



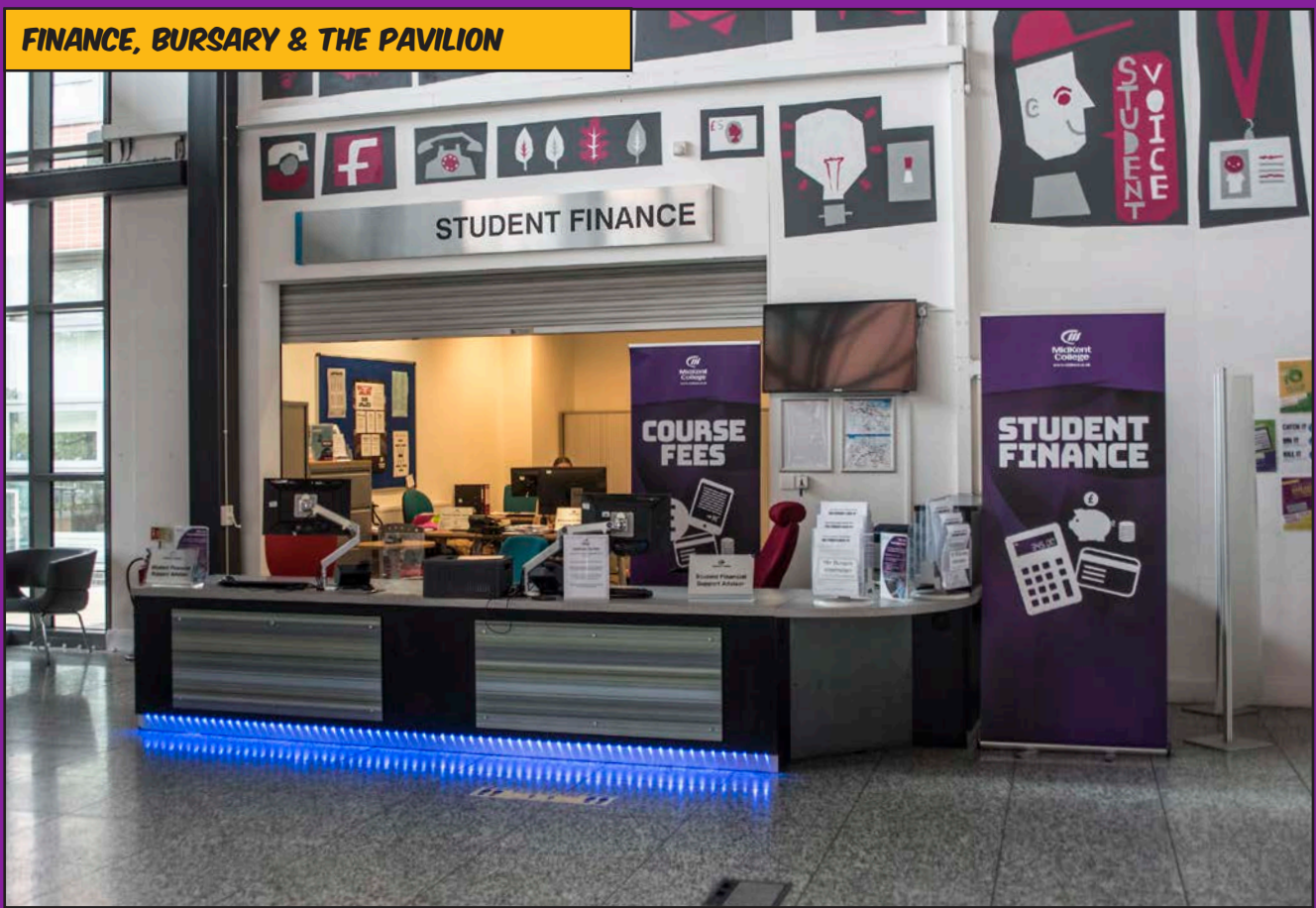
# **THE STUDENT'S GUIDE TO THE MEDWAY CAMPUS**



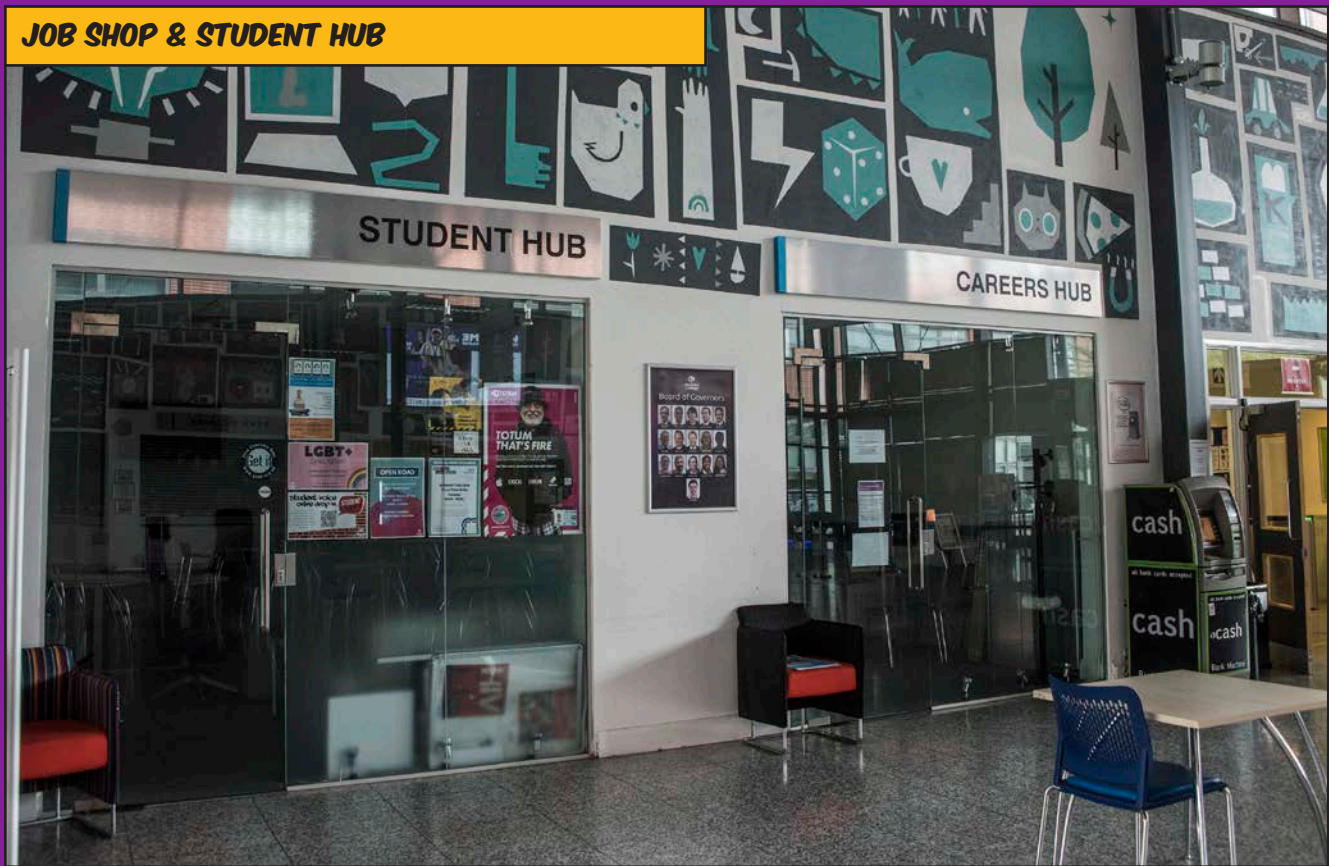
**MidKent  
College**



# KEY AREAS OF THE MEDWAY CAMPUS



# KEY AREAS OF THE MEDWAY CAMPUS



Student Hub-  
Student Engagement Officers

Cash Machine





# KEY AREAS OF THE MEDWAY CAMPUS



REFECTORY

Head towards central block before the barriers on the right hand side you will find the refectory.



BEAN MACHINE

This can be found in the Pavilion.



