**Learning Centre (LC)**

**Student ‘Booster’ Training Sessions**

**Available all year!!!**

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| **ProPortal** | **Personalised access to all your progress and tracking, including your Timetable, Attendance, Individual Learning Plan (ILP), Comments, Reviews, SMART targets and more!** |
| **Office 365** | **Learn how to use Outlook and the online versions of Word, PowerPoint and Excel to create, store and collaborate on files.** |
| **Learning Centre Introduction** | **Use of the LC computers, introducing LC staff and resources.** |
| **Publisher** | **With Publisher you can create Newsletter, flyer, Invitation card, brochures, calendar and much more!** |
| **Presentation** | **Learn how to use PowerPoint, Sway and video to engage your audience.** |
| **Hertfordshire Libraries** | **Join Hertfordshire Libraries for an access to thousands of ebooks, newspapers, online resources, magazines and even online courses for FREE.** |
| **Staying Safe Online** | **A session on online safety and cyberbullying.** |
| **Moodle** | **Moodle is a Virtual Learning Environment (VLE) which makes it easy for you to provide online support for your course.** |
| **Research and Planning**  **for Assignments** | **A session of making the most of the LC through finding and selecting relevant online information, effective ‘Googling’ and ‘mind mapping’ to make sense of the information you find.** |
| **Maths and English** | **One to one session in the Coaching and Mentoring Zone to improve your English and maths skills.** |

Ask at the desk and book now for a training session or visit the Learning Centre Moodle page and book yourself onto a session.

Sessions take place within the Learning Centre (LC) at each site and last around 15-30 mins.