ALUD basic guide

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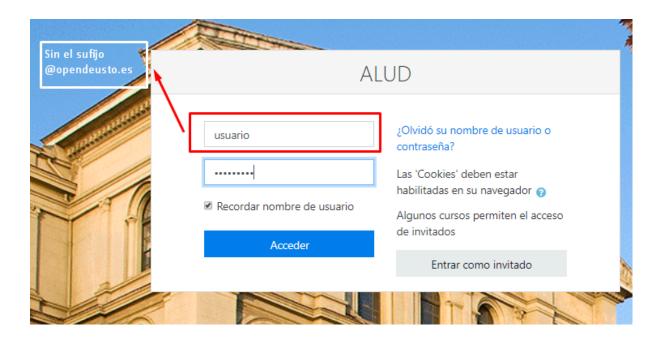
DeustoOnline

1. Logging into ALUD

ALUD is the online learning platform at the **University of Deusto**. It is a Moodle-based platform on which some specific developments have been made to respond to the University of Deusto's teaching model.

A **A**prendizaje
L en **L**ínea
U de la **U**niversidad
D de **D**eusto

1.1 How can I log in?

To log into the ALUD platform:

- Username: Your email without the @opendeusto.es/ @deusto.es ending.

- Password: The same as your @opendeusto.es / @deusto.es email.

If you log into ALUD using an email that is not from Deusto, you will receive instructions on how to log in when you enrol.

1.2. Who should I contact if I cannot remember my password?

If you have forgotten your password or username, click on the following link: https://id.deusto.es/ and follow the instructions. If you have any queries or problems, you can send an email to: aula.tic@deusto.es

⚠ **Important**
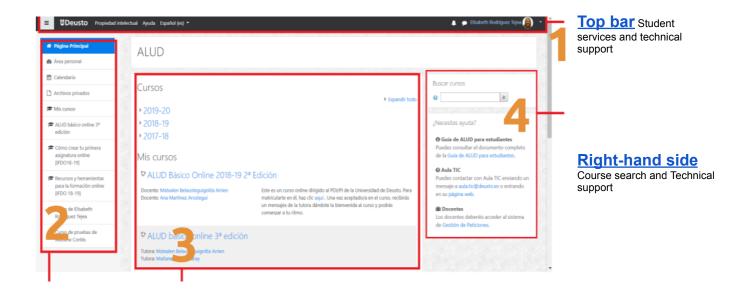
When you finish, if you use a shared computer, remember to log out. Click on the username (in the box on the top right-hand side) and choose the exit option.

2. Environment description

Once you have logged in, the ALUD home page will be displayed. There you will find the various resources available on the platform.

Top bar Student services and technical support

Right-hand side
Course search and Technical support

Left-hand side

General menu and courses

Main menu

List of courses on Alud. My courses. Course content

2.1. Top bar

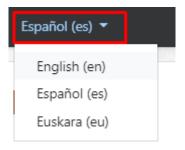You will find the following sections on the top bar:

1. **Navigation menu.** This button allows you to show or hide the menu on the left-hand side for browsing through courses, seeing marks, etc.

2. **Language.** Here you can change the language of the platform. Please note that this only changes the language of the environment (buttons, menus, etc.), but not the course contents (unless the course is specifically designed for this purpose).

3. **Notifications and Messages.** This area on the top bar informs you whether there are any unread messages or notifications. In addition, it is a direct access to the platform's messaging service, as well as to the notification service.

4. **Username.** In the last section on the top bar, you will find your username. By selecting this section, a drop-down menu will open allowing you to access

personal sections, such as your personal area or profile, among others (see point 3 in this document for details).

2.2. Left-hand side

You can open and close the left-hand side of the screen by touching the icon. In this menu, you will find different options that will allow you to navigate from the most general to the most specific features:
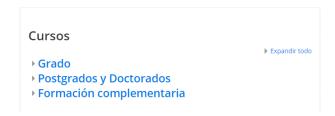
- **Home page:** if you click on this section when you are browsing through ALUD, you will be taken back to the general interface.

- **Personal area:** This is another option to go to the personal area. It displays an overview of the course, the calendar, whether there are upcoming events, etc.

