Your Guide to Learning Platforms

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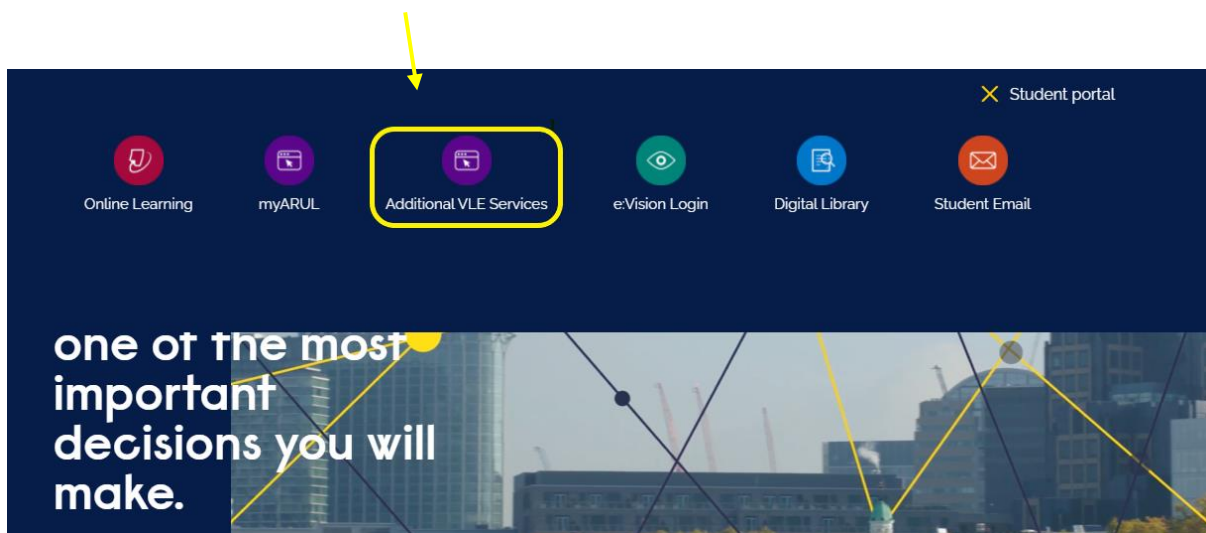
ARU London VLE Guide

1. To login to the Virtual Learning Environment (VLE) please visit the ARU London homepage at https://london.aru.ac.uk/. Once here, click **'Student portal'** at the top of the page.
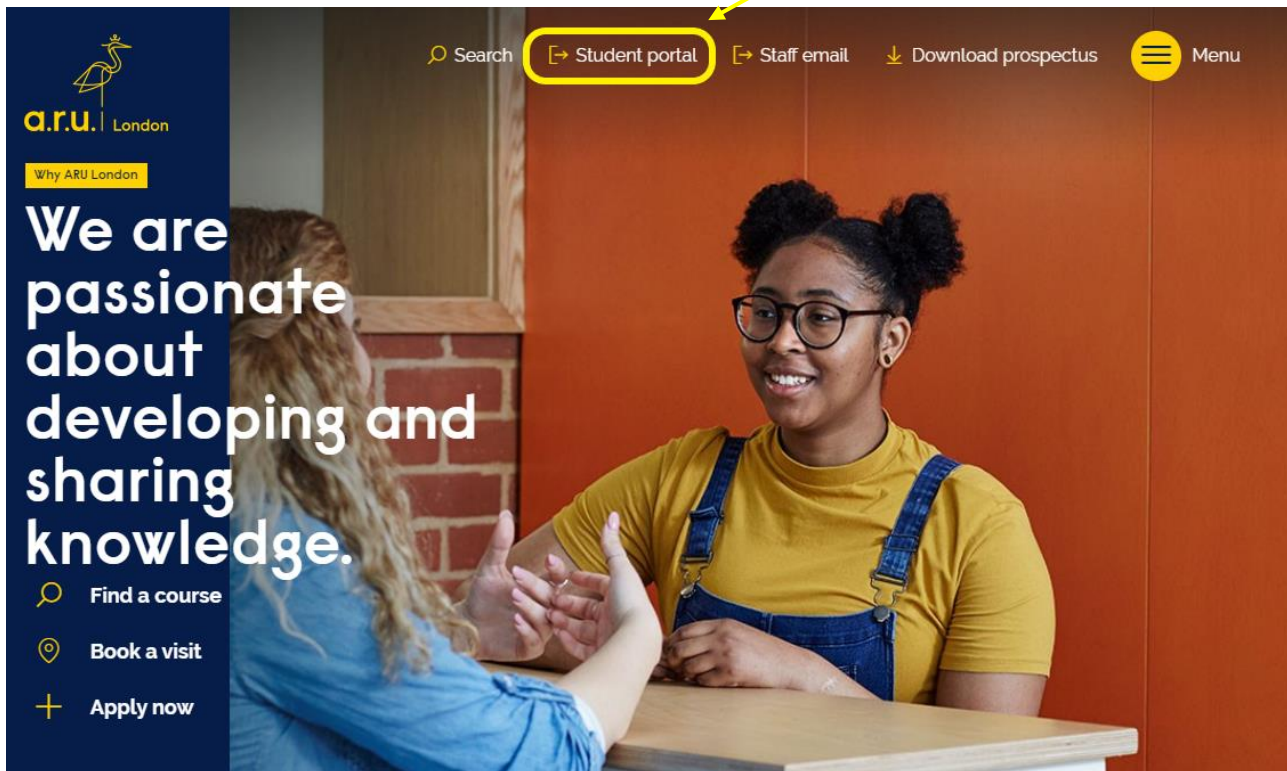
2. Once at **Student Portal**, you will be redirected to the page below, you will need to click on **'Additional VLE Services'** where you will be asked to enter your login details to access the **VLE.**

