



Welcome Pack



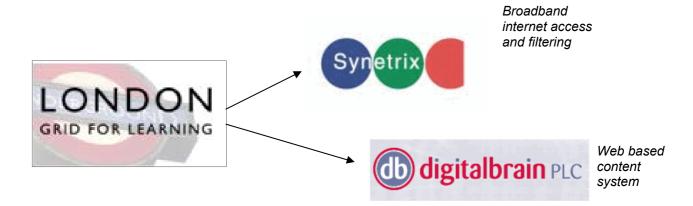
This welcome pack is intended to get you up and running with your new account as smoothly as possible and contains the following information:

Acces	sing your new account
•	Logging in
	Your Homepage
•	Changing your password
•	Sharing Other Calendars
Naviga	ating the System
•	Using the Start Menu
•	Explaining the toolbar
Using	your webspace
•	Uploading files
•	Downloading files
•	Restricting Access
Using	email
•	Reading your Mail
•	Sending Mail
•	Your address book
•	Bouncing your Mail
•	Using MS Outlook
What's	s next?
•	Getting Help

My Login:	
Password:	
Homepage	
Webmail:	

What is the London Grid for Learning?

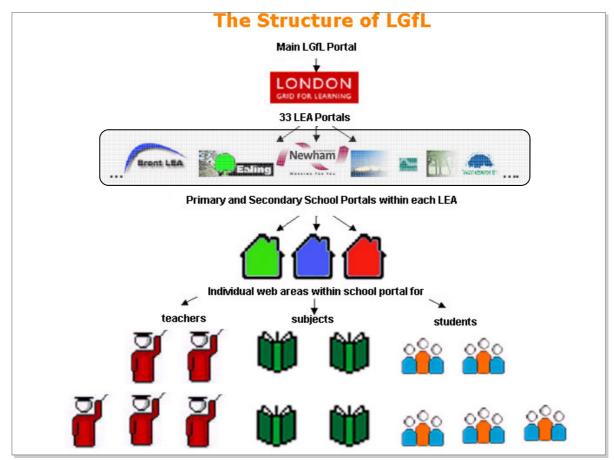
The London Grid for Learning (LGfL) is actually a consortium of 33 LEAs that purchased a learning platform for London from Digitalbrain. They also commission the broadband supply to London schools via Synetrix. (Formerly known as Equinox)



You have just received a new account in the system that digitalbrain designed and so become part of a London wide educational community.

The strength of the system is in its ability to customise a wide range of features at the user end. This promotes a genuine sense of ownership and empowers users to easily publish material on the internet themselves. Online file storage, webmail, access rights and communities are all aspects users have personal control over.

The system is based on a hierarchical network design.



Logging in

In order to use your email and web space you will need to log in to your new account.

First, you will need to obtain your username and password. If you are in a school, your ICT co-ordinator should have your details.

🔇 Back 🔹 🕥

no calendar found

🗙 🔮 🔥

 Click on to and view docu

deress a http://www.lgfl.net/lgfl/sections/maths/

🔎 Search 🤺 Favorites 🚱 🍃 🎍 🔜 🗾 🔣 🖏

Welcome to your homepage

 Edit this homepage by clicking on the *icon* in the top toolbar change the text and insert your own picture.

to the right to access your webspace v documents and webpages that you creat LONDON

load

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log in

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Once you are logged in you can customise your own homepage, use your email and access your "digitalbrain". (100 megs of online drive space)

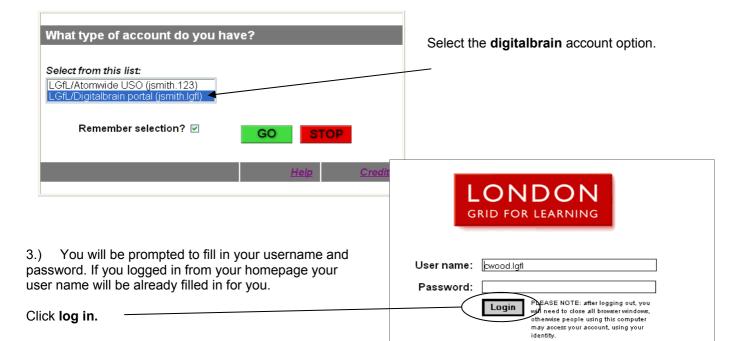
1.) Run your web browser.

