

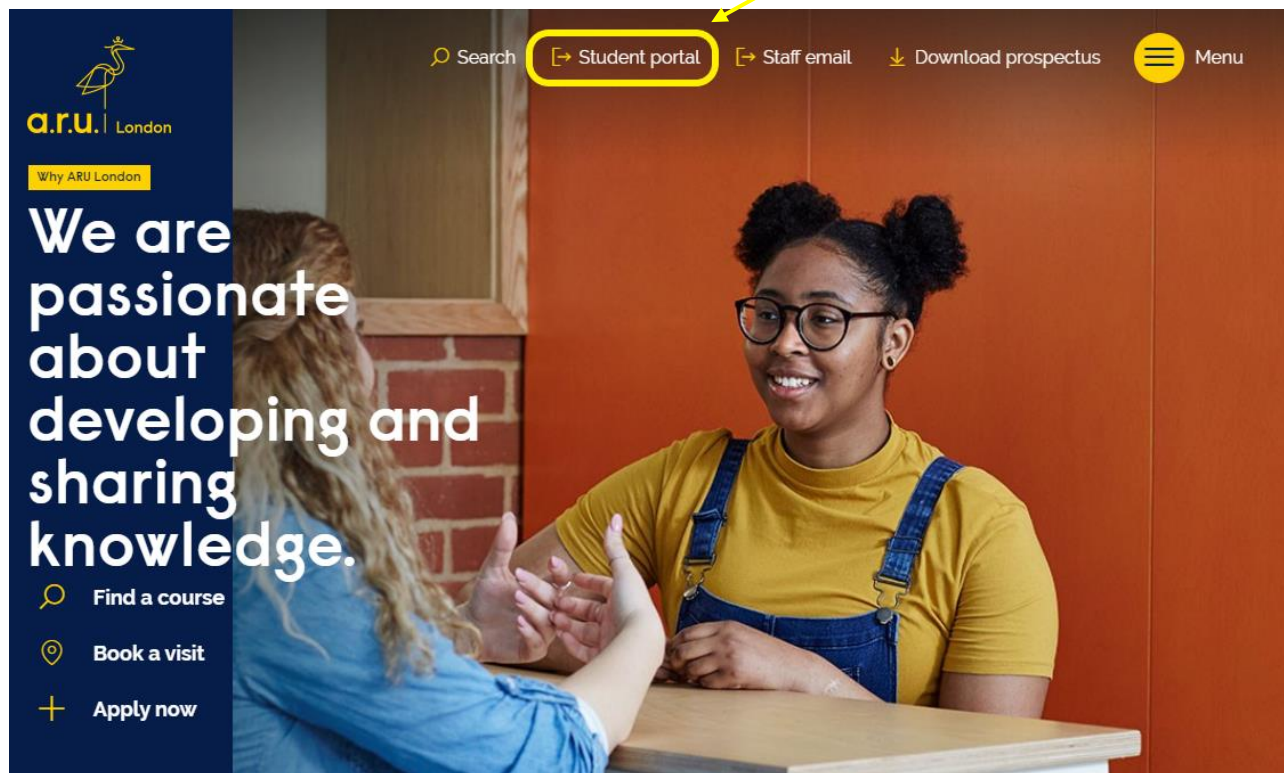
# **Your Guide to Learning Platforms**

## Contents

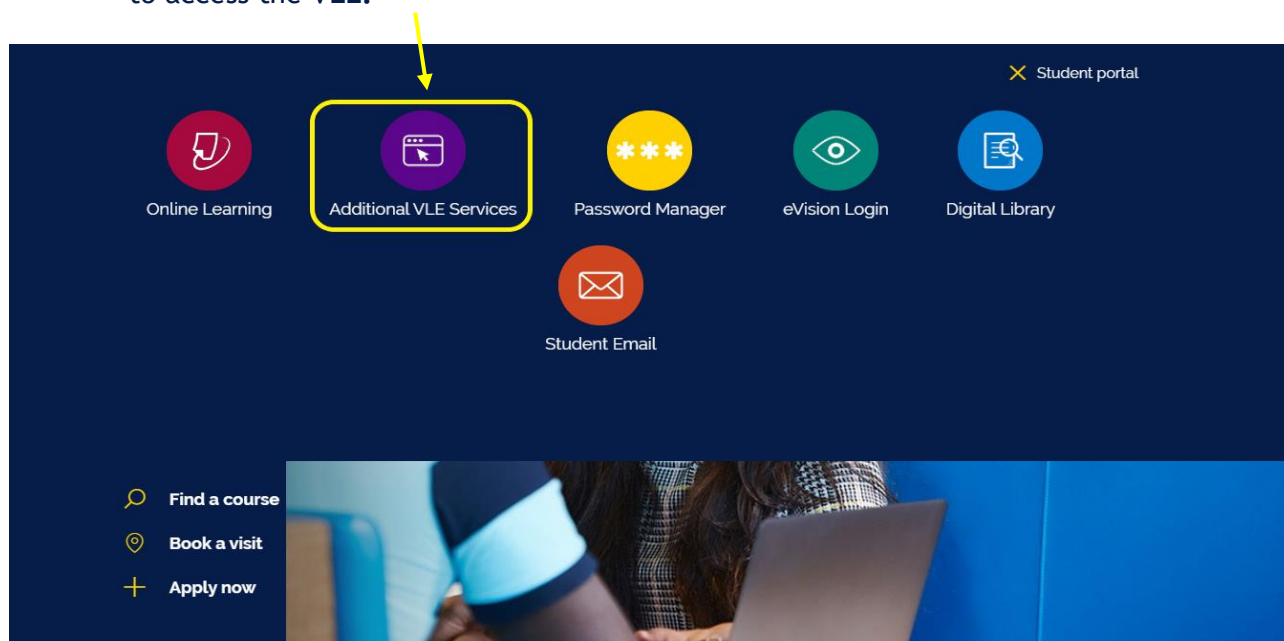
VLE Guide.....	3
Digital Library Guide.....	9
e:Vision Guide .....	13
How to activate your LinkedIn Learning.....	20
How to download your LinkedIn learning certificates .....	25

