

COMILLAS
UNIVERSIDAD PONTIFICIA
ICAI ICADE CIHS

S.T.I.C.

(Sistemas y Tecnologías de la Información y las Comunicaciones)

SERVICE QUICK GUIDE

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Always have the S.T.I.C. website as a reference:

www.STIC.comillas.edu



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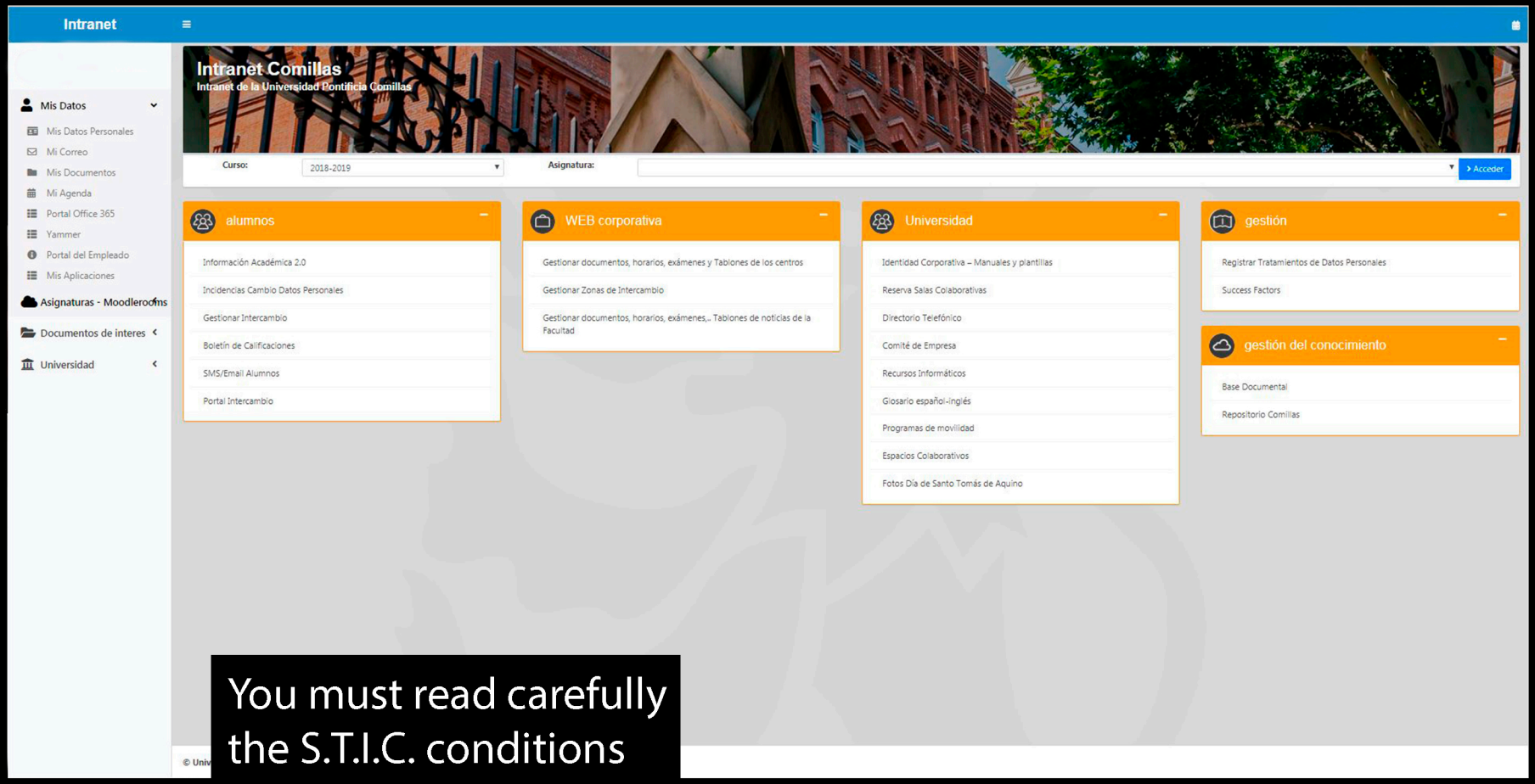
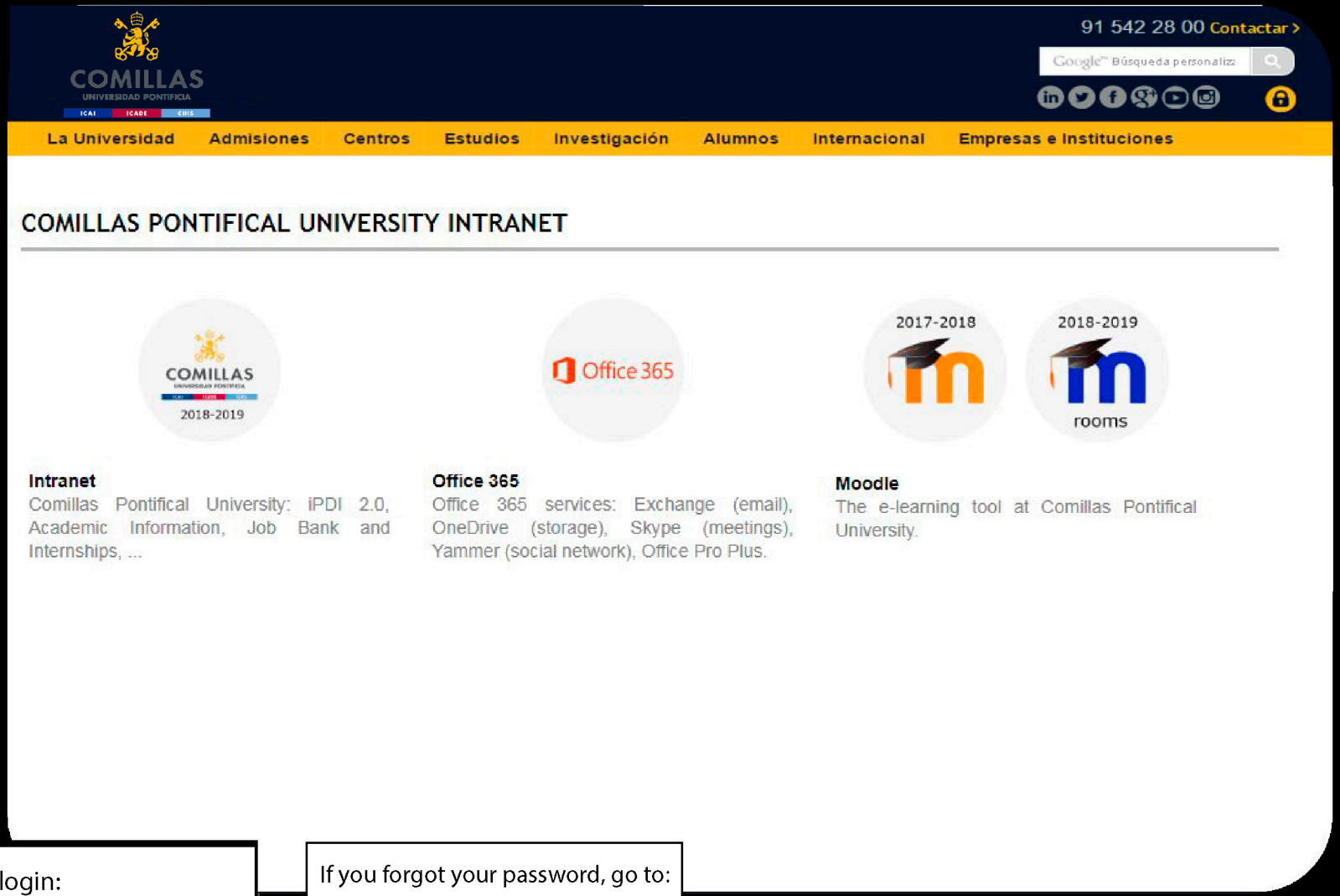
S.T.I.C. Service Conditions and Term of Uses



You must read carefully the S.T.I.C. conditions and terms of use by login the Comillas Intranet

COMILLAS UNIVERSIDAD PONTIFICIA ICAI ICADE CIHS

S.T.I.C. Services online Access



User to login:

Example: 201599999@alu.comillas.edu

If you forgot your password, go to:

https://web.upcomillas.es/CCA/Alumno/Solicitud.aspx

COMILLAS UNIVERSIDAD PONTIFICIA ICAI ICADE CIHS

CLOUD PRODUCTS, SERVICES AND TOOLS



THEN



NOW

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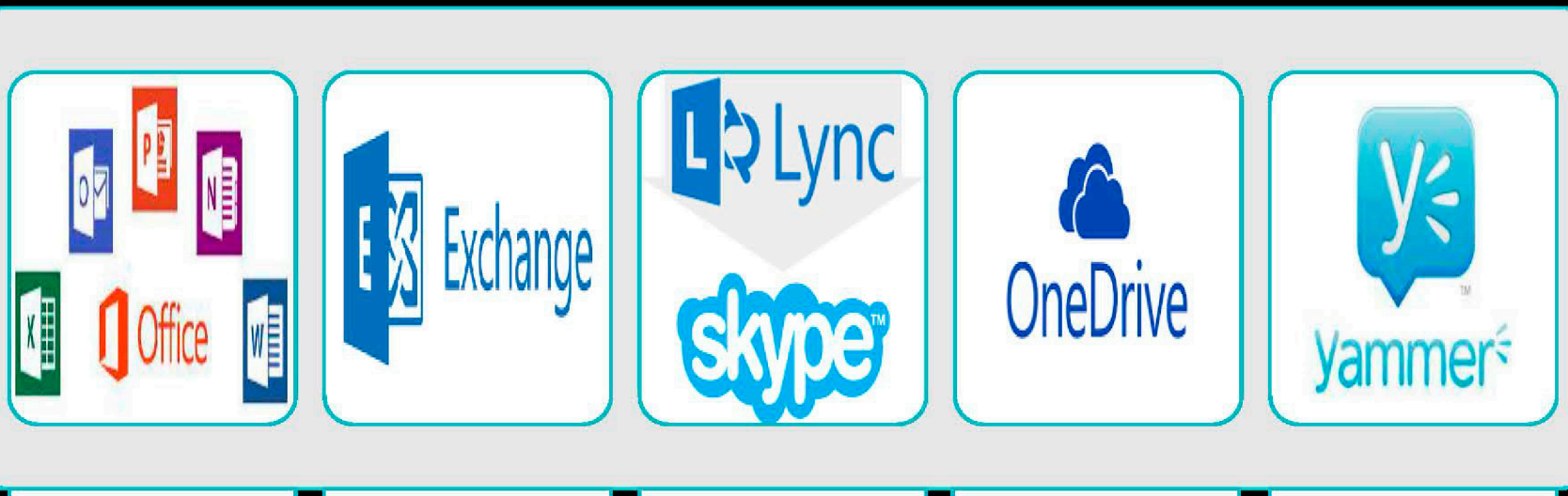
What does your Microsoft 365 account include?



Online Office

Instalation of 10 Microsoft licences and 10 different dispositives

Word, Excel, Access, OneNote, Sway

Outlook Email

Email 50GB
Calendars
Groups

Lync Skype

Conference Calls, Video-teaching, Group Works, Video-meetings

OneDrive 1 TB

Save, share, secure

Yammer

Social, Share, Debate,

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Moodlerooms

Online Platform for the Teaching-Learning Management



https://sifo.comillas.edu/login/index.php

FIRST STEPS WITH Moodlerooms

ADMINISTRATIVE REQUIREMENTS

- Formalize enrollment on any subject or training course taught in the University and have an email account. This produces an academic username and password.

TECHNICAL REQUIREMENTS



- A computer with an internet connection and updated antivirus.
- Browser (Google Chrome, Mozilla Firefox, Microsoft Internet Explorer, Safari…)
- **Adobe Acrobat Reader** to be able to display the documents in PDF format.



It is also possible to access Moodle on **mobile devices** (mobile phones with Android, iPhone, iPad, tablets…).

ACCESS MY SUBJECTS ON MOODLE

There **are three ways to access the Moodlerooms** platform in Comillas:

1) **Using the Intranet (A)** on the Comillas website http://www.comillas.edu/, you will access a new page **(B)** where you will be asked to type in your **academic username@alu.comillas.edu** and password to enter (Figure 1). Once validated, you can access the Intranet (Figure 2, next page).

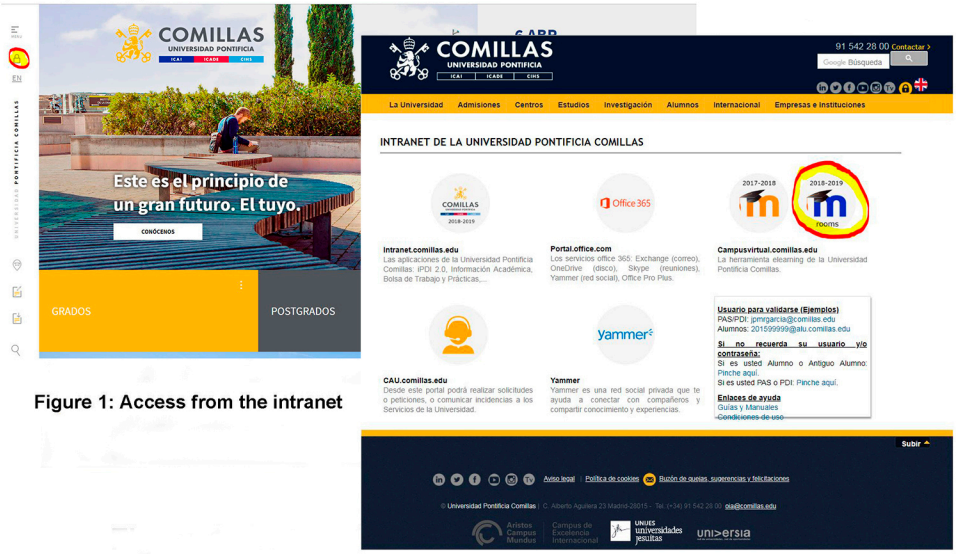
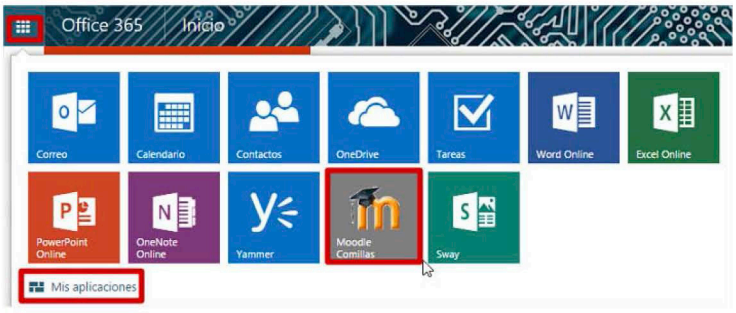
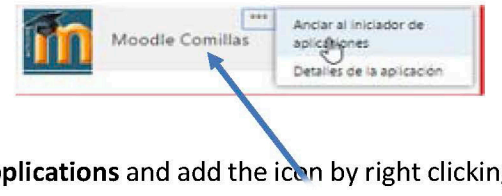


Figure 1: Access from the intranet

2) **Direct link:** At http://campusvirtual.comillas.edu, you can identify yourself by clicking on the Moodle icon. Once you are in, you will see a list of all your subjects[1] . This option is recommended for Ipad, Iphone or Android.
3) **Using my Office365 profile:** At http://www.comillas.edu/o365 you can identify yourself using your Office365 academic username (for e.g.: 000000000**@alu.comillas.edu)** and your password. If you click on the icon that appears on the upper left-hand side, the applications will open and you will see the Moodle logo.





If it does not appear for you in the initial list, you can go to **My applications** and add the icon by right clicking on it.

[1] If there are any subjects missing on Moodle that you are enrolled on, your teacher may not have created the groups yet or there may be a problem on the class list. Speak with your teacher.

If a student accesses the **Comillas Intranet,** he/she**will see a series of resources classified into 4 different areas:**

- In **(A)** you can select the subject you wish to access using the drop-down menu.
- Once selected, you can check **(B)** both the **details of this subject**, your **study guide**, your basic **bibliography** and you can also access the subject content on **Moodle**.
- You can also access other resources **(C)** such as checking your grades, accessing an informative extract of your grades, timetables, exam timetable, the faculty's regulations, as well as news from the centre.
- On the left-hand side of the page **(D)**, you can change your username and password, update your personal details, access your email outside the university (**my email**), access the main university **services** or the **calendar** (where you can see faculty dates and appointments highlighted by the student themselves, as well as the**Comillas Newsletter**, the **Internships and Careers** website, as well as the **Grants and Financial Aid** website.

