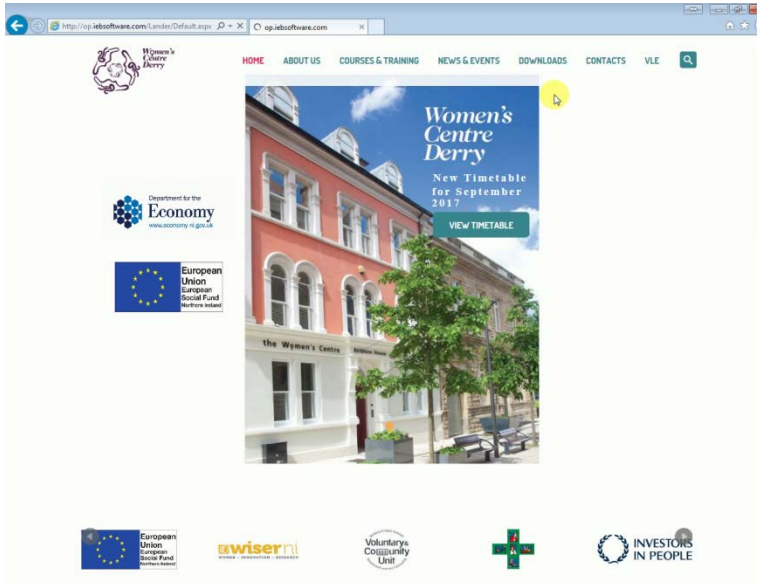
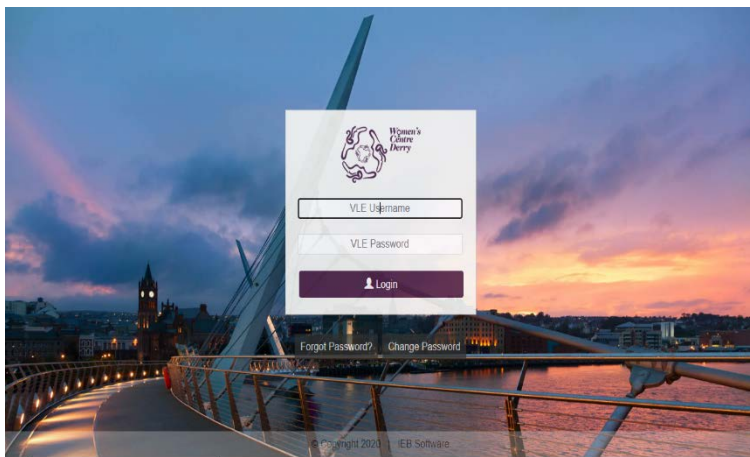


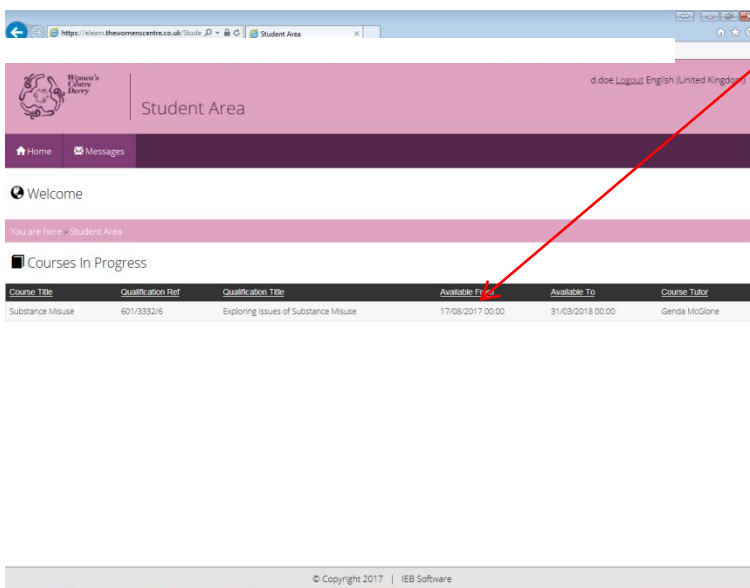
VLE User Guide



Go to www.thewomenscentre.co.uk and click **VLE**.