3. You will then be directed to the **Additional VLE Services** login**.** To login, please enter your VLE username **(e.g. 3xxxxx)** and your password which is your D.O.B in 6 digits **(DDMMYY).**

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 sections in more detail
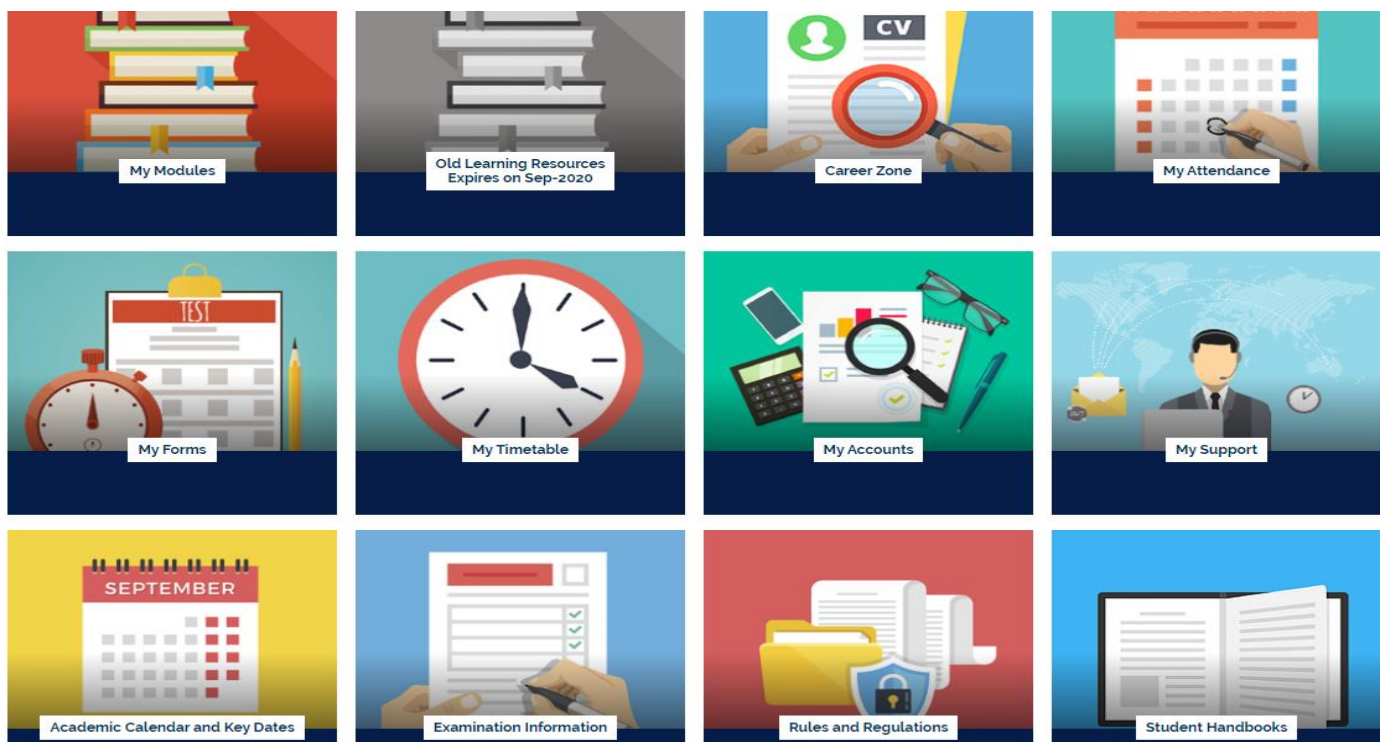
5. In the **'My Modules'** section you can view the modules you are studying, including the lecture slides and any notes your lecturer may have added, Zoom webinars, academic chat rooms and forums. Click on each module to view this. You can also access your assessment briefs within each module.

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 don't wish to work whilst you study, we highly recommend working on 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.

8. In **'My Timetable'** section you can see details of your current modules as well as view your timetable for the current trimester.

