she graciously let the QUT Guild take over upkeeping and distributing the document, leading us to this document we have here now.

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Abbreviations used by students

Bot Bar = Botanic Bar. Gardens Point Campus, GP P Block, Level 3.

Please refer to this serious post from 2019:
https://www.facebook.com/groups/qutstalkerspace/posts/3139564572735435/

The Grove = The Grove Bar. Kelvin Grove Campus, C Block, Level 4.

Orb = The Sphere

Apps to help with studies and getting around

QUT app https://qut.to/app

SafeZone (only visible when logged into your QUT account) https://qut.to/safezone

Lost on Campus (by Student VIP) https://studentvip.com.au/lost-on-campus

Connect with other students

Discord server

(A student email address is required to join): Go to https://discord.gg/FHNzyPxuK3 and then search for your faculty/ies. Uncapped group chats for every single class, every faculty, and more, lots more.

Facebook groups

StalkerSpace 2.1 (only use if you are a member) https://www.facebook.com/groups/qutstalkerspace

Mature Age Student Network @ QUT (MASN@QUT) https://www.facebook.com/groups/MASNQUT

Women at QUT https://www.facebook.com/groups/1884739358242461

QUT Student Guild Facebook groups (see [**Representation Networks**] listing under [**QUT Student Guild (the Guild)**] under [**Where to find help**]).

Also search Facebook for many other QUT official and unofficial groups and pages.

Religious Groups

QUT has a multi-faith chaplaincy contactable via email chaplain@qut.edu.au

Self-care

Journal. Journal about what happened and how you felt about it; random thoughts and ideas; what you are grateful for; what you did or didn't do and how you will do better next time; get all the stuff out of your head.

Free write. Set a timer for 30 minutes and write continuously without regard for grammatical or conventional rules – connects your conscious and subconscious minds. Do this with or without a topic in mind.

Meditate. Sit quietly for 15 minutes and clear your mind. Concentrate on your breath as you breathe in through your nose and out through your mouth. When your mind drifts, acknowledge where it went, and bring it back to your breath. Start with 5 minutes and work your way up to 15.

Sleep. 8 hours is standard. Experiment to find your optimum.

Eat healthy. Avoid processed and packaged foods.

Move. Walk, dance, stretch, move to improve physical and mental wellbeing (be aware of your own physical limitations and don't overdo it).

Imagine what you would do for your best friend if they were in the same position as you, then do that for yourself.

"Self-care is often a very unbeautiful thing.
It is making a spreadsheet of your debt and enforcing a morning routine and cooking yourself healthy meals and no longer just running from your problems and calling the distraction a solution.

It is often doing the ugliest thing that you have to do, like sweat through another workout or tell a toxic friend you don't want to see them anymore or get a second job so you can have a savings account or figure out a way to accept yourself so that you're not constantly exhausted from trying to be everything, all the time and then needing to take deliberate, mandated breaks from living to do basic things like drop some oil into a bath and read Marie Claire and turn your phone off for the day.

A world in which self-care has to be such a trendy topic is a world that is sick. Self-care should not be something we resort to because we are so absolutely exhausted that we need some reprieve from our own relentless internal pressure.

True self-care is not salt baths and chocolate cake, it is making the choice to build a life you don't need to regularly escape from.

And that often takes doing the thing you least want to do.

It often means looking your failures and disappointments square in the eye and re-strategizing. It is not satiating your immediate desires. It is letting go. It is choosing new. It is disappointing some people. It is making sacrifices for others. It is living a way that other people won't, so maybe you can live in a way that other people can't.

It is letting yourself be normal. Regular. Unexceptional. It is sometimes having a dirty kitchen and deciding your ultimate goal in life isn't going to be having abs and keeping up with your fake friends. It is deciding how much of your anxiety comes from not actualizing your latent potential, and how much comes from the way you were being trained to think before you even knew what was happening.

If you find yourself having to regularly indulge in consumer self-care, it's because you are disconnected from actual self-care, which has very little to do with "treating yourself" and a whole lot do with parenting yourself and making choices for your long-term wellness.

It is no longer using your hectic and unreasonable life as justification for self-sabotage in the form of liquor and procrastination. It is learning how to stop trying to "fix yourself" and start trying to take care of yourself… and maybe finding that taking care lovingly attends to a lot of the problems you were trying to fix in the first place.

It means being the hero of your life, not the victim. It means rewiring what you have until your everyday life isn't something you need therapy to recover from. It is no longer choosing a life that looks good over a life that feels good. It is giving the hell up on some goals so you can care about others. It is being honest even if that means you aren't universally liked. It is meeting your own needs so you aren't anxious and dependent on other people.

It is becoming the person you know you want and are meant to be. Someone who knows that salt baths and chocolate cake are ways to enjoy life – not escape from it."

- Brianna Wiest

Where to find help

Health and wellbeing

https://qut.to/healthandwellbeing

Help with common personal issues

https://qut.to/counsellingtips

Help and support

The [HiQ] [Study] tab has a menu of [**Help and support**] to help you succeed:

https://qut.to/study

Assignments

For tools to help with **assignments**:

https://qut.to/assignments

Academic support

For free workshops and individual **academic support**:

https://qut.to/academicsupport

Careers

If you need help to plan your career or course direction, apply for jobs or work experience, grow your network, or develop your employability skills:

https://qut.to/careers

Counselling

For free, confidential **counselling** with qualified professionals:

https://qut.to/counselling

Tip: Seeing a counsellor can help with assignment extensions due to stress or other life issues.

Disability Services

Support is available if you have a disability, mental health, injury, or physical health condition that affects your ability to study, whether permanent, temporary, episodic, or fluctuating. With confirmation from a medical professional, a Disability Advisor can provides you with an Access Equity Plan to help you navigate your studies with a health condition. qut.to/disability-support

Discrimination, harassment, or bullying

QUT has a zero-tolerance policy for discrimination, harassment, and bullying.

qut.to/respect

Complete the Respect and Safety at QUT online module to ensure you know your rights and responsibilities qut.to/respectandsafety

To contact a QUT Discrimination Adviser email discriminationadviser@qut.edu.au

Financial assistance and support

Scholarships, bursaries, loans, and a dedicated financial helpline for confidential, free support.

qut.to/financeandequity

QUT Student Guild (the Guild)

The Guild is the student union, operating as a not-for-profit; independent from QUT; and student led. QUT Guild run numerous support, culture, and welfare services to help students have the best time they can while on campus.

Because the Guild puts all proceeds from commercial services, plus any additional funding, back into helping students, when you purchase something from The Botanic Bar, The Grove, The General Store or Australia Post on campus, you are also helping out a fellow or future student!

The Guild represents students on all important university committees to ensure your voice is heard.