In the address bar, type in the URL for your **homepage** which comprises of your user name and the addition of **.net** at the end.

e.g. www.jsmith.stmarys.barnet.lgfl.net

(It is a good idea to save this address in your favourites when the page has loaded. Note that the use of www is optional.)

2.) To log in click on the green **log in** button.



4.) This screen will appear if it is the first time anyone has activated the account.

Click on accept.

From now on all you will have to do is:

- select your homepage from your favourites
- click login
- and enter your password.



Your Homepage

1.) Using your homepage is the key to getting the most from the system.

Upcoming appointments, latest discussion threads, news articles and your favourite links are all summarised here.

If your homepage does not look similar to the picture opposite you may be inheriting your school's or the LEA's instead.

To create your personalised homepage, follow steps 2 and 3.

2.) Make sure you are at your homepage address and have logged in. Then click on the pencil Icon to **edit** the page.





3.) This creates a new default homepage for you. You can discover how to customise it further from the online help or from a training course, for now, just confirm it by clicking on **save & view.**.

save & quit	save & view	insert	edit page	
save & quit	save a view	insert	eur page	
Frame this section with: A	solid background of t	his colour: 💌 FF	FFFF	•

Your default homepage contains useful links to your web space, email and courses as well as your calendar.

Email Courses Courses Discussions Notes	Welcome	Calendar no calender found
Webspace Account Discussions No discussions found	News Bees in Space 20-04-07 Space Qualified and LOTL offer a unique opportunity for KS1-4 students to design fibrir more	orteuts

Changing your Password

1.) One of the first things you will want to do is to change your given password to one that is more personal.

On your homepage you should see an **Account** icon.

Clicking it will bring up your details.



2.) There is no need to type in your old password. Just type your new password in the two boxes.

Note that your password must have at least 6 characters.

You can change your password as often as you like.

firstname	Chris	*
lastname	Wood	*
nickname		
email		
gender	Prefer not to say 💙	*
age	Prefer not to say 💙	*
What would you like as	your password?	
password (minimum 6 characters)		$\overline{\ }$
password again (to double check)		
MIS ID		

Sharing Calendars

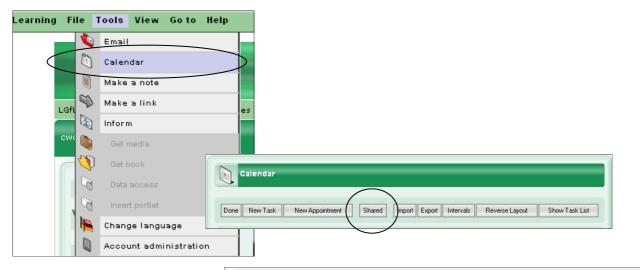
Sharing Calendars in LGfL is really useful. It means you can inherit events from a variety of communities and courses that you are interested in and the dates will appear in your own calendar on your front page summary for easy reference. To share a calendar:

1.) View any calendar which contains appointments you would like to inherit. (e.g. www.events.lgfl.net) and select the "Share this Calendar" option.

Note that if you cannot view a calendar, you will not be able to share its appointments.

Calenda	ar				
Done		Share this Calendar		Reverse Layout	Show Task List
	-				
Month Wee	k 5 Day Day	April 2007		April 2007	4 4
	27		29	April 2007	
••	27	April 2007		30	• • •

2.) You can manage your currently shared calendars by going to your personal one and selecting the "Shared" option. This will list all your shared calendars.



Your current shared calendars are			
lgfl/accounts/subaccounts/developments/web/PDGroup/calendar	Remove	Edit	Deactivate
lgfl/accounts/subaccounts/leainfo/web/community/calendar	Remove	Edit	Deactivate
lgfl/web/events_calendar	Remove	Edit	Deactivate
ndug/web/community/calendar	Remove	Edit	Deactivate

Using the digitalbrain tool bar

The Digitalbrain Toolbar

This appears at the top of every page in the system and has a variety of shortcuts and tools available. The **Go To** menu has a list of common links to aid navigation.

