**VLE Quick Start Guide for Parents**

The Virtual Learning Environment (VLE) is a web-based system that allows teachers to share resources with their students and set tasks for those students to complete. The range of innovative and interactive tasks that can be set through the VLE provide exciting ways to enhance and extend students' learning while providing many useful features such as being able to download extra copies of worksheets, submit work electronically and keep up with work being missed during absences from school. Many students should already be familiar with the VLE as it has been used in school for several months. However we now want to open the system up to parents and carers with added functionality that will help make it even easier to keep up-to-date with students' progress, achievements, behaviour and attendance.

We are so excited to be able to provide such detailed access to such a range of information and we hope this will prove a vital tool in developing stronger links between home and school. With the use of the VLE to report to parents, we are hoping to achieve the following objectives:
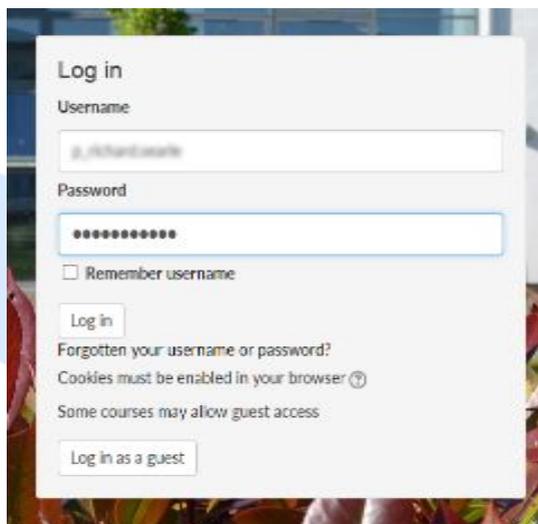
• Better communication to keep you more up-to-date with the progress of your child.
• Help you develop a better understanding of your child's curriculum by providing access to course overviews, programmes of study and example resources.
• Improve the effectiveness of homework by allowing you to see what tasks your child has been set so that additional help and guidance can be provided at home.

Every parent should receive a unique username and password to allow you access to the system while maintaining security and confidentiality. This quick start guide will take you through how to access the system for the first time and how to navigate around the main features available.
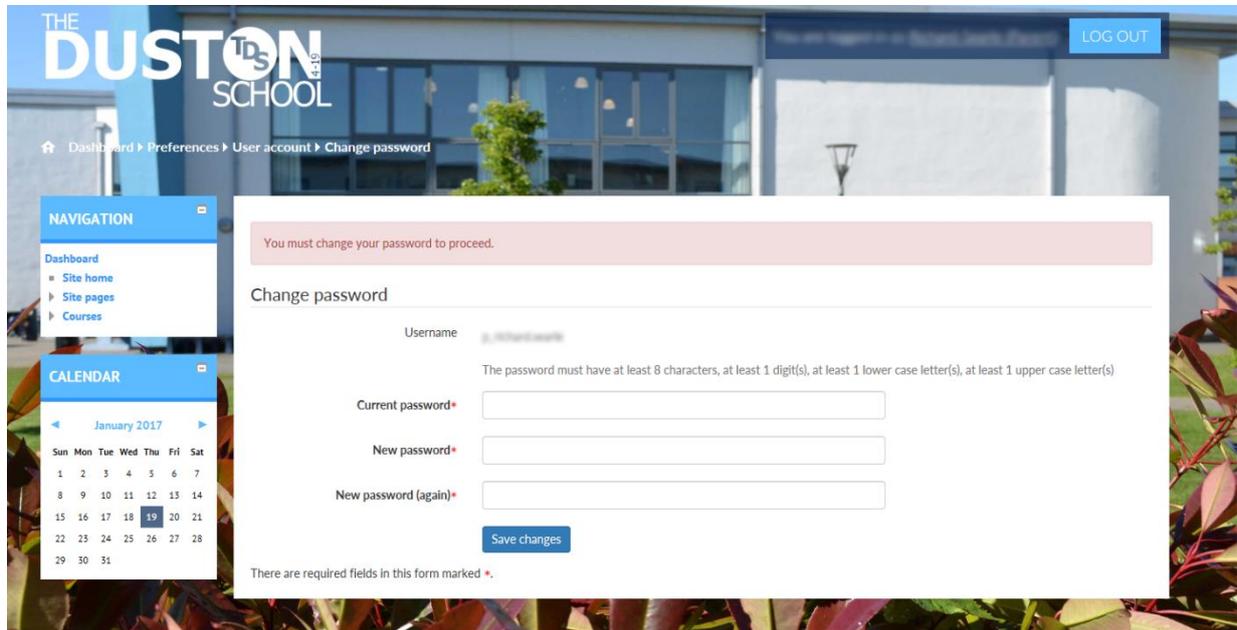
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**Logging on for the first time.**
Once you have received your username and password on your child's parents evening, you need to log in for the first time to confirm your details are working correctly.

