



Using My Ayrshire College

GUIDE FOR AYRSHIRE COLLEGE STUDENTS

Last Update: July 2023

Contents

Getting Started	Page 3
Accessing My Ayrshire College	Page 3
Your Logon Details	Page 3
Logging in	Page 4
Homepage	Page 4
Key Features	Page 5
Student Attendance	Page 5
Student Absence	Page 6
College Email	Page 7
Student Information	Page 7
MyLearning (Moodle)	Page 8

GETTING STARTED

Ayrshire College has implemented a portal called 'My Ayrshire College' for students to be able to access information to support them whilst studying at college.

My Ayrshire College will provide students access to information on their course including subjects, results and attendance, myLearning (Moodle), induction, email, calendar, library information and much more.

ACCESSING MY AYRSHIRE COLLEGE

The service is accessible both internally and externally to the college. Access is provided by downloading the official My Ayrshire College app from the:

Apple Store <http://bit.ly/myAyrshireiOS>

or

Google Play Store <http://bit.ly/myAyrshireGoogle>

It can also be accessed via a standard web browser using the following url
<https://ayrshire.myday.cloud>

Access to My Ayrshire College is provided for students who are enrolled at the college. Access will automatically be revoked should that membership change.

YOUR LOGON DETAILS

The college uses Office 365 for Email, Teams and My Ayrshire College app. You will require a user account (email address) and password to access these systems.

Please check your personal email for information on how to set-up your college email address. Please note, your password will be sent via text message to the mobile number you provide.

If you have issue accessing your network logon please see follow the guidance from ICT below <https://www1.ayrshire.ac.uk/students/student-support/ict/>

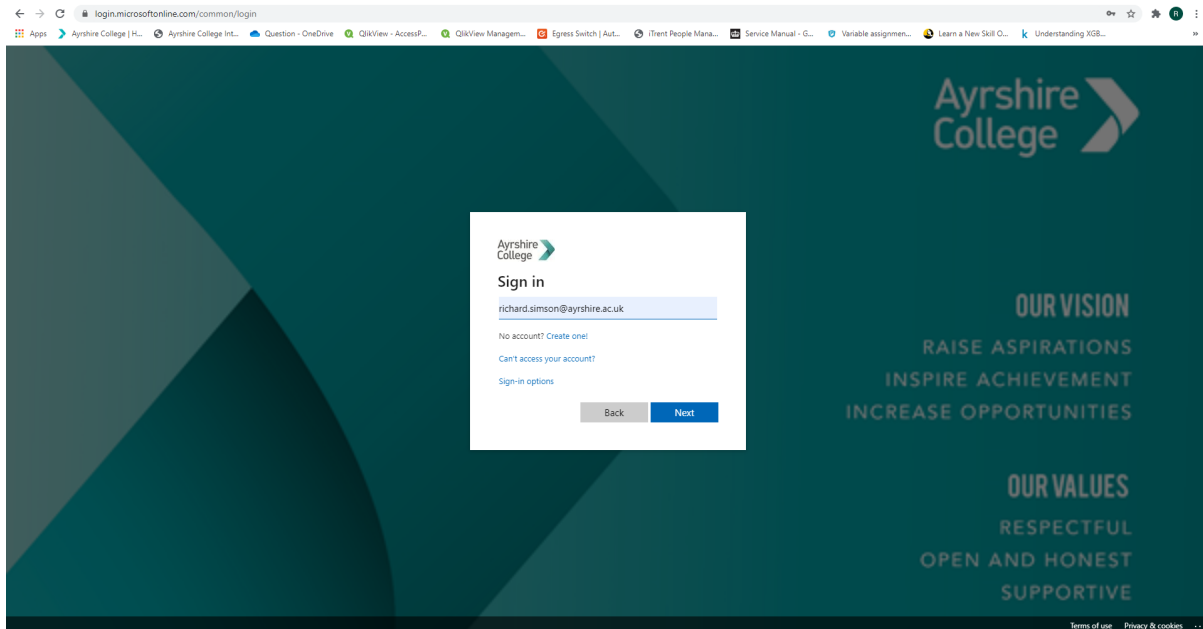
If you can access the college network but cannot access My Ayrshire College then please contact the support team for My Ayrshire College at: mydaysupport@ayrshire.ac.uk

