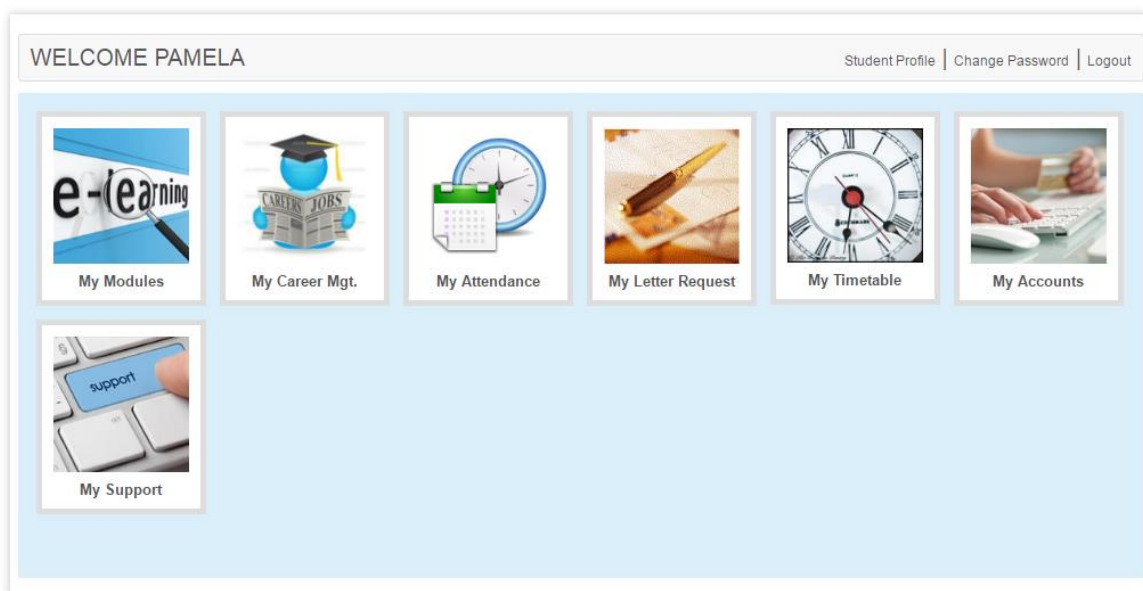


ARU London VLE Guide

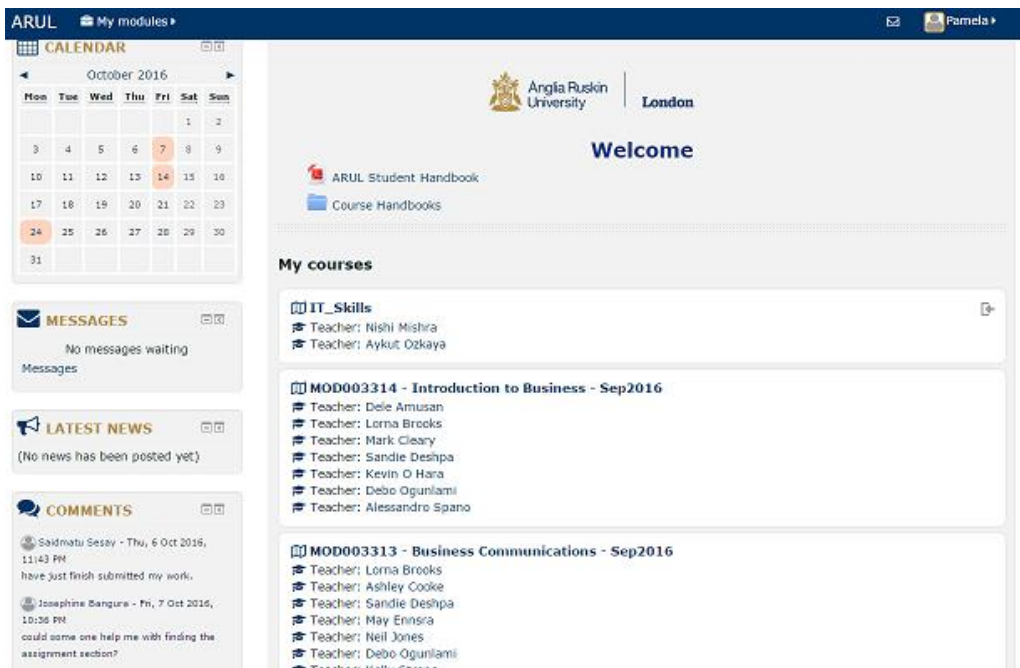
To login to the Virtual Learning Environment (VLE) please visit the ARU London homepage at www.lca.anglia.ac.uk. Once here, click the box at the top of the page labelled 'VLE Login'. You will be redirected to the login page where you can enter your details to access the VLE.



