



11 September 2020

Dear new students (and parents and carers),

It was fantastic to see you on Welcome Day! I hope that you benefitted from some time on site to get orientated and to find out how your timetable will work and how we will be operating in a Covid secure way. We really look forward to seeing you from Monday.

## IT induction

As a new BHASVIC student you will quickly need to get familiar with our IT systems, including BHASVLE, Student Advantage and Microsoft Teams.

Before you start college next week, you need to work your way through the Digital Induction programme so that you feel confident to navigate your way around.

Access the Digital Induction programme here by logging into BHASVLE > New students > Digital Induction.

Complete the induction programme to earn your Digital Badge.

The screenshot shows a web browser window displaying the BHASVLE Digital Induction course page. The URL is <https://bhasvle.bhasvic.ac.uk/course/view.php?id=350>. The page features a navigation menu at the top with 'Digital Induction' highlighted in a red box. Below the header, there is a welcome message: 'Welcome to your Digital Induction course. We have prepared some induction activities to familiarise you with our digital platforms. Work through each section to find out about our IT systems and earn a badge to show you have completed your Digital Induction. You must complete all the activities that have a checkbox to earn your badge.' Below this, there is an 'Announcements' section and a row of five course modules: 'Student Dashboard', 'BHASVLE', 'Student Advantage', 'Teams', and 'Office 365'. On the right side, there are sections for 'Accessibility', 'Course completion status' (stating 'You are currently not being tracked by completion in this course'), and 'Latest badges' (stating 'You have no badges to display'). The page footer shows the user is logged in as 'Jacquie Punter' and the date is '11/09/2020'.

## Student enrolment survey 2020

Please ensure you have completed the Student enrolments survey by Monday 14 September

## Student ID cards

Student ID cards will be ready for collection **from** Tuesday 15 September. Students should collect their cards from the **Sports Building Balcony, between 09:30 and 14:30** from Tuesday 15<sup>th</sup> to Friday 18<sup>th</sup> September. Students should enter the Sports Building via the main entrance off Crocodile Walk. Please proceed up the stairs to the first floor (lift also available); the entrance to the balcony area will be on your right. Please then follow instructions provided by staff. If there is a queue, please ensure you maintain social distancing at all times. It would be best to avoid break and lunch times if possible in order to keep queues to a minimum.

### What should I do if I don't receive an ID card?

If you have tried to collect a card, and there isn't one for you, you should email [ithelpdesk@bhasvic.ac.uk](mailto:ithelpdesk@bhasvic.ac.uk) from your BHASVIC email account. You will receive an email with an individual link to the Photocard system so that you can upload your photo. IT Support will print your card and deliver to Student Services. **Student Services will email you when it is ready to collect.**

### But I have already uploaded my photo?

The criteria for an acceptable ID photo have to be met (background colour/ no hats/etc) before your photo will be accepted; it is most likely that your photo has been refused. Please resubmit.

Can we also take another opportunity to remind you of the importance of maintaining social distancing at all times. The following link is a message from the Council's Director of Public Health that we have been asked to share with you. <https://new.brighton-hove.gov.uk/news/2020/message-parents-director-public-health>

Please use all entrances to college when you arrive to reduce congestion on the surrounding pavements.

Minimise Transmission, Maximise Learning, Keep BHASVIC Open!

Best wishes,



William Baldwin  
Principal