uc3m Universidad Carlos III de Madrid





Guide for Students



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1 What is Aula Global

1.1 Enter and move through Aula Global

You can access Aula Global directly from the URL https://aulaglobal.uc3m.es:



To logging, you must enter the NIU, that is, the number that is part of the University's email account, and the password of the email.

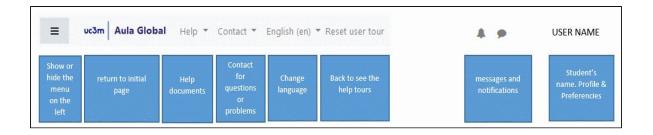
Once validated, you will have access only to the subjects you have enrolled (if there is no subject listed, ask at the Campus Information Point).

When accessing, a screen similar to this will be display, but the arrangement of the elements may vary depending on the web browser that you access.



In the main screen of Aula Global there are three areas: a central area with the courses (subjects), a column on the left that is a list of your subjects, and column on the right with the calendar and another navigation menu for the courses. The content of the two columns will vary upon entering the courses, but the list of subjects enrolled will always appear.

In the upper part, a bar will always be present with the following features:



In Aula Global, each subject is a course, but it really corresponds to the enrollment groups.

In a course, the list of topics will appear in the central area, with the resources and activities for the students that the teacher has placed. In the upper area of the left column, functionalities related to the specific course will appear, such as the Class List or the Grades.

Below the name of the course, a "rout" facilitates navigation within a subject:

C2.222.13977-52 Fundamentos de ingenie Página Principal / Mis cursos / Fundamentos de ingeniería eléctrica-52 / General / Avisos

On the right, you also have quick access to certain functionalities



and also the calendar, events, last activity, etc.





IMPORTANT: Even if you have the English option in the operation of Aula Global, documents and papers will be in the language in which the teacher has uploaded them.

1.2 How works a subject?

Two fundamental aspects for working with Aula Global are time and timely information on various aspects of the subject or degree:

To know when to carry out an activity or what is pending you need see the notices of the teachers of a subject.

Aula Global includes several tools to be aware of this information, which helps the student to plan their work:

- The news of the forum "Notices", also in your email...
- The calendar and the events.
- The messages.

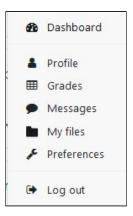
Although the teacher can use other means, such as forums, notes published in the course, chat, consultations, etc.

It is very important to be aware of all the tools so as not to lose information about the progress of the course.

In addition, all subjects must have information about Tutorials. Although it is possible to communicate with the teacher through e-mail and the tools offered by Aula Global, in this section the professor will have established the moments to attend the students' questions, either face-to-face or virtually.

1.3 Student profile, personal data

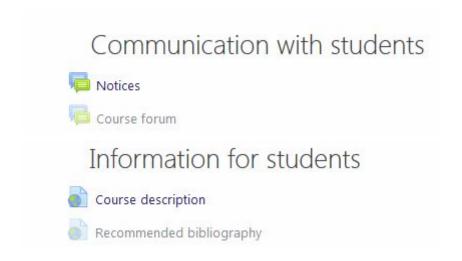
You can access the following features from the menu that is display when you click on the arrow next to your name in the top bar:



- Profile. From here, you can select to which email address the Aula Global notices arrive and select who to see it in the application.
- Grades. Show the grades of the activities, as long as the teachers configure them to be visible.
- Messages. Access to private messages and to the personal list of contacts.
- My files. You can save your papers here and download them to the Assignments
- Preferences.
 - Edit profile: is the same menu that we saw in Profile.
 - Preferred language: select in which language is Aula Global displayed.(also in the top of the page)
 - Forum configuration. Allows you to determine how follow the FORUMS: if the messages already seen are marked, the subscription form (emails if there are new interventions) or activate the summaries (an email containing all the messages will arrive).
 - Editor settings: you can select if you want to use the text editor that appears in some activities by default or another.
 - Message preferences: configures notification methods for messages between users.
 - Notification preferences: allows you to configure how to notice different activities of Aula Global.
 - Badges: allows managing badges and backpack for external badges.
- Log out: when you finish consulting or doing activities in Aula Global, it is advisable to log out from the personal menu

1.4 The course page: the initial topic

Every course begins with a topic 0 or initial module. This module is show first, above the rest of the topics and, usually include two parts: the section "Communication with students" and the section "Information for students".



