

# **Student Quick Guide**

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# Log in to Karlifi Learning Platform

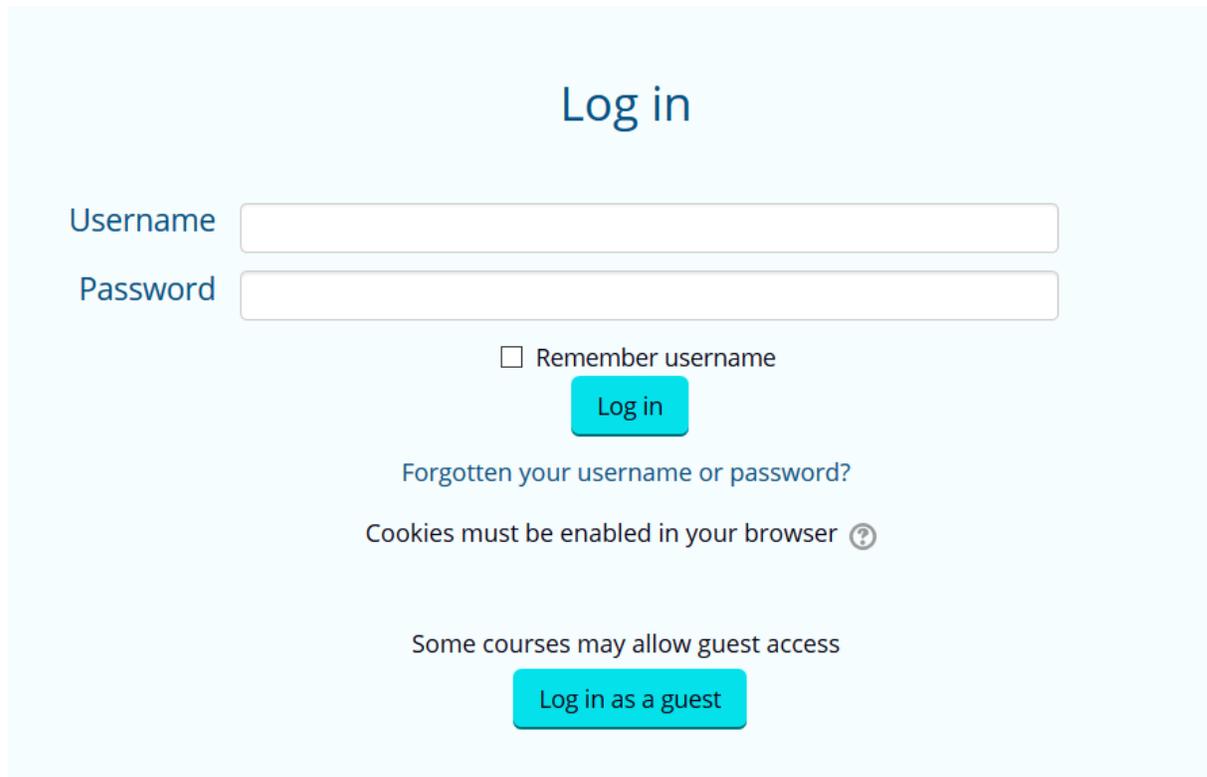
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## Before you begin

- Make sure you have your login data available.
- Your login data consists of your assigned username and password.

## Procedure

1. Go to <http://karlifi.org/login/index.php>.



The screenshot shows a light blue login page with the title "Log in" at the top center. Below the title are two text input fields: "Username" and "Password". To the right of the "Remember username" checkbox is a teal "Log in" button. Below the button are links for "Forgotten your username or password?", "Cookies must be enabled in your browser" (with a help icon), and "Some courses may allow guest access" (with a teal "Log in as a guest" button).

**Figure 1: Log in**

2. Type your username and password into the corresponding text fields.
3. Click on **Log in**.

## Results

You are logged in to Karlifi Learning Platform. You will automatically be directed to your personal Dashboard.

