



(July 2022)

STUDENT GUIDE: How to use MOODLE Platform

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Introduction

With the end of the health emergency, teaching returns FINALLY in presence using the support of the e-learning platform Moodle as an enrichment of traditional teaching: on Moodle students can enroll in courses, consult the didactic materials and online didactic activities.

The WebEx video conferencing system will remain available via the Moodle WebEx connector for any specific emergency.



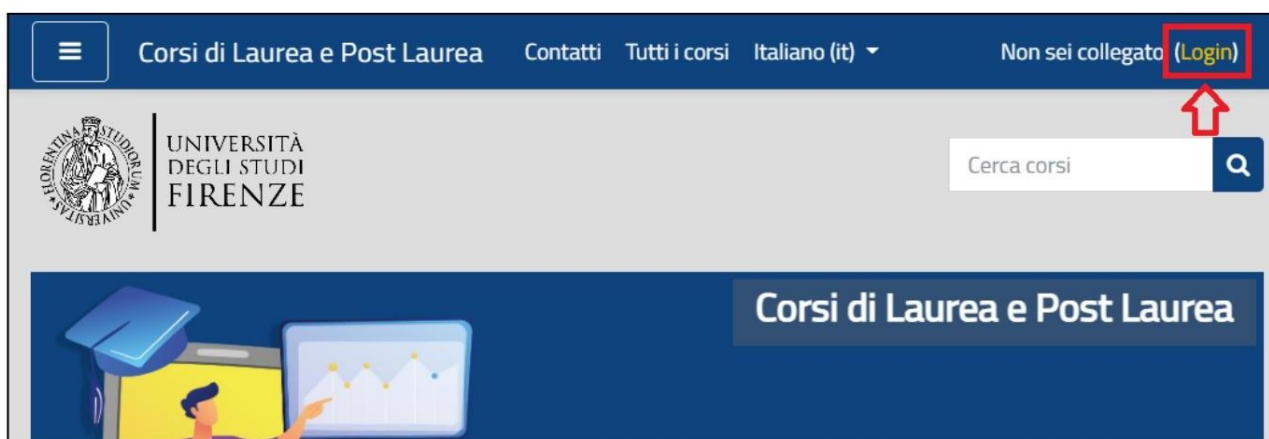
Please note that to access the MOODLE platform is essential to have the Matricola and Password Unifi.



1) First access on Moodle

Students with a Unifi matricola and password can access to **Moodle** platform at the link <https://el.unifi.it/> typing their **credentials**.

To authenticate, click on the **Login** item at the top right and open the authentication panel. Upon first login, you will be asked to accept the site policies.



2) Subscribe to the virtual class on Moodle

Once authenticated on the platform, students can search for the courses of their interest, following two possible ways:

1. **On the platform homepage**, enter the code or name of the course in the **'searchcourses'** form at the top right: from the list, select the course corresponding to your degree course and academic year
2. **On the homepage of the platform**, click on the **left block 'Degree Courses'** and then select your School / Academic Year / Degree Courses, until you access your courses.



The screenshot shows the SIAF website interface. At the top, there is a navigation bar with 'Corsi di Laurea e Post Laurea', 'Contatti', 'Tutti i corsi', and 'Italiano (it)'. A search bar is located in the top right corner, containing the text 'Cerca corsi' and a magnifying glass icon. Below the search bar, there is a large banner with the text 'Corsi di Laurea e Post Laurea' and an illustration of students in a classroom. Underneath the banner, there is a section with three cards: 'Corsi di Laurea', 'Corsi Post Laurea', and 'Didattica con Moodle'. The 'Corsi di Laurea' card is highlighted with a red box and an arrow pointing to it. The 'Corsi di Laurea' card contains the text: 'Accedi agli insegnamenti dei Corsi di laurea triennale, magistrale e a ciclo unico'. The 'Corsi Post Laurea' card contains the text: 'Accedi a Dottorati di ricerca, Scuole di specializzazione, Master, Corsi di perfezionamento o aggiornamento'. The 'Didattica con Moodle' card contains the text: 'Accedi alle guide per docenti e studenti: dall'attivazione dei corsi all'utilizzo di Moodle e degli strumenti di Digital Learning'. Above the cards, there is a 'Codice' input field and an 'Iscriviti' button. Below the cards, there is a navigation bar with icons for 'Dashboard', 'File personali', 'Messaggi', and 'Valutazioni'.

Once the course has been found, the student must click on the title; to register, simply click on the **"SIGN UP" button**.



