Singapore
Institute of Legal Education

User Guide: SILE Campus (Candidates)

July 2023

Contents

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: https://silecampus.edu.sg.

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.
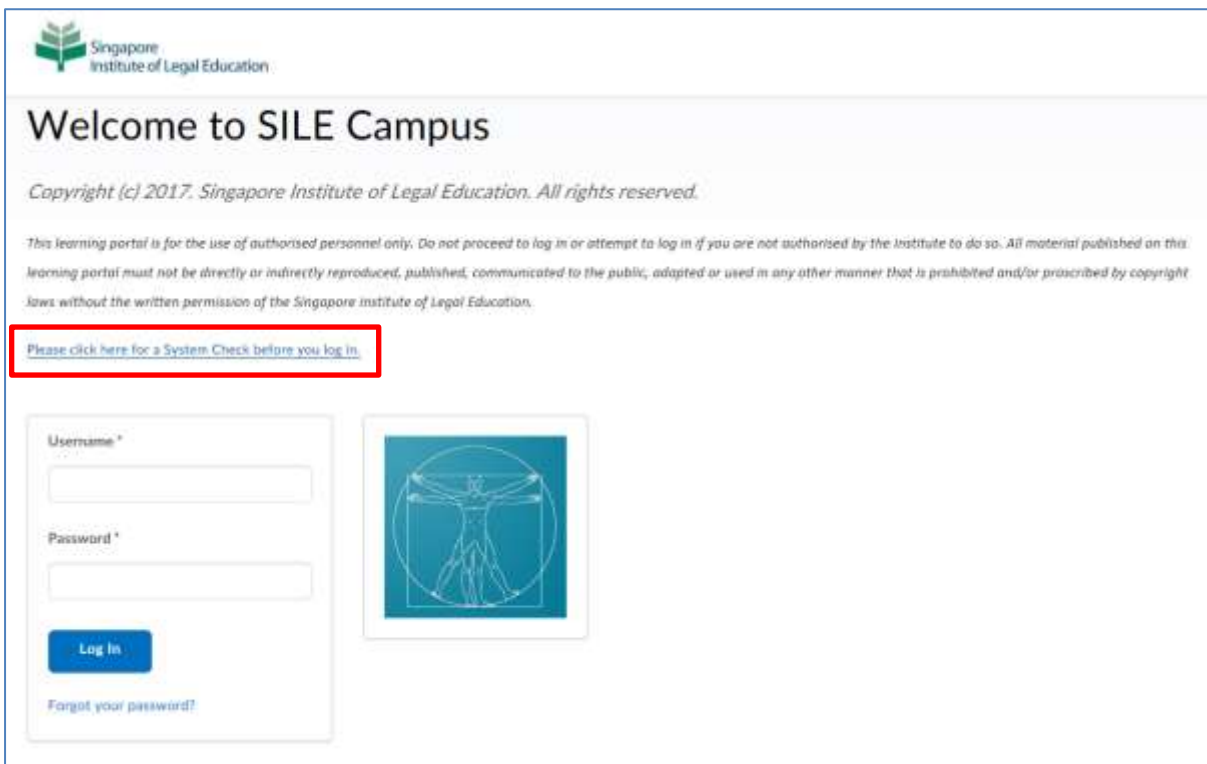

Figure 1: **https://silecampus.edu.sg**

After Log In

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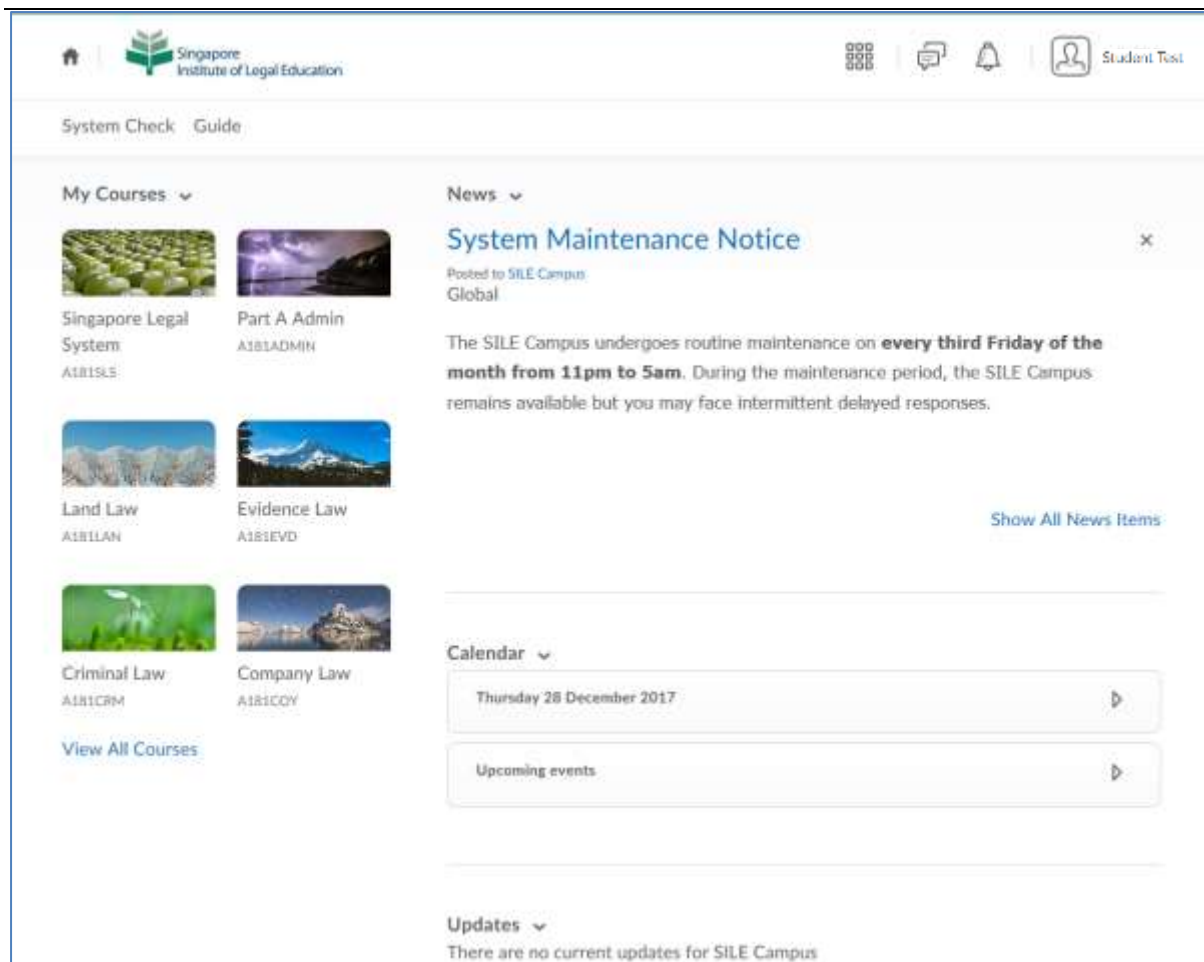
Figure 2: SILE Campus homepage

