

# VLE Meeting Room Log in Guide

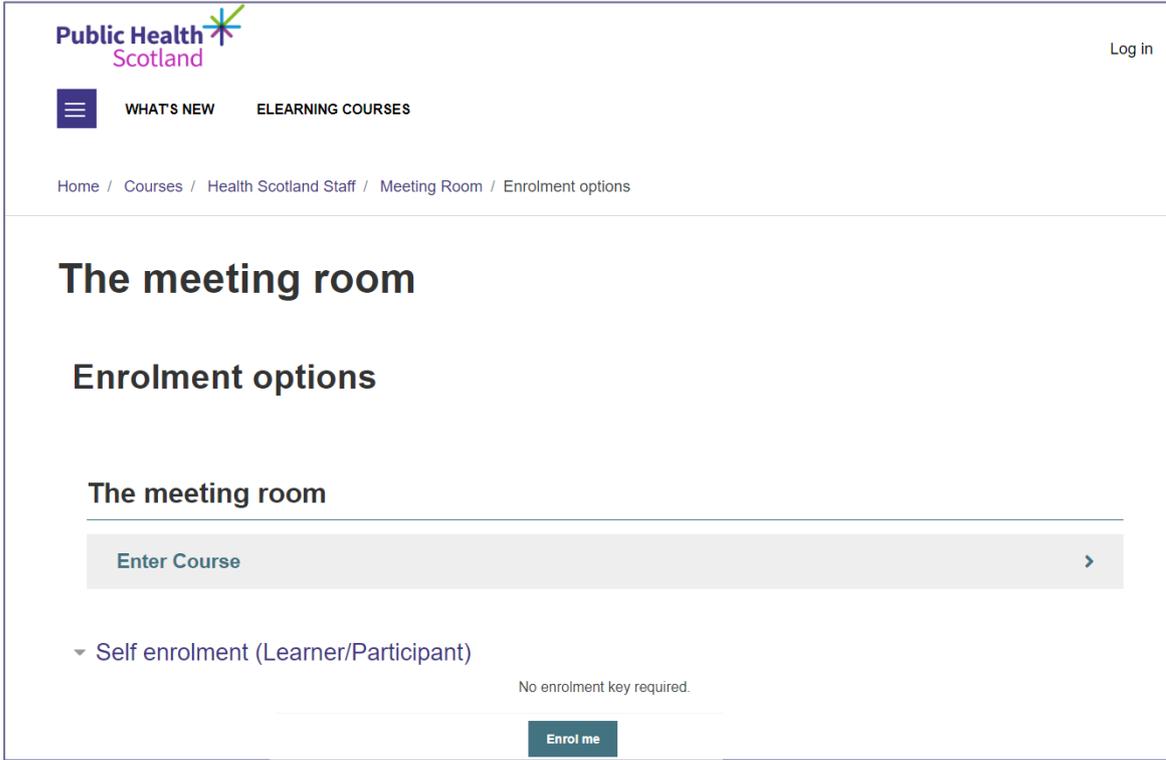
The Meeting Room is a selection of ‘chatrooms’ on the VLE in which PHS staff can hold remote digital team learning events or invite externals to attend or host events as required. To access the Meeting Room, you must have an account on our VLE, if you do not have an account on the VLE please sign up [here](#).

Please read this guide carefully as you follow the steps to join and use the Meeting Room.

After you have logged into the VLE, please go to [this link](#). You should see the below:

