

iCorsi

Platform

Teacher'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.

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1. How can I create my account on iCorsi?

If you are a teacher at USI:

- 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 to iCorsi, go to www.icorsi.ch and choose USI Login.

If you are a teacher at SUPSI:

- Your account is automatically created using the Microsoft online account.
- Your username is as follows: *firstname.lastname@supsi.ch*.
- To login to iCorsi go to www.icorsi.ch and choose **Login SUPSI**.

If you are an external teacher:

- Ask an account to the iCorsi contact person in your department (see: <https://www.icorsi.ch/mod/page/view.php?id=109434>).
- Your username is as follows: *firstname.lastname@icorsi*.
- 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?

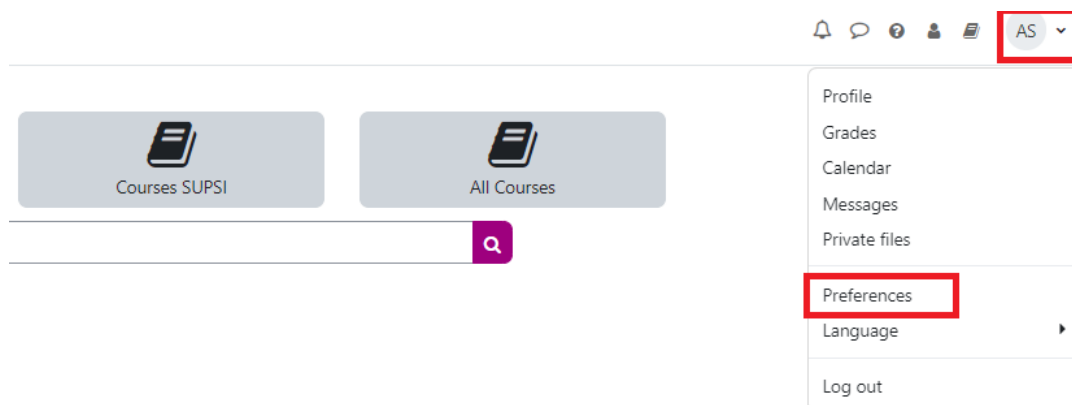
If you are a teacher at USI, you can change your password through the edu-ID interface (<https://eduid.ch/web/reset-password/1/>) by clicking on “Forgot password?” and following the procedure.

If you are a teacher at SUPSI, you can change your password through the Microsoft interface, which can be found at: portal.office.com. 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 Microsoft account.

If you are an external teacher, 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 any information in your profile: login, then click on your name in the top right corner of the page, then click on **Preferences** 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.
- Your city/town; country and time zone.
- Your description and your picture.

4. Who creates the student accounts?

USI and SUPSI students already have their accounts, so you do not have to worry about them. If they have problems, refer them to the iCorsi contact person in your institution/department.

For any external students, you can request an account from the iCorsi contact person in your institution/department, stating the first name, last name and email address of the person who needs the account.

To enrol in courses, students can use one of the methods explained in chapter 9.

5. How do I create a new course?

For courses in USI bachelor and master programs:

- all these courses are automatically created by eLab, you can therefore find them in the list of your courses on the iCorsi dashboard. If you do not see them in your dashboard, make sure that under "Course overview" the option "All (except removed from view)" is selected.

Course overview ⊕ ⚙ ⌵

All ▾

Search

Sort by last accessed ▾

List ▾

✓ All

In progress

Future

Past

Starred

Removed from view

(teacher)

2020 with groups

4% complete

For all other USI courses:

- You can request the creation of a new course by sending an email to helpdesk@elearninglab.org, specifying the title of the course, the category in which you want it to be placed (e.g.: USI / ECO / Corsi dottorali, seminari e atelier ECO) and the name of at least one lecturer or teaching assistant of the course.


For SUPSI courses:

- You can request the creation of a new course by contacting the iCorsi contact person in your department (see <https://www.icorsi.ch/mod/page/view.php?id=109434&lang=it>), specifying the title of the course, the category in which you want it to be placed (e.g.: SUPSI / DACD / Corsi bachelor Architettura) and the name of at least one lecturer or teaching assistant of the course.

If you have many courses in your dashboard, you can customize the list of courses, for example by creating a list of "Starred" courses.

6. How are courses structured?

When you access a course, you see quite exactly what students see. The only difference is the button **Edit mode** on the top right of the page:

Edit mode 

Each course has a main page (the one that is displayed when you enter the course) which is divided into sections. A section can correspond to:

- a week of the course
- a topic of the course
- a certain type of activities or resources
- anything else that may make sense in your course

Advice: use the breadcrumbs; it will help you remember where you are in the course.

7. How can I design my course?

To design your course on iCorsi you can proceed as follows:

1. Define the structure of the course and update the settings (see paragraph 8)
2. Organize the page of the course with resources, tools and blocks (see paragraph 10.2)
3. Upload course materials (see paragraph 10.3)

The general rule is: “**try!**”

Don't be afraid to try: with this kind of platform, trying is the quickest and most effective way of learning.

8. How can I edit my course settings?

To modify the structure of the course and some general settings you have to click on **settings** and will open the **Edit course settings**, in the menu under the name of the course.

USI












test moodle 4.1 (teacher)


Course **Settings** Participants Grades Reports More ▾

Edit course settings

Expand all

▼ General

Course full name	 	<input type="text" value="test moodle 4.1 (teacher)"/>
Course short name		<input type="text" value="test moodle 4.1 (teacher)"/>
Course category	 	<div><div>× USI</div><input type="text" value="Search"/></div>
Course visibility		<div>Show ▾</div>
Enable download course content		<div>Site default (No) ▾</div>
Course start date		<div><div>2 ▾</div><div>July ▾</div><div>2023 ▾</div><div>00 ▾</div><div>00 ▾</div></div>
Course end date		<div><input checked="" type="checkbox"/> Enable <div>29 ▾</div><div>October ▾</div><div>2023 ▾</div><div>02 ▾</div><div>00 ▾</div></div>

☒ Calculate the end date from the number of sections 

From this page you can edit the course title, the visibility of the course, the start date, the course summary, etc.

