Using the Tools of the High-Tech Learning Environment

Today's graduate students at the University of Georgia don't have to go far to access an array of high-tech resources. E-mail, online learning opportunities, tech support, journal articles and other research services are all at your fingertips; you just have to know where to look.

Enterprise Information Technology Services (EITS)

https://my.uga.edu One of the first things all new students must do is register for a MyUGA account. From the MyUGA portal, you can access your University e-mail, UGAmail (which also has a great calendar function), OASIS, WebCT, Parking Services and My Student Account (for paying tuition and fees and monitoring your financial aid disbursements).

From MyUGA, you can also access ElementK, which offers online tutorials for a broad menu of software programs, ranging from productivity software, to page and Web design software, to preparation for various computer certification tests. A good way to get started is to read the "Introductory Brochure" on the ElementK home page.

http://www.eits.uga.edu On the EITS home page, click on "Quick Help" for answers to frequently asked questions about computers and electronic services. If you've received a threatening or disturbing e-mail, this is also the place to report it. Back on the EITS home page, click on "Virus Information" to download F-Secure, anti-virus software that the University provides free for students.

Also from the EITS home page, click on "Policies" to review UGA's computer use policies and copyright law. It's a good idea to be familiar with these policies – and, if you're a teaching assistant, to advise your students to review the copyright laws covered here – because you can be held responsible if you violate a policy, even inadvertently. Click on "Student Technology Support" for the UGA student help desk. You'll find a computer buying guide with recommendations for purchasing technology to support your needs as a UGA student. You can download software for which UGA owns site licenses (which means they're free for you!).

http://sitesoft.uga.edu Purchase software that the University cannot offer free.

Online Library Services

www.libs.uga.edu Starting on the UGA Libraries' home page, you can access a range of online research resources from the comfort of your own home, including:

GIL, the UGA Libraries' catalog, searchable by keyword (when you're looking for something related to a specific topic) or exact search (when you know what resource you want). The GIL Universal Catalog lets you search for and borrow books free from any institution in the state university system, which is great for borrowing books that UGA doesn't own or books that are checked out when you need them.

GALILEO is a collection of online databases to which the University subscribes. A good example is Web of Science, which can tell you how many times an article has been cited by someone else. If you're assisting a professor, you can set up personal alerts so that he or she will be notified when his or her research has been cited. Start with the "News, Facts and Reference" tab at the top of the GALILEO home page.

Electronic Journals, through which you can access full-text articles from the 52,000 electronic titles to which the libraries subscribe. Start by searching for the journal you want, which will bring up links to databases that supply the journal (and dates of publication) for which you're looking.

Click on "Services" to make an appointment for a one-hour, one-on-one research conference with a librarian who can either help you get started on a research project or help you past a sticking point. Also under "Services," click on "Faculty Liaison," then "Endnote" to schedule an individual Endnote training session.

From your online library account, you can get the password to access GALILEO off campus; check your library records: what you have checked out, due dates and fines; and

renew books. Click on "Your Library Account" under "Library Services."

Click on "Interlibrary Loan" and then "Request Form" to request loans from institutions all over the country. You can also check the due dates of interlibrary loan items and request renewals online.

The Graduate School on the Web

http://www.grad.uga.edu From the Graduate School's home page, you can access the Graduate School Bulletin and, under the "For Students" heading, find graduate school contacts, forms and deadlines.

The Graduate School requires students to electronically submit theses and dissertations. Review the style manual (click on "Students," "Enrolled students," "Theses and Dissertations," then "Style Manual") for formatting guidelines and instructions on electronic submission. Under "Theses and Dissertations," click on "Electronic Submission" for instructions and FAQs about submission. Also under "Electronic Submission," use the Quick Jump link to "Formatting Word Processor Documents," where you'll find templates for the various front matter pages required by the graduate school. ■

*Based on the Graduate School seminar "Bytes for Grads: Electronic Resources for Graduate Study at UGA" by Christopher Hayes, Division of Academic Enhancement; Carla Buss, University Libraries; and Wade Whittle, Graduate School Electronic Thesis and Dissertation Lab. To view this seminar in full, visit **http://www.grad.uga.edu**.*

When You Need Off-line Help

The Student Tech Support help desk is open for walk-in appointments 8 a.m.-5 p.m. Monday through Friday in the EITS/Statistics/Natural History building on the corner of Cedar Street and East Campus Road. Phone assistance is available 8 a.m.-7 p.m. Monday through Thursday, 8 a.m.-6 p.m. Friday and 1-7 p.m. on weekends. For questions about thesis or dissertation submission, call or visit the Electronic Thesis and Dissertation Lab at 320 East Clayton Street, Suite 400, (706) 425-3111. Or e-mail **etdhelp@.gradsch.uga.edu**.