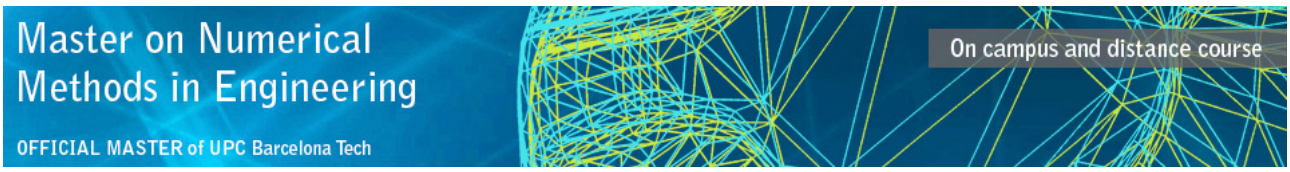


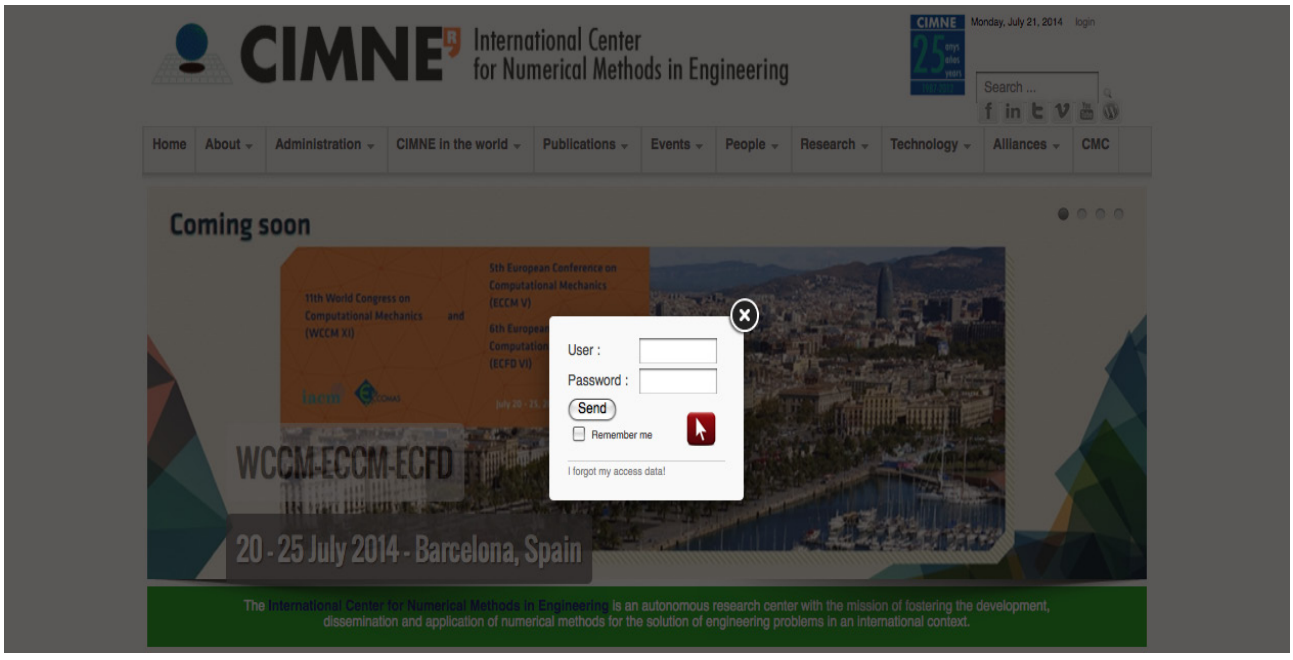
Cimne | Virtual Center
User's Manual

Contents

Cimne's Virtual Center is learning and communication tool that allows the lecturers and students to interact and share documents and information.

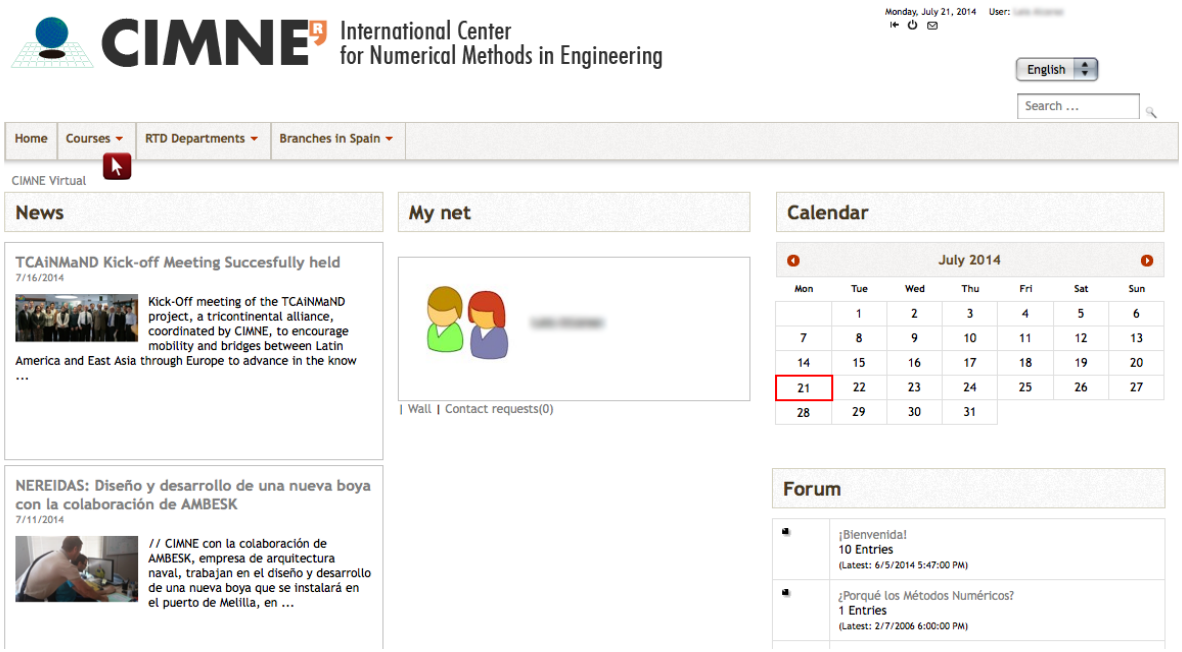
Access

Cimne's Virtual Center can be accessed from Cimne's main page or from any of the home pages corresponding to each of the academic programs offered at Cimne in collaboration with the Universitat Politècnica de Catalunya.



