

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 Staff and Tutors

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.

The ACL Gateway is the main gateway through to all online systems and services which includes; the ACL Management System, an online system for managing courses, learners, enrolments and more. A training manual will be provided for the ACL Management system at workshops and training events.

The ACL Gateway will not be a complete product at this stage because there are several more developments we are working on which are planned for release in coming weeks. These updates will ensure we have a system we can be confident in before the start of the new academic year. Please refer to the Project Update document for more information.

We will formally launch and begin using the ACL Gateway from 5th September 2016. However, there will be opportunities over the coming weeks to test out the system prior to this.

Where to find the ACL Gateway?

The Islington ACL Gateway is available online from the Islington ACL website which can be found at:
<http://adultlearning.islington.gov.uk>

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

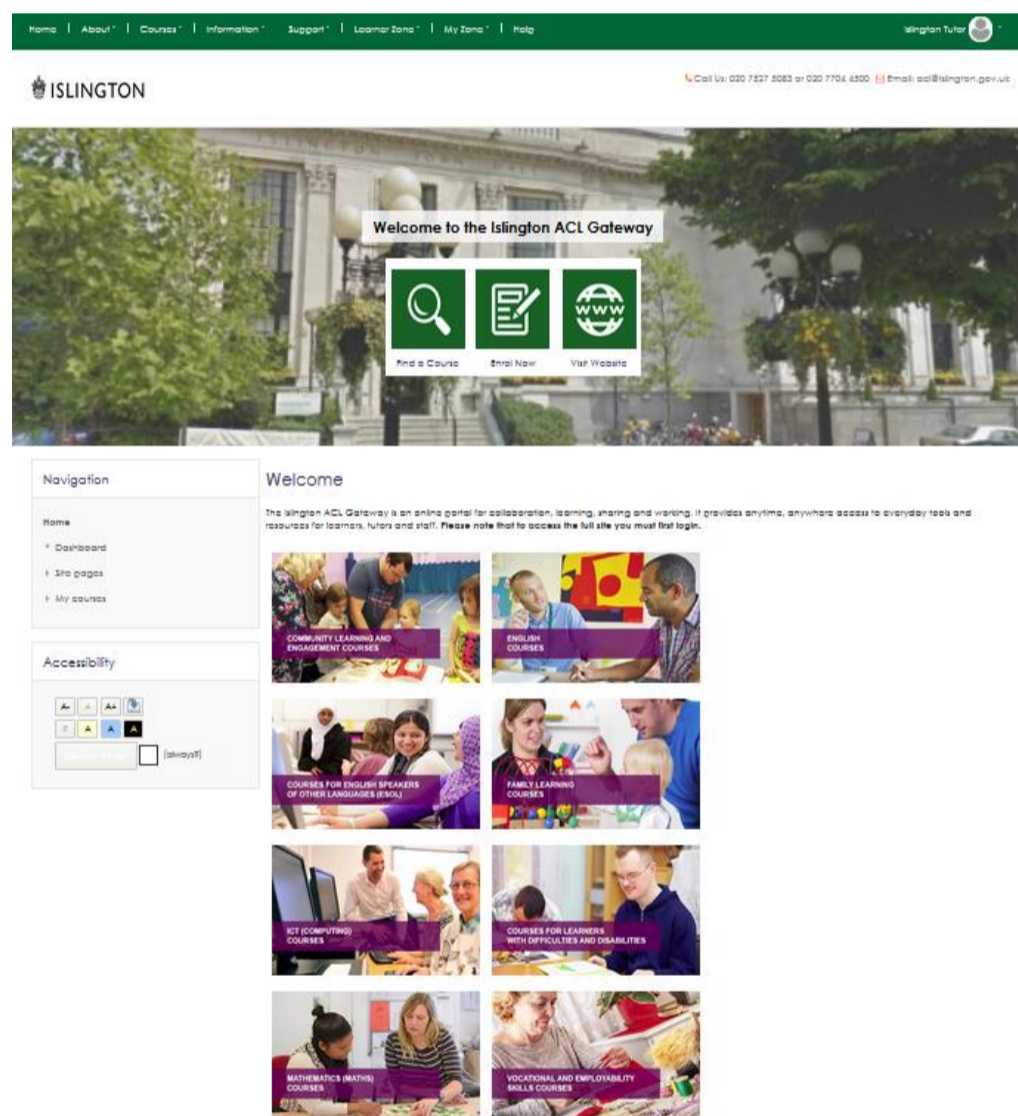
<http://aclgateway.islington.gov.uk>

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)