- **Calendar:** It shows a full month calendar view of the events that will be held throughout the academic year.

- **Private files:** You can upload documents and store them there. Only you have access to them.

- **My courses:** this drop-down list will display all the courses you have enrolled in. If you click on a course, you will see that this menu changes its appearance slightly and takes the main position, leaving what we have previously seen at the bottom, i.e. it prioritises the course you are currently viewing.

  - Inside a course:

    - **Participants:** This tab shows you all the course participants: Academic staff and classmates.

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- **Badges:** or medals, which you will get on some courses and which you can collect in your public profile.

- **Marks:** You can see all your marks.

- **General/course units:** you can move within the course according to your needs.

2.3 Central part

The centre of the page is used to display information about ALUD courses. You will find the **Courses** section, where the various types of courses are shown: undergraduate, postgraduate, doctoral degree programmes and other courses.

You will find **MY COURSES** under the **COURSES** section. The courses you have enrolled in will be displayed here.

By clicking on the course name, you can view the course content:

2.4. Right-hand side

You can find different blocks on the main page, depending on how they are set up by each lecturer. On the right-hand side of the screen, you will find a column divided into various sections:

1. **COURSE SEARCH.** This section allows you to search courses available on the ALUD platform. Simply enter the course name, the lecturer's name, or the subject code you wish to find and click on the option 'Go' for the platform to display the results that match the name entered.
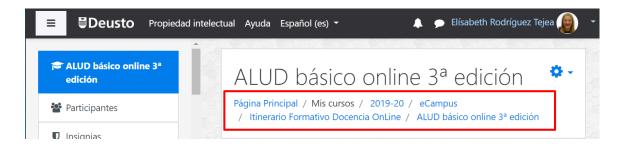
Course search

❓ [_____] Go

2. **DO YOU NEED ANY HELP?** .Technical support. Here are the addresses to go to if you have any problems.

¿Necesitas ayuda?

ℹ **ALUD guide for students**
You can see the full document of
ALUD guide for students.

❓ **ICT Room**
You can contact the ICT Room by
sending an email to
aula.tic@deusto.es or entering its
website.

💼 **Academic staff**
Academic staff should enter the
GP(requests) system.

2.5. Breadcrumb index

During each user's use of the ALUD platform, an index is created at the top of the page that shows the current position within the navigation hierarchy in the course.

The purpose of this breadcrumb index is to facilitate navigation because it allows users to know where they are on the platform and enables them to quickly return to a previous level. For example, if you are on ALUD Basic, you can quickly return to the course page, or if a student is on the Introduction to ALUD for Students course and wishes to visit another course, he or she can select the **"My Courses"** section of the index and the platform will take him or her directly to the desired point.
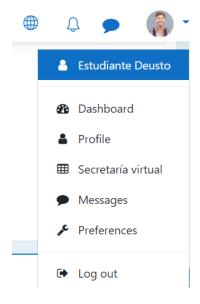
Página Principal / Mis cursos / 2019-20 / eCampus / Itinerario Formativo Docencia OnLine / ALUD básico online 3ª edición
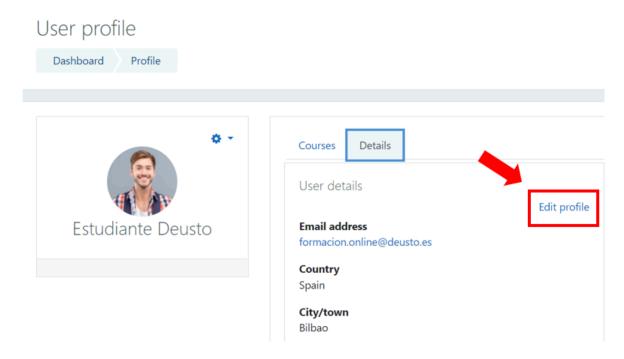
3. Student profile

Once inside the platform, to update your profile information you must follow the following steps:

1. Go to the drop-down menu that appears when you select your username on the right hand side of the top bar and select the "**Profile**" option:
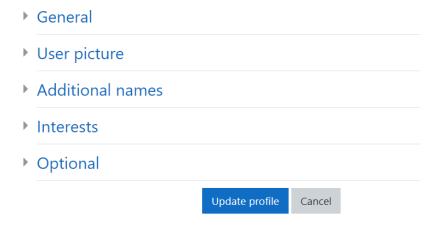
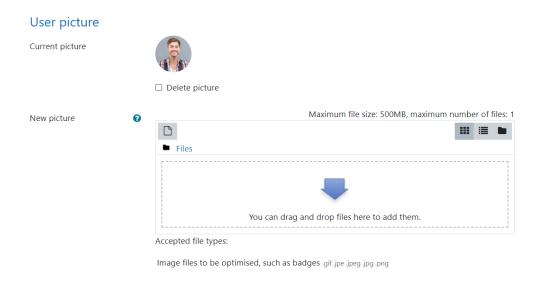2. In the **User Details** section, select the "**Edit Profile**" option.

3. A screen will appear that allows you to add or change each user's personal information: general information, user image, additional names, interests or additional information.

▸ General

▸ User picture

▸ Additional names

▸ Interests

▸ Optional

[Update profile] [Cancel]

4. It is highly recommended that you add an image as a sign of identity. To do this, display **"User image"** and upload or drag your photo to the **"New image"** space.

User picture

Current picture

☐ Delete picture

New picture ❓   Maximum file size: 500MB, maximum number of files: 1

📄   ▦ ☰ 📁

📁 Files

You can drag and drop files here to add them.

Accepted file types:

Image files to be optimised, such as badges .gif .jpe .jpeg .jpg .png

5. It is important that to save any changes within any section you select the **"Update profile"** option.

[Update profile]

4. Messages

In the top bar section devoted to messages, you will see notifications informing you of the number of messages you have not read yet.
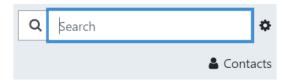
To be able to read the full message, just select it and the platform will take you to the "messages" area, where you can read the entire conversation.

To reply to a message, you just need to write the answer in the box; **write a message** and select the option: **"send message".**

To write to a lecturer or classmate, place your mouse on the **Search window**; it is shown with the magnifying glass icon; type the name of the classmate and then click search. The name will be displayed and by double-clicking on the name, the option to send a message will open.

You will see the highlighted messages (which you have previously highlighted), group messages (if you belong to one) and private messages (individual).

To send a quick message to a lecturer:

If you click on the lecturer's picture, his or her profile will be displayed and, next to his or her name, the "Message" icon. Again, write in the box provided and click send.

5. Submitting assignments

In some courses, the lecturer may include the submission of assignments to enable you to submit the work or tasks assigned in your subject through this space.

Tarea | Task

In this first task we propose a short

When you select the name of the assignment, the **"Add submission"** option will appear. Simply drag the document you want to attach, or select it from the document search engine.

Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	▸ Comments (0)

Add submission

You have not made a submission yet.

File submissions

Maximum file size: 50MB, maximum number of files: 20

Files

You can drag and drop files here to add them.

Save changes   Cancel

Most often, each lecturer requires the assignment to be submitted as an attached document. However, it may be requested in another format, or you may write a certain content in a text box.

6. Forums

The forums on the ALUD platform are spaces devoted to participation where you can discuss issues related to the subject and share useful information where lecturers can reply. The forums appear on the platform with a specific icon and to access them all you have to do is click on the forum title.

Foro | Forum

You should bear in mind that there are various types of forums: the NOTICE forum is only intended for lecturers to send you information (you cannot participate in this forum, it is one-way). The general forum, for debate or questions, is where you can participate as a student, interact with your lecturer or classmates.

Forums usually contain a description written by the lecturer indicating the subject of the activity. Once inside a forum, you can participate in it in two different ways: by

starting a new topic, or by replying to a message written in the forum by a classmate or lecturer, as established by the lecturer.
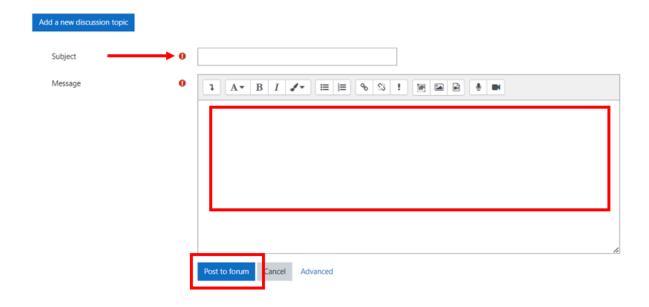
6.1. Start a new topic

To add a new topic, select the **"Add a new discussion topic"** button.

