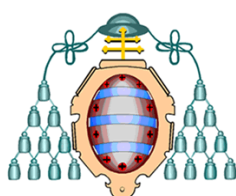




# Students Guide

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## How to use the Virtual Campus of the University of Oviedo



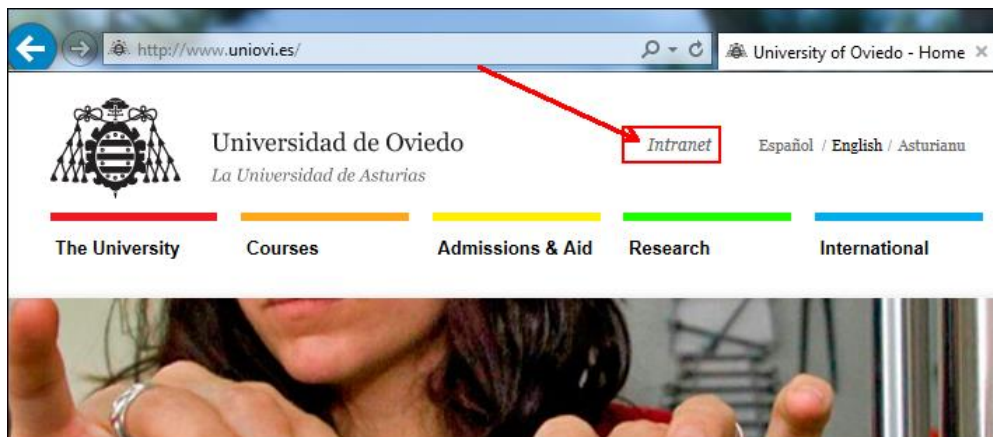
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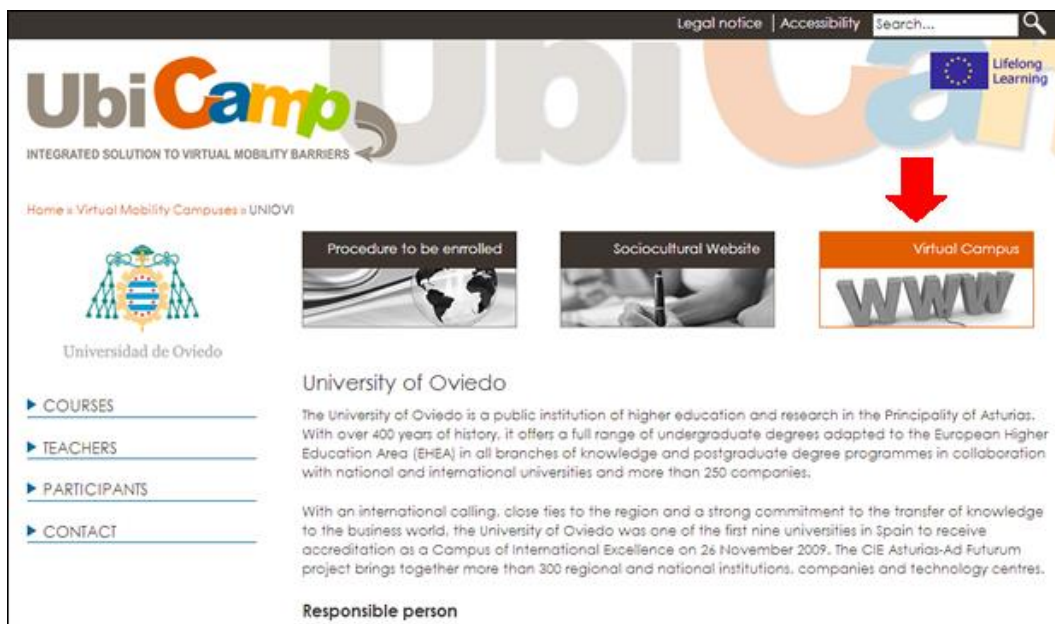
## ACCESS AND FIRST STEPS IN THE VIRTUAL CAMPUS PLATFORM

In order to access the Virtual Campus, it is necessary to have, in the first place, the username and password that you will receive via e-mail once the Virtual Mobility experience begins. There are three ways to access the Virtual Campus of the University of Oviedo:

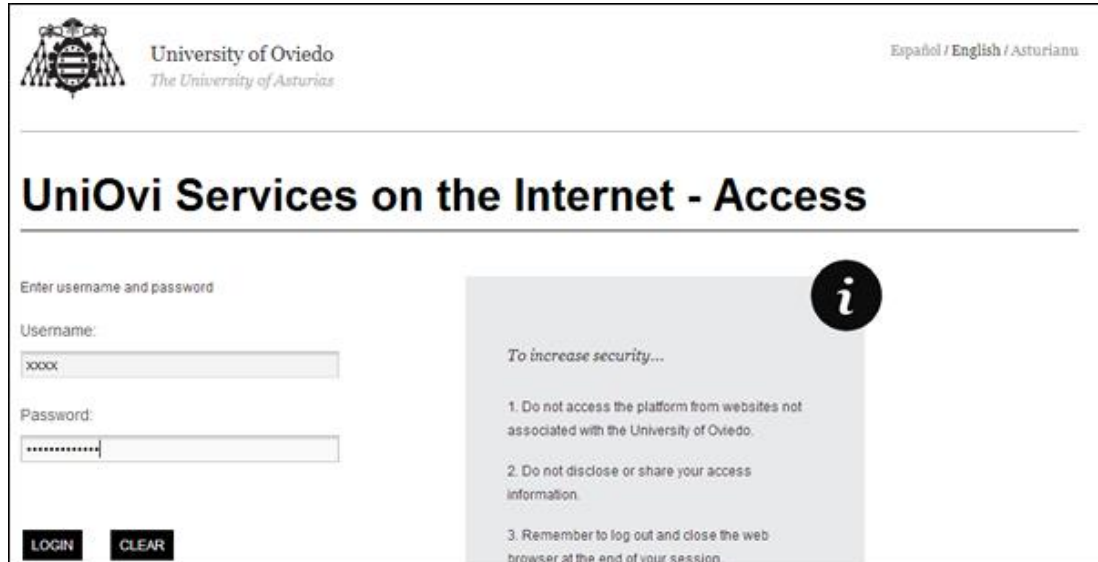
- Through the following URL: [www.campusvirtual.uniovi.es](http://www.campusvirtual.uniovi.es)
- Via the *Intranet* of the University: [www.uniovi.es](http://www.uniovi.es)



- From UbiCamp's portal: <http://www.ubicamp.eu/campuses/uniovi>



After accessing via any of the three previous methods, you will see the access page of the Virtual Campus, where you will need to input the username and password that you had received in your e-mail.



University of Oviedo  
The University of Asturias

Español / English / Asturianu

## UniOvi Services on the Internet - Access

Enter username and password

Username:  
xxxx

Password:  
xxxxxxxx

**LOGIN** **CLEAR**

**i**

To increase security...

1. Do not access the platform from websites not associated with the University of Oviedo.
2. Do not disclose or share your access information.
3. Remember to log out and close the web browser at the end of your session.

### *What can I do if I do not have that login information?*

In most cases, should a student does not have their login information, or should access be denied to those who do have it, students will need to contact their Virtual Mobility tutor at their center and request their login.

