



VIRTUAL
LEARNING
ENVIRONMENT

USER GUIDE

Contents

| | | |
|-------|---|----|
| 1 | Introduction..... | 4 |
| 1.1 | Welcome to The Business School UK Virtual Learning Environment..... | 4 |
| 1.2 | Help..... | 4 |
| 2 | Quick Start Guide | 5 |
| 2.1 | Course payment and enrolment..... | 6 |
| 2.2 | Course overview | 8 |
| 3 | Log in page..... | 9 |
| 3.1 | Log in..... | 9 |
| 3.1.1 | First Log in..... | 9 |
| 3.2 | Remember username | 9 |
| 3.3 | Forgotten username or password..... | 10 |
| 4 | The Home Page..... | 11 |
| 4.1 | Home..... | 11 |
| 4.2 | About Us | 11 |
| 4.3 | About our VLE..... | 11 |
| 4.4 | Our Courses | 11 |
| 4.5 | Search courses | 11 |
| 5 | Navigation..... | 12 |
| 5.1 | Home..... | 12 |
| 5.2 | Courses | 12 |
| 5.2.1 | My Courses | 12 |
| 5.2.2 | General course navigation | 12 |
| 5.3 | Information | 12 |
| 5.3.1 | Learner Declarations / Site Terms and Conditions | 13 |
| 5.3.2 | Studying With BSUK VLE..... | 13 |
| 5.3.3 | Study Guide | 13 |
| 5.3.4 | Customer Service Statement..... | 13 |
| 5.3.5 | Study Guide | 13 |
| 5.4 | Help..... | 13 |

| | | |
|-------|--|----|
| 5.4.1 | Quick Start Guide..... | 13 |
| 5.4.2 | Complete Site Guide | 13 |
| 5.4.3 | Contacts | 13 |
| 5.5 | Messages | 13 |
| 5.6 | User menu | 14 |
| 5.6.1 | Preferences..... | 14 |
| 5.6.2 | Calendar | 14 |
| 5.6.3 | Messages | 14 |
| 5.6.4 | My Grades | 14 |
| 5.6.5 | Log out | 14 |
| 6 | Panels..... | 15 |
| 6.1 | Administration Panel..... | 15 |
| 6.1.1 | My Profile Settings..... | 15 |
| 6.1.2 | Course Administration – Grades..... | 15 |
| 6.2 | Message My Tutor..... | 15 |
| 6.3 | Information Feeds | 15 |
| 6.4 | Calendar | 15 |
| 6.4.1 | Adding events to your calendar..... | 15 |
| 6.4.2 | Calendar ideas | 15 |
| 7 | Messages..... | 16 |
| 7.1 | Message preferences..... | 16 |
| 7.2 | Messaging | 16 |
| 8 | Course Payment and Enrolment..... | 17 |
| 8.1 | Select course..... | 17 |
| 8.2 | Payment..... | 18 |
| 8.2.1 | Payment with your Paypal account | 19 |
| 8.2.2 | Payment with your debit or credit card | 20 |
| 8.3 | Enrolment | 20 |
| 8.4 | Required Profile Details..... | 21 |
| 9 | Courses..... | 22 |
| 9.1 | Accessing your course | 22 |
| 9.2 | Course Content..... | 22 |

| | | |
|--------|---|----|
| 9.3 | PDF's | 22 |
| 10 | Assignments | 23 |
| 10.1 | Grading for Assignments | 23 |
| 10.1.1 | Pass subject to awarding organisational processes | 23 |
| 10.1.2 | Refer | 23 |
| 10.2 | Question Assessments | 23 |
| 10.2.1 | Multiple-choice assessments | 24 |
| 10.2.2 | Written answer assessments | 25 |
| 10.3 | Written Assignments | 27 |
| 10.3.1 | Upload assignment | 27 |
| 10.3.2 | Submit assignment | 29 |
| 10.3.3 | Assignment feedback | 30 |
| 10.3.4 | Grading for assignments | 30 |

User Guide Content and Accuracy

The Business School Virtual Learning Environment is always under active development and it is possible that this user guide may not fully represent the current environment. However, every effort is made to ensure that the information supplied is current.

1 Introduction

1.1 Welcome to The Business School UK Virtual Learning Environment

It's great that you have joined us here at The Business School UK Virtual Learning Environment (VLE). This guide covers everything that you need to know in order to find your way around it.

This user guide has two parts:

- 1) A Quick Start Guide - Section 2
- 2) Detailed information on the VLE - Sections 3-9

1.2 Help

If you need help with your course, the course material or any assignments, please contact the relevant tutor.

For more general assistance, please contact the Operations Director at:

training@thebusinessschool.uk.com

2 Quick Start Guide

Log in to The Business School UK VLE at <http://vle.thebusinessschool.uk.com> with the username and password you have received, following registration of your details with The Business School UK.

If you do not have an account and would like to get started studying with The Business School UK please contact us at: training@thebusinessschool.uk.com

We will discuss your requirement with you, and create an account for you on our Virtual Learning Environment. Once you have your account you will be able to purchase your chosen course online, and can get started straight away with your studies. The courses contain optional units, which means you can build a programme to suit you and your career aspirations at your chosen level.

Some of our courses are studied fully online. Others are currently a mix of online and paper based studies depending on the options selected.

To log in, click **Log in** top right on the navigation menu at the top of the page, the Log in page opens where you enter your username and password.

The screenshot shows the login page of The Business School UK VLE. At the top is a purple navigation bar with the text 'The Business School UK' and links for 'Courses', 'Information', and 'Help'. A 'Log in' link with a right-pointing arrow is on the far right. Below the navigation bar is a light blue header area with 'Social networks' and icons for Google+, Facebook, and Twitter. The main content area is white and divided into two columns. The left column is titled 'Log in' and contains a login form with fields for 'Username / email' and 'Password', a 'Remember username' checkbox, a 'Log in' button, a link for 'Forgotten your username or password?', and a note 'Cookies must be enabled in your browser' with a help icon. The right column is titled 'Welcome To' and features a large circular logo with 'The Business School UK' inside. Below the logo, it says 'Virtual Learning Environment'. At the bottom of the right column, it provides contact information: 'To request an account email us at: training@thebusinessschool.uk.com' and the footer 'The Business School UK Ltd'.

The Business School UK Courses Information Help Log in

The Business School UK Courses Information Help Social networks

Log in

Username / email

Password

☐ Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser ?

Welcome To

The Business School UK

Virtual Learning Environment

To request an account email us at:
training@thebusinessschool.uk.com

The Business School UK Ltd

2.1 Course payment and enrolment

Select the course type you wish to enrol on from the navigation bar **Courses**.



Click the **course title** for the course you want to enrol on, highlighted in the example below, to open the enrolment and payment page.



Payment is made through the Paypal system, either by your Paypal account if you have one or by debit or credit card (no account is required; creating an account is optional via this payment method).

Some courses offer two types of payment option, full payment and staged payment. These are distinguished by the course title.



Read the Terms and Conditions. Click on **Terms and Conditions** and the Learner Declarations document will open in a new window. Click the checkbox for **Tick to accept the Terms and Conditions**. Then click **Make your payment now** and Paypal will open.

