

LONDON

GRID FOR LEARNING



# Welcome Pack

[www.lgfl.net](http://www.lgfl.net)



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

## **What is the London Grid for Learning?**

### **Accessing your new account**

- *Logging in*
- *Your Homepage*
- *Changing your password*
- *Sharing Other Calendars*

### **Navigating 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 next?**

- *Getting Help*

***My Login:*** .....

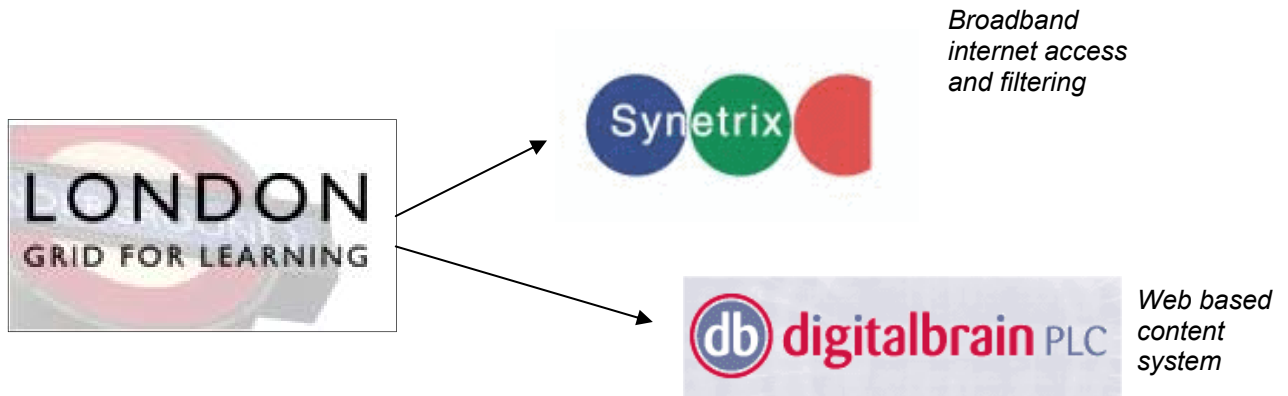
***Password:*** .....

***Homepage:*** .....

***Webmail:*** .....

# What is the London Grid for Learning?

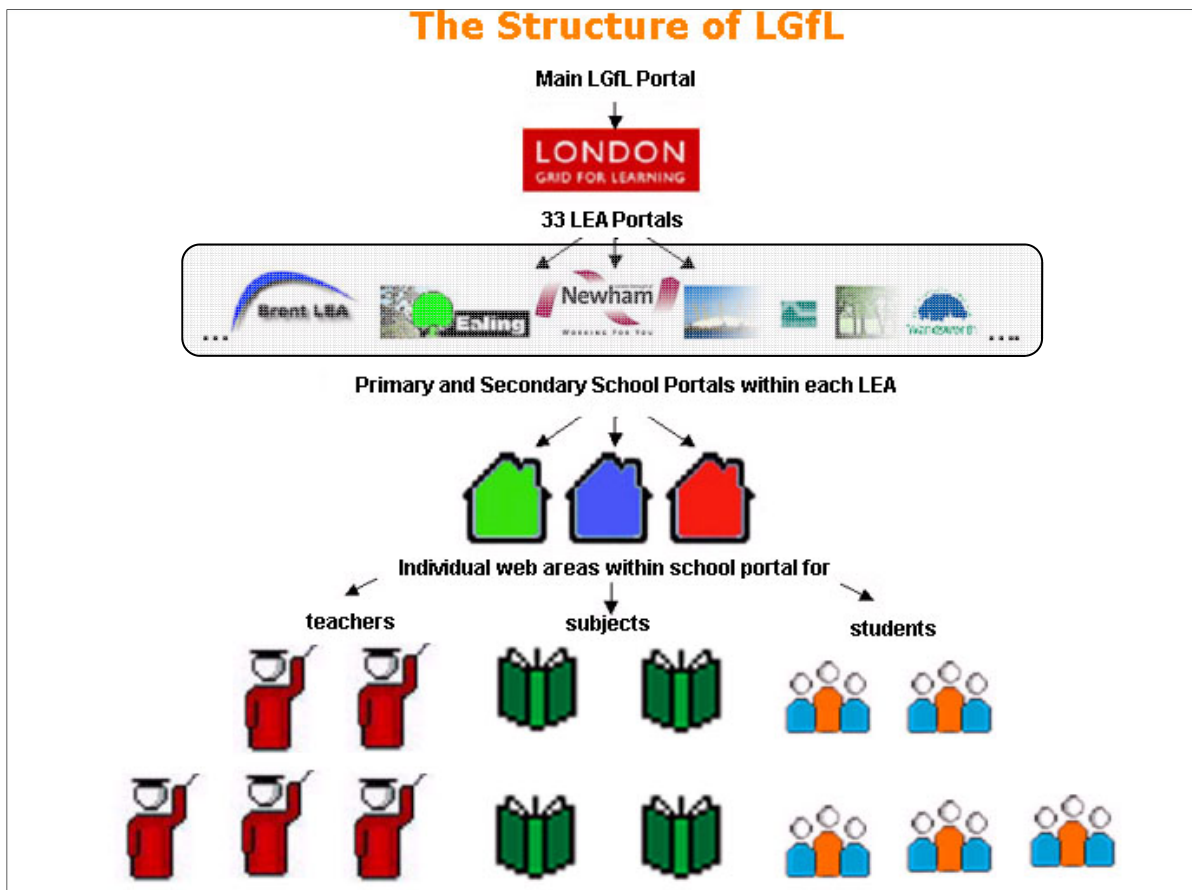
The London Grid for Learning (LGfL) is actually a consortium of 33 LEAs that purchased a learning platform for London from Digitalbrain. They also commission the broadband supply to London schools via Synetrix. (Formerly known as Equinox)