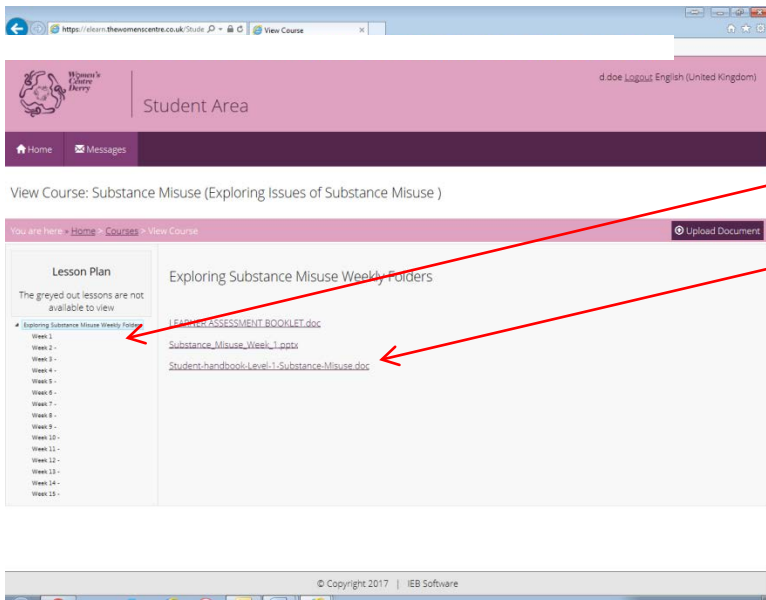


Login with your username and password. (provided to you on the 1st day of class)



Courses you are attached to will show on your home page.

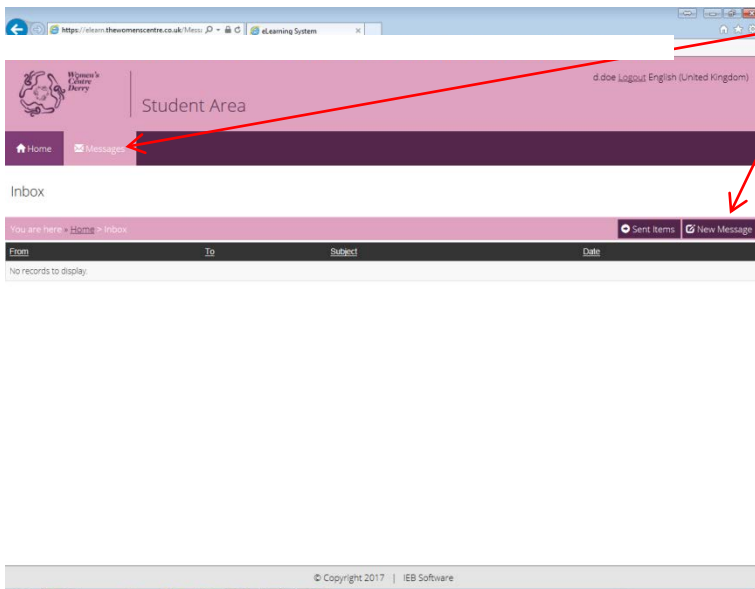
To view content in this course, click on it.



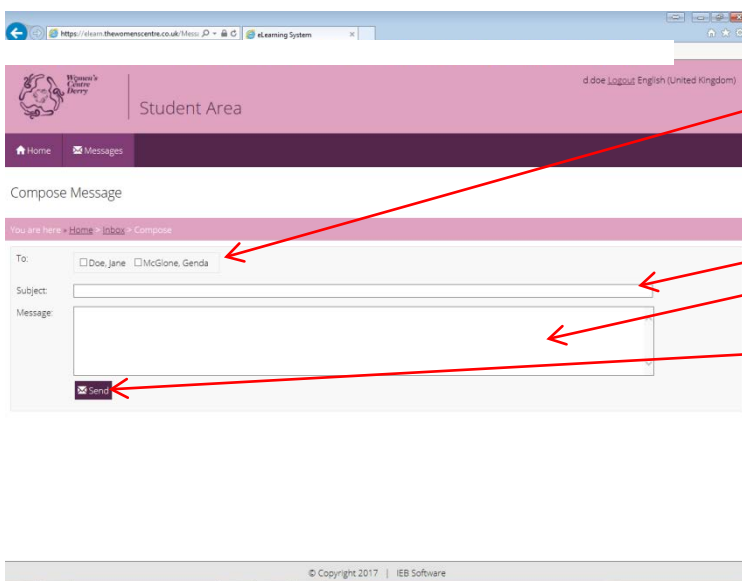
You will then be able to view all content that your tutor has upload on the VLE.