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.
🔔 Update 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.
⌄ ▷ ▼ ✕	⌄ 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.
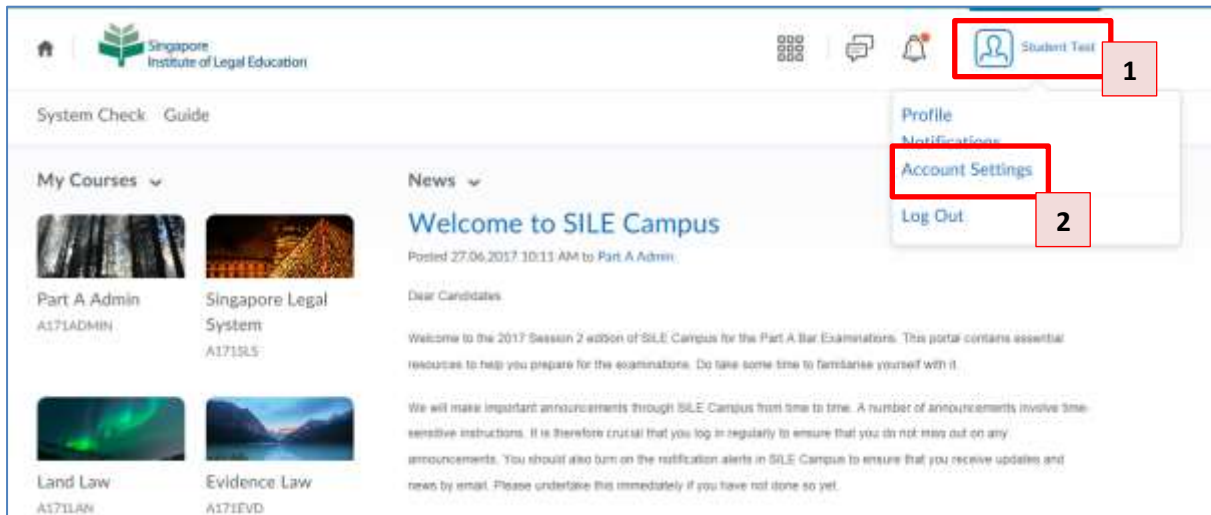
2. Click on **Account Settings**.

Figure 3: Change password through Your Profile

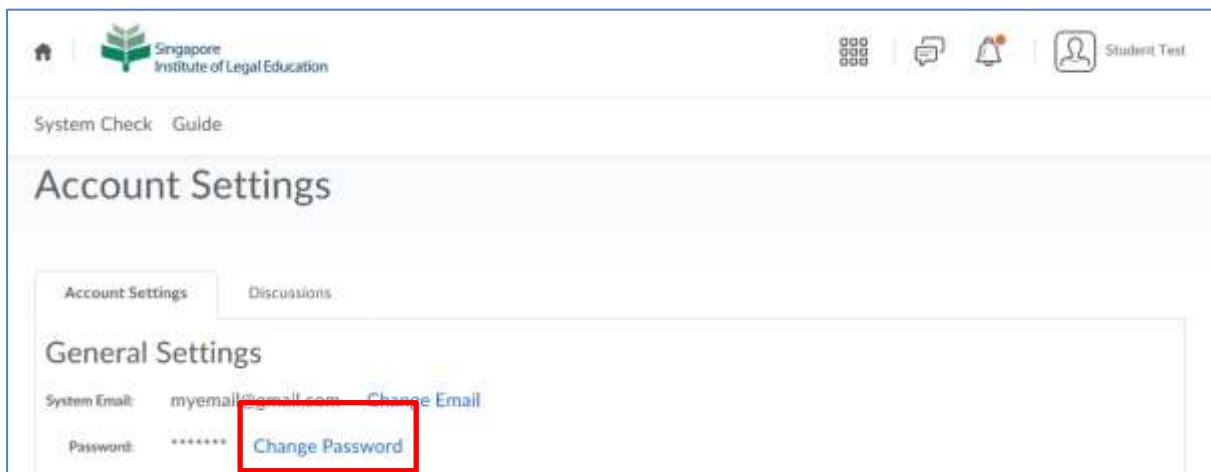3. Click on **Change Password** to change to a new password.

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.
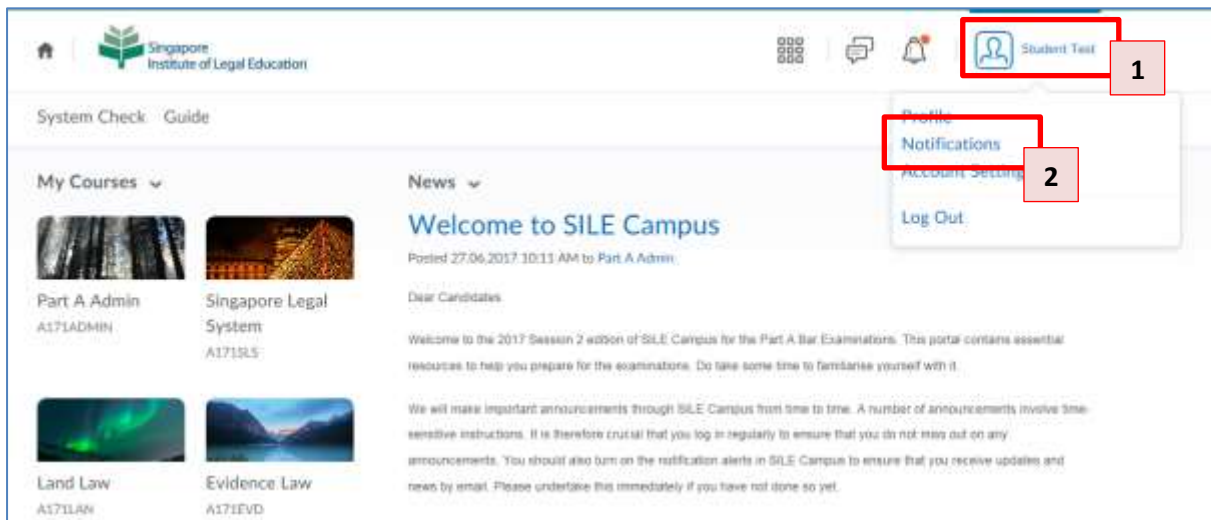

