EXAM REGISTRATION AND MOODLE GUIDE FOR INCOMING STUDENTS

Remember:

❏ You can only take ~~an~~ exams in your Study Plan (and Learning Agreement).

❏ **You can register for an exam from 15 days before the exam date up to 3 days of that date**

❏ **You can register for it from your personal area**

❏ **Exams are written and oral:**

1. If the exam is an **oral exam** you will accept your grade the day of the exam.

2. If your exam is **written** you can accept or refuse your grade in your personal area in 8 days (**you will receive an email – in your Ca' Foscari account! - of your grade once the professor will publish your result)**

❏ It's important to always have an eye on your Unive webmail.!!

❏ At this link https://www.unive.it/pag/20869/ you can find all the information about the **Academic Calendar and the exam session schemes**

Academic Calendar: semesters and terms

1st term – Lessons	1st semester – Lessons	12th September- 22nd October
1st term – Exams		**26th October – 5th November**
2nd term – Lessons		7th November – 17th December
2nd term – Exams		**19th – 23rd December**
January/February exam session		**9th January – 4th February**
3rd term – Lessons	2nd semester – Lessons	6th February – 18th March
3rd term – Exams		**20th – 25th March**
4th term – Lessons		27th March – 13th May
4th term – Exams		**15th – 20th May**
May/June exam session		**29th May – 24th June**
August/September exam session		
January/February exam session		

Ca' Foscari
University
of Venice

If you wish to find specific exams' dates, you can:

❏ Access the Unive student's Web Agenda at this link:

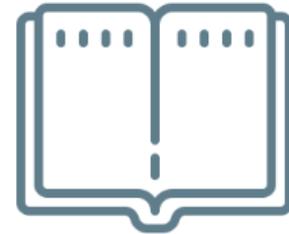https://orari.unive.it/AgendaWebUnive/index.php?view=home&_lang=en

Search your exams by degree

What does it mean ❯❯

Search your exams by lecturer

What does it mean ❯❯

Search your exams by course

What does it mean ❯❯

HOW TO REGISTER FOR AN EXAM

STEP 1

Access at the university webpage, www.unive.it and change the language to English by clicking on the arrow at the top of the page, next to ITA.

STEP 2

Once the website is in English, click on **Students and Alumni** to Access to your personal