After accessing the Virtual Campus, you will find, in the first place, a similar page to that seen in the following image:



UNIOVI VIRTUAL  
Universidad de Oviedo

campus virtual

Usted se ha identificado como apellido\_a1 nombre\_a1 (Salir)

**Ayuda**

- Blog del Campus Virtual
- Atención al Usuario

**Navegación**

- Uniovi Virtual
  - Área personal
  - Mi perfil
  - Mis cursos

**Ajustes**

- Ajustes de mi perfil

**Mis cursos**

**Curso de pruebas**

Profesor: profesor1 profesor1

**Curso de pruebas**

Profesor: Ap Profesor de pruebas Profesor de pruebas

Esta asignatura tiene como finalidad dar a conocer todos los conocimientos relacionados con la teleformación o e-learning

**Curso de pruebas**

Profesor: Ap Profesor de pruebas Profesor de pruebas

**Menú principal**

Profesores: Cómo poner tu curso disponible para estudiantes

**Calendario**


octubre 2013

Lun	Mar	Mié	Jue	Vie	Sáb	Dom
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

This page will appear in Spanish by default, but you will be able to configure it so that the platform is always displayed in English as its preferred language. To do so, you will have to take the following steps:

Dentro del bloque "Ajustes" hacéis click en 'Ajustes de mi perfil' >> 'Editar perfil' aquí podréis editar datos de vuestro perfil y además cambiar el idioma de la plataforma seleccionando "English (en)" en el desplegable 'Idioma preferido'.

In the section labeled "Ajustes" ("Settings"), click on "Ajustes de mi perfil" ("My profile settings"), then on "Editar perfil" ("Edit profile"). Here you will be able to edit your profile information and change the language of the platform by selecting "English (en)" in the menu labeled "Idioma preferido" ("Preferred language").




The screenshot shows the 'UNIOVI VIRTUAL' user interface. On the left, the 'Ajustes' (Settings) menu is expanded, and 'Editar perfil' (Edit profile) is selected. The main content area is the 'General' profile settings form. It includes fields for 'Apellido(s)', 'Nombre', 'Dirección de correo', 'Mostrar correo', 'Formato de correo', 'Tipo de resumen de correo', 'Subscripción automática al foro', 'Rastreo del foro', 'Cuando edite texto', 'Ciudad', 'Selección su país', 'Zona horaria', 'Idioma preferido', and 'Descripción'. The 'Idioma preferido' dropdown menu is highlighted with a red box, and 'English (en)' is selected. A red arrow points from the 'Editar perfil' link in the sidebar to this dropdown menu.

Once you have done this, you must save the changes by clicking on the button labeled "Actualizar información personal" ("Update profile") located at the end of the form.

Opcional

Página web	<input type="text"/>
Número de ICQ	<input type="text"/>
ID Skype	<input type="text"/>
ID AIM	<input type="text"/>
ID Yahoo	<input type="text"/>
ID MSN	<input type="text"/>
Institución	<input type="text"/>
Departamento	<input type="text"/>
Teléfono	<input type="text"/>
Teléfono móvil	<input type="text"/>
Dirección	<input type="text"/>



[Actualizar información personal](#)

### Structure of the first page of the Virtual Campus (Uniovi Virtual):

Here you will find all the subjects in which you are enrolled, as well as their students and the teachers in charge of each subject. Moreover, you will find several sections in which you will be able to change your profile settings, or check the calendar with the schedule for your activities.

If you enter the "Navigation" section in the "Personal Area", the general view will change and you will see more information on each of your subjects. As users, we will be able to move through all the sections of the platforms to search for the information that we need at different times.

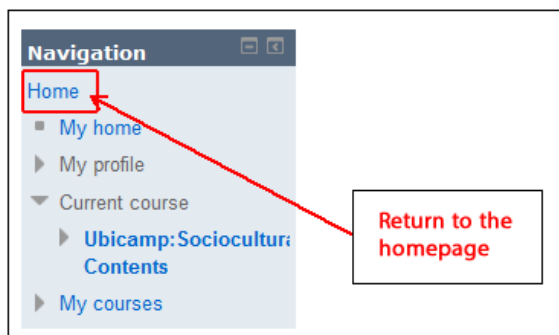
Right after accessing, the most interesting and useful aspect of this first page is that in the middle section you will find all the subjects that are accessible and visible for the students at the Campus.

Their name will be a link to access the contents and activities of each one of them. Something that students usually ignore and which can be very useful is the fact that the teachers of each subject may decide to hide it or temporarily block access to it. Therefore, it is not uncommon that students lack some of the subjects that they should have, but this does not mean that these subjects do not exist on the Campus, but rather that the teacher has not made them available. In this case, it is advisable that the students speak with their teachers to make their subjects visible, if applicable.

To both sides of the page you will find a series of sections like the following ones:

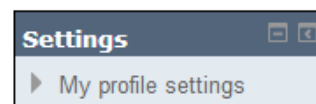
To the left of the screen, the **Navigation** block, in which you will see 3 different fields:

- **Área personal (My Home):** Here you will see all the different courses and activities that you have pending in each of your courses, with their corresponding deadlines.
- **Mi perfil (My Profile):** Here you will be able to check your student profile, as well as your messages, the forums of your subjects and your private notifications and the files you have uploaded. It is important to notice that in this section you will be able to see and recover the private messages that your teachers may have sent you by accessing the link named "Messages".
- **Mis cursos (My Profile):** In this section you will find all the courses you are enrolled in that use the Virtual Campus as part of their curriculum. The key difference between My Home and this section is that this one shows your courses when you press the arrow pointing down, while the other one takes you to a new screen where you can find all of your courses with there respective tasks, forums, chats, etc.



To go back to the homepage of the course, you can click on the link at the top of the section named "Home".

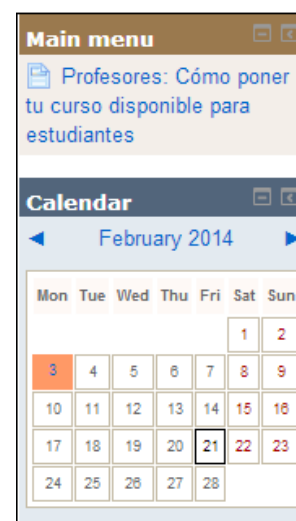
On the left side of the screen, you can access a section where you will be able to modify the information on your personal profile. To do so, you must click on the menu and change the information regarding your city, description or subscription to pictures. Your user information cannot be changed, since it is taken from the database of the University of Oviedo.



On the right side, you can find 2 other sections: Main menu and Calendar:

On the **Calendar** you will find the deadlines for each of the different tasks of the subjects you are enrolled in. You can also use it as a personal appointment book by adding your own private and personal events that can only be seen by you.

On the bottom of the page you can see two resources that will allow you to find all the courses available at the virtual platform. The first one is a form that allows you to write the name of any course to search it. The other one is a button that toggles "All courses" of the platform and makes them visible, organized according to the type of Degree to which





they belong (Undergraduate's, Master's, Certificate, etc.).

Search courses:

## WORK ENVIRONMENT ON THE VIRTUAL CAMPUS

The work environment of the platform inside a subject is divided into 3 parts: the header, the central area with three columns and the footer. For the students, the most important one and the one to which they should pay attention the most is the central area, since it is where they will find all the resources and activities that their teachers will have left for them in a subject.