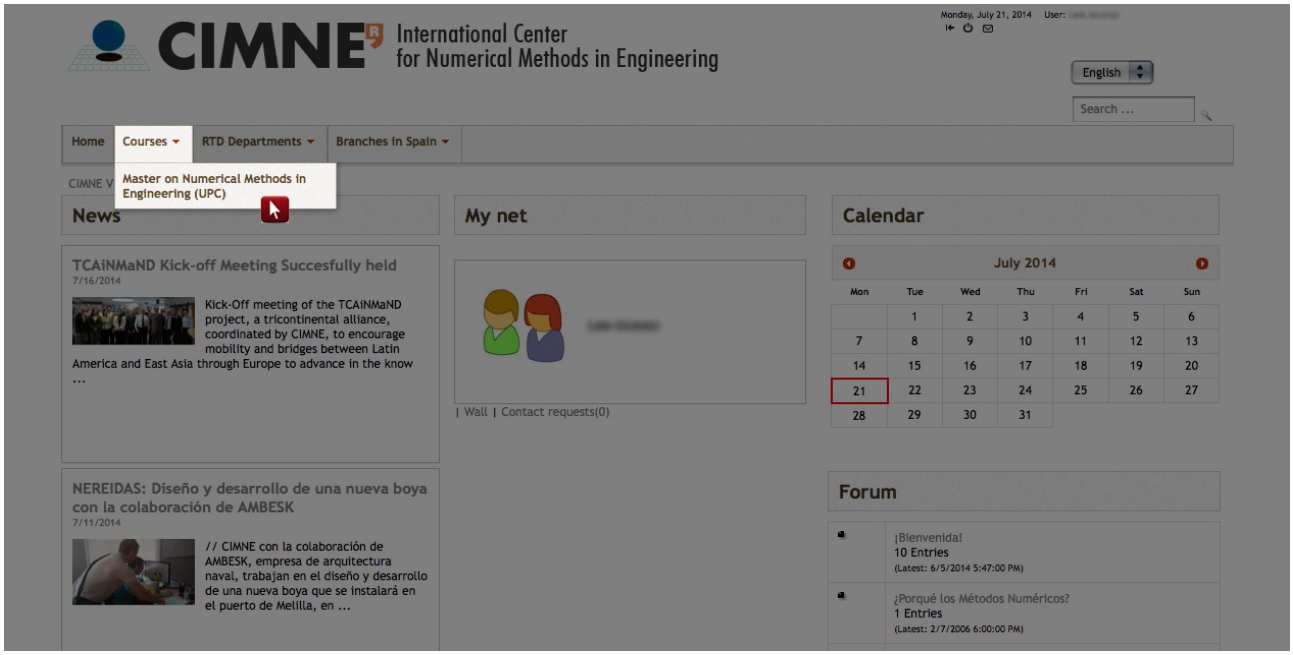
Access

By clicking on "login" on the top right corner of the page, a pop-up window will open in which the user must enter his or her credentials.



Main Page

The Virtual Center's main page contains a news section, a calendar, and a forum about important activities and events open to all members of Cimne, regardless of the program in which the user is participating.

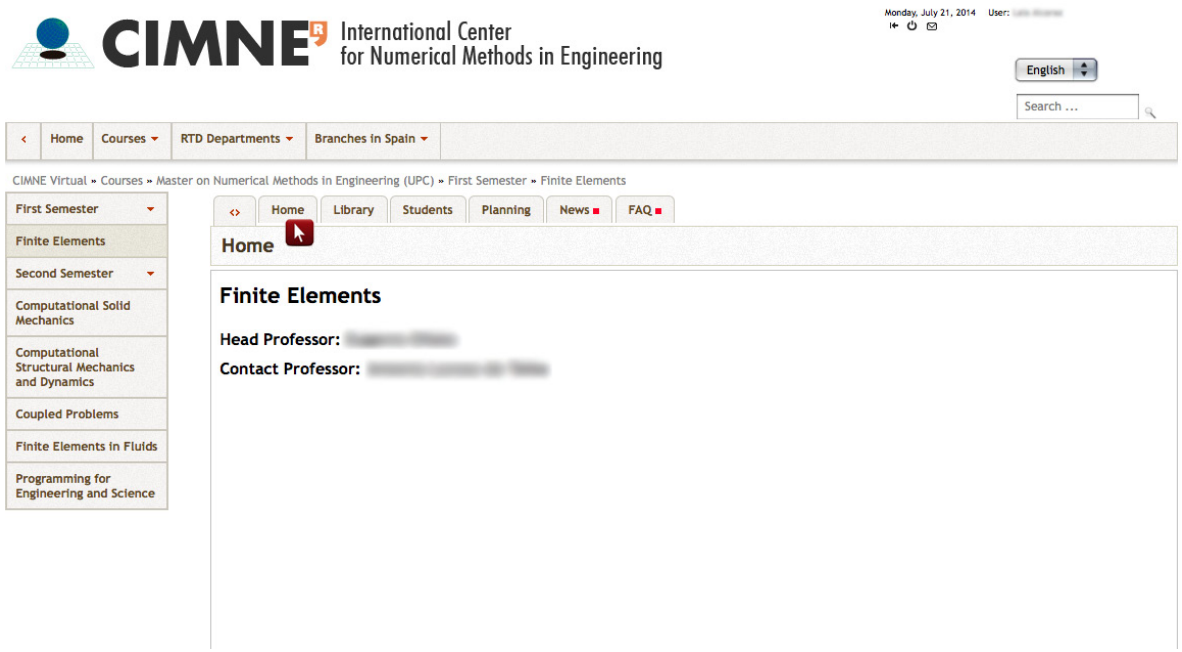


Main Page

Clicking on Courses opens a pull-down menu in which the user can choose on which academic program they would like to enter. Student's usually see only one program as they rarely do more than one post-graduate degree simoultaneously, but lecturers can see every course in which they participate.