Figure 5: Set Email Notifications

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.
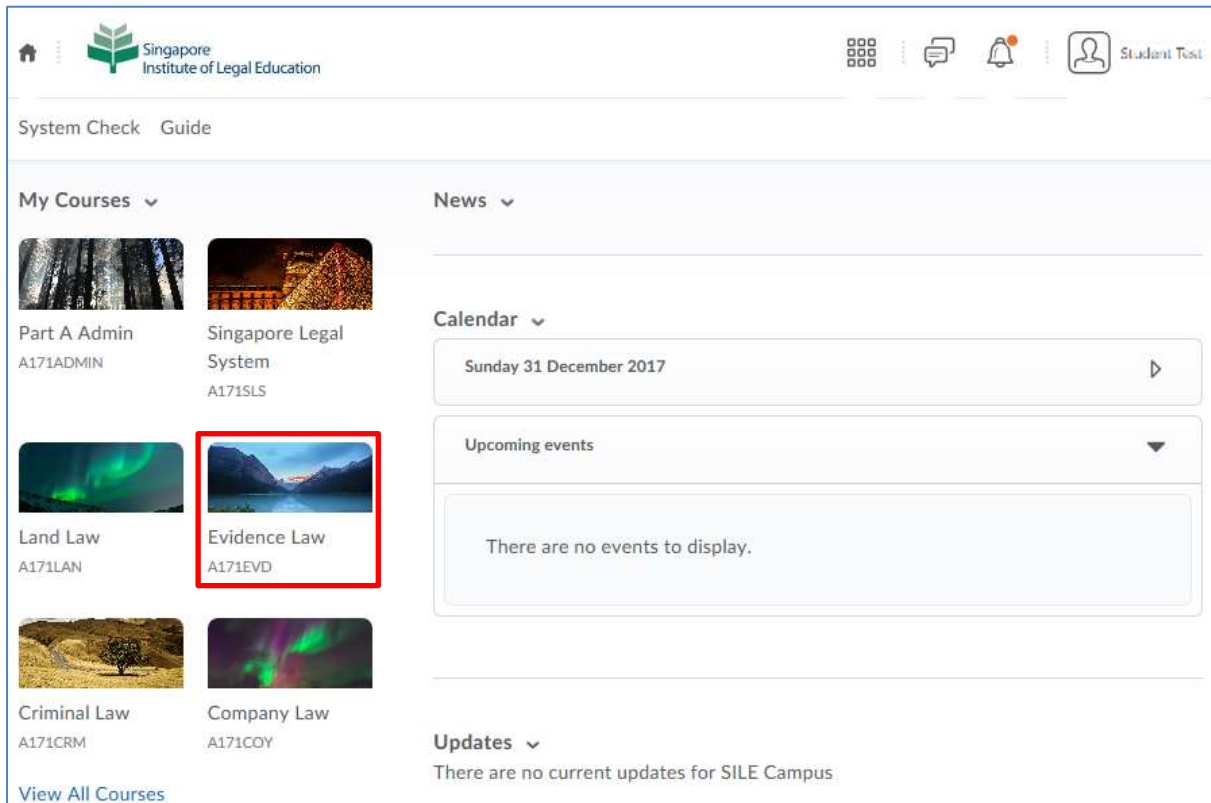
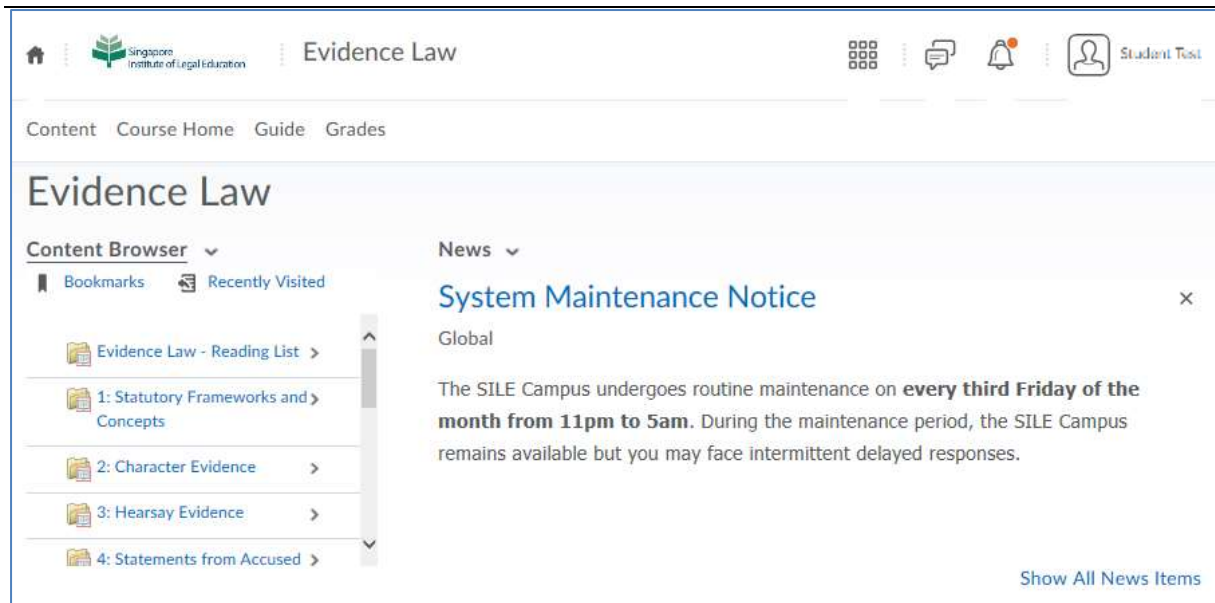

Figure 7: Access to subject content

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.
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.
⌄ ▷ ▼ ✕	⌄ 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**.
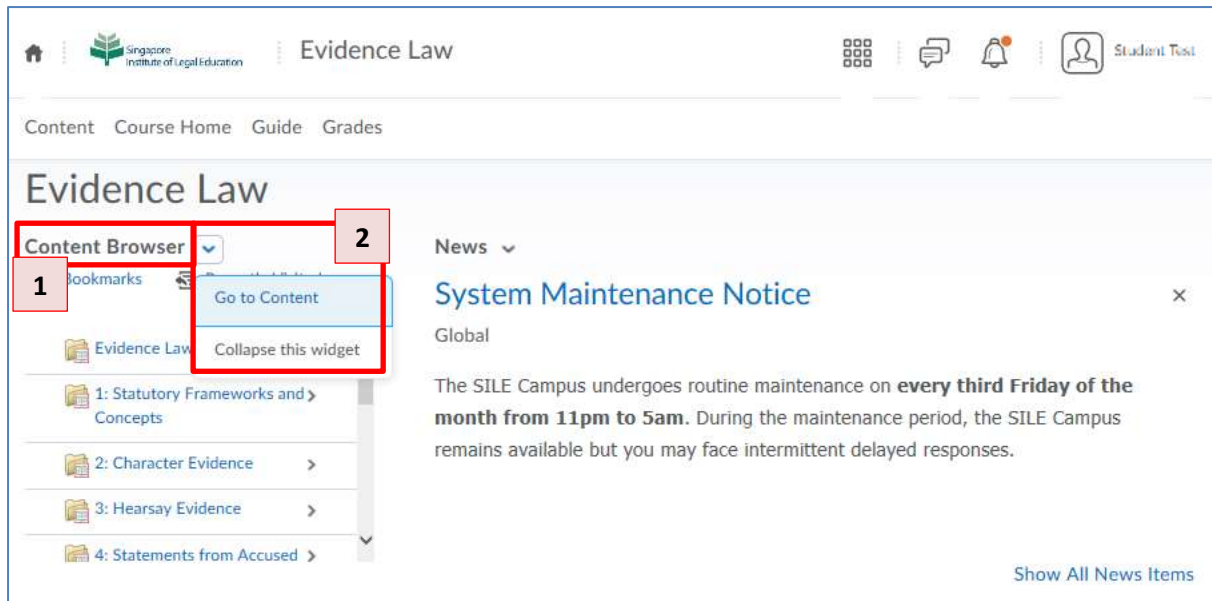

