

Students Guide to Accessing the VLE from Home

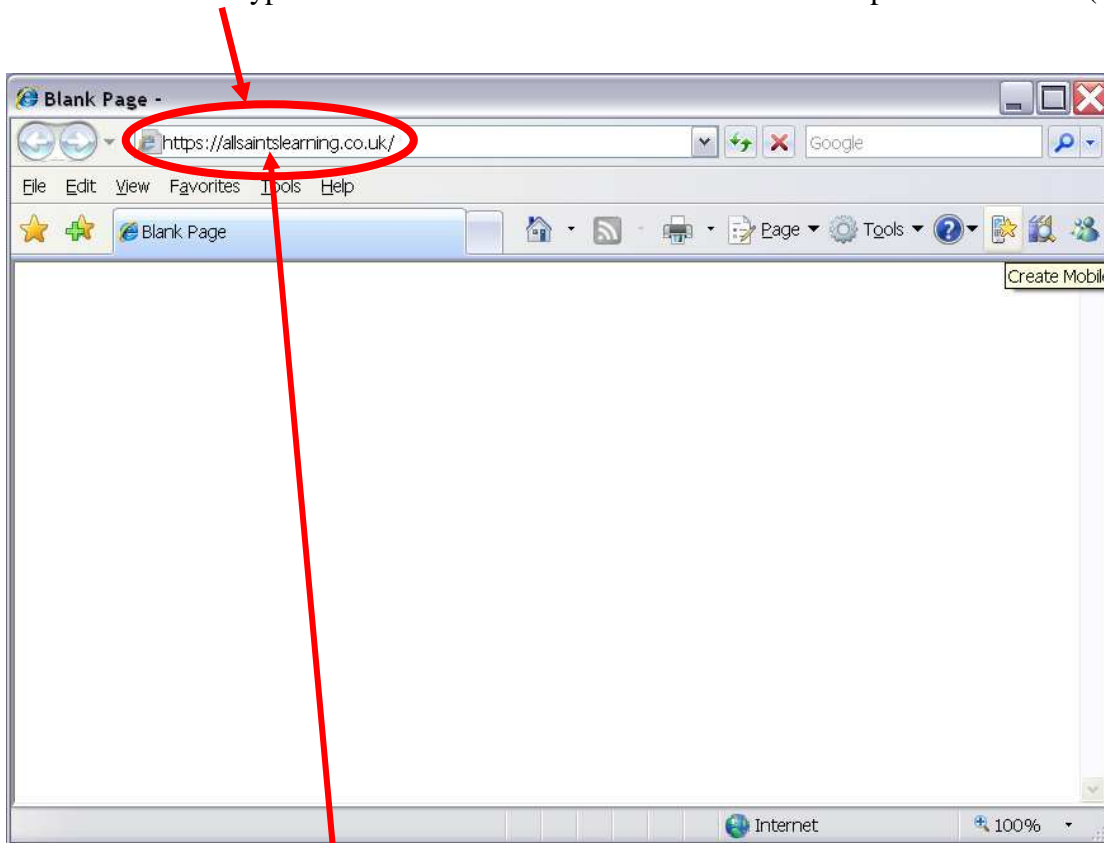
The schools Virtual Learning Environment (VLE) is a special website that allows you to do more of your schoolwork on computer. In most cases you can do a whole piece of work, send it to your teacher and get the mark back without having to print anything out or even see your teacher!

The VLE can be accessed from inside school or from home. This booklet tells you how to get on the VLE from home, which is very important if your Teacher uses it to give you homework.

To access the VLE from home you will need a Personal Computer running Windows XP or Vista and a broadband internet connection. It should also work for Apple Macintosh Computers and Personal Computers running Linux, but the instructions for these will be different for these.