area
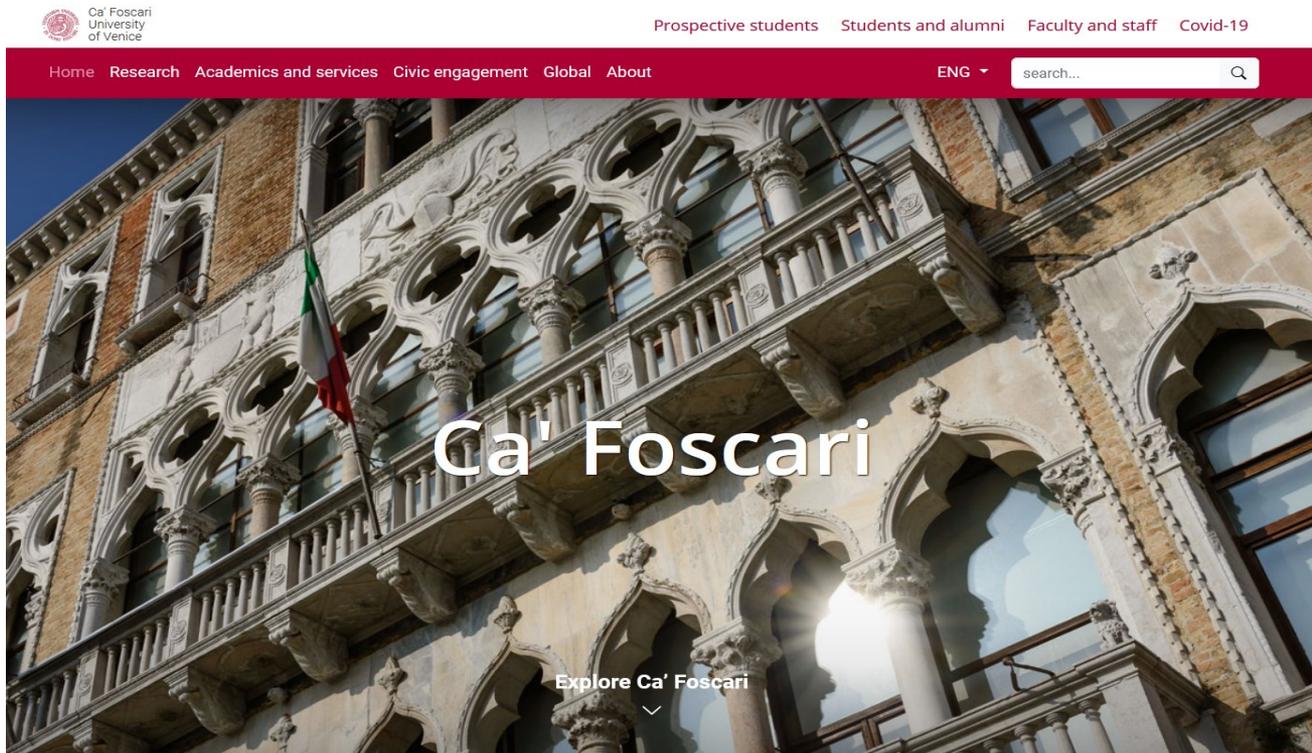
STEP 3

After you have opened the personal area, click on "**Iscrizione agli Appelli**",

where you will find the list of the exams you can register to

Carriera e servizi - Esse3

Qui puoi accedere direttamente a tutti i servizi e alle procedure online che riguardano la tua **carriera universitaria**.
Alcuni servizi sono gestiti attraverso **Esse3 (S3)**, un sistema informatico esterno utilizzato da molti atenei italiani; altri sono gestiti direttamente attraverso gli strumenti informatici di Ca' Foscari.

Dati personali
Modifica dati anagrafici - S3
Gestione consensi privacy
Cambio password

Ammissione e immatricolazione
Iscrizione a test di ammissione - S3
Immatricolazione - S3
Iscrizione a test di valutazione - S3
Iscrizione esami di stato - S3

Carriera
Iscrizioni - S3
Passaggio interno / opzione - S3
Trasferimento ad altro Ateneo - S3

Diritto allo studio e tasse
Pagamenti - S3
Richiesta agevolazioni - S3
Riepilogo richiesta agevolazioni - S3
Financial aid request recap [ENG]
Graduatorie borse di studio
Graduatoria collaborazioni generiche
Upload contratto locazione studenti fuori sede
Registro online collaborazioni generiche
Registro online collaborazioni mirate e tutorato specialistico

Piano di studio
Piano di studio - S3
Scelta curriculum - S3
Scelta orientamento - S3
Scelta lingua - S3

Esami e libretto
Libretto - S3
Iscrizione agli appelli - S3
Periodi di iscrizione agli appelli - S3
Prove parziali - S3
Bacheca esiti - S3
Bacheca prenotazioni - S3

STEP 4

Click on "**Iscriviti**" in order to access the exams list

If the language of the page is not English and you wish to

change it, simply open the menu and click on **ENG**

STEP 5

In order to register for an *appello*, click on the icon on the

left of the name of the course

STEP 6

A new page will open, where you can see the date of the exam, its location

and other details.

To register, click on "**Prenotati all'appello**" below.

STEP 7

Now, if you have not filled the course's questionnaire already, you will not be able to register. The page will say '**Prenotazione non effettuata**,' which means that the registration was not completed.

In order to fill out the questionnaire, click on '**clicca qui**.'

Università Ca'Foscari Venezia Online — Area Riservata esse3

☆ ▷ Appelli ▷ Stato Prenotazione Appello

Prenotazione appelli - Esito prenotazione

Riepilogo dati

Attività Didattica	ET4003 - EUROPEAN PRIVATE LAW (offerta nel corso ECONOMICS AND BUSINESS [ET4])
Appello	EUROPEAN PRIVATE LAW del 20/03/2019
Tipo esame	Scritto

PRENOTAZIONE NON EFFETTUATA
NON RISULTA COMPILATO il questionario di valutazione della didattica.Per procedere ora alla compilazione clicca qui

Ritorna alla lista appelli

STEP 8

You will be redirected to the previous page. Here, click on the red icon on the right to

open the questionnaire.

Then, click on "**Nuova compilazione**" to fill the form

STEP 9

Once you have filled out the questionnaire, you will be able to enrol.

All you have to do is go back to the "Iscrizione agli appelli" section and register for your *appello*!

