

iCorsi platform

Student's Handbook

iCorsi is an online platform supporting the teaching activities of USI and SUPSI; it is managed by eLab, the eLearning service of USI.

iCorsi has been implemented through **Moodle**, an Open Source software that is widely used in universities all over the world.



This short handbook will help you in your first steps in Moodle.

Table of contents

1. How can I create my account on iCorsi?	3
2. How can I change my password?	3
3. How can I modify my profile on iCorsi?	3
4. How can I enrol in a course?	4
5. How can I navigate in a course?	5
6. How can I post messages in a forum?	5
7. What if I need help?	6

1. How can I create my account on iCorsi?

If you are a USI student:

- You have to use your edu-id account that you will need to create yourself using your USI credentials.
- If you haven't already done so, you can create your edu-id account by following the instructions here: <https://www.desk.usi.ch/en/edu-id>
- To login, go to www.icorsi.ch and choose USI Login.

If you are a SUPSI student:

- Your account is created automatically.
- You will normally receive this account on the first day of the semester along with other information.
- Your username is in the form `firstname.lastname@supsi.ch`.
- To login, go to www.icorsi.ch and choose Login SUPSI.

If you are an external student:

- Request an account from your teacher.
- Your account is in the form `firstname.lastname@corsi`.
- To login, go to www.icorsi.ch and choose Login External.
- Once activation is complete, you have access to the courses hosted on iCorsi.

2. How can I change my password?

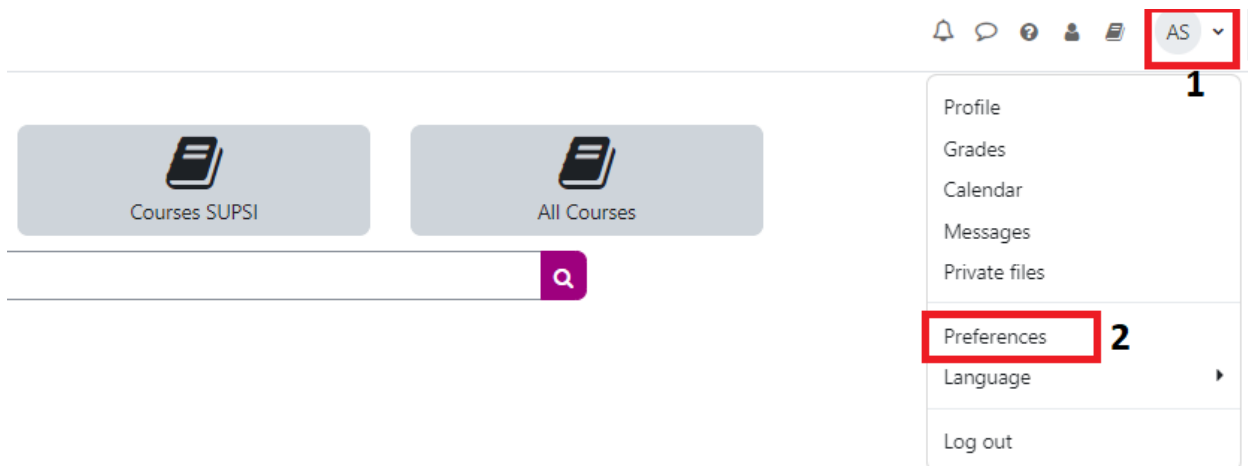
If you are a student at USI, you can change your password through the edu-ID interface (<https://eduid.ch/web/reset-password/1/>) by clicking on “Forgot password?” and following the procedure.

If you are a student at SUPSI, you can change your password through the Microsoft interface, which can be found at: portal.office.com. In the **FAQ** section of the platform (https://faq.icorsi.ch/lost_password), you will find the information you need for managing your @supsi account.

If you are an external student, you can change your password from your personal profile: login, click on the **User Profile Menu** on the top right corner, then click on **Preferences**, then on **Change Password**. In the **Manuals** section of iCorsi (<https://www.icorsi.ch/mod/folder/view.php?id=109435>), you can find a short handbook that will help you manage your external account.