In these sections, you will find the basic documents of the subject that can be a presentation video, the guide of the subject, the program, the schedule, the recommended bibliography, etc. Teachers determines what information they consider necessary, although the "Notices" will always appear.

Carefully read the documents included in this module before beginning the course.

The forum of NOTICES allows the teacher publish something that he wants to reach all the students of his subject. This implies also that an email message will automatically be send that will reach all the members of the course.

In the CALENDAR, the teacher can publish the dates of the events that are going to take place in the development of the course, such as the start date of certain exercises, the exam dates, review dates, etc. It is highlight below when the date of an event approaches, in the EVENTS section.



The teacher can send MESSAGES to students individually, collectively or in groups. These messages can reach the email account or the internal messaging of Aula Global.

The rest of each subject consists of another series of modules, parts or topics with the study material and the practices or exercises that make up the content of the course.

1.5. Messaging: contact with teachers and other students

You can send and receive messages through the internal messaging of Aula Global, as well as manage your contacts and edit the messaging preferences.

In addition, the student can also receive notices of the ACTIVITIES. Depending on the configuration of the teacher in his course and activities, the messages will send to internal messaging, email or both.

1.5.1 Inbox

By default, when a message is receive from another Aula Global user, a notification will appear advising us. You can access the messaging from our profile at the top or by clicking

on the conversation icon that appears next to the name: If you click on the conversation icon, the last received messages will appear in a pop-up window:

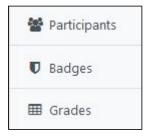
From this window, if one of the messages is select, its full content and the option to respond will be display. In addition, in that same window there is a link to compose a new message, the possibility to mark all as read and enter the message preferences.

If you choose to enter the messages section from the personal menu, a list of received messages will appear. By selecting one of them, you can continue the conversation by inserting a response.

A message browser is also available that only allows you to search for words in the text of the message. If you were looking for messages sent to another user, you would have to locate your name and surnames from the Contacts section.

In this section of Contacts, which initially will be empty, it is possible to search for users to send them a message. To do this, just write the name and / or surname in the search box. Once located, you can send a message by clicking on its name. If you want to add that user to our contacts or block it, you should click on the name of the user. It is not possible to send a message to several people at the same time.

It is also possible to locate and send messages to other students of the courses in which they are enroll from the Class List (Participants). "Participants" appears in the menu of the left column if you are in a subject. From here, to send a message to any of them, just click on their name and the contact form will appear.



Recent notifications: when we were subscribe to a forum, we receive a notification every time a new message is add. We will also see here the notification messages to send

Assignments (when the teacher has configured the activity so that notifications are send by email). In general, here we will find all the notifications that Aula Global sends us.

1.5.2 Messaging and notification settings

In the Personal Menu Preferences, there are two options for configuring messages and notifications.

- On the one hand, "Message Preferences" allows you to block messages from users
 who are not in the contact list and select how message notifications are receive when
 you are connected or disconnected from Aula Global.
- On the other hand, "Notification preferences" allows disabling notifications to select how notifications are receive from different activities when you are connected or not to Aula Global.

Pop-up notification means that a notification will appear when you are in Aula Global, but you can also receive notifications by email or via mobile.

"Online" or "No online" refers to the fact of having started a session in Aula Global.

Although some options are configurable, for others the University has eliminated the possibility of modifying them because they are consider fundamental for a good communication in a course.

1.5.3 Notices in activities (especially FORUMS)

Many activities can send messages to the electronic mail or the internal messaging of Aula Global, depending on the configuration chosen by the teacher.

In the case of FORUMs, a tool designed to facilitate communication among the members of a course, there is a specific option:

There is a specific forum of communication, Notices, which is a kind of bulletin board that is in all the courses of Aula Global.

The teacher can communicate with the students through this forum of Notices, but also with other specific forums that can create. Also through the CALENDAR, the CHAT, and CHOICE, comments in the correction of an ASSIGNMENT or even publishing a NOTE in the cover of the course.

Therefore, it is very important to be aware of all notices, news and messages of a course.

1.6. Calendar

The Calendar and the Events table are complementary tools: each date put on the calendar or those in which the teacher has programmed an activity, that is, the events, will appear reflected in the EVENTS section when they approach:



Calendar, in its abbreviated form, and the table of events appear in the right column of Aula Global.

