



# OSC CONNECT APP – ORBITAL SOUTH COLLEGES

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## Student Guide\_v5

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# OSC Connect App – Introduction

## Outline of App

This document highlights the features and functionality of the OSC Connect Application, which both staff and students will benefit from.

The app is a great communication platform between students, and the support/curriculum/ established/sessional staff, whilst keeping track of newsfeed, updates, announcements, enrichment activities as well as timetable changes (on a curriculum level), as a whole campus.

Examples of types of **interactions** include:

- Posting pictures
- Posting videos
- Messaging individuals and within groups
  - Students can privately message their tutors/ other curriculum staff if the help is required
- Participate in extra curriculum activities such as sports, beauty therapy etc.
- Following pages to receive push notifications & announcements (on lock screens) of upcoming events

Students can interact with their tutors/other staff members about their coursework, timetables, ILPs, exams or for general knowledge, via the OSC Connect App.

OSC Connect is compatible with most websites, iFrames for example, linking to Ontrack Hub and Report an Absence, allowing users to navigate to external links, without leaving the app.

# OSC Connect App – Installing App

## Step 1 - Scan QR Code (Android & Apple Devices)



### Note:

Please bear in mind that the version of the app installed should be **2024.04** and can only be installed if the iPhone has **iOS 13 and above**. Also, for Android devices, the update version should be **10 and above**.

OR

## Step 1a – Play Store/ App Store

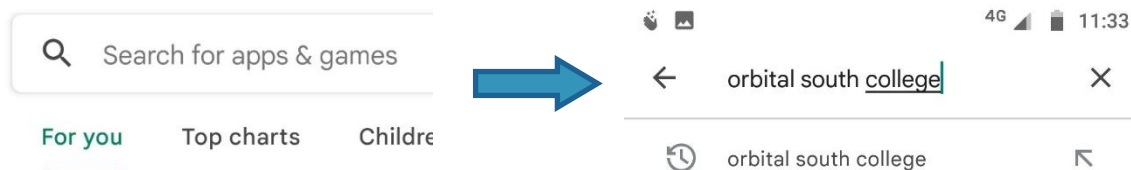
1. Opening the Play Store (Android) App Store (Apple) on your phone



OR

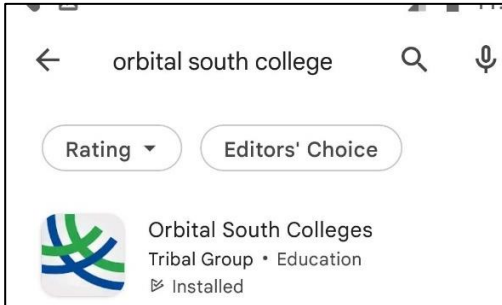


2. Click on the search icon in the Play/ App Store and type “Orbital South Colleges” in the search bar.



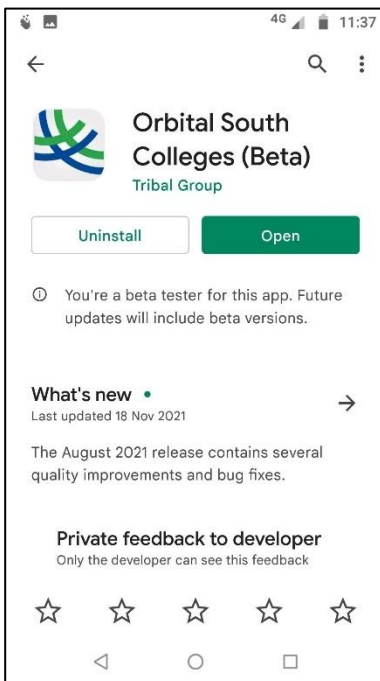
### 3. Searching and finding app

Once you have typed “Orbital South Colleges” in the search bar, you will see the app name and other details displayed, like the screenshot below:

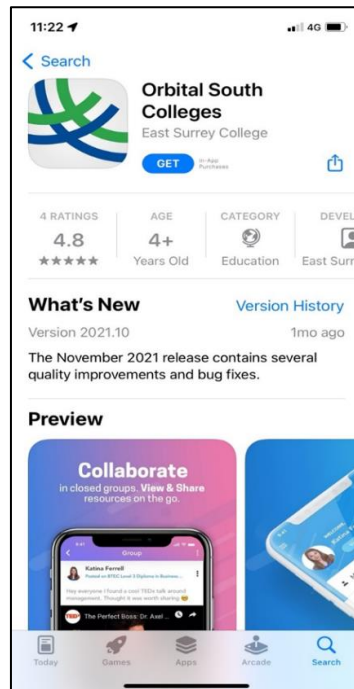


### Step 2 - Installing app on device

1. Select this app on your Play Store/ App Store, and click the 'Install' (Android), OR 'Get' (Apple) button. Once it is installed on your phone, you can select the 'Open' button and it should open the app on your android device.



OR



2. This is the Icon of the app, once installed on your phones

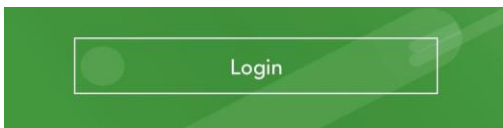


### Step 3 - Logging in OSC Connect App

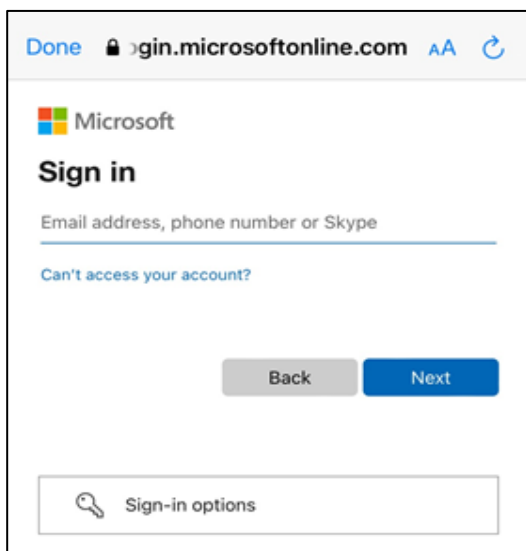
1. Open the App on your device to view a screen that looks like this:



2. Click on the 'Login' button to sign into the App

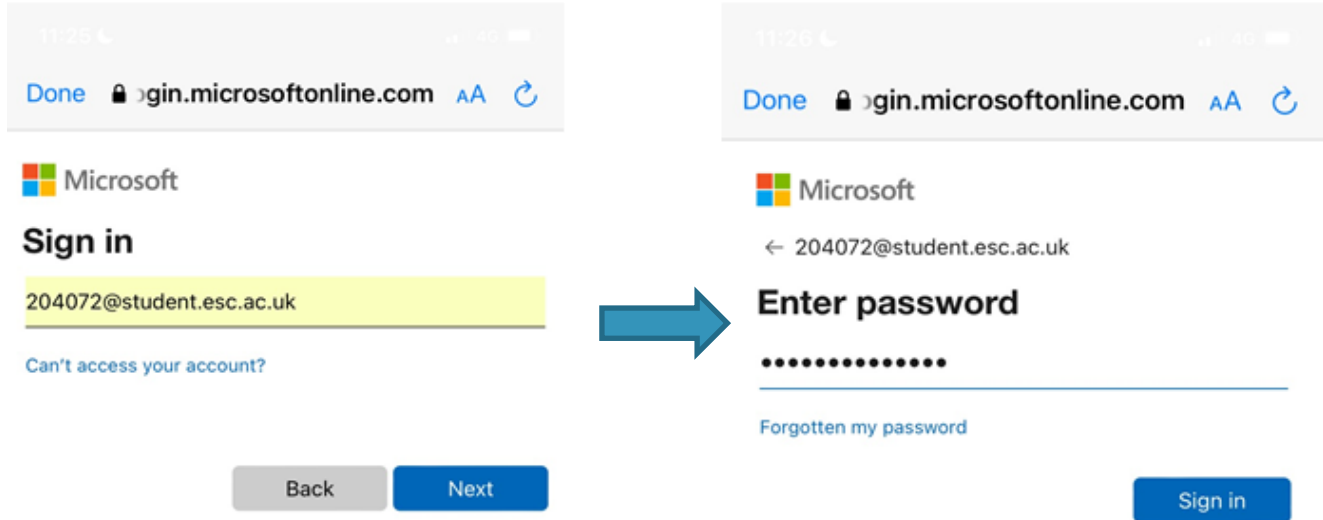


You will see a screen like this, as this is the Azure AD used for Multi-Factor Authentication.



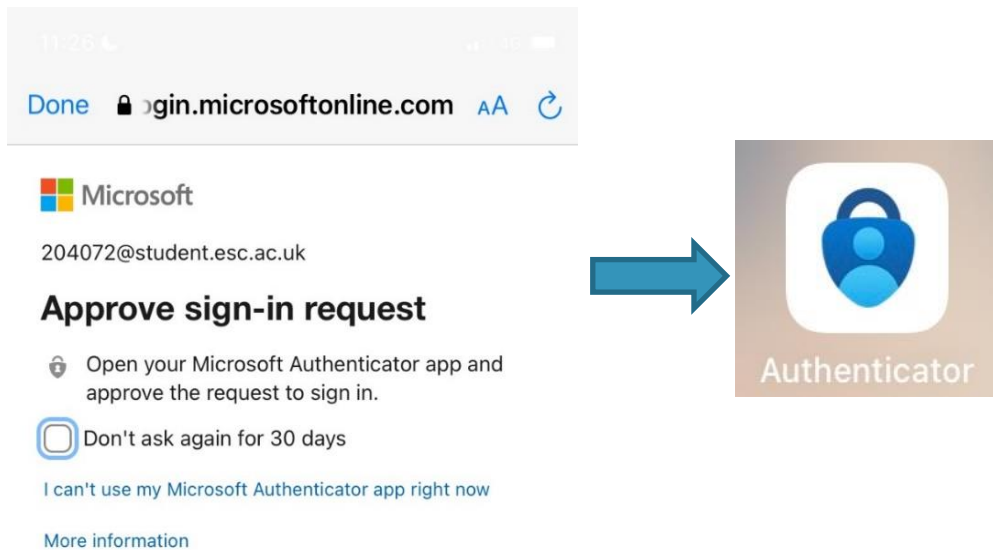
## a. Example Test ID: 204072

After that, please input your login details. The screenshots below display an example of Test user