The Business School UK
Courses
Information
Student

CILT (UK) Level 5 Logistics Specialist Supply (RLC)

Enrolment options

CILT (UK) Level 5 Logistics Specialist Supply (RLC)





The RLC Programme

This is a programme specifically designed for cohorts of military personnel who have completed certain training programmes at the School of Logistics, Deepcut. These programmes have been 'mapped' against the requirements for the professional qualification awarded by The Chartered Institute of Logistics and Transport in the UK (CILT UK), and additional learning required is delivered through this virtual learning environment.

We at The Business School have designed the programme to meet your specific needs. You will undergo learning by reading written materials, reviewing presentations, accessing external links to other websites, and downloading further information. You will be supported by a tutor throughout your studies.






Your tutor will also act as your assessor. Once you have worked through the programme of learning, you will be asked to undertake a particular piece of work, which will be assessed against the standards in the CILT (UK) qualifications. Once your assessor has confirmed that your work has reached the standard required, further quality assurance on that assessment will take place. Once this process is complete, you will be awarded the CILT (UK) qualification!

Further information can be found in this Course Information document 

This course requires a payment for entry.


CILT (UK) Level 5 Logistics Specialist Supply (RLC)

Cost:

Payment for this course will be collected using PayPal.

Credit and debit cards can also be used to make a one-off payment with PayPal, account creation is optional.

 **Terms and Conditions**

☐ **Tick to accept the Terms and Conditions above**

Click the button below to pay and enrol on the course

[Make your payment now](#)

ADMINISTRATION

- Course administration
- Enrol me in this course**
- My profile settings

Follow the instructions on the Paypal screen, initially selecting your payment option, either:

- Pay with my Paypal account
- Pay with my debit or credit card

On the payment confirmation page click, **Click here to enter your course**, to go direct to your course within the VLE.

The Business School (UK) Ltd

You just made a payment of


Amount paid


[Print receipt](#)

Paid to

The Business School (UK) Ltd

Thanks for your order



 You just completed your payment.

Your transaction ID for this payment is: ID

We'll send a confirmation email to Your email address

[Click here to enter your course](#)

[Go to PayPal account overview](#)

2.2 Course overview


The course is split into units. To open the unit click on the unit's title. All of the unit's content is provided here, e.g. PDF documents and assignments.



Assignments can take the form of written exercises, which you upload, as well as short answer questions and multi-choice tests that you take and submit online.

To open an assignment click the assignment icon.

Once you have read and understood the materials, you can now start work on the assignment. You will be allowed two submissions, so make sure you have attempted it all before submitting to your tutor.

You can go back and refer to your materials as much as you like whilst attempting this case study.


 Preparation for Submission ☐

 Assignment  **Click here to open assignment** ☐

For written exercises download the assignment from the assignment section by clicking on it. When you have completed the assignment click **Add submission** to submit it, and follow the instructions to complete the process. The unit's tutor will grade and if required provide feedback. You will find your grade and feedback in this section.

Assignment

Case Study

 Assignment.pdf

Submission status

| | |
|---------------------|---|
| Attempt number | This is attempt 1 (2 attempts allowed). |
| Submission status | No attempt |
| Grading status | Not graded |
| Last modified | Sunday, 22 February 2015, 12:22 PM |
| Submission comments | ► Comments (0) |

Add submission

Make changes to your submission

Step by step information on submitting a written assignment can be found in the full user guide.

For short answer questions and multi-choice tests there is nothing to upload. It is all completed within the assignment section.

3 Log in page

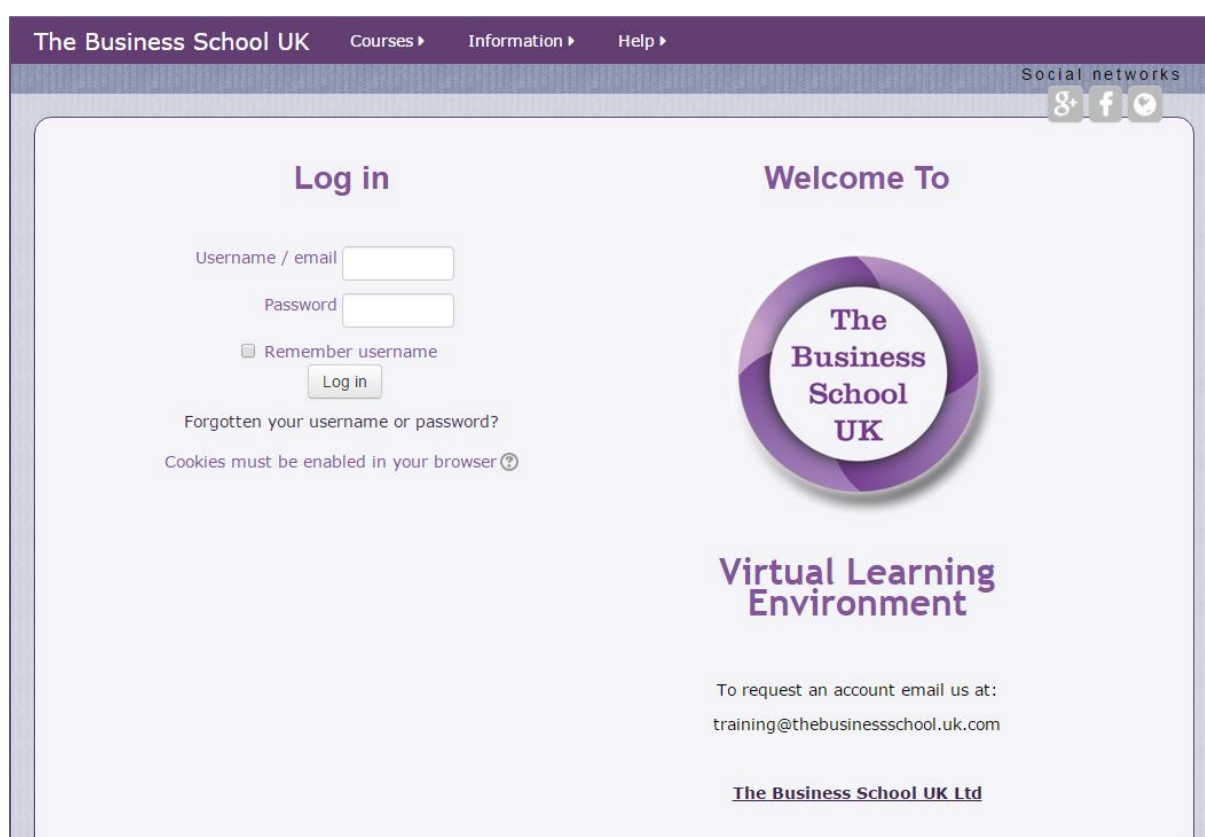
3.1 Log in

Log in to The Business School UK VLE at <http://vle.thebusinessschool.uk.com> with the username and password you have received, following registration of your details with The Business School UK.

You can log in with either your username or email address.

3.1.1 First Log in

On first log in the site policy agreement is displayed. You must agree to this policy to continue using the site. Click **Yes** if you agree to the policy to continue.



