



## THE PCE VIRTUAL LEARNING ENVIRONMENT (VLE)

<https://vle.pce.edu.bt>

*Making Your Online Learning an Enriching Experience*

### **The VLE MANUAL for Online Learning**

Dear Student,

Welcome to the PCE Online Learning Tutorial. The PCE Virtual Learning Environment is the main online learning platform that you will be using to study the modules during this semester. Unlike in a conventional face-to-face (classroom based) teaching and learning environment, your study at PCE will require you to study your module online. Once you have learnt how to use VLE effectively and to your advantage, you will be able to access all the learning materials such as the modules, term plans, presentation slides and other materials on the VLE without difficulty. You will also be able to participate in class discussions, online quizzes, and write assignments online and submit them via VLE, to name a few. The VLE will also enable you to participate in online meetings with your tutor along with your Class. Of course, you will be able to write your semester exams online without any difficulty.

For you to be able to use the VLE effectively and complete your modules successfully, it is important that you read the *VLE Manual* very carefully and follow the steps outlined below.

1. Open any browser that you have on your device.
2. Type this URL: <https://vle.pce.edu.bt> upon which you will see the home page as shown in Image 1 below.

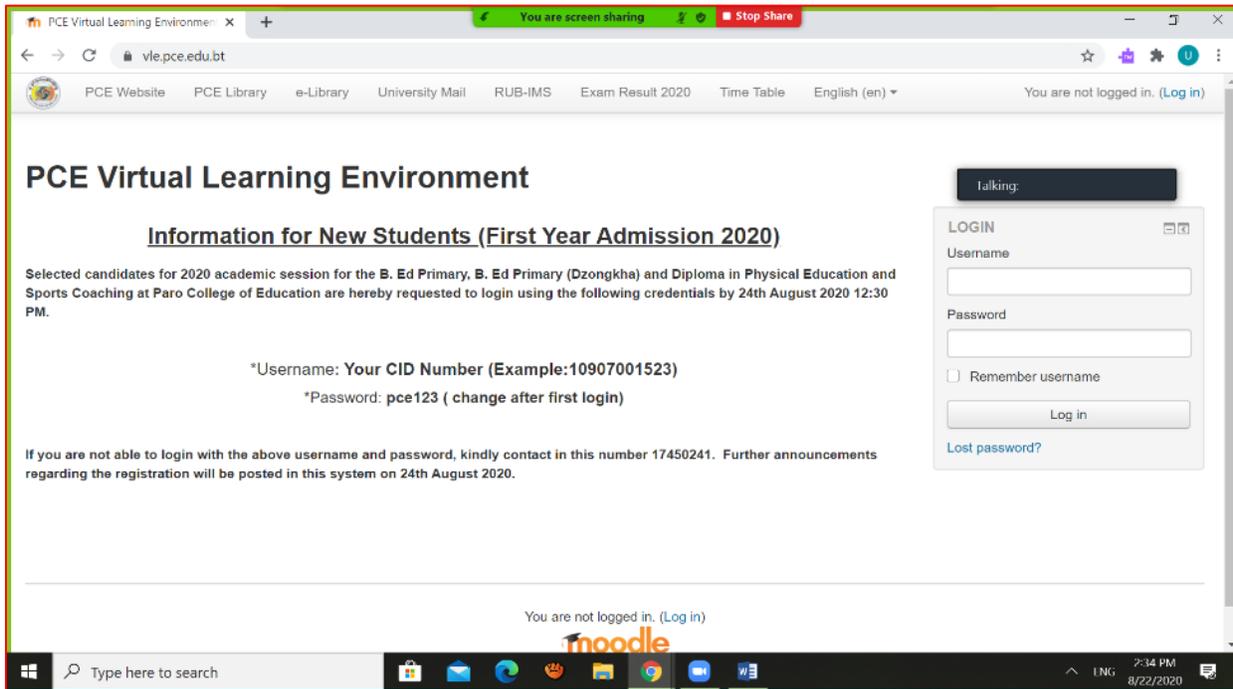


Image 1: VLE Home Page

- As shown in Image 1 above, you can now login using your Student ID and the Password. Once you have logged in successfully, you are already in the VLE system as shown in Image 2 below.