# **ARU London VLE Guide**

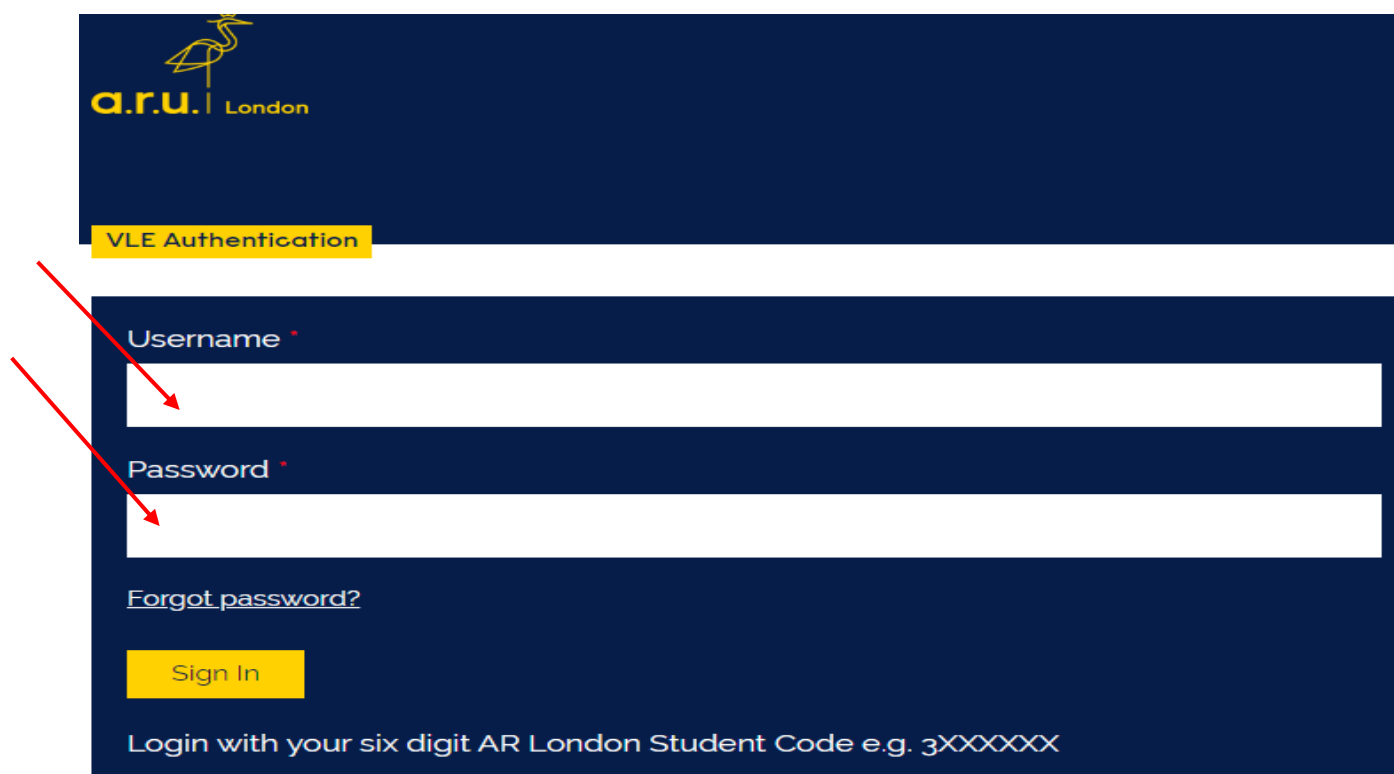
1. To login to the Virtual Learning Environment (VLE) please visit the ARU London homepage at <https://london.aru.ac.uk/>. Once here, click 'Student portal' at the top of the page.



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).