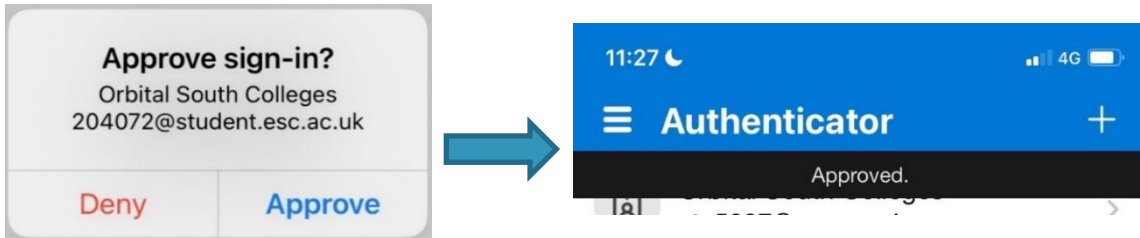


#### Step 4 - Installing “Authenticator” App

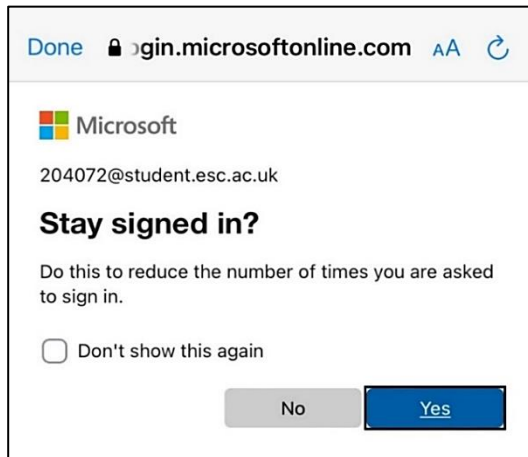
1. Once college email and password are entered, an Approve Sign-in screen will direct the user to the “Authenticator” app (download this app if not done beforehand)



2. Once approved, select the 'Approve' button on the app and it should direct you back to the OSC Connect app. It should display 'Approve' on the top of the screen, like screenshots below:



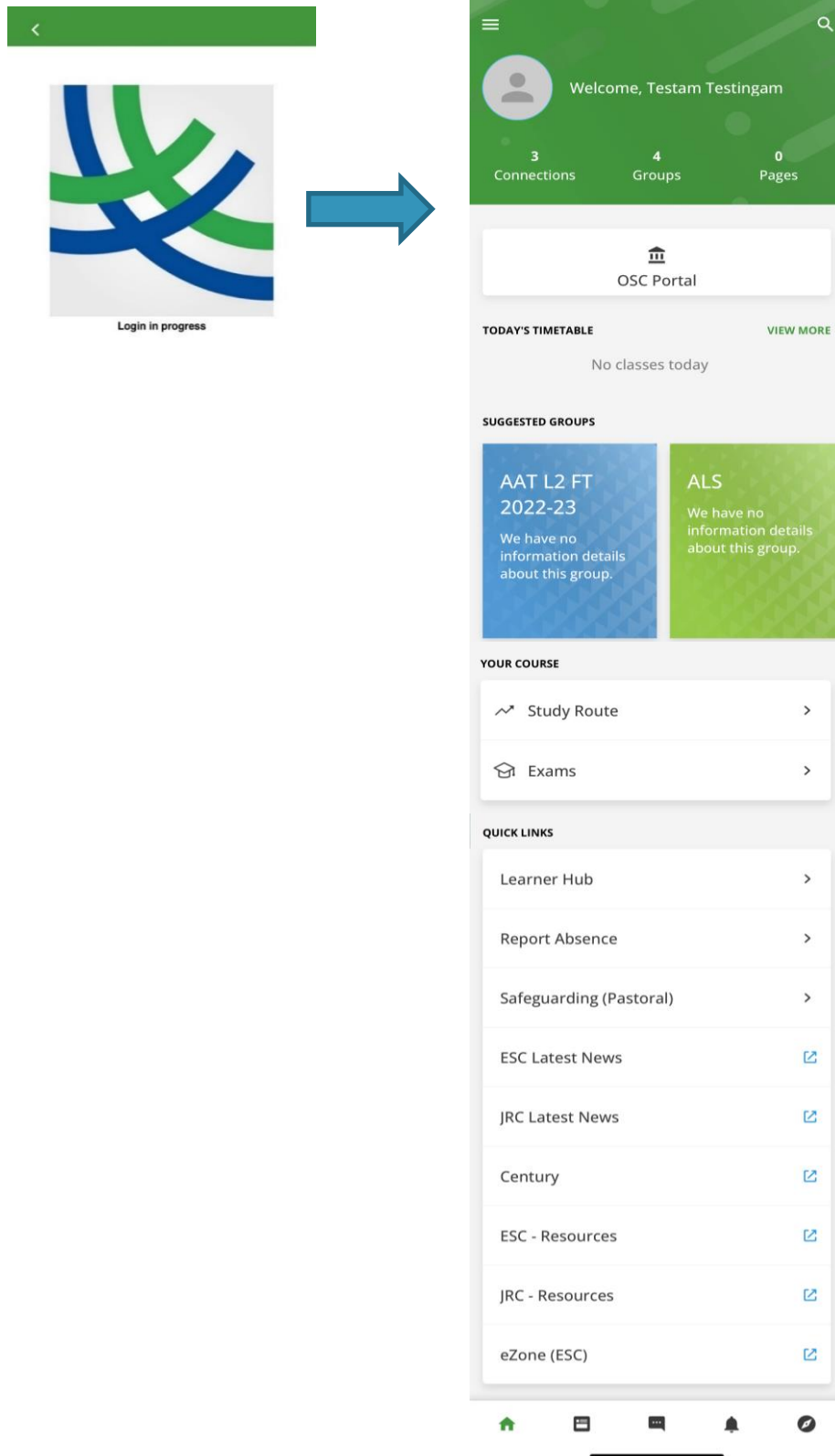
- a. Go back to the OSC Connect App and it should begin to login using Multi-Factor Authentication. Once logged in, it will display a "Login in Progress" screen





## Step 5 - OSC Connect App Homepage

Once logged in, it will display a “Login in Progress” screen. As soon as you are logged into the app, it will display the Homepage, like this screenshot below:



# OSC Connect App – What can Students see?

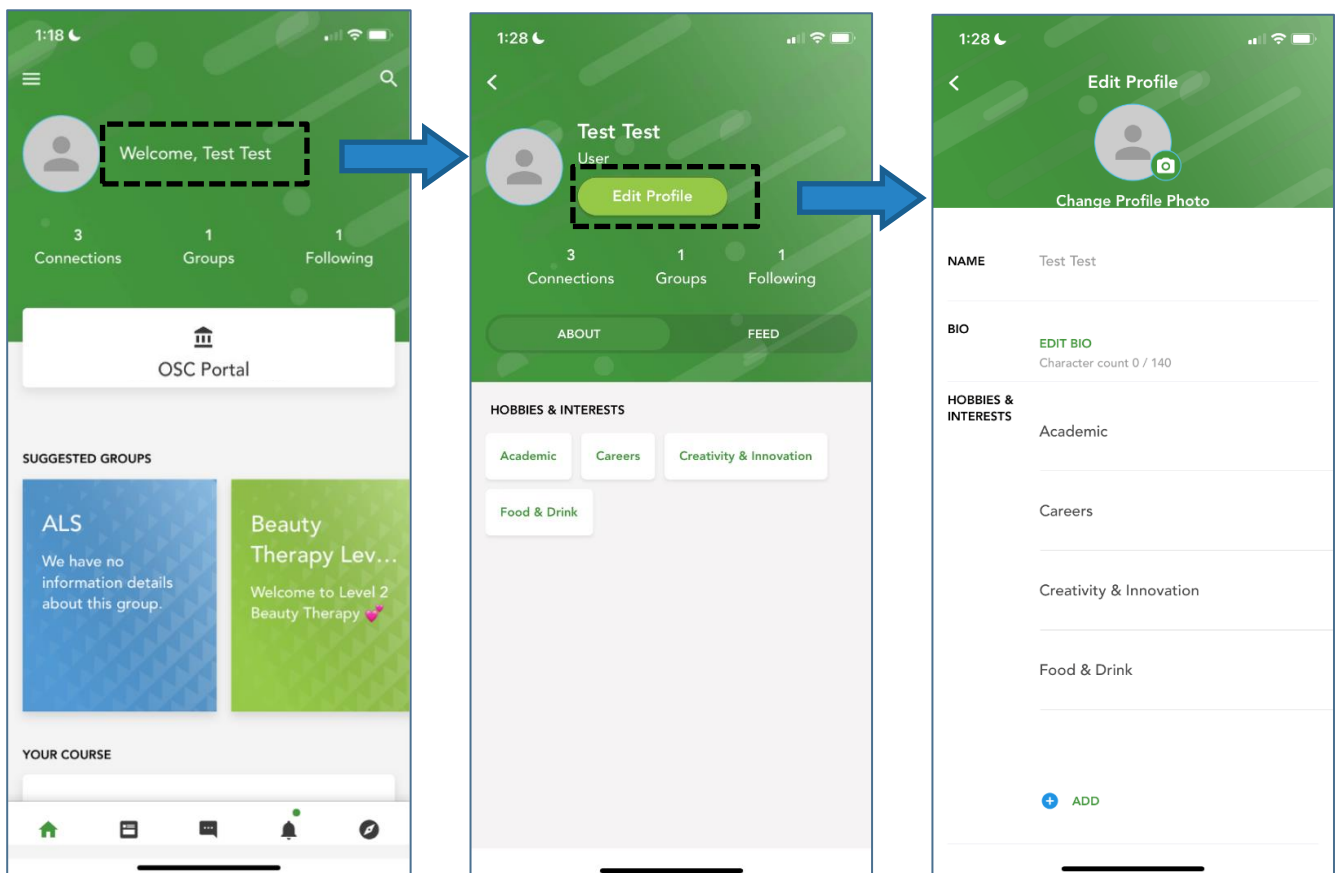
## INTRODUCTION

This section lists out the features and functionalities used on the OSC Connect App for students. There key features of the app, include the following:

### 🏠 Homepage

The Homepage is generally the first page you land on in your app. It's designed so you can easily access the different parts of your app through as few clicks as possible. Users can do use the following features:

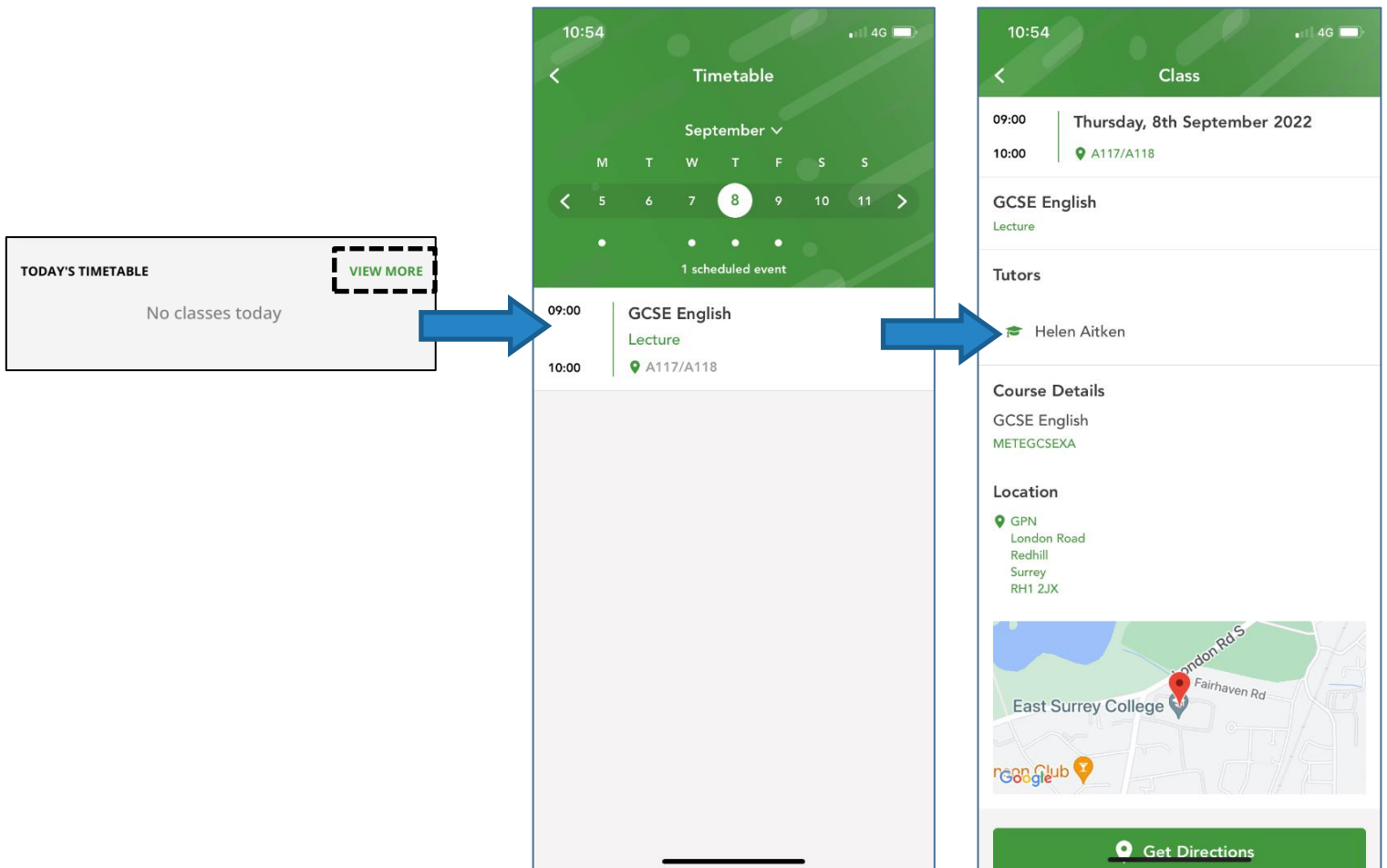
- Search for other groups, pages or connections
- Edit your profile
- View your own profile
- View and make new connections
- View the pages you're following
- See the groups you're a part of, or find new groups
- Click to view your institutions website



## Timetables

The 'Today's Timetable' section enables students to see their current weekly timetables by selecting the 'View More' option to view their lesson timings, location, along with which tutor will be teaching that lesson.

The screenshots below illustrate an example of how to view timetables:

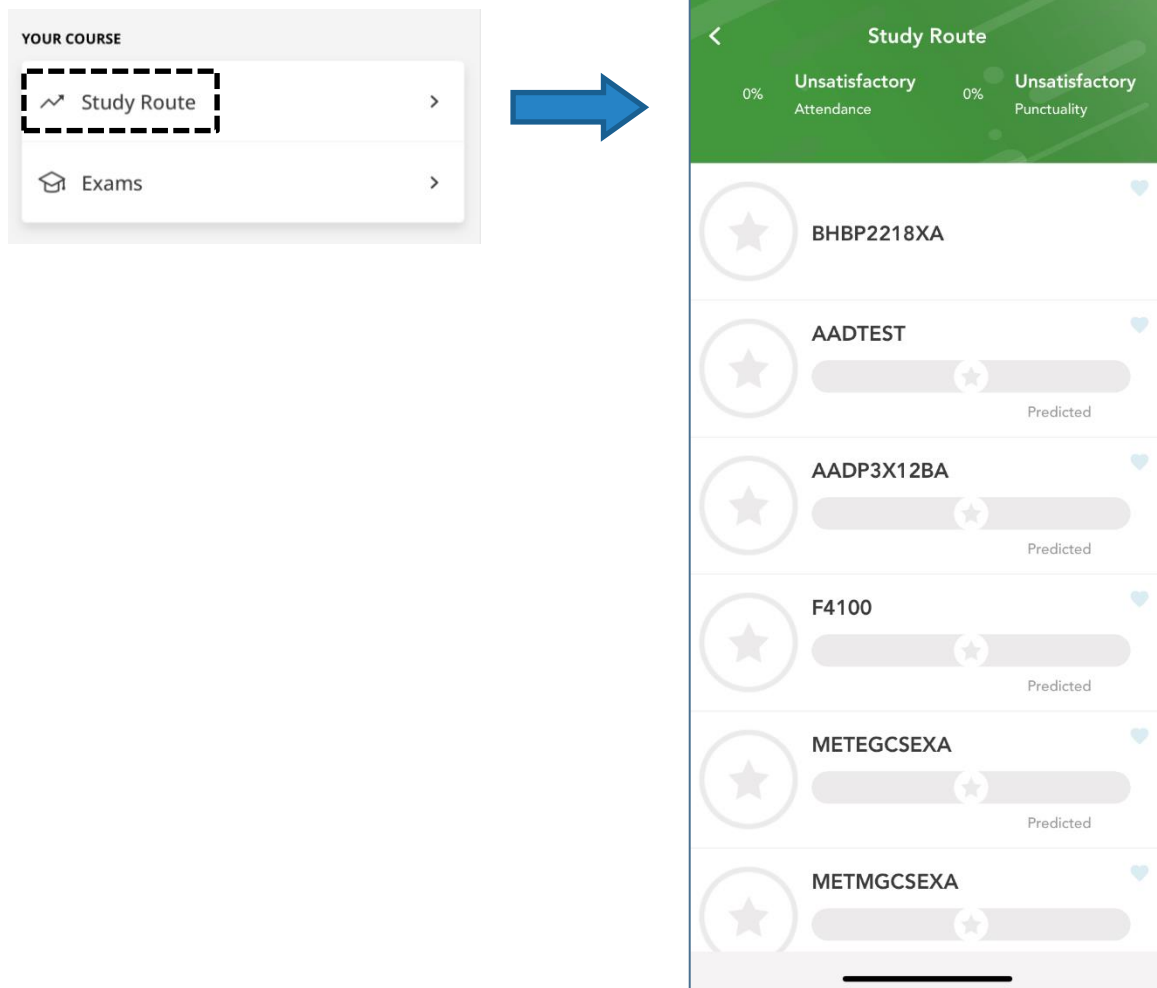


## Study Routes

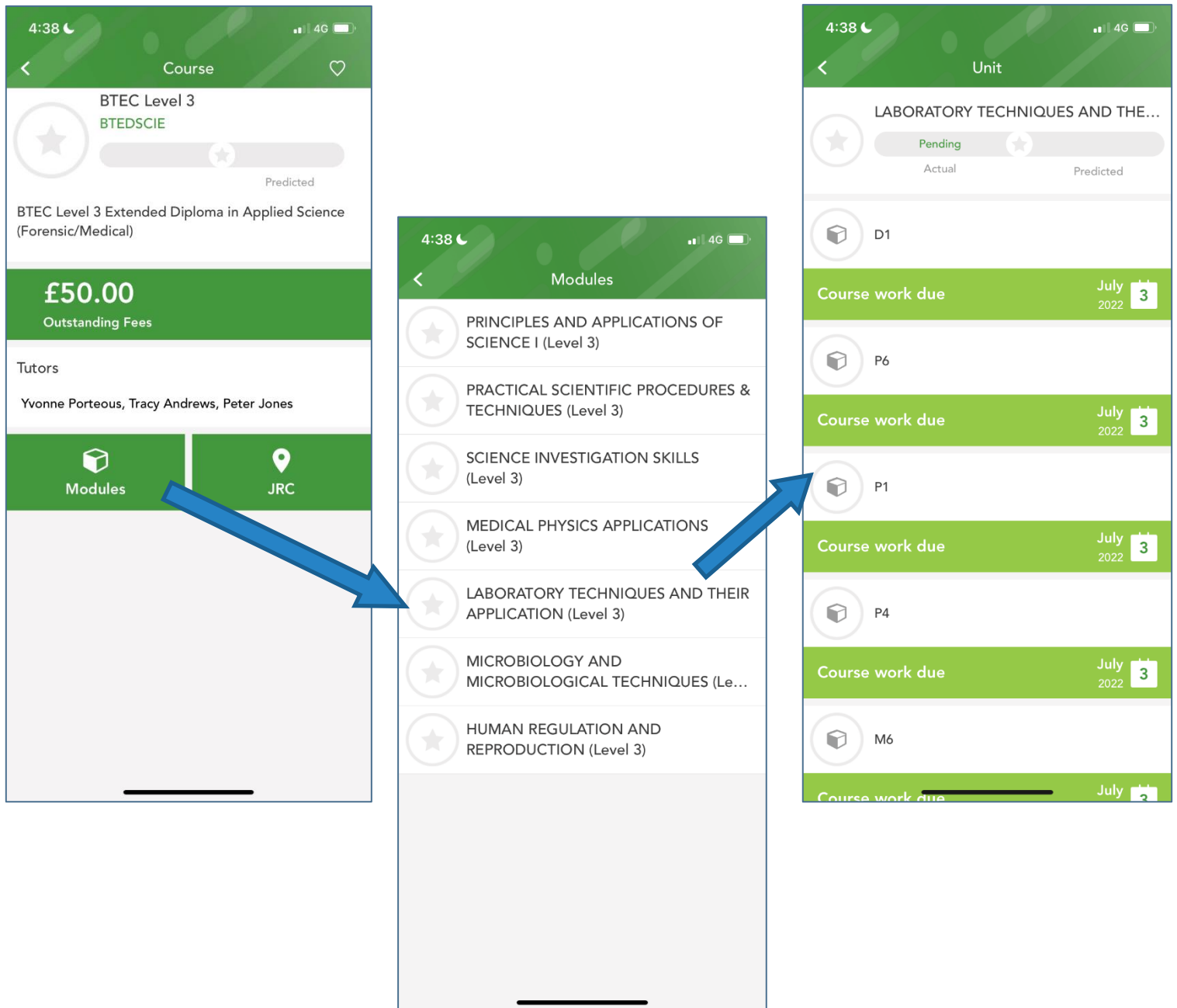
The study routes allow students to view their attendance and punctuality and check their modules and units of their enrolled that are assigned to them.

The attendance and punctuality are displayed as percentages and show whether it is satisfactory or unsatisfactory. This data is picked from EBS Shape and updated automatically as a tutor/ lecturer registers them when attending lessons.

The screenshots below illustrate an example of how to view study routes:



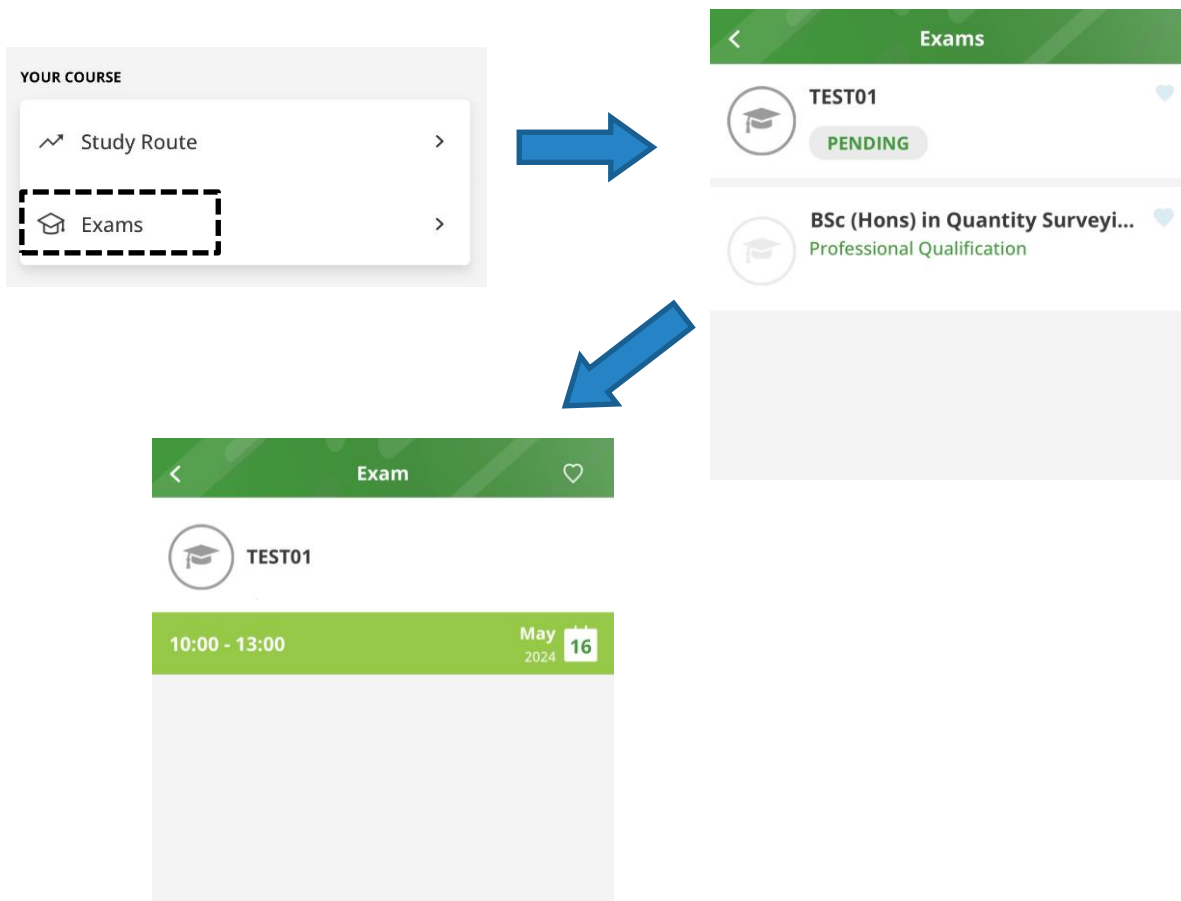
Within the study route, students can view their course's modules and units that they are studying. They can select the 'Modules' button within the Course page and view their modules that they're assigned to. Students can select any module and view the units assigned to those modules, e.g. passes, merits and distinctions for coursework.



## Exams

The Exams feature enables students to have access to their upcoming Exams and their Exam results, once the results day comes.

Students can track how many exams are upcoming, how many exams have been completed and their location, dates and timings of the exams. If students have any special requirements such as 25% Extra Time, Reader / Scriber - these will all be identified within this feature.



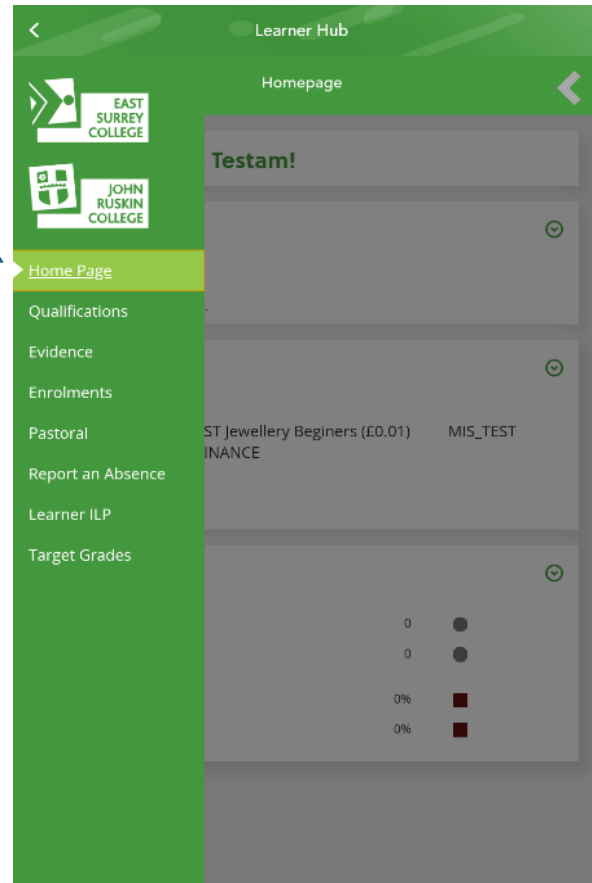
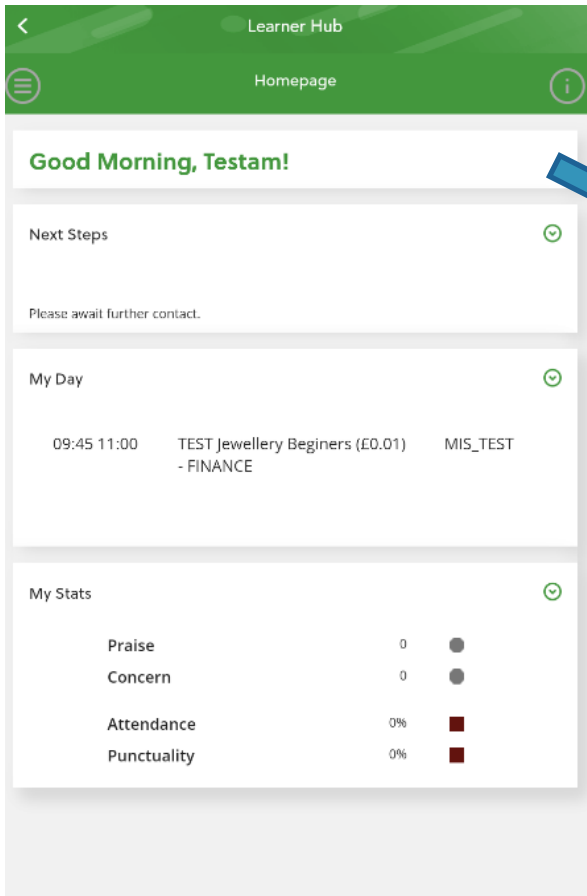
## Quick links

The screenshot below displays the different quick links that all users (both staff and students can utilise):

The screenshot shows a mobile application interface with a 'QUICK LINKS' menu. The menu items are listed on the left, and blue arrows point from each item to a corresponding description box on the right. At the bottom of the screen, there is a navigation bar with five icons: a home icon, a document icon, a speech bubble icon, a bell icon, and a compass icon.

