



Learning Resource Centres

Relate Institute Students

Listed below some of the most frequently asked questions about our resources and services:

How do I logon to Blackboard?

The majority of the information that you need to support your studies is accessible via the College's virtual learning environment (VLE). Doncaster College uses Blackboard (<http://blackboard.don.ac.uk>) and the format is your DC number (DC00123456) followed by your password. Before you can logon to Blackboard your account must first be activated. This can be done by following the link on the Blackboard homepage (see address above). If you have any difficulties activating your account please contact either the main LRC Reception Desk (01302 553722) or Sarah Crossland sarah.crossland@don.ac.uk or 01302 553736.

How do I access electronic resources?

The LRC provides access to a range of electronic resources including databases and full-text journals. Accessing these resources is very similar to accessing Blackboard, The format is your DC number (DC00123456@don.ac.uk) followed by the password that you choose or have sent to you if you cannot activate your account remotely.

How can I renew my books online?

You can renew books on the Web Catalogue <http://www.don.ac.uk/lrc>. To login you will need your student number and your pin. Your pin is made up of your initials, date of birth and an exclamation mark e.g. jb091266! Please note that this password is only for use with the Web catalogue, it will not work for Blackboard and/or other electronic resources.

What can I do if I need a book for longer?

You can renew books twice by web catalogue, or three times by phone—so long as the item is not reserved by another student. Also be aware that if you renew before the due date that the book will be due back 3 weeks from the date of renewal, and not 3 weeks from the date that the item was originally due back

How can I borrow books— I am a distance learner?

You can join the Postal Loans scheme for an annual sum of £10. For further information and an application form go to <http://www.don.ac.uk/lrc> and click on the "Distance Learners" link.

If I borrow a book on Saturday how can I return it before I leave on Sunday?

You can use put your books through the letter box located at the staff entrance to the LRC. All items returned in this way will be backdated to Saturday.

How can I find articles on my reading list?

Some articles from your reading lists are available on Blackboard. Login to access your course area on Blackboard and click on the link on the left-hand side of the screen "Module Information". Click on the module folder that you are studying and all associated papers are contained within that folder.

I can't download and read the scanned articles.

You will need a broadband connection to be able to download articles easily. In order to read scanned articles you will also need to download the latest version of Adobe reader from the internet. If you are still experiencing problems, right click and copy the article in question to your desktop and open it from there.

I can't find the articles I need...

Not all materials on your reading lists will be available as scanned articles in Blackboard. You may also need to check the A-Z journals catalogue for some references, though some links to electronic journals are available via your Blackboard course area. To access the A-Z journals catalogue, visit <http://www.don.ac.uk/lrc> and click on the "e-Library" link.

For further information, please contact the Learning Resource Centres 01302 553722