



Guide to the Student Learning Portal

Written by:
James Emmett
Network Manager



Introduction

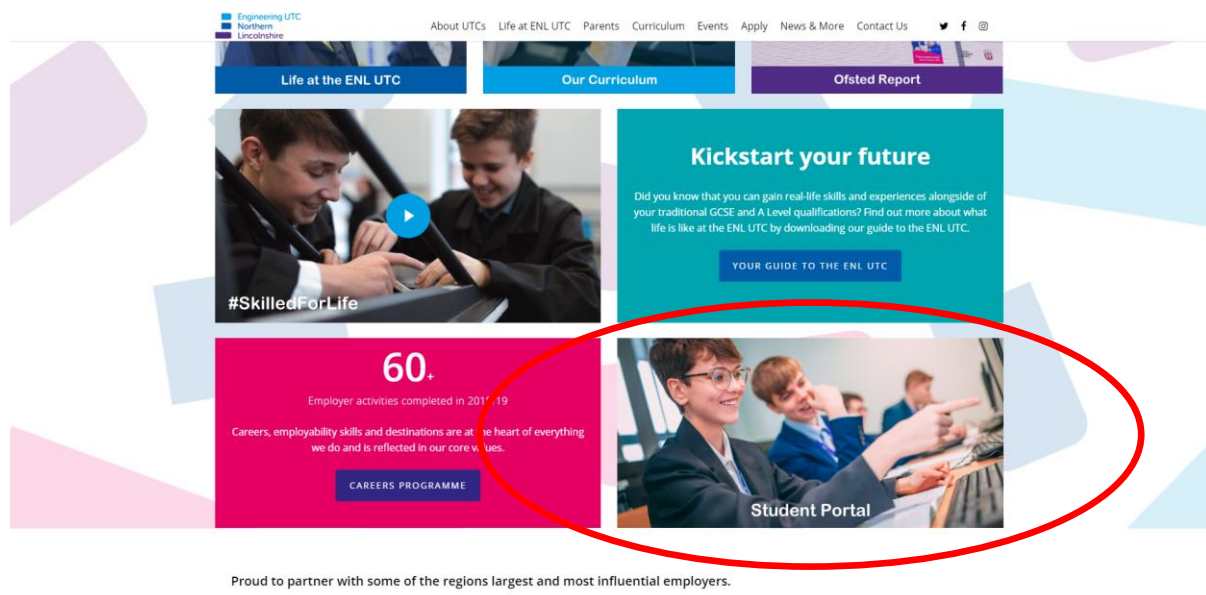
A new VLE portal has rolled out here at the Engineering UTC Northern Lincolnshire, this is the initial guide outlining access remotely, uploading documents, and navigating the site. Your teachers can track and monitor your learning using this tool.

Login details

The portal is linked to the school's Microsoft credentials. For students you will need to use your login number: 000***@humberutc.co.uk and the password you would usually use to login within school.

Accessing Remotely

A link to the portal is on the main school website www.enlutc.co.uk. If you experience any difficulties logging on remotely please contact ICT support on help@enlutc.on.spiceworks.com



Uploading Documents to Your Personal OneDrive

Documents only you wish to see and use can be uploaded to your own OneDrive area, we are working on policies to automatically upload and sync your current documents, however, this is not currently working. Once this is correctly functioning you will be informed by email.

To upload a document to your OneDrive Navigate to the portal homepage. On the right hand side you will see your name and underneath this a OneDrive button, selecting this takes you to your OneDrive:



James Emmett

OneDrive My Classes My Assignments

Your document area will look something like this:

James Emmett

- My OneDrive
- Recent
- Shared
- Discover
- Recycle bin

Files

Name	Modified	Modified By	File Size	Sharing	Activity
Documents	December 18, 2019	James Emmett	38 items	Private	
Pictures	December 18, 2019	James Emmett	41 items	Private	
Desktop	December 18, 2019	James Emmett	4 items	Private	

To upload a document, you can 'Drag and Drop' from your document area and the document will be uploaded to your OneDrive. You can also select 'Upload' to select any files to upload. Or you can select 'New' and can create documents directly online.

