

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 is 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 via the Higher Education office. Further information on how to borrow and return books is available in the HE INFORMATION AND DOCUMENTS Team, in the LIBRARY channel.

ONLINE LEARNING RESOURCES

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

Accessing OpenAthens:

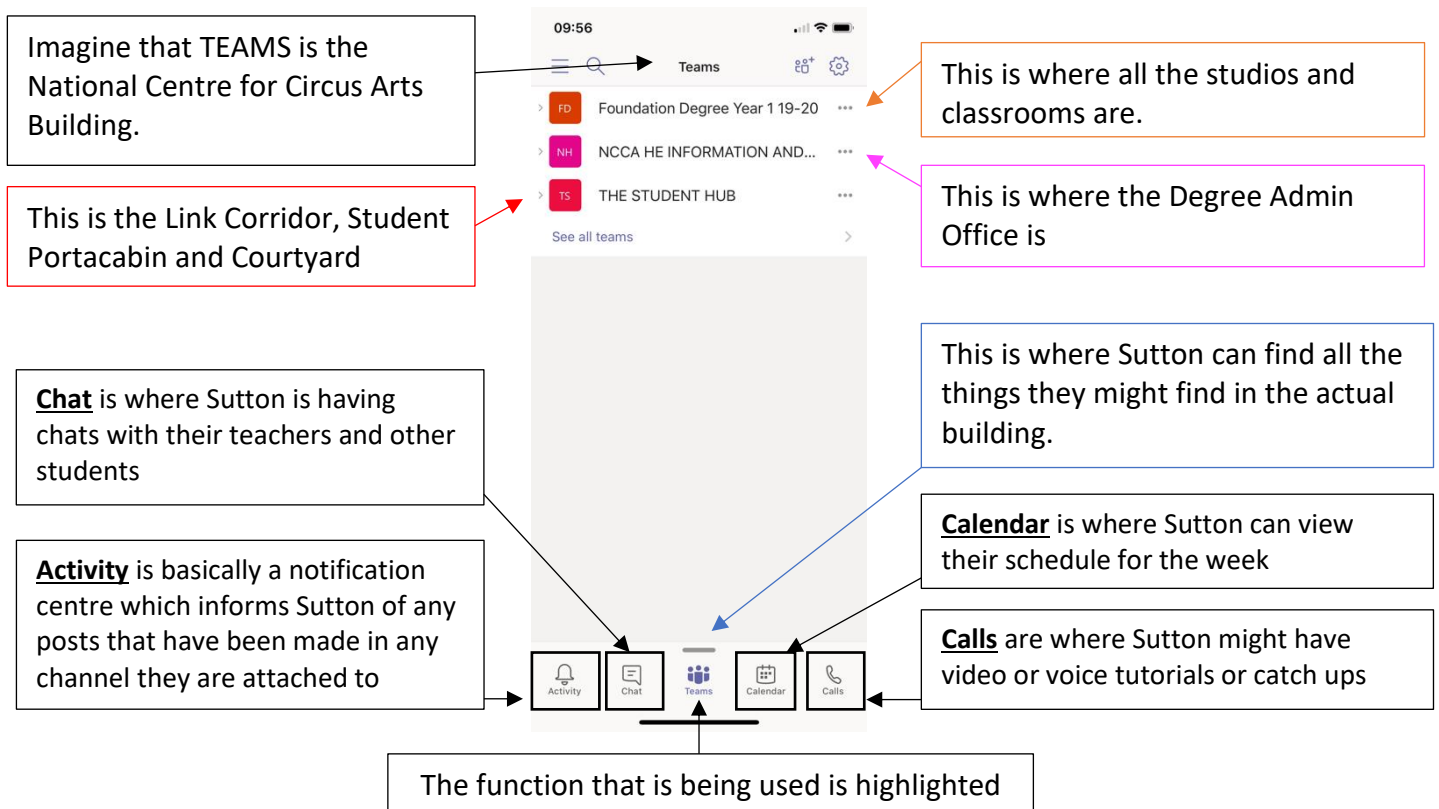
- Go to <https://register.openathens.net/cdd.ac.uk/register> and fill in the registration form. You must use your @nationalcircus email address to sign up when setting up your account.
- Once you have registered, you will receive an e-mail confirming your account details. If you have trouble registering, speak with the Admissions and Registry Manager.
- Now that you are registered, you can log-in to OpenAthens both on and off-site by going to <http://www.openathens.net/>, selecting 'Login to MyAthens,' and entering your username and password.
- [Quick links for managing your openathens account can be found on the CDD website here: http://www.cdd.ac.uk/students/library-resources/](http://www.cdd.ac.uk/students/library-resources/)

