E-Learning platform
Tutorial vers.06

04.01 Login
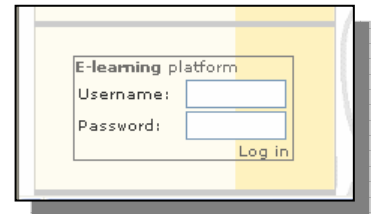
To access the e-learning platform use the login form placed at the bottom of the menu bar of the web site
http://e-learning.sti.uniurb.it/
by entering the following login data and clicking *Log in*:

username: *<first given name>.<last name>*
password: *<birth date>*

Notice that the username is composed of the first given name dot the last name. Only the first given name is used, while the last name is used entirely (even if composed by more than one words). Only small-case letters are used, without special characters. For instance, John Smith, born in March 24, 1980, will have username: *john.smith* and password: *24/03/1980,*while Anna Maria Di Calà, born in April 3, 1975, will have username: *anna.di cala* and password: *03/04/1975,*and Andrea D'Antoni, born in September 11, 1972, will have username: *andrea.d'antoni* and password: *11/09/1972*.
If the standard username is composed of more than twenty letters, the convention is *<initial_letter>.<last name>.*

When entering login data a service message may appear in a popup window. The message doesn't impact the login. Read the message, close the popup window and go ahead.

If you entered wrong username or password, a *Tryagain* form appears. If the problem persists, contact wwcampus@sti.uniurb.it to be sure your account has been properly created and your access data are correct.
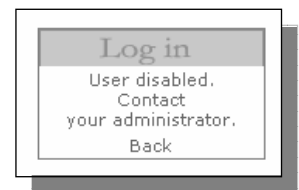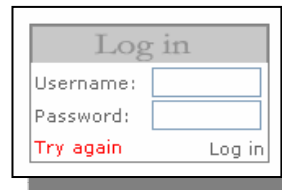
If your account has been properly created but it is blocked, a *Userdisabled* message appears. Contact wwcampus@sti.uniurb.it to re-activate your account.

If you have entered the correct login data and you have a valid account, the home page of the e-learning platform appears on your browser.
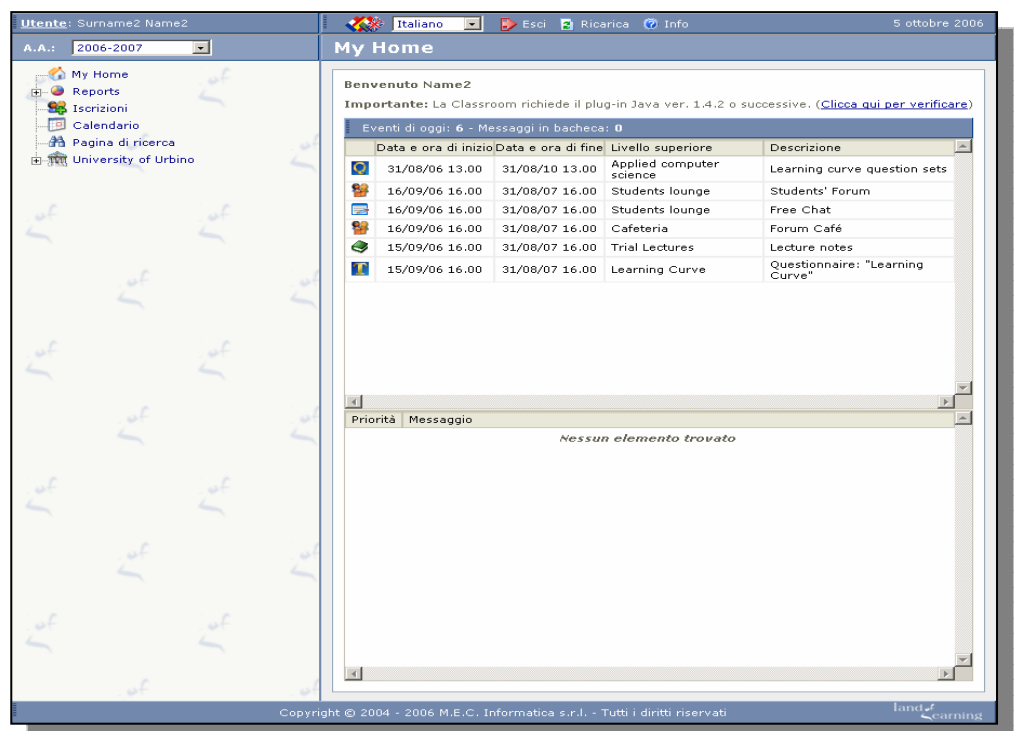
04.02 First-time users

