Moodle tutorial (https://moodle.unive.it/)

Welcome to this introduction to the Ca' Foscari e-learning platform. The Moodle platform is open-source software and is designed to manage our university's educational content.

How to log in: username and password are the same as those you use to access the Ca' Foscari restricted area (enrolment number and password).

Let's see **how to access Moodle:**
The credentials must be entered by clicking on the **LOGIN UNIVE** image of the block to the left side. By clicking on the **LOGIN UNIVE** image, you are directed to the authentication page of the Ca' Foscari site. After entering your enrolment number and password, you will find yourself logged in correctly to the platform with your name and surname (see top right).

By clicking on your name you will have access to a drop-down menu where you can update your profile and access the dashboard that contains the courses you have enrolled in

How to access materials prepared by teachers

There are several ways to do this:

1. From the Ca' Foscari website (https://www.unive.it/) you can search for the name of your course teacher -> click on the **Teaching activity** tab, **Teaching activity current year** -> click on the **course** you're interested in. In this way, you can see the course sheet and click on **Go to Moodle page** and be directed directly to the course space in Moodle

2. You can access the course directly from Moodle (https://moodle.unive.it/) by clicking on the "**Bachelor's and Master's Degree Students**" block, you can browse through the various course categories or enter the name of your course in the "**Search courses**" box.

Once you have found your course, click on **Enrol me** and access the materials. Some courses require you to enter an **enrolment key,** which is given to you by the teacher. You will have to enter the enrolment key in the appropriate field to access the materials. After signing up for the course, it appears under "**My courses**" on the menu to the left.

Remember, to obtain the enrolment key you have to ask directly to the professor!

What you will find inside the course space:
Generally there is basic teaching information (how the course takes place, the texts and the exam methods). Afterwards there are the study materials (pdf files, folders, videos) and the activities to be carried out (quizzes, assignments, discussion forums, etc.).

There are a variety of forums:

- **Notice Board**: here you will find all the service communications that the teacher may make. You will receive these by email. Here you can only read the posts and don't interact with the teacher
- **Standard or general forum**: this is the real place for discussions. You can start a discussion from "**Add a discussion topic**" or reply to a message from the teacher or a colleague. This forum does not automatically allow messages to be forwarded via email. To associate posts with your email you have to subscribe to the forum.
- **Forum questions and answers**: here you can only see the initial speech by the teacher and not what your colleagues have discussed. You will only be able to see your colleagues' answers after you have entered your answer

Other resources that could be made available by the teacher:

- **Additional resources** like videos, articles, etc.
- **Link** to other resources: refers you to other sites for further information
- **Submit task**: after reading the teacher's instructions and having noted the deadline, you can attach your paper by clicking on "**Submit**" and then on " **Save changes** "
- **Quiz**: You can answer questions to test your learning level. Also in this case you will have X time available to answer the questions.

Please keep in mind that part of the materials will be available only to fully enrolled students.

The Moodle Video Tutorial is available on https://www.youtube.com/watch?v=1BsHlpB9QdU (turn on English subtitles).