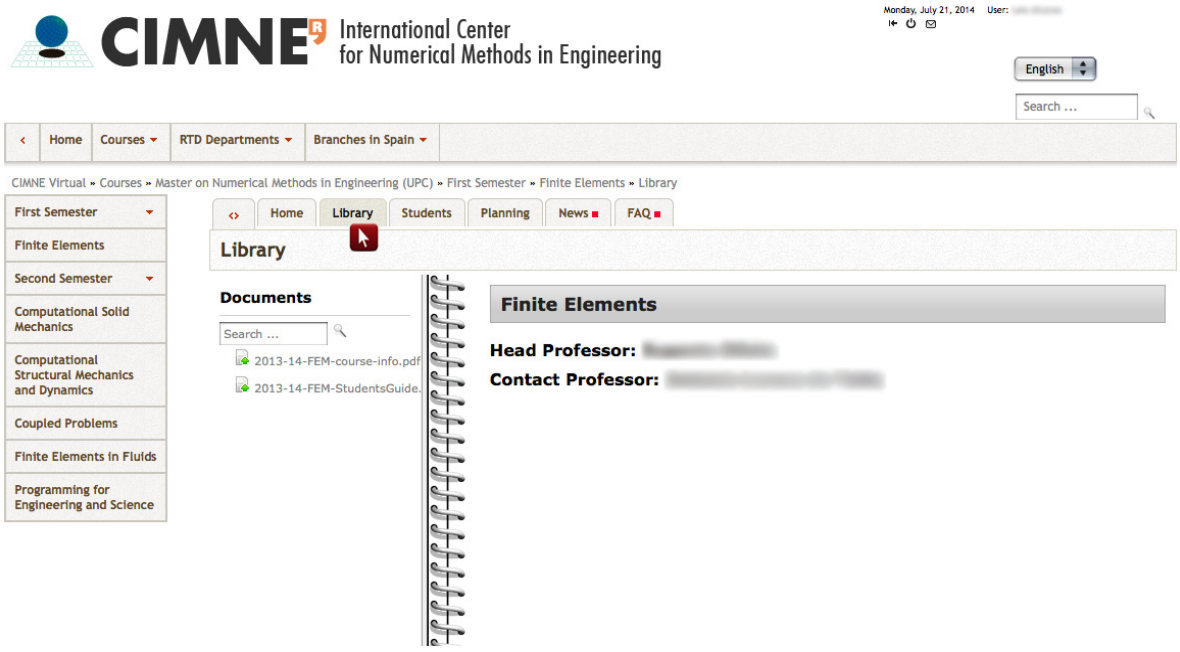
Academic Program's Home Page

Each program has it's own home page in which the user can see the courses in which they teach or are enrolled to. By clicking on the name of the course, the user is transferred to the course's private space.



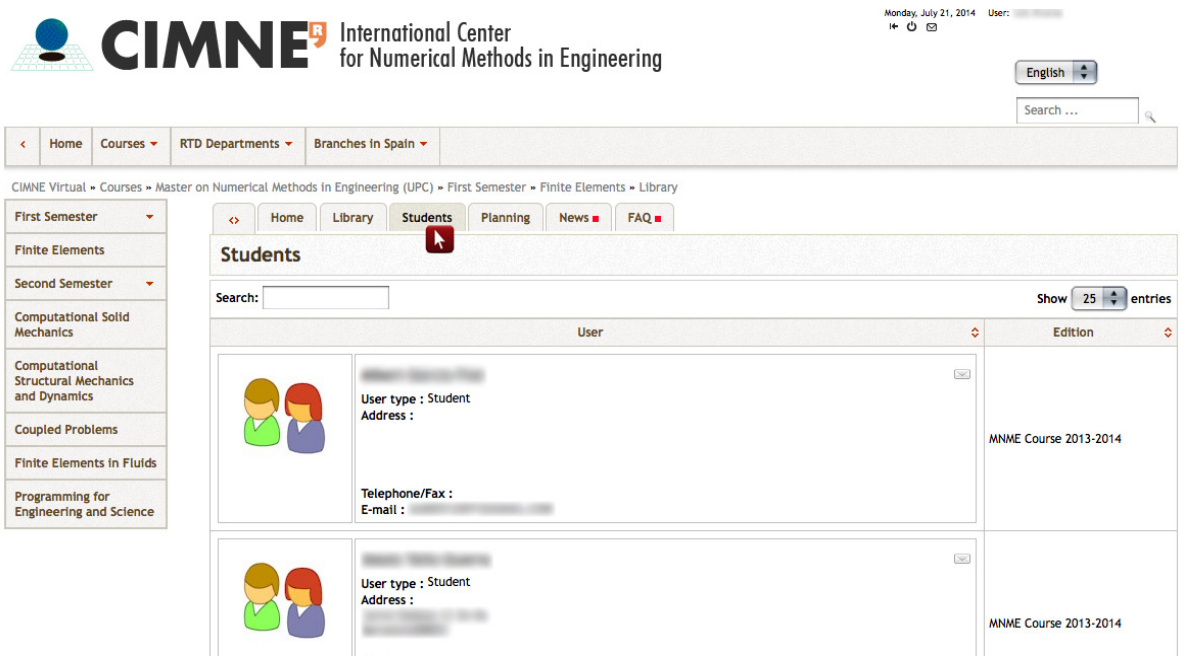
Course's Home Page

At the home page the student's can see the Head Professors name, which links to their private profile and the Contact Profesor's name which links to their email address. Lecturers may also add any relevant, general information.



Library

The Library is the main tool for information and class material. The students may read and retrieve any academic material previously uploaded by the teacher, including the course's syllabus, class notes, assignments, among others. It is as easy as clicking on the document's name on the left side of the binder.