8.1 Course visibility












USI


test moodle 4.1 (teacher)

Course **Settings** Participants Grades Reports More ▾

Edit course settings

▼ General

Course full name	 	<input type="text" value="test moodle 4.1 (teacher)"/>
Course short name		<input type="text" value="test moodle 4.1 (teacher)"/>
Course category	 	<div><div>× USI</div><input type="text" value="Search"/></div>
Course visibility		<div>Show ▾</div>
Enable download course content		<div>Site default (No) ▾</div>
Course start date		<div><div>2 ▾</div><div>July ▾</div><div>2023 ▾</div><div>00 ▾</div><div>00 ▾</div></div>
Course end date		<div><input checked="" type="checkbox"/> Enable <div>29 ▾</div><div>October ▾</div><div>2023 ▾</div><div>02 ▾</div><div>00 ▾</div></div>

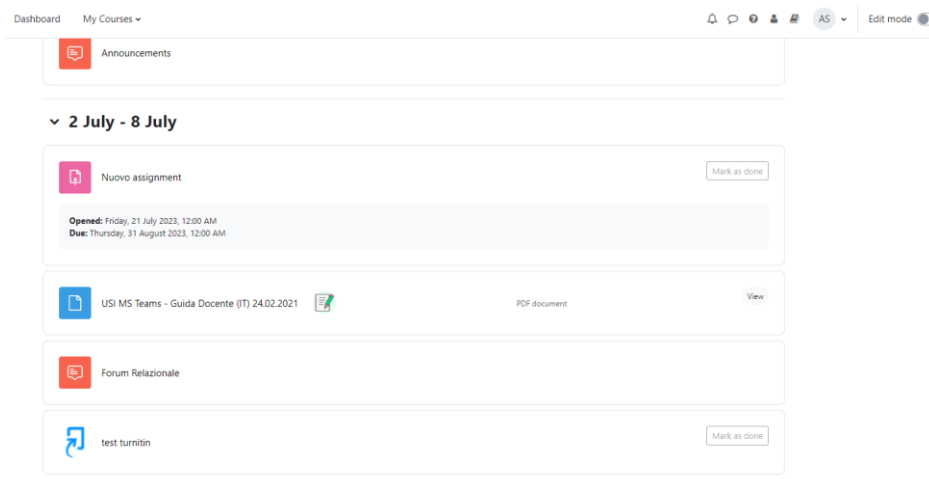
☒ Calculate the end date from the number of sections 

If you choose the option **Show**, the course will be visible and accessible by everyone from the course list in the platform. If you choose **Hide**, the course will be visible only to the teacher(s) and teaching assistant(s) of the course, but not to students. This option is particularly useful when you are preparing the course, if you do not want to show it to students before the course is ready.

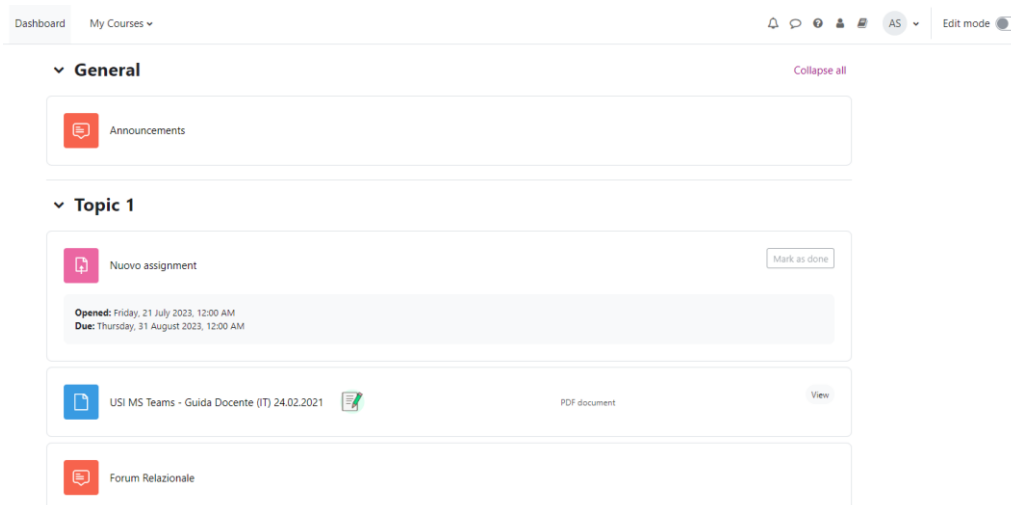
8.2 Course format

The most important parameter is the **Format** of the course: it will shape the basic aspect of your course. iCorsi offers six main formats:

1. **Weekly format:** the course has a beginning date and n weeks (sections); the main page provides a section for every week (the dates are automatically indicated).



2. **Topics Format:** the course is composed by n topics, and the main page provides a section for every topic.



3. **Collapsed topics format:** in this format the course space will appear as in the image.

 Announcements

> Open all < Close all

Instructions: Clicking on the section name will show / hide the section.

> **Section 1**
Hidden from students

> **Section 2**
Hidden from students

> **Section 3**
Hidden from students

> **Section 4**
Hidden from students

> **Section 5**
Hidden from students


> **Section 6**
Hidden from students


> **Section 7**
Hidden from students


> **Section 8**
Hidden from students


4. **Grid format:** all the sections in the course are displayed at the top in rectangles. Further down, the same sections will be displayed in a format almost similar to that of the topics. If you click on a section in the top rectangles, you will be redirected to the same section further down. This format can be useful when your course has many sections, so that you can display them all at the top more easily.


General


 Announcements


Section 1



Section 2



Section 3



Section 4



Section 5



Section 6



Section 7



Section 8



Section 9



Section 10


Section 11


Section 12


Section 13


Section 14


Section 15


5. **Single activity format:** the teacher can choose a single activity from the list (e.g. Forum, File, Glossary, Assignment, Turnitin assignment, etc.).

test moodle 4.1 (teacher)

Course ▾ Activity ▾

General news and announcements

Search forums

Discussion	Started by	Last post ↓	Replies
☆ prova 2	Andrea Schitti... 11 Aug. 2023	Andrea Schitti... 11 Aug. 2023	0
☆ prova 1	Andrea Schitti... 11 Aug. 2023	Andrea Schitti... 11 Aug. 2023	0

Jump to...