ARU London

VLE Authentication

Username \*

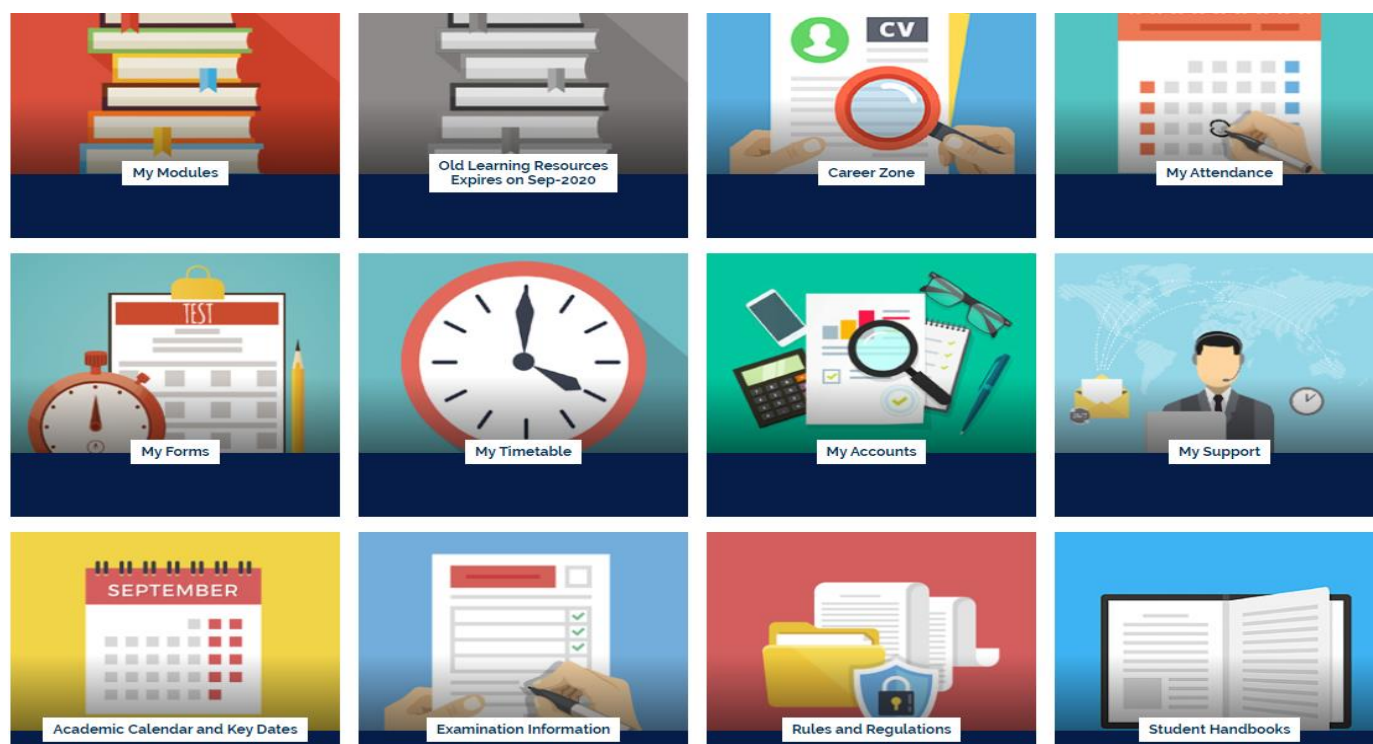
Password \*

[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 sections 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, Zoom webinars, academic chat rooms and forums. Click on each module to view this. You can also access your assessment briefs within each module.

- 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.



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

Modules for your current term			
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 (14:00)	EV (18:00)
Tue 21/01/2020	MHR 07 / Room 209	LAB 03 / Room 407	
Fri 24/01/2020	LAB 03 / Room 405	MHR 07 / Room 209	
Tue 28/01/2020	MHR 07 / Room 209	LAB 03 / Room 407	
Fri 31/01/2020	LAB 03 / Room 405	MHR 07 / Room 209	
Tue 04/02/2020	MHR 07 / Room 209	LAB 03 / Room 302	
Fri 07/02/2020	LAB 03 / Room 405	MHR 07 / Room 209	
Tue 11/02/2020	MHR 07 / Room 209	LAB 03 / Room 302	
Fri 14/02/2020	LAB 03 / Room 405	MHR 07 / Room 209	
Tue 18/02/2020	MHR 07 / Room 209	LAB 03 / Room 302	
Fri 21/02/2020	LAB 03 / Room 405	MHR 07 / Room 209	
Tue 25/02/2020	MHR 07 / Room 209	LAB 03 / Room 302	
Fri 28/02/2020	LAB 03 / Room 405	MHR 07 / Room 209	
Tue 03/03/2020	MHR 07 / Room 209	LAB 03 / Room 302	
Fri 06/03/2020	LAB 03 / Room 405	MHR 07 / Room 209	
Tue 10/03/2020	MHR 07 / Room 209	LAB 03 / Room 302	
Fri 13/03/2020	LAB 03 / Room 405	MHR 07 / Room 209	
Tue 17/03/2020	MHR 07 / Room 209	LAB 03 / Room 302	
Fri 03/04/2020	LAB 03 / Room 405	MHR 07 / Room 209	















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

Payment Summary			
Date	Item	Invoiced	Paid
	Total:	<input type="text"/>	<input type="text"/>

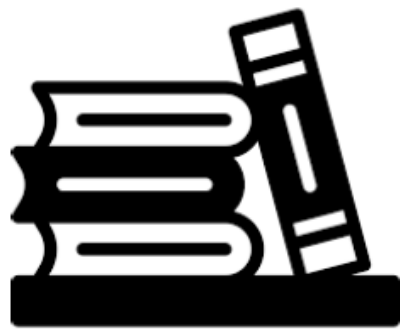
  

Payment Plan	
Payment Due Date	Amount (GBP)
Balance Due Now	£0.00
01 January, 0001	£0
Total Student Balance	£0.00

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.

