Welcome to the Westminster Kingsway College Learning Resources Centres (LRC) Induction

Covid-19 changes to your LRC services:

Welcome

We the Learning Centres team aim to give you the maximum of support in your studies whether you are studying off-site or on-site. For this purpose we have developed a range of resource collections, both electronic and hard copy, and a range of services. We will give you support and advice, provide you with learning resources and guidance on using and accessing them, deliver skills sessions and enrichment activities, help you with log-in and IT problems, and do our very best to ensure that you are at home in the college and progressing in your studies whether you are studying off-site or on-site. We are continually working to improve and expand our collections and services and so your feedback is very important to us.

Logging in

➢ You should all have a username and password to login to your college account off-site or login to a college computer. The new format for all students is:

studentid@student.capitalccg.ac.uk

➢ This will also be your college email address.

➢ If you are a **new student** your password will be your date of birth, then a hyphen and your initials (in Upper Case).

➢ (e.g. a student born on 31st December 2000 with the name John Smith would be: 20001231-JS)
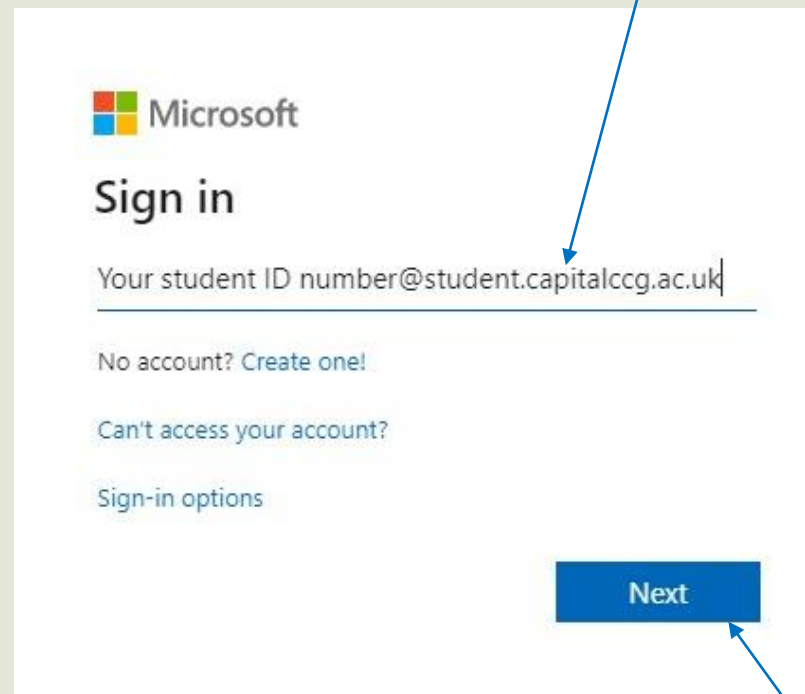
Logging in 2

➢ If you are a **returning student** use your password from the previous year.

➢ You won't be forced to reset your password so you can work remotely if needed, but you should change it when you are next on-site. This can be done by logging in to your email, clicking on the icon in the top right hand corner and going to *my account*. Here you will see the option to change your password.

➢ You should use your email address to login to any Microsoft 365 services, including MS Teams, Email, Myday, etc.

Myday

➢ Myday can be accessed from your desktop, mobile, tablet, and laptop.

➢ A free app is also available.

➢ Go to the app store (iphone) or play store (android) and download the **Myday app**. Myday will give you access to Moodle, Google Classrooms, Microsoft Teams, college emails, the Learning Resources Centre pages and other links.

➢ Use your search box on the address bar and type in go.mydaycloud.com/

➢ You will then see the sign-in box.

Myday 2

On this screen type in your studentid@student.capitalccg.ac.uk (your ID number will be on your enrolment papers or ID card)

Click on *Next*

Myday 3

On this screen, type in your computer login password.

Myday 4

Google Classrooms

Learning Resources Centres

Student finance for your bursary applications

Use Microsoft Teams to communicate with your teacher

Check your print balance and history

Moodle

Proportal to check your attendance and grades for assignments

Access your college emails

Download Myday on your device

Available Support

Information Skills: one-to-one or small groups

➢ You can always book your session with one of our LRC staff.

➢ All classroom sessions will be booked through your teachers.

➢ We will talk to you further about our resources and study skills when we see you in class for skills sessions.

Available Support:

➢ At the centre where you study

➢ Online LRC Helpdesk (online enquiry)

➢ LRC Helpdesk by email

Available Support

Online Resources:

➢ We provide access to a wide range of e-resources such as:

➢ e-books

➢ e-journals

➢ archive and educational databases

Quick guides on how to login to E-Resources

There are guides on how to log into E -resources on the LRC main pages:

- Moodle
- Myday
- Ebooks (Ebrary)
- Credo, Issues Online, EBSCO databases, etc…
- Online journals:

GREAT TO HEAR FROM YOU!

KING'S CROSS LEARNING RESOURCES CENTRE

gilibrary@westking.ac.uk /MS Teams
Follow us@gilibrary

SOHO LEARNING RESOURCES CENTRE

Email us: pslibrary@westking.ac.uk /MS Teams
Follow us @pslibrary

VICTORIA LEARNING RESOURCES CENTRE

Email us: vslibrary@westking.ac.uk /MS Teams
Follow us @westkingLRC