All current QUT students are automatically QUT Guild members for free. "We are here for you."

https://qutguild.com/

For enquiries: https://qutguild.com/about-us/contact/

Help & Assistance

https://qutguild.com/help/

Be A Better Human information campaign

https://qutguild.com/help/babh/

- Sexual Harassment
- Sexual Assault
- Consent
- Respect
- Being An Active Bystander
- Online Abuse
- Helping Others

Welfare

https://qutguild.com/help/welfare-services/ or contact welfare@qutguild.com or foodbank@qutguild.com

- Foodbank & Guild grocer
- Food Hamper service
- Transport Vouchers

Academic Advocacy

https://qutguild.com/help/academic-advocacy/ or contact advocacy@qutguild.com

- Academic and Student Misconduct
- Assessment Adjustments for Health Conditions
- Assignment and Exam Rights
- Complaints Against the University
- Course Enrolment
- Exclusion and Show Cause
- Grade Review
- Intellectual Property
- Leave of Absence
- Probationary Enrolment
- Return to Study After Exclusion
- Special Circumstances
- Timetabling

Legal advice

Family law, personal injuries, or wills and estates - https://qutguild.com/help/legal-advice/

Clubs & Societies

For Club Executives https://www.facebook.com/groups/QUTGuildClubsHub/

To Find a Club https://qutguild.com/clubs/categories/

Overall Enquiries Contact clubs@qutguild.com

Facilities & Services

- The Botanic Bar https://qutguild.com/services/botanic-bar/
- The Grove Bar https://qutguild.com/services/grove-bar/
- The Post Office https://qutguild.com/services/kelvin-grove-office/
- The General Store https://qutguild.com/services/general-store/
- Microwave Facility Rooms https://qutguild.com/services/microwave-room/
- Graduation Gowns https://gowns.qutguild.com/

Events & Activities

Updates at https://www.facebook.com/qutguild - e.g. puppies on campus, free diaries, free food, volunteering opportunities

Student-led initiatives

- Little Emergencies (free period products in women's bathrooms and saferooms)
- Renegotiating the 0% late policy (the new 48-hour policy)
- Extending the SWOTVAC (study week) period to 5 days
- Closed captioning
- Daily quiet hour (2pm-3pm) at the QUT Library
- Adulting 101

Representation Networks

- QUT Guild's Women Collective - https://www.facebook.com/QUTGuildWomensCollective
- QUT Guild's Queer Collective - https://www.facebook.com/qcqut
- QUT Guild's Abilities Collective - https://www.facebook.com/abilitiescollectiveQUTGuild
- QUT Guild's Environment Collective - https://www.facebook.com/qutenvironmentcollective
- QUT Guild Faculty of Creative Industries, Education, and Social Justice - https://www.facebook.com/groups/429311558312920
- QUT Guild Faculty of Health - https://www.facebook.com/groups/qutfacultyofhealth/
- QUT Guild Faculty of Science - https://www.facebook.com/groups/qutfacultyofscience/
- QUT Guild Faculty of Engineering - https://www.facebook.com/groups/qutfacultyofengineering/
- QUT Guild Faculty of Business and Law - https://www.facebook.com/groups/qutfacultyofbusinessandlaw/

Guild Public Noticeboard

https://www.facebook.com/QUTGuildNoticeboard

QUT Guild's What's On

https://www.facebook.com/eventsqutguild

Safety and Security

07 3138 8888

- Escort you through campus at night
- Organise after-hours access to buildings
- Help you get to your car or nearby public transport with the night shuttle bus.
- Investigate theft or any other security incident on campus

https://qut.to/security

SafeZone (security app) https://qut.to/safezone

Night shuttle (call security to access)

At **Gardens Point** the night shuttle bus stops at O Block, Level 1. Drop off points include nearby commercial car parks, and the Central and Roma Street train stations.

At **Kelvin Grove** the night shuttle bus operates on a 'hail and ride' basis. The route covers the campus including major on-site car parks.

The night shuttle runs from **5.45pm to 10pm, Monday to Friday,** during the Semester 1 and 2 teaching and exam periods (excluding mid-semester break and public holidays). It does not run during the Summer Program.

Lost & Found

For all Lost & Found items, go to HiQ at the Library on campus.

Gardens Point: GP, V Block - Library, Level 3

Kelvin Grove: KG, R Block, Level 2

https://qut.to/lostproperty

Email address

Your student id @qut.edu.au goes to the same inbox as your @connect.qut.edu.au email address (example n87654321@qut.edu.au or jake.peralta@connect.qut.edu.au) and is sometimes used in QUT systems for login, so if your regular email address does not work, try it this way.

Class Registration

Pre-plan and re-check just prior to registration opening time.

Use the Timetable Planner (disclaimer: not always 100% accurate)

Timetable Planner

https://qut.to/timetableplanner

Check available tutorials and chart your ideal timetable ahead of registration. The number of tutorials available changes up to and after registration day, so keep up to date to be prepared.

Timetable Planning Alternative

Go to https://www.qut.edu.au/ -> [login] -> [Enrolment]-> [Class Registration] -> [Preview class options for my enrolled units]

Save all class options to excel and highlight the classes that will work for you. Have this file open beside your class registration browser.

Waitlists, waitlist opening times, changes

https://qutvirtual4.qut.edu.au/group/student/enrolment/class-registration

Other Class Registration info

Class registration uses 24-hour format (e.g. 12:00 - 13:00) so if you have trouble converting on-the-fly, have a conversion list ready to access.

If you don't get the class/es you want, check back over the next few days - there is always movement as people try to fix schedules. If you are put an on waitlist do not stress, often more classes will be added, people may switch classes, or you can always contact advocacy@qutguild.com to help.

HiQ not available? Here is the back door: https://qutvirtual3.qut.edu.au/qv/ttab_student_p.show

Back-to-back classes on different campuses

HiQ advises:

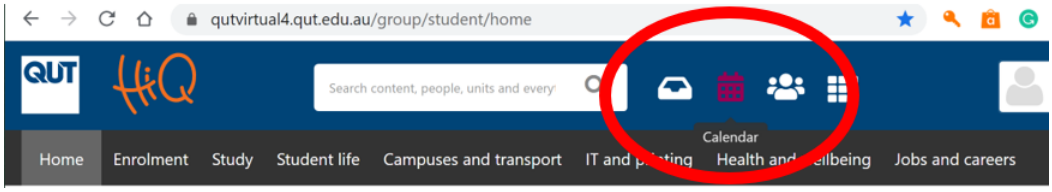
"Ideally, students will not need to experience disruption by leaving class early to attend their next session. If there are no alternative classes available for enrolment which do not clash, we recommend submitting a class allocation request form to see if it is possible to have your classes changed." Please access the request form here:

https://qut.to/classchange

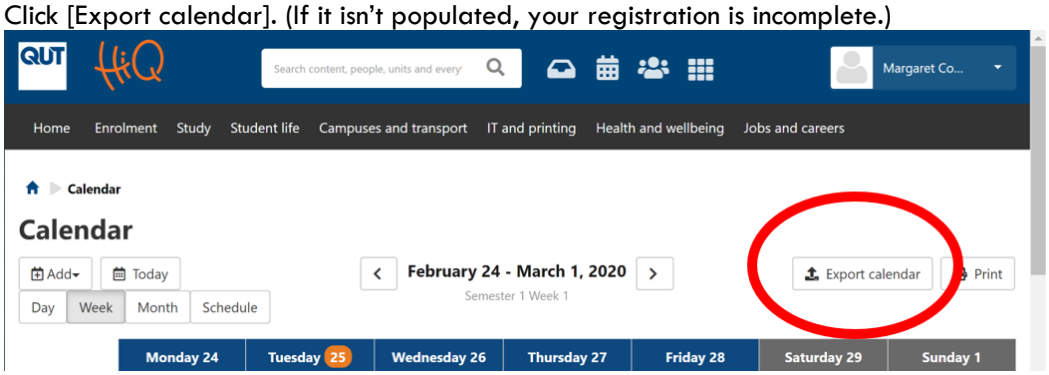
How to set up your QUT calendar in Google or Outlook

Export the QUT calendar

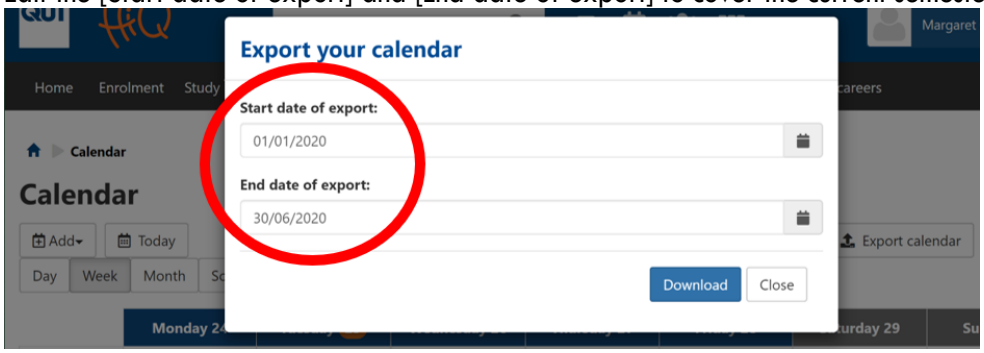
Login to HiQ and click on the Calendar icon on the top of the page.



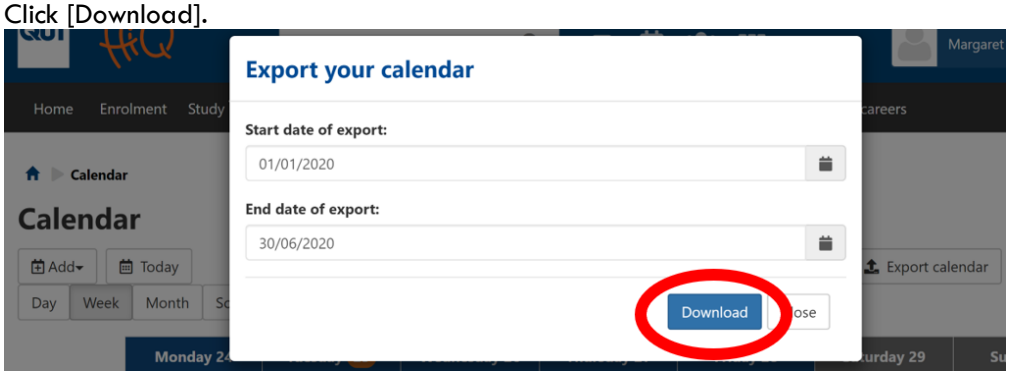
Click [Export calendar]. (If it isn't populated, your registration is incomplete.)



Edit the [Start date of export] and [End date of export] to cover the current semester.



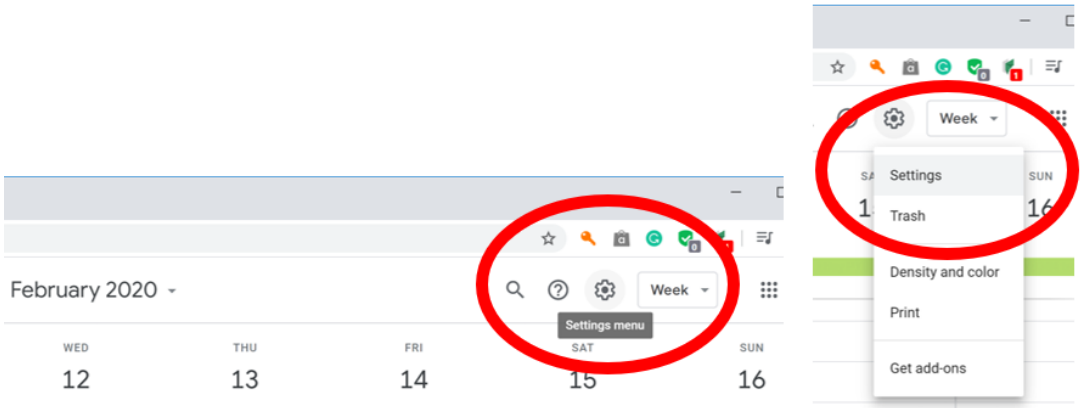
Click [Download].



Save the file to your Desktop and click [Save]. You can delete this file once you import it to your usual calendar.

Google calendar

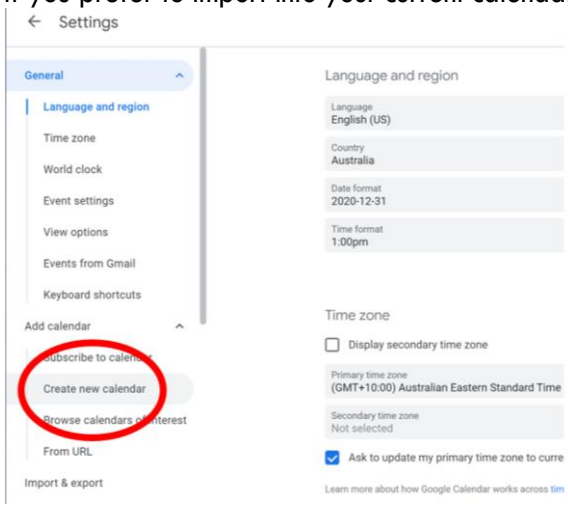
Open your Google calendar and choose [Settings].