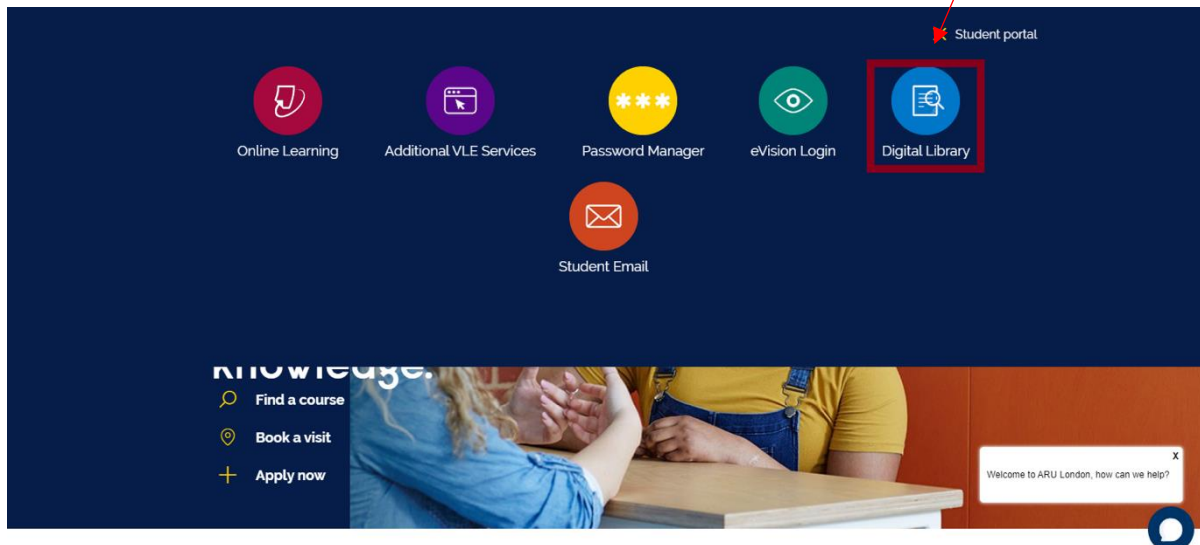
Support Guides	
1.	<a href="#">Guide To Results</a> 
2.	<a href="#">A Guide to Using the ARU Online Library</a> 
3.	<a href="#">Learning Resource Centre Policy</a> 
4.	<a href="#">Change of Course Form</a> 
5.	<a href="#">Travel Bursary Terms and Conditions 2018/19</a> 
6.	<a href="#">Student Finance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





# **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](mailto:abc123@student.anglia.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](mailto:icentre@london.aru.ac.uk).

Anglia Ruskin University

Sign in with your Full Username  
**Students:** [abc123@student.anglia.ac.uk](mailto:abc123@student.anglia.ac.uk)  
**Staff:** [abc123@anglia.ac.uk](mailto:abc123@anglia.ac.uk)

Full Username  
Password

Sign in

Need help logging in?

Anglia Ruskin University Services  
ARU Student login guide

Students  
For IT Support please contact us via:  
Phone: **01245 684357**  
International: +44 1745 684357

**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](mailto:learningresources@london.aru.ac.uk).

- 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.

- 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.

- 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.

The screenshot shows the 'Business' subject homepage. The top navigation bar includes links for Home, About Us, Collections, Membership, Services & Facilities, Research & Guidance, and Help. Below this, the breadcrumb trail reads 'University Library / LibGuides / Business / Introduction'. The main heading is 'Business', followed by the subtitle 'a guide to the best resources for your subject'. On the left, a vertical menu lists various topics: Introduction, Business Academic Literature (highlighted with a red box), Company Finance, News & Case Studies, Statistics, Marketing & Tourism, Human Resources & Legislation, and Research skills. The main content area features an 'Introduction' section with text about academic literature, market research, and company information. It also includes a link to the Information Skills Guide and a list of services: AskUs, Book a Librarian, and Subject page: Business.

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.

The screenshot shows the 'Law' subject homepage. The top navigation bar is identical to the Business page. The breadcrumb trail reads 'University Library / LibGuides / Law / Introduction'. The main heading is 'Law', followed by the subtitle 'Your guide to finding quality sources.' On the left, a vertical menu lists various topics: Introduction, Books, Journal articles and papers, Case Law, Legislation, EU and European Law, International Law, Additional resources, Legal database help, Research skills, OSCOLA Referencing, Off-campus access, and ReadingLists@Anglia. The main content area features a 'Key resources' section with text stating 'Cases, legislation, journal articles and more can be found on:' followed by logos for Westlaw UK and LexisLibrary (highlighted with a red box). Below this, there is a link to 'HeinOnline: Law Journal Library'. The 'Further help and guidance' section includes links to AskUs and Book a Librarian.

**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

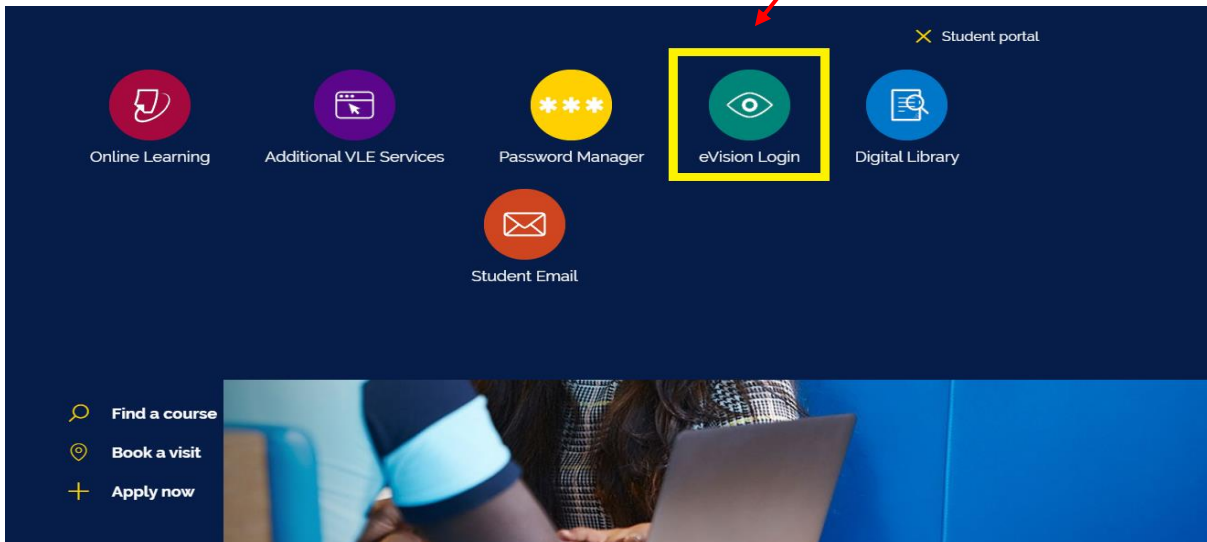


| e:Vision


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 eVision username (e.g. AJ123) and your password which is your D.O.B in 6digits (e.g. DDMMYY)

 **e:Vision**

We only use cookies in e:Vision that are essential for authentication and security. By continuing, you're agreeing to us placing cookies outlined in [our privacy policy](#) on your device. If you wish to opt out you'll not be able to use e:Vision, do not login and close your web browser. Please contact your faculty.