MCLEODS & PURE

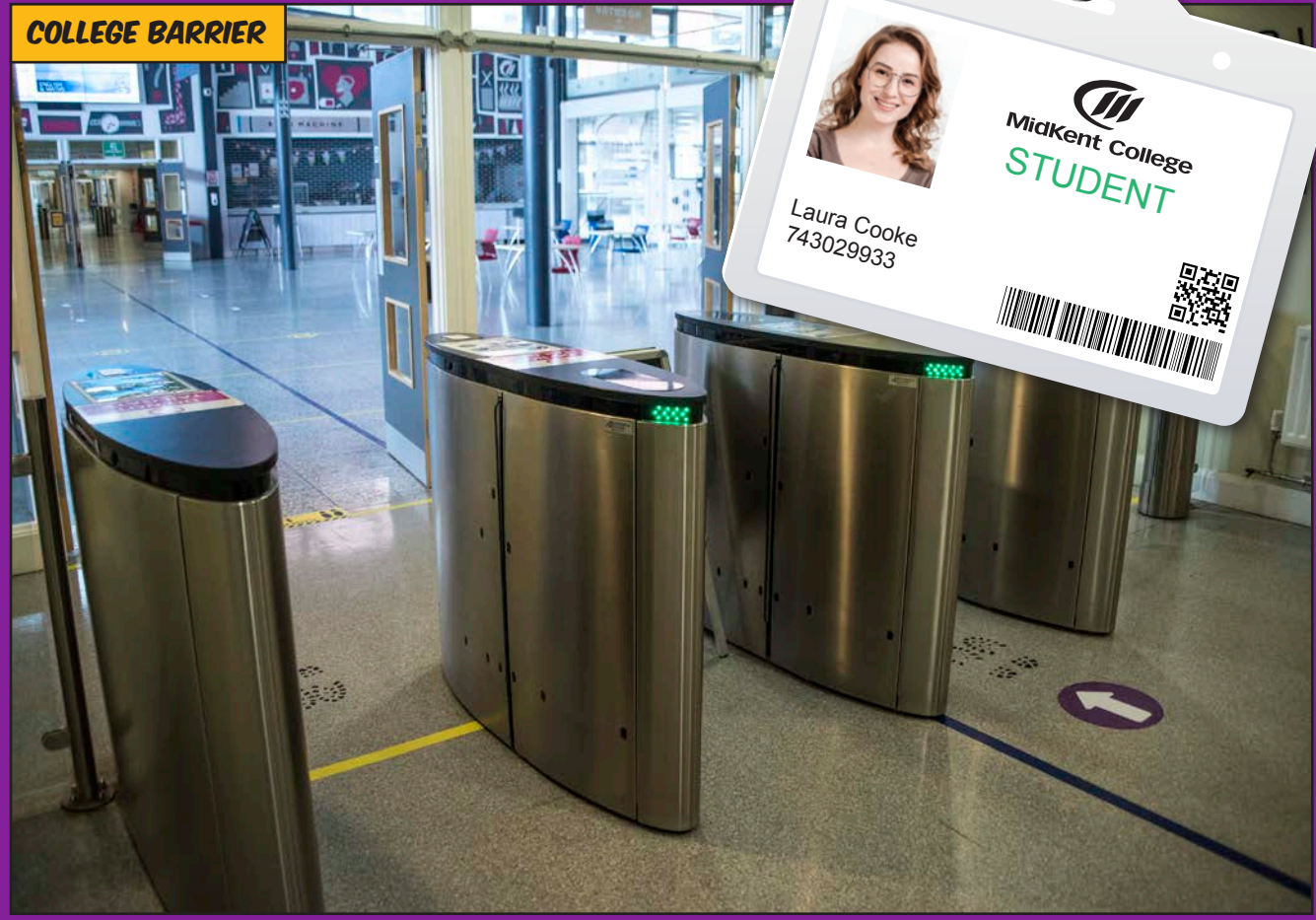
Hair and beauty appointments available. Just pop in and ask.

Book a meal in our restaurant. Students complete work experience in here also.



# WHAT WILL MY ID BADGE LOOK LIKE?

HOW DO I USE THIS TO GET INTO COLLEGE?



COLLEGE BARRIER

PLACE YOUR ID BADGE ON THE WHITE AREA FOR THE BARRIERS TO OPEN





# HOW DO I READ MY TIMETABLE

[illegible]

**14:45 - 16:15 000114690**

## Dip Creative Techniques L2 Award

**C2-05 (40)**

## Holland A (40)

## The time of the lesson

## The course name or lesson title

*The location and room:*

**C= Centre Block    2= Level 2    05= room number**

**Tutors name**

## OTHER AREAS OF THE COLLEGE

**C4+ 11**

**C** = Centre  
**4** = Level 4  
**11** = Room number

## EG 03

**E = East block**  
**G = Ground**  
**03 = Room**

W1 25

**W = West**  
**1 = Level 1**  
**25 = Room number**

**E2 05**

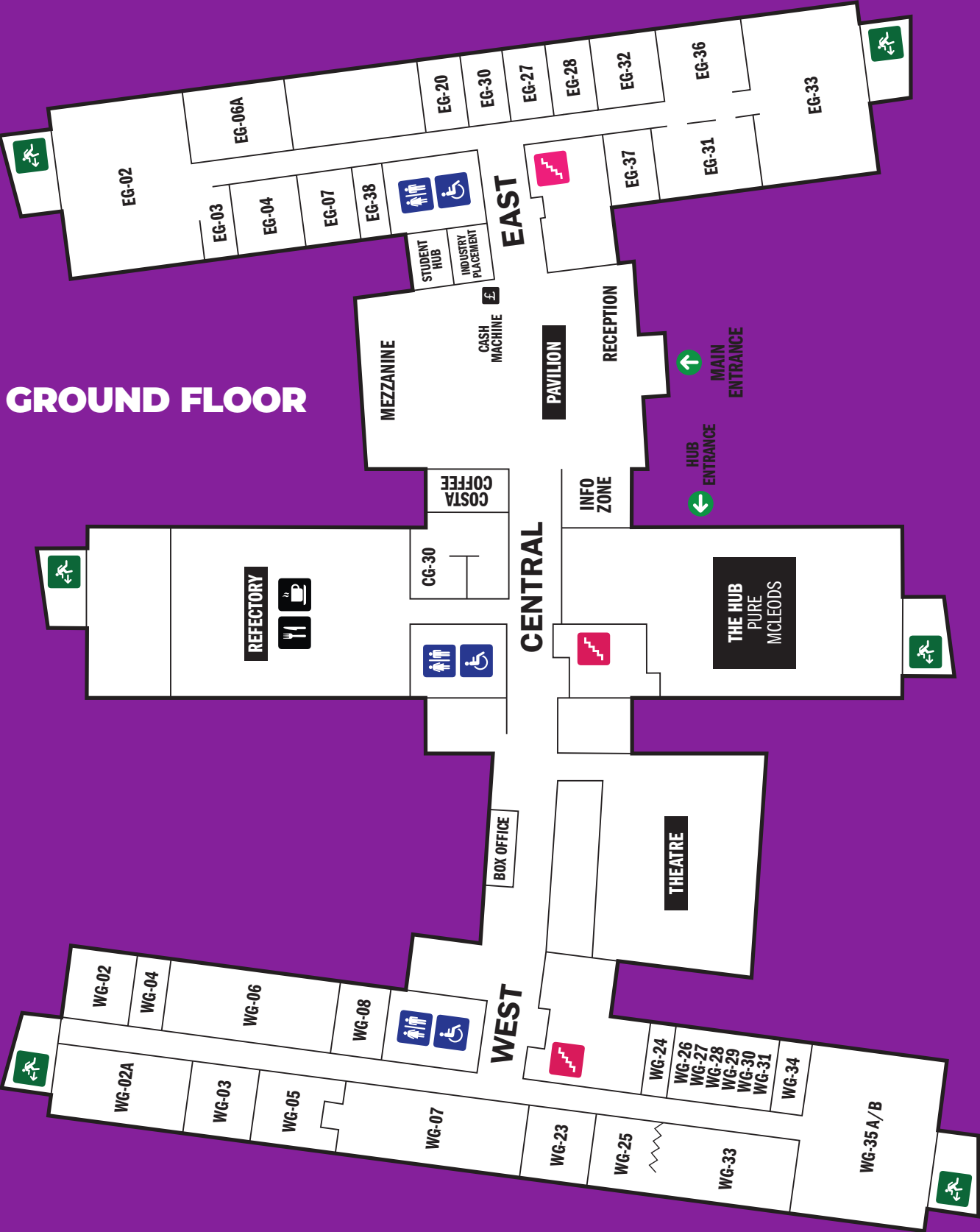
**E = East block**  
**2 = Level 2**  
**05 = Room**