Calendar shows the dates on which there are planned activities, for example the start or end of the delivery of ASIGNMENTS. If the mouse pass over, the events on that specific date will be display. In addition, the calendar is navigable with the arrows that appear next to the name of the month and year.

If you click on the name of the month, you access the detailed monthly view for that month. From this screen, you can select to show all the calendars or only that of a specific subject.

There are four types of events:

- Global events: those introduced by the course administrators. For example, the notice of a holiday.
- Course events: those introduced, normally, by the teacher of a subject. For example, the maximum dates of the activities are automatically add as course events.
- Group events: those that affect a specific group of students.
- User events: they only affect a student, who can be add and can only be send by you.

Each type of event has a different color in the calendar. Below the Calendar, there is a list of those types of events and the possibility of filtering which ones you want to see and which ones not. After the event, it will no longer be show in the event table, but it will remain marked in the calendar.

Within a specific subject, only the list of upcoming events of that subject is display.

If you want to create a user event, you must do it from the detailed view of the Calendar, selecting the view of all the courses. When creating it, one of the options is to program it so that it is repeat during a time interval.

2 Topics & Resources

Each subject is composed of series of parts or topics. Depending on the subjects, and how the teacher has configured them, an Aula Global theme can be a complete didactic unit that includes more than one real topic.

Two types of elements can appear in a topic:

- **Resources**: they are the necessary materials to follow a course: theoretical material, complementary readings, files in different format, etc.
- **Activities**: exercises, practices, tests, etc. This is the activity that the teacher requires students to evaluate their knowledge.

The resources are links to the documents that have been insert by the teachers in the course.

The most common resource is the FILE (or document). They can be files in different formats, such as a PDF, an Excel spreadsheet, a PowerPoint presentation, a compressed file, images, videos, etc. Each type of file will be identify with its own icon.

Some documents will require having the specific program installed on the device in order to open them.

The teacher can also incorporate other types of resources such as those shown below:



A FOLDER, in which there may be several documents for students to download.



A resource that is on the Internet, a URL that links to a Web page or another type of online resource.



A PAGE in HTML format that contains different information, but it is opened within the Aula Global interface.



It is a BOOK, which is a set of pages with an index that allows you to navigate through them.

In any case, the student only has to click on the links to open the resources.

The activities are composed of the set of exercises, practices, tests and, in general, any option that supposes that the student has to respond to a request by the teacher.

In most cases, these activities:

- They will be make during a specific period.
- They will have a grade (note).

In both cases, that period and that qualification will be indicate in the statement.

There are different types of ACTIVITIES. The two main ones are:

ASSIGNMENT It is about carrying out an activity either within the platform itself or by delivering a file or document through it. The teacher will specify in the statement what is to be do.

QUESTIONNAIRE In this case you will have to answer a series of questions. These can be free response or they can also be multiple choice. Teachers will be able to configure the questionnaire so that you can have feedback about your answer that you may have one or more attempts or that incorrect answers penalize your grade, so you should read the instructions carefully and in case of doubt, ask the teacher.

In addition, you can find other activities:

- EXERCISE 2 OF TURNITIN In this case, what the teacher is asking you to do is to deliver a document or file with your work to pass it through a plagiarism detection tool called Turnitin Feedback Studio.
- WIKI It is a collaborative task. Each student has a part and all together form a common job.
- GLOSSARY It is also a collaborative task. It can be elaborate by the teacher but it can also ask the students to create a list of terms or a vocabulary with its corresponding definitions.

Apart are the FORUMS In principle they are communication tools, but the teacher can consider it as an activity and can also make your interventions qualified. This must be indicate in the forum description.

There are two other types of activities that have no qualification, but only serve to contact, provide information or ask for opinion and / or choice among options to students:

- A CHAT is a conversation in real time, it can also be raised by the teacher as an activity and therefore qualify.
- A CHOICE is simply a tool to ask for opinion or choice about something.

These are all possible options that you can find. Remember that the activities that you can see in your course are those that the Teacher determines for your subjects. It is possible you will never use any of these activities.

3.1. Forum

Definition and characteristics

The FORUM is a tool that helps teachers and students of a subject communicate with each other. Although communication is its main objective, there is the possibility that it is use to propose an activity that can be qualified, that is, that is scored and counts for the grade in the proportion that the teacher decides. In addition, it can also function as a distribution list, because if the faculty forces it or the students "subscribe" voluntarily, the interventions will be receive as messages in our university mail.