The screenshot shows the login page of The Business School UK VLE. The page has a purple header with the site name and navigation links. The main content area is light purple and contains a 'Log in' section with input fields for 'Username / email' and 'Password', a 'Remember username' checkbox, and a 'Log in' button. To the right is a 'Welcome To' section with a circular logo for 'The Business School UK' and the text 'Virtual Learning Environment'. At the bottom, there is a link to request an account and the site's name 'The Business School UK Ltd'.

The Business School UK Courses Information Help

Social networks

g+ f

Log in

Username / email


Password

☐ Remember username

Forgotten your username or password?

Cookies must be enabled in your browser ?

Welcome To



Virtual Learning Environment

To request an account email us at:
training@thebusinessschool.uk.com

The Business School UK Ltd

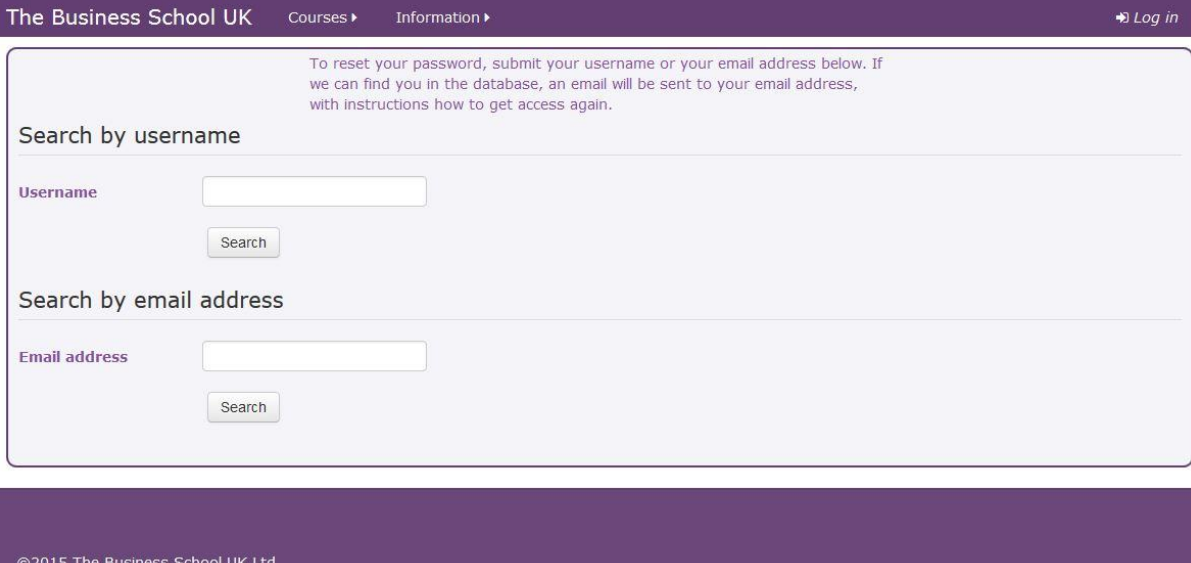
3.2 Remember username

If you select the Remember username checkbox the site will remember your username. When you return to the log in page your username will be displayed.

If you do not wish your username to be remembered, deselect the **Remember username** checkbox and log in. When you next open the log in page your username will not be displayed.

3.3 Forgotten username or password

If you have forgotten your username or password click **Forgotten your username or password?** below the Log in button. The following page opens:



The screenshot shows a web page with a dark purple header. The header contains the text 'The Business School UK' on the left, 'Courses ▶' and 'Information ▶' in the center, and a 'Log in' button with a right-pointing arrow on the right. The main content area has a light purple background and is enclosed in a rounded rectangle. At the top of this area is a paragraph: 'To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.' Below this are two sections. The first section is titled 'Search by username' and contains a label 'Username' next to a text input field, and a 'Search' button below it. The second section is titled 'Search by email address' and contains a label 'Email address' next to a text input field, and a 'Search' button below it. At the bottom of the page is a dark purple footer containing the text '©2015 The Business School UK Ltd'.

Enter your username into the Username field, or email address into the Email address field and click the relevant **Search** button. If you supplied a recognised username or email address you will receive an email. Follow the instructions in the email to reset your password.

4 The Home Page

4.1 Home

After Log in The Business School UK home page opens. From here you can access all areas of the site and your course or courses.



4.2 About Us

To find out more about The Business School UK, click **Find out more here**. The Business School UK website opens in a new window.

4.3 About our VLE

To read the introduction to The Business School UK Virtual Learning Environment click **Find out more here**.

4.4 Our Courses

Click **Go to our courses** to see a categorised list of the courses currently on offer.

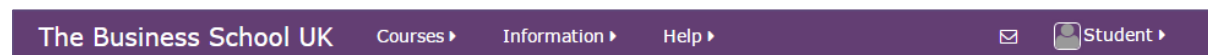
4.5 Search courses

A search feature has been included for your convenience to help you find a course.

5 Navigation

5.1 Home

From any page on the site clicking **The Business School UK**, top left in the menu bar will return you to the home page.



5.2 Courses

5.2.1 My Courses

You can navigate to your enrolled course(s) by clicking on My Courses from within the Courses drop down menu in the navigation bar.

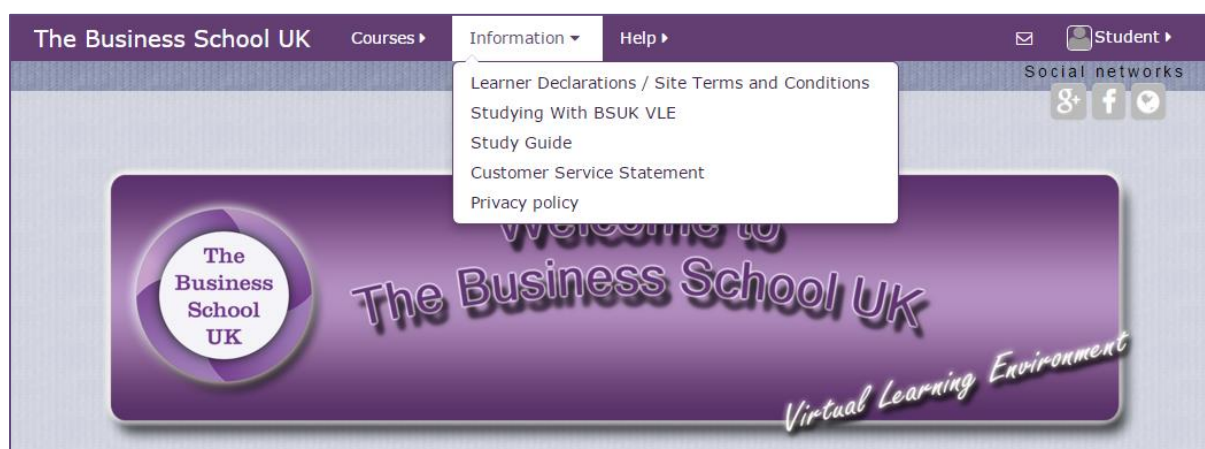


5.2.2 General course navigation

You can access all courses or categories of courses from the Courses drop down menu.