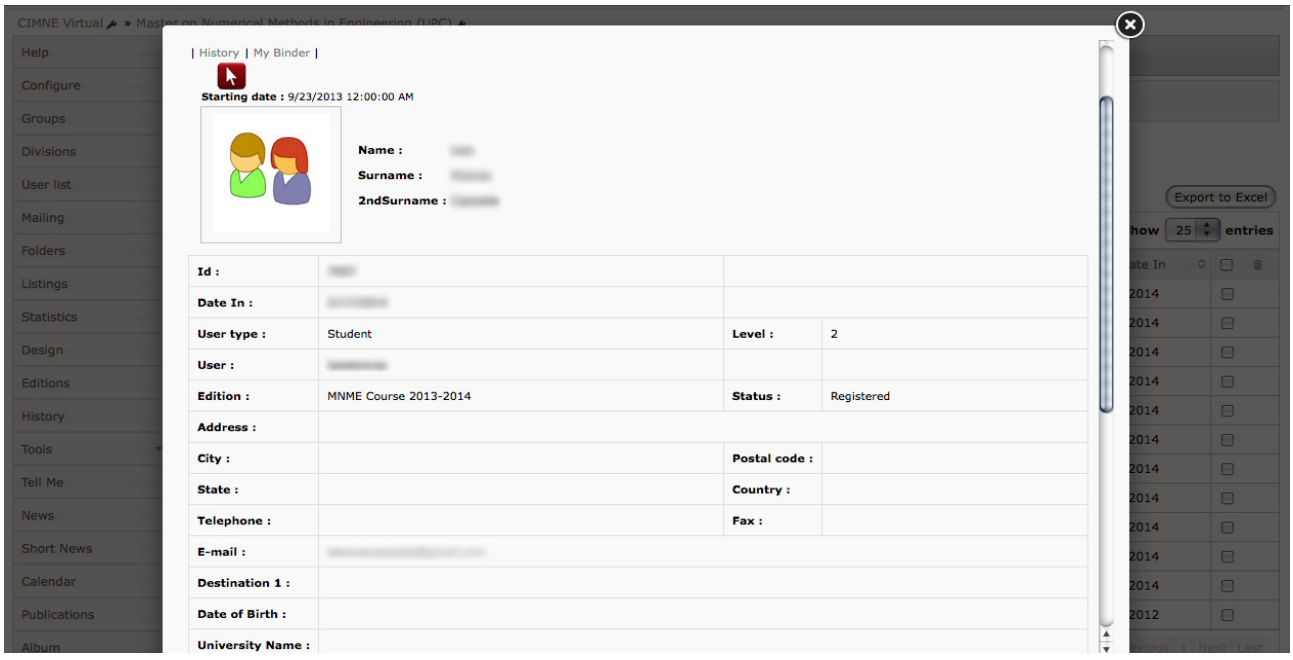


Students

On the Students section the users can see who their fellow classmates are. It also serves as a communication tool as it allows the users to contact each of the students by clicking on the envelope on the top right corner of the contact sheet.

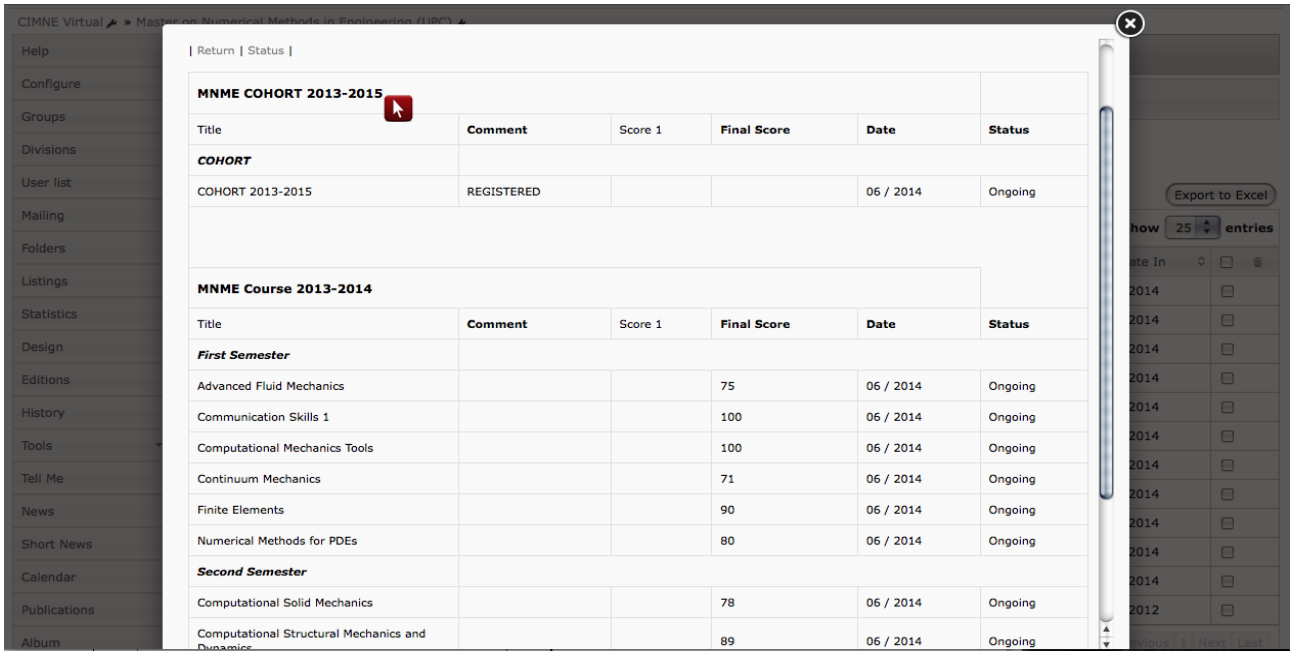
Planning

On the planning tool students are able to identify important dates and events set by the lecturer, such as tests, assignment deadlines or unforseen changes on the course's schedule.