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 and throughout this guide we can explain the use of each section in more detail.



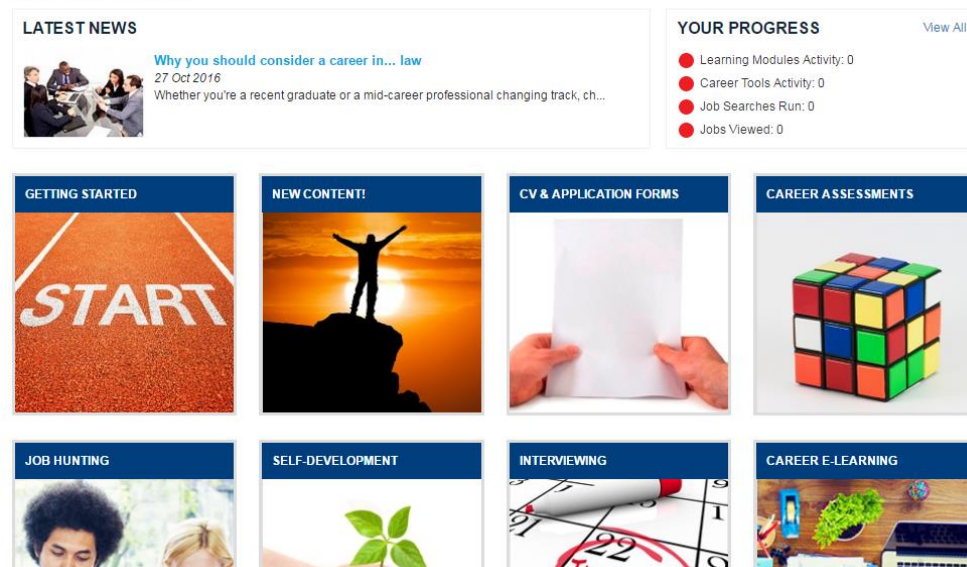
In the My Modules section you can view the modules you are studying, including the lecture slides and any notes your lecturer may have added. Click on each module to view this. You can also access your assessment briefs within each module.



The screenshot shows the ARUL My Modules dashboard. At the top, there's a navigation bar with 'ARUL' and 'My modules'. Below this is a calendar for October 2016. On the left, there are sections for 'MESSAGES' (No messages waiting), 'LATEST NEWS' (No news has been posted yet), and 'COMMENTS' (Two comments from students). The main area is titled 'Welcome' and includes links to 'ARUL Student Handbook' and 'Course Handbooks'. Under 'My courses', there are three modules listed with their respective teachers: 'IT_Skills' (Nishi Mishra, Aykut Ozkaya), 'MOD003314 - Introduction to Business - Sep2016' (Dele Amusan, Lorna Brooks, Mark Cleary, Sandie Deshpa, Kevin O Hara, Debo Ogunlami, Alessandro Spano), and 'MOD003313 - Business Communications - Sep2016' (Lorna Brooks, Ashley Cooke, Sandie Deshpa, May Ennsra, Neil Jones, Debo Ogunlami, Kellie Brown).

In the My Career Management section you can view all the tools provided to you by our Work Placement Team. This includes video and written guides on CVs as well as information on interview techniques. Our Work Placement Team will regularly add jobs in the Job Hunting section for students to apply. Even if you don't wish to work whilst you study, we highly recommend working on CV and interview techniques.

Welcome Pamela



The screenshot shows the My Career Management dashboard. It starts with a 'LATEST NEWS' section featuring an article titled 'Why you should consider a career in... law' dated 27 Oct 2016. To the right is a 'YOUR PROGRESS' section with a 'View All' link and four red circular indicators for 'Learning Modules Activity: 0', 'Career Tools Activity: 0', 'Job Searches Run: 0', and 'Jobs Viewed: 0'. Below these are eight tiles representing different career management topics: 'GETTING STARTED' (START on a track), 'NEW CONTENT!' (silhouette on a cliff), 'CV & APPLICATION FORMS' (hands holding a document), 'CAREER ASSESSMENTS' (Rubik's cube), 'JOB HUNTING' (two people), 'SELF-DEVELOPMENT' (growing plant), 'INTERVIEWING' (calendar with a pen), and 'CAREER E-LEARNING' (desk with laptop and plant).



The My Letter Request section allows you to contact our iCentre Team for letters like Council Tax or Holiday letters to name a few.