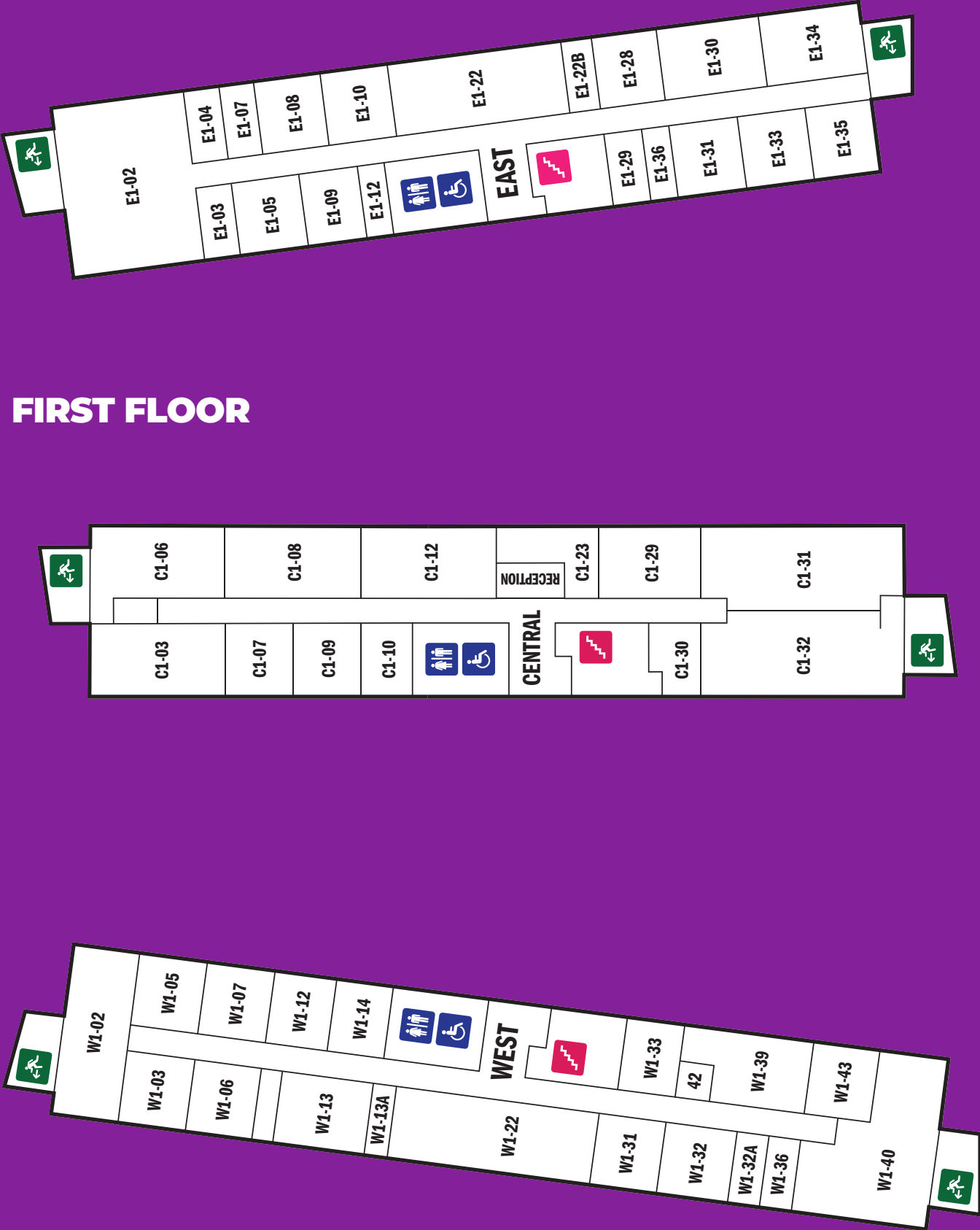


# MEDWAY CAMPUS SITE PLAN

## GROUND FLOOR

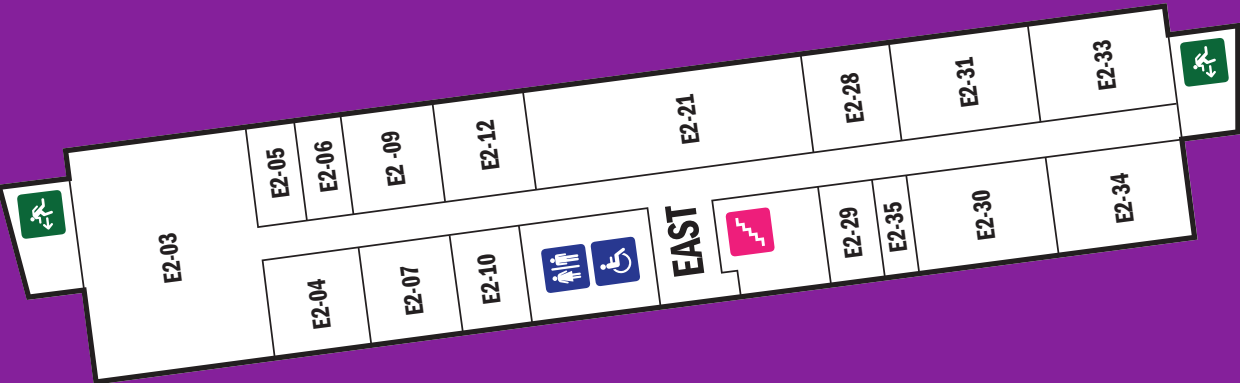


## FIRST FLOOR

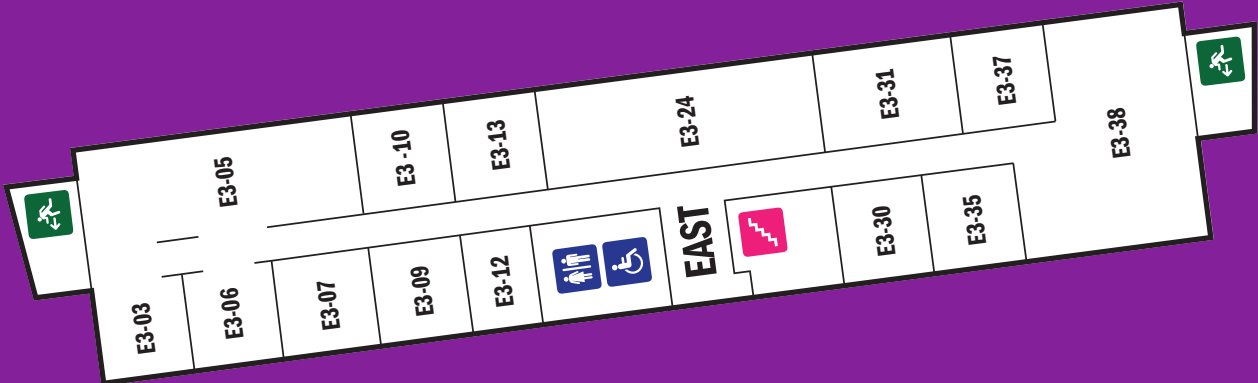
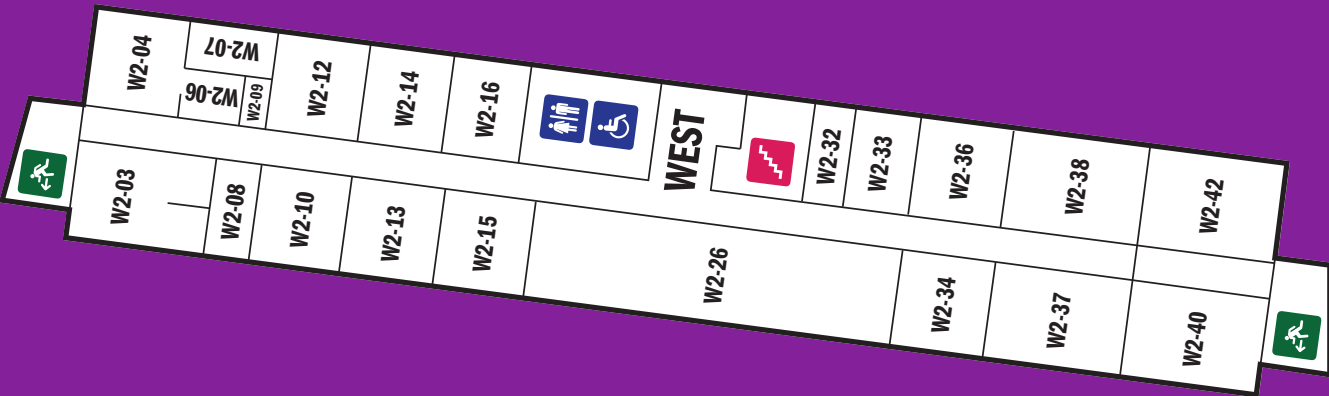
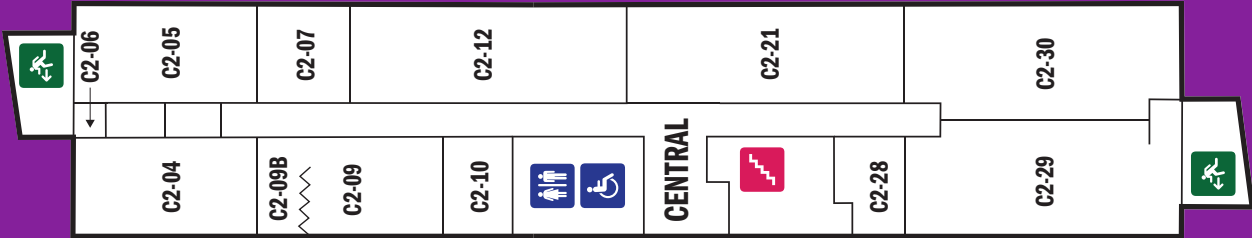




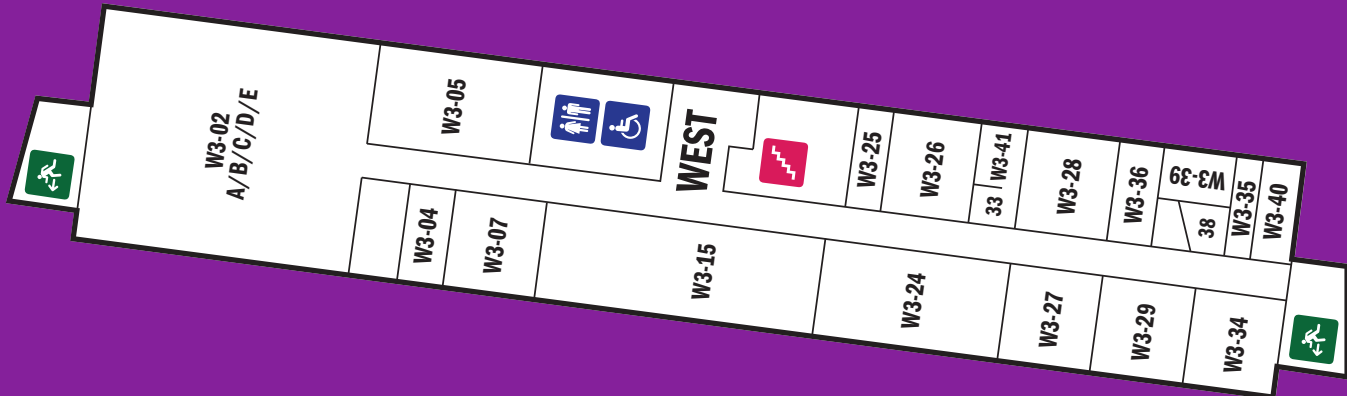
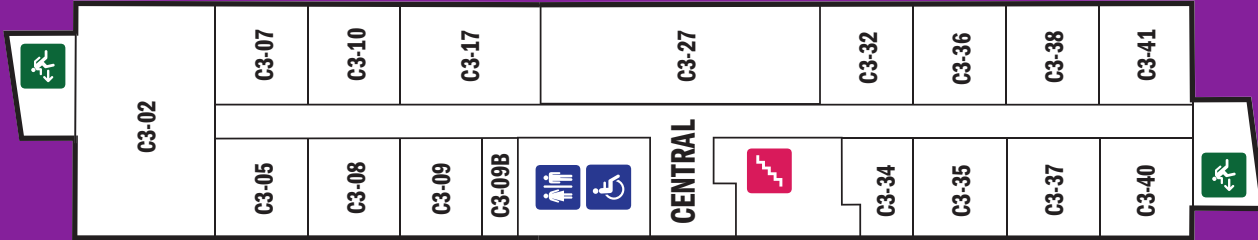
# MEDWAY CAMPUS SITE PLAN