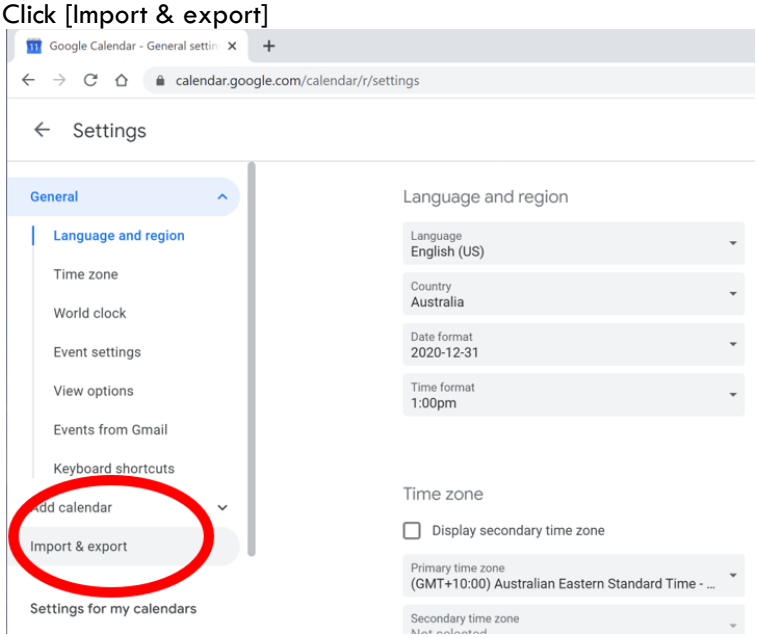
If you would like your QUT calendar separate (it can be selected from your computer or app to overlay your current calendar. You can choose a different colour for different calendars so all QUT events are a specific colour by default), then select [Create new calendar] and set the defaults (language, country, date format, time format, time zone, etc.).

I prefer to Create a new calendar in case schedules, units or classes change – then I can just delete the Google QUT calendar and import it again from QUT. Otherwise you find yourself deleting individual events that cover the entire semester.

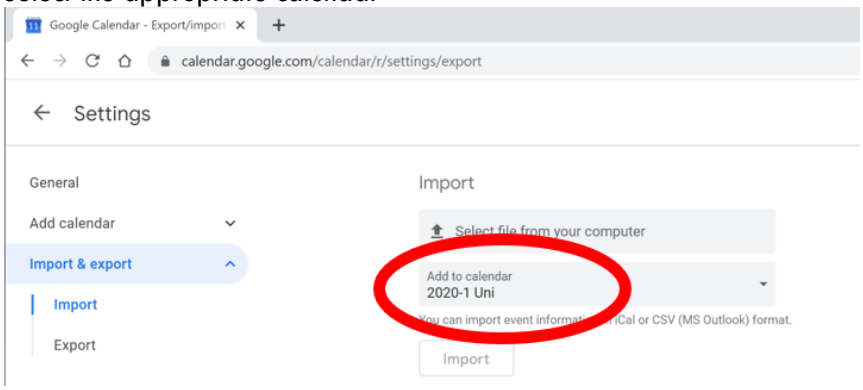
If you prefer to import into your current calendar, then skip this step.



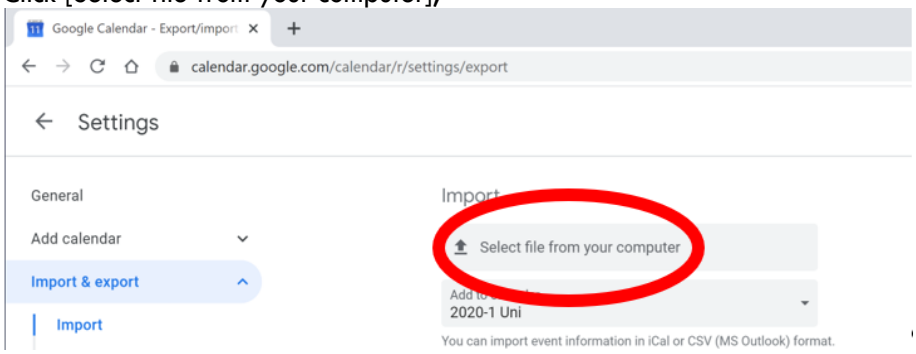
Click [Import & export]



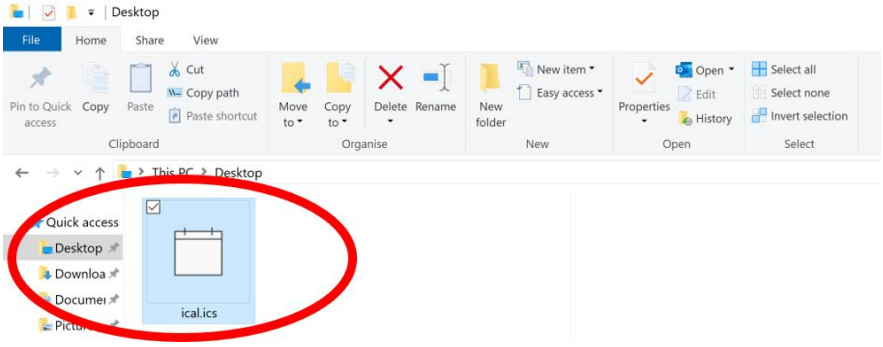
Select the appropriate calendar



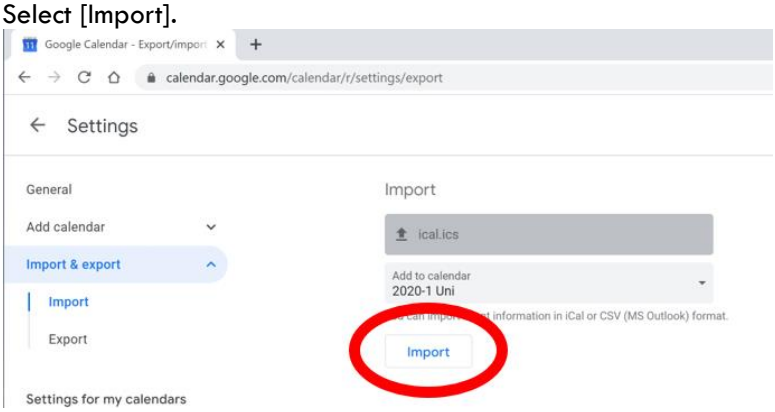
Click [Select file from your computer],



And find the [ical.ics] file downloaded from QUT.



Select [Import].



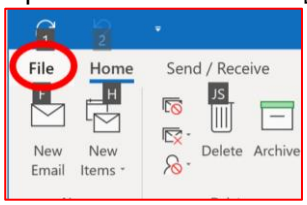
Done!

Google calendar personalisation

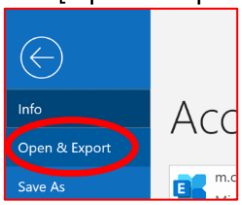
Mouse-over the calendar in the left-hand side [My calendars] list and choose the vertical menu indicator (3 vertical dots) beside the calendar. The menu items are [Display this only], [Hide from list], [Settings and sharing], and a colour palette where you can choose individual calendar colours. All entries for this calendar will be in the chosen colour.