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.*

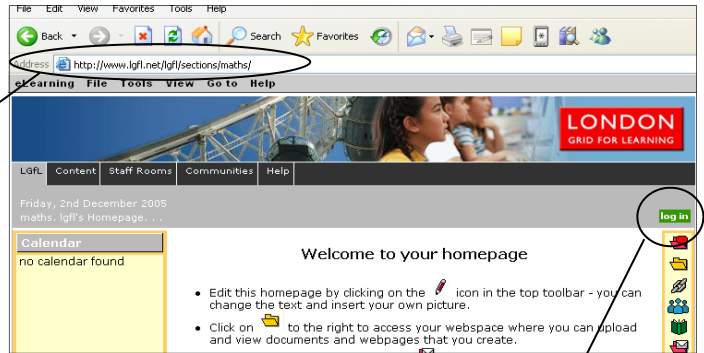
*Once you are logged in you can customise your own homepage, use your email and access your "digitalbrain". (100 megs of online drive space)*

1.) Run your web browser.

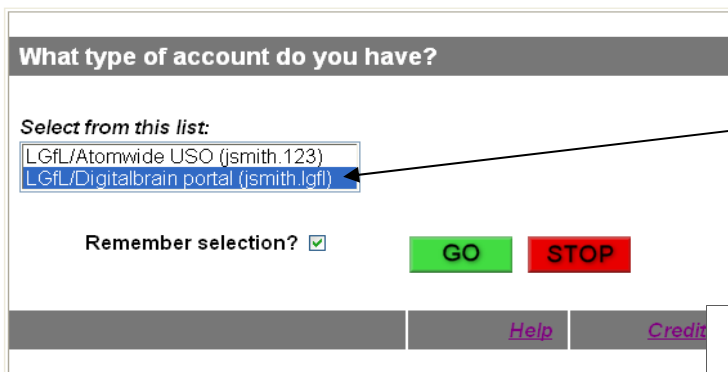
In the address bar, type in the URL for your **homepage** which comprises of your user name and the addition of **.net** at the end.

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.)*



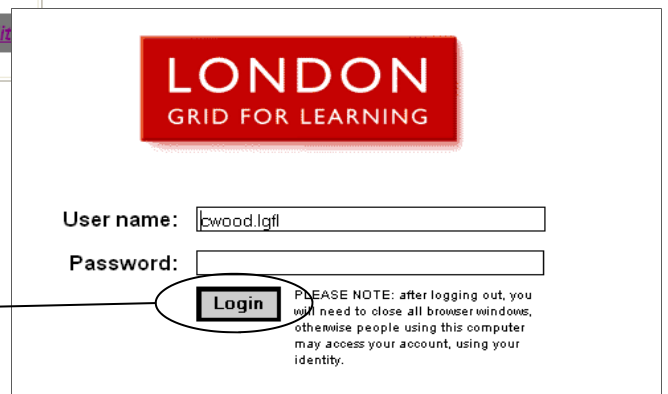
2.) To log in click on the green **log in** button.



Select the **digitalbrain** account option.

3.) You will be prompted to fill in your username and password. If you logged in from your homepage your user name will be already filled in for you.

Click **log in**.

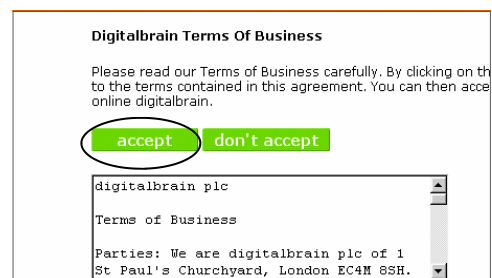


4.) This screen will appear if it is the first time anyone has activated the account.