manufacturer's settings and capabilities, for instance TEAMS will look slightly different on an iPhone compared to a Samsung Galaxy. The functionality however should remain the same.

So let's begin...

When you are registered as a student at NCCA you will be allocated a username for Office365 which gives you access to an online office suit including word and excel and also includes TEAMS. You will be given a password which you can change to something memorable when you first log in.

Sutton Sloan is a new student at the school, and they have downloaded the Teams App on their smartphone. The first page they land on looks a little something like this.



The main TEAM Sutton will use will be the one corresponding to their year group. Let's see what's inside **Foundation Degree Year 1 19-20**.

Sutton has 'entered the building' and is going to look at their modules. Inside **Foundation Degree Year 1 19-20** looks like this

This is where Sutton will find information about Assessment and Feedback for all modules.

This is where general NCCA information will be sent. Useful info from teachers and admin staff. Sutton can access it by pressing on the arrow.

These are called Channels in TEAMS, but really, they are all the modules Sutton will do in the first year. We will have a look inside these in a bit more detail later.

This is where the strength and conditioning coach will set tasks.

This is the TEAMS for the Degree Admin office, where Sutton can get info on Policies and Student Finance help

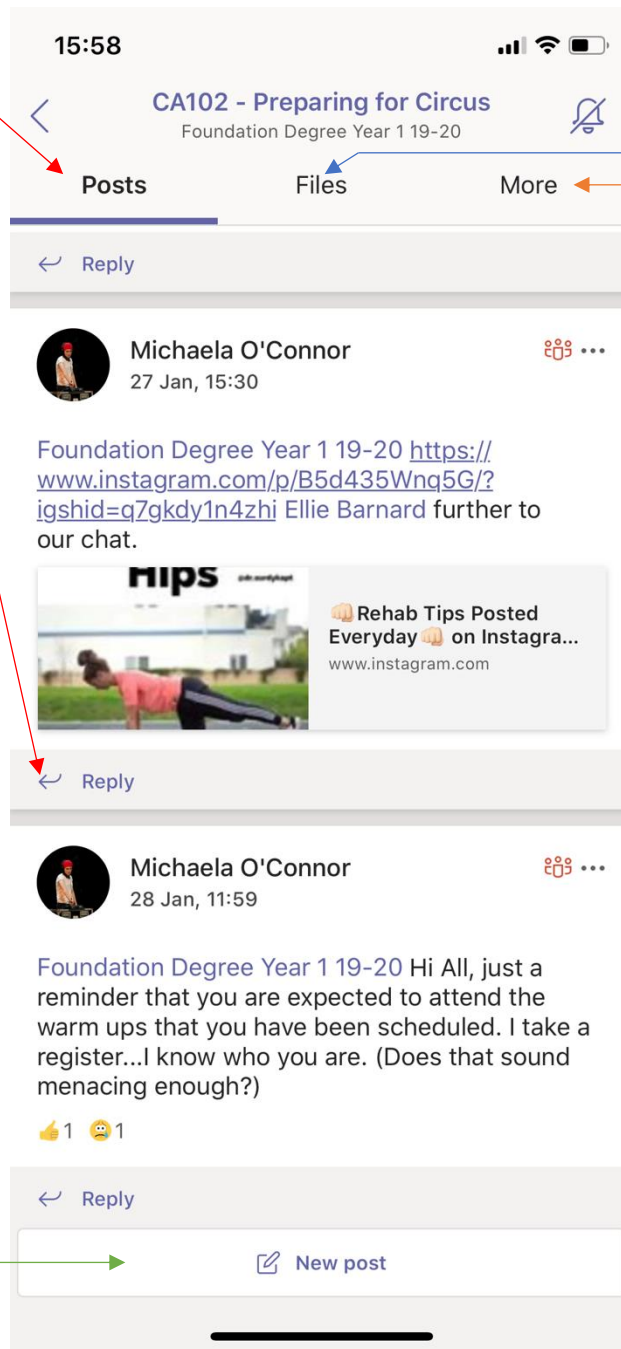
When Sutton first opened Teams on their mobile app not all the Channels (modules) were visible. By Pressing on the 3 dots next to the Team name and then selecting View Channels on the list, Sutton was able to tick all the *channels* so they show up similar to the layout above. I would advise doing this to make it easy to navigate through the different modules.