Outlook calendar

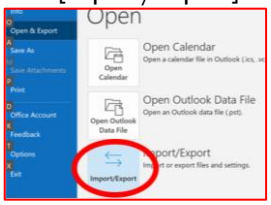
Open Outlook and select [File]



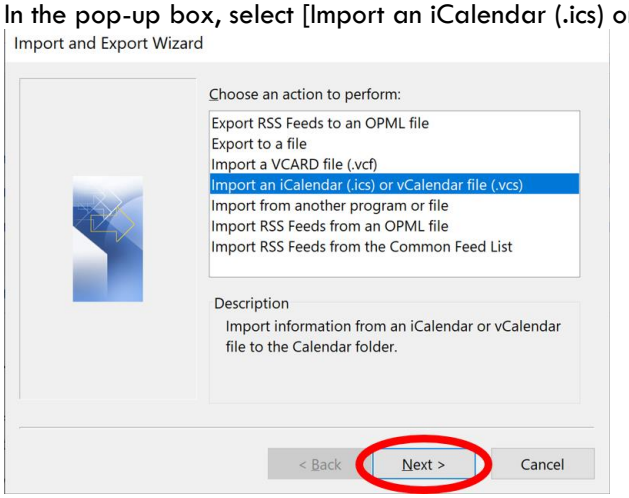
then [Open & Export]



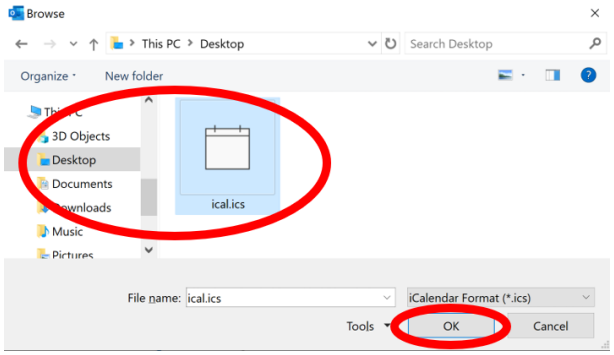
then [Import/Export]



In the pop-up box, select [Import an iCalendar (.ics) or vCalendar file (.vcs)] and click [Next]



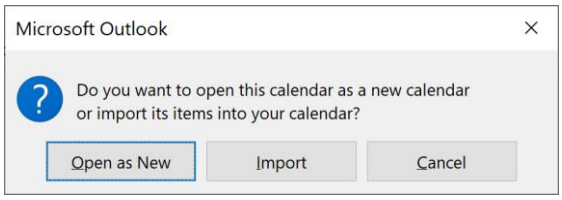
Find the downloaded ical.ics file. Choose it and click OK or double-click on it.



The next screen you see will be a pop-up question asking if you would like to open the QUT calendar file as a new calendar or import it into your current calendar.

If you choose [Open as New], you can later choose it from the "Other Calendars" list on the left in Calendar view and overlay it via the right-click menu. This allows you to choose a different colour for all your QUT events at once by changing the defaults on the new calendar. Choosing [Import] will add all events (lectures, tutorials, etc. from the QUT calendar) to your current calendar.

I prefer to Open as New in case schedules, units or classes change – then I can just delete the Outlook QUT calendar and import it again from QUT. Otherwise you find yourself deleting individual events that cover the entire semester.



Done!

Outlook calendar personalisation

Choose [File] –> [Options] –> [Calendar] to set up your default parameters (default reminder times, work week, start and end times, first day of the week and default calendar colour). You can choose individual calendar colours in the right-click menu of any calendar.

How to study online

To help with the transition to online study with information on how to access the tools for livestream and recorded tutorials, etc.

https://qutvirtual4.qut.edu.au/group/student/supporting-your-move-to-online-learning

How many hours study to allow for a unit

"*A 12 credit point unit, in a university course, means 12 hours of study per week to achieve a passing grade of 4, 50-65%. More time to study is expected if you are looking for a higher grade.*" Direct quote from Associate Professor Artemis Chang.

Access virtual/online/live tutorials (Blackboard Collaborate Ultra or Zoom)

Some tutors use **Blackboard Collaborate Ultra**, others use Zoom.

For Blackboard Collaborate Ultra, find this link in the Tools section of the unit on Blackboard, sometimes found under Learning Resources, depending on the Unit Coordinators.

More information here: https://qutvirtual4.qut.edu.au/group/student/it-and-printing/qut-blackboard/tools-on-blackboard/blackboard-collaborate-ultra

For **Zoom**, find info here: https://qutvirtual4.qut.edu.au/group/student/it-and-printing/software-and-learning-tools/zoom and here: https://qut.zoom.us/, QUT has instructions on the first link and suggest downloading Zoom at the second link. Unit Coordinator will usually post a link to the session on Blackboard or in the Week 1 document.

Access tutorial recordings

If the Tutorials are being recorded, they will be found either in Blackboard Collaborate or with Lecture Recordings in Echo360.

To access Blackboard Collaborate Ultra recordings, go to [Tools] -> [Blackboard Collaborate Ultra] and click on the menu bars on the left, in the black bar. Then click on [Recordings]. This will show you "recent recordings". To see older recordings, use the [Filter by] option to choose a date range.

To access recordings stored in Echo360, go to [Tools] -> [Lecture Recordings Tool]. Or go to https://echo360.org.au and enter your @connect.qut.edu.au email address. You will be redirected to the QUT login screen. Enter your normal QUT login details (student ID + password), then click on [Courses] to find all recorded lectures and tutorials available to you (current and past units).

Lecture recordings

Remember, QUT logs your actions on the QUT servers and has policies that inhibit misuse.

"We monitor the pages and files you access online to check for unacceptable usage. This includes accessing unacceptable materials via your own devices while using our Wi-Fi network. If you are found to be using any of our resources inappropriately, it could lead to disciplinary action."

QUT provides lecture recordings for learning and private study purposes only. If you download a recording, you should not copy or share it with anyone else for any other purpose.

View lecture recordings for any unit/semester prior to 14/11/2018

To view the lecture recordings:

https://lecturecapture.qut.edu.au/ess/portal/section/UNITCODE_18se2

but substitute with the course code and year you want where it says "UNITCODE_18se2". For example, if you wanted the lecture recordings for PYB100 run in 2018 semester 1, you would use:

e.g. https://lecturecapture.qut.edu.au/ess/portal/section/PYB100_18se1

If asked to log in, use your QUT log in details.

If you clicked a link in Facebook, when the URL loads, remove everything in the address bar after the semester code, from the "?" to the end.

View lecture recordings for enrolled units from 14/11/2018

Go to https://echo360.org.au, enter your normal QUT email address. You will be redirected to the QUT login page, and then to your Echo dashboard, or, from any unit's Blackboard page, go to Tools -> Lecture Recordings, and then when the new window loads, click on the Echo logo to get to the dashboard for all your enrolled units to display.

View course materials for any prior unit/semester

Remember, QUT logs your actions on the QUT servers and has policies that inhibit misuse.
QUT provides course materials for learning and private study purposes only. If you download course materials, you should not copy or share them with anyone else for any other purpose.

