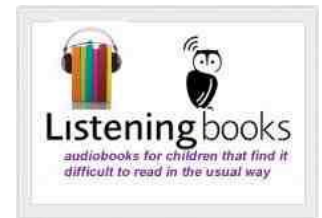


Listening Books access for SEN students in a mainstream LGfL school



How to register a designated SEN student in a mainstream school to access Listening Books' resource via the LGfL USO.

Each person requiring the Listening Books resource will need to have an additional permission configured for their USO account. This can **ONLY** be done by **Nominated Contacts** via the LGfL USO support site.

You MUST only sign up those students who fall under Listening Books' eligibility criteria which is "someone who finds it difficult or impossible to read due to a physical impairment, specific learning difficulty or visual impairment".

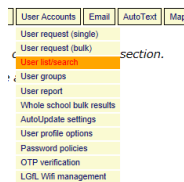
Listening Books' copyright permissions do not cover all SENs. For example, they do not cover EAL, gifted and talented or behavioural problems. Please call Listening Books directly on 020 7407 9417 if you are in any way unsure.

If you are happy that the student meets these requirements, please follow the steps below:

Step 1 – The school's **Nominated Contact** needs to access the LGfL support site via www.support.lgfl.net.

Click on the  icon to log in.

Step 2 – Go to the **User Accounts** tab and select **User list / search**



Step 3 – Search for the person you want to enable by entering either their USO username or their first and/or last name. click **Search/Refresh**.

My Account | Network Status | Service Desk | User Accounts | Email | AutoText | Maps | USO-FX | Training | Resources | Logout

Search filters Profile: -- any of the below Username: busher.998
 Authority: London First name:
 Establishment: -- any of the below Last name:

Search/Refresh Export to Excel

Step 4 – When the person is listed in the search results, click on the **Details** link to the left of their name.

My Account | Network Status | Service Desk | User Accounts | Email | AutoText | Maps | USO-FX | Training | Resources | Logout

Search filters Profile: -- any of the below Username: busher.998
 Authority: London First name:
 Establishment: -- any of the below Last name:

All users Staff Nominated Contacts

Details	Full USO username	Password	First Name	Middle Name	Last Name	Email	UPN	Date of Birth	Role	Year	Class	DfE	School	Authority
busher.998 7 users listed			Bob		Usher	bob.usher@lgfl.org.uk		YES	Staff/Contact/Power	-		998-0000	London Grid for Learning	London

Step 5 – In the blue half of the page, scroll down on the list called **Available categories** until you get to "Listening Books",

Click on it to select it. Then click **Add selected** below the box to assign it to the individual. The profile change takes effect immediately after being added. There is no need for any further saving of changes.

The selected person's USO account will now be able to access Listening Books' resources.

Administering USO account: busher.998 (Bob Usher)

Name	Email	Contact	Security	Schools	Notes	Changes
Main	DfE code	School				
	998-0000	London Grid for Learning				

Profile at: London Grid for Learning

Year of entry
 Class
 Home area
 MIS product: Unknown
 MIS admission number
 MIS unique identifier
 MIS local identifier
 SIF RefId

Available categories:
 Year group/Key stage: Year 08
 Year group/Key stage: Year 09
 Year group/Key stage: Year 10
 Year group/Key stage: Year 11
 Year group/Key stage: Year 12
 Year group/Key stage: Year 13
 Year group/Key stage: Year 14
 Contents: Listening Books

Current categories:
 Permissions: Atomwide Remote Access
 Permissions: Audio Network project member
 Permissions: LGfL CM group bid 0
 Permissions: LGfL Federation Administrator

The user has 0 contacts in this profile.

Edit account

Licence information

Listening Books has negotiated the audiobook licence for:

1. All teacher USO accounts
2. All designated SEN students in LGfL schools **(see above for exceptions)**

The licence is NOT for non SEN students' use in LGfL schools.

By completing this enabling action on your student USO accounts you are agreeing to the terms of this licence.

Any school found authorising non SEN students via this method may be excluded from using these resources.

For further information about this service please email contentsupport@lgfl.org.uk

Bob Usher

Content Manager

London Grid for Learning Trust,

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