The first time you enter the e-learning platform you must:

- Check the Java Virtual Machine version by clicking on the green mark that appears on the screen. If the check fails, a pop-up window brings you to the Sun's download page where you can find the proper version of the Java Virtual Machine.
- Change your password by clicking on the *Member* link available on the top-left of your browser.
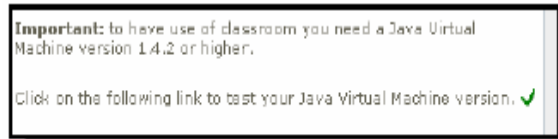
04.03 Hierarchy browser

The left-hand side of the screen is used to select the current Academic Year and to browse the hierarchy of *lands* available on the platform. Each student is allowed to access the activities of his/her year of enrollments and the libraries and logs of the activities of the previous years. To this purpose, the proper academic year has to be selected.

At the top level of the hierarchy there are 6 items:

- *My Home*, that brings you to the home page of the platform, where you find shortcuts to all the ongoing activities you can access and a *showcase* with messages from tutors, instructors and administrators.
- *Reports*, that shows you detailed reports about your activities and *study points* (see Section 04.11)
- *Enrollment,* that allows you to choose elective activities to enroll in (see Section 04.10)
- *Calendar,* that shows the schedule of incoming activities (see Section 04.12)
- *Page Search* that allows to seek for a text within the selected lands and resources of the platform (See Section 04.13)
- *University of Urbino*, that is the top-level community you belong to.
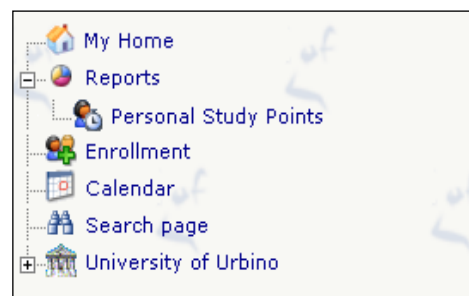
Open the *University of Urbino* folder to browse its contents. In particular you will find the *Faculty of Science and Technology*, that contains the *Applied computer science* degree program, that contains, in its turn, *Introductory Activities* (*Trial Course,and Learning curve)*, three meeting rooms (*Cafeteria*, *Students Lounge* and *Faculty club*), a *Resources* folder and several groups of activities:

- Nuovo Ordinamento

- Vecchio Ordinamento

The *Nuovo Ordinamento* folder contains several sublevels within which you will find activity groups of the new program of study, in particular 1st year courses.
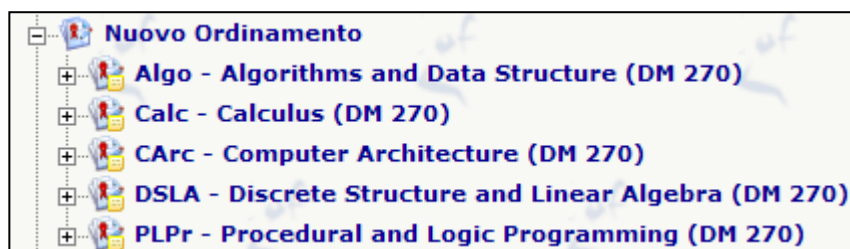
The *Vecchio Ordinamento* folder contains, on its turn, activity groups related to the previous program of study's courses.