NOTE: Course content tends to change from semester to semester so do not take the previous semesters' content as gospel, just a good outline and some pre-learning materials so you are on the ball with lecture content in semester.

To view the course material (i.e. PowerPoint slides, lecture notes, worksheets):

Go to https://www.qut.edu.au/ -> [login] -> Study -> QUT Blackboard -> Units, and you should see a search field labelled "Unit Search". Type in the unit code you want (e.g. MXB100) and hit search. Here it will say "No Units found matching the search criteria", so, change the pull down in your initial search from "Name" to "ID". This will return several links to the blackboard pages for the unit run in previous semesters. For example, "MXB100_17se1" means MXB100, run in 2017 semester 1. Clicking on the link under "Unit ID" will take you to that semester's blackboard, where you can view nearly all the content that was available to students at the end of that teaching period, excluding some solutions and practice exams, or whatever the Unit Coordinator left available.

See date/time/place for any lecture/class

This is helpful if you want to attend lectures or check schedule options before enrolment/class registration opens.

Go to https://www.qut.edu.au/ -> [login] -> [Enrolment] -> [Units]. In the [Keywords] box, enter the unit code, and hit enter or click [Search units]. Beside the appropriate semester/campus -> click [Show classes].

You can also see the relative Unit Outline (to check textbooks needed, etc.) by clicking [View].

Get information about your enrolled units

In the Enrolment or Study tabs in HiQ, under [Units and classes], beside the unit, click [Bb] to go straight to the unit's Blackboard site, or click on the drop-down menu to find:

- Unit Outline
- Class timetable (including Lecturer and Tutor names)
- Exam timetable
- Class list (in case you need to contact fellow students for group work, etc.)

Find your Lecturer/Tutor names

If you want to find out who your tutor or lecturer is (once staff have been assigned), there is a link at [HiQ] [Study] in the drop-down menu beside each enrolled unit under [Units and classes], choose [Class timetable]. (Class list is also available in this menu if you need to contact fellow students.)

Or go to [HiQ] [Enrolment], and under [Class registration] click [Preview class options for my enrolled units].

Cite Write

Your guide to citing, referencing and academic writing at QUT.

https://qut.to/citewrite

QUT cite

- Referencing and using sources
    - APA, Harvard, AGLC, Vancouver

QUT write

- Understanding your assignment task
- Writing an annotated bibliography
- Writing a case study response
- Writing a critique
- Writing an empirical article
- Writing an essay
- Writing a literature review
- Reflective writing
- Writing a report

Academic integrity

- What is academic integrity at QUT?
- What if you are accused of academic misconduct?
- How can I avoid plagiarism?
- What is copyright and how does it apply to me?

Other sources

https://www.phrasebank.manchester.ac.uk/

Reporting on a study – format to use

Report key points about the research you are discussing. Paragraph structure:

- 1st sentence aims & participants
- 2nd & 3rd sentence key findings
- 4th sentence conclusions
- 5th sentence link back to your issue.

Another paragraph can be used to synthesise by highlighting similarities and differences in the key findings and make conclusions about the research collectively as it relates to your issue.

Talking about the methods and procedure would link well with the key findings (by testing the impact of A on B, they found C). But be as brief as possible. No need to go into all the IV's or study design unless it is relevant to your issue/argument. It might be worthwhile mentioning parts of the procedure in your limitations if you find issues with the study design.

Strengths can be pointed out in the language you use, rather than specifically saying "these are the strengths". So blend strengths into the 5 sentences. E.g. "large sample", "found X when controlling for Y".

Limitations might fit best in the next paragraph when synthesising with other studies. Once you've critically analysed one study (as explained above) - the next paragraph would be about some supporting evidence, some contradictory evidence, and potentially some limitations.

The main thing is to make sure your overall thesis argument is supported. So don't go too hard on the contradictory/limitation stuff. Just mention one or two things, then potentially use them to point out a gap in the research.

Readings

You usually have access to the Readings list once you are enrolled. You can (usually) access your readings list by searching the library for the unit code. If not, follow the link provided by the Unit Coordinator in Blackboard, usually under Learning Resources. Alternatively, login to HiQ -> [Study] -> [Classes and unit readings] -> [QUT Readings] -> [Access your readings] -> directly via <QUT Readings> (i.e. click the link) -> click [Log In] -> [My Lists].

Textbooks

It's usually a good idea to wait for the first lecture before buying textbooks, unless you want them for the future (to use in your practice, for example), as all units have "required" textbooks available to borrow from the library, and most readings are accessible via the library website. If you need a physical version of a specific chapter, you can request a scan (limited by copyright) from the library.

Second-hand textbooks

QUT EPIC Textbooks https://www.facebook.com/groups/qutepictextbooks/

QUT Textbook Exchange https://www.facebook.com/groups/quttextbookexchange/

StudentVIP https://www.facebook.com/StudentVIP.com.au/

Second Hand University Textbooks for Buy, Sell & Swap - AUSTRALIA ONLY https://www.facebook.com/groups/221249431288804

New textbooks

Shop around for the best prices - http://booko.com.au is an aggregator/comparison site for books.

Check prices at https://www.booktopia.com.au/, https://textbooks.zookal.com.au/ or https://www.bookdepository.com/ which have good prices for new books at different times.

Free eBooks, audiobooks – QUT access supplied

Taylor & Francis

Log into HiQ (use a fresh, not stale, login)

Open a new tab and go to: https://www-taylorfrancis-com.ezp01.library.qut.edu.au/

Click on [Subjects] and choose your interest

Check the [Content I have access to] box

Note: Terms of use apply including "reasonable amount of content for scholarly use only".

Skillport SkillSoft books & audiobooks

Free student access to eBooks & audiobooks

https://qut.skillport.com

Login with your QUT credentials and [Browse The Library]

Free movies, tv shows, games - Library online

Forget paying for Netflix, Stan, Binge or Disney. Documentaries, feature films, tv series, news, current affairs, games, and more.
https://www.library.qut.edu.au/search/getstarted/howtofind/videos/

Assignments

- Understanding tasks, planning your work and types of assignments.
- The different types of assignments and how they are structured.
- Doing group work, keeping on track, and resolving conflict.
- Preparing, practicing, and delivering presentations.
- Submitting assignments, assignment extensions and special consideration.
- Assignment calculator.

https://qut.to/assignments

Contact fellow students in your class (NOT spam)

Log into [HiQ], click the top menu item [Study], then under [Units and classes], in the drop-down menu beside each enrolled unit, choose [Class list] for names and email addresses.

Survive Group Work!

By Ian Williams (edited by MC)

1) Elect/appoint a leader.

A leader gives everyone in the group someone to ask for guidance or help and to talk about problems. The leader is there to help. Any interpersonal problems within the group are immediately referred to the leader and not left to grow and fester. The leader can then elevate any problems to the Tutor or Unit Coordinator for advice.