Figure 9: To launch subject content

Figure 10: Subject content

3. To view the list of items on the Table of Contents, **scroll down** the page.

4. The numbers next to each item indicates the number of sub-items available.

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**.
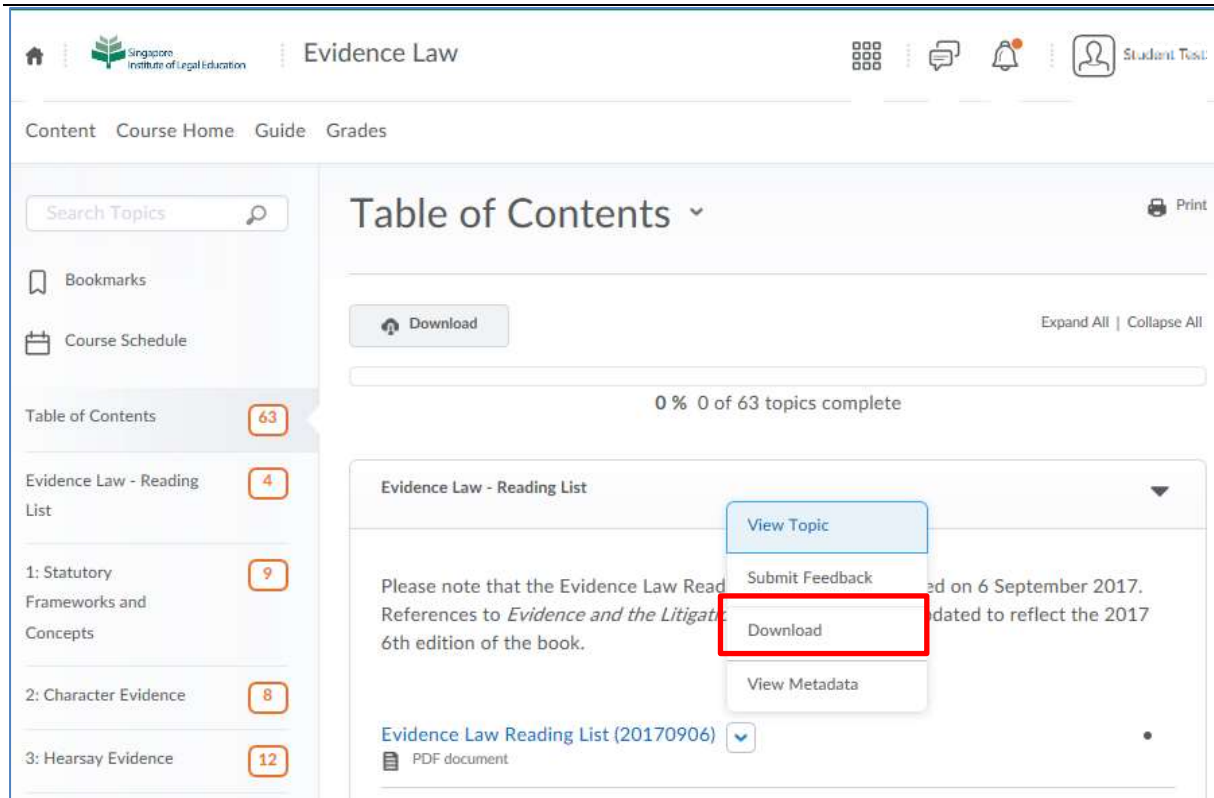
Figure 11: To download a file

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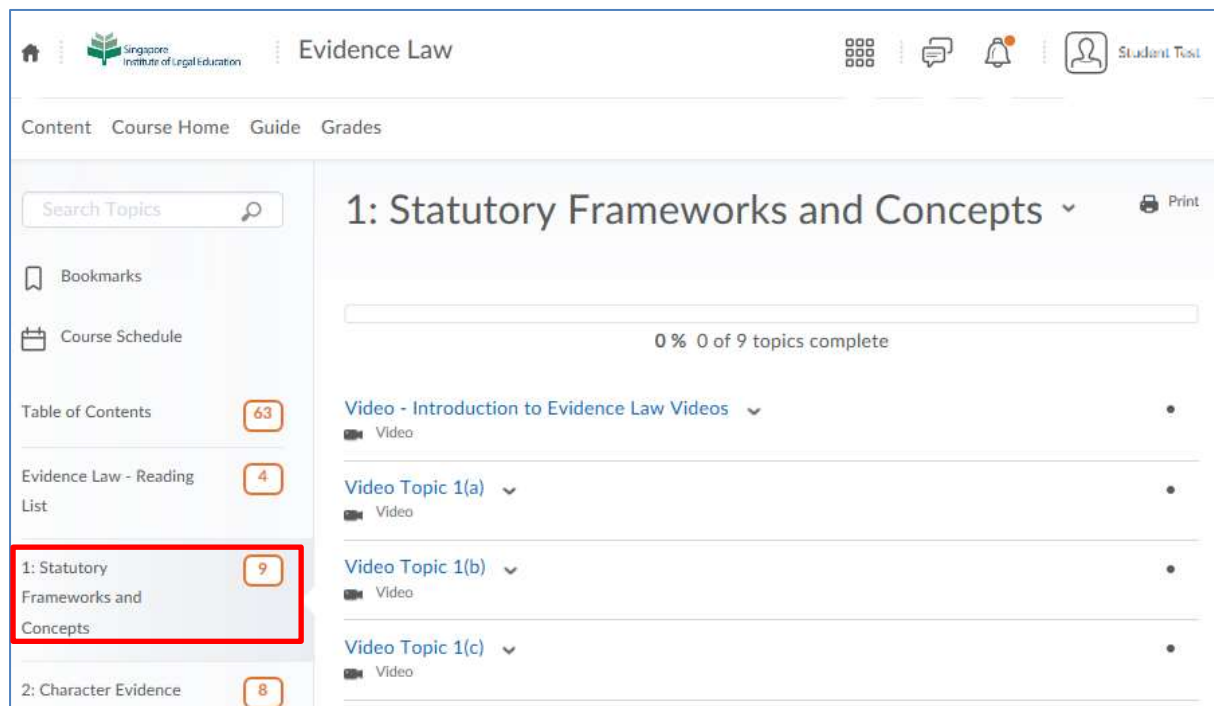

Figure 12: For Part A, click on sections that contain links to the video lectures

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.
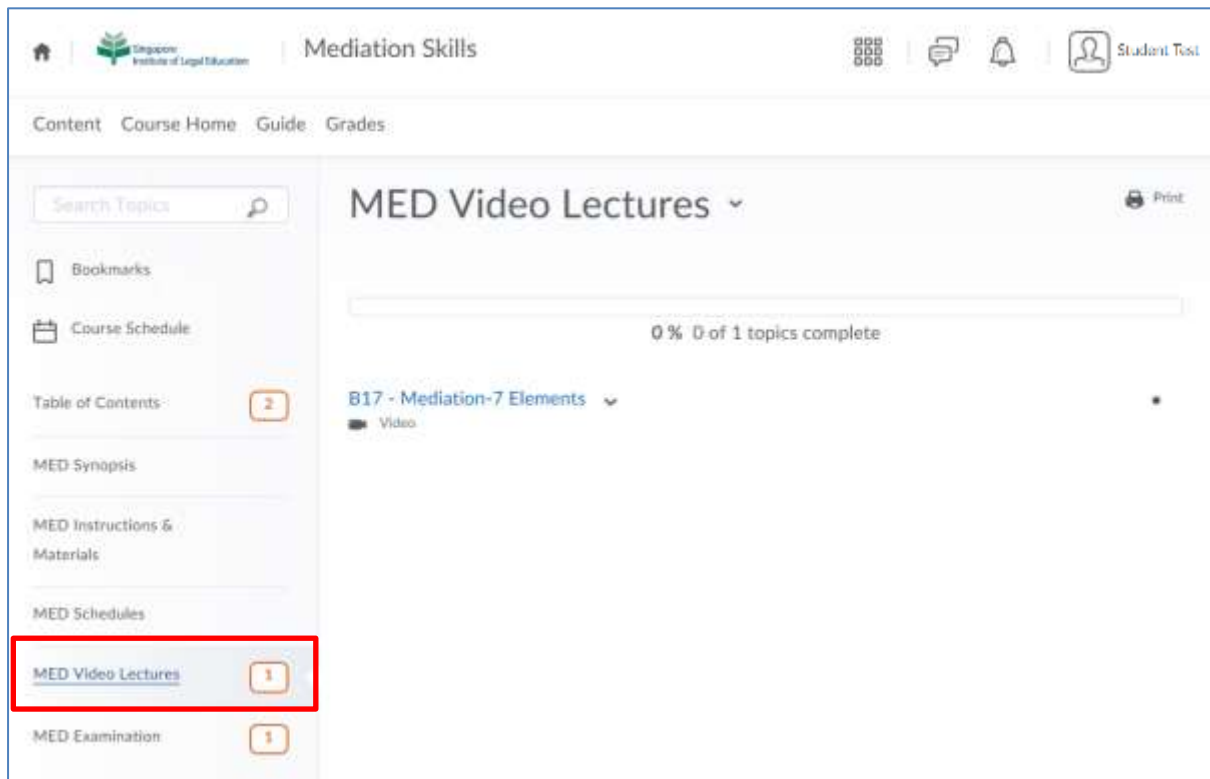

