1 Introduction

During this ICT-instruction, you will learn to work with the basic information sources and systems that are used by the RUG. You will mostly learn to work with Progress (signing up for courses), Nestor (main information medium) and Ocasys (legally binding general course information). You will also learn where to find your university mail and time table, in addition to learning how to register for study association Cover. In the attachment to this document, you can find a list of instructions for the Linux terminal. You will have to work with this terminal during your studies, so be sure to check out this attachment if you are unfamiliar with Linux/terminals. If you have any time remaining after the basic instruction, feel free to start working on this Linux tutorial.

This ICT-instruction assumes that your language settings are on ‘English’. If you have any trouble finding anything, feel free to ask your instructor where you can find it.

2 Repetitive Strain Injury

Information about Repetitive Strain Injury is available at: http://myuniversity.rug.nl/infonet/studenten/problemen/ziekte-en-fysieke-problemen/informatie-rsi. You will need to login in order to access this page.

3 Acceptable Use Policy

Working with the computer facilities at the RUG requires you to abide by certain rules. Information about proper use of the computer facilities can be found at: http://www.rug.nl/science-and-society/centre-for-information-technology/aup/
4 Computers of the university

The RUG has its own computers in almost every building. On most of these PCs, you can login using your student number and student password. Most computers are dual boot: they have the Linux Workplace, also referred to as the LWP and a Windows XP boot. After the summer holidays, this will be changed to a Windows 7 boot.

5 Registering for Cover

Cover is the study association that organizes this introductory day in collaboration with the degree programmes of Artificial Intelligence and Computing Science. In order to buy books with Cover, you will have to register for the study association. In addition to selling books, Cover organizes a wide range of activities related to your degree programme, but they also organize a lot of social activities, such as a monthly drinks party (referred to as ‘borrel’), movie nights and a bi-annual LAN party. Cover is also responsible for organizing excursions to countries such as Sweden, Ireland and Russia, and a yearly symposium.

In order to register for Cover, you will have to visit https://www.svcover.nl/lidworden.php. The membership fee is 10 euros a year, an amount that is already earnt back in the discounts that you will receive if you buy books with them.

5.1 Assignment

Subscribe for study association Cover, if you want. You can simply fill in the form at https://www.svcover.nl/lidworden.php, by following the instructions on that page.

6 ProgressWWW

http://progresswww.nl/rug

ProgressWWW is the website where you can find your grades, enroll yourself for courses and vote for the faculty-wide/university-wide student representation. You do not need to sign up for your examinations: enrolling for a course entails that you have enrolled for an examinations. If you failed your exam, you will also automatically be signed up for your re-examination. The only exception to this is when you do not show up for your exam: in that case, you will have to manually sign up for your re-examination. **It is your own responsibility to enroll for courses. This is something you will have to do well in advance, a month before the next term starts.** To access the site you need your student number and password, which you should have received by snail mail. It is the same password as for your student mail and Nestor.
After enrolling for a course, it takes about half a day before the enrolled courses show up in Nestor.

6.1 Assignment

Log in to ProgressWWW and check the following:

- Is your address correct?
  
  You can look at your address in the General Information tab that is found as soon as you log in.

- Are you enrolled for the proper courses?
  
  This is the most important function of Progress. Be sure to do this as soon as possible. You can enroll for courses by clicking on the ‘enrolling’ button, and then navigating to Undergraduate School (BSc) 14-15 if you are an Undergraduate student. Graduate students should navigate to Graduate School (MSc) 14-15 instead. After doing this, you can select your degree programme from the list. This should give you a list in which you can pick your year group and then the term. Select the courses and enroll yourself for them.

- Change your password to something you can remember. A strong password is advised. If you have forgotten your password, https://diy.rug.nl/pwm may help you out.

  Changing your password can be done at the ‘Password’ tab.

7 Nestor

http://www.nestor.rug.nl

Nestor is the electronic learning environment of the University of Groningen. Teachers use Nestor to give information about courses, to take electronic examinations, and to exchange documents (e.g. course slides, handouts, papers, assignments) with you. Students use Nestor to read announcements, to cooperate with group members, and to hand in assignments. Nestor has a load of functions, and most lecturers use whichever option for handing in homework (for example) they like best. If you have any trouble finding anything, always feel free to ask your course teaching assistant.