5.3 Information

In the Information drop down menu you will find site information and helpful guides.



5.3.1 Learner Declarations / Site Terms and Conditions

Click **Learner Declarations / Site Terms and Conditions** and the document opens in a new window.

5.3.2 Studying With BSUK VLE

Click **Studying With BSUK VLE** and this information opens in a new window.

5.3.3 Study Guide

Click **Study Guide** and the useful guide to “Getting Started with Online Distance Learning” opens in a new window.

5.3.4 Customer Service Statement

Click **Customer Service Statement** and information on response times and other similar information opens in a new window.

5.3.5 Study Guide

Click **Privacy Policy** to see our Internet Privacy and Cookies Policy.

5.4 Help

Help contains a Quick Start Guide, Complete Site Guide and site Contact information.



5.4.1 Quick Start Guide

Click **Quick Start Guide** and an abbreviated version of the Complete Site Guide opens.

5.4.2 Complete Site Guide

Click **Complete Site Guide** and this guide opens.

5.4.3 Contacts

Click **Contacts** and information on who to contact about your course or in general opens.

5.5 Messages

Our VLE has an internal messaging system. This can be used to contact your tutor or other students on your course. It is also used by the VLE to provide information messages, e.g.

assignment submissions, assignment grading etc. New messages are indicated on the navigation bar. The number of unread messages is given next to the messages icon. Hovering over the message icon displays your most recent messages. Clicking on a message will open it. You can also access them from Messages in your User menu.

5.6 User menu

The user menu contains links to your personal information, setup, messages and grades.



5.6.1 Preferences

Your profile is accessed via your User menu, Preferences and Edit profile. Some courses require extra personal information to be completed. If this is required for your course you will be instructed to complete it. You can also change your password and message preferences from this menu option.

5.6.2 Calendar

Access your calendar to add/edit events, see [Calendar](#) for more details.

5.6.3 Messages

Access your [messages](#): see your contacts, search for people, review and send messages.

5.6.4 My Grades

Access an overview and detailed information for your course grades. Information is given for all courses you are enrolled on.

5.6.5 Log out

When you have finished using the VLE, sign out using Log out.

6 Panels

6.1 Administration Panel

The information displayed on the Administration panel depends on the page you are viewing.

6.1.1 My Profile Settings

From My Profile Settings you can access your profile and edit, change your password, set your messaging preferences and view what you have been accessing on the site.

6.1.2 Course Administration – Grades

Access an overview for your completed assessments. Information is given for all courses you are enrolled on.

6.2 Message My Tutor

If you need to contact a tutor you can do this via the Message My Tutor panel. Your tutor will be indicated within the course summary or unit.

Note there may be more than one tutor per course.

Click the required tutor, enter your message and click **Send**. The message sent is available in your messages.

6.3 Information Feeds

Information (RSS) feeds are provided for your interest.

6.4 Calendar

The calendar is viewed from all the course pages.

6.4.1 Adding events to your calendar

[You can add events to your calendar via the navigation bar, personal options.](#)

If you are enrolled on more than one course, select which course the event is for.

Click **New event**. Add in the required details for your event and click **Save changes**.

Events are displayed on your calendar (the date is highlighted, hover over the date to display the event details). When you are on My Courses page your soonest upcoming events are displayed. These events are also displayed on the calendar page.

6.4.2 Calendar ideas

You could schedule in your study time, proposed dates for finishing assignments, or times when you plan to meet up online with other students via messaging.

7 Messages

The VLE has an internal messaging system, where you can message your tutor and other students on your course.

7.1 Message preferences

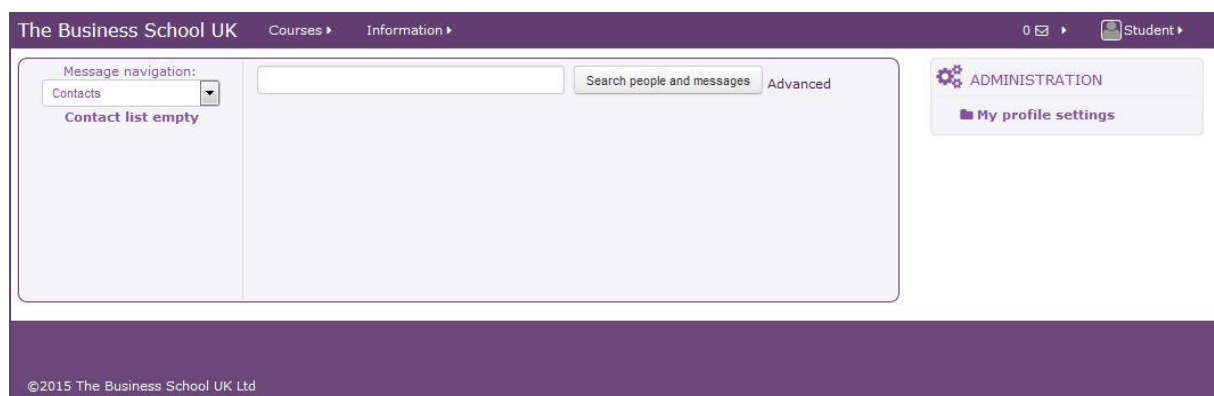
Message preferences are set via your User menu, Preferences, Messages.

You can set up how notifications are displayed to you in the VLE. Notifications can also be configured to also be received as an email if required.

In General settings you also have the option to only receive messages from your contacts.

7.2 Messaging

You can access your messages via your User menu.



The Message navigation drop down allows you to view your contacts, recent conversations, recent notifications, and also view all other students and tutors on your course.

To contact another student or tutor, first select your course from the drop down list, click their name in this list and a new message will open. Enter your message and click **Send message** (at the bottom of the page) to send.

Options:

- To add another user as a contact click the grey + icon (Add contact).
- To block another user click the grey circle with line through icon (Block contact).
- To view message history with another user click the grey message icon (Message history).
- To remove another user as a contact click the grey x icon (Remove contact).

Unread messages are indicated on the [navigation menu bar](#) next to the message icon. Hovering over the icon will display your most recent messages.

Search for people and messages using the search field provided.

8 Course Payment and Enrolment

8.1 Select course


Select the course type you wish to enrol on from the navigation bar **Courses**.



Click the **course title** for the course you want to enrol on, highlighted in the example below, to open the enrolment and payment page.

CILT (UK) Level 5 Logistics and Transport

The Chartered Institute of Logistics and Transport



General Programme Information

The CILT (UK) Level 5 Professional Diploma in Logistics and Transport is designed to enhance new and existing expertise in the supply chain, passenger transport, road freight or transport planning environments as well as developing core management skills.

Qualification Awarded

The Chartered Institute of Logistics and Transport (CILT (UK)) is recognised by Ofqual as an Awarding Organisation. The CILT (UK) Level 5 Professional Diploma in Logistics and Transport is on the Register of Regulated Qualifications, and is delivered by The Business School (UK) Ltd, an approved CILT (UK) centre for the delivery of its qualifications.

