

Student Quickstart Guide

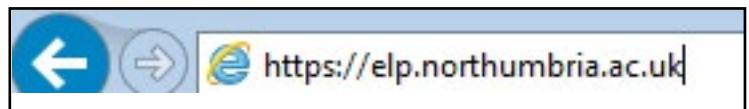


Northumbria University's eLearning Portal is where you'll find all the resources for your modules and programmes including lecture materials, study notes, discussion boards, virtual classrooms and much, much more.

This guide will show you how to log on to the eLearning Portal, find your modules, access module materials, submit assignments and where to find help if you need it.

Logging on

Type the web address of the eLearning Portal in to your web browser: <https://elp.northumbria.ac.uk>

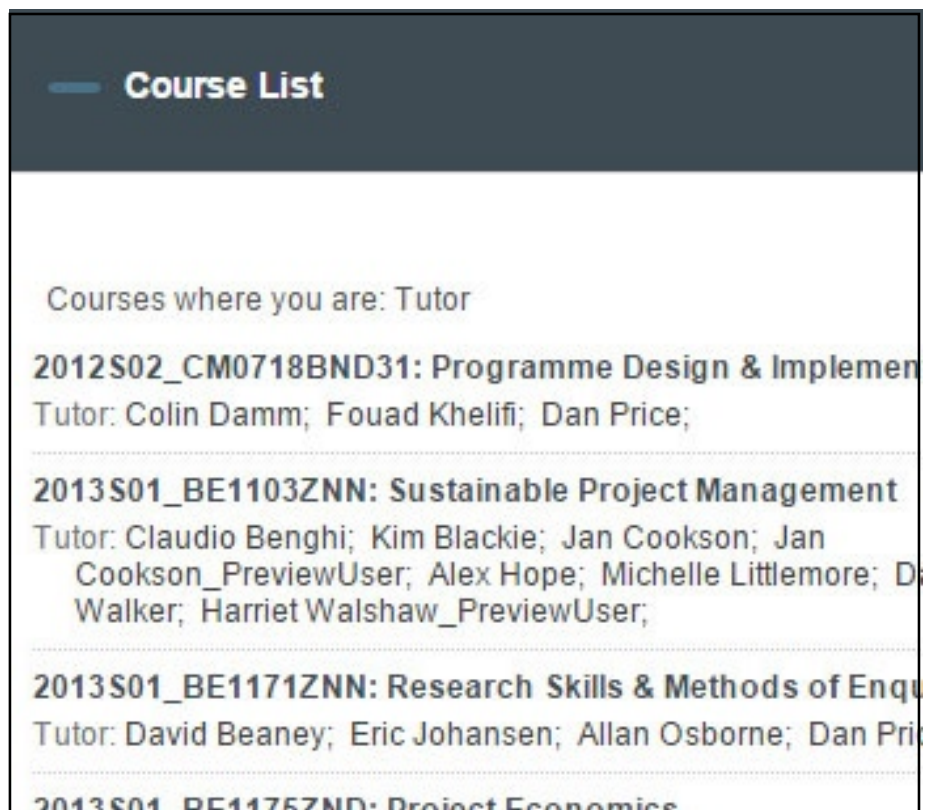


Or: Click on the Student Hub link at the top of all university web pages, then click Blackboard/eLearning Portal link in the General Information area.