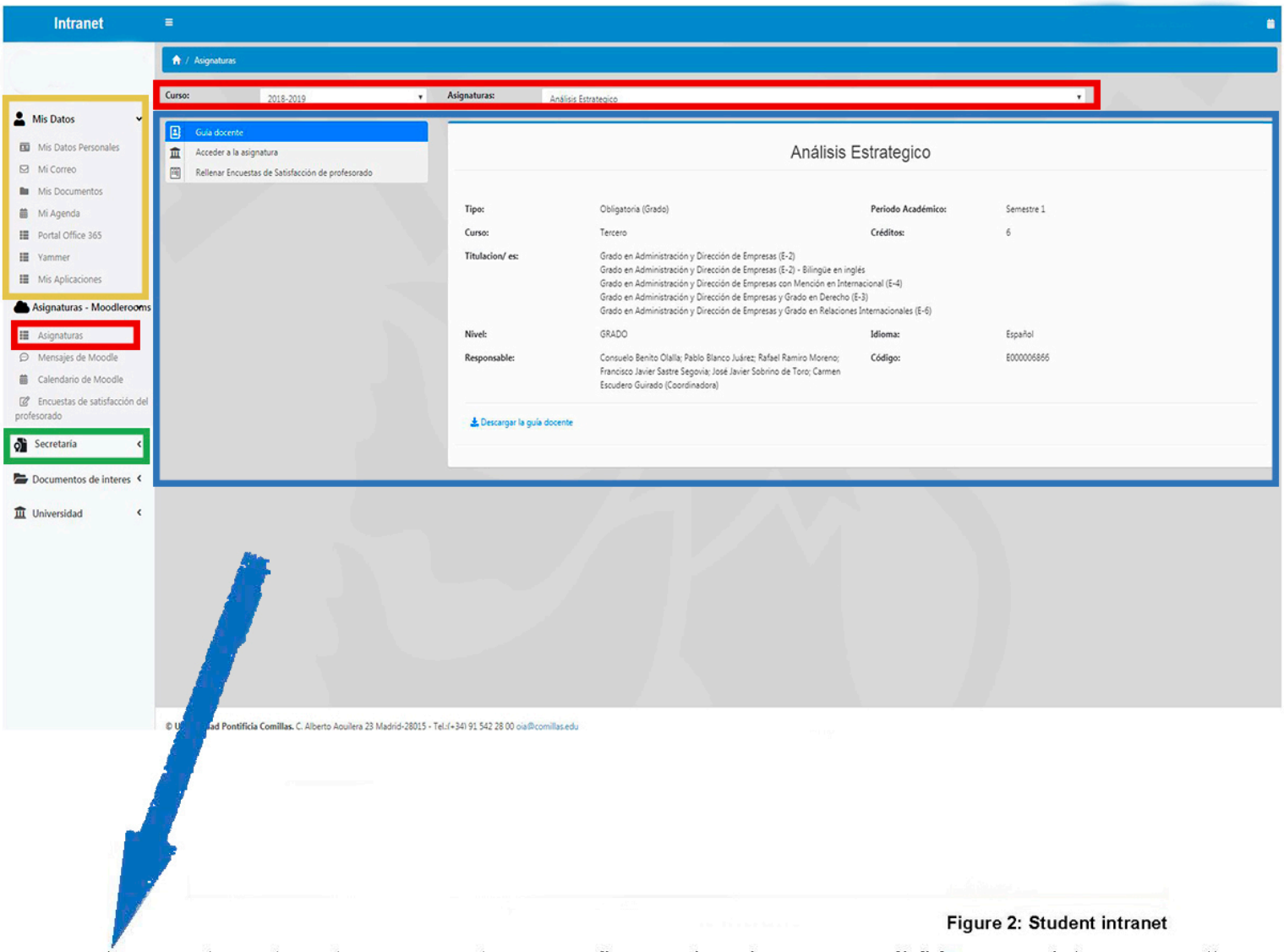


Figure 2: Student intranet

When a student selects the option on the intranet **"Access the subject on Moodle" (B,** Figure 2) the system will show him/her a page with the different subjects they are enrolled on. Once **in Moodle** (regardless of either method of access used) you will have to click on the **subject name** in order to see it. You can access the subject program and general subject information **(A)** and you will see the different modules **(B)** by scrolling to the bottom of the page.

ACCESSING CONTENT AND EXERCISES

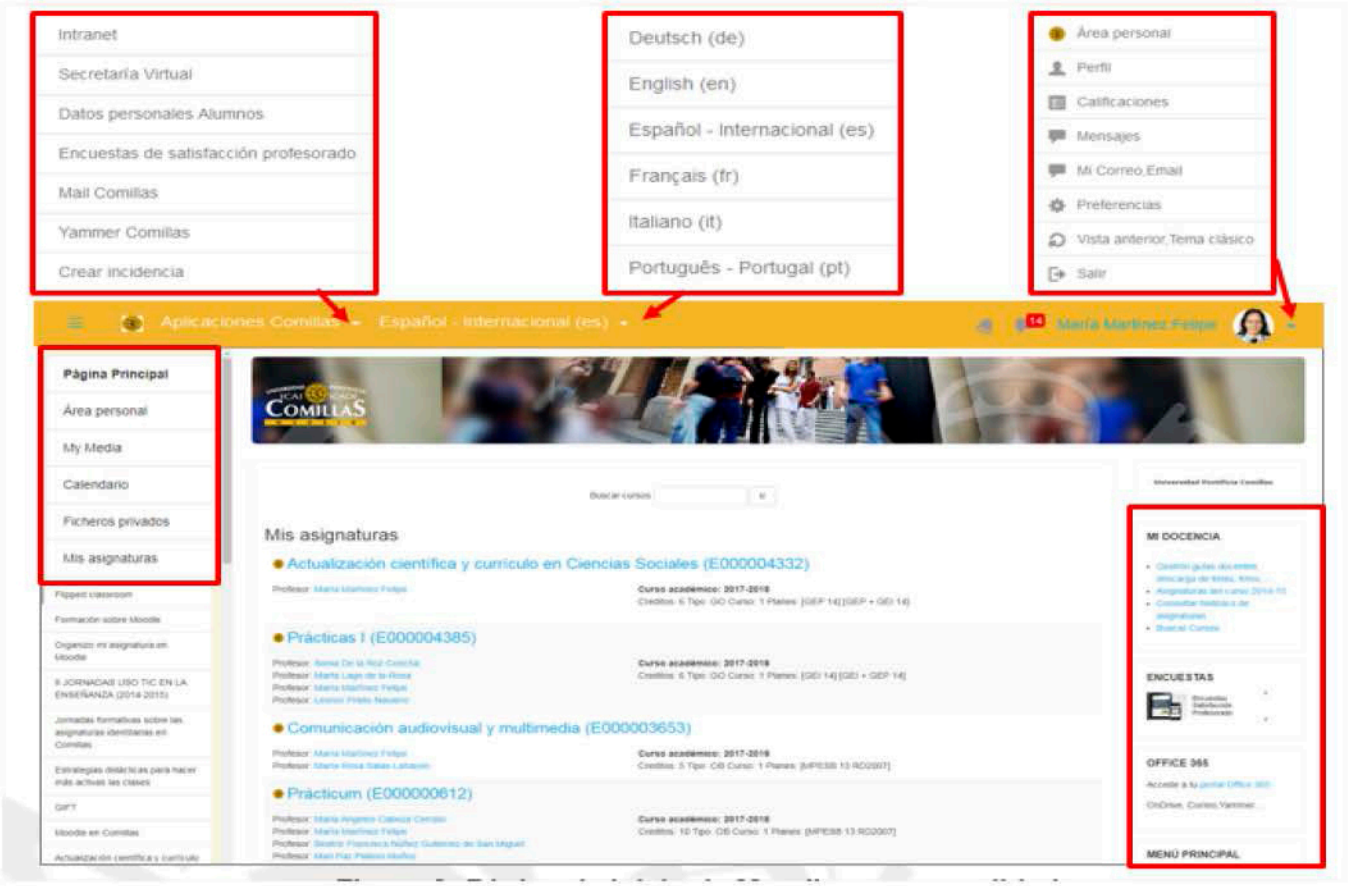
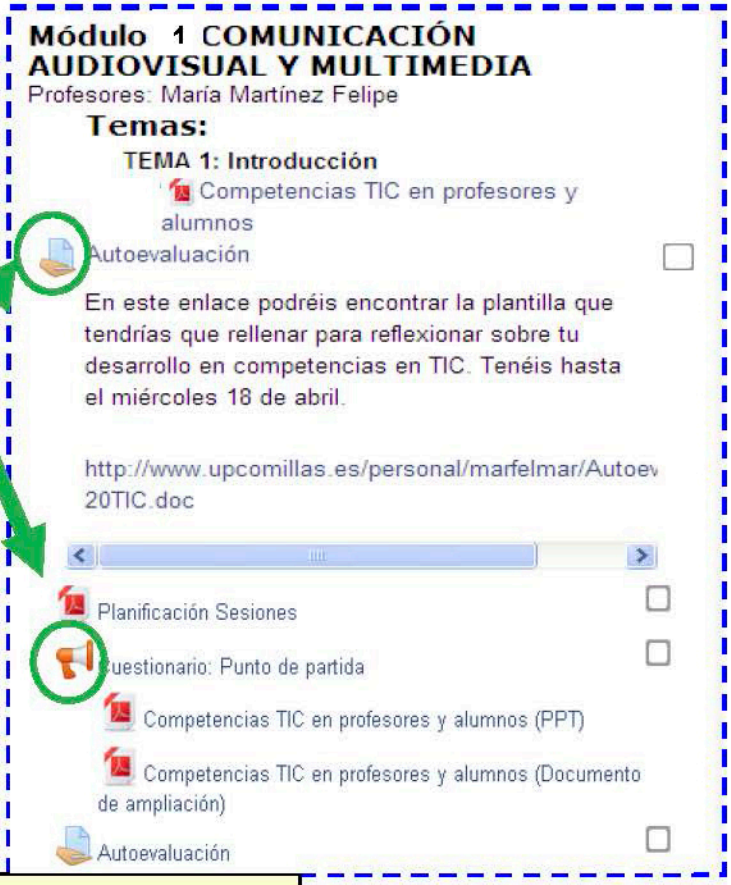


Figure 4: Accessing content

Once you have gained access to each module and each topic, you can access and display the **content** (Word docs, PDF, PowerPoint presentations, links to websites…) by simply clicking on the name of the resource.