Figure 13: For Part B, click on Video Lectures folder

8. Click any video lecture links to view the video lectures, as shown in **Figure 12** and **Figure 13**.
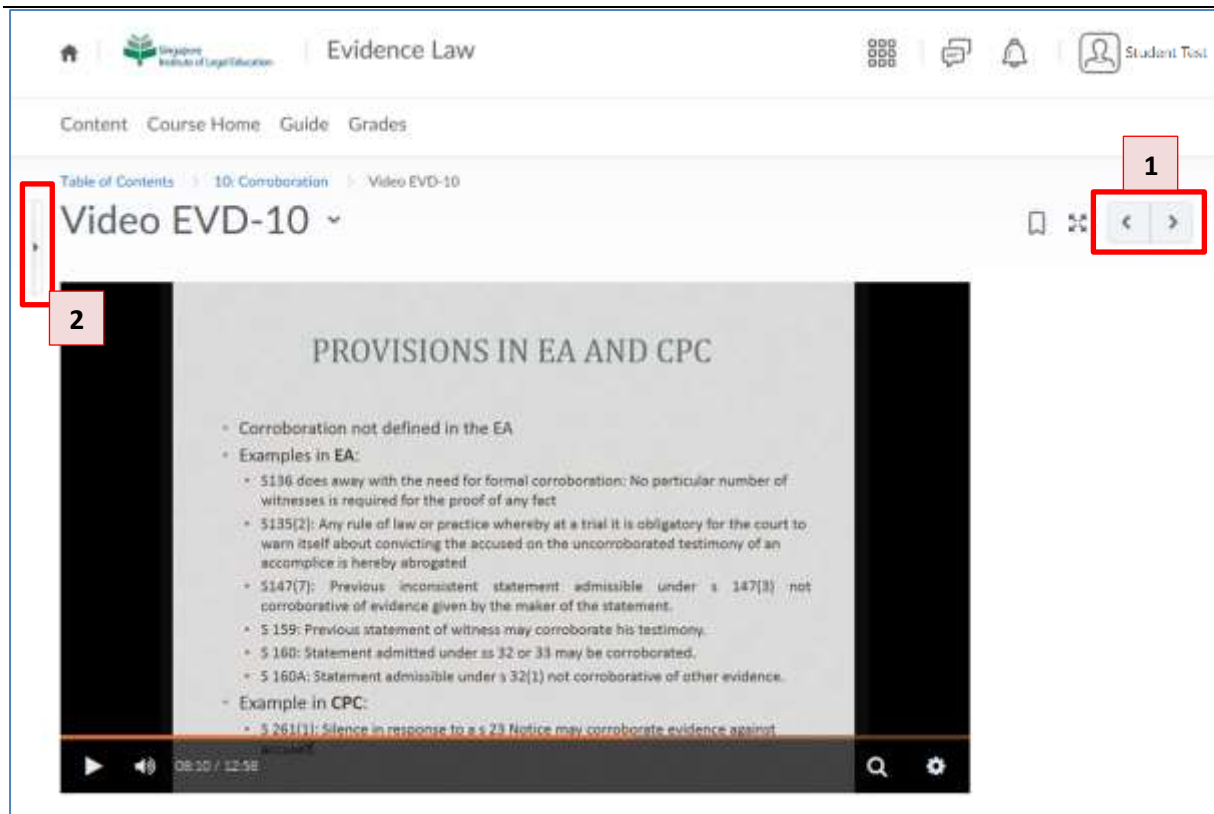
Figure 14: Navigation for video lectures

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**.

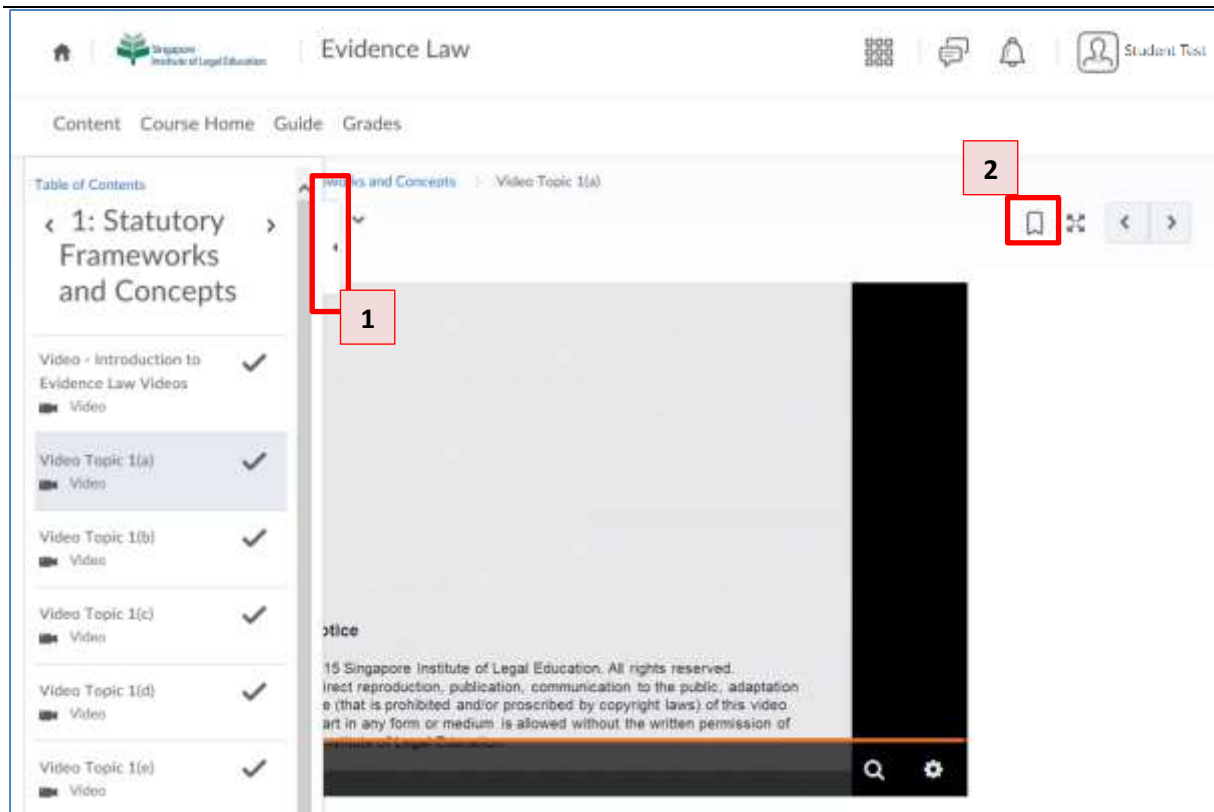11. Note that all video lectures cannot be downloaded.

