

OurVLE

Step 1- Log into OurVLE at <https://ourvle.mona.uwi.edu/>

Step 2- enter your username and password

Step 3- "Click" on the course you intend to browse

Tips for using OurVLE

General

1. Always ensure that your password is valid and working.
2. Ensure that cookies are enabled in your browser.
3. For optimal use, it is best that you **allow pop-up windows for the OurVLE site.**
4. It is recommended that you use the "breadcrumbs" as much as possible to navigate within the site.
5. When doing your activities, especially quizzes, ensure that you read the instructions carefully.
6. Adjust the e-mail address in your "personal profile" to one that you check regularly.
7. **The optimal display resolution for the OurVLE site, especially in the quizzes is 1024 X 768 pixels.**

Forums

Discussion forums will be used regularly in most of your courses. The forums are the primary tool for having a discussion online. In using the forums it is important that:

- you respond frequently to the postings of the lecturer and fellow students
- your posts be of a high standard, showing careful thought
- you always click on "**Post to forum**" after having typed your response to someone's comments

Quizzes

An online quiz is one of the main ways in which you will be graded in your courses. However, not all online quizzes are graded quizzes. Nonetheless, there are certain guides you need to adhere to when doing quizzes, these include:

- **NOT to view other web pages/sites whilst performing the quiz.**
- Save regularly. The "Save without submitting" button is at the bottom of the page. (optional)
- Click the "**Submit all and finish**" button when you have **completed** the quiz.
- If it is a timed quiz, click the "Submit all and finish" button **before** the time is up regardless if you have answered all the questions or not.

Failure to adhere to these instructions may result in the system failing to recognize your responses; hence you may obtain a grade of zero.