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.**



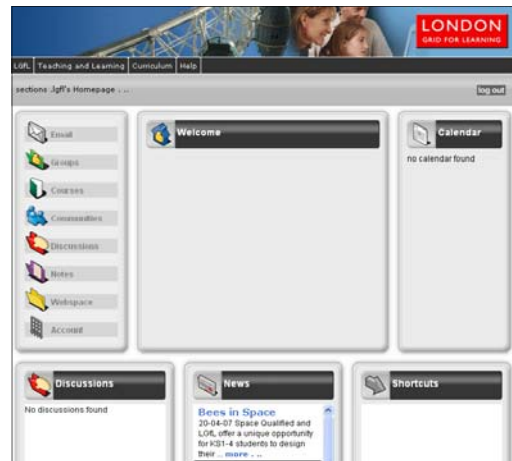
# Your Homepage

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

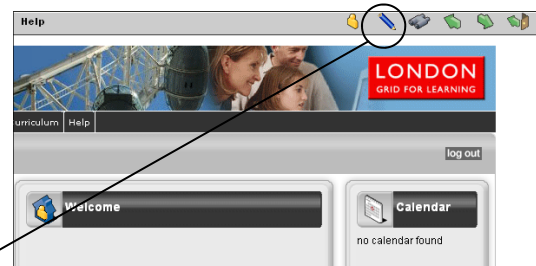
Upcoming appointments, latest discussion threads, news articles and your favourite links are all summarised here.

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

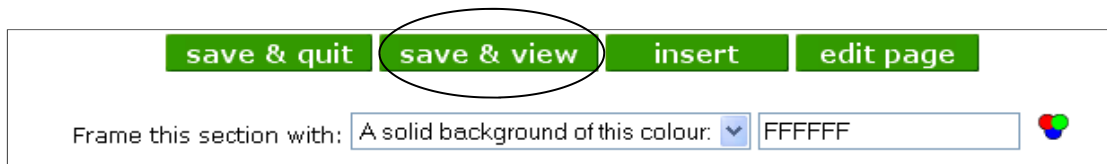
To create your personalised homepage, follow steps 2 and 3.



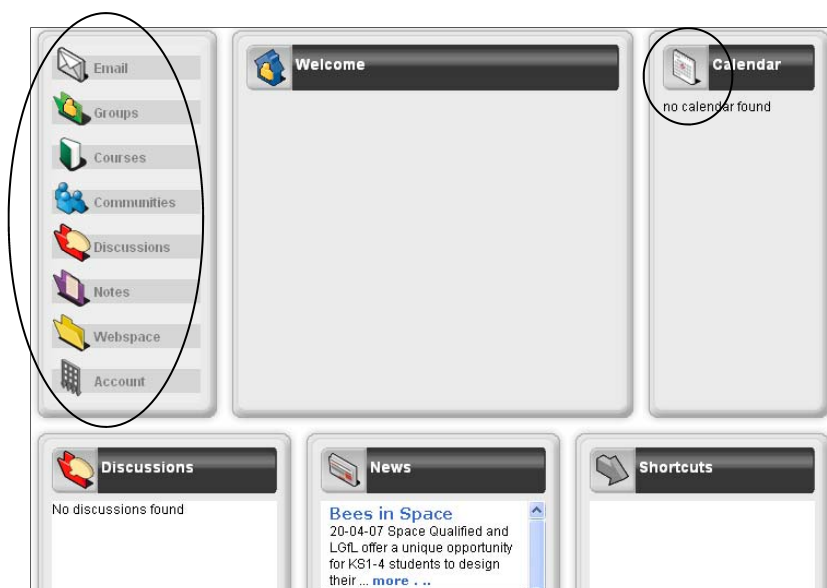
2.) Make sure you are at your homepage address and have logged in. Then click on the pencil icon to **edit** the page.



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**.



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



# 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.

Details Accounts Linking

firstname  \*

lastname  \*

nickname

email

gender  \*

age  \*

What would you like as your password?

password  (minimum 6 characters)

password again  (to double check)

