



A new start with IVLE 8

**IVLE**  
Integrated Virtual Learning Environment  
Student Guide



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## IVLE 8

The Integrated Virtual Learning Environment is the National University of Singapore's one-stop e-learning portal. Currently in Version 8, IVLE is the online gateway to teaching and learning in NUS. IVLE is also the conduit through which you can access several administrative and library functions.

Using IVLE, you can:

- View module information and access tools created by faculty;
- Collaborate and communicate with fellow students and with faculty;
- Engage in explorative and independent learning;
- Access the University's teaching and learning resources, including NUS Libraries;
- Perform administrative tasks, and
- Do many other things!

**This guide is designed to get you quickly acquainted with IVLE's basic functions.**

**There are many things you can do beyond the topics mentioned in this guide.**

**Explore IVLE and see what it can do for you!**

### What's new in IVLE 8?

- Customizable Workspace
- Sub-modules
- Module Glossary
- Enhanced Workbin
- Forum improvements
- Integrated webcasts, Plagiarism Prevention and NUS Libraries services.
- Community Collaboration via Mobile Blogs and SharePoint Community

#### *Symbols in this guide*



This symbol denotes useful information.



This symbol denotes important information.

## LOGIN TO IVLE

**NUS** National University of Singapore

**Integrated Virtual Learning Environment 8**

Home Faculty Students Mobile Services Resources

**CAMPUS LOGIN**

**IVLEB CAMPUS LOGIN**

ENTER

**WEB & GUEST LOGIN**

UserID

Password

Domain

Remember me!

Login

[Forgot/Change Password?](#)

**LATEST NEWS**

**30/05/07 Special Term modules**  
For special term modules, please access IVLE 7.

**18/05/07 IVLE 8 Launch**  
NUS Faculty Staff,  
The Centre for Instructional Technology is preparing to launch the latest version of the Integrated Virtual Learning Environment. This version is the first major upgrade since 2003. As we have overhauled the system extensively, we hope that you take note of the following information so that we can ensure a smooth transition to IVLE 8.

**Important Dates**

- Tuesday, 22 May 2007** IVLE 7 data migration begins.
- Monday, 28 May 2007** IVLE 8 launches. IVLE 7 available for data transfer. Special term modules continue using IVLE 7.
- Monday, 31 Dec 2007** IVLE 7 shut down permanently.

Please click [here](#) to view important details.

**20/12/06 Cannot Access IVLE??**  
Did you change password recently? You are required to **change your password if you have not changed it for more than 180 days**. To change your password, click [here](#). Try login to IVLE after changing your passwords.

**LINKS**

- » Academic Calendar
- » Library Portal
- » Office of Admissions
- » Office of Alumni Relations
- » Office of Student Affairs
- » Registrar's Office
- » Open Syllabus

**WEBCAST**

- » NUScast Channel
- » **Webcast Public Events** 2007 | 2006
- » [WebCast Public Events](#) [RSS](#)

**OTHERS**

- » Radio Pulse

**SUPPORT**

- » Login Screens
- » NUS IT Care
- » System Check

**Recommended Browsers**

Internet Explorer 7  
Firefox 2


Best viewed in  
1024x786 resolution

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#### LOGGING IN ON CAMPUS

1. Go to <https://ivle.nus.edu.sg>
2. Click  under *Campus Login*.

#### LOGGING IN OFF CAMPUS

1. Go to <https://ivle.nus.edu.sg>
2. Enter your **NUSNET UserID and Password** under *Web/Guest Login*. Set the *Domain* to **NUSSTU**. Click 



If you are prompted with a login pop-up, please do so as shown below:

**User Name:**

nusstu\your userID

**Password:**

Your password



Click **System Check** under **Support** to find out if your computer configuration suits **IVLE**.



The horizontal menubar provides links to:

- Faculty eLearning resources
- Student eLearning resources
- Mobile eLearning services
- Resources such as eModules and Learning Repositories

## EXPLORE THE IVLE WORKSPACE

IVLE HOME EMAIL | SEARCH | SUPPORT | LOG OUT

**NUS**  
National University of Singapore  
*Integrated Virtual Learning Environment*

Workspace | Tools | Personal | Resource Banks | Communities | NUS Libraries | Services

**MODULES**

CONSULTATION  
GRADE BOOK  
GROUPS  
RESOURCES

**MY ORGANIZER**  
2006/2007, Sem 2  
Vacation  
Calendar  
June 2007

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

1. To access the **Used Textbook Forum** under Services, please bookmark the module "IVLE".

**Modules** | **Bookmarks** 2006/2007, Semester 2

- **OTH446 IVLE Demo for SoM**
  - Announcement (0)
  - Assessment IVLE Demo for SoM
- **OTH548 A IVLE Demo at SoM**
  - Announcement (0)
  - Multimedia IVLE Demo at SoM
  - Workbin IVLE Demo at SoM
  - Inaccessible Tools (2)

**STUDENT EVENTS**

- ▶ Earn \$46 as a participant for a Psychology Experiment...
- ▶ VENUS 2007 (Vietnam Expedition by NUS 2007)
- ▶ NUS Youth Volunteerism Camp: Juxtapose 2007

**NUS Calendar of Events**

### EXPLORE THE IVLE WORKSPACE

After you have successfully logged in to IVLE, you should see a screen like the one above. There are three main columns.

