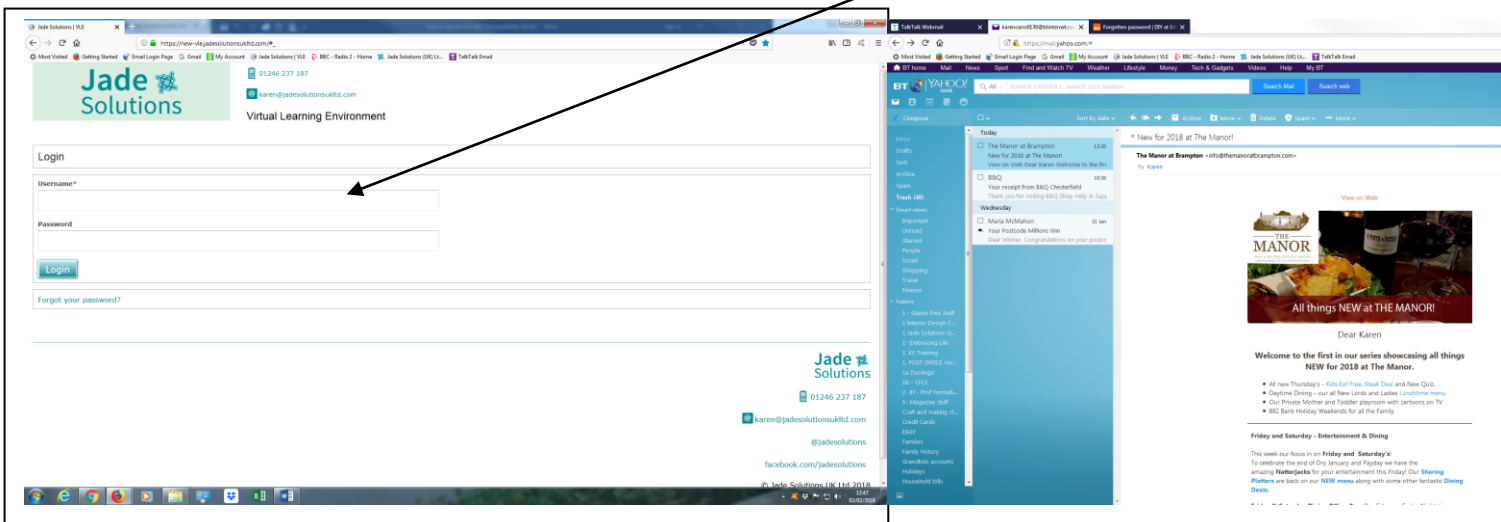
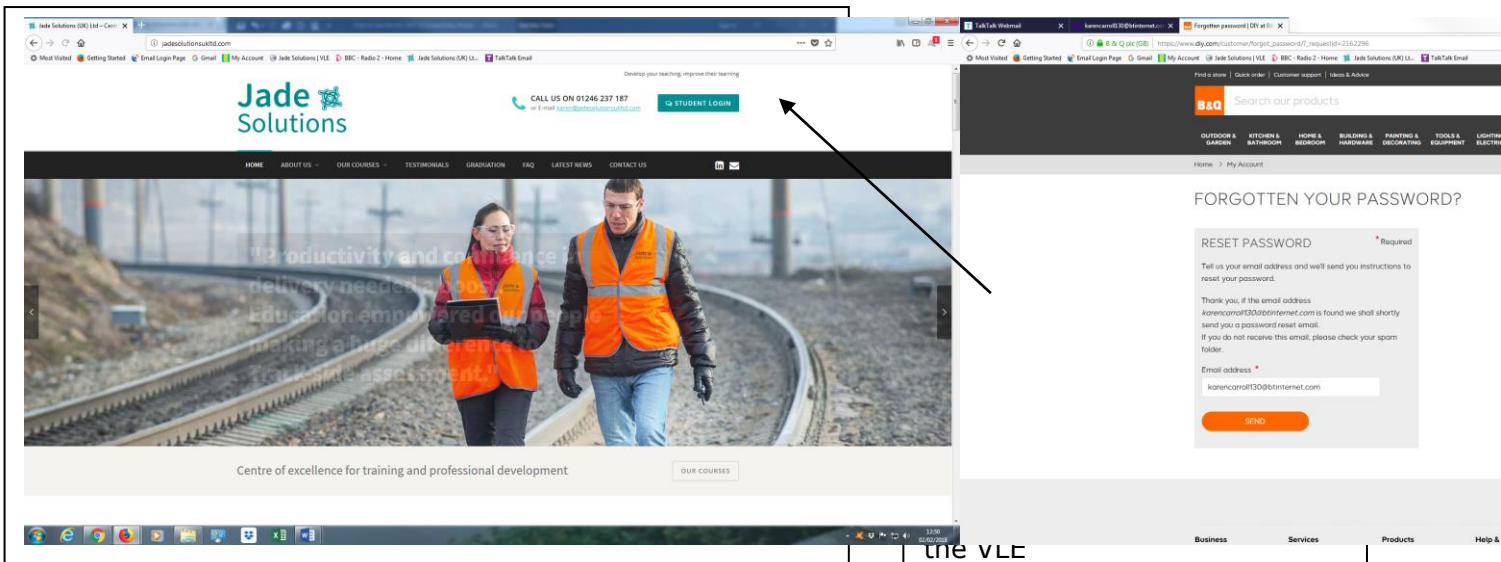