LOGGING IN

My Ayrshire College can be accessed in any web browser using the link below or by using the Apple of Google apps

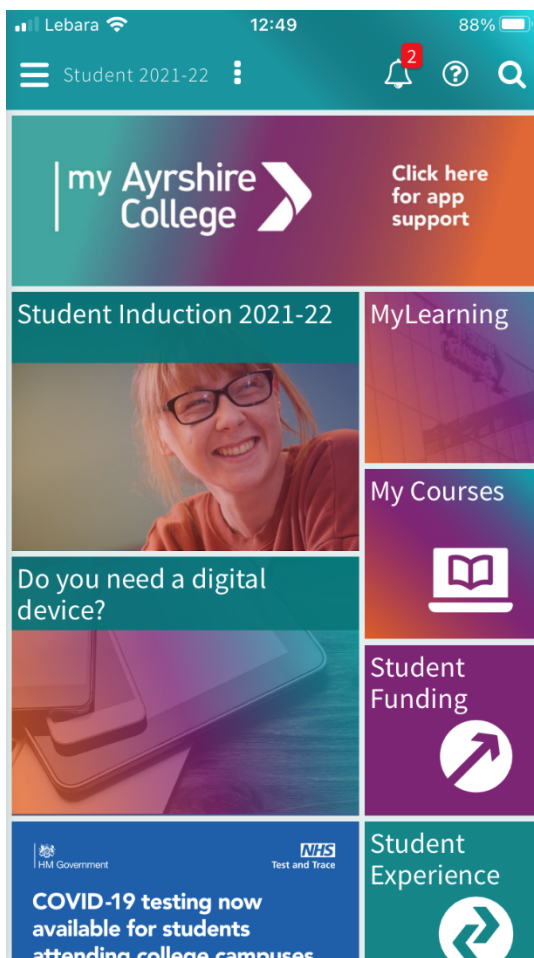
<https://ayrshire.myday.cloud>

You will be asked to authenticate.



HOMEPAGE

The default homepage will initially be set to the Student Dashboard. Throughout the year, the Student Dashboard content frequently changes to support you as you study at college. We would suggest you regularly visit the app and check for new information.



KEY FEATURES

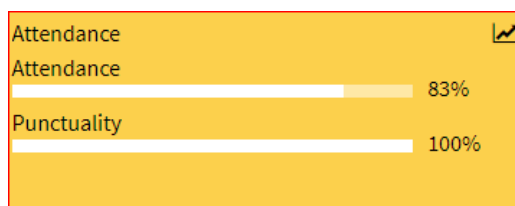
Resources available from My Ayrshire College include:

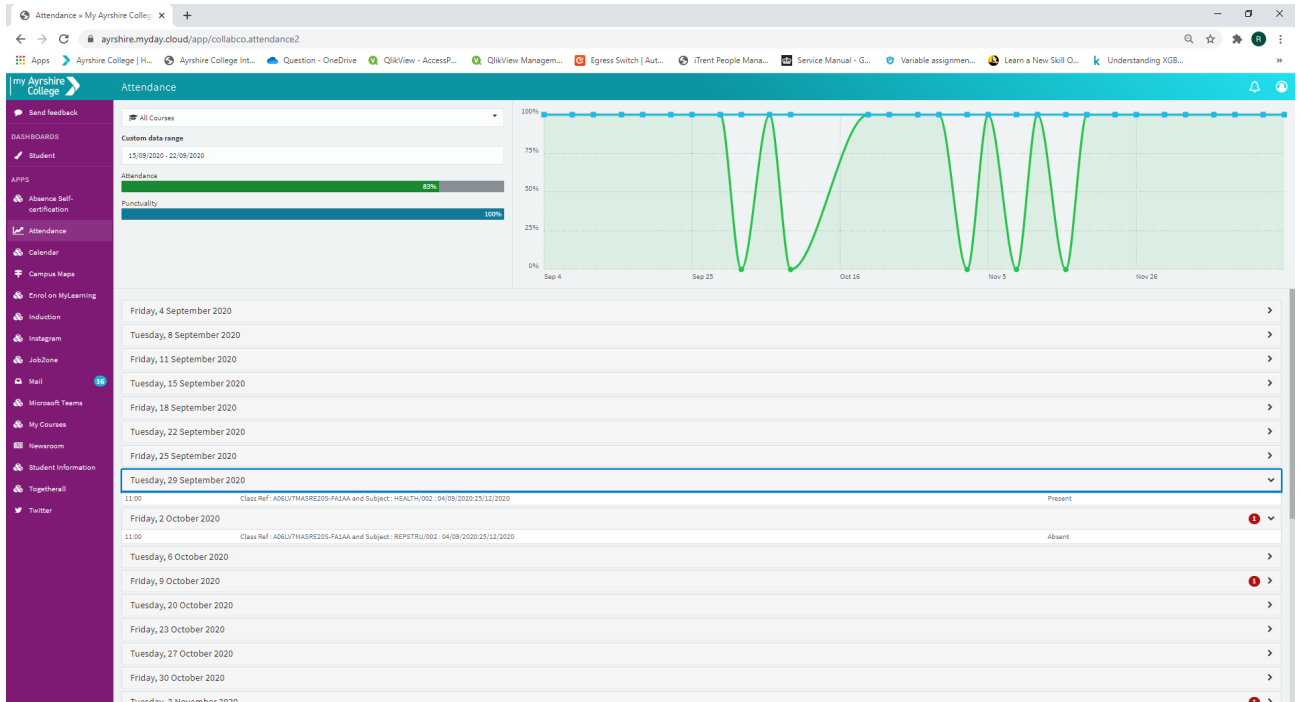
- Student Induction 2021-22
- Application for Digital Support 2021-22
- Latest Covid-19 information
- Newsroom (latest information from the college)
- Access to MyLearning (Moodle) courses
- Access to college email
- Access to your calendar
- Access to your contact information, course information, attendance, and results
- Absence reporting (self-certification form processing)
- Campus maps

and much more...

STUDENT ATTENDANCE

Students can access their attendance record by using the 'Attendance' tile. It will show all of the attendances throughout the year. Positive attendance marks are calculated based upon the criteria to claim for Student Funding (i.e. Bursary award). For example, when a self-certificate mark is submitted, this counts as a positive attendance although there was no actual physical attendance in the class.





STUDENT ABSENCE

Self-certificates can be submitted using the 'Absence' tile and by completing the associated form



Student Absence Self-certification

This form should be used by student to submit absence self-certifications. Please note that the college only permits 3 self-certification absence per semester. All non-advanced full-time and short-fulltime students need to submit self-certificates if they are absent. Only advanced students in receipt of Childcare or Discretionary funding need to submit self-certificates.