2) Group contract.

A group social contract establishes that you all agree to produce work on time to the best of your ability, and the consequences of failing to meet a deadline or produce work. If there is an issue, you should immediately contact the student via e-mail (not group chats or social media) and CC your Tutor to create a document trail that can be used to support you if you need to expel that group member or refuse to accept their work for not performing. You do not need to "carry" people.

3) Set Deadlines.

Set deadlines at least 24 - 48 hrs earlier than required by QUT, sometimes even earlier, and have progress review meetings on a regular basis. This allows early detection of non-performing team members and creates time to review, edit, check grammar, etc. (A good report does not look as if it was written by four different people).

4) Be respectful.

Always treat other members of your group as equals and never dismiss their opinions or treat them as children, we are all here to learn together.

Researching

If you find (or are given) a starter article, you can try Google scholar citation search - which gives you every article that uses/cites your paper by clicking "cited by".

Read broadly. Research peer-reviewed recent (<10 years) papers. If you are looking at research that was done more than 10 years ago, also find recent papers that validate the original research.

You do not have time to read every paper in detail. Cull by reading abstracts, picking up patterns of what researchers are looking at and their findings, then read introductions and discussions, then to methodology (the meat and potatoes of an article), then choose to use the papers with the most sound methodology from those you have read. Follow the evidence.

LibKey Nomad and Fulltext@QUT (Google Scholar shows Fulltext@QUT links next to results when they are available on a Library database) - https://www.library.qut.edu.au/search/getstarted/howtofind/articles/googlescholar/

Researching by study area

https://www.library.qut.edu.au/search/getstarted/studyarea/

Library Guides

Library created guides specifically tailored to courses and units.

https://libguides.library.qut.edu.au/unitguides

Recommended browser for Blackboard exams

From QUT: "Make sure you use the latest version of Mozilla Firefox web browser to complete your assessment on Blackboard. Get prepared for end of semester exams, download Mozilla Firefox for free at https://www.mozilla.org/". Remember, if you close the browser to switch between browsers, you may not be able to access the exam again in the new browser.

Get your grades prior to official release date

Sometimes if you request your academic transcript a few days prior to the official release of grades, the system will email you your grades early.

Go to https://www.qut.edu.au/ -> [login] -> [Study] -> [Academic history] (under [Final Grades]) -> click [Request a copy of your academic record (via email)].

Alternate route: eStudent -> Final Grades -> Email Academic History

Student facilities

Swipe ID card for access.

24hr computer labs

Gardens Point Campus

- V Block, level 2
- F Block, level 1, room 101

Kelvin Grove Campus

- F Block, level 5

Safe Spaces

Gardens Point Campus

- X Block, level 2 (Queer Safe Space)

Kelvin Grove Campus

- C Block, level 2 (Queer and Women's Safe Space)

Microwaves

Kelvin Grove Campus

- A Block (under)
- C Block, level 4, room C406 (incl. hot water)
- P Block level 1
- Z9 Block level 5

Gardens Point Campus

- Outside Library
- Kitchenette, Block C, level 5, room C510
- Kitchenette, V Block, level 2

Hot water taps

Kelvin Grove Campus

- C Block, level 2, QUT Guild Women's Collective Safe Space, and QUT Guild Queer Collective Safe Space (incl. microwaves in both rooms)
- C Block, level 4, room C406 (incl. microwaves)
- P Block, level 1
- R Block (Library), level 3, go right towards the toilets and there is a billy boil hot water tap
- Z9 Block level 5

Gardens Point Campus

- Kitchenette, Block C, level 5, room 510
- Kitchenette, V Block, level 2

When using kitchen facilities, please clean up after yourself in consideration of others and to protect future access.

Secure bicycle racks, lockers, showers, and change rooms.

Some facilities may have restricted access and availability

https://qut.to/cycling

Parenting rooms and baby change facilities

https://qutvirtual4.qut.edu.au/group/student/student-life/child-care-and-parenting
https://www.qut.edu.au/about/campuses-and-facilities/parents-rooms

Restore research tabs if the browser was accidentally closed

Right-click **beside or on** (browser dependent) the last tab on an already opened window and choose [Reopen closed Window] - this works if you still have another window already open.

Hettie says: "You can restore them through the history function of most browsers if you were using a standard browser window (private/incognito doesn't hold onto the last window it had open). If you hover your cursor over history, it should list "X number of tabs" under recently closed. It will reopen the entire window, all tabs. If you were looking at journal articles you may have to go back to the source link to access them via the university library." Alex says: Shift+Ctrl+T on Mac.

Continue where you left off when you re-open browser after shutdown

Browser [Settings] -> [On startup] click [Continue where you left off]. If you have more than one window open, shutdown the computer without closing browsers. After start-up, open a new browser to restore all.

Make scanned PDF files searchable with Ctrl+F and highlightable

Upload scanned .pdf at https://www.pdf2go.com/ or https://simplypdf.com/ - convert to Word & download to the same folder as the original .pdf (so you can find it later).

Open downloaded Word doc of the same name, and [File] [Save as] then choose [PDF (*.pdf)].

Software and learning tools

https://qut.to/software

Free open-source software

Alternative To

Alternative software options, information about free and paid options. https://alternativeto.net/

Audacity

Audacity is free, open source, easy-to-use, cross-platform, multi-track audio editor and recorder software for Windows, Mac OS X, GNU/Linux and other operating systems. https://www.audacityteam.org/

LibreOffice

LibreOffice is a free and powerful office suite, and a successor to OpenOffice.org (commonly known as OpenOffice). LibreOffice includes several applications that make it the most versatile free and open-source office suite on the market: Writer (word processing), Calc (spreadsheets), Impress (presentations), Draw (vector graphics and flowcharts), Base (databases), and Math (formula editing). LibreOffice is compatible with a wide range of document formats such as Microsoft® Word (.doc, .docx), Excel (.xls, .xlsx), PowerPoint (.ppt, .pptx) and Publisher. But LibreOffice goes much further with its native support for a modern and open standard, the Open Document Format (ODF). With LibreOffice, you have maximum control over your data and content – and you can export your work in many different formats including PDF and has other optional extensions. https://www.libreoffice.org/

PDF file converters

Tip: If you cannot highlight, search with Ctrl+F, or otherwise interact with a .pdf file, first convert it to Word, and then "Save as" a .pdf again.

Pro-Tip: Never delete the original without first confirming all pages were converted.

PDF 2 go. (My favourite) Edit and convert PDF files online in your browser free. Edit a pdf file, improve pdf files, convert from pdf, convert to pdf, and more. https://www.pdf2go.com/. Create a free account for larger file sizes and quantities.