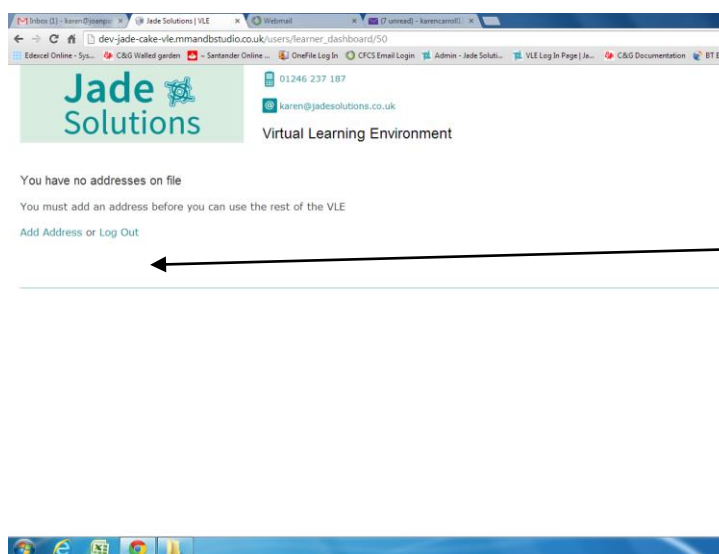


**GUIDANCE ON  
HOW TO USE THE VLE –  
Virtual Learning Environment**

# Getting Started



## DELIVERY ADDRESS



You are now notified that you **MUST** add at least one address where your teaching delivery takes place – this should be the one where the majority of your teaching takes place. Click on **"Add Address"**. Once you have done this and logged in you will have the opportunity to add more delivery addresses if appropriate.

You **CANNOT** go any further until you have added one address.

If you are unable to provide an address for security reasons please type in "Confidential Address" as the Name and add into the Notes box the reason(s) why so your tutor knows the situation

Name: Jade Solutions (UK) Ltd

Address Line 1: 130 Moorland View Road

Address Line 2:

Address Line 3:

Postcode: S40 3DF

Telephone: 01246 237187

Email: karen.carroll130@btinternet.com

Subject: Level 3 Certificate in Work-based Animal Care

Notes: The centre has its own car park at the back of the building - walk back to the front for reception and ask for me by name.

Teaching Times: Every Monday 9am - 3:30pm, Every Wednesday 11:30am - 4:00pm

Learner Info: 30% male, 70% female, All over 21 yrs, One person with Dyslexia

Update

Add in as much detail as possible – when you enter your Observation Request you will be able to choose this delivery address. Your tutor/observer will be able to see all the relevant information to make accepting and undertaking the observation easier and quicker.

Jade Solutions Virtual Learning Environment

Dashboard Notices Learners Tutors Groups Resources Coursework Observation Requests Teaching File Forum FAQ

Welcome Karen

Your profile

Forename: Karen  
Surname: Carroll  
Email: karen@jadesolutionsukltd.com  
Notifications: On

Edit Profile

Individual notices:

Group notices:

General notices:

Welcome to Jade Solutions (UK) Ltd

Welcome to your CET or DET programme. We hope you enjoy your time with us and find the course fulfilling, stretching and challenging! If you have any questions please don't hesitate to ask your tutor or contact Karen at Head Office - 01246 237187. If you cannot reach us for any reason by telephone please email karen@jadesolutionsukltd.com. Kind regards, Karen

Under your email address you will see "Notifications: On/Off" – click on Edit Profile and tick the box where it says "Would you like to receive email notifications from the VLE?" then "Submit". This will ensure that each time your Tutor sends you feedback in your VLE you will receive an email to the address you have supplied

At the bottom of your Dashboard you will find access to your.....

Add Address

Obs 1	Obs 2	Obs 3	Obs 4	Obs 5	Obs 6	Obs 7	Obs 8
2016-08-03	Book An Observation	Book An Observation	Book An Observation	Book An Observation	Book An Observation	Book An Observation	Book An Observation

Anne McGrath

View Report

Teaching File Entries		Total Fully Evidenced Time				Total Part Evidenced Time		Total Time
1	New	0	Passed	0	Pending	0	Referred	3.25 Hours
								0 Hours
								3.25