Quick Link	Description
Learner Hub	Learner Hub homepage with navigation bar that will automatically SSO the student
Report Absence	Students report their absence or if they are running late or are unable to attend lessons
Safeguarding (Pastoral)	Links to the Safeguarding (Pastoral) page via the Learner Hub
ESC Latest News	ESC website News page
JRC Latest News	JRC website News page
Century	Checking progress of Math and English subjects and which modules/ lesson homework have been completed
ESC - Resources	3 different <b>ESC</b> links to resources: 1) Careers Hub; 2) Student Union; 3) Wellbeing Hub
JRC - Resources	3 different <b>JRC</b> links to resources: 1) Careers Hub; 2) Student Union; 3) Wellbeing Hub
eZone (ESC)	All other links to resources for ESC students

## 1. Learner Hub:





## 2. Report Absence:

**Report Absence**

Please select dates absent

**Select Date:**

Date  
dd/mm/yyyy

Or

**Select Multiple Dates:**

From  
dd/mm/yyyy

To  
dd/mm/yyyy

NEXT

**Report Absence**

Is this absence for a whole or part of a day?

FULL DAY ABSENCE    ABSENT FOR PART OF THE DAY

BACK    NEXT

This is the timetable for Wednesday, 06/09/2023


The sessions highlighted below will be missed during this absence

No sessions for this day.

**Report Absence**

Please select a reason

Please upload evidence if possible:  
e.g. doctors note

 [Upload evidence](#)

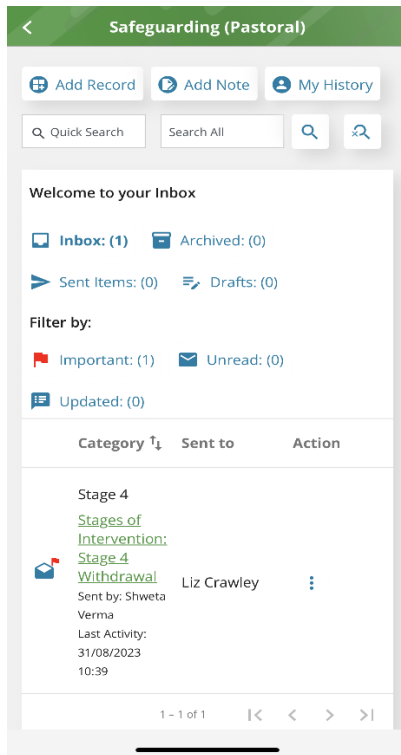
BACK    NEXT

**Report Absence**

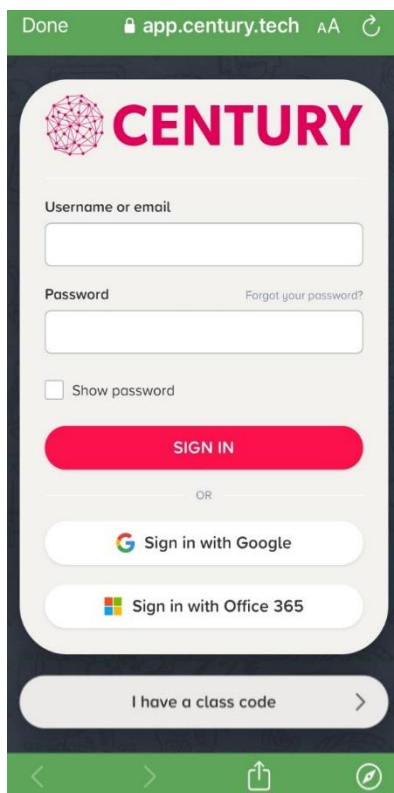
Please select a reason

- Accident or Injury
- Apprenticeship Interview
- Careers Interview
- Caring responsibilities
- Child / Dependant Sickness
- Driving Theory or Practical Test
- Funeral or Bereavement
- Medical Appointment
- Other
- Religious Holiday
- Transport Problem
- University Visit
- Unwell
- Work Experience

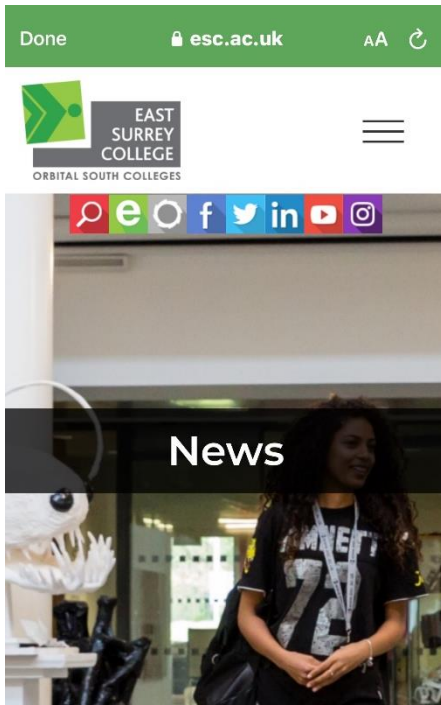
### 3. Safeguarding (Pastoral):



### 4. Century:



## 5. ESC Latest News



### Latest News

Filter:

### ESC Summer Festival



01 July 2024

ESC's Summer Festival Brightens Up the Summer Garden! At ESC on 18 June, we hosted The Summer Festival, and it was a big hit! Bringing together students and staff in the beautiful Summer Garden and taking part in a day of fun activities...

[READ STORY](#)

### RSA End of year Exhibition 2024



## 6. JRC Latest News



The screenshot shows the mobile website for John Ruskin College. At the top, there is a green navigation bar with the text "Done", the URL "johnruskin.ac.uk", and icons for font size and refresh. Below this is the college's logo, which includes the text "JOHN RUSKIN COLLEGE" and "ORBITAL SOUTH COLLEGES". A row of social media icons (search, Facebook, Twitter, Instagram, LinkedIn, YouTube) is positioned above a large hero image. The hero image shows two people walking outside a building with the word "News" overlaid in white. Below the hero image is a purple tab labeled "Latest News". Underneath the tab is a filter dropdown menu set to "All News" with a "Go" button. The first news item is titled "OSC Nominations for Pearson National Teaching Awards" and features a small image of three people looking at a document. The date "03 June 2024" is displayed below the image. The text of the article begins: "At Orbital South Colleges, we are pleased to share that 4 of our tutors and our Public Service team were nominated for The Pearson National Teaching Awards. The awards are run by The Teaching Awards Trust to support the Pearson Awards missio...". A purple button labeled "READ STORY" is located below the text. The second news item is titled "Mental Health Week at OSC" and features a small image of a group of people sitting on the grass outdoors.

Done johnruskin.ac.uk AA ↻

JOHN RUSKIN COLLEGE  
ORBITAL SOUTH COLLEGES

News

Latest News

Filter: All News Go

OSC Nominations for Pearson National Teaching Awards

03 June 2024

At Orbital South Colleges, we are pleased to share that 4 of our tutors and our Public Service team were nominated for The Pearson National Teaching Awards. The awards are run by The Teaching Awards Trust to support the Pearson Awards missio...

READ STORY

Mental Health Week at OSC

## 7. ESC - Resources:



## 8. JRC - Resources:



## 9. eZone (ESC):

vle.esc.ac.uk

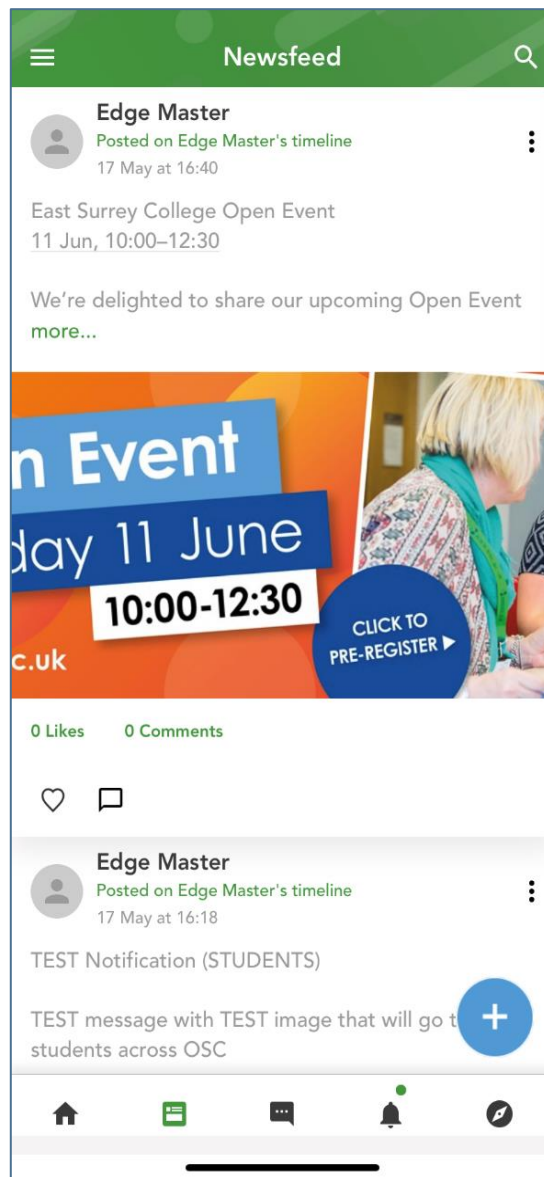
You are not logged in. ([Log in](#))



[Student Reflection](#)

