Students

UFORA

Het nieuwe leerplatform
van de UGent

www.ugent.be/ufora

**UNIVERSITEIT
GENT**

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VERSION 1.3

DATED 14 SEP 2023

Feedback or additions/changes to the manual? Mail the Ufora Helpdesk via ufora@UGent.be specifying the relevant chapter.

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I. HOMEPAGE

1. Supported browers and access

Before you start using Ufora, it is good to know whether your system and browser support Ufora. Supported desktop browsers are:

- Google Chrome (latest version)
- Microsoft Edge (latest version)
- Microsoft Internet Explorer (version 11)
- Mozilla Firefox (latest version)
- Apple Safari (latest version)

Supported tablet/mobile systems are:

- Android 5.0 (browser: Chrome)
- Apple iOS (browser: Safari, Chrome)
- Windows 10 (browser: Edge, Chrome, Firefox)

Note!

We strongly recommend the use of Google Chrome.

If you experience problems, we recommend that you try the same action again in a different web browser. Do not hesitate to report the problem to ufora@UGent.be specifying the operating system and version of your browser.

Note!

Ad blockers and privacy extensions can cause problems in Ufora. This can easily be solved by whitelisting Ufora in these apps.

You can easily log into Ufora by navigating to the following website https://ufora.UGent.be. Log in using your UGent username and password. The learning environment will be displayed. The page looks roughly like this:
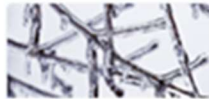
2. Homepage

In addition to the minibar and navigation bar (see below), the Ufora homepage consists of three sections:

A. Announcements

Announcements ∨

There are no announcements to display.
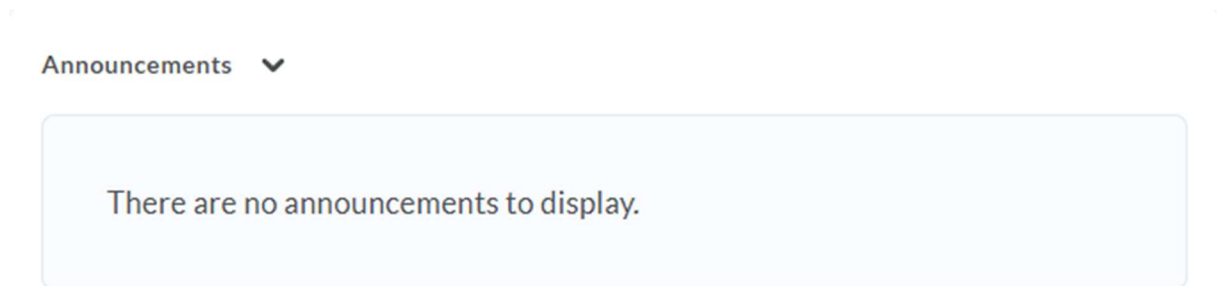
All Ufora-wide announcements are shown here and are similar to the platform announcements in Minerva, the previous learning environment. Next to the title "Announcements" you will see an arrow. If you click it, you will get three options:

Go to Announcements Tool

RSS

Notifications

Collapse this widget
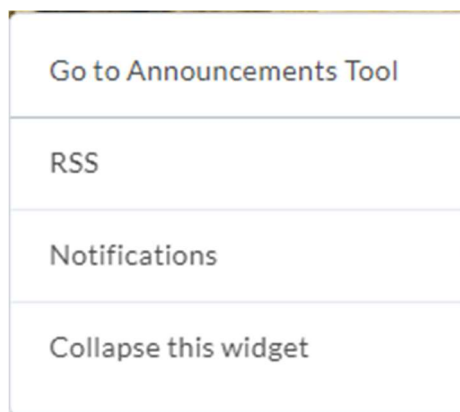
1) Go to Announcements tool

You can now select one of the two following options "RSS" (b) or "Notifications" (c). It also contains a list of all announcements. Next to the title of each announcement, there is another arrow. By clicking on it you can "View" an announcement. This action opens a page with the announcement. You can also choose whether or not the announcement is displayed on your homepage. If it is not displayed and you want to display it, click "Restore". If it is displayed and you do not want to see it, click "Disable in widget". If the announcement is visible in the widget, you can also disable it by clicking on the cross next to the title of the announcement in the Announcements section on the homepage.

At the bottom of the announcement, there is a final button "Show all announcements". Clicking on it does the same as "Go to Announcements tool".

2) RSS

Here you can see the Ufora RSS-feed for announcements.

3) Notifications

Clicking on "Notifications" will take you to a new page where you can manage all your email notifications. Here you can choose to receive new announcements by mail. We strongly recommend this, as this feature is not activated automatically. For more information on "Notifications", please refer to chapter 3. Minibar in Ufora, under B. Notifications.

B. My Courses

This is an overview of all the courses you participate in. Ufora accommodates different types of courses. At the top of the widget you can select the courses you want to see. "All" displays all courses where you are a user.

An Oasis course is an official UGent course unit, which is created by Oasis in Ufora. For some Oasis courses from your curriculum you are automatically enrolled. For others, you still have to self-enrol with the self-enrollment tool. For more information on the self-enrollment tool, navigate to enrol in course. All Oasis courses are divided per academic year in Ufora.

Een Non-Oasiscursus is een cursus die enkel toegankelijk is voor UGent-studenten en -personeel. Je vindt een overzicht van deze cursussen onder 'Non-Oasis'.

A Non-Oasis course is a course that is only accessible to UGent students and staff. You will find an overview of these courses under "Non-Oasis".

There are also Infosites. These are only available per faculty and per course. These are displayed in a separate widget on the homepage. Ask your faculty's Ufora contact for additional rights if you need them.

Clicking on a course will automatically take you to that course. You can also hover over a course with your mouse, without clicking. The icon (etc.) appears. By clicking on that icon, three actions are possible:
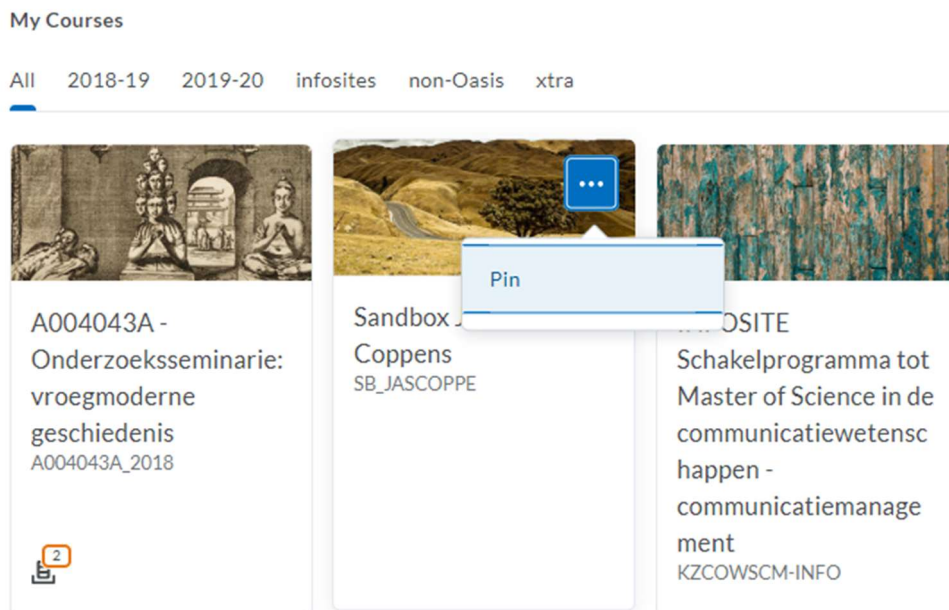
In case you are enrolled for several courses, it may be interesting to pin certain courses so that they remain at the top of your feed. The pin icon tells you if a course has been successfully pinned. To undo this action, click 'Unpin' or click the pin icon.
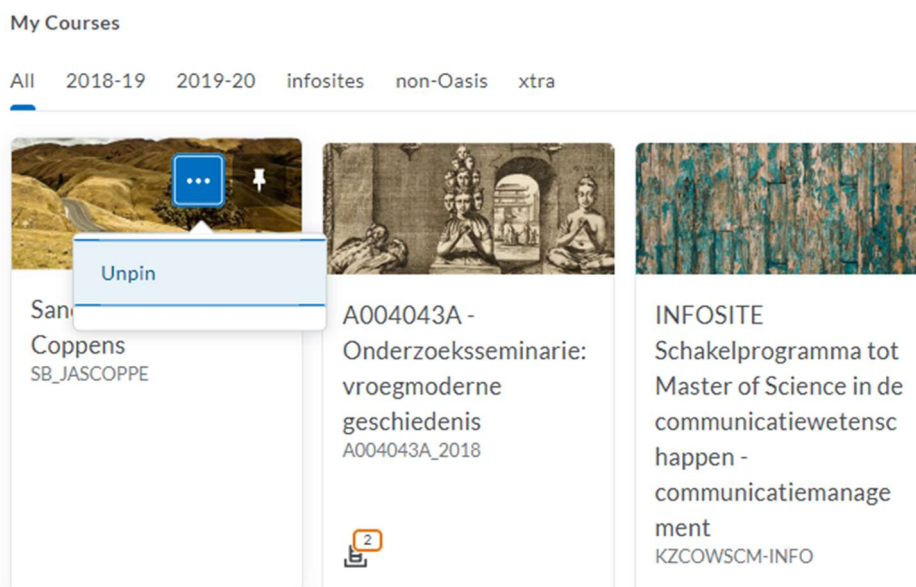
> **Note!**
>
> Instructors can link several courses. This can be useful for them when a course is taught at several faculties, or when a course unit has multiple course sessions. These courses have the same content, however, so it is practical to offer them as a single Ufora course.
>
> Only the name of the course that is offered on Ufora is visible to students and instructors, even if this course has been linked to other courses or course sessions. There is no use in looking for the name of the other course. As a student, you will automatically be enrolled in the only course that is offered.
>
> If you have, for example, enrolled via Oasis in course session B, but notice that only course session A is available on Ufora, then you will automatically be enrolled into course session A, and you will see its name.