Nestor is also used to provide general information from the faculty or degree programme. At the left of your starting screen in Nestor you will see three information boxes: one from the Education Support Centre, one from your degree programme and one with convenient hot links. In the first one you can find any information regarding study advisors, opening hours and regulations.
like the Binding Study Advice and Graduation Fund. At the hot links menu, you can find links to your student mail, and Progress and Ocasys, to name a few. Two other important boxes are the ‘Relevant Courses’ box, found in the upper right corner, and the ‘My Grades’ box, which can be found in the bottom right corner. The first box shows the courses you are enrolled in: clicking on the course link directs you to the course information page, with the latest updates on the course. The latter box shows you the recent grades you have received in Progress. You can organize all of the boxes on Nestor the way you like them, by dragging them to the place you would like them to be. It is also possible to add modules, by clicking on the ‘add module’ button in the left corner: this can be helpful if you accidentally delete one of your current modules.

A final important item on Nestor is found by clicking on the tab with your name in it in the right most corner of the page. Here, you can find any recent course updates and your recently received grades (for practicals, for example).

7.1 Assignment
Log in to Nestor using your student number and password.

If you click on “Courses” at the top of your screen, you will find a list of all the courses (the same list that is found in the top right corner of the main page) you are enrolled in. Since it takes a while for courses to show up in Nestor after you signed in through Progress, the list might still be empty.

Now, look at the ‘add module’ tab and see if you can find the ‘Cover’ tab. You can add this module to your Nestor page if you like.

8 Mail
You will receive important e-mail from staff about courses and other things in your student mail. It is important to check your mailbox regularly.

8.1 Student mail
You can access your mailbox at http://googleapps.rug.nl. To log in to your student mail you have to use your student number and the password you received through snail mail.

8.2 Assignment
The only thing you should do is forwarding this mail to another account. You can go to Settings (the Cog wheel in the upper right corner) → Settings → Forwarding and POP/IMAP. Select “Forward a copy of incoming mail to [ ]” and select your email address. If your email address cannot be selected here,
click the Add a forwarding address and add the email address. After this, you should receive a copy of every university email on your regular email account. Be sure to test whether you did this correctly! There is always the risk that something goes wrong with this forward. Be sure to check this mail account if you feel like you have not been receiving any university mail lately.

9 Timetables

Timetables can be found at http://www.rug.nl/fwn/roosters/2014/. These are the most up-to-date timetables. You can also find a timetable generator at http://rooster.rug.nl.

9.1 Assignment

Check out your own timetable now.

10 Ocasis

http://www.rug.nl/ocasys/

Ocasis gives an overview of all courses the University of Groningen has to offer. It includes a brief description of every course available at the RUG, including information about the lecturer, what literature is used, etc. It should hold the most recent information about courses at all time. The Ocasis Information about the examination is legally binding, just as the information in your Teaching and Exam Regulations. You should always make sure that you are up to date with this information. It cannot be changed during the course, so you can always rely on this information in case a lecturer decides to (unfairly) change something about his examination methods.

10.1 Assignment

Go to the ocasis website, and check whether you can find the following:

- Find the courses you are taking this term.
- Find the examining methods for these courses.
- Find which books you need for these courses.

11 My University

Parts of the university information are only accessible after you logged in to the website. You can do this using your student number and password to log in to MyUniversity. In general, all the information that you need can be found by
using Nestor, but if you cannot find something there, MyUniversity will likely contain this piece of information.

12 Wireless internet at the RUG


13 Final Words of Advice

We hope you have learned something from this short ICT-instruction. Some final words of advice: you can always ask your mentor or other senior students for help if you have trouble finding something. They can probably help you out. Good luck with the rest of your study!
In this appendix, you can find basic instructions for the Linux terminal. We hope you can learn something from it. These are mostly additional articles that you can refer to if you need something.

A  Linux

Since you will be using Linux on the computers during the practicals, you can find a short explanation of a few Linux commands here:

A.1  Shell

In Linux you will often use a shell. A shell (terminal) is a window in which you can type commands, like the command prompt in Windows. A terminal window can be opened through the menu of your desktop environment. A few desktop environments are preinstalled. The default is KDE, however, if you wish you can also use GNOME or one of the few exotic Desktop Environments.