Nuovo assignment (hidden) ▶

6. **Social Format** (social): the course is a forum, from where it is possible to access different resources.

Dashboard My Courses ▾

USI

test moodle 4.1 (teacher)

Course Settings Participants Grades Reports More ▾

! This course is currently visible to everyone and **self enrolment without an enrolment key** is possible.
The **Self enrolment (Student)** enrolment instance allows unrestricted self enrolment indefinitely.
If you don't want any Moodle user to have access to this course freely, please restrict the self enrolment settings.

Un forum aperto per dialogare su qualsiasi argomento di tuo interesse.

prova discussione
by Andrea Schittino - Monday, 24 July 2023, 1:03 PM

discussione inizio e fine

Permalink Edit Delete
Discuss this topic (0 replies so far)

Generally speaking, it is possible to modify the structure of a course anytime, but to avoid losing parts of the work, we recommend setting up the definitive structure from the beginning.

8.3 Language

By default, every student visualizes the course interface in the language heshe has defined in his/her profile. If you force the course language, everyone will see your course in the language you have selected. This is particularly useful, for instance, in language courses.

9. How can I enrol students in my course?

As a rule, USI students are automatically enrolled in a course based on their enrolment through Gestu, Teaching or Segreteria virtuale.

However, it is always possible to manually enrol or allow students to manually enrol in a course in a few ways.

9.1 Free access

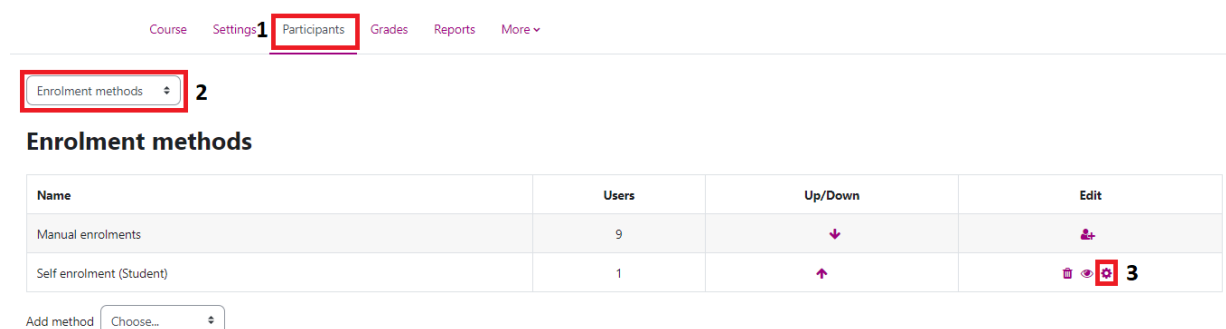
WARNING: if you have not defined an enrolment key (see next paragraph), everyone who has an account on the platform can enter the course, download materials and participate in the forums.

Everyone who has access to the platform can enrol in your course, searching for it in the list, clicking on the title of the course, then on "Enroll me".

9.2 With an enrolment key

The enrolment key is a keyword the system asks the students when they access your course for the first time, as a confirmation for their enrolment.

To set an enrolment key, click on **Participants** (1), then choose **Enrolment methods** (2) (under the left column). Click on the Settings icon (3) on the **Self enrolment** line.



The screenshot shows the iCorsi interface with the 'Participants' tab selected. Below the navigation bar, there is a dropdown menu for 'Enrolment methods' labeled with a red '2'. Below this is a table titled 'Enrolment methods' with columns: Name, Users, Up/Down, and Edit. The table has two rows: 'Manual enrolments' and 'Self enrolment (Student)'. The 'Self enrolment (Student)' row has a red '3' next to its 'Edit' icon.

Name	Users	Up/Down	Edit
Manual enrolments	9	↓	✚
Self enrolment (Student)	1	↑	✚ 3

Below the table, there is an 'Add method' button with a 'Choose...' dropdown menu.

If you want to use an enrolment key, write this keyword in the field as indicated in the following picture: in this way, only students who know the enrolment key can enrol in the course. Otherwise, if you do not want to set up any enrolment key, leave the field blank.

Course Settings **Participants** Grades Reports More ▾

Self enrolment

Self enrolment

Custom instance name

Allow existing enrolments ? Yes ▾

Allow new enrolments ? Yes ▾

Enrolment key ? **Click to enter text**

Use group enrolment keys ? No ▾

Default assigned role

Enrolment duration ? days ▾ ☐ Enable

Notify before enrolment expires ? ▾

Notification threshold ? days ▾

Start date ? ☐ Enable ▾ ▾ ▾ ▾ ▾

Our suggestion is to set the keyword and communicate it to the students in class. Once they have enrolled (e.g. after three weeks), it is possible to change the keyword so that the students cannot communicate it to other people: they will remain enrolled, but nobody else will be able to enrol with the old keyword.

