

APPENDIX E: THE LIBRARY, DIGITAL RESOURCES AND COMPUTER USE

THE LIBRARY

The National Centre library contains many books and DVDs that students may either read/watch on-site or borrow. The library is a resource for the National Centre as a whole, so HE students will find that some resources are more directly applicable to their studies than others.

The books are ordered on the shelves according to their category. It's important that you return your book to its correct category (as indicated by the coloured stickers on the spine of the book).

If you would like to take a book out of the library, you must sign it out using the self-service computer:

1. Click 'Borrow.'
2. Using the barcode scanner, scan the barcode of the resource (usually on the inner front cover of the book, but sometimes a few pages in or on the cover itself).
3. Type in your barcode number (issued to you during the induction period at the beginning of term. If you forget it, ask the HE Programme Administrator).
4. A box confirming that you have loaned the book will appear, before automatically returning to the main screen.

To return a book:

1. Click 'Return.'
2. Using the barcode scanner, scan the barcode of the resource.
3. A box confirming that the book has been returned will appear, before automatically returning to the main screen.

If you have trouble either loaning or returning a resource, please let the HE Programme Administrator know.

If you would like to borrow one of the DVDs or any of the resources on the side shelves that don't yet have barcodes, please let the HE Programme Administrator know.

ONLINE LEARNING RESOURCES

In addition to the books and DVDs available in the library, students can access an array of resources through the online platform OpenAthens.

- To set up a username and password go to <https://register.openathens.net/cdd.ac.uk/register>
You will need to use one of the library computers when setting up your account.
- Once you've registered, you'll receive an e-mail confirming your account details. You can log-in and access OpenAthens on any computer with internet access. You will need a username and password to log into OpenAthens <http://www.openathens.net/>

MOODLE

Moodle is a Virtual Learning Environment (VLE). The National Centre uses Moodle to provide students with information about the course and its structure. It is also used for the submission of assignments and the posting of assessment feedback/results, among other things.

LOGGING-IN:

- Go to moodle.nationalcircus.org.uk (or follow the direct link from the Library PCs' desktop) and click the 'login' button at the top right-hand corner:

Student Information Foundation Degree Year 1 Foundation Degree Year 2 BA (Hons) Degree Postgraduate Certificate

National Centre for Circus Arts
National Centre for Circus Arts

You are not logged in. ([Login](#))

Site news
(No news has been posted yet)

Calendar
(June 2015)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Navigation

- [Home](#)
- [Site news](#)
- [Courses](#)

Main menu

- [Site news](#)

You are not logged in. ([Login](#))

- Having arrived at the log-in page (see below), enter your username in the format 'firstname.surname' (e.g. john.smith). You will be given your password during your induction period.

Student Information Foundation Degree Year 1 Foundation Degree Year 2 BA (Hons) Degree Postgraduate Certificate

National Centre for Circus Arts
You are not logged in.

[Home](#) Login to the site

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) ⓘ

Username

Password

Remember username

[Forgotten your username or password?](#)

Some courses may allow guest access

Is this your first time here?

If you have trouble logging in please contact Ben Wallace on ben@nationalcircus.org.uk.

You are not logged in.

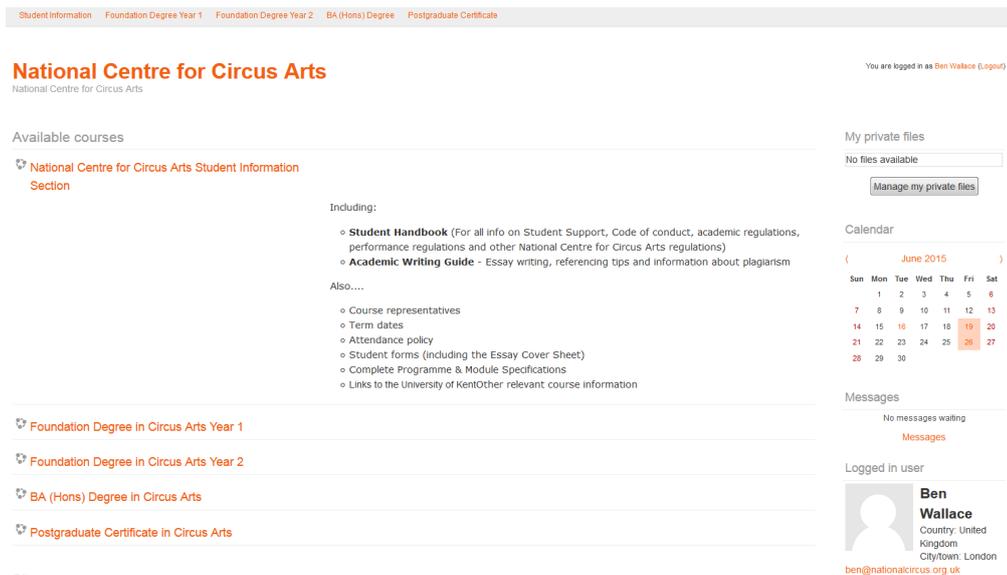
[Home](#)

- If you haven't logged-in before, your password will be 'Circus16/17.' You will be forced to change your password once you've logged-in for the first time,

- When you log-in for the first time, you will be forced to change your password. If you forget your password, speak with the HE Programme Administrator to have it re-set.