MIS ID

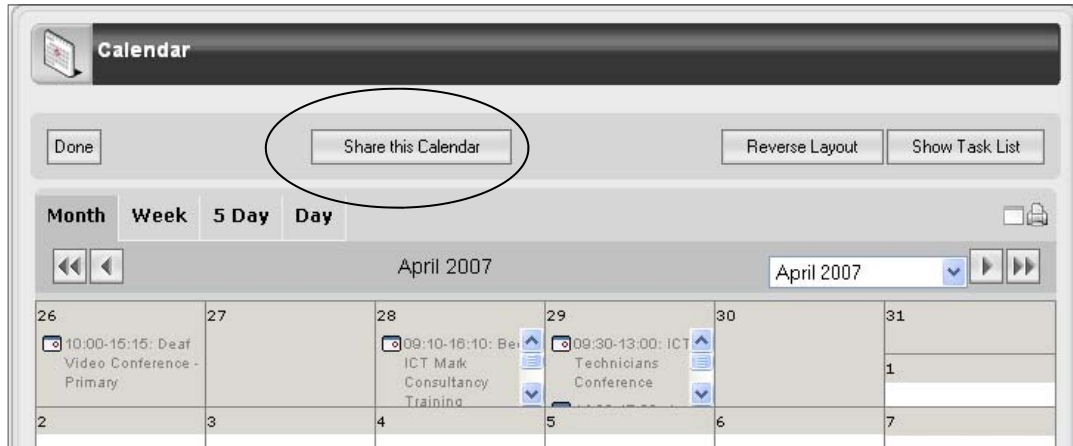
ok cancel

# Sharing Calendars

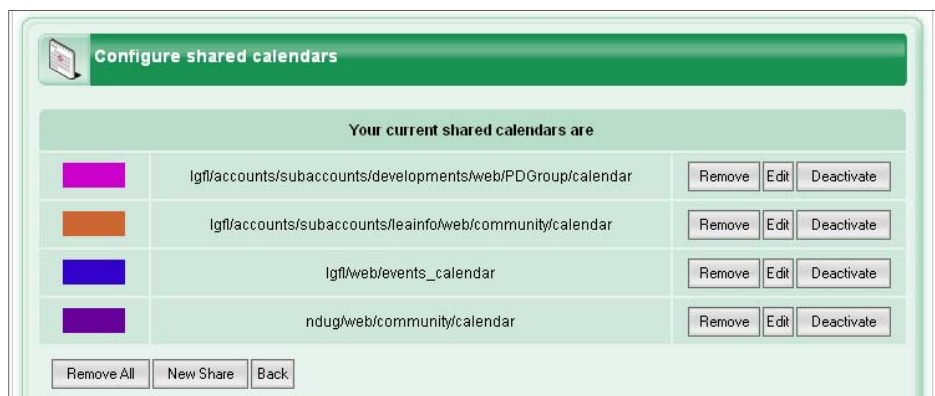
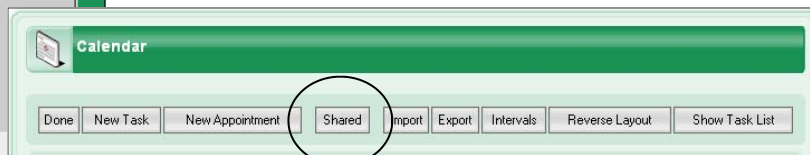
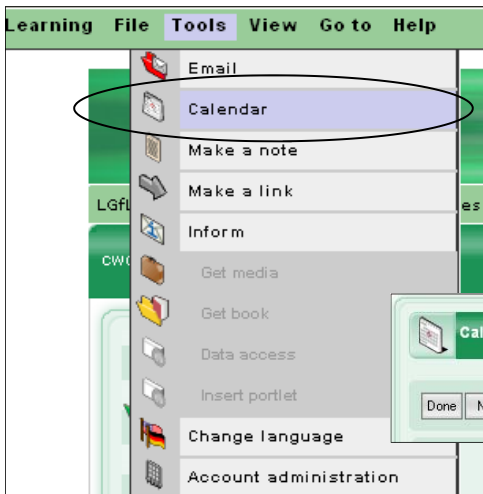
Sharing Calendars in LGfL is really useful. It means you can inherit events from a variety of communities and courses that you are interested in and the dates will appear in your own calendar on your front page summary for easy reference. To share a calendar:

1.) View any calendar which contains appointments you would like to inherit. (e.g. [www.events.lgfl.net](http://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.



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.







# 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)

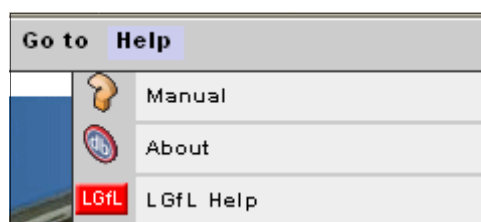


### Your online workspace

-  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.



### 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**.



Welcome, ☺ cwood.greenwich.lgfl. You are delegated to work on  
☺ guest.greenwich.lgfl's digitalbrain:

new edit view cut copy paste delete **upload** download inform url access browse tag

