

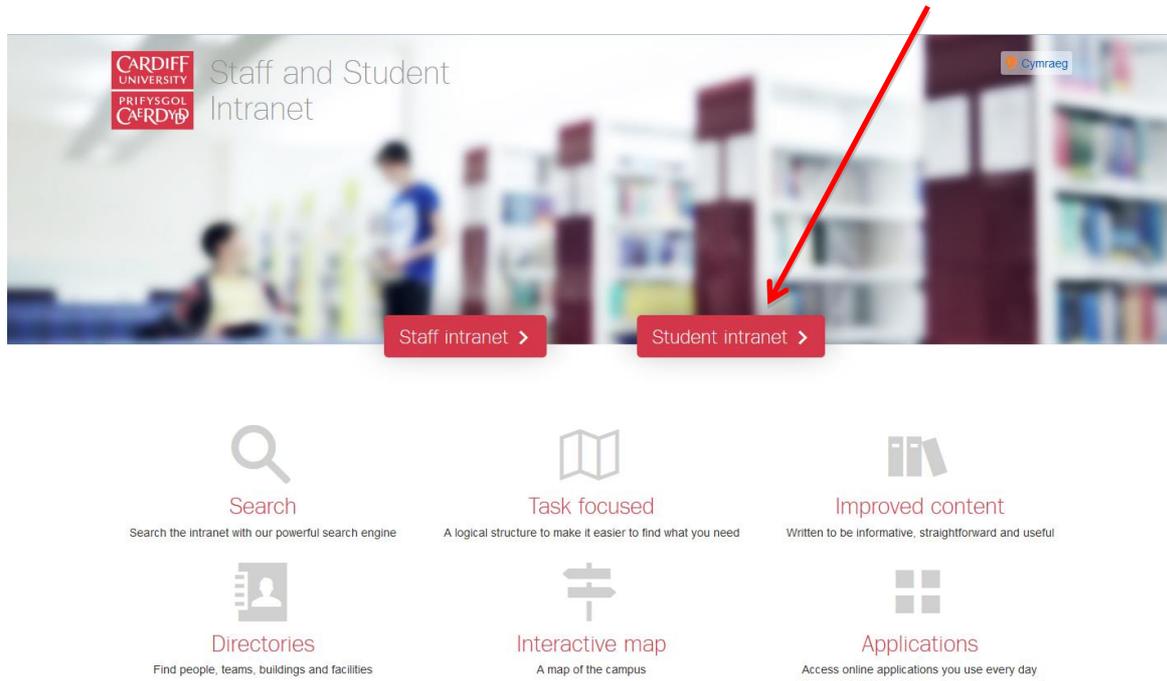
Continuing & Professional Education Accessing Email and Learning Central

Student Intranet

What is the Student Intranet?

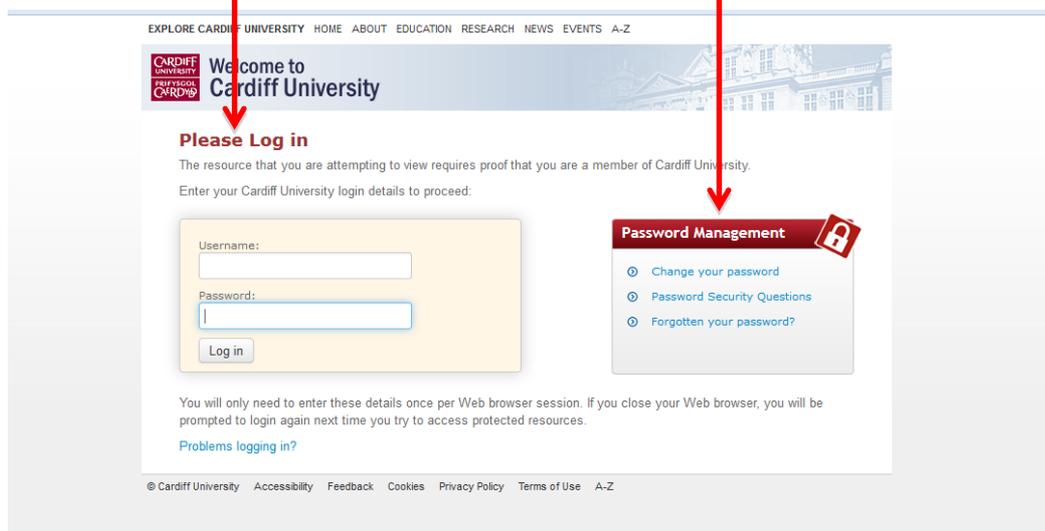
The Intranet provides links to the most useful services and resources for students doing courses at Cardiff University. It allows you to access your university email and Learning Central amongst other things.

