Virtual Learning Environment (VLE) Student Manual
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User Guide for Students

The Home Page

When you first open the home page (http://vle.marlinproductions.co.uk) you will see the following screen. Most of the screen shots were taken using Firefox or Safari for Macintosh but the VLE is completely standards compliant and will work with any modern browser. Some resources may require you to have javascript or flash enabled. In addition some of the downloadable resources require the use of a pdf reader, such as Adobe Reader.

On the screen you will see the following items, which are arranged in blocks:

Main Menu
The main menu block lists other resources, such as web links and the online users manual.

Language
In the top right corner of the screen, is a login link and also a language selection menu. Currently English, French and Polish are installed but if you require another language then please let us know and we will see if it is available. Please be aware that this only affects the block labels and buttons, so, for example, the Polish login screen is shown opposite.

Courses
The courses block shows the list of available courses. Some courses maybe hidden. The course list in the centre also shows additional icons which give information about the course. Courses with a little face icon are available for guests to access, whereas courses with a key icon require a password to access.

Courses can be accessed from either of these two blocks.
Course Front Page

Once you have logged into the system, you can access your courses. The front page of the Anatomy and Physiology course is shown below, but all courses are similar.

You will see various blocks in the left and right hand columns and a topic outline section in the centre. At the top of the window there is a bar called the breadcrumb trail which shows you where you are. These links are clickable so you can easily navigate back to where you have been. If you wish to go back to the front page of the course then click on A&P which is the short course name for the Anatomy and Physiology. The manual will use shorthand to refer to these sections, so (Home/A&P) means the home page of the A&P course. Each block is as follows:

**Topic Outline**

This is the central block of the course and is split into the topic sections. The introduction contains forums and chat rooms and also “News and Announcements”, which is a special forum into which only tutors can post. This should be used it to keep you up to date with any course news, such as assignment deadlines etc.

Every other section represents one chapter of the manual and contains all of the resources for that chapter, such as the quizzes and any other resources such as video clips and worksheets. These resources are being continually updated and expanded, so please check back.

**People**

This block shows the members of your course, both students and teachers. From here you can send messages, read your forum posts and see your quiz results. You can also edit your profile.

**Activities**

This block is a quick access list for all of the resources that are contained in the topic sections.
**Administration**
This block contains access to the grade book and records that are available for your students. You can also un-enrol yourself if you wish, but you will no longer have access to the course.

**My Courses**
This block gives you quick access to all of the courses that you are enrolled in.

**Latest News**
This block is linked to the “News and Announcements’ forum and contains the latest 5 items that your tutor has posted.

**Online Users**
This block shows which of your group members are currently online. You can click on the envelope link by a name to send an instant message to someone. If they have just gone off-line then the message is sent by email.

**Messages**
This block shows any messages that you have received, with the sender’s name as a link.

Let’s take a look at each block in detail.

**Participants**
The people block (Home/A&P) shows a link to the participants list. From here you can access everyone on your course. You can then send messages to them, or see their forum posts.

You can also access your own user profile from here. First select your own name and then select edit profile.
**User Profile**

Before you start using a course you may wish to edit your user profile, which can be accessed from the participants list. It can also be accessed from the Online Users block or the login information in the top right corner of the course front page.

Please make sure that your email address is correct as the system will send you many emails, such as copies of forum posts and messages from tutors and other students. In addition, you will also be emailed when you attempt a quiz. By default, the system hides your email address from everyone else and any messages that you send to them will appear to come from the Marlin system. However, you can change the ‘email display’ menu if you would like others to email you directly. Please do not select the ‘disable this email address’ option, otherwise the system will not be able to email you.

Additionally, you may wish to upload a small picture (or avatar), write a description of yourself and fill in some of the optional fields, but remember that everyone on the course can see them. Nothing offensive please!

If you cannot see the fields marked with a green star, then click the show advanced buttons on the right.

**Other Profiles**

When you select a student or tutor from the participant list (Home/A&P/Participants), you will see the following screen:

You can then send them a message or read their forum posts.
Activities

The activity block (Home/A&P) gives quick access to all of the course resources. That is any chat-rooms, forums, quizzes and other resources, such as video clips and web links.

These can also be accessed from the topic outline, where they are listed in the individual topic sections.

Forums

The A&P course has two forums as standard in the topic outline (Home/A&P):

News and Announcements

This is a special forum for your tutor to keep you up to date with course news. Only tutors can post in this forum. All students are initially subscribed to this forum, so even if you do log into the VLE you will receive email copies of forum posts (you can unsubscribe by updating your user profile, if you wish). The forums also have an RSS feed if you prefer that method of communication. The latest news block on the top of the right hand column is linked to this forum, and will show the five latest posts.

