Table of Contents

1 Introduction 4
2 Definitions 4
3 Login Troubleshooter 5
4 Student Panel (SIS) 5
5 SIS Login Page 6
   5.1 Login Instructions 6
   5.2 First Time Access 7
6 SIS Password Reset 9
7 Financial Information 12
   7.1 Check your Balance 12
   7.2 Make Payment 13
   7.3 Payment Plan 14
   7.4 Account Statement 15
8 Module Registration 16
   8.1 What to consider before the pre-registration 16
      8.1.1 Financial Information 16
      8.1.2 Module Details 17
   8.2 Pre-Registering for a Module 19
   8.3 Enrolling in a Module 22
   8.4 What to Consider After a Successful Module Registration 23
9 VLE Browser Support 24
10 VLE Login Page 25
   10.1 Login Instructions 25
   10.2 First Time Access 26
11 VLE Password Reset 28
12 Home Page 30
13 User Menu 31
14 Dashboard 32
15 Profile 33
16 Grades Overview 34
25.3.1 Forum Subscription

26 Support Information
1 Introduction

The main aim of this guide is to provide students with an introduction to the University’s online resources and more specifically to the Student Panel (SIS) and the Virtual Learning Environment (VLE).

Our university is using a virtual learning environment called Moodle to model authentic, real-world education by integrating a set of virtual concepts for classes, examinations, resources, etc.

The guide uses pictures with captions for a better understanding of what is being described. When arrows and numbers appear near the pictures, simply follow the sequence in the description. All pictures are identified by their topic name and number; some instructions can refer to picture number.

2 Definitions

1. **SIS**: It is the Student Panel, where you will be able to register on the modules, check your progress, see your financial details, etc...

2. **VLE**: It is a Virtual Learning Environment, where you will be reading, submitting your assessments and interacting with your teachers and classmates. You will gain access to the VLE only when you successfully register to at least one module.

3. **Email / Username**: It is your personal email address you used to register with us. Unless you’ve requested to change your email address in our records then, use the new email address as username.

4. **Password**: It is the password you received via email when you apply for the university. In case you change that password, the latest password you entered is the valid one.
3 Login Troubleshooter

If you are unable to log in to your account, first make sure where you need to log in, SIS or VLE. Definitions from above can help you with that.

Then make sure that:

- You are using the correct URL:
  - For SIS: [https://sis-unic.unicaf.org/](https://sis-unic.unicaf.org/)
  - For VLE: [https://vle-unic.unicaf.org/](https://vle-unic.unicaf.org/)
- For username you are using your personal email address which you used to register with us. Unless you’ve requested to change your email address in our records then, use the new email address as username.
- You are using the correct password which was sent to you in the registration email (Unless you’ve changed it then, use the new password). If you cannot find the email in your email inbox, make sure to check your spam/junk folder.
- You are entering your password with upper and lower case letters where needed. All passwords are case sensitive.
- If you are copying and pasting the password, make sure that no spaces/empty space is being copied on the sides.

If you are already doing all of the above and still facing issues, you may proceed with resetting your password using the following instructions SIS Password Reset for SIS and VLE Password Reset for the VLE.

Notes

1. The username (your email) is the same on both platforms (SIS and VLE).
2. The password will be different unless you change it to match in both platforms. (It is recommended to have strong and different passwords on each site).

4 Student Panel (SIS)

The student panel is accessible at [https://sis-unic.unicaf.org/](https://sis-unic.unicaf.org/) and provides students with an easy-to-use interface for managing important student tasks such as:

- My page
- Modules
- Student
- Finance
- Transcript
- Feedback
- Suggestion Box
- Help Services
5 SIS Login Page
The login page appears after you navigate to https://sis-unic.unicaf.org/. At this point, you are not logged into the system.

![Image 1: SIS Login page](https://sis-unic.unicaf.org/)

5.1 Login Instructions

1. Type in your email address in the “Email” input field. *(Def: 3)*
2. Type in your correct password in the “Password” input field. *(Def: 4)*
3. Then click on “Login” button.

**Note:**

If you forgot your SIS password, you can reset it by using the “Forgot your password?” link located on the login page. *(Ref: SIS Password Reset)*
5.2 First Time Access

After you have successfully registered with us, you will receive an email with your temporary password as shown below (Image 1).

![Image 1: First Time Access - Registration Email]

You will need to use this password to log in for the first time. Make sure when you copying it to not copy any white spaces on the sides.
After using the correct username and password and clicking the *Login* button, you will be presented with the front page of the Student Panel, which should look similar to the Image 2 below.

You will need to complete the following 5 steps:

1. Confirm your intended programme of study with the preferred start date;
2. Complete your personal information;
3. Provide your contact information;
4. Include additional information; and
5. Check the admission requirements.