General Target Audience

The CILT(UK) Level 5 Professional Diploma in Logistics and Transport is designed for professionals already working within the logistics and transport sector. It is most suited to those who are aspiring to middle management positions in specialist functional areas such as supply chain management, transport planning or transport operations.

The qualification is open entry and as such is also suitable for graduates in other disciplines who are entering the sector for the first time, although learners would benefit from having some prior knowledge of the logistics and transport industry at a managerial level.

Search courses: Go

CILT (UK) Level 5 Logistics Specialist Supply (RLC) ← Course title

The RLC Programme

This is a programme specifically designed for cohorts of military personnel who have completed certain training programmes at the School of Logistics, Deepcut. These programmes have been 'mapped' against the requirements for the professional qualification awarded by The Chartered Institute of Logistics and Transport in the UK (CILT UK), and additional learning required is delivered through this virtual learning environment.

We at The Business School have designed the programme to meet your specific needs. You will undergo learning by reading written materials, reviewing presentations, accessing external links to other websites, and downloading further information. You will be supported by a tutor throughout your studies.

Your tutor will also act as your assessor. Once you have worked through the programme of learning, you will be asked to undertake a particular piece of work, which will be assessed against the standards in the CILT (UK) qualifications. Once your assessor has confirmed that your work has reached the standard required, further quality assurance on that assessment will take place. Once this process is complete, you will be awarded the CILT (UK) qualification!

Further information can be found in this Course Information document

8.2 Payment

Payment is made through the Paypal system, either by your Paypal account if you have one or by debit or credit card (no account is required; creating an account is optional via this payment method).

After you have read and agreed with the Terms and Conditions, click **Make your payment now** and Paypal will open.

The screenshot shows the enrolment page for the CILT (UK) Level 5 Logistics Specialist Supply (RLC) course. The page has a purple header with navigation links: 'The Business School UK', 'Courses', and 'Information'. On the right, there is a 'Student' profile icon and an 'ADMINISTRATION' sidebar with links for 'Course administration', 'Enrol me in this course', and 'My profile settings'.

The main content area is titled 'Enrolment options' and features the course title 'CILT (UK) Level 5 Logistics Specialist Supply (RLC)'. Below the title, there is a section titled 'The RLC Programme' with a crest icon. The text describes the programme as being designed for military personnel, mapped against the requirements for the professional qualification awarded by The Chartered Institute of Logistics and Transport in the UK (CILT UK), and delivered through a virtual learning environment. It also mentions that the programme is designed to meet specific needs, involves learning through reading, reviewing, and accessing external links, and is supported by a tutor. A link to a 'Course Information document' is provided.

Below the programme description, it states: 'This course requires a payment for entry. CILT (UK) Level 5 Logistics Specialist Supply (RLC) Cost:'. There is a section for payment methods showing logos for PayPal, VISA, MasterCard, and Maestro. It specifies that payment will be collected using PayPal, and that credit and debit cards can also be used to make a one-off payment with PayPal, with account creation being optional.

At the bottom, there is a section for 'Terms and Conditions' with a checkbox labeled 'Tick to accept the Terms and Conditions above'. Below this, there is a button labeled 'Make your payment now'.

Read the Terms and Conditions. Click on **Terms and Conditions** and the Learner Declarations document will open in a new window.

If you agree to the Terms and Conditions click the checkbox for **Tick to accept the Terms and Conditions above**.

This course requires a payment for entry.

CILT (UK) Level 5 Logistics Specialist Supply (RLC)

Cost:







Payment for this course will be collected using Paypal.

Credit and debit cards can also be used to make a one-off payment with Paypal, account creation is optional.

 **Terms and Conditions**

☐ **Tick to accept the Terms and Conditions above**

Click the button below to pay and enrol on the course

[Make your payment now](#)

8.2.1 Payment with your Paypal account

To start the payment process click **Make your payment now** button. The following Paypal page will open. If you have a Paypal account, pay as normal.

The Business School (UK) Ltd

Your order summary

| Descriptions | Amount |
|---|---------|
| Course details and amount will display here | |
| Item total | £760.00 |
| Total £760.00 GBP | |

Choose a way to pay

Pay with my PayPal account

Log in to your account to complete the purchase

Email

PayPal password

☐ This is a private computer. [What's this?](#)

[Log In](#)

[Forgotten your email address or password?](#)

Pay with a debit or credit card

(Optional) Sign up to PayPal to make your next checkout faster

[Cancel and return to The Business School \(UK\) Ltd.](#)

[Site Feedback \(+\)](#)

PayPal. Safer. Simpler. Smarter.

For more information, see our [Privacy Policy](#), [User Agreement](#) and [Key Payment and Service Information](#).

Copyright © 1999-2015 PayPal. All rights reserved.

8.2.2 Payment with your debit or credit card

If you do not have a Paypal account click **Pay with a debit or credit card**. The following will display. Fill out the required details (all but those that are marked as optional) and click **Pay**. You will be offered the choice to create a Paypal account, this is optional.

The Business School (UK) Ltd

Your order summary

| Descriptions | Amount |
|---|---------|
| Course details and amount will display here | |
| Item total | £760.00 |
| Total £760.00 GBP | |

Choose a way to pay

Pay with my PayPal account

Log in to your account to complete the purchase

PayPal

Pay with a debit or credit card

(Optional) Sign up to PayPal to make your next checkout faster

CountryUnited Kingdom

Card typeSelect Card

Billing information

First name

Last name

Address line 1

Address line 2
(optional)

Town/City

County
(optional)

Postcode

Contact information

Telephone

Email

In order to process your payment, PayPal collects certain personal information from you which it holds in accordance with its [Privacy Policy](#). For more information on this process, click [PayPal Account Optional](#).

Click **Pay** to complete your purchase. Please review your information to make sure that it is correct.