## SECOND FLOOR

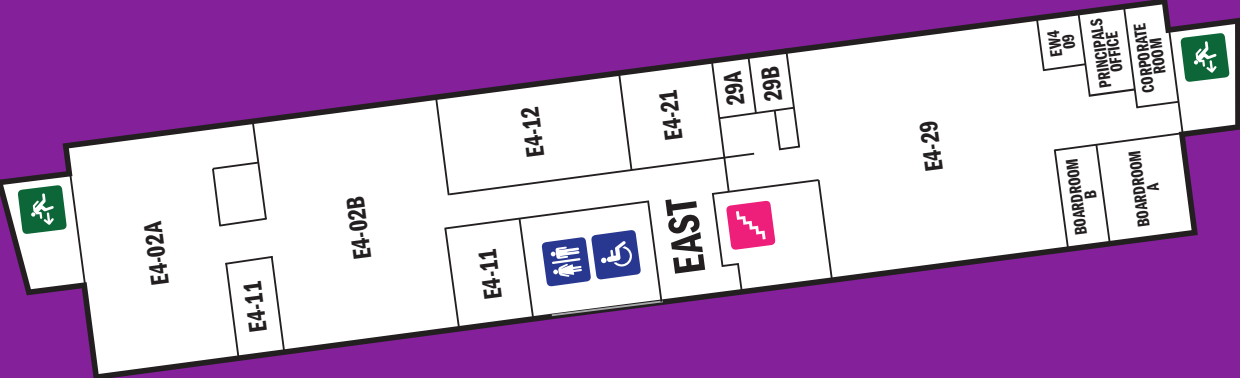


## THIRD FLOOR

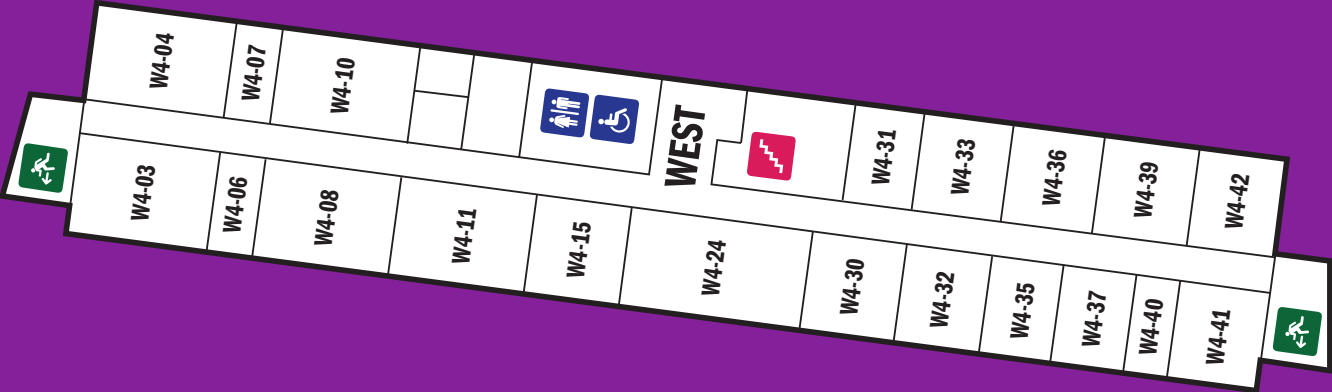
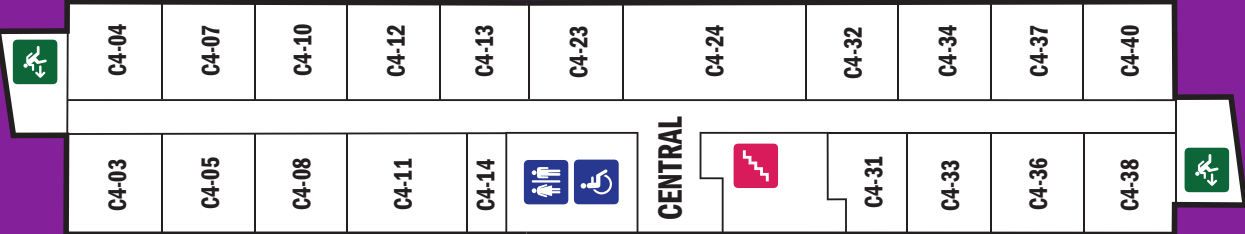




# MEDWAY CAMPUS SITE PLAN



## FOURTH FLOOR





# WHAT DO I DO IF THE TUTOR DOES NOT COME TO MY CLASS?

1. Check your timetable is still current, you can do this at the student's information screen there are 3 at Medway. One, is on the ground floor East block by the printer, two, is just going through to Centre block also ground floor. Three, Centre block L3.
2. If a tutor has not arrived you must ask a member of curriculum or support to help you. Or you can knock on the staff room door. Or ask someone with a walkie-talkie.

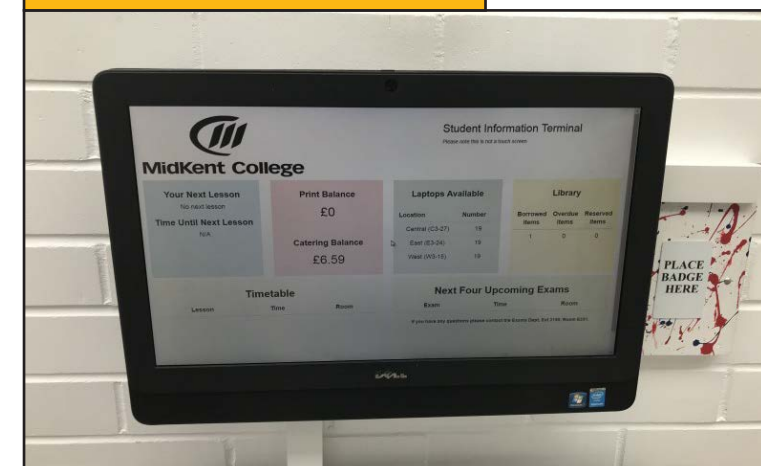
# STUDENT INFORMATION SCREENS

SCAN YOUR ID BADGE HERE



SCAN YOUR  
STUDENT  
ID BADGE  
HERE

OPENS UP TO LOOK LIKE THIS...



You will find your timetable, books you have borrowed from the library and any exams with dates times and room numbers.



# THE FIRE ALARM



This will sound similar to the alarm at school. The rules are the same leave the class with your tutor who will guide you to the main car park

There you will be shown where to wait as there are several places to wait. One point for East, West and central.



# WHO CAN I ASK FOR HELP?



OR THE STAFF ROOM FOR YOUR AREA.  
YOU WILL BE SHOWN ON YOUR INDUCTION DAY WHERE THIS IS.



