

General Information about the BLE

Introduction

This document provides information on navigating to, logging in and retrieving information from the BLE (Bloomsbury Learning Environment). Following the guidance within will enable you to login to the BLE navigate within courses and use the most commonly used tools.

Note that not all Birkbeck courses use the BLE, and those that do may not use all the features mentioned in this handout.

What is a VLE?

VLE stands for **V**irtual **L**earning **E**nvironment. Different courses will use a VLE in different ways, most commonly as a central point of storage for documents – for example lecture notes and reading lists – of use to all students on a course. Some courses use more involved features such as discussion boards, electronic submission of assignments and quizzes to either reinforce learning or for assessment.

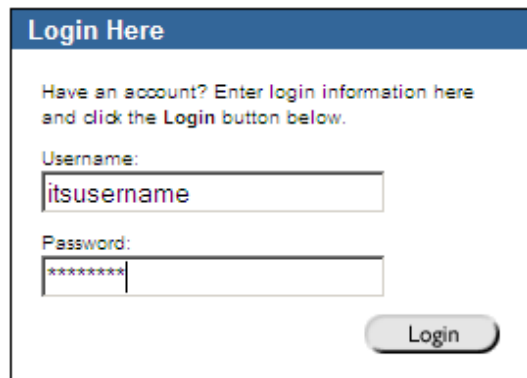
Logging in to the BLE

You will need

- An ITS username and password (see Getting help section)
- A computer with a connection to the internet, whether at home, work or in College using ITS workstation rooms or the computers in the library
- A web browser such as Internet Explorer or Firefox

The BLE can be accessed by going directly to www.ble.ac.uk in your web browser, or following the links to that site from the ITS or Birkbeck home pages. Enter your username and password (remember it is case-sensitive) in the relevant boxes and click login.

To add the BLE's home page to your favourites, press CTRL + D



The screenshot shows a login form with the following elements:

- Title:** Login Here
- Text:** Have an account? Enter login information here and click the Login button below.
- Username:** A text input field containing the text 'itsusername'.
- Password:** A text input field containing seven asterisks '*****'.
- Button:** A rounded rectangular button labeled 'Login'.

Getting help

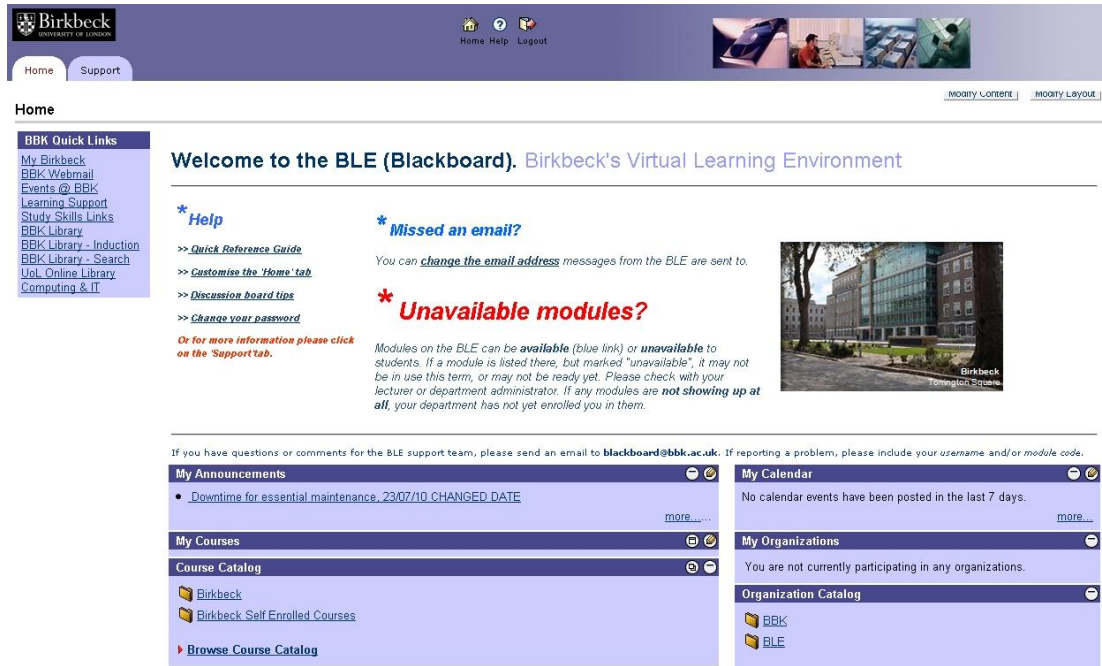
If you have problems with your password, see www.bbk.ac.uk/its or contact the helpdesk, its-helpdesk@bbk.ac.uk, 020 76316543

If modules are missing from the BLE, contact your course administrator in the first instance to check you have been enrolled correctly.

