

## How to access the Anglia Ruskin Virtual Learning Environment (VLE): Student Guide

### What is the VLE?

The VLE is used to deliver technology-enhanced learning, teaching and assessment and integrates a number of features including access to electronic documents, assessment, and collaboration and communication tools for each of your modules.

### Who can access the VLE?

Any Anglia Ruskin student showing as enrolled on a module in e-Vision should have access to a site on the VLE that supports that module – although how much information is provided within the VLE and how intensively it is used may vary for each module.

### How to access the VLE:

#### 1. Logging in to the Anglia Ruskin network and My.Anglia

Option 1: If using an Anglia Ruskin computer – e.g. in the Open Access area of the University Library – and Internet Explorer<sup>1</sup>, you should first log into the network using your Anglia Ruskin username and password. From the Desktop, click on the Internet Explorer icon, or via the *start* menu – this should direct you to the [My.Anglia](#) home page.

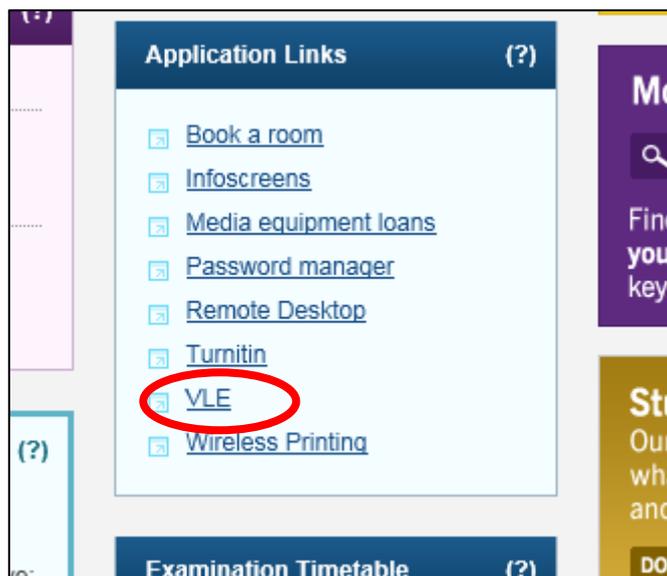
Option 2: If using a non-Anglia Ruskin computer **or** a wireless device, you need to first log into the network. Enter <https://my.anglia.ac.uk> which will open up the screen below - follow the steps shown to continue:

The image shows a screenshot of the Anglia Ruskin University login page. The page has a blue header with the university logo and name. Below the header, there are two radio button options for security: 'This is a public or shared computer' and 'This is a private computer'. The 'private computer' option is selected and circled in red. Below these options are fields for 'Username:' and 'Password:', followed by a 'Log On' button. Three callout boxes provide instructions: 1. 'If accessing from home or other secure location, it is recommended that you select the Private Computer security level as this will stay connected to the VLE for longer'. 2. 'Enter your Anglia Ruskin username and password'. 3. 'Click the "Log On" button'. At the bottom of the page, there is contact information for students and staff, a disclaimer about private computer system use, and a copyright notice for Microsoft Corporation.

<sup>1</sup> If you use Firefox, Google Chrome or another browser you might be asked to log in again. In this case you may need to enter your username using the format "anglia\<username>" e.g. "anglia\JIB123" and your usual password.