# HELP I'VE FORGOTTEN MY ID BADGE!

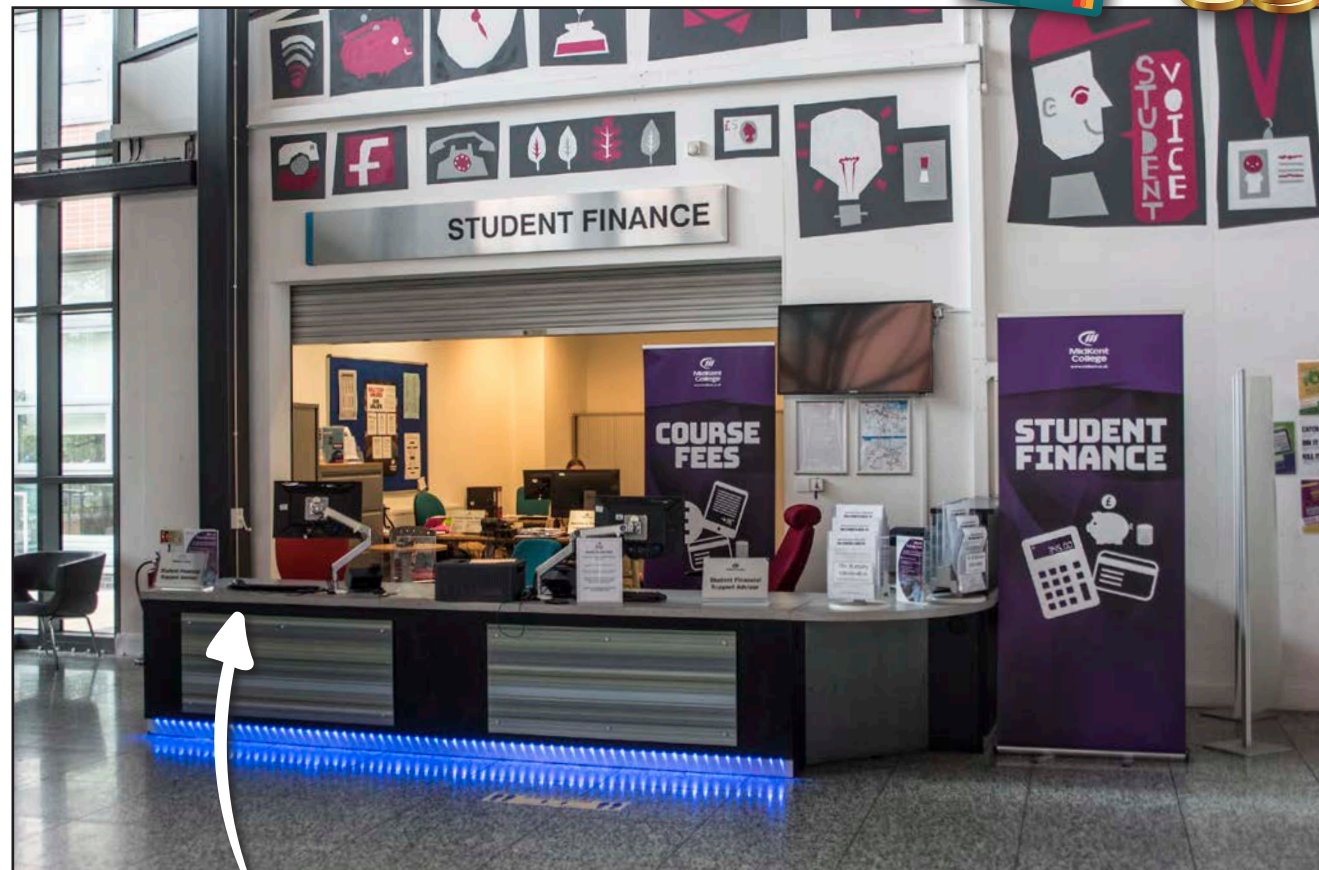
Not to worry if it is your first time, ask at reception for a student day pass. You MUST hand this back in and can only borrow one a term or you will have to pay £3.00 the following day.

If you have lost your badge you can buy another the cost is £3.00. This cost could change in the future.



# HELP WITH FINANCES

You can apply for a bursary if your household income is below a certain threshold. Please ask at the finance desk in the lobby Main reception for more information and to collect a form. Again this is from main reception.



**THIS SIDE OF RECEPTION IS FINANCE. YOU CAN PAY FOR TRIPS, NEW ID BADGE AND ASK FOR A BURSARY FORMS HERE.**

# ADDITIONAL LEARNING SUPPORT (ALS)

If you need additional help in class then in each area there are members of staff who can help you, if you have been assessed by a Learning Support Practitioner. You would have ticked a box confirming you have a learning difficulty on your online application.

## Transition

If additional support is needed we can offer a phased transition this can be organised via your school. We will discuss your individual needs with you and your school. Once you are at college we can continue to offer some support along with SEMH (Social Emotional Mental Health). 1:1 personalised therapies CBT or counselling Also access our mental health and wellbeing page through Moodle on student support.

## English & Math's HUB can offer extra support as well.

Safeguarding and Welfare officers are always on hand, and can be found in W 1-13 Along with counsellors. You can pop in and ask for a self referral alternatively thorough your personal tutor or lecturer.

## Student Engagement Officers

If you need to speak someone in confidence you can find a Student Engagement Officer just after reception in the pavilion





# SEXUAL HEALTH CLINIC

Every Monday and Friday during term time.  
11-30-14:00 in Opposite the theatre LB3G –03  
Clinics offer a free and confidential service to everyone regardless of age, gender or sexual orientation.

## LBGT + Spectrum

A confidential support group for lesbian, gay, bisexual, transgender and questioning students. Just ask at the student engagement HUB in the Pavilion

We recognise that for many of our staff and students, faith is an integral part of their working and college life. We have multi-faith prayer room at Medway East Block

There are lots of ways to have a voice at MKC you could be a student rep in student voice. We even have a student who attends our governors meetings.

# DRUG AND ALCOHOL ADVICE - MEDWAY

Please see the student engagement officer/welfare team in room W113 in the pavilion for a 1:1 meeting .  
Delivery partner: Open Road



## SOCIAL ZONES

These can be found on West 1 and East 2.  
Each social zone is different so you can relax and meet friends and chill out during your break times.



# LIBRARY TIMES AND WHAT THEY PROVIDE



## LRC East 3rd Floor

Monday - Thursday 08:30-16:30  
Friday 08:30-16:00

We have 34 PC's and 25 Laptops you can book to use.

Bricklaying, Construction, Carpentry & Joinery, Electrical, Engineering, Painting & Decorating, Plumbing. Access Courses, Beauty, Business, Computing & IT, English & Maths, Hair & Beauty, Fiction Hospitality & Catering, Psychology, Sociology.

## LRC West 3rd Floor

Monday - Thursday 08:30-16:30  
Friday 08:30-16:00

We have 35 PC's, 42 laptops and 5 MAC's you can book to use.

Animal Management, Art & Design, Childcare, ESOL Foundation Learning, Graphic De-sign, Health & Social Care, Media, Music, Performing Arts, Photography, Public Services,



# LIBRARY THINGS TO KNOW:



Colour printing: 20p an A4 sheet.  
Black and white printing: 2p a sheet.  
Laminating for students: 60p for A4, 80p for A3.  
We must do the laminating for you.

The Apple Macs in LRC West at Medway are owned by the media department, which is why only media and graphic design students are allowed to use them.  
Coloured Overlays: Coloured sheets of see-through plastic to help some people see text better when reading. They will be behind the staff desks in each LRC, available upon request

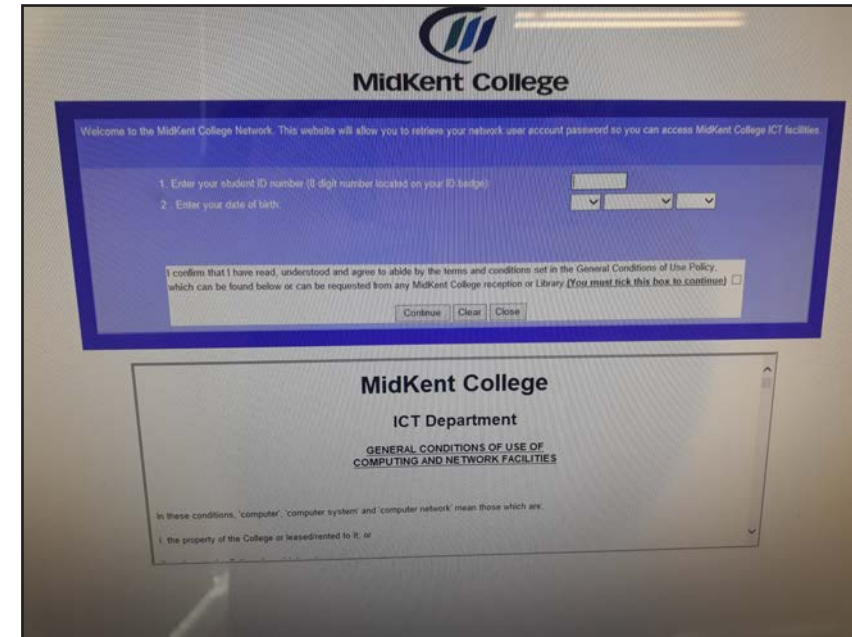
You can sit and work in any library, and you can use the laptops or desktops in the library if they are free.

You can charge your phone or tablet in the library.  
You can get help from the library staff if you are looking for a book or trying to find information online.

You can also ask the library staff if you can borrow a laptop to use in class or away from the library. A laptop loan lasts for 3 hours. The laptop must be returned to the same place you borrowed it from.

You cannot eat in the library.

# LOGGING ON TO A COLLEGE COMPUTER



The first time you use a college computer you will need to set up your login details.

On the bottom left corner of the screen there should be an option called 'Other User'. Click on that.

Next you will see a place to type in your username and password.

The very first time you log in, and no other time, you will be given a one off log in name for both username and password.

This will bring up a purple screen where you can set up your new log in details.

On the purple screen you will need to confirm a few details about yourself, including your student ID number and your date of birth.

Next you will see an orange screen, this will include your name and photo. You will need to confirm your details on this screen.

You will be given a password that will start with 3 letters, then an exclamation mark and then some numbers.

From now on when you want to log in to a college computer you will use your student ID number as your username and this password, so make a note of the password and keep it safe!

