



1. Getting started



To log on to the College PC hold down the **CRTL +ALT + Delete**

2. Your College Username and Password

Your username is your student ID number **without** the letters
 The default password is your student ID number **with** the letters—
 the first letter is a CAPITAL

User name:	0425432
Password :	Bea0425432

You will be asked to create a new password .
 Type in your old password
 Type in a new password—it must be
 between 6 and 10 characters and contain the
 following:

- A CAPITAL LETTER
- At least one number
- At least one lowercase letter

NB—this is your username and password
 for logging into the following

- College computers and printers
- Your eLP
- Your Office 365 account

You will have a **different** username and
 password to access Ledge (your VLE)



Please write your username here:.....

and a password prompt here:.....

3. Forgotten Passwords

Please contact the IT Service Desk



01962 797288



servicedesk@sparsholt.ac.uk



Introduction

Ledge is the online learning environment designed to support and engage you throughout your qualification. Through **Ledge**, you can:

- Access resources provided by your lecturer
- Contact your lecturer and classmates
- Upload assignments
- Access a link through to your college email and one drive
- Access our e-portfolio Mahara

2.1. Accessing Ledge

To access **Ledge**, go to <https://ledge.sparsholt.ac.uk>

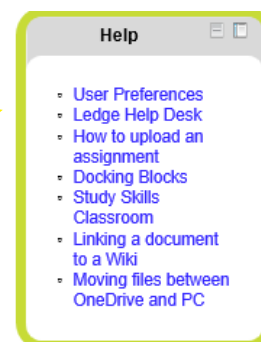
At College, you will use Internet Explorer. At home you can use what ever web browser you prefer.

2.2. Logging into Ledge for new students

Your **username** is: initial + Full Surname e.g John Smiths user name is **jsmith**

Your **first password** is: **Sparsholt1**

We **recommend** that you change your password. To do this you will see a Help panel on the front page of Ledge. Click onto **User Preferences**.



Existing students with Ledge accounts **do not** have to change passwords at this point.

Preferences

User account

- [Edit profile](#)
- [Change password](#)
- [Preferred language](#)
- [Forum preferences](#)
- [Editor preferences](#)
- [Security keys](#)
- [Messaging](#)

To change your password select **Change password** on the preferences



[Home](#) ► [Dashboard](#) ► [Preferences](#) ► [User account](#) ► [Change password](#)

Use the **Sparsholt1** as your current password and enter a new one twice and 'Save Changes'

Change password

Username houghton

The password must have at least 6 characters, at least 1 lower case letter(s), at least 1 upper case letter(s)

Current password*

New password*

New password (again)*

2.3. Checking your personal details

It's important to check **your personal details** are **correct**. Go to the **User Preferences** again in the **help block**

Preferences

User account

- [Edit profile](#)
- [Change password](#)
- [Preferred language](#)
- [Forum preferences](#)
- [Editor preferences](#)
- [Security keys](#)
- [Messaging](#)

To check your details select **Edit profile** in the **Preferences window**



If your details are **not correct** please change them in the fields provided.

Pay attention to your **email address** as this is used to communicate with your lecturer and the class.

Once you are happy that all the detail are correct click **update profile** button at the bottom of the page

[Home](#) ► [Dashboard](#) ► [Preferences](#) ► [User account](#) ► [Edit profile](#)

Edit profile

General

Username* houghton

Choose an authentication method Manual accounts

Suspended account

New password Unmask

Force password change

First name* Heather

Surname* Oughton

Email address* heather.oughton@sparshott.ac.uk

Email display Allow only other course members to see my email address

City/town Sparsholt

Select a country United Kingdom

Timezone Europe/London

Description

2.4. Finding your course

Click on **BIAZA icon** on the Homepage

Library

Click on **your zoo**

Click on your **year group**

Search courses: Go

- Blackpool Year 2 2016-2017
Teacher: Ursula Bailey
Teacher: Penny Hounsomsome
Teacher: Natalie Ward
- Blackpool Year 1 2016-2017
Teacher: Penny Hounsomsome
Teacher: Natalie Ward
- DMZAA Year 1 Online Tutorial Classroom
The resources and communication channels that are being opened here are to enable DMZAA year 1 students to have remote but regular contact with a tutor at Sparsholt College and with their local co-ordinators

Select **Enrol me** to self enrol on the course

Self enrolment (Student)

No enrolment key required.