## Key Information

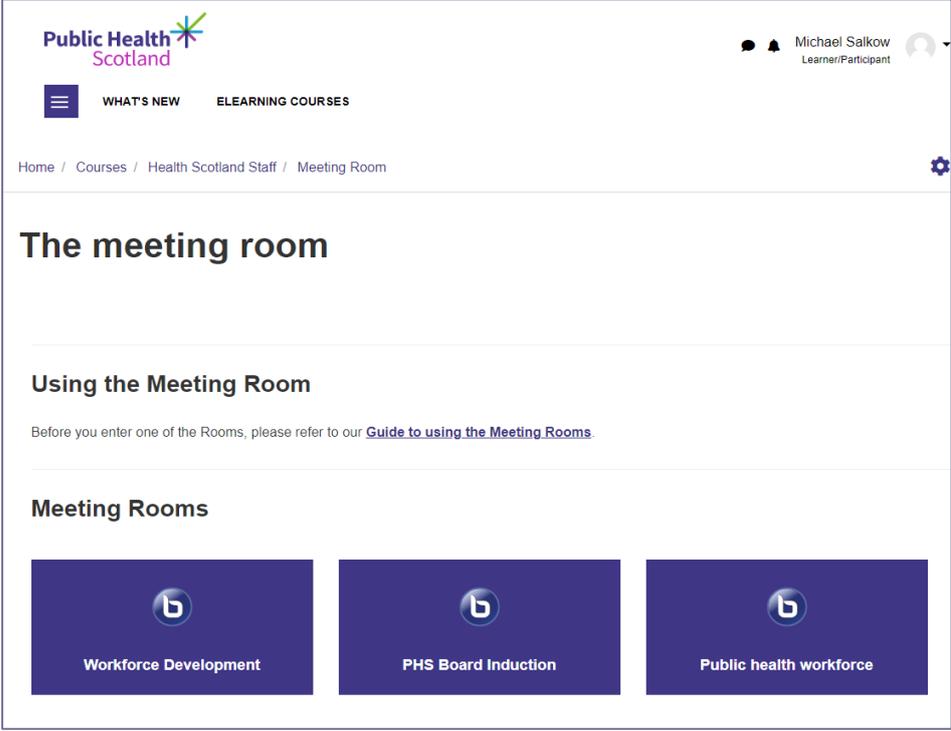
- You need to use **CHROME**
- log in to the VLE
- allow microphone
- no VPN required
- view [tutorial video](#)



The screenshot shows the Public Health Scotland VLE interface. At the top left is the logo, and at the top right is a 'Log in' link. Below the logo are navigation links for 'WHAT'S NEW' and 'ELEARNING COURSES'. A breadcrumb trail reads: 'Home / Courses / Health Scotland Staff / Meeting Room / Enrolment options'. The main heading is 'The meeting room', followed by 'Enrolment options'. Underneath, there is a section titled 'The meeting room' containing an 'Enter Course' button with a right-pointing arrow. Below this is a dropdown menu for 'Self enrolment (Learner/Participant)' which is currently expanded to show 'No enrolment key required.' and an 'Enrol me' button.

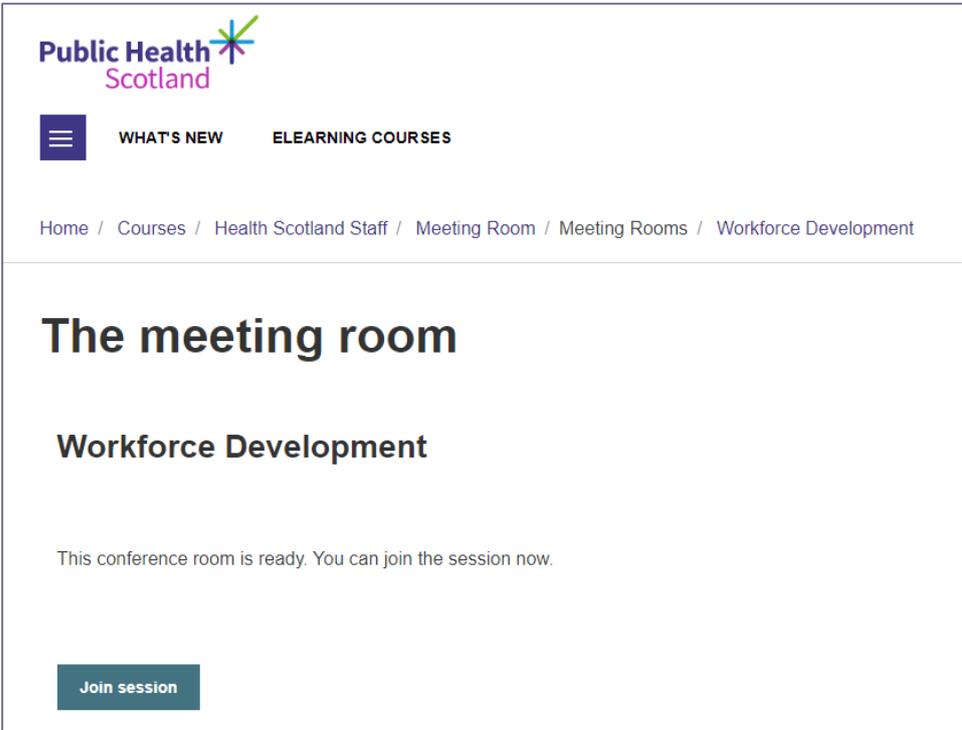
Please click on the ‘Enrol me’ button, this will give you access to the course. Once you enrolled in the course via the button, you will now be able to enter the Meeting Room. The Meeting Room has several different rooms that can host remote team learning events. For example, the first two rooms are for the Workforce Development and Public Health Workforce teams.

