

## Student IT Guide

### Wi-Fi

Students	<b>DLD-BYOD</b> (use your DLD username and password)
Boarding	<b>DLD-Accommodation</b>  Password : Welcomed  Please see posters in common areas within Accommodation on how to sign in to the WiFi with your school email address and password.

### DLD Account

This is the account needed to login to the platforms at DLD College (Outlook, Canvas, etc) and the school computers.

Account name: firstnamesurname21

Email: [firstnamesurname21@dld.org](mailto:firstnamesurname21@dld.org)

If you cannot login, please raise this with a member of staff for the IT team to resolve this for you.

### Platforms

These are the platforms used in DLD College. It is also recommended that you download these free apps on your phone (available for iOS and Android devices to download from the Apple/Play Store).

- **Canvas**
- **Office 365 (Outlook, OneDrive, Teams, Word, Office Lens – more information on page 2)**
- **Student Dashboard (a website - more information on page 3)**



Go to [dld.instructure.com](https://dld.instructure.com) (or download the Canvas Student App) and login with your DLD email address and password.

Canvas is a website that contains all courses with their own resources uploaded by your teachers. You can also submit your work digitally on this platform, as well as check your grades for your homework tasks/assignments.

Important Note: Canvas **does not** accept .pages files when submitting work online. It is advised you use Word, which is available in <https://www.office.com/> (see page 2 for more information).

## Office 365

DLD College uses Microsoft Office 365 applications. Below are the main ones you would need to be familiar with and download.

All of these are available on <https://www.office.com/> by logging in with your DLD details. You can use them on the web or install them onto your desktop on up to 5 devices.

### Outlook

Outlook is the emailing system used to communicate between other students and your teachers. You must use your DLD login when emailing people in the college.

### OneDrive

OneDrive is a cloud online storage area with 1TB free space, where you can store important school files and images. Rather than saving files on your local desktop/documents area, OneDrive allows you to access files from any device even when offline.

### Office Lens

Office Lens is an app used to scan paper documents into a digital format, easy for you to submit onto Canvas assignments set by your teachers.

### Teams

Teams is a video conferencing platform used for online learning. Teachers would host meetings through Teams and may communicate with you via this platform too. Each course will have its own Teams Channel tailored for that class, and assemblies from the principal will be hosted on here as well.

You can easily download Teams on your computer by typing it in a search engine (Chrome, Edge, etc).

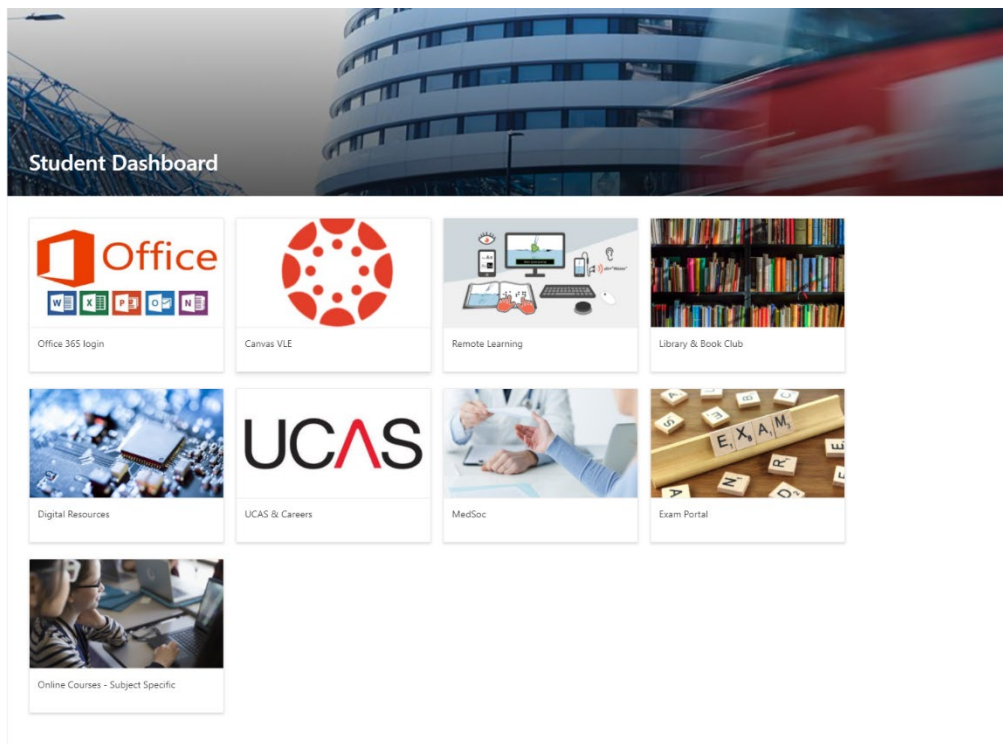
## Student Dashboard

The Student Dashboard is an intranet website that contains lots of information about various things:

- Access to Canvas
- Access to Office365
- Remote Learning
- Library & Book Club
- Digital Resources
- UCAS & Careers
- MedSoc
- Exam Portal
- Online Courses – Subject Specific
- Student Support Links
- Recommended resource of the week

You will be able to access this (the link below) once you have your DLD login details.

<https://livealphaplusgroupco.sharepoint.com/sites/dldstudent/SitePages/Student-Homepage.aspx>



## IT Support

If you have any IT issues/queries, please email [DLD-ITSupport@dld.org](mailto:DLD-ITSupport@dld.org).