A Quick Guide to the Anglia Ruskin Virtual Learning Environment (VLE)

What is the VLE?
From September 2010, Anglia Ruskin’s new VLE will be available for all your modules. The VLE is used to deliver technology-enhanced learning, teaching and assessment and will integrate a number of features including access to electronic documents, assessment, collaboration and communication tools.

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
   - If you are logged into the Anglia Ruskin network, using an Anglia Ruskin computer and Internet Explorer¹ on campus e.g. in the Open Access areas of the Library, you should be able to connect to the VLE via the method shown from step 2 onwards.
   - However, if you are accessing from a non-Anglia Ruskin or a wireless computer, you should login to the My.Anglia home page (https://my.anglia.ac.uk) first (NB this will require using your Anglia Ruskin network id and password) and you should see the following screen:

   ![Login Screen](image)

   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

¹ If you use Firefox, Google Chrome or another browser you might be asked to log in again. If this is the case you may need to use the format “anglia:XYZ123” for your username
Accessing the VLE Welcome Page
From the My.Anglia home page, you can then click on the Application Link to the VLE:

2. 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 wireless access, you may be required to login once more to the VLE using your Anglia Ruskin login ID (e.g. anglia\XYZ123) and password).

3. Accessing your module(s)
- **Faculty of Education students** should have their modules listed in the ShowModuleList section. If the module is not displayed, click on the link shown then choose the appropriate departmental links to display a list of modules for each pathway. Click on the links to access individual modules.
- **All other students** should click on the relevant links displayed in the ShowModuleList section to gain access to their modules.
Please note that whatever method of access is used, 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.

Trouble-shooting student access to the VLE:

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 attached sheet to record any helpful details as you work your way through the following questions. (Please note: The University Library Student IT HelpDesk contact details are 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 Student IT HelpDesk in the University 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 homepage?
   • If yes, proceed to question 3
   • If no, note any error messages and contact the Student IT HelpDesk for assistance.

3) Can you see the links to your VLE modules (either in My Modules or via the Faculty of Education listings)?
   • 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 homepage 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.
**STUDENT VLE Enquiry:**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your family name</td>
<td></td>
</tr>
<tr>
<td>Your given name</td>
<td></td>
</tr>
<tr>
<td>Your SID number</td>
<td></td>
</tr>
<tr>
<td>Your Anglia Ruskin username</td>
<td></td>
</tr>
<tr>
<td>Have you registered for this academic year?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Have you logged into the VLE before?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Are you accessing on- or off-campus?</td>
<td></td>
</tr>
<tr>
<td>Are you using your own PC?</td>
<td></td>
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<tr>
<td>Which browser do you use to access the VLE?</td>
<td>e.g. Internet Explorer 7, 8 or 9, Firefox, Safari, Google Chrome</td>
</tr>
<tr>
<td>What VLE module(s) are you trying to access?</td>
<td></td>
</tr>
<tr>
<td>Have you accessed this VLE module before?</td>
<td></td>
</tr>
<tr>
<td>What is the module code and name?</td>
<td></td>
</tr>
<tr>
<td>Who is the Module Leader/Tutor?</td>
<td></td>
</tr>
<tr>
<td>Are there any error messages shown? (If so, please give details)</td>
<td></td>
</tr>
</tbody>
</table>

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](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
- 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)