Finding Your Courses

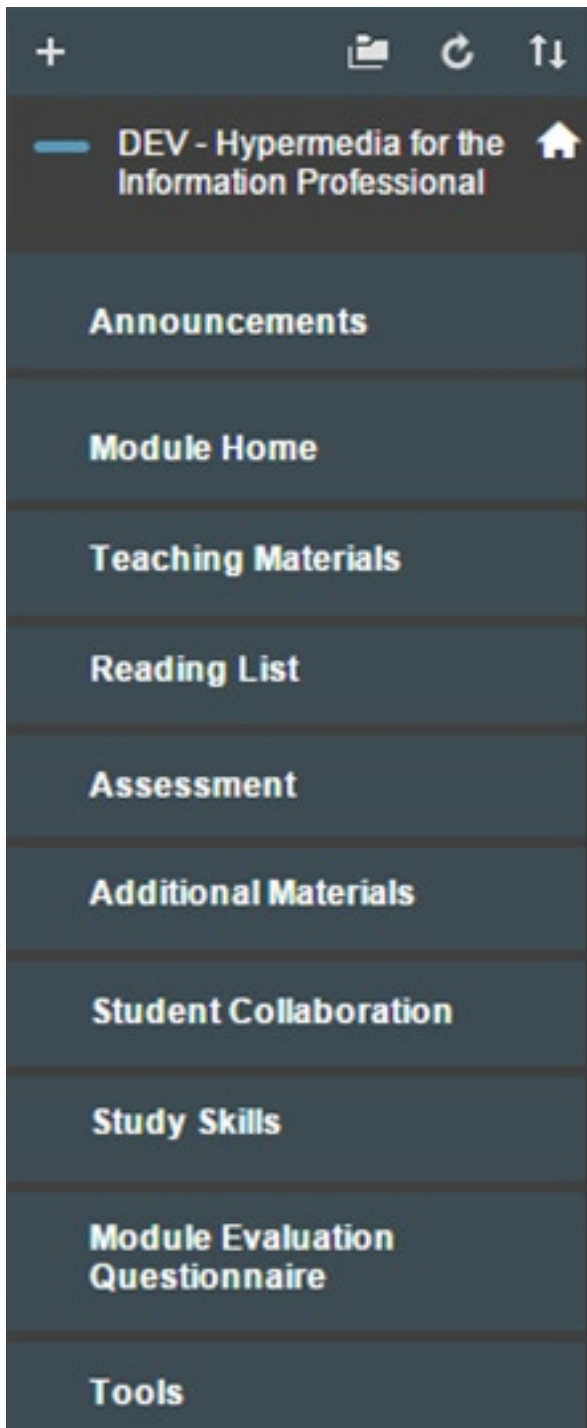
All of the modules and programme sites which you are enrolled on to will appear in the 'Course List' box on the Home tab of the eLearning Portal. If a site says it is 'unavailable' this means that it is still under development by your tutor. If you wish to know when it will be made available, please check with your tutor.



Accessing Module Materials

Module materials are arranged into pages which can be accessed by clicking on the links or buttons down the left hand side. These can be customised by schools and tutors, but the picture below shows a typical set:

To learn more about each option, click the menu buttons below:



You can navigate through the pages of a module site by clicking on the links or buttons down the left hand side. At any point you can click on the 'Home' icon next to the site's title to return to the home page.

Accessing Organisations



In addition to module and programme sites, you may also be asked to use an Organisation. Organisations look and work exactly like module sites but need to be accessed from the Organisations tab. If you are asked to self-enrol on to an Organisation you will be given instructions on how to do so.



Submitting Assignments

To view an online presentation detailing how to submit assignments via the eLearning Portal, click the button below:



Viewing Your Grades

For more information about viewing your grades via the eLearning Portal, click the button below:



Careers



The Careers tab contains information from the university's Careers service and instructions on how to add yourself to the Careers Organisation in the eLearning Portal.



Our eLearning Portal has been updated to 9.1 November Release 2014 CP4 , providing a range of improvements.

In addition to the help links above, requests for assistance both for eLP and any other Technology Enhanced Learning (TEL) support should be directed to the IT Helpline 0191 227 4242. For Further information please click [here](#).

A vertical list of help links, each with an icon and text. The links are: Ask4Help (question mark icon), Quickstart for Students (clock icon), Help Guides for Staff (question mark icon), IT Helpline (phone icon), Help Guides for Students (question mark icon), Minimum Specification (downward arrow icon), and IT Help Guide (wrench icon).

Links to help guides about the eLearning Portal are available from the 'Help' box on the Welcome and Home tabs.

For details of the Minimum Specifications needed to optimally use the eLearning Portal refer to the 'Minimum specification' link.

This box also contains links to the help guides provided by the Library and IT Services, and the latest Service Announcements from IT Services.

Finally, if you need to know anything else about the eLearning Portal, ask how to do something not covered here or in the help guides, or report a problem you have encountered with the system, please get in touch with us by calling the IT Helpline on 0191 227 4242 or Free Phone 0800 923 4242. Alternatively you can send an email to it.helpline@northumbria.ac.uk

<http://www.northumbria.ac.uk/sd/central/its/about/helpline/>