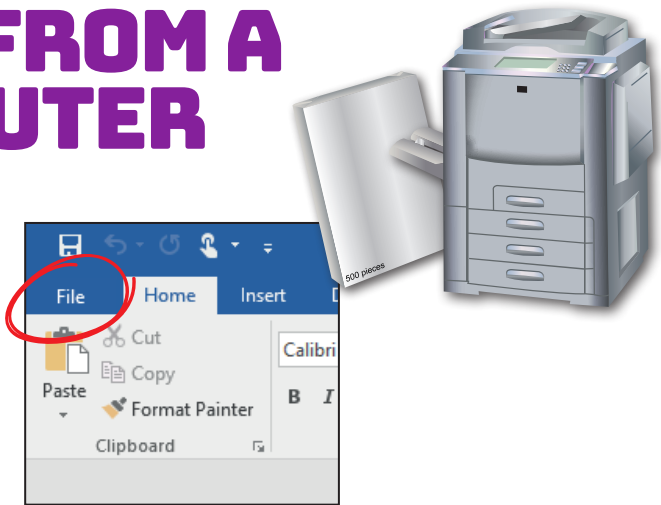
Don't worry, college staff can give you a new password if you forget it.



# HOW TO PRINT FROM A COLLEGE COMPUTER

When you want to print a document or piece of work using a college computer you will normally need to take the mouse to the top left hand corner and click on File and then Print.

Photocopiers are located on all floors.



←

Info

New

Open

Save

Save As

**Print**

Share

Export

Close

Account

Options

Print

Copies of print job: 1

Printer

Medway-Printer on s-printing

Ready: 1 document waiting

Printer Properties

Settings

Print All Pages

Print the entire publication

Pages: 1-25

Booklet, side-fold

A4 (210 x 297 mm)

21 x 29.7cm

Print on Both Sides

Flip sheets on long edge

Composite RGB

Print as RGB color publication.

☒ Save settings with publication

WHEN YOU HAVE BEEN THROUGH ALL THE OPTIONS SHOWN HERE AND ARE HAPPY WITH YOUR CHOICES, CLICK ON THIS PRINT BUTTON AT THE TOP.

CHECK THE NUMBER OF COPIES THAT YOU WANT TO PRINT.

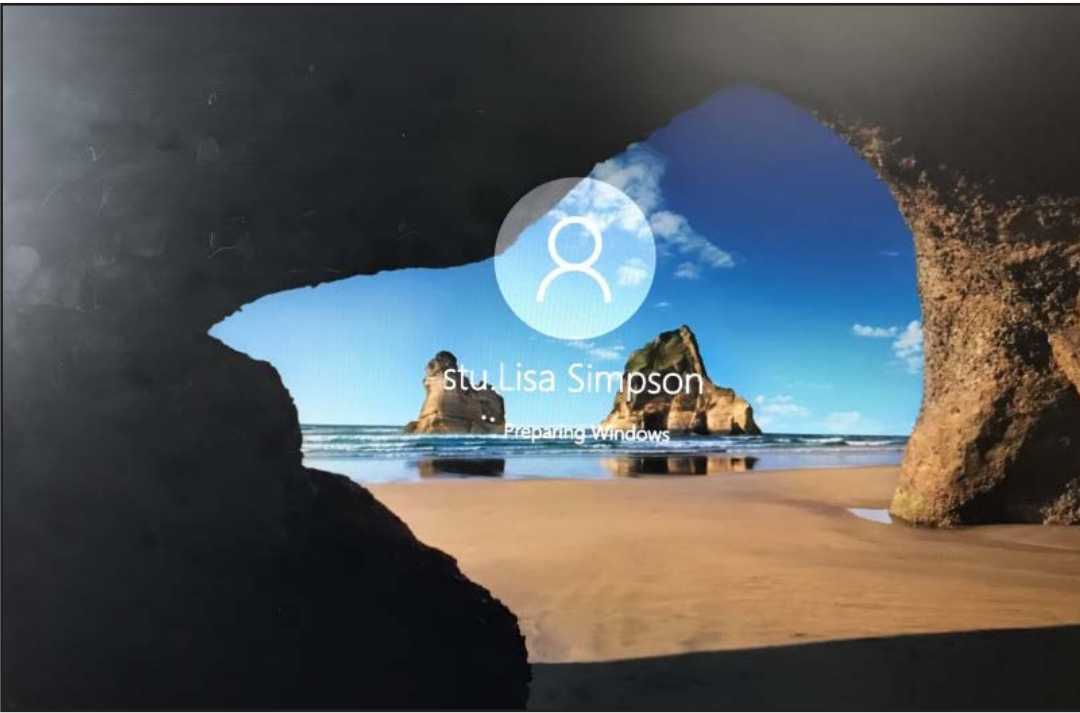
MAKE SURE THE DOCUMENT IS GOING TO A PRINTER IN MEDWAY.

CHOOSE IF YOU WANT TO PRINT ON BOTH SIDES OR JUST ONE SIDE OF THE PAPER.

CHECK TO SEE IF ITS GOING TO PRINT IN COLOUR OR BLACK & WHITE. COLOUR A4 COSTS 20P BUT BLACK & WHITE ONLY COSTS 2P.

# WHAT WILL MY COMPUTER LOGIN PAGE LOOK LIKE?

When you first log in your PC screen will look similar to this.

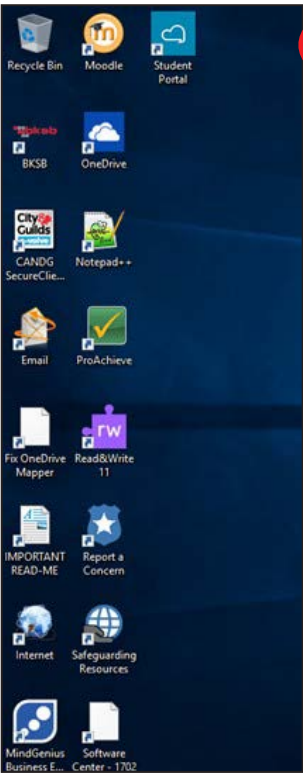


Once logged on your home page will look like this. We are focusing on the top 3 icons Moodle, OneDrive and student portal





# ICONS ON YOUR PC SCREEN

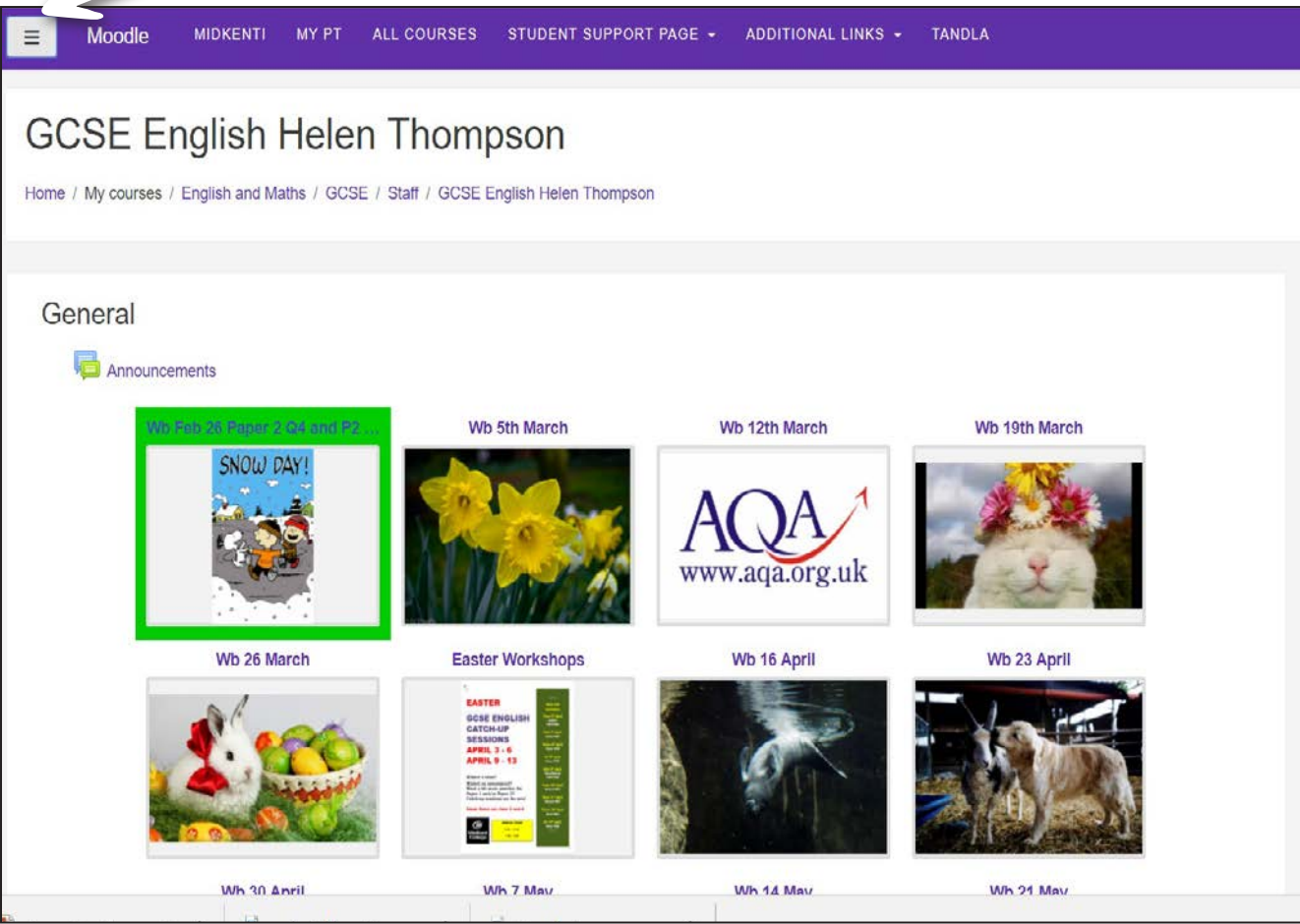


This Student Portal image will take you to this screen below from here you can access everything you will need. You can even put money on your ID card. Just ask your personal tutor to help you.