After writing the subject and the message, click on **"Post to forum"**.

6.2. Reply to a message written by a lecturer or classmate

Usually, in the forum description, each lecturer explains the subject matter or what they intend students to do in relation to the proposed forum.
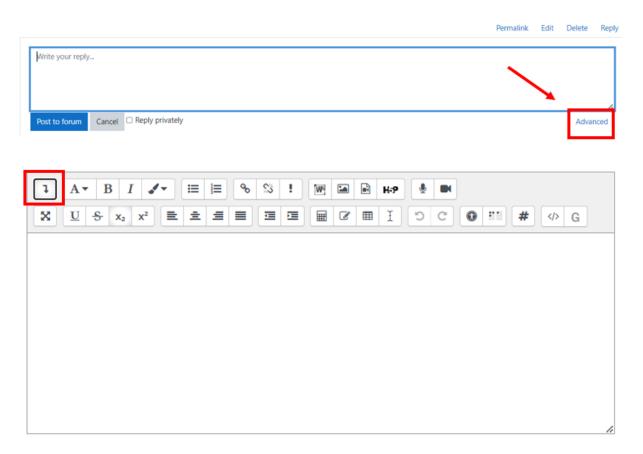
To add an answer related to what has been said, first you have to select the "Answer" option and the platform will automatically direct you to a page where you can write your message. The platform offers two options:

1. A shortcut editor, where there is a small box underneath to write the message and send it when replying.
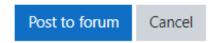

2. A fairly complete text editor that allows you to change the font size and format and add links, images and/or videos. To do this, click on "advanced" in the bottom left-hand side.

Once you have written the message that you wish to send to the forum, you must select the option "Send to Forum", which appears at the bottom of the screen.
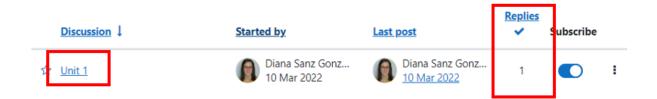
Post to forum   Cancel

After sending the message, the following message will appear on the screen:

Your post was successfully added.

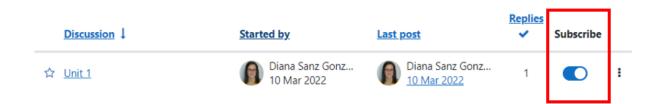You have 15 mins to edit it if you want to make any changes.

6.3. Participate in a raised topic

To participate in a topic already raised, you need to click on the name of the discussion to open it and then click on "Reply". In "replies", the number of interactions in the forum will be displayed.

Discussion ↓	Started by	Last post	Replies ✔	Subscribe
☆ Unit 1	Diana Sanz Gonz... 10 Mar 2022	Diana Sanz Gonz... 10 Mar 2022	1	⬤ ⋮

6.4. Subscribe to a forum

You have the possibility of subscribing to one (or several) forums so that, when there is interaction, you will receive a message. To subscribe, before entering you can activate it, the "subscribe" icon will be displayed on the right-hand side.

Discussion ↓	Started by	Last post	Replies ✔	Subscribe
☆ Unit 1	Diana Sanz Gonz... 10 Mar 2022	Diana Sanz Gonz... 10 Mar 2022	1	⬤ ⋮

By clicking on "subscribe", you will be automatically subscribed. If we put the cursor over it, a message confirming we have subscribed to the forum will be displayed.

You are now subscribed to this discussion.   ✕

Foro / Forum
Unit 1

⚙ Settings ▾

If you do not want to continue subscribed, click on "subscribe" and you will stop following the notifications from this forum.

You are now unsubscribed from this discussion.   ✕

Foro / Forum
Unit 1

⚙ Settings ▾

The NOTICES forum is a compulsory subscription forum, that is, all the messages that lecturers write in it will also be sent to your email. It is also a forum where only lecturers can write. It is a kind of notice board through which lecturers will send you relevant information.

