# VLE Guide

1. To access the VLE, please visit the ARU London homepage at https://london.aru.ac.uk/. Once here, click 'Student portal' at the top of the page.
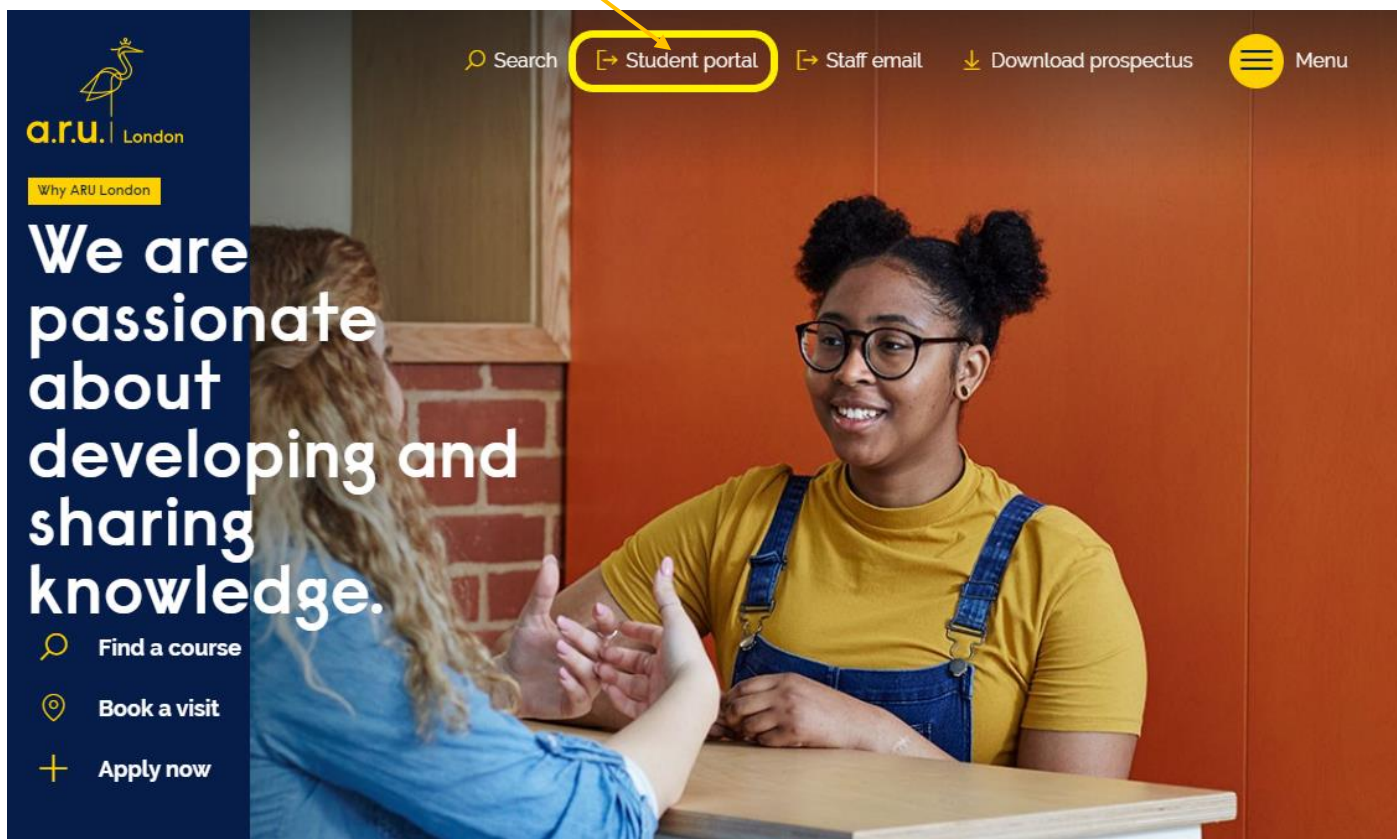


