

## My Courses start info

(a quick start in 3 steps)

The “moodle@NovaSBE” Platform is the School’s **Course Management System** available to Faculty and Students to supplement face-to-face classes.

### A quick start in 3 steps - for Students: [\(click to follow link\)](#)

1. [Login in “moodle@NovaSBE”](#)
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... more info, after Login, in the FrontPage buttons to the “**Info & Support**” area – below, [Section 2.2](#)

## 1. Login in “moodle@NovaSBE”,

Click the “**Log in**” link, top right of the FrontPage, and enter your **personal Nova SBE account** information (the usual Username and Password).

You are not logged in. ([Log in](#))

- **Problems logging in?**

**Did you forget your Password?**

**Is your name misspelled?**

Please **contact the ITHelpDesk** at Nova SBE ([helpdesk@novasbe.pt](mailto:helpdesk@novasbe.pt)).

NOVA  
NOVA SCHOOL OF  
BUSINESS & ECONOMICS

moodle@NOVASBE

Username

Username

Password

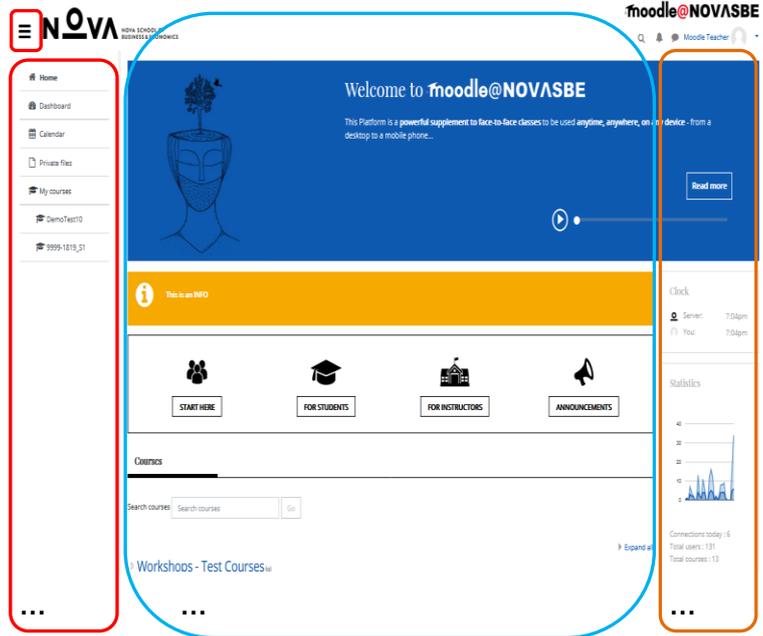
Password

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## 2. Start by the Front Page contents (1<sup>st</sup> screen after an authenticated/valid Login).

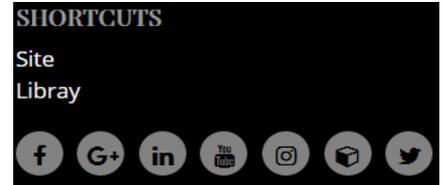
### 3 Main work areas: (blocks and contents may vary)

- ❖ The **right panel** of the screen is reserved for the Users added Blocks.
- ❖ The **middle panel** has a summary description of the Platform and a list of all Courses and Categories available.
- ❖ The **left panel** of the screen has a **Navigation block (on/off with **, the “Hamburger button”), with quick links to the “Dashboard” and “My courses”



### 2.1 “Shortcuts” and other Links:

- At the bottom of the FrontPage screen (Footer) you may find links to the School Site, Library and other Sites of interest;



