MOVIDIS
Developing international Experience for Students through Virtual Mobility

Deliverable

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Disclaimer

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Developing International Experience for students through Virtual Mobility (MOVIDIS)

Student Guide through institutional Online Learning Platforms
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INTRODUCTION

Dear student,

You have been selected for the participation in the Virtual Mobility exchange in the framework of the Erasmus+ project MOVIDIS. Congratulations for this! Now you surely want to know where your virtual studies will take place and which technical solutions will be used to support your learning.

This Guide is supposed to provide you with a short overview of online learning platforms that are exploited by your potential exchange universities. Within this Guide, each learning platform will be shortly presented by focusing on how to access it and how the registration procedure will happen. The descriptions of learning platforms will be supported with corresponding screenshots to visualize some features and to facilitate a better orientation there.

As you will learn, most universities use the LMS (Learning Management System) Moodle for supporting online learning. Other partners use Blackboard Learn or AulaWeb. Most of you might already have had some experience with Moodle or any other LMS within your previous or current studies. If so, you will be surely feel quite comfortable when using any learning platform of a foreign university. Should you did not have any experience with LMS, do not feel discouraged! You will get technical support and a tutor from your host university who will be happy to assist you in your studies. We also recommend consulting this Guide to be prepared for stepping into the Virtual Mobility exchange.

Sincerely yours

MOVIDIS team
LMS used: Moodle
How to access: There are 2 ways to access UCA Moodle:

- **Way 1:** via the link: [https://lms.univ-cotedazur.fr/](https://lms.univ-cotedazur.fr/)

  1- Upon clicking on the link above, you will see the main page as follows:

  ![Screenshot 1: main LMS page, UCA](image1)

  [Screenshot 1: main LMS page, UCA]

  2- Then click on **Log in** at the top-right corner of the screen to get to the next page:

  ![Screenshot 2: Connection page](image2)

  [Screenshot 2: Connection page]
3- Click on **Compte UCA – Se connecter** to be able to get to the Login page, which is:

![Screenshot of the login page](image)

**Screenshot 3: Login page ENT, UCA**

- **Way 2:** via the link [https://login.unice.fr/login](https://login.unice.fr/login). Upon clicking on this link, you will be directly forwarded to the Login page of the ENT Service (Espace Numérique de Travail, see the screenshot 3) and will be invited to insert your credentials as follows:

  - **Identifiant:** username
  - **Mot de passe:** password
  - **Se connecter:** to log in

- **How to get credentials for UCA Moodle**

You will have access to UCA Moodle only after the administrative registration at UCA. This registration will be done by the International Relation Office (IRO). Prior to this, you will be asked to provide the IRO with your personal information including a picture. These data will be uploaded to your personal Moodle profile. Then you will receive an email with your credentials.

**Please note:** the password obtained is considered a temporary password. It means, it will be only valid for the first login. After the first login, you will be forced to change it by creating your individual password.

Thanks to the Single Sign-On technology, you will have to use only one username and one password to access all digital services of UCA.

- **How to verify your account and change the temporary password**

  **Please note:** prior to accessing ENT page of UCA (s. screenshot 3), you will need to verify your account and change your temporary password provided by IRO. To do so, click on [https://sesame.unice.fr/](https://sesame.unice.fr/) and select the option **Ouvrir mon compte Sésame:**
Then insert your student number (Votre n°étudiant) provided to you by the IRO, click on **Continuer**, and follow the instructions in order to complete the verification of your UCA account and to change your password:

**Screenshot 4: Start page of Sésame service**

After completing all the steps above, you, finally, will have your validated credentials for entering the ENT service of UCA and, therefore, for accessing all digital services at UCA, including Moodle.

To access Moodle, click first on [https://login.unice.fr/login](https://login.unice.fr/login) (s. screenshot 3), connect to ENT with your validated credentials, then click on **Pédagogie** and, finally, on **Mes cours** to access your individual courses:
• Technical support

Should you have any technical problems with accessing Moodle or ENT, or your lost your password, you need to go to the student support page Sèsame http://sesame.unice.fr and select either J’ai perdu mon mot de passe (I lost my password) or Consulter l’aide en ligne (Consult the online helpdesk).

