Sharing in OURDrive

Access in your site is determined by permissions set centrally. That is a far better way to control permissions than having one-off sharing. Mostly people have access to a whole site and all its libraries. However, separate permissions can be set for a file or a library, if it makes sense.

Share a library or a whole site with someone

If a person needs access to a library or the site, contact AskOtago to let them know.

Share a file – with someone who has site access already

If someone already has access to your site and library, (generally other members of your team), you can copy the URL link to the file and email it to them.

To do this, press the ellipsis (…) for the file. in the details window that opens, you'll see the file's URL or address. Copy and paste that link into the body of an email.
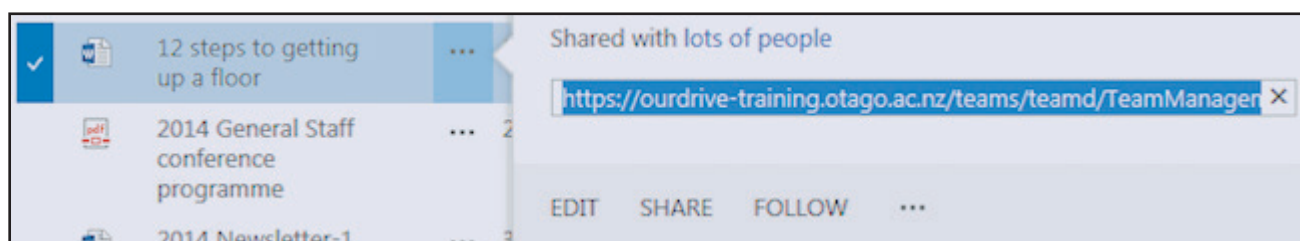
If the recipient has the right to view documents in that library, the link will work. If not, it won't.

Share a file – with someone who does not have access

Other University of Otago staff

All University of Otago staff have access to OURDrive, but not necessarily to this site or its files.

To give someone access, press the ellipsis (…) for the file. Then, in the details window that opens, click on the word **Share**. (See image above.)
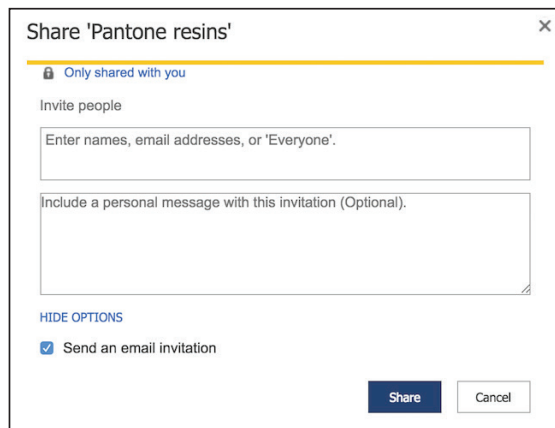
There is also a **Share** button on the **Files** tab, if you have selected the file.

In the next window, put in the person's email address. (or, to share with all staff, type Everyone.) By default, this person, who is not in your team, can only view this document, not edit it.

You can add a message to them here because as you see in the **Show options** link, this will also act as an email to them.
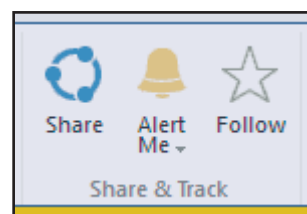
Wait for Admin to approve(!)

The file is not shared immediately. Whoever has admin rights to this site will now get an email asking them to authorise the sharing of this file. They go through their own process to allow this or not. Once they have approved it, an email is sent to the people who were granted access. In that email, there will be a link to the file in question.