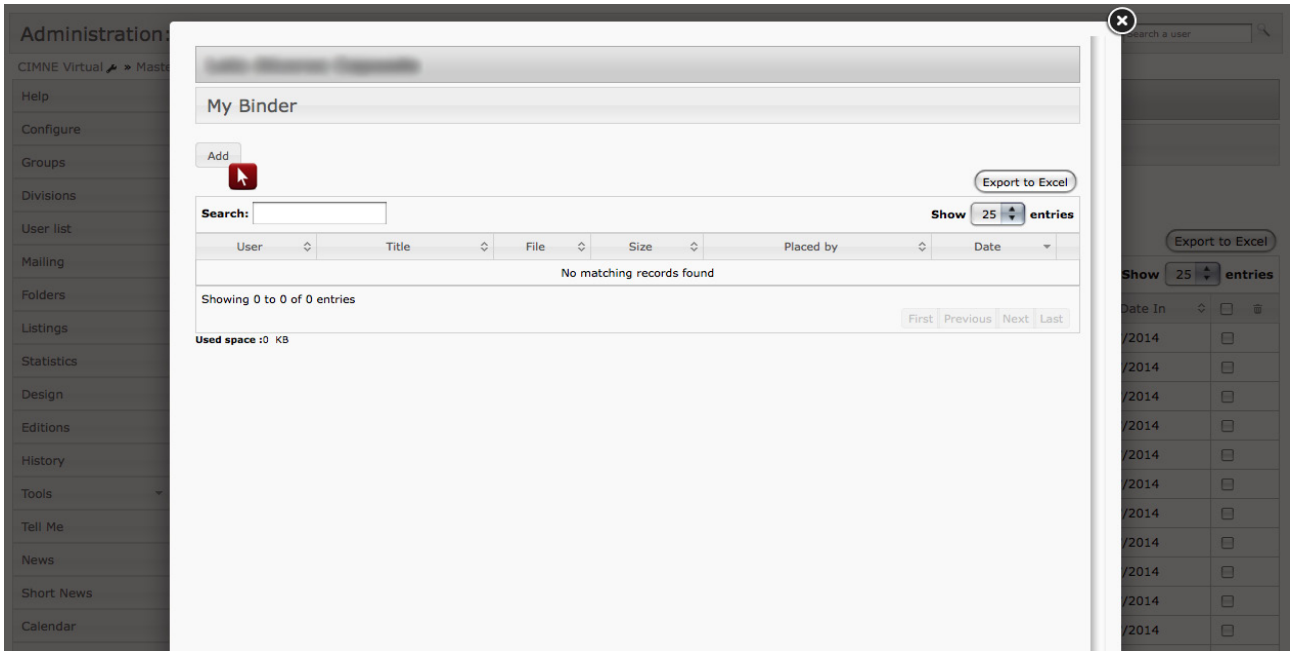
User's profile

Each user has a profile that contains personal details and contact information which is availabe only to the lecturer and the user itself. On the top left corner, the user can find the "History" and "My Binder" sections.



History

On the history, both the student and the professor have access to the student's academic history which includes their class year (COHORT), the courses they have enrolled to in the past or are enrolled to at the present, with their corresponding grades.

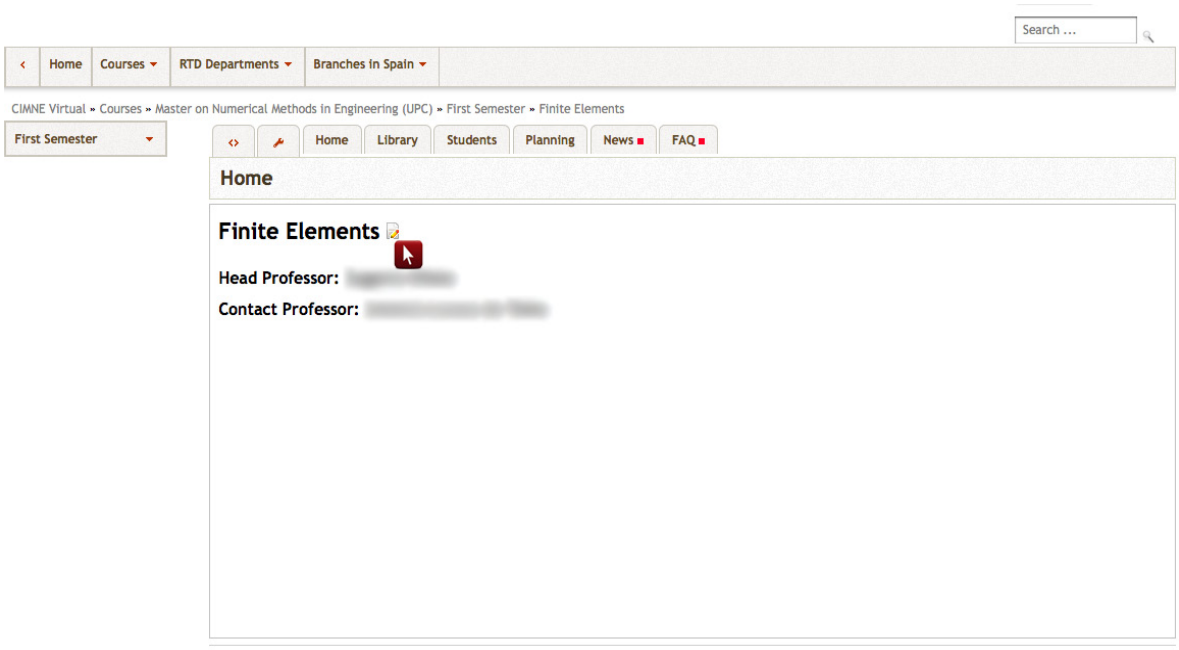


My Binder

This is a tool available for students to upload any document that they deem relevant to their profile such as a CV, Internship Forms, or handing-in course works.

