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Tips and tricks

UNIVERSITÉ DE GENÈVE
DIVISION DU SYSTÈME ET DES TECHNOLOGIES DE L'INFORMATION ET DE LA COMMUNICATION

Here you'll find information and advices to manage at best your courses

How does it work ?

1. Change interface language

You can change the language of the interface.

- Go to your profile.

- Once there, you'll find various information.

- In 'Langue', you can switch language.

- Confirm by clicking on ✔ Enregistrer les paramètres   ✔ Save settings

2. Organize 'My courses'

Each course you suscribed to can be found under tab 'My courses'.

In order to organize that page, clic on 'Sort courses' under section 'Courses' on the right side of the screen.

Courses

Sort courses
Course catalog
Courses sessions history

First thing to do is to create categories for the courses (i.e : named from monday to friday, different modules you are attending, etc.).

Create a category

Go to 'Sort courses', then click on the icon 'Create a personal courses category' 📁 (up to the left). Enter the title you want to for the category then click on ✔ Add category .

- If you want to change the title of the category, click on 'Edit' 🖊

- If you want to delete a category, click on 'Delete' ✖

Sort courses

To place a course in a defined category, click on 'Edit' ✏ (right next to the name of the course). Then chose (in scrolling menu) the category. Confirm by cliquing on ✓ Validate .

You can rank the courses by using tools 'Up' ⬇ or 'down' ⬆. Click on ⓘ and you can read the description of the course.

3. How to post an assignement

- On the courses' page, click on ✏ Travaux or « Assignement » in the English interface.

- Choose the directory.

- Click on '**Importer un document**' ⬆ .

- Under the field 'Importer un document' click on 'Parcourir'. Select the file to deposit then click on 'Ouvrir'.

- Finish by cliquing on ⬆ Envoyer
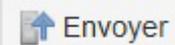
  A message appears in a green box, indicating that the file has been added ('Le document a été ajouté').

4. Download all the documents

You can download all the documents from a course or in a directory in one click !

Go on 'Homepage' ('Page d'accueil') of the course. Then clic on 📁 Documents

Clic on 📁 placed on the left side of the field named 'Rechercher'. Save all of the files in .ZIP format.

5. Post on the forum

The forum allows you to discuss with your teachers ant colleagues. It is organised by topic ('fil de discussion') where you can find the discussions. You can write your answers and

comments for each topic ('fil de discussion').

To do so, go to the course's page and click on Forum.

You can see a list with the different forums you can access. Click on the one you are interessted in.

You can now :

- Add a new subject ('Nouveau sujet') of discussion . Enter the title ('Titre') et the content of the question/comment ('Texte'). Click on 'Créer le fil de discussion' to save your question

- 'Répondre à ce sujet' (= Answer this subject. Allows you to answer the conversation) Click on the subject you want to answer to. Then clic on . Enter the title ('Titre') of the subject et the content ('Texte'). Finish by clicking on the button 'Répondre à ce sujet' (Answer this subject),

- 'Répondre à un message' (= Answer a message. Allows you to answer back to a user's message) : click on the subject then on the green arrow. Enter your answer then click on the button 'Répondre à ce message'.

Recommandations

!!! In case of a problem, contact the CAD (helpdesk) !!!