OK

**e:Vision Login**




Username:

Password:

Forgotten your password?

Login

**Get in touch**

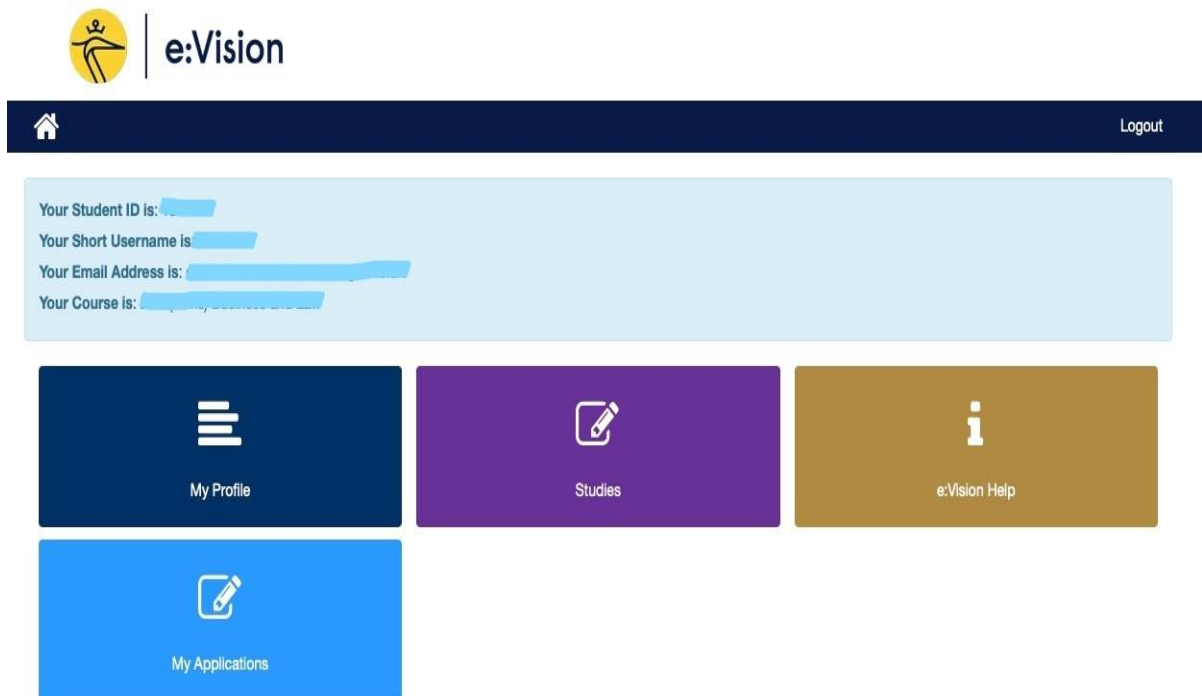
Follow us on   

For IT support call +44 (0)1245 68 4357 go to [www.anglia.ac.uk/itsupport](http://www.anglia.ac.uk/itsupport) or email [itsupport@anglia.ac.uk](mailto:itsupport@anglia.ac.uk)

Accessibility | Privacy & Cookies | Disclaimer | Freedom of Information | Charities Act