C. Right hand side menu
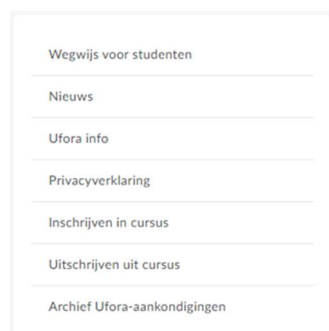
This menu contains several useful links and "**Enrol in course**".

There you have an overview of all the courses you can enrol in. You can also search a course using the search field. Enter the course name or course code and click the magnifying glass. Click the course you want to enrol in.

Click "Enrol in course". You are now enrolled in this course on Ufora.

![i] **Note!**

Enrolling in a course on Ufora does not add this course unit to your curriculum in Oasis. This is still done using Oasis.

If a course starts on a future date, it will only show up among your courses once the starting date has been reached.

Can't find a course in your course overview? This could be due to the fact that 'Discover' has not been checked by the course's administrator. You can contact this administrator and ask them to add you to their course or to open the course for self-enrollment.

![i] **Note!**

After you have self-enrolled for a course through 'Discover', it is impossible to unenroll yourself. Please contact the course administrators in case you wish to be unenrolled.

3. Minibar in Ufora

The Ufora minibar is always displayed and looks like this:

UNIVERSITEIT GENT   **DS** Demo Support

UNIVERSITEIT GENT This button can be used to return to the Ufora homepage..

This is the Course Selector. Click on this symbol for an overview of your courses. You can click on the pin icon next to a course to pin a course. You will then find this course at the top of the list, making it easier to find the course.

This is where you are notified about updates in the forums you are subscribed to.

This is the notification icon. This is where you receive notifications on announcements, deadlines, and evaluations.

DS This is your personal menu. You can change your profile picture, notification settings and account preferences, as well as view your personal class progress. In the following sections, all these options will be further explained.

A. Profile

In your personal profile you can only change your profile picture. This picture is always visible to everyone in class lists.

B. Notifications

On this page you can manage all your email notifications. You will receive these new announcements by mail. We strongly recommend this, as this feature is not activated automatically. Do not forget to click 'Save' at the bottom of the page!

Note

It is your responsibility as a student to keep track of your course's announcements, assignments, deadlines, … Make sure to timely set up your e-mail notifications so that you are aware of all important information.

1) How to contact us

In this section, you can see which email address will be used to send notifications. By default, this is the UGent email address and it cannot be changed. If you do need to change it, please contact the Ufora helpdesk.

2) Activity overview

Here you can choose to receive an activity overview of all your courses (either daily or never). The activity overview includes student quiz attempts, assignments to be submitted, new threads in Discussions, and more.

3) Immediate notifications

Here you can choose for which activities you would like to receive immediate notifications. It is strongly recommended to tick "Announcements - New announcement available". If you do not do this, you will never receive emails for important announcements in Ufora.

4) Changing notifications

There are four possibilities:

- Add my grade value to Grades notifications
- Allow past courses to send me notifications
- Allow future courses to send me notifications
- Allow inactive courses to send me notifications

By ticking the first checkbox, actual grades are added to notifications in the "Grades" tool. By ticking the next three options, you will also receive notifications from old (e.g. previous academic year), new (e.g. next academic year) and inactive courses.

5) Excluding certain courses

You can choose not to be notified about certain courses. To do so, click "Manage my course exclusions" and then click the cross "X" next to the course for which you do not wish to receive notifications. You can also select all courses by clicking on "Exclude all courses". To undo this, click the blue arrow next to the course for which you would like to receive notifications or click "Restore excluded courses", if this is the case for all courses.

C. Account settings

There are three tabs within 'Account Settings': Account Settings, Discussions and E-mail.

ACCOUNTINSTELLINGEN

1) Setting up a font

Here you can choose to fit the font size (Small, Medium, Large, Huge) as well as improve the readability of text with OpenDyslexic. The grey box displays of preview of what the font will look like with your settings.

2) Dialog Setting

While navigating within Ufora, secondary windows may appear. Here, you can choose to let them appear dialogs (basic setting) or as pop-ups.

3) HTML Editor Settings

There are plenty of places in Ufora where you can add text (e.g. with assignments, quizzes, in the e-Portfolio)? Make sure the HTML editor is switched on in case you want to make use of this useful tool. An overview of the options:

In the top right corner of the HTML editor there are three options:

- The symbol on the left can be used to add content, such as a short video.
- The middle symbol can be used to add an image. Note: when uploading an image, you are always asked to add an alternative text. This alternative text is shown when the image cannot be loaded. For non-decorative images it is always advisable to add an alternative text. For decorative images, you can check the box next to 'This image is decorative'.
- The symbol on the right can be used to add a Quicklink.
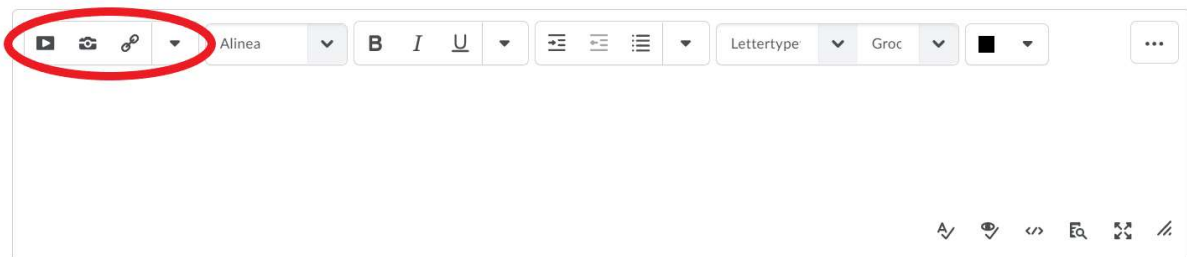
In the middle area of the content editor you find further options to edit your text, similar to the options in text editing software.

On the right side of the content editor is the [...] icon. By clicking this icon, five other options appear: tables, equations, redo, and cut and paste.
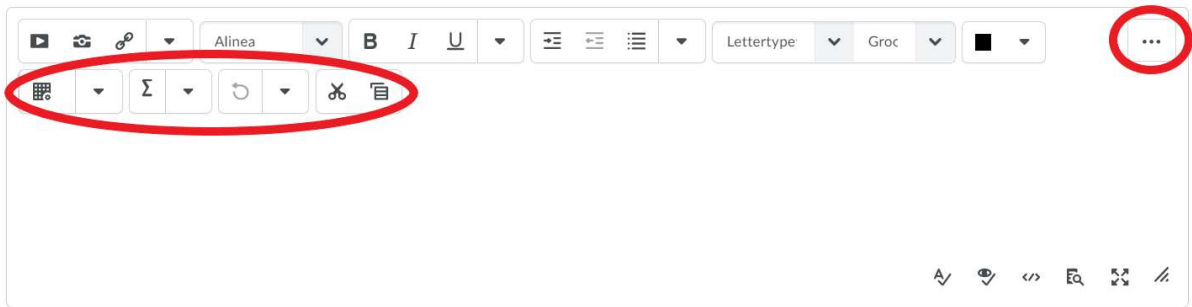
The first button on the second row allows you to add tables to your text.
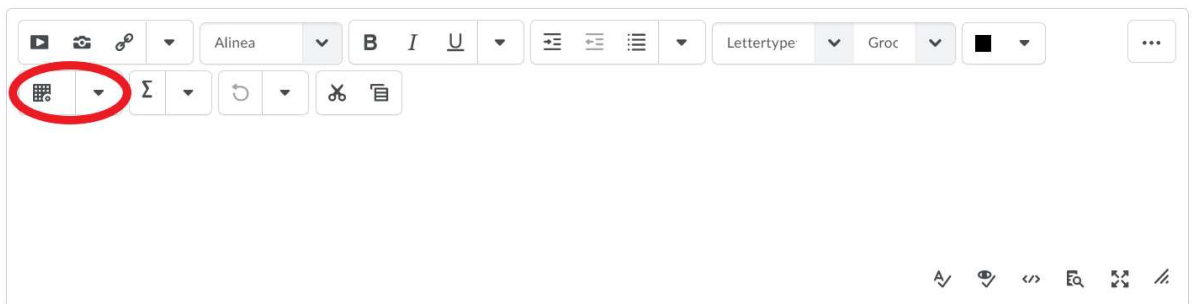

The second option (Equations) supports the use of graphic equations, chemic equations, MathML equations and LaTeX-equations. The third option allows you to undo an action you have just done, and the third and fourth options allow you to cut and paste content.
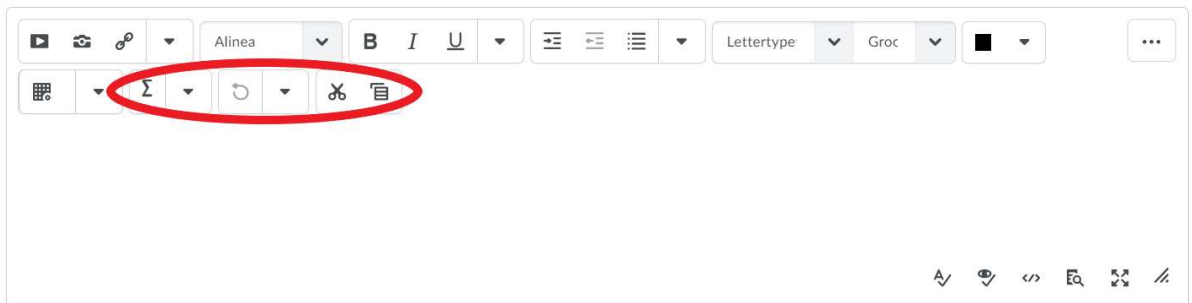
In the bottom right corner of the content editor, lastly, there are the following options:

- Check spelling: Control the spelling on this page.
- Check accessibility: Check accessibility of this page.
- HTML editor: Make direct changes in the HTML code.
- Preview: Get a preview of your page.
- Toggle full screen: Use the content editor on a full screen.
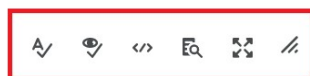
Note!

