

School of Engineering & Physical Sciences (EPS)
Heriot Watt University, Dubai

January 2021 Induction Schedule
Monday 4th January – Thursday 7th January

Engineering & Physical Sciences (EPS)
UG General Engineering Programme

The information overleaf provides the programme schedule, including other details of the various events and student activities held during the Welcome Week(s).

All sessions will be delivered through either Microsoft Teams (MS Teams) or Vision (VLE).

Please check the website regularly for the most updated version of the schedule as it may be subject to change.

The programme published here is based on the best available information at the time of printing and is subject to changes. Therefore, please ensure you check back regularly to see any updates.

For assistance, please contact log into your student portal and log an enquiry through [“ask HWU”](#) for the fastest response. Alternatively, you can email dubaistudentservices@hw.ac.uk.

Interim Campus Tours

Tours of our interim campus will be taking place during Induction week from Monday 4th January – Thursday 7th January

This is an opportunity to familiarize yourself with the university’s new surroundings, identify where your lectures will be taking place and start to make you feel part of the Heriot Watt community.

We hope you can join us in one of the tours.

To sign up, please follow the link below: [Interim Campus Tour](#)

Induction Schedule – MICROSOFT TEAMS and VISION

Date	Day	Time	Title	Speaker	Link
5 th January	Tuesday	1-3pm	Student Council introduction to clubs	Student President	Microsoft Teams Link
6 th January	Wednesday	9am	Welcome and Introduction	Programme teams	VISION Link
		10am	Programme Overview		
		11am	Personal Tutors	Dr Fadi	Microsoft Teams Link
		12pm	Professional Services Overview		Microsoft Teams Link
		1pm	Welcome to Careers	Careers Service	Microsoft Teams Link
		2pm	Introduction to Wellbeing	Wellbeing Service	Microsoft Teams Link
		3pm	Introduction to Responsive Blended Learning	Allyson Noble	Microsoft Teams Link
7 th January	Thursday	2pm	Student Council Scavenger hunt	Student Council	http://www.instagram.com/hwudcouncil

There are other sessions taking place throughout the week you may wish to join if you are available regarding Clubs and Societies and other activities. There are also additional sessions running for Wellbeing, Library and Careers if you are unable to attend the scheduled sessions. See table below.

Date	Time	Activity/Session	Meeting Link
Monday 4th	5:30pm	Professional Services Overview	Click here to join the meeting
	6:15pm	Library Services	Click here to join the meeting
	7pm	Introduction to Responsive Blended Learning	Click here to join the meeting
Tuesday 5th	1-3pm	Student Council introduction to clubs	Microsoft Teams Link
	3pm	Library Services	Click here to join the meeting
	6pm	Student Council	Microsoft Teams Link
Wednesday 6th	12pm	Professional Services Overview	Microsoft Teams Link
	1pm	Welcome to Careers	Click here to join the meeting
	2pm	Introduction to Wellbeing	Click here to join the meeting
	2:30pm	Library Services	Click Here to Join the meeting
	3pm	Introduction to Responsive Blended Learning	Click here to join the meeting
	5:30pm	Introduction to Wellbeing	Click here to join the meeting
	6pm	Welcome to Careers	Click here to join the meeting
Thursday 7th	2pm	Student Council Scavenger hunt	http://www.instagram.com/hwudcouncil

*Please note the above activities are optional for you to attend.

How to Access my Induction Sessions

Your induction is taking place via Microsoft Teams and VISION


Microsoft Teams (MS Teams)

If your school is delivering their inductions through MS Teams you will need to click on the link provided in the 'How to Access' column.

This will take you straight to your programme page. Here you will be greeted by an academic from your school who will then take you through your induction.

Please see images below that will provide some basic information on how to use MS Teams.

Using Teams



Switch video on / off.
Agree in your meeting whether to use video.

Share
Use this to share apps/files open on your computer

Type in the **chat** to ask questions, make comments etc. Tag people @+their username to ensure they see the comment.

Disconnect
Click on this when you wish to leave the meeting.


Switch audio on / off
Please keep this off unless you are speaking.

Options
Use this to access settings and other options.

Raise your hand
Use this when you want to contribute to the discussions.

Participant list
See who else is in the meeting or was invited to attend.

Teams options



- ⚙ Show device settings
- 📝 Show meeting notes
- ℹ Info pane is disabled by policies
- 🖥 Enter full-screen
- 🌫 Show background effects
- 🗣 Turn on live captions (preview, English US only)
- 🗂 Keypad
- 📺 Start recording
- 👤 End meeting
- 📴 Turn off incoming video

Click on ... (Options) to access settings and other options.

1. **Device settings** – audio set-up etc.
2. **Background effects** – blur/change background for privacy
3. **Start recording** – record the meeting
4. **Turn off incoming video** – if connection issues, turning off video can help.

Help guide: https://download.microsoft.com/download/D/9/F/D9FE8B9E-22F5-47BF-A1AB-09539C41FCD0/Teams_QS.pdf

Vision

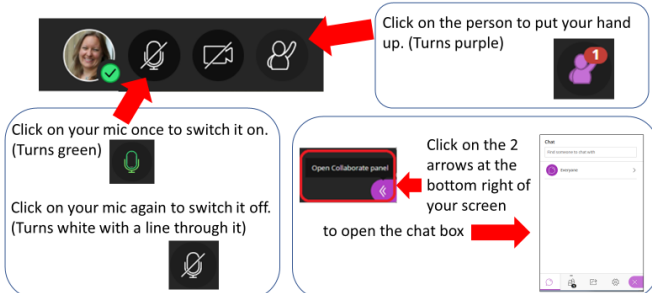
You can access [Vision](#) through the Vision tile on the Heriot-Watt [Student Portal](#).

Once you are logged in to Vision:

- Go to My Organisations where you will find the Induction organisation
- Click on the Induction link to take you to the Induction organisation
- Sign up to the appropriate campus group by clicking on the **Campus Groups Signup tab** on the left hand side and clicking on the appropriate campus sign up button - Dubai
- Explore the site and find out when your induction events are planned during welcome week 6th - 10th September.

Your school will be using Collaborate Ultra within the Vision site to deliver their Inductions, please see image which will show you basic instructions when in one of your induction meetings.

Using Collaborate Ultra



The diagram illustrates the Collaborate Ultra interface with three callout boxes providing instructions:

- Top Callout:** "Click on the person to put your hand up. (Turns purple)" - Points to a participant's profile icon in the top toolbar.
- Bottom Left Callout:** "Click on your mic once to switch it on. (Turns green)" and "Click on your mic again to switch it off. (Turns white with a line through it)" - Points to the microphone icon in the top toolbar.
- Bottom Right Callout:** "Click on the 2 arrows at the bottom right of your screen to open the chat box" - Points to the navigation arrows at the bottom of the screen.