# Log out of Karlifi Learning Platform

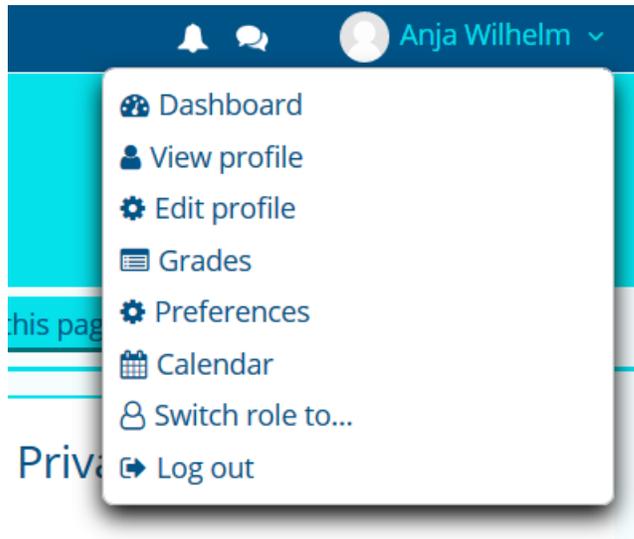
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## Before you begin

- Make sure you are logged on to the Karlifi Learning Platform.

## Procedure

1. In the top right corner of the page, click on your username.  
A drop-down menu appears:



**Figure 2: User menu**

- At the bottom of the drop-down menu, click on **Log out**.

### Results

You are logged out of the Karlifi Learning Platform.

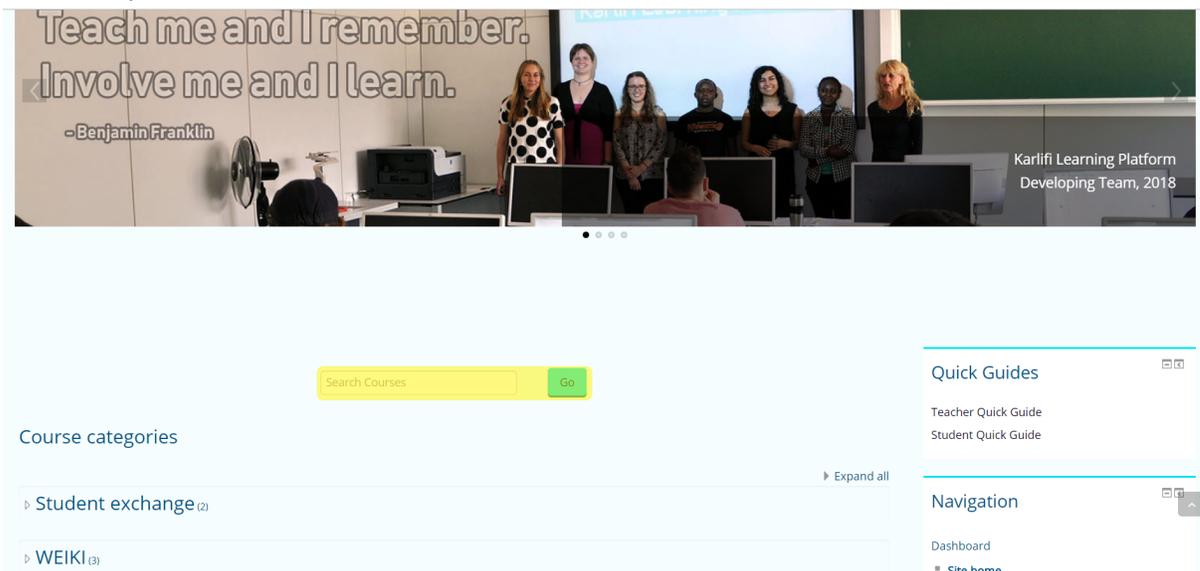
## Find a course

### Before you begin

- Make sure you are logged in as *Student*.