The HTML editor does not have a "paste without formatting" button. You can use a shortcut for this purpose: "ctrl + shift + V" instead of the regular "ctrl + V".

4) Reading Content

Some Ufora tools automatically mark content as read as you scroll it into view. This is not always a great idea. New content will be marked by an orange dot. In case the content is marked as red, de dot disappears, and you have no way of telling the new from the old content. To avoid this, check the box next to 'Do not automatically mark items as read as the page scrolls'.

5) Video Settings

This setting ensures that assistive technologies can detect and play videos (optimize video presentation). This makes the files more accessible for disabled people.

6) Locale & Language

Here you can change your preferred language, clock, first day and date, number and percentage format.

Note!

Your preferences may be overridden by course-specific preferences that your instructors have selected.

7) Time zone

The time zone can be adjusted here.

8) Signing in

Choose for 'Appear online' in case you agree that other users can see that you are online. In case you do not agree to this, check 'Always appear offline'.

DISCUSSIONS

1) Personal settings

Under 'Display Settings', choose whether you always wish to see an overview of your discussion forums and topic on the left side on your screen when clicking on a top or thread.

Under 'Default View', you can choose between a grid view or a reading view. In the first case, publication topics are displayed in a grid and in the second, the whole text of a publication is displayed for all publications.

Under 'Reply Settings' you can choose to include the original post by default when composing a reply.

Finally, under 'Subscription Settings', you can choose to subscribe to new threads by default.

2) Grid View Settings

Here you can select the information you want to be displayed in the grid. Select 'Threaded' if you wish to see every post in a thread. Select 'Unthreaded' if you wish to see all posts in chronological order.

Indien je bij de 'Weergave-instellingen' kiest voor 'Het deelvenster voor voorbeeldweergave weergeven' zullen berichten die je aanklikt, openen in de onderste helft van je scherm (in plaats van in een pop-up). Kies je voor 'De zoekbalk weergeven', dan wordt er een zoekbalk weergeven waar je posts kan zoeken.

In case you choose for 'Show the preview pane' under 'Display Settings', the messages you click on will be opened in the bottom half of your screen, instead of in a pop-up. Ticking 'Show the search bar' ensures that you have a search bar to look for posts.

Under 'Post Fields to Display', check 'Post ID' to display the ID of a post.

If you do not want long titles of posts to be fully displayed, check the box under 'Character Limits' and enter the maximum number of characters.

EMAIL

1) Email options

Within these options you can choose to send a copy of each outgoing message to your UGent email address (the Ufora mailing system is not the UGent-webmail!). You can also add, edit, or link an e-mail signature to e-mails you send within Ufora.

2) Display options

Check this box to 'Show external email addresses in the Address Book'.

D. Progress

On this page you can track your progress for each of the courses that you are enrolled in. In the column on the left you can navigate between your different courses. The right column displays the actual progress.

Support, Demo

Progress Summary

Print   Help

Sandbox

Summary

Grades

Objectives

Content

Discussions

Assignments

Quizzes

Checklist

Grades

Grades Received: 0   ▷

Objectives
Learning Objectives Passed

0 % (0/0)

In Progress: 0   ▷

Note!

You can only click the option 'Class progress' in your personal menu when you are not in a course. Within a course this option is not displayed when you click on your name or profile picture. Within a course you have to navigate to 'Ufora tools' and select 'Class Progress'.

---

4. Navigation bar on the Ufora homepage

This navigation bar displays a number of additional actions:


A. Ufora

This button is always displayed in the navigation bar and helps you return to the homepage easily. If you click it, you will also have the opportunity to choose "ePortfolio" . More about that further in this manual.

B. Calendar

The Calendar provides an overview of scheduled activities for all the courses you participate in. Clicking this button will take you to the following page:
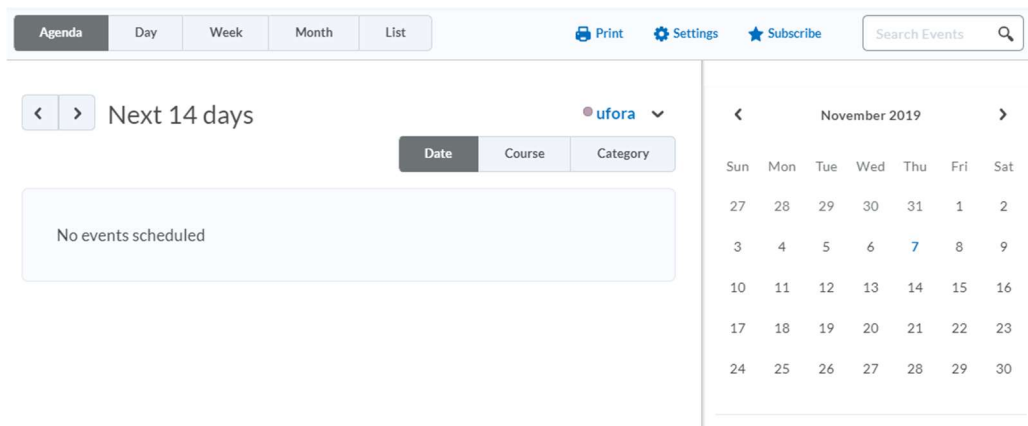
The upper tabs allow you to customize the view. "Calendar" displays the scheduled events. You can also display them via 'List' and then organize them by tool (Assignments, Quizzes etc.). The calendar can be displayed per 'day', 'week' or 'month'.

This is the general Ufora calendar. All course calendars are linked to this. You have two options:

1) **Display "All calendars"**: If you select "All calendars", all calendars will be shown. Even if you click "Calendar" within a course.
2) **Display "Calendar"**: The general calendar shows the "Ufora" calendar. In the courses, the course-specific calendars are displayed.

Note!

You cannot choose to display ALL course calendars in your general calendar and at the same time only show the course calendar within the corresponding course.

You can also "Print" this calendar. You will be able to choose the time period you want to print.

Under "Settings" you can indicate the core hours and choose whether or not to display weekends. You can also choose to automatically remove completed tasks from the calendar. Finally, you can "Subscribe". A URL which you can copy into another online calendar (such as Office 365) will be displayed here.

Under the monthly overview, you can add "Tasks" to your calendar. This is similar to a To-Do list. When creating such a task, you can add a deadline and a note.

‹   November 2019   ›

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Tasks ⌄

Add a task...

C. UGent

With this button you can easily go to other UGent platforms.

Athena

E-purse

Oasis

Webmail

II.   UFORA COURSE

There are two ways to navigate to a course:

1) Click the name or image of the course on the Ufora homepage, under "My courses".
2) Click the Course selector in the minibar and then select the desired course.

1. Course homepage

The course homepage is very similar to Ufora's general homepage. There are four different parts.

A. Announcements

These are the announcements about the course. These are not the same as the general announcements on the general homepage.

Note!

As a student, you yourself choose whether or not to receive a notification/email when an announcement is created. We would strongly advise you to tick "Announcements – New announcement available" under notifications to remain in the loop on important course information.

B. Calendar

The calendar widget shows all events in the course. Go to chapter IV. Agenda for more information about the calendar.

C. Updates

The updates widget displays all new content (new forum posts, new quiz available, content added, etc.)

Updates ⌄

? **6** Quizzes Not Attempted
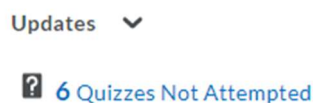
D. Bookmarks

Bookmarks can be used to mark items that are important or that you want to find quickly. Items that have been bookmarked appear on the course homepage.

Bookmarks ⌄

No bookmarks have been added.
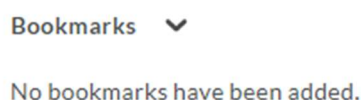
2. Minibar within a course

The minibar within a course is very similar to the minibar on the general homepage. You can find more information in the chapter 'Minibar in Ufora'.

3. Navigation bar within a course

The navigation bar within a course looks very different from the homepage and is the easiest way to navigate within your course.

A. Ufora

Clicking on "Ufora", allows you to quickly return to the Ufora homepage.

B. Content

Here, the course is divided into modules and all the course material can be uploaded. See chapter III Content for all information regarding this tool.

C. Calendar

The calendar provides an overview of all scheduled events. Go to chapter IV. Calendar for all information regarding this tool.

D. Announcements

You can click here to see course announcements. Go to chapter V. Announcements for more detailed information on this tool.
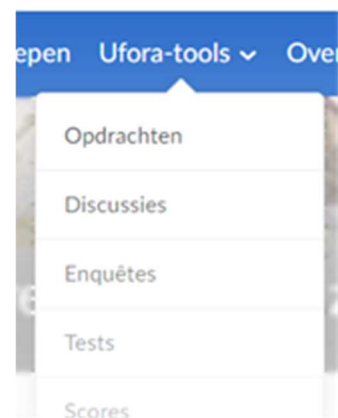
E. Groups

Here you can register yourself in a group. Go to chapter VI. Groups for all information concerning this tool.
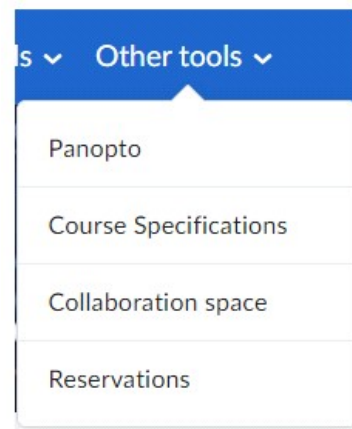
F. Ufora-tools

1) Assignments
2) Discussions
3) Surveys
4) Quizzes
5) Grades
6) Links
7) FAQ
8) Checklist
9) Class list
10) Class Progress
11) Meetings
12) Chat

You can read more about the use of these Ufora tools later on in the manual.

