



Online Learning Guide



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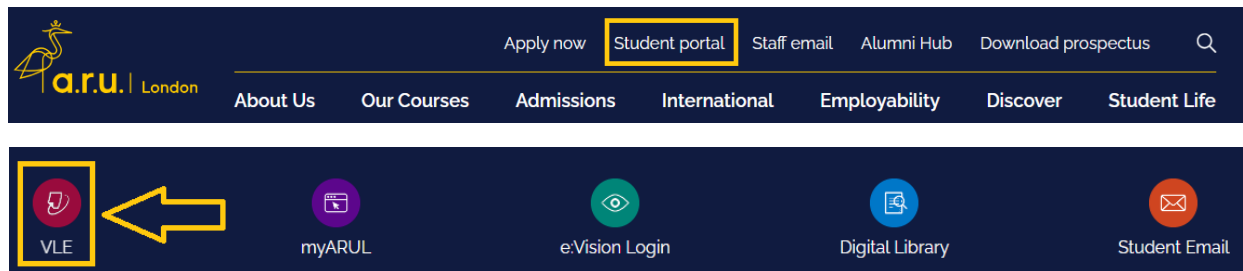
How to Login to your Online Learning Platform (VLE)

Step 1:

Select the preferred browser ( Microsoft Edge,  Google Chrome,  Firefox, etc.) on your desktop.

Step 2:

Go to <https://london.aru.ac.uk/> and select 'Student Portal' to get access to all learning platforms, then click on 'VLE'.




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).



☐ Remember username

[Forgotten your username or password?](#)
Cookies must be enabled in your browser 

Is this your first time here?

Login with your six digit Student Code e.g. 3XXXXX

Your Password is your six digit Date of Birth e.g. 130499

How to Access your Zoom Classes on (VLE)

Step 1:

Under My Courses, select the relevant module page.

University London

The screenshot shows the 'My Courses' page on the VLE. A grid of course tiles is displayed. The tile for '(3486T3) Managing Human Resources' is highlighted with a yellow border and a yellow arrow pointing to it. Other tiles include '(7963T3) Legal Aspects of Business', 'Turnitin Practice T1 2023', and 'Welcome Week May 2023'. On the right, there are service links like 'Career Zone', 'My Forms', 'My Accounts', and 'Change Password', as well as 'Student Portal' and 'Bookshelf'.

Step 2:

Click on 'Online Attendance' tile and click on the Zoom link to join your online session.

The screenshot shows the 'Module Information' page. A grid of tiles is displayed. The 'Online Attendance' tile is highlighted with a yellow border and a yellow arrow pointing to it. Other tiles include 'In Class Attendance', 'Assessments & Assessment Guidance', and several week-based tiles like 'Week 2-Customer Behaviour and Marketing Communications', 'Week 3-Communication Objectives and strategies', 'Week 4-Marketing communication tactics', and 'Week 5-Internal marketing; Budgeting methods'.

Online Attendance

[Click here for Marketing Communications Group : 03 Lecturer : Chris Dampare](#)

Please refer to your timetable for date and location

Attendance

You are expected to join your Online session 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.



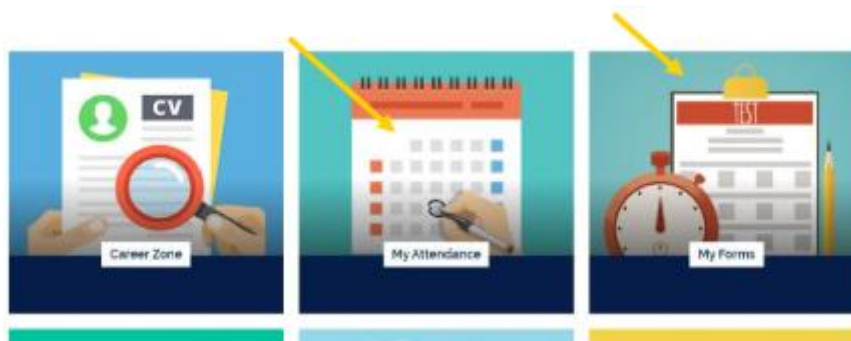
You must join your Zoom class between these times to record your attendance correctly, otherwise you will be marked absent.

- **AM Sessions** Click onto the Zoom webinar between 9:55 - 10:30
- **PM Sessions** Click onto the Zoom webinar between 13:55 - 14:30
- **EV Sessions** Click onto the Zoom webinar between 17:55 - 18:30

Attendance Enquiry Form

Step 1:

If you have been accessing your Zoom session 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 2:

Click on 'Attendance Enquiry Form' and input the dates you have been marked incorrectly.

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

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.

Contact Us Information

For additional guidance and support, please contact Learning Resources Centre:

learningresources@london.aru.ac.uk

Alternatively, join **LRC Online Live Support Chat** from the link below:

<https://zoom.us/j/97737256809>

Our LRC Online Live Support Chat Opening Hours:

Term-Time hours:

Monday - Friday 9:00 - 17:30

Tuesday, Thursday 9:00 - 19:30

Saturday 9:00 - 17:00

Non Term-Time hours:

Monday - Friday 9:00 - 17:30