

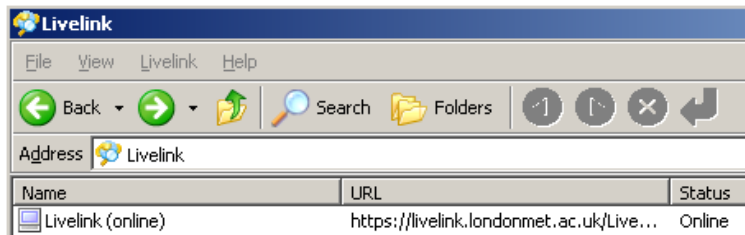


All training documents have been saved to the TLTC area of Livelink.

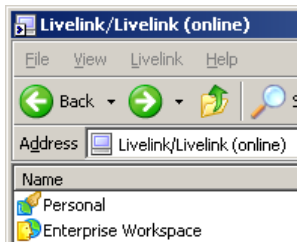
1. Double click **LiveLink** shortcut desktop icon



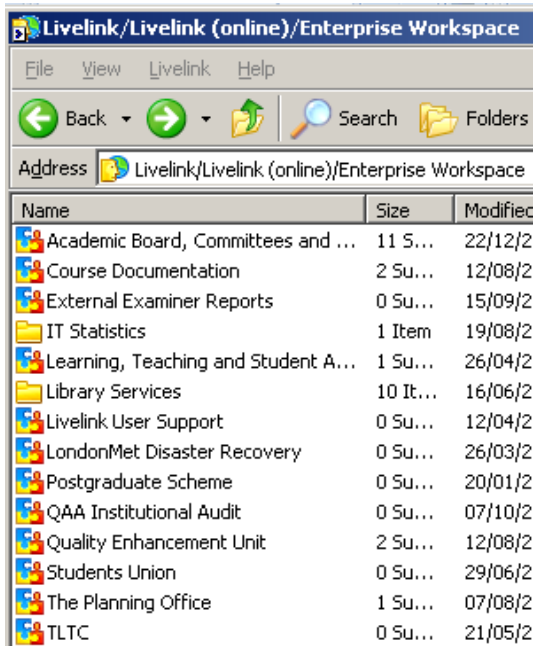
2. Double click **Livelink (online)**



3. Double click **Enterprise Workspace**

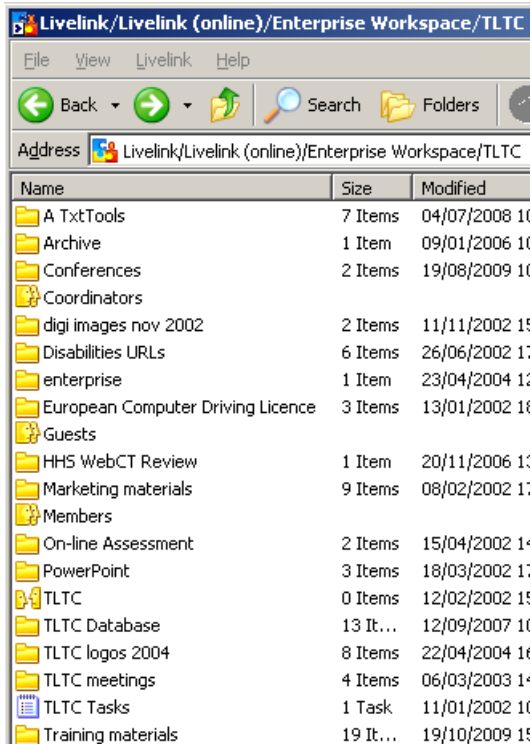


4. Double click **TLTC**

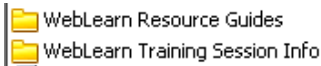




5. Double click **Training Materials**



6. Double click **Resource Guides** or **Training Session Info** for guides



7. Click and drag files into Livelink folders or onto hard drive to download

Alternatively, to access livelink via a browser go to

<https://livelink.londonmet.ac.uk/Livelink/livelink.exe?func=LL.getlogin&NextURL=%2FLivelink%2FLivelink.exe%3F%3FRedirect%3D1>

8. Enter your staff **Username** and **Password**





9. Select **Workspace**

| | | | |
|---|-----------------------------|---------------------|---------------------------|
| Amanda Wilson-Kennard (wilsonka) Wednesday, 14/10/2009 | | | POWERED BY Livelink |
| Personal ▾ | Enterprise ▾ | Tools ▾ | Help ▾ |
| My Workspace Favorites | Workspace Users & Groups | Log-out Settings | Contents For This Page |

10. Scroll down page and select **TLTC** from **Detail View**

Detail View

Copy Move Delete Collect

| <input type="checkbox"/> | Type | Name |
|--------------------------|--|------|
| <input type="checkbox"/> | External Examiner Reports | |
| <input type="checkbox"/> | ICT Services - Reserved Periods Shortcut | |
| <input type="checkbox"/> | IT Statistics | |
| <input type="checkbox"/> | Learning, Teaching and Student Affairs | |
| <input type="checkbox"/> | Livelink User Support | |
| <input type="checkbox"/> | LondonMet Disaster Recovery | |
| <input type="checkbox"/> | MIS Reports Alias | |
| <input type="checkbox"/> | QAA Institutional Audit | |
| <input type="checkbox"/> | The Planning Office | |
| <input type="checkbox"/> | TLTC | |

11. Click on Training materials

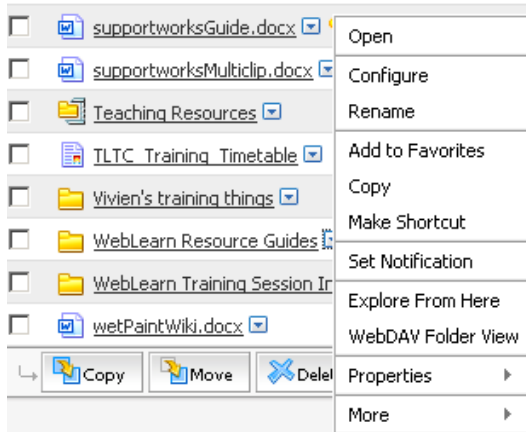
| | |
|--------------------------|------------------------------|
| <input type="checkbox"/> | Teaching Observation Forms |
| <input type="checkbox"/> | TLTC |
| <input type="checkbox"/> | TLTC Database |
| <input type="checkbox"/> | TLTC logos 2004 |
| <input type="checkbox"/> | TLTC meetings |
| <input type="checkbox"/> | TLTC Tasks |
| <input type="checkbox"/> | Training materials |
| <input type="checkbox"/> | Weblearn_flyer.doc |
| <input type="checkbox"/> | Weblearn_flyer_BusSchool.doc |

12. Click on **Resource Guides** or **Training Session Info**

| | |
|--------------------------|--------------------------------|
| <input type="checkbox"/> | WebLearn Resource Guides |
| <input type="checkbox"/> | WebLearn Training Session Info |



13. From the upside down arrow next to the title, choose **Open** or **Download** to view or edit the document.



14. When finished in Livelink click **Log-out** to close session



15. Click **Log-out** button to confirm

