

Welcome to Victoria LRC

The Learning Resource Centre (LRC), on the ground floor, is a place for quiet study where you can borrow and use books and laptops, with computers and printing facilities available. You can find resources for your subject area, as well as careers and fiction books. A small bookable room is available for students who are working on a group assignment or who wish to practice a presentation.

Opening times

Monday & Wednesday	9.00am – 6.00pm
Tuesday & Thursday	9.00am – 7.00pm
Friday	9.00am – 5.00pm

Borrowing books

To borrow books, show your ID card to staff at the Learning Resource Centre desk or use the self-issue machine. You can borrow up to 8 books at any one time. Please return your books on time - there is a fine of 10p per item per day for late books. You can renew your books if you need to keep them for longer. You can renew:

- in person
- by telephone
- by email
- online (please ask a staff member for more information)

You can download the free library app MyCirqa from your app store which will allow you to search our catalogue, reserve and renew books. Ask at the LRC desk for your password in order to set this up.

Using a computer

There are desktop computers available for student use in the Learning Resource Centre. If you prefer you can borrow a college laptop. Self-issue laptop machines are located near the LRC (staff will show you how to use these when you first borrow a laptop).

You can issue a laptop from the machine using your ID card. The laptops can be borrowed for up to three hours at a time, and must be plugged in when you return them. Please check our laptop use and borrowing policies for further information.

Username and password

Every student has a username and password to access the computers at college and online services.

Use your full student number as your username (e.g. 20134567; S0203456; AB19374).

Your password will be your date of birth following this format: dd/mm/yy (e.g. 03/10/90). You may want to change your password after your first log-in.

WiFi

All student areas have WiFi. Students can use their own laptops, tablets or smart phones anywhere in the building, with study spaces in the Learning Resource Centre and above the atrium cafe. Select WKC from your available networks. You may need to enter your username and password as shown overleaf.

Printing and photocopying

Black & white/colour printing and copying is available in the computer area of the Learning Centre. All college PCs and laptops can connect to the print system. To purchase print credit, ask at the LRC desk.

Moodle

Moodle is an online resource (Virtual Learning Environment or VLE) that allows students to access course materials such as assignments, handouts, class presentations and messages from tutors. To access Moodle go to **vle.westking.ac.uk**. Log in to Moodle using your college username/password to see your courses. You can also find information from the Learning Resource Centre on Moodle.

Online resources

As a WKC student, you have access to special collections of online books, journal articles and a range of other online resources (e-resources). These databases can be viewed at college or at home and are available on the Learning Resources pages of Moodle.

MyDay

Using MyDay you can access college news, details about your grades and attendance plus information about student and financial support. Go to **go.mydaycloud.com** and log in with your username, followed by **@fecolleges.london** (so if your username is S0123456, you would type S0123456@fecolleges.london). The password is your usual network password (initially your date of birth – see overleaf).

College email address

To view your college email account go to **outlook.office.com/owa** and log in with your username, followed by **@fecolleges.london** (so if your username is S0123456, you would type S0123456@fecolleges.london). The password is your usual network password (initially your date of birth – see overleaf). Your actual email address follows the format: **username@student.westking.ac.uk** (e.g. S0123456@student.westking.ac.uk); use this format if you are giving out your email address or completing a form/NUS application.

How can we help?

Learning Centre Staff are always happy to help with queries about finding resources, using computers and printing. Find us at the Learning Resource Centre desk. Learning Facilitators based at the LRC can also offer more in-depth help, supporting you to improve your study skills and computer skills. You can book a 1-2-1 with a Facilitator, or a small group session for yourself and a few classmates. You will also meet Facilitators in your classrooms when they come to deliver sessions for your group. Facilitators offer support in many areas including research skills, using online databases, using the library catalogue, Harvard referencing and writing a bibliography, essay and report writing and using Microsoft Office.

Ask at the LRC desk if you would like to book a support session with a Learning Facilitator.



020 7802 8351



vslibrary@westking.ac.uk



@westkingLRC

**We look forward to
supporting you in your
studies.**

12/09/18