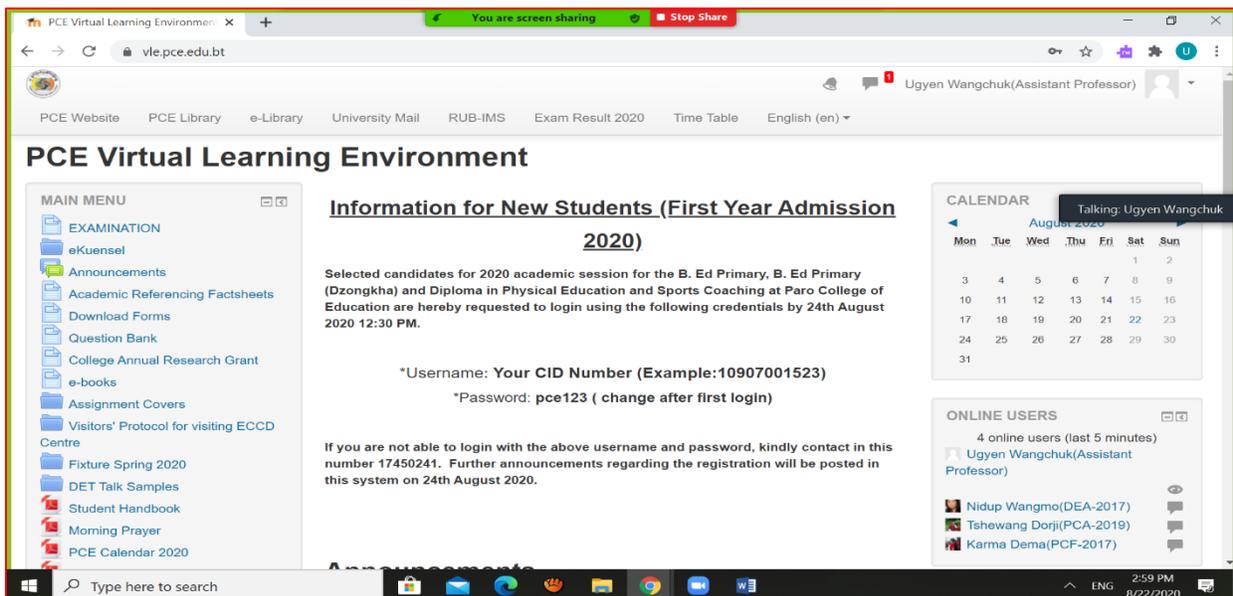


Image 2: VLE System

- Once you are in the VLE system as shown in Image 2, you can access your Timetable, see important announcements, see the modules that you are enrolled in for this semester, and view other important documents and links.
- Click on Timetable on the top menu bar. You can now see the Timetable as shown in Image 3 below. Select your class from the drop down menu on the left. You will be able to view your Timetable for the semester.