Screenshot 6: Accessing your courses on UCA Moodle

Screenshot 7: Student support page Sèsame
LMS used: Moodle
How to access Moodle: https://cv.ucm.es

This is how the start page of the UCM Virtual Campus looks like:

Screenshot 1: Start page of UCM Virtual Campus

Upon clicking on Acceso a mi campus, you will get to the login page and will be invited to insert your credentials:

Screenshot 2: UCM login page
As can be seen from the screenshot 2, you will need to use an institutional email address (Dirección de correo UCM) to be able to log in into the UCM Virtual Campus. This means, you will be first registered at UCM as a VM student through your learning agreement.

**How to get registered at UCM**

The registration at UCM will happen in the framework of a Learning Agreement concluded between a student, a sending institution, and UCM. The responsible office at UCM will send to a VM student a notification to the email address indicated in the Learning Agreement. This notification will include instructions towards activating the UCM email account of a student. Usually, to activate an UCM account the Erasmus Number should be inserted (ERAS-XXXXXXXXXX), and the activation code you received in the notification:

![Screenshot 3: Activation of UCM account](image)

Students will necessarily take the step to open the UCM email account and in that moment, they will set their password.

You can access UCM online services (email, UCMNet, etc.) after you have activated your UCM account. The password for the Moodle is typically the same as used for the UCM email account.

This is how your personal Moodle page will look like upon entering your credentials:
A few personal information about a student including his/her picture will be included to Moodle by the UCM administration office when completing the registration at UCM.

- **Technical support**

The Faculty of Economics and Business at UCM has a Coordinator of the Virtual Campus in charge of solving all concerns and problems for students from the related Department. Currently, the Coordinator is Prof. Gregorio Tirado: [gtiradod@ucm.es](mailto:gtiradod@ucm.es)

It is very usual, however, that the first contact in case of any problems is the professor in charge of the course a student is enrolled in.
UNIVERSIDAD DE SEVILLA (US),
Spain

- **LMS used**: Blackboard Learn
- **How to access**: [https://ev.us.es/](https://ev.us.es/)

Upon retrieving the link above, you will get to the start page of the US’ Virtual Campus:

**Screenshot 1: Start page of the US’ Virtual Campus**

Then click on the icon as demonstrated on the screenshot above in order to get to the login page, which is:

**Screenshot 2: Login page of the US’ Virtual Campus**
Here you will be invited to insert your credentials as follows:

‘USUARIO’ = Username
‘CONTRASEÑA’ = password

Now get to your personal environment on US’ Blackboard Learn by clicking on ‘ACEPTAR’ (accept).

Upon entering your personal learning environment on the US’ Blackboard Learn, you will be able to access the courses you are enrolled in.

- **How to get credentials for US’ Blackboard Learn**

Credentials for accessing the US’ Blackboard Learn will be provided to you by the administrative office at US in the course of the institutional registration at US. Once you are enrolled at the university, you will get a notification from the responsible office with a username and a password for your US’ email account. The password for the Blackboard Learn is typically the same as for the US email account. According to the password policy regulations, they are valid for one year.

If you can Spanish well, you can consult the following links to get more information:

https://sic.us.es/servicios/cuentas-y-accesos-los-servicios/gestion-de-usuarios-y-contrasenas-uvus/politica-de-claves (password policy regulations);
https://sic.us.es/servicios/cuentas-y-accesos-los-servicios/UVUS_gestion-de-usuarios-contrasenas (how to manage passwords).

- **Tips for customizing personal learning environment on Blackboard Learn**

You can set your avatar image through the Global Navigation option at the top of the screen, next to the username. In the menu that is displayed, click on the View profile icon, the option Edit my Blackboard profile will appear. Through the Change image button, you can modify your avatar image.

