

Online Learning Guide



a.r.u. | London

How to Login To Your Online Learning Platform

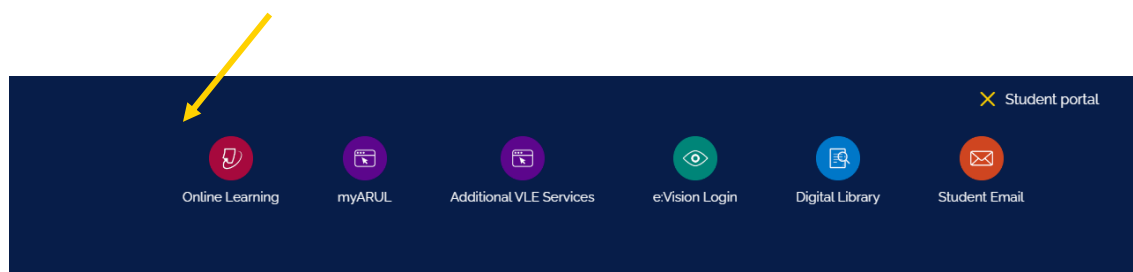
Step 1

To login to the Virtual Learning Environment (VLE) please visit the ARU London homepage at <https://london.aru.ac.uk/>. Once here, click on **'Student Portal'**.



Step 2

On the next page click on 'Online Learning' and you will be redirected to the VLE login page.



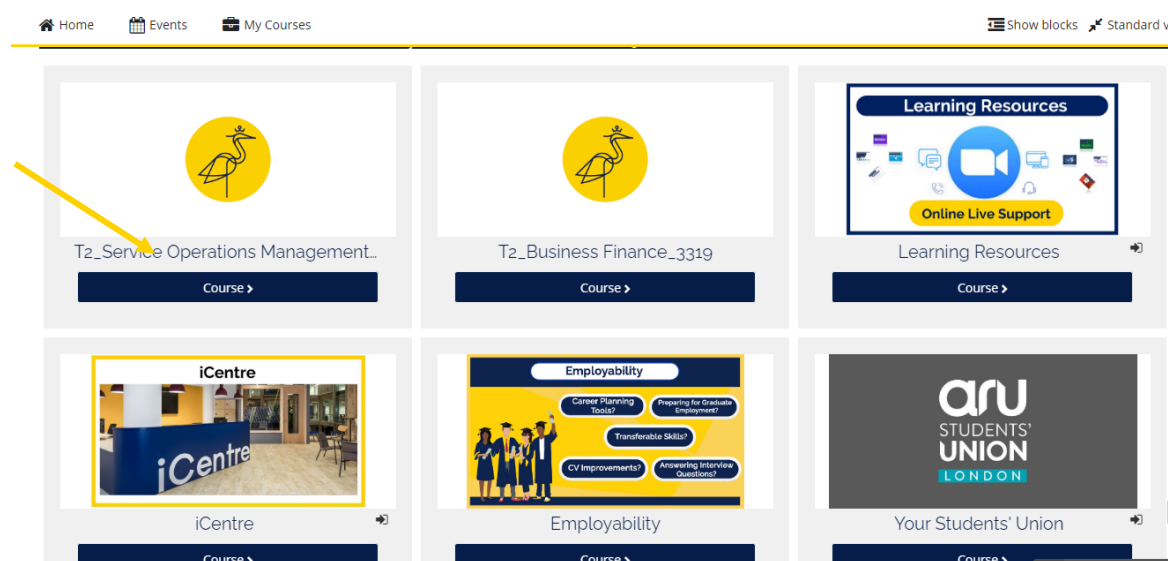
Step 3

Enter your **VLE** login details. To login, please enter your VLE username (e.g. **3xxxxx**) and your password which is your D.O.B in 6 digits (**DDMMYY**).

A screenshot of the VLE login form. Two yellow arrows point to the "Username" and "Password" input fields. The form includes a "Remember username" checkbox, a "Log in" button, and links for "Forgotten your username or password?" and "Cookies must be enabled in your browser". Below the form, there is a section titled "Is this your first time here?" with instructions: "Login with your six digit Student Code e.g. 3XXXXX" and "Your Password is your six digit Date of Birth e.g. 130499".