9.3 Manual enrolment of new users

You can manually enrol new students or other users (teachers, assistants or others). To do so, you have to click on **Participants**. You will see a table like the following one:

Course Settings **Participants** Grades Reports More ▾

Enrolled users ▾ **Enrol users**

Enrolled users

Match Any ▾ Select ▾

+ Add condition Clear filters Apply filters

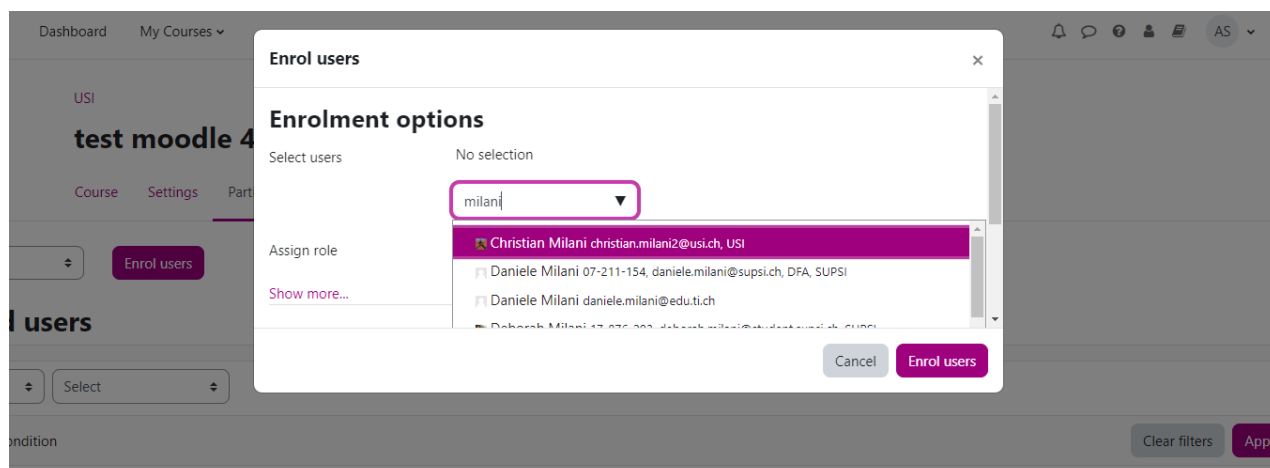
4 participants found

First name

Last name

	First name / Last name	ID number	Email address	Department	Institution	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Ivan Pavic		ivan.pavic@usi.ch		USI	Student, Manager	gruppo2	35 days 2 hours	Active
<input type="checkbox"/>	Andrea Schittino		andrea.schittino@usi.ch		USI	Teacher	No groups	now	Active
<input type="checkbox"/>	Test Student Gmail	00-000-000	steveorulez@gmail.com			Student	gruppo1	31 days 2 hours	Active
<input type="checkbox"/>	Test Student Hotmail		steveo_rulez@hotmail.com			Student	gruppo3	Never	Active

Click on **Enrol users**, then search the participant(s) and add them, one by one, to your course:



For every new user, you can select the role you want to assign him/her (student, teacher, assistant, etc.).

9.4 Creating groups and enrolling students in a group

It is possible to create groups and divide students by group. In this way, certain resources or activities (e.g. forums) can be allocated to only one group of students. You can choose between two ways of managing group activities:

- Separate groups: only the member of the group can view and access the activity (e.g., read and post messages in a forum);
- Visible groups: all students in the course can view the activity of the groups, but only the members of the group can participate in it, e.g., can post new messages in a forum, open a quiz, etc.

If you want to create groups, go to the menu under the name of the course, then click on **Groups** under the left column, then click on **Create group**. Now, give a name to the group and write a short description, if needed. You can create as many groups as you want.

Once groups have been created, you can assign students to them: select the group in the left field, for example *Group A*, then click on the button **Add/remove users**. Now you have to select the student and, by clicking on **Add**, he/she will be inserted into the selected group. If the students' list is very long, you can search the students by writing their names in the **search box**.

It is also possible to have the system create groups automatically, by clicking on the **Auto-create groups** button on the Groups page; in this case, groups can be created either according to the number of students (e.g.: create n groups of 4 students each) or according to the number of groups (e.g.: create 4 groups of n students each).

If you have created groups, you can put a new user automatically in a specified group by setting up an enrolment key for each group. You can learn how to do this in the FAQ section: <http://faq.icorsi.ch/enrol-group?lang=en>.

It is also possible to let the students choose the group, using the activity **Group choice**. You can learn how to do this in the FAQ section: <http://faq.icorsi.ch/group-choice?lang=en>.

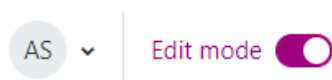
Please, note that it is possible to enrol one student in more groups.

10. How can I edit the course content?

To populate the course with content the main way is to add or modify the resources and activities found in the sections of a topic/week.

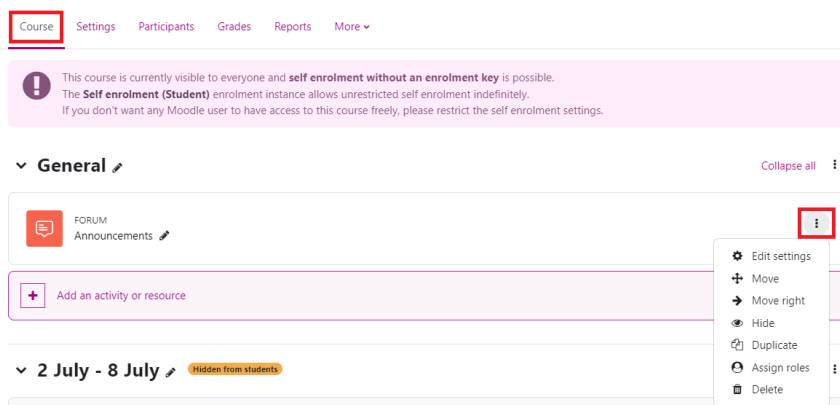
Each topic/week can contain a basic text (e.g. a label with a title and a description) and a number of resources (files to download, URLs to visit, etc.) or activities (forums, quizzes, ...).

In both cases the first step is to click on the button **Edit mode** that is on the top right of the page:






10.1 Basic icons


When **Edit mode** is activated, a series of small icons representing commands will be shown. Some icons are immediately displayed, others will appear only by clicking on the three-points menu corresponding to each resource or activity.





The commands are the following:


-  Allows to quickly **edit the title** of the activity or resource.
-  Allows **editing** the resource or activity: it brings you to the section where you created it, allowing you to modify some settings.
Example: you want to change the introduction text of a section or the properties of the access to a forum.


 Allows **deleting** an element. Before deleting it, you will be asked for a confirmation.
Example: you want to delete a file from a section of the course. **WARNING:** if you delete a file, this will be deleted completely from the platform.


 Allows you to **hide/show** an object. When an object is hidden it is visualized in grey and is visible only to teachers, but not to students.