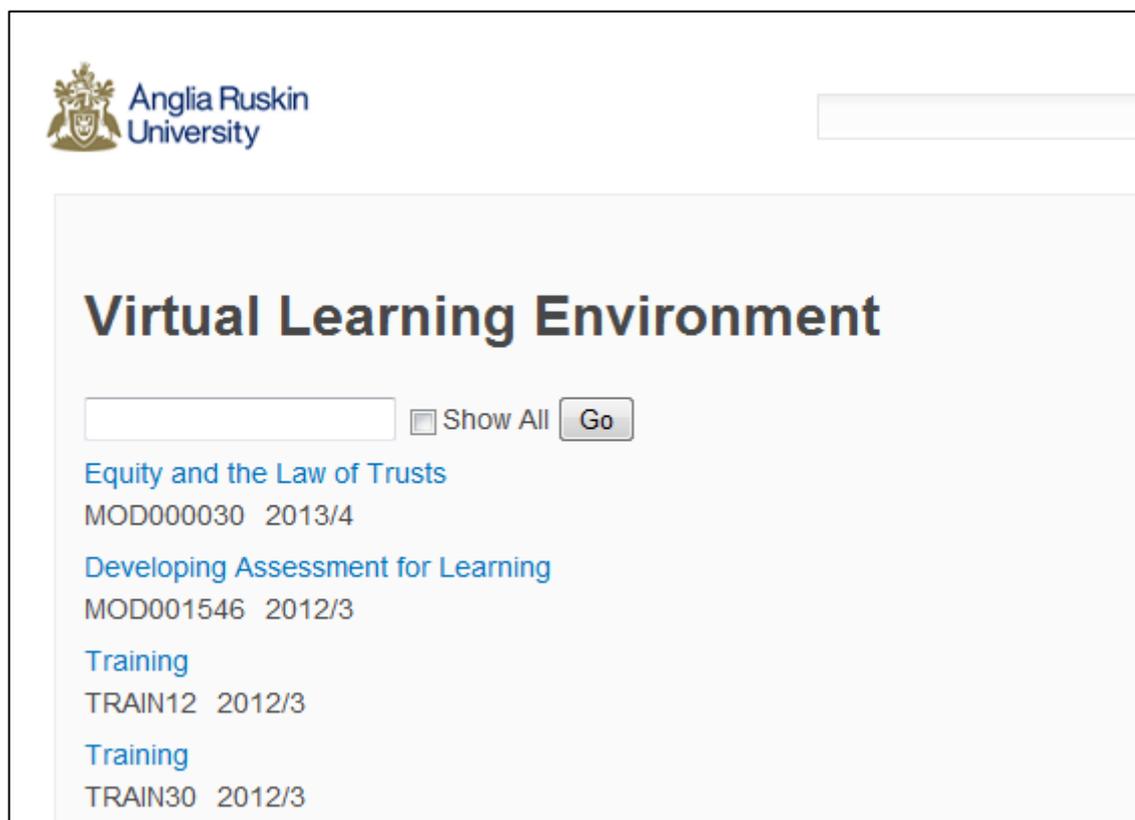
## 2. Accessing the VLE Welcome Page

From the [My.Anglia](#) home page, you can then click on the VLE link under the 'Application Links' heading:



## 3. Using the VLE Welcome Page

Clicking on the VLE link will take you to the Welcome Page for the VLE which will be similar to the one shown below. (Please note that, if accessing from off-campus or via a wireless device, you might be required to login once more. In this case you may need to enter your username using the format "anglia<username>" e.g. "anglia\JIB123" and your usual password).



#### 4. Accessing your module(s) on the VLE

From the VLE Welcome Page, click on the relevant link displayed in the 'Sites Listing' section to gain access to your modules. Please see the guide to *Navigating the VLE* to find out more about the features that may be available for each module space on the VLE

**Please note** that you will only be able to access modules on which you are enrolled on the SITS: vision database or where the academic staff running that module have agreed to give you access to the module.

#### 5. Trouble-shooting access to the VLE and/or your module(s)

This is a guide to what to do if you are experiencing problems accessing the VLE. Please work through the questions, following any instructions to proceed to further questions or to refer your query to particular groups or individuals for further assistance. Please use the sheet at the end of this document ("Student VLE Enquiry") to record any helpful details as you work your way through the following questions. Please note: **IT HelpDesk contact details are also given at the end of this document.**

- 1) Can you login to My.Anglia (<http://my.anglia.ac.uk> or <https://my.anglia.ac.uk>)?
  - If yes, proceed to question 2.
  - If no, contact the IT HelpDesk in the Library for assistance with your Anglia Ruskin login credentials.
  
- 2) Do you see the VLE Welcome page when you click the link to the VLE on the My.Anglia home page?
  - If yes, proceed to question 3
  - If no, note any error messages and contact the IT HelpDesk for assistance.
  
- 3) Can you see the links to your VLE modules?
  - If yes, proceed to Question 4
  - If no, please note any error messages, which module(s) are affected and confirm, via e-Vision or the student iCentre that you are enrolled on the correct module(s) in the e-Vision database.
  