### Header

The header of the course is made up by different elements and it will be very helpful, especially in everything related to navigation between the different pages we visit:



**User information and secure logout:** At the upper-right corner there is a message saying "You are logged in as [user name] (logout)" that reminds you of:

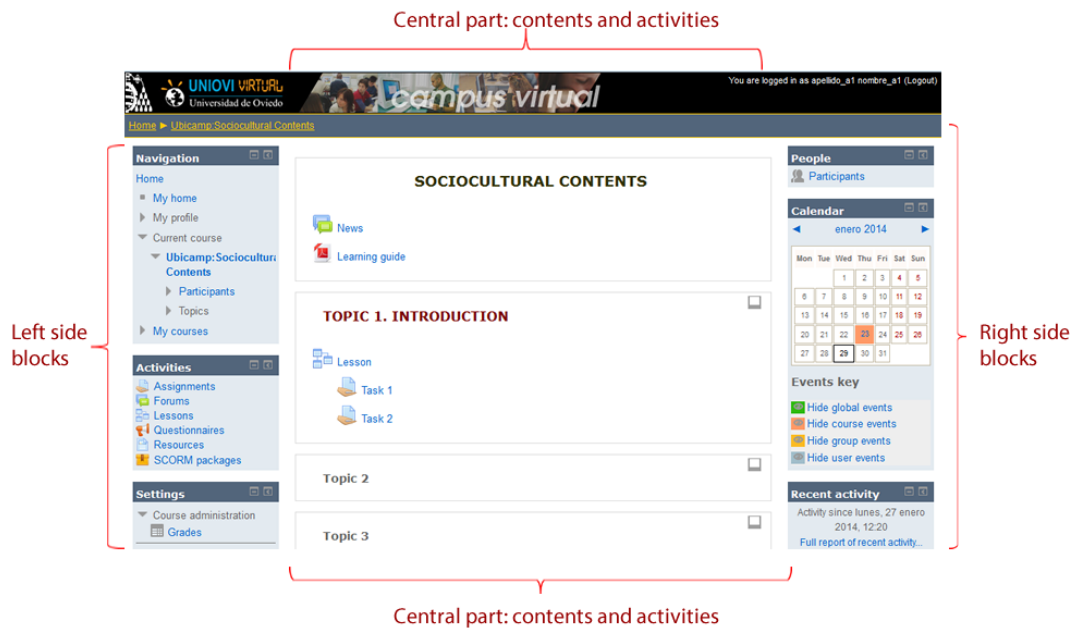
- The username with which you have logged in to the Virtual Campus, which will also be a link to your personal page, where you will be able to edit your information, check your reports or activity logs and also access all the messages sent from the forums.
- Logout link that allows you to close your session and securely quit the Virtual Campus. It is advisable that you use this link, especially in public places, like computer rooms, Telecenters, etc.

**Navigation bar or breadcrumb:** It is found at the lower-left corner of the header, and it shows all the areas you access throughout the course as links. The breadcrumb will initially show the name of the Virtual Campus (*Home*) of the topic you are currently at. As you navigate the different areas of the course, the breadcrumb will show the name of those areas to allow us to completely control where we are positioned and how to go back to previously-visited sections via their links.



## Central area with three-column structure.

Below the header you will find a structure with 3 columns that constitute the basic work area of the platform, where the teachers will display the materials and activities to work with. It is organized in the following way:



**Central part:** Here you will find the different links preceded by an identification icon that will allow you access the contents uploaded by the teacher, including not only the teaching materials or the notes of the course, but also the tasks, exams, forums, chat, glossary, etc. Here you will see all the **resources and activities** that the teacher incorporates into the learning objectives. If you click on these links you will access the pages where you will be able to study the contents, complete and send tasks, comment on your colleagues or fill questionnaires.

**Left and right columns:** Located at both sides of the content, they comprises the sections of the platform that may offer information on the schedule of the course or play an informative and monitoring function.

## Footer


At the footer you can find different links related to the Virtual Campus, as well as to the Privacy Policies, Terms of Use or User Helpdesk, among others.


Atención al usuario | Vicerrectorado de Campus, Informática e Infraestructuras  
| Universidad de Oviedo | Centro de Innovación


## ICONS AND MARKS IN TOPICS AND BLOCKS

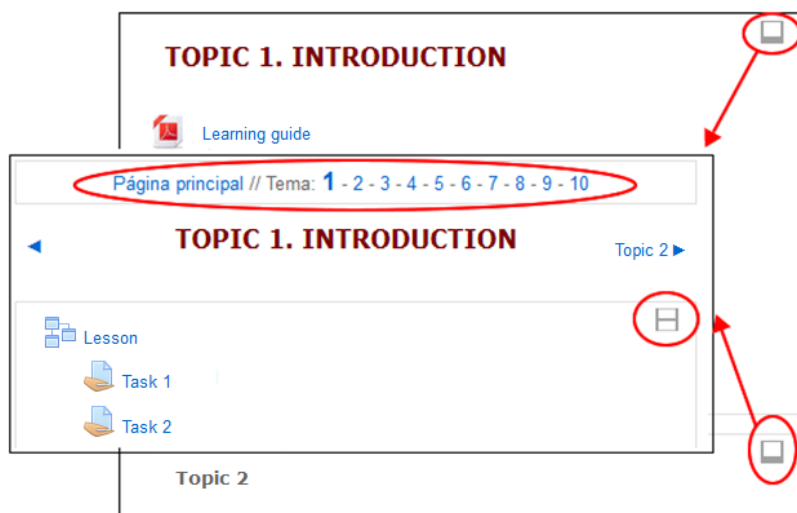
### Standard icon in topics

The topics found at the Virtual Campus show an icon, similar to a square, to their right, as shown in the following explanation. Clicking on this icon expands or collapses the topics of the course so that the screen only shows the topic you are working in and the rest of the topics remain hidden.

For example, if you activate the  icon of topic 2, the page will change and it will only show that topic on-screen. You will see two changes:

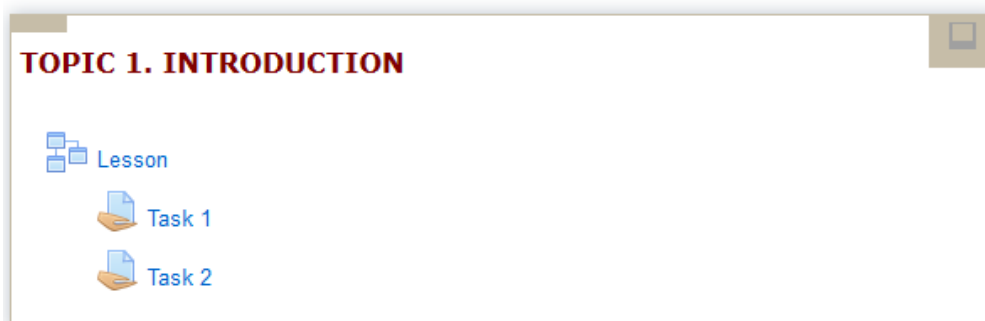
The icon has changed and it now depicts two squares , que indican que los temas están plegados, which indicate that the topics are expanded. We must click this icon to expand the topics and see them all again on the screen.

You can also see that, below the expanded topic, the links to navigate to the previous and following topics can be seen, and, furthermore, there is now a full menu of pages that represent the different topics to be able to navigate them. You can always access the global view of the topics by pressing on the "Home" link or the icon of the two squares 



## Current topic mark

When you see that a topic is marked by two dark corners, it means that the teacher is telling you that this is the topic that is currently being worked on. With this tool, the teacher may show you how you are progressing on the study of the contents.

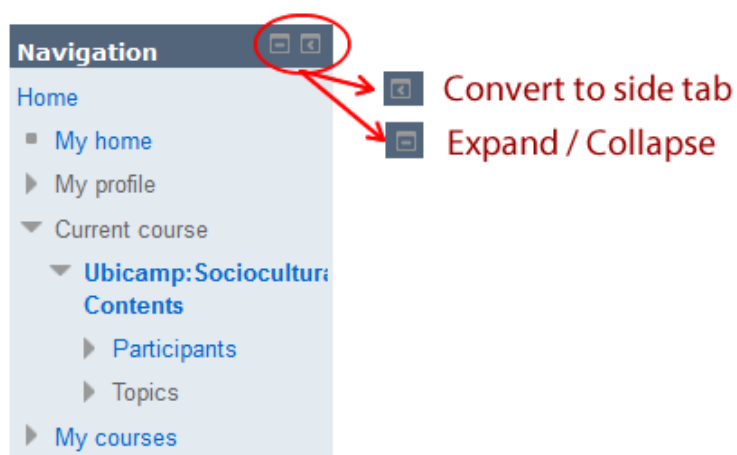


## Icons to administrate blocks

In the same way that you could organize topics collapsing them to see only the one you want to see at the moment, you can also make similar decisions in regards to blocks. You can find, at the upper-right corner of each of the blocks, two different icons that allow you to:

■ The first icon that you see will have a horizontal line, that allows you to collapse the topics vertically. In other words, it will allow you to see only the title or the header of the topic and to see its functionalities you will need to expand it.

