swad

Basic manual

Antonio Cañas Vargas, January 6, 2015

OpenSWAD: https://openswad.org/   UGR: https://swad.ugr.es/   UNA: http://www.cevuna.a.py/swad/

How to enter (OpenSWAD)

1. https://openswad.org/
2. @nickname or email or ID/passport
If you've never used OpenSWAD, try to enter without password. If the user account does not exist, you can create a new one in `PROFILE > Account`.

How to enter (UGR, Spain)

Option 1 (through identified access UGR)

1. https://oficinavirtual.ugr.es/
2. DNI + PIN/password UGR
3. Select P.R.A.D.O. > SWAD
No password will be requested from SWAD

Option 2 (directly through swad.ugr.es)

1. https://swad.ugr.es/
2. @nickname or email or ID + password
(not the identified access PIN/password, but the password you set in SWAD!)
If you've never used SWAD in UGR, try to enter with your DNI without password. If the user account does not exist, you can create a new one in `PROFILE > Account`.

How to enter (UNA, Paraguay)

1. http://www.cevuna.a.py/swad/
2. @nickname or email or ID + password
If you've never used SWAD, try to enter with your ID without password.

ID (identification number / passport / DNI)

Your ID can only contain letters and numbers. In `PROFILE > Account` you can enter up to 3 versions of your ID (eg your ID with final letter, your ID without final letter, your passport). In the case of countries like Spain, where the DNI with or without final letter is used interchangeably, we recommend you to enter both versions.

If you forget your password

1. Click in `PROFILE > Session > I forgot my password`. A new password will be sent to your email (is important to write a correct email address in `PROFILE > Account`).
2. If 1 fails: enter through identified access > P.R.A.D.O. > SWAD (only for UGR). Write a correct email address in `PROFILE > Account`.
3. If 2 fails: request a new password to an admin (`USERS > Administrators`). Write a correct email address in `PROFILE > Account`.

More about the password

Change your password at any time (`PROFILE > Account > Change password`).
· 8 or more characters, not only digits
· Do not use known words.
· Combine uppercase, lowercase, numbers...
· You can use a phrase without spaces, easy to remember, hard to guess by others.
· Do not tell your password to anyone..

@nickname

It can be changed in `PROFILE > Account`. You can use @nickname instead of your ID to:
· Log in
· Send messages
· Control attendance with QR codes

Email

It is important to write a correct email address in `PROFILE > Account`. Institutional mail is recommended (if you have it) instead of hotmail, gmail, etc., in order to receive notifications.

Personal record card

Your personal data are filled in by yourself in `PROFILE > Record`.
· In some courses the students have a custom record in `ASSESSMENT > Record`.

Photo

· You can send a .jpg file in `PROFILE > Record > Change photo`.
· Students must submit their photos. For teachers it is not mandatory, but recommended.
· An automatic system detects the face. The image must be **frontal** and have a **white or light background**. If it fails, try another photo.

Virtual personal drive

Each user has a private storage in `PROFILE > Briefcase`.
Depending on your role, you could copy-paste to/from:
· `COURSE > Documents`
· `COURSE > Shared`
· `ASSESSMENT > Works`
· `ASSESSMENT > Marks`

Select course

· For quick access to your courses: drop down menu at the upper part of the page.
· To go to other courses: `Search` (top left),

or through menus on `SYSTEM`, `COUNTRY`, `INSTITUTION`, `CENTRE` and `DEGREE` tabs.

Create a new institution

1. Select the country.
2. Create the institution (university, institute, etc.) in `COUNTRY > Institutions > Edit`.

Create a new centre

1. Select the institution.
2. Create the centre (faculty, school, etc.) in `INSTITUTION > Centres > Edit`.

Create a new degree

1. Select the centre.
2. Create the degree (degree, master, etc.) in `CENTRE > Degrees > Edit`.
3. Optionally you can apply to be an administrator of the degree emailing the administrator of the platform (webmaster@openswad.org at OpenSWAD, sctecnico@ugr.es at UGR, cevuna@rec.a.py at UNA).

Create a new course

1. Select the degree.
2. Create the course in `DEGREE > Courses > Edit`.

Request enrolment in a course

1. Go to the course
2. Request your enrolment in `USERS > Sign up` by selecting your desired role (student or teacher).
3. If there are already teachers in the course, ask them personally to confirm your request.
4. Wait for confirmation.

Enrol in groups

· With the padlock **closed**, teachers can enrol students in the group (`USERS > Administer`).
· With the padlock **open**, students can also sign up in `USERS > Groups`.
· Each teacher must sign up to his/her groups en `USERS > Groups`.

List users

In the `USERS` tab we can see class photos, lists and records of students, teachers and administrators.

Documents

· Course materials (slides, documents, etc.) are usually in `COURSE > Documents` (editable by teachers by

clicking in the <mark>yellow</mark> folder with a **+**).
· Sometimes they are in `COURSE > Shared` (editable by teachers and students), where students can upload files that will be visible by other students.
· In some courses there are documents and shared files for groups.

