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Staff Development E-Learning Courses



<http://staffdevelopment.london.ac.uk>

Learning through a virtual environment



A new virtual learning environment (VLE) for staff is now available on the Internet at <http://staffdevelopment.london.ac.uk>. The VLE will provide more flexibility in how and when staff can learn during the working day.

Three separate training courses relating to diversity issues and several IT training courses are now available through the Staff Development VLE. Further courses will be added to the list, including health and safety as well as training materials for the European Computer Driving Licence (ECDL).


Staff can access a range of learning materials through the new virtual learning environment, including training courses, videos and online discussions.

The virtual learning environment enables staff to dip in and out of training materials throughout the course of a working day. Additionally, if you are working through a particular course, but do not have time to complete it, the system will remember where you finished and allow you to continue from the point where you left off.


“Our training materials have been and will continue to be extensively customised, where possible, to make them relevant for staff working at the University. All courses have the facility for discussion groups, which will allow learners undergoing the same course to talk to each other online. The virtual learning environment will not replace the face-to-face learning sessions that are held, but are actually designed to complement them.” (Susan Small, Staff Development and Human Resources Manager).

Logging into the Staff Development VLE

In order to gain access to the Staff Development e-learning courses, you will firstly need to log into the VLE.

From the  menu, select **Internet Explorer** (note that you may use any web-browser on your computer system). In the **Address bar**, enter <http://staffdevelopment.london.ac.uk> and choose the **Go** button (or press the **ENTER** key).

The log-in screen (shown below) will be displayed in the web-browser. Enter your log-in details in the same manner in which you log into your University of London UNIVERSE account (i.e., username = **firstname.surname**, password = **your usual network password**). Select the **Login** button.




UoL Staff Development: Login to the site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://staffdevelopment.london.ac.uk/login/index.php> Go

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You are not logged in. ([Login](#))

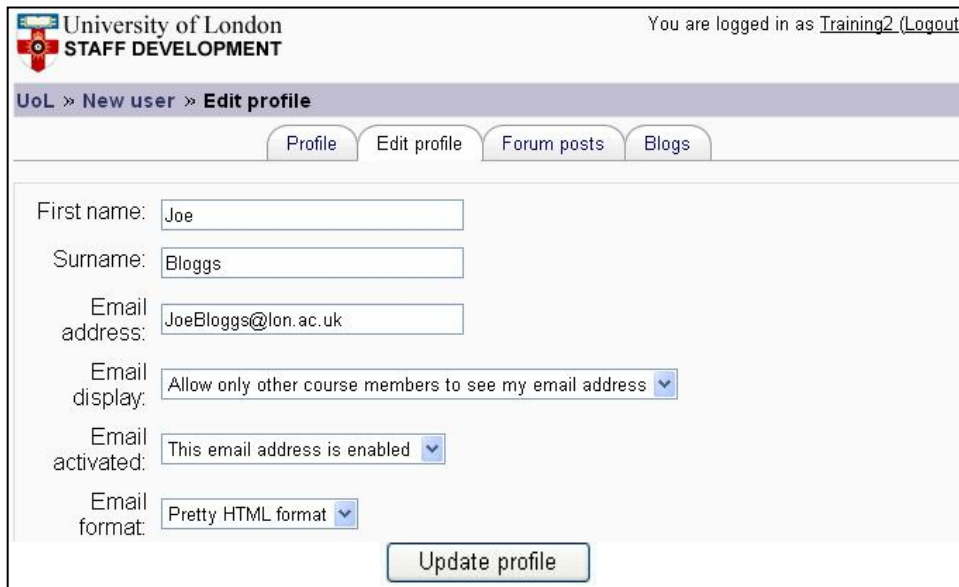
UoL >> Login to the site

Returning to this web site?	Is this your first time here?
Login here using your username and password: (Cookies must be enabled in your browser) ?	use your University of London UNIVERSE account. The same account you use to login to the UoL intranet.
Username: <input type="text" value="training2"/> Login	
Password: <input type="password" value="••••"/>	

Done Internet

Adding your Profile

The first time you use the VLE, you will be asked to fill in a few details to register your profile (Name, email etc). Fill in the required boxes, scroll down to the end of the page and select the **Update Profile** button.