Module	Short Code	Module Code	Enrolment Status
Academic and Professional Skills	APS	MOD003325	Enrolled
Business Environment	BEN	MOD003353	Enrolled
Economics for Business	BEC	MOD003327	Enrolled
Business Finance	BUF	MOD003319	Enrolled
Legal Aspects of Business	LAB	MOD003379	Enrolled
Managing Human Resources	MHR	MOD003486	Enrolled

Your classes will be at the following site: Farringdon Building - ARU London, 19 Charterhouse Street, London, EC1N 6RA

AM Classes Start at 10:00, PM Class starts at 14:00 and EV Classes start at 18:00.

Class Date	AM (10:00)	PM (13:30)	EV (18:00)
Mon 21/09/2020	DTN 01 / online	LLW 01 / online	
Wed 23/09/2020	LLW 01 / /Room 207-ChH	CVL 01 / /Room 207-ChH	
Mon 28/09/2020	DTN 01 / online	LLW 01 / online	
Wed 30/09/2020	LLW 01 / /Room 207-ChH	CVL 01 / /Room 207-ChH	
Mon 05/10/2020	DTN 01 / online	LLW 01 / online	
Wed 07/10/2020	LLW 01 / /Room 207-ChH	CVL 01 / /Room 207-ChH	
Mon 12/10/2020	DTN 01 / online	LLW 01 / online	
Wed 14/10/2020	LLW 01 / /Room 207-ChH	CVL 01 / /Room 207-ChH	
Mon 19/10/2020	DTN 01 / online	LLW 01 / online	
Wed 21/10/2020	LLW 01 / online	CVL 01 / online	
Mon 26/10/2020	DTN 01 / online	LLW 01 / online	
Wed 28/10/2020	LLW 01 / online	CVL 01 / online	

9. 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

10. Finally, in '**My Support**' you find 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.

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 📄

Digital Library Guide

1. To start, please visit the university's website at https://london.aru.ac.uk/. Go to **Student Portal** and Click the box at the top of the page labelled **'Digital Library'** as highlighted in the picture.
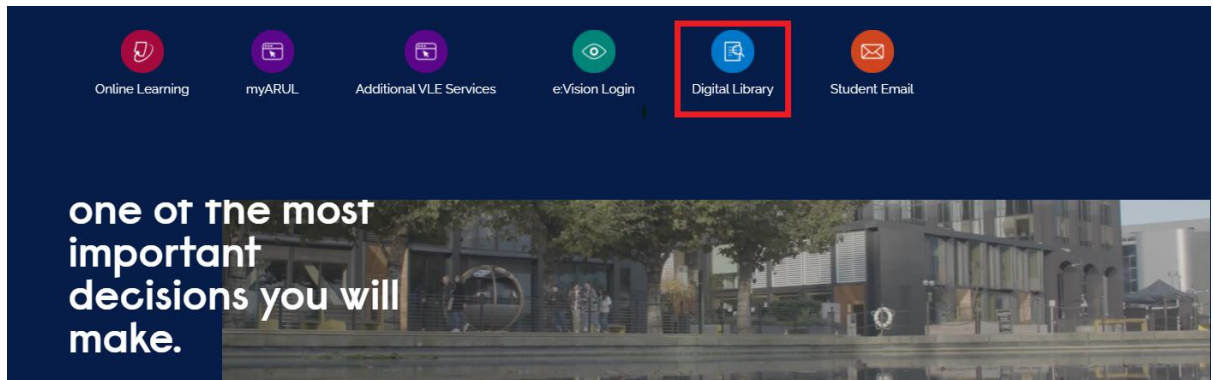
2. You will then be directed to the Digital Library login page. To login, please use your student email login detail, e.g. abc123@student.anglia.ac.uk or abc123@student.aru.ac.uk and e:Vision password. If you do not know your login information, please call us on 207 400 6789 or email iCentre@london.aru.ac.uk.
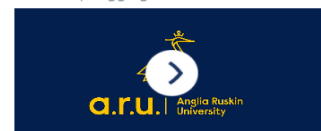

Please note: Access to some resources from off-campus may be restricted at times as some Journals and Publishers require 'Authentication Notes'. If you are experiencing problems with the Digital Library, please seek advice from our LRC team via email at learningresources@london.aru.ac.uk.