■ The second icon that you will find will have a “minus” sign and it will allow you to move the block to one of the sides of the course. This way, you will have a wider view of the central area of the course. To expand it or go back to the original organization, you will only need to hover over the course with your pointer and press once more the button that lets you expand it.



Any change of this kind made with either the icons of the topics or the blocks will be taken as a user preference and will not affect the rest of your colleagues at all.

# RESOURCES

## What is a resource?














The resources that we may find in your course are those elements that contain information that is either helpful for you or that may be used as the basis to develop your tasks, in this case, achieving the objectives proposed by the teacher. Resources are found in the central area of the platform and they are the theoretical materials or part of the documentation that the student must revise or check. Depending on the type of course, these resources will be preceded by an icon for identification.


As you already know, if you click on any of the resources you may access the information contained within.

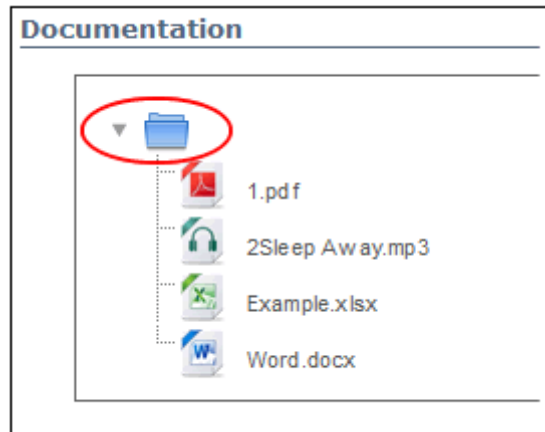
You have to bear in mind that the way in which the resource appears on screen may vary depending on the configuration and the type of browser that you are using.

## What type of resources will I find?

The following table includes the different types of resources that you may find and their corresponding icon.

	audio (mp3, wav,aif, aiff, aifc..)
	pdf (Acrobat)
	pps, ppt (PowerPoint)
	xls (Excel)
	swf, swfl, swa, dir, dcr, dxr
	Folder
	External website
	Imagen (gif, jpg, png, flash,..)
	txt, tex, texi
	Html (page) or text
	Word
	Compressed file: zip, rar...
	Unknown

There is a special type of resource called "**Folder**", which consists of a link that takes you to a list of files where you can find the different resources that the teacher had uploaded for the subject, including other folders in different sub-levels. As shown in the previous table, its corresponding icon is . You can see how a folder looks like in the following screen capture:




## ACTIVITIES

### BLOG

#### What is a blog?

Blogs are a type of activity that the teacher may use to work on a certain topic. You will be able to create your own messages and/or read and comment the messages of the rest of your colleagues, depending on how the blog had been configured by the teacher.

Blogs are usually used as a journal or as a space for communication to gather interesting ideas on the subject or for every student to make some contribution on the matter at hand.

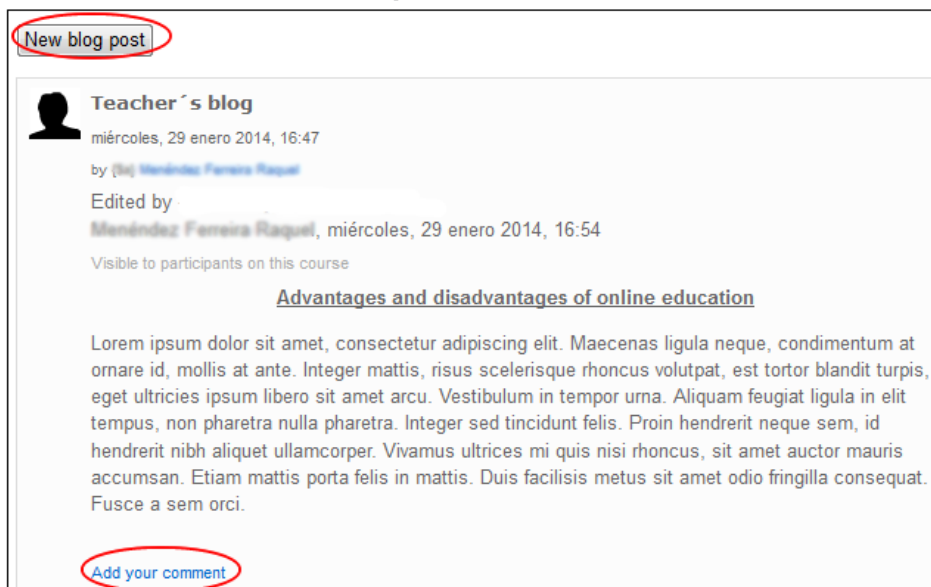
The icon that identifies blogs is 

#### How can I create a message?

Once you have accessed the blog, you will find the information on how your blog will be used on the right side of the screen or at a message or post made by your teacher. Next, you may add new messages or comment on the existing ones. To do so, you have to click on the "New blog post" button, found at the upper-left portion of the screen. Once you have pressed it, the form to create a new post will appear.

The last step involves pressing the "Add blog post" button, located at the end of the form, to finish editing the message and send it, or "Cancel" to delete it.

If you save your message, you have to be aware that it may be edited, deleted or commented by you at any given time, with the links located at the end of the form. This last bit is only possible if the teacher has made this option available.



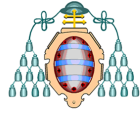
## How can I comment on a message?

As previously mentioned, one of the options that may be configured when creating a blog post is granting or blocking comments on that post. If a user has configured this option to block comments, doing so will not be possible and, therefore, these posts will only be stored to be revised or read. If the user has allowed comments, then you will see a link to submit your own comment to the post.

Thus, to comment on a message that had been created by a colleague or by the teacher, you will have to click on "Add your comment", located on the lower-left corner of the post itself. Once you have clicked on it, you will see the form to provide a title (which is not compulsory) and write your commentary. To finish you will have to click on the "Add comment" button.

After submitting your comment, on the lower-left corner of the post you will see the total number of comments made on it, alongside their authors and time and date in which they were made.





New blog post



### Teacher's blog

miércoles, 29 enero 2014, 16:47

by [\[Me\] Menéndez Ferreira Raquel](#)

Edited by

Menéndez Ferreira Raquel, miércoles, 29 enero 2014, 16:54

Visible to participants on this course

#### Advantages and disadvantages of online education

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas ligula neque, condimentum at ornare id, mollis at ante. Integer mattis, risus scelerisque rhoncus volutpat, est tortor blandit turpis, eget ultricies ipsum libero sit amet arcu. Vestibulum in tempor urna. Aliquam feugiat ligula in elit tempus, non pharetra nulla pharetra. Integer sed tincidunt felis. Proin hendrerit neque sem, id hendrerit nibh aliquet ullamcorper. Vivamus ultrices mi quis nisi rhoncus, sit amet auctor mauris accumsan. Etiam mattis porta felis in mattis. Duis facilisis metus sit amet odio fringilla consequat. Fusce a sem orci.

Add your comment

# POLLS

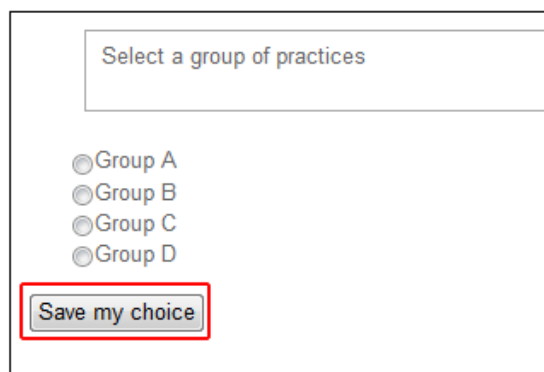
## What are polls?