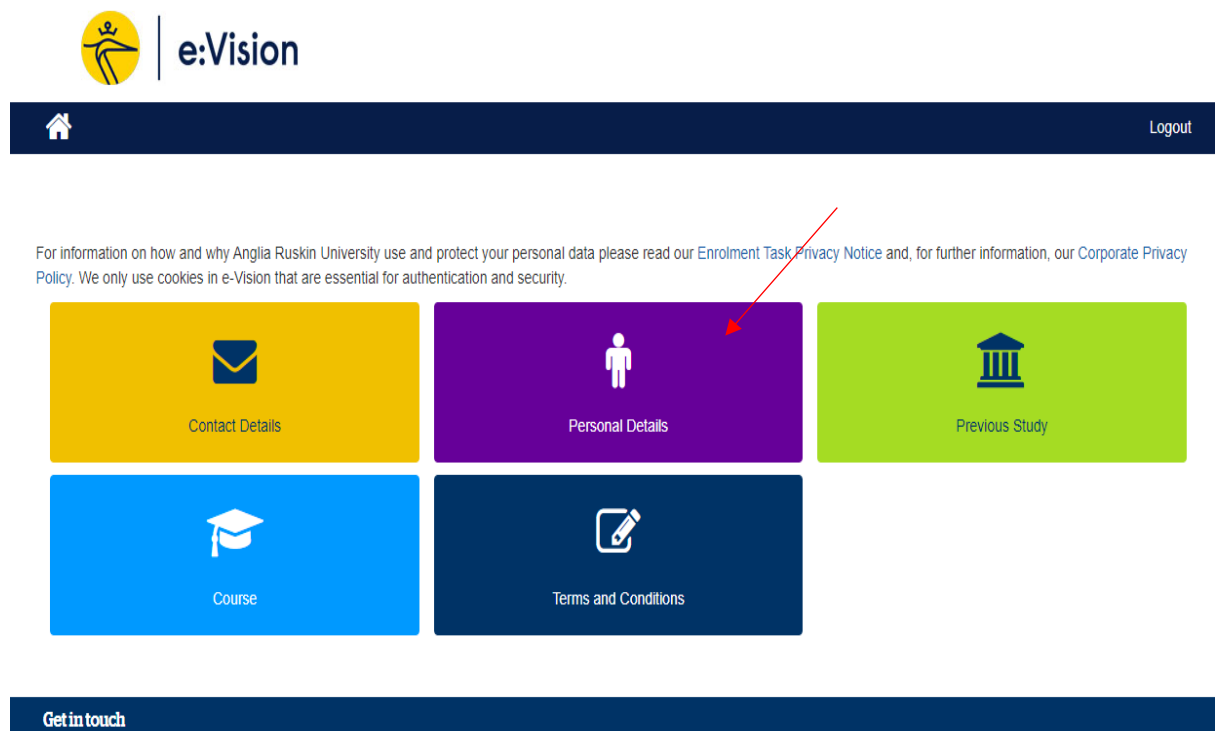
© Anglia Ruskin University

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.

 e:Vision

 Logout

**e:Vision Help**

**Getting Started with e:Vision**

New to e:Vision? Check out the 'Getting Started' Helpsheet on [my.anglia](#).

December 2018

**Online Module Selection**

Guidance is available on [my.anglia](#) for selecting your optional modules.


October 2019


**Activate your LinkedIn Learning Account**

LinkedIn Learning is a leading online learning company that can help give you the knowledge and skills to utilise software that is used at ARU as well as honing other skills including communication and leadership. It is available to all students at ARU. The video library offers engaging, top-quality courses taught by recognised industry experts.

To access LinkedIn Learning, please go to [arul.link/linkedinlearning](#).

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

 e:Vision

 Logout

**My Applications**

Applicant ID	UCAS ID		
Course	Start Month	Information / Instructions	
BSc (Hons) Business and Law [Extended degree]	September 2019	You will receive an email a few weeks before your course start date regarding registration and joining information.	<a href="#">View application/Take action</a>

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						<a href="#">View</a>

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](http://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	<a href="#">View</a>

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’**.

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								

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 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						<a href="#">View</a>

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](http://www.anglia.ac.uk/studyskillsplus)

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

Module Results

To generate an Interim Transcript for modules, showing marks/grades and credits awarded

[Click here](#)

Year	Period		Details
2018/9	SEM1	<div>What do you want to do with 73D4E8A3-5851-4D06-B6A1-735AAECACC37.pdf (21.4 KB)? From: e-vision.anglia.ac.uk</div> <div><div>Open</div><div>Save</div><div>^</div><div>Cancel</div><div>×</div></div>	<div>View</div>

Your interim transcript will be produced as shown below.

[illegible]

### 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.

You are currently accessing the course **BSc (Hons) Animal Behaviour**. [Change your current course session](#)

## 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 <a href="#">Click here</a>										
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	<a href="#">View</a>
2019/0	TRI1	MOD003327	Economics for Business	4	30	0	0%	ME	1	<a href="#">View</a>
2018/9	SEM2	MOD003325	Academic and Professional Skills	4	30	30	56%	C	1	<a href="#">View</a>
2018/9	SEM2	MOD003353	Business Environment	4	30	30	57%	C	1	<a href="#">View</a>

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](https://web.anglia.ac.uk/anet/academic/public/guide_to_results.pdf)

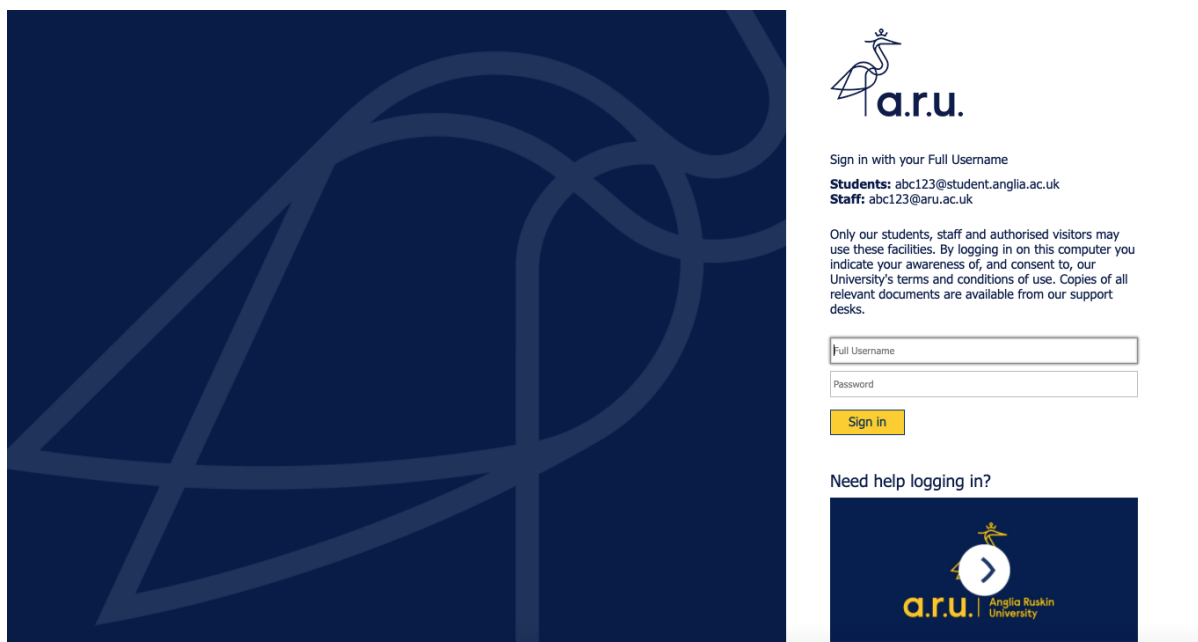
# How to activate your LinkedIn Learning