Non-University staff

Non-University staff cannot access OURDrive at all. If you need someone to see an OURDrive document, download it and email a copy to them.
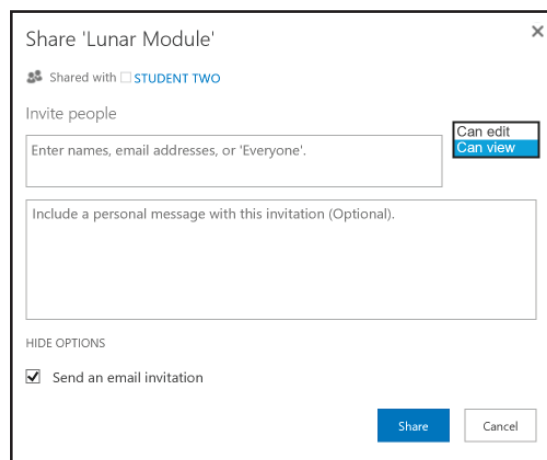
To do this, select the file by clicking to the left of the name in the library list.(There is a tick at the top of this column).

Open the Files tab and select Download a Copy. This will do just that, download a copy to your own machine, which you can then send on to someone else. This copy will be in no way synced or related to the copy in OURDrive.
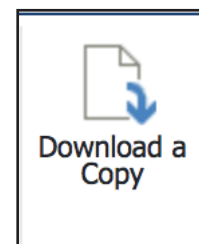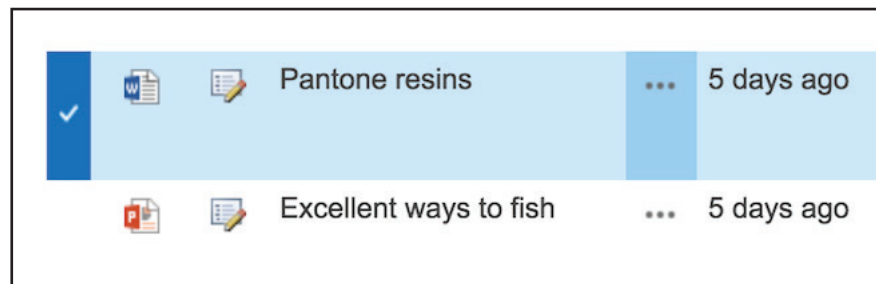
Sharing files from OneDrive (for Business)
If you have a file stored in the OneDrive area of OURDrive (see link in top right of screen), you can share it and can even give people editing rights.

IT TRAINING AND DEVELOPMENT COURSES IN AUGUST 2018
Blackboard, Database, Document Processing, and File and Information Management courses

BLACKBOARD

Blackboard - Anti-Plagiarism

The University has made the SafeAssign system available for checking student work for indications of plagiarism.
This system is available via Blackboard, but you do not have to use Blackboard to use SafeAssign.
This course provides an overview of SafeAssign.
Tuesday 21st August, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

DATABASE

Access PC - Forms and Reports

Build an efficient user interface, design user-friendly forms, and set up various reports.
Friday 3rd August, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Windows

EndNote PC - For Research and Writing

This is two, 2 hour sessions, one week apart. Attendees must attend both sessions. Learn all the basics of working with End-Note X7.4. Create and edit references. Manage PDFs. Import references from other sources. Use in-text citations in Word to compile a bibliography automatically.
Friday 24th August and 31st August, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students
Platform: Windows but works the same on Macintoshes

FileMaker - Introduction

Define fields, enter data, browse records, perform searches, create layouts and simple reports.
Monday 20th August, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Macintosh but works the same on Windows

DOCUMENT PROCESSING

CV Formatting Workshop for Staff

Lunchtime workshop for Staff to set up CV and Cover Letter documents using Word (Mac or PC). Come into the Training Room and set up the basis of your CV and cover letter ready for your job application. Take it away with you by emailing a copy to yourself or saving to an external device.
Thursday 30th August, 12:05pm - 1:00pm
Campus: Dunedin
Cost: Free for Staff
Platform: Windows

