
NAVIGATION GUIDE

POLIFORMAT

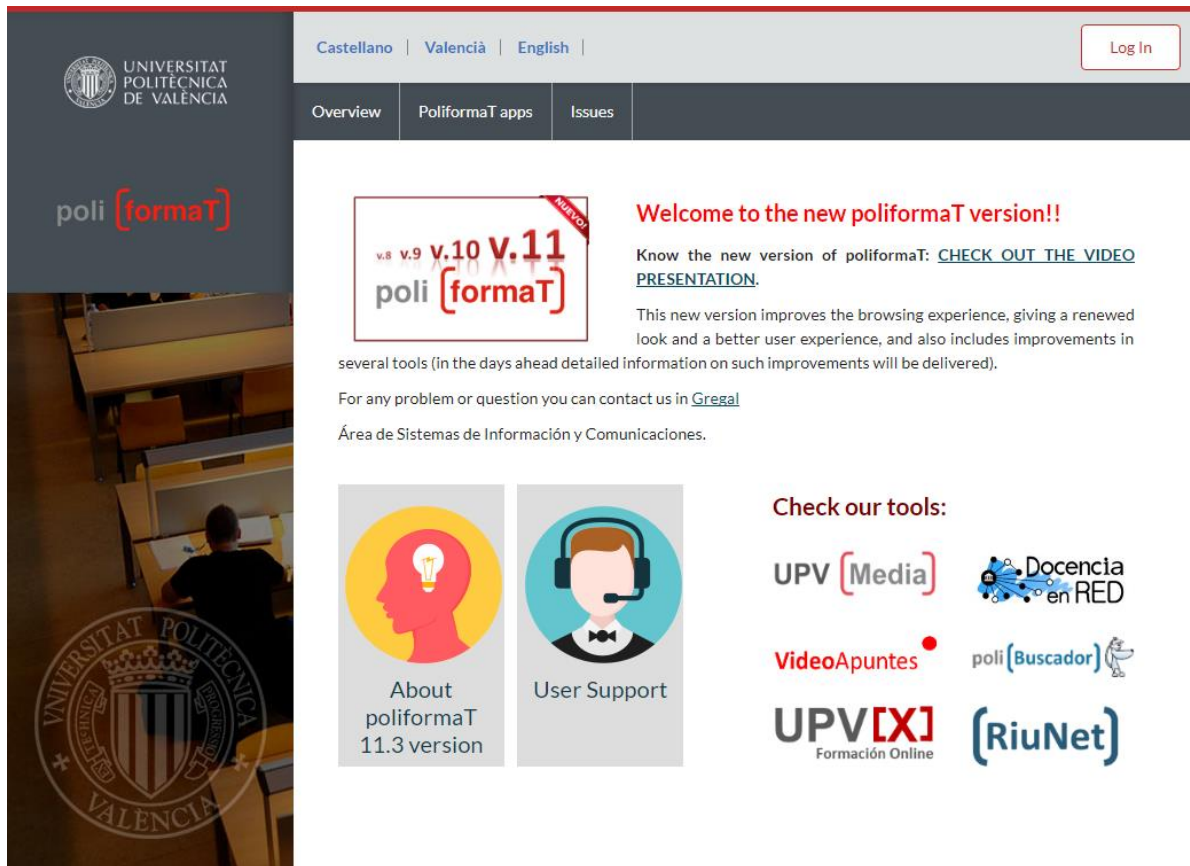


UNIVERSITAT
POLITÈCNICA
DE VALÈNCIA



ACCESS TO POLIFORMAT

You can access through the website: <http://poliformat.upv.es>



The screenshot shows the Poliformat website interface. At the top left is the UPV logo and the text 'UNIVERSITAT POLITÈCNICA DE VALÈNCIA'. To the right are language options: 'Castellano | Valencià | English' and a 'Log In' button. Below this is a navigation bar with 'Overview', 'PoliformaT apps', and 'Issues'. The main content area features a large banner for 'poli (formaT)' with a 'NEW!' badge and version numbers 'v.8 v.9 v.10 v.11'. A welcome message reads: 'Welcome to the new poliformaT version!! Know the new version of poliformaT: CHECK OUT THE VIDEO PRESENTATION.' Below this, it states: 'This new version improves the browsing experience, giving a renewed look and a better user experience, and also includes improvements in several tools (in the days ahead detailed information on such improvements will be delivered). For any problem or question you can contact us in Greal' and 'Àrea de Sistemes de Informaci3n y Comunicaciones.' There are two circular icons: one with a lightbulb labeled 'About poliformaT 11.3 version' and another with a headset labeled 'User Support'. To the right, under 'Check our tools:', there are logos for 'UPV (Media)', 'Docencia en RED', 'VideoApuntes', 'poli (Buscador)', 'UPV [X] Formaci3n Online', and '(RiuNet)'.

You can access the next link to find out how to log into PoliformaT.

<http://www.upv.es/entidades/CFP/info/U0633786.pdf>

ACCESS TO ENROLLED SUBJECTS AND COURSES

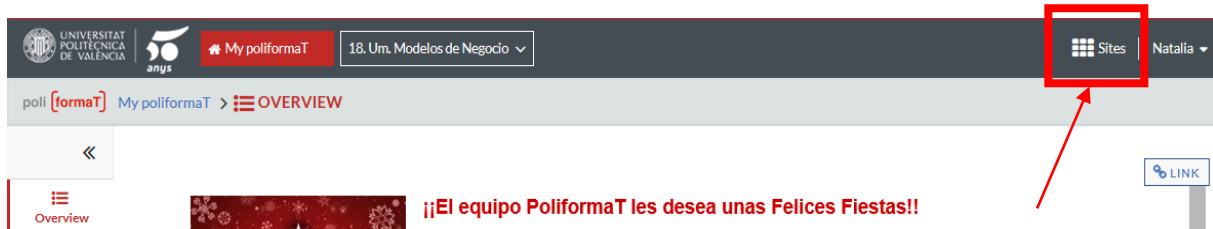
To access PoliformaT, you'll need to previously log in. Once identified, you'll see in the grey area on top of the page the button "My PoliformaT", selected by default when you first log in.

Right next to that button, you'll get other sites shown, which correspond to the subjects you are enrolled in. If you have more subjects than the ones shown, they can be found in the right side of the grey bar under the name "Sites", from where you can access any subject you're enrolled in.