Activity groups contain *Courses.* Courses contain *Lessons* (Lectures) and *Resources.*

When you click on the name of a land on the hierarchy browser, information about that entity appears on the right-hand side of the window. When you click on the name of a resource on the hierarchy browser, the corresponding resource appears on the right-hand side of the window.

04.04 Introductory activities

Open the *Introductory activities* land. Inside this land you find three courses:
- *Trial Course* that includes two preliminary meetings aimed at getting use to the platform and at introducing the CLIL-CS project;
- *Learning Curve* that includes two questionnaires about all the topics of the degree program and an Entrance test about English competences.

Inside the *Trial Course* you find two lessons (*Platform Presentation* and *CLIL for CS Presentation*), a folder of *Resources* that contains a forum (*Trial Course Forum)* and a library (*General Information*). Under each lesson you find a folder of *Resources* that contains a library (*Lecture notes*) and a *Classroom*.
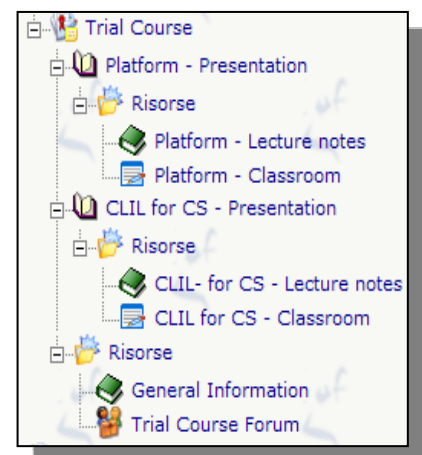
This is the general structure of the online courses of the Applied Computer Science degree program. Each course has a *Forum,* a library containing the program and general information of the course, and many lessons. Each lesson has a library containing the learning material about a specific topic and a *Classroom* scheduled for discussing that topic. Learning material will be made available circa one week in advance with respect to the date scheduled for the interactive classroom.

When you click on the name of the lesson, three panels appear on the right:
- *Info*, containing general information about the Land;
- *Resources*, linking to the resources associated with the lesson;
- *Lessons texts*, that contains the transcripts of the classroom that can be downloaded in rtf format (the transcript of the trial lecture can be downloaded from this panel).
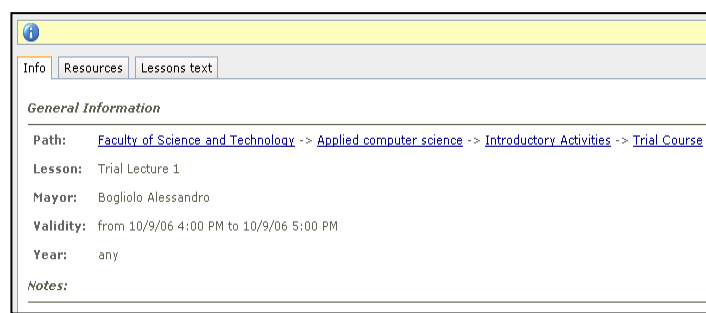
04.05 Library

Libraries are lists of downloadable files. The list of files available in a library appears on the right-hand side of the window when you click on the name of the library. Each file can be downloaded by clicking on the download icon associated with it.
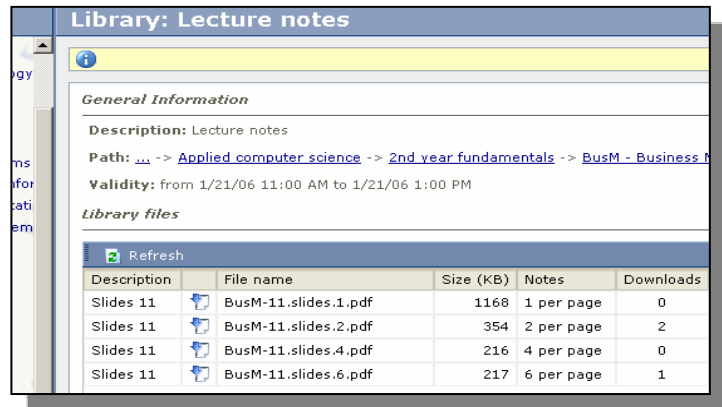
04.06 Forum

