Islington Learning and Skills presents …

the Islington ACL Gateway

an online platform for everyday collaboration, learning, sharing and working.

COLLABORATE   **LEARN**   **SHARE**   **WORK**

Quick Start Guide
for Learners (Version 2)

About the ACL Gateway

The ACL Gateway aims to provide a one-stop shop solution for the everyday needs of learners, tutors and staff for collaboration, learning, sharing and working. It is available online and can be accessed anytime, anywhere and from any device with an internet connection. It will also prove a useful tool for prospective learners to learn more about the service, enrol on courses plus more.

How to find the ACL Gateway?

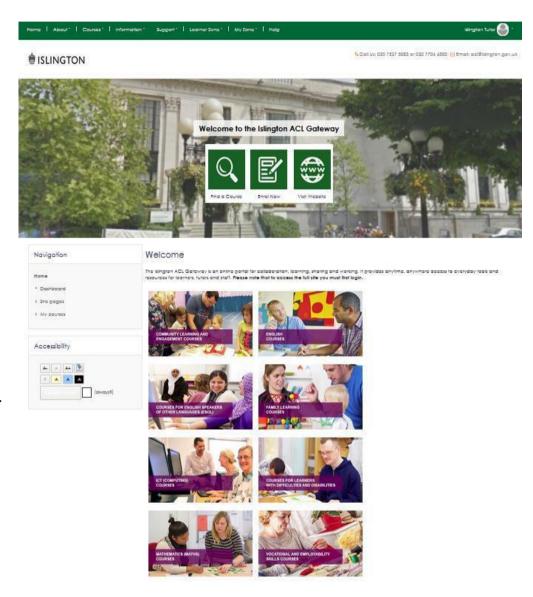To access the ACL Gateway, you must go to the following web address:

http://aclgateway.islington.gov.uk

This will take you to the Islington ACL Gateway where you can browse pages and information.

PLEASE NOTE:

To access the full functionality of the site you must login using a registered email address and/or telephone number.

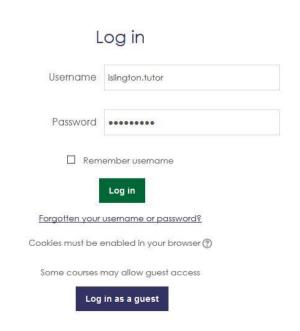If you have forgotten your password or it is your first time login, please **click here**.

Download the Moodle APP

If you own a mobile or tablet device, why not download the Moodle APP? Visit this site here: **https://download.moodle.org/mobile/**

Once downloaded, you must enter the URL: http://aclgateway.islington.gov.uk
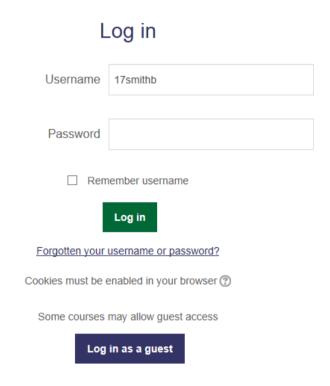
Then, sign in using your username and password.

How to Log in (Main Site)

You must log in to the ACL Gateway to access the full functionality of the site

1 / To log in to the ACL Gateway, select (Log in) which can be found in the top navigation header.

2 / This will open a login page where you must enter your username and password and select login (see below)

Your username and password are assigned automatically.

Learner Username format:

(Year)(Surname)(First Initial)   for example: 17SmithB

When you login for the first time, you will be asked to change your password to something different from the default password which is: Password#1

Username: As above

Password: Must be a minimum of 8 characters which include one special character and one numerical character

Remember Username: If ticked, this will remember you on the device.

Log in Button: Select Log in to access the site.

Forgotten U/N or P/W   Select this link if you have forgotten your username or password or it is your first time

Login as guest   login This will allow you to login as a learner

For all new staff members, a new user request must be completed.

Quick Tip! When you log in, look out for notifications such as:

3. Menus and Navigation

There are a number of menus and navigational tools throughout the ACL Gateway.

Top Navigation Menu

The Top Navigation menu is consistent throughout the site and is the main menu used to access all areas of the site.

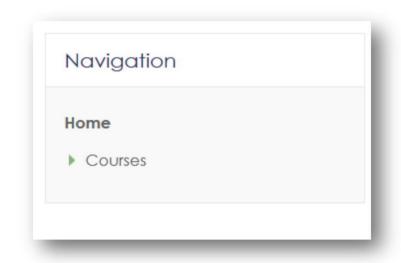## Slideshow Menu

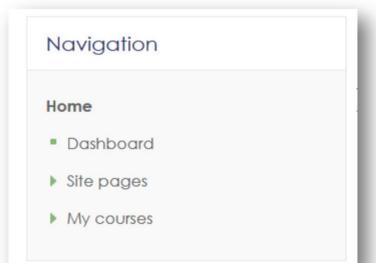The Slideshow menu provides links to find a course, enrol now and visit ACL website.