CW1a CW1b CW2 CW3 CW4 CW5 CW6 CW7 CW8 CW9 CW10a CW10b CW10c CW11 CW12 ILP

View Add CW

IND	JRNL1	JRNL2	JRNL3	JRNL4	JRNL5	JRNL6	JRNL7	JRNL8	JRNL9	JRNL10	JRNL11	JRNL12	JRNL13
	View	View											

Add JRNL

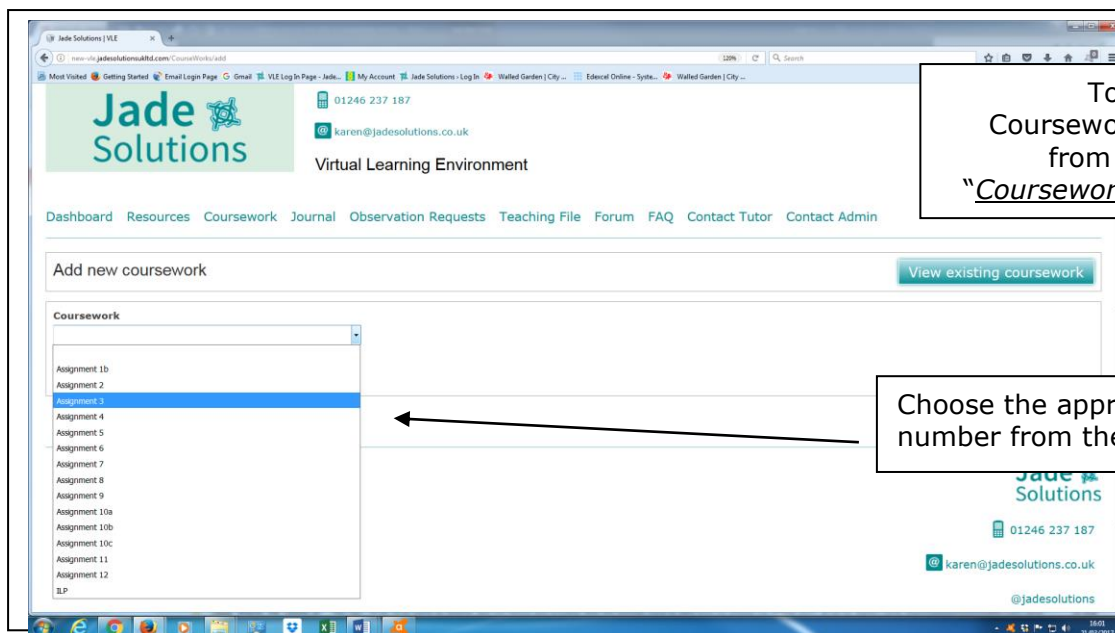
Observations

Teaching File

Assignments

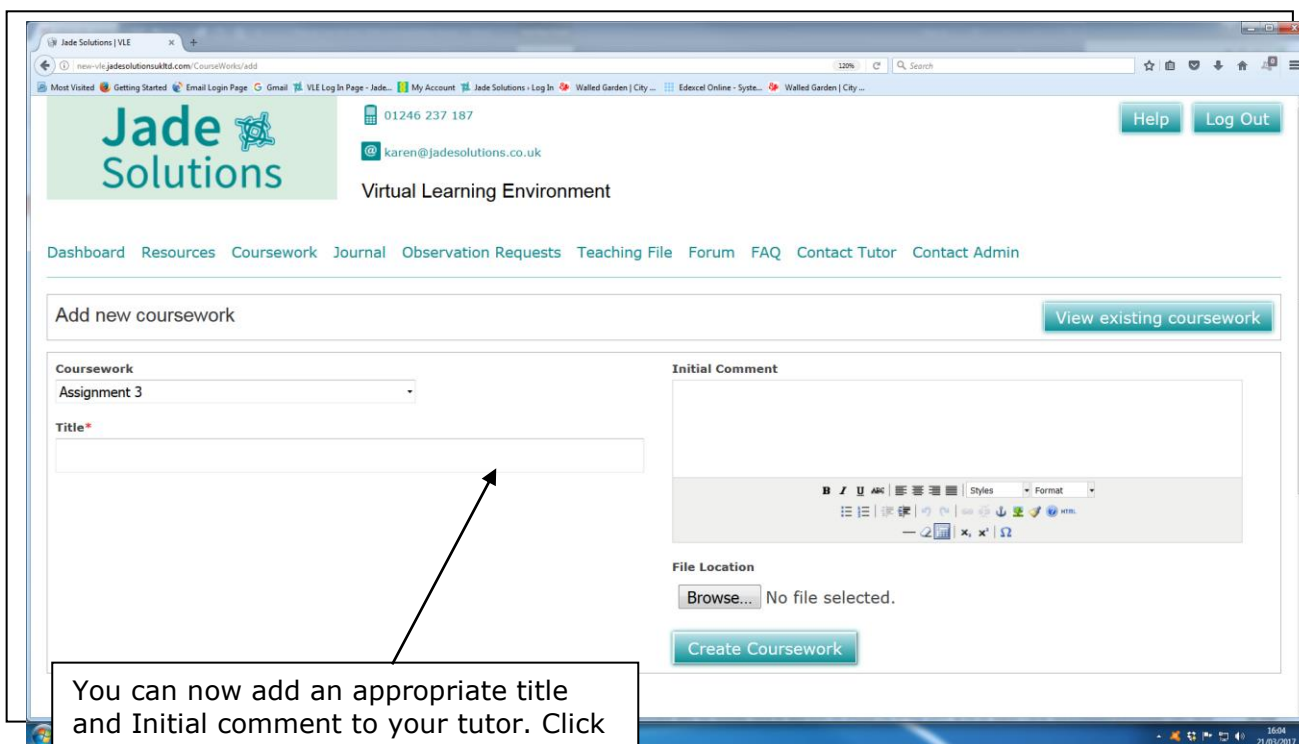
Journals

## COURSEWORK



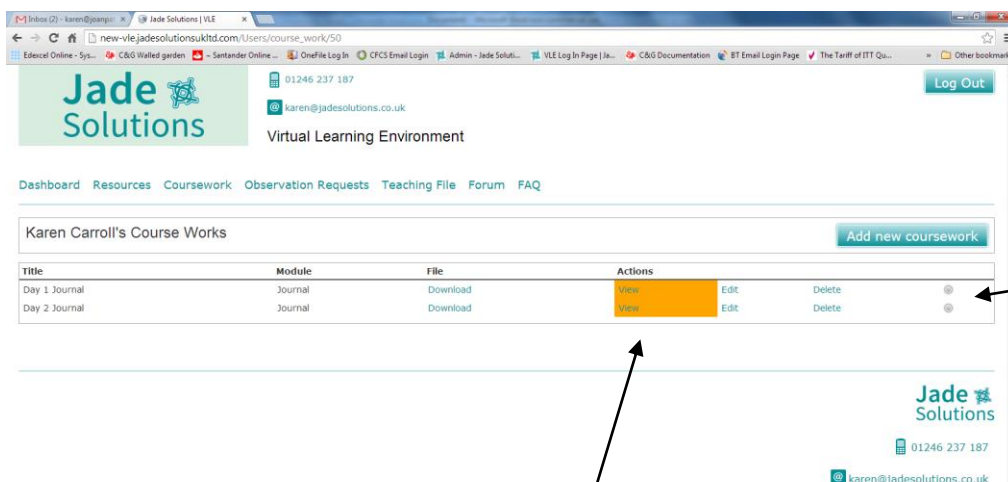
To upload a new piece of Coursework – click on “Add CW” from page above or click on “Coursework” at top of Dashboard

