

User Guide: SILE Campus (Candidates)

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SILE Campus

Congratulations! We hope you will have a successful learning journey with SILE.

There are **three important actions** that you need to take when you access the SILE Campus for the first time. They are:

- 1. Perform a **System Check** to ensure that your computer is able to run the SILE Campus. Refer to Section A. First Time Log In.
- 2. Change your temporary password. Refer to Section B. Change Your Temporary Password.
- 3. Turn on the **notification alerts** to stay up-to-date with activities related to the Course/Exams through email. Refer to Section C. Notifications Setting.

A. First Time Log In

The SILE Campus is an online learning portal to access your learning content and be informed of the latest development related to your course. To access, use this url: <u>https://silecampus.edu.sg</u>.

To ensure that your device meets the requirements to run the SILE Campus, perform a System Check by clicking on the highlighted link as shown in Figure 1.

Log in with the username and password which have been emailed to you by the course administrator. Please contact your course administrator if you have not received or have misplaced the email. Refer to Section G. Assistance.

Singapore Institute of Legal Education
Welcome to SILE Campus
Copyright (c) 2017. Singapore Institute of Legal Education. All rights reserved.
This learning portal is for the use of authorised personnel only. Do not proceed to log in or attempt to log in if you are not authorised by the institute to do so. All material published on this learning partal must not be directly ar indirectly reproduced, published, communicated to the public, adapted or used in any other manner that is prahibited and/or proscribed by copyright laws without the written permission of the Singapore institute of Legal Education.
Please click here for a System Check before you log in
Usersame * Password *
Log In Forgot your password?

Figure 1: https://silecampus.edu.sg

After Log In

On successful login, this is the SILE Campus homepage as shown in Figure 2 below.

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System Check G	Suide		
My Courses 🐱		News 🗸	
Singapore Legal	Part A Admin	System Maintenance Notice Posted to SILE Camput Global	×
System Atintsis	MINDALBEA	The SILE Campus undergoes routine maintenance on every third month from 11pm to 5am. During the maintenance period, the remains available but you may face intermittent delayed responses.	Friday of the SILE Campus
Land Law AIBILAN	Evidence Law AltiseVD		Show All News Items
Company of the second	Company Law	Calendar 🐱	
AIHICRM	AIBICOY	Thursday 28 December 2017	Þ
View All Courses		Upcoming events	Þ
		Updates v There are no current updates for SILE Campus	

Figure 2: SILE Campus homepage

This table lists the purpose of the key navigation items on the SILE Campus homepage.

Navigation Item	Purpose
👚 My Home	This icon will bring you back to the SILE Campus Homepage.
Select a course	Click this icon to choose the subject that you want to go to.
Dpdate Alerts	Indicates whether there are new alerts since your last access.
🔊 Your Name	Click here to update your password and set notifications.
System Check	To check that your computer meets the requirements to use the SILE Campus.
Guide	To access the SILE Campus guide on how to use the system.
My Courses	List the courses that you have been enrolled. Click on any of the listed subjects to access the subject content. For missing or incorrect enrolments, please contact your course administrator.
View All Courses	View the full list of subjects that you have been enrolled for the course.
$\checkmark \triangleright \checkmark \checkmark$	 clicking on the down arrow displays a list of items for selection.

Navigation Item	Purpose	
	clicking on it expands the item.	
	 clicking on it collapses the item. 	
	× clicking on it closes/dismisses the item.	
News	List all recently published news items and also indicating where the news items are posted.	
Show All News Items	This will show all the news items that have been published.	
Calendar	Calendar of activities as well as upcoming events.	
Updates	Updates made to content for the respective subjects.	

B. Change Your Temporary Password

It is important to change your temporary password after your first login.

- 1. Click on your profile as shown in Figure 3.
- 2. Click on Account Settings.



Figure 3: Change password through Your Profile

3. Click on **Change Password** to change to a new password.

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System Check Guide				
Account Settings				
Account Settings Discussions				
General Settings System Email: myemail@gmail.com Change Email Passwort: ******* Change Password				

Figure 4: Change password

C. Notifications Setting

To receive alerts from SILE Campus in your email that is registered with us, it is necessary to turn on the notifications. Please note that updates to the Calendar in SILE Campus, it will be necessary to log in regularly to check.