### Procedure

- In the navigation bar above the header, click on **Home**.  
You will see all courses.
- Scroll until you see the searchbox.



**Figure 3: Searchbox**

**3.  Note:**

Please be aware that you have to enter the course name or course short name correctly. Otherwise you may not find the course you are looking for.

In the searchbox, enter the course name or the course short name.

**4. Click on [Go](#).**

You will see the course in the list.

**Results**

You have successfully found a course on the Karlifi Learning Platform.

## Self-enrol to a course with an enrolment key

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**Before you begin**

- Make sure you are logged in as *Student*.
- Make sure you have found the course on which you want to *self-enrol*.
- Make sure you have the *enrolment key* of the course at hand.

**Procedure**

1. Click on the course on which you want to self-enrol.  
You will see a page with the enrolment options of the course.
2. Enter the enrolment key.
3. Click on [Enrol me](#).

**Results**

You have successfully self-enrolled on a course.

## Self-enrol to a course

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**Before you begin**

- Make sure you are logged in as *Student*.
- Make sure you have found the course on which you want to *self-enrol*.

**Procedure**

1. Click on the course on which you want to self-enrol.  
You will see a page with the enrolment options of the course.
2. Click on [Enrol me](#).

**Results**

You have successfully enrolled on the course.

# Add a forum topic

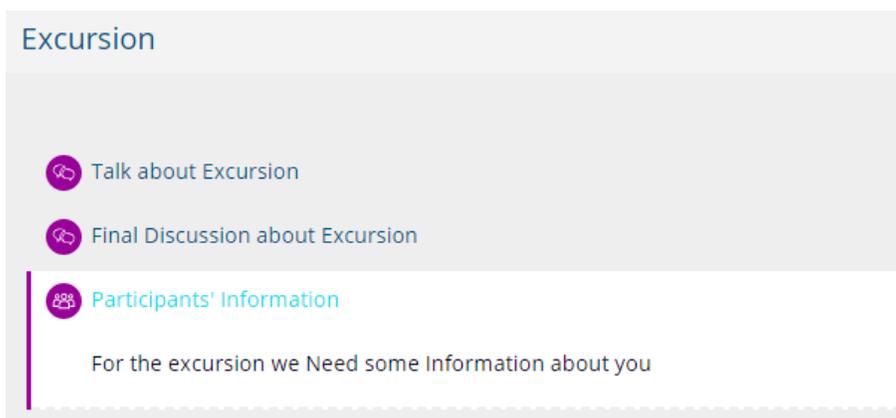
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## Before you begin

- Make sure you are logged in as *Student*.

## Procedure

1. In the **Navigation** block on the right, click on **Courses**.
2. Click on the name of the course in which you want to add a forum topic.
3. On the course page, click on the forum icon or on the name of the forum in the section in which you want to use the forum.



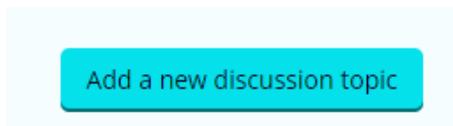
**Figure 4: Forum on course page**

The teacher may provide options to use a forum for different topics in addition to the default forum **announcements**.

You will see the forum page with forum entries. You now have the option to start a new discussion or reply to pre-existing entries.

4. In order to start a new topic, click on **Add a new discussion topic**.

**Figure 5: Add forum topic**



You will see the **Your new discussion topic** page.

**Figure 6: Your new discussion topic page**

5. In the form, fill in the required text boxes next to **Subject** and **Message** which are marked with an asterisk. You can adjust further settings or add files to your post
6. Click on the button **Post to forum** on the bottom of the page to confirm your entry.

**Figure 7: Post new discussion topic**

### Results

You have created a new discussion topic in the forum, which will appear in the list of forum entries.