Part 1: Logging On

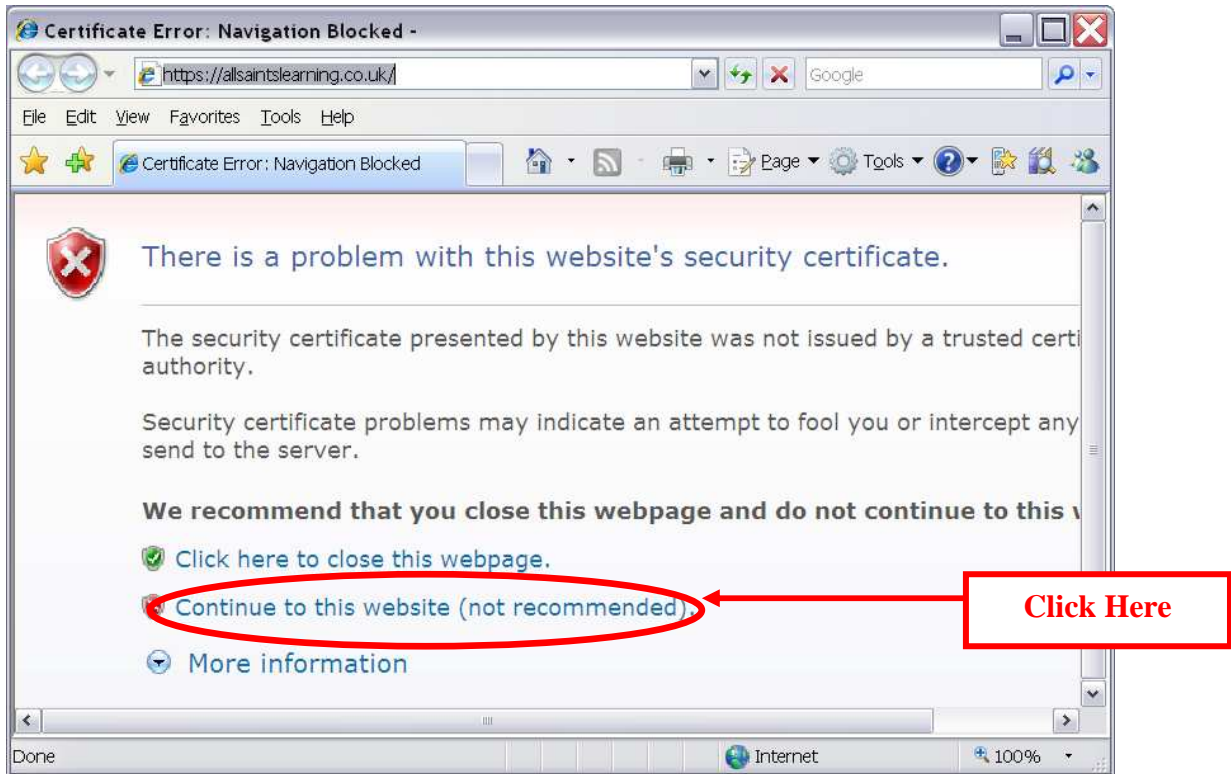
1. Open internet explorer and connect to the internet in the usual way.
2. In the address bar type the internet address of the schools VLE and press the Return (↵) key:



The internet address for the VLE you need to type in is:

<https://allsaintslearning.co.uk>

3. On your first visit to the VLE, Internet Explorer may then give the following error message:



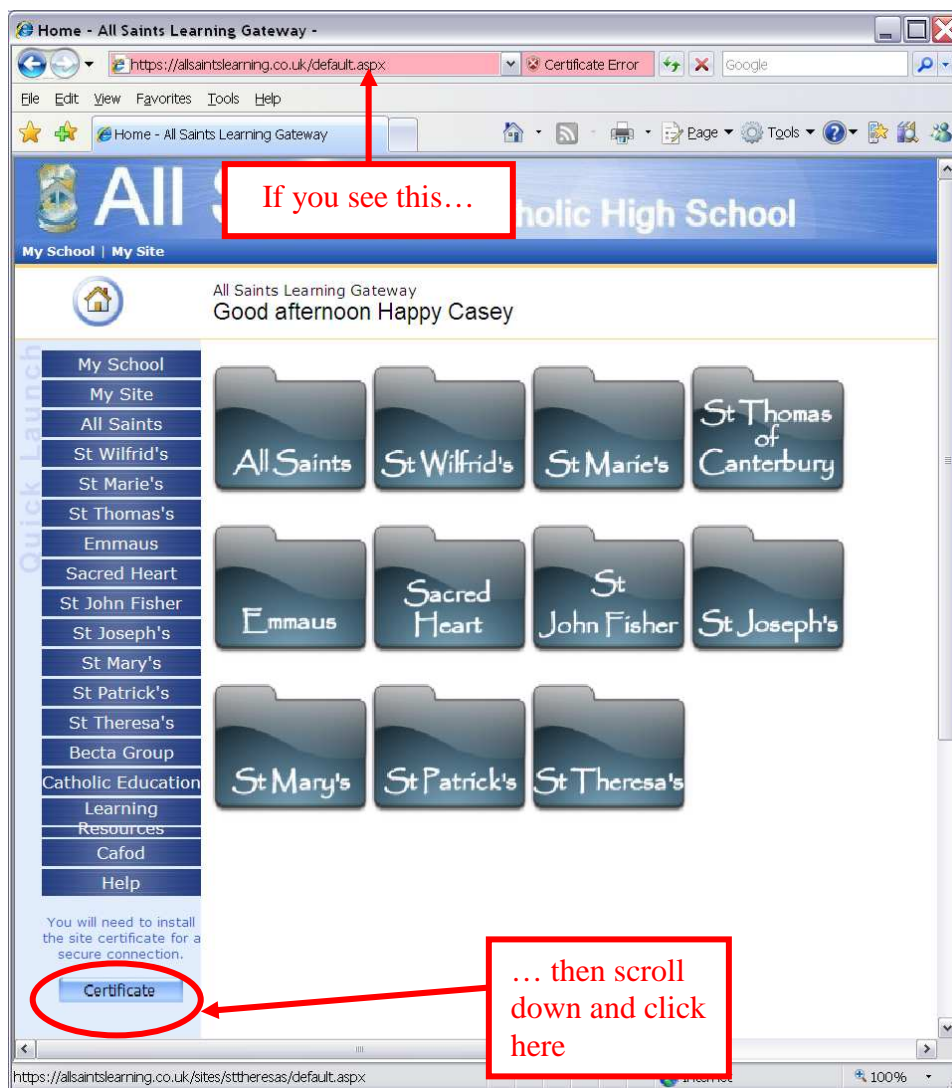
Because this is the school website, this warning can be ignored so click as shown above. We will make this go away in step 5. DO NOT IGNORE THIS WARNING ON OTHER WEB SITES.