Choose the appropriate Assignment number from the dropdown menu.



You can now add an appropriate title and Initial comment to your tutor. Click on Browse to find and upload your assignment, then click on Create Coursework.

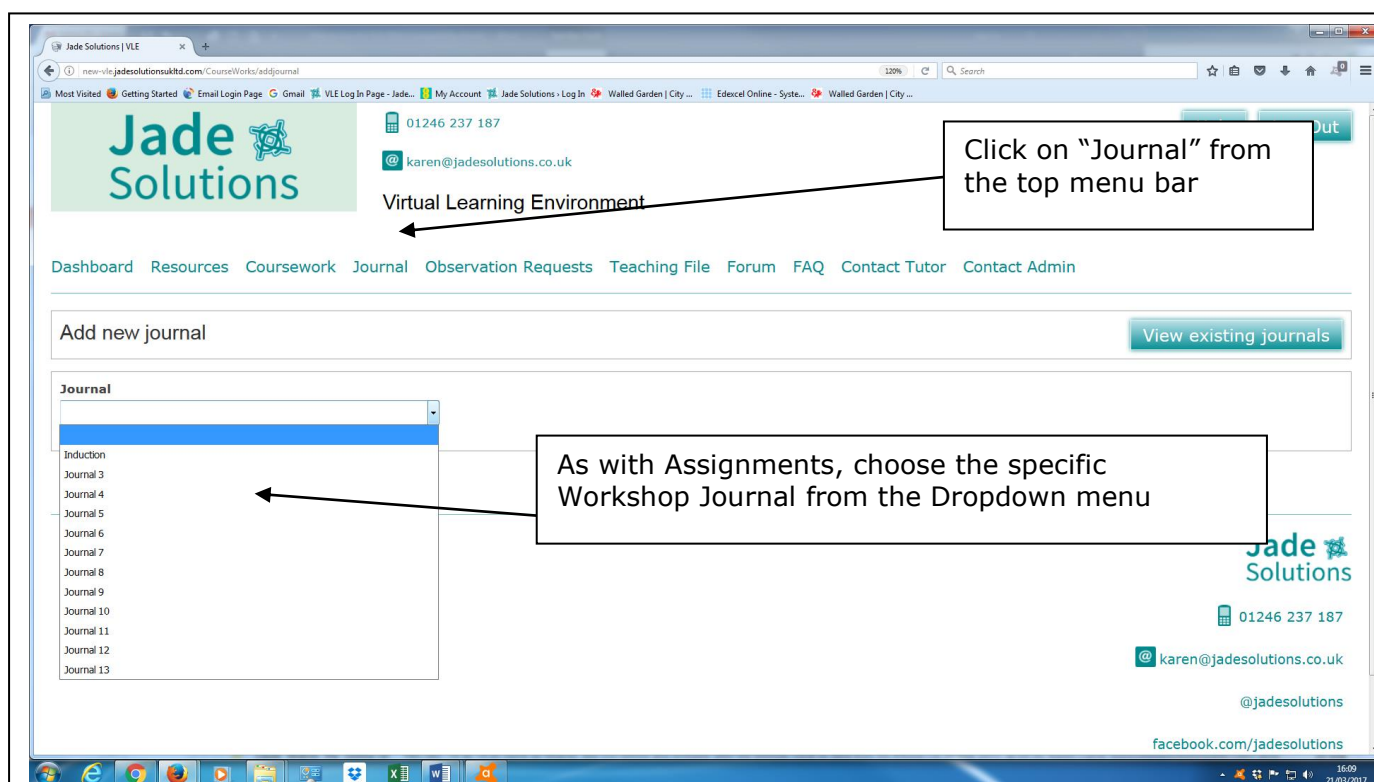
**PLEASE NOTE:** when uploading your example Scheme of Work and Session Plan to the VLE for your tutor to check, please upload under “Coursework” and then choose Assignment 1a, as SoW and session plans relate to this unit. You can then continue on this thread when you upload the other parts of this assignment. This assignment will not be passed until ALL aspects have been successfully covered, which will be later in your programme.



Click into "View Existing Coursework" as in previous screen.  
 All of the Coursework you have uploaded will appear in order of uploading.  
 You can View the entry, Edit it or Delete it if you have made a mistake. However, once an entry has been checked (whether passed or referred) by your tutor it cannot be deleted.  
 If you want to re-upload an amended assignment following feedback you go into the same entry and upload there – DO NOT start a new entry – this is so the feedback and development can be audited and traced.  
 The yellow outlined box denotes entries that have not yet been checked by your tutor.

## JOURNALS

Your Journals are uploaded separately from your Coursework and will be checked and either passed or referred.