- 4) Does the Home page for the module open up when you click on the relevant link?
  - If yes, proceed to question 5
  - If no, make a note of the module code and contact your Module Leader/Tutor for advice
  
- 5) In the module, do you see the expected content?
  - If yes, congratulations! You have successfully accessed your module on the VLE and you need not answer any further questions.
  - If no, please contact your Module Leader/Tutor for further details of the sort of information they will be providing via the VLE. You need not answer any further questions on this sheet.

[For guidance on navigating and using the VLE, please refer to the document *Navigating and using the Anglia Ruskin Virtual Learning Environment (VLE): A brief guide for students*].

**STUDENT VLE Enquiry:**

Your family name	
Your given name	
Your SID number	
Your Anglia Ruskin username	
Have you registered for this academic year?	
Have you logged into the VLE before?	
Are you accessing on- or off-campus?	
Are you using your own PC?	
Which web browser are you using to access the VLE?	
What VLE module are you trying to access?	
Have you accessed this VLE module before?	
What is the module code?	
Who is the Module Leader/Tutor?	
Are there any error messages shown? (If so, please give details or save a screenshot)	

When you have completed the information above, please use it as part of your query submission to your course or Module tutor **or** the Student IT HelpDesk which you can contact via the following methods:

- Through the website: <http://libweb.anglia.ac.uk/ithelppages/itinduction.html>
- in person at the helpdesks located in the Cambridge and Chelmsford libraries
- by phone: extension 6600 or 6601 (DDI from UK: 0845 196 6600/6601)
- by email: [student-ithd@anglia.ac.uk](mailto:student-ithd@anglia.ac.uk)
- via e-Vision: [https://e-vision.anglia.ac.uk/development/support/Online\\_Query1.php](https://e-vision.anglia.ac.uk/development/support/Online_Query1.php)

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## Navigating and using the Anglia Ruskin Virtual Learning Environment (VLE): A brief guide for students

[For guidance on accessing the VLE (and troubleshooting), please refer to the separate document *How to access the Anglia Ruskin Virtual Learning Environment (VLE): Student Guide*].

### a) Navigating your module

#### 1. The Module Home page

The Home Page is divided into three main areas:

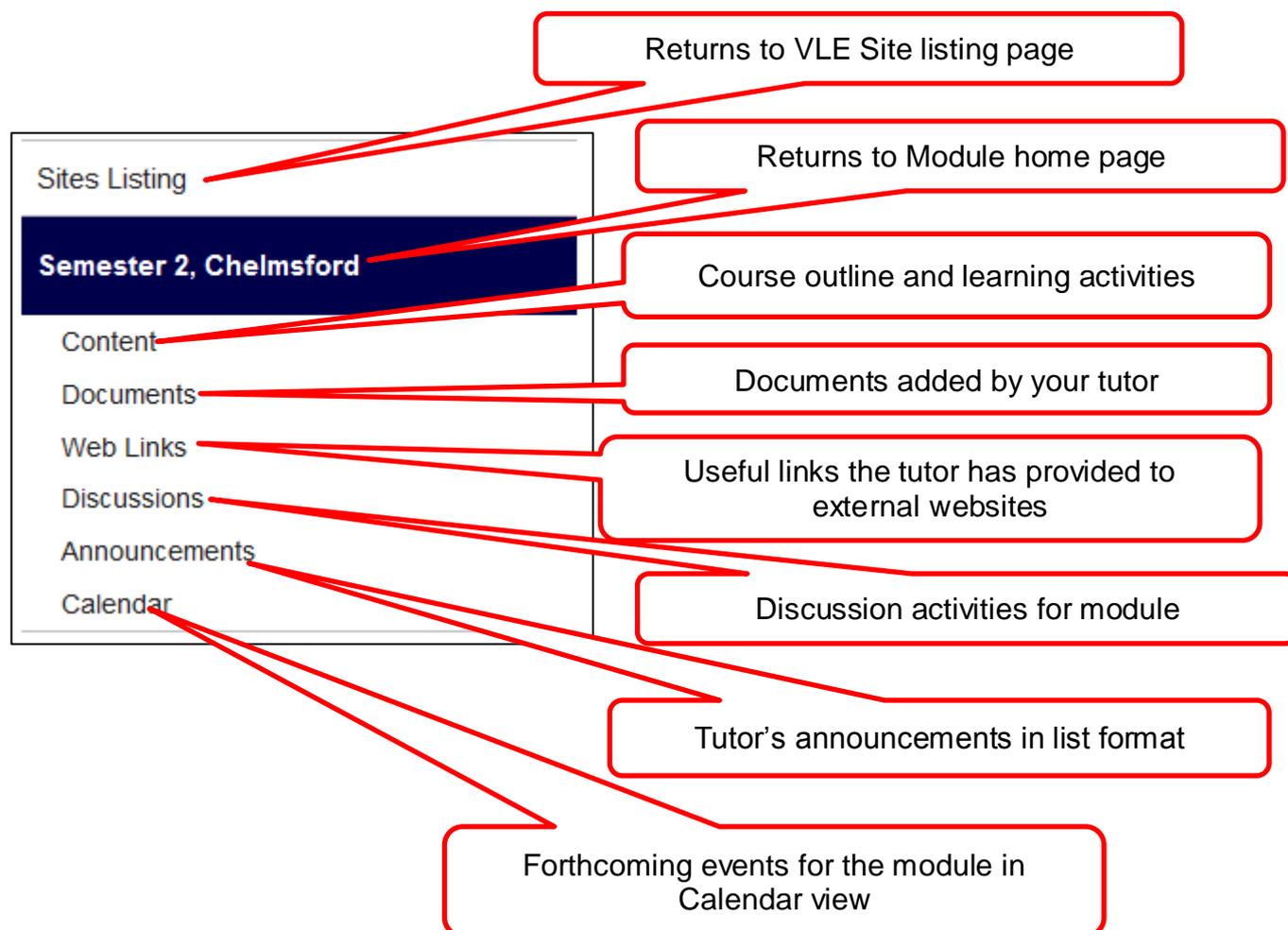
The screenshot shows the VLE interface for 'Semester 2, Chelmsford'. It is divided into three main sections:

- Left Hand Navigation Menu:** A vertical list of links including 'Content', 'Documents', 'Web Links', 'Discussions', 'Announcements', and 'Calendar'. The 'Semester 2, Chelmsford' link is highlighted.
- Central Activity Panel:** Displays recent activity for the module. It includes a search bar at the top, a list of events (e.g., 'Event added, Friday 13 September 2013 21:00'), a welcome message from the tutor (Kate Outhwaite), and a list of recent discussions and documents.
- Module Information:** Provides details about the module, including the site name, leader, department, faculty, telephone, office location, and office hours. It also includes a link to the 'Module Definition Form (pdf)' and a list of students.

- The Left Hand Navigation menu holds a set of links to other sections of the module (the set shown are the standard links but your module tutor may have removed unused links or added extra ones so may vary from those shown).
- The Central Activity panel displays recent activity on the module including:
  - announcements from your tutor,
  - notification of any newly uploaded documents
  - notification of any newly added discussion topics
  - any forthcoming events that your tutor has added to the calendar for the module
- The right-hand side displays the Module Information section with details of the module and the tutor, and may include some descriptive text about the module.

## Using the Left Hand navigation Menu

The following example shows the default categories in the left hand navigation menu. However, please be aware that your module tutor may have set up this menu differently to that shown here and some categories/functions may not be accessible. Conversely, other links and activities may have been added to the menu.



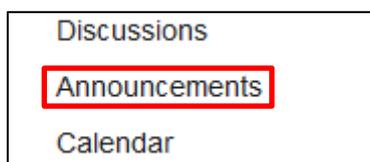
## Switching on Alerts

The VLE is linked to your student e-mail system and most of the tools or lists can be set to mail you an alert when information is posted to the VLE. Requesting an alert in one module will not switch on the same alert in another module. You must request the alert in each module you are studying.

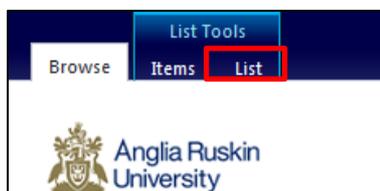
It is a good idea to subscribe to alerts for new or updated announcements in each of your VLE modules and you may choose to subscribe to other tools where they are used in a particular module.