3. Once logged in, you will have full use of the 'Library Search' and 'Subject Guides' functions in the search box. Within the Library Search function, you can input specific titles or terms you may be looking for in a book or journal.
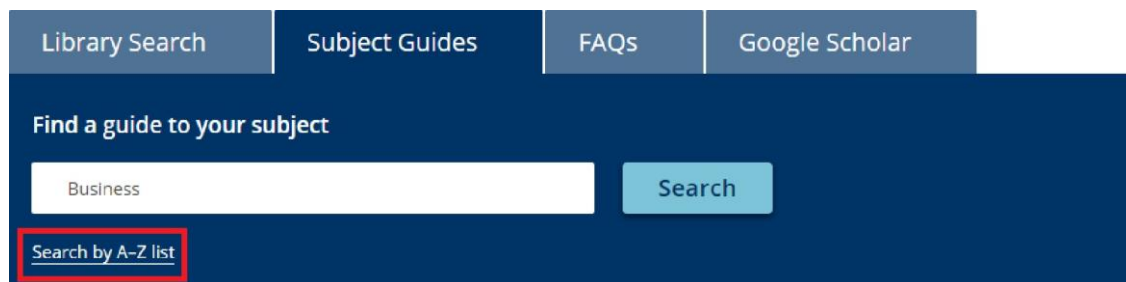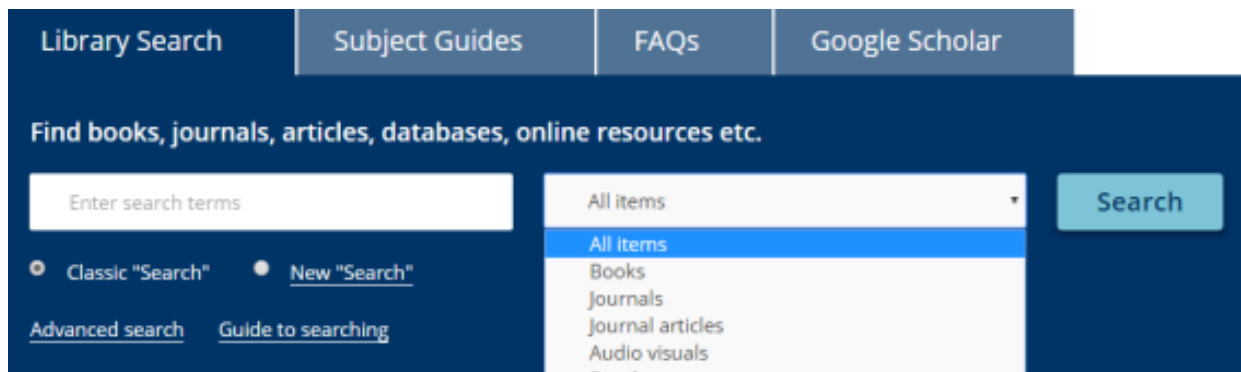
4. Students can search specific subject sources to ensure results are more relevant. To search by subject, please click 'Search by A-Z list' as highlighted below.

5. Once redirected to the A-Z of Subject Guides select the letter of the subject you wish to search, e.g. B for Business.
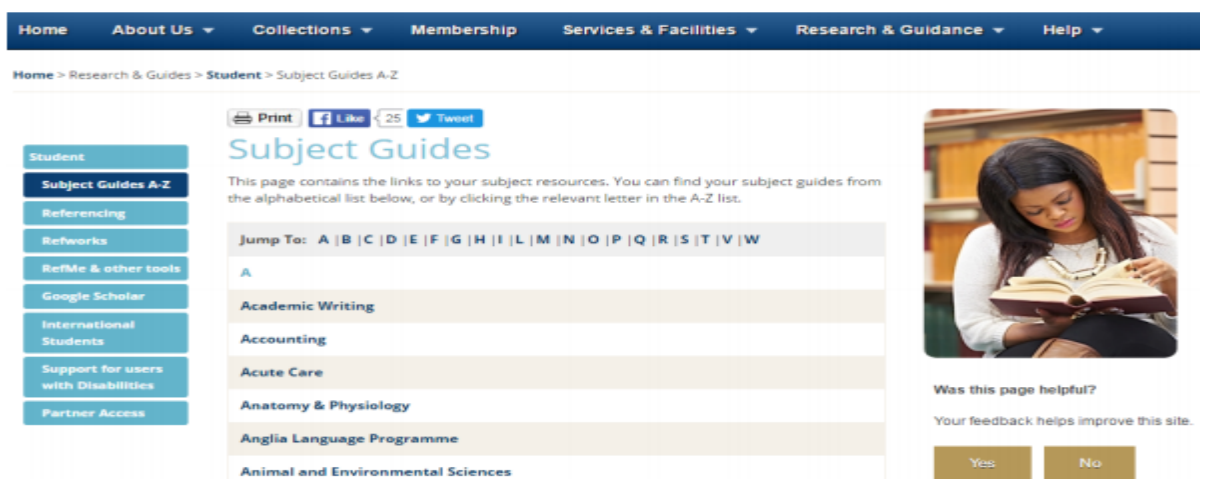
6. You will be redirected to the subject homepage as shown below. Please click the 'Business Academic Literature' tab on the left as highlighted below. From here you can select any of the available sources available to ARU London, such as Business Source Premier.

7. As another example, students studying on our Law degrees will see the following subject homepage. The main sources for Law have been highlighted below, Westlaw UK and LexisLibrary.

Please note: You must login to the ARU London Digital Library before accessing any sources or you will not have the appropriate rights.

e:Vision Guide

1. Please visit the university's website at https://london.aru.ac.uk. Once here, click on the box **'Student portal'** at the top of the page.