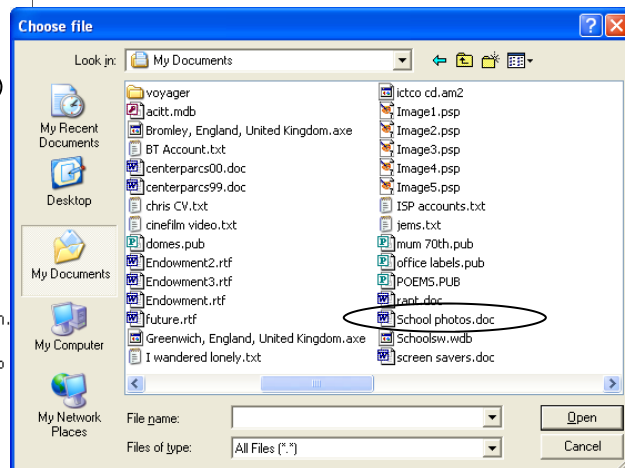
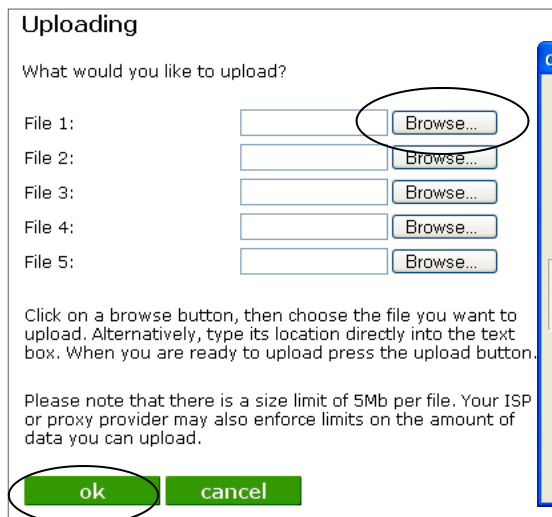
Folder : web  
select name

Tip: This folder is empty! Use the 'Upload' button or 'New' to start creating!

select name

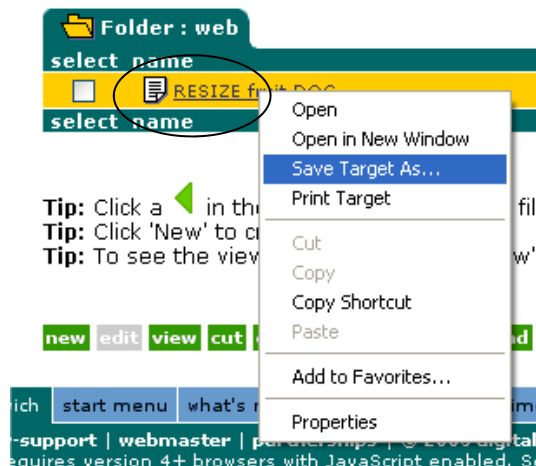
Tip: Click 'New' to create a new object

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)



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

new edit view cut copy paste delete



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

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

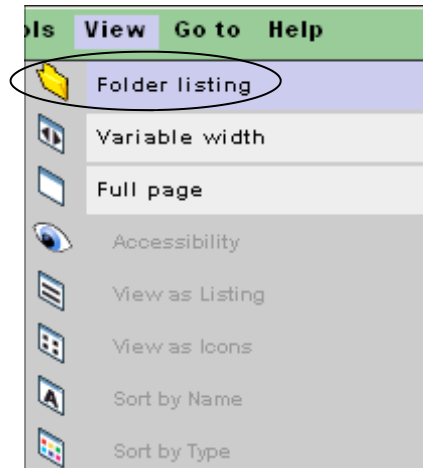
# Restricting Access

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 **View | Folder listing** from the toolbar.

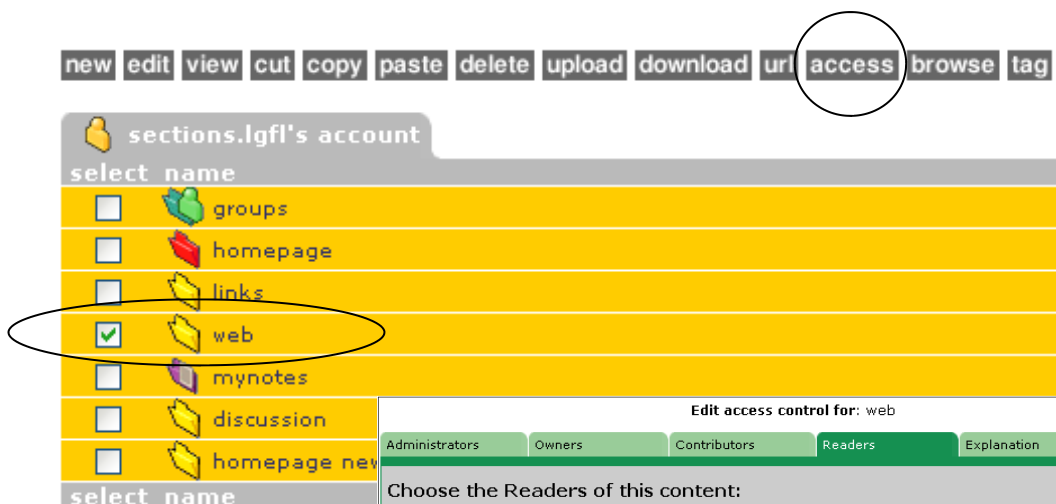
This will show you the folders and files in the root directory of your "digitalbrain".



2.) Select the folder you want to apply the restriction to with the checkbox.