Homepages



The person icon will always take you to your own homepage, providing you are logged in of course.



The portal icon takes you to your "parent's" homepage. If you are a teacher or a pupil, this will be your school's homepage.



This icon will take you to the homepage of whatever part of the grid you are currently on. So if you were exploring the section for Literacy support, it would take you to the Literacy homepage.



This option is for going directly to a user account that you know the name of. A dialogue box will appear asking for the username. (e.g. jsmith.stmarys.greenwich.lgfl)

Your online webspace

The folder with the green arrow will take you "up" a level in the directory structure of the network.

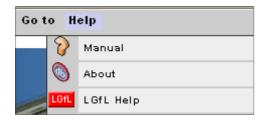


Your webspace is behind your homepage and is shown in "folder listing" mode. Think of it as a filing cabinet or your "my documents" folder online.

Once you are in folder listing view, you can upload files, download them, create folders, cut, copy and paste items just as you would on a memory stick or your hard drive.

This effectively means that you have your own drive on the internet that you can save work to and then be able to retrieve it from any computer with an internet connection, whether at home or in school.

View as	new edit view cut copy paste delete upload download url access browse tag metadata
Icons	💫 Folder : web
Item Order	select name
Sort by Name	📃 🖄 holidays
Sort by Type Preset Order	🖉 📃 💊 testing
Preset Urder	test form3.htm
	🗌 🚺 back up
	📃 🔯 evaluation.htm
	🖉 🔲 👋 bio
	🖉 🔲 🧕 🔤 woodys
	🗌 🗌 👋 maintaining tabs
	🖉 🔲 🚫 private
	Preview



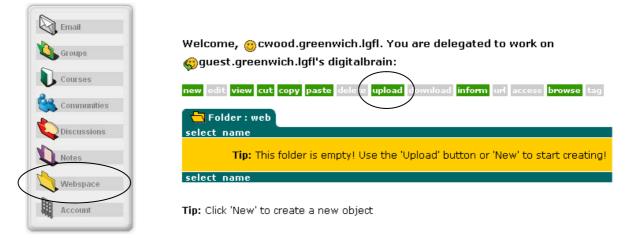
Don't forget!

If you are stuck, remember to click on the help menu. The Manual contains lots of online tutorials which are very useful. The LGfL Help section includes phone numbers and email addresses for support.



Using your webspace

1.) To upload files to your "digitalbrain" and so have them available via the internet, go into your **webspace** from your homepage and then select **upload**.



2.) You can upload up to 5 files at a time with a limit of 15 megs per file. Click on **browse** and then select your file from your computer. (Any type of file can be uploaded)

Uploading	
What would you like to upload?	Choose file ?X
File 1: Browse File 2: Browse File 3: Browse File 4: Browse File 5: Browse Click on a browse button, then choose the file you want to upload. Alternatively, type its location directly into the text box. When you are ready to upload press the upload button. Please note that there is a size limit of 5Mb per file. Your ISP or proxy provider may also enforce limits on the amount of data you can upload. ok cancel	Woyager Ikto cd.am2 My Recert Bromley, England, United Kingdom.axe Image2.psp Documents BT Account.bxt Image4.psp Desktop Bt Account.bxt Image4.psp Desktop Bt Account.bxt Image4.psp Desktop Bt Account.bxt Image5.psp Desktop Ithis CV.bt Is ISP accounts.bxt Discretific video.txt Is is process.bxt Desktop Dimum 70th.pub Decomments Decomment3.rtf Decomments Decomment3.rtf

3.) Finally click **OK** and your file/s will be uploaded to your webspace.





4.) When you want to download your file from the internet you only have to click it with the <u>right</u> mouse button and select **Save Target As...**

You can then choose where you want the file to be saved to.

Restricting Access

By default your email and calendar are private. However if you wish to limit or free access to any files you have uploaded to your webspace you can easily do so.

Note that access rights can be set on any folders, including calendars, web pages, discussion groups and so on. However you cannot set access rights to an individual file itself, you have to set the access rights on the folder the file is kept in.