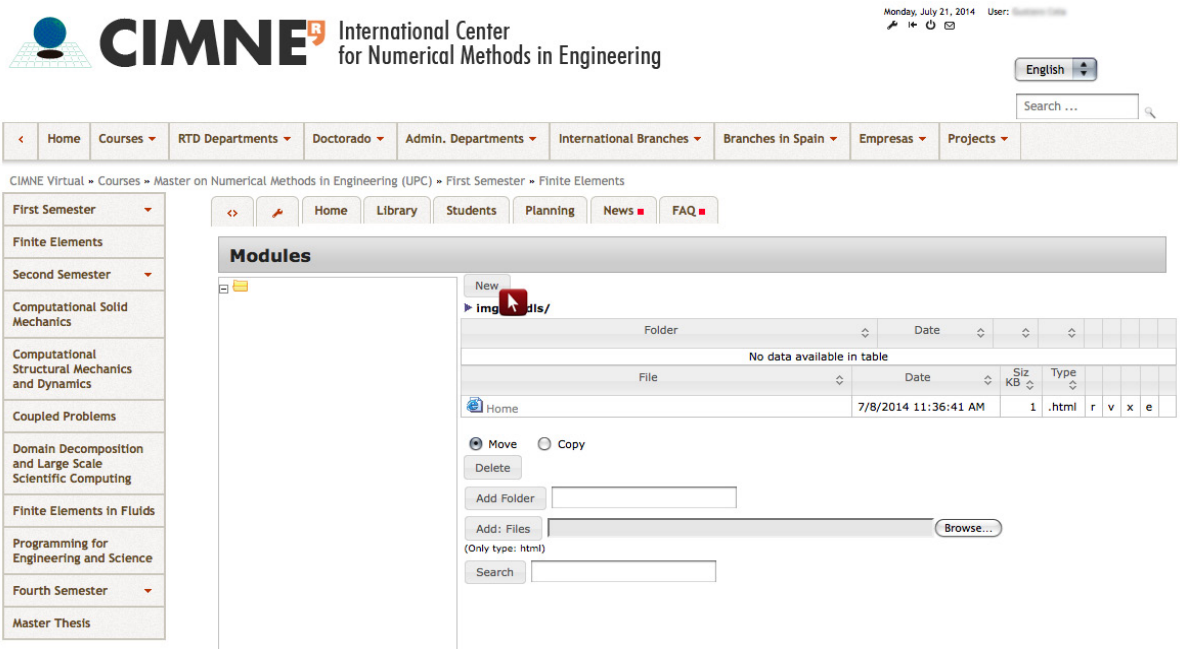
Cimne | Virtual Center
User's manual | Lecturer's Supplement

Lecturers have an almost identical view of the Virtual Center as students to ensure ease of use, but with added tools to allow them to edit or modify the course's content.



Course's Home Page

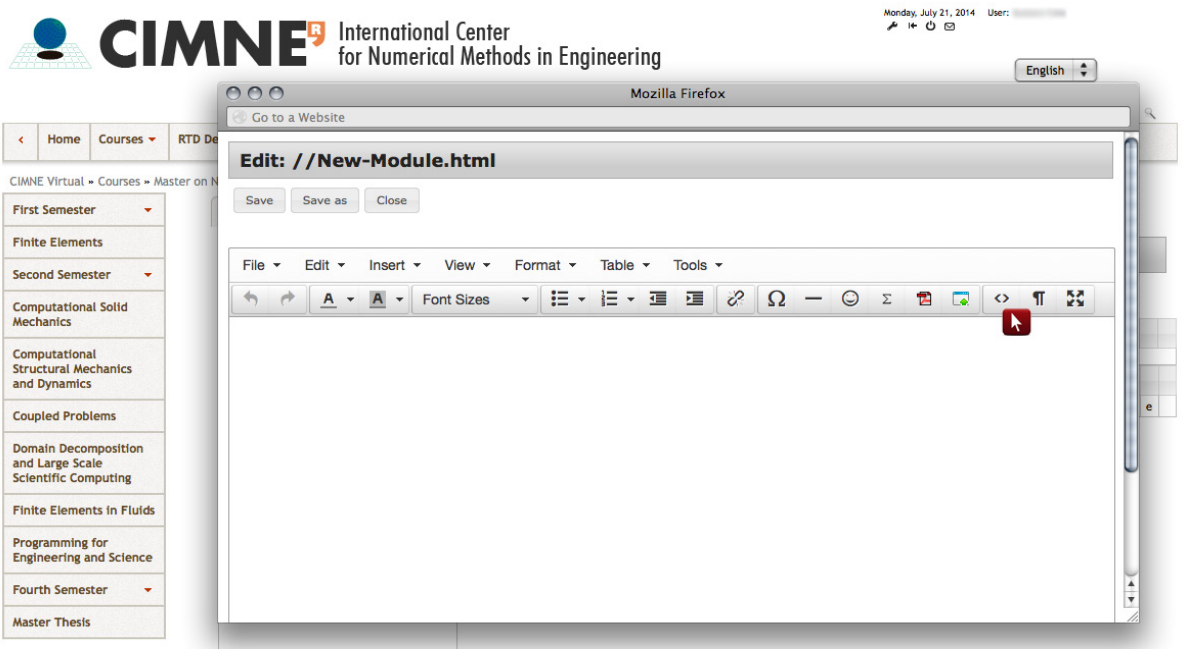
Lecturers may add or modify content to their course's home page, including text or images. To begin, teachers must click on the paper-and-pencil image sitting on the right side of the course's name, in the case "Finite Elements".