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.**

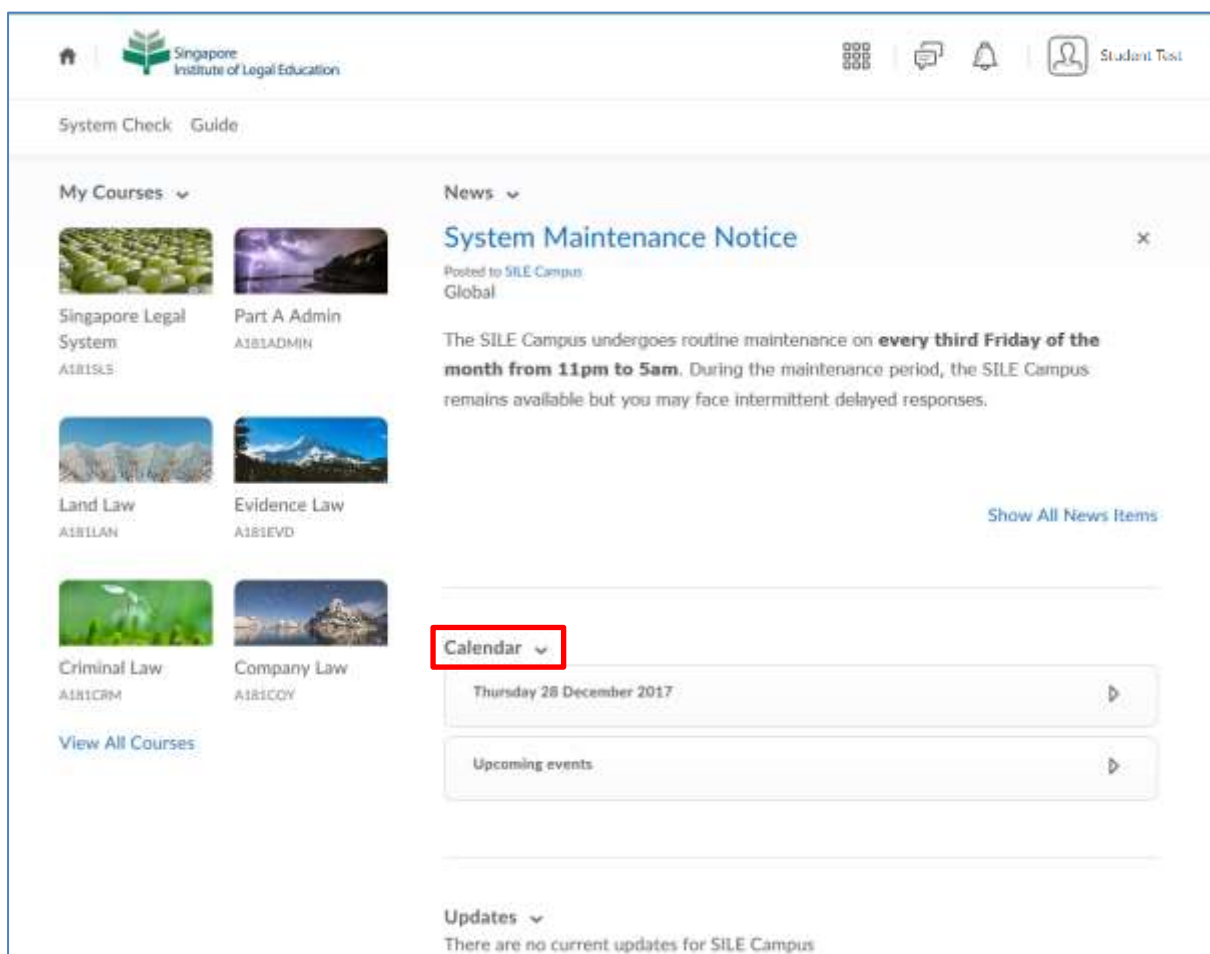1.   On the Campus homepage, click **Calendar**.