## Newsfeed

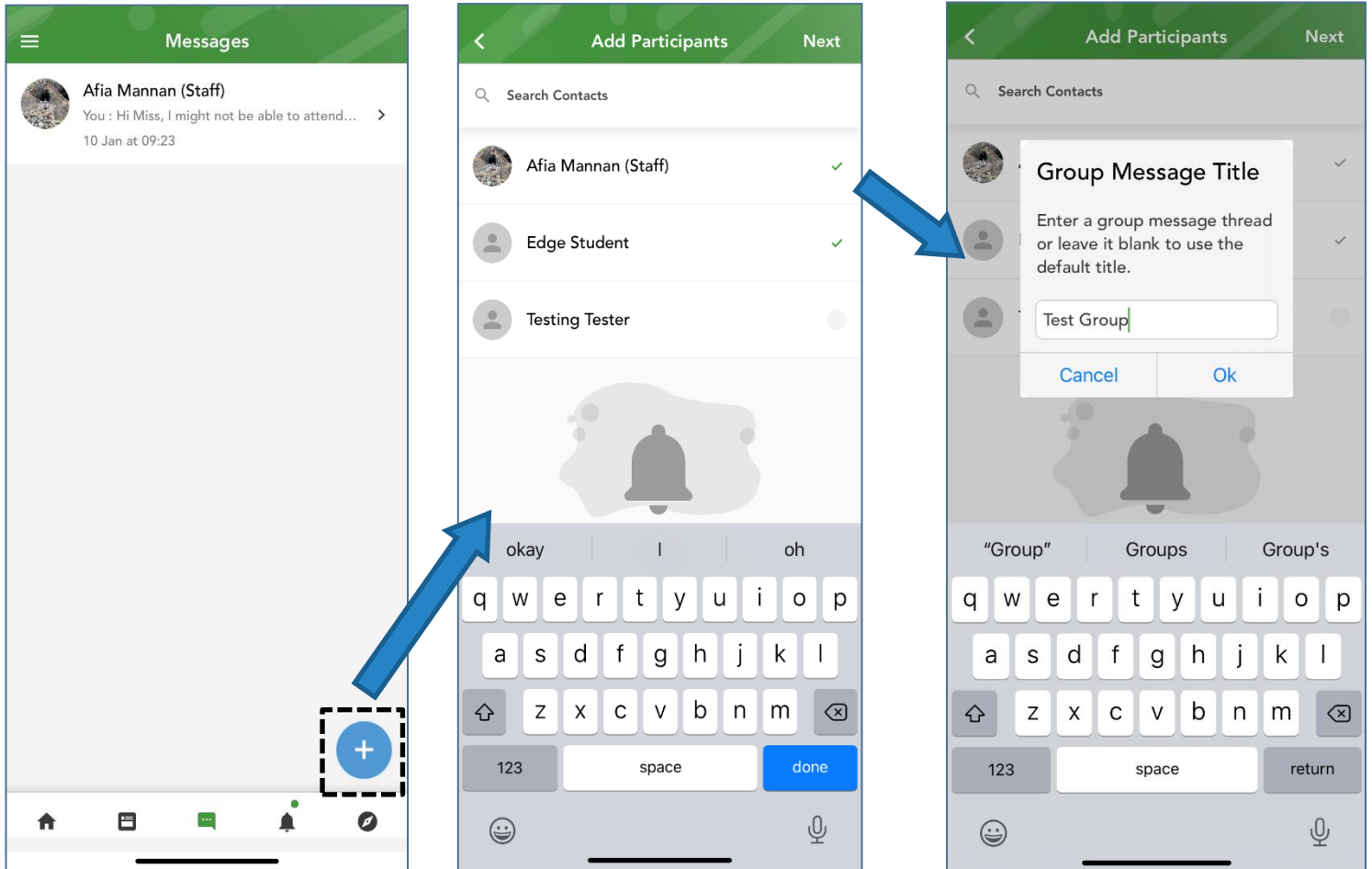
The newsfeed displays all the posts and comments that users which are within your connections can view, like and comment on. This section of OSC Connect allows the user to freely post any pictures, videos, text and/or any important announcements that will directly go to their groups, and their groups will be able to see what they have posted. This section enables you as the user to see what you have posted on your groups, and what your connections have posted as well - whether it be work-related or non-work.



## Messages

Users can direct message anyone within their institution who has downloaded the OSC Connect App. Learners must be connections before messaging others, but staff can message without being a connection.

Users can also create group chats, but to keep in mind, once the groups are created, it cannot be edited (so choose wisely!).





## Notifications

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just tap the option you need.

Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink or insert a comment.

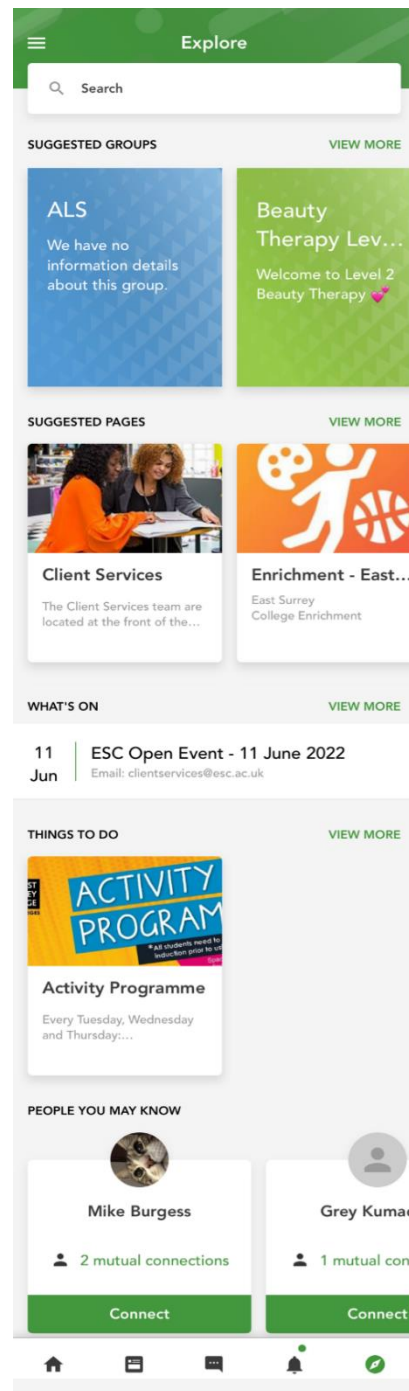


## Explore

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just tap the option you need.

Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink or insert a comment.



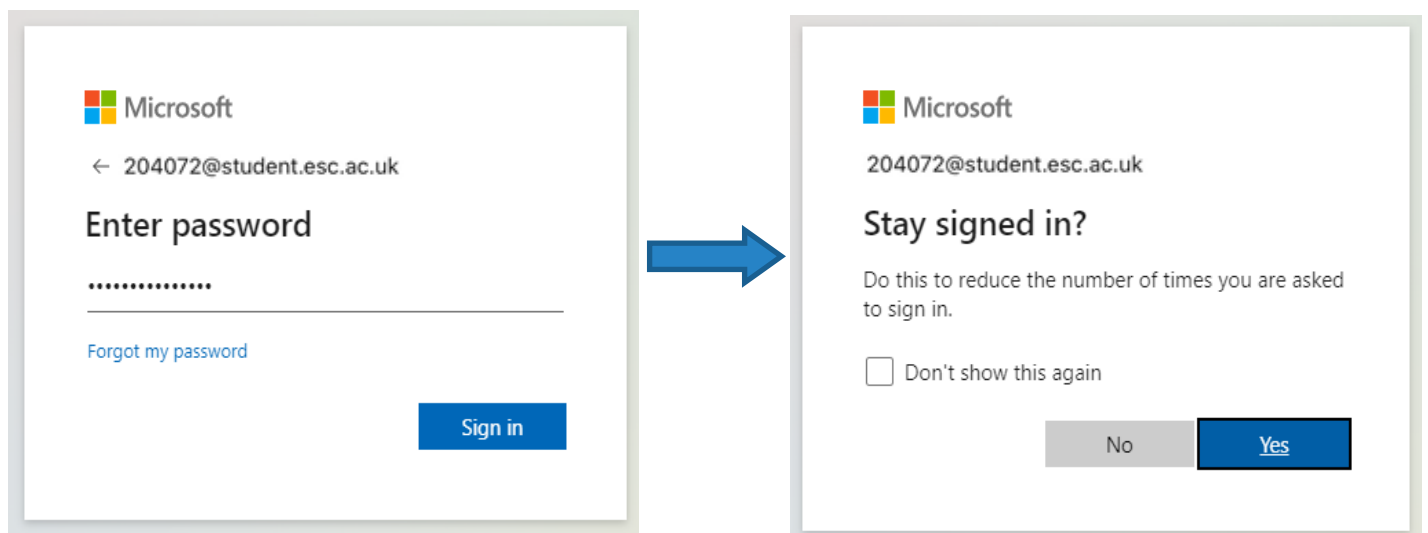
# OSC Connect App – The Web Portal Version

## Navigating around Web Portal Version of OSC Connect

If users are unable to log in on their Apple/Android mobile devices, the web portal version is also available to utilize via this link:


<https://engage.tribaledge.com/emea/osconnect>

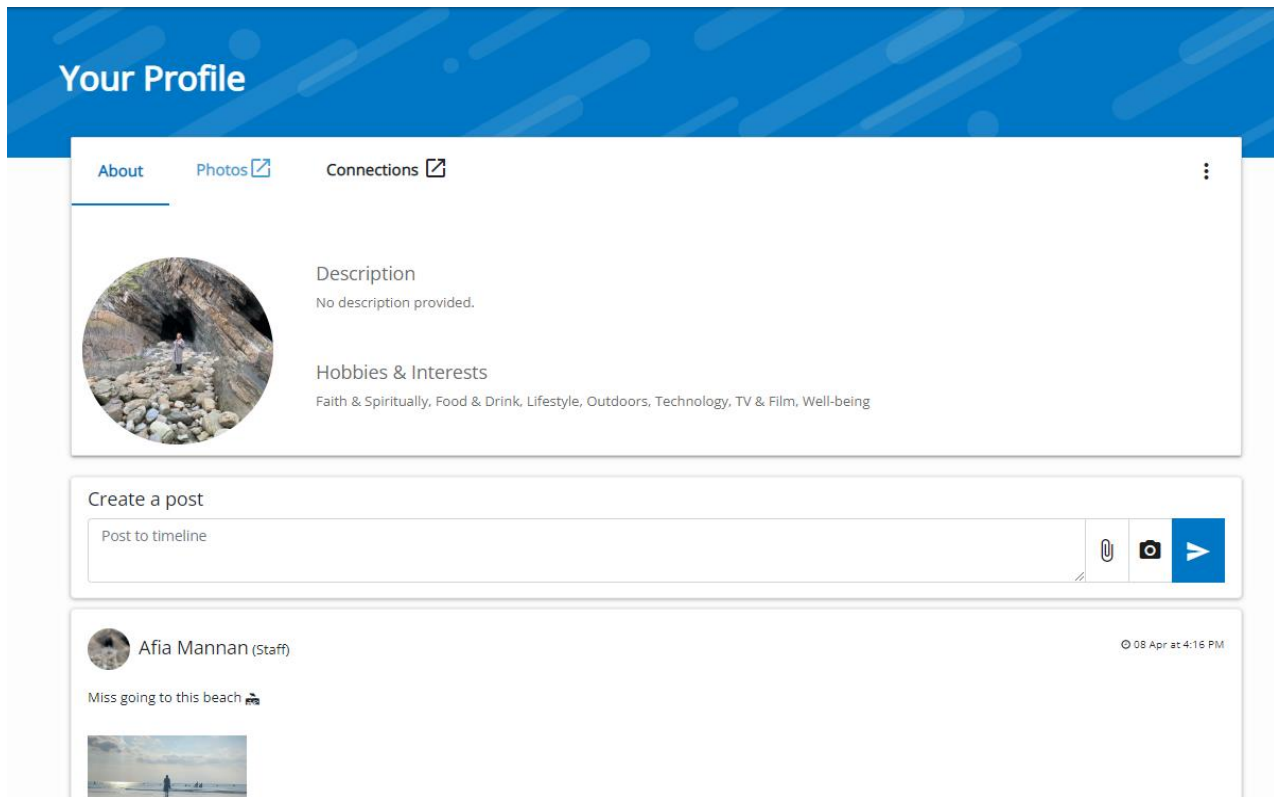
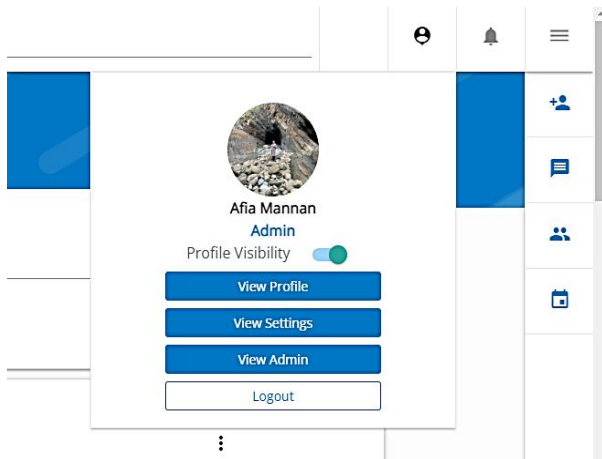
Then use Microsoft 365 account to sign in and go through Multi-Factor Authentication via the authenticator app.



Once successfully logged in via Multi-Factor Authentication, it should direct the user to the web portal version of OSC Connect App. The link to view homepage via web portal: [Newsfeed - Tribal \(tribaledge.com\)](https://engage.tribaledge.com)

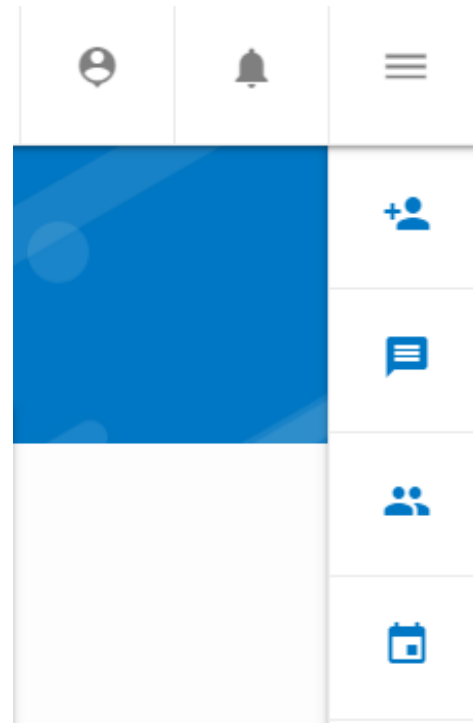
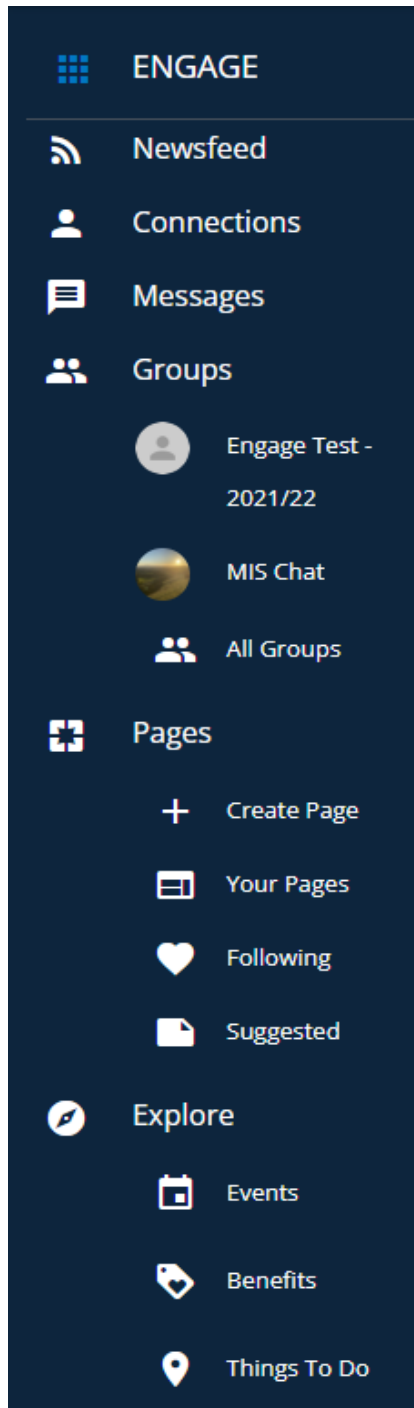
## View Profile

Within the web portal page, select the “” icon on the top right hand corner of screen, and a small drop-down menu appears (as demonstrated in screenshots below). Then, select the button called “View Profile”, to add, edit delete profile picture, bio, hobbies and interests (if applicable), and posts that have been shared within their connections.



## Navigation Bar

The navigation bar found on the left-hand side of the web portal screen of OSC Connect, enables users to navigate around OSC Connect effortlessly.



## Newsfeed

On the left-hand corner of screen, there is a link called “Newsfeed” which displays all their connection’s posts from like pictures, videos, any shared links, as well as global notifications/alerts that come from the support staff members like Marketing, Curriculum or Enrichment.

The screenshot shows a social media newsfeed interface. At the top, there is a blue header with the word "Newsfeed" in white. Below the header, there are two main post containers. The first container is a text input field with a circular profile picture on the left and the text "What's on your mind, Afia Mannan?". To the right of the input field are icons for attaching a file and taking a photo, and a blue button with a white right-pointing arrow. The second container shows a post by "Afia Mannan". It includes a circular profile picture, the name "Afia Mannan", and the text "Afia Mannan posted on Afia Mannan's timeline" and "08 Apr at 4:16 PM". Below this is a photo of a beach with the caption "Miss going to this beach" and a small icon. Under the photo, it says "1 person likes this" and "0 Comments". At the bottom of the post container, there is a "Comment" button with a profile picture icon, and to its right are icons for attaching a file and taking a photo, and a blue button with a white right-pointing arrow.

## Connections

Users can add connections which they may know and want to add to their network. Connection requests are then sent to those users, and they will receive a notification that another user has requested to add them to their network. They are more than welcome to accept or reject the request.

**Connections**  
Make a connection

My Connections   Requests   Pending   Blocked   Connect

Name	Mutual Connections
Daniel Stone	1 Mutual Connection
Grey Kumadey	0 Mutual Connections
Mike Burgess	3 Mutual Connections
Testing Tester	2 Mutual Connections
Edge Student	3 Mutual Connections
James Holfert	1 Mutual Connection
Test Test	2 Mutual Connections

**Connection Requests** [See all](#)

You currently have no pending Connection requests

**Suggested Connections**

Name	Mutual Connections	Mutual Groups
Eugene Schutte	1 Mutual Connection	0 mutual Groups
Richard Gulley	1 Mutual Connection	0 mutual Groups
Helene Greenidge	1 Mutual Connection	0 mutual Groups

## Messages

In this section, users are able to private message their connections (only), and if tutors are placed into course groups, then their students will be able to privately message their tutors for any help with coursework, exam preps, units, ILPs and more.

The image displays two views of a messaging application. On the left is the 'Messages' inbox, and on the right is a detailed view of a message thread. A blue arrow points from the first message in the inbox to the detailed view.