The goal of these quick and simple surveys is to get to know your opinion on a precise matter. Teachers often use them to let students choose among several options, such as their class groups, exam dates, etc.

They are identified with the icon .

When you access a poll, you will see the question or instruction provided and its corresponding answers, from which you can only choose one (if places to vote are still available).

Once you have provided an answer to the question proposed, you have to click on "Save my choice" to submit it.



The teacher, apart from being able to make public the result of the poll and everything said by the students, may also show what students have not answered.

If the teacher so desires, when the results are shown anonymously, the number of students who have not participated will also be shown, and in the case of public results, the name of the students who have not answered will also be visible.


Bear in mind that you may only vote once and you cannot change your vote after submitting it, unless the teacher allows it.

# QUIZZES

## What are quizzes on the Virtual Campus?

This activity consists of self-assessment, exams, tests, etc. that the teacher may assign to the student to test, through the Campus, their knowledge from before the subject had started and the knowledge they have acquired after finishing the subject, among others.

Quizzes are made of different types of questions and exercises: multiple choice, true/false, matching, numerical, short answers, etc. The results are registered and the teacher may afterwards assign a grade to them.

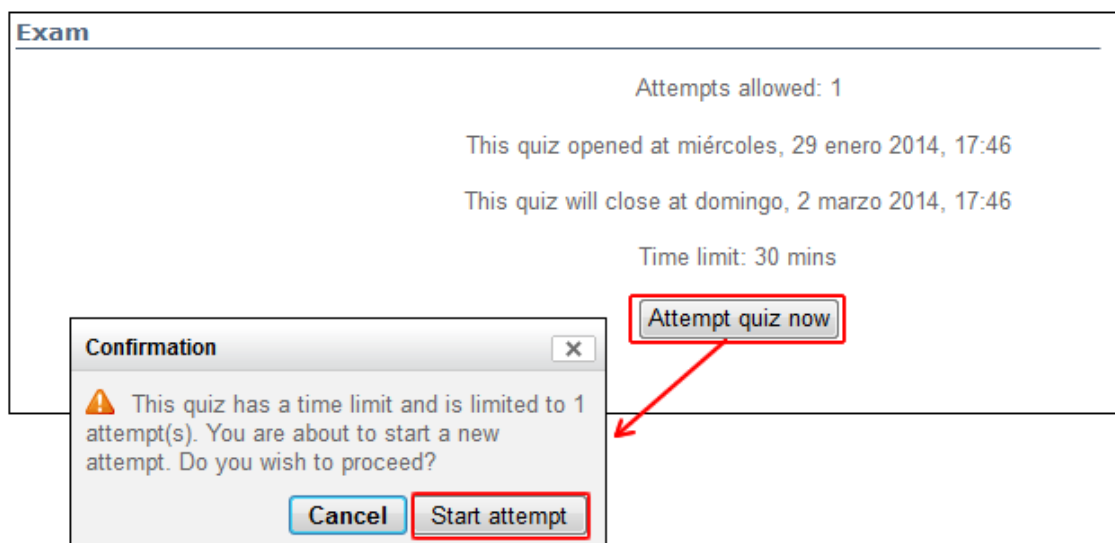
They are identified by the icon .

Before accessing the quiz, the student may read an **informative page** about the task: instructions, number of retries, number of questions, time for completion, assessment method, etc.

As pointed out in the previous paragraph, you may have more than one try to complete the quiz. If that is the case, the evaluation will depend on the configuration established by the teacher, who may choose to use the grade of the first try, of the last one, the highest score or the average among them.

After reading the informative page, in order to start answering the quiz, you need to press on the "Attempt quiz now" button and "Start attempt", so you can see and answer the questions.

If the teacher has established a maximum time to complete the quiz, you will be shown a message, before accessing the questions, telling you about it.



## How can I complete a quiz?

Once you have accessed the quiz, you may see one or more questions, and the button "Next" at the end, which is used both to move to the following page of the quiz and to finish it, should every question be featured on the first page.

When you have reached the last page of the quiz, you will see a window that tells us that the answers we have been giving have been saved, and a button below it that says "Submit all and finish".

If you have left any question answered, the window will notify you about it and you will be able to go back to the quiz to answer it.

It is worth pointing out that if you send the quiz to be evaluated, you will not be able to modify it afterwards, so you have to be sure that you have answered all the questions as best as you can before sending it.

Once you have sent the quiz, the platform of the campus will, most of the time, evaluate it automatically, and it will instantly give you back the exam already assessed, with the correct answers and the grade that you have obtained, as long as the teacher had configured it this way.

Nevertheless, if the teacher has included in the quiz a question to be answer in-depth with a longer text, then you will not receive the answer immediately and you will have to wait until the text has evaluated these answers. Once it is done, you will be given the grade you got on the quiz.

**1º** **Next**

\* Las respuestas de esta página serán guardadas automáticamente.

**2º Summary of attempt**

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Not yet answered

Return to attempt

Time left 0:22:49

This attempt must be submitted by jueves, 30 enero 2014, 10:55.

**3º**

Once you submit, you will no longer be able to change your answers for this attempt.

Cancel **Submit all and finish**

The answers on this page are automatically saved when you click the "Next" button.

## How are quizzes graded?

Grades are obtained, generally, automatically and, unless the teacher configures it in any other way, you will be able to see your grade after finishing the quiz. Nevertheless, as it has been discussed before, if the teacher has decided to include essay-type questions, the general grade of the quiz will not be available until these questions are evaluated manually by the teacher.

When you check the grade you got on the quiz, you will see, first of all, an informative header that includes the date you took the quiz, the time it took you to complete it, your score, and, if you still have any available retries, a button to start a new pre-visualization.

<b>Quiz navigation</b> <div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> </div> <div>Finish review</div>	Started on	jueves, 30 enero 2014, 12:14
	State	Finished
	Completed on	jueves, 30 enero 2014, 12:14
	Time taken	22 secs
	Marks	2.00/4.00

After this informative header you will see the questions from the quiz once again, this time with the correct answers. You will also see the score obtained in each of the questions of the quiz or the possible penalty you may have been given for an incorrect answer.

<b>Question 1</b> Correct Mark 1.00 out of 1.00 Flag question	Select the correct answer:
	Select one:
	<input type="radio"/> a. Option B <input type="radio"/> b. Option C <input checked="" type="radio"/> c. Option A ✓
	The correct answer is: Option A
<b>Question 2</b> Correct Mark 1.00 out of 1.00 Flag question	What is the typical food of asturias?
	Answer: <input type="text" value="Fabada"/> ✓
	The correct answer is: Fabada

You may check at any time the score you got and revise your answers, as long as the teacher had configured it so. To do this, you will need to click on the name of the quiz and you will see the information related to the attempts made and the option to revise it.

Summary of your previous attempts				
Attempt	State	Marks / 4.00	Grade / 10.00	Review
1	Finished Submitted jueves, 30 enero 2014, 10:47	3.00	7.50	<a href="#">Review</a>
2	Finished Submitted jueves, 30 enero 2014, 12:14	2.00	5.00	<a href="#">Review</a>

**Highest grade: 7.50 / 10.00.**

# FORUMS



## What are the forums?

The forums are a basic tool for communication between the teachers and students of a course. Through the forum, you can publish messages that may be seen by all the participants of the course. Its asynchronous nature allows users to have their messages stored in the space of the forum without having to be seen and answered as soon as they are submitted. There may be more than one forum on the same course, depending on the decisions made by the teacher. Forums are usually used as a place to answer questions, to make general comments on the subject or even as a gradable activity.

They are identified by the icon .