Your next steps:

- Upload the required academic documents;
- If you wish to apply for a scholarship please click on the "Apply for a scholarship" button;
- Submit the payment application fee;
- If your application is successful, an offer letter will be issued;
- When you have received the Offer Letter you should proceed to pay your deposit by clicking on the "Pay Deposit" button.
6 SIS Password Reset

At the Login page: https://sis-unic.unicaf.org/ click on the “Forgot your password?” link (see image 1) to navigate to the Password Manager.

Then, you will be redirected to https://sis-unic.unicaf.org/pmanager, where you will see a screen just like the one below:

1. Type in your personal email address which you used to register with us. Unless you’ve requested to change your email address in our records then, use the new email address.
2. Use the refresh icon only when you cannot distinguish the numbers in the image.
3. Type in the numbers that you see in the image above.
4. Finish by clicking on the “Submit” button.
If you typed in everything correctly, you will see a message just like the one below.

![Image 3: Password Reset (success message)](https://sis-unicaf.org/pmanager/resetpassword)

Next, check your inbox/spam box for an email for further instructions; it should look just like image 4.

![Image 4: Password Reset (email sample)](https://sis-unicaf.org/pmanager/resetpassword)

1. Select the alphanumeric characters *(shown by arrow 1)* **without any spaces on the sides**. Right-click with your mouse and select “Copy”.
2. Click on the link to which arrow 2 is pointing.
Introduction to Online Resources

When the new page opens, you will see a form just like the one below.

![Password Reset Form](image)

**Image 5: Password Reset (set new password form)**

1. Right click with your mouse and choose paste.
2. Type in the email address *(Def. 3)* which you used to register with us.
3. Type in your new password (should be at least 8 characters long).
4. Type in your new password again.
5. Type in the numbers you see in the image above.
6. Click on the “Submit” button when you have finished.

If you typed in everything correctly, you should see a success message. Now you can login using your new password.

![Success Message](image)

**Image 6: Password Reset (success message)**
7 Financial Information

7.1 Check your Balance

You can check your balance displayed on the top left corner of the student panel, where “Current Balance” is the current amount on your account, and the “Available Balance” is the amount available to spend.

![Image 1: Financial Information (check your balance)](image1)

If you click at your “Available Balance” (image: 1) you will be able to view the amount on hold and why the amount is on hold (image: 2).

![Image 2: Financial Information (balance details)](image2)
7.2 Make Payment

To make a payment you have to log in to your student panel (see SIS Login Page above) then, in the navigation click on the “Finance” (1) on the left-hand side of the screen, after that click on the “Make Payment” (2).

In the “Make Payment” section you may also deposit a custom amount (3) so as to cover the necessary module cost.

If your balance is negative then it is necessary to bring your balance to a positive amount.

It is important to remember that if you intend to make a payment via a bank transfer or via wire transfer, please allow a minimum of 5 business days for the transaction to appear in your balance. It will not be possible to register for a module, unless the amount has reflected in your balance and subject to the balance being sufficient to cover the cost of the module.
7.3 Payment Plan

Please note that your payment plan is designed to allow you to pay your tuition fees in convenient monthly instalments. Your scholarship and your position with the University are not affected in any way, if you cannot take consecutive modules, though the duration of your studies will be extended.

It is important to make sure that you do not have any overdue instalments in your account. You may check your instalments’ status by selecting the “My Payment Plan” (image: 3) option through the Student Panel’s menu. (see image below).

Image 3: Financial Information (payment plan)

In case an overdue instalment exists, it will be displayed in red and its status will display “Overdue”.
7.4 Account Statement

Your statement of account is available by selecting the “Statement of Account” (1) option through the left main menu. The statement of account can be exported in a PDF format by clicking on the “Download Statement” (2) button as shown below.

Image 4: Financial Information (account statement)

The PDF Statement (shown below) displays all the transactions made in a student account.

<table>
<thead>
<tr>
<th>Date</th>
<th>Reference No.</th>
<th>Details</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-06-27</td>
<td></td>
<td>CASH DEPOSIT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016-06-29</td>
<td></td>
<td>APPLICATION FEE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016-06-30</td>
<td></td>
<td>MBALN 500</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

On the debit side it shows module orders and how much each module costs. On the credit side it shows the scholarships for each module plus deposits made.

It does not matter if the Total Balance is positive or negative. At the bottom of the page, the box Remaining Due Balance shows the date and the amount of the next payment as well as any outstanding instalments that exist.
Image 5: Financial Information (pdf sample of account statement)
8 Module Registration
A successful module registration is divided into two steps. First the Module Pre-Registration and second the Module Enrolment.