OneDrive

Search everything | + New | Upload | Sync | Flow

Files

Name	Modified	Modified By	File Size	Sharing	Activity
Attachments	January 12	James Emmett	3 items	Private	
Desktop	December 18, 2019	James Emmett	4 items	Private	
Documents	December 18, 2019	James Emmett	34 items	Private	
Pictures	December 18, 2019	James Emmett	48 items	Private	

OneDrive

Search everything | + New | Upload | Sync | Flow

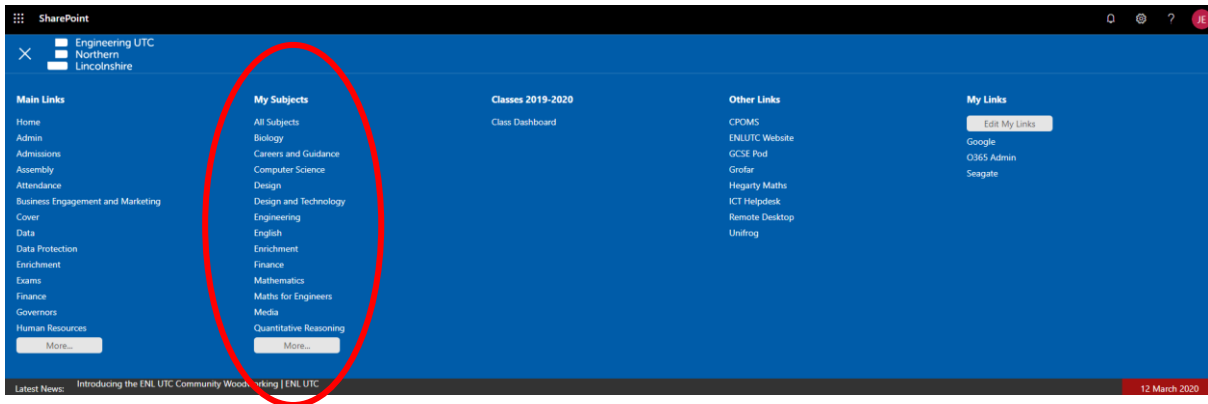
Files

- Folder
- Word document
- Excel workbook
- PowerPoint presentation
- OneNote notebook
- Forms for Excel
- Link

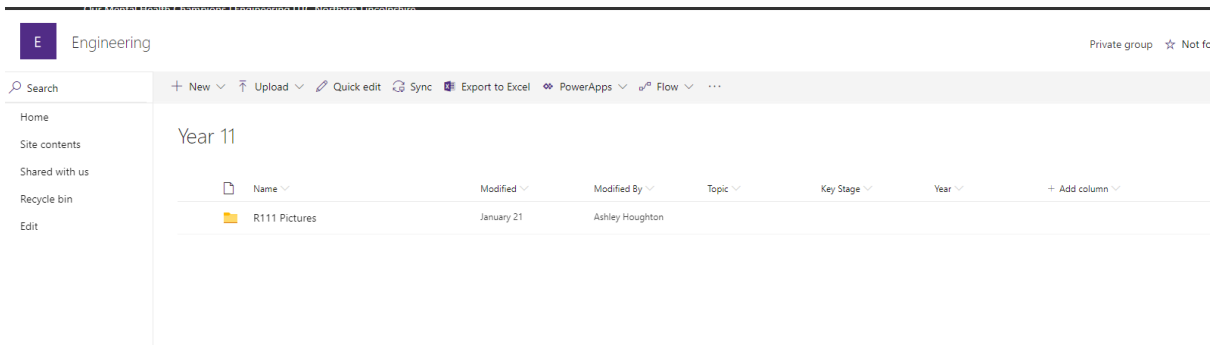
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Documents	December 18, 2019	James Emmett	34 items	Private	
Pictures	December 18, 2019	James Emmett	48 items	Private	

Accessing Lesson Resources

On the main menu of the portal you will see the subjects that you study:

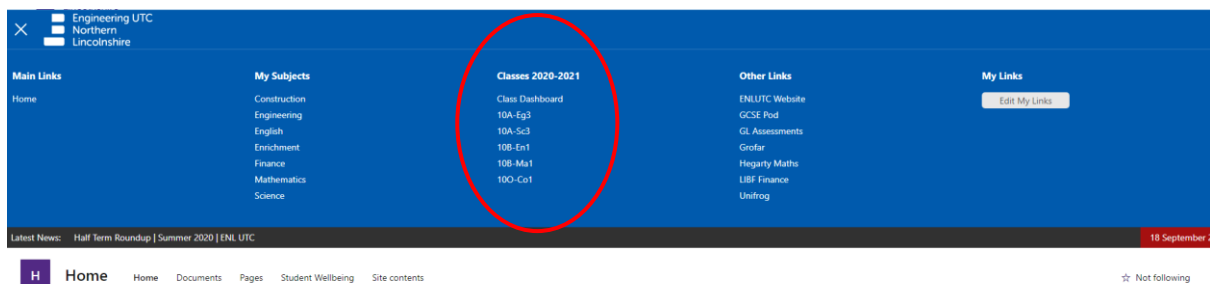


Within this you will find your year group folder where your teachers will be uploading resources for you to access:

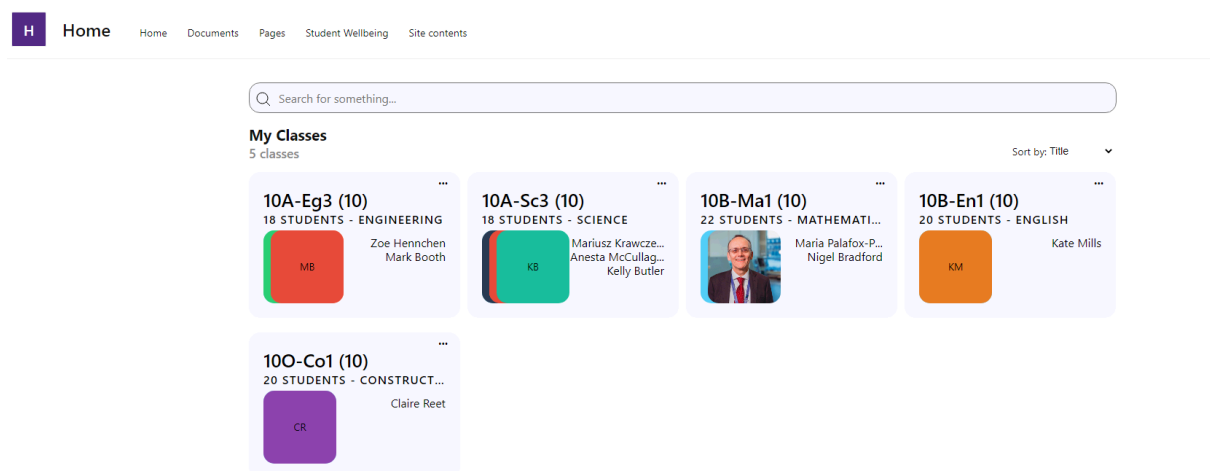


Accessing Classes through Microsoft Teams

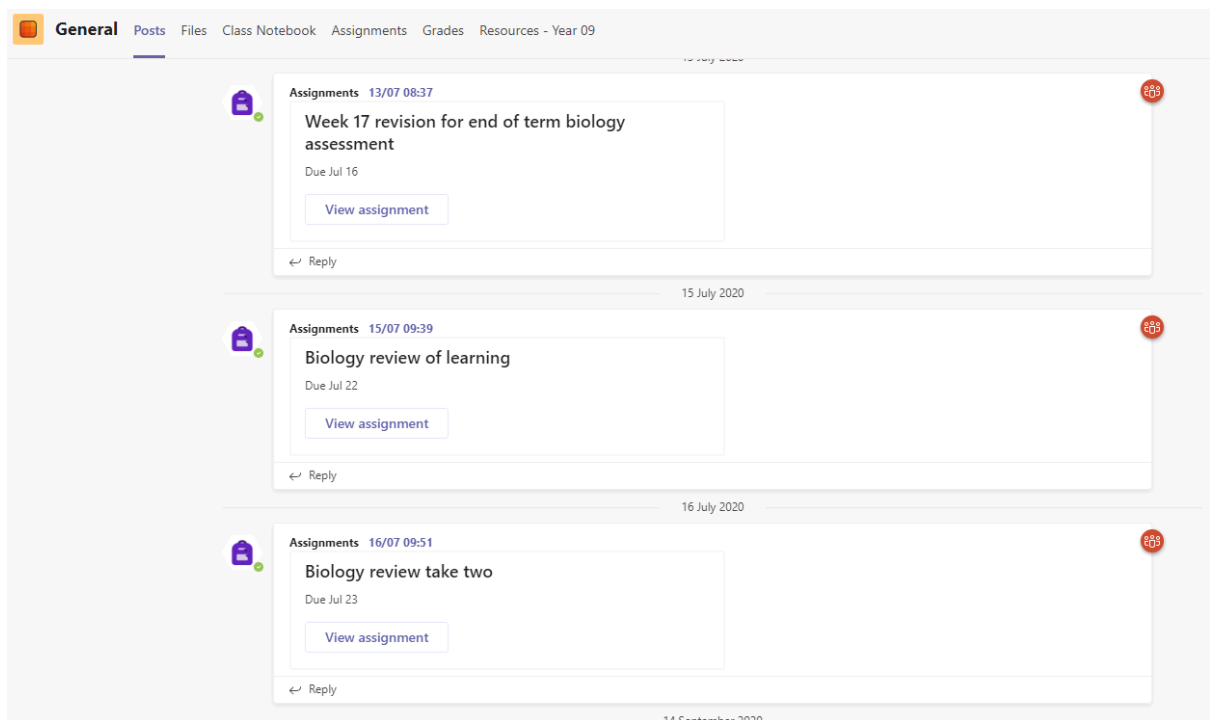
You will also be able to access your class work through Teams. On the main menu you will see your classes:



You can see all of your classes on the Dashboard:

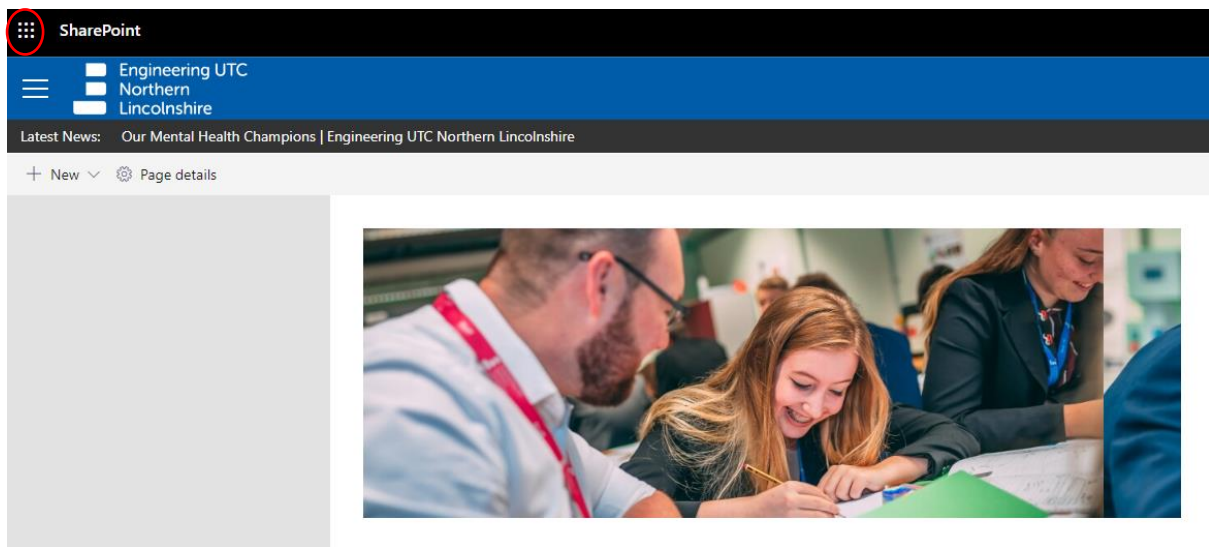


And you can open a class in Teams by clicking it. Here you will find assignments set by teachers:



Accessing School Emails

When you have logged into the portal you can also access your school emails by selecting the black and white dots in the top left hand corner:

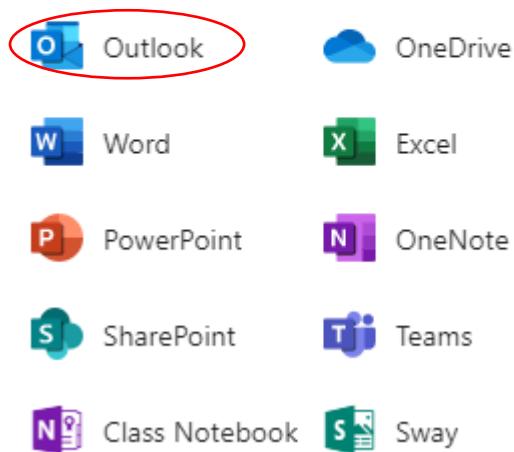


If you then click 'Outlook' this will open your school email account.



