

## Overview of a VLE area

By default, the homepage of each VLE area has the layout shown below:

The screenshot shows a VLE area for 'UM VLE' with the title 'VLE0001-YR-A-2324: VLE Minimum Standards Template'. The interface includes a top navigation bar with a 'Start editing' toggle (1), a tabular navigation menu (2) with options like 'Study-unit', 'Settings', 'Participants', 'Grades', 'Reports', and 'More', and a left-hand navigation menu (4) with sections like 'Course information and co...', 'Topic 1 - Introduction', and 'End of study-unit evaluation'. The main content area (3) features an 'Announcements' forum, a 'Q&A' forum, and links to 'VLE0001 study-unit description' and 'Reading list'. The right-hand sidebar (5) contains widgets for 'Show study-unit to students' (Visible), 'Latest announcements', 'Recent activity', 'My VLE areas' (2023/24, PG Dissertations, Sandbox, Other), and 'Activities' (Assignments, External tools, Feedback, Forums, Resources).

1

Within any VLE area, the **Start editing / Stop editing** toggle button is accessible to tutors in the top-right corner of the navigation bar. Click **Start editing** to add or modify study material.

2

A **tabular navigation menu** at the top of each VLE area, as well as activity pages, allows users to easily navigate between key pages. As a tutor, you can access the **Settings** page if you would like to edit the VLE area's settings. The **Participants** and **Reports** pages are also accessible from this menu. The **More** tab lists several other functionalities, such as *Question bank*, *Recycle bin* and *Import*.

3

This is the **main content area** where you will put your study material and activities. This area is typically divided into sections: Topics or Weeks. Each topic or week may contain lecture notes, links to readings, forums, quizzes, assignments, etc.

By default, the first section is referred to as the *General* section. This contains the *Announcements* forum (used for class announcements) and may also contain other introductory study-unit level information such as a link to the study-unit description.

In the above example, the material and activities are organised by topics, but they can also be organised by weeks.

4

This is the **Course index** drawer, which acts as a table of contents for activities and resources available within a VLE area. Students can click on an activity and navigate directly to it. For more screen space, this drawer can be opened and closed as required.

5

On the right-hand side of your screen, you will find the following **blocks**:

- **Show study-unit to students\*** - indicates whether the VLE area is *Visible* to students or not, *Hidden*. Tutors can easily make the VLE area visible to students by clicking the toggle button.
- **Latest announcements** - lists the latest items added to the *Announcements* forum.
- **Recent activity** - shows recent changes to the VLE area since the user's last login, such as, creation of new resources and activities, forum postings and assignment submissions.
- **My VLE areas** – enables easier navigation between VLE areas.
- **Activities** - lists the variety of activities created by the tutor/s in the VLE area. For example, if you would like to view all the forums in an area, click on the *Forums* link.
- **Calendar** - displays a small version of the current month's calendar. Events and due dates are colour-coded to distinguish VLE area events from personal (user) events.
- **Lecture Capture (Panopto)** – lists Panopto captured videos and Zoom meeting recordings, if any.

\* *visible to tutors only*