2. You will be redirected to the page below, you will need to click on 'Additional VLE Services' where you will be asked to enter your login details to access the VLE.
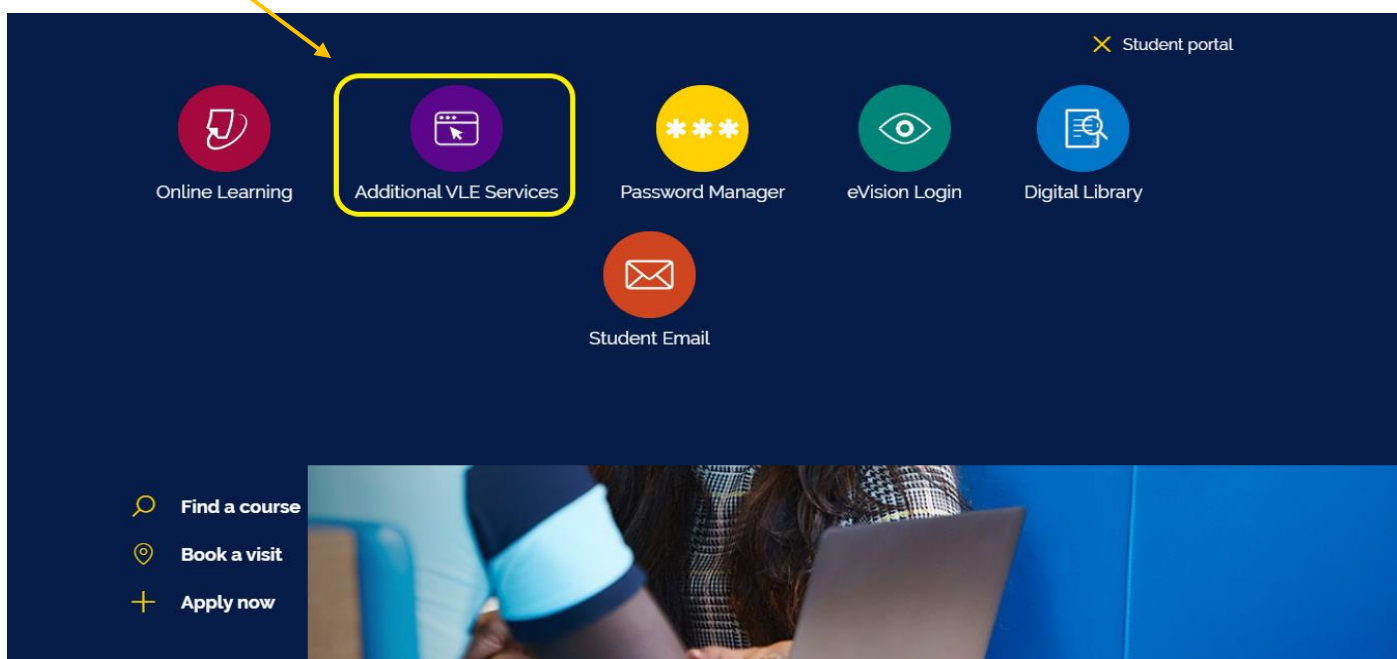


3. You will be directed to the **Additional VLE Services** login page**.** Enter your VLE username **(e.g. 3xxxx)** and password. Your password should be your date of birth, in a six-digit format **(DDMMYY)**

**VLE Authentication**

Username *

Password *

Forgot password?

Sign In

Login with your six digit AR London Student Code e.g. 3XXXXXX

4. Once you have logged into VLE you will see the following home screen. You will find each section useful throughout your time at ARU London. This guide will explain the use of each section in more detail.



My Modules



Career Zone



My Attendance



My Forms



My Timetable



My Accounts

5. In the '**My Modules'** section you can view the modules you are studying, including the lecture slides and any notes your lecturer may have added, Zoom webinars, academic chat rooms and forums.

# Anglia Ruskin University London

WELCOME to Welcome Week!
Course ›

T1_Academic & Professional Skills _3…
Course ›

T1_Business Environment _3353
Course ›

Employability and Jobs Board
Course ›

All courses

**Quicklinks**
- ICentre
- Employabilty and jobs board
- Student wellbeing
- Turnitin Practice
- Academic Skills Workshops
- Self-Study English Language
- LRC Workshops
- ARU London Investment Club

**Calendar**

‹ September 2020 ›

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-----|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  | 30  |     |     |     |     |

zendesk chat

**Kortext Booksh…**

No books in list

ARUL Live Support    a.r.u. London

Type your message here ➤

You can also access information for each module, including assessment briefs, deadlines and further learning materials by clicking on the course button.

T1_Managing Quality in …
Course ›

T1_Business Finance_331…
Course ›

iCentre
Course ›

Employability and Jobs …
Course ›

Self-Study English Lang…
Course ›

Turnitin Practice
Course ›

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-----|-----|-----|-----|-----|-----|
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  | 30  |     |     |     |     |

**ARU London Bookshelf**

accounting

MANAGING QUALITY IN HOSPITALITY, TOURISM AND EVENTS

PALGRAVE STUDY SKILLS THE STUDY SKILLS HANDBOOK STELLA …

the BUSINESS ENVIRONMENT

zendesk chat

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Type your message here ➤

You will also have a pop-up box that says 'ARUL Live chat support' this functionality allows you to chat to our iCentre live chat agents should you need any support.

6. In 'My Career Zone' you can view all the tools provided to you by Employability Team. This includes videos and written guides on CVs as well as information on interview techniques. Our Employability Team will regularly add jobs in the 'Job-Hunting' section for students to apply.