To change the email in the profile, or add a new one, you should access the My places section located at the top of the screen, then select Personal information, and, finally, Edit personal information.

- **Technical support**

For any questions or incidents all around your US’ email account or Blackboard Learn, you can contact the Support Service through the following link: https://sos.us.es

For more information, visit the link: https://sic.us.es/servicios/apoyo-la-docencia-e-investigacion/ensenanza-virtual
The start page of UniGe’s LMS looks as follows:

Click on Login at the top-right corner of the screen to get to the Login page. The Login page represents the Single Sign-On Portal for all digital services at UniGe. Here you will be able to switch to the English version of the page and will be invited to insert your credentials:
• How to get credentials for AulaWeb

In order to be able to access courses on the UniGe’ Aulaweb, you must use your individual UnigePass composed of a username and password. The UnigePass will be provided to you after the administrative registration at UniGe, once enrolled as International Student.

The UnigePass is valid for all digital services at UniGe, such as webmail or AulaWeb. A list of all the services, information on how to use the online databases of UniGe library, how to manage university career and so on, are available at the following webpage (in English): https://cedia.unige.it/en/node/268.

You will have to change your password after the first login to the Single Sign-On Portal:

Screenshot 3: UnigePass webpage

• Tips for customizing user’s profile on AulaWeb

You may customize your personal information including photo on Aulaweb, once accessed. You can visualize your dashboard, with all the courses you are enrolled in, and can edit your profile (“profilo”):

Screenshot 4: Customizing user’s profile on AulaWeb, UniGe
Once registered, the student has direct access to all the courses in Moodle platform. They have to search for the courses they are interested in and enter in the course page. In this way, the course will directly enter into the dashboard of the students.

- **Technical support**

In case of technical problems, you are invited to consult the student FAQ, the link to which is located at the footer of the start page of AulaWeb [https://2019.aulaweb.unige.it/](https://2019.aulaweb.unige.it/) (see screenshot 5). There you may also find the contacts of technicians who are in charge of providing technical support. And, of course, you can contact your VM docent at UniGe!

*Screenshot 5: Technical support for AulaWeb at UniGe*
UNIVERSITÀ DEGLI STUDI DI TORINO (UniTO),
Italy

- LMS used: Moodle
- How to access: https://elearning.unito.it/sme/

Upon clicking on the link above, you will get to the start page of e-learning services offered by the School of Economics and Management at UniTO:

**Screenshot 1: Start page for accessing UniTO Moodle**

The interface of UniTO Moodle is available in English, and some other languages. On the start page, you can directly select your preferred language:

**Screenshot 2: Language settings, UniTO Moodle**
Then click on **LOGIN** button at the top-right corner of the screen in order to get to the login page:

*Screenshot 3: Login page, UniTO Moodle*

To access the system, you first must authenticate yourself on the University Portal ([www.unito.it](http://www.unito.it)) with your university credentials (SCU credentials). Those will be provided to you by the responsible UniTO office. To start the authentication procedure, click on **Login using SCU** (s. Screenshot 3). Then enter the username and password in the corresponding spaces and complete the login:

*Screenshot 4: Sign in to the e-services of UniTO*
Once authenticated in the MyUnito personal page, you will find the link to his/her Department or School, and also to Moodle. You will not be forced to change your password after the first login to UniTO e-services.