When you enter a forum, the list of its threads appears sorted in reverse chronological order of their creation date. For each thread, the number of messages and the time and author of the last message are directly shown in the menu window. The forum is a resource associated with a community. Any member of the community the forum belongs to can create a new thread using the *Add* button. A popup form appears where the title of the new thread has to be entered.
Each thread is entered by clicking on the corresponding icon. Within each thread, messages are shown in chronological order and full-text search facilities are available. The *Add* button can be used to add a message to the thread using a simple popup form.
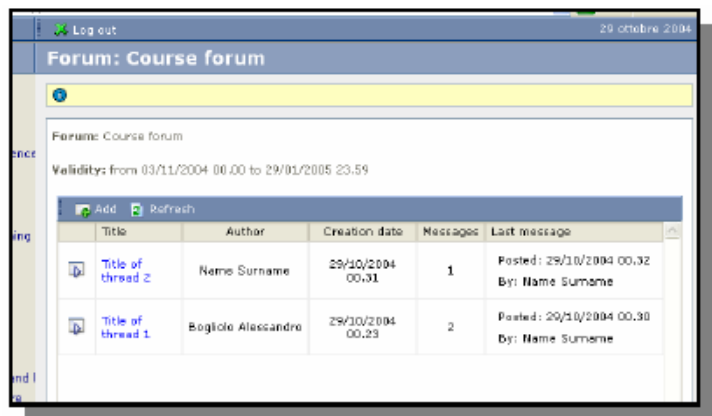
Usage rules and guidelines:
1. There are many forums within the platform. Choose the appropriate forum for your message in order to have the appropriate audience.
2. Before creating a new thread make sure that there are no open threads on the same topic.
3. When adding a new thread, remember that only the title (i.e., the subject) of the thread has to be entered in the popup window. Do not use the title field to post your message. To post your message you must enter the thread and use the Add button within the thread.
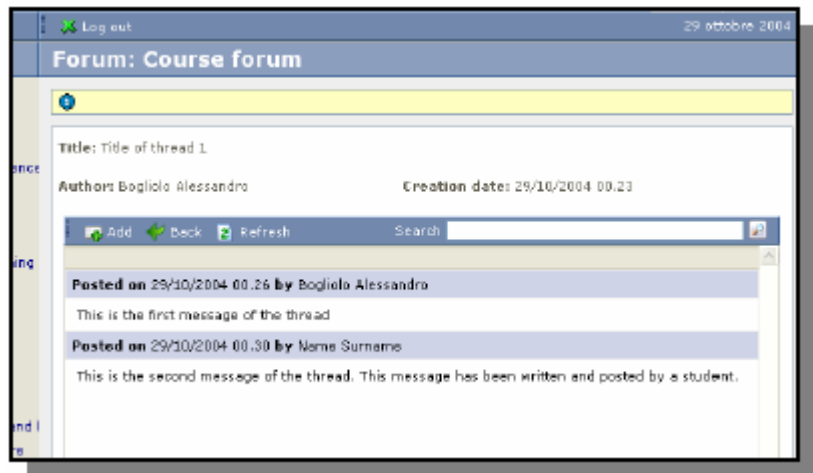
04.07 Classroom

Click on the *Classroom* associated with the Lesson you want to attend. If the classroom is valid, an active icon appears on the righthand side of the window. Click on that icon to access the Classroom. The Classroom is implemented as a Java applet that must be downloaded from the server and executed in a new full-screen window of your browser. Please wait till the applet is completely downloaded.
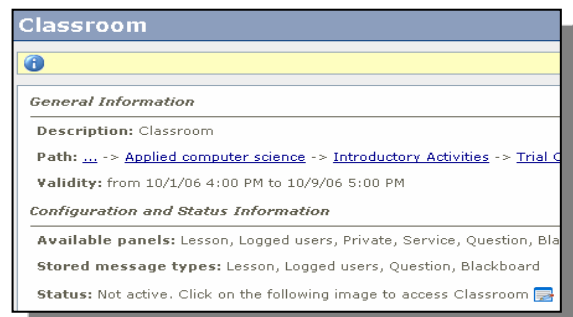
The Classroom looks like that:

Press the *Enter* button and
provide your password to gain access to the classroom.
Notice that access is granted only if the classroom session
has been started by the instructor.