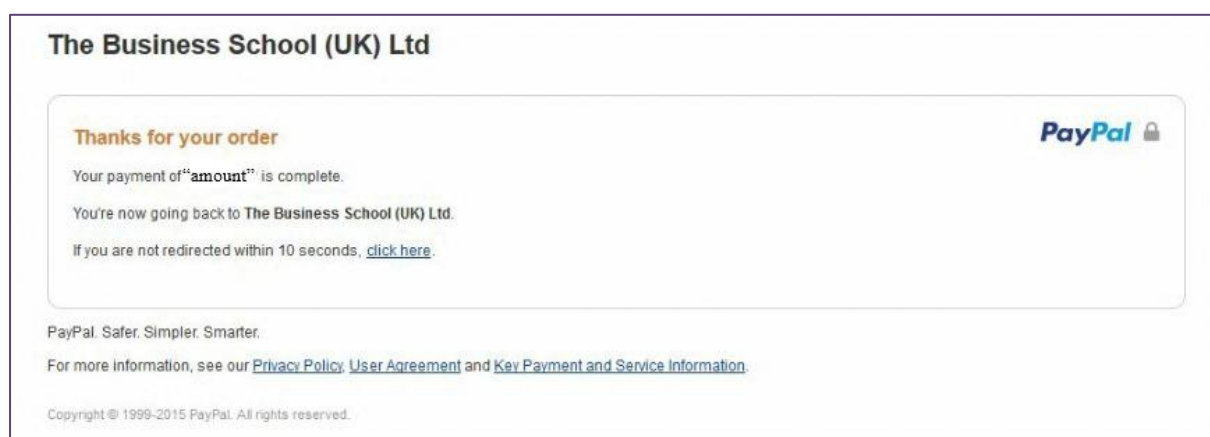
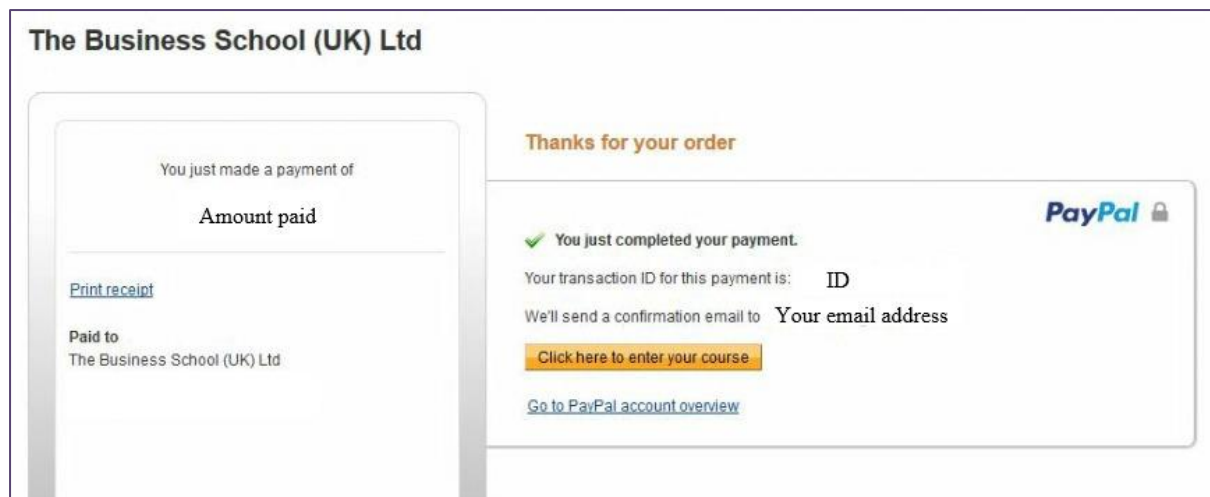
Pay

Payments processed by **PayPal**

[Cancel and return to The Business School \(UK\) Ltd.](#)

8.3 Enrolment

After payment has been completed successfully a confirmation page opens. To open your course click, **Click here to enter your course**, to go direct to your course within the VLE.



8.4 Required Profile Details

When you view your course you may see a statement instructing you to **Update Your Personal Details**. Please update your details in **My profile settings**, which is found in the Administration panel or your User menu. When you have completed all the required details, the message will no longer display.

9 Courses

9.1 Accessing your course

You can access your course from the navigation menu bar.

Click **My courses** to see the course(s) that you are enrolled on.

Click the course you wish to view and the summary page for this course will open, and from here you can access all units. Click the title of the unit you wish to view to access the course content.

9.2 Course Content

The course is split into units. To open the unit click on the unit's title. All of the unit's content is provided here, e.g. PDF documents and assignments.

Assignments can take the form of written exercises, which you upload, as well as short answer questions and multi-choice tests that you take and submit online.

9.3 PDF's

After opening a PDF you can download it by clicking the download icon, (white page with downward pointing black arrow), top right of the PDF viewer.

PDF's in assignments will download when clicked and do not open in the browser.

10 Assignments

Assignments can be question assessments, for example, multiple-choice questions or written answer questions, as well as written assignments.

10.1 Grading for Assignments

There are two grade options: Pass subject to awarding organisational processes and Refer.

10.1.1 Pass subject to awarding organisational processes

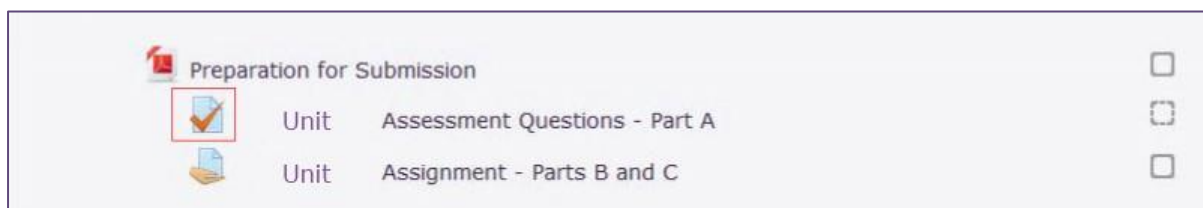
Passing an assessment is subject to the awarding organisational processes. Notification of this is provided in the assessment feedback. Nothing else is required from you for the assessment.

10.1.2 Refer

If an assessment is graded as refer you will be able to retake the assessment a second time.

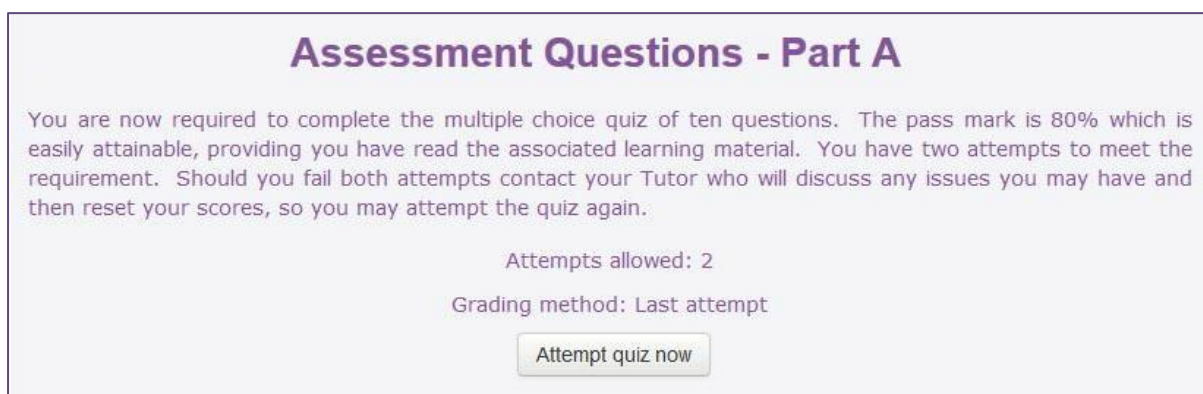
10.2 Question Assessments

For short answer questions and multiple-choice tests there is nothing to upload. It is all completed within the assessment section.



Click the red tick icon, as highlighted, to open the assessment questions. You will see a page equivalent to that shown below.

Click **Attempt quiz now** and in the confirmation that opens click **Start attempt** to continue.



The first question opens and you are required to either select an answer from the multiple choice options given, or write in your answer into the space provided. When you are happy with the answer provided, click **Next**.

Situated to the right of the questions is a Quiz Navigation panel where you can click to view any of the questions. Completed questions are shown in grey.

