GUIDANCE ON

HOW TO USE THE VLE –

Virtual Learning Environment
Getting Started

Go to the Jade Solutions website as above and click on the "Student Login" button at the top right. Using your Username and temporary Password login to the VLE.

You are now notified that you MUST add at least one address where your teaching delivery takes place – this should be the one where the majority of your teaching takes place. Click on "Add Address". Once you have done this and logged in you will have the opportunity to add more delivery addresses if appropriate.

You CANNOT go any further until you have added one address.

If you are unable to provide an address for security reasons please type in "Confidential Address" as the Name and add into the Notes box the reason(s) why so your tutor knows the situation.
At the bottom of your Dashboard you will find access to your........

Add in as much detail as possible – when you enter your Observation Request you will be able to choose this delivery address. Your tutor/observer will be able to see all the relevant information to make accepting and undertaking the observation easier and quicker.

Under your email address you will see “Notifications: On/Off” – click on Edit Profile and tick the box where it says “Would you like to receive email notifications from the VLE?” then “Submit”. This will ensure that each time your Tutor sends you feedback in your VLE you will receive an email to the address you have supplied.
PLEASE NOTE: when uploading your example Scheme of Work and Session Plan to the VLE for your tutor to check, please upload under “Coursework” and then choose Assignment 1a, as SoW and session plans relate to this unit. You can then continue on this thread when you upload the other parts of this assignment. This assignment will not be passed until ALL aspects have been successfully covered, which will be later in your programme.
Your Journals are uploaded separately from your Coursework and will be checked and either passed or referred.

Then, as with Assignments, give it an appropriate Title, your Initial Comment to your tutor, click Browse to choose your Saved Journal and then click Add Journal.
Either click on Observation Requests at top of Dashboard or click on “Go To TF” at bottom of your Dashboard. Then click on “Book an Observation” and add observation request as in screen above.

Your Journals will appear on your Dashboard and denote the appropriate colour for passed, referred etc.

You can add a new Journal by going to “Add JRNL” instead of “Journal” on the top menu bar.
When an observation has taken place the tutor/observer will send the original report to Head Office for quality checks. The report will be uploaded to the Observation above and the grade entered – it will appear in a circle below the observation date. You can also download the report if needed by clicking on "Download Report".

TEACHING FILE

See next page for adding Teaching File entries....
Teaching File continued.... To enter a new Teaching File entry click on “Add new Teaching File” in previous screen

Ensure you choose the correct date of the session - **the date it took place** not the date you are entering it now.

Enter the length of the **whole session**, in hours and minutes. If full hours only leave the minutes as 0.

Enter the Course (if part of a Scheme of Work etc) and Session Titles.

**If** your entry is part of your fully evidenced 30 hours of teaching **you MUST tick this box.**

**If** this entry has been observed – you **MUST** tick the Observed box and use the dropdown menu to choose the correct Observer name and upload the relevant Observation Report on the right.

When happy you have uploaded everything and ticked the correct boxes click on “**Add Teaching File**”

**If** the entry is part of your fully evidenced 30 hours you **MUST** upload a Session (Lesson) Plan [with Group Context Sheet zipped together if applicable], a Self-Evaluation and Teaching Resources. You **MUST** also upload an Observation Report if this entry has been observed. Schemes of Work will only be uploaded if this entry is part of a bigger programme with a SoW.

**DET** entries not part of the 30 hours can have only one piece of evidence – which can be a Session Plan.

You **MUST** complete and upload a self evaluation of the session for all of your 30 hours of fully evidenced teaching entries.

If you have more than one document to upload as Teaching resources – then you **MUST** compress the documents into ONE ZIPPED FILE – see Handout for instructions.

Your Observer will give you / scan over to you a copy of your Observation. Don’t try uploading your Teaching File entry until you have received this. Ensure you have ALL the correct documents before attempting to upload an entry.
Teaching File continued....

When you add a new Teaching File entry (as in the example below) and click on “Add teaching file”, a warning message appears asking you if you have uploaded all the files you need to. Double check and click OK – or click Cancel and go back to upload them all – especially important to do this if it is part of your 30 hours of fully evidenced teaching.

You can see the documents you have uploaded and have an opportunity to edit or delete. HOWEVER please note that once your tutor has checked your entry and/or signed it off you cannot edit or delete. You can also go back into “Comment” to reply to your tutor’s feedback if necessary.

Each new Teaching File entry you make will appear in the grey circle (the number is the number of new entries you have made)

The green circle denotes entries which have been signed off as passed by your tutor. Only the fully evidenced 30 hrs will be signed off - (CET & DET) plus a sample of the other 70 hrs (for DET)

The yellow circle denotes those which your tutor has started to check they are in progress/pending.

The red denotes entries which have been referred and your tutor will have given you feedback on

The “Total Fully Evidenced Time” counts the number of hours towards your fully evidenced 30 hours.

The “Total Part Evidenced Time” counts the hours for the remaining 70 hours (for DET).

The “Total Time” adds up both of these.

This traffic light system is the same for your Coursework on your Dashboard.
Click on Resources at the top of your Dashboard and you will find a list of General Resources, Workshop Resources and Group Resources.

Click on Expand This Record to see the resources stored within each:

**General Resources** = those resources available to everyone at any time during your programme.

**Workshop Resources** = those resources relating to a specific workshop day (e.g. Induction Day, Workshop 1, Workshop 2 etc) – these are released to your group on or just after your attendance at that Workshop.

**Group Resources** = those resources specific to your group only (e.g. flipcharts developed during the workshop)

To find resources for a specific Workshop for example, click “Open” and then “Open” against the appropriate workshop number.

Clicking on “Open” against a specific resource will open the description for that resource, to open and download the resource click on “Download File”
Specific group related resources from a workshop – e.g. a pdf file of the flipcharts developed by your group on that day, can be found under “Group Resources” and can be opened as before.

Contacting your tutor or Admin

If you wish to contact your tutor or Karen at Head Office (admin, VLE, finances etc) click on either Contact Tutor or Contact Admin.

As with emails – give your message a title and the content, then click on Send Message.
Click on “Forum” on the top bar. To see the Forum Categories that have been started click on “Categories”

You can see the Categories that have started and click on “View” to go to that thread and click on “View” again to add a reply to it.

If you want to start a Forum Thread of your own, click on “New Thread” on the first screen above.

Choose the Category you wish to start a thread on. Give it a title and a basic description so others have an idea what you’re talking about. Now ask your question, pose your thoughts etc. Then click on “Add Thread” – it will appear on all student’s Dashboard under “Forum” for anyone to reply to if they wish to.
Any feedback?

We hope you have found this Guide to using the VLE useful, however, as always things can change and be adapted. Therefore, if you find anything which is incorrect or unhelpful – or you think there is something else that would be useful to know that we may have omitted, please don’t hesitate to get in touch with Karen at Karen@jadesolutionsukltd.com