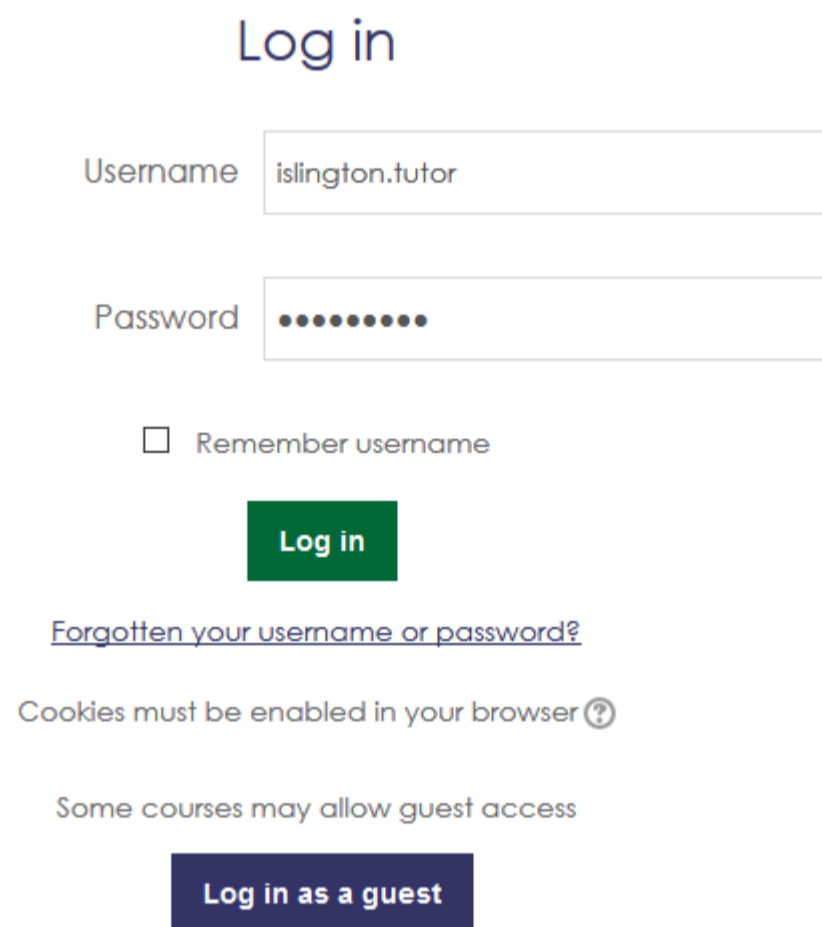
You must log in to the ACL Gateway to access the full functionality of the site

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



📞 Call Us: 020 7527 5083 or 020 7704 4500 ✉ Email: acl@islington.gov.uk

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

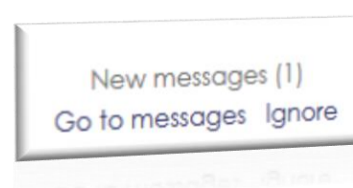
A login page with a white background. At the top, the text 'Log in' is centered in a blue font. Below it are two input fields: 'Username' containing 'islington.tutor' and 'Password' containing ten black dots. Under the password field is a checkbox labeled 'Remember username'. Below the checkbox is a green 'Log in' button. Under the button is a blue link: 'Forgotten your username or password?'. Below the link is a message: 'Cookies must be enabled in your browser' with a question mark icon. Below that is another message: 'Some courses may allow guest access'. At the bottom is a dark blue 'Log in as a guest' button.

Your username and password are assigned automatically.

- Username: Your username is firstname.surname or email address
- 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
- Login as guest: 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:

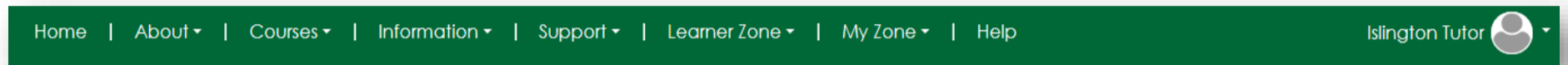


3. Menus and Navigation

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

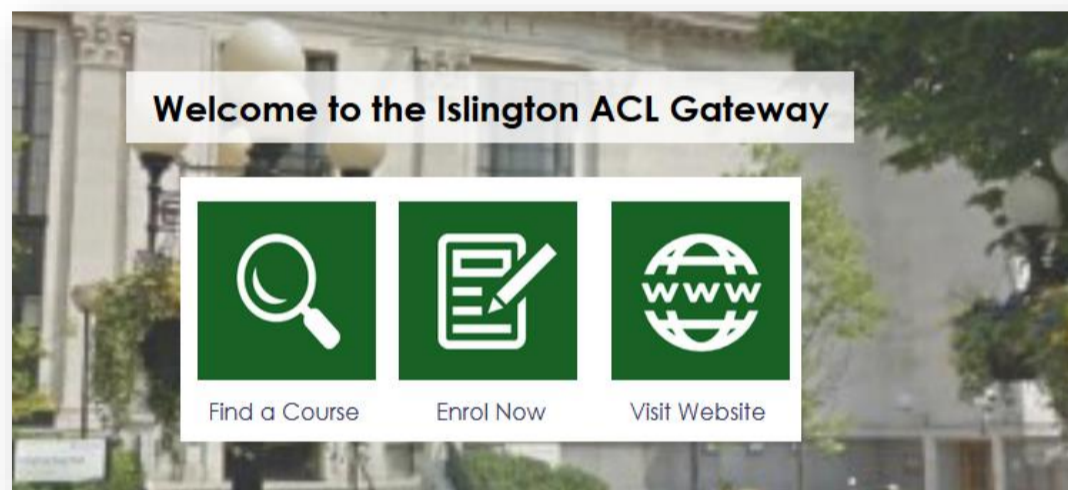
Top Navigation Menu

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



Slideshow Menu

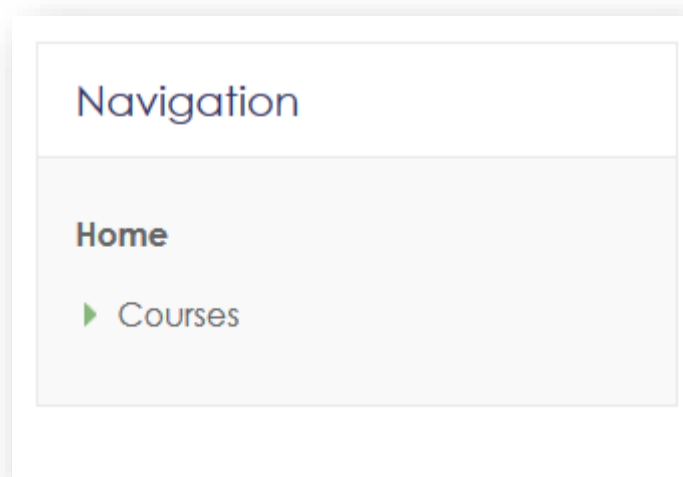
The Slideshow menu provides links to find a course, enrol now and visit ACL website.



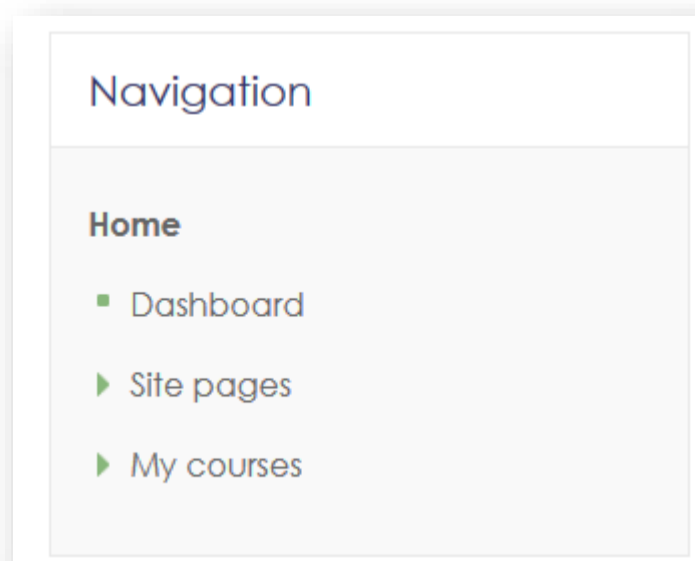
Page Navigation Menu

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

Public




Logged in user



Footer Menu

The footer menu provides information about Islington ACL, useful links and contact details. Useful Links for Staff provide links to other areas of the ACL Gateway including the ACL Management System.



Islington ACL Gateway - the online platform for everyday collaboration, learning and sharing.

Every year Islington Council offers many free adult and community learning courses in our welcoming community venues to help unemployed and low waged residents develop their skills and confidence.

Useful links

- [Islington ACL Website](#)
- [Islington Council Website](#)
- [Islington Directories](#)
- [Islington Links for Living](#)
- [Feedback](#)


Useful Links for Staff

- [Islington ACL Staff Zone](#)
- [Islington ACL Management System](#)
- [Islington ACL Gateway Help Centre](#)

Contact us

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Learning Skills & Employment
Chief Executive's Department
London Borough of Islington
Room G13, Town Hall
London N1 2UD
☎ Phone: 020 7527 5083 or 020 7704 4500
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