## Reply to a forum topic

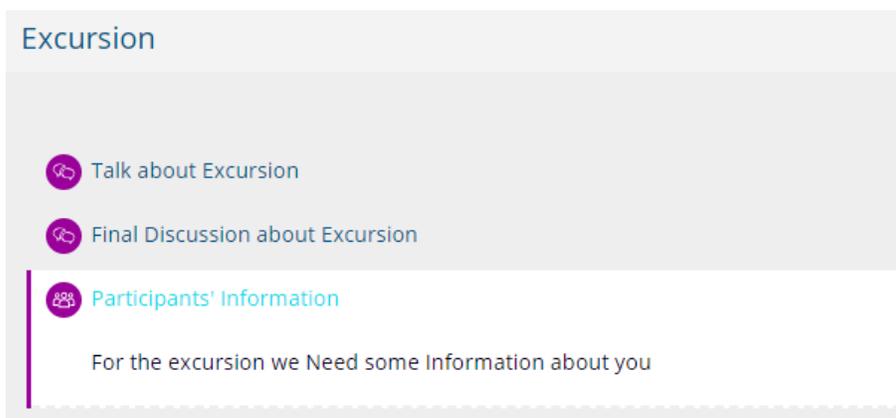
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### Before you begin

- Make sure you are logged in as *Student*.

### Procedure

1. In the **Navigation** block on the right, click on **Courses**.
2. Click on the name of the course in which you want to reply to a forum topic.
3. On the course page, click on the forum icon or name of the forum in the section in which you want to use the forum.



**Figure 8: Forum on course page**

The teacher may provide options to use a forum for different topics in addition to the default forum **announcements**.

You will see the forum page with forum entries. You now have the option to start a new discussion or reply to pre-existing entries.

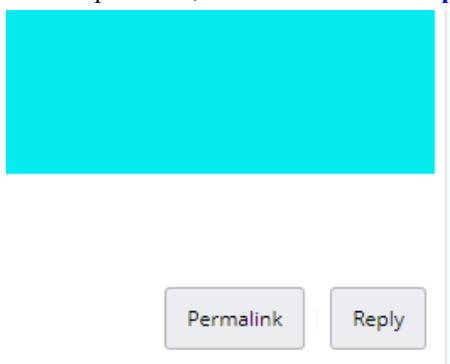
- In order to reply to a pre-existing topic, click on the topic which you want to reply to.

Discussion	Started by	Replies
📌 Please read before you answer	 Marie Katrin Lange	2
This is a forum post	 Angela Koch	1
Preparation for excursion	 Angela Koch	0

**Figure 9: List of forum posts**

The topic will be opened.

- In the topic block, click on the button **Reply**.



**Figure 10: Reply button**

You will see the **Your reply** page.

**Figure 11: Your reply page**

6. In the form, fill in the required text boxes next to **Subject** and **Message** which are marked with an asterisk. You can adjust further settings or add files to your post
7. Click on the button **Post to forum** on the bottom of the page to confirm your entry.

**Figure 12: Post reply**

You have created a reply to a forum topic, which will appear below the original post.

## Upload files

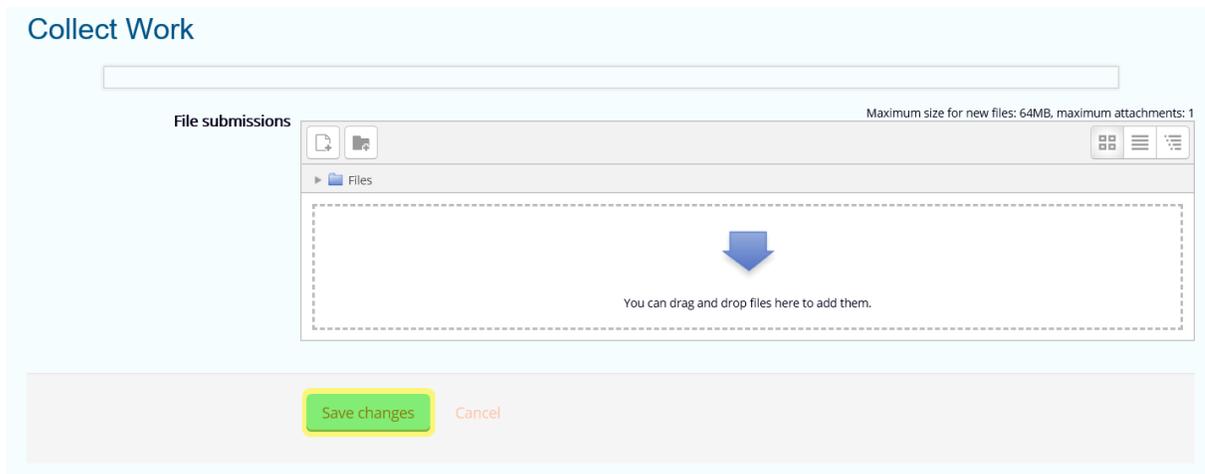
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### Before you begin