Even if you do not wish to work whilst you study, we highly recommend working on your CV and interview techniques.
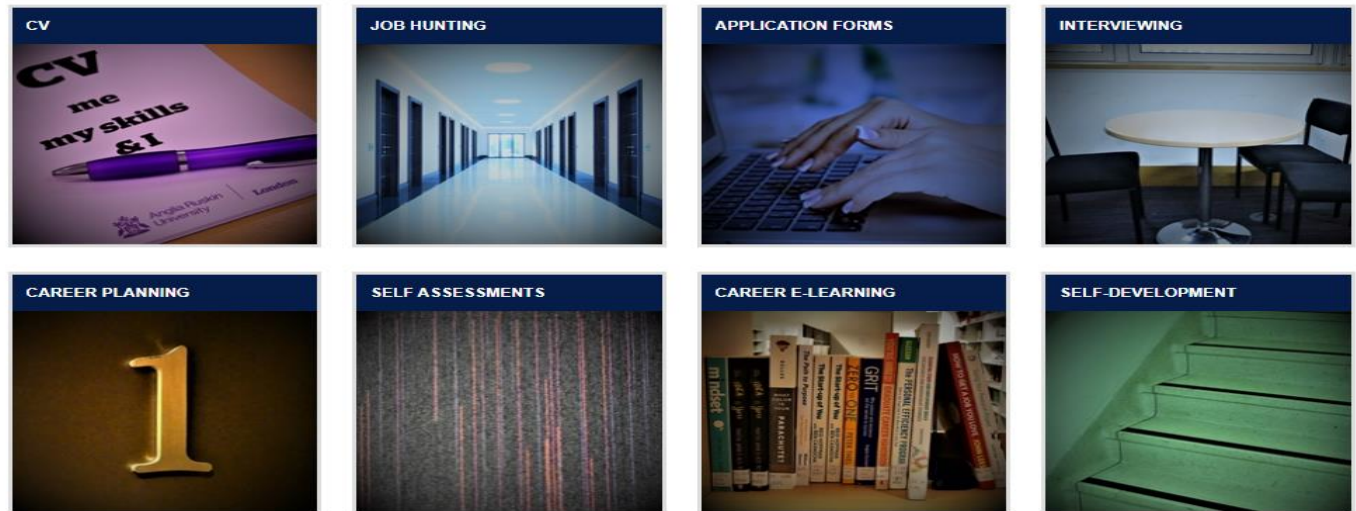


7. 'My Forms' allows you to choose from the following: 'Letter request, Timetable Change Request Form, Change of Course Form, Assessments Extension Application Form, Notification Enquiry Form, Attendance Enquiry Form and Request for a replacement Attendance card.



**My Forms**

Please choose from following:

→ **Letter Request**

→ **Timetable Change Request Form**

→ **Change of Course Form**

→ **Assessments Extension Application Form**

→ **Notification of Leave Form**

→ **Attendance Enquiry Form**

→ **Request for a replacement Attendance card**

8. In the 'My Timetable' section you can see details of your current modules as well as view your timetable for the current trimester. If you opted for blended learning, you will be required to attend your lecture a day in the building and the other day will be an online lecture. If you opted to study online, you will not need to attend the building and the classes will be conducted online via zoom. This is all dependant on your choice of delivery pattern.

### Modules for your current term

| Module | Short Code | Module Code | Enrolment Status |
|---|---|---|---|
| Skills for HE_Data Skills_013 | DSK | MOD006960_013 | Enrolled |
| Skills for HE_ Professional Communications_011 | PCO | MOD006960_011 | Enrolled |
| Skills for HE_Personal Development_012 | PDP | MOD006960_012 | Enrolled |
| Skills for HE_Research Skills 1_010 | RS1 | MOD006960_010 | Enrolled |

Your classes will be at the following site: East India Building - ARU London, 3rd Floor, Import Building, 2 Clove Crescent, Poplar, London, E14 2BE

AM Classes Start at 10:00, PM Class starts at 13:30 and EV Classes start at 18:00.

### Timetable

See below for your confirmed days of study for the September 2020 Trimester.

With study options available for blended or online learning this semester, we are monitoring responses and will update Timetables with your choice of delivery pattern in September.

Room numbers will be available by the end of this week.
Please keep checking your timetable as this data may change.

| Class Date | AM (10:00) | PM (13:30) | EV (18:00) |
|---|---|---|---|
| Tue 22/09/2020 | PCO 08 / online | PDP 08 / online | |
| Fri 25/09/2020 | DSK 08 / online | RS1 08 / online | |

9. You will be able to change your learning delivery mode to online/blended learning by selecting 'Menu' at the top right of your VLE account. Your timetable will update automatically once confirmed.

Back to VLE   Menu

a.r.u. | London

Career Zone     My Attendance     My Forms     My Timetable

11. In 'My Accounts' you can view your course fees, including your balance due to date.

**Payment Summary**

| Date | . | Item | Invoiced | Paid |
|------|---|------|----------|------|
| | . | Total : | [ ] | [ ] |

**Payment Plan**

| Payment Due Date | Amount (GBP) |
|------------------|--------------|
| Balance Due Now | £0.00 |
| 01 January, 0001 | £0 |
| Total Student Balance | £0.00 |

**Support Guides**

1. Guide To Results
2. A Guide to Using the ARU Online Library
3. Learning Resource Centre Policy
4. Change of Course Form
5. Travel Bursary Terms and Conditions 2018/19
6. Student Finance Terms and Conditions 2018/19
7. Self-funding Tuition Fees 2018/19: What You Need to Know
8. Course Leaders 2018/19
9. Day-time Attendance Procedure
10. Evening and Weekend Attendance Procedure
11. Mitigation Form
12. Timetable Change Request Form

Should you need further information regarding VLE, please use Live Chat or email the iCentre

Email: iCentre@london.aru.ac.uk