Then, as with Assignments, give it an appropriate Title, your Initial Comment to your tutor, click Browse to choose your Saved Journal and then click Add Journal.



The screenshot shows the Jade Solutions VLE dashboard. At the top, there's a navigation bar with links like 'Add Address', 'Obs 1' through 'Obs 8', and 'Book An Observation'. Below this, a section for 'Anne McGrath' shows a 'View Report' button. The main area is divided into 'Teaching File Entries' and 'Journals'. The 'Teaching File Entries' section has a table with columns for 'New', 'Passed', 'Pending', and 'Referred', along with 'Total Fully Evidenced Time', 'Total Part Evidenced Time', and 'Total Time'. The 'Journals' section has a table with columns for 'JRN1' through 'JRN13', each with a 'View' button. An arrow points from a text box to the 'JRN3' 'View' button. Another arrow points from a text box to the 'Add JRNL' link at the bottom right of the journals table.

**Your Journals will appear on your Dashboard and denote the appropriate colour for passed, referred etc**

**You can add a new Journal by going to "Add JRNL" instead of "Journal" on the top menu bar**

## OBSERVATIONS

The screenshot shows the 'Add new observation request' form in the Jade Solutions VLE. The form has a header with the Jade Solutions logo and contact information. Below the header, there's a navigation bar with links like 'Dashboard', 'Resources', 'Coursework', 'Journal', 'Observation Requests', 'Teaching File', 'Forum', and 'FAQ'. The main form area has a 'Request Description' section with a text area for notes. Below the text area is an 'Add observation request' button. A text box with an arrow points to the 'Observation Requests' link in the navigation bar. Another text box with an arrow points to the 'Go To TF' link at the bottom of the form.

**Either click on Observation Requests at top of Dashboard**

**or**

**click on "Go To TF" at bottom of your Dashboard. Then click on "Book an Observation" and add observation request as in screen above**

Teaching file for - Karen Carroll

Obs 1 Obs 2 Obs 3 Obs 4 Obs 5 Obs 6 Obs 7 Obs 8

2014-04-15 2014-05-15 2014-09-29 2014-06-18 Book An Observation Book An Observation Book An Observation Book An Observation

Andy Carroll Jade Solutions Tutor Jade Solutions Tutor

Download report

Teaching File Entries

Date	Length(hrs)	Course Title	Session Title	Observer	Attachments	Comment
2014-04-27	8 30	Test again	test	Mel Armstrong	LP, SOM, EVA, TR, ON	Comment
2014-02-13	3 0	Test for TF	Test	Anne McGrath	LP, SOM, EVA, TR, ON	Comment
2014-03-29	0 0	dnhn	gsh s		LP, SOM, EVA, TR, ON	Comment
2014-09-29	5 0	sf g	b s		LP, SOM, EVA, TR, ON	Comment

Total Fully Evidenced Time: 11.5 Hours  
Total Part Evidenced Time: 5 Hours  
Total T: 16.5

Jade

Your Obs request appears in your Teaching File. Once your Tutor or an Observer has accepted your request their name will appear under the date of the observation

When an observation has taken place the tutor/observer will send the original report to Head Office for quality checks. The report will be uploaded to the Observation above and the grade entered – it will appear in a circle below the observation date.  
You can also download the report if needed by clicking on "Download Report"

## TEACHING FILE

See next page for adding Teaching File entries....

**Teaching File continued....** To enter a new Teaching File entry click on "Add new Teaching File" in previous screen

Ensure you choose the correct date of the session – **the date it took place** not the date you are entering it now.

Enter the length of the **whole session**, in hours and minutes. If full hours only leave the minutes as 0.

The screenshot shows the 'Add new teaching file' form in the Virtual Learning Environment. The form includes the following fields and options:

- Date:** 15 May 2014
- Length Hours:** 4
- Length Minutes:** 15
- Course Title:** (empty text box)
- Session Title:** (empty text box)
- ☐ Tick if this entry is part of your fully evidenced teaching hours
- ☒ Observed
- Observer:** (dropdown menu)
- Lesson Plan:** Choose File No file chosen
- Scheme Of Work:** Choose File No file chosen
- Evaluation:** Choose File No file chosen
- Teaching Resources:** Choose File No file chosen
- Observation Report:** Choose File No file chosen
- Add teaching file** (button)

Instructional callouts provide additional guidance:

- Enter the Course (if part of a Scheme of Work etc) and Session Titles.
- If the entry is part of your fully evidenced 30 hours you MUST upload a Session (Lesson) Plan [with Group Context Sheet zipped together if applicable], a Self-Evaluation and Teaching Resources. You MUST also upload an Observation Report if this entry has been observed. Schemes of Work will only be uploaded if this entry is part of a bigger programme with a SoW.
- DET entries not part of the 30 hours can have only one piece of evidence – which can be a Session Plan.
- You MUST complete and upload a self evaluation of the session for all of your 30 hours of fully evidenced teaching entries.
- If you have more than one document to upload as Teaching resources – then you MUST compress the documents into ONE ZIPPED FILE – see Handout for instructions.
- Your Observer will give you / scan over to you a copy of your Observation. Don't try uploading your Teaching File entry until you have received this. Ensure you have ALL the correct documents before attempting to upload an entry.
- When happy you have uploaded everything and ticked the correct boxes click on "Add Teaching File"
- If your entry is part of your fully evidenced 30 hours of teaching you MUST tick this box.
- If this entry has been observed – you MUST tick the Observed box and use the dropdown menu to choose the correct Observer name and upload the relevant Observation Report on the right



## Teaching File continued....

When you add a new Teaching File entry (as in the example below) and click on "Add teaching file", a warning message appears asking you if you have uploaded all the files you need to. Double check and click OK – or click Cancel and go back to upload them all – especially important to do this if it is part of your 30 hours of fully evidenced teaching.