- Make sure you are logged in as *Student*.

### Procedure

1. In the **Navigation** block on the right, click on **Courses**.
2. Click on the name of the course in which you want to upload files.
3. Click on the link next to the blue assignment icon.  
You will see a window with the overview of all submissions.
4. Click on **Add submission**.  
You will see a window for uploading your files.
5. Drag and drop your files to **File submissions**.



**Figure 13: Adding file(s) with drag&drop**

6.  **Note:**

If you have to make any changes regarding your submission, repeat step 5. When everything is final, continue with step 7.

Click on **Save changes**.

You will see the overview of your submissions with the Submission status **Draft (not submitted)**.

7. Click on **Submit assignment**.

8. Tick the checkbox to agree that the work is your work.

9. Click on **Continue**.

### Results

Your files have been uploaded and you will see the overview of your submission with the status **Submitted for grading**.

## Download files

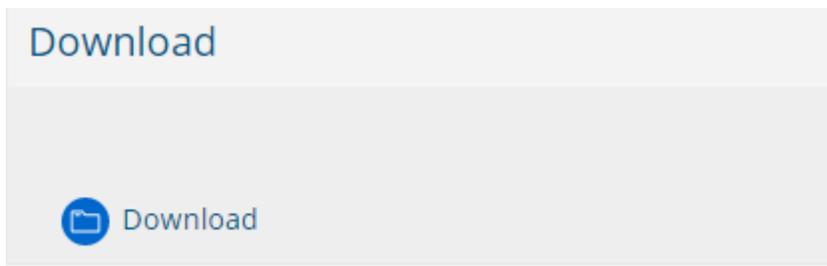
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### Before you begin

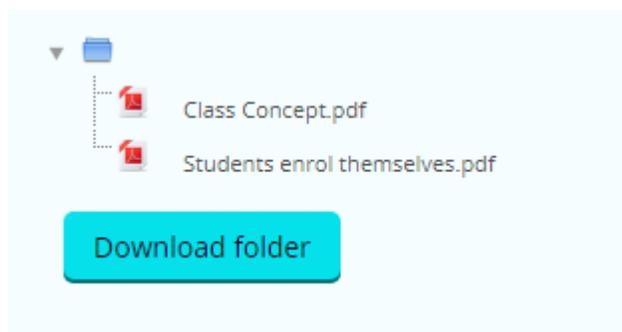
- Make sure you are logged in as *Student*.

### Procedure

1. In the **Navigation** block on the right, click on **Courses**.
2. Click on the name of the course from which you want to download files.  
You will see all downloadable files.



3. Click on the blue folder icon or the name of the file that you wish to download.  
The file will be displayed.



#### 4. You can

- either click on the button **Download folder**
- or, alternatively, click on a single file that you wish to download

The folder or file will be downloaded and saved in the download folder of your computer in accordance with your browser settings.

#### Results

The folder or files have been downloaded from the Karlifi Learning Platform and you may view them on your computer or download further files.