The window is split into 7 frames:
1. *Lesson*. This is the main frame of the classroom, where
the public discussion takes place.
2. *Message to send*. This is the frame where the user can
prepare its own (*Lesson, Private, Question, Service*) to be
selected to decide where to post the message and 2 icons
providing *copy* and *paste* facilities. The message is posted to the selected frame as soon as the *Enter* key is
pressed.
3. *Pending questions*. This is the frame where pending questions are listed. Whenever a student asks a
question, his/her name is added to the list.
4. *Text of selected question*. When you click on a name from the pending question list, the text of the
corresponding question appears on this frame.
5. *Private messages*. This frame shows all private messages sent to and received from other users.
6. *Service messages*. This frame shows all broadcast service messages that are not worth to be posted in
the lesson frame.
7. *Logged members*. This frame shows the list of all logged members. Any logged member can be selected
as receiver of a private message.
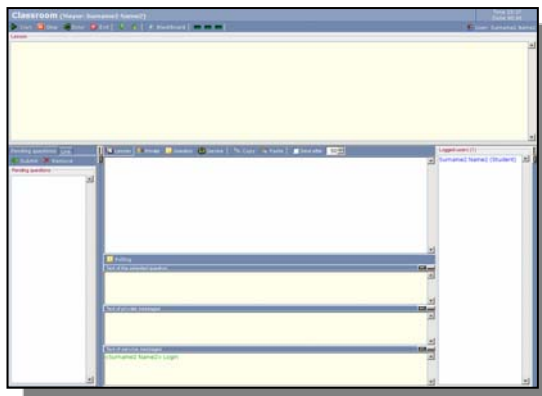
Private and Service messages are used to keep the lesson as clean and readable as possible. This is
particularly important since the transcript of the Lesson will be made available after each classroom session
(see section 04.08).

Shared blackboard

A shared blackboard can be used by the instructor
during a Classroom to show drawings, formulas and
graphs. Only the instructor can write on the blackboard
during a classroom. Students may use the *Save* option
at any time to store the current content of the
balckboard on their local file systems. The Instructor
can decide at any time to add the content of the
blackboard to the transcript of the lesson. In this case,
the drawings will be inserted in the rtf file as images.
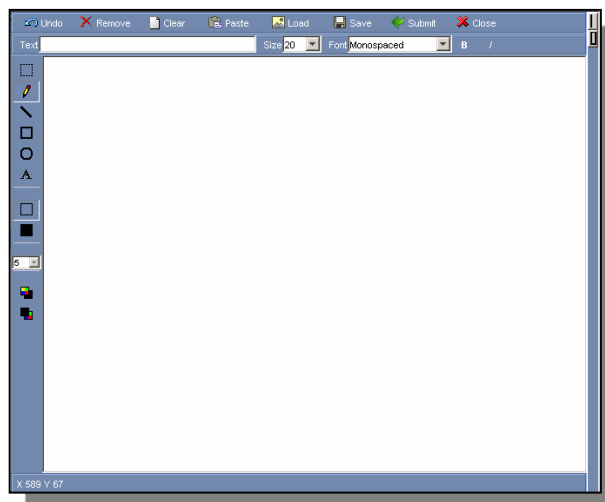
Polling

The mechanism of [Polling] can be used by the instructor in order to collect students' answer in a fast
and aggregated way.