(Your webspace is in the folder called "web".)

Then click the **access** button.



3.) Several tabs will appear, ignore the others and select the **Readers** tab.

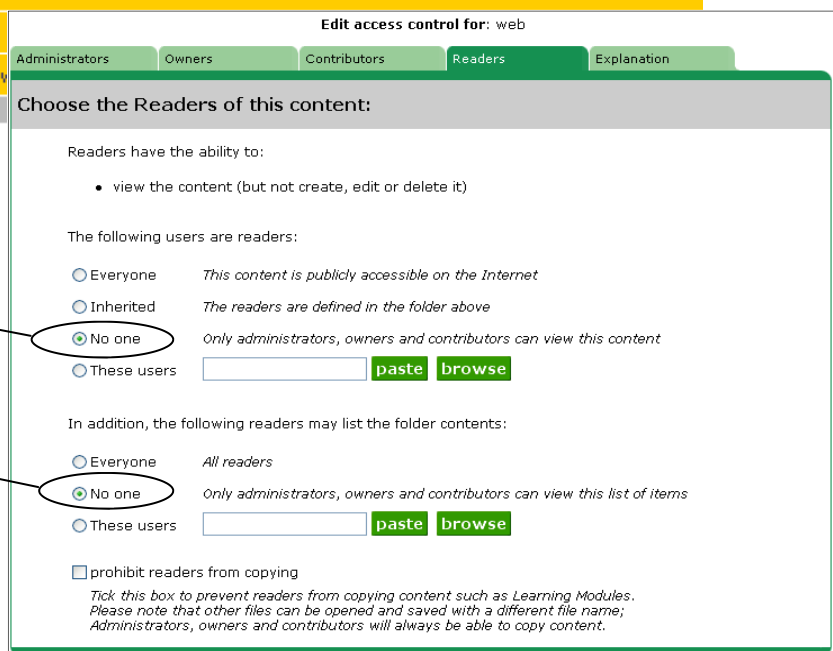
Under **Readers** select the "**No-one**" option.

You can also prevent others from even listing the contents in the option below.

Again, select "**No-one**".

Finally click **Done** at the bottom of the page.

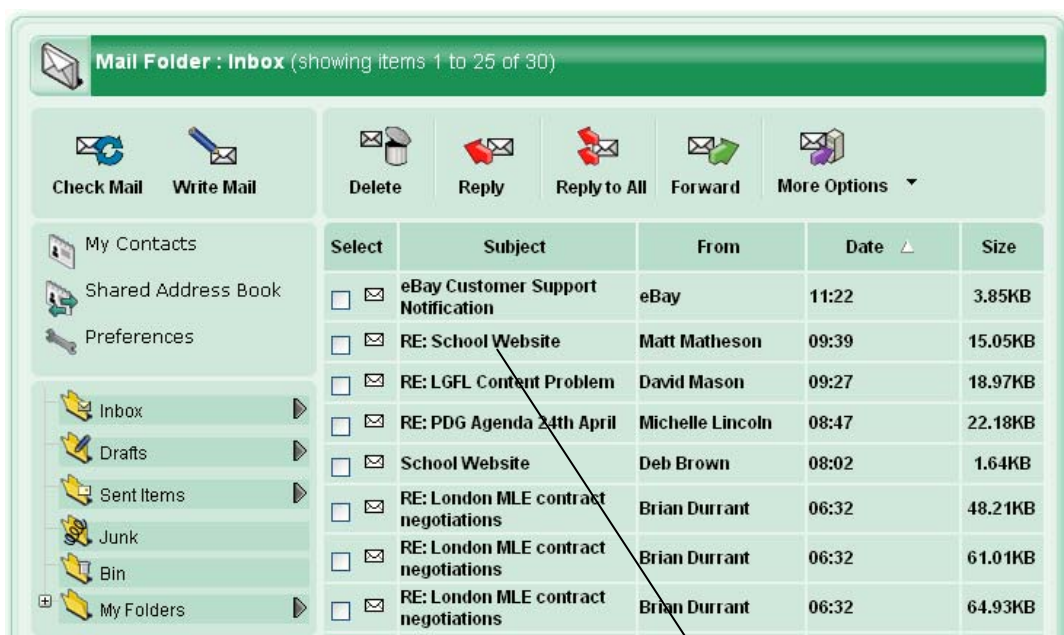
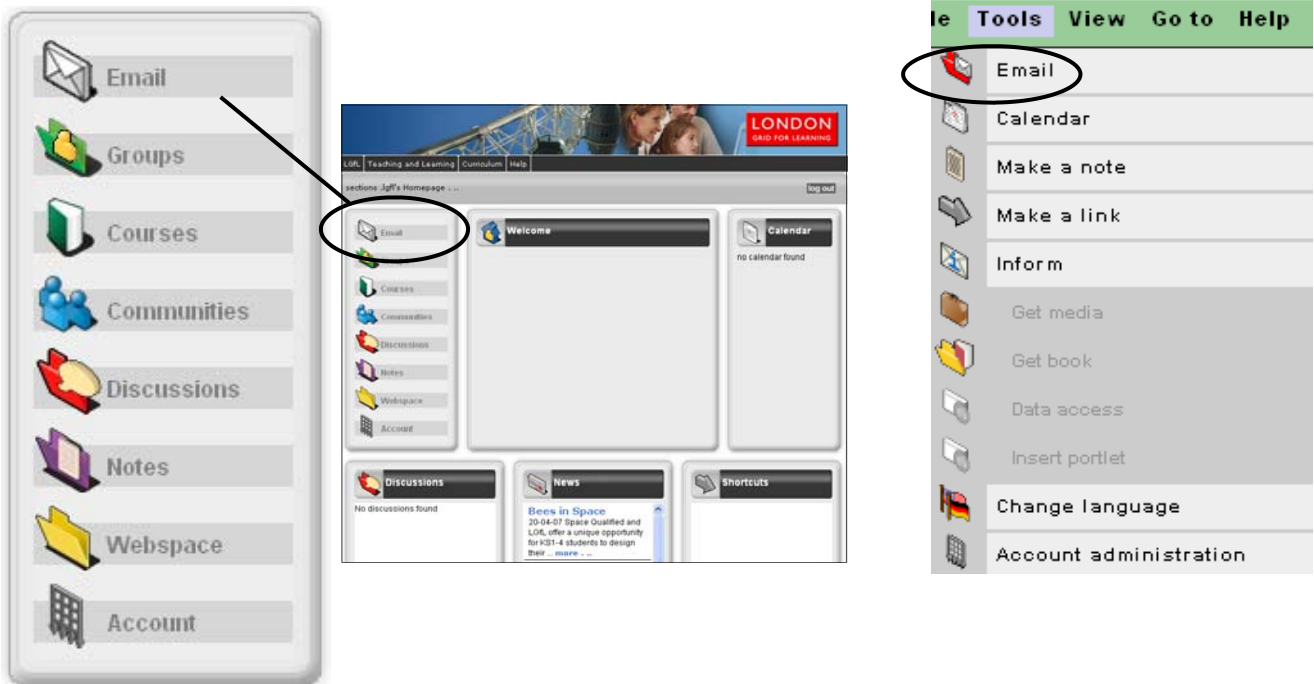
Now the only person who can enter that folder and see those files will be you when you are logged on.