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You are logged in as [Training2 \(Logout\)](#)

UoL » [New user](#) » **Edit profile**

[Profile](#) [Edit profile](#) [Forum posts](#) [Blogs](#)

First name:

Surname:

Email address:

Email display:

Email activated:

Email format:

Enrolling onto a Course.

After registering and setting up your user profile, you will be shown the main screen listing several course categories (as shown below).



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You are logged in as [Training2 \(Logout\)](#)

Welcome to the University of London Staff Development e-learning environment.

Main Menu

- Site news

Course categories

- Equal Opportunities and Diversity**
 - Equal Opportunities and Diversity Essentials
 - Exploring Equal Opportunities and Diversity
 - Managing Diversity
- Health and Safety**
- IT Training (Level 1 / ECDL)**
 - Access (Databases) Level 1 / ECDL
 - Excel (Spreadsheets) Level 1 / ECDL
 - Word (Word Processing) Level 1 / ECDL
 - PowerPoint (Presentations) Level 1 / ECDL
 - Outlook & Internet Explorer (Information & Communication)
- Management**
- Personal Development Programme**
- Personal Effectiveness and Working Skills**

Select a course that you wish to undertake and when asked if you would like to enrol, choose **Yes**.

You are about to enrol yourself as a member of this course.
Are you sure you wish to do this?

Working through a Course.

Many courses are displayed as an outline of topics (as shown below). To work through the course, select a topic, work through a resource (i.e., a web page, demonstration etc) and progress through each step at your own pace.

The screenshot shows a VLE interface for the University of London Staff Development course SWA03L1. The page is titled "UoL » SWA03L1" and includes a "Turn student view off" button. The main content area is divided into three sections: "Course code & page titles" (with a description of the course), "Topics" (with a list of topics including "1 Quick poll regarding the use of Microsoft Access." and "2 An Introduction to Database terms and Microsoft Access."), and "Information & lessons" (with a list of resources including "What is a Database", "Database Term: Table", "Database Term: Query", "Database Term: Form", and "Database Term: Report"). The right-hand side of the page features a "Latest News" section, an "Activities" section (with options for Choices, Forums, Quizzes, and Resources), and a "Search Forums" section.

Many courses also make use of surveys (as a questionnaire), multiple-choice questions (as a quick quiz) and forums where you can discuss any aspects of the course with other participants – including the tutor.

For courses that present only one topic, select the topic (as shown below) and then choose the course module by selecting the **Enter course** button. A course window will be displayed and guide you through the contents.

The left screenshot shows a "Topic outline" section with a list of topics. The first topic is "1 Equal Opportunities and Diversity Essentials". The right screenshot shows a "Course structure" section with a list of modules. The first module is "Equal Opportunities & Diversity Essentials". Below the list of modules, there is a "Mode:" section with radio buttons for "Preview" and "Normal", and an "Enter course" button.

Navigating

To navigate through course materials, use the **Back** and **Forward** buttons on the web browser (Back) or the **breadcrumb trail** towards the top-left of each page (e.g. [UoL](#) » [SWA03L1](#) » [Resources](#) » [What is a Database](#)).

Logging Off.

Once you have finished working through some of the course materials, remember to log-off from the VLE. Some courses may provide an 'exit' button (i.e., Equality and Diversity courses) or you should choose the **Logout** link in the top-right corner of your web-browser window.



If you encounter any difficulties whilst working through a course on the VLE, contact the tutor via the forums (if provided) or you may wish to contact Dr. Richard Clark (IT & Web Support Trainer) at richard.clark@london.ac.uk