Course's Home Page

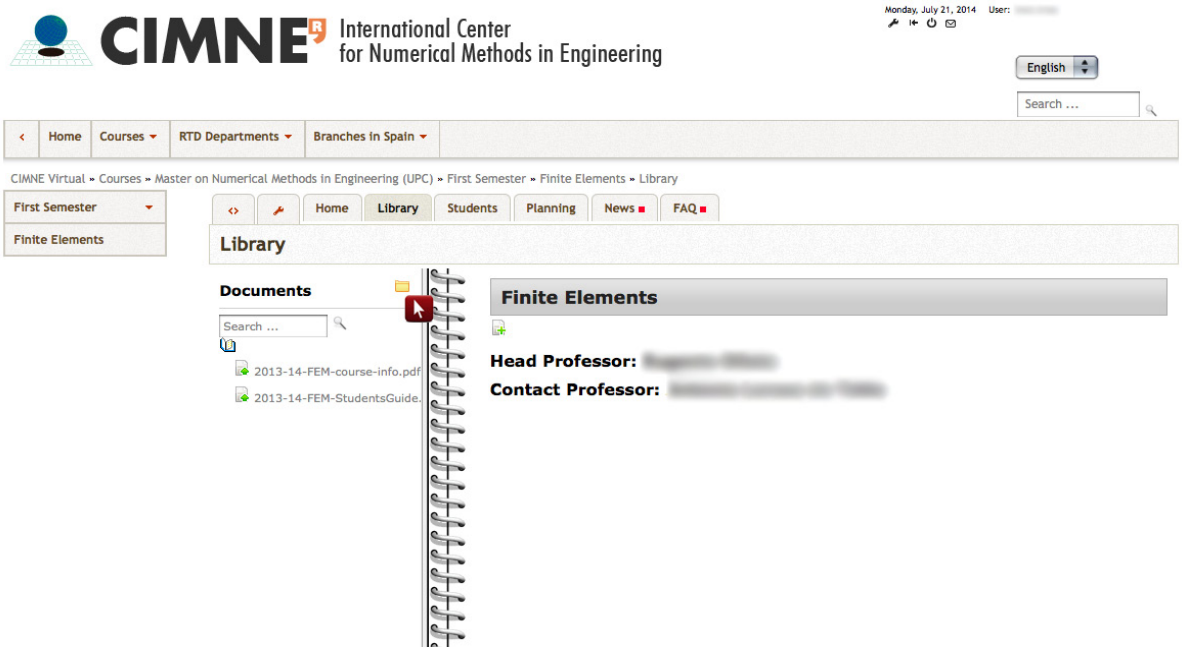
The lecturer is then taken to this page in which they can add files or images that they wish to include on the home page.

To add text and insert the images, the teacher must then click on "New".



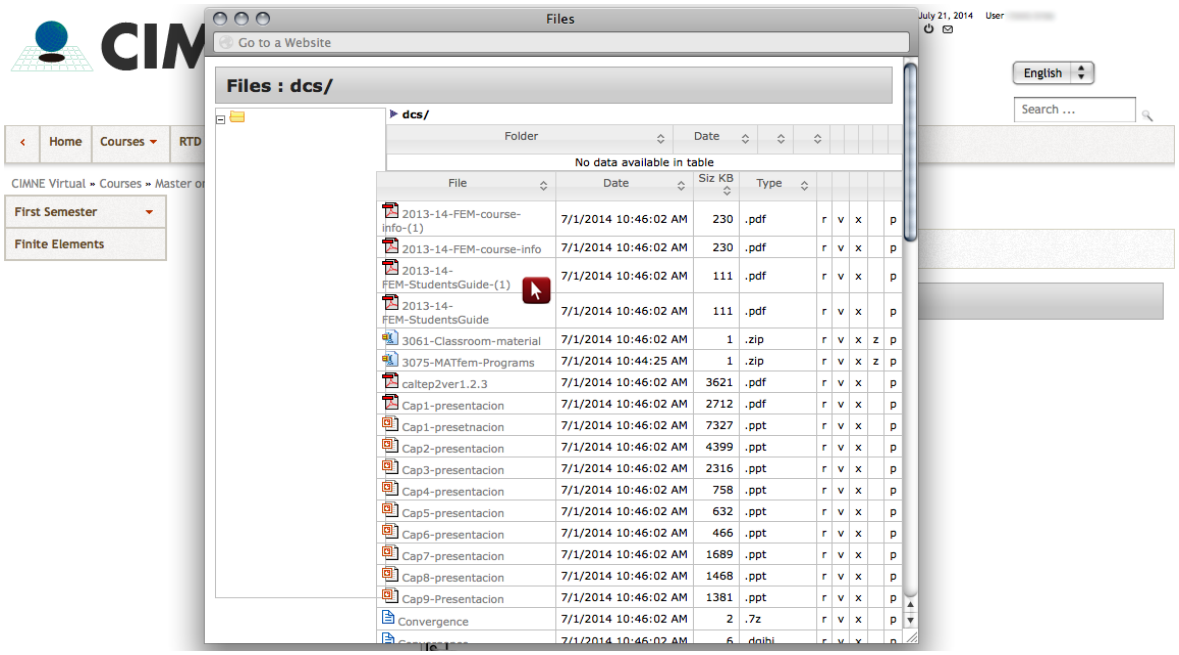
Course's Home Page

This window allows the lecturer to enter text and insert images. The window serves as an html editor, but the lecturer has the option of entering an html code by pressing on the "< >" button.