# 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.



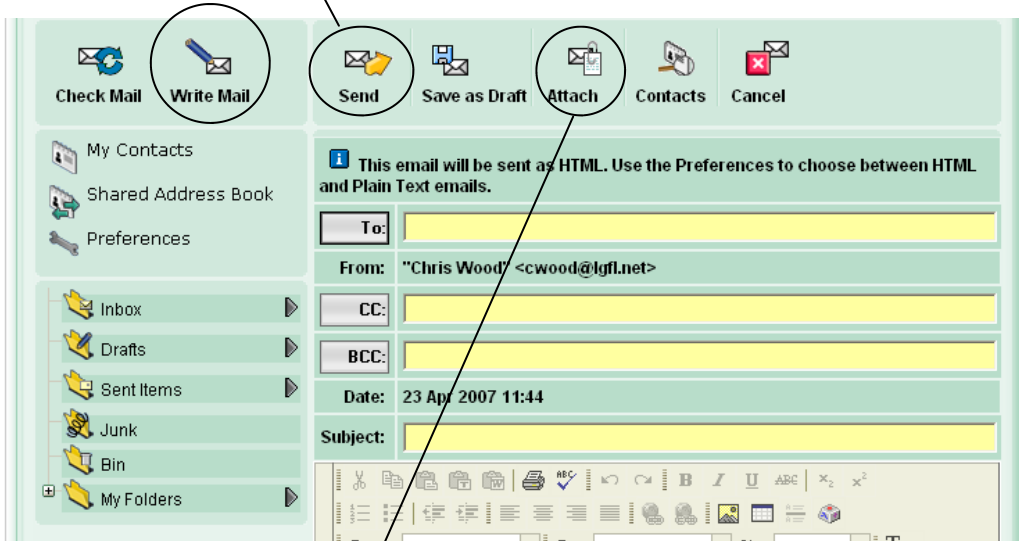
Clicking on the message itself will allow you to read it.

# 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.



To add an attachment click on the attachments icon

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.