### 2.2 the “Info & Support” area: (with 4 buttons/links in the FrontPage)



- In the “**START HERE**” link, for all Users get acquainted with
  - “**Policies and Rules**” of the Platform which regulate a “Code of Conduct” that all Users are **requested to acknowledge** and follow while using it, due to the type of activities that take place in it,
  - “**My 1<sup>st</sup> Video tutorial**” – an overview of the Platform;
  - a “**GENERAL HELP**” section, where you may find:
    - “**How to configure My moodle HomePage and Profile**” on how to edit your personal info and set your Preferences,
    - “**IT Requirements**” for your system/PC configuration, and
    - “**Useful Links and Downloads**” for SW you may need or wish to download and install in your PC, plus
    - “**moodle Help for all**” on how to get around moodle,
- In the “**FOR STUDENTS**” link, you will find additional customized help and information, such as
  - “**My Courses start info**” (this file) plus tutorials,
  - “**FAQ**” with tips and tricks on working with moodle,

- In the “**FOR INSTRUCTORS**” link, you’ll find information for Instructors on their operations and general procedures;
- In the “**FOR SITE NEWS**” button you’ll find a link to Site News and Announcements;
- and more!

**Please note:** *the contents of all documents in the “Info & Support” area are continuously updated and changed to reflect the needs of “moodle@NovaSBE” Users.*

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### 3. Accessing a Course

To access a Course as a **Student**, you need to know...

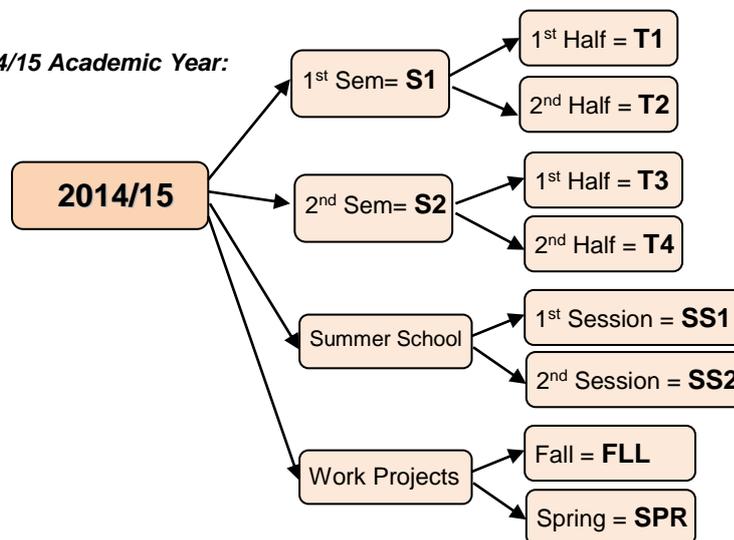
#### 3.1 the Course naming convention.

A Course is identified by its **unique numeric code and a name** and it is offered in one or more **periods of the academic year**.

The **academic periods** are:

- 1st Semester (**S1**); 2nd Semester (**S2**);
- 1st Semester, 1st Half (**T1**); 1st Semester, 2nd Half (**T2**);
- 2nd Semester, 1st Half (**T3**); 2nd Semester, 2nd Half (**T4**);
- Summer Session 1 (**SS1**); Summer Session 2 (**SS2**);
- Masters Work Projects – Fall (**FLL**) and Spring (**SPR**)

*Example for the 2014/15 Academic Year:*



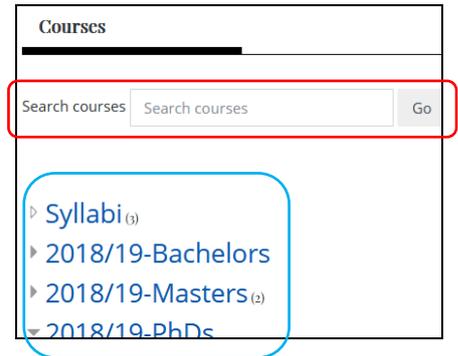
Course full name	Code	Offered on
Mathematics	9999	2014/15, 1st Semester
Xyzabc	8888	2014/15, 2nd Sem-1st Half
→ In “moodle@NovaSBE”:		
Full name	Short name	ID (= Short name)
9999-Mathematics-1415_S1	9999-1415_S1	9999-1415_S1
8888-Xyzabc-1415_T3	8888-1415_T3	8888-1415_T3

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## 3.2 select a moodle-Course, if you want:

### 3.2.1 To enrol in (access for the 1<sup>st</sup> time):

- enter the **Course Code** or (part of) its **Name** in the “[Search courses](#)” box in the middle of the screen
- or
- click the right **Category**, in the “[Courses](#)” [categories](#) block in the FrontPage and choose the **Course**.