**MENU**

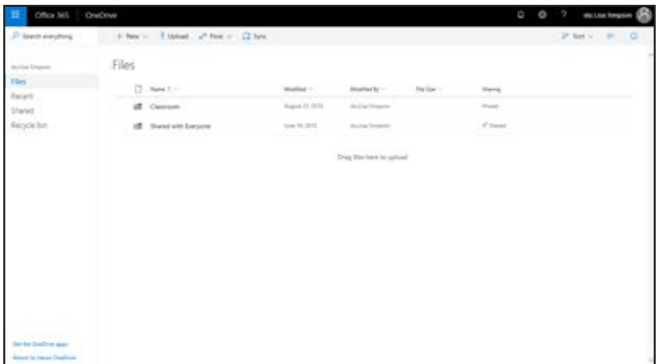
Once your tutor has enrolled you on the right course your screen for each course will look similar to this.



Each tile will open to reveal any course work you are currently working on. Your tutor will show you how to use this.

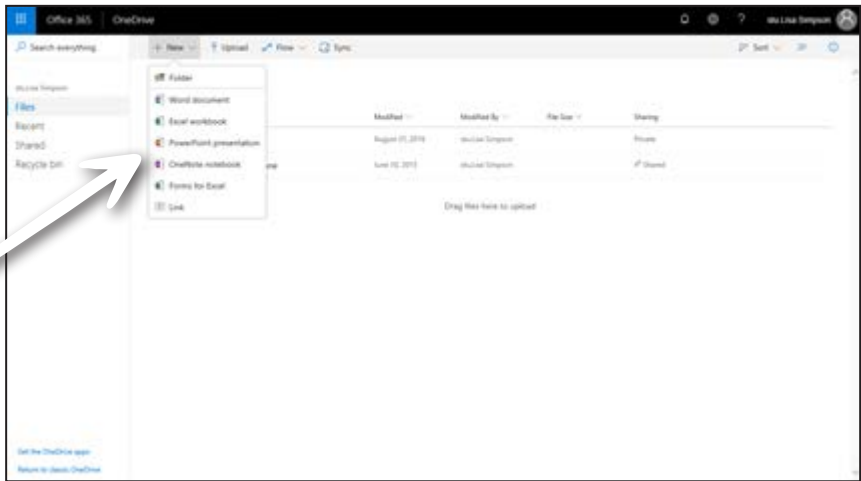
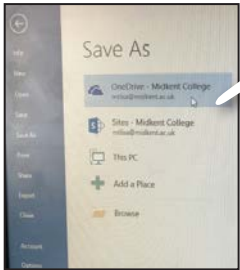


# NOW LETS LOOK AT ONEDRIVE

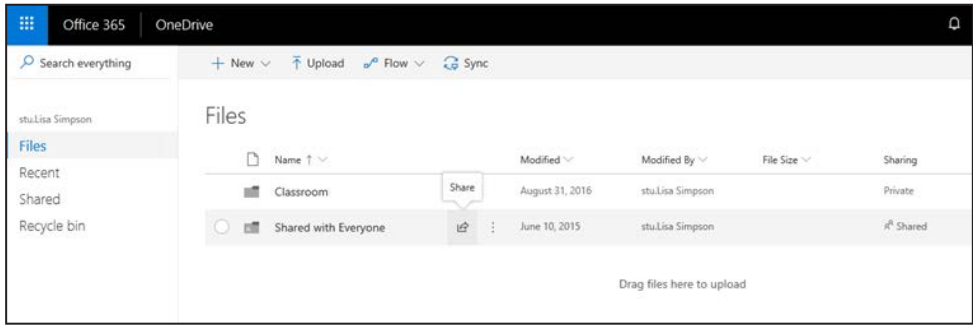


OneDrive can be accessed anywhere with your personal login. This is what the home page looks like.

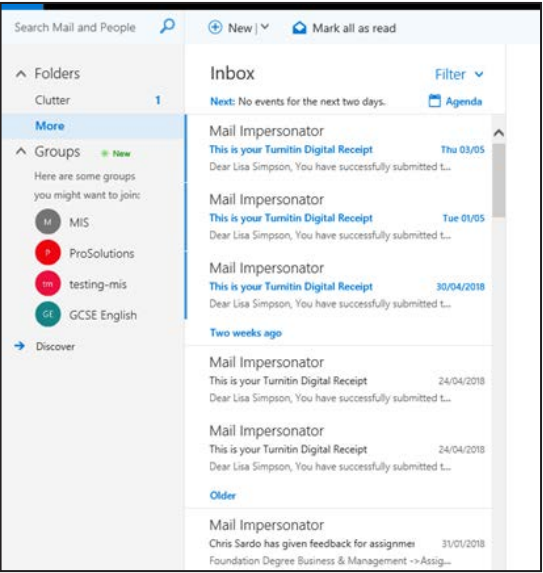
OneDrive can be accessed anywhere with your personal login. This is what the home page looks like.



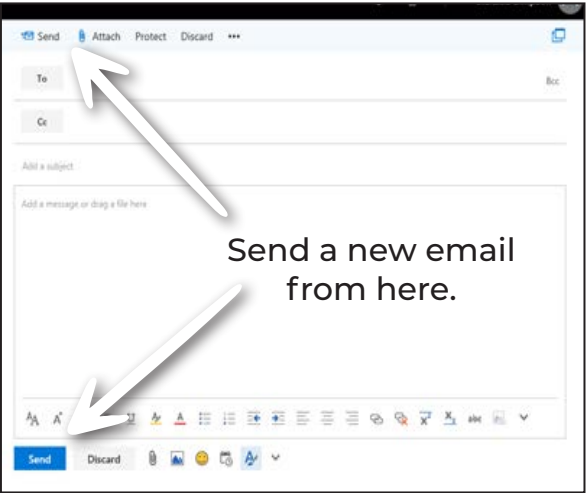
From here you can then share your document.



# USING EMAIL

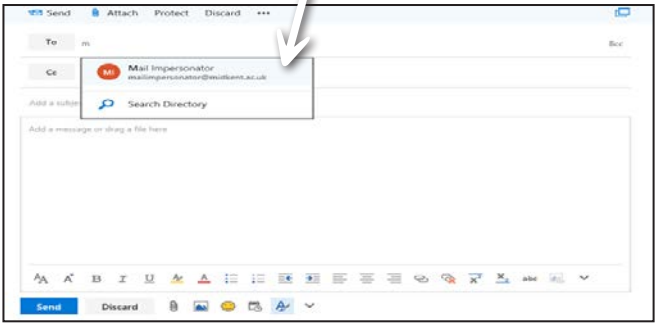


Your opening page will look similar. You may have 1-2 emails already from the administrators at college.

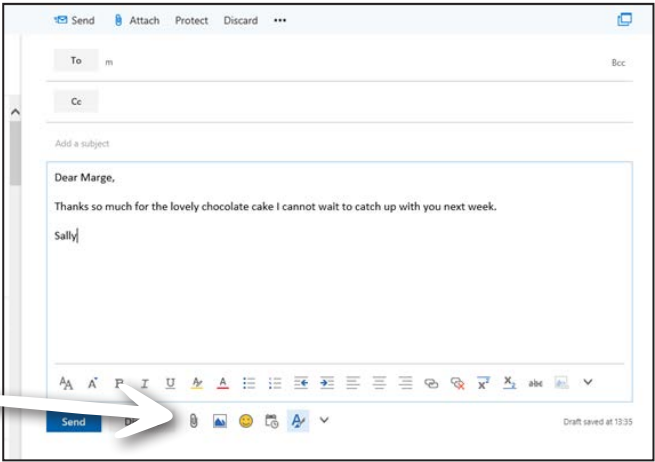


Find who you are sending it to here.

Start to type the persons name a list of possible choices will come up choose the one you want.

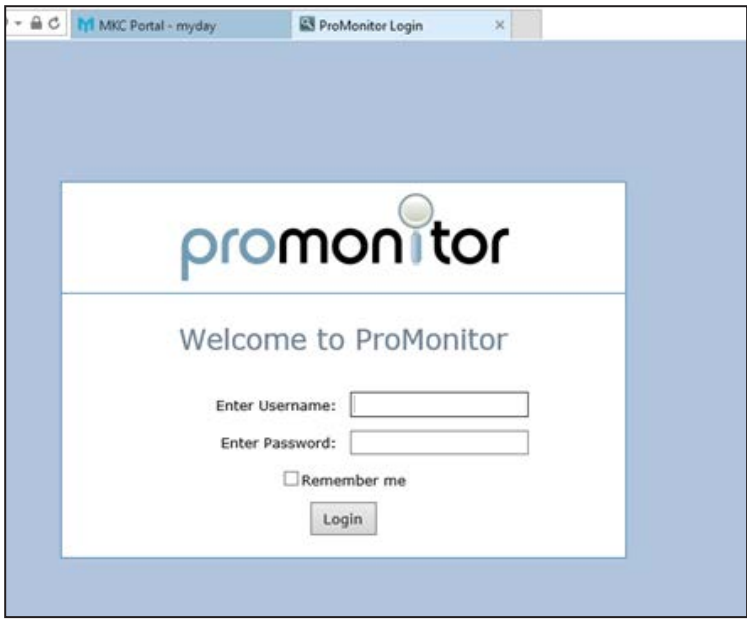


You can also attach a document and then send it.

