

Name of system: EVOLVE

Department responsible: Learning Technology

Description: EVOLVE will enable you to log all the details of a forthcoming educational visit or trip and have that trip signed off by the designated people.

Key tasks achievable: 1. Outline the visit 2. Add transport details 3. Give staff and students attending 4. Detail health & safety procedures 5. Submit for approval

Key contacts: Michele Balazs & Andrew Edwards

How to get help: email michelebalazs@northkent.ac.uk or andrewedwards@northkent.ac.uk

Website address: <https://evolvesso.nwkcollege.ac.uk/>

Link to support pages: <https://evolve.edufocus.co.uk/go/help/>

Name of system: Microsoft Stream

Department responsible: Learning Technology

Description: Microsoft Stream is a video sharing service incorporated into Office 365 that integrates with other college systems including Teams and Sharepoint.

Key tasks achievable: 1. Upload videos 2. Capture screen and picture in picture content 3. Record a 'talking head' video 4. Embed videos 5. Share and collaborate on video content

Key contacts: Michele Balazs & Andrew Edwards

How to get help: email michelebalazs@northkent.ac.uk or andrewedwards@northkent.ac.uk

Website address: <https://www.office.com/launch/Stream/>

Link to support pages:

<https://nwkc.sharepoint.com/sites/LearningTechnologies2/SitePages/How-to...-Stream.aspx>

Name of system: Skills Forward

Department responsible: English & Maths

Description: Skills Forward offers Initial Assessments and Diagnostics that should be completed by October half term can be used during the academic year to develop skills.

Key tasks achievable: 1. Students take their assessments 2. Your students working at level can be seen 3. Students can use resources to develop their skills

Key contacts: Michaela Sesay

How to get help: Email michaelasesay@northkent.ac.uk

Website address: [SkillsBuilder from Skills Assessment \(myskillsforward.co.uk\)](https://www.skillsbuilder.co.uk/)

Link to support pages: [Frequently Asked Questions | NCFE](https://www.myskillsforward.co.uk/message/send.php) or <https://www.myskillsforward.co.uk/message/send.php>

Name of system: Teams

Department responsible: Learning Technology

Description: Teams is a cloud-based collaboration software that allows for messaging, calls, resource sharing and assignment set up with colleagues and students.

Key tasks achievable: 1. Send Messages 2. Audio/video calls 3. Create Teams to share resources and ideas 4. Set up assignments 5. Mark all assignments and give individual feedback 6. Share classwork organised as modules 7. Live collaborate on work in groups

Key contacts: Michele Balazs & Andrew Edwards

How to get help: Email michelebalazs@northkent.ac.uk or andrewedwards@northkent.ac.uk

Website address: <https://www.microsoft.com/en-gb/microsoft-teams/log-in>

Link to support pages: [How to... Teams \(sharepoint.com\)](#)

Name of system: Moodle

Department responsible: Learning Technology

Description: Moodle is a learning management system that creates personalised learning environments for each course, allowing students and staff to share information and assignments.

Key tasks achievable: 1. Take online training courses 2. Share resources and information with your classes 3. Organise all information easily into modules 4. Set assignments to all student 5. Mark all assignments and use the built in plagiarism checker

Key contacts: Michele Balazs or Andrew Edwards

How to get help: Email michelebalazs@northkent.ac.uk or andrewedwards@northkent.ac.uk

Website address: <https://moodle21.nwkcollege.ac.uk/?theme=learnr>

Link to support pages: [Highlighted content \(sharepoint.com\)](#)

Name of system: iTrent

Department responsible: HR

Description: iTrent is an HR, Payroll and training system for managing holiday, sickness, performance and payslips.

Key tasks achievable: 1. View holiday allowance 2. Book holiday 3. View absences 4. View payslips 5. Request time off in lieu 6. Amend contact details 7. Update bank details 8. Submit travel and subsistence claims 9. Submit timesheets 10. Access job details

Key contacts: Shannon Gillespie

How to get help: Email hr@northkent.ac.uk or shannongillespie@northkent.ac.uk

Website address: https://hrlive.nwkcollege.ac.uk/tlive_iss/ess/dist/#/login

Link to support pages: [HR & Payroll - iTrent Tutorials and User Guides \(sharepoint.com\)](#)

Name of system: Radio

Department responsible: Finance

Description: Radio is the colleges financial system used to manage budgets, track spending and make purchases.