4. The following box should appear:

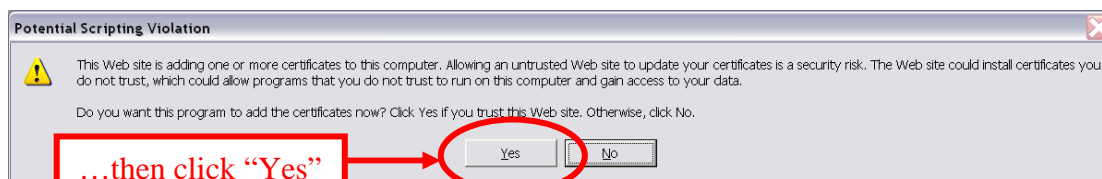


Type in your school user name and password, just as you would when you log on at the start of a class. Do NOT tick the “remember my password” box.

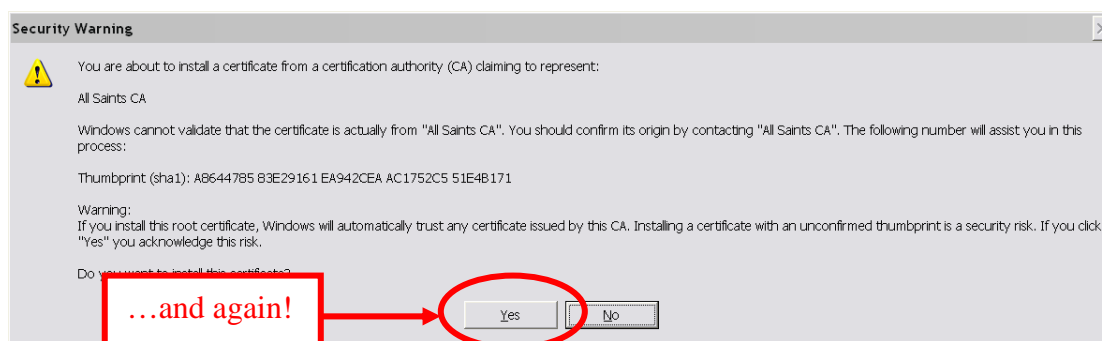
5. The following page should appear. The first time you visit the VLE on this computer you will probably see the red bar near the top of the screen. If so you must do the following:



The following pop-up should appear:

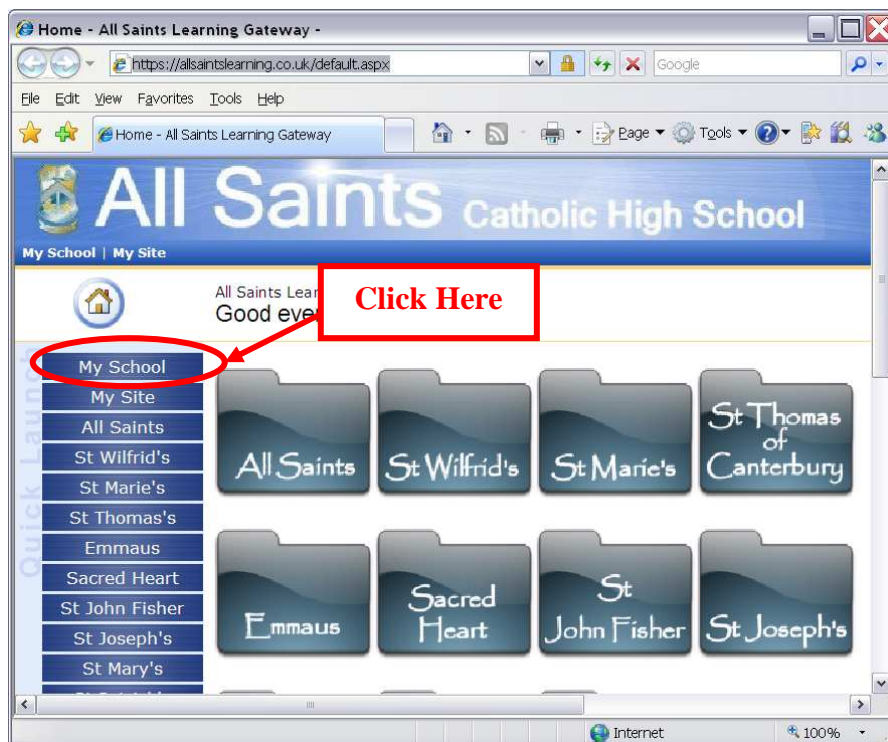


Then the following pop-up should appear:



Then close Internet Explorer and repeat Steps 1 to 4. This time the warning screen should not appear in step 3.

6. The following page should appear:



7. Congratulations you have reached the main student home page!

The screenshot shows a web browser window displaying the 'All Saints Catholic High School' Subject Support page. The browser's address bar shows the URL: <https://allsaintslearning.co.uk/sites/allsaints/Students/Subjects/default.aspx>. The page header includes the school name and navigation links: 'Students Home', 'My Email', 'My Assignments', 'My Planner', 'My News', 'Help', 'Curriculum Library', and 'Work for Students'. A search bar is located in the top right corner. The main content area is titled 'Subject Support' and displays a 'Student News' section with the following announcements:

- Images for BSF** (NEW) by R.Lister, dated 10/02/2009 12:20. Link: <https://allsaintslearning.co.uk/sites/allsaints/Students/Subjects/Information/image%20sheets.pdf>
- GCSE/A Level Art & Design controlled tests** by P.Hart, dated 05/02/2009 13:25. Text: 'The 2009 controlled test questions for GCSE and A Level Fine Art and Graphic Design are now available to students in the Art support section.'
- Bag For Life Auction** by P.Hart, dated 29/01/2009 17:01. Link: https://allsaintslearning.co.uk/sites/allsaints/Students/Subjects/Bag%20For%20Life/bag_for_life.jpg
- Maths Revision CDs** by B.Plwman, dated 26/01/2009 13:56. Text: 'Y9, 10 and 11: your interactive revision CD ROMs have arrived. You can collect them from your teacher or the maths office.'
- Y11 Drama Coursework** by N.Richardson, dated 22/01/2009 16:51. Text: 'Please remember that final drafts of Drama coursework MUST be completed and submitted on or before 13 February 2009. Any questions, please see Mrs Richardson.'

