



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 your eLP
- Access our e-portfolio Mahara

1. Getting started



To log on to the College PC hold down the CTRL +ALT + Delete
On your first day, a training account will be used in order to register you for Ledge. We will provide on this occasion the username and password you should use for Ledge.

2. Accessing Ledge

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

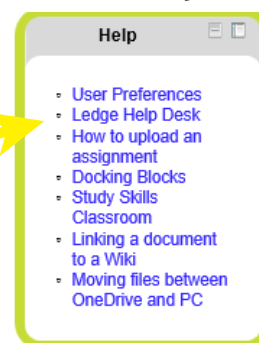
At College, you will use Internet Explorer. At home you can use what ever web browser you prefer. You can find it easily by searching 'Ledge Sparsholt' in your address bar.

3. 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)*

4. 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

5. Finding your course

Click on **BIAZA icon** on the Homepage



Digital Learning Design

Short Courses

LEDGE & Mahara Support



Click on **Volunteer Zoo Program icon**



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

Self enrolment (Student)

No enrolment key required.

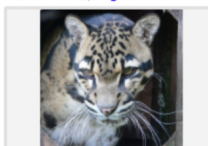
[Enrol me](#)

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...



Unit 1 Roles, Organisation & Adm



Unit 2 Research in Zoos & Aquariums



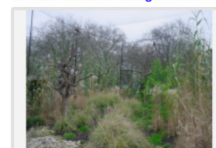
Unit 3 Education & Learning in Zoo



Unit 4 Conservation and Collection



Unit 5 Enclosure Design and Maintenance



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

Useful websites to get you started



Contemporary zoo issues

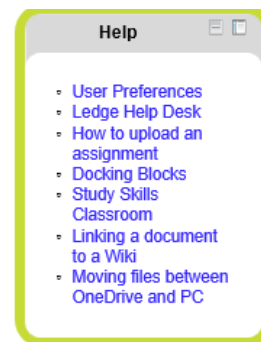
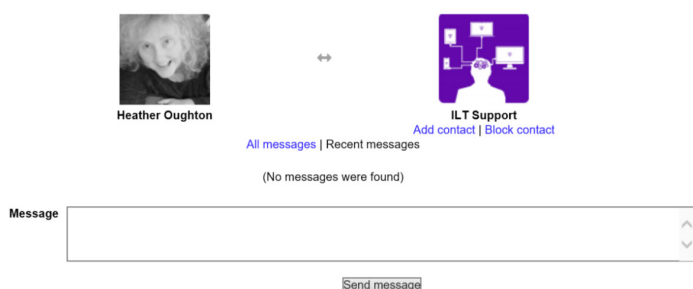


Library



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



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!

8. College account and Office 365

At some point you will be issued with a Student ID card and this will contain your student ID number and initial password. This has the advantage that you can access the college facilities and also access to Office 365 which is MicroSoft's cloud based office product. Ask your lecturer for details.

9. 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