G. Other tools

1) Panopto
2) Course Specifications
3) Collaboration space
4) Reservations

This menu contains external tools that are used in Ufora.

Panopto = Streaming video platform for lecture recordings, livestreams en knowledge clips

Course specifications = link to the course specifications at studiekiezer.ugent.be

Collaboration space = SharePoint site for collaboration in the course

Reservations = with this application, for example, the instructor can make available a list of topics for papers in which students can submit their choice with order of preference

III. CONTENT

In Ufora, all course materials are displayed under 'Content'. The material is organised into (sub)modules.

1. Overview

The overview or welcome page is the page that is automatically displayed when you click "Content" within a course. On this page you find:

- A welcome message from instructors;
- Course content and requirements, schedule and learning material;
- An explanation of the relationship between the different (sub)modules;
- Other general information such as contact details.

Other attachments such as course specifications, scheduled lessons, attainment targets may also be added.

2. Search bar

In the top right corner of the page you can search for files, assignments, descriptions, … by entering search terms.

3. Bookmarks

Here you will find all the topics (files, Quizzes, Assignments etc.) that you have bookmarked. This way you can quickly and easily navigate to these topics.

4. Course schedule

This schedule provides you with an overview of all scheduled events for the course.

5. Table of contents

The total course content is displayed here in the form of a table of contents. You will see an overview of the (sub)modules, in the form of folders, containing the course content.

6. Modules

Within Ufora, the course content is structured in "modules". The "modules" thus determine the structure of the course.

Examples of structures are:

- Per chapter (Module 1 = Chapter 1, Module 2 = Chapter 2, etc.)
- Per lesson (module 1 = lesson 1, module 2 = lesson 2, etc.)
- Per topic (module 1 = strategic management, module 2 = institutional management, etc.)

7. Release conditions

Using "Release conditions", teachers can decide when content is made available to students. They can, for example, decide that you have to first open a certain item in order to be able to view another. Another possibility is that you have to first register yourself in a group before you can open a module, etc. This is how teachers can build a learning path, though not all teachers wish to use release conditions.

With these courses it is of the utmost importance to keep track with all of the posted content. As a student, you cannot see which items have release conditions added to them, but you can always track your progress at the bottom of the table of contents (the bar visualises your progress). You can find more detailed information on your progress under 'Ufora-tools', 'Class Progress'.

8. Topics

In (sub)modules you can find many different types of course material, such as Word or PDF files, audio and video files or links.

Teachers can also add certain functionalities to (sub)modules. It is possible that you have to register for a group, finish a checklist, partake in a discussion, etc in a (sub)module. More explanation on these different functionalities will follow in the rest of this manual.

IV.   CALENDAR

The general calendar provides an overview of scheduled activities for all the courses you participate in. You will find it on the home screen, when logging in or when you click "my Ufora". This is in fact a personal

Note!

For official course and exam schedules, you still have to check your TimeEdit calendar.

V. ANNOUNCEMENTS

Through announcements, instructors communicate vital information such as classes getting cancelled, new assignments, group enrolments, … It is in your best interest to keep up with these announcements. To do this, set up an e-mail notification for new assignments. Here you can find how to do that.

To see a course's announcements, navigate to the course page and click on 'Announcements' in the course navigation bar. The announcements are now chronologically ordered. To look for a specific announcement, use the search bar. In the announcements pool, you also find a 'Notifications' button. By clicking this you can easily and quickly manage your e-mail settings.

Aankondigingen

RSS	Meldingen

| Zoeken naar... 🔍 | Zoekopties tonen |

Titel	Startdatum
Change date lecture ⌄	01 augustus 2019 10:12

Dear students

Due to unforseen circumstances, the 3th lecture will be postponed from november 28, 14h to november 29, 14h.

Thank you for your understanding.

Kind regards,

Your professor

20 per pagina ⌄

VI. GROUPS

1. Types of groups

A. Enrolment type: auto-enrolment or self-enrolment

As a student you have to either enrol yourself for a group, or this happens automatically. This depends on the settings your instructor has chosen. In case you yourself have to choose a group and enrol for it, this means you can also leave the group on your own accord. The composition of a group with auto-enrolment can only be changed by instructors.

Note!

Your instructor will always communicate for which group you should self-enrol for and to which groups you will automatically be added. Keep an eye on the e-mail notifications of your course to stay notified.

B. Group size

Some groups have a set maximum number of members that can join it and some groups do not. This depends on the settings your instructor has chosen.

There are two special cases: the 'student publications' and the one-person-group.

Instructors can use the groups functionality to create a place for student publications. He/she creates a group to which all users are automatically added. It is then possible to make available files for all users as well as see files that other users add.

The one-person-group is the exact opposite case. Your instructor has created a personal space just for you, which is only visible to you and your instructor. This group could serve as a personal working space for a log or files.

2. Enrolling in groups

You can find all groups you are enrolled in within a course under 'My groups'. You get an overview with the name of the groups, the number of group members, possible group assignments, discussions, and shared files. You also have the opportunity to send your group members an e-mail. In the case of independent enrolment, you also have the option to leave the group. With automatic enrolment this is not possible.

To enrol yourself, undertake these following **steps:**

1) Navigate to the course page in which you need to enrol for a group.
2) Click on 'Groups' in the navigation bar. Here you will find an overview of all groups that you are enrolled in. To enrol yourself in a new group, select 'View available groups'.

3) Click on 'Participate in group' next to the group you wish to enrol for.

3. Lockers

Depending on the settings your instructor has chosen, you could have a group locker, in which group participants can share files with each other. Your instructor can also see these files.

You can structure your group locker by making several folders. Choose the button 'New folder' to do this. Add files by clicking on 'New files'.

The same options are available in your own personal locker, but the files you post here are only visible to you and your instructor.

You also have the option to e-mail your group members.

4. Discussion areas

It could be that your instructor has created a discussion area for the group. This is where you and your group mates can discuss different threads. Your instructor also has access to these discussions.

A. Reacting to a thread

Steps:

1) Click on the thread you want to answer and click on 'Answer thread'.

2) Write your responde in the HTML-window and add an attachment if desired.
3) Click on 'Publish'.

B. New thread

Steps:

1) Open your group's discussion forum and click on 'Start a new thread'.

Presentation - Group 3 ⌄

Groeps-/sectiebeperkingen.

☆ Abonneren

Een nieuwe thread starten

Filteren op:	Alle threads ⌄	Sorteren op:
		Meest recente activiteit ⌄

2) Add a subject and add content to the HTML-editor. Add an attachment if desired.
3) Click on 'Publish'.

Presentation - Group 3 ⌄

Groeps-/sectiebeperkingen.

☆ Abonneren

Theme

What theme do you prefer?

- The implementation of Ufora

- The downfall of Minerva

☑ Aanmelden voor deze thread

▸ Bijlagen toevoegen

Publiceren   Annuleren

For more information, see chapter VIII. Discussions.

5. Group assignments

Instructors can assign your group a specific group assignment. Depending on the settings your instructor has chosen, it is possible that can hand in an assignment several times, but only one group member has to hand in the assignment. If the teacher only allows one single submission, make sure your group member submits the right version of the assignment. It is also important to know that the grade a teacher assigns to this type of assignment is the same for each group member.

VII.   ASSIGNMENTS

The 'Assignments' tool can be used to hand in your assignments or to see your grade and instructors' feedback. There are several types of assignments, and depending on the type, you have to hand in a different type of file.

1. Handing in an assignment

Steps:

1) In the course navigation bar, click 'Ufora-tools' and choose 'Assignments'.
2) You get an overview of all the assignments your instructor has made with:
   - The completion status: Tells you whether or not you have handed in the assignment.
   - Score: Tells you your attained grade. You can also check your grades in the 'Grades' functionality. For more information, go to chapter XI. Grades.
   - Evaluation Status: Tells you whether or not an instructor has already evaluated your submission.
   - Due date: the deadline for handing in an assignment. Instructors can also add an additional 'End date', which does not have to correspond with the due date. A later end date allows students to be able to view and hand in the assignment after the due date, but beware that your submission will be marked as late, overdue.

3) Click on the assignment you want to submit. You now get an overview of information regarding this specific assignment, such as the instructions, due date and possible end date, whether the assignment is individual or in group, and which group the assignment is meant for.
4) Under 'Submit Assignment' you can upload files and record video or audio. Follow your teacher's instructions and upload the right type of file. You can also add remarks or comments in the HTML-editor.
5) When you are ready, click on 'Submit', and on 'Done'. If your assignment has been successfully submitted, you should receive a confirmation e-mail.

Opdrachten > Assignment 1

Assignment 1

▼ Gegevens over opdracht verbergen

Opdracht indienen

In te dienen bestanden *

(0) bestand(en) om in te dienen

Na het uploaden moet u op Indienen klikken om de indiening te voltooien.

| Een bestand toevoegen | Audio opnemen | Video opnemen |

Opmerkingen

| ▶ 🖼 🔗 ▾ | Alinea ▾ | **B** *I* <u>U</u> ▾ | ⇥ ⇤ ☰ ▾ | Lettertypefa ▾ | Groot ▾ | ■ ▾ | ▦ ▾ | … |

| **Indienen** | Annuleren |

ℹ **Note!**

Your instructor has determined whether or not you are allowed to submit an assignment several times. In case you are only allowed to submit one file, make sure to submit the correct version right away.