Although in some cases the subscription is voluntary, we must be careful if this option is not activate, since we will only see if there are new messages if we enter the subject and maybe we miss something important.

There may be many types of FORUMS in the course, but they will be use, basically, for three functions (which are not mutually exclusive):

- The type "Ask questions" is a special type of forum -generally qualified- in which the student does not see the answers of his colleagues until he does not respond. The teacher is the one who determines whether to launch a forum of this type: you will not be aware of it until you respond and you can see the rest of your classmates' answers. Keep that in mind.
- The type "Send tasks": is a forum in which the message in the forum can also be attached documents, so it is possible for the teacher to set up a forum as a way to deliver tasks. Normally these forums include a grade of interventions and deliveries.
- The type "Warn of news" is a forum can be a way for the teacher to send messages to the whole class. Normally the professor will use the forum of NOTICES that has all course in Aula Global, and the student cannot change the option of "not receiving messages to the electronic mail".



Here we can see that there are two threads raised by the teacher of the subject and that the first of them has had three replies so far and the second one. We can also see who sent the last message and when it did it.

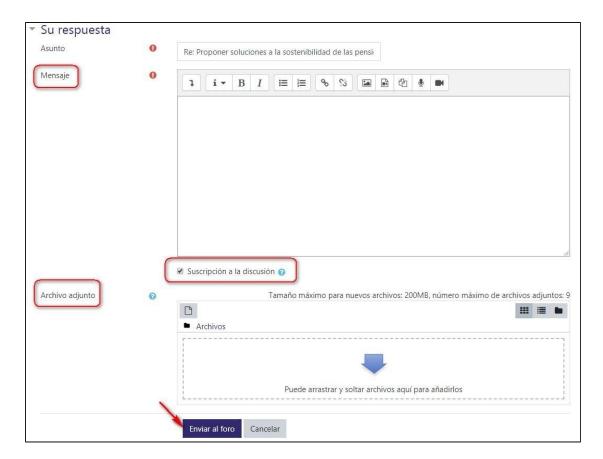
If we click on one of the topics, we can see all the messages that deal with it:



As we can see, using the default visualization we see the different interventions and the answers. In this case, two responses to the intervention that gives rise to the thread and a response to the last intervention.

We have the option to respond to the original intervention or to any of the answers that have been send.

Clicking on [Reply] will open a screen where we can write our answer using the editor (it allows us to insert links, images, videos, etc.) and / or attach a file, as well as being able to subscribe to the discussion (we would receive a mail message every time an intervention occurs). If the teacher has configured the forum with a forced subscription, this option will not appear and thus, you will not have the option of not receiving the messages in your email.



Once the answer is send, a confirmation message will appear.

To edit, delete or respond to our own message we can use the options that appear in it. Our message will appear in the highlighted forum with a blue line on the left side of the frame:



Remember that if the forum is a compulsory subscription or there are people voluntarily subscribed to it and you edit your message after the 30 minutes that Aula Global grants to "repent", the message that participants will have received in their email will be the original. I if you have decided to delete your message, all the messages that responded to it will be delete as well.

Forums in the initial module: in every course, you will always find two forums by default in the initial module:

1. Notices: works as a bulletin board, so that the teacher can safely send important messages related to the progress of the course. In this forum, only the teacher can

- write. Students cannot raise new topics or respond to teacher messages. Everyone receives a copy of the messages in their email
- Forum of the subject: students and teachers can raise new topics and answer each other. The student can decide at any time where or not to receive a copy of the messages in his e-mail. This type of forum will be see only in the courses in which the teacher decides to use it.

Moreover, it is possible you find many other types of forums with very different characteristics that the teaching team can create to implement the subject.

There may be forums that allow you to participate only between certain dates, others will allow you to write only a certain number of times (and they will warn you when you reach the limit) or during a specific time (for example, a week after your first intervention). In some types of forums, you will be able to attach documents and in others, you will see that your interventions can be qualified. You will always find the description and conditions of use of the forum when entering it, but in case of doubt, contact the teacher.