This section will guide you on how to pre-register and finally enrol in a module by using the University’s Student Panel.

8.1 What to consider before the pre-registration
You may cancel the pre-registration before the start date of enrolment period. Otherwise if the enrolment period started and you did not cancel your pre-registration and did not enrolled to the module, you will be enrolled automatically.

8.1.1 Financial Information
Available balance
If your available balance does not cover the module cost (Look for Check your Balance above), we suggest making a further payment towards your tuition fees (Look for Make Payment above).

Balance On Hold
On pre-registration, no money are deducted from your account, the module’s amount is on hold and will be deducted upon enrolment.
8.1.2 Module Details

There are modules that have pre-requisites and/or participation requirements you will need to complete them before you can register.

To check the “Module Prerequisites” and the “Module Participation Requirements” for a module click on the module name (3) to view the “Module Details”.

Image 1: Modules Prerequisites (See module’s details)
Introduction to Online Resources

After you click on the module name (Image: 1 - Arrow: 3) you will see the modules details as shown below.
To view “Module Prerequisites” click the blue arrow (Image: 2 - Arrow: 1) in the module prerequisites section (Image: 2 - Arrow: 2).
Once you complete a prerequisite it will be checked (Image: 2 - Arrow: 3).
Similarly, to view “Module Participation Requirements” click on the blue arrow (Image: 2 - Arrow: 4).

Image 2: Module Details (Module Prerequisites & Module Participation Requirements)
8.2 Pre-Registering for a Module

Pre-registering for a module is a very easy task and should take just a couple of minutes if the above conditions are met. **Pre-registration to a module is needed before you can successfully enrol to a module.**

To pre-register for a module, follow these steps:

a) Log in to your account.

b) Navigate to the Modules section through the navigation menu on the left side of the screen. Click on Modules tab. You should see a list with all of the modules in your academic programme. Your next available module(s) will be highlighted and the “View Offers” button(s) on the right-hand side of the screen will be enabled when there is an offer.
c) Click on [View Offers] button (image: 1) to view the available offers (image: 2) for a particular module.

![Available Offers Table]

*Image 2: Pre-Registering for a Module (available offers)*

d) Click on [View Details] button (image: 2) to view offers’ further details (image: 3) and proceed with the pre-registration.

![Pre-Registration Form]

*Image 3: Pre-Registering for a Module (confirmation screen)*
Click on the **Confirm** button *(image: 3)* to complete your pre-registration.

If there are no financial issues involved and any prerequisites of the module are completed, you should view a message of success *(image: 6)*, otherwise a descriptive error message will be provided *(image: 7)*.

![Image 6: Pre-Registering for a Module](image)

![Image 7: Pre-Registering for a Module](image)

In case of a successful pre-registration, you should receive an email containing your module details and enrolment dates. Successful pre-registrations are provided at **Modules** section on navigation menu on the left side of the screen, on **My Pre-Registrations** tab.

Next step is to enrol to the module during enrolment period.

<table>
<thead>
<tr>
<th>Offer Reference</th>
<th>Module</th>
<th>Enrolment Period</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>S865</td>
<td>Induction Module</td>
<td>Mar 16, 2018 - Mar 27, 2018</td>
<td>Pending</td>
</tr>
</tbody>
</table>

![Image 8: Pre-Registering for a Module](image)

You have the chance to cancel your pre-registration **before** the enrolment period start by clicking on cancel button next to the pre-registered offer.

<table>
<thead>
<tr>
<th>My Pre-Registrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offer Reference</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>S857</td>
</tr>
</tbody>
</table>

![Image 9: Pre-Registering for a Module](image)

If you cancel your pre-registration, the module’s amount will be unblocked.
8.3 Enrolling in a Module

You will be able to enrol to a module only at the case that you pre-registered for the module. To enrol for a module, follow these steps:

   a) Log in to your account.

Navigate to the Modules section through the navigation menu on the left side of the screen. Click on My Pre-registrations tab. You should see a list with your pre-registrations.

<table>
<thead>
<tr>
<th>Offer Reference</th>
<th>Module</th>
<th>Enrolment Period</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>566</td>
<td>Induction Module</td>
<td>Mar 16, 2018 - Mar 27, 2018</td>
<td></td>
</tr>
</tbody>
</table>

Image 1: Enrolling in a module (pre-registrations list)

   b) During enrolment period you will be able to enrol to the module. Click the button (image: 1).

Offer details are provided.

Image 2: Enrolling in a module (enrolment confirmation)

   c) Click on button (image: 2) to complete your enrolment.
If there is a place to enrol to the class a success message will be provided (image: 3) and an email with module’s offer details will be sent to you, otherwise a descriptive error message will be provided.