ℹ **Note!**

It could be that you have missed the end date, and that the assignment has thus become invisible. Another possibility is that your instructor has added a release condition which you have not yet met to the assignment, thus making it invisible to you. You can always contact your instructor for more information.

---

2. Evaluation and feedback

It is very easy to access your grade and instructors' feedback in Ufora.

Steps:

1) In the course navigation bar, click on 'Ufora-tools' and choose 'Assignments'.
2) You now see an overview of all your assignments. In case your instructor has evaluated your submission, you also see your grade.

3) In case your instructor has provided additional feedback, you can find this feedback in the 'Evaluation status' column.

Opdrachten

Geschiedenis weergeven

Opdracht	Voltooiingstatus	Score	Evaluatiestatus	Uiterste datum
Geen categorie				
Assignment 1	4 indieningen via postvak, 4 bestanden	15 / 20 - 75 %	Feedback: **Ongelezen**	
Presentation book review	Niet voltooid	- / 5		
Test	Niet ingediend	- / -		

20 per pagina

VIII. DISCUSSIONS

1. Discussion forums

Within a course, navigate to 'Ufora-tools' and choose 'Discussions'. You will find an overview of all the forums an instructor has created. The structure of a discussion forum is made up of 3 layers: forum, topic, thread.

Je kan alle ongelezen berichten bekijken door deze te filteren op 'Ongelezen'. You can filter all unread posts by clicking on 'Unread'. Under the 'Subscriptions' tab, you see all forums you are subscribed to and you can set up your forum notifications. For more information, click here.

2. Conditions

Once you click on a topic, you could encounter some symbols. These signify that conditions have been added to the forum or topic.

 Groeps-/sectiebeperkingen.

- Group/section restrictions: The discussion is only visible to (a) certain group(s).

 Vergrendeld.

- Locked: If a topic is locked, you can only read it. No new threads or answers can be added.

 Heeft releasevoorwaarden.

- The instructor has linked release conditions. He/she could, for example, have determined that you have to have viewed a certain file in 'Content' in order to be able to partake in the discussion.

 Onder toezicht.

- Supervised: A moderator will first approve all posts before they are displayed.

> **Note!**
>
> A grade can be linked to a discussion. In case you are uncertain about whether your participation in a forum is being graded, contact your instructor.

3. Subscribing to a discussion

To stay on top of the latest topic or threads in a forum, we advise you to subscribe to it.

You can subscribe to a forum by clicking the arrow next to its name and selecting 'Subscribe'.

If you wish to subscribe to a thread, navigate to the desired thread by clicking on it and clicking the star icon.

You can now customise your notification settings. With 'Send me an instant notification', an e-mail will be instantly sent to your UGent e-mail. You can also have the notifications be included in your summary of activity, which will also be sent to your Ugent e-mail, but in a periodic manner. Lastly, you can choose to only show notifications in the Ufora minibar:

For more information about setting up notifications, see the Notifications chapter.
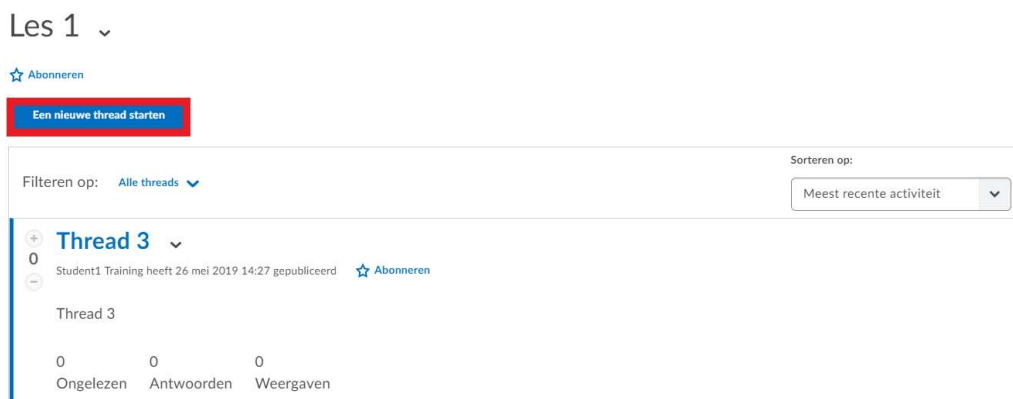
4. Start a discussion

A forum is made up of different topics that teachers can add. In each of these topics, students can make new threads, and start a discussion with fellow students within these threads.
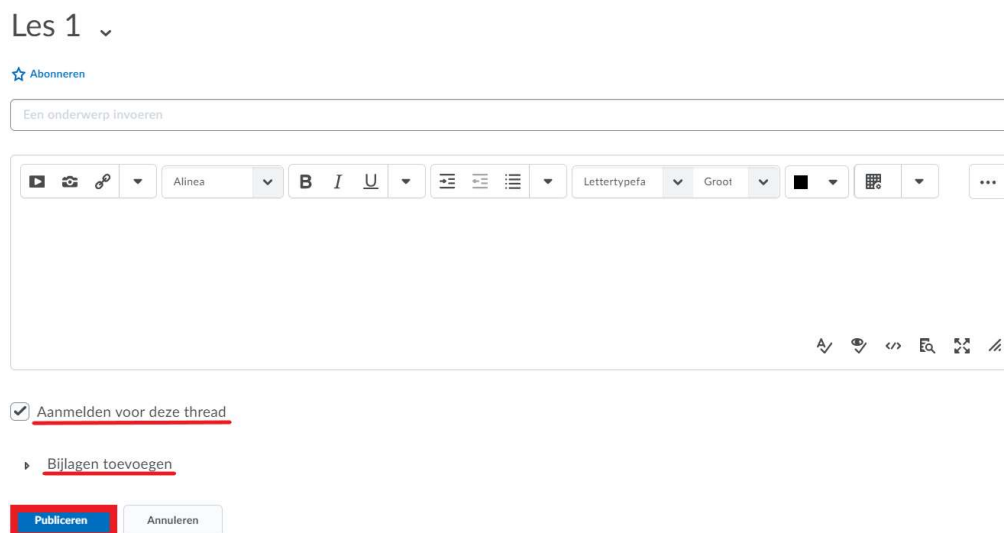
A. New thread.

Steps:

1) Click on the name of the topic you wish to add a thread to.
2) Click on 'Start a New Thread'.

3) Enter a subject and add the content of the thread to the HTML editor. You can now upload a file.
4) Click on 'Publish'.

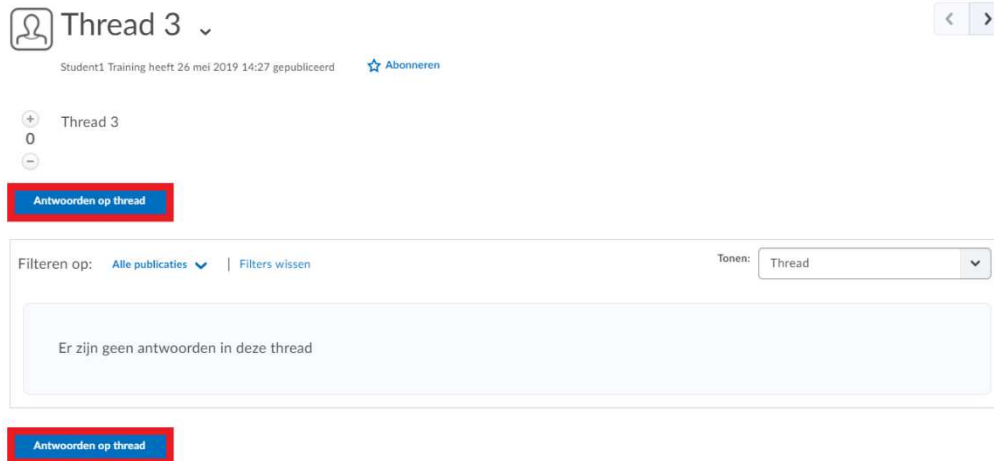5) Others can now react to your thread.

