Welcome to
University of the People!

Access the learning management system (Moodle) by going to https://my.uopeople.edu/login/index.php. Type your Username and Password in the two top left input boxes and then click Login.

If you have forgotten your password, you can click the button below "Forgotten your username or password?". This will direct you to fill in your Username or email address. Then your login information will be sent to the email address you gave when you registered.

When you wish to log out, you can click the (logout) link, or you can simply close your browser.

**The UoPeople Moodle platform can be used with a variety of browsers; however, using Firefox is recommended in order to avoid many common technical problems. You can download it free from Mozilla Firefox.

Logging into the School

Personal Profile

You can access your user profile at any time by clicking on your name, located at the top right corner of the page. You will then see your profile as others see it.

In order to see all the information available in your profile click on "Show Advanced" on the right.

To change your password, use the "Change password" button. You can change additional information in your profile by clicking the "Edit profile" tab. In the screen that appears, click on "Show Advanced," in order to show all the information included in the profile.

Administration

- ▼ Course administration
  - ▦ Grades
  - ▶ Question bank
- ▶ Switch role to...
- ▼ My profile settings
  - ▪ Edit profile
  - ▪ Change password
  - ▶ Roles
  - ▪ Messaging
  - ▶ Badges
  - ▶ Activity reports
- ▶ Site administration

Search

Ensure that your name is spelled correctly and verify that the correct e-mail address has been entered as the system will send messages about your courses to that address.

Continue with your personal information by including your city/town and selecting your country. Be sure to select the accurate Time Zone for your location. At times the system will display your local time (for instance when taking a timed Quiz or Exam).

Write a short description of yourself so other students can learn more about you. Any information you submit here can be seen by all users of the system.

You should also upload a photograph of yourself in order for your peers to easily identify you.

To add a photograph , click the "Browse" button. In your computer, locate the file you want to make your profile picture and double-click on it. Make sure that you use your own picture and not a copyrighted image and that the file size does not exceed 64 MB. The link to the picture will appear in the browse box and your picture will be automatically re-sized to fit the picture box.

You can add other contact information and telephone numbers to your profile. Remember that all users have access to this information once it is in your profile, so be certain this is information you wish to share with other students before submitting it.

You can now click "**Update profile**" at the bottom of the page and you will see your updated profile. Note that you can always return to your profile and make changes in your selections and personal information when required.

Entering a Course

When you are logged into to the system you will have access to the courses in which you are enrolled.

Courses are listed in the center column of the page in the screen below a header called "My Courses".

You can enter a course by clicking on its name.

Entering a Course

My courses

BUS 1101B Principles of Business Management - Term 4, 2012-2013

Instructor: Jane Burman-Holtom (Instructor)

This course is an introduction to the field of business management. Topics include functional management, products and services, business technology, human relations, ethics in business, environmental, global and economic factors, current issues and new trends in business management.

Academic Advising Virtual Office

Welcome to the Academic Advising Virtual Office!

Weekly Class Structure

Courses take place over a nine-week term. The structure of the course site consists of a General Section, followed by eight weekly Units and an Exam Section

Each term has eight weekly learning units and a four-day period for preparing for and taking the final exam.

The Learning Week starts at midnight between Wednesday and Thursday (and ends on the following Wednesday.

The weekly study units will be made available one week at a time at the start of the new learning week.

All work for a particular Unit must be completed within that Learning Week. Beyond that however, students can decide when to complete their work and there is no specific time that the student must be logged on and study.

Weekly Class Structure

29 January - 4 February

UNIT 1

Welcome and Introduction to University of the People

Available from **29 January 2015, 12:05 AM** (hidden otherwise)

Learning Guide Unit 1
Available from **29 January 2015, 12:05 AM** (hidden otherwise)

Discussion Forum Unit 1
Available from **29 January 2015, 12:05 AM** (hidden otherwise)

Learning Journal Unit 1
Available from **29 January 2015, 12:05 AM** (hidden otherwise)

Scavenger Hunt Activity
Available from **29 January 2015, 12:05 AM** (hidden otherwise)

5 February - 11 February

UNIT 2

Academic Integrity and Ethical Conduct

Class Activities: Overview

There is a series of Tasks that you are required to do each week.

These may include :

- Learning Journal

- Discussion Forum

- Assignment

- Self-Quizzes

- Graded Quizzes

You will be expected to evaluate the work (using the Peer Assessment guidelines) of three of your peers in the Discussion Forum and three peer Assignments. Both Peer Assessments require that you offer constructive comments on their work.