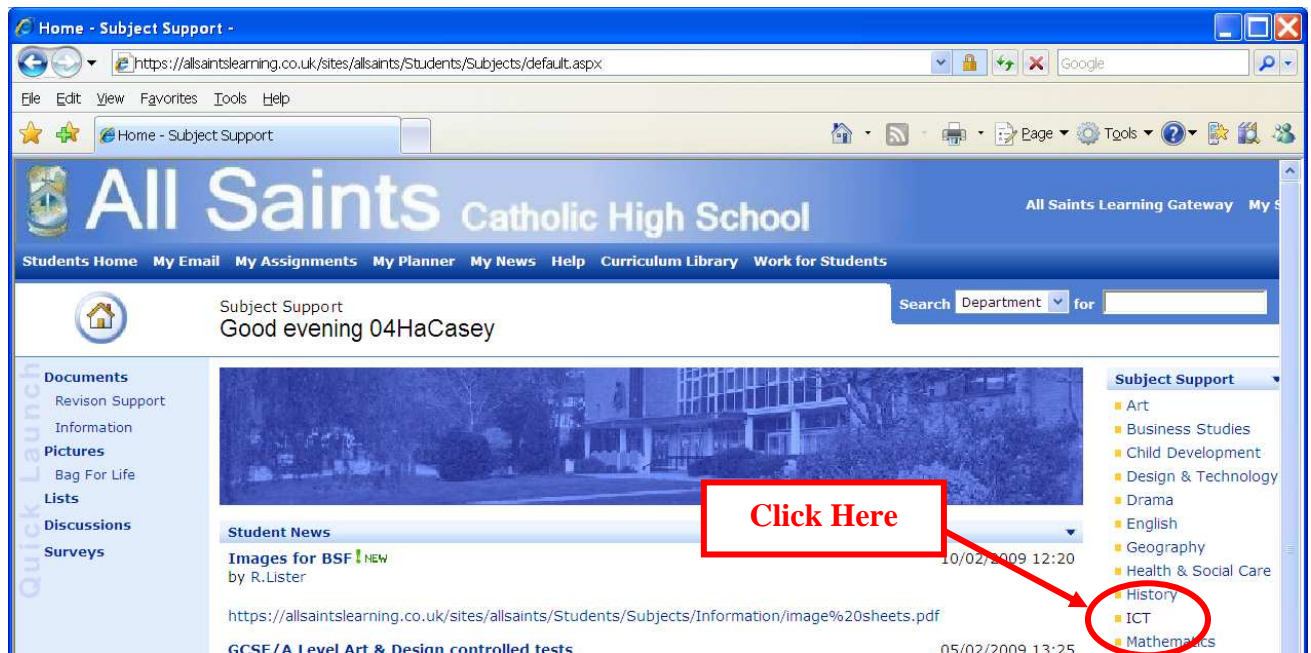
Below the announcements, there is a link '(More Announcements...)' and a button 'Add new announcement'. The left sidebar contains 'Quick Launch' links for Documents, Pictures, Lists, Discussions, and Surveys. The right sidebar lists subject categories: Art, Business Studies, Child Development, Design & Technology, Drama, English, Geography, Health & Social Care, History, ICT, Mathematics, Modern Foreign Languages, Music, Physical Education, Psychology/Sociology, Religious Education, and Science. There is also an 'Add new link' button.

Part 2: First Time Round

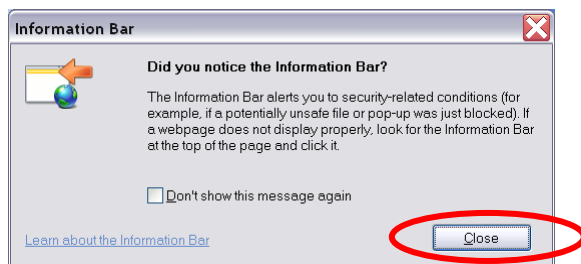
The first time you use the VLE on a particular computer at home you should follow the next few steps. If you do you it will avoid a lot of annoying messages popping up all over the place; if you don't, it will stop the VLE from working properly.

1. Log on and go to the main student home page as in Part 1 above.

2. Click as shown:



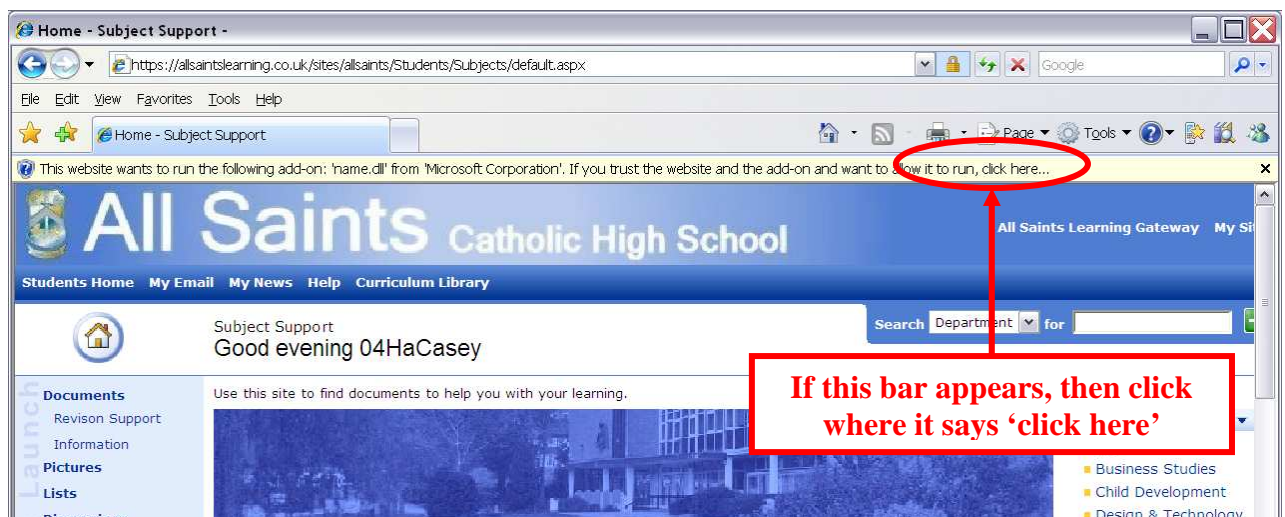
3. The following box may appear:

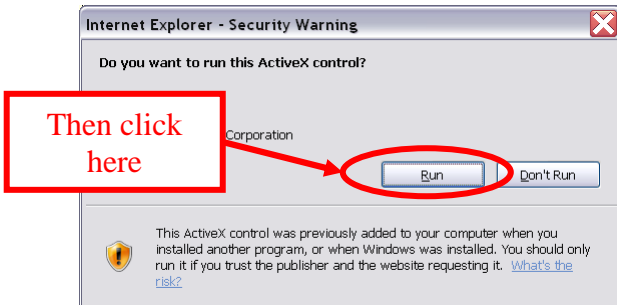
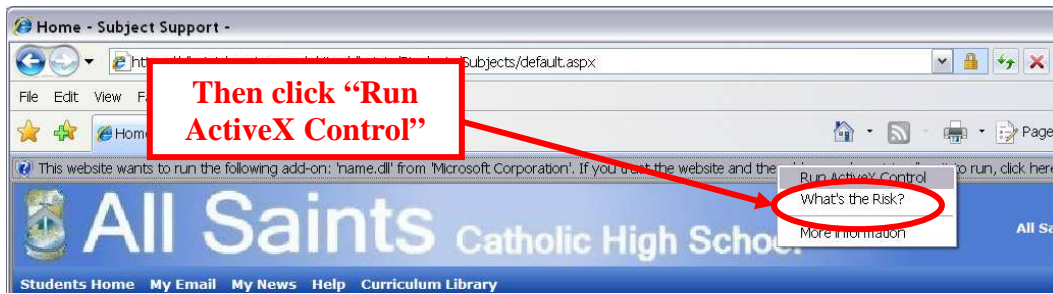


Click close.

4. The following page should be underneath. The first time you visit it, a bar may appear at the top.

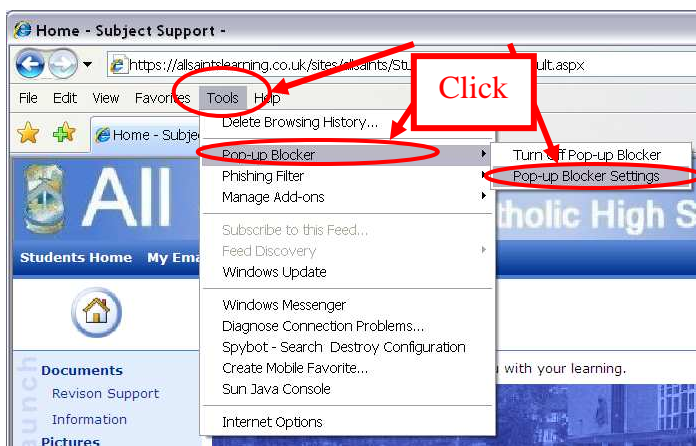
Do as shown:



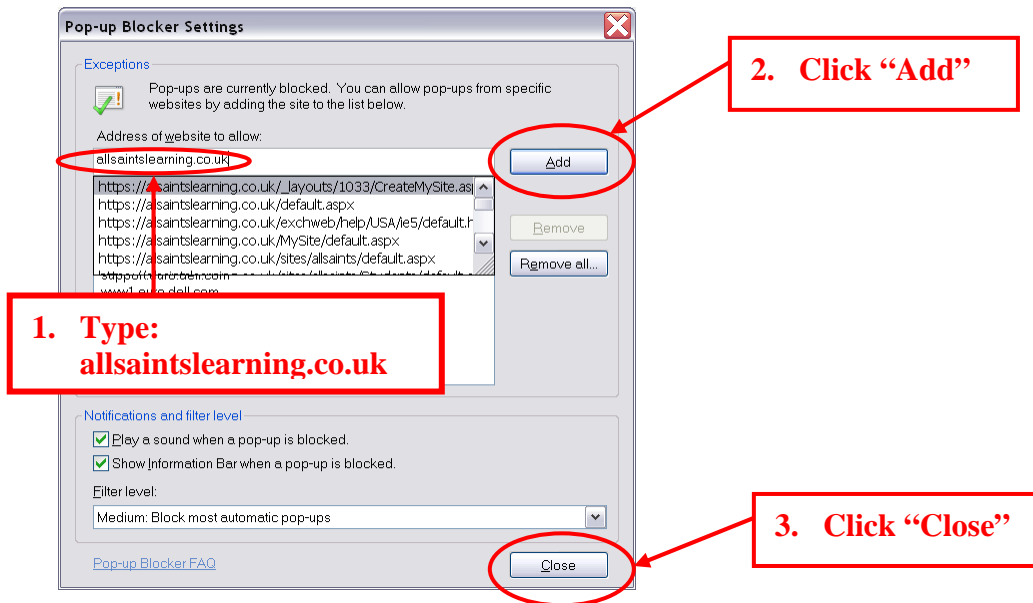


IMPORTANT NOTE: IF YOU SEE ANY MORE OF THIS KIND OF MESSAGE WHEN YOU ARE ON THE VLE, FOLLOW THE PROCEDURE ABOVE – DON'T JUST IGNORE THE MESSAGES.