## About the glossary

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Here, you will learn some useful terms about the documentation of the Karlifi Learning Platform.

### Activities

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An activity is a general name for a group of features in a moodle course. Usually an activity is something that a student will do that interacts with other students and or the teacher.

In **Edit** mode, a Teacher or Manager can add activities via the button **Add an activity or resource**. Activities appear as a single link with an icon in front of it that represents the type of activity.

### Administrator

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Administrators have permission to do anything on the Karlifi Learning Platform. The role itself cannot be edited.



#### Note:

The primary administrator (created when the site was created) cannot be removed from the administrator role.

The Administrator is the only user with the ability to perform configurations on the Karlifi Learning Platform. Managing courses and users can be handled by using the Manager role. Best-practice of the moodle system suggests that the Administrator should only be used for configuring tasks.

### Authenticated user

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The role of Authenticated User is automatically assigned to any user logged into the Karlifi Learning Platform. A user will have additional roles according to where they are on the Karlifi Learning Platform, such as Student in a course.

By default, Authenticated Users have permission to edit their own profile, send messages, blog and do other things outside of courses.

## Courses

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Courses are the spaces on the Karlifi Learning Platform where Teachers or Managers can add learning materials and activities for students. Courses can only be created by Managers. Teachers can then add the content and re-organise them according to their own needs.

Courses can either be grouped into course categories created by the Manager, or will be grouped into an existing category by default if no category is chosen.

## Enrolment

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The process of adding users to courses is called Enrolment.

This is different from adding users to the site, which is known as Authentication.

There are various methods of enrolling students into courses, once they have logged into the Karlifi Learning Platform:

- Enrol students manually to a course
- Students enrol themselves to a course

## Enrolment key

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An enrolment key is one method of restricting enrolment to a smaller group.

If this method is used, you can only enrol to a course with the enrolment key.

## Group

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On the course level you can assign a user to one (or more) group(s). In a course you can assign a context (activity) to a group. When members of the group leave the course, they lose their identity with the group.

## Grouping

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Groupings are a collection of groups. If you had 10 groups, you could combine or mix and match the smaller groups into 2 or more groupings. You can assign a grouping to a context like an assignment.

## Guest

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The Karlifi Learning Platform has a built-in Guest account. Visitors can log in as Guests using the button [Login as a guest](#) on the login screen and enter any courses which allow Guest Access without being required to enrol.

Guests always have read-only access. They cannot post in forums, edit pages, participate in a chat, take quizzes and assignments or receive any scores or grades.

The Guest feature can be used when you want to let colleagues look around your work or to let students see a course before they have to decide to enrol.

## Manager role

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The Manager role enables users to create, access and modify courses. It also enables users to create new users, as well as perform certain administrative tasks related to courses, users and grade settings.

The Manager role is similar to the Administrator. Unlike the Administrator, the Manager role can be edited. Best-practice suggests that Administrators should use a Manager role and not an Administrator account to manage course and user related tasks.

## Resources

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A resource is an item that a Teacher or Manager can add to a course to support learning, such as a file or link. The Karlifi Learning Platform supports a range of resource types which can be added to courses. In edit mode, a Teacher or Manager can add resources via the button **Add an activity or resource**. Resources appear as a single link with an icon in front of it that represents the type of resource.

## Student role

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The Student role enables users to participate in course activities and view resources but not to alter them or see the class gradebook. They can see their own grades if the Teacher has allowed this.

When a Student first joins the Karlifi Learning Platform, they see all available courses. Once they have enrolled into at least one course, they then only see their own courses in the section **My Courses**.

Administrators, Managers and Teachers determine how a Student enrolls, and what they can do or see in a Karlifi Learning Platform site. These permissions can vary from each course or with any activity.

## Teacher role

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The Teacher role enables users to do almost anything within a course, including adding or changing the activities and grading students.

Teachers can only teach in the courses they have been enrolled in.

## Unenrolment

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The process of removing users from courses is called unenrolment.