

## Regulation for accessing the moodle@NovaSBE Platform

### ➤ What is the “moodle@NovaSBE” Platform?

**Moodle** is an open-source, on-line web based Virtual Learning Environment (VLEC/LMS), available 365X24X7 to all devices with a browser from any location with Internet access.

"moodle@NovaSBE" Platform is used by NovaSBE as a Course Management System, a powerful supplement to face-to-face classes, in *b-learning* fashion, for technologically enriched Courses, enabling a very rich interaction between Teachers and Students.

### ➤ School's uses of this Platform

This Platform is used by NovaSBE mainly for

- pedagogical teaching/learning purposes;
- administrative Program Offices to inform and communicate quickly and effectively with their groups of Students;
- the use of special projects and their workgroups.

### ➤ Who is an Authorized User

#### • By default

All active Students, Instructors and Staff are “authorized Users”.

They are validated as such in a School's central file - LDAP -, external to this Platform, which has their credentials and personal information and is maintained by the ITHelpDesk.

#### • Other – who can apply for a special access to the Platform

- On **request of Offices**, by eMail using a special Template:  
prospective/future NovaSBE international Students may be manually added as temporary Users of the Platform;
- On **request of special projects**:  
Projects which have their own work area in this Platform need to submit a Mail request for approval for their external collaborators so they can be manually added to and allowed to work in this Platform.

The Mail should be sent to:

[moodle\\_support@novasbe.pt](mailto:moodle_support@novasbe.pt)  
which will process the request,

with the info:

- Project name (and obs):
- Project coordinator:
- Project duration:
- External collaborator/s
  - Name:
  - eMail:

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