1.) From your homepage, select Vie	ew		ols	View Goto I	lelp
Folder listing from the toolbar.	•	(N	Folder listing	>
This will show you the folders and f	iles in the			Variable width	
root directory of your "digitalbrain".				Full page	
			۲	Accessibility	
				View as Listing	
2.) Select the folder you want to ap	ply the			View as loons	
restriction to with the checkbox.				Sort by Name	
(Your webspace is in the folder call	ed "web" .)			Sort by Type	
Then click the access button.			~		
new edit view cut copy	paste delete u	pload	lownlo	oad url access	browse tag
Sections.lgfl's acco	bunt			\smile	
select name					
📃 🐧 groups					
📃 🔌 homepage					
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📃 🚫 homepage ne	Administrators Own	ners	Contr	ibutors Readers	Explanation
select name	Choose the Reade	ers of this	s conte	nt:	
3.) Several tabs will appear, ignore	Readers have the	e ability to:			
the others and select the Readers	 view the co 	ontent (but n	ot create	, edit or delete it)	
tab.	The following use	ers are reade	rs:		
Under Readers select the	Everyone	This conter	it is public	dy accessible on the Internet	
"No-one" option.	🔘 Inherited	The readers	are defir	ned in the folder above	
	No one	Only admin	istrators,	owners and contributors can	view this content
You can also prevent others from	○ These users			paste browse	
even listing the contents in the option below.	In addition, the fr	ollowing read	lors may	list the folder contents:	
Again, select " No-one".			iers may	list the folder contents.	
	Everyone O No one	All readers	istratore	owners and contributors can	view this list of iteres
Finally click Done at the bottom of	O These users			paste browse	new ana nation nerrits
the page.	_	L			
	prohibit reade Tick this box to			copying content such as Lea	rning Modules.
Now the only person who can enter that folder and see those files will be	Please note that	at other files (can be op	ened and saved with a differe ors will always be able to cop	nt file name;
ou when you are logged on.					

Reading your email

On your homepage will be a link to your email. Your Inbox will tell you how many emails you have and if any are new and waiting to be read.

You can also access your email from anywhere via the menu bar under the **Tools** heading.



Check Mail Write Mail	Delet	e Reply Reply to J	MI Forward M	ore Options ╺	
My Contacts	Select	Subject	From	Date 🛆	Size
Shared Address Book		eBay Customer Support Notification	eBay	11:22	3.85KB
Preferences		RE: School Website	Matt Matheson	09:39	15.05KE
		RE: LGFL Content Problem	David Mason	09:27	18.97K
💘 Inbox 🔹 👂		RE: PDG Agenda 24th April	Michelle Lincoln	08:47	22.18K
💐 Drafts 🛛 🕨		School Website	Deb Brown	08:02	1.64KE
Sent Items		RE: London MLE contract negotiations	Brian Durrant	06:32	48.21KI
SC Junk		RE: London MLE contract \ negotiations	Brian Durrant	06:32	61.01KI
🔍 My Folders 🛛 🕨		RE: London MLE contract negotiations	Brian Durrant	06:32	64.93KE

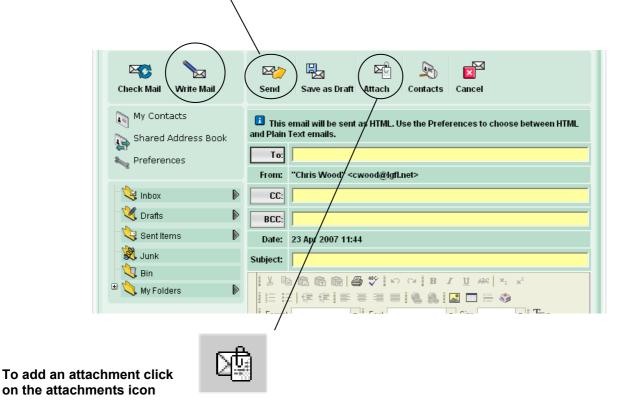
Clicking on the message itself will allow you to read it.

Sending an email

Writing a new email is similar to other email systems. First select the "Write Mail" option.