Figure 16: SILE Campus Homepage

2.   On the Calendar page, click **Settings**.
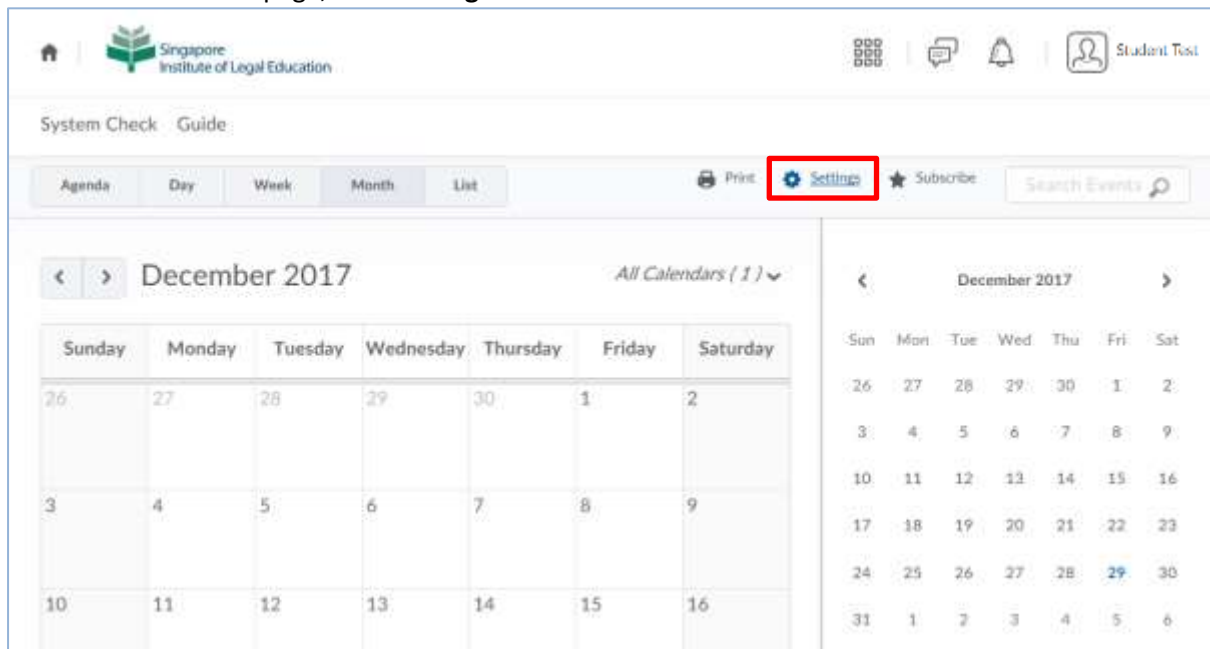

Figure 17: Calendar page

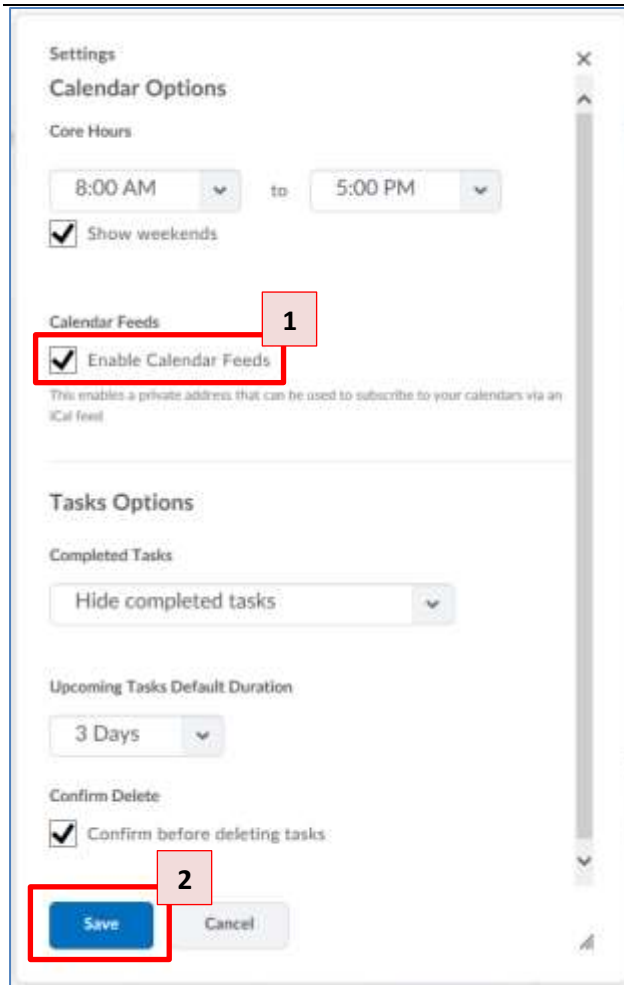3.   Under Calendar Feeds, check on **Enable Calendar Feeds** and click **Save**.

Figure 18: Enable Calendar Feeds

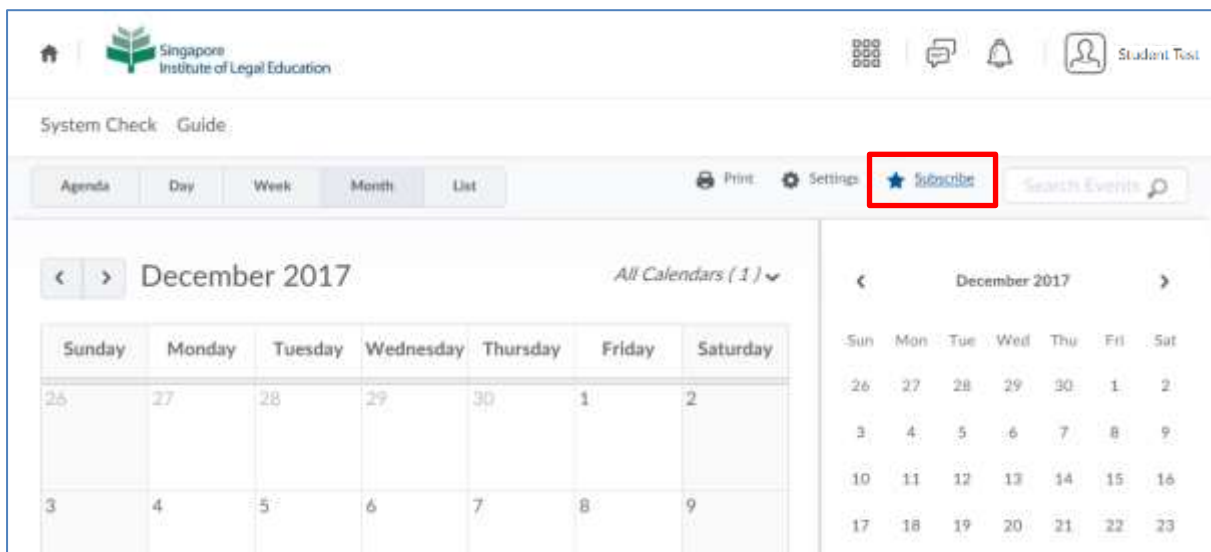4. Once done, on the Calendar page, click **Subscribe**.

Figure 19: To subscribe

5. Select your **preferred Calendar Subscriptions** and click **Download**.
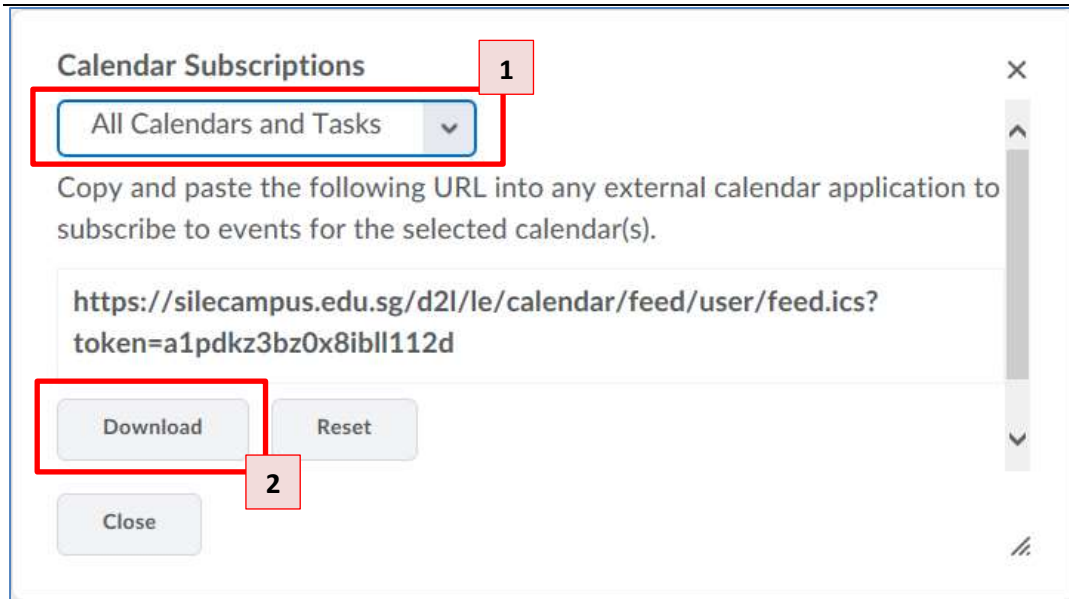
Figure 20: Calendar Subscriptions

