

iCorsi3 platform

Student's Handbook

iCorsi3 is a platform that supports the educational activities of USI and SUPSI; it is managed by eLab, the USI eLearning service.

iCorsi3 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 iCorsi3?

If you are student at USI or SUPSI:

- Your account is automatically created using the AAI system (netid).
- Usually, this account is delivered to students at the beginning of the first semester, together with other information. If you do not have this account, please ask it to the iCorsi3 contact person in your faculty/department (you will find the contacts in the platform: <https://www.icorsi.ch/mod/page/view.php?id=109434>).
- Your username can be as follows: *alias@netid*, *firstname.lastname@usi.ch*, *firstname.lastname@supsi.ch*, *number@usi.ch*, or *number@lu.unisi.ch*.
- To login, choose **Login USI** or **Login SUPSI**.
- In the **Manuals** section of iCorsi3 (<https://www.icorsi.ch/mod/folder/view.php?id=109435>), you can find a short handbook that will help you manage the @netid account.

If you are an external student:

- Ask an account to your teacher.
- Your username can be as follows: *alias@icorsi*.
- When the activation is completed, you will be able to access the courses hosted on iCorsi3.

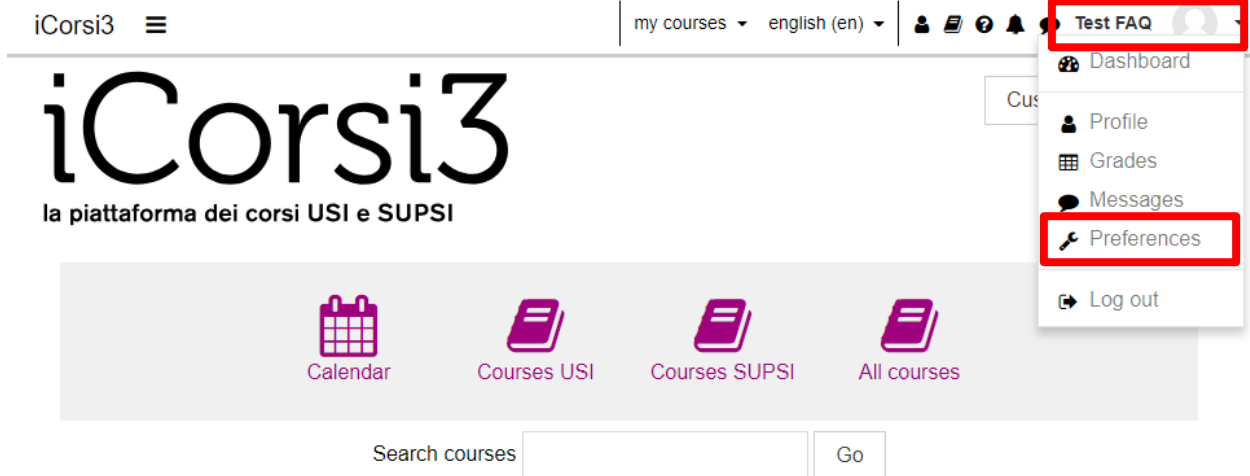
2. How can I change my password?

If you are a student at USI or SUPSI, you can change your password through the netid interface, which can be found at: <https://netid.usi.ch/go> or at: <https://netid.supsi.ch/go>. In the **Manuals** section of iCorsi3 (<https://www.icorsi.ch/mod/folder/view.php?id=109435>), you can find a short handbook that will help you manage the @netid 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 iCorsi3 (<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 iCorsi3?

If you want to change other 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**.

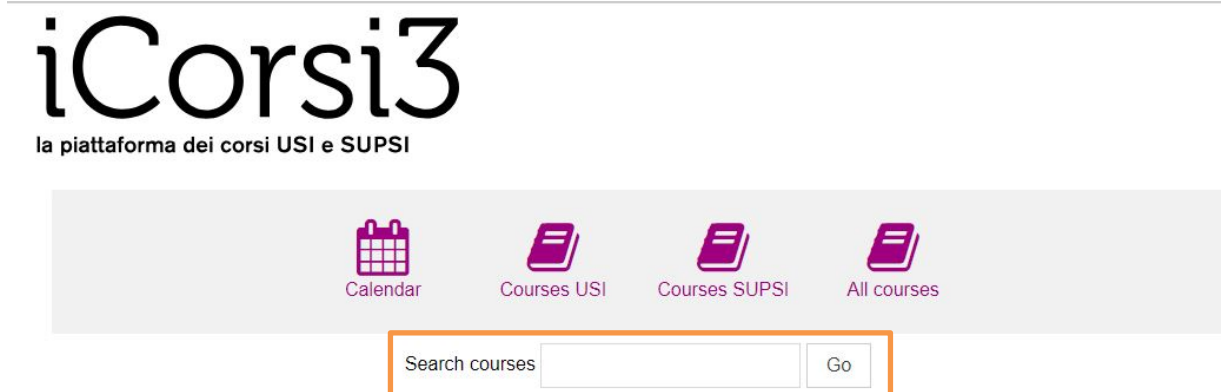
In your profile page, you can change many things, such as:

- Your e-mail address.
- The format of the e-mail messages you will receive from iCorsi3.
- Your city/town; country and time zone.
- Your description and your picture.

4. How can I enrol in a course?

To access the page of a course, you have to enrol in that course. This is a simple procedure, which allows only students who really take part in the course to access the materials on the platform.

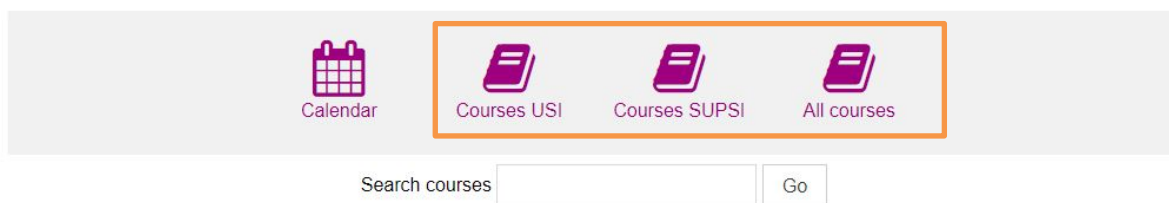
1. Do the login in the iCorsi3 homepage.
2. Search for your course in either of the following ways:
 - a. Insert a keyword in the search box



- b. Select the course category of your course in the menu (e.g. *Corsi USI*), then select the subcategories (e.g. *ECO/Corsi Bachelor ECO*); a list of courses will be displayed: click on the title of your course and confirm that you want to enrol in it.

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Some courses are protected by an **Enrolment key**: in these cases, this key will be requested by the system when you enrol in a 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 direct 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 week/subject/type 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 surfing in a normal website.

If you have any problem, do not hesitate to contact the iCorsi3 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 a new 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. Can I receive notifications when new resources are added to the online course?

Yes, it is possible. Ask your teacher to add the **Notification** block to the course, so everyone who is enrolled in the course (teachers and students) can decide to receive notifications via e-mail or RSS.

8. What if I need help?

eLab has developed a support site for iCorsi3 called **iCorsi3 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 section at this URL: <http://faq.icorsi.ch?lang=en>.

If you have technical problems, do not hesitate to get in touch with the iCorsi3 contact person in your faculty/department: <https://www.icorsi.ch/mod/page/view.php?id=109434>.

Happy learning!

eLab team
www.elearninglab.org