It is possible that the teacher has set an **ENROLLMENT KEY**, which the student must type when enrolling. The enrollment key is defined by the

professor of the course, who is the only one who knows it, and who can provide it to students. Registration only has to be done the first time, after which the course will appear in your Dashboard. If a course you are looking for is not visible in Moodle or it is not possible to access it, maybe the referring professor has not activated it or has not opened the enrollments. In this case, it is advisable to contact the professor for information about the opening of the courses.

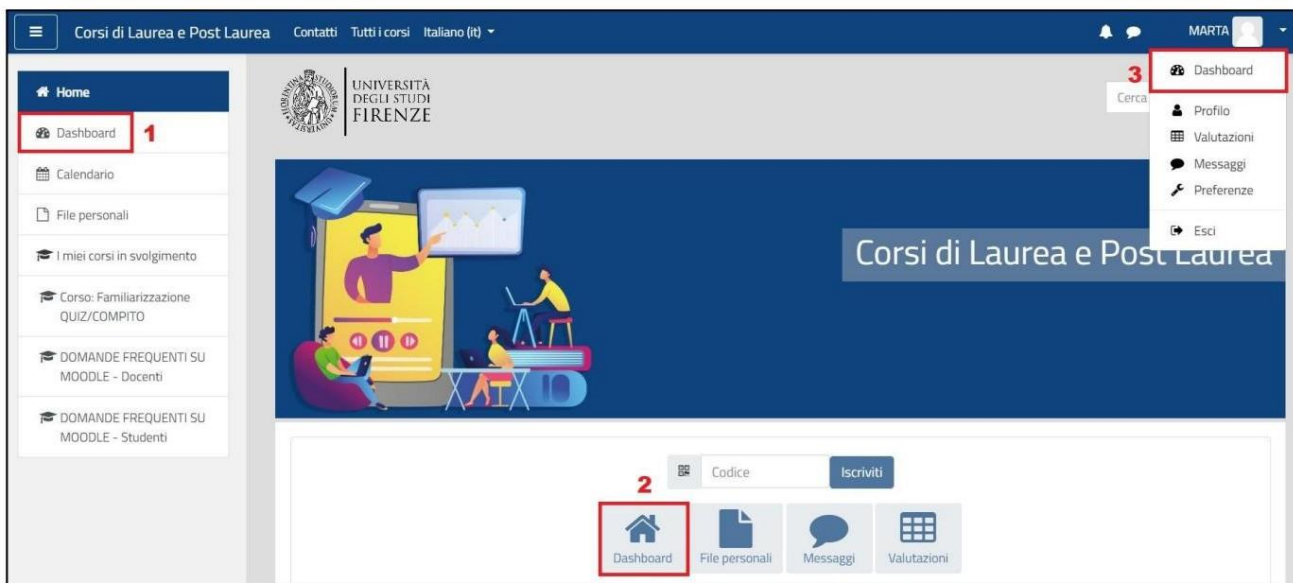


If the student wishes to **UNSUBSCRIBE** from a course, click on the gear icon in the top menu to open the control panel. From here, by clicking "Course administration", a new screen opens, where you can select the "Unsubscribe from the course" option. This page will appear blank if the student has been manually enrolled by the teacher, and it will not be possible to unsubscribe independently.



3) Organize your Dashboard

Once authenticated on the platform, the student can access to their Dashboard, where they can view the courses they are enrolled in. The Dashboard is therefore of fundamental importance and for this reason it can be reached from the home page in three different point as in the picture.



It is important to organize your Dashboard by selecting the display options from the drop-down menu that allows you to choose whether to display: All your courses, only those in progress, those soon to be activated (Future), those Completed, or choose to filter courses based on to the Academic Year or view only the Favorites.

4) Using the WebEx video conferencing system built into Moodle

In case the professor performs the lesson in distance mode, the student will be able to access the virtual class, using the Cisco WebEx web conference system **integrated in Moodle** through the **Connector Moodle-WebEx**.

To participate in a lesson, just click, at the date and time of the lesson, on the corresponding **"Join"** button in the "Upcoming" section: the WebEx application will then be activated and it will be possible to follow the lesson live.

Support channels

Student support for teaching is provided through the following channels:

- for technical problems relating to the Moodle platform, contact moodle@siaf.unifi.it
- for problems relating to ACCESS CREDENTIALS (matricula and password), click on the following link: <https://u.garr.it/zT9iY>
- for problems regarding the use of E-MAIL, click on the following link: <https://u.garr.it/PDZaq>
- for support in using Moodle, click on the following link: <https://u.garr.it/E7bMd>