Inteface Management
User can set the interface of the classroom clicking on the following icons:

Usage rules and guidelines:
*1. In general, students cannot post their messages directly to the Lesson, unless they are explicitly required
to do so by the instructor.*

2. If a student needs to ask a question he/she has to use the "Question" option that creates a pending question listed in the left-hand side panel. At any time, the instructor can select a pending question and post it to the Lesson frame. In practice, students are not allowed to interrupt the lesson, but they can raise their hands by posting questions at any time.
3. Service messages (such as "I cannot download a file" or " I cannot post my question") have to be posted in the "Service" window.
4. Private messages can be sent to any logged member by choosing the "Private" option and selecting the receiver from the logged member list (on the right-hand side window).
5. Always use English for your public messages and questions. This is needed to allow non-Italian people to attend lessons and read the transcripts.
6. Messages are posted whenever the Enter key is pressed, or whenever a user-specified number of characters is typed
> *a. Instructors may use this feature to post a message row by row in order to allow the students to start reading the message while he/she is still writing it.*
> *b. On the contrary, students must press the Enter key only at the end of their messages in order to make them "atomic". In fact, if the message is a question, whenever the enter key is pressed a new question is posted. If the message has to be posted directly to the Lesson (because explicitly authorized by the instructor), messages from different students may appear interleaved if they are posted row by row.*
7. If you enter a classroom that has already started, please read its partial transcript (see next paragraph for details) before asking questions. This is needed in order to avoid replicas.

04.08 Lesson texts

Once a classroom has been closed, the transcript of all messages posted in its *Lesson* frame is made available (together with the list of all logged members) as a downloadable file in a special folder associated with the upper-level land.

During the validity period of a classroom, multiple sessions of that classroom can be opened and closed. The transcripts of all classroom sessions are kept available forever. Each transcript can be accessed by clicking on the corresponding download link. Lessons transcripts can be viewed as additional (informal) handouts. Partial transcripts are also available for ongoing classrooms.
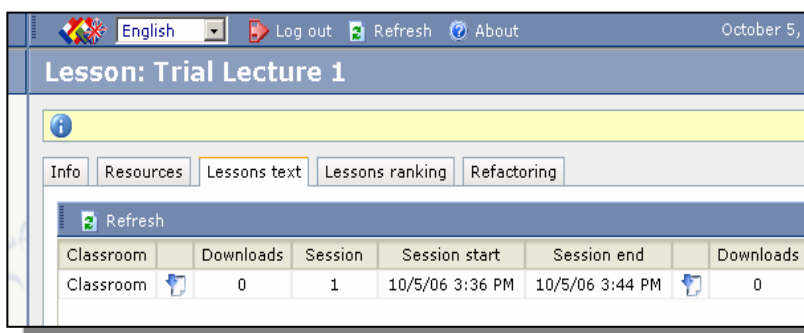
04.09 Meeting rooms

There are three meeting rooms (communities) available to make the virtual campus as similar as possible to a real University campus.
- a *Cafeteria*, where students can meet other students, instructors, tutors and technicians
- a *Students lounge*, accessible only to students
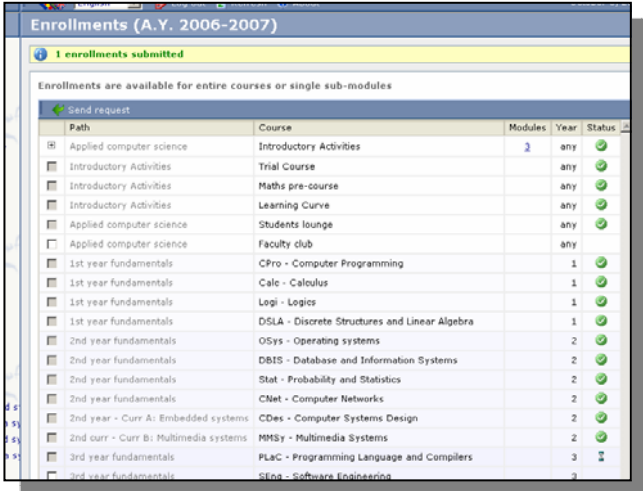- a *Faculty club*, accessible only to instructors

Each meeting room contains thematic and free forums. An instant messaging facility (called *Free chat*) is also available within the Students lounge. A Students Council is created every year within the Students lounge. A president will be elected within the council. Upon election, the president of the students' council becomes the Mayor of the Students lounge, with administration privileges.

