iCorsi3 Platform
Teacher’s Handbook

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

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?

If you are a teacher at USI or SUPSI:

- Your account is automatically created using the AAI system (netid).
- If you do not have this account, please ask 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](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, 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](https://www.icorsi.ch/mod/folder/view.php?id=109435)), you can find a short handbook that will help you manage your @netid account.

If you are an external teacher:

- Ask an account to the iCorsi3 contact person in your faculty/department (see: [https://www.icorsi.ch/mod/page/view.php?id=109434](https://www.icorsi.ch/mod/page/view.php?id=109434)).
- 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 teacher at USI or SUPSI you can change your password through the netid interface, which can be found at: [https://netid.usi.ch/go](https://netid.usi.ch/go), or: [https://netid.supsi.ch/go](https://netid.supsi.ch/go). In the Manuals section of iCorsi3 ([https://www.icorsi.ch/mod/folder/view.php?id=109435](https://www.icorsi.ch/mod/folder/view.php?id=109435)), you can find a short handbook that will help you manage your @netid account.

If you are an external teacher, you can change your password from your personal profile on iCorsi3: 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](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 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.
- 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. Who creates the students’ accounts?

USI and SUPSI students already have their accounts, so you do not have to worry about them. If they have problems, tell them to contact the iCorsi3 contact person in your faculty/department.

For external students, please ask to the iCorsi3 contact person in your faculty/department to create an account, and give him/her the names, surnames and e-mail addresses of the persons who need the account.

To enrol into your courses, students may use one of the methods described in section 9.

5. How do I create a new course?

In order to open a course on iCorsi3, you first have to ask the iCorsi3 contact person in your faculty/department. Please send him/her an e-mail, specifying the course title, the category where you want your course to appear (e.g., USI/Corsi bachelor ECO or SUPSI/DACD /Corsi bachelor Architettura, and so on) and the names of the teachers and teaching assistants for that course.

Once you get the confirmation, login into iCorsi3. You will find your brand new course in your Dashboard and you can access it by clicking on the course title.

If you have many courses in your dashboard on iCorsi3, you can create a section with your Favourites courses, where you can move the courses you use more frequently just by clicking on the star icon at the left of the course name:
The course will be moved under the Favourites tab in your dashboard.

6. How are courses structured?

When you access a course, you see quite exactly what students see. The only differences are the buttons **Course Management** and **Turn Edit On** on the top left of the page:

Each course has a main page (the one displayed when you enter the course) which is divided into blocks/sections. A block/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 on the top of each page; it will help you remember where you are in the course.

7. How can I prepare my course?

To prepare your course on iCorsi3 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 on iCorsi3 (see paragraph 10.3)

The general rule is: **“try!”**

Don’t be afraid of doing mistakes: it is difficult to make serious damages and it is always possible to solve the problems. With this kind of applications the best way of learning is to try. You can try everything on the **Playground course**, which was created to allow you to “play” with the platform: [http://www.icorsi.ch/course/view.php?id=753](http://www.icorsi.ch/course/view.php?id=753)
The iCorsì3 contact person of your faculty/department will support you in every phase of the design and production of your online course.

8. How can I edit my course settings?

To modify the structure of the course and some general settings you have to click on Edit course settings, in the menu Course Management (top left corner).

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

**WARNING:** do not modify the short title of the course: this is assigned by eLab and is used as general reference to the course!
8.1 Course visibility

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 not be visible. 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 General and Description

The most important parameter is the Format of the course: it will shape the basic aspect of your course. iCorsi3 offers four 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. **Social Format** (social): the course is a forum, from where it is possible to access different resources.

4. **Single activity format:**

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

By default, every student visualizes the course interface in the language s/he 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?

Usually students will enrol by themselves in your course, searching for it in the course list on the platform and using the enrolment key you have given them (if you have defined one). However, you also have some options to enrol students in your course.

9.1 Free access

Everyone who has access to the platform can enrol in your course.

**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.

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 up an enrolment key, click on **Course Management**, then choose **Enrolment methods** (under the **User Links** column). Click on the Settings icon on the **Self enrolment** line.

**Enrolment methods**

<table>
<thead>
<tr>
<th>Name</th>
<th>Users</th>
<th>Up/Down</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual enrolements</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self enrolment (Student)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
Our suggestion is to set the keyword and communicate it to the students verbally 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 Courses Management, then choose Participants under the User Links column. You will see a table like the following one:
By clicking on Enrol users, a new window will open (see below), where you can search among all the users of the platform and add, one by one, the users you want to enrol in 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

In your courses, you can create groups of students. As a consequence, some resources or activities (e.g., files, forums) can be assigned only to a specific group. As regards forums, two options are available (see paragraph 10.1):

- access to the forum can be limited only to the students of a particular group (Separated groups);
- all students in the course can access the forum of a particular group, but only the students of that group can participate in it, i.e., can interact, post new messages, etc. (Visible groups).