5. It is also essential you enable pop-ups so that e-mail works properly. Use this menu option:



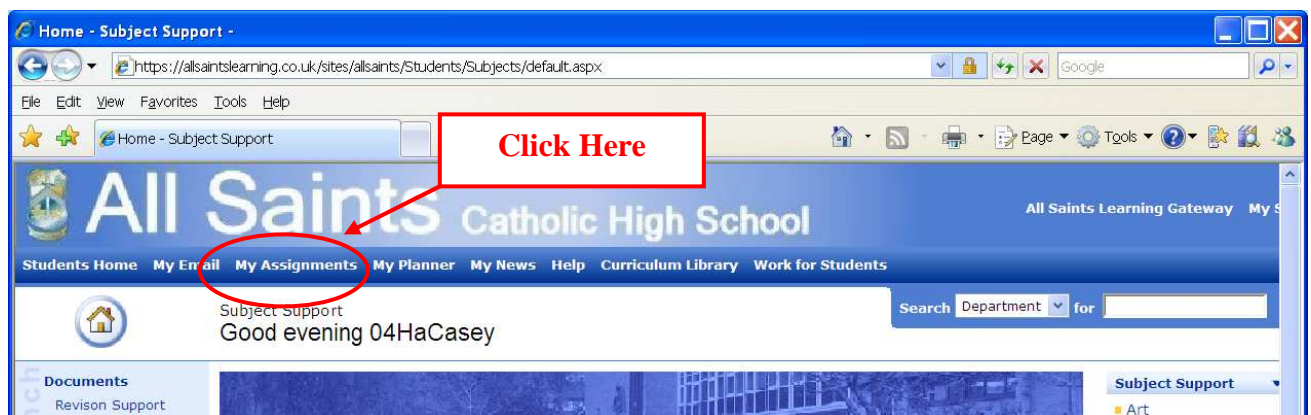
This box should appear:



My Assignments area

Teachers will often under the "My Assignments" area.

1. Log on to the VLE and go to the student home page as show in Part 1.
2. Click as shown:



3. You should see the following screen. Find the correct assignment and click on it:

Click Here

Class	Assignment	Due	Status	Marks
LG_testClass_01	VLE Test Assignment NEW	25/02/2009	To Do	-- / 10
LG_testClass_01	Using Standard Electrode Potentials NEW	12/02/2009	To Do	-- / 10
LG_testClass_01	Articulate Test Quiz 2 NEW	12/02/2009	Returned	0 / 0
LG_testClass_01	Spreadsheets Worksheet #2	05/02/2009	Overdue	-- / 12
LG_testClass_01	Spreadsheet Worksheet #1	29/01/2009	Overdue	-- / 20
LG_testClass_01	tttt	23/01/2009	Overdue	-- / 0
Test	Animation Mini Test	12/12/2008	Returned	14 / 0
LG_testClass_01	football clubs / grounds	27/10/2008	Overdue	-- / 80
LG_testClass_01	testing one	25/10/2008	Overdue	-- / 2
LG_testClass_01	CHM6a June 2006	25/10/2008	Returned	0 / 40
LG_testClass_01	Plants: Week 1: Stages of Growth	25/10/2008	Returned	0 / 13