Calendario delle prove

Data	Edificio e Aula	# Iscr	Docenti
20/03/2019 11:30	San Giobbe - AULA 6A	34	ZANCHI GIULIANO

Prenotati all'appello >>   Annulla

⚠️ Reminder ⚠️

- Always Check the **deadline** for the registration of the exams

- Your CF accunt is essential to enter to your personal area and sign up for the exam; if it is expires, please email us at **incoming.mobility@unive.it**, sending us a copy of your passport or ID to request a new password.

- When you are waiting for the result of an exam, always remember to **check your Unive webmail**, where you will receive an email notifying you of your grade, which you will be asked to accept/reject (detto seconda slide)

⚠️ Reminder ⚠️

- When you are choosing courses, you can do so with the help of the **course catalogue**, and the **Guideline for Course Catalogue** will help you in case of doubt.

- Please make sure you read the Guideline: there are courses which are **not open** to incoming students, like:

- PHD courses
- "Minor" courses
- *Collegio Internazionale* courses (*Centro di Eccellenza*)
- courses that give you 0 credits
- courses of the Joint Master Programme "Crossing the Mediterranean: towards Investment and Integration MIM"
- "interateneo" courses (i.e., held in other universities)
- courses from the BA Digital Management
- courses from the BA *Mediazione Linguistica Culturale*
- courses from the MA Digital and Public Humanities
- courses from the MA Data Analytics for Business and Society
- Foundation Year courses
- Bridge Year courses

⚠ Reminder ⚠

Sometimes, the access to courses of a certain Degree Programme is limited, as in the case of the curriculum **HOSPITALITY, INNOVATION AND TOURISM,** from which you can pick only these courses:

- **An open city in historical perspective: Venice** (CT9002)

- **Data Analysis for Tourism** (CT9004)

- **Digital technologies for E-Tourism** (CT9005)

- **Food & Beverage Management** (CT9018)

- **Introduction to Business Administration** (CT9008)

- **Introduction to Tourism Economics and Sustainability** (CT9009)

- **Logic and Mathematical Reasoning** (CT9000)

MOODLE HANDBOOK

MOODLE:

- Moodle is the e-learning platform used to access the resources, activities and events of each course

- Each course has a corresponding Moodle area, which can be used for remote activities and, during lessons in person, as a support tool for group work, individual exercises, tests and exams

- Access to Moodle requires your Unive login credentials

- Some courses are protected by a registration key, created and sent to students by the teacher