Step 4

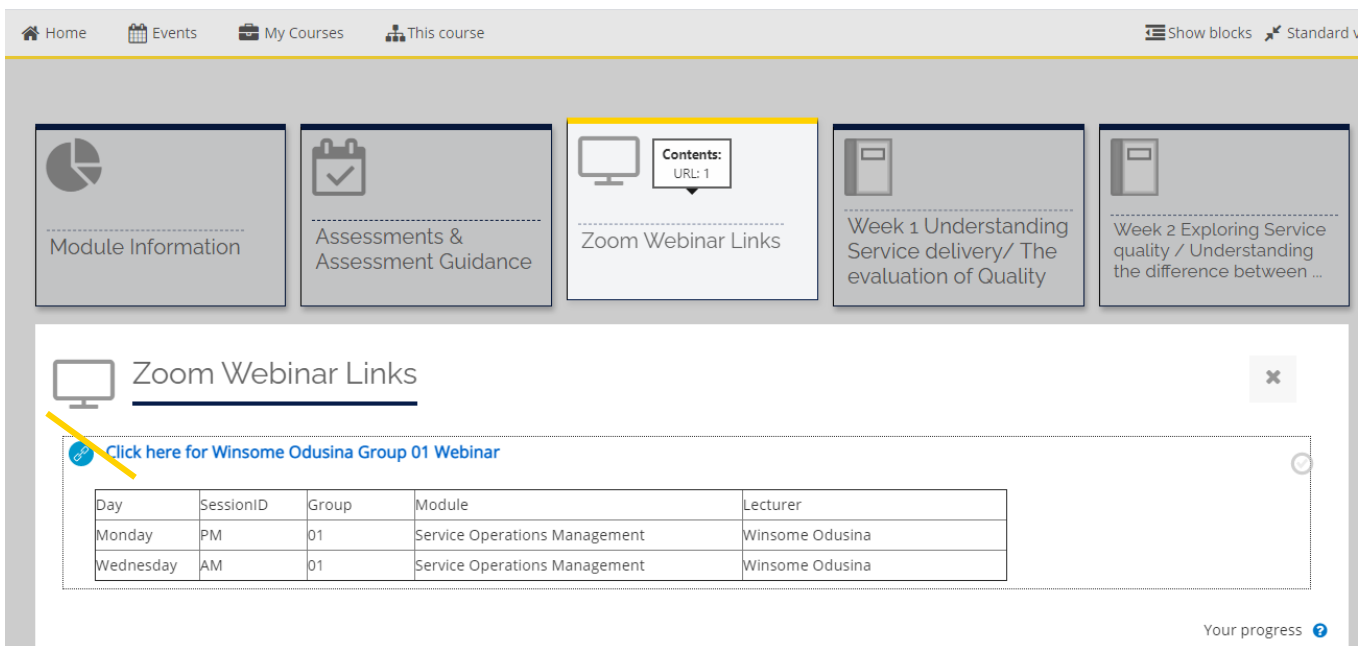
Under **My Courses**, select the relevant module page.



Step 5

Click on the Zoom Webinar Links tile and click on the link to join your online session.

You are expected to join your Zoom webinars on time, so please allow 15 minutes before the class starts to ensure you have a stable internet connection. Should you log onto the webinar more than 30 minutes after your class begins, you will be recorded as absent.



The screenshot shows a course management system interface. At the top, there is a navigation bar with links for Home, Events, My Courses, and This course. On the right side of the navigation bar, there are options for Show blocks and Standard view. Below the navigation bar, there is a row of five tiles: Module Information, Assessments & Assessment Guidance, Zoom Webinar Links (highlighted with a yellow border), Week 1 Understanding Service delivery/ The evaluation of Quality, and Week 2 Exploring Service quality / Understanding the difference between ...

The 'Zoom Webinar Links' tile is expanded, showing a table with the following data:

Day	SessionID	Group	Module	Lecturer
Monday	PM	01	Service Operations Management	Winsome Odusina
Wednesday	AM	01	Service Operations Management	Winsome Odusina

Below the table, there is a link: [Click here for Winsome Odusina Group 01 Webinar](#). In the bottom right corner of the expanded tile, there is a 'Your progress' indicator.

ATTENDANCE



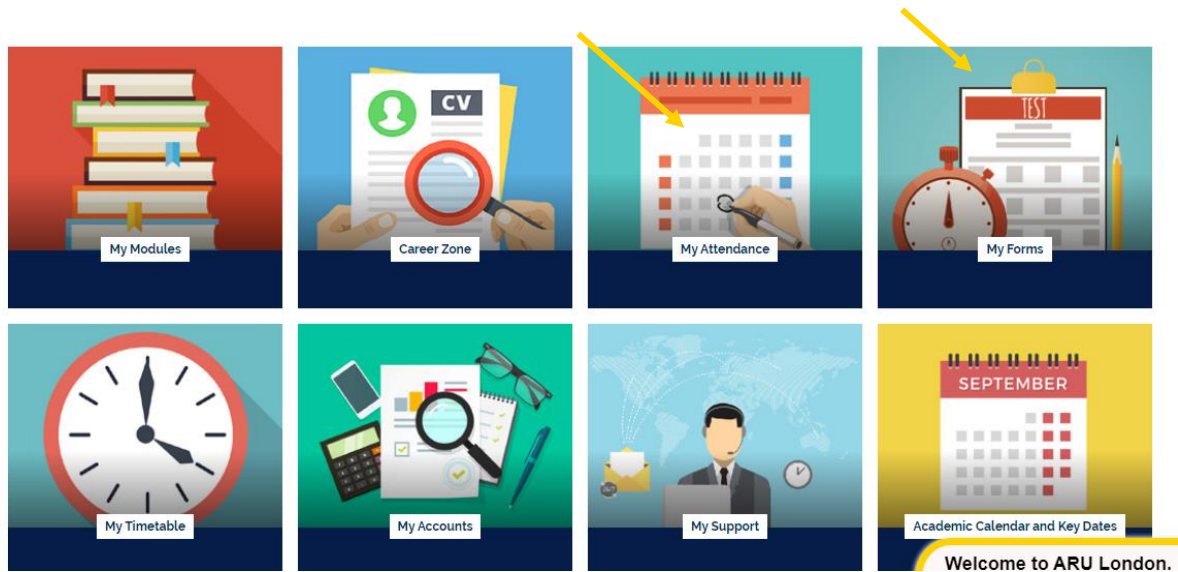
You must join your Zoom class between these times to record your attendance correctly, otherwise you will be marked absent.