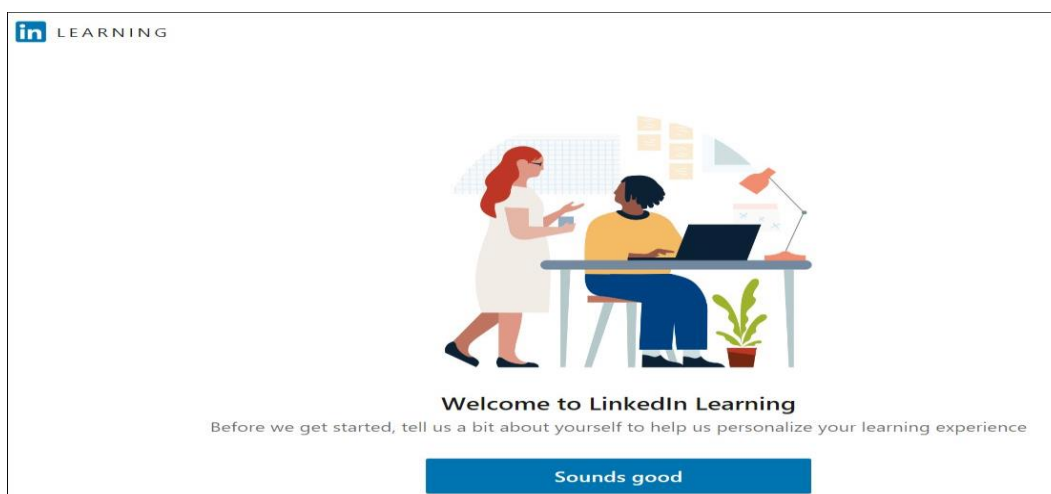
LinkedIn learning is a leading online learning company that can help give you the knowledge and skills to utilise software that is used at ARUL as well as honing other skills including communication and leadership.

To activate your new LinkedIn Learning account:

1. Go to [arul.ink/linkedinlearning](https://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'.

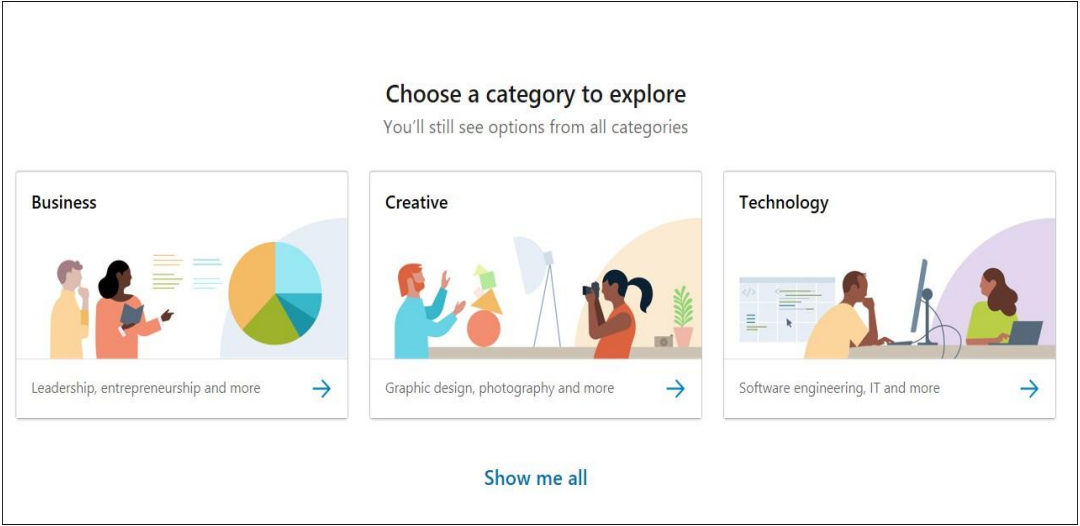


LinkedIn Learning allows you to specify your areas of interest in relation to your online learning. You will still be able to view all courses, but choosing what you are