7. Questionnaires

Sometimes lecturers may ask you to complete a questionnaire.

7.1. How can I access a questionnaire?

To access a questionnaire, click on the questionnaire name. For example, in this case you should click on "Questionnaire 4".

Once inside, the following interface will be displayed, which may change depending on how it has been set up: attempts, whether there is a time limit, rating options, etc.

Questionnaire 4

Attempts allowed: 1

This quiz closed on Wednesday, 16 February 2022, 11:59 PM

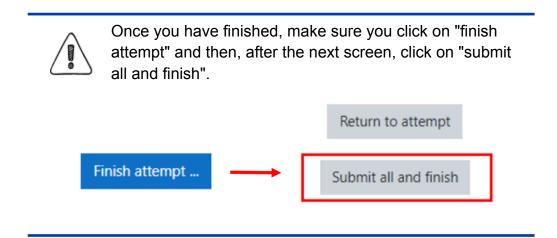Time limit: 20 mins

7.2 How should I answer it?

To start answering the questionnaire, click on "Preview quiz now" and you will have access to the different questions.

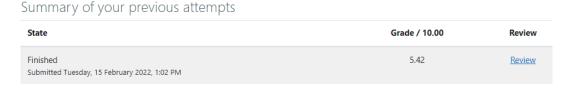Attempts allowed: 1

Preview quiz now

- **Types of questions:** They may contain multiple choice questions, multiple correct answer questions, true/false or short open-ended questions, click and drag, among others.

- **Time limit:** Some lecturers may wish to set a time limit to complete a questionnaire. When this is the case, the time is shown.

Once you have finished, make sure you click on "finish attempt" and then, after the next screen, click on "submit all and finish".

Return to attempt

Finish attempt ... → Submit all and finish

8. Marks

You can see the progress of the **marks related to your activities** (assignments, questionnaires, etc.). To do this, click on the activity again once it has been submitted. First, the "state of delivery" will be displayed and then the mark in the lower section "Comment".

Summary of your previous attempts

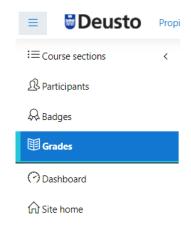| State	Grade / 10.00	Review
Finished Submitted Tuesday, 15 February 2022, 1:02 PM	5.42	Review

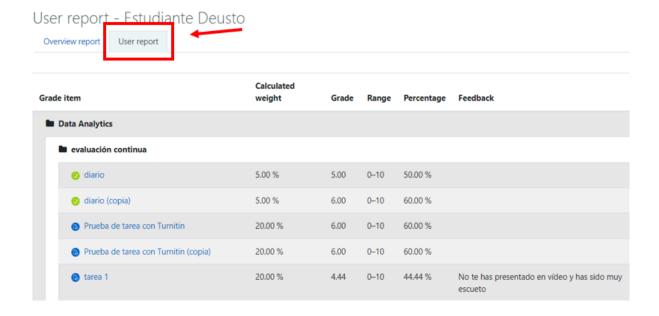Your final grade for this quiz is 5.42/10.00.

Back to the course

To view your **overall mark book**, click on the left hand side on the "Grades" section.

You will see two tabs:

- A tab containing the "**General Report**", where you can find the overall marks of all your courses.

- Another tab called "**User**", where you will find the marks of the course you have accessed from: both in relation to each assignment/resource, and to the overall mark to date.

Grade item	Calculated weight	Grade	Range	Percentage	Feedback
Data Analytics					
evaluación continua					
diario	5.00 %	5.00	0–10	50.00 %	
diario (copia)	5.00 %	6.00	0–10	60.00 %	
Prueba de tarea con Turnitin	20.00 %	6.00	0–10	60.00 %	
Prueba de tarea con Turnitin (copia)	20.00 %	6.00	0–10	60.00 %	
tarea 1	20.00 %	4.44	0–10	44.44 %	No te has presentado en vídeo y has sido muy escueto

The University of Deusto has a support service for students and academic staff. If you wish, you can contact them by email: aula.tic@deusto.es and check their opening hours at: https://aulatic.deusto.es/