A.1.1  man

The command man shows you the manual of a certain command

man  [command]

For instance, to get information about the command ls:

man  ls

man will show you a small manual of that command. To quit the manual, use the 'q' key.

To get more information than man gives you, you can also try

info  [command]

ls

ls gives you a listing of the current directory, similar to the dir command in Windows command prompt

cd

cd stands for change directory, and changes your current working director to somewhere else. cd works with absolute and relative paths. If you are in a directory containing another directory, lets say “Desktop”, you can get there by issuing the command

cd  Desktop

To get back you use:
cd ..

To get to your home directory you can use cd without any argument, or use
cd ~

echo

echo is a simple command, it simply echoes whatever you type after it, for example:
echo "Good luck!"

This can be used for input or output redirection:
cd ~
echo "This is a test." > test.txt

This will place the text This is a test. into the file test.txt in your home directory.

pwd

pwd shows your current working directory

cat

cat prints the textual contents of a file to the screen. Example:
cat test.txt

cp

cp simply copies a file
cp <source> <destination>

For example:
cp test.txt testing.txt

mv

mv moves a file, although moving can also mean renaming.
mv <source> <destination>

For example:
mv test.txt test2.txt

Try to rename test.txt to deleteme.txt
**rm**

*rm* removes a file

*rm* `<file(s)>`

Try to delete the file `deleteme.txt`. Make sure it is gone using another command.

**wc**

*wc* counts the number of words in a text file.

*wc* `test.txt`

**mkdir**

*mkdir* creates a new directory

*mkdir* `new-directory-name`

Now, create a directory called `temp`

**rmdir**

*rmdir* deletes empty directories

*rmdir* `new-directory-name`

Now remove the `temp` directory

**Output redirection**

Output redirection can be done using the `>` sign. Example:

*ls* `>` `tmplst.txt`

Now a new file is created, `tmplst`. Check the contents of the file using `cat`.

**NOTE:** Output redirection using `>` will overwrite anything in the file! To append to a file instead, you should use `>>`. To add the text `42` to the file `answer.txt`, you can do the following:

*echo* "42" `>` `>> answer.txt`

**A.1.2 Assignment**

Create a file called “pi.txt” and write the first few decimals to the file (3.141592). Later, using the `>` commando, add the next two decimals (65).
Input redirection

Just like you can redirect the output of a command or program, you can also change the input. First try the command `rev`. You’ll notice `rev` expects new input. When finished typing, hit ctrl-d to end. The standard input for `rev` is the keyboard. You can use the command `<` to use a file as input. Example:

```
rev < pi.txt
```

Pipes

You also can use the output of a program as the input of the next:

```
echo "success" | rev
```

In this example, the output of the command `echo` is given to the input of `rev`.

A.2 Commands that make your life easier

**apropos**

`apropos` lets you search for commands, could come in very handy when you lost the name of a certain command. An example:

```
apropos "delete a directory"
```

**alias**

`alias` lets you give other names to commands. This is especially nice to shorten long commands you use very often. Some examples:

```
alias m=more
alias del='rm-i'
alias dir='ls'
alias h='history'
```

**ln**

`ln` creates a link (also commonly called shortcut) to a file. You don’t have to try it now, but it is nice to know it exists. An example:

```
ln /home/hermie/projects/snowgun/formula.txt sgformula
```

Now the file `sgformula` will actually be a link to `/home/hermie/projects/snowgun/formula.txt`

**grep**

`grep` lets you search for regular expressions in files or streams.
who

who shows you who is active on your current pc, the command `w` also shows you what they are doing.

ps

ps shows which processes are active on the current pc.

{}  
ps aux

A.3 Text editors

Much used editors are Emacs, Vim, Nano, Kate (graphical), Notepad++ and gedit (graphical). Emacs and Vim are very powerful editors, although you will need a good tutorial before you will be able to work efficiently with them. Nano is a very simple text based editor. Kate and gedit are much used graphical editors. Everyone has his or her own favourite, however it is advised to take some time to make a well thought choice.