1. Go to the school website and click the links to the VLE, or go directly to
http://duston.moodle.webanywhere.co.uk/
 2. When asked for a username and password, type in the details stated in your letter and click 'Login'.



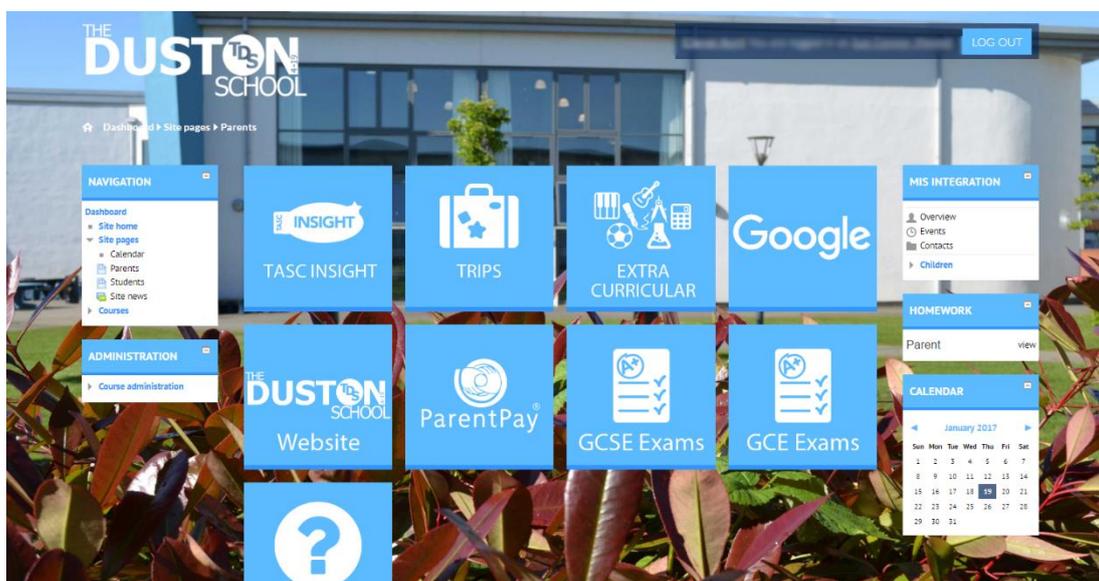http://duston.moodle.webanywhere.co.uk/

3. You will then be asked to change your password to something you will find easier to remember. In the 'Current Password' box type the password you have been given on the letter. In the 'New Password' boxes type a password that must have at least 8 characters, at least 1 digit, at least 1 lowercase and at least 1 uppercase letter thus making it difficult for other people to find out. It is important that you keep your password secure so that other people cannot access the information about your child.



4. Click 'Save Changes' and wait for the confirmation screen to appear, then click 'Continue'
5. Scroll down to the bottom of the page and click 'Update Profile'.
6. You will now be shown a summary of your VLE profile indicating that you have logged in successfully.
7. Click 'The Duston School Logo' at the top of the page to take you back to the main VLE homepage.
8. You will only need to complete these steps the first time you log in. From now on you will be able to log in using the password you have chosen and you will be taken directly to the VLE homepage. You can also remember the username and password for ease of use next time you wish to visit our VLE.

**Exploring Your Dashboard**
When you log in you are presented with a dashboard hosting a range of useful links meaning that anything regarding your child is just a click away.

## Accessing Your Child's Data

The most important aspect of the VLE for parents is the access to live, up-to-date information about your child. When you are logged in and on the VLE homepage, you should see a block on the right hand side of the screen labelled 'MIS INTEGRATION. Within this block is a section labelled 'Children' with a list of all the children in the school for which you have parental responsibility. Simply click on the desired child's name to access their data. Click a course title to look at the programme of study. Click the name of your child to view their data.



**The Welcome Page** The first page to be displayed after clicking on your child's name will be the 'Welcome' page. This gives a basic summary of the most requested pieces of information, including the child's timetable for the day and a summary of their attendance this month. Please check the child's details on this page and contact the school if there are any errors in the data so that they can be corrected.

Across the top of the welcome page is a series of tabs that allow you to then access a range of more detailed information.

## Viewing the activity within the 'Homework Block'

On the right hand side of the page you will be able to see all the homework activities that have been set for your child within the homework block. When a teacher sets a piece of homework in a lesson they have to specify when the task is due – this allows the system to put the activities into chronological order showing the activity that is due soonest at the top. Although teachers can use this for activities within a lesson, we are initially focusing on homework tasks to help you and your child monitor the work that students need to complete at home. Not only is this a great tool to help students prioritise which tasks need completing first, teaching them valuable life skills such as time management, but it also allows you to monitor your child's workload and provide them the support they need from home.

http://duston.moodle.webanywhere.co.uk/