**8.4 What to Consider After a Successful Module Registration**

There are **three things** to take under consideration upon a **successful module registration**:

1. You will receive another email with your credentials for the VLE platform. Please make sure that you do not leave any spaces when you copy and paste your password. *(This statement is valid for the first module registration only.)*

2. You will be able to access your module from the starting date of the offer.

3. Every offer you are enrolled to has a relevant link for the VLE in the “**Enrolment Info**” screen. To access the VLE navigate to **“Modules”** tab and click **“My Enrolments”** from the navigation at left, then, click on the button at desired offer to view all offer details such as dates, price and grade. Now click on the button to get redirected to the VLE. Alternatively, you may log in to the University’s VLE using the following **https://vle-unic.unicaf.org/** link.
## 9 VLE Browser Support

<table>
<thead>
<tr>
<th>Browser</th>
<th>Minimum version</th>
<th>Recommended version</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Google Chrome</td>
<td>30.0</td>
<td>Latest</td>
<td>Recommended.</td>
</tr>
<tr>
<td>Mozilla Firefox</td>
<td>25.0</td>
<td>Latest</td>
<td></td>
</tr>
<tr>
<td>Apple Safari</td>
<td>6</td>
<td>Latest</td>
<td></td>
</tr>
<tr>
<td>Microsoft Internet Explorer</td>
<td>9</td>
<td>Latest</td>
<td>Version 10 is required for drag-and-drop upload of content from outside the browser into Moodle</td>
</tr>
</tbody>
</table>
10 VLE Login Page
The login page appears after you navigate to https://vle-unic.unicaf.org/. At this point, you are not logged into the system.

Access to VLE is granted to whomever has been registered to any module at least once. If a student has not registered to at least one module yet, then access to the VLE is not provided at that point.

Image 1: VLE Login Page

10.1 Login Instructions

1. Type in your email address in the “Username” input field. (Def: 3)
2. Type in your correct password in the “Password” input field. (Def: 4)
3. Then click on “Log in” button.

Note:
If you forgot your VLE password, you can reset it by using the “Forgot your password?” link located on the login page. (Ref: VLE Password Reset)
10.2 First Time Access

VLE account - Login Credentials

After you have successfully registered to your first module, you will receive an email with your credentials as shown below. (Image 1)

```
Dear Student Demo,

We would like to inform you that an account has just been created for you in the VLE (Virtual Learning Environment).

VLE Credentials
Link Address: http://vle-unic.unicaf.org
Username: studentdemo@gmail.com
Password: [redacted]

Instructions
1. Click on the VLE link provided above.
2. You will be shown a login page, where you will use the credentials provided above to fill up the username (your email) and your password.
3. And lastly, press the log in button.

Once you log in for the first time, you will be required to change your password for security reasons. If you need any assistance, please do not hesitate to contact us.

This is an automated message. Please do not reply directly.

Best regards,
University of Nicosia.
```

*Image 1: First Time Access (VLE account - Login Credentials)*

- Click on the “Link Address” to navigate to the VLE Login Page.
- Then use the username and password provided in the email to log in.

Make sure when you copying your credentials from the email, to not copy any white spaces on the sides.
Password Change
Once you log in for the first time you will need to change your password to proceed further.

1. In the “Current password” box (1), enter the password you received in the email. (Image 1) Make sure there are no spaces before or after the password when you copy and paste it.

2. In the “New password” box (2) type in your new password which must to follow specific criteria (4). (Image 2)

3. In the “New password (again)” box (3) type in your new password again to confirm it.

4. Then to save your changed password, click on the “Save changes” button.
11 VLE Password Reset
First navigate to the login page: [https://vle-unic.unicaf.org/](https://vle-unic.unicaf.org/), then click on the “Forgot your username or password?” link. (Image 1)

![Image 1: VLE Password Reset (link)](image1.png)

Type in your email address in the "Search by email" box. Use the email address which you used to register with us.

![Image 2: VLE Password Reset (request)](image2.png)

Once you click the “Search” button you will view the following as shown on the image below. Click “Continue”.

![Image 3: VLE Password Reset](image3.png)
Password reset request email

You will receive an email with instructions where you will need to click on a link (red box below) to go further.

![Image 4: VLE Password Reset (email sample)](https://vle-unic.unicaf.org/login/forgot_password.php?token=3LK2t4YkQb28Zk0YXsJzUrorILhh0lb)

In the next screen, type in your new password twice, next to the “New password” (1) and “New password (again)” (2). Make sure to meet the password criteria (3), otherwise your new password will be refused.