 Example: you want some files to be accessible to students only after a certain date: you can upload them and leave them hidden until the specified date. You may also program the (in)visibility of a resource through conditional activities (see paragraph 10.4).

 Allows you to **move** resources and activities left or right within a topic/week section.
Example: you want to stress a hierarchy in the resources.

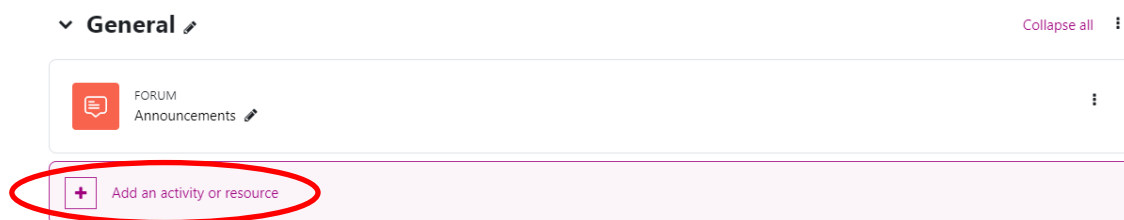
 Allows you to **move vertically** the resources and the activities in the topics/weeks sections. When you click this command, you can drag the resource in the position you want.
Example: you want to change the order of a list of papers.

 Allows you to **duplicate** a resource.

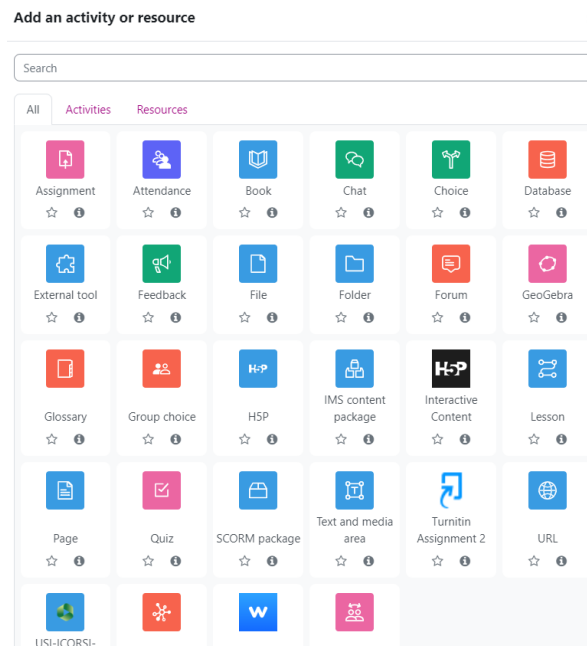
 Allows you to **assign a role** to a participant for a specific resource or activity.
Example: you can make a student the administrator of a forum or a folder.

10.2 Adding resources and activities in the topics/weeks

In each topic or week section it is possible to upload different kinds of resources or to activate some activities. To do so, you have to choose an object in the menu **Add an activity or resource**.



Among the resources you can add, you will find: books, files, folders, text and media area, pages, URLs, books, forums, assignments, Turnitin assignments, quizzes, choices, GeoGebra exercises, glossary, group choices, H5P exercises, databases, wiki, Wooclap activities, workshops, and others.



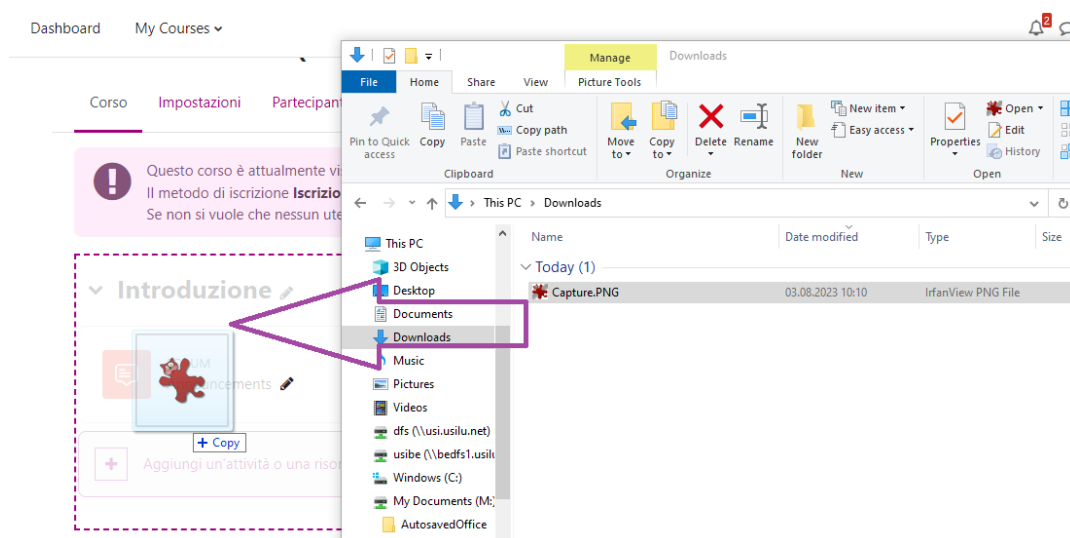
To activate resources or activities, the procedure is the following:

1. Click on **Add an activity or resource**.
2. Select the activity or resource you want to add to your section.
3. Fill in the form with the parameters of the activity / resource.
4. Click on the **Save and return to course** button.

