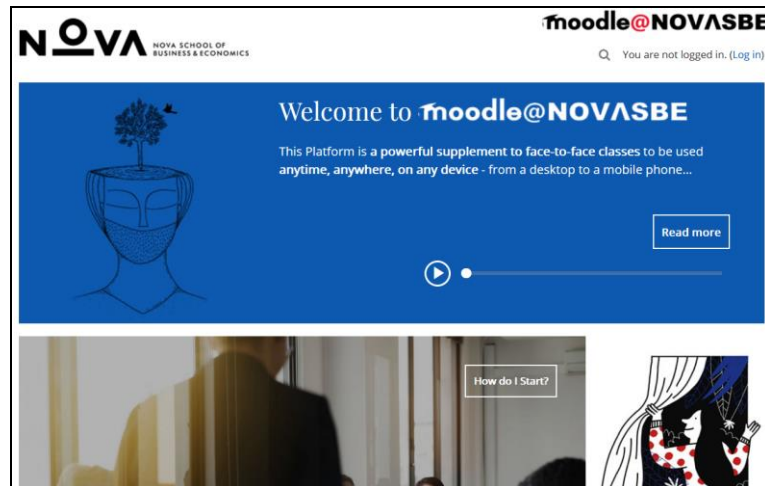


Welcome to “moodle@NovaSBE”!

... 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:** <https://moodle.novasbe.pt>, or
 - **the School Site,** <http://www.novasbe.pt> and click the “moodle@NovaSBE” link, under “Shortcuts” at the bottom of the screen;

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

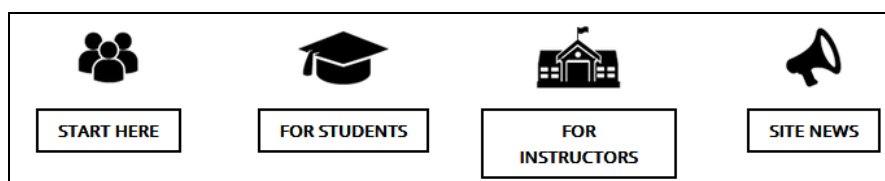
You are not logged in ([Log in](#))

- **Problems logging in?**
 - Did you forget your Username, Password or eMail address (or want them changed)?
 - Is your name misspelled?

Please contact NovaSBE ITHelpDesk
(helpdesk@novasbe.pt)

2. **Start by**

- going to “**Start Here/ General Help**”, “**for Students**” and “**for Instructors**” links in the Front Page



where you may find information about this Platform uses, underlying rules and procedures in the...

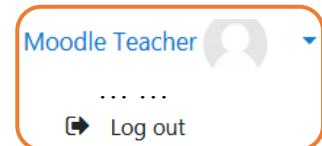
“Info & Support” area, with these Sections:



- “**Start Here...**” - with the Platform´s help/support eMails, “**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 to help Students get started, namely “**My Courses start-up info**”, ...;
- “**for Instructors**” - with mini-manuals to help moodle-Teachers get started, namely “**My Courses start info**”, “**Faculty Procedures**” and more;
- and 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 in the “User Menu” click the “Log out” link, or click the “Log out” link at the bottom of the screen)
- exit the Browser, so that all sessions and links to external sources (Google Drive, Dropbox etc) are closed.



Have a great moodling experience with
moodle@NOVASBE!

DET (old CEduTec) – 12.05.18 - last modified 19.02.26

Fernanda F. Ricou



= Head of DET

moodle@NovaSBE

=Manager&Administrator