Click the week you would like to view content from and then click the linked document titles to view.

Available on the VLE is also a messaging system that tutors and students will be able to contact each other on. Students **Cannot** contact each other, only their tutor for a course.



To message your tutor, select message tab and new message.

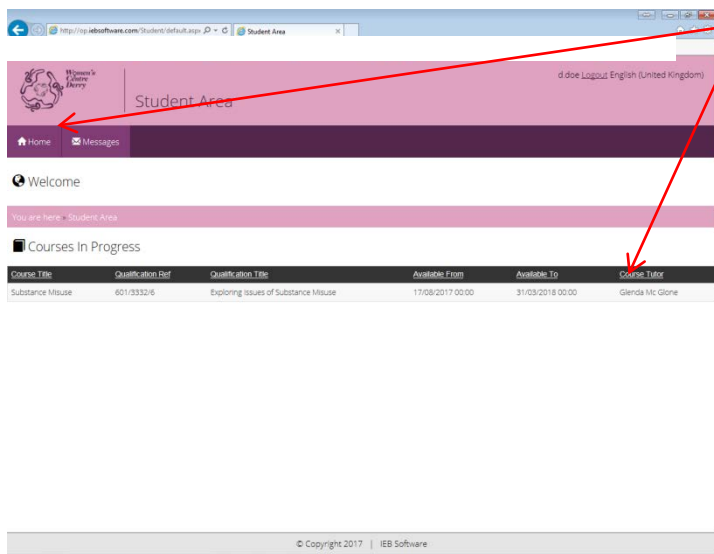


You will then be able to select the tutor you wish to message. Depending on how many classes you are enrolled on you will see the tutor for each course listed here.

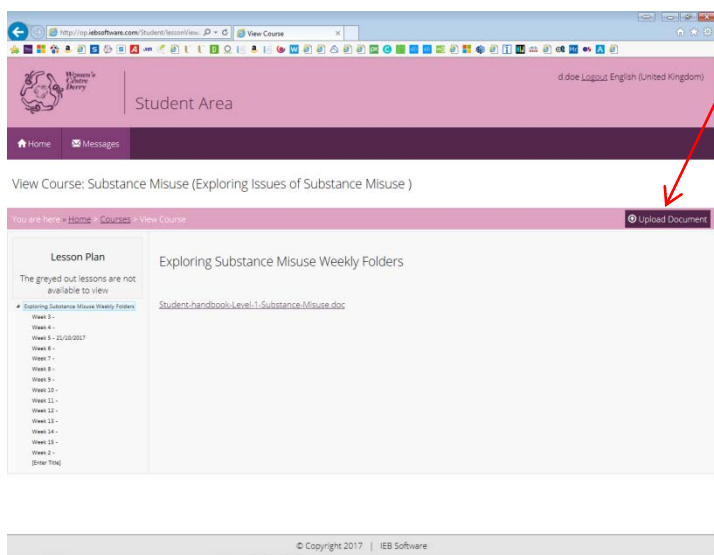
Select your tutor, input subject title and write your message.

Click send.