Page Navigation Menu

The Page Navigation Menu provides breadcrumb links to Dashboard, Site Pages and My Courses

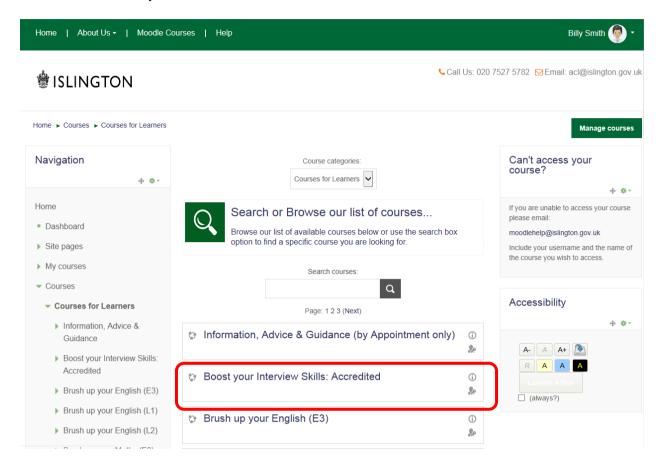Public   Logged in user
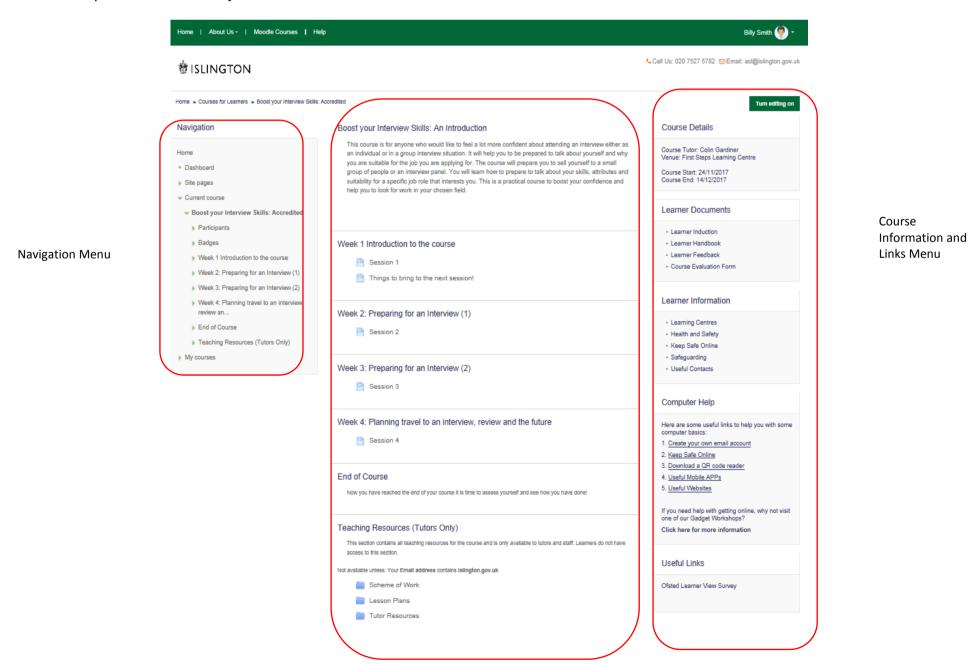
How to find your Course

To find your course on Moodle, you need to select Moodle Courses from the top navigation menu.
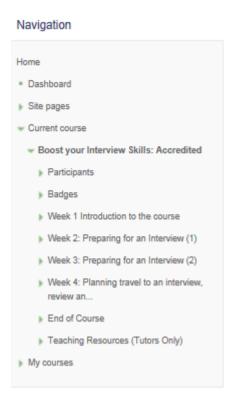

Select the course you wish to access from the list.

This will open the course for you to view.

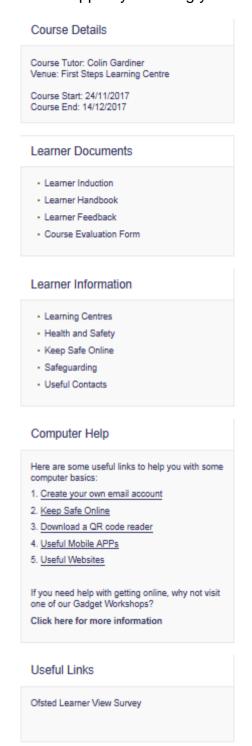Navigation Menu

Course Information and Links Menu

Course Content

Course Menu

The course menu allows you to navigate through the various sections/topics of the course.

Course Information and Links Menu

The menus below provide links to course information and useful links to support you during your course.

Footer Menu

The footer menu provides information about Islington ACL, useful links and contact details.

END