

# E-LEARNING UWS GUIDELINES



## About E-Learning UWS

The E-Learning UWS environment is available to all students applying for UWS MBA program. Your lecturer will set up an E-learning UWS site for your unit and you may find announcements, unit outline, learning guide, teaching materials, required assignments and discussion on the E-Learning UWS System. Refer to the Unit Outline and Learning Guide for more information about what you are required to do online.

Help is available should you need it. ISB team is available to provide technical assistance with E-Learning UWS.

## How do I get to E-Learning UWS?

Chose one of these easy ways to get to E-Learning UWS:

- Go to the [E-Learning UWS Login Page](http://elearning.uws.edu.vn) (elearning.uws.edu.vn) 
- Click the **E-Learning** link at the top of the [UWS MBA homepage](http://uws.edu.vn) (uws.edu.vn) 

## How do I log in?

Use your Student ID number to log in along with your password for access into E-Learning UWS.

- **Username:** Your Student ID Number (ordinary letters) i.e. mba12345
- **Password:** Your Student ID Number (ordinary letters) i.e. mba12345

## Navigating in E-Learning UWS

Once you successfully log in for the first time, you are required to update your personal details for security purpose. Please update your details by accessing E-Learning Homepage and clicking **Administration> My Profile Setting> Edit Profile**.

Move to the course section, the courses which you have been enrolled in will be shown on **Available courses**. You will have access to all the units and course related sites you are enrolled in.

- You must be fully enrolled to view your E-Learning UWS sites.

- If you have any outstanding fees, an encumbrance will be applied and you will lose access to your E-Learning UWS sites until the encumbrance is lifted.

Check Block **Administration> Course Administration> Grades** in the unit site for your grade recording.

All E-Learning UWS sites may be different. Explore your site(s) and check information such as Announcements, Unit Outlines, Learning Guides, discussion boards and other resources provided to find out what you have to do in the site. Spend some time familiarising yourself with the tools provided in each of your sites and remember that site content, announcements, discussion boards and email, may be updated at any time.

If you are still unsure of what you are required to do within your E-Learning UWS sites, ask your lecturer or MBA team.

## Responsibilities of E-Learning UWS users

When you are enrolled in a unit and have access to E-Learning UWS:

- You are to protect your given account and to bear any responsibility if your account is being used by any other person (You must create a strong and secure password).
- You are to access the E-Learning UWS for the purpose of studying only and you must be aware not to post anything irrelevant to the sites.
- You must act respectful to Lecturers and polite to other users on the E-Learning UWS sites. Do NOT act in a manner that may bring disrepute to yourself, other users or UEH-ISB.
- You must state your personal information correctly for our archive.
- You are to abide with regulations made by Lecturers on E-Learning UWS sites.

Should you have any problem, please contact the IT Service team - Mr. Tam at [tam.nguyen@isb.edu.vn](mailto:tam.nguyen@isb.edu.vn).