The center column lists all the modules that you are taking. Each module has different tools, depending on what your lecturer has created.

The left column gives you access to various IVLE tools and an organizer calendar.

The right column consists of Student Event listings Both right and left columns can be customized with various *Web Components*.

The horizontal menubar gives you access to various eLearning tools and services.

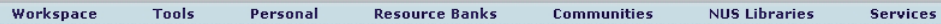


To return to the Workspace at any time, click *Workspace* on the horizontal menu bar.



To customize the columns, click *Personal > Customize > Display*. You can add or remove the *Web Components* as you like.

## THE MENUBAR



Workspace Tools Personal Resource Banks Communities NUS Libraries Services

The horizontal menubar contains numerous tools and services. We will explore some of these briefly.

**WORKSPACE** Click this to return to the Workspace.

**TOOLS** Click this to access IVLE's tools via a drop-down list.

### PERSONAL

**Alerts** Alerts gives you options to subscribe to notifications about content changes in IVLE.

**Profile** You can fill in contact details here.

**Usage Statistics** View your usage statistics here.

**Customize**

Select a Workspace theme and Web Components.

**RESOURCE BANKS**

Share and view Multimedia files.

**COMMUNITIES**

Connect with others through NUS MoBlogs and Student Online Community (coming soon).

**NUS LIBRARIES**

Direct access to the libraries' search services.

**SERVICES****Career Services**

Access OSA's Career Centre services.

**Used Textbook Forum**

Sell your used textbooks here.

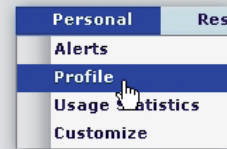
**TiddlyWiki**

A free and portable wiki for your personal administration.

## SET UP YOUR PROFILE

### STEP ONE

From the Workspace, click **Profile**, under *Personal* on the menubar. Then click **Edit**.



### STEP TWO

Fill in the various fields with as little or as much personal information as you wish.

In particular, you might be interested in filling in the *Contact Details*. You can fill in your personal **Email Address** so that all IVLE announcements and alerts go directly to your most often accessed e-mail address. You can also opt to receive SMS announcements. First you have to input your mobile phone number in the *Student e-Services* Website. Once you have done so, check the box to receive SMS announcements.

## GET STARTED



Changing the email address here does not redirect all NUS email to your personal email.

If you have already redirected your NUS email to your personal email, you can leave the default as it is.



Not all lecturers opt to make announcements via SMS.




You must click *Apply* to save changes. This applies to most preferences in IVLE.

## ALERTS AND CUSTOMIZATION

Under the Personal section, you can also set up email alerts for Announcements, Forums and Workbins as well as customize your Workspace.

### ALERTS

Click **Alerts**, under *Personal* on the menubar. You will see a list of your modules. Click  on the module for which you want to set up email alerts. Select the desired tool, then click **Yes** to subscribe. The word **Yes** will turn green.



If you use a Feed Reader, you can subscribe via the RSS feeds instead.

### CUSTOMIZATION

Click **Customize**, under *Personal* on the menubar. You can choose a new Workspace **Theme** or customize the **Display** of Web Components on the sidebars of the Workspace.



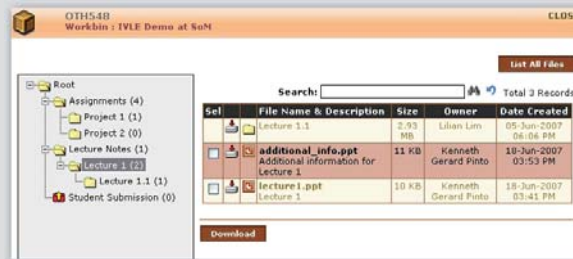
Once subscribed, you will be notified of any new activity in the subscribed tool.


## USING THE WORKBIN

### THE WORKBIN

The Workbin is your Module's online storage space where you can download and upload files. From the Workspace, click **Workbin** of the relevant module. A pop-up window will appear.


### DOWNLOADING FILES




Using the explorer interface, navigate to the folder where the file you want resides. Click  next to the required file to download it. If you need to download multiple files, click the respective checkboxes, then click **Download**.

 Download folders are represented with this icon.

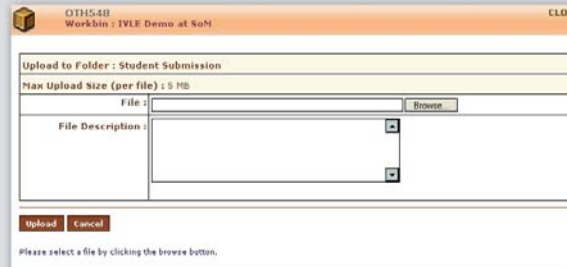
 Upload folders are represented with this icon.

