School of Textiles and Design (SOTD)
Heriot Watt University, Dubai

2020/21 Welcome Week Induction Schedule
Monday 7th – Thursday 10th September 2020

<table>
<thead>
<tr>
<th>School of Textiles and Design (SOTD)</th>
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<tbody>
<tr>
<td><strong>Postgraduate</strong></td>
</tr>
<tr>
<td>Design Management MSc</td>
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<tr>
<td>Interior Architecture and Design MA</td>
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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 VISION* regularly for the latest and most updated schedule. *VISION is the University Virtual Learning Environment (VLE), which is a web-based platform for the digital aspects of courses of study and Induction.

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 dubaistudentservices@hw.ac.uk

Please ensure when looking through the induction timetable you identify the correct timetable for your studies e.g. UG – Undergraduate, PG – Post-Graduate.

**Interim Campus Tours**
Tours of our interim campus will be taking place during Induction week from Monday 7th – Thursday 10th September.

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**
School of Textiles and Design (SOTD)

Induction Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Wednesday 9th September</th>
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<tbody>
<tr>
<td>School</td>
<td>SOTD PG</td>
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</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Induction Schedule</th>
<th>How to Access</th>
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</thead>
<tbody>
<tr>
<td>6pm</td>
<td>Welcome &amp; Introduction of team</td>
<td></td>
</tr>
<tr>
<td>7pm</td>
<td>RBL Training with Allyson</td>
<td>MS Teams Click Here</td>
</tr>
<tr>
<td>8pm</td>
<td>Programme Overview</td>
<td></td>
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Additional Induction Activities 2020

<table>
<thead>
<tr>
<th>Activity</th>
<th>Day</th>
<th>Time</th>
<th>How to Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Council Live Q&amp;A</td>
<td>Monday 7th</td>
<td>4pm</td>
<td>Instagram Live</td>
</tr>
<tr>
<td>Professional Services Overview</td>
<td>Monday 7th</td>
<td>5:30pm</td>
<td>MS Teams</td>
</tr>
<tr>
<td>Wellbeing Welcome &amp; Presentation</td>
<td>Monday 7th</td>
<td>6pm</td>
<td>MS Teams</td>
</tr>
<tr>
<td>Library Q&amp;A</td>
<td>Tuesday 8th</td>
<td>2pm</td>
<td>MS Teams</td>
</tr>
<tr>
<td>Professional Services Overview</td>
<td>Tuesday 8th</td>
<td>3pm</td>
<td>MS Teams</td>
</tr>
<tr>
<td>Students of Determination (Information on Disability Support)</td>
<td>Tuesday 8th</td>
<td>4pm</td>
<td>MS Teams</td>
</tr>
<tr>
<td>Meet The Student Council &amp; Freshers Got Talent</td>
<td>Wednesday 9th</td>
<td>2pm</td>
<td>MS Teams</td>
</tr>
</tbody>
</table>
Sports Club Sign Ups  Wednesday 9<sup>th</sup>  4pm  MS Teams
Social Club Sign Ups  Wednesday 9<sup>th</sup>  4pm  MS Teams
Societies & Chapters Sign Ups  Wednesday 9<sup>th</sup>  4pm  MS Teams
Professional Services Overview  Wednesday 9<sup>th</sup>  5:30pm  MS Teams
Wellbeing Welcome & Presentation  Thursday 10<sup>th</sup>  3pm  MS Teams
Professional Services Overview  Thursday 10<sup>th</sup>  5:30pm  MS Teams

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

**How to Access my Induction Sessions**

To access your Induction, you first need to identify which platform your school is using to deliver Inductions:

School of Social Sciences (SoSS): MS Teams & Vision
Engineering & Physical Sciences (EPS): Vision
Mathematical and Computer Sciences (MACS): Vision
Degree Entry Programme: MS Teams
School of Textiles and Design (SOTD): MS Teams
Energy, Geoscience Infrastructure and Society (EGIS): MS Teams

Once you have done this you then need to follow the instructions for the necessary platform below.

**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 6<sup>th</sup> - 10<sup>th</sup> 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.

**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.

- **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

- **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/0/7/F/0DFEBB9F-22F5-47BF-A3AB-D959C41FCDD/Teams Q5.pdf