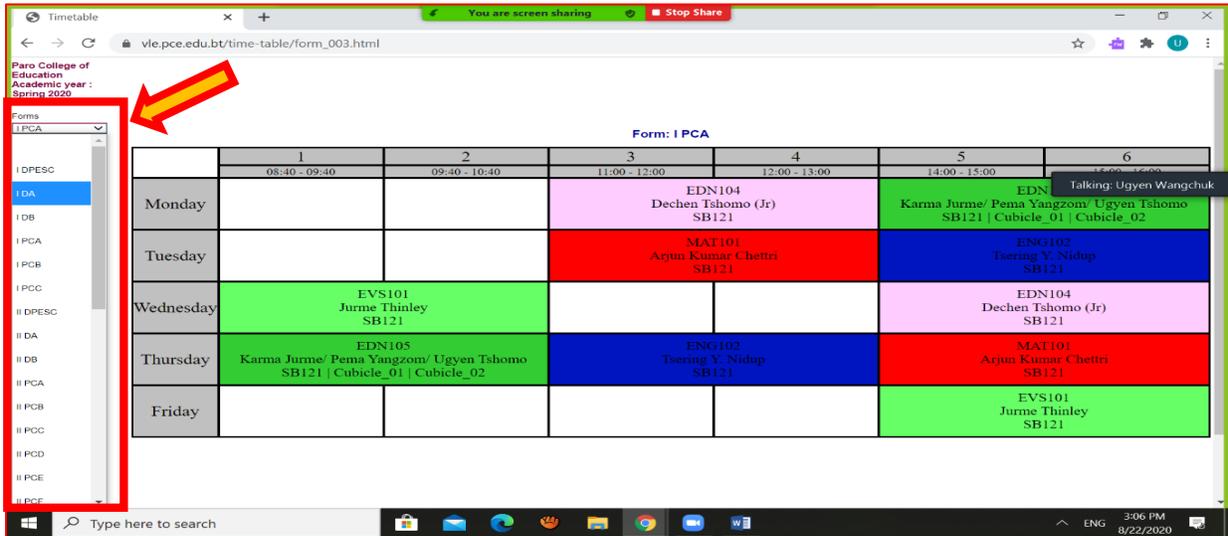
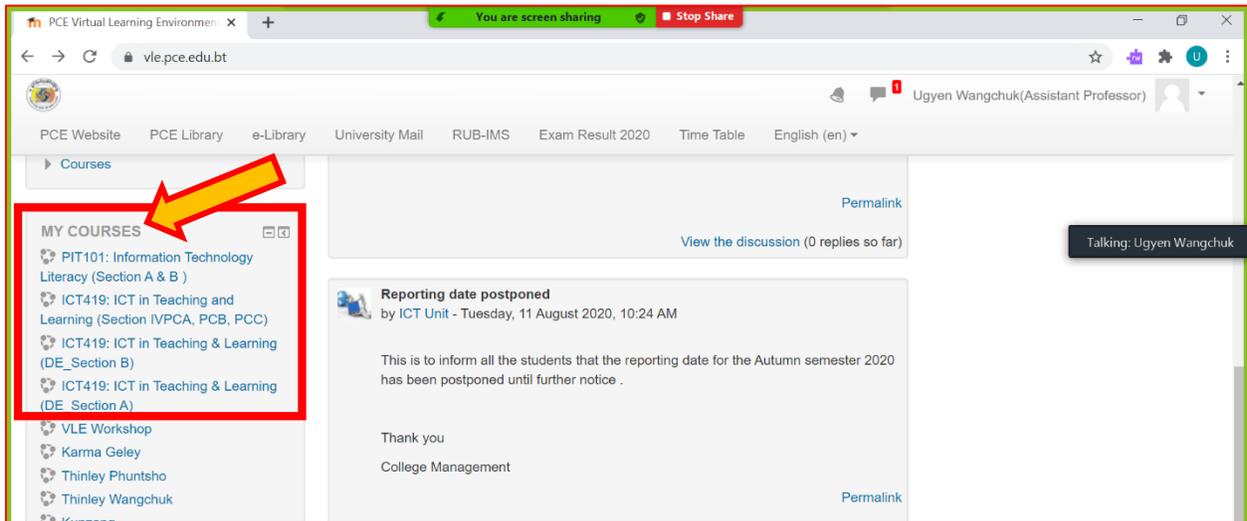


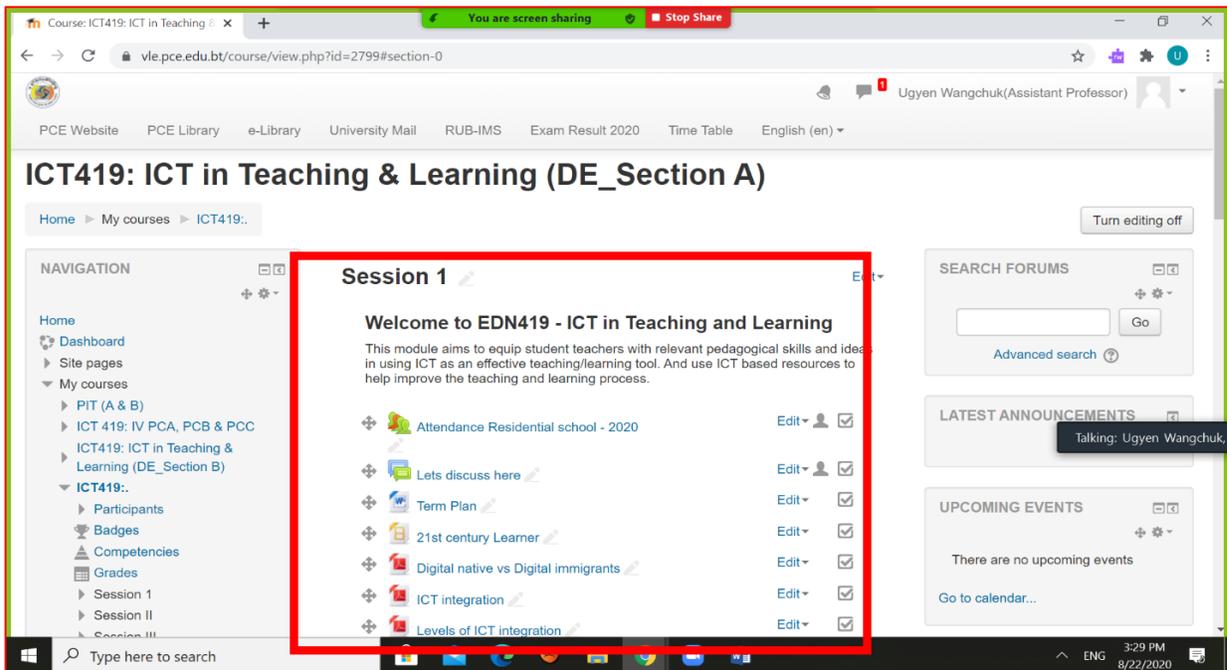
Image 3: Accessing the Timetable

- To find out what modules you will be taking this semester, look at the list under *My Courses* as shown in the Image 4 below.