For general help with using the BLE see the rest of this leaflet or click on the Support tab within the site.

Browsing your modules

Once logged in, your screen will be similar to that shown below. Your courses will be shown in a list – click on the link to see that course’s materials.



The links on the left will be different within each module, but you will typically see;

- Learning materials** downloadable documents such as lecture notes
- Announcements** course-wide messages are archived here

And may also see

- Assignments** assignment details and a form for submitting your work electronically will appear here if your lecturer chooses to use this facility
- Module information** general information about the module
- Send Email** Blackboard-specific email
- Discussion board** to discuss related topics with people on your course
- Staff information** details of staff involved in teaching the course

As you browse the contents of a module, a breadcrumb trail will appear above the contents of each page, as shown

BIRKBECK STUDENT ORIENTATION (BBK_ITST002N) > STUDENT ORIENTATION > ABOUT DISCUSSIONS

About Discussions

Use the links therein or the Back button on your web browser to go back to previously-visited pages.

Use the Home tab at any time to return to the BLE's front page, so as to switch to a different course or follow one of the links to the Library, Intranet or ITS home pages.



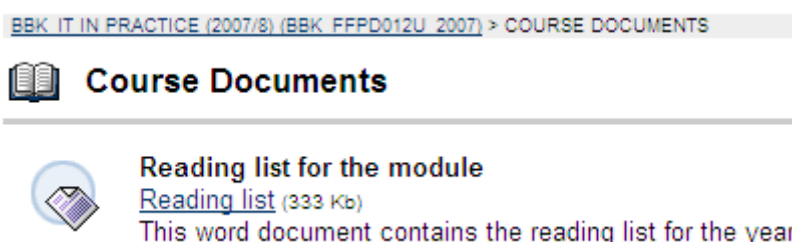
For a guide to other BLE tools that may be present within your module, see the Support tab (as shown above) or read the information in the BLE Student Orientation module, to which you may enrol yourself using the instructions later in this leaflet.

Downloading files to your computer

Many files within the BLE will be available for you to keep a copy, either on your own computer, on a memory stick or within the My Documents folder on Birkbeck's computers. The instructions below assume you are using Internet Explorer to access the internet.

Documents for download are most likely to be in the Course Documents area.

- Click on the blue link underneath the title – in the example, that is the line “Reading list”. The numbers in brackets after the link show the size of the file

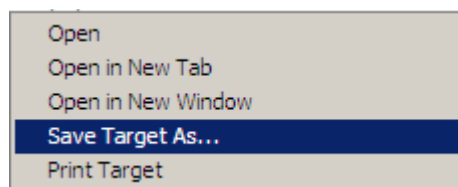


- Internet explorer may ask if you want to open or save the file (as shown, right). If so, choose Save
- Use the drop-down menu to choose where to save the file – usually ‘My documents’ – and click Save



Trouble-shooting

- If Internet Explorer automatically opens the document, return to the Course Documents page
- Right-click on the same link
- Choose Save Target As
- Use the drop-down menu to choose where to save the file – usually ‘My documents’ – and click Save



Some content within the BLE may be published as a series of web pages. These may only be downloaded page-by-page, using File-Save As for each one within Internet Explorer.

Submitting assignments

Your lecturer will tell you if you should be submitting assignments through the BLE – it is not used for all courses, and may not be for all assignments within a course.

- Click on the Assignments link within the course module
- Any assignments that are to be submitted via the BLE will appear as below



Assignment 2

This assignment link was created using the TurnitinUK Assignment tool.

>> [View/Complete](#)

- Click on the View/Complete link
- Click on Submit

	START	DUE	POST	STATUS	ACTIONS
Submit Assignment 2					Expand this assignment
PAPER	19-03-10 12:28PM	26-03-10 11:59PM	27-03-10 12:00AM	This assignment is incomplete and the due date has passed. Late submissions are allowed.	Show details <input type="button" value="Submit"/>

- Enter a title for your assignment, click on Browse and find the document that contains your assignment on your computer or memory stick then upload it
- You will see a text-only preview of your file, so you can check you have submitted the correct one. The preview will have no formatting or images, but your actual assignment **has not been changed**
- Once you complete the submission, you will receive a Paper ID on the screen and by email.

Self-enrolled courses

Only a small number of courses are available for you to enrol yourself on. At present these are limited to

IT Fitness

introductory-level instruction in the use of Microsoft Office and general advice on Computing at Birkbeck

Avoiding Plagiarism Student Orientation

how to avoid plagiarism
general information on using the BLE

Course Catalog

[Birkbeck Self Enrolled Courses](#)

Follow the link to Birkbeck Self Enrolled Courses from the BLE home page once you have logged in, then click on the button for the appropriate course.