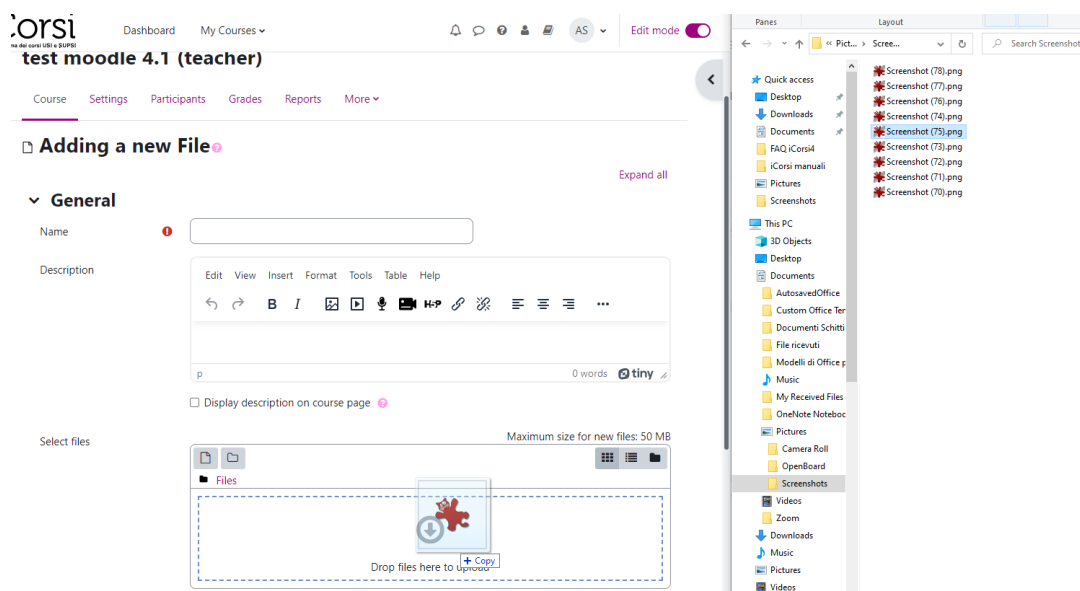
10.3 Upload a file or a folder



There are three ways to upload one (or more) document into your course:

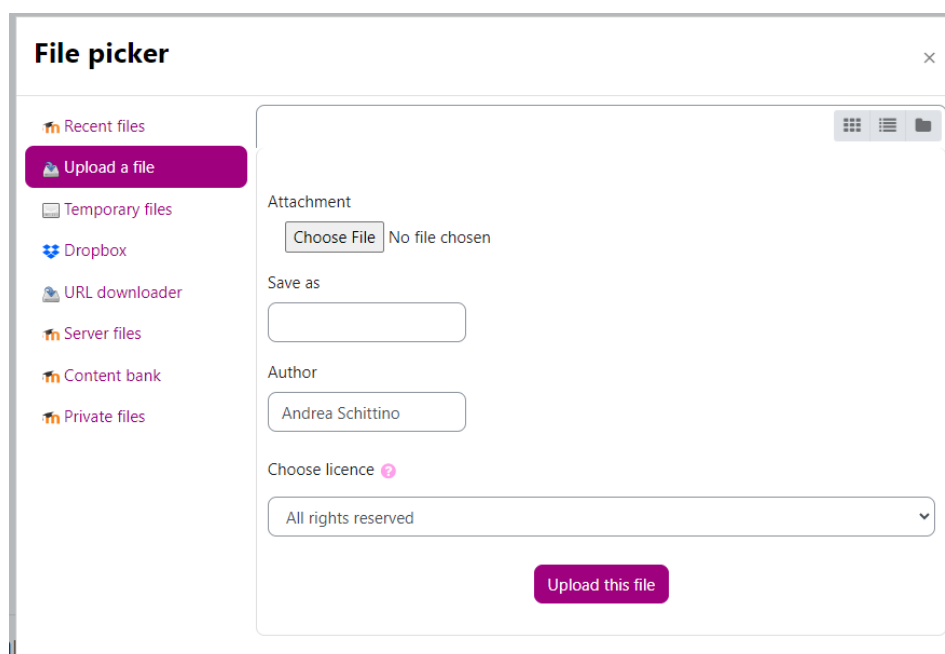
1. The first and easiest one is to **drag and drop** the file directly into your course. Choose the file you want from your computer, drag and drop it into the desired section of the course. This functionality is not available for old browsers.



- The second option is to click on **Add an activity or resource** in the desired section, select **File**, then click on **Add**. Give a name to your file and add a description, if necessary, then drag and drop the file from the folder in your computer to the content section. Also this option is not available for old browsers.

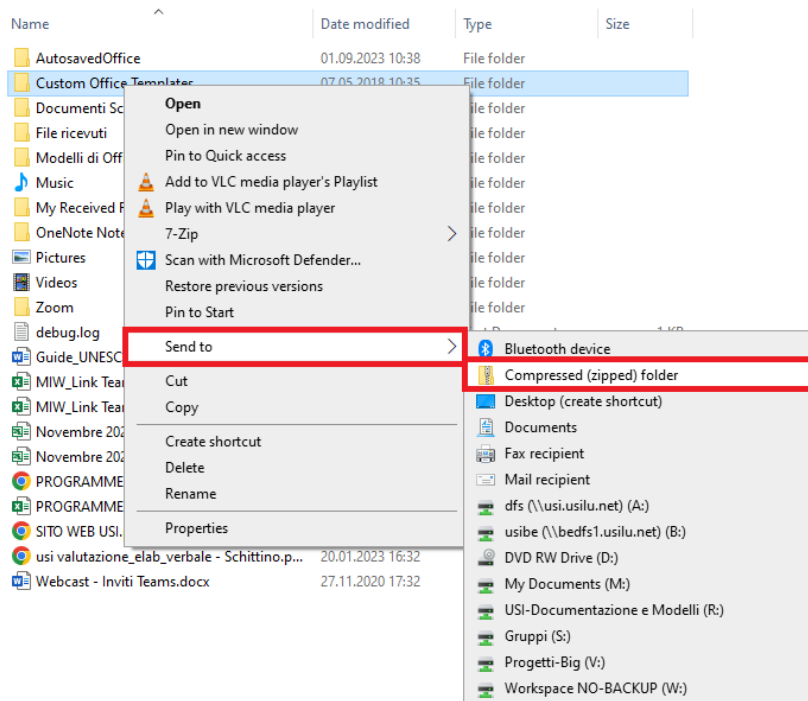


- If you have an old browser, you can add a file to your course by clicking on **Add an activity or resource**, then select **File**, then click on the icon  . The **File picker** will appear:



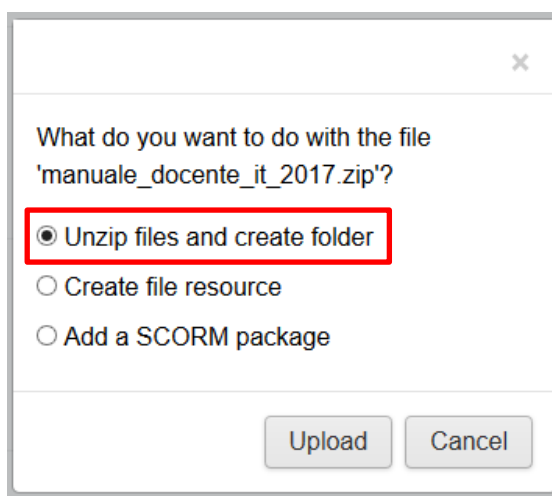
To upload the document, choose **Upload a file** in the left menu, then click on **Browse** to find the file on your computer, select the file, then click **Open**. Once you have your file in the File picker, click on **Upload this file**.

You can also directly upload an entire folder with several files. First, you'll need to create a compressed folder in .zip format: to do this, click on the folder on your computer with the right mouse button and select "Send to" and then "Compressed (zipped) folder".

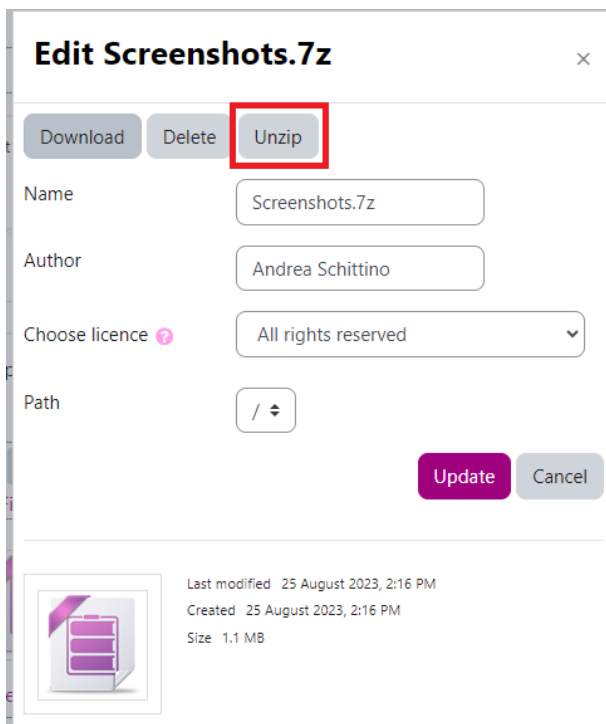


Upload the compressed folder (the .zip file) by **dragging and dropping** it into the desired section or by clicking on **Add an activity or resource** and selecting **Folder**. The procedure is exactly the same as for the single file, but, as a last step, you will need to unzip the folder:

1. If you have dragged and dropped the folder directly into the course, iCorsi automatically asks you if you want to unzip. Choose **Unzip files and create folder**, then click on **Upload**.



2. If you have used the **Add an activity or resource** button, you will need to click on the .zip file and select **Unzip**.



Edit Screenshots.7z

Download Delete **Unzip**


Name Screenshots.7z

Author Andrea Schittino

Choose licence [?] All rights reserved

Path /

Update Cancel

 Last modified 25 August 2023, 2:16 PM
Created 25 August 2023, 2:16 PM
Size 1.1 MB

10.4 Conditional activities and activities' completion

Within the course, you can also use **conditional activities**, i.e. you can manage activities on the basis of the outcome of other previous activities or other parameters (e.g. date, groups, name or surname of participants, etc.). In other words, you can decide to make a resource, for example a file, accessible only after a student has completed a quiz, participated in a forum, viewed certain pages, or after a certain date, or only to certain students.

To decide when an activity can be considered as completed, the **Activity Completion** functionality exists: for each activity or resource added to the course, the teacher can set the conditions under which it can be considered completed. For example, a quiz can be considered completed when 80% of the answers are correct, an assignment can be considered completed when the grade is above 6/10, a forum activity can be considered completed when the student has posted at least three comments, etc.

For each activity or resource, you can define the **activity completion criteria** in **Setting** menu of the activity:

▼ Activity completion

Completion options unlocked

When you save changes, completion state for all students will be erased. If you change your mind about this, do not save the form.

Completion tracking ? Show activity as complete when conditions are met

Require view ☐ Student must view this activity to complete it


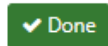
Require grade ☐ Student must receive a grade to complete this activity ?
☐ Student must receive a passing grade to complete this activity ?
☒ Student must make a submission

Expect completed on ? ☐ Enable 25 August 2023 14 26

☐ Send content change notification ?

Save and return to course Save and display Cancel


There are two ways to set the activity completion:


-  *Students can manually mark the activity as completed* → students decide when to mark the activity/resource as completed, by checking the box besides it.
-  *Show activity as complete when conditions are met* → the box besides the activity/resource is automatically checked when the specified conditions are met.


Test workshop 2020 with groups

Course Participants Grades More ▼

▼ General Collapse all

 Announcements

 Q&A forum Mark as done

 Attendance Mark as done

In the same way, you can define the **access conditions** for any activity or resource. In the list of access restrictions, you will find: the completion of another activity, the date, the grades obtained for a certain activity, a group membership, the user profile, or a combination of these criteria.

Add restriction...	
Activity completion	Require students to complete (or not complete) another activity.
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Group	Allow only students who belong to a specified group, or all groups.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.
Cancel	

For example, you can decide to make a resource available only to those students who have completed correctly at least 80% of a quiz and/or have read a certain file and/or belong to a certain group. Moreover, you can define the time range when the activity is available and the user profile for whom the activity will be visible. Finally, you can decide to make the resource visible from the beginning (in this way, students will see the resource in grey but they will not be allowed to click on it until access conditions are satisfied) or to show it only when it is available.