Word PC - Thesis and Long Documents

This is two, 2 hour sessions, one week apart. Attendees must attend both sessions. Learn skills for creating long documents. Add styles, sections, headers and footers, tabs, paragraphs, table of contents. Also footnotes, charts, tables, images and a table of figures.
Thursday 9th August and 16th August, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $150.00 for Others
Platform: Windows

Word Mac - Thesis and Long Documents

Learn advanced features of Word to help prepare a thesis or long document. This is two, 2-hour sessions, one week apart. Students must attend both. Course uses Word 2016.
View tutorial videos of the course.
Tuesday 28th August and 4th September, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $150.00 for Others
Platform: Macintosh

PDF - Creation and Editing

Use Adobe Acrobat to create and enhance PDF files, creating documents that will look the same on different computers.
Friday 3rd August, 9:00am - 12:00pm
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $125.00 for Others
Platform: Macintosh but works the same on Windows

FILE AND INFORMATION MANAGEMENT

Business Objects - Overview

Generate reports using a web browser and save the data for further manipulation. Run a sample report and export the data. University staff username MUST be activated for Business Objects access first (ask AskOtago).
Wednesday 29th August, 1:00pm - 2:00pm
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

Syncplicity Mac - Overview

Syncplicity is a file sharing and storage service that keeps your files securely in University of Otago data centres. It is very much like DropBox in that you can view and files on various devices, or access them directly via the Web. You can also easily share folders and files with others.
Thursday 2nd August, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff
Platform: Macintosh

Book online or read more at: otago.ac.nz/it-training

IT TRAINING AND DEVELOPMENT COURSES IN AUGUST 2018
Graphics, Internet, Presentation, Research Tools, S/sheets, Teaching Tools & Technical courses

OURDrive - Introduction

This is a two hour introduction to OURDrive, the university's electronic records management system.

NOTE: It is recommended that you wait until development has begun on your OURDrive site before attending this course.
Monday 20th August, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

GRAPHICS

Editing Image Sizes

Make use of various free software programs to adjust the dimensions and file size of images to use in documents or web pages.
Thursday 16th August, 2:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $4.35 for Students / $45.00 for Others
Platform: Windows but works the same on Macintoshes

INTERNET

University Blogs - Demonstration

This 30 minute demonstration covers setting up a website for a small group/ occasion. Bookings are not necessary, but we recommend that anyone planning to attend the hands-on introductory course attend the demo first.
Thursday 2nd August, 1:00pm - 2:00pm
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

Google Analytics - Understanding Reports

Many university web systems can provide reports of usage via Google Analytics. This course covers setting up and understanding Google Analytics reports.
Friday 17th August, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Web Browser

PRESENTATION

PowerPoint PC - Basic Presentations

Work with outlines and layouts, text, graphics and design themes. Explore printing and slideshow delivery options.
Thursday 30th August, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Windows

RESEARCH TOOLS

R - Data Analysis Walkthrough

Go through the steps of a data analysis using sample data. Set up and modify data files, run analyses, and plot graphs.
Monday 6th August, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Macintosh but works the same on Windows

R - Reproducible Research

For those who already use R (or have a familiarity equal to the R - Statistics Overview or R - Data Analysis Walkthrough courses), this course focuses specifically on using Rmarkdown in RStudio to create formatted written documents with chunks of R code embedded in them, that can be turned into webpages or Word documents.
Tuesday 7th August, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students
Platform: Macintosh but works the same on Windows

SPREADSHEETS

Excel Mac - Kick Start

Learn the basics of Excel spreadsheets (creation, navigation and editing), as well as an introduction to formulas, functions and charts.
Wednesday 1st August, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Macintosh

TEACHING TOOLS

Turnitin - Plagiarism Checking

The University has made the Turnitin system available for checking student work for potential indications of plagiarism. This system can be used with students via Blackboard or Moodle.
This course provides an overview of Turnitin.
Wednesday 1st August, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

TECHNICAL

For all technical course enquiries please contact -
IT Training and Development - it.training@otago.ac.nz

Book online or read more at: otago.ac.nz/it-training