Digital Skills Centre (DSC)
Moodle & IT Induction

digitalskills@lsbu.ac.uk
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With your username and password you can access:

• Wi-Fi – select the eduroam network
• Your LSBU email & OneDrive
• Moodle (VLE)
• My LSBU (Student Portal)
• LSBU PCs
• LSBU MFDs (Print, Scan, Photocopy)
• Your Library account
• Your subject databases
Can you log into Moodle?

- The Moodle VLE (Virtual Learning Environment)
- Course materials – resources, assignments, activities, forums
- Click on links to VLE / Moodle
- http://vle.lsbu.ac.uk
When you log into Moodle your course sites will display as links under Your Modules. These are sites that you are enrolled on and that the Module Leader has made available. Sites that are listed but grey have not yet been made available to you.
Moodle

To go back to your list of sites click on My VLE

Navigate to sections using the links on the left or the section headings on the main page.
Can you access your Email?

- Click on **Student Email** on the My LSBU page.

- There is also a link to Email on your Moodle page (under LSBU Links).

- Download the Outlook app on a smart mobile device
  Navigate to your App store and search for **Outlook**

- Add an email signature
  Click on settings and search **signature**
  ✓ Full Name
  ✓ Student Number
  ✓ Course & Cohort
Top Tips on using your tablet for studies

1. Connect to WiFi – **eduroam** with your LSBU username and password

2. Download some useful (free) apps:
   a. Outlook – set up your email, add a signature
   b. Word
   c. PowerPoint
   d. Excel
   e. OneDrive
   f. Moodle

3. Consider creating Home screen shortcuts to web resources including:
   - my.lsbu.ac.uk – Student Portal
   - vle.lsbu.ac.uk - Moodle

Tips also apply to using a smart phone too!
Digital Skills Centre

Find out more about:

- Training available
  - One-to-ones
  - Workshops
- Microsoft Office Specialist
- LinkedIn Learning

https://libguides.lsbu.ac.uk/digitalskillscentre
Microsoft Office Specialist

Internationally recognised qualification that will validate your IT Skills and increase your confidence, skills and employability.

Book your induction via https://lsbu-uk.libcal.com/calendar/llr

**Specialist:**
- Microsoft Office Word 2016
- Microsoft Office Excel 2016
- Microsoft Office PowerPoint 2016
- Microsoft Office Outlook 2016
- Microsoft Office Access 2016

**Expert:**
- Microsoft Office Excel 2016
- Microsoft Office Word 2016
Student IT Support

Find out more about:

- LSBU IT Accounts
- Printing
- Help Sheets
- Wi-Fi
- Download Software

https://libguides.lsbu.ac.uk/studentitssupport
For more Information:
Access our LibGuides via My.LSBU

https://my.lsbu.ac.uk/my/portal/Study-Support/Digital-Skills-Centre
Free Software for download

- Microsoft Office 2016
- NVivo
- MindManager
- Matlab
- SPSS
- Sophos Antivirus
- SPSS
- NVivo
- Matlab
- SPSS
- Sophos Antivirus

My LSBU > Library & Academic > Student IT Support > Student IT Support > Software Tab

*Download links are within Moodle – so you will be redirected and required to sign into Moodle
Assistive software available at LSBU

- MindManager – Mind Mapping
  *Also available for download*

- ClaroRead Plus – Literacy Support with screen reading

- Spellementary – spelling assistance
• Online surveys (BOS) is the only online survey that is approved for use by LSBU for both staff and student research.

• To request an account or support please send an email to digitalskills@lsbu.ac.uk.
Online Learning Support Available

LinkedIn Learning – COMING SOON
All staff and students at LSBU now have FREE access to LinkedIn Learning, an online resource of training videos and tutorials for personal and professional development.

For more information: https://libguides.lsbu.ac.uk/digitalskillscentre/LIL

GCF Global
Repository of text, image & video tutorials for a range of digital skills

For more information: https://libguides.lsbu.ac.uk/digitalskillscentre/gcfglobal
We have produced a new student checklist to help you be ready for the new term.

Click on the image or the link below
https://libguides.lsbu.ac.uk/induction
Further Support from Library and Learning Resources

Library
Helpdesk – 1 East Perry Library
library@lsbu.ac.uk
020 7815 6607/6615
https://libguides.lsbu.ac.uk/library

Student IT Support
Helpdesk – 1 West Perry Library
llr-ithelpdesk@lsbu.ac.uk
020 7815 6678
https://libguides.lsbu.ac.uk/studentitsupport
Where to find the Digital Skills Centre

Ground Floor, Room 2
of the
London South Bank University Business School Building.

(Number 15 on the Campus Map)