3.2. The chat

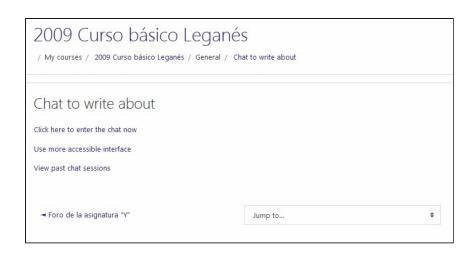


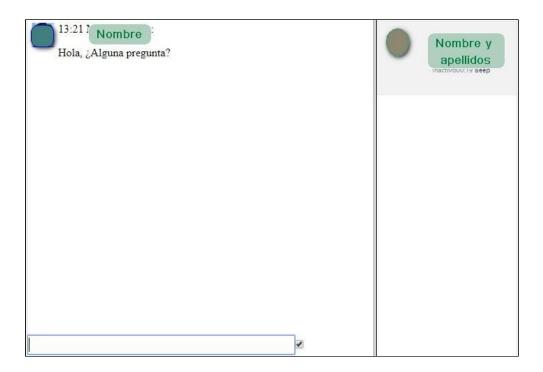
The CHAT is a space for communication between the members of a course that is carried out in real time by means of short written messages that are shown to all those who are connected to the chat at a given moment.

To work in a chat, it is essential that the participants were connected. You can enter a Chat at any time (if the teacher keeps it open) and write but if there is nobody you cannot talk. Therefore, it is essential that the teaching team cite you a specific day and time.

When you click on the link in the course, you enter a chat information page: it tells you when the teacher schedules the next appointment. It is convenient that you agree a few minutes before starting the session.

"Click here to enter the chat now" opens a window that is the CHAT ROOM:





You can write in the space reserved for it. On the right, you will see who is connected and on the writing space will be show the messages of the participants in the chat.

The conversations in the chat can be record and the students can see the conversation after the activity is over, if the teacher allows it.

3.3. The Choice

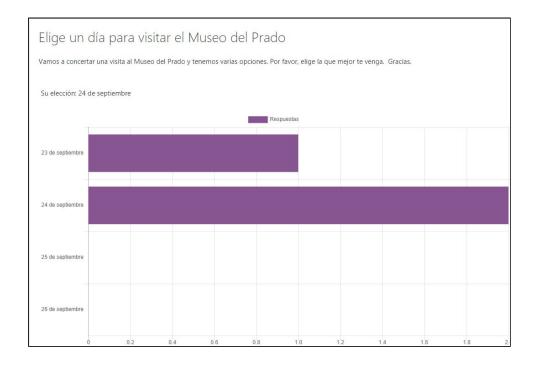
The CHOICE is a tool that the teacher can create so that the students can choose between several options, just by clicking in the corresponding box.

It is usually use when you want to ask students for their opinion, or they choose between several options: dates of visits to facilities, exams, etc., forming work groups ... it can have endless applications.

When clicking on the link to a query, you just have to select an option and press [Save my choice].



Once a vote has been take -if the consultation were set up so that the results can be seeour choice will appear and a graphic will indicate how the voting is going.





3.4. The Assignments

Assignments are a type of activity in which the teacher proposes an exercise, a practice, etc. The student must complete the practice and send the result, uploading one or more files through a form in Aula Global.

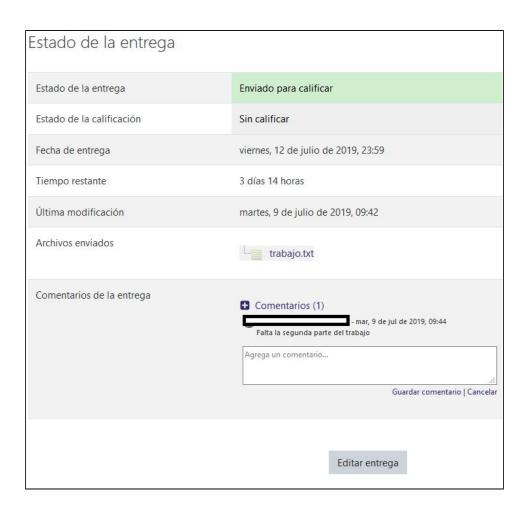
The teacher will specify in the description of each task how the delivery should be make. It will also indicate the deadline, as well as if it allows additional comments or deliver the task several times in case corrections are necessary.