You can also find **activities or assignments** that you have to submit through the platform: Questionnaires, Queries, Assignments, Surveys, Lessons. To access them, simply click on the name of the activity and follow the instructions.

Remember that there is a **submission deadline** and the authenticity of the work can be checked (anti-plagiarism).



SUPPORT MATERIAL:
http://www.upcomillas.es/FormacionOnline/form_onli_pres.aspx
http://www.stic.comillas.edu/es/guias-y-manuales

CHECK YOUR GRADES

Once you have access to the subject on Moodle, go to **Grades** if you wish to see the grades given for your exercises.

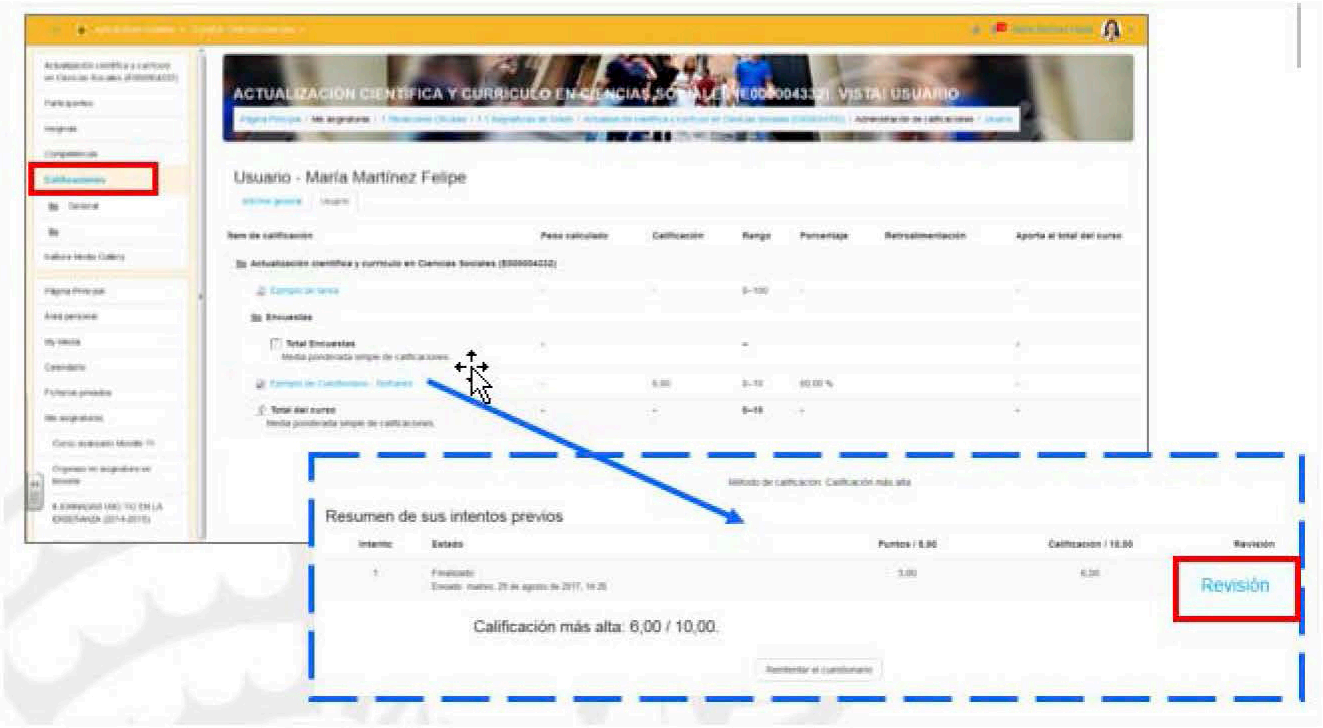


Figure 5: Access Grades

Once you are in **Grades**, you will be able to see all of the activities you have to submit for that particular subject. You will see all those that you have already submitted along with their grade and those which still have to be submitted.

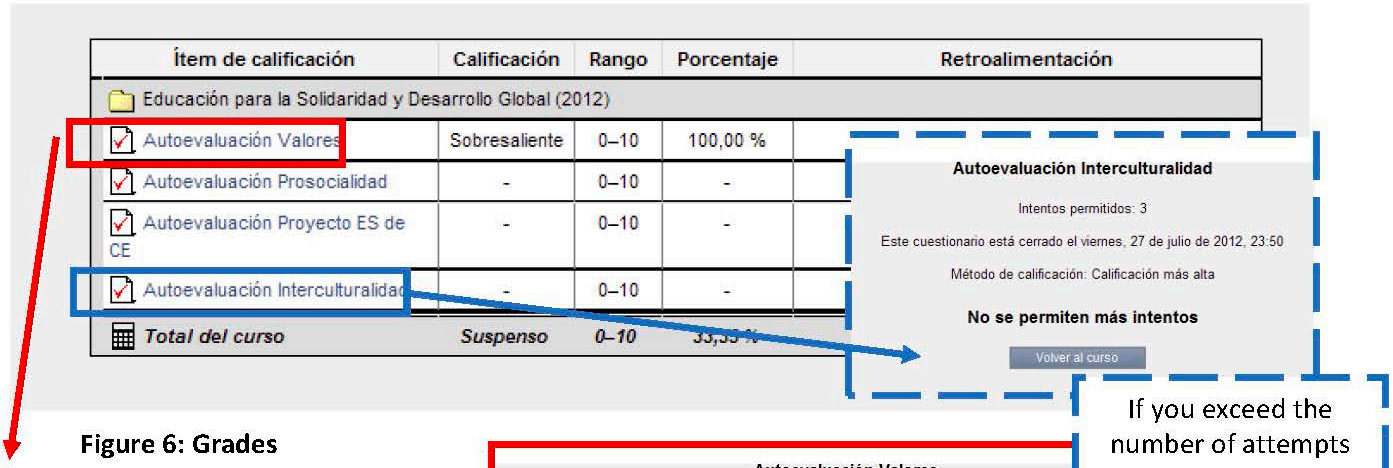
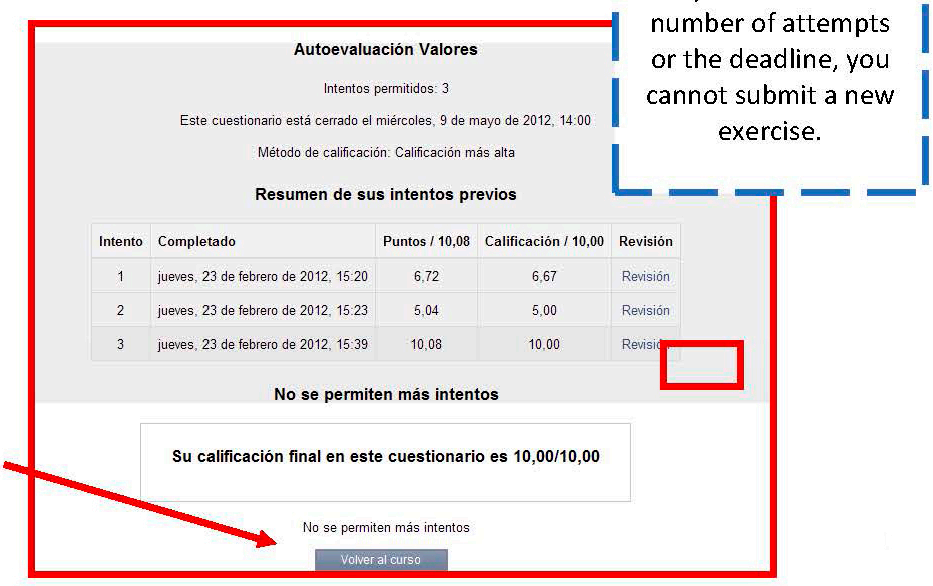


Figure 6: Grades

You can access further information on this (number of attempts allowed, type of grading and deadline) by clicking on the name of the activity, as well as a summary of your grades and access to **Review** the exercise (see Figure 7).

There is a link to **Return to the course** in order to leave this window.



By clicking on **Review** (Figure 7), you will see the correct and incorrect answers as well as your grade.

