

Welcome to Victoria LRC

The Learning Resource Centre (LRC) on the ground floor, is a place for quiet study with computers and a printer. You can also borrow and use books and laptops. In the LRC, you can find lots of books to help you learn English. There is also a group room that you can use if you want to work with a group of friends.

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 once. 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)

Finding the right level

All the English (ESOL) books have a different colour sticker on the top. Different colours are for different levels.

ESOL Level	Sticker Colour
Entry 1	Red
Entry 2	Red and blue
Entry 3	Blue
Level 1	Yellow



In the Learning Resource Centre you can find books about grammar, reading, writing, listening, speaking, punctuation, pronunciation, spelling, vocabulary, stories and dictionaries.

Using a computer

There are desktop computers available for students to use in the Learning Resource Centre. If you prefer you can borrow a college laptop. You can borrow a laptop from the self-issue machine using your ID card (staff will show you how when you first borrow a laptop). The laptops can be borrowed for up to three hours at a time, and must be plugged in when you return them. If you bring the laptop back late, or if you forget to plug it in, you may have to pay a fine.

Username and password

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

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 cafe. Select WKC from your available networks. You may need to enter your username and password as shown above.

Printing and photocopying

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

Moodle

The college has a special website called Moodle, where you can get lots of extra exercises, videos, work sheets and information from your teacher. To access Moodle go to **vle.westking.ac.uk**. Log in to Moodle using your college username/password to see your course. You can also find information from the Learning Resource Centre on 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, log in to MyDay using S0123456@fecolleges.london .

College email address

Your student email address is your username followed by @student.westking.ac.uk. So if your username is S0123456, your email address would be S0123456@student.westking.ac.uk . To view your college email account go to **MyDay** (see above) and click on the email button.

How can we help?

Learning Centre Staff are always happy to help with any questions. Find us at the Learning Resource Centre desk. We also have reading and conversation practice sessions with Carmen and Claire. Ask at the Learning Resource Centre desk if you would like to book a reading or conversation session.



020 7802 8351



vslibrary@westking.ac.uk



@westkingLRC

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