Key tasks achievable: 1. Upload invoices 2. Raise purchase orders 3. View and manage the department budget

Key contacts: Sarah Harris

How to get help: Email sarahharris@northkent.ac.uk or finance@northkent.ac.uk

Website address: [RADIO: \(nwkccollege.ac.uk\)](http://nwkccollege.ac.uk)

Link to support pages: [Training Videos + Guides for New Users \(sharepoint.com\)](#)

Name of system: Access Learning

Department responsible: Health and Safety

Description: The college training portal that upskills staff on essential knowledge for all employees.

Key tasks achievable: 1. Training on workplace safety 2. Training on equality & diversity 3. Training on safeguarding 4. Training on Prevent 5. Training on cyber and data security 6. Training on modern slavery

Key contacts: Ben Jones or Tim Boxall

How to get help: Email benjones@northkent.ac.uk or timboxall@northkent.ac.uk

Website address: <https://nwkc.sharepoint.com/sites/HnS/StaffTraining/SitePages/On-Line%20Health,%20Safety%20%26%20Compliance%20Courses.aspx>

Link to support pages: n/a

Name of system: REMS

Department responsible: MIS

Description: The college information system that holds details on the students, their enrolments, timetables, and class registers

Key tasks achievable: 1. Check student details 2. Check course details & enrolments 3. Email a student group 4. Look up timetables 5. Mark a register 6. Run a report 7. Check application info

Key contacts: Lisa Knight & Claire Godbold

How to get help: Email lisaknight@northkent.ac.uk or clairegodbold@northkent.ac.uk

Website address:
<https://2012remsportal.nwkccollege.ac.uk/portal/html/HOM/portalhome.htm#Home>

Link to support pages: <https://2012remsportal.nwkccollege.ac.uk/portal/helpP/index.htm>

Name of system: MyConcern

Department responsible: Student Support

Description: The place to record and manage the reporting of welfare and safeguarding concerns.

Key tasks achievable: 1. Report a welfare/safeguarding concern 2. Manage a safeguarding case 3. View a chronology of a specific concern/person

Key contacts: Koya Bakarey & Fiona Hassan

How to get help: Email koyabakarey@northkent.ac.uk or fionahassan@northkent.ac.uk

Website address: <https://login.thesafeguardingcompany.com/>

Link to support pages: <https://nwkc.sharepoint.com/sites/safeguarding/SitePages/Reporting-a-safeguarding-concern.aspx>

Name of system: eTrackr

Department responsible: Learning Technology

Description: eTrackr is the college's comprehensive eLP that tracks students' progress from start to finish through the individual learning plan screen and the course pages.

Key tasks achievable: 1. Add notes 2. Add CFCs 3. Create an action plan 4. Append a progress review 5. Disciplinarys 6. Enter targets 7. Enter unit results 8. Add work placement details and EEP 9. Update Passport to Employment

Key contacts: Michele Balazs & Andrew Edwards

How to get help: Email michelebalazs@northkent.ac.uk or andrewedwards@northkent.ac.uk

Website address: <https://etrackr.nwkcollege.ac.uk/>

Link to support pages:
<https://nwkc.sharepoint.com/sites/learningtechnology/SitePages/eTrackr.aspx>

Name of system: ClickView

Department responsible: Learning Technology

Description: ClickView is a video platform with curriculum-related curated content that also allows Freeview recording and video uploading. It comes with a suite of tools that enable interactive participation as well as passive watching.

Key tasks achievable: 1. Record from Freeview television 3. Find a curriculum-related video 2. Upload videos 3. Edit and segment videos 4. Add interactive content 5. Embed content

Key contacts: Michele Balazs & Andrew Edwards

How to get help: Email michelebalazs@northkent.ac.uk or andrewedwards@northkent.ac.uk

Website address: <https://online.clickview.co.uk/>

Link to support pages: <https://online.clickview.co.uk/exchange/channels/5240653>

Name of system: Accessit

Department responsible: Learning Technology

Description: The college library catalogue listing all resources from books, ebooks and journals to DVDs and CDs.

Key tasks achievable: 1. Search for resources 2. Check the status of your borrowing 3. Renew your items 4. Reserve items 5. Create your own resource list

Key contacts: Arran Balcanquall & Claire Forster

How to get help: Email arranbalcanquall@northkent.ac.uk or claireforster@northkent.ac.uk

Website address: <https://accessit.nwkcollege.ac.uk/>

Link to support pages:

<https://nwkc.sharepoint.com/sites/LearningTechnologies2/SitePages/How-to...-Research.aspx>