Class Activities: Learning Guides

Every unit has its own Learning Guide. This provides students with an outline of the academic week ahead. In the Learning Guide your course instructor will give you an overview and lay out the objectives of the Unit. This will give you the order in which you should study the material.

The Checklist is included in the Learning Guide for your benefit. By checking the required and optional activities in each Unit, you will easily be able to ensure that you have completed all the elements. This will help you to manage your time better and gain the most out of the study material.

Class Activities: Learning Guides

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Overview

Introduction

Reading Assignment

Scavenger Hunt Activity

Learning Journal

Discussion Assignment

Checklist

Class Activities: Assignments

As part of your course requirements, you will be required to complete an assignment for most Units of learning. Assignments generally use a Moodle feature called "Workshop". This tool allows for peer assessment, which is integral to the University of the People learning model.

When the due date and time have passed, the system will not allow any further submissions. You must take note of the "UoPeople time" in order to submit assignments on time.

The following week after the assignment is due, you will be expected to assess the assignments submitted by your peers. You will usually have three assignments to assess. Your assessment is part of the assignment grade.

Classroom Activities: Discussion Forum Assignments

The Discussion Forum is an important activity module and participation in this Forum is mandatory. For most units, there is a Discussion Forum Question to which you must respond. In addition, you must comment on at least three other students' answers and give them a rating between 1 to 10, for their work.

Discussion forum responses must show evidence that you completed the week's readings and must be written in your own words.

When replying to classmates, your replies should offer further depth of thought to the discussion, ask for clarifying questions, and encourage further discussion.

Class Activities: Self-quizzes

Some Units require students to take a weekly Self-Quiz.

This Self-Quiz consists of various question types relevant to that week's study Unit. Automatic feedback is offered in the Self-Quiz. You will be able to attempt a Self-Quiz multiple times. The grade attained will not be included in the overall grade and is for self-evaluation purposes only.

Your instructor, however, will monitor to see that you have taken the Self-Quiz. These Self-Quizzes will help you develop test taking skills and are excellent Unit reviews.

Class Activities: Graded Quizzes & Final Exam

UoPeople courses include two Graded Quizzes and one final exam. These can only be taken one time, and within a specific time limit.

The results of these are included as part of your final grade.

Finishing Quizzes

When completing a Self-Quiz, a Graded Quiz, or the Final Exam, you will notice a button reading "Save without submitting". Use this button to save your answers while you are working. In the event of a technical problem or sudden power failure, your answers remain saved.

When you have finished, simply click on the "Submit all and finish" button. In the case of the Final Exam, which has a time limit, failing to "Submit all and finish" will result in a grade of zero.

After submitting a Self-Quiz, you will immediately see the correct answers and the Self-Quiz grade. Reattempt the Self-Quiz, if necessary, paying careful attention to those questions answered incorrectly. For the Final Exam, the correct answers are not displayed and the grade will only be seen after the Academic Committee has reviewed the results.

Class Activities: Learning Journals

The Learning Journal will help build your academic vocabulary and develop your time management skills.

Most Units require that you keep a log of your study activities and define at least 3 - 5 unfamiliar words from the reading materials.

Additional tasks will be added in each Unit by your instructor. Participation is mandatory.

Class Activities: Course and Classroom Forums

The Course Forum is used for general course-related discussions, questions and responses posted by students and instructors. It is open to all students studying the course.

The Classroom Forum is used for class-related academic discourse. This forum is where students in the same classroom or group can interact with one another.

Submitting Assignments

Unless otherwise specified, the format of your uploaded file must be one that can be opened by MS Office and Open Office programs. Please submit all your text work as .doc or .odt files.

For presentations, use .ppt or .odp files and for spreadsheets use .xls or .ods files. If you try to upload a file that is bigger than the maximum file upload size (10MB), you will receive an error message.

Each student should make only one submission per assignment.

Moodle will then randomly disseminate the completed assignments to other students for peer assessment.

***Late assignments will not be accepted as per University policy.

Your Grade for Assignments

You will receive a grade that is the average of the 3 assessments completed by your classmates. **This is 90% of your total assignment grade.**

+

You will receive an additional 10% for completing the required assessments of your peers' assignments.

=

100%

Peer Assessment

Peer-to-peer learning is an important part of the University of the People classroom. This requires students to be familiar with the evaluation process. After a student uploads or submits an assignment they will receive anonymous assignments from other students in the classroom for peer assessment.

Your final grade is not only determined by the work you submit, it is also based on the quality of the peer assessments you make. In other words, giving unjustifiably poor or exaggeratedly positive reviews of the work of others will bring down your own grade, as it is a sign that you have not learned to evaluate the material properly according to the criteria. It is therefore important to evaluate the assessment elements correctly.