Assignments and works

· In `ASSESSMENT > Assignments` teachers can describe the assignments to be made by students.
· In some assignments, students can upload files to a folder set by the teachers, within a range of dates. Files can be uploaded from `ASSESSMENT > Assignments` or from `ASSESSMENT > Works` by clicking in the <mark>yellow</mark> folder with a **+**.
· In `ASSESSMENT > Works` there are two folders:
   · In **assignments** students will upload the files related with the assignments indicated by teachers in `ASSESSMENT > Assignments`, time-restricted.
   · In **(other) works** students can upload other files without restriction of time.
· In `ASSESSMENT > Works` teachers can see and edit assignments and works uploaded by students.

Marks

In `ASSESSMENT > Marks`:
· Teachers can upload files of marks containing a table in **HTML format**, without images, generated from a spreadsheet, by selecting the desired part of the table and saving it as a web page. The table can have **heading rows and footing rows**. Between them there must be **a single row for each student**, containing **the first column the ID (DNI/passport)**.
· Each student will see a table with the heading rows followed by the row with his/her marks, and finally the footing rows.

Self-assessment tests

You can create test questions (`ASSESSMENT > Test > Edit`) for students to use as a self-assessment (`ASSESSMENT > Test`). You can export / import tests between courses.

Control of attendance

In `USERS > Attendance` teachers can call the roll. Teachers need to create an event for assistance whenever they want roll, and they will call the roll by:
· Marking each student by hand.
· Using the SWADroid app: every student shows his/her QR code (on screen or on paper) to the teacher who scan it with his/her cellular. The QR code of the user is in `PROFILE > Account`, in `USERS > Attendance` or in `SWADroid > Users > Generate QR code`.
Students and teachers can add commentaries to each event.

Communicating in SWAD

Forums

To discuss subjects of interest (`MESSAGES > Forums`), select the proper forum:
· *General*: subjects out of the scope of other forums
· *SWAD*: questions about the operation of SWAD
· *Institution*: academic or management issues inside the institution
· *Centre*: centre issues
· *Degree*: degree issues
· *Course*: specific issues about the course, tutorials, etc.

Chat

Para discuss in real time (`MESSAGES > Chat`).
· You need to install Java http://www.java.com/es/download/ and configure it to allow the server URL server (https://swad.ugr.es/, https://www.cevuna.a.py/ or https://openswad.org/)
· For virtual classes or group tutorials.
· It is appropriate to establish a date for the involved entering the chat.
· The advantage of this chat is the use of real names and photos.

Internal mail

Similar to email (`MESSAGES > Write`) .
· If the recipients share course with you, you can select them from a list.
· Else you need to know users' @nicknames.
· In `MESSAGES > Sent` you have evidence of who has open the message.
· In `MESSAGES > Received` you have evidence of the replied messages.

Statistics

In the `STATISTICS` tab the are options to see users' visits by user, day, hour, week, etc.

Surveys

In `STATISTICS > Surveys` you can create anonymous surveys for students or teachers.

Notifications

There are three ways to avoid having to constantly get into SWAD to know if you have new notices, announcements, etc.:

1. Enable sending **notifications** (`PROFILE > Preferences`)
The notifications will be received in our email (provided that the domain indicated in `PROFILE > Account` is within the list `SYSTEM > Domains`).

2. Use **SWADroid** (Android app): https://play.google.com/store/apps/details?id=es.ugr.swad.swadroid

3. Use web feed readers (eg Live Bookmarks, Google Reader), as there is an RSS feed for each course.

ONLY FOR TEACHERS:

Create groups

· First create **types of group** (`USERS > Groups > Edit`). Examples: *Lectures*, *Practicals*, *Lab*, *Tutorials*. Indicate the type of enrolment:
   · Mandatory or voluntary
   · Single or multiple
· Once types of group are created, create **groups** (`USERS > Groups > Edit`).
Examples: *A*, *B*, *1*, *2*, *Mondays 13-15h*. You can limit the number of students. You can open groups para que se apunten the students. You can create file zones for groups.

Enrol students

1. Go to the course.
2. Optionally, create groups (`USERS > Groups > Edit`) and sign up to them (`USERS > Groups`).
3. Add students in `USERS > Administer`.
· If you he logged in through P.R.A.D.O. (only UGR), select Option *a)* in step 1.
· If you have logged in directly, select Option *b)* in step 1.
4. Check pending requests in `USERS > Requests`.

ONLY FOR ADMINISTRATORS:

Create or modify courses

1. Go to the degree.
2. Change your role to *Administrator* or *Superuser* in `PROFILE > Session`, up right, before your name.
3. Create or modify courses in `DEGREE > Courses > Edit`.

Enrol teachers

1. Go to the course.
2. Check pending requests in `USERS > Requests`.
3. Add teachers in `USERS > Administer`.