B. Reacting to a thread

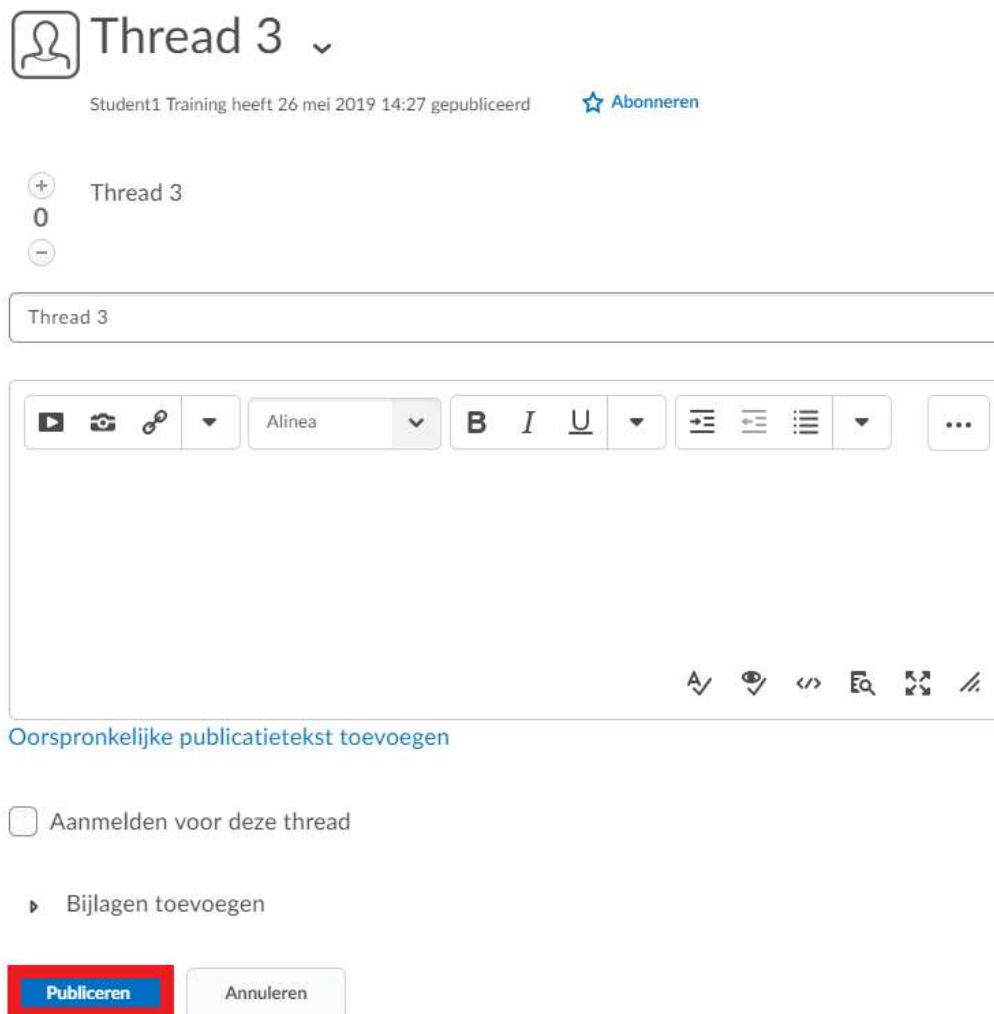**Steps:**

1) Click on the name of a thread within a forum.
2) Click on the tread you want to reply to and select 'Reply to thread'.

3) Type your answer into the HTML-editor. You can choose to add the original post to your text.
4) You can also add a file and indicate whether you want to subscribe to this thread.
5) Click on 'Publish'.

IX. SURVEYS

1. Filling in surveys

"Surveys" is a tool that can be used for a variety of things. For example, instructors van follow current course trends, gauge the opinions of students, assess student satisfaction, and much more.

To fill in a survey, follow these **steps**:

1) In the course navigation bar, click on 'Ufora tools' and select 'Surveys'. You get an overview of all available surveys and how many times you have completed them.

Lijst met enquêtes   ❓ Help

Huidige enquêtes	Antwoorden
Poll ⌄ Altijd beschikbaar	1✱ / onbeperkt
Survey ⌄ Altijd beschikbaar	0 / onbeperkt
	✱ U bent bezig met een poging

2) Select the survey you wish to fill in.
3) Answer the questions. When you are done, click on 'Send survey'.
4) Depending on your instructor's settings, you can fill out a survey multiple times.

While filling out a survey, you can save your answers and return to the survey at a later time by clicking on 'Save answers' and 'Close'. To continue filling out the survey, simply navigate to the survey and click on its name.

Surveys may be added to modules by instructors. You can then open and complete these surveys in the module itself. It is also possible that teachers have linked release conditions to the survey. It is then only visible to you if you have fulfilled the set condition (e.g. submitting an assignment, visiting a module, …).

ℹ **Note!**

An instructor can choose to make the survey anonymous. There is, however, no way to check this as a student. Reach out to your instructor for more information.

2. View reports

In case an instructor has made a report available, you can view your answers and the answers of all other students. Depending on the settings your instructor has chosen, these answers may or may not be anonymised. Reach out to your instructor to be sure.

To view a report, follow these **steps:**

1) Click on the arrow next to the survey of which you wish to view the report, and click on 'Report'.
2) Click on the name of the report you wish to view. You can get the report in a HTML-file and set a time window for the answers you wish to view.

Rapport genereren

HTML genereren

Rapport 1

Voor voltooide pogingen

☐ Van

28-08-2019   Nu

☐ Tot

04-09-2019   Nu

Gereed

3) After clicking on 'Generate HTML' you can now view the report.

X.   Quizzes

1. Taking a quiz

In Ufora you can take a quiz that the instructor has designed. It is possible that the instructor has linked the grade you attained in the quiz to the official grade book, in which case it counts towards your final grade for the course.

To take a quiz, follow these **steps**:

1)   In the course's navigation bar, click on 'Ufora-tools' and select 'Quizzes'. You get an overview of all quizzes that have been created by the teacher, feedback on quizzes, and the number of tries per quiz.

Lijst met tests   ❓ Help

Huidige tests	Feedback	Pogingen
De (niet zo) grote Ufora test ⌄ Beschikbaarheid: altijd beschikbaar	-	1♦ / onbeperkt
AW2 ⌄ Beschikbaarheid: altijd beschikbaar	-	0 / 1
Vragenpool ⌄ Beschikbaarheid: altijd beschikbaar	-	0 / 1
Quiz ⌄ Beschikbaarheid: altijd beschikbaar	-	0 / 4
Quiz2 ⌄ Beschikbaarheid: altijd beschikbaar	-	0 / 4
		♦ U bent bezig met een poging

2)   Select the quiz you wish to take. You now see the following quiz details and instructions:
   - Current time and user.
   - Quiz period: The period in which the quiz is available to students.
   - Time allowed: The time limit your instructor has set for this quiz, and possible estimated time.
   - Attempts: This is the number of times you are allowed to take the test.
   - Instructions: Here you can find more information about the quiz settings your instructor has selected.

3)   Click on 'Start Quiz!' at the bottom of the page and fill in the questions. At the top of the page you see the time limit, the time you have left, and the number of attempts you have made. You can navigate through the different questions by scrolling or by clicking on the questions under 'Page'. Sometimes hints can be given.

De (niet zo) grote Ufora test

Tijdlimiet: 0:05:00   Resterende tijd:0:03:46   Demo Support: Poging 2

Pagina 1:

| 1 ✓ | 2 -- | 3 -- |
| 4 -- | 5 -- |

Vraag 3 (2 punten)

Hoe kun je deelnemers van groepen exporteren?

○ Via onderdeel "groepen"

○ Via onderdeel "Scores"

○ Via onderdeel "gebruikers"

4) When you are ready, click on 'Submit Quiz'.
5) You now see the submission view of your quiz attempt. Instrucors can choose whether or not you see feedback on test questions here or during the quiz itself.
6) To fully complete your quiz attempt, click 'Close'.

Quizzes may be added to modules by instructors. You can then open and complete these quizzes in the module itself. It is also possible that teachers have linked release conditions to the quiz. It is then only visible to you if you have fulfilled the set condition (e.g. submitting an assignment, visiting a module, …).

Note!

It is possible that instructors have set a due date for a quiz. This is the deadline for taking this quiz. When an instructor has specified an end date which comes after the due date, this allows students to still be able to view and take the quiz after the due date, but beware that your quiz attempt will then be marked as late, overdue.

A. Question types

There are many different question types:

- True or False (t/f): Determine whether a statement is true or false.
- Multiple choice (M/C): One answer is chosen from several options.
- Mult-Select (M-S): Several answers can count as the correct answer.
- Written Response (WR): This is a normal open question.
- Short Answer (SA): This an open question where you will be asked to write a short text.
- Multi-Short Answer (MSA): This is an open question where you will be asked to write several short texts.
- Fill in the Blanks (FiB): Fill in the blank sentences, statements, …
- Matching (MAT): Combine the correct elements.
- Ordering (ORD): You have to correctly order elements.

- Arithmetic questions (2+2) and Significant figures (x10): Your answer to these questions should contain a formula, calculation, number, or symbol.

2. View reports

Just like with surveys, you can view your answers and the answers of your fellow students in case an instructor has made a report available. Depending on the settings your instructor has chosen, these answers may or may not be anonymised. Reach out to your instructor to be sure.

To view a report, follow these **steps:**

a. Click on the arrow next to the quiz of which you wish to view the report, and click on 'Report'.
b. Click on the name of the report you wish to view. You can get the report in a HTML-file and set a time window for the answers you wish to view.

2) After clicking on 'Generate HTML' you can now view the report.

3. View feedback and grades

To view your grade and the feedback on quizzes you have made on Ufora, go to 'Ufora-tools' and select 'Quizzes'. You now see an overview of all available tests. In the two right columns you find possible feedback and the number of attempts made.

It is up to the instructor to decide when the feedback will be disclosed: this could be immediately after the quiz or at a later moment. To view the feedback, click on the arrow next to the name of the quiz and click on 'Submissions'.
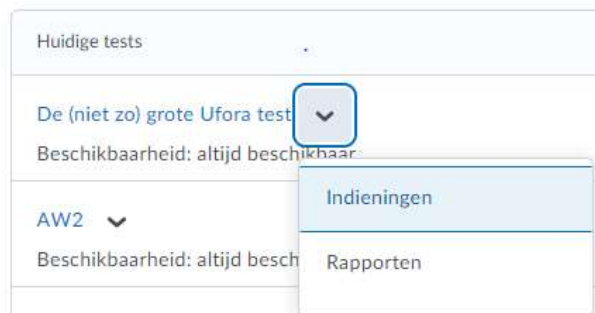
Click on your desired attempts. You will now get an overview of the questions, your answers and the feedback, depending on the settings your instructor has chosen.

Tests can be graded using many different grade schemes. For more information, see chapter XI. Grades.

XI. GRADES

Quizzes, assignments and discussion forums can be graded by your instructor. The grades then appear in your gradebook on Ufora.

To view your grades, follow these **steps:**

1) Within the course page, navigate to Ufora-tools and select 'Grades'.
2) You now see your grade book.

Your instructor can use various different grade schemes to calculate your end grade. They can choose to calculate a weighted or unweighted grade, for example. With a weighted grade, every quiz, assignments, etc counts towards your end grade for a limited, set percentage. With an unweighted grade, every grade item carries the same weight. The instructor can also choose to calculate your score using their own formula.

The way in which your grade will be calculated is in the course's course sheet.

XII. CHECKLISTS

Checklists make it possible for instructors to list everything that students have to do in a clearly structured manner. For example, they can require students to go through all of the steps of the learning process. It can also serve as a reminder for forgetful students.