Fairness in Evaluation

Student's assignments are graded 3 times, and the average of all 3 scores becomes the final grade.

Because the student's assignment is assessed three times, it is easy for the Instructor to find discrepancies in grading.

The course instructor carefully reviews the scores of the assessments, and when students have given very different assessments; the instructor can review the assignment and adjust the scoring as necessary.

Specimen Assessment Form

The specimen assessment form is where you insert your points total for each section that you assess on an assignment, as well as provide the required feedback that explains why you gave that number of points.

Your responsibility is to provide valuable feedback to your peers. Regardless of whether you give a good or poor score on an assessment, you are REQUIRED to provide a short message indicating why.

You will need to submit your own finished assignment before you can assess the work of your peers.

Grading Rubrics on the Specimen Assessment Form

The Grading Rubrics are a set of criteria for which you assess how many points are earned for each section of the assignment. For example, the first element of the assignment grading for this assignment looks like this:

Element 1: Did this assignment provide the name and the mission of the International NGO?

Total possible points: 10 points

-The name of the International NGO and the mission were both clearly stated= 10 points
-Only one of these two components were provided= 5 points
-Did not address this part of the assignment = 0 points
Use the feedback box to provide your peer with the reason you did not give full credit for this element.

Weight: 1.00

Grade (points):

Feedback:

Scoring and Providing Feedback

Example of Acceptable Grading and Feedback

(based on example rubric from a Specimen Assessment form) from element 1 in last slide):

- Grade: 7 points

- Feedback: The name of the International NGO was provided, and the organizational mission was referred to briefly, but was not stated fully in its entirety.

Example of Unacceptable Grading and Feedback

(based on example rubric from a Specimen Assessment form) from element 1 in last slide):

- Grade: 7 points

- Feedback: It wasn't clear.

Written Assignment Unit 1

Assessment form

Aspect 1

*This week's assignment is instructor graded; please do not peer assess this week's assignment.This Assessment Form is for your information only.

Did the student write a paragraph that is either illustrative or descriptive? Please provide 1-2 sentences on why you think the student did or did not support the idea of an illustrative or descriptive paragraph.

Grade   Choose... ▼

Comment

Aspect 2

Is what the student submitted a full (3-4 sentence) paragraph?

Grade   Choose... ▼

Comment

Aspect 3

Is this a mostly original work or did the student use cited source material? Note—if the student used un-cited source material (as per APA style rules) then this is plagiarism and it should be reported to the instructor.

Grade   Choose... ▼

Comment

Each week that has a discussion forum question to respond to, also requires that you reply to 3 of your classmates. You must also provide a peer-assessed rating of their responses. Discussion Forums do not include a Specimen Assessment Form

You can only view your classmates' posts after you post your own answer to the question.

The Resource Center

In support of our students and their academic pursuits, UoPeople has joined the Library and Information Resource Network (LIRN).

LIRN enhances our academic programs with a rich and powerful collection of resources: over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio and video clips.

Students are also provided recommended open educational resources including textbooks and course materials.

You can access the Resource Center from the bottom left area on the Moodle homepage

The Resource Center

UoPeople Library and Resource Center

About Library & Resource Center

Access to Library and Information Resource Network

Open Education Resources List

Free e-Books, Free Journal Articles

Open Education Resources ToolBox

Contact us: library@uopeople.edu

UoPeople Community

While University of the People does not have a traditional campus, a football team or dorm rooms, you are still part of a community. Stay up-to-date and share your voice on Facebook, Twitter, YouTube and our blog. These resources are for you.

University of the People randomly assigns students to classrooms for each course. When you see the term "Group" in Moodle, the reference is to your classroom.

Several of the activities, such as the Discussion Forum and the Peer Assessment take place among students in the same classroom. Additionally you should regularly enter the "Classroom Forum" to interact with the students in your group.

To locate your classroom, simply open your profile and view your assigned classroom number next to the word "Group".

The University Catalog

You can answer almost any question you may have, by looking for it in the University Catalog. If you have access to a printer, it is advisable to print a copy for yourself for frequent referral.

http://www.uopeople.edu/files/Pdf/university_catalog.pdf

The Student Portal

The Student Portal is where you can find all of the student services you may need:

- Enrollment

- Academic History

- Personal Information

- Help or Support

- Online forms for dropping or withdrawing from a course

- University catalog

- Academic calendar

- Proctor instructions

- Information about the study process at UoPeople

Accessing the Student Portal

Best wishes as you begin your educational journey with University of the People!