![Image 5: VLE Password Reset (set new password)](https://vle-unic.unicaf.org/login/forgot_password.php?token=3LK2t4YkQb28Zk0YXsJzUrorILhh0lb)

Once you click “Save changes” (4) your new password will be set and you can use it to log in. You will be automatically logged in your VLE account.

![Image 6: VLE Password Reset (success message)](https://vle-unic.unicaf.org/login/forgot_password.php?token=3LK2t4YkQb28Zk0YXsJzUrorILhh0lb)
Introduction to Online Resources

12 Home Page

The VLE Home Page is the first screen you will see after logging in to your account on the University’s Virtual Learning Environment.

---

Image 1: Home Page

The colors of the boxes on Image 1 are associated with the colors of the headers below.

Header

In the header, you will see the “navigation bar”, from which you have quick access to the “courses menu”, the “bell icon” where you will see your notifications, the “speech bubble icon” where you can quickly access your messages and the “user menu”. From the user menu, you can access the dashboard, your profile page, your grades, your messages, and your preferences.

Left-Column

Here you see the “Navigation drawer”. In the Navigation drawer, you will find the “Dashboard”, the “Calendar” and the “My Courses” category which will appear when you have access to at least one module.

Center-Column, Main Content

At the homepage, this area will inform you about announcements related to the University, such as scheduled maintenance, updates, announcements, and so on.
13 User Menu
The user menu is located on the top right side of the page next to your image. Just click on your name and the menu will drop down.

<table>
<thead>
<tr>
<th>Dashboard</th>
<th>Course overview, VLE Clock, Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile</td>
<td>View or edit your profile details, grades overview, forum posts.</td>
</tr>
<tr>
<td>Grades</td>
<td>Course grades</td>
</tr>
<tr>
<td>Messages</td>
<td>VLE message system</td>
</tr>
<tr>
<td>Preferences</td>
<td>User account preferences</td>
</tr>
<tr>
<td>Help Center</td>
<td>Help Center provides VLE guidance, student guide and the FAQ</td>
</tr>
</tbody>
</table>
14 Dashboard

In the “Dashboard” page you are able to see your courses and your progress in each course. Here you can also find the Clock block which shows you the server’s time that the platform operates on. Also the calendar block can be found here as well.

You may access the dashboard either from the “Navigation Drawer” or from the “User Menu”.

Image1: Dashboard (Main view)
15 Profile

The “Profile” page may be reached from the “User Menu” top right and then clicking Profile.

Here you can edit your profile, upload your photo, etc. You can also view your forum posts and forum discussions. You can access the Grade overview.

Image 1: Profile
16 Grades Overview

By clicking on the grades button you will be navigated to view the course you are currently taking or view and check the final grade of other courses you completed.

You can access your grades overview for all courses via the “Grades” link in the “User Menu” (top right of each page). This lists all courses you are enrolled. If you click on a course name, you will be taken to your user report showing activities and their grades in that course.

![Image 4: Grades overview](image-url)
17 Navigation Drawer

The navigation drawer allows you to easily navigate throughout the VLE. It can slide open and close when you click the “hamburger menu icon” (1) in the top left corner.

Under “My Courses” (2) you will see the courses you currently have access.

Once you are located in the course, the navigation drawer allows you to see other course participants, your grades, and will allow you to jump to a section in your course.

18 Course Navigation

Your course navigation explained in detail.

1. Your course code name.
2. Participants are the teachers and students who are part of the course.
3. Grades: By clicking here you are able to view your grades for the course.
4. Course Sections - all the courses are divided into sections for better organization of material. By clicking on a section you will view the specific section faster without the need to scroll down.

Note that the course navigation shows up only when the course is being accessed and it positions itself at the top of the site navigation in the navigation drawer.

Image 1: Navigation Drawer

Image 1: Course navigation
19 Course Main Area

Our course shells are arranged in a three-column format. The center column displays all course content divided into sections. The left column contains the navigation drawer that you can slide in and out by using the hamburger menu. The right column displays blocks that provide access to various course features.

Image 1: Course main area

The center column of the course main area is the most important column since it contains all the module material as well as module’s announcements, contacts, and events.
The center column of the course main area has two parts:

a) **The first part** is the general introduction message accompanied by introductory material to the course.

![Image 2: Course main area (welcome message)](image)

b) **The second part** is the topic section. Each topic is easily identified by the greyish background color behind each topic’s title. The user has the option to open all or close all topics at once by using the buttons shown in the image below. Each section has its own introductory text and a number of different types of files such as PDF’s, audio recordings, videos, presentations, word documents, text files, and links to other sites.

![Image 3: Course main area (sections)](image)
20 Course Contacts Block
The Course Contacts block works in concert with the VLE messaging system.

