

# Welcome to "moodle@NovaSBE"!

... the Nova SBE CMS Platform available to Faculty and Students to supplement face-to-face classes.

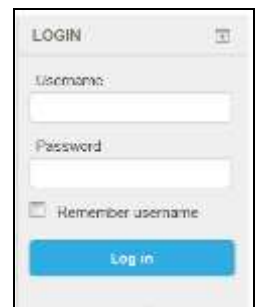


### 1. To login, open your browser (Firefox is moodle recommended):

- Go to...
  - this Platform: <http://moodle.novasbe.pt>, or
  - the School Site, <http://www.novasbe.pt> and click the "Moodle@..." link on the top bar of the screen;



- and enter your Login information.  
In the "Login" block, top right in the Front Page, enter your personal Nova SBE account information (the usual Username and Password).



- **Problems logging in?**
  - Did you forget your Username or Password or eMail address?
  - Is your name misspelled?

Please contact NovaSBE ITHelpDesk ([helpdesk@novasbe.pt](mailto:helpdesk@novasbe.pt)).

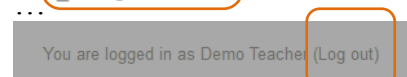
### 2. Start by

- going to the "Info & Support" block, in the Front Page left column, and get acquainted with the startup information there, with the links:
  - "Start Here..." - with the Platform's "Policies and Rules", ...;
  - "General Help" - with "How to configure My moodle HomePage and Profile" and quick manuals with generic help;
  - "for Students" - with mini-manuals that will help Students get started, namely "My Courses startup info", ...;
  - "for Faculty" - with mini-manuals that will help moodle-Teachers get started, namely "My Courses startup info", "Faculty Procedures" and more;
  - among others.



### 3. At the end of your Moodle working session, and for security reasons:

- make sure that all **popup windows** with open documents are **closed**;
- "**Logout**" to quit your moodle session (click your Name, upper right corner of the screen, and Logout or click the Logout link at the bottom of the screen)
- **exit the Browser**, so that all sessions and links to external sources are closed.



## Have a great moodling with [moodle@NovaSBE](http://moodle@NovaSBE) !