**Messages Inbox:**

- James Holfert (Staff)**  
James Holfert (Staff): Here is a direct message
- Grey Kumadey (Staff)**  
You: Hello
- Mike Burgess (Staff)**  
Mike Burgess (Staff): Hi
- Edge Student**  
You: Good Morning

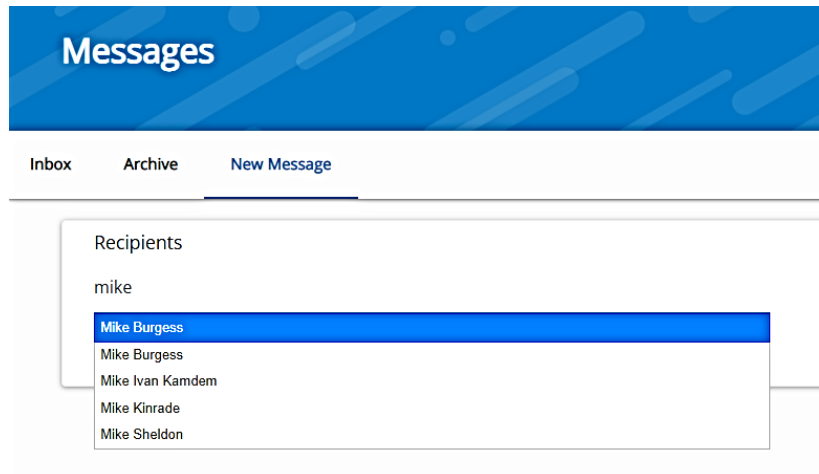
**Message Detail View:**

- New Message**
- Recipients**  
Start Typing Name
- Messages** [See all](#)
- Grey Kumadey (Staff)**  
You: Awesome!  
20 May 13:39
- James Holfert (Staff)**  
James Holfert (Staff): Here is a direct message  
07 Apr 09:26
- Mike Burgess (Staff)**  
Mike Burgess (Staff): Hi  
30 Mar 14:21
- Edge Student**  
You: Good Morning  
28 Mar 09:02
- Testing Tester**  
You: Morning testing tester  
28 Mar 08:56



## Group Chats

Users are also able to create group chats via the Web portal by selecting the “Messages” link, found on the navigation bar and choosing the “New Message” option and choosing the connections they would like to create a group chat with. Example of creating a New Message is displayed in screenshot below



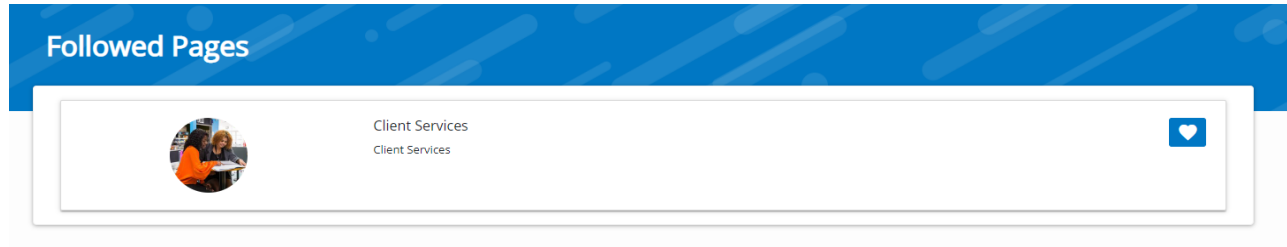
## All Groups - Your Groups & Suggested Groups

Under the Groups section via the navigation bar, users can view the groups they are members of, and other suggested groups that they wish to be added on. Groups can either be private or public - so if the groups is private, they will need to make a request to be added to the group.



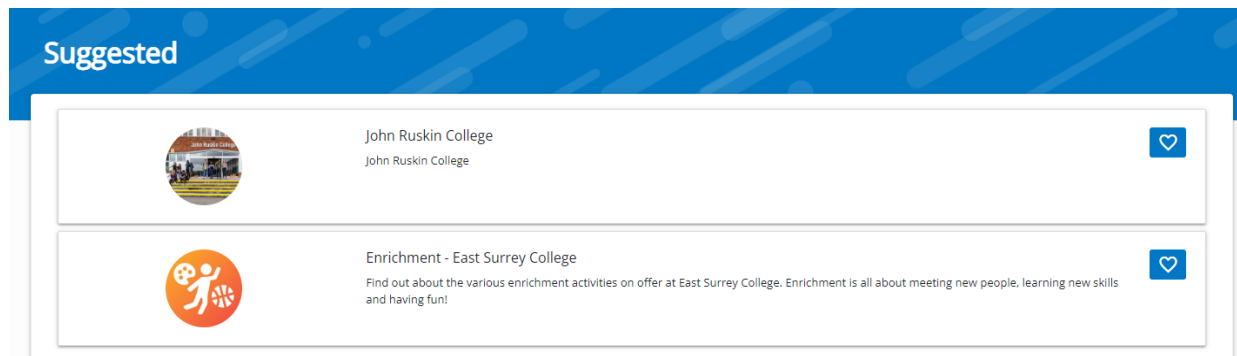
## Following Pages

The link to “Pages” navigates the user to the pages they are following, and any suggested pages that they can follow and see posts and updates. The screenshot below displays the Client Services page that the user follows to get updates and information.



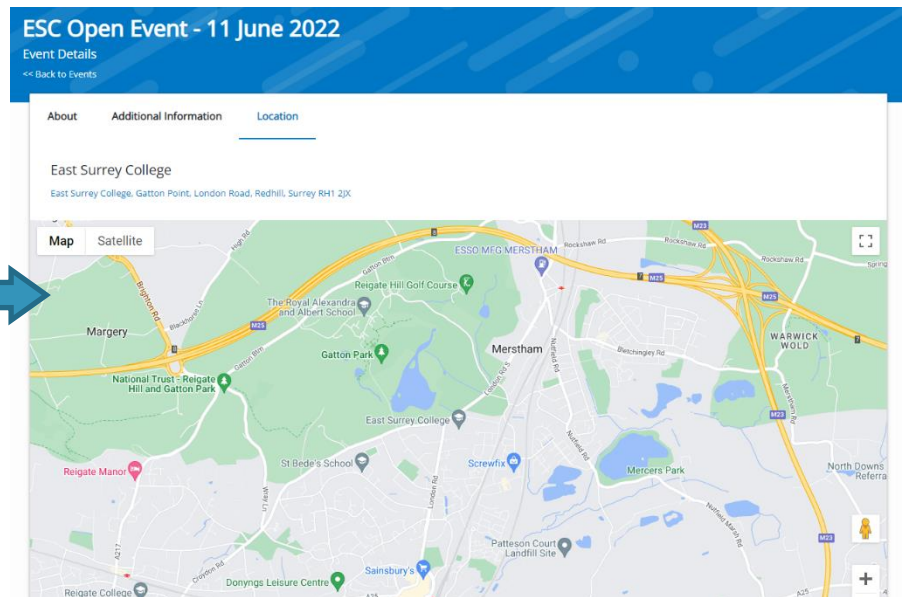
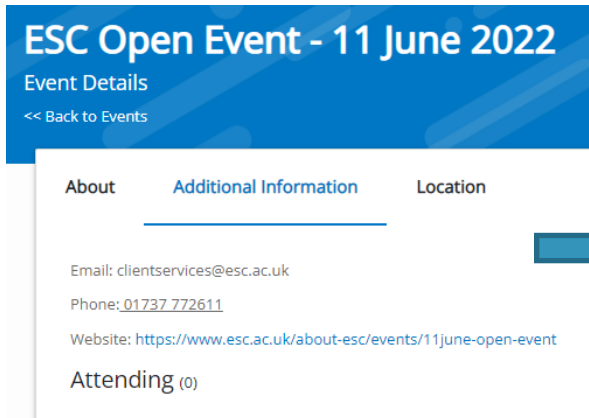
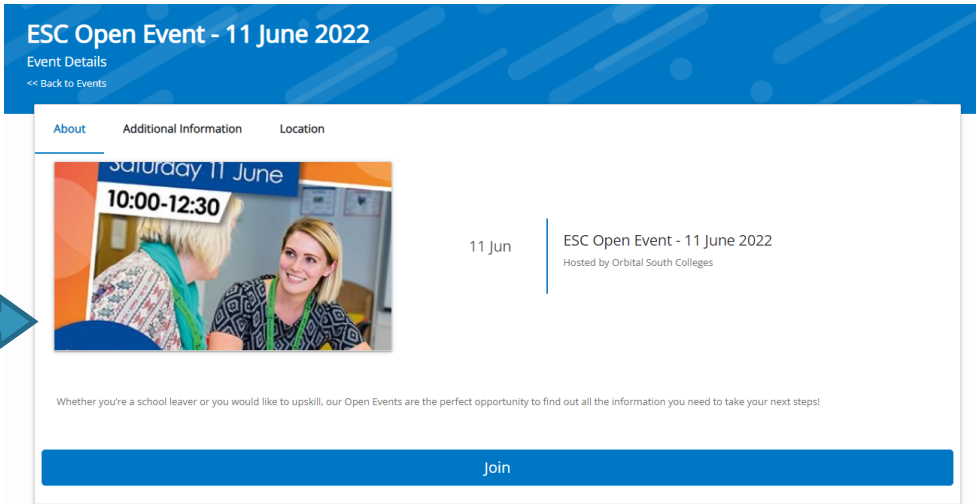
## Suggested Pages

The suggested pages are public pages that users can follow to view updates and important announcements, such as John Ruskin College or Enrichment - East Surrey College.



## Events


The events section allows users to make booking and join events whenever they get notifications on their phones. They can view any additional information they wish to see for the event that they'll join and the location that displays a map of the event.



## Benefits

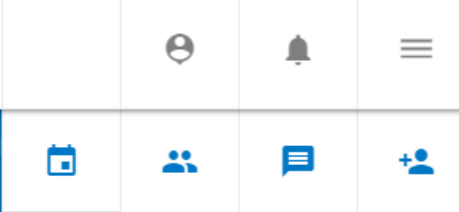
Benefits such as nus cards, other discounts and offers made at the college enable users to get those notifications, so they can utilize the voucher codes and coupons that the college is offering and it has the start date as well as the expiration date of the vouchers.

**Benefits**



**NUS Extra Card (Totum)**  
Voucher Code: No coupon code associated  
Sign up for an NUS (Totum) card to get great discounts on fashion, tech, entertainment and beauty!

START: 18 MAY AT 1:00 AM      EXPIRES: 24 MAY AT 1:00 AM



**Events** [See all](#)

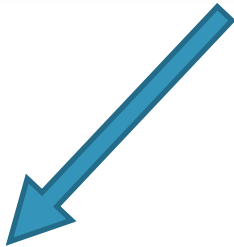
**ESC Open Event - 11 June 2022**  
Whether you're a school leaver or you would like to upskill, our Open Events are the perfect opportunity to find out all the information you need t...

**Benefits** [See all](#)

**NUS Extra Card (Totum)**  
Sign up for an NUS (Totum) card to get great discounts on fashion, tech, entertainment and beauty!

**Things To Do** [See all](#)

**Activity Programme**  
Every Tuesday, Wednesday and Thursday: - Chill-out Zone - Football Club - Gym



## Things To Do

An item in the Things To Do section displays that both students and staff can take part in. For example all the extra curriculum activities/Programmes such as sports, hair and beauty, beauty therapy, art and design. This is a great way to keep the users OSC Connect by receiving push notifications of upcoming Programmes and activities that take part in both colleges (ESC and JRC).