4. The following screen should appear:

2 Click here to begin

1. Read the instructions carefully!

VLE Test Assignment

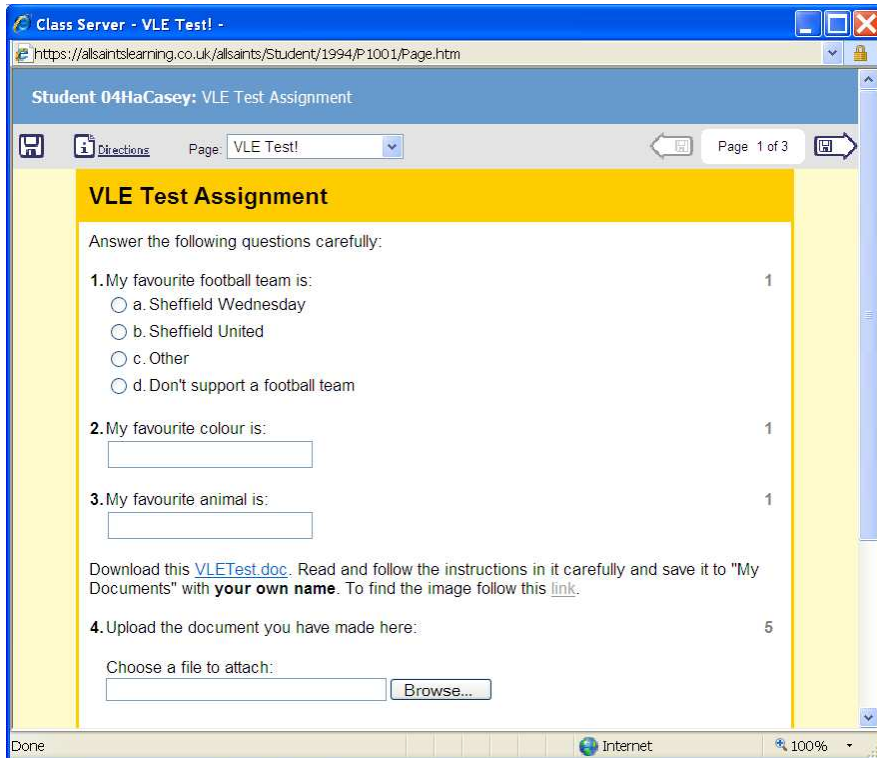
[Start the assignment](#)

Directions
This assignment tests your ability to submit an assignment using the instructions and questions carefully. THE ASSIGNMENT HAS THREE PAGES.

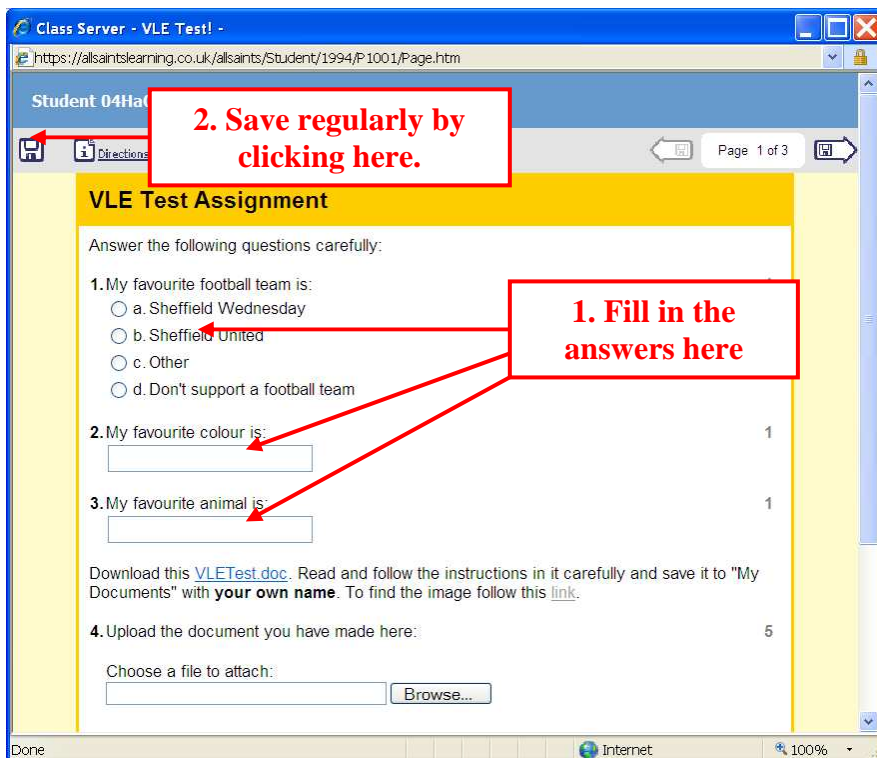
Class: LG_testClass_01 **Unit:** VLE **Marks:** 10 Marks Possible

Date: 25/02/2009

5. The first page of the assignment should appear:



6. Fill in the answers to the questions:



7. Some assignments, like the example above have, files you have to open, complete and then return:

1. This is a link to a document you will use to complete the exercise. Click here and choose "Open". Then use "File, Save As..." to put it in your "My Documents" area.

2. Use this button to attach the completed work to send to your teacher.

8. Most assignments have more than one page:

Click here to go to the next page...

9. On the last page, click the submit button. **Only do this after you have completed the assignment – you cannot go back once you have clicked the submit button.**