LETTER REQUEST

ARU London Student Id.: 313143 /

First Name: Last Name:

Address Line 1: Address Line 2:

City: Country:

Post Code: Email:

Bank Name (specify if needed): Embassy Name (if applying for embassy letter):

Letter Required:

Upload Related Documents:
 No file chosen

Additional Details (if any):

In the Timetable section you can see details of your current modules as well as view your timetable for the current semester. The date refers to Monday's date of that week and you can view which room you are in with the last 3 numbers of the code as highlighted below.

Module	Short Code	Module Code	Enrolment Status
Academic Research and Writing	ARW	MOD003311	Enrolled
Business Communications	BCS	MOD003313	Enrolled
Introduction to Business	ITB	MOD003314	Enrolled
Quantitative Methods	QUM	MOD003312	Enrolled
Build a Business	BAB	MOD005249	Future
Foundations of CBTand MIS	FCM	MOD003315	Future
Understanding Business	UBS	MOD005248	Future
Business Skills	BUS	MOD003325	Future
Healthcare Environment	HCE	MOD004054	Future
Business Finance	BUF	MOD003319	Future
Service Operations Management	SOM	MOD004055	Future
Driving Improvements in the Workplace	DIW	DIW_UG	Future
Work Placement	WPL	MOD004060	Future
Managing Human Resources	MHR	MOD003486	Future
Principles and Practices of Marketing	PPM	MOD003507	Future
Business Strategy	BST	MOD003337	Future
Contemporary Issues in Practice	CIP	CIP_UG	Future
Leadership and Change Management	LCM	MOD004062	Future
UG Major Project - Integrated Case Study	UMP	MOD003463	Future

Your timetable
AM class starts at 10:00 AM and PM class starts at 2:00 PM

Week Starting	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
26/09/2016					ARW 05/R003	ITB 05/R402	BCS 05/R408	QUM 05/R404		
03/10/2016					ARW 05/R003	ITB 05/R402	BCS 05/R408	QUM 05/R404		
10/10/2016					ARW 05/R003	ITB 05/R402	BCS 05/R408	QUM 05/R404		
17/10/2016					ARW 05/R003	ITB 05/R402	BCS 05/R408	QUM 05/R404		
24/10/2016					ARW 05/R105	ITB 05/R402	BCS 05/R408	QUM 05/R404		
31/10/2016					ARW 05/R003	ITB 05/R402	BCS 05/R408	QUM 05/R404		
07/11/2016					ARW 05/R105	ITB 05/R402	BCS 05/R408	QUM 05/R404		
14/11/2016					ARW 05/R105	ITB 05/R402	BCS 05/R408	QUM 05/R404		



In the My Accounts section you can view your course fees, including balance due and what payments you have made up to that date.

Course : BSc (Hons) Business and Healthcare Management : Extended

Total Invoice : 32000.00

Total Paid : 0

Balance Due : 0

Due to Date : 0

[Make Payment ▶](#)

The payment can take upto 1 hours to reflect on your online statement

COURSE DETAILS

Code	Course Title	Start Date
MOD003311	Academic Research and Writing	28/09/2016
MOD003313	Business Communications	28/09/2016
MOD003314	Introduction to Business	28/09/2016
MOD003312	Quantitative Methods	28/09/2016
MOD005249	Build a Business	15/01/2017
MOD003315	Foundations of CBTand MIS	15/01/2017
MOD005248	Understanding Business	15/01/2017
MOD003325	Business Skills	15/09/2017
MOD004054	Healthcare Environment	15/09/2017

Finally, The My Support section provides you with useful documents you may need throughout your time at university. We would advise all students to have a look through these documents at the beginning of your studies with ARU London.

HELP DOCUMENTS

1. [Guide To Results](#)
2. [A Guide to Use the E-library](#)
3. [Learning Resource Centre Policy](#)
4. [Change of Course Form](#)
5. [Extension Form](#)
6. [ID Card Instructions](#)
7. [Intermitting Form](#)
8. [Mitigation Form](#)
9. [Notification of Leaving Form](#)
10. [Course Leaders 2016/2017](#)
11. [Travel Bursary Terms and Conditions 2016/2017](#)
12. [Self-Funding Tuition Fees Sept 16 - What you need to know](#)
13. [Tuition Fees - T&Cs if SF is in process](#)
14. [Harvard Referencing 2016](#)
15. [How To Create DropBox Account](#)
16. [How To Access Microsoft OneDrive](#)
17. [How To Access Google GDrive](#)

We hope you found this guide useful but if you do require any further assistance please speak with our iCentre Team.