2. Click on the box **'e:Vision Login'** as highlighted in the picture below.
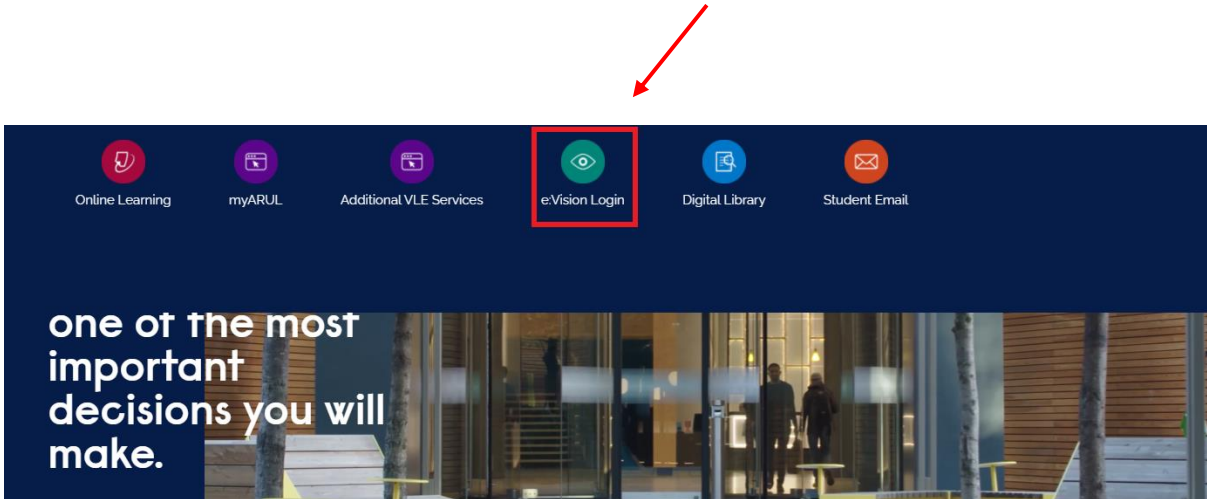
3. You will be redirected to the **e:Vision** log in page. Once here, enter your e:Vision username (**e.g. AJ123**) and your password which is your D.O.B in 6digits (**e.g. DDMMYY**)

4. Once you have logged in, you will be shown your student information. From here you can access your **profile**, **studies** where you can see course modules and results. Also, you can access your **e:Vision Help** and **my Applications.**
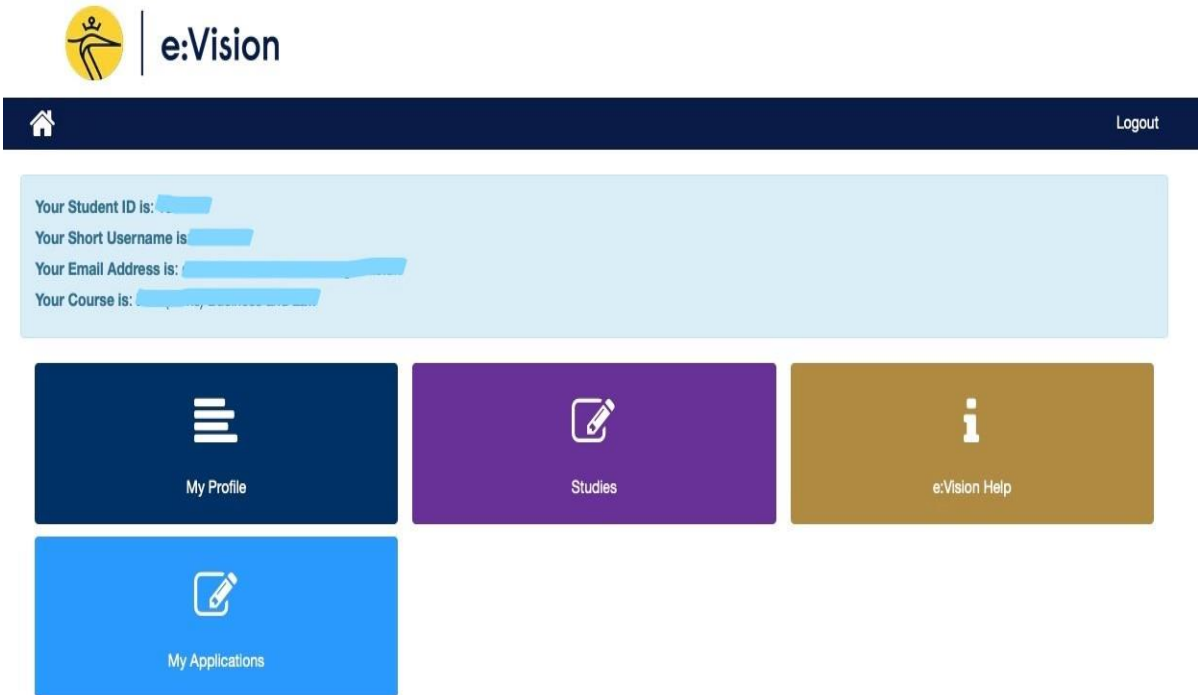
5. On **'My Profile'** page you can access your Course details, Personal details, Previous Study details, Course information and Terms & Conditions.

PLEASE NOTE: You can update Personal details yourself anytime on e:Vision.

6. On 'e:Vision Help' page you can find key information on how to use e:Vision platform, such as Getting started with e:Vision, Online Module Selection etc.