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.
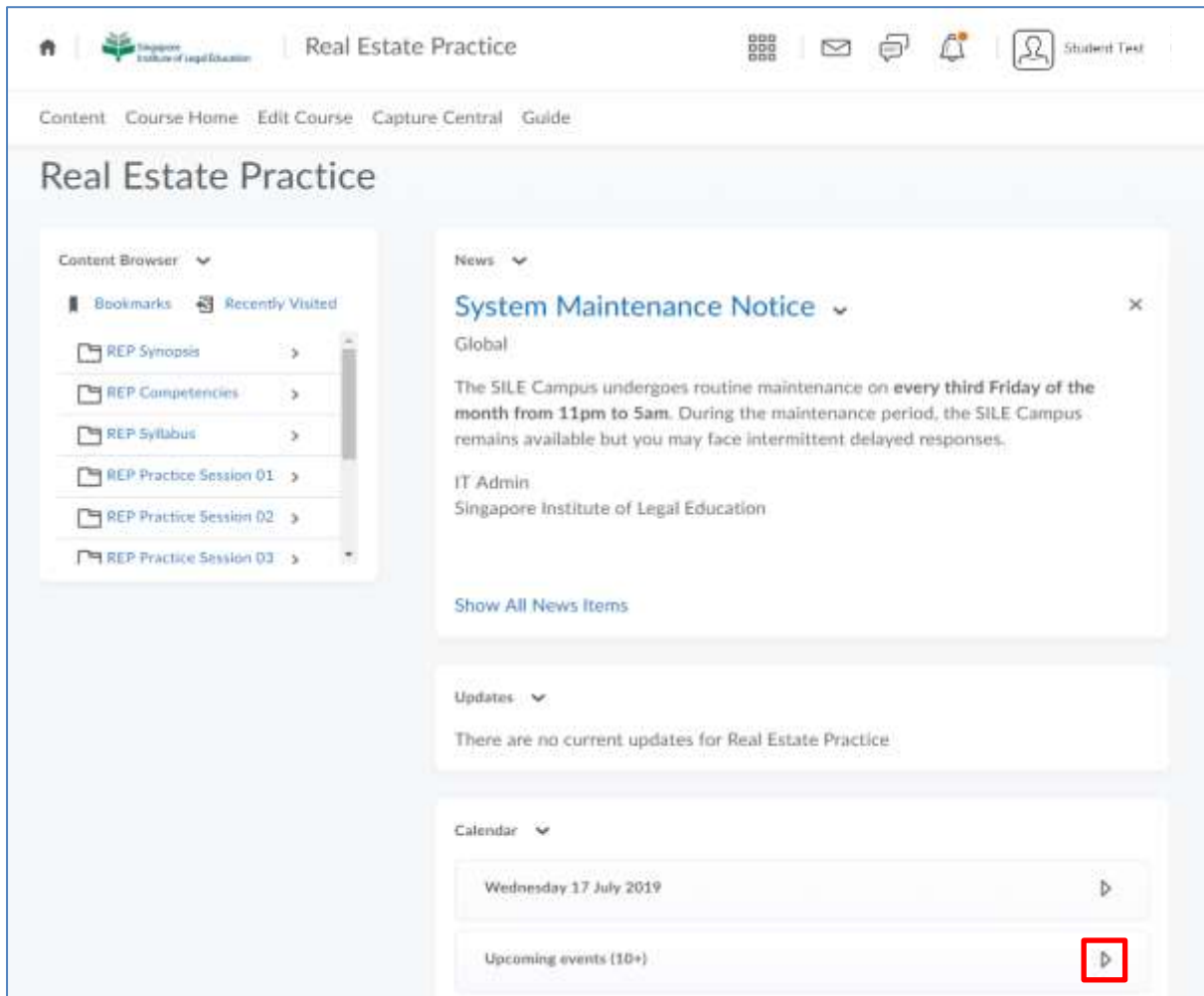

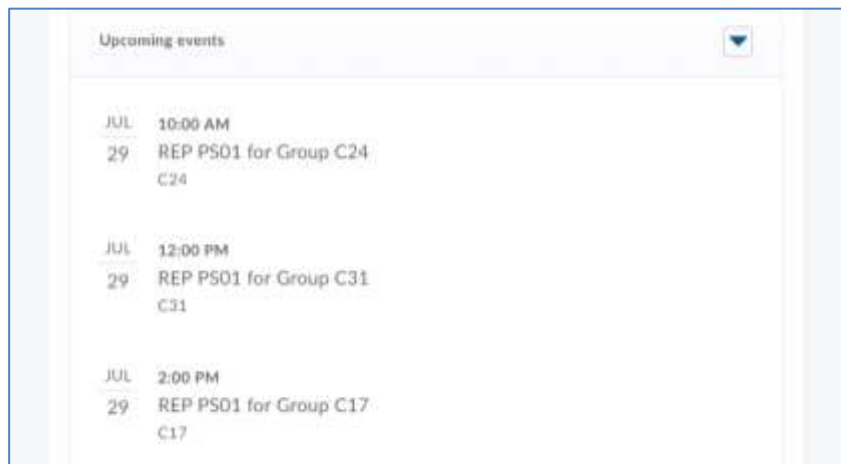Figure 21: Calendar of events for the selected course.

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.
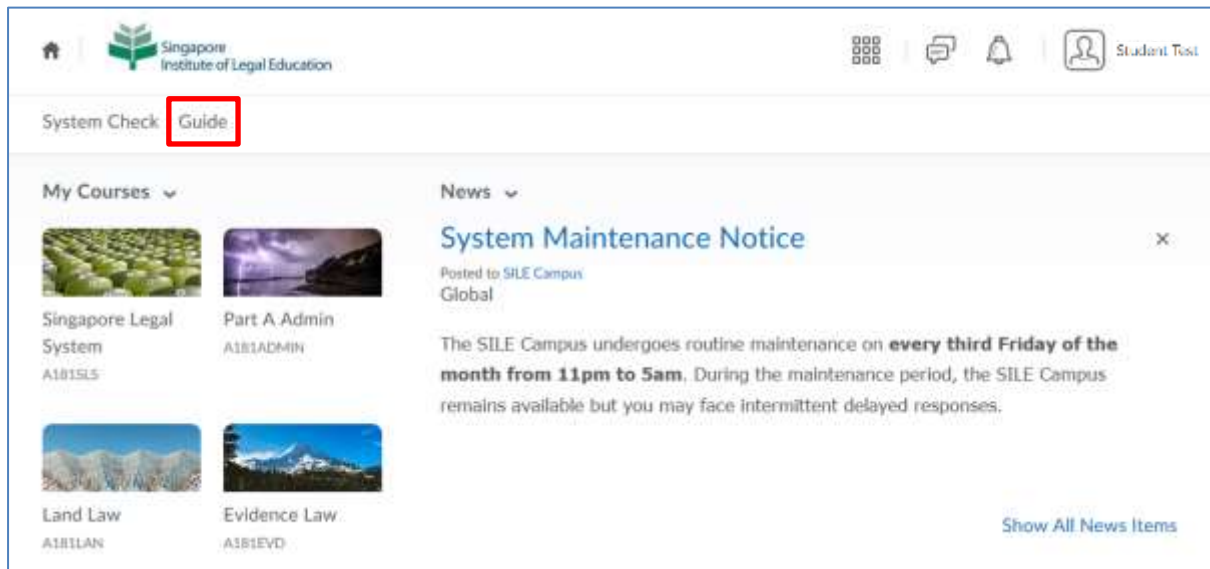

Figure 23: Online Guide

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 – fpe@sile.edu.sg

- Technical questions and/or issues – it.admin@sile.edu.sg

For **LawNet matters**, you should write to customerservices@lawnet.sg, 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.