- 1. Click on your profile as shown in Figure 5.
- 2. Click on **Notifications** and the page as shown in Figure 6 is displayed.



Figure 5: Set Email Notifications

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System Check Guide	
Notifications	
Control how you receive wellikations about activity in your courses. You can receive a periodic summary of	of activity, or receive instant notifications as things happen.
Contact Methods	
Email Address	
Send email notifications to: myemail@gmail.com 🖀	
Change your email settings	
Summary of Activity	
Email me a summary of activity for each of my courses.	
Maria Allen 7	
Noncontrol 1	
Neve	
Instant Notifications	
instant froundations	Email
Content - content item created	Email
Content - content item created Content - content item updated	Email
Content - content item created Content - content item updated Content - content overview updated	Email
Content - content item created Content - content item updated Content - content overview updated Discussions - new post in a forum, topic, or thread that I subscribed to in insta	Email C C I I I I I I I I I I I I I
Content - content item created Content - content item updated Content - content overview updated Discussions - new post in a forum, topic, or thread that I subscribed to in insta Grades - grade item released	Email

Figure 6: Notifications setup

3. Select the checkboxes for **Instant Notifications** that you would like to receive in your email and click **Save.**

D. Access To Subject Content

To access the subject content, do the following:

1. On the SILE Campus homepage, it displays a list of the subjects you are enrolled. Click on any of your enrolled subjects, similar to that highlighted in Figure 7. The subject homepage as shown in Figure 8 will be displayed.

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System Check	Guide		
My Courses 🗸		News 🗸	
Part A Admin A171ADMIN	Singapore Legal System A171SLS	Calendar 🐱 Sunday 31 December 2017	Þ
1 m		Upcoming events	•
Land Law A171LAN	Evidence Law A171EVD	There are no events to display.	
Criminal Law A171CRM View All Courses	Company Law A171COY	Updates ↓ There are no current updates for SILE Campus	

Figure 7: Access to subject content

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Evidence Law			
Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Browser Content Brows	News v		
Evidence Law - Reading List >	Global	×	
1: Statutory Frameworks and Concepts	meworks and > The SILE Campus undergoes routine maintenance on every third Friday of the month from 11pm to 5am. During the maintenance period, the SILE Campus		
2: Character Evidence >	remains available but you may face intermittent delayed responses.		
3: Hearsay Evidence			
4: Statements from Accused >	s	Show All News Items	

Figure 8: Example of Subject homepage

This table lists the purpose of the key navigation items on the Subject homepage.

Navigation Item	Purpose
🛖 My Home	This icon will bring you back to the SILE Campus Homepage.
Select a course	Click this icon to choose the subject that you want to go to.
🛕 Update Alerts	Indicates whether there are new alerts since your last access.
A Your Name	Click here to update your password and set notifications.
Content	Present the full view of the subject content.
Course Home	This will bring you back to the subject homepage.
$\checkmark \triangleright \checkmark \times$	 clicking on the down arrow icon displays a list of values. clicking on it expands the item. clicking on it collapses the item. clicking on it closes/ dismisses the item.
Content Browser	List the content for the subject. Clicking on it will also present the full view of the subject content.
News	List all published news items for the subject as well as institution wide news.
Show All News Items	This will show all the news items that have been published for this subject.
Updates	Updates made to the subject content.
Calendar	Calendar of activities for the subject.
	Date – list the events for the subject for the day.
	Upcoming events – list all the upcoming events for the subject.

To drill into the subject content, referring to **Figure 9 To launch subject content**, you may do any of the following:

To view the full Table of Contents for the selected subject, click either of these:

- 1. Click **Content Browser**; or
- 2. Click down arrow icon and select Go to Content.

Once either action is taken, the subject's Table of Contents is displayed as shown in Figure 10.



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Singspore Institute of Legal Ed.	ication E	vidence Law		🖉 🕴 🔬 Student Test
Content Course Hon	ne Guide	Grades		
	ρ	Table of Contents	v	🔒 Print
Bookmarks		Download		Expand All Collapse All
Table of Contents	63	0 %	0 of 63 topics complete	
Evidence Law - Reading List	4	Evidence Law - Reading List		•
1: Statutory Frameworks and Concepts	9	Please note that the Evidence Law R References to <i>Evidence and the Litig</i> 6th edition of the book.	Reading List has been updated on gation Process have been updated	6 September 2017. d to reflect the 2017
2: Character Evidence	8			
3: Hearsay Evidence	12	Evidence Law Reading List (2017090	06) 🗸	٠

Figure 10: Subject content

- 3. To view the list of items on the Table of Contents, **scroll down** the page.
- The numbers next to each item indicates the number of sub-items available. 4.
- 5. To download a file like MS Word, PDF, etc., take as an example the Evidence Law Reading List in Figure 11, click on the down arrow icon and select Download.