To go over a checklist, follow these **steps:**

1) Within the course page, navigate to Ufora-tools and select 'Checklists'.
2) On this page you will find an overview of all the checklists your instructor has created. The number of completed items on the checklist is also displayed.

Checklists

Checklists	
Presentatie	Items voltooid: 0 van 4
Bekijk hieronder alle criteria voor de presentatie die je moet geven op 25/11.	

3) Click on the name of the checklist you wish to view. You now see a list with all your to-dos, a description of the checklist, and possible deadlines.
4) Check the boxes to mark finished checklist items. Do not forget to click 'Save'! Only then your changes will be applied.

Presentatie

Presentatie

Beschrijving

Bekijk hieronder alle criteria voor de presentatie die je moet geven op 25/11.

Vooraf	▼

☐ **Thema mailen naar lesgever**
Vervalt om 12:00 op zondag 6 oktober 2019

☐ **Presentatie indienen via 'Opdrachten'**
Vervalt om 12:00 op maandag 18 november 2019

Tijdens het presenteren	▼

☐ **Kalme houding**

☐ **Rustig spreektempo**

Opslaan Annuleren

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XIII.   CLASSLIST

You can get an overview of all users within a course. To do this, follow these **steps:**

1) Within the course page, navigate to Ufora-tools and select 'Classlist'.
2) You are now presented with an overview of all course users. Four tabs are visible:
   - All: Here you find all course users.
   - Official students: These are the students that have enroled for the course in Oasis. They are automatically added to the Ufora course site.
   - Other students: These are the students that have used the self-enrolment tool.
   - Administrators: Here you will find your course's professors, other teaching staff, and course administrators.

3) Use the drop-down menu under 'View by' to filter on certain groups. Click on 'Groups' and 'Apply'. Select the specific group you want to search for, and click 'Apply'. Next, enter the data you want to look for.
4) Click on 'Show Search Options' to use the search options when looking for a specific person. Next, enter the data you want to look for.

XIV.   CLASS PROGRESS

1. Usage of the Progress Summary

To check your own progress within a certain course, follow these **steps**:

1) Go to course's home page by clicking on the course's name.
2) Click in the navigation bar on 'Ufora tools', and next on 'Class Progress'. You get an overview of the modules that you visited, the goals that you achieved, your completed quizzes, submitted assignments…

2. Class Progress Tracking

All your activities within the course are visible for you and your instructor. Your instructor can set the standard progress status as 'Required' or 'Not Required'. 'Required' topics are added to the class progress tracking. A module or submodule is only marked as '100% completed' if all required topics are completed. 'Not required' topics are exempt from the class progress tracking.

For required class progress tracking you have the options 'Automatic' and 'Manual'.

- 'Manual': The users indicate when a topic is completed.
- 'Automatic': The topics are automatically indicated as completed once the user has gone through the topic successfully.

The latter is correlated to the different types of topics that the lecturer can create. In the following table you can find the different types of topics and the required task that is linked to it. When you have fulfilled this task the topic is automatically marked as 'Completed'.

Type of topic	Required task
Files	View the topic
Video or Audio	View the topic
Links	View the topic
Checklists	Complete and check it
Discussions	Formulate an answer
Assignments	Submit a file
Quizzes	Make at least one attempt
Surveys	Make at least one attempt

XV.   OTHER FUNCTIONALITIES – EXTRAS

1. ATTENDANCE

Via Ufora attendances can be listed during sessions. Your lecturer can set which score you receive based on your attendance rate. Upon arrival or at the end of the lecture or session your lecturer needs to fill in your attendance in Ufora.

Note!

You cannot consult the functionality 'Attendance' yourself in Ufora. Contact your lecturer if you wish to see your attendances.

2. AWARDS

Ufora provides the functionality 'Awards' to encourage students more in a fun way and to reward them when they perform well. Please note, a reward does not replace the official way of grading. Lecturers can grant both badges and certificates.

Navigate via 'Ufora Tools' to 'Awards' to check your badges and certificates. You get an overview here of all possible rewards that you can achieve.

3. FAQ

Ufora provides the functionality 'Frequently Asked Questions (FAQ)' to list and answer questions about the course that are quite common. To consult these, go via 'Ufora Tools' to 'FAQ'. You will find different categories with questions.

4. GLOSSARY

Your lecturer can make a list available with keywords from the course. You may find this by clicking on 'Glossary' under 'Ufora Tools'. A popup window will appear with an overview of the terms.
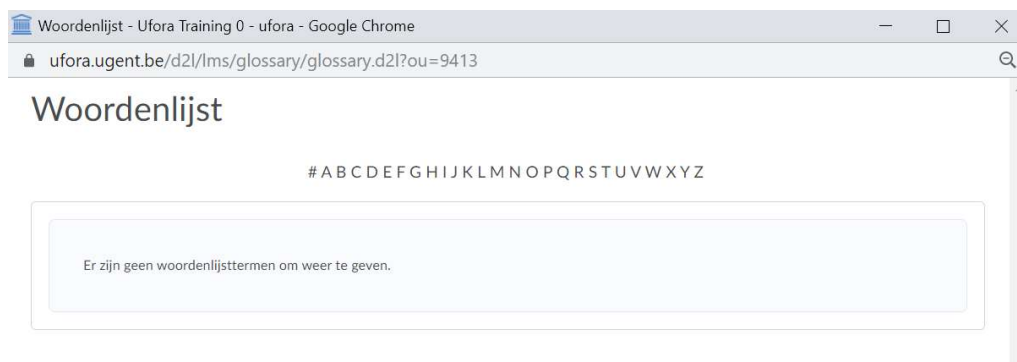
5. ePORTFOLIO

To navigate to the ePortfolio, click on the arrow next to 'Ufora' in the navigation bar when you are on the Ufora-homepage, and next on 'ePortfolio'.

Each student has only one ePortfolio in Ufora. This ePortfolio is not linked to one certain course. It is consequently necessary to maintain a clear naming and structure when making use of the ePortfolio.

First we will go over the different functions of the ePortfolio. Next it will be explained how to get started with your ePortfolio.

A. The ePortfolio Dashboard
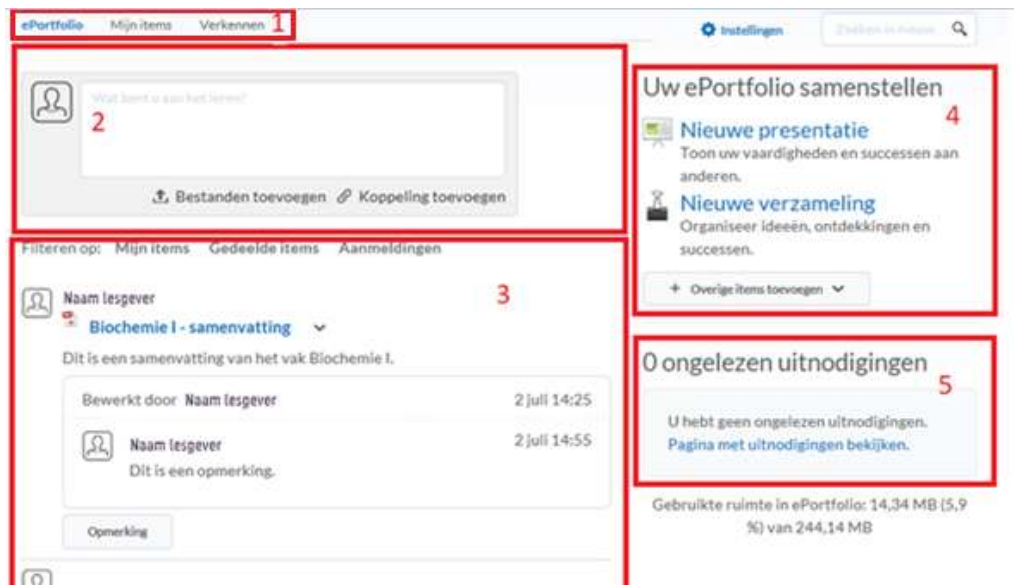
1) This is the submenu of the ePortfolio. Via these tabs you can navigate to the ePortfolio dashboard. You can find all content items of the ePortfolio that you own under 'My items'. These are both artefacts, collections, presentations, reflections and learning objectives. Under 'Explore' you can find all the items that are shared by others with you.

2) Here you can simply and quickly add a new artefact (e.g. word files, pdf files, ppt presentations, images, links…) to your ePortfolio. This appears immediately in the news overview.

3) This is the news overview. Here all updates appear of your items and the items which are shared with you.

4) Via this widget you can construct your ePortfolio. You can create presentations and collections. It is also possible to add a completed form or course results of a test or assignment as an artefact.

5) If you are invited to check out a file or to evaluate, you can find a notification about it here.

B. Add an artefact

Click in the submenu on 'My Items', and next on 'Add'. Select the type of artefact that you wish to add.

Take into account that you need to be able to link an artefact to the course it belongs to based on its name. Therefore use a clear name.

Add tags to keep an overview and to quickly find your artefacts.

When opening an item you have multiple options. You can open an item by clicking on the arrow next to its name and to choose for 'View' or by clicking on its name.

- A reflection can be added to this file by entering text in the text editor of Ufora. If the document is shared, one can react on this reflection.

- A comment can also be added, though one cannot react on this.
- The item can be assessed too. The assessment is not public for users other than yourself and the person who evaluated the file.

C. Create a collection

You can group different artefacts and presentations in one collection. This way you maintain an overview and a structure in your ePortfolio.

To do this, follow these **steps:**

1) Go to the ePortfolio Dasboard, and click on 'New collection'.
2) Give the collection a name, description and add tags, if desired. Note that you need to maintain a clear naming. Make also sure that you remember which collections belongs to which course.
3) Once the collection is saved you can add items to the collection by clicking on 'Add to Collection'.
4) There are two methods to add items. You can for example go through all items and decide which you wish to add or you can look up items by using the 'Tag list' and add those.