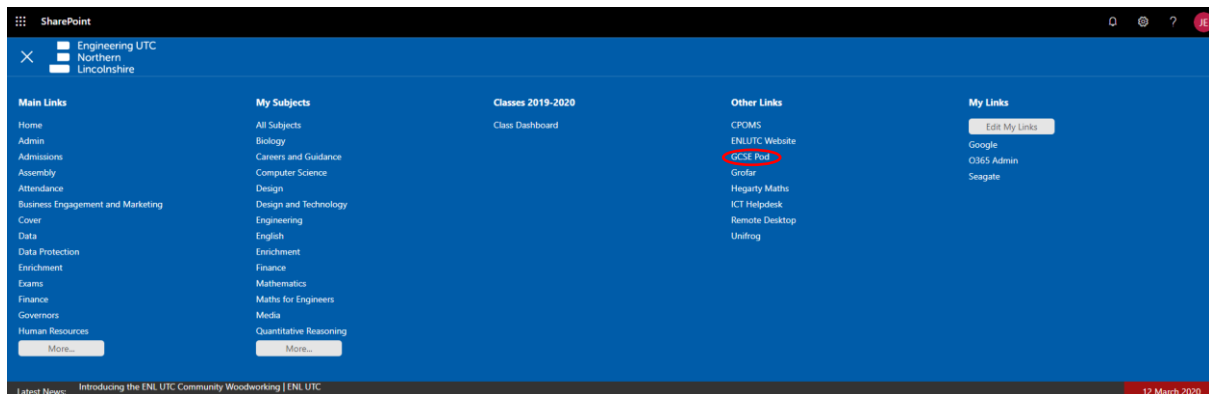
[Office 365](#) →

Apps

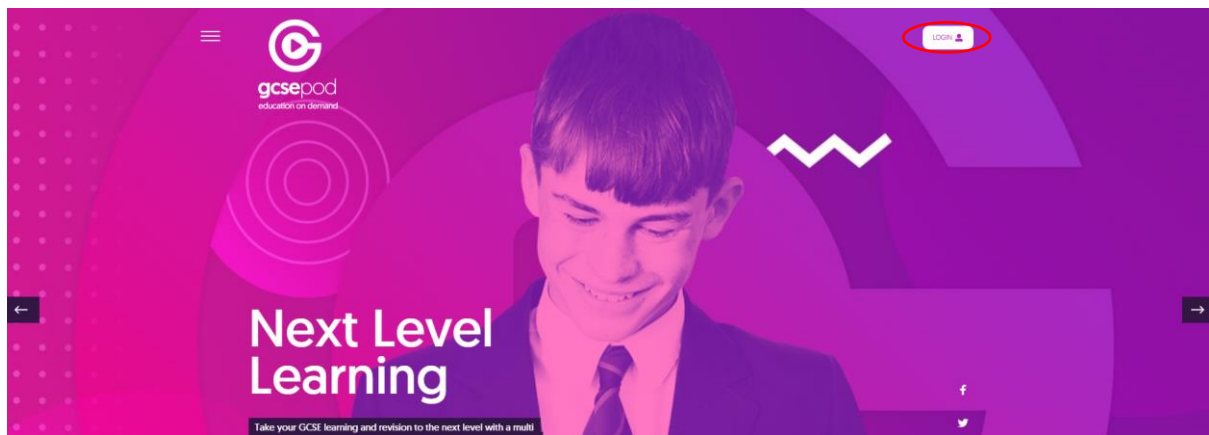


Accessing GCSE Pod

Your teacher may ask you to use GCSE Pod to do some work. This can be accessed through the portal as well:



You then need to select 'Login' in the top right corner:



If you have never accessed GCSE Pod before select the button which says 'New here? Get Started'




LOGIN

[NEW HERE? GET STARTED](#)

USERNAME OR EMAIL ADDRESS

PASSWORD

[LOGIN](#)



Then select student and enter your first name, surname, date of birth and the school- it will automatically find our school if you begin typing- It is in as the Engineering UTC Northern Lincolnshire. You can then create a username and password.

When you have logged in you will be able to see any podcasts assigned to you by your teachers and complete any questions they have set you.

Issues

If you cannot remember your password to GCSE Pod, your teacher can reset it for you. If you have any issues accessing the learning portal email help@enlutc.on.spiceworks.com for support.