The main purpose of the Course Contacts block is to provide an easy way to communicate with fellow students and the Instructor. This block is only located in the module area (right bottom corner) since each course has different participants.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Messaging</td>
</tr>
<tr>
<td>2)</td>
<td>User Status Online</td>
</tr>
<tr>
<td>3)</td>
<td>User Status Offline</td>
</tr>
</tbody>
</table>

Image 1: Course Contacts Block

In order to send a VLE message to a contact, you have to click on the (1) dialog icon located under each contact’s name. A new page will open where you can compose the message and click on the Send Message button.
21 Calendar

In the calendar, you can view your deadlines for assignments and quizzes, chat times and other course events or you can create your own events.

Calendar events are divided in four categories.

1) **Global Events**: These events are global and visible to every user in the VLE.

2) **Course Events**: These events are related to a specific course and are only visible to the participants of that course.

3) **Group**: Students and instructors of a specific module are part of a group. These events will be visible only to people belonging to this group.

4) **User**: User scheduled events are only visible to the user who has created the event.

21.1 Add Events to the Calendar (User events)

To open the calendar, first click on the **Calendar** (1) link from the navigation drawer, then click on the **New event** (2) button.
**Step by step of creating a new event**

![Image 2: Add Events to the Calendar (User events)](image)

<table>
<thead>
<tr>
<th>General</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Type of event</td>
<td>You are allowed to create only 'user' events.</td>
</tr>
<tr>
<td>2) Event title</td>
<td>Type in the title of the event.</td>
</tr>
<tr>
<td>3) Description</td>
<td>It's optional, but you can describe the event as well.</td>
</tr>
<tr>
<td>4) Date</td>
<td>Start date of the event.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Duration</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5) Without duration</td>
<td>Instant event, no continuation</td>
</tr>
<tr>
<td>6) Until</td>
<td>Specify the date by which the event should end</td>
</tr>
<tr>
<td>7) Duration in minutes</td>
<td>Specify the minutes by when the event should end</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Repeated events</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8) Repeat this event</td>
<td>Check the box if you wish the event to repeat on a weekly basis</td>
</tr>
<tr>
<td>9) Repeat weekly, creating all together</td>
<td>Specify how many weeks the event should last or repeat itself</td>
</tr>
<tr>
<td>10) Save changes</td>
<td>Click to create the event</td>
</tr>
</tbody>
</table>
21.2 View the Events

Click on “Calendar” in the “Navigation Drawer”. There you will see the event you added on the calendar.

**Calendar Block** (*Image 1*). As you can see from the image, we have scheduled the event on 29-Mar-18, that’s why the ‘29’ on Thursday is highlighted. If you specify the end date of the event you will see that the ending date is also highlighted.

1) Hover with your mouse over the highlighted day. In this case, it’s ‘29’.

2) A label should appear. Click on the event name as the image shows, to view more details about the event.

**Upcoming Events Block** (*Image 2*). As the name of the block suggests, you are able to view upcoming events. As you see on the image, our event starts “Today” until “Tomorrow” and lasts for 1 day.

3) Navigate to the calendar and view all the upcoming events.

4) **New Event** takes you straight to “*Add Events to the Calendar*”.

*Image 1: View the Events*

*Image 2: View the Events*
22 Messages
You can send instant messages to your Instructors or your fellow students directly in the VLE. The VLE messaging system notifies you when there are new post in forums (if you are subscribed), assignment submission etc.

New messages are highlighted with a number in the messaging menu at the top of the screen:

![Image 1: Messages (new message)]

Note that the number reflects the number of people who have sent new messages, and not the actual number of new messages.

By clicking the “speech bubble icon” (1) new messages are shown, along with the option to send a new message (2), to mark all as read (3), to go to your preferences page (4) to change how messages are received, and (5) to view all messages.

![Image 2: Messages (quick messages view)]
You can access the messages from the user menu located at the top right hand corner of the page (1). Then clicking on the “Messages” (2) option.

![Image 3: Messages]

### 22.1 Sending messages

Messages may be sent from a number of locations:

- By clicking “New Message” from the Message menu as in the screenshot above (image 2) and then searching for a user.
- By clicking the “Messages” link in the user menu (image 2).
- By clicking on a user’s name or picture in a course, for example in a forum thread
- From the “Course Contacts Block”.
22.2 Messages Area

To view the contacts and messages you need to click on the “Messages” located in the “User Menu” and you will be navigated to the page with the messages and contacts as shown below.

You will view the Messages list.