**Image 4: Viewing your modules**

- Now that you know your Timetable as well as your modules for the semester, you must now click on the module (e.g. EDN 419) for which the tutor will already have uploaded materials for an upcoming class as shown in Image 5 below as an example from the



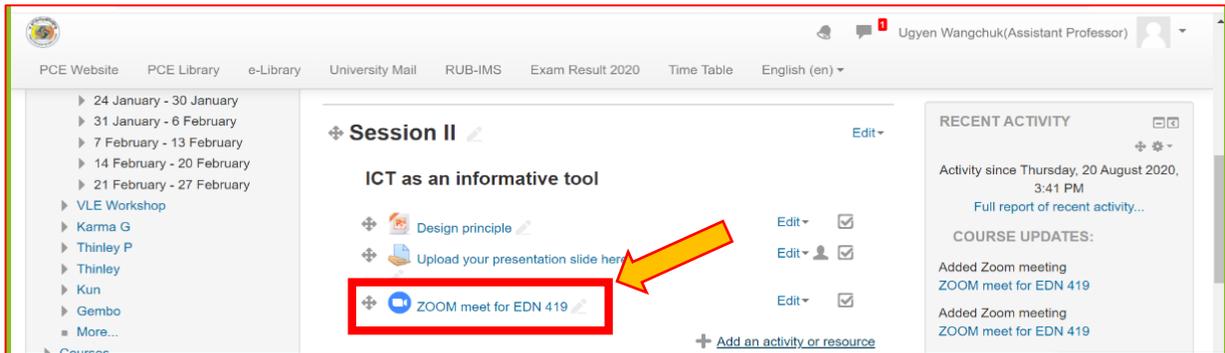
**Image 5: Viewing module contents**

module ICT419.

- Now that you have seen the materials that your module tutor has made available on VLE, you should be able to download the term plan, PowerPoint slides, reading

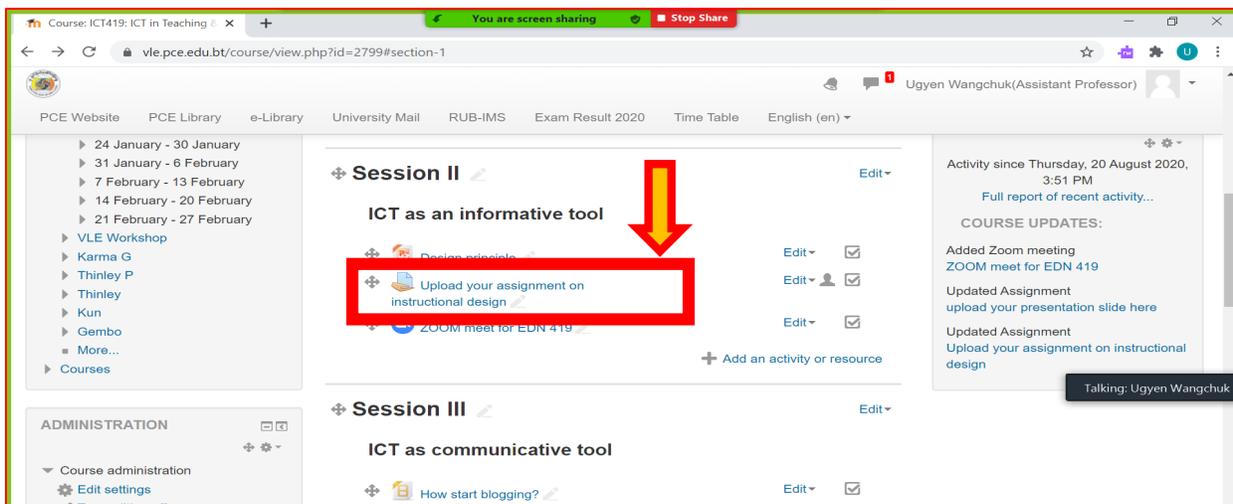
materials, video files, if any, etc. in advance of your actual class. It is also important for you to look at the instructions that the tutor may have provided for any prior activity.