- **Tips for customizing user’s profile on UniTO Moodle**

  You can add or edit your personal information on Moodle, including uploading your picture. To do so, go to your Profile and click PROFILO:

  ![Screenshot 5, 6: Customizing personal profile on UniTO Moodle (Italian interface)](image)

  To get more information about features of UniTO Moodle and authentication procedure, you are invited to consult the related Guide (in Italian language) by clicking on [https://elearning.unito.it/scuolacle/pluginfile.php/39558/mod_resource/content/3/GuidaMoodleperstudente.pdf](https://elearning.unito.it/scuolacle/pluginfile.php/39558/mod_resource/content/3/GuidaMoodleperstudente.pdf)
• Technical support

In case of facing any technical problems with Moodle, please contact Helpdesk:

_Screenshot 7: Technical support, UniTO Moodle_

And, of course, feel free to contact your responsible VM docent at UniTO!
FACHHOCHSCHULE DES MITTELSTANDS (FHM),
Germany

- LMS used: Moodle
- How to access: There are 2 options to access the FHM Moodle:

**Option 1: Via the official FHM website [https://www.fh-mittelstand.de/](https://www.fh-mittelstand.de/)**

*Screenshot 1: FHM official website*

Upon retrieving the URL above, you will need to go to TRAINEX on the top-right corner of the screen to be able to login to Moodle.

- What is TRAINEX?

**TRAINEX** is the online Campus Management System exploited at the FHM. All the administrative and organisational procedures at the FHM are managed resp. portrayed via Trainex. In order to be able to use the FHM infrastructure and (digital) services including Moodle, every student has got access to Trainex. You also will receive Trainex credentials which will allow you to enjoy the services of FHM.

After clicking on TRAINEX from the FHM official website, you will be asked to insert your credentials for using Trainex. These credentials will be provided to you upon the registration at the FHM:
Option 2: Via the FHM Online University  https://fhm-online-university.de/?lang=en

Upon retrieving the URL above, you will get to the start page of the FHM online university – e-campus that supports distance learning at the FHM. We advise you to select here English language:

Then click either on **Log in** or on **Trainex** (mind red arrows on the screenshot 3) in order to get to the log in page, which is the same as demonstrated above (s. screenshot 2). Trainex space is only available in German, but you will need to make only 3 clicks to switch to Moodle. From the following screenshots, you can learn how to do so.

Upon accessing Trainex, click on **Lernen**:
Then click on **Online uni** in the menu on the left side of the screen:

**Screenshot 5: Switch from Trainex to Moodle – Step 2:**

Then confirm that you are going to switch to Moodle by clicking on **Weiter zu: Online Uni**: 

**Screenshot 6: Switch from Trainex to Moodle – Step 3**
After these 3 clicks, you will be redirected to your profile page on Moodle, which usually looks as follows:

![Profile Page Screenshot](image)

**Screenshot 7: User’s profile page on Moodle, FHM**

You do not need to insert your credentials during the redirection procedure. Thanks to Single Sign-On technology you only register once and can surf through all the digitally-supported services at the FHM.

- **Tips for customizing profile page on FHM Moodle**

You can update your profile page on Moodle anytime. You can reach your profile page from the user menu top right and then clicking **Profile**. This page contains links to further pages allowing you to edit your profile information and preferences, view your forum/blog posts, and check any reports you have access to. To do so, click on **Edit profile**.

From your profile page, you can also directly access the FHM e-library:

![Library Access Screenshot](image)

**Screenshot 8: Access to e-library of FHM via Moodle**

If you have good German skills, you can learn more information about the FHM’ Moodle by watching a video under the following link: [https://www.youtube.com/watch?v=VevJ5x983X8](https://www.youtube.com/watch?v=VevJ5x983X8)
• **Technical support**

Should you face technical problems with accessing Trainex or Moodle, please contact the FHM’ IT service:

**Email:** helpdesk@fh-mittelstand.de  
**Phone:** +49 521 966 55 223  
**Office hours:** 09.00 am - 18.00 pm

Should you have specific questions about how to proceed with your virtual studies, please contact the docent(s) who is/are responsible for the course(s) you are enrolled in.
Conclusion

With this Guide, we hope to have provided you with the relevant information about learning platforms where your virtual studies at an international partner university of your choice will happen. Now you should be able to set and start your Virtual Mobility!

However, in case of need, you can still contact the central MOVIDIS office for support at the following address: movidis.contact@univ-cotedazur.fr

We will be happy to help you!

Sincerely yours

MOVIDIS team