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Content Course Home Guide	Grades	
Search Topics	Table of Contents ~	🔒 Print
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Evidence Law - Reading	Evidence Law - Reading List	•
1: Statutory 9 Frameworks and Concepts	Please note that the Evidence Law Read Submit Feedback and on 6 Septemb References to <i>Evidence and the Litigati</i> 6th edition of the book.	per 2017. the 2017
2: Character Evidence 8 3: Hearsay Evidence 12	View Metadata	

- Figure 11: To download a file
- 6. To play the **videos lectures for Part A subjects**, click on sections that contain links to the video lectures. Refer to **Figure 12**.

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Content Course Hor	me <mark>Gui</mark> de	Grades	
Search Topics	ρ	1: Statutory Frameworks and Concepts ~	Print
Bookmarks			
Course Schedule		0 % 0 of 9 topics complete	
Table of Contents	63	Video - Introduction to Evidence Law Videos - Video	•
Evidence Law - Reading List	4	Video Topic 1(a) 🗸	•
1: Statutory Frameworks and	9	Video Topic 1(b) 🗸	•
Concepts 2: Character Evidence	8	Video Topic 1(c) 🗸	٠

Figure 12: For Part A, click on sections that contain links to the video lectures

7. To **play videos** for **Part B** subjects, click **Video Lectures folder**. Do refer to section Error! Reference source not found. Error! Reference source not found. for more information about Part B Video Lectures.

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Content Course Hor	ne Guide	Grades			
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Course Schedule		0 % 0 of 1	topics complete		
Table of Contents	2	817 - Mediation-7 Elements 🐱			
MED Synopsis					
MED Instructions & Materials					
MED Schedules					
MED Video Lectures	1				
MED Examination	1				

Figure 13: For Part B, click on Video Lectures folder

8. Click any video lecture links to view the video lectures, as shown in Figure 12 and Figure 13.

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Figure 14: Navigation for video lectures

- 9. To stream the previous or next video lecture, click on either of the icons as highlighted in area 1 in **Figure 14**.
- 10. Click on the icon highlighted in area 2 in Figure 14 to expand the Side Panel.
- 11. Note that all video lectures cannot be downloaded.

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Content Course	Home Gu	uide Grades		_		
Table of Contents < 1: Statutor Framework and Concep	ry › ‹s pts	Violeo Topic 1(a)			2] * < >
Video - Introduction to Evidence Law Videos	~					
Video Topic 1(a)	~					
Video Topic 1(b)	~					
Video Topic 1(c)	~	otice				
Video Topic 1(d)	~	15 Singapore Institute of Legal Education. All rights reserved, inect reproduction, publication, communication to the public, adaptation e (that is prohibited and/or prescribed by copyright laws) of this video art in any form or medium is allowed without the written permission of				
Video Topic 1(e)	~		٩	٥		

Figure 15: Expanded side panel

- 12. To collapse the Side Panel, click on icon as highlighted in area 1 in Figure 15.
- 13. For video lectures that have been played, there will be a tick icon.
- 14. If you plan to review the video lecture later, you can bookmark the video lecture by clicking area 2 as highlighted in **Figure 15**. Clicking at the same area will un-bookmark the item.
- 15. To view your bookmarks, click **Bookmarks** in Figure 11.

E. Calendar Export

The Calendar in SILE Campus contains events like your e-Seminars or e-Practice Sessions. This calendar may be downloaded to your desired device in iCAL format. Please follow the steps below. However, it is important to note that this method of downloading only exports static events into the external calendar tools. Any subsequent updates to the calendar in SILE Campus will not be reflected in your external calendar. Also note that for updates to the Calendar, no notifications will be sent to your email.