Note!

It is possible to accommodate artefacts and presentations in more than one collection. Once you have selected the items, they will appear in the collection. You can also set permissions for the evaluations. It is as well possible to add a rubric.

D. Make a new presentation

With presentations you can combine several artefacts, learning objectives and/or reflections in one project to present your learning progress. By creating multiple pages you can build a structured narrative and note extra informatie under each section. A presentation can be useful to keep an overview of the material in your ePortfolio.

To create a presentation, follow these **steps:**

1) Go to the Dashboard and click on 'New presentation'.
2) Give the presentation a name and a description. Note that you need to maintain a clear naming. Make also sure that you remember which presentation belongs to which course.
3) Click on 'Content/Layout'. Here you can change the navigation and page layout. You can add a few artefacts to each page. You can also change the page settings per page.
4) Click on 'Banner' to give your presentation a header. This way the presentation remains recognisable.
5) Under 'Theme' you can select a template. After you have chosen one, you can adapt it if desired.
6) When you are ready, click on 'Close'.
   You can find your presentation afterwards in your ePortfolio. You can run through it.

E. Pushed collection

A lecturer can structure the ePortfolio by placing a few items in a collection in his own ePortfolio, e.g. items that are the same for all students. By pushing this collection to the students, the lecturer imposes this structure. So you get a sort of template to work in.

Only lecturers can push a collection in thee Portfolio.

F. Share an artefact/collection/presentation

To share a collection, follow these **steps:**

1) Choose in the submenu for 'Items'.
2) Click on the arrow next to the name of the item that you wish to share, and opt for 'Share'.
3) Choose for 'Add Users and Groups'. Here you can select the users with whom you want to share the item. You can also add access rights to this user.
4) Then click on 'Share'. When the item is shared, you remain the owner of that item and it will be displayed on the right in the ePortfolio Dashboard.

This way you can share ePortfolio items with your lecturers and mentors.

Only collections can be shared with Ufora users. Artefacts and presentations can be e-mailed, just like collections, to externals.

Both lecturers and students can share artefacts, collections and presentations.

G. Get started your with ePortfolio

There are several workflows which can be designed for an ePortfolio assignment. In this manual we describe one of them.

ePortfolio assignment with a fixed structure

The ePortfolio can be seen as a huge box with different items. These items are artefacts, collections, presentations, reflections and learning objectives. To structure the ePortfolio it is recommended to create a hierarchy. We opt for the following layers: 1. Collections, 2. Presentations, 3. Artefacts, 4. Reflections and Learning Objectives.

In concrete terms this means that you start with making a collection. This collection gets the name of a course and is further specified if necessary (e.g. Internship for Master name department – Location of internship). In this collection you can place all artefacts that you need to create throughout the internship (e.g. reflection reports, preparations of activities, presentations…).

To order these artefacts you can create a presentation in Ufora. On the different pages you can write extra information, and you can merge the artefacts. You can finally link learning objectives and reflections to every item, if desired.

To check and evaluate the portfolios of several students it can be useful that every student uses the same structure. To achieve this the lecturer can make a collection himself in his ePortfolio (e.g. a collection with a structured presentation and templates of the artefacts that need to be added). To each part of the structure the lecturer can add a description of what is expected from the students there. This structure can be very detailed of just contain the main guidelines so the students have enough creative freedom.

Once the structure is made, it can be pushed to the students. They become the owner of this structure and they can edit the different sections. Once they are ready, they can share it with their lecturer or each other. This way feedback can be given on the ePortfolios.

The final result can be submitted in a course as an assignment. This assignment can subsequently be graded.

6. Other

A. Intelligent agents

Intelligent agents can be used by lecturers to automatically send e-mails to students who are being selected based on certain criteria. These e-mails can be linked to existing release conditions (e.g. completed a test, submitted an assignment…), but they can for example also serve as a reminder when you have not looked at the course page in Ufora for a certain period of time.

B. Self-evaluation

Self-evaluations have the same structure as quizzes, but they are not linked to 'Grades'. Your answers are in other words not graded. A self-evaluation serves as a test to see to what extent you have already processed the course material. Self-evaluations are only visible if your lecturer adds them to the modules of a course.

XVI.   PULSE APP

You can use the Pulse App to receive real-time notifications of your courses. This way you can quickly check out announcements, new files and grades on your smartphone or tablet.
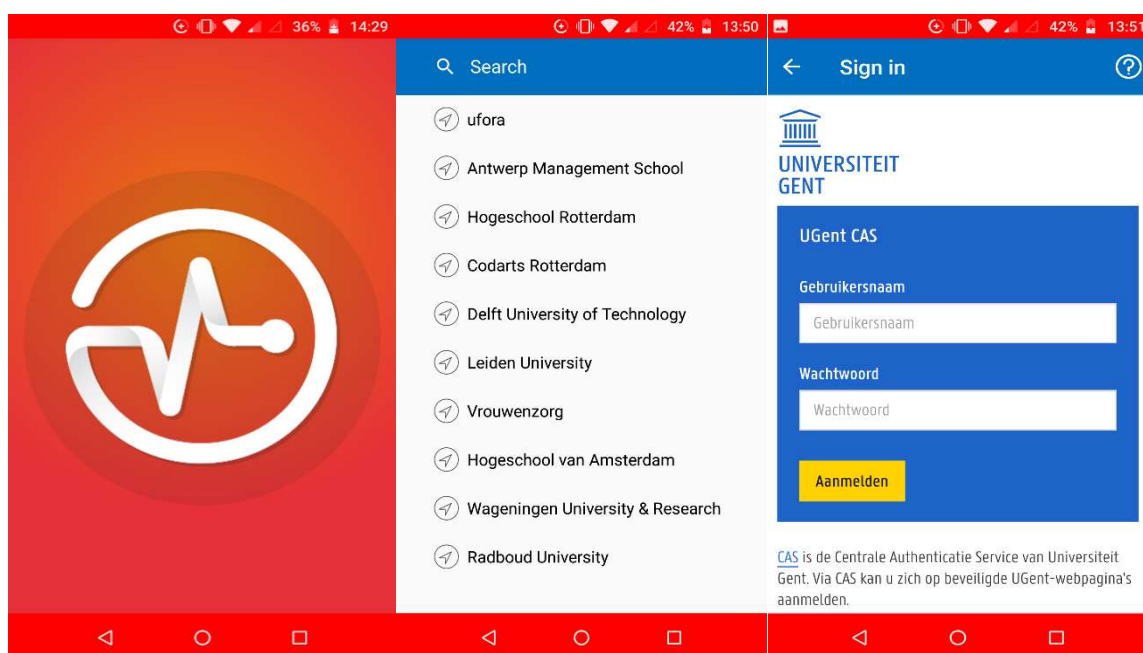
1. Install the app and sign up

To make the Pulse App ready for use on your smartphone or table follow these **steps:**

1) Look for the Pulse App by Brightspace in your app store and install the app on your smartphone or tablet.

Brightspace Pulse
D2L Corporation
#153 in Education
★★★★★ 4.7, 15 Ratings
Free

2) Open the app and select 'Ufora'.
3) Sign in with your UGent username and password.


2. Navigate

A. Courses

On the home page you can see your courses. There you can open a certain course and look at its content. When you click on 'Launch Ufora Homepage', Ufora will be opened in your browser.
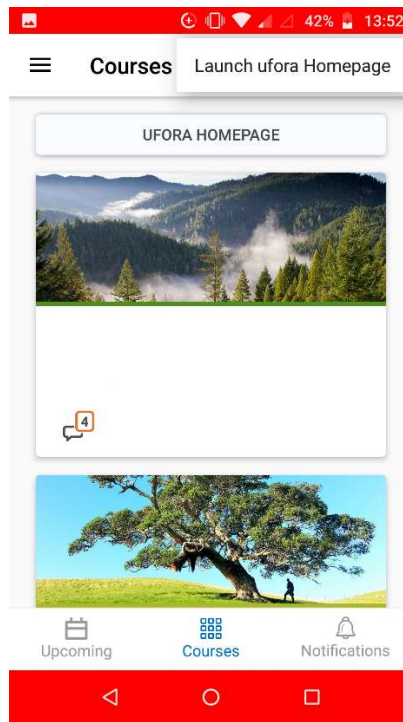
B. Calendar

In the menu below you can navigate to the calendar by clicking on 'Upcoming'. Under 'Work To Do' all assignments and tests that need to be finished by that week appear. You can click on the days to check what is planned on a specific day.
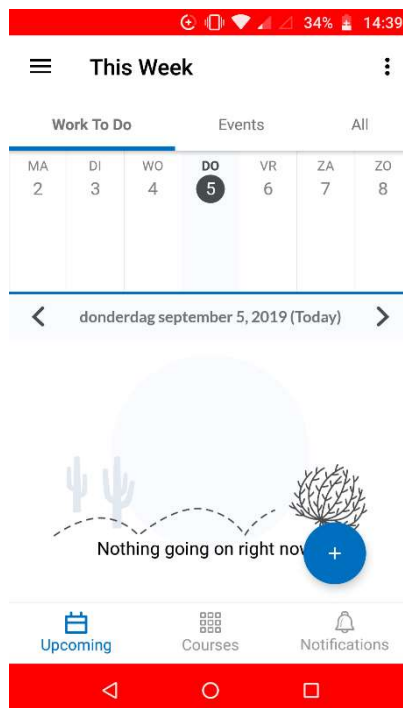
C. Notifications

The tab 'Notifications' contains everything you need to be aware of: new announcements, new files that were uploaded, new grades which were entered and so on. You can find all novelties under 'Updates'.

Under 'Subscriptions' you can check whether there are new activities in the discussions which you have signed up for.