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The screenshot shows the VLE Meeting Room page. At the top left is the Public Health Scotland logo. To the right, the user's name 'Michael Salkow' and role 'Learner/Participant' are displayed. Below the logo are navigation links for 'WHAT'S NEW' and 'ELEARNING COURSES'. A breadcrumb trail reads 'Home / Courses / Health Scotland Staff / Meeting Room'. The main heading is 'The meeting room'. Below this is a section titled 'Using the Meeting Room' with a link to a 'Guide to using the Meeting Rooms'. The 'Meeting Rooms' section contains three buttons: 'Workforce Development', 'PHS Board Induction', and 'Public health workforce', each featuring a blue 'b' icon.

To enter a room, please click on the room you wish to join. You will then be taken to this screen:



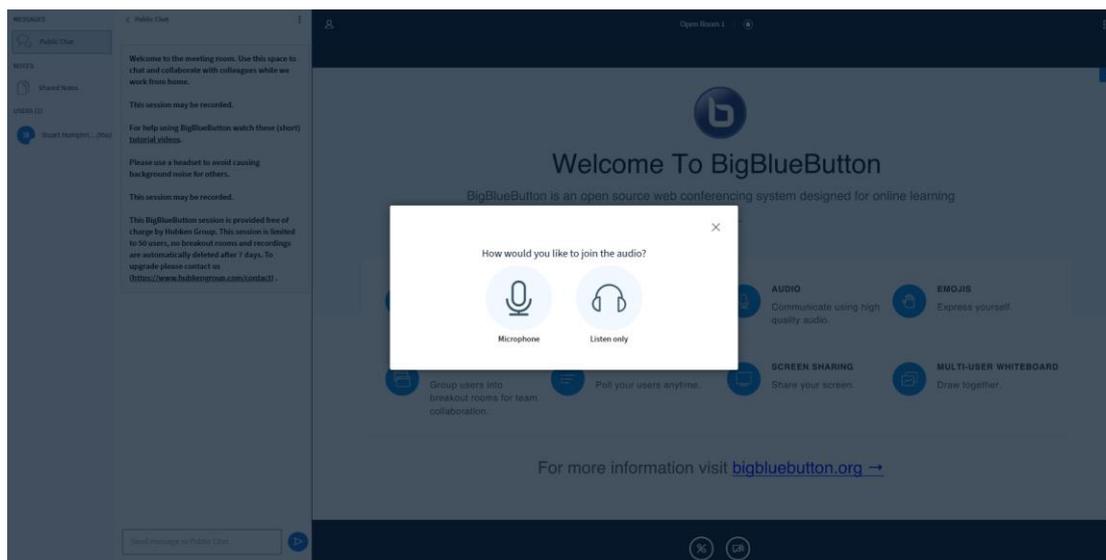
The screenshot shows the VLE Meeting Room page for the 'Workforce Development' room. The breadcrumb trail is 'Home / Courses / Health Scotland Staff / Meeting Room / Meeting Rooms / Workforce Development'. The main heading is 'The meeting room'. Below this is the sub-heading 'Workforce Development'. A message states: 'This conference room is ready. You can join the session now.' At the bottom left, there is a green 'Join session' button.