1. On the Campus homepage, click **Calendar**.



Figure 16: SILE Campus Homepage

- Singapore Institute of Legal Education Student Test ñ System Check Guide B Print O Settings * Subscribe Agenda Day Week Month List Search Events O All Calendars (1) 🗸 December 2017 December 2017 ٤. > Tue Wed Thu Fri Sat Sun More Sunday Tuesday Wednesday Thursday Saturday Monday Friday з a ő.
- 2. On the Calendar page, click **Settings**.

Figure 17: Calendar page

3. Under Calendar Feeds, check on Enable Calendar Feeds and click Save.

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calendar Options			1
Core Hours			
8:00 AM 👻 to	5:00 PM	*	
Show weekends			
Calendar Feeds 1			
Enable Calendar Feeds			
This enables a private address that can be used	to subscribe to ye	our calendar	i via an
iCal feed			
Tasks Options			
Tasks Options			
Tasks Options Completed Tasks			
Tasks Options Completed Tasks Hide completed tasks	~		
Tasks Options Completed Tasks Hide completed tasks	~		
Tasks Options Completed Tasks Hide completed tasks	~		
Tasks Options Completed Tasks Hide completed tasks Upcoming Tasks Default Duration	v		
Tasks Options Completed Tasks Hide completed tasks Upcoming Tasks Default Duration 3 Days	*		
Tasks Options Completed Tasks Hide completed tasks Upcoming Tasks Default Duration 3 Days	v		
Tasks Options Completed Tasks Hide completed tasks Upcoming Tasks Default Duration 3 Days	v		
Tasks Options Completed Tasks Hide completed tasks Upcoming Tasks Default Duration 3 Days Confirm Delete Confirm Delete Confirm before deleting tasks	v		
Tasks Options Completed Tasks Hide completed tasks Upcoming Tasks Default Duration 3 Days Confirm Delete Confirm Delete 2	~		
Tasks Options Completed Tasks Hide completed tasks Upcoming Tasks Default Duration 3 Days Confirm Delete Confirm Delete Confirm Defore deleting tasks	*		

Figure 18: Enable Calendar Feeds

4. Once done, on the Calendar page, click **Subscribe**.

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iystem Che	ck Guide						_						
Agenda	Day	Week	Month Li	et .		e Print O	Settings	* 56	noribe				ρ
< >	Decemb	er 2017			All Cal	endars (1) 🗸			Dece	ember 2	2017		>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sun	Mon	Tue	Wed	Thu	Fri	5
Sunday 26	Monday 27	Tuesday	Wednesday	Thursday 30	Friday	Saturday	Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	Fri 1	5
Sunday 28	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday	Saturday 2	5un 26 3	Mon 27 4	Tue 28 5	Wed 29 6	Thu 30 7	Fri 1 B	51
Sunday 26	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday	Saturday 2	Sun 26 3 10	Mon 27 4 11	Tue 28 5 12	Wed 29 6 13	Thu 30 7 14	Fri 1 8 15	51 2 9

Figure 19: To subscribe

5. Select your preferred Calendar Subscriptions and click Download.

All Calendars	and Tasks	~	^
Copy and paste subscribe to eve	the followin ents for the	ng URL into any external calendar application selected calendar(s).	n to
https://silecan	npus.edu.sg 3bz0x8ibll1	g/d2l/le/calendar/feed/user/feed.ics? l12d	
token-arpukz			
Download	Reset		~

Figure 20: Calendar Subscriptions

6. This completes the download and your external calendar should be populated.

F. View Calendar of Events

To view the course Calendar of your choice, click on the icon highlighted in the figure below and all the upcoming events will be displayed. Click on each event to view the event details.







Figure 22: List of Upcoming events after clicking 'Upcoming events' in above figure.

G. Assistance

If you require any assistance in using the SILE Campus, you may like to review the Guide that is available online.



Figure 23: Online Guide

You may also write an email to the relevant parties for assistance by stating your **Full Name and SILE Campus ID** in your email.

- Part A subject content and/or queries partA2023S2@sile.edu.sg
- Part B subject content and/or queries student.admin@sile.edu.sg
- FPE subject content and/or queries <u>fpe@sile.edu.sg</u>
- Technical questions and/or issues <u>it.admin@sile.edu.sg</u>

For **LawNet matters**, you should write to <u>customerservices@lawnet.sg</u>, together with the following information:

- Let the customer service know that you are a candidate with the SILE Part A or Part B or FPE,
- Your LawNet User ID (if you know), and
- Your email address registered with SILE.