When students are going to send the homework, they will see a screen like this:

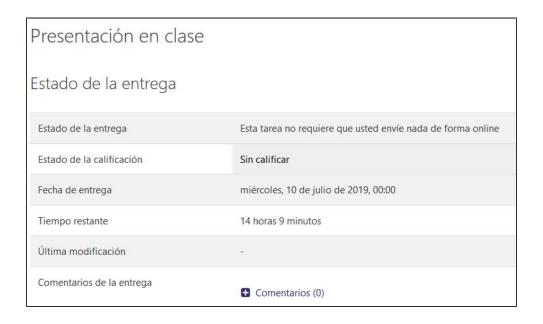


To upload the task, simply, click on [Add delivery] and upload the task from the device we are using or from Google Drive. If desired, folders can be create to organize the files.

Once delivered, the "Delivery Status" will change to "Send". If the teacher has allowed the delivery to be modify before being close, the student may do so by clicking on the [Edit delivery] button. In addition, you can see the comments of the teacher and finally the rating will appear in the assignment or in Grades.



In the case of "non-online activity" tasks, that is, those that appear in Aula Global, but are not deliver on the platform, students will see a screen like this:



The student cannot do anything in Aula Global, but the teacher can use it to indicate how a class work will be, for example, a presentation, and qualify from Aula Global and is possible that all last students could see the Grade.

3.5. Special tasks: Wiki, Workshop and Glossary



Wik

The Wiki is for work groups formed by students. The different members can upload the parts of a task, adding and correcting until they finish the work and decide to deliver it or until the time determined by the teacher. This, you can see what has been uploaded, corrected or added by each of the students and, in this way, qualify their contribution to the task individually.

For this reason, it is very important that there is a real distribution of work and each student is responsible for raising their share, as well as that students expressly inform the teacher of the common parts (even if only one member has to upload it and is registered to his name).



Workshop

The Workshop is to submit a work that will be evaluate by other students in a way, in principle, anonymous. The teacher can indicate reference criteria for the evaluation.



Glossary

The Glossary, in principle, is a simple vocabulary of terms used in a course that allows the student to review concepts. The teacher can decide if the Glossary has to make collaboratively, so that each student provides terms and concepts and, therefore, if it is a qualifying task.

3.6. Turnitin



Turnitin is an ASSIGNMENT with a system to control the originality of the works delivered (possible plagiarism), for which it compares the works delivered with an extensive database that collects all kinds of publications (among them, the final thesis of many universities, including ours).

To avoid plagiarism problems, it is very important that when information is from another document, you make a correct citation. In that way, Turnitin will consider that text as an appointment and not as plagiarism. We recommend consulting the Thematic Guide on <u>Bibliographic Citations</u> and the page on how to <u>Avoid Plagiarism</u>, prepared by the University Library (use "Google Translate" option at the top)

Delivery of a Turnitin

It is very important to read the instructions that the teacher has given to perform the delivery of the task. In case of doubt, consult with him.

When you enter the Turnitin task (provided you are within the delivery dates), you will see a table with the task information. In the lower right corner is the link to make the delivery:

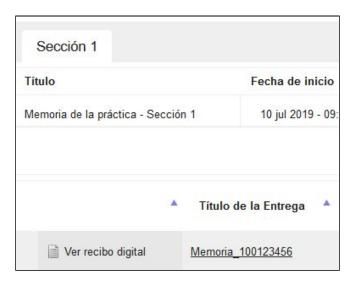


Clicking on the link will open a document delivery form, which works in a similar way to the ASIGNMENT activity. In addition, in this case a paragraph appears to confirm that the document is self-created and respects the copyrights: if the box is not check next to the paragraph, the delivery cannot be make.



Sometimes, Turnitin tasks are deliver in parts: each part of the work must be upload to the part of the task indicated by the teacher as independent files.

How to verify that a Turnitin task has already been deliver? You will obtain a "Digital receipt" of the delivery by entering the Turnitin task and clicking on "View digital receipt".





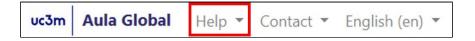
Evaluation of a Turnitin

You can see the "originality report" if the teacher has configured the task to be see: it is the report that indicates which parts of the work are not original or simple quotes. Being visible by the students is the teacher's decision.

The qualification of this type of tasks could be saw in the book of GRADES, whenever the teacher has made it visible.

4 More help an contact

You will find a more detailed manual in Aula Global's header, by clicking on Help section. There you will also find a FAQ section.



CONTACT: http://www.uc3m.es/TallerAula

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