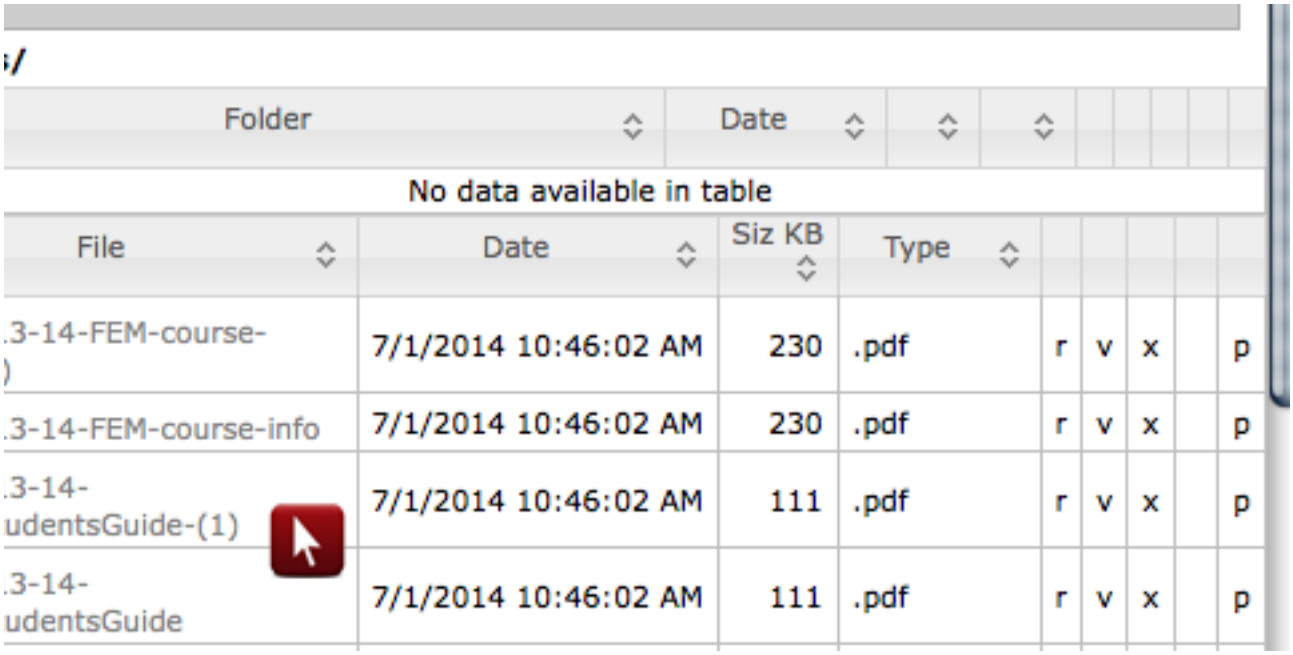
Library

Lecturers can add documents to the library by clicking on the folder image sitting next to the word "Documents".

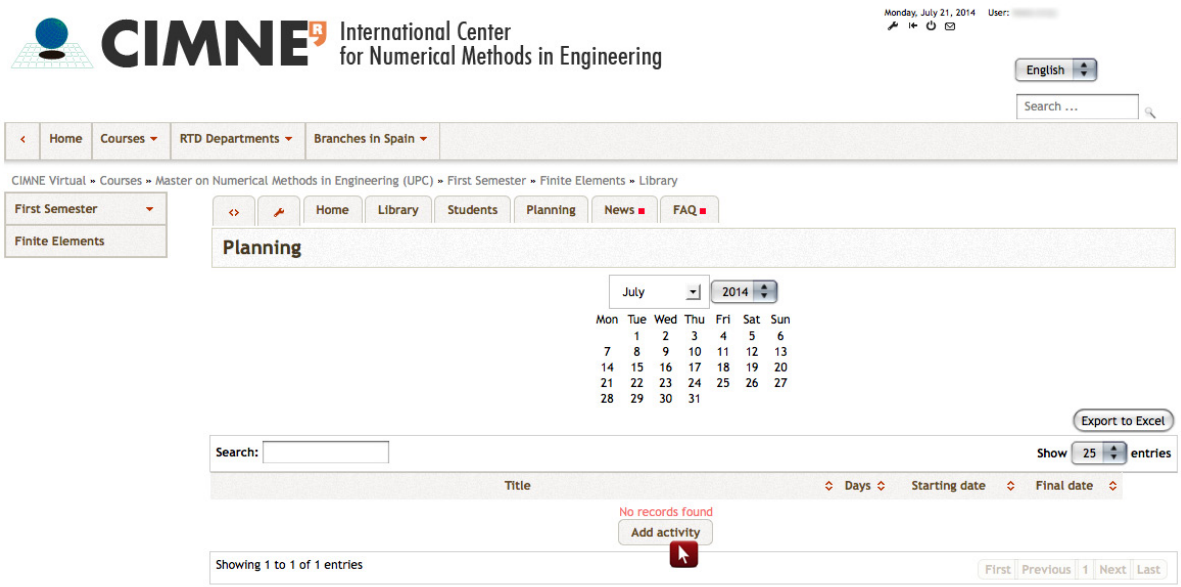


Library
Lecturers are then redirected to this list were they can see and upload documents.

To the right of each document, four letters appear r, v, x, and p.



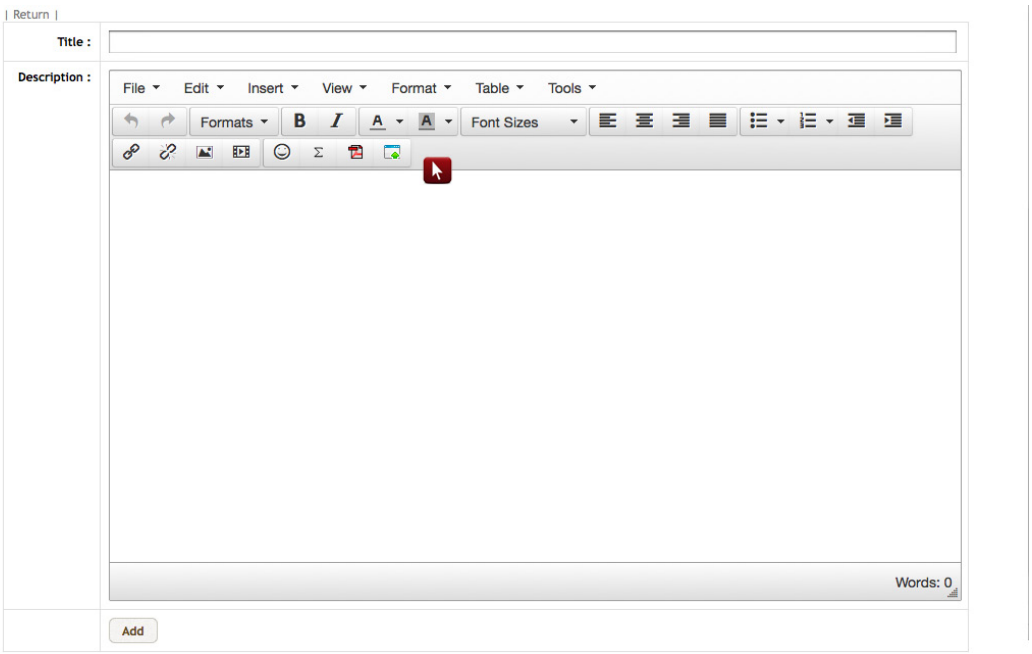
Library
r allows to rename the document
v allows the lecturer to download the document
x removes the document from the library
p publishes the document and makes it viewable to the students



Planning

On the planning tool, lecturers can set important dates and events, such as tests, assignment deadlines, or unforseen changes on the course's schedule.

To add an event, lecturers must choose a date and click on "Add activity".



Planning

After clicking on "Add activity", the lecturer is then asked to write a title and a brief description of the event.