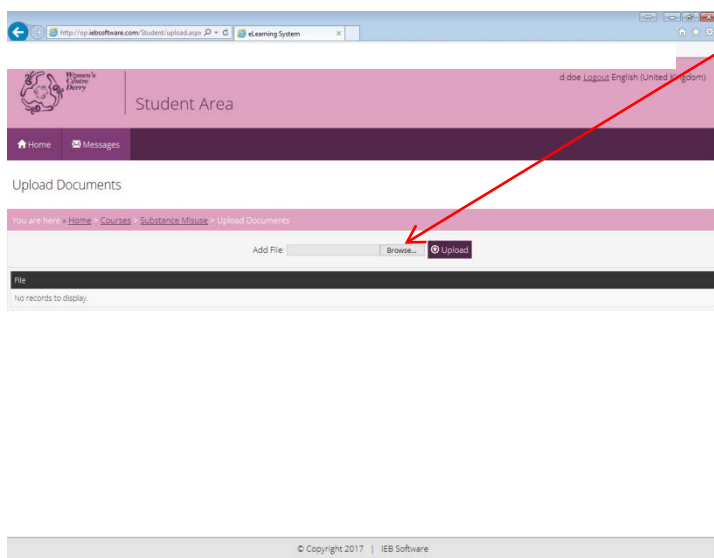
Students will have the facility to upload documents to their tutor of a course.



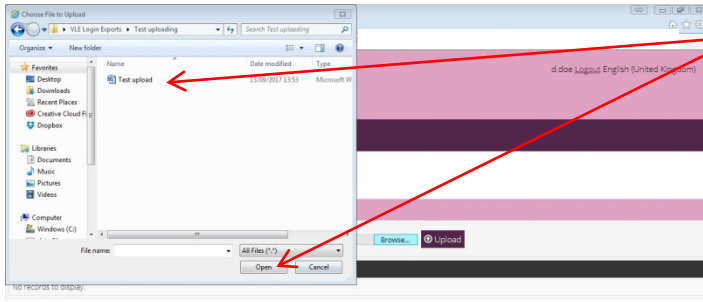
Select the course on your home tab in which you wish to send your document to your tutor.



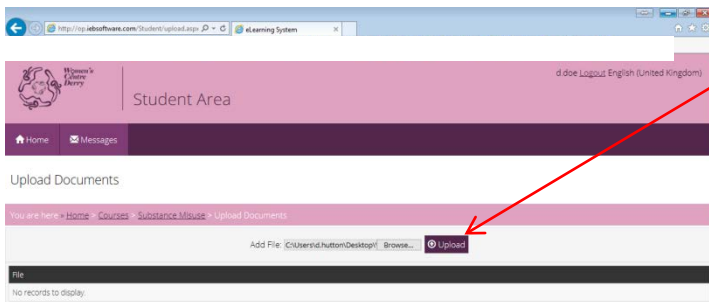
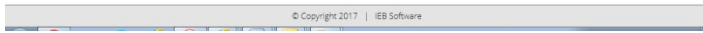
Then select **Upload Document**.



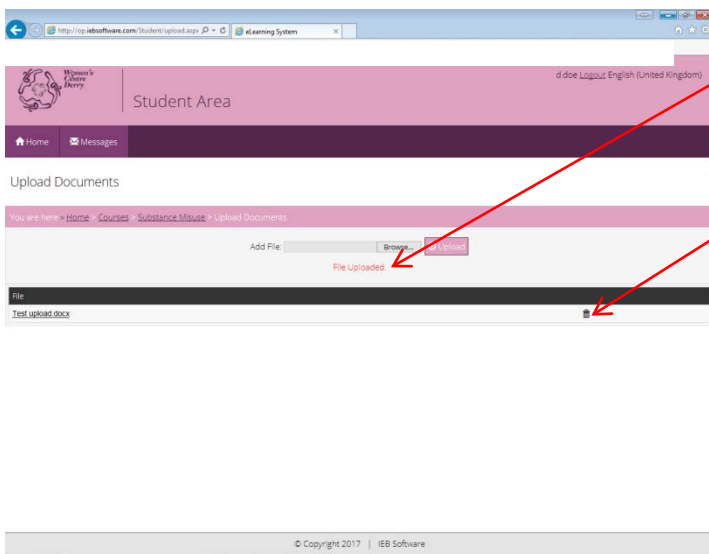
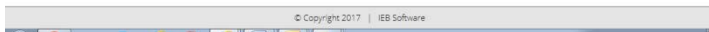
Then click **Browse**.



Locate your required file, select it and click open.



Then select **upload**.



You will get a notification to say **File Uploaded**.

You also have the option to delete the file.

***Please note that all correspondence on the VLE is monitored by an administrator.**