Forums are organized by discussion topics and threads, so when you access a forum you will see two levels:

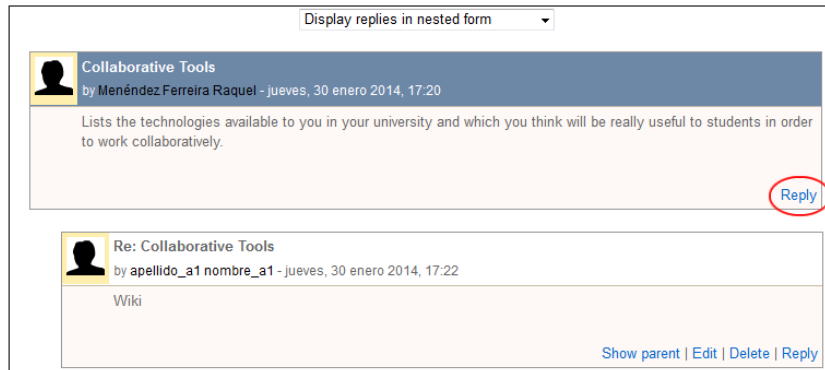
- **List of discussion topics:** Here you can see all the discussion topics that have been started on the forum, if there is any. In this same screen you will also see a button to "Add a new discussion topic", which can be pressed to create a new or different topic in the forum.

This forum is for general questions about the first topic.				
<a href="#">Add a new discussion topic</a>				
Discussion		Started by	Replies	Last post
Wiki		apellido_a1 nombre_a1	0	apellido_a1 nombre_a1 jue, 30 ene 2014, 17:22
Collaborative Tools		Menéndez Ferreira Raquel	1	apellido_a1 nombre_a1 jue, 30 ene 2014, 17:22

When a user starts or adds a new debate topic, a table with all the new threads that are subsequently created will be started, and you will find the following information:

- *Discussion:* The title of the discussion topic will appear here.
- *Started by:* It indicates the name of the user who started the topic. If we click on their name we will access their profile.

- **Replies:** It indicates the number of replies the topic has gotten.
- **Last post:** It marks the time and date of the last comment made by a user in that debate topic.
- **Discussion thread:** It shows all the messages that have been sent to a topic or as an answer to the original post. You can access the thread if you click on the title of the topic.



## Participating in the forums

Participation of the students in the forums will depend on the configuration made by the teacher in the first place. You can have one of the following forms of participation:

- **Total participation:** In forums that are configured with total participation, students may freely participate by creating as many topics as they want, apart from answering existing topics. A forum with this kind of participation is the general use forum.
- **Partial participation:** Students cannot start a new debate topic; only answer those started by the teacher. The P&R forum can be included here.
- **No participation:** In this type of forum, students cannot answer any topic, but rather just read what the teacher posted. You can distinguish this kind of forum because you will not have neither the button to add a new topic nor the one to answer them. The teacher may only use this kind of forum as a notice board. These forums usually appear in every subject, generally, with the name of "News".

## How to participate and add a new debate topic

You can participate in a forum in two different ways, mainly:

- **Creating a new discussion topic:** The list of discussion topics will have a button labeled "Add new discussion topic".



This forum is for general questions about the first topic.

[Add a new discussion topic](#)

Discussion	Started by	Replies	Last post
Wiki	apellido_a1 nombre_a1	0	apellido_a1 nombre_a1 jue, 30 ene 2014, 17:22
Collaborative Tools	Menéndez Ferreira Raquel	1	apellido_a1 nombre_a1 jue, 30 ene 2014, 17:22

- *Replying to a message:* You must enter a discussion thread and click on "Reply".

Display replies in nested form

**Collaborative Tools**  
by Menéndez Ferreira Raquel - jueves, 30 enero 2014, 17:20  
Lists the technologies available to you in your university and which you think will be really useful to students in order to work collaboratively.

**Re: Collaborative Tools**  
by apellido\_a1 nombre\_a1 - jueves, 30 enero 2014, 17:22  
Wiki

[Show parent](#) | [Edit](#) | [Delete](#) | [Reply](#)

## Subscription to the forums

If you subscribe to a forum, you will receive a copy by e-mail of each new message posted on it, apart from being able to see them online at the Virtual Campus. Depending on the type of configuration chosen by the teacher, you may find different types of subscription, as reflected by the settings section found at the left side of the forum.

- *Optional subscription:* This indicates that subscription to this forum is voluntary and you may subscribe and unsubscribe as many times as you want.
- *Auto subscription:* You may unsubscribe later on, but, initially, subscription is compulsory, be it because it is beneficial for the student; because it comprises useful topics, or because it deals with topics that will be worked on at a later date.
- *Forced subscription:* Unlike the previous two options, this one does not allow unsubscribing at will, because the teacher has decided that students must be subscribed at all times.
- *Subscription disabled:* With this options, students will not receive copies of the messages in their inboxes, so they have to check the forum directly to read them.

**Settings**

- Forum administration
  - Subscription mode
    - Optional subscription
      - [Subscribe to this forum](#)
  - Course Forums
- Course administration
- My profile settings

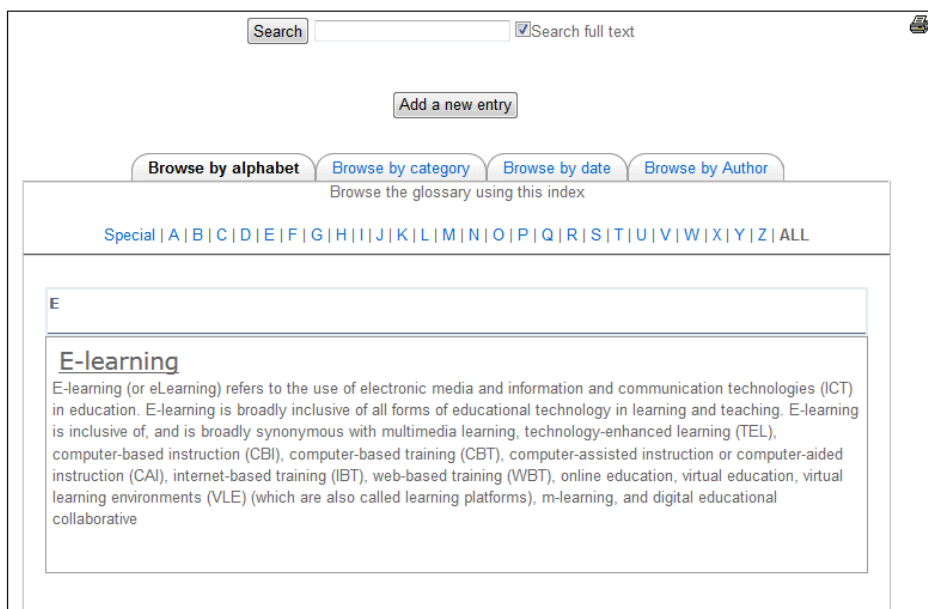
# GLOSSARY

## What is a glossary?

A glossary comprises information divided into concepts and explanations, with an organization and structure similar to those of a dictionary. Concepts are called entries. In the Virtual Campus, you may find more than one glossary—as many as the teachers deem convenient.


It is identified with the icon .

Once you access the glossary, you will see the description that the teacher has provided, the included terms (if there are any), and the options to search, filter and add more terms:




The teacher may create several different glossaries, among which you can see the main glossary, of which there can be only one, and the secondary glossary, which can be expanded and modified by the students, and of which there can be more than one. Moreover, glossaries may have two different functions, depending on their type. On the one hand, they may have been created by the teacher as content for revision or a didactic material that does not require student participation. On the other hand, they may have been created with the aim of having students actively participate in their development by adding entries and concepts to be evaluated.

Since there may be several glossaries, each one of them will be identified by a title, so there can be no confusion between them. The students will not need to know its type, since the teacher usually explains the instructions on how to proceed and the description of each type of glossary.