You can see the documents you have uploaded and have an opportunity to edit or delete. HOWEVER please note that once your tutor has checked your entry and/or signed it off you cannot edit or delete. You can also go back into "Comment" to reply to your tutor's feedback if necessary

Obs	Obs 1	Obs 2	Obs 3	Obs 4	Obs 5	Obs 6	Obs 7	Obs 8
Date	2014-04-15	2014-05-15	2014-09-29	2014-06-18	Book An Observation	Book An Observation	Book An Observation	Book An Observation
Name	Andy Carroll	Jade Solutions Tutor	Jade Solutions Tutor					

Teaching File Entries				Total Fully Evidenced Time	Total Part Evidenced Time	Total Time
0	4	0	0	11.5 Hours	5 Hours	16.5

Date	Length (hrs)	Course Title	Session Title	Observer	Attachments	Comment
2014-04-27	8 30	Test again	test	Mel Armstrong	LP, SOW, EVA, TR, OR	Comment
2014-02-13	3 0	Test for TF	Test	Anne McGrath	LP, SOW, EVA, TR, OR	Comment
2014-03-29	0 0	dnhn	gsh s		LP, SOW, EVA, TR, OR	Comment
2014-09-29	5 0	sf g	b s		LP, SOW, EVA, TR, OR	Comment

Each new Teaching File entry you make will appear in the grey circle (the number is the number of new entries you have made)

The green circle denotes entries which have been signed off as passed by your tutor. Only the fully evidenced 30 hrs will be signed off - (CET & DET) plus a sample of the other 70 hrs (for DET)

The yellow circle denotes those which your tutor has started to check they are in progress /pending.

The red denotes entries which have been referred and your tutor will have given you feedback on

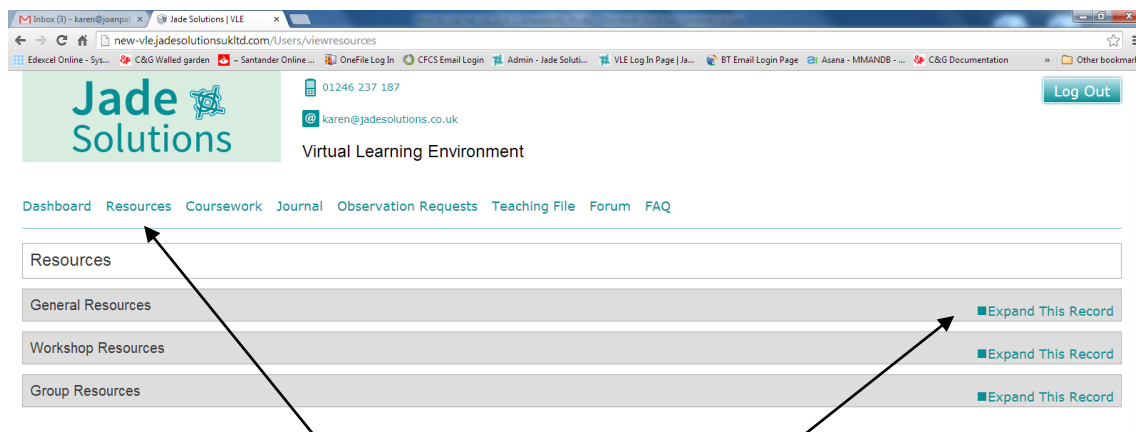
The "Total Fully Evidenced Time" counts the number of hours towards your fully evidenced 30 hours.

The "Total Part Evidenced Time" counts the hours for the remaining 70 hours (for DET).

The "Total Time" adds up both of these.

**This traffic light system is the same for your Coursework on your Dashboard.**

# RESOURCES



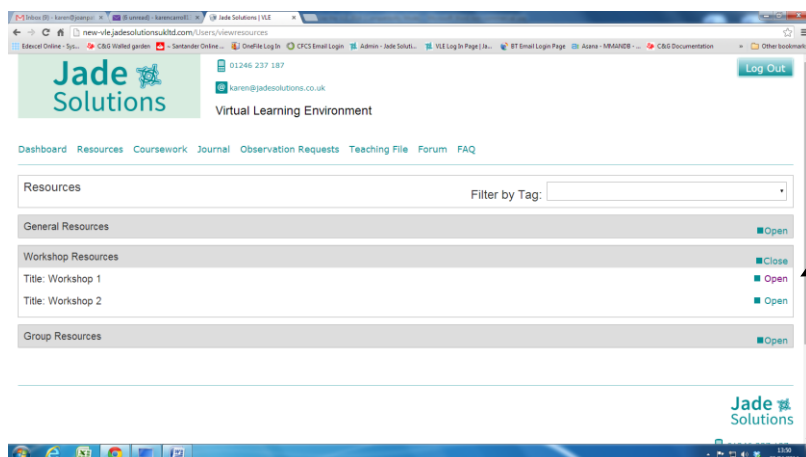
Click on Resources at the top of your Dashboard and you will find a list of General Resources, Workshop Resources and Group Resources.

Click on Expand This Record to see the resources stored within each:-

**General Resources** = those resources available to everyone at any time during your programme.

**Workshop Resources** = those resources relating to a specific workshop day (e.g. Induction Day, Workshop 1, Workshop 2 etc) – these are released to your group on or just after your attendance at that Workshop.