![Image 1: Messages Area (main area)]

1) Search messages by typing a user’s name.
2) Here you can view the discussions you had with other users.
3) By clicking the name of a user you will navigate to another page where you can add the user in your contacts.
4) By clicking “Edit” you can delete all messages or select specific ones to delete.
5) By clicking “Contacts” you will view the list with your contacts.
6) Write here to message a user and click “Send”.
22.3 Adding and messaging contacts

To add a contact, click on the contact’s name or picture and you will see a screen similar to the one below.

![Image 1: Adding and messaging contacts](image1.png)

1. Click the icon to add them to your contacts.
2. Click the Message icon to message them directly.

Contacts may be accessed from the “Contacts” (1) link and then either messaged, blocked or removed (2).

![Image 2: Adding and messaging contacts](image2.png)
22.4 Deleting Messages

Messages may be deleted by clicking the “Edit” link (1), selecting a message or multiple messages to delete and then clicking the Delete button under the messages (2).

Image 1: Deleting Messages

Note that messages are only deleted for that particular user, not others involved in the conversation.
23 Preferences

To access your preferences click on the “User menu” (Ref: User Menu) then click on the “Preferences”.

![Preferences](image1.png)

Image 1: Preferences

23.1 Edit profile

Here you can add your profile photo, add a description, set how you wish your email to be displayed, and several other actions about profile details.

23.1.1 Preferred Language

Note that changing your preferred language here will affect the Moodle interface.

23.1.2 Forum Preferences

**Email digest type**

This setting determines how you receive any posts from Forums where you are subscribed, allowing you to receive messages individually or on a daily basis.

**Forum auto-subscribe**

This setting lets you decide if you want email copies of posts that are added to forums. If you set this to subscribe, the system will automatically email you copies of new posts in discussions that you post in, unless you manually override it when posting.

**Forum tracking**

Enabling forum tracking means highlighting the posts you have not read yet, which should improve your forum navigation.

23.1.3 Editor Preferences

This can usually be left as “Default editor”. The default is the “Atto editor”. If you find your browser is not letting you edit text, change this setting to “Plain text area”.

23.1.4 Calendar Preferences
Choose how the calendar should operate based on the preferences you select.

23.1.5 Message Preferences
Along with a visible alert to new messages in the messaging menu, users can configure how they are notified of new messages from their message preferences page accessed from the user menu or the gear icon located in the profile.

23.1.6 Notification Preferences
Notifications alert you about new events in Moodle such as new forum posts or feedback on your submitted assignments.
24 Assignments

**Important note:**
In case a student is unable to upload his/her assignment on the VLE, he/she must immediately send an email to his/her tutor informing him/her about the technical issues and attaching the assignment file as a proof of evidence. The student should also contact the Technical Team informing them about the technical issue. Please be as descriptive as possible when reporting the issue.

24.1 Accepting the Turnitin Agreement

If you haven’t accepted the Turnitin agreement before, you will need to accept it *(this is done only once)* to proceed with the upload and the submission of your document. After you click on the “Add submission” button in the assignment activity, you will see the following message, where you need to click on.

![Image 1: Accepting the Turnitin Agreement](image1.png)

Then a pop-up will show up with the agreement which you will need to agree by clicking on the “I agree” button.

![Image 2: Accepting the Turnitin Agreement](image2.png)
24.2 Submitting an Assignment

**Step 1:** Click on the assignment link.  

You should then see a screen similar to the image below.

**Step 2:** Click the “Add submission” button (1) to bring up the file upload page.

![Image 1: Submitting an assignment](Assignment 1)

![Image 2: Submitting an assignment](Assignment 1)
Step 3: Upload and save the file. (Note: Saving your file is not considered that you have submitted for marking). (Image 2)

There are two ways to upload a file. First one is to browse for a file (1) and the second is to drag-and drop the file (2) from your desktop or folder to the big blue arrow where it says "You can drag and drop files to add them". When the upload completes and your file(s) appear in the Files area, click the “Save changes” button (3).

Image 3: Submitting an assignment

There are some assignments that are restricted to specific file type(s), meaning that you are allowed to submit only a specific file type(s). As shown in the image below (image 3) for example were here the assignment only accepts PDF files to be submitted.

Image 4: Submitting an assignment
Step 4: Revise, edit or submit.
Your document has been saved as a draft (1). That means you have the opportunity to revise your document until the due date. Please do not forget to submit for marking before the due date. When you submit the document, your tutor will know that it’s ready for marking.
If the assignment link has Turnitin enabled, your document will be checked for plagiarism. You should see the “Turnitin status: Pending” below the document that you have uploaded (2). Come back later to see your “Turnitin status”, if the similarity report is too high you can edit your submission until you will be satisfied with the result.
To edit your submission click “Edit submission” (3). This will take you back to “Step 3”, where you can replace your document. Click on your document then click on the delete button and then the update button. After that upload a new document, as described above in the “Step 3”.  

