Accessing VLE Areas

When you access the VLE, your VLE areas (study-unit areas in case of the UM VLE, and class areas in case of JC VLE) will be displayed and you can immediately start uploading / accessing study material etc.

To access one of your VLE areas:

1. Select VLE from the Staff drop-down menu at the upper left-hand corner of the University of Malta homepage.

2. If you are already signed in, you will immediately be directed to the VLE. Your VLE Dashboard will be displayed, showing all the areas you have access to.
If you are not signed in, the UM IT Account authentication screen will be displayed. Type in your **Email address or Username** and **Password** in the respective fields, and click the **Sign in** button.

3. Consider the **My VLE areas** block. By default, **My VLE areas** displays all the VLE areas you are registered for, that is, all VLE areas of the available academic years, your dissertation area/s in case of serving as a UM dissertation supervisor or examiner, or UM undergraduate or postgraduate student. Tutors also have access to their sandbox area.
4. To browse through your VLE areas more effectively, choose which category to display from the **Filter by academic year / category** dropdown menu. For instance, if you would like to access your VLE areas for academic year 2018/19, choose category **UM 2018/19**.

Upon choosing the required category, only the respective VLE areas are displayed.

5. Click on the VLE area.

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**Note:**

- Starting from academic year 2016/17, IT Services has moved away from the past practice of setting up a new VLE instance for each academic year. Instead, the VLE areas of each academic year (starting from past academic year 2015/16) will be available in a **single VLE instance**. Therefore, early in September, the VLE areas for the upcoming academic year will be added to the existing VLE.

**Tutors:**

- If you cannot find a VLE area, refer to **Staff VLE FAQ 3**.
- VLE areas displayed in grey are not visible by students. To make a VLE area available, refer to **Staff VLE FAQ 8**.

Staff VLE FAQs: [www.um.edu.mt/itservices/vle/staff/vlefaqs](http://www.um.edu.mt/itservices/vle/staff/vlefaqs)

**Students:**

- If you cannot find a VLE area, refer to **Students VLE FAQ 5**.

Students VLE FAQs: [www.um.edu.mt/vle/students/faqs](http://www.um.edu.mt/vle/students/faqs)

- The category selected is preserved between sessions, that is, if you choose category **UM 2018/19**, this category will be displayed the next time you sign in again.