3. How can I modify my profile on iCorsi?

If you want to change other information in your profile: login, then click on your name in the top right corner of the page (1), then click on **Preferences (2)** in the dropdown menu.



In the **Preferences** page, click on **Edit Profile**.

In your profile page, you can change many things, such as:

- Your e-mail address.
- The format of the e-mail messages you will receive from iCorsi.
- Your city/town, country and time zone.
- Your description and your picture.

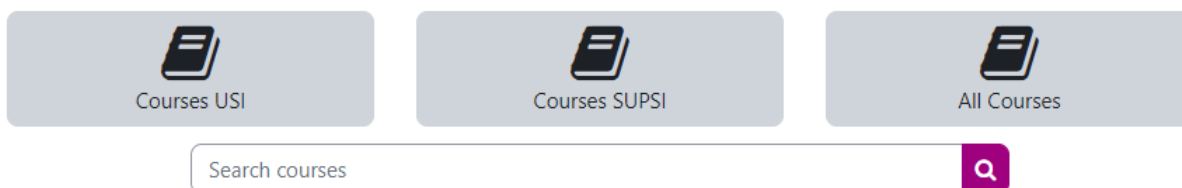
4. How can I enrol in a course?

If you are a USI student

- your course enrolment on iCorsi is done automatically on the basis of your course enrolment via the systems used by your faculty (Gestu, Teaching or Segreteria virtuale): we therefore recommend that you always keep your course enrolment up to date on these systems. Synchronization with iCorsi happens overnight, so you will usually get access to the course by the next day at the latest.
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If you are a SUPSI student or an external student:

- If you have not already been enrolled in the course on iCorsi by your lecturers, you can enrol manually. To do so:
- Log in to iCorsi.
- Search for the course you are interested in in one of the following ways:
 1. Put a keyword in the search field;
 2. Select the course by browsing through the categories and subcategories: a list of courses will be displayed in which you can find the course you are interested in. Click on the course title and confirm that you want to enrol.



Some courses are protected by an **Enrolment key**: in these cases, this key will be requested by the system the first time you enter the course. The Enrolment key has been created by the teacher(s) or teaching assistant(s) of the course, so s/he will have to communicate it to you.

After the first access, every time you need to access the course, you do not have to follow this procedure: you will find your course in your **Dashboard** and you will get access to all the resources of the course.

5. How can I navigate in a course?

Every course has a structure of its own, established by the teacher(s). Courses may be structured per weeks, or organized by subjects, or by type of documents (slides, readings, exercises, etc...).

In every section (week/subject/type of documents) you can find different resources: files to download, discussion forums, exercises to do, etc. Generally speaking, you should not have any problems in using them: it is like visiting a normal website.

If you have any problem, do not hesitate to contact the iCorsi contact person in your faculty/department.

6. How can I post messages in a forum?

Some courses contain spaces for online discussions (forums). The use of the forum needs some explanations.

1. To start a new discussion:
 - a. Click on the button **Add discussion topic**.
 - b. Write your message; you can also include an attachment (if you need to attach more than one file, create a .zip archive and use this as attachment).
 - c. When you have posted your message, a notice will appear and inform you that you have 15 minutes to edit your message; after 15 minutes, the message will be sent via e-mail to all the forum subscribers.
2. To read the messages of other participants, click on their title in the first page of the forum.
3. To answer to the messages of other participants, enter the discussion, then click on the button **Reply**, at the right bottom.

7. What if I need help?

eLab has developed a support site for iCorsi called **iCorsi FAQ**: there you can find many answers to your questions about the platform. Besides textual explanation, you will find some video tutorials that explain the procedures step-by-step. You can visit the FAQ website at this URL: <http://faq.icorsi.ch?lang=en>.

If you have technical problems, do not hesitate to get in touch with the iCorsi contact person in your faculty/department: <https://www.icorsi.ch/mod/page/view.php?id=109434>.

Happy learning!

eLab team

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