This above section provides information whether a meeting (conference) is in progress, when it started and how many participants are in the meeting room.

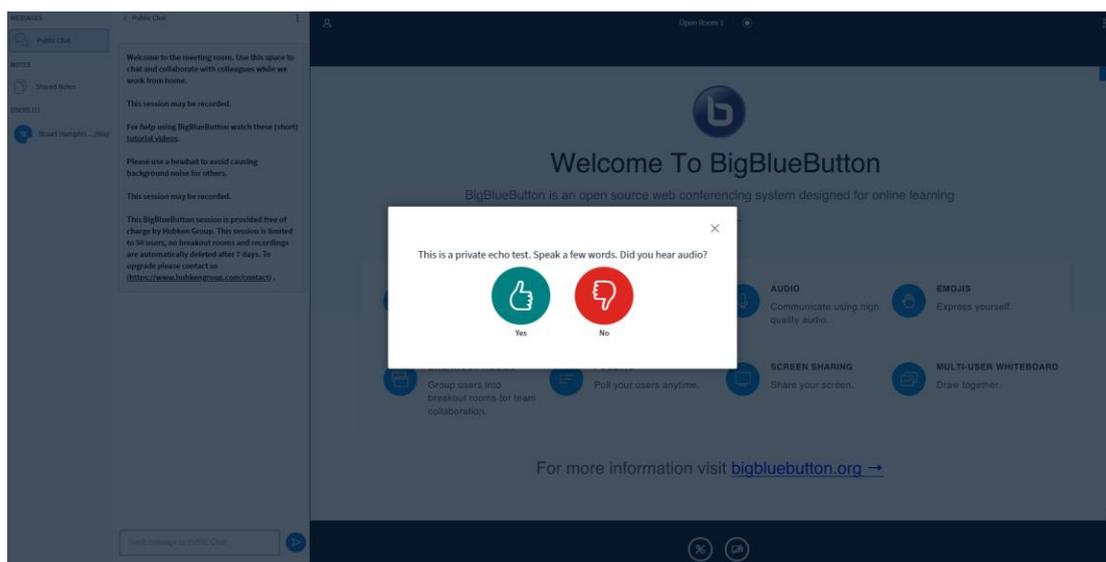
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To join the session meeting room, please select the 'Join Session' button.

You will then be asked how you would like to join the audio, if you would like to use the microphone on your laptop/headset or just listen only. We recommend to join with your microphone.