7. On 'My Application' page you can see your current ARUL application details.

8. To view your course modules and results, click on '**Studies**' and then select '**My Results**'.

9. You will be redirected to the results page, as shown below.

Module Results

To generate an Interim Transcript for modules, showing marks/grades and credits awarded **Click here** ⧉

Year	Period	Module	Title	Level	Credit Taken	Credit Achieved	Mark	Grade	Attempt	Details
2019/0	TRI1-2	MOD006960	Skills for Higher Education	3						View

Total recorded: 1

Guide to your results ⧉

Study Skills Plus **Want to get a better grade next time?**
Study Skills Plus run workshops and one to one study coaching to help you reach the next level. To book online please visit www.anglia.ac.uk/studyskillsplus ⧉

Accreditation for Prior Learning

Year	Period	Module/Course/Award	Level	Mark	Grade	Credit

Total recorded: 0

Award Summary

Year	Conferred Award	Award Title	Award Mark	Classification

Mitigation outcomes

If you have applied for Mitigation and want to check the outcome, click on '**View**' next to the appropriate modules on the My Results page, identified in red below.

Year	Period	Module	Title	Level	Credit Taken	Credit Achieved	Mark	Grade	Attempt	Details
2019/0	TRI1	MOD003319	Business Finance	4	30	0	0%	MA	1	View

Next to the grade for the module element, you are shown the outcome of your Mitigation. This outcome will either be **'Submitted'**, **'Accepted'** (as below), **'Rejected'** or **'Deferred'**.

Element Number	Assessment Element	Attempt	Qualifying Mark	Due Date	Mark	Grade	Mitigation	Print coversheet and receipt
010	ASSIGNMENT 3000 WORDS	1	30		0	MN	Accepted	Not Submitted
011	EXAMINATION 2 HOURS	1	30		0	MN	Accepted	Coversheet / receipt not required for this assessment type

Total number of Elements: 2

If your Mitigation is at the **'Submitted'** stage, this means a decision has yet to be made. If it was **'Rejected'**, there will be an explanation why. If it was **'Deferred'**, this means it was sent to a panel for further consideration, so there will there will be another couple of weeks before a final decision will be made.

Generating your Interim Transcript

If you would like to download your interim transcript, select the box **'Click here'** under the Module Results section, identified in red below, and the pdf will begin to generate.

Progression

Overall Progression Decision for the Year (only applicable to undergraduate new entrants from September 2012 onwards)

Decision made at Awards Board:

Module Results

To generate an Interim Transcript for modules, showing marks/grades and credits awarded   **Click here** ⧉

Year	Period	Module	Title	Level	Credit Taken	Credit Achieved	Mark	Grade	Attempt	Details
2019/0	TRI1-2	MOD006960	Skills for Higher Education	3						View

Total recorded: 1

Guide to your results ⧉

Want to get a better grade next time?
Study Skills Plus run workshops and one to one study coaching to help you reach the next level. To book online please visit www.anglia.ac.uk/studyskillsplus ⧉

Once the file has finished downloading, click **Open** to Print or **Save** the Interim transcript.

Your interim transcript will be produced as shown below.

Changing your current course session

If you have more than one course record, you will get the option to switch to view details of your other course. Click on the yellow box below, which is next to your course title.

Marks for different elements

Also, in the same page you can click **'View'** on a particular module to see your marks for different elements (as showing below). As you can see below marks
being **ME** means (Mitigation Accepted with re-attendance). To understand more how to read your marks please click on the link on the next page.

Module Results

To generate an Interim Transcript for modules, showing marks/grades and credits awarded **Click here** ⬀

Year	Period	Module	Title	Level	Credit Taken	Credit Achieved	Mark	Grade	Attempt	Details
2019/0	TRI1	MOD003319	Business Finance	4	30	0	0%	ME	1	View
2019/0	TRI1	MOD003327	Economics for Business	4	30	0	0%	ME	1	View
2018/9	SEM2	MOD003325	Academic and Professional Skills	4	30	30	56%	C	1	View
2018/9	SEM2	MOD003353	Business Environment	4	30	30	57%	C	1	View

Module Details

All marks and result decisions on eVision are provisional until the official publication of results If you have a query about your results, please contact your Faculty Office or a Student Adviser.

MOD003319: Business Finance

1828466/1 2019/0 TRI1 Occurrence F01ARL

Re-assessment element(s)

Element Number	Assessment Element	Attempt	Qualifying Mark	Due Date	Mark	Grade	Mitigation	Print coversheet and receipt

Total number of Elements: 0

IMPORTANT: following the decision to suspend all examinations in light of the current public health recommendations, any assessments listed as exams will be replaced with an alternative assessment which can be submitted electronically.