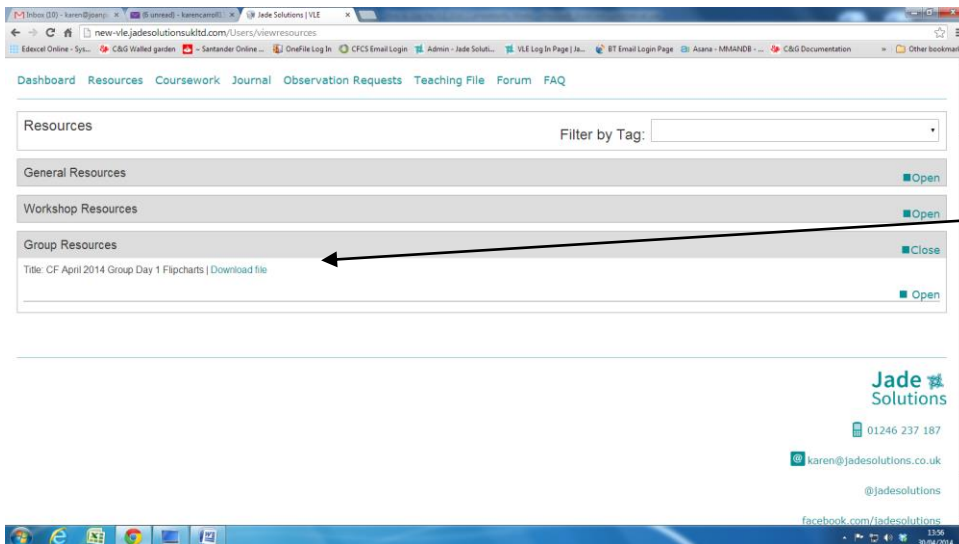
**Group Resources** = those resources specific to your group only (e.g. flipcharts developed during the workshop)



To find resources for a specific Workshop for example, click "Open" and then "Open" against the appropriate workshop number.

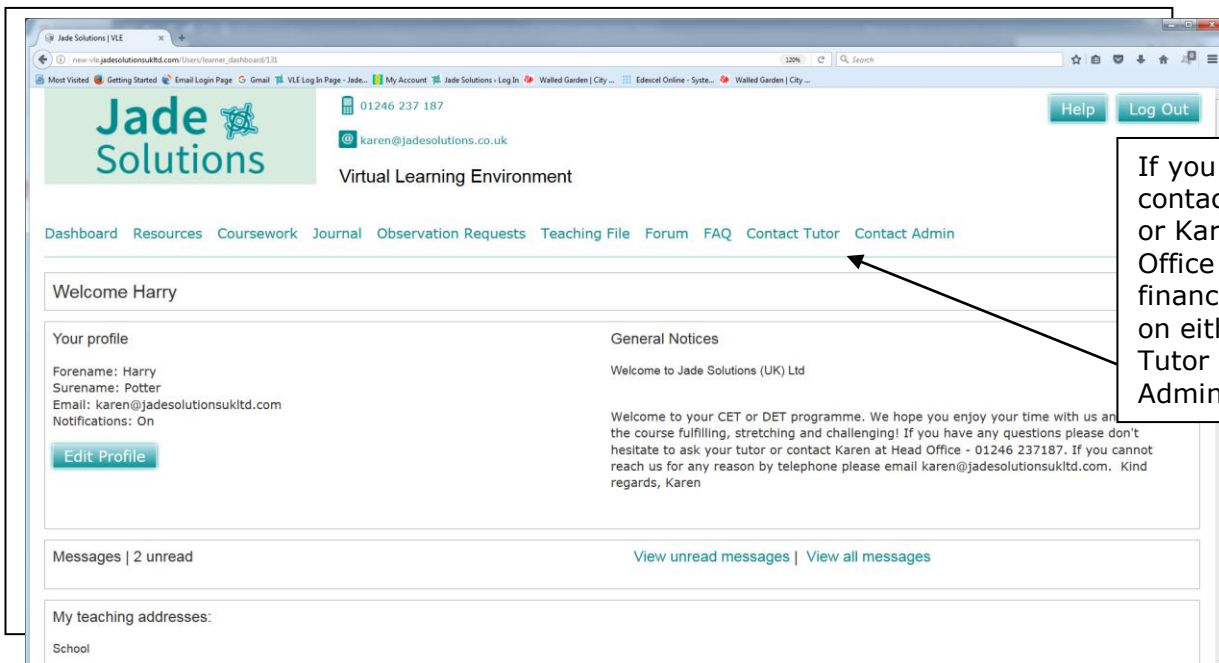


Clicking on "Open" against a specific resource will open the description for that resource, to open and download the resource click on "Download File"