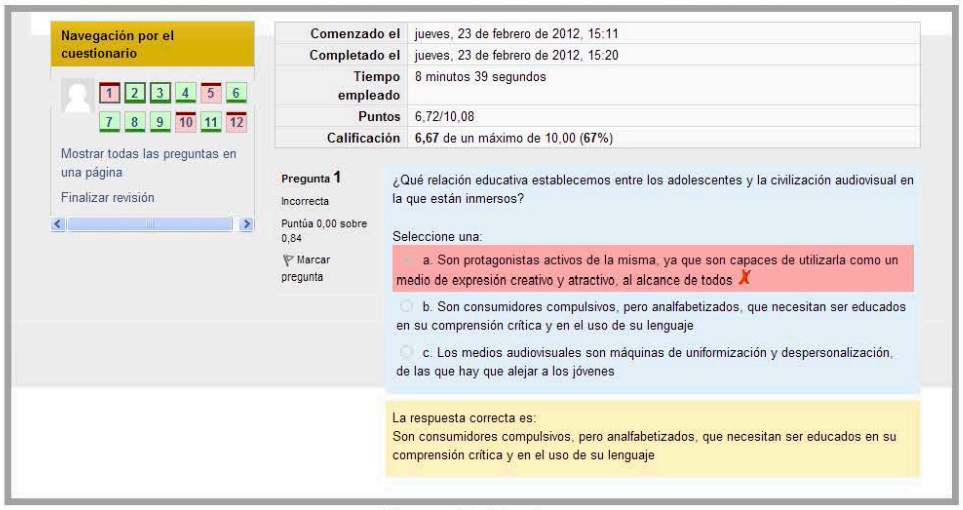


Figure 7: Review

USING THE COMMUNICATION TOOLS

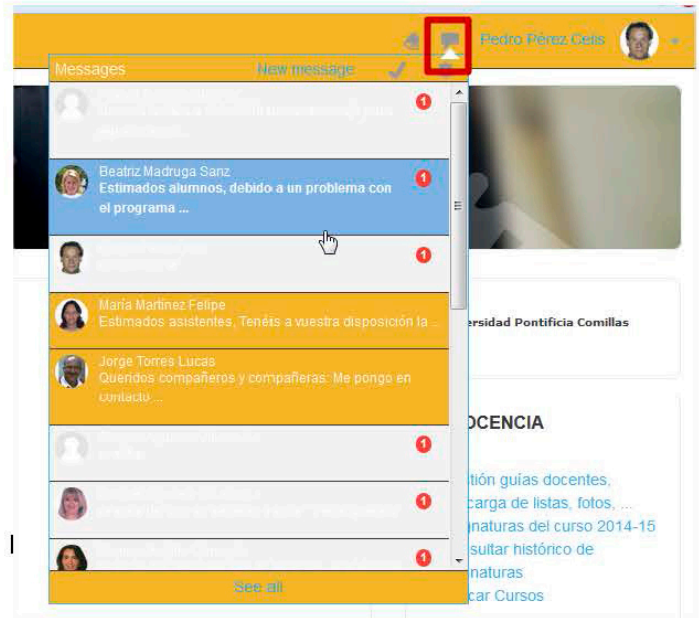
The platform enables active communication between teachers and students by means of **forums** , **a chat service** **and messaging service** . You will usually see the access links within the subject itself or in the side panels (Figure 8).



Figure 8: Access communication tools within the content structure

Messaging service

The messaging service means you can send text messages (not attach files) to your fellow students and teachers. You can access it by means of the option "**participants**" appearing in the **Navigation** menu, which shows you a list of the teachers and students enrolled. You can select any user from the list to see their profile and send them a message.



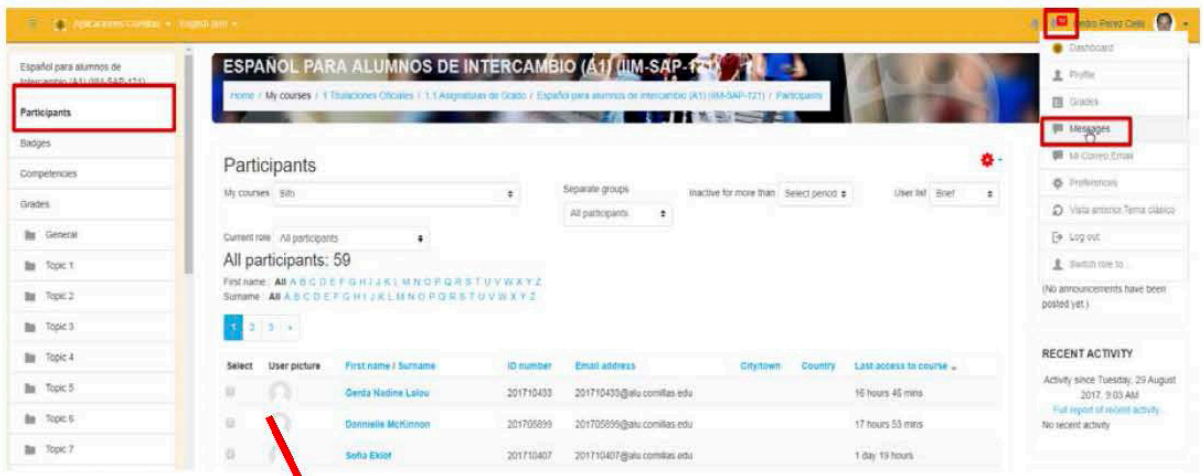
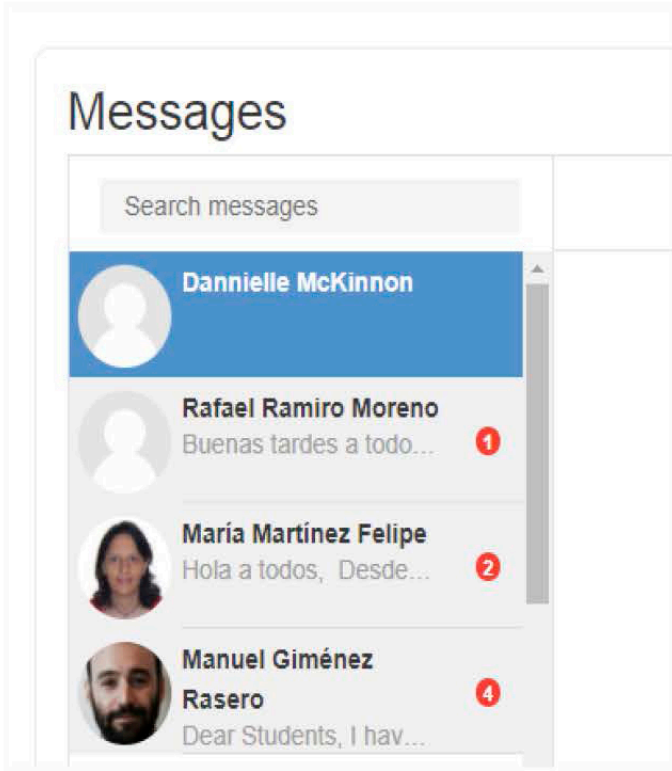


Figure 9: Participants



Figure 10: Send a Message



In the drop-down menu you can choose between reading unread messages, recent conversations or messages relating to a specific subject.

Once the list of messages appears, you can read a message on the right of the list by clicking on the name of the sender. At the end of the message, a box appears which allows you to answer the email and **send**.

Figure 11: See Messages

Forum



Figure 12: Forum access

By clicking on the name of the forum or the **forum** icon you can access the list of topics proposed in the forum and when you click on the name of any of them, you will see the contributions made and, if you click on one of them you will see there is an option to **Reply**, which will take you to Figure 13 where you can write your own contribution.