10.5 Using forums

Creating a forum

The Forum tool in iCorsi is very flexible. You can activate a forum in any section of the course by clicking on the button **Add an activity or resource**, and selecting **Forum**.

You can choose among different options to configure your forum. Let's show some of them in detail:

1. Type of forum:
 - a. **A single simple discussion**: the forum contains a single discussion, so participants can only reply to the first message.
 - b. **Each person posts one discussion**: any participant can start only one discussion, the other participants can answer.
 - c. **Q and A forum**: the Questions and Answers forum forces participants to post their answer before they can see the posts of other participants.
 - d. **Standard forum displayed in blog-like format**: open forum where everyone can start threads; it is visualized like a blog, with a link "Discuss this topic".
 - e. **Standard forum for general use**: every participant can start new threads (discussions) at any time.
2. Subscription mode

Subscribing to a forum allows you to receive via e-mail a copy of each message that is posted in the forum. There are four different options:

- Optional subscription:** participants can choose if they want to subscribe to the forum or not.
- Forced subscription:** all participants are automatically subscribed to the forum, no one can remove his/her subscription.
- Auto subscription:** all participants are automatically subscribed to the forum, but they can unsubscribe when they want.
- Subscription disabled:** no one can subscribe to the forum, students cannot receive copy of the messages per e-mail.

In each course you will find an **Announcements** forum, where only teachers and teaching assistants can post messages. Participants receive automatically, and without any possibility to unsubscribe, a copy of every message via e-mail. The forum News is a mailing list teachers can use to send messages to all students in their courses.

How can I send messages in a forum?

- To start a new discussion:
 - Click on the button **Add discussion topic**.
 - Write your message; you can also add an attachment (if you have more files, create a .zip archive and use it as attachment).
 - When you have posted the 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 read the messages of other participants, click on the titles in the first page of the forum.
- To answer the messages of other participants, enter the discussion, then click on the button **Reply**, on the bottom right.

If in a forum there are many topics, you can decide to pin the most relevant ones, so they will appear on the top of your page.

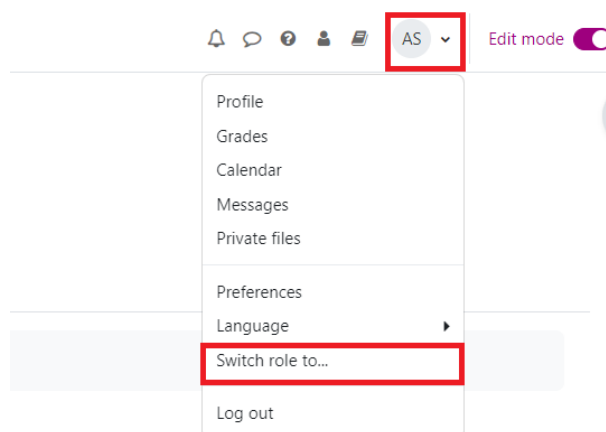
Discussion	Started by	Last post ↓	Replies
☆ prova 2	Andrea Schitti... 11 Aug. 2023	Andrea Schitti... 11 Aug. 2023	0
☆ prova 1	Andrea Schitti... 11 Aug. 2023	Andrea Schitti... 11 Aug. 2023	

Jump to...

Nuovo assignment (hidden) ►

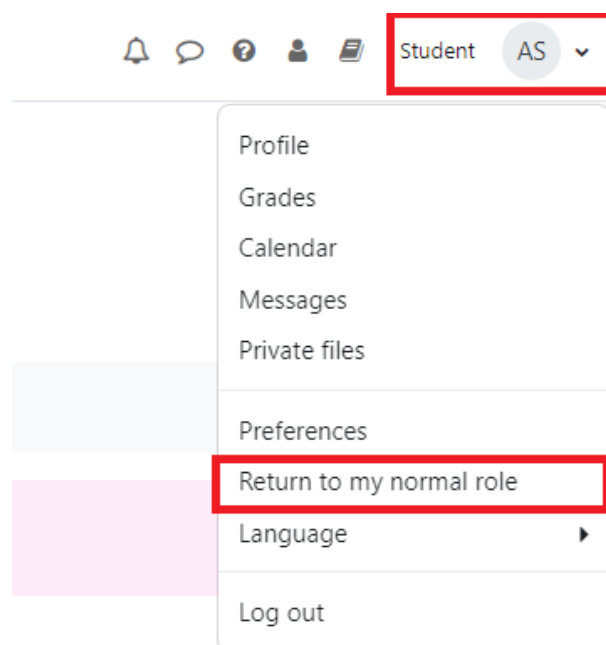
11. How can I know what students see in my course?

You can view the course as a student by clicking on your name in the top right of the page, then on **Switch role to...** in the dropdown menu.



Select **Student** in the list of roles: you will see the course exactly how your students see it.

When you have finished, click on **Return to my normal role**, to go back to your teacher role.



12. How can I check the students' progress in the course?

The iCorsi platform allows you to track the students' progress in the course in an efficient and effective way. Here are some suggestions:


1. Click on **Participants** you will see the participants' list. Here you can see, among others, when each participant has made his/her last access to the course.
2. If you want to see what is happening in the forums, just subscribe to them!

3. In the panel menu of the course you will find the **Reports**, where you can see some statistics about accesses and usages of course materials. These data can offer a good overview of the general progress of the course and of single students.

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Course Settings Participants Grades **Reports** More ▾

13. Where can I find further information?

iCorsi has a good Help system you can easily access by using the  buttons that are close to most commands.

eLab has developed a support site for the users of iCorsi: **iCorsi FAQ**. There you can find several answers to your questions about the platform. Besides textual explanations, you will find some video tutorials that explain several procedures step-by-step. Visit the iCorsi FAQ at this URL: <http://faq.icorsi.ch>.

If you have technical problems, or if you need more detailed info on some features, please contact the iCorsi contact person in your institution/department:

<https://www.icorsi.ch/mod/page/view.php?id=109434>.

... and if you have ideas or advices to improve iCorsi, please tell us!

Enjoy your work!

The eLab team

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