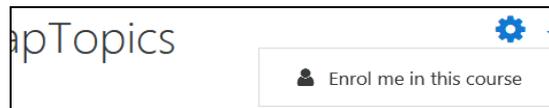
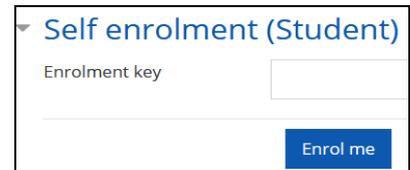
**NOTE:** **To self-enrol/register** in a moodle-Course, you will need an “**Enrolment Key**”.

The “Enrolment Key” is a password provided by the Teachers in class or otherwise.

It is used only once, the 1<sup>st</sup> time you access your Course.

If you entered the Course without it (as a Guest):

**to self-enrol in it** as a Student, click the “**Gear icon**”, top right of the Course’s name, and in the “**Enrol me in this course**” link enter the Enrolment Key:



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### 3.2.2 To unEnroll from (or change the Group you are in):

- *To unenroll from a moodle-Course, please contact **your moodle-Teacher(s)** – after the moodle-Course start, your moodle Instructors will be managing it.*
- *To change your enrolment/membership in a Group: please contact **your moodle-Teacher(s)** – as Managers of their Courses, they set up the Groups, assign Students to them and may move Students between Groups at their discretion.*

#### **WARNING:**

***These enrol/unenrolment procedures apply only to moodle-Courses in this Platform.***

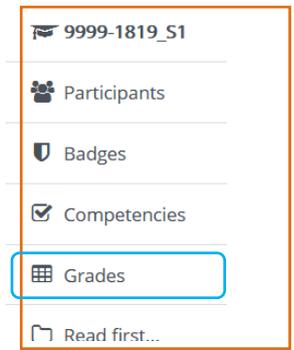
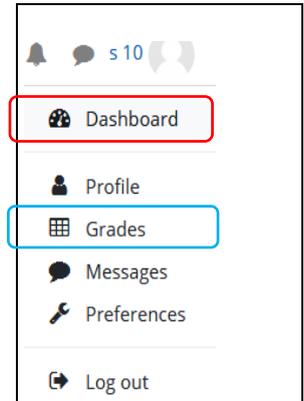
To enrol/unenrol from Courses altogether, Students should go through the procedures described in the **Students Handbooks** provided by their Offices, which they should contact.

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### 3.2.3 To work on your Course, after being enrolled in it:

Click on your Name (top right), and in the “**User menu**” select:

- the “**Dashboard**” link:
  - choose the right Course in the **Courses** tab, or
  - in the “Navigation Drawer” block, left panel, under “**My courses**”, click on its Short Name;
  
- the “**Grades**” link:
  - **In this link Students** can access an overview report of their Grades obtained in the mCourses they are enrolled in that term - [https://docs.moodle.org/en/Overview\\_report](https://docs.moodle.org/en/Overview_report) or
  - after **entering a mCourse**: in its “Navigation Drawer” block, left Panel, look for “**Grades**” (Gradebook) with the listing of all grades obtained in that Course

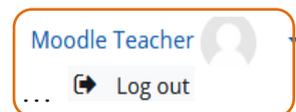


**Please note:** Make sure your **Nova SBE eMail account** (address: [x@novasbe.pt](mailto:x@novasbe.pt)) is well managed and the disk space quota is not exceeded so that new messages are allowed in; This Platform will use it extensively and all messages and info exchanged will be sent to your School's address.

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## 4. 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.



You are logged in as Moodle Teacher (Log out)

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**Now you are ready to start working on your moodle-Courses!**