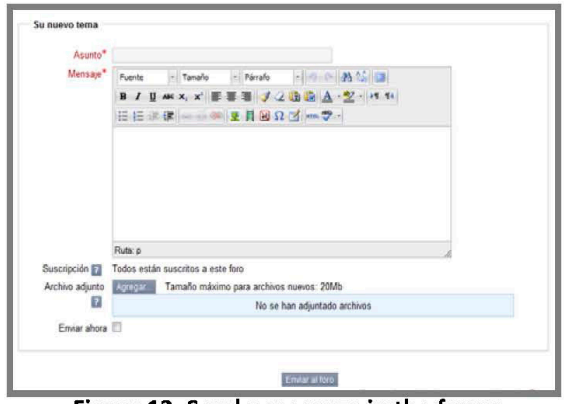


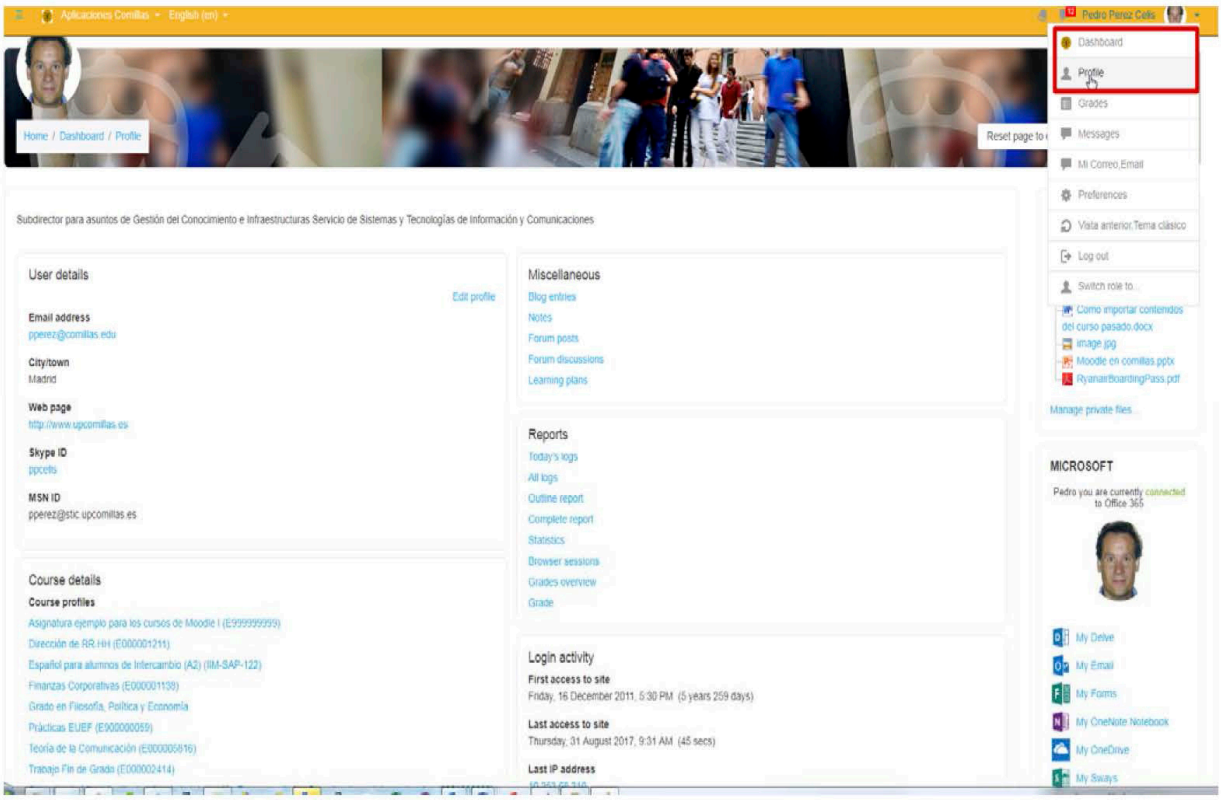
Figure 13: Send a message in the forum



Each user can decide how they wish to see the comments: by field, threaded or ordered from the most recent or the oldest. The following image shows an example of forum use.

MY PROFILE

Access→ Once on Moodle, click on your username in the top right-hand corner.



As well as changing your profile, you can also **personalize** your "Dashboard" **page** by adding any **blocks** you want and placing them in a position that best suits you. The image below shows how you can arrange your personal space.

In this example, you can see how blocks for "Online Users", "Messages" and "My private files" have been added to the profile, and on the right-hand side a drop-down for adding blocks appears, with which you can add any other blocks you deem appropriate.



Figure 18: Adding blocks to a user profile

There is another interesting option that comes with your profile: once you have accessed "My private files" in the left-hand menu, the space can also be used as a cloud to store files. One advantage that this space has is that you can upload files that are already uploaded to your OneDrive for Business cloud. All you have to do is click on **Files** and, in the window that appears, click Onedrive for Business on the side. Once you click on the Access from your account option and verify your username you can choose any file that is in your OneDrive cloud and copy it into your Moodle one (**My private files**). You may find this useful when you have to work in a group with your fellow students and share documents.

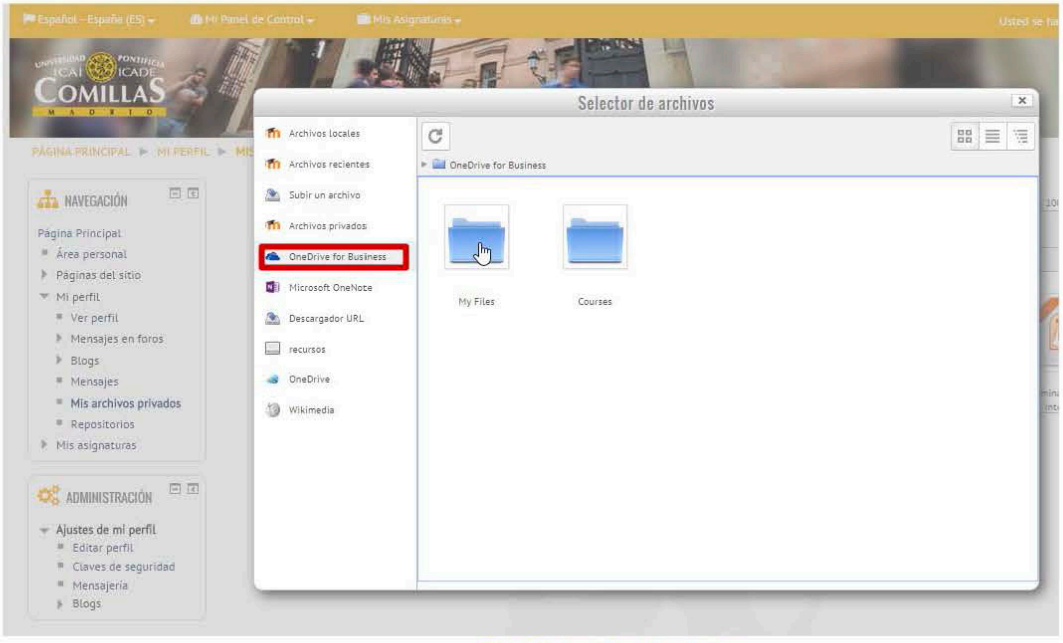


Figure 19: Coping a file from the OneDrive for Business cloud on Moodle

Please note: Make sure that the link you are sharing from **OneDrive** is visible (either publicly or to users of your choice) because otherwise the link will not work. See more information on: http://www.stic.comillas.edu/es/guias-y-manuales/one-drive.

How do I synchronize my Office 365 calendar and my Moodle calendar so that all my calendar appointments for all my subjects are together?

Also on your Moodle profile (remember that you can access it by clicking on your name which appears in the top right-hand corner once on Moodle) you can synchronize the Moodle calendar which is found in every one of the enrolled subjects with your Office 365 calendar. This can be very useful because you will have all your information synced up in one calendar. To do this, you have to follow these steps:

1) Click on "See profile" and access the **"User is connected to Office 365. Manage"** option.
2) You will see that the option "Outlook Calendar Sync" appears (Figure 21)

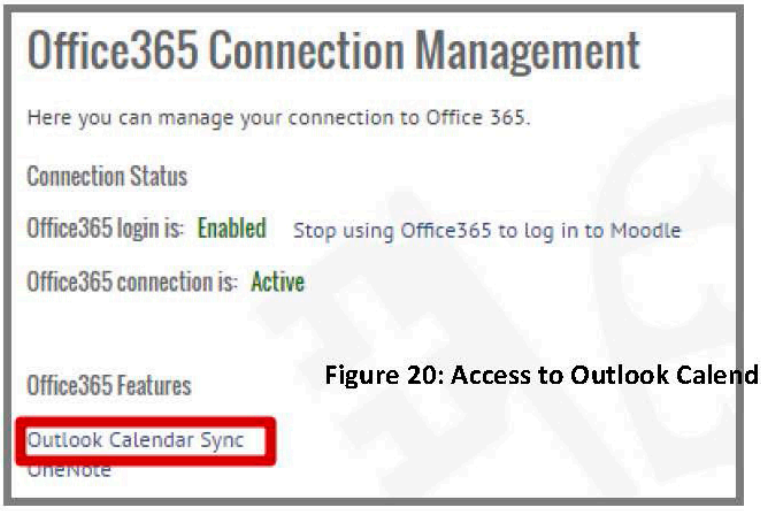


Figure 20: Access to Outlook Calendar Sync (1)

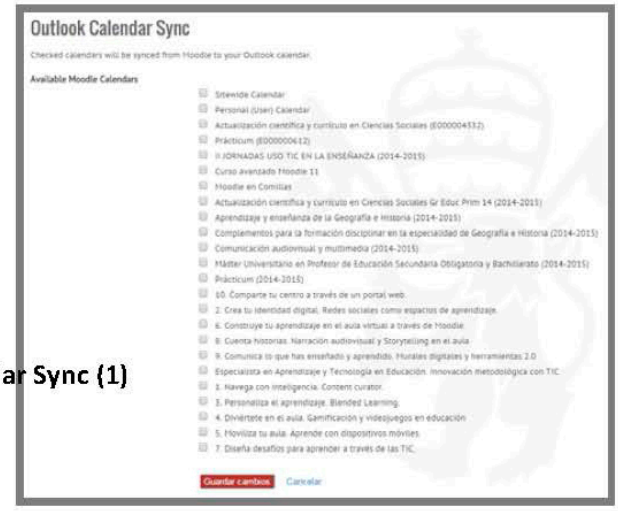


Figure 21: Access to Outlook Calendar Sync (2)

Figure 22: Subject selection

This option allows you to configure the calendars in whatever way you want; you can synchronize your Moodle calendar with your Office 365 calendar for every one of your subjects. All you have to do is select the subjects for which you want to synchronize your calendars and save changes (Figure 22).

How do I use yammer ?

Yammer is a corporate social network in which you can find your fellow students, teachers as well as the rest of the university's staff. Through this network you can keep up to date with the activities organized by the university (lectures, talks, workshops, etc.) as well as find out about activities and courses organized by the range of services offered by the university (Library, Sports, Pastoral...).