One of the most important aspects of the glossary is that it can be printed. You can find the icon , on the upper-right section of the main window. When you click this icon, it will take you to a new window where you will see the list of entries that you want to print.

# TASKS

## What are tasks?

Tasks are spaces or tools on the Campus through which the teacher may create any type of gradable activity or assignment. They would be those that are characterized by the teacher requesting an assignment or an attached file. They are identified with the icon .

To access a task, you just have to click on its name located on the central part of the course. You will then access an informative page about the task that features:

- **Instructions:** This section includes information on how to perform the task at hand. You may also find a list of the attached files uploaded by the teacher, if they are needed to complete the task. These files may be downloaded to be modified and subsequently uploaded by the student, who may also upload a different file.
- **Date and time when the task becomes available:** It indicates the date and the time when the task is opened to the students.
- **Due date:** It indicates the deadline to submit the task to the teacher.
- **Cut-off date:** This is the date when the task closes and the student will not be able to submit any task. Nevertheless, the deadline for the task should be taken as the reference and the cut-off date should be understood as a grace period given by the teacher to submit files after the deadline. In any case, the teacher will always know who submitted their files late.

Below all this information you will find a button that will let you submit your file or assignment to the teacher.

**Task 1**

Lists the technologies available to you in your university and which you think will be really useful to students in order to work collaboratively.

**Submission status**

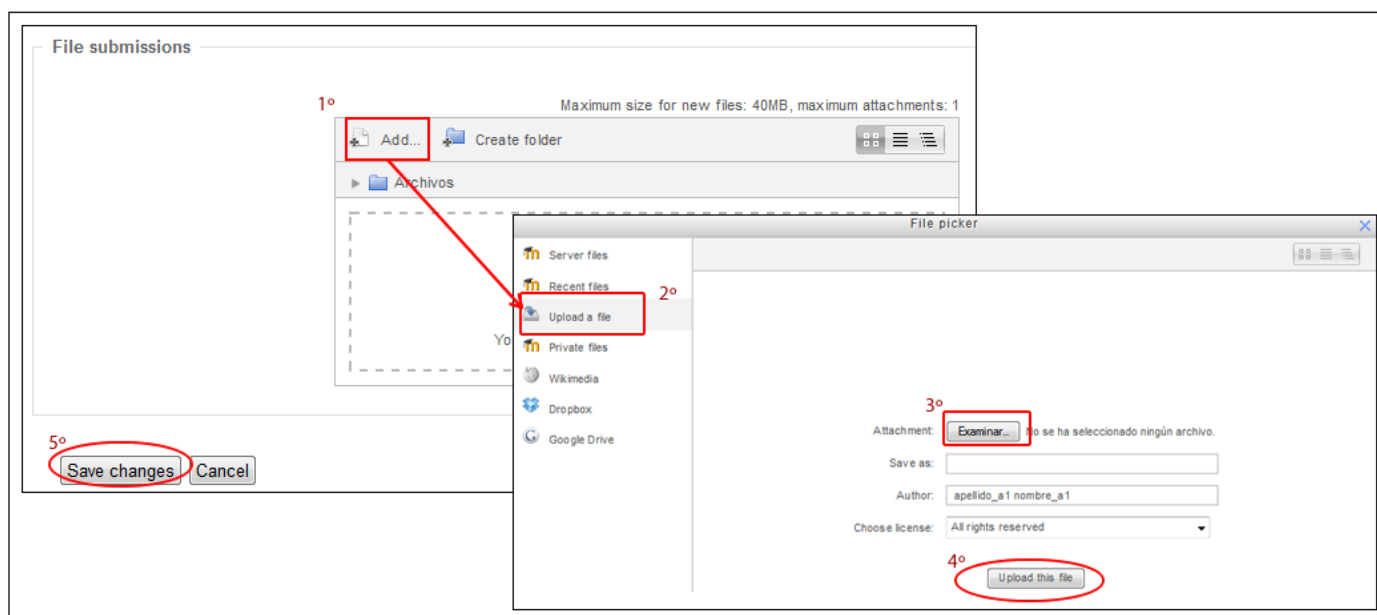
Submission status	Nothing has been submitted for this assignment
Grading status	Not graded
Due date ?	jueves, 30 enero 2014, 14:40
Time remaining	Assignment is overdue by: 13 mins 26 secs
Cut-off date ?	domingo, 2 febrero 2014, 14:40

Add submission

## How can I complete a task?

In order to complete a task, you first have to access it. In the page you will find a button labeled "Add submission", located on the lower-left area. Click on it and a box will pop up for you to attach files or assignments. You then have to follow these steps:

1. Click on the "Add" link and it will take you another screen, where you will have to click on "Select file", on the lower-left corner of the screen.
2. Click on "Upload a file".
3. A window will pop up and you will have to click on "Examine", and search on your PC the document or file that you want to upload. In the following window, you click on "Open".
4. Finally, click on "Upload this file".
5. After having uploaded the file, click on "Save changes" and you will be taken to the main screen. When you are finished, your file will have been sent to your teacher.



It is worth mentioning that, exceptionally, the teacher may have configured the task in a way that you may be able to send a new version of it. If this is the case, even if the application tells you that the file has been sent, you have to confirm that you wish to submit it to be graded.

You have to be careful, because not every task is saved on the server, but rather only the latest one. In other words, each version replaces the previous one and the teacher will only see the latest one you have sent. Therefore, when you upload a new file, you will see message telling you that the older version has been erased.

### *How can I download a file uploaded by the teacher for the task?*

If the teacher has left one or more files of the task to work with, you will have to download them to your PC to be able to work with them.

To do so, follow these steps:

1. In the section named "Attachments of the task", click on "Download".
2. You will see a new window with two options: "Open with..." (which does not save the file on your PC) and "Save". Once you have selected an option, click on "Accept".
3. Once the transfer is done, the file will have been downloaded to your PC and you will be able to use it and work with it.

**Task 1**

Lists the technologies available to you in your university and which you think will be really useful to students in order to work collaboratively.

**Adjuntos de la tarea**

Attachment	Time	Size	Download
VIRTUAL CAMPUS.docx	viernes, 31 enero 2014, 13:11	1.2MB	<a href="#">Download</a>

**Submission status**

Submission status	Nothing has been submitted for this assignment
Grading status	Not graded
Due date ?	jueves, 30 enero 2014, 14:40
Time remaining	Assignment is overdue by: 22 hours 32 mins
Cut-off date ?	domingo, 2 febrero 2014, 14:40

[Add submission](#)

## WIKI

### What is a wiki?

A wiki is a page or set of pages that can be edited by the users of a course. Basically, the students may create, edit, erase and modify the contents of a website in an easy and fast way without being required to know HTML.

A wiki starts with a home page and then every author (depending on their privileges) may add other pages simply by creating linking them from the home page.

As a student of a course, you can create files in a wiki shared with the rest of the class, or you may have your own wiki in which your colleagues may participate.

It is identified with the icon

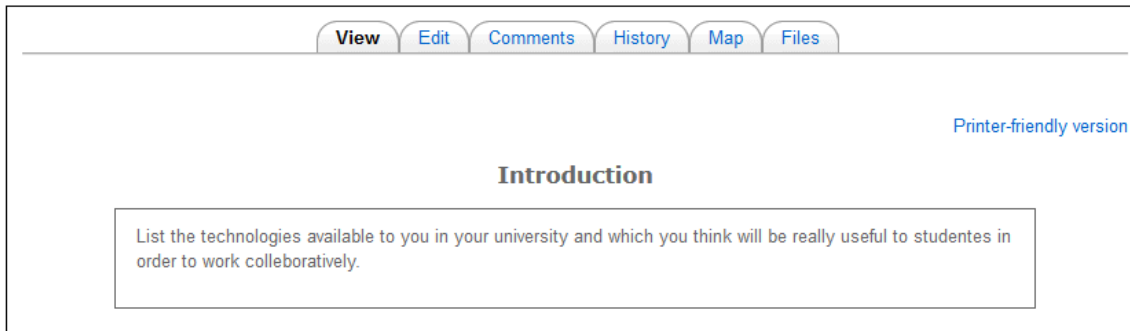
## Visualization of a wiki

En la parte izquierda de esta pantalla podremos leer “versión imprimible”. Si pinchamos podremos imprimir el contenido de la wiki de forma seguida.

When you access a wiki from the homepage of your course, you will see a new window that gives you the option to choose the format of the wiki, either in HTML or NWIKI. This option will appear depending on the configuration chosen by the teacher, because they may choose one of either option as the default one. After choosing the format, click on “Create page”.

After the wiki has been created, the platform will show its home page, where you will have the following options to manage it:

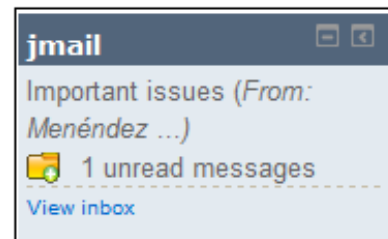
- **View:** You can pre-visualize the contents of the page, i.e. in this tab you will be able to see all the contributions made by the users of the course.
- **Edit:** It allows you to pre-visualize the contents of the page and access them to edit or modify them. In other words, with this tab you can see all the contributions made by the users of the course and add your own to theirs.
- **Comments:** This tab allows you to see the comments made on the wiki by the rest of students or the teachers of the course and to add a new comment with the HTML editor. This tab can be useful as a communication tool similar to the forum associated to each page of the wiki.
- **History:** When changes are made on a wiki, the contents are not lost, but rather saved automatically. This protects the page against any harmful changes. This tab shows the history of creation and changes of the page: the different versions, their authors and dates of the changes.
- **Map:** This tab shows a menu labeled “Map menu”. If you click it, it will show the following options:
  - *Contributions:* Lists all the pages in which you have participated or contributed.
  - *Links:* It shows the links that have been introduced into the wiki to ease its navigation.
  - *Orphaned pages:* muestra las páginas que no tienen enlaces a ellas, así como información sobre su autor y la fecha en la que fue creada y de la última modificación.
  - *Page Index:* It shows an index of the pages that can be accessed through the home page of the wiki. They will appear in a hierarchy and in a tree form. This list is a link to the individual pages. To access each one of them, you only need to click on their name and they will show their contents.
  - *Page list:* This block shows a complete list of all the pages the make up the wiki. They will appear alphabetically and those that are named with a number will be included in a category of “Special” pages. This list is a link to the individual pages. To access each one of them, you only need to click on their name and they will show their contents.
  - *Update pages:* It displays the latest updates that have been made on the wiki, indicating the time and date of the latest one, as well as its author.
- **Files:** This tab shows the files that have been uploaded by other users. It will also be a space for the teacher to use as a repository of the documentation, since they can upload files to it directly.



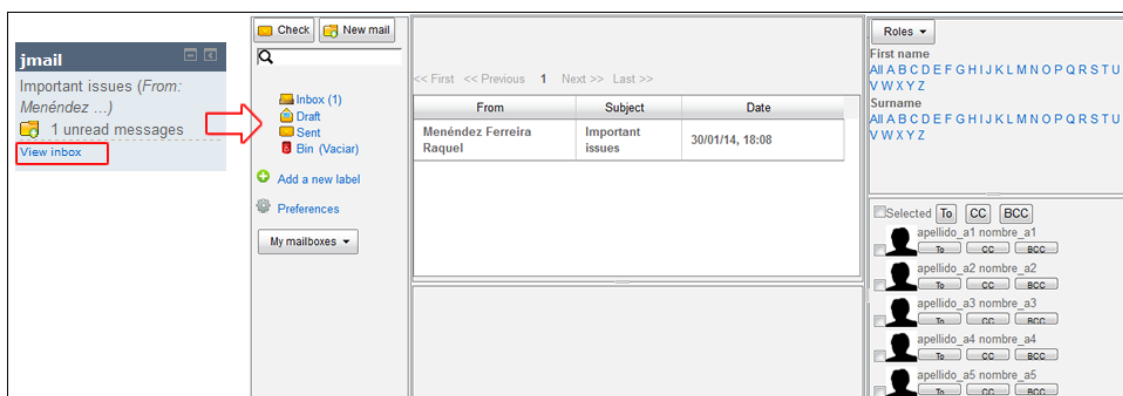
## BLOCKS

# INTERNAL E-MAIL

It is a tool for communication between the participants in a subject on the Virtual Campus that lets them send and receive e-mails, as well as store them and personally manage them. Therefore, it works as any other e-mail client, with the limitation of being usable only inside our course, and not being able to send or receive e-mails from people from outside the Virtual Campus.



The teacher decides whether you will have an internal e-mail account or not during the course. It will be configured as a new block of the course and you can click on "View Inbox" to access it.



After accessing the e-mail client, you will see the main page with three different part:



At the center, the inbox with the e-mails it contains (if there is any).

On the left side, you will see several tabs that will allow you to navigate through new, sent, received and drafted messages or those that have been sent to the trash. Two buttons are located on the upper section of this block: the first one, "Check", refreshes the page to see if there is any new e-mail. The second button, "New mail", opens the interface to write a new e-mail. Right below it there will be a form to search for a specific e-mail using keywords. The "Add a new label" button is found on the lower portion of the screen, and it lets you create folders to organize your e-mails. Lastly, there will also be a box called "My mailboxes", which will let you switch from one internal e-mail address to another without having to jump to a different course to access them.


All of the members of the course, including both students and teachers, are listed on the right side of the screen. Under their names there will be three buttons used to add those people directly to one of the three addressees ("To", "CC" or "BCC") of a new message. The upper section of the screen features an alphabetical list preceded by the words "Name and surname". You can click on the first letter of the name you are searching and add it to your e-mail.

## ONLINE USERS

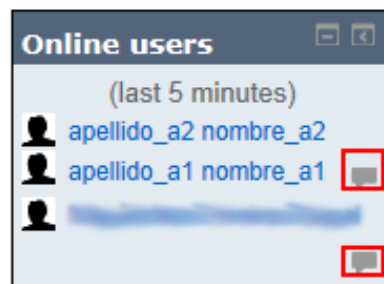
This block shows users who have been online during the past 5 minutes.

You can maintain a real-time conversation with these users by sending them instant private messages when they appear online. The list will be refreshed as more users log into the course. Hovering with the cursor over the name of a user or a teacher will show how much time has passed since their last login (up to 5 minutes).

El nombre de cada usuario conectado se nos muestra como un enlace al perfil personal de cada uno de ellos. Una vez en nuestro perfil encontraremos el botón desde el cual podemos agregar o quitar contactos, buscar nuevos usuarios o mensajes y configurar una serie de ajustes referentes a la pantalla desde la que enviamos los mensajes. Si accedemos al perfil de otro usuario (distinto a nosotros) encontramos el botón desde el que podemos mandarle un mensaje.

In order to send messages to the students or teachers who are online at the same time as you, you only need to click on the conversation icon  associated to each user. You will then see the text box to input your message. The contents you include will lack format, since the editor does not support HTML. These will be short and quick private messages between users.

You must then click on the "Send message" button



found at the end of the screen.

## MESSAGES

This block is closely related to the “Users online” block or the “Send message” button that you can find on the profile of any user of the Campus. All of these places allow you send private messages through a simple messaging interface.

This block shows the private messages that you may have received from the different users of the course (be them students or teachers), sent via the “Online users” block or your profile. You can also check the contact lists, which will be divided into the different courses you are enrolled in, or the users that you have marked as favorite, so that you can send messages to different users.