10.2.1 Multiple-choice assessments

The screenshot shows a quiz interface. On the left, a sidebar for 'Question 1' indicates it is 'Not yet answered' and 'Marked out of 1', with a 'Flag question' option. The main area contains a question placeholder 'Question content will be written here...' and a multiple-choice question with four options: 'a. Answer a', 'b. Answer b', 'c. Answer c', and 'd. Answer d'. On the right, the 'QUIZ NAVIGATION' panel shows a sequence of question numbers 1 through 9, with question 1 highlighted in grey to indicate it is completed. Question 10 is shown in a separate box below the navigation bar, with a 'Finish attempt ...' link. A 'Next' button is located at the bottom left of the question area.

Clicking next after answering the last question opens the summary page. If you would like to review your answers click **Return to attempt**. If you want to submit your answers click **Submit all and finish** and in the confirmation that opens click **Submit all and finish**.

Note: The assessment does not have to be completed in one attempt. If you want to pause the current attempt, click **Finish attempt...** on the Quiz Navigation panel to exit. A summary page displays, showing you the questions for which you have an answer saved and those that you have not yet answered.

| Assessment Questions - Part A | |
|-------------------------------|--------------|
| Summary of attempt | |
| Question | Status |
| 1 | Answer saved |
| 2 | Answer saved |
| 3 | Answer saved |
| 4 | Answer saved |
| 5 | Answer saved |
| 6 | Answer saved |
| 7 | Answer saved |
| 8 | Answer saved |
| 9 | Answer saved |
| 10 | Answer saved |
| Return to attempt | |
| Submit all and finish | |

When you want to restart the quiz select the assessment again and continue.

When you have submitted the assessment, the following summary is displayed.

Assessment Questions - Part A

You are now required to complete the multiple choice quiz of ten questions. The pass mark is 80% which is easily attainable, providing you have read the associated learning material. You have two attempts to meet the requirement. Should you fail both attempts contact your Tutor who will discuss any issues you may have and then reset your scores, so you may attempt the quiz again.

Attempts allowed: 2

Grading method: Last attempt

Summary of your previous attempts

| Attempt | State | Grade / 10 | Review | Feedback |
|---------|---|------------|--------|----------|
| 1 | Finished Submitted Monday, 2 March 2015, 1:35 PM | 6 | | Refer |

Last attempt: 6 / 10.

Overall feedback

Refer

Re-attempt quiz

If you receive feedback of Pass subject to awarding organisational processes. No further action is required from you for this assessment.

If you receive feedback of Refer, re-read the units documentation, and if required discuss with the units tutor. When you are ready, complete your second attempt. If you Pass subject to awarding organisational processes on your second attempt no further action is required from you for this unit.

To retake the assessment, open the assessment summary by clicking the **tick icon**, then click **Re-attempt quiz**.

If you receive a second refer please contact the units tutor to discuss.

10.2.2 Written answer assessments

If the assessment requires written answers you will see the following.

Question 1

Not yet answered

Marked out of 1

Flag question

Question will be written here...

Next

Enter your answer into the space provided.

The functionality is the same as for multiple choice questions, however, results are not returned instantly on completion of the assessment, as these questions are marked by the units tutor. When your assessment has been marked click the assessment and your attempt summary displays.

| Operations Assessment Questions - Part A | | | | |
|---|---|------------|---------------|----------|
| Attempts allowed: 2 | | | | |
| Grading method: Last attempt | | | | |
| Summary of your previous attempts | | | | |
| Attempt | State | Grade / 15 | Review | Feedback |
| 1 | Finished Submitted Tuesday, 3 March 2015, 11:23 AM | 10 | Not permitted | Refer |
| <p>Last attempt: 10 / 15.</p> <p>Overall feedback</p> <p>Refer</p> <p>Re-attempt quiz</p> | | | | |

If you receive feedback of Pass subject to awarding organisational processes. No further action is required from you for this assessment.

If you receive feedback of Refer, re-read the units documentation, and if required discuss with the units tutor. When you are ready complete your second attempt. If you Pass subject to awarding organisational processes on your second attempt no further action is required from you for this unit.

To retake the assessment, open the assessment summary by clicking the **tick icon**, then click **Re-attempt quiz**.


If you receive a second refer please contact the units tutor to discuss.



10.3 Written Assignments

To open an assignment, click the assignment icon.

Once you have read and understood the materials, you can now start work on the assignment. You will be allowed two submissions, so make sure you have attempted it all before submitting to your tutor.

You can go back and refer to your materials as much as you like whilst attempting this case study.

 Preparation for Submission ☐

 Assignment  **Click here to open assignment** ☐


The assignment page opens containing the assignment content and information about the assignments submission and grading. Click on the assignment pdf to download it.

10.3.1 Upload assignment

When you have finished writing your assignment you upload the file to the VLE. This upload is within the same assignment section. Please note that it might not be possible for you to upload an assignment from certain places of work. If you have a problem, please try again from home.

Assignment

Case Study

 Assignment.pdf

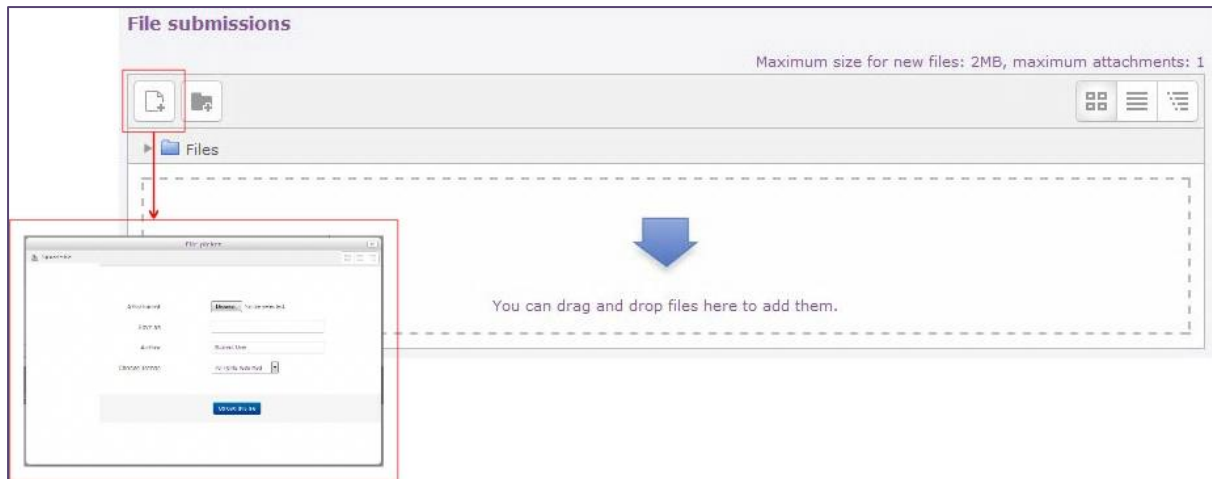
Submission status

| | |
|---------------------|---|
| Attempt number | This is attempt 1 (2 attempts allowed). |
| Submission status | No attempt |
| Grading status | Not graded |
| Last modified | Sunday, 22 February 2015, 12:22 PM |
| Submission comments | ► Comments (0) |

Add submission

Make changes to your submission

Click **Add submission** and a new page opens where you can upload your assignment.