Student Forum

The student forum (Home/A&P) is a more typical forum where everyone can post, so students can converse with each other or they can ask you for support. You are not initially subscribed to this forum, until you post, but you can subscribe if you wish. It also has an RSS feed. Unread posts are highlighted to make keeping track of what you have read easier, especially with a busy forum.

Quizzes

The main resource for the A&P course is obviously the quizzes. Each quiz is designed to provide the evidence required for completion of that section of the portfolio. They are based on the workbook sections of the manual, but are not exactly the same. The quizzes have a variety of question types, including multiple choice, short answer and matching. Each quiz contains a mixture of required and random questions. The questions are all in one long page in order to make it easier for you to print it out for your portfolio.

The quiz is automatically marked by the system and gives a percentage grade. The pass mark is 75%. There is a time limit of one hour on the quizzes (which should be plenty) and a maximum of three attempts is allowed (this is to ensure that if you are struggling, you contact your tutor for more help and advice). If you need to take a break, then scroll to the bottom of the quiz and select the save without submitting button.

Whilst you are taking the quiz a timer will countdown, so you know how long you have got left.

Please Note:

Not all of the quizzes have yet been converted from the manual. These will be added on an ongoing basis in the order in which they appear, on the assumption that most tutors work through the book in order. We estimate that they will all be done by the end of November, if not sooner.
Notification of Quiz Attempts
When you have completed a quiz, you will be emailed with a link to the review, so that you know it has been logged by the system. Your tutor will also be emailed.

Dear Val B,
Thank you for submitting your answers to "Terminology & Movement (Optional)" in course Anatomy & Physiology at Tuesday, 16 October 2007, 02:40 PM.
This email confirms that we have safely received your answers.
You can access this quiz at http://vle.marlinproductions.co.uk/mod/quiz/view.php?q=10.

List of All Quizzes
If you select quiz from the activity block (Home/A&P/Quiz) then you will see a list of all of the available quizzes. From here you can either attempt, or re-attempt a quiz, or see your progress so far.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Name</th>
<th>Quiz class</th>
<th>Best grade</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Terminology &amp; Movement (Optional)</td>
<td>60 / 100</td>
<td></td>
<td>Unfortunately, you have been unsuccessful.</td>
</tr>
<tr>
<td>2</td>
<td>Cells Practice (Optional)</td>
<td>Cells etc. (Required)</td>
<td>79 / 100</td>
<td>Well done - you have passed. Don't forget to print out your quiz attempt for your portfolio.</td>
</tr>
<tr>
<td>3</td>
<td>Skeleton Practice (Optional)</td>
<td>Skeleton (Required)</td>
<td>116 / 100</td>
<td>Unfortunately, you have been unsuccessful and need to try again.</td>
</tr>
</tbody>
</table>

Required and Optional Quizzes
As an aid to those of you who are nervous of tests, we have provided an optional quiz for each section, which has a random selection of 20 questions drawn from the same question bank as the required quiz. You can attempt this quiz, or not, as many times as you wish in order to prepare for the main quiz.

Grades
When you wish to see all of your quiz results you can also use the Grade link (Home/A&P/Admin/Grades). This will then take you to the gradebook, as shown below.
Contacting Others

Even if tutors or other students have hidden their email address, you can still contact them via the instant messaging system (Home/A&P). If they are on-line, the message will pop up in their browser, and if they are off-line, then the message will be emailed to them. You can either send messages via the participants block, or you can use the Online Users and Messaging blocks.

Online Users

The online users block list all of those users, including yourself, who are currently logged on. Selecting the name brings up the user profile, but selecting the envelope icon brings up the messaging popup.

Messaging

The messages block will list any unread messages you have, in which case selecting the envelope icon brings up the message in the popup, with a text box ready for you to type a reply. If you select the message link, then the messaging popup will appear with your contact list in front.

When you receive or send a message, a popup window appears. You may need to change your browser settings to allow popups from the VLE.

You can add a contact to your address book, by clicking on the white face icon next to their name. Once in your contact list, the icon turns brown and the contact will stay on the front page, so you can easily send messages to them.

Email

If participants have selected to show their email address, you can email them from the link in their user profile page.

Topic Outline

Lastly, in the topic outline section (Home/A&P) you will see an empty rectangular icon to the right of each topic heading.

If you select this icon, it will hide all of the other topics. To remind you that other topics are hidden, the icon will become two rectangles. To show all topics again, select the icon.