<b>1. Click Browse to select the file, or type the path to the file into the box.</b>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Attach"/>
<b>2. Move the file to the Attachments box by clicking "Attach".</b> <b>Note: the system imposes a 5.0MB size limit on each upload and a 5.0MB maximum message size. Your ISP or proxy provider may also enforce limits on the amount of data you can upload.</b>	<div style="border: 1px solid gray; height: 100px;"></div>		<input type="button" value="Delete"/>
<b>Total Size:</b>	<b>0B</b>		

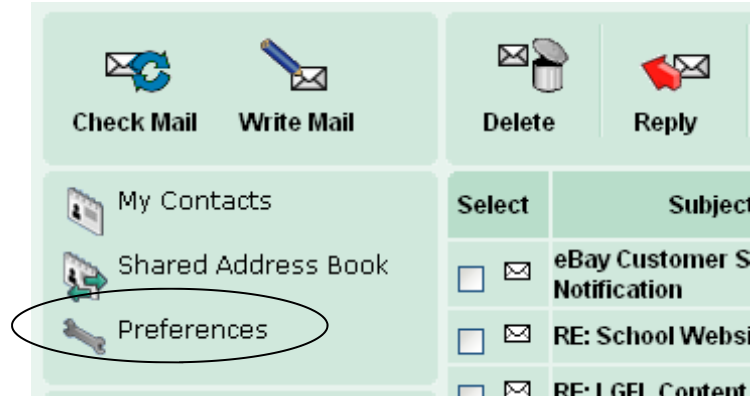
1 2 3

# Forwarding your email

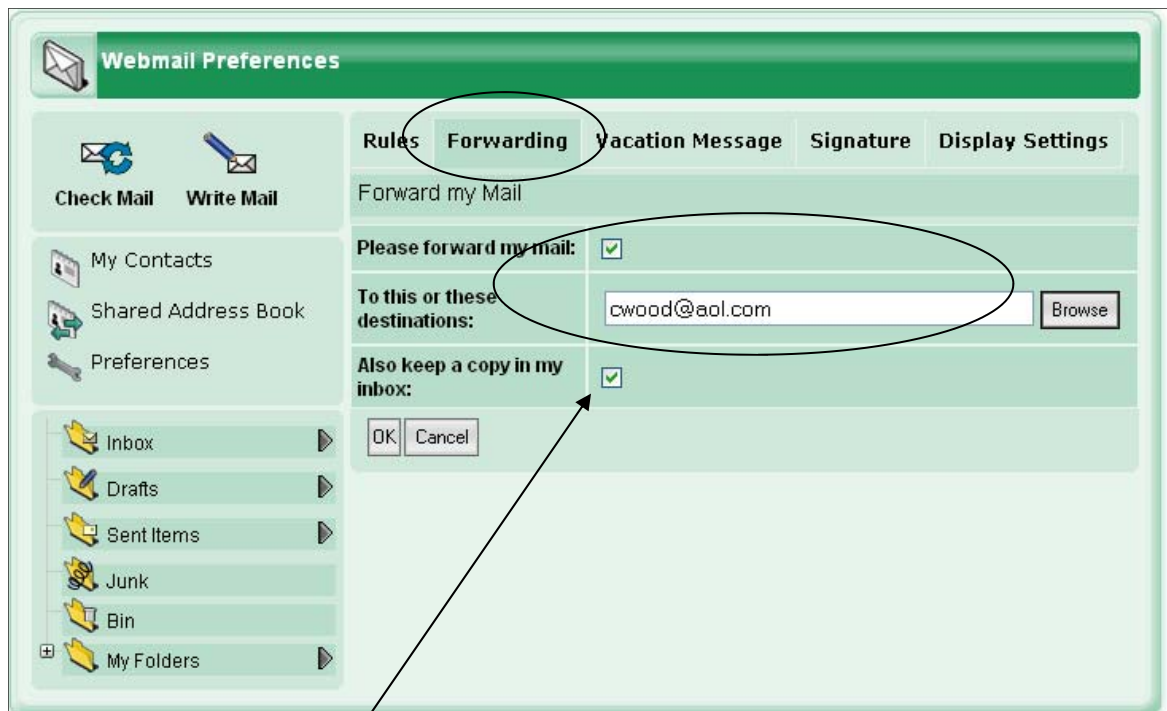
Although your email is obtainable from anywhere with an internet connection, you may wish to redirect your mail to another account that you retrieve at home. You can set your account to “bounce” its mail to any address you like.

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

Select your **Preferences** option



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



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.

The screenshot shows the 'E-mail Accounts' dialog box with the following fields and options:

- User Information:**
  - Your Name: Chris Wood
  - E-mail Address: chris.wood@greenwich.gov
- Server Information (circled):**
  - Incoming mail server (POP3): pop3.lgfl.net
  - Outgoing mail server (SMTP): smtp.lgfl.net
- Logon Information:**
  - User Name: cwood.greenwich.lgfl
  - Password: \*\*\*\*\*
  - Remember password
  - Log on using Secure Password Authentication (SPA)
- Test Settings:**
  - Test Account Settings ...
  - More Settings ...
- Navigation:**
  - < Back
  - Next >
  - 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 **[www.help.lgfl.net](http://www.help.lgfl.net)**