Online PDF converter. Convert files to and from PDF free. https://www.freepdfconvert.com/

SimplyPDF Convert PDF to Word, Excel, or PowerPoint free. https://simplypdf.com/

ProjectLibre project management software

A free open-source Microsoft Project alternative. Compatible with Microsoft Project, Gantt Chart, Network Diagram, WBS/RBS charts, Earned Value Costing, Resource Histograms. https://www.projectlibre.com

https://www.projectlibre.com/product/1-alternative-microsoft-project-open-source

Tutorials: https://www.youtube.com/channel/UCpvll2xkdgLkj9cWQ2hm4PA

PSPP statistical analysis software

PSPP is a free SPSS alternative. PSPP - GNU PSPP is a program for statistical analysis of sampled data. It is a **free** replacement for the proprietary program SPSS and appears very similar to it with a few exceptions. The most important of these exceptions are, that there are no "time bombs"; your copy of PSPP will not "expire" or deliberately stop working in the future. Neither are there any artificial limits on the number of cases or variables which you can use. There are no additional packages to purchase in order to get "advanced" functions; all functionality that PSPP currently supports is in the core package. PSPP is a stable and reliable application. It can perform descriptive statistics, T-tests, ANOVA, linear and logistic regression, measures of association, cluster analysis, reliability and factor analysis, non-parametric tests and more. PSPP is particularly aimed at statisticians, social scientists and students requiring fast convenient analysis of sampled data. https://www.gnu.org/software/pspp/

Documentation: https://www.gnu.org/software/pspp/manual/

Tutorials: https://www.garyfisk.com/pspp/01aboutPSPP.html, https://it.chass.ncsu.edu/tutorials/pspp/, https://www.ssric.org/node/699.

Shotcut video editor

Shotcut is a free, open source, cross-platform video editor.

It supports hundreds of audio and video formats and codecs thanks to FFmpeg. No import is required meaning native editing, plus multi-format timelines, resolutions and frame-rates within a project. Frame accurate seeking supported for many video formats. Shortcut has Blackmagic Design SDI and HDMI for input and preview monitoring. It also has screen, webcam, audio capture and network stream playback. Additionally, it supports resolutions up to 4k and capture from SDI, HDMI, webcam, JACK & Pulse audio, IP stream, X11 screen and Windows DirectShow devices. You can also utilise multiple dockable and undockable panels, including detailed media properties, recent files with search, playlist with thumbnail view, filter panel, history view, encoding panel, jobs queue, and melted server and playlist. Also supports drag-n-drop of assets from file manager. https://shotcut.org/

VLC media player

VLC is a free and open-source cross-platform multimedia player and framework that plays most multimedia files as well as DVDs, Audio CDs, VCDs, and various streaming protocols. It runs on all platforms and has no spyware, no ads and no user tracking. VLC can speed up or slow down playback, ideal for lectures and note-taking. https://www.videolan.org/vlc/

For Android: https://www.videolan.org/vlc/download-android.html

After install, Play -> touch video -> ••• (Settings) -> Pop-Up player (plays in the background).

Zotero referencing tool

Zotero is a free and open-source referencing tool and EndNote alternative for creating a library of reference and publications and citing/referencing them directly in word. It imports references automatically, directly from your web browser, while you are doing research, and automatically adds citations and a reference list directly in Word with the correct reference style (e.g. APA 7). https://www.zotero.org/download/

Documentation: https://www.zotero.org/support/

Tutorials: https://www.zotero.org/support/quick_start_guide, https://guides.library.sc.edu/zotero, https://youtu.be/HwCL3qozuB4, https://youtu.be/BQL_7C-YqBk.

Timesaving keyboard/Word shortcuts

Find

Ctrl+F = find – works in web pages, .pdfs, Word documents, etc.

Word choice options

Right-click in a word and choose [Synonyms] or use [Thesaurus] in the [Review] menu.

Selecting text

Select a word	Double-click on it
To select a sentence	Ctrl+Click in the sentence
To select a paragraph	Triple-click in the paragraph
Select a table	Alt + double-click anywhere in the table
Move the cursor to the left margin until it becomes an arrow, and:	
To select a line of text	Click
To select a paragraph	Double-click
To select the whole document	Triple-click

AutoSave default setting

[File] -> [Options] -> [Save] -> tick [Save AutoRecover information every] and specify an interval from 1 to 120 minutes.

Default paste option

[File] -> [Options] -> [Advanced] -> [Cut, copy & paste] and choose your preferences.

Use AutoCorrect as a text expander

If you need to type large words or the same phrases often, add them to AutoCorrect. E.g. to type Queensland University of Technology, add (e.g.) QUTX (X for expanded) to AutoCorrect so whenever you type QUTX it will automatically correct to "Queensland University of Technology" as you type.
[File] -> [Options] ->[Proofing] -> click [AutoCorrect Options] -> add the abbreviation to the [Replace] box, and the expanded word or phrase in the [With] box and click [Add].

Undo what you just did

Ctrl+Z

Customize the Ribbon (menu)

Right-click on a blank spot on the Ribbon and choose [Customize the Ribbon].

Collapse the Ribbon

Click on the up arrow on the far-right side of the Ribbon, or
right-click on a blank spot on the Ribbon and choose [Collapse the Ribbon].

Uncollapse the Ribbon

Click on any menu item and then click on the pushpin on the right-hand side of the window to keep it open.

Non-breaking space

Ctrl+Shift+Space - keeps phone numbers, etc., entirely on the same line.

Non-breaking hyphen

Ctrl+Shift+hyphen - keeps the entire hyphenated word entirely on the same line.

Change font case

Handy for when Article titles are in "Capitalise Each Word" case and for the APA7 reference list you need "Sentence case: With a capital after the colon".
Select the text and choose [Aa⌄] from the Font menu to change text to [Sentence case.], [lowercase], [UPPERCASE], [Capitalise Each Word], or [TOGGLE CASE]. If it doesn't work, change all to [lowercase] first.

What and where are The Cube and The Sphere (aka The Orb)?

The Cube

The Cube is at Gardens Point Campus in P Block, level 4 (above the food court).

The Cube is one of the world's largest digital interactive display environments, reaching two storeys high, with 145m^2 of high-definition interactive screens and ultra-HD projection that QUT researchers use to showcase and present their research outcomes.

https://cms.qut.edu.au/thecube/whats-on/cube-screens

The Sphere (aka The Orb)

The Sphere is on Kelvin Grove Campus, E Block, level 1 – you can also access the Sphere from the Library, level 2 (entrance level).

The Sphere is a five-metre diameter LED globe suspended over two floors and complemented by a 4.8-metre-wide interactive digital wall screen. The Sphere and digital touchscreen (on level 1) are learning and teaching tools, with a changing menu of innovative and interactive content. Weighing 3.5 tonnes, it comprises 1040 panels with a total of 7 million 3mm pixels, with each pixel an individual LED light. The Sphere is the only digital display of its type in the world with 3mm LED 4K resolution, which allows it to operate in full daylight.

https://www.qut.edu.au/study/education/the-education-precinct