AM Sessions Click onto the Zoom webinar between **8:30 – 10:30**
PM Sessions Click onto the Zoom webinar between **13:00 – 14:30**
EV Sessions Click onto the Zoom webinar between **17:00 – 18:30**

STEP 6

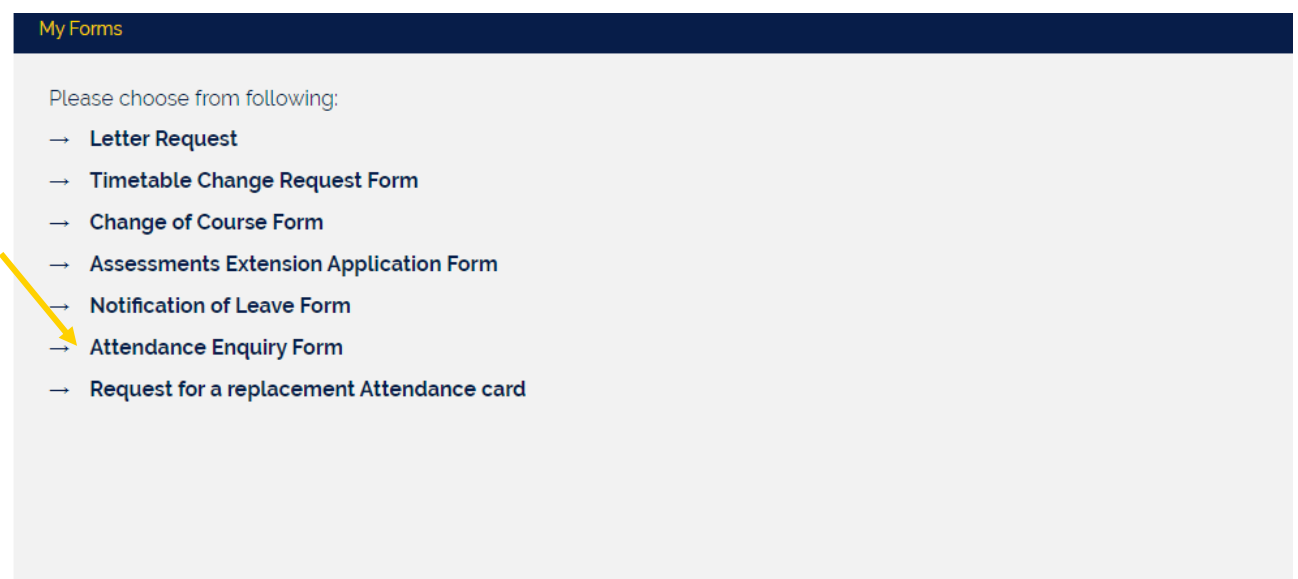
If you have been accessing your Zoom Webinars following the right procedures, however your attendance report does not show your correct attendance – you can make an attendance enquiry via your **VLE**, under '**My Forms**'.

Please note, you can view your attendance report by clicking on the 'My Attendance' tile. Your attendance may not process until the end of the day.



STEP 7

Click on 'attendance enquiry form' and input the dates you have been marked incorrectly.



ZOOM ETIQUETTE

The following are 10 of the most important rules for interacting with other students and your lecturer during the webinar:

1. Log in to Zoom a few minutes early. Depending on the webinar that is held, you may get locked out if you log in late (i.e. 15 minutes).
2. When logging in, make sure your microphone is on mute. Doing so will reduce audio feedback and avoid annoying other students.
3. Remove distractions, such as background noise i.e. television, music, mobile phone. Background noise can be very disturbing and cause other students to zone out.
4. Avoid walking around using the webinar. Using the bathroom or going to the kitchen to make a drink or get something to eat can be very distracting and will disturb other students.
5. Find a quiet space where you will not be interrupted.
6. Do not use the Webinar as your personal chat room to catch up with other students.
7. Your webinar is your time to interact with your lecturer and other students.
8. Avoid giving your login to other students to join your class webinar
9. Try to avoid speaking over or interrupting the speaker. Practice making notes or writing your points down for you to remember later.
10. Avoid logging in to Zoom using a mobile phone. Depending on your device, the size of the screen space can reduce your ability to use the online functions correctly.
11. Speak calmly and try not to rush. Remember other students may have a contribution to make therefore, please be sensitive to others.

Even though Zoom gives the ability to communicate through your mobile, we highly recommend using your **PC, laptop or iPad** during the sessions rather than your smartphone.

Should you have any difficulties accessing your online classes, please contact us:

Live Chat <https://london.aru.ac.uk/>,

Send us an email to iCentre@london.aru.ac.uk