Assessment element(s)

Element Number	Assessment Element	Attempt	Qualifying Mark	Due Date	Mark	Grade	Mitigation	Print coversheet and receipt
010	ASSIGNMENT 3000 WORDS	1	30		0	MN	Accepted	Not Submitted
011	EXAMINATION 2 HOURS	1	30		0	MN	Accepted	Coversheet / receipt not required for this assessment type

Total number of Elements: 2

Understanding e:Vision and your Transcript

Please click on the link to see our **'Results Guide'** which will explain what each letter on the results page means:
https://web.anglia.ac.uk/anet/academic/public/guide_to_results.pdf
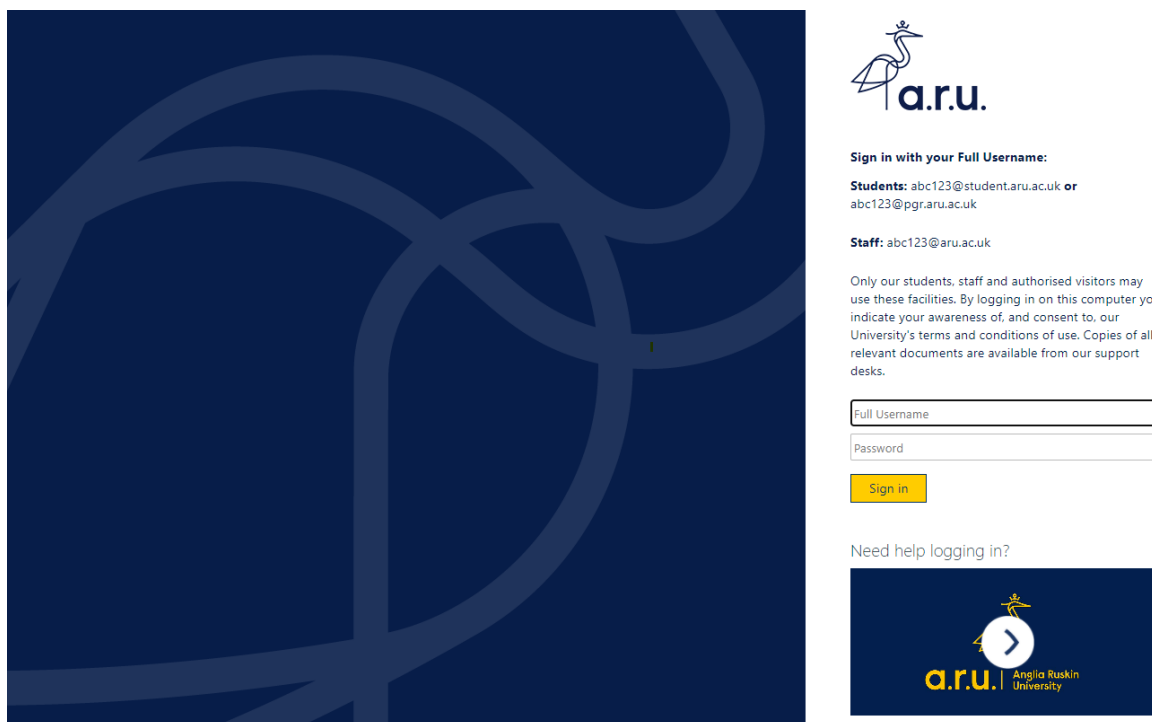
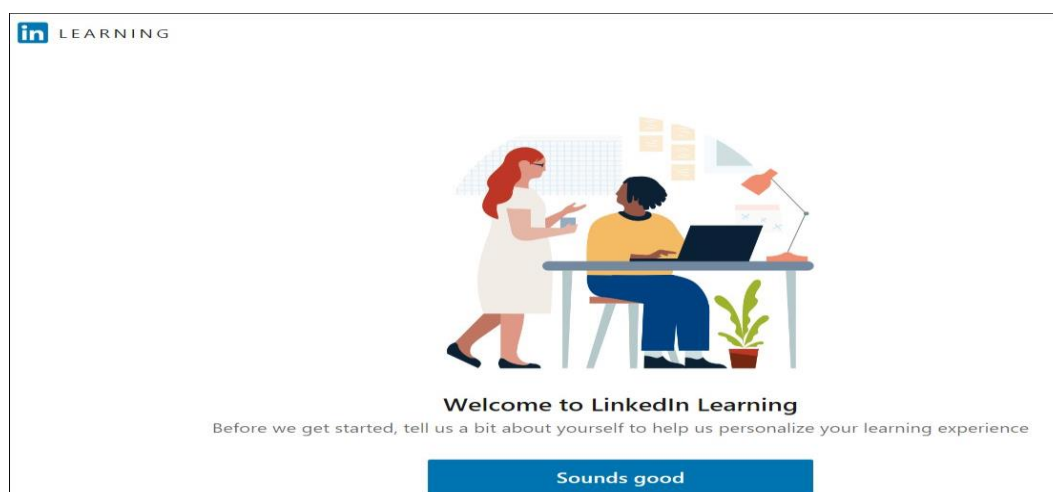# How to activate your LinkedIn Learning

LinkedIn learning is a leading online learning company that can help give you the knowledge and skills to utilise software that is used at ARUL as well as honing other skills including communication and leadership.