If you want to know more about this social network, how to connect to it, how it works, how to install it on your tablet or mobile, among other things, you can find out more on this link:
http://www.stic.comillas.edu/es/guias-y-manuales/yammer

How do I use OneDrive ?

If you want to access the **OneDrive for Business** cloud to store your files, share documents when working in a group or make a safety copy of your most important files, it's very simple. Click on this link to find a basic guide on how to get the most out of the cloud: http://www.stic.comillas.edu/es/guias-y-manuales/one-drive.

FAQs

What is my username? What is it used for?

The academic username is **shared in the auto- generated email you recieve from intercambio@comillas.edu**. It will allow you to access the classroom computers, email, intranet, Moodle, Job bank, book loans from the library, etc. As such, once you have changed the password for one application, it will change for the rest of these services.

What is my username to access Office365 (OneDrive, Yammer...)?

It is your academic username as it appears on your registration form, followed by: **@alu.comillas.edu.**
Example: 123456789@alu.comillas.edu

Problems with my access username?

If once enrolled, you have problems with your password and are sure you have written your username and password out correctly when verifying your account on the intranet (differentiating between upper and lower cases or if typing out numbers, making sure there aren't any periods between them), you can change your password on this link: http://web.upcomillas.es/CCA/Alumno/Solicitud.aspx

What do I do if, once on Moodle, not all of the subjects I'm enrolled for appear?

Get in touch with the **teacher for each subject** that is missing, since probably it is not synchronized with the Platform, which would mean that you cannot access it.

How do I access Office 365?

You can access it via the intranet or directly using this link: **http://www.upcomillas.es/o365 type in your academic username for Office365(000000000@alu.comillas.edu),** and your password at start session.



Where can I find manuals and guides if I want to learn to use OFFICE 365 (OneDrive, Yammer, Lync...) and MOODLE?

On this link you will find short manuals, video tutorials and open online courses for learning how to use these tools. If you want more information about these tools and how to use them you can also sign up to training sessions which will take place on your campus. Link: http://www.stic.comillas.edu/es/guias-y-manuales

How can I connect to the Wi-Fi of the university campus?

To find out more about connecting to the campus Wi-Fi click on the following link:
http://www.stic.comillas.edu/es/guias-y-manuales/servicio-de-red-inalambrica-de-comillas

These are three methods to get **access to Comillas eMail.**

Method 1. **Redirection of Comillas eMail to another personal email account.**
With this method you can receive messages in your personal account, but you will always replay using your personal email address.
*Go to https://outlook.office365.com/ then to Options/Accounts/Forwarding and provide your personal email address.

Method 2. **Configure you phone to access your email account.**
You will manage your Comillas messages separated from your personal messages.
You will be able to send messages as xxxx@alu.comillas.edu
*If your phone requires manual configuration, use the server name: outlook.office365.com
*Usually you will want to synchronize just your email. Your contacts, calendar, notes, etc. should be already in sync with Google or iCloud.

Method 3. **Configure GMAIL** (or similarly Yahoo, Hotmail…) to manage your comillas account.
You will be able to see comillas messages along with your personal email or in a separate folder.
You will be able to send messages as xxxx@alu.comillas.edu
*Log in Gmail, then go to settings
*Select "Accounts and import".
*Select "Add a POP3 mail account you own".
*Use the email in the format 2015xxxxxx@alu.comillas.edu and your Comillas password
*The POP server is outlook.office365.com, port 995, protocol SSL.
*The SMTP server is outlook.office365.com, port 587, protocol TLS. Same username and password as before.

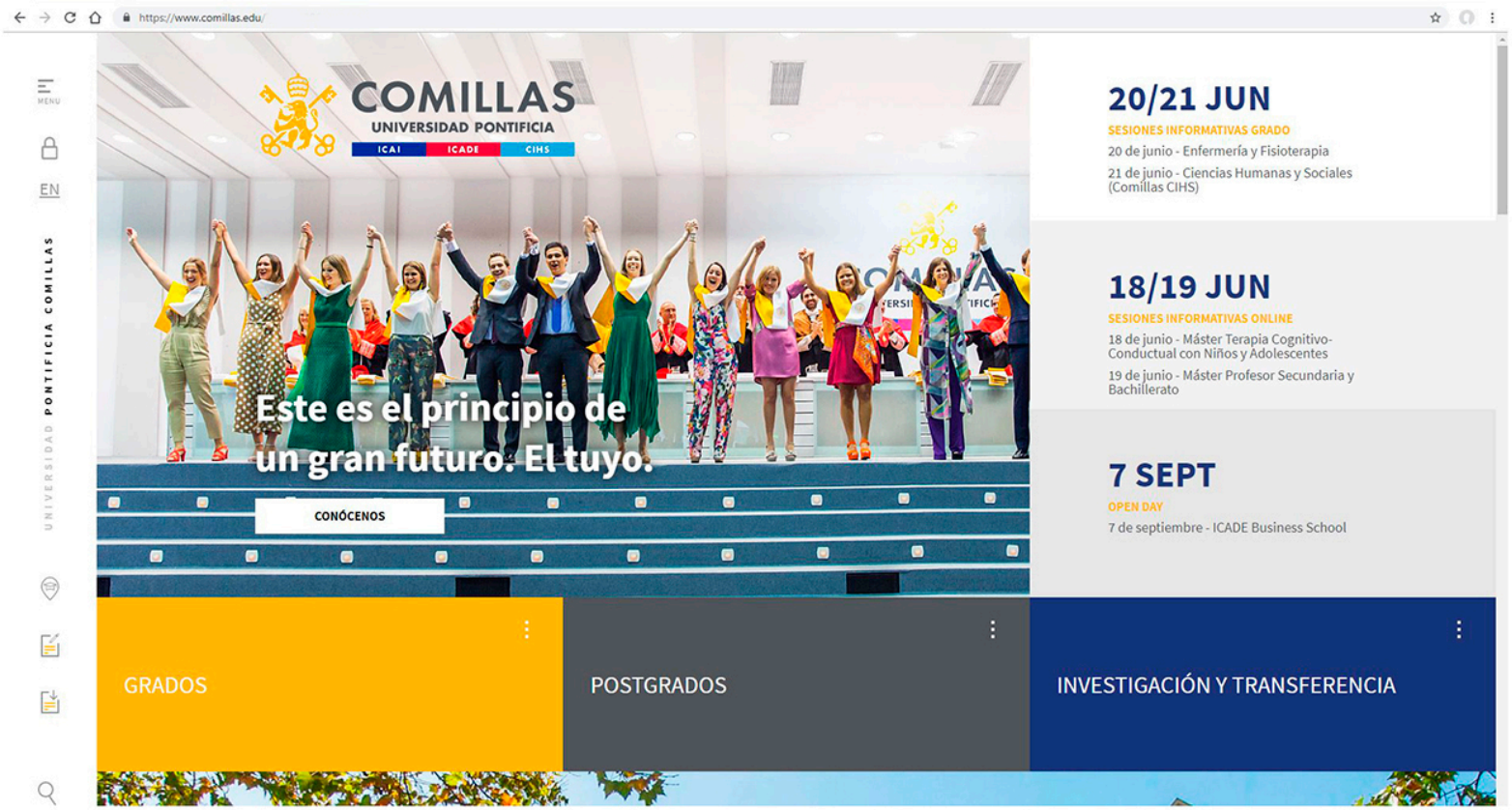
INSTRUCTIONS ON THE UPCOMILLAS WEBSITE

First and foremost, you will need your **username** and **password** that should've been provided to you in order to access the university's intranet and Moodleroom.

Clue: Your username will start with the year of entry at our university and has 9 digits- 201******

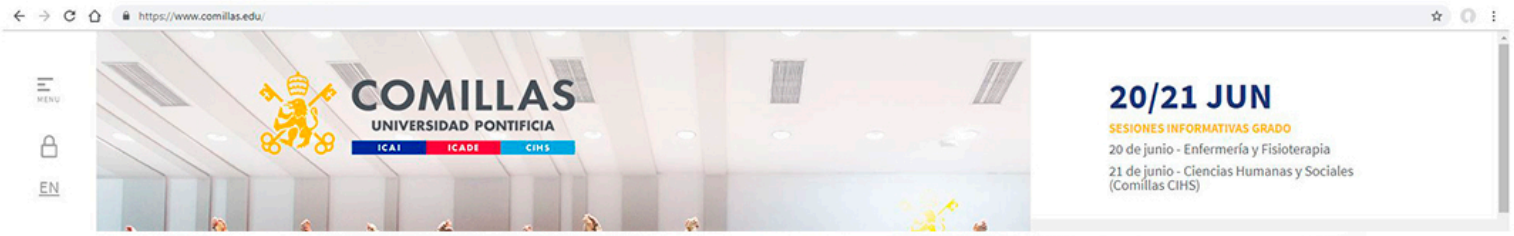
So, this is your typical upcomillas.es website, where you can find everything that's going on in our university.

Just from looking at the home page, you can see that there's a menu at the top (with a language option to English, given by the British flag), an agenda at the bottom left and a news feed at the bottom right, all of these circling the most important news, given by the large photographs at the middle. Let's break this down, shall we?