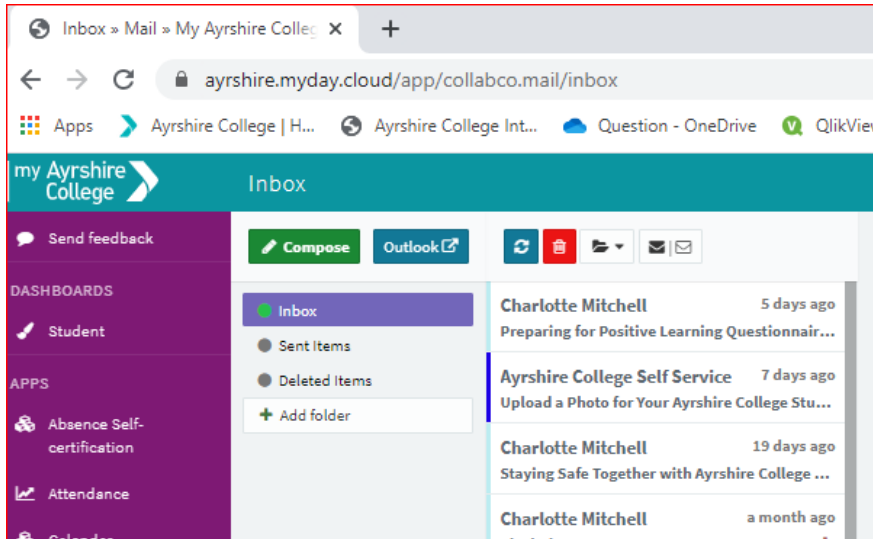
*** Required**

1. What is your name? *

2. What is your date of birth? *

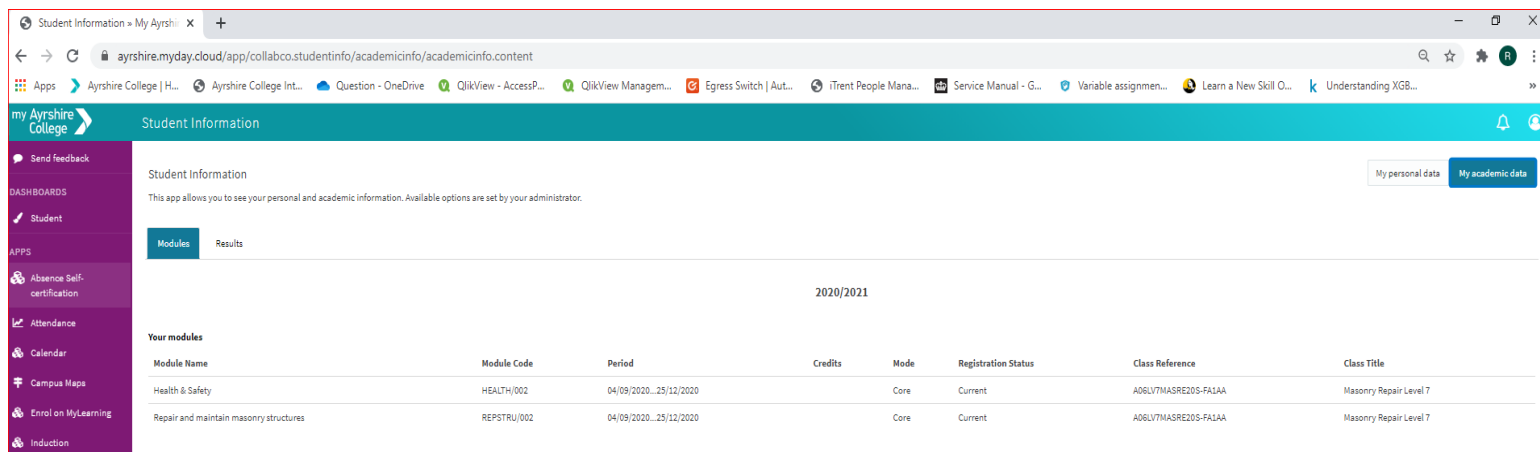
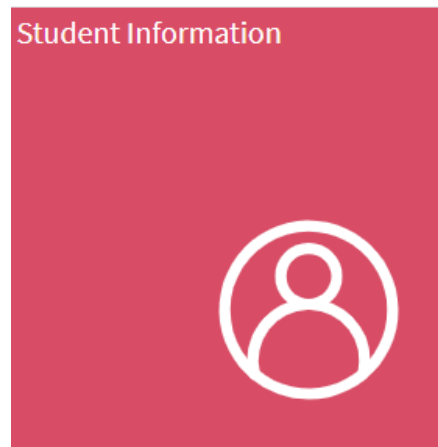
COLLEGE EMAIL

My Ayrshire College allows students to access their college email without having to login to a separate system. It has an inbuilt email client which can be used to read and send College email.



MY STUDENT INFORMATION

You can access your contact information, course information, attendance and results by using the student information tile.



MYLEARNING (MOODLE)

You can access your Moodle course firstly by enrolling via the 'My Learning Dashboard' tile and then thereafter by accessing 'My Learning Courses'.