NAVIGATING MOODLE:

- Having logged-in, you will arrive at the homepage:



Student Information Foundation Degree Year 1 Foundation Degree Year 2 BA (Hons) Degree Postgraduate Certificate

National Centre for Circus Arts
National Centre for Circus Arts

You are logged in as Ben Wallace (Logout)

Available courses

National Centre for Circus Arts Student Information Section

Including:

- **Student Handbook** (For all info on Student Support, Code of conduct, academic regulations, performance regulations and other National Centre for Circus Arts regulations)
- **Academic Writing Guide** - Essay writing, referencing tips and information about plagiarism

Also....

- Course representatives
- Term dates
- Attendance policy
- Student forms (including the Essay Cover Sheet)
- Complete Programme & Module Specifications
- Links to the University of Kent/Other relevant course information

My private files

No files available

Manage my private files

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Messages

No messages waiting

Messages

Logged in user

Ben Wallace
Country: United Kingdom
City/Town: London
ben@nationalcircus.org.uk

- From here, you can navigate to the Student Information page or to the page specific to your year group.
- The Student Information page contains information, dates and forms relevant to all students.
- The page specific to your year group (e.g. Foundation Degree Year 1) is ordered by term and provides detailed information about each module.

SUBMITTING ASSIGNMENTS:

Unless otherwise specified, all written assignments should be submitted electronically via Moodle:

1. Go to your year group page.

2. Click on the link to the relevant submission. The links can be found in submission order at the top of the page.
3. Click 'Add Submission.'
4. You will then see the below screen. Click 'Add' and upload the relevant file(s). You can upload up to four separate files as part of your submission, and you can edit your submission by removing/adding files up until the deadline.

16th January: 1000 Word Review (CA207)

16th January: 1000 Word Review (CA207)

* 1) Plagiarism: reproducing in any work submitted for assessment or review (for example, examination answers, essays, project reports, dissertations or theses) any material derived from work authored by another without clearly acknowledging the source. Work means any intellectual output, and typically includes text, data, images, sound and performance / 2) Duplication of material: reproducing in any submitted work any substantial amount of material used by that student in other work for assessment, either at this University or elsewhere, without acknowledging that such work has been so submitted. By checking this box, you acknowledge that you understand the above definitions and confirm that the attached assignment is your own work, with all sources appropriately referenced.

file submissions



Save changes Cancel

5. Read and tick the plagiarism statement to acknowledge that you are aware of rules about plagiarism.
6. If you have trouble uploading an assignment to Moodle, speak with the HE Programme Administrator.

ASSESSMENT FEEDBACK:

Assessment feedback/grades will be uploaded to your private files, usually at the end of each term. You can access your private files from the Moodle homepage:

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National Centre for Circus Arts
National Centre for Circus Arts

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Messages

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Messages

Logged in user

Ben Wallace
Country: United Kingdom
City/town: London
ben@nationalcircus.org.uk

Foundation Degree in Circus Arts Year 1

Foundation Degree in Circus Arts Year 2

BA (Hons) Degree in Circus Arts

Postgraduate Certificate in Circus Arts

Only you and the HE office staff will be able to access your private files. Students will be alerted by e-mail when assessment feedback is uploaded.

EMAIL & INTERNET USE

With the use of email, the National Centre is at risk from incoming viruses, which could severely damage our systems. All computers at the National Centre are loaded with anti-virus software, which should protect against known viruses. The most damaging viruses are sent via an email attachment, so the National Centre requests that if you receive an unsolicited email with an attachment that you do not open it, just delete it.

Students are requested not to download unauthorised software, as certain applications may have viruses attached or can sometimes conflict with other licensed software and cause problems with the machines.

Students have access to the Internet on the understanding that they do not view sites with obscene or offensive content.

In addition to the above, all students are required to abide by the following conditions:

CONDITIONS FOR USE OF COMPUTER FACILITIES

- 1 Loading of any software is not permitted. Students must not use the National Centre's Internet access for personal advertisements, solicitations, promotions or destructive programmes (i.e. viruses and/ or self-replicating code). You are not permitted to use the National Centre's address to join mailing lists. You should not use any form of bulk mailing or anonymous emailers whilst accessing the Internet through the National Centre.
- 2 It is forbidden to send, receive and display material that is fraudulent, illegal, sexually explicit or defamatory or which may bring the National Centre into disrepute.
- 3 Students work can only be stored in memory sticks, or saved to CDs. Work should never be saved on the computer.
- 4 If you bring your own CD, and virus software identifies a problem, the CD cannot be used on the National Centre computers until permission is received from the IT Manager.
- 5 All mobile phones and personal stereos must be switched off before entering the classroom.
- 6 No food or drink is allowed in the classroom/ library.
- 7 You are asked to respect other learners' needs for quiet whilst studying.
- 8 The National Centre will not be responsible for any damage, direct or indirect arising out of misuse of its Internet resources.
- 9 Learners must comply with all software licenses, copyrights and all laws governing intellectual property and online activity.