## 1. Announcements alerts:

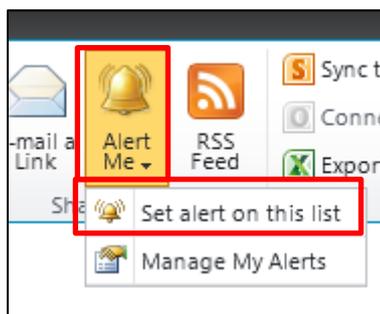
(i) From the Module Homepage, click on the “**Announcements**” link on the right, to open up the Announcements page:



(ii) Click on the “**List**” tab to display the ribbon tool menu along the top of the page.



(iii) Click “**Alert Me**” and select “Set alert on this list” to open up a ‘New Alert’ form



(iv) Complete the form with your preferred options. (You may need to scroll down to see all options on the New Alert form) Click **OK** when finished.

### Notes:

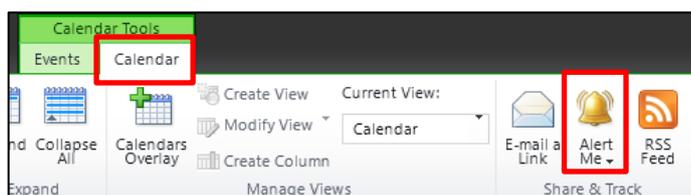
- You may need to scroll down to see all the options.
- E-mail is currently the only active delivery method.
- You may choose to receive a daily or weekly summary of alerts in preference to individual e-mails every time something changes.
- You can edit these settings later if you wish

You will be sent an e-mail confirming that alerts have been setup. All alerts will be sent to your Anglia Ruskin e-mail, although you can set this to forward to another account.

The same principle can be applied for setting alerts in other areas of a module learning space on the VLE – eg new or updated calendar events, new discussion topics or even new posts to a discussion topic.

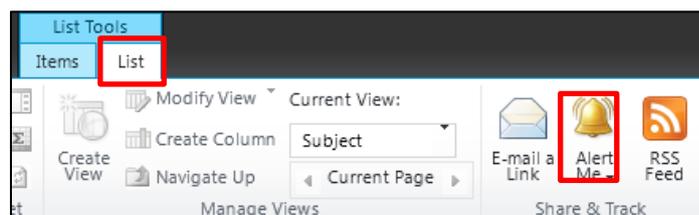
## 2. Calendar alerts:

To add an alert for any new events added to the calendar, click on the **Calendar** link then select the **Calendar** tab from the ribbon toolbar before setting the alert as shown for the announcements.



## 3. Discussions alerts:

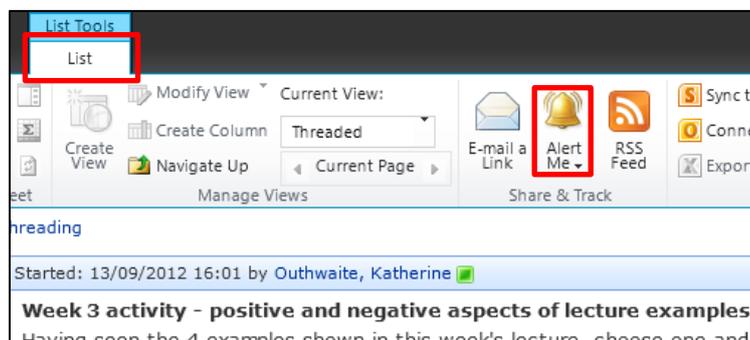
a) To add an alert for any new discussion *topic* that is added, click on **Discussions** then select the **List** tab before setting the alert as shown for the announcements.



b) To add an alert for new postings *within* a discussion topic, click on **Discussions**, to open the list of topics then click on the topic for which you want to set alerts.



Having opened up the discussion topic, then select the **List** tab to open up the ribbon toolbar and select the **Alert Me** option to setup up the alert as shown under Announcements.



If you need any further assistance with using the VLE please contact the IT HelpDesk in the University Library. You can contact them in the following ways:-

- email:-[student-ithd@anglia.ac.uk](mailto:student-ithd@anglia.ac.uk)
- Online by going to the link:- <http://isms-support.anglia.ac.uk/student/>
- by telephoning - 0845 196 6600 or 0845 196 6601
- Visit in person - they are located on the Ground floor of Chelmsford and Cambridge libraries

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