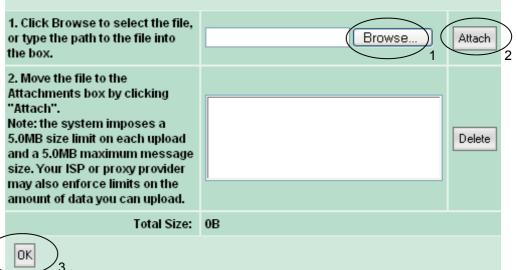
Then put the email address in the **To:** box, give it a **Subject:** heading and then type your message below.

When you are ready, click the **send** button.



There are 3 stages:

- First Select the file through the **Browse** button
- Then click **Attach** to add it to the attachments list
- When you are happy click **OK** (Note there is a 15 meg limit for any one file.)



Attach a file to your message in two steps, repeating the steps as needed to attach

multiple files.

Forwarding your email

Although your email is obtainable from anywhere with an internet connection, you may wish to redirect your mail to another account that you retrieve at home. You can set your account to "bounce" its mail to any address you like.

1.) Login to your account and go to	
your inbox.	

Select your Preferences option

	Check Mail Write Mail	Delete	e Reply
	My Contacts	Select	Subject
	Shared Address Book		eBay Customer S Notification
\langle	Preferences		RE: School Websi
			RE: LGEL Content

2.) Select the **Forwarding** option, tick the box and type in the email address you wish the mail to "bounce" to.

	Rules Forv	varding) acation Message	Signature	Display Settings
Check Mail Write Mail	Forward my Mail				
My Contacts	Please forward	I my mail:			
Shared Address Book	To this or these destinations:		cwood@aol.com		Browse
Preferences	Also keep a coj inbox:	py in my			
🗐 Inbox 🛛 🖡	OK Cancel				
💐 Drafts 🔹 🖡					
🤤 Sent Items 🛛 🖡	/	/			
💐 Junk					
🔍 Bin 🔦 My Folders 🛛 🖡					

3.) Decide whether you want to keep a copy of the mail for this account by using this tick box.

Top Tip: Often teachers may have more than one account. An official postholder account and a personal one. By setting one account to bounce to the other you need only ever check one account.

Using MS Outlook

It is also possible to send and receive your LGfL mail using other software such as Outlook or Outlook Express.

There is a specific help file for this online but the important settings to know are as follows:

Incoming mail server = pop3.lgfl.net

Outgoing mail server = smtp.lgfl.net

This means that you could collect and manage all your LGfL mail using your favourite interface with all the advanced features it contains.

E-mail Accounts							
Internet E-mail Settings (POP3) Image: Settings are required to get your e-mail account working. Each of these settings are required to get your e-mail account working. Image: Settings are required to get your e-mail account working.							
User Information		Server Information					
Your Name:	Chris Wood	Incoming mail server (POP3).	pop3.lgfl.net				
<u>E</u> -mail Address:	chris.wood@greenwich.gov	Outgoing mail server (SMTR):	smtp.lgfl.net				
Logon Information		Test Settings					
<u>U</u> ser Name: <u>P</u> assword:	cwood.greenwich.lgfl	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)					
	Remember password	Test Account Settings .					
Log on using Secure Password Authentication (SPA) More Settings							
< <u>B</u> ack <u>N</u> ext⇒ Cancel							

N.B. Note that in order to send mail through LGfL as well as receive it your logon information will need to be specified for both aspects. You can access the settings for outgoing mail via the **more settings** button above.

Getting Help

Help Guides and User Manual

All the guides are online in pdf format and accessible from the toolbar under **help**. The help guides are categorised into contextual segments but the entire manual is available for downloading if you so desire.

LGfL Support Team lgflsupport@digitalbrain.com 08700 636465 (option 2)

At the bottom of every page in LGfL is a customer support link. The form goes to the LGfL support team but you can also contact them with the email above regarding any difficulties you have using the digitalbrain system. They are very professional and polite. Any accounts that need deleting are also dealt with by them.

Synetrix Support desk support@synetrix.com 08700 636465 (option 1)

For mail filtering and "spam" problems to do with your actual broadband provision contact the Synetrix support desk.

An up to date summary of all the help and support available can be found at <u>www.help.lgfl.net</u>