 Your lecturer may enable downloading from an upload folder.

 If you cannot find the file, click *List All Files* on the top right. This will display all files regardless of their parent folder.

## UPLOADING FILES

To upload files, navigate to the upload folder which your lecturer has specified. Click **Upload File**. You will see the upload interface, as shown. Click  to select and attach your file. Add a description if necessary. Click **Upload**.



The screenshot shows a web browser window titled "OTH518 Workbin : IVLE Demo at SoM" with a "CLOSE" button in the top right corner. The main content area is titled "Upload to Folder : Student Submission". Below the title, it states "Max Upload Size (per file) : 5 MB". There is a "File" input field with a "Browse" button to its right. Below the file field is a "File Description" field with a small downward arrow icon to its right. At the bottom of the form, there are "Upload" and "Cancel" buttons. A small note at the very bottom reads "Please select a file by clicking the browse button."

## FORUM INTERFACE

### THE FORUM

Most modules have Forums. You can participate and contribute too.



From the Workspace, click the relevant module's **Forum**. A window will pop up, similar to the one below.

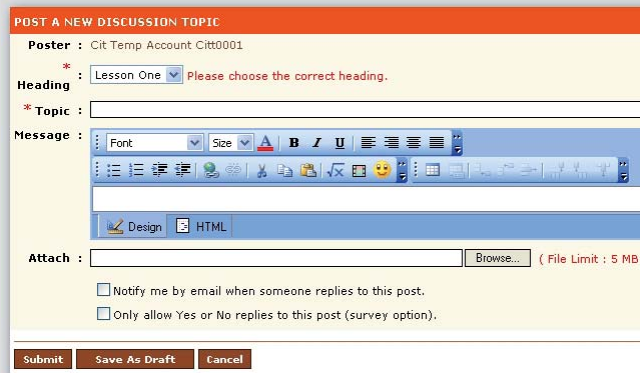


Messages, or posts, are listed on the left pane of the window. These are threaded, meaning that replies to a specific topic are grouped together. You can view the posts by Topic Headings, and you can sort them by date, author and topic. Click on the post title to bring up the message on the right pane.

## POSTING AND REPLYING

### POST A NEW TOPIC

In the forum, click  . You will see a text box, as shown here. Choose the appropriate **Heading**. Give your post a **Topic**. Now, you can type your post in the text box. Once done, click  .



### REPLYING A POST

If you want to reply to a post, click **Reply** or **Reply/Quote** (to quote the original message) at the top of the respective post. Follow the rest of the steps for posting a new topic to reply to the post.



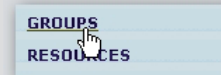
You can:

- Save the message as a draft
- Add attachments (up to 5mb)
- Request for notification of message replies
- Allow only yes/no responses

## SIGNING UP FOR GROUPS

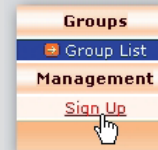
## STEP ONE

From the Workspace, click. **Groups**.

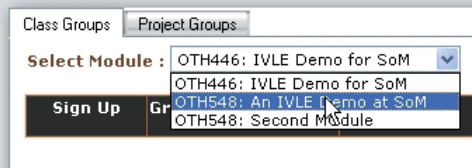


## STEP TWO

Click **Sign Up**, under *Management* on the toolbar.



## STEP THREE



Select **Module** from the drop-box. Click **Yes** to sign up for the desired group.

## SIGNING UP

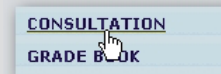


Your lecturer will inform you if you have to sign up for any groups. This will usually be through an Announcement.

## SIGNING UP FOR CONSULTATION

### STEP ONE

If your lecturer has allowed you to sign up for consultations from the Workspace, click. **Consultation**.



### STEP TWO

Click **Sign Up**, under *Consultation* on the toolbar.



### STEP THREE

**Select Module** and **Select Lecturer** from the drop-boxes. Check the desired time slot(s). Click **Apply**.

**E-LEARNING RESOURCES FOR STUDENTS**

The Resources page features useful e-learning services.

**NUS RESOURCES**

CDTL Resources for Students	Learning guides and tips.
Digital Media Centre	Edit photos and videos at YIH.
Academic Culture eModule	Introduces the concepts of academic rigour and discipline.
IT Security eModule	Learn about PC and Internet security.
Notebook Ownership Scheme	Purchase a laptop at a discount.
Plagiarism Prevention	Detect web-based plagiarism.
Student ePortfolio	Your electronic learning log and resume.
Timetable Builder	Generate your personal timetable
Webcast Lectures	Webcast and podcast lectures for you.

#### **OTHER RESOURCES**

Einstein Light

“Relativity in brief... or in detail” -

Physics resources from UNSW

Intute

Web resources for education and  
research

Merlot

Multimedia Educational Resource for  
Learning and Online Teaching

MIT OpenCourseWare

A free and open educational resource  
(OER)





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