Enrol me

You are now **enrolled** and you will see the **course units**

Volunteer Program in the Management of Zoo and Aquarium Animals
Year 1 2017 - 2018

Welcome to the regional classroom for the Zoo Volunteer Program. From here, you can access electronic copies of your course materials and follow links to a whole host of useful websites and resources. These are also the areas where you submit assignments...

- Year 1 Administration
- Unit 1 Roles, Organisation & Adm
- Unit 2 Research in Zoos & Aquarium
- Unit 3 Education & Learning in Zoo
- Unit 4 Conservation and Collection
- Unit 5 Enclosure Design and Maint
- Useful websites to get you started
- Contemporary zoo issues
- Library

2.5. Linked Ledge

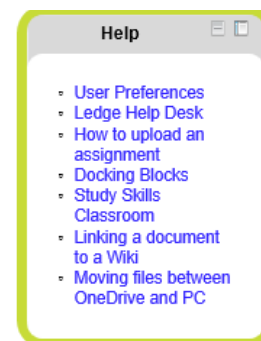
This is Sparsholt College's private social network for Ledge user. This is available on the front page of Ledge and also as an app that can be downloaded.

You can use your personal email account to login in.



2.6. Troubleshooting and Help

Please refer to the **Help Block** on the left of the Ledge homepage, click on 'Ledge Help Desk' or email ILT: ILT_support@sparsholt.ac.uk



2.7. Moodle Mobile App

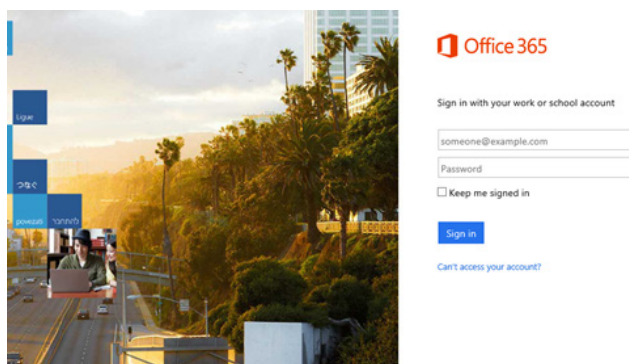
You can also access **Ledge** on you mobile devices by downloading the '**Moodle Mobile**' **app** through your app store. Your user name and password are the same. By the way Ledge is a Moodle!

2.8. Student Advantage

As a registered student you have the option to use **Office 365** which is MicroSoft's cloud based office product. This can be accessed from the front of **Ledge**. *This is available whilst you are a student and for 90 days after you leave.* This is the link to download the software to your own personal computer - <http://bit.ly/1oo15gS>



Access is via the homepage of Ledge or using the link below:
mail.office365.com/



Your username is: StudentIDNumber@stu.sparsholt.ac.uk
e.g. 0425432@stu.sparsholt.ac.uk

NB—the first time you log in, you will be asked to set your time zone, select " (UTC) Dublin, Edinburgh, Lisbon, London " hit Save.

2.9. College email (Only used if you don't have your own personal/work email address)

Your College email address is: StudentIDNumber@stu.sparsholt.ac.uk
E.G. 0425432@stu.sparsholt.ac.uk

You can forward your college emails to your personal or work email account.

To do this, go to:

Settings (top right of the screen) - **Options—Organise Emails—Forward your email.**

A more detailed guide can be found under the Help Block on the Ledge homepage.

2.10. OneDrive

OneDrive is a secure cloud storage solution provided as part of your Office 365 account. OneDrive offers you 25GB of storage for your documents, photos, videos and other files. You can access your OneDrive through any device with an internet connection.



Using OneDrive you can

- Share files and folders with peers, colleagues, your coordinator and other contacts
- Synchronise your files and folders with your personal computer or laptop allowing you to work offline
- Access your files and folders using the appropriate apps on IOS, Android and Windows mobile devices
- Create and edit documents using office Online

2.11. Library

Through the college library you can access a wide range of online resources, including journals, databases and e-books. You can access the Online Library from the front page of Ledge.



Athens is simply a password system that allows secure single sign-on access to some of the web-based databases provided by the College library. You will need an Athens account to access the majority of College's online databases and eBooks.

<http://www.athens.ac.uk/myathens>

If you need help with your Athens login, please contact Sparsholt College Library staff on 01962 797232 or library@sparsholt.ac.uk