INTRANET: HOW TO GET THERE

See the little lock at the far **left?** That's your access point to the university's intranet



The rest of these links allows you to follow the university on the different social networks.

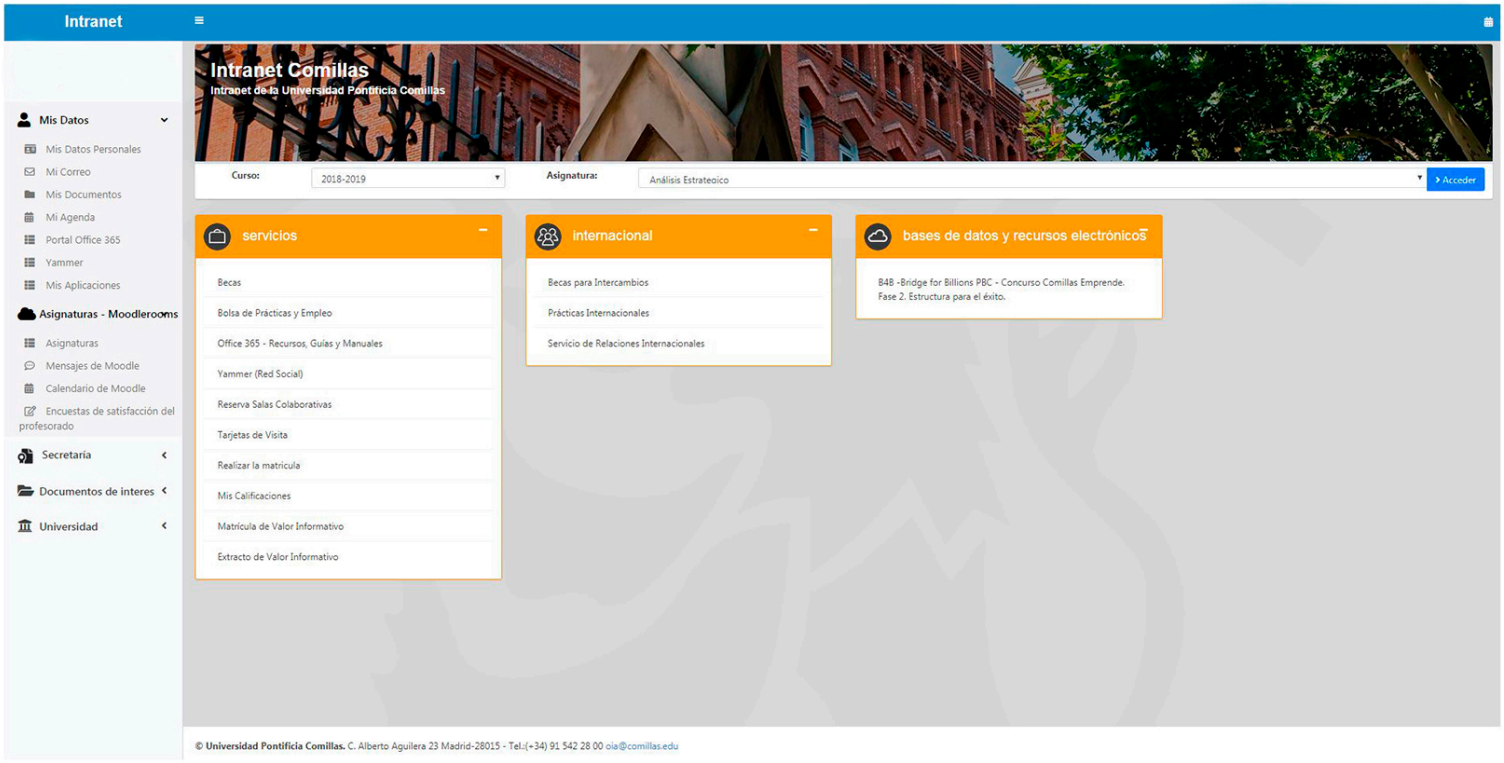
After you've clicked on the "lock", you'll be redirected to a website where you'll have to input your details in this manner:



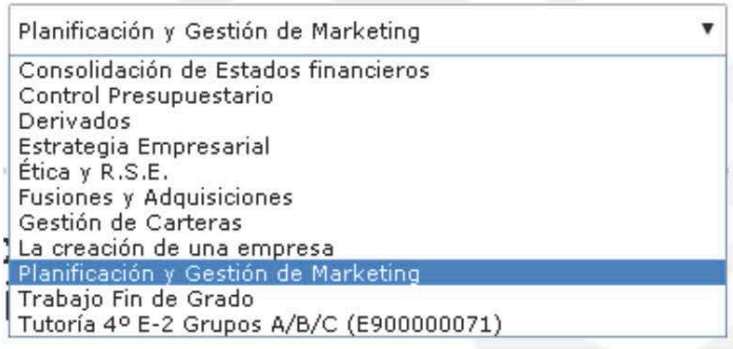
Equipo público: You're using a public computer
Equipo privado: You're using your personal computer

The main difference between the two is that you'll automatically log off after 15 min of inactivity (Equipo público)

Once you've entered everything you'll be directed to this site:



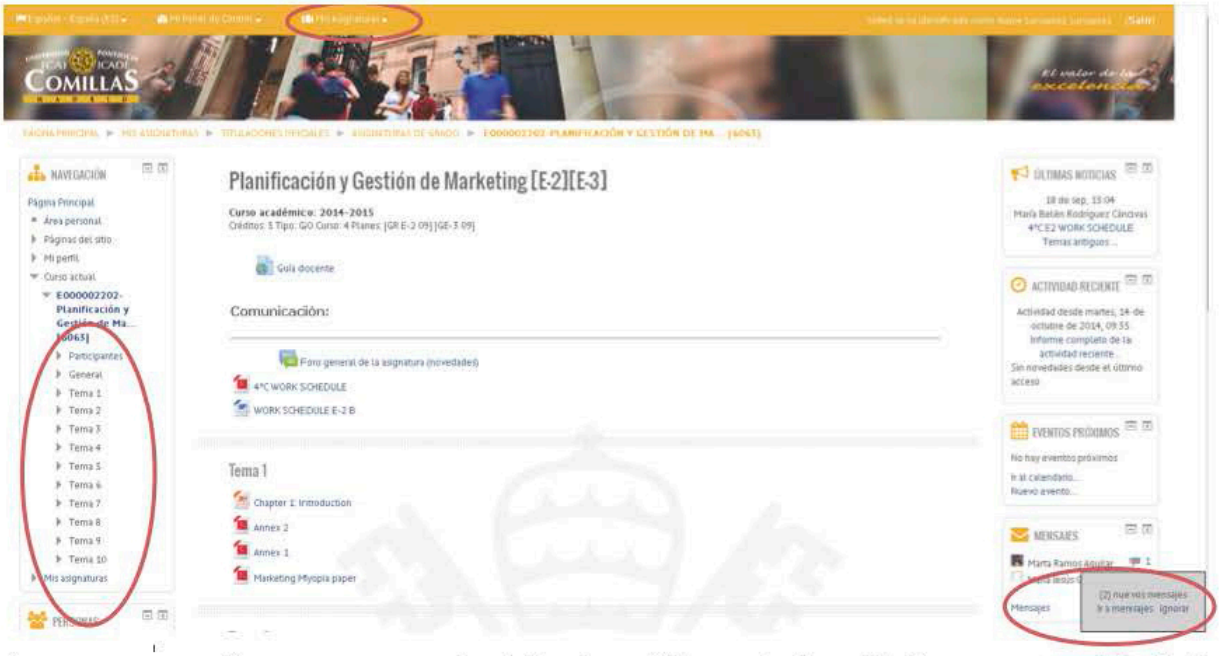
Let's say in our case we want to check the Marketing course we're taking that year:



If it takes a while to load (server getting crammed up most probably) go ahead and click *"Continuar"*



Once you see this page, you are officially on Moodlerooms.



As you can see, the course name is at the top of the website with the course guide right under it. The documents are all there, each under the appropriate Topic/Unit number. You can tell the properties of each document by the little icon before its name (pdf, PowerPoint, .doc...)

The box on the left shows the number of Topics/Units within the course. You can expand each of these to see the documents in each of them.

At the top, circled, is another drop down menu (again) with all the courses you are currently enrolled in. By dragging your mouse to it should display all the courses' names.

At the bottom right, circled, a little grey box will be displayed whenever you receive an email from the university.

At the left hand side you can see additional information: messages received, upcoming events, your recent activity and who else is currently checking the course.

From there, you'll be redirected to this site. As you can see, the same course name appears in the long dropbox menu. Again, like in the one above, if you click it, it will scroll down into a bigger menu, containing all of the courses you have taken for the semester.

Next to this box you'll see a smaller one showing the current school year.

The blue circle indicates where you can find general information on the course: Type, Number of Credits, Semester it can be taken and in what year it's normally taken.

Lastly, the red circle on the far left is your point of access to the Moodlerooms for that course. Here you will find all the documents uploaded by the professor