![Submission status](image)

Image 5: Submitting an assignment

When you finish with the revision you must finalize your submission. To submit your document for marking, click “Submit assignment” (4) button.

Step 5: Click the “Continue” button. Once you finalise your assignment submission, you will not be able to make any other changes on it.

![Submit assignment](image)

Image 6: Submitting an assignment
24.3 Submission notifications

Upon successful submission you should receive a receipt email that the assignment has been submitted successfully.

*Image 1: Submission notifications*

If the assignment has Turnitin enabled, you will also receive “Turnitin Digital Receipt”.

*Image 2: Submission notifications*
24.4 Viewing the Similarity Report

Click on the assignment link that you previously have uploaded and saved your assignment and you should see the similarity report (1) below your assignment. You can also click on the similarity report (1) to view the full report.

*If the Turnitin is activated on that specific assignment, then you will be able to view the similarity report.*
25 Forum

The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time. The “Announcements Forum” though it’s an exception, due to it’s not made for discussions but for informing students relatively to the course, about different announcements and news’s, used just by the teachers. Hence you may not reply nor create a discussion in there.

A single discussion is also called a "thread", or topic.

25.1 Getting familiar with the VLE forum

Forum Icon: 🌐

Forum name can be anything (Discussion for instance).

25.1.1 Main Area

To enter the forum main area click on the forum activity.

Image 1: Forum (link)

After you click on the forum link you will see a screen similar to the image below.
1. Button for adding new thread to the forum.
2. This is the search engine of the forum.
3. Title of the thread (click to open).
4. Author of the thread.
5. Shows how many replies the thread has.
6. The settings of the forum.
7. The closed envelope icon indicates you are subscribed to the thread, you can click to unsubscribe.
8. The open envelope icon indicates you are not subscribed to the thread, you can click to subscribe.

Image 2: Forum (main area)
25.2 Using VLE forum

25.2.1 Creating new thread

While you are in the forum main page click on the button.

1. Write your thread’s title.
2. Write your message.
3. Choose whether you want to be subscribed to your own thread and receive notifications when someone replies back, or to be unsubscribed and to not receive any notification about this thread (not recommended).
4. Here you can attach a file to your thread by simply dragging and dropping into the upload box area, considering the restrictions of the course, mentioned above the upload box.
5. And finally when you are done click on the “Post to forum” button.

You will see a success message informing you that you have 30 minutes to make changes to your post.
25.2.2 Edit thread

In case you want to edit your post and you still have time, first you need to open the thread. Click on the title (1) to open the post.

![Image 1: Forum (open the thread)](image)

Then at the bottom right-hand corner of your post, you will see Edit, Delete and Reply. Click on Edit link and you will see the form to edit the post.

![Image 2: Forum (Edit thread link)](image)

25.2.3 Thread navigating

To open a thread you need to click on its title when in main forum area.

1. This is the title of the forum.
2. This is the title of the thread.
3. Here you can subscribe to the current thread.
4. Navigate to previous thread.
5. Change the way how you view the thread.
6. Here you click to reply to that post.

![Image 1: Thread navigating](image)
25.2.4 Reply to post

At the bottom right-hand corner of the post you can see the reply link *(Image 1: Thread navigating - Arrow 6)*. By clicking on it you will get navigated to page with a text editor. The process for replying it’s the same as creating new thread *(see Creating new thread above)*.

25.3 Subscription

You can subscribe either to the whole forum and receive notifications from all of the threads or you can subscribe to one or multiple individual threads of your interest (recommended).

25.3.1 Forum Subscription

To subscribe to a forum click on the gear icon located at the top right side.

*Image 1: Forum Subscription*

The link will change to “Unsubscribe from this forum”, and of course by clicking it again, you will be unsubscribed.
26 Support Information

If you have general questions, please take a look at our SIS Help Page using the following link: https://sis-unic.unicaf.org/help where you will find useful information such us the FAQ page which contains answers to the most frequently asked questions.

If you have VLE related questions, please take a look at our Student Help Center using the following link: https://vle-unic.unicaf.org/course/view.php?idnumber=help

And, finally, if neither the SIS Help Page nor the Student Help Center could help, please contact us using this link: https://sis-unic.unicaf.org/help/support or using the emails below.

In order to help you and to respond efficiently to your message, be sure to include a meaningful subject line, keep your message focused, and be as descriptive as possible.

| For any technical-related issues such as site errors, you may contact the VLE Technical Support Team at the following email address. | technical@unicaf.org |
| For any eBook-related issues, you may contact the eBooks Department at the following email address. | ebooks@unicaf.org |

Please allow 24 to 48 hours (during working days) for a reply.