To activate your new LinkedIn Learning account:

1. Go to arul.ink/linkedinlearning

2. You will then be directed to the 'ARU Linkedin Learning' login page. To login, please use the same information you use to login to your student email. For example username (abc123@student.anglia.ac.uk) and your password which is your D.O.B in 6 digits (DDMMYY).If you do not know your login information, please either call us or send us an email.

3. Once logged in Select 'Sounds good'.

LinkedIn Learning allows you to specify your areas of interest in relation to your online learning. You will still be able to view all courses, but choosing what you are

interested in means your LinkedIn Learning homepage will make suggestions relevant to your areas of interest. You can also change these selections later if you wish.

4. Click on **'Show me all'** to browse and choose from all areas (or click on one of the three areas shown (Business, Creative, or Technology) if one of these is your skill area of preference.
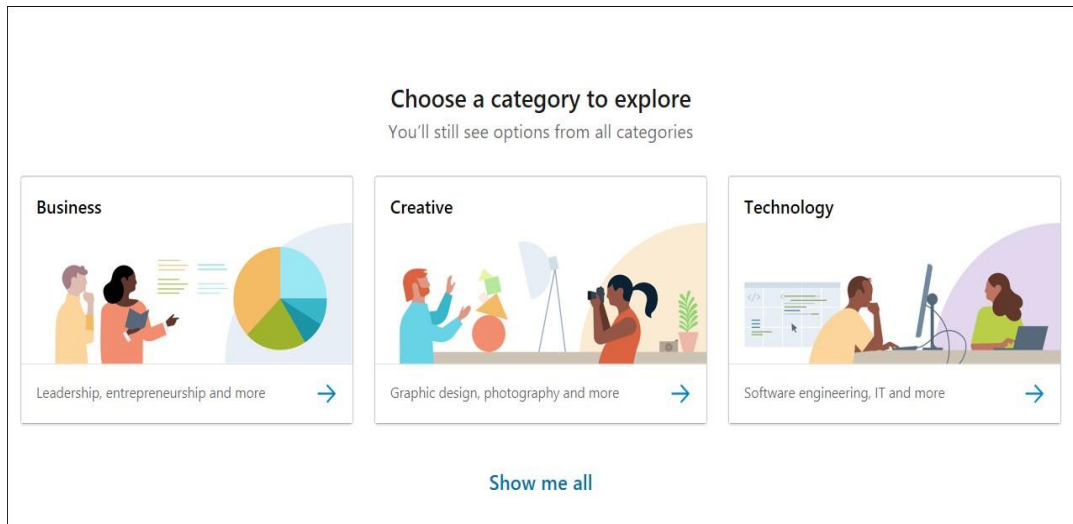
5. Select one or more skills and click **'Continue'.**

That's it! You're now into LinkedIn Learning, where you should find your previous Lynda learning history available, and you can resume a course or start a new course straight away.

How to download your LinkedIn learning certificates

LinkedIn Learning is an online educational platform that helps you discover and develop business, technology-related, and creative skills through expert-led course videos. With more than 5,000 courses, you can discover, complete, and track courses related to your field and interests. Once you complete a course you can save your certificate, here's how to:

1. Go to arul.ink/linkedinlearning

2. Click (🔖) at the top of your homepage. Select **'Certificates'.**

3. Click the **'Learning History'** tab.

4. Locate the course or the learning path you'd like to save the certificate for, and click **'More'** (▼).

   • If you wish to download certificates from courses within a learning path, click **'Show content'** (⌄) and click **'More'**(▼).

5. Select **'Download Certificate'** from the dropdown.

6. Choose a certificate to download and click **'Download'.**
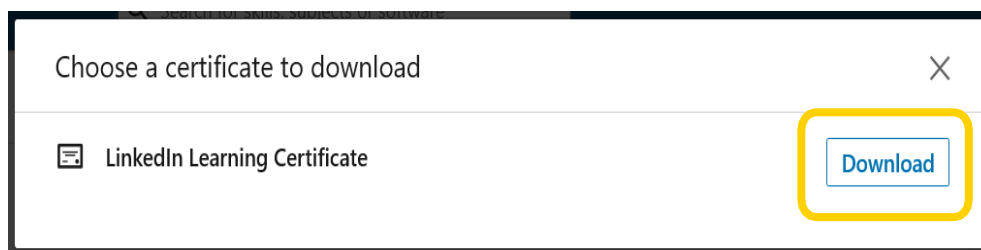
7. When prompt, click **'Save as'.**
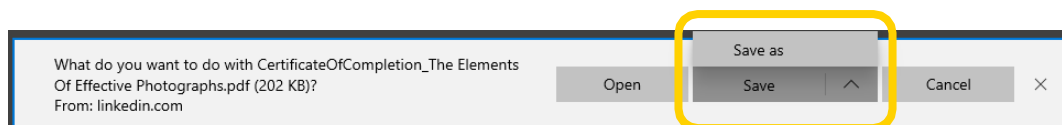
8. Save to your chosen location. And that's it.

Due to the current situation surrounding Coronavirus, should you need further assistance, please contact us via telephone or email.

Call or email: 020 7400 6789 or iCentre@london.aru.ac.uk
Email: learningresources@london.aru.ac.uk