Usage rules and guidelines
1. Use the Cafeteria (instead of Students lounge and Faculty club) whenever possible and convenient.
2. Do not use the meeting rooms to discuss course-specific issues that could be discussed in the forums associated with each course.
3. Use free forums only when there are no appropriate thematic forums.

04.10 Enrollment

The *Enrollment* [Enrollment] tool allows students to enroll to elective activities, curricular courses and seminars. A hierarchical list of available activities shows up on the right hand side panel. Students may use checkboxes to select the activities they want to enroll to. The actual enrollment request is issued by clicking on the *Send request* icon. The enrollment is pending until the instructor of the selected activity accepts (or denies) the request. A green mark is used do denote enabled activities.

Usage rules and guidelines

1. The list of available activities shown to each user depends on his/her own enrollment year. The list of visible activities includes: all the activities of the year the student is currently enrolled, all elective activities and seminars, all the activities of previous years.

2. Each student is enrolled by default to the fundamental activities of his/her current year.

3. At the beginning of the 2_{nd} year, each student must choose a curriculum.

4. In general, enrollment requests are always accepted by the instructors in order to allow students to access learning materials and classrooms of all courses they are interested in.

5. Notice that the enrollment procedure available within the platform has nothing to do with the forma choice of curricular and elective activities that students must submit to the registrar's office. Although students are granted access to any activity they want to enroll to, they are only allowed to take the exams they inserted in their programs of study by filling in the forms made available by the registrar's office.

6. If the course, you are interested in, is not included in the list, please send an e-mail to wwcampus@sti.uniurb.it.
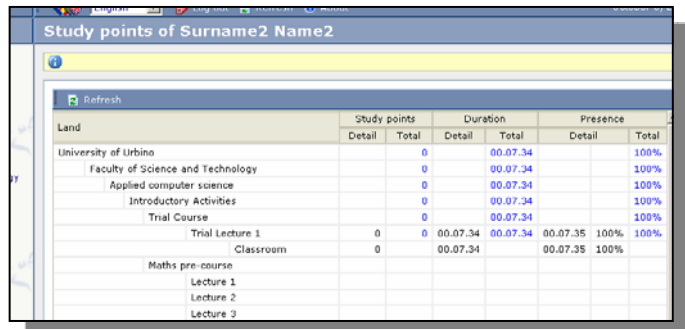
04.11 Reports

The *Report* section of the platform shows detailed reports about student's attendance and his *study points*.
Attendance is not enforced. Neither the attendance rate nor the study points affect the credits earned or the
grading criteria of the exams.
Study points are just an offline feedback provided by the instructor about the quality of the questions
asked by students during classroom sessions.
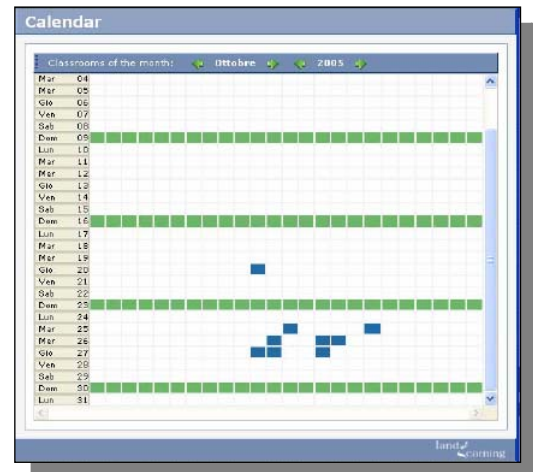Instructors can freely decide whether to assign study points or not.

04.12 Calendar

The *Calendar* contains active links to all synchronous activities made available within the platform. Each user sees only the activities he/she can attend. Scheduled activities can be directly accessed from the calendar by clicking on the corresponding entry of the timetable

04.13 Page Search

The Page Search allows to look for a certain text within the selected resources and lands