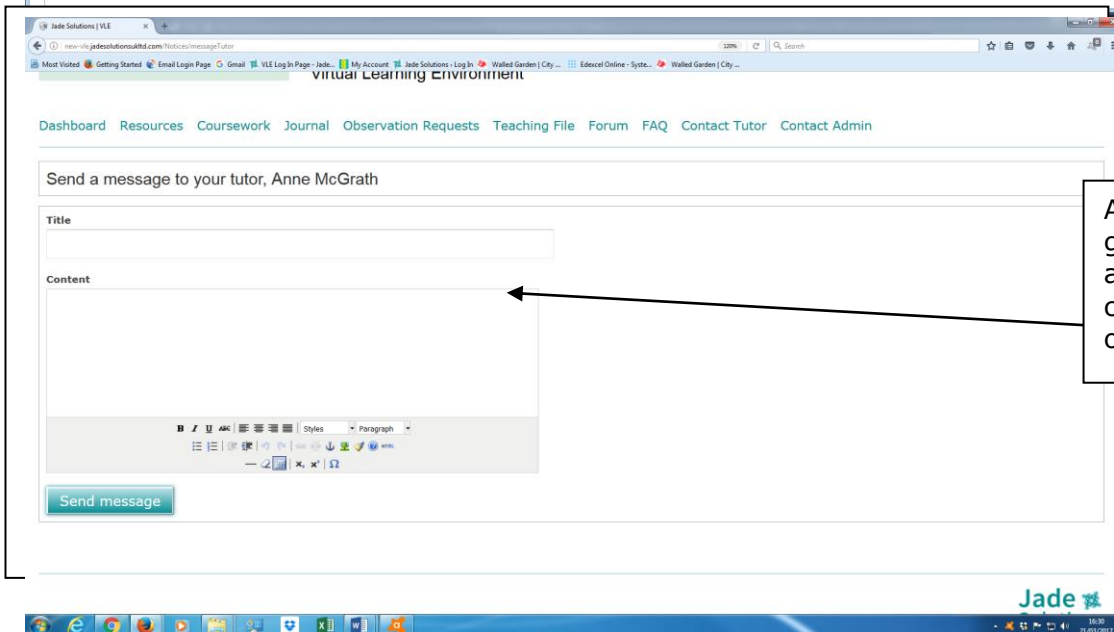


Specific group related resources from a workshop – e.g. a pdf file of the flipcharts developed by your group on that day, can be found under "Group Resources" and can be opened as before

## Contacting your tutor or Admin



If you wish to contact your tutor or Karen at Head Office (admin, VLE, finances etc) click on either Contact Tutor or Contact Admin



As with emails – give your message a title and the content, then click on Send Message

## Forum

Jade Solutions Virtual Learning Environment

01246 237 187  
karen@jadesolutions.co.uk

Log Out

Dashboard Resources Coursework Journal Observation Requests Teaching File Forum FAQs

Forum Threads

New Thread Categories

Forum Category	Title	Content	Created	Actions
Student Cafe	Test Post	This is just a test post	2014-04-12 14:28:53	View

Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1

Jade Solutions  
01246 237 187  
karen@jadesolutions.co.uk  
@jadesolutions

Click on "Forum" on the top bar. To see the Forum Categories that have been started click on "Categories"

Jade Solutions Virtual Learning Environment

01246 237 187  
karen@jadesolutions.co.uk

Log Out

Dashboard Resources Coursework Journal Observation Requests Teaching File Forum FAQs

Forum Categories

Title	Actions
Student Cafe	View
Assignment Help	View

Page 1 of 1, showing 2 records out of 2 total, starting on record 1, ending on 2

Jade Solutions  
01246 237 187  
karen@jadesolutions.co.uk

You can see the Categories that have started and click on "View" to go to that thread and click on "View" again to add a reply to it.

If you want to start a Forum Thread of your own, click on "New Thread" on the first screen above.

Jade Solutions Virtual Learning Environment

01246 237 187  
karen@jadesolutions.co.uk

Log Out

Dashboard Resources Coursework Journal Observation Requests Teaching File Forum FAQs

Add new thread

Forum Category\*  
Assignment Help

Title\*  
Unit 10a

Description  
Applying theories - the xyz theory

Content\*  
I'm stuck on applying theories assignment and wondered if anyone had any experience of using the xyz theory.

Add thread

Choose the Category you wish to start a thread on. Give it a title and a basic description so others have an idea what you're talking about. Now ask your question, pose your thoughts etc. Then click on "Add Thread" - it will appear on all student's Dashboard under "Forum" for anyone to reply to if they wish to.

## FAQs

The screenshot shows a web browser window with the URL [new-vle.jadesolutionsukltd.com/Faqs](http://new-vle.jadesolutionsukltd.com/Faqs). The page header includes the Jade Solutions logo, contact information (01246 237 187, [karen@jadesolutions.co.uk](mailto:karen@jadesolutions.co.uk)), and a navigation menu with links: Dashboard, Resources, Coursework, Journal, Observation Requests, Teaching File, Forum, and FAQ. The FAQ section lists several questions, with the first one highlighted: "Teaching file - Required number of teaching hours and observations". To the right of this question is a downward-pointing arrow icon. A text box with an arrow points to the "FAQ" link in the navigation menu, stating: "Click 'FAQs' on the top bar to go to the Frequently Asked Questions about your programme." Another text box with an arrow points to the downward arrow icon, stating: "Simply click on the title of the question to open up the answer, or the downward arrow at the righthand side. Here you should find the answer to most of your general programme and qualification questions. If you have a question that is not answered here please email your question to Karen ([Karen@jadesolutionsukltd.com](mailto:Karen@jadesolutionsukltd.com)) and she will do her best to answer. If it is relevant to all or most students it will be added to the FAQs page."

## Any feedback?

We hope you have found this Guide to using the VLE useful, however, as always things can change and be adapted. Therefore, if you find anything which is incorrect or unhelpful – or you think there is something else that would be useful to know that we may have omitted, please don't hesitate to get in touch with Karen at [Karen@jadesolutionsukltd.com](mailto:Karen@jadesolutionsukltd.com)

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01246 237187 [www.jadesolutionsukltd.com](http://www.jadesolutionsukltd.com)