There are two ways to upload a document:

- Drag and drop your document onto the area in the dashed lines, where the blue arrow displays and the message: You can drag and drop files here to add them.
- Click the **Add** icon. This opens up the File Picker window. Click **Upload a file**, click **Browse**, click the required file and click **Open**. Click **Upload this file**.

If you have added an incorrect file and want to delete it click on the file and in the pop up that opens click **Delete** and **OK**.

To save your uploaded file click **Save changes**. The uploaded file now displays as a file submission but is still a draft as you have not yet submitted the assignment. You can edit this assignment at any time until you submit it. To edit your submission click **Edit submission** and delete as detailed above.

Your tutor can see your draft assignment when it has been uploaded. If you need to discuss your assignment with the tutor message them with the details of which assignment you require assistance with and your query.


You can add comments to your submission. If you choose to add comments these have to be added before submitting the assignment. These comments will be seen by the units tutor.

Assignment

Case Study

 Assignment.pdf

Submission status

| | |
|---------------------|--|
| Attempt number | This is attempt 1 (2 attempts allowed). |
| Submission status | Draft (not submitted) |
| Grading status | Not graded |
| Last modified | Wednesday, 25 February 2015, 1:06 PM |
| File submissions |  My Assignment.docx |
| Submission comments | ► Comments (0) |

Edit submission

Make changes to your submission

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

10.3.2 Submit assignment

When you are ready to submit your assignment click **Submit assignment** and your assignment will be submitted to your tutor.

Submit assignment

* ☐ This assignment is my own work, except where I have acknowledged the use of the works of other people.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

There are required fields in this form marked *.

You will be asked to confirm the following: This assignment is my own work, except where I have acknowledged the use of the works of other people. **Select the checkbox** to confirm and click **Continue** at the bottom of the page.


Your submission status will show that you have submitted your assignment for grading. You will receive an email confirming that you have submitted your assignment and an equivalent message in your VLE messages.

Assignment

Case Study

 Assignment.pdf

Submission status

| | |
|---------------------|--|
| Attempt number | This is attempt 1 (2 attempts allowed). |
| Submission status | Submitted for grading |
| Grading status | Not graded |
| Last modified | Wednesday, 25 February 2015, 1:32 PM |
| File submissions |  My Assignment.docx |
| Submission comments | ► Comments (0) |

10.3.3 Assignment feedback

Feedback will be provided by the tutor and is displayed below Submission Status. The feedback includes your grade and feedback files if your tutor has included any. Click on the feedback file to download it. You will receive an email informing you that your tutor has given feedback and a message in your message area.


10.3.4 Grading for assignments

There are two grade options: Pass subject to awarding organisational processes and Refer.


10.3.4.1 Pass subject to awarding organisational processes

Passing an assignment is subject to the awarding organisational processes. Notification of this is provided in the assignment feedback area below where you submitted the assignment. Nothing else is required from you for this assignment.


Assignment

 Assignment.pdf

Submission status

| | |
|---------------------|--|
| Attempt number | This is attempt 1 (2 attempts allowed). |
| Submission status | Submitted for grading |
| Grading status | Graded |
| Last modified | Wednesday, 25 February 2015, 1:32 PM |
| File submissions |  My Assignment.docx |
| Submission comments | ► Comments (0) |

Feedback


| | |
|----------------|--|
| Grade | Pass subject to awarding organisational processes |
| Graded on | Thursday, 26 February 2015, 8:53 AM |
| Graded by |  Tutor |
| Feedback files |  Feedback File.docx |

10.3.4.2 Refer first attempt

If your assignment is graded as refer on first attempt you will be able to resubmit the assignment. Two attempts are allowed for each assignment.

For refer you will see the following information in the assignment area.

Assignment

 PD13 Warehousing Assignment.pdf

Submission status

| | |
|---------------------|---|
| Attempt number | This is attempt 2 (2 attempts allowed). |
| Submission status | Reopened |
| Grading status | Not graded |
| Last modified | Thursday, 26 February 2015, 9:17 AM |
| Submission comments | ► Comments (0) |

Add a new attempt based on previous submission

This will copy the contents of your previous submission to a new submission for you to work on.

Add a new attempt

This will create a new blank submission for you to work on.

Feedback

| | |
|-----------|-------------------------------------|
| Grade | Refer |
| Graded on | Thursday, 26 February 2015, 9:17 AM |

Previous attempts

► **Attempt 1: Thursday, 26 February 2015, 9:15 AM**

If you expand **Previous attempts** the following information is displayed and you can view any comments that have been entered by expanding Comments.

Previous attempts

▼ Attempt 1: Thursday, 26 February 2015, 9:15 AM

Submission status Submitted for grading


File submissions  My Assignment.docx

Submission comments ▶ Comments (1)

Feedback

Grade Refer

Graded on Thursday, 26 February 2015, 9:17 AM

Graded by  Tutor

Feedback files  Feedback File.docx

When you are ready to submit your second attempt there are two options for doing this. Add a new attempt based on previous submission and Add a new attempt.

10.3.4.3 Add a new attempt based on previous submission

Click **Add a new attempt based on previous submission** to open the file submission page and your previous submission document will be displayed. You can download your original submission from here. Remember to delete the original submission.

You can edit and submit your revised assignment in the same way as for the original.

10.3.4.4 Add a new attempt

Click **Add a new attempt** to open the file submission page, which will be empty. Add your new document and click **Save changes**.


10.3.4.5 Refer second attempt

If your assignment is graded refer on the second attempt, no more submissions can be made. For a second referred attempt you will see the following information in the assignment area. Please discuss with the tutor.



Assignment

 Assignment.pdf

Submission status

| | |
|---------------------|--|
| Attempt number | This is attempt 2 (2 attempts allowed). |
| Submission status | Submitted for grading |
| Grading status | Graded |
| Last modified | Thursday, 26 February 2015, 9:29 AM |
| File submissions |  My Assignment.docx |
| Submission comments | ► Comments (0) |

Feedback

| | |
|----------------|--|
| Grade | Refer |
| Graded on | Thursday, 26 February 2015, 9:31 AM |
| Graded by |  Tutor |
| Feedback files |  Feedback File.docx |

Previous attempts

► **Attempt 1: Thursday, 26 February 2015, 9:15 AM**


10.3.4.6 Pass second attempt

If you pass your assignment on the second attempt, you will see the following information in the assignment area. No further action is required.



Assignment

 Assignment.pdf

Submission status

| | |
|---------------------|--|
| Attempt number | This is attempt 2 (2 attempts allowed). |
| Submission status | Submitted for grading |
| Grading status | Graded |
| Last modified | Thursday, 26 February 2015, 9:47 AM |
| File submissions |  My Assignment.docx |
| Submission comments | ► Comments (0) |

Feedback

| | |
|----------------|--|
| Grade | Pass subject to awarding organisational processes |
| Graded on | Thursday, 26 February 2015, 9:48 AM |
| Graded by |  Tutor |
| Feedback files |  Feedback File.docx |

Previous attempts

► **Attempt 1: Thursday, 26 February 2015, 9:40 AM**