9. Your online learning will also require you to meet your tutor and the Class via video link which will for now be mostly ZOOM. In order to participate in a ZOOM meet with your tutor, you will need to click on the Zoom link as shown in Image 6 below that the tutor has provided and follow the remaining steps to join the meeting.



**Image 6: Participating in online meetings**

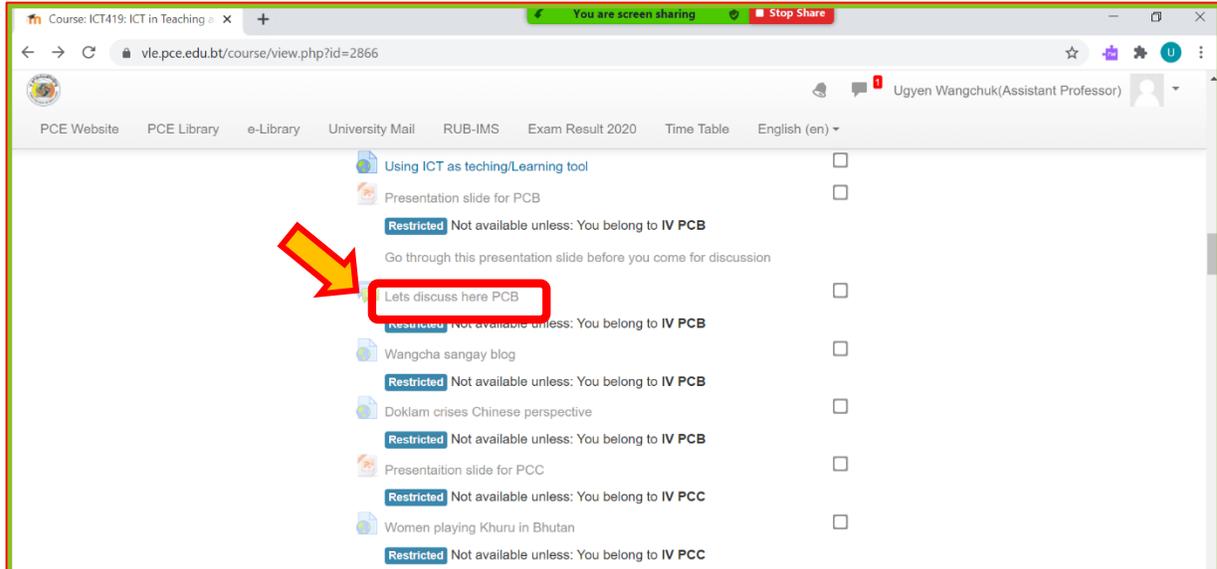
10. *Uploading your Assignment:* In order to upload your assignment you need to click on the link to Assignment that your tutor has created as shown in Image 7 below and complete the remaining steps.



**Image 7: Submitting your assignments**

11. *Discussion Forum:* A very useful feature of VLE is the Discussion Forum (as shown in Image 8 below) which will enable you to participate in the discussion of topics or questions given by the tutor or initiated by yourself. A discussion in VLE forum can happen in two different ways. A discussion may be initiated by the module tutor by putting out a question or presenting a topic on which the students may be required to

participate real-time within a given time. A tutor may also initiate a discussion based on a question or a topic where a student may post their views asynchronously (as and when you are able to post your comments within the time specified by the tutor).



**Image 8: Link to discussion forum**

To participate in a forum discussion you must click on the discussion link that the tutor has created for the class. Once you have done this, you will follow the discussion thread and post your comments (as shown in Image 9 below).

Discussion	Started by	Replies	Unread	Last post
Friday 27, March	Ugyen Wangchuk (Assistant Professor)	100	0	Bal Kumar Rai (PCB-2016) Tue, 31 Mar 2020, 1:03 PM
Question	Thukten Zangpo (PCB-2016)	4	0	Rinzin Nima (PCB-2016) Sun, 29 Mar 2020, 1:59 PM
What are your recommendations on it?	Norbu Zangpo (PCB-2016)	3	0	Bal Kumar Rai (PCB-2016) Sat, 28 Mar 2020, 11:52 PM
Question	Sonam Choden (PCB-2016)	8	0	Bal Kumar Rai (PCB-2016) Sat, 28 Mar 2020, 11:42 PM
ICT and higher order thinking	Sonam Choden (PCB-2016)	5	0	Sangay Thinley (PCB-2016) Sat, 28 Mar 2020, 10:11 PM

Image 9: Link to discussion thread

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*We Wish You Good Luck and Success  
Generated by the ICT team, PCE.*