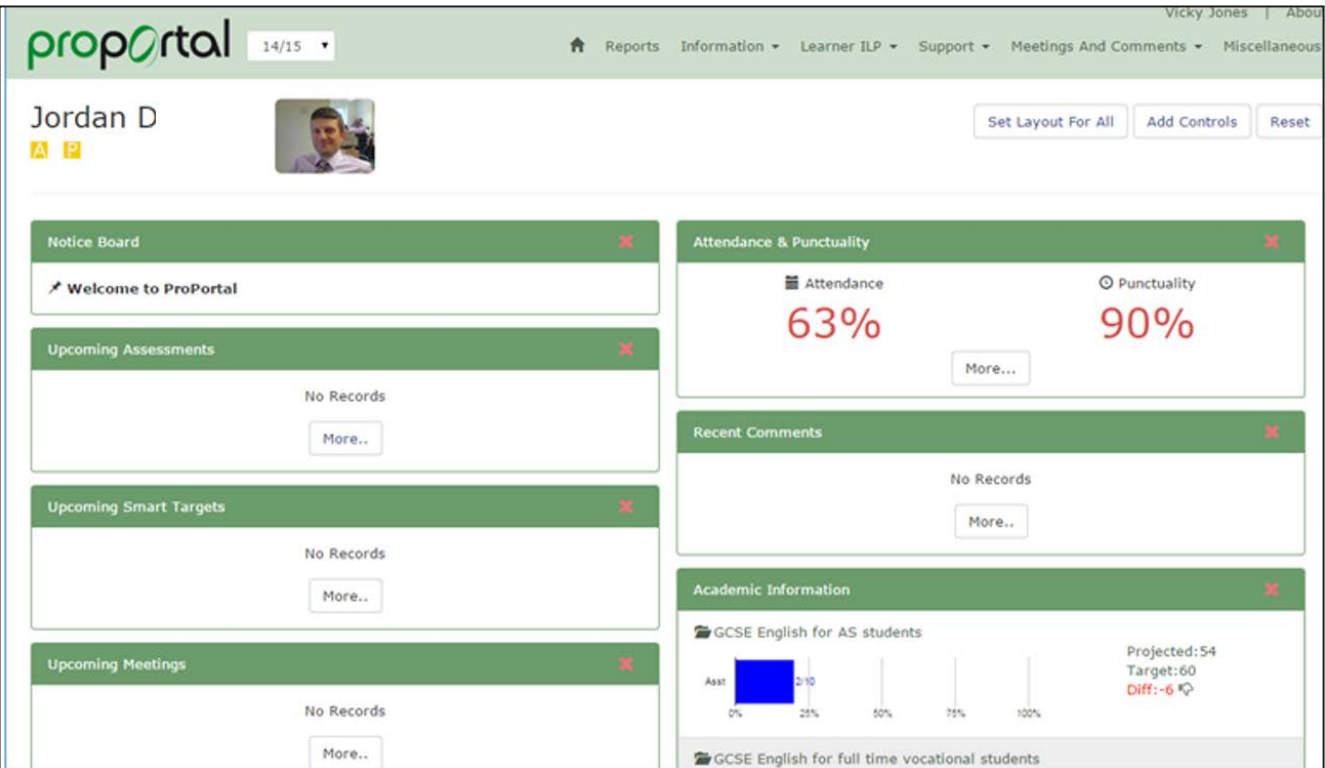




# PROMONITOR/PROPORTAL

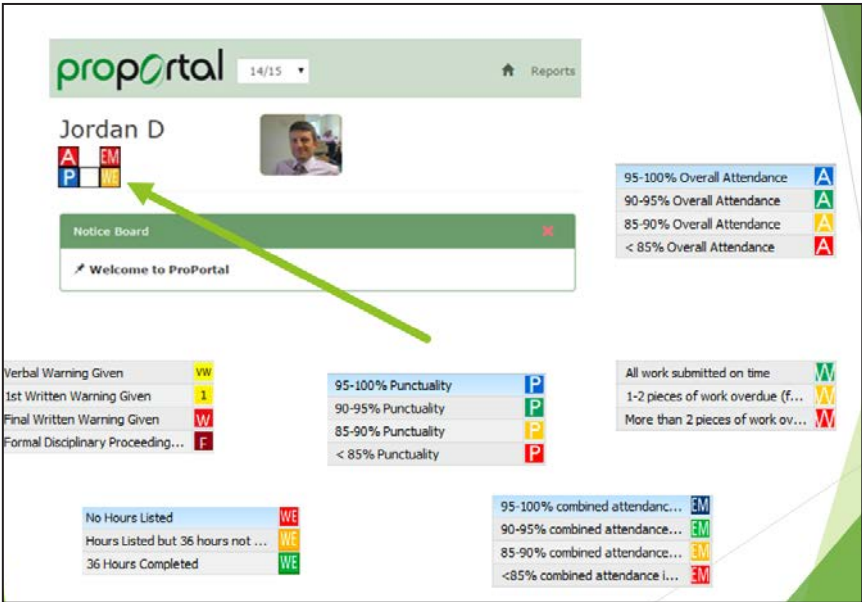


This is your home screen once you have logged on.

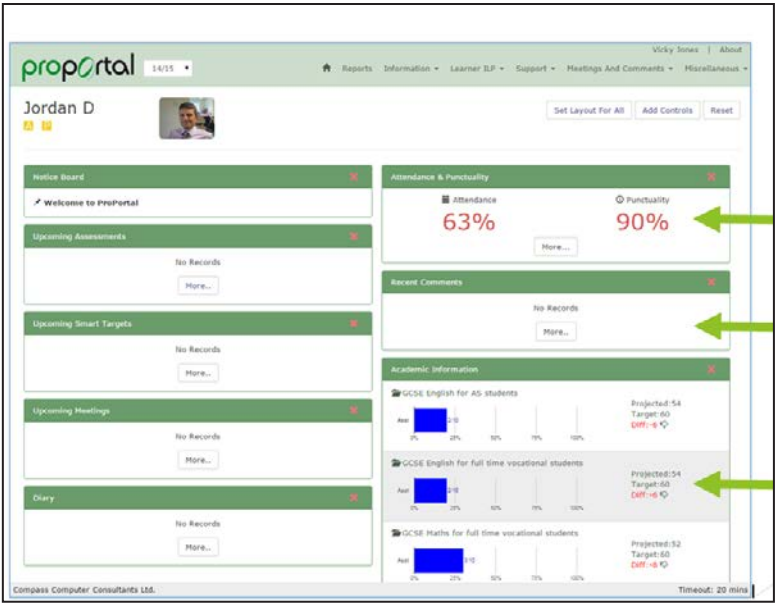


Proportal is your guide to college, everything from your attendance to your assignment grades are found here.

When you click on this page you will be prompted to use your college login ID.



This is what all the boxes mean.



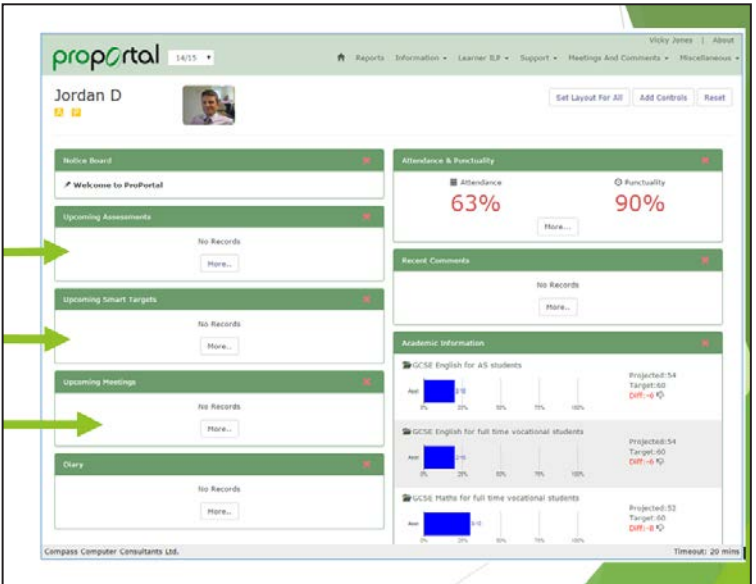
ATTENDANCE AND PUNCTUALITY

CAUSE FOR CONCERN/CELEBRATION AND GENERAL COMMENTS

GRADE TRACKING

Your tutor will show you how to use Proportal for students so please do not worry.

WORK THAT IS DUE SOON  
TARGETS THAT ARE DUE FOR COMPLETION  
MEETINGS SCHEDULED WITH TUTORS







Download the MyDay app from Google play store or the App store ISO



**EDUROAM  
FREE COLLEGE WIFI**

Each tile will help you at college.

OneDrive all your work in the cloud.

Cashless top up– put money securely on your student ID card.

Attendance and achievements on your course as well as information here and here.

Find you up to date timetable here.

Emails here  
Vouchers and student discount here