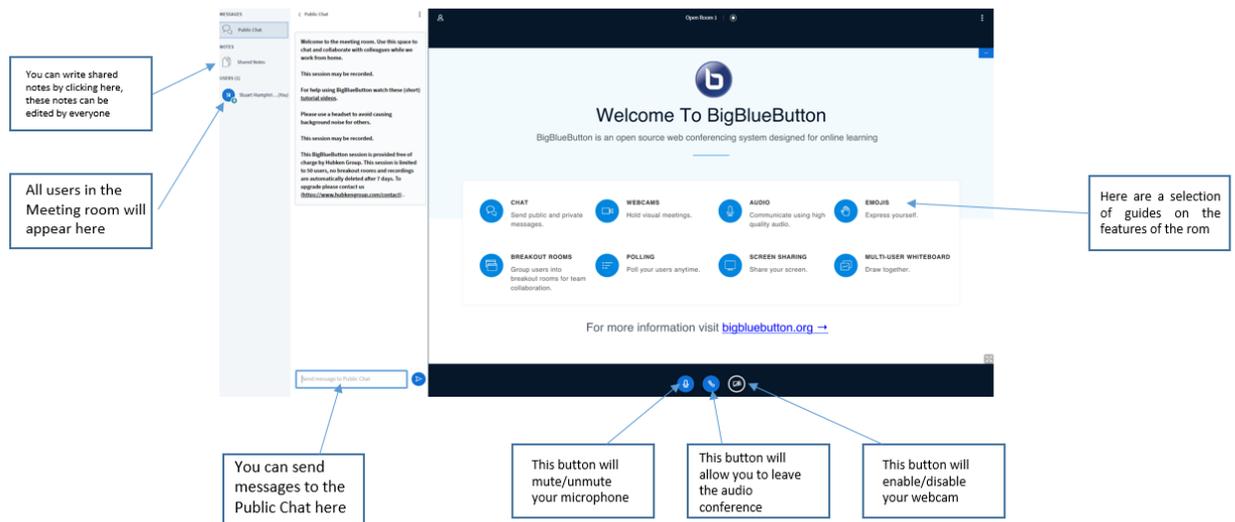
The meeting room will then test your microphone, this is a private test and no one else in the session will be able to hear this. If you are happy with the voice levels please click on the green button.



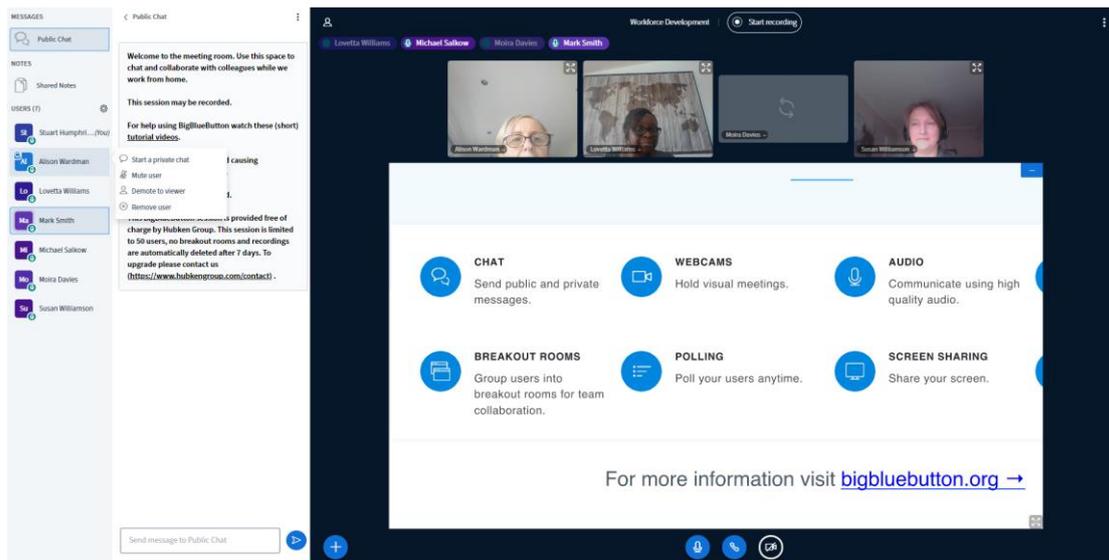
You will now be able to speak to all members on your call. If you cannot hear your audio, please restart your computer/laptop and try logging in again.

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Once you are live in the chat, you will be able to do a variety of things.



You can also communicate privately with individual members of the room. To do this, click on a user's name on the left hand side and a pop up menu will appear. Here you can select to have a Private chat.



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## Room etiquette

- Keep microphone on mute when you are not talking
- Camera off if not required
- Use the public chat function
- Shared notes can be edited by everyone, be mindful when editing
- Your presenter will explain the features and functionality as required

## Further support

If you encounter any problems logging in to the meeting room please contact your host or the Workforce Development team [phs.healthscotland-wdteam@nhs.net](mailto:phs.healthscotland-wdteam@nhs.net)