In your browser, go to <https://intranet.cardiff.ac.uk/> and click on 'Student Intranet'.



On the next page, login with your university username and password.

You can also change your password and password security questions on this page.



On the Intranet home page, you can access an assortment of services and resources. You can start exploring these by clicking on one of the icons at the top right of the page.

The screenshot shows the top navigation bar of the Intranet. On the left is a search bar with the text 'Search the intranet' and a search icon. To the right of the search bar are six icons: an envelope for 'Email', a graduation cap for 'Learning Central', a person icon for 'Directories', an open book for 'Libraries', a grid of squares for 'Applications', and a location pin for 'Map'. A red arrow points down from the text above to the 'Email' icon.

The main content area is divided into several sections:

- Your study:** Libraries, study skills, module information, key dates, exams and assessments, study spaces, graduation, raising a concern, changes to your study.
- Support and services:** Money, careers and employability, Welsh language services, accommodation, postgraduate support, printing and IT, international students, health and wellbeing, chaplaincy.
- Campus life:** Organisations, clubs and societies, sports and fitness, feedback and surveys, lost ID cards, day care.
- JOIN THE REGISTER:** A green banner with white text.
- Student news:** A red icon followed by the text 'Student news'.
- Could you be a lifesaving stem cell donor?:** A blue link with a date of 2 March 2016.
- Sustainability week:** A blue link with a date of 7 March 2016.
- New drop-in drugs and alcohol support service:** A blue link with a date of 7 March 2016.
- Events:** A blue link followed by a list of events:
 - Postgraduate Information Fair:** 3 March 2016, 11:00-14:00, Students' Union.
 - Love Food Hate Waste workshop:** 10 March 2016, 12:00-14:00, Law Building.
 - Love Your Clothes Workshop:** 10 March 2016, 12:00-13:00, Main Building.
- Featured:** A star icon followed by the text 'Featured'.
- Intranet videos:** A blue link with the text 'These handy videos are designed to help familiarise you with the intranet.'

A red arrow points up from the text below to the 'Intranet videos' link.

There are also a number of useful tutorial videos designed to help familiarise you with the Intranet.

Accessing your Email account

On the Intranet home page (see above screenshot), click on the Email icon at the top right of the page. This will open up your Office 365 email account.

Office 365 is the email service for students at Cardiff University. Throughout the module and your time studying with Cardiff, you will receive emails from your tutors or from your fellow learners or from the university. These will be delivered to your university email account.



Therefore, you need to check your university email regularly.

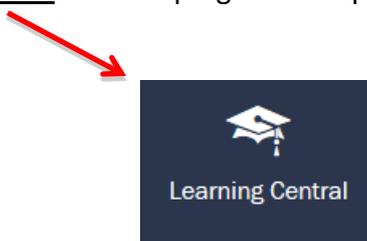
Learning Central

What is Learning Central?

Learning Central is Cardiff University's Virtual Learning Environment (VLE). This is a web-based application that supports online learning and teaching. It provides an integrated environment to enable learning, with a secure space for each separate module. Each module space can include features such as announcements to the module group, learning resources and materials, links to library resources, and group online communication tools.

How do I access Learning Central?

On the Intranet Homepage (see screenshot at the top of the previous page), click on the Learning Central icon at the top right of the page. This will take you to your Learning Central home page.



What is my Learning Central Home Page?

When you access Learning Central, you will see your home page. On this page, you can quickly see any 'Announcements' for your module(s) and access your module(s) under 'My Modules'.

How do I open my Learning Central module?

All the modules you are enrolled for in the university are listed in the 'My Modules' section on the right-hand side of the home page. Simply select the link for your required module from that list of 'My Modules'. This will open the chosen module.

