

STUDENT VLE ENROLMENT GUIDE

Open a web browser and load the web page www.staffs.ac.uk/VLEenrol

SELECT AN OPTION BELOW

[Online declaration VLE module is ready for student access](#)

Part of the Module Picker screen

Click the **Online declaration VLE module is ready for student access** link to display the Welcome screen, and then scroll down to the Data Entry box.

You must type in the main part of VLE Module Code, including the level number/letter, and your email address, and then click the **Search** button.

Enter the module code (or module code part) onto which you want to trigger VLE enrolment in the box below, eg **XY45012-2** or **SHNSTUDYSKILLS-A**.

Module Code

Enter your email address in the box below, eg **A.B.Walsh**. If you have changed the email address used in Blackboard from the University default you must enter the full address, eg **ABWalsh83@hotmail.co.uk**

Email address

Part of the Module Picker screen

The data files downloaded from the VLE and theSiS plus are checked for module code, start date and end date matches. If matches are found they will be displayed on the next screen.

Module Code	Blackboard (Bb) Module Name	theSiS Plus (T+) Module Name	V/DP	Start Date	End Date	Ready
AM75067-1	Law for Journalists 1 (AM75067-1 & AM75101-M)	Law For Journalists 1	AM75067-1 V3 DP1 & AM75101-M V1 DP1	01.09.07	31.05.08	<input type="checkbox"/>

Note - V/DP shows the Version and Delivery Pattern combination(s) in theSiS Plus from which students will be sent to be enrolled in the VLE module.

Part of the Collate Information screen

Note: Any other data with the same module code found on the VLE or theSiS Plus will also be displayed but cannot be selected as ready for students. The Next Steps link advises tutors on how to make corrections to the VLE or theSiS Plus in order to make these other options available for selection.

You must click the **Ready** box alongside the details of the module that is ready for students to be enrolled, and then click the **Confirm** button. The information needed for Information Services to make the module available will then be collated and presented along with the declaration statement.

VLE Module Code: **AM75067-1-010907-310508**

Module Title: **Law for Journalists 1 (AM75067-1 & AM75101-M)**

Tutor Name: **Paul Gubbins**

Email address: **p.p.gubbins@staffs.ac.uk**

Telephone extension:

VLE Module Start Date: **01.09.07**

VLE Module End Date: **31.05.08**

Thesis Plus Details:

AM75067-1 V3 DP1 & AM75101-M V1 DP1

Note - V and DP shows the Version and Delivery Pattern combination(s) in theSiS Plus from which students will be sent to be enrolled in the VLE module.

Declaration

This Blackboard module is ready to be made available to students. As the person responsible for the course, I confirm that the available guidelines have been appropriately applied and that University standards for on-line course material have been met.

Part of the Declaration Screen

You must add your **telephone extension**, click the **Declaration** box, then click the **Confirm** button.

The declaration will be logged and the necessary email messages sent. After a short time the confirmation screen will be displayed.

WHAT HAPPENS NEXT

An email is sent to you and copied to someone nominated by the School or Faculty Teaching and Learning Director. This will be entitled Student enrolment for VLE module XXX, where XXX will be the VLE Module Code and will say:

This email acknowledges that Paul Gubbins has declared the VLE module AM75067-1-010907-310508 ready for student enrolments.

An email has been sent to Information Services who will make the VLE module available and set the flag in theSiS plus to trigger the download of students. They will then be manually enrolled onto the VLE module by Information Services on the next working day.

Note: The following theSiS Plus Module Versions/Delivery Patterns will be enabled:
AM75067-1 V3 DP1 & AM75101-M V1 DP1

If you have any further queries about enrolment onto this course please contact 3800.

If your students are enrolled on the VLE module but cannot access it then they should be advised to contact the student IT help desk.

An email will also be sent to Information Services. This will be entitled Student enrolment for VLE module XXX and will say:

Paul Gubbins (Contact Details - email:p.p.gubbins@staffs.ac.uk, tel:1234) has declared the VLE module AM75067-1-010907-310508 ready for student enrolment.

Please complete the following tasks:

Make VLE module AM75067-1-010907-310508 available.

Tick the theSiS Plus VLE Available box for the following theSiS Plus Module Versions/Delivery Patterns.
AM75067-1 V3 DP1 & AM75101-M V1 DP1

POSSIBLE ERROR MESSAGES

A number of errors can be identified when you are using the system and are illustrated below. All non trivial error messages will offer a link to a **Next Steps** page which will outline your options. These options can be summarised as:

theSiS Plus is wrong	Contact your School or Faculty Admin staff to get it corrected
the VLE is wrong	Contact Information Services to get it corrected
The module code is wrong	Try again with the correct code
Your email address is rejected	Try again or contact a tutor who is on the VLE module
and/or (in all cases)	Contact Information Services for advice

Information is missing from the Module Picker screen.

ERRORS IN INPUT DATA

The Module code was in an incorrect format. Please correct this mistake below and try again.

ERRORS IN INPUT DATA

The email address was not entered. Please correct this mistake below and try again.

There is no module with the code supplied on record in the VLE or theSiS Plus.

NO MATCH FOUND FOR SH123-A

NO SUCH MODULE

There is no VLE or theSiS Plus module defined with the code SH123-A. Please correct the code and try again or contact Information Services for further advice.

A module with the code supplied has been found in either the VLE and/or theSiS Plus but it does not have the same Start and End Dates in both systems.

NO MATCH FOUND

No current or future VLE modules which match the module code supplied and are also set up with the same dates in theSiS Plus have been found. Any further information given below is purely for reference purposes as only modules on both systems can be declared ready for students. See [Next steps](#) for possible solutions or contact Information Services for further advice.

A module with the code supplied has been found but the tutor email address supplied is not registered on that module in the VLE.

IAN WATTS NOT ON MODULE

The email address you gave (i.watts@staffs.ac.uk) does not match that of any instructors on VLE modules with the code AM75067-1. Any further information given below is purely for reference purposes as only instructors on a VLE module can declare it ready for student. Please correct the email address and try again or contact Information Services for further advice.

The Collate Information screen was submitted without a match being selected.

ERRORS IN INPUT DATA

No match was selected. Please go back to the previous screen and try again.

The Declaration screen was submitted without the Declaration being selected.

YOU DID NOT COMPLETE THE DECLARATION

Before your request can be processed you must confirm you have met the declaration at the bottom of the form. Please do this.