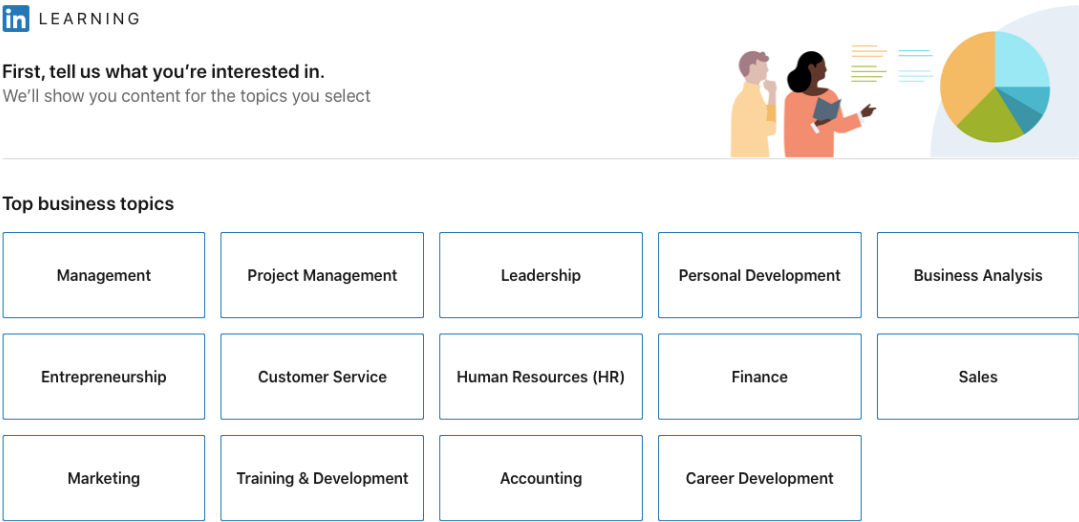


interested in means your LinkedIn Learning homepage will make suggestions relevant to your areas of interest. You can also change these selections later if you wish.

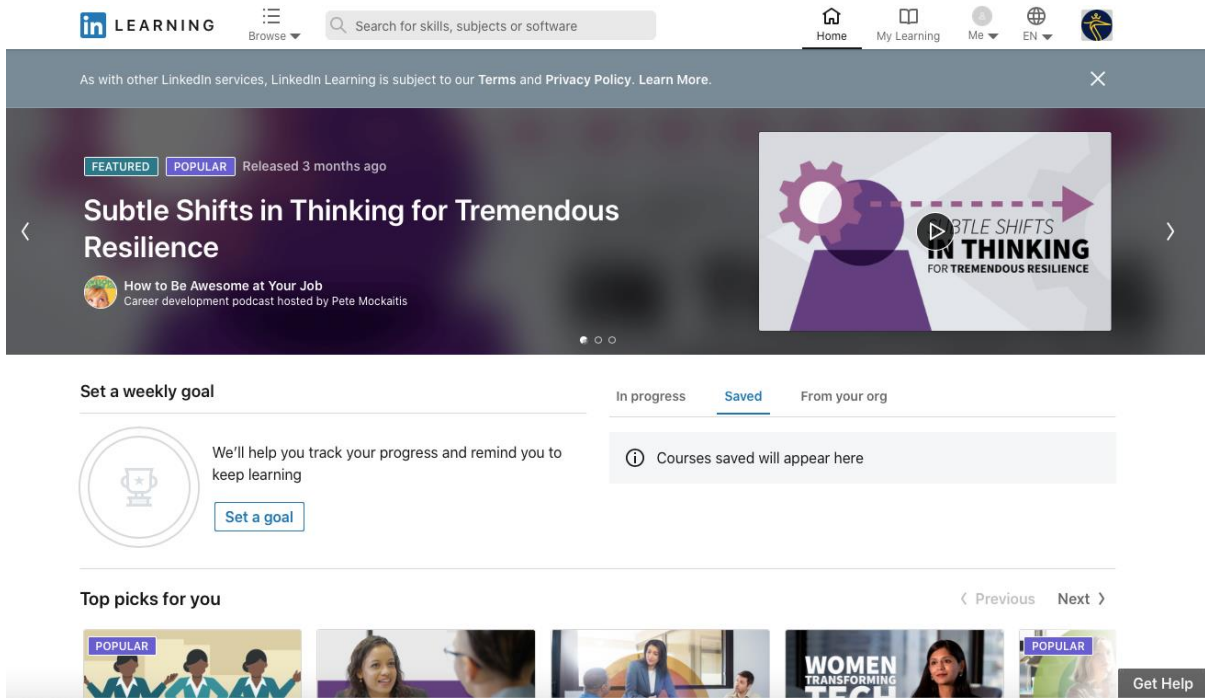
- 4. Click on ‘Show me all’ to browse and choose from all areas (or click on one of the three areas shown (Business, Creative, or Technology) if one of these is your skill area of preference.



- 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



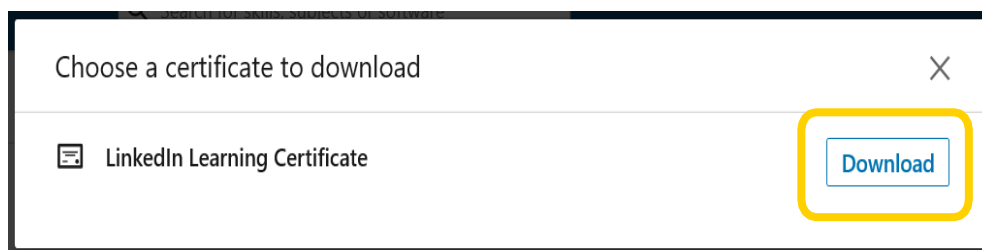
LEARNING  
WITH **Lynda.com**® CONTENT

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:

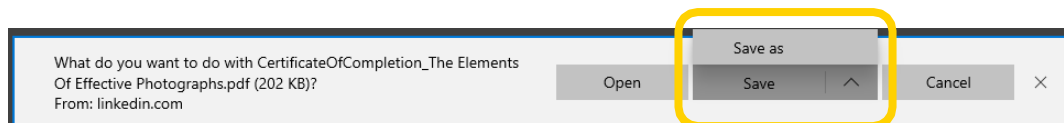
1. Go to [arul.ink/linkedinlearning](http://arul.ink/linkedinlearning)
2. Click (  ) at the top of your homepage. Select 'Certificates'.
3. Click the 'Learning History' tab.
4. Locate the course or the learning path you'd like to save the certificate for, and click 'More' (  ).
  - If you wish to download 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](mailto:iCentre@london.aru.ac.uk)  
Email: [learningresources@london.aru.ac.uk](mailto:learningresources@london.aru.ac.uk)