If you want to create groups, go to the menu Course Management, then click on Groups under the User Links column, finally 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 that is under the right field. Now you have to select the student and, by clicking on Add, s/he 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.

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?

There are two ways for editing the contents of a course:

1. you can edit the resources and the tools that are in the topic/week sections; each topic/week can contain:
   a. A basic text (for instance: a label with a title)
   b. Some resources (files to download, texts, etc.) or activities (forum, chat, ...)
2. you can edit the blocks in the right column. The blocks are tools that can be activated, deactivated and moved.

In both cases the first step is to click on the button **Turn Edit On** that is on the top left of the page:

![Turn Edit On button](image)

10.1 Basic icons

When **Turn Edit On** is activated, a series of small icons representing commands will be shown. These commands are the same for both the blocks and the resources. Some icons are immediately displayed, others will appear only by clicking on the **Edit** menu besides the resource/activity.

![Icons](image)

The commands are the following:

- ![icon](image) Allows to quickly change the activity/resource **title**.

- ![icon](image) Allows editing the resource or activity: it brings you back to the section where you created it, allowing you to modify some parameters.
  Example: you want to change the introduction text of a section or the properties of the access to a forum.

- ![icon](image) 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, or the block of Recent Activities. **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 (visualized in grey), it 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

**Groups:** resources and activities can be made visible to everyone (**Without groups**), or only to students of a particular group (**Separated groups**), or visible to everyone but allowing only students of a specific group to participate (**Visible groups**).

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 menus **Add an activity or resource**.

Among the resources you can add, you will find: books, files, folders, IMS content pages, labels, pages, and URLs. Among the activities, you will find forums, attendance, assignments, chats, databases, external tools, feedbacks, glossary, group choices, hot pot, lessons, quizzes, choices, SCORM package, Turnitin assignments, wikis and workshops.

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**19 February - 25 February**

**26 February - 4 March**

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 and click on the **Add** button.
3. Fill in the form with the parameters of the activity / resource.
4. Click on the **Save and return to course** button.
The iCorsi3 contact person of your department/faculty is available to help you choose the tools to use in your courses.

10.3 Upload a file or a folder

There are 3 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.
2. 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, then drag and drop the file from your computer location to the content section. Also this option is not available for old browsers.

3. If you have an old browser, you can add a file to your course by clicking on **Add an activity or resource**, selecting **File**, then clicking on the icon ![File picker](image). 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**.

It is also possible to upload a whole folder with several files. To do so, you have to create a compressed folder: click on the folder in your computer with the right button of the mouse, select **Add to Archive**, and select the ZIP format. Then, upload your 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, Moodle 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.

10.4 Conditional activities and activities’ completion

In your course, you may use conditional activities, i.e., you have the choice to manage the activities for students on the basis of other activities they have done. This means that you may let students access a resource, for instance a file, only after they have completed a quiz, or posted a message in a forum, or read some pages, and so on. To decide when an activity is completed, you can use the Activity completion function: for each activity or resource, the teacher can set the conditions under which an activity or resource can be considered as completed. For instance, a quiz can be considered as completed when the student gets 80% of correct answers, an assignment when it is evaluated more than 7/10, the activity in a forum when the student posts at least three comments; and so on.

For each activity or resource you can define the activity completion criteria in the Edit, then Edit Setting of the activity/resources:
You have 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.

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.

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 iCorsi3 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:
   a. Optional subscription: participants can choose if they want to subscribe to the forum or not.
   b. Forced subscription: all participants are automatically subscribed to the forum, no one can remove his/her subscription.
   c. Auto subscription: all participants are automatically subscribed to the forum, but they can unsubscribe when they want.
   d. 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 a News 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?

1. To start a new discussion:
   a. Click on the button Add a new discussion topic.
   b. Write your message; you can also add an attachment (if you have more files, create a ZIP archive and use it as attachment).
c. 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.

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**, on the right bottom.

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.

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

Click on your name in the top right of the page, then click 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’ progresses in the course?

The iCorsi3 platform allows you to track the students’ progresses in the course in an efficient and effective way. Here are some suggestions:

1. In the Navigation pane in the left column, clicking on Participants you will see the participants’ list. Here you can see, among others, when each participant has done 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 Courses Management by clicking on Course administration (under the column Course Settings) 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 progresses of the course and of single students.

13. Notification

To add a block you first have to click on Turn Edit On, then click on the button Add a block (at the bottom of the left column). To activate the notifications click on Notifications.
To configure the notifications, click on the gear icon, then select **Configure Notifications block**.

In this page, please select the channel you want to activate for the notifications in your course (by SMS, e-mail and RSS).
14. Where can I find further information?

iCorsi3 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 iCorsi3: iCorsi3 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 iCorsi3 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 iCorsi3 contact person in your faculty/department:


... and if you have ideas or advices to improve iCorsi3, please tell us!

Enjoy your work!

The eLab team

www.elearninglab.org