So what will Sutton see inside a Channel (Module)? Let's have a look at CA108 Preparing for Circus.

Posts is where information will be shared, these may be links to explore, or tasks that are set.

You can reply to each post by clicking the Reply button.

You can @ someone like you would on twitter if you wanted to get their attention.



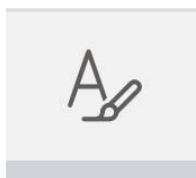
Files is where documents will be uploaded. This might be course material, PowerPoint presentations or spreadsheets.

Files will sometimes be attached directly to a post but if you miss it you can always find it in the files tab.

More is a place for Microsoft Forms or Videos. This is also a place where documents might be presented in a different format. It is always worth checking in **More** if you can't find something you are looking for.

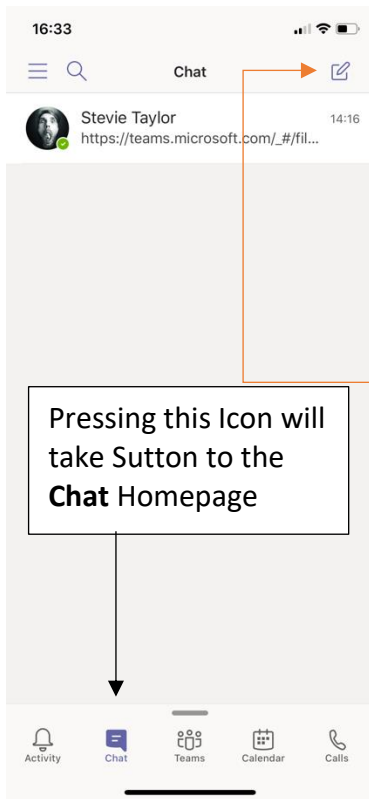
The **New Post** button is what you press to make a new post, Students are welcome to make posts if they have something they want to share with the class. Remember to type @foundation... to send a notification to get everyone's attention.

When preparing a new post either in a Channel or when you are sending a Chat to someone it is useful to look out for this symbol.



This will allow you to create a message like you would in word or an email and give you access to functions like **BOLD** *Italic* and underline, as well as change the font size. It also allows you to use spacing and paragraphing. When this button is not ticked it acts like an instant chat so you will send the message each time you press the enter key.

Talking of Chat, lets have a look to see what Sutton should do if they want to **Chat** to someone, a fellow student, A teacher, a member of the admin team or a group of Students and Staff.

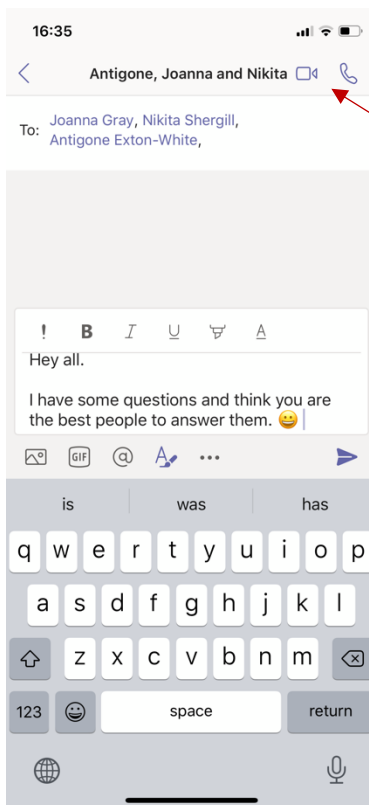


So the first thing Sutton is going to do is go to the Chat icon at the bottom of their screen. This will take them to the place where all their chats are stored.

Sutton is new so doesn't have many chats at the moment but as the year goes on there will be more chats in this area and Sutton can come back to them at any time.

Selecting this icon will allow Sutton to start a new chat. Sutton can chat to an individual or a group.

Pressing this Icon will take Sutton to the **Chat Homepage**



Sutton has chosen who she wants to chat with by typing their names into the TO: box. As you can see, Sutton also has the option of video calling the group or having a conference call with them. This isn't something that is used often but a good option to have if it was ever needed.

You can see here that Sutton has also tapped the A symbol as mentioned above in order to have the best layout and access to text options. I would recommend always choosing this.

You can also see the other icons in this section that allow you to insert images, fun gifs and '@' mention other people in the chat.

Once Sutton is happy with the message they have composed they can press send which is the paper aeroplane icon.

Sutton has mastered the basics of TEAMS and now knows what functions they are most likely going to be using. Now it is time for Sutton to keep using TEAMS and explore. The More that Sutton does this, the easier they will find using it as the year and programme progresses.

USEFUL HINTS AND TIPS

ALLOW NOTIFICATIONS - this way when you are tagged in a post or someone wants to chat with you, you will get an alert and never miss anything. (you can turn notifications of in your phone setting at any time.

DON'T BE AFRAID - Teams is much like any other social media platform like Instagram, WhatsApp or Facebook, the more you use it the more you get used to its functionality. You can't break TEAMS.

ASK FOR HELP - if you can't find something or don't know how to use a function you can always ask for help. There is a help function in the App or you can contact the Head of Academic Administration and Student Support.

WHERE TO FIND THINGS

Here is a list of some things you might be looking for and where to find them, this is not an exhaustive list, if you cannot find what you are looking for then this list should indicate where things might be.

TEAM NAME Foundation Degree Year 1/ Foundation Degree Year 2/ BA (Hons) Degree

Absence Form – General Channel– Files or More (form)
Assessment Information – Assessment and Feedback Channel – Files
Feedback Information – Assessment and Feedback Channel – Files
Grade Descriptors – Assessment and Feedback Channel – Files
Guide To Assessment – Assessment and Feedback Channel – Files
Module Tasks and Documentation - Module Channels (I.E CA107 Movement) – Files
Module Specifications – Module Channels (I.E CA107 Movement) – Files
Programme Specifications – General Channel – Files
Strength and Conditioning INFO – S.W.A.T Channel – Files
Student Handbook – General Channel – Files

TEAM NAME NCCA HE Information and Documents

Guide to Student Support – Student Support Channel – Files
Hardship Fund Form – Student Finance Channel – Files or More (form)
Letter Request Form – General Channel – Files or More (form)
Library info – Library channel – Files
OpenAthens - Library Channel – Files
Policies Rules and Regulations – Policy, Rules and Regulations Channel – Files

TEAM NAME The Student Hub

This Team has only one Channel called General, this is where information about opportunities, performances and anything unrelated to the course will be posted.

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.