STEP 1: ACCESSING MOODLE

Once you have opened the Moodle website (https://moodle.unive.it/), you will need to click on the **LOGIN UNIVE** image.
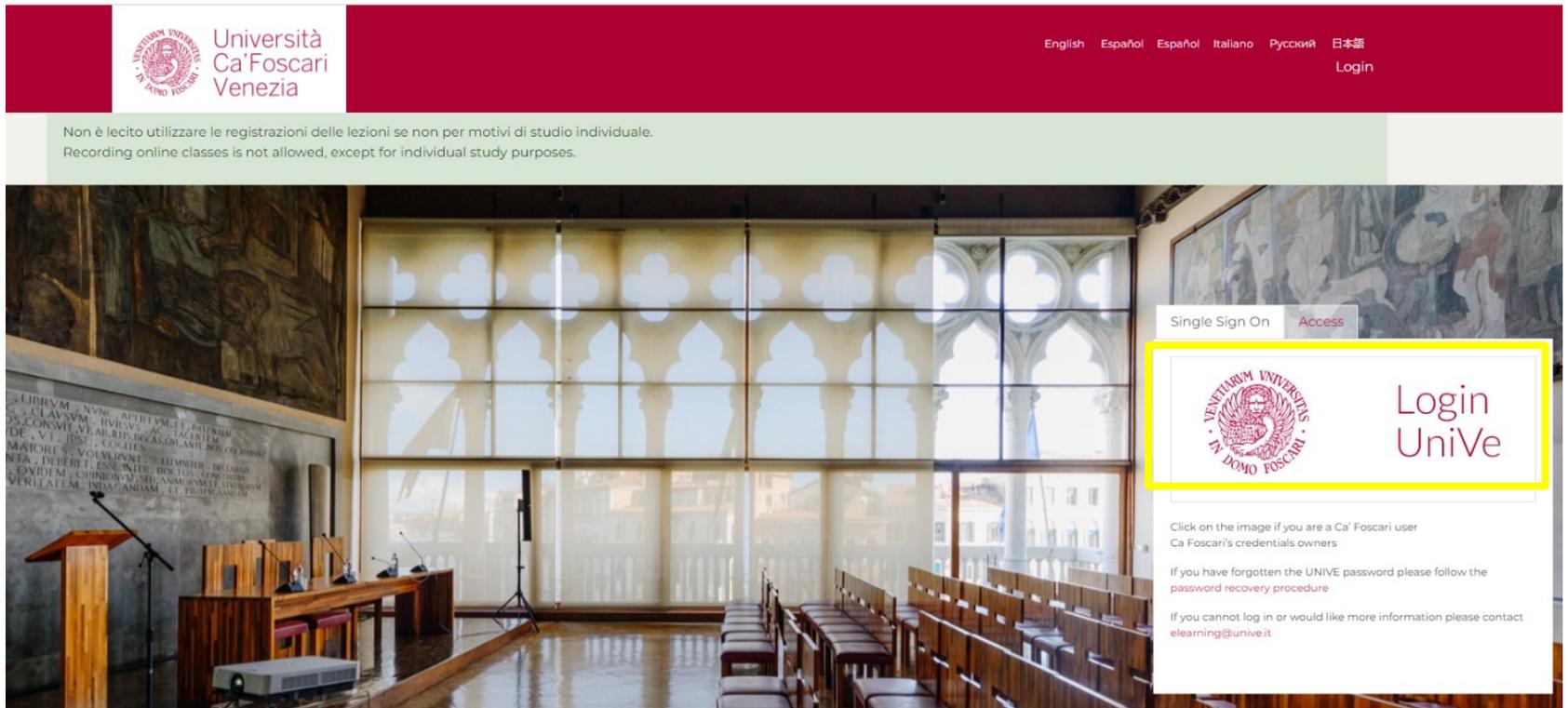
You will be automatically redirected to the authentication webpage and required to log in, using the same username (**matricola**) and **password** which you use to access the personal area.

Home / Login

Login

Cambio password o recupero via SMS / SPID

Staff e collaboratori: richiesta account

IDEM

Autenticazione / Authentication

Per accedere al servizio inserire username e password.
To access the service, enter username and password.

Username

Password

Accedi al servizio / Access the service

Accedi con SPID

Single Si

Contatti con l'aut

studer

FAQ per
041 234

docent

After entering your credentials, you will find yourself correctly logged in to the platform with your name and surname (see top right).

Above your name and surname, you can choose the language setting you prefer for your Moodle

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.

STEP 2: ACCESSING PROFESSORS' MATERIALS

The first way you can access materials prepared by teachers is accessing the Unive website (https://www.unive.it/) or the course search tool (https://www.unive.it/data/9639/), search for the name of the course's Professor (or the name/code of the course itself).

Once you have found the course you are interested in, you can open the course webpage and select "**Go to Moodle page**" below. You will be redirected to the course space in Moodle automatically.

POLITICAL PHILOSOPHY 1

People search

Structures search

Rooms search

Meeting and event spaces search

Course search

Academic year	2022/2023
Official course title	POLITICAL PHILOSOPHY 1
Course code	LT9008 *(AF:357792 AR:201034)*
Modality	On campus classes
ECTS credits	6 out of 12 of POLITICAL PHILOSOPHY
Degree level	Bachelor's Degree Programme
Educational sector code	SPS/01
Period	1st Term
Course year	2
Moodle	Go to Moodle page

Syllabus of previous years

Alternatively, you can access the course directly from Moodle (https://moodle.unive.it/) by clicking on the "Graduate students" section

At this point, you may either browse though the various course categories or enter the name/code of your code in the "**Search Courses**" box.

When you find your course, please always make sure you are accessing the Moodle of the **current academic year**!

Once you find the course you were looking for, click on "**Enrol me**" on the bottom and access the materials.

[LT9008-2] POLITICAL PHILOSOPHY 2 (LT6) - a.a. 2022-23

Category: LT6 - PHILOSOPHY, INTERNATIONAL AND ECONOMIC STUDIES

Enrol me   i

Some courses might require you to enter an **enrollment key**, which will be given to you by the Professor (you might have to ask them directly).

You will have to enter the enrolment key in the appropriate field to access the materials.

When you have enrolled in the course, you will be able to find it under "**My courses**" section on the menu on the left
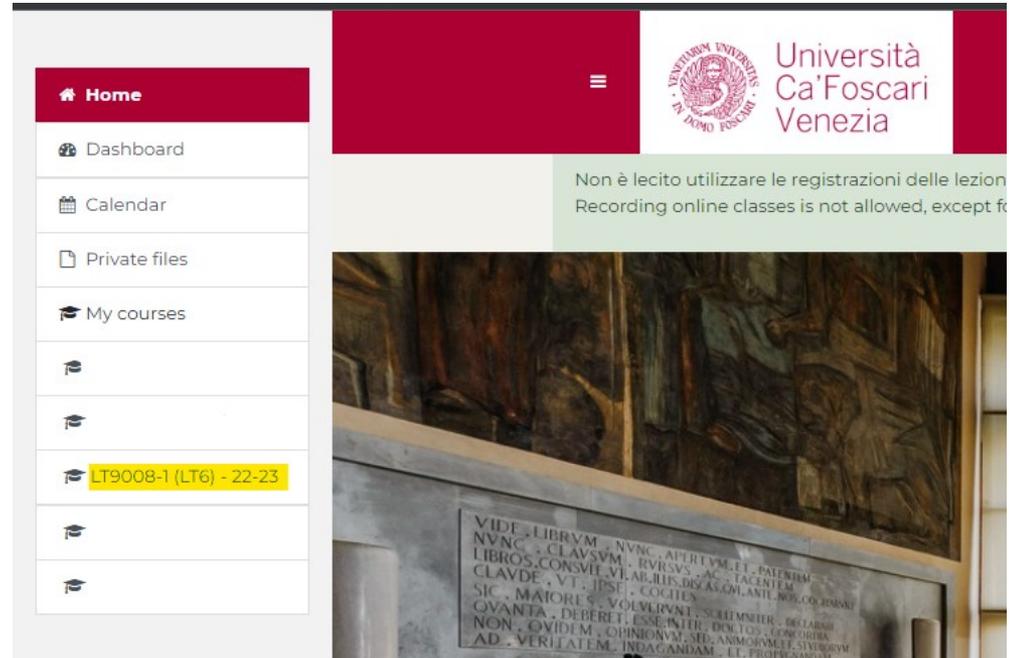
Should you wish to unenrol from the Moodle page, you will simply have to click on the settings icon on the right and then on "Unenrol me from …"

Non è lecito utilizzare le registrazioni delle lezioni se non per motivi di studio individuale.
Recording online classes is not allowed, except for individual study purposes.

[LT9008-1] POLITICAL PHILOSOPHY 1 (LT6) - a.a. 2022-23

Teaching materials

Unenrol me from LT9008-1 (LT6) - 22-23

Panopto

You do not have access to view this
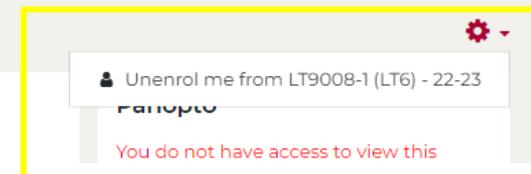
WHAT YOU CAN FIND INSIDE THE COURSE SPACE

Generally, Professors upload basic teaching information (how the course takes place, the texts and the exam methods).

There can also be 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**: used for service communications that the teacher may make, which you will receive by email. Here you can only read the posts and don't interact with the teacher

❏ **General forum**: here, 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, unless you subscribe to the forum.

❏ **Forum questions and answers**: here you can only see the initial speech by the teacher; you will only be able to see your colleagues' answers after you have entered your answer

WHAT YOU CAN FIND INSIDE THE COURSE SPACE

Other resources that could be made available by the teacher:

❏ **Additional resources** like videos, articles, etc.

❏ **Links** 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.

ONLINE MOODLE TUTORIAL

The Moodle Video Tutorial is available on
https://www.youtube.com/watch?v=1BsHIpB9QdU
(remember to turn on English subtitles!)

Video tutorial Moodle - In aula con un click

2.412 visualizzazioni • 1 set 2020

MI PIACE   NON MI PIACE   CONDIVIDI   SCARICA   CLIP   SALVA   ...

youcafoscari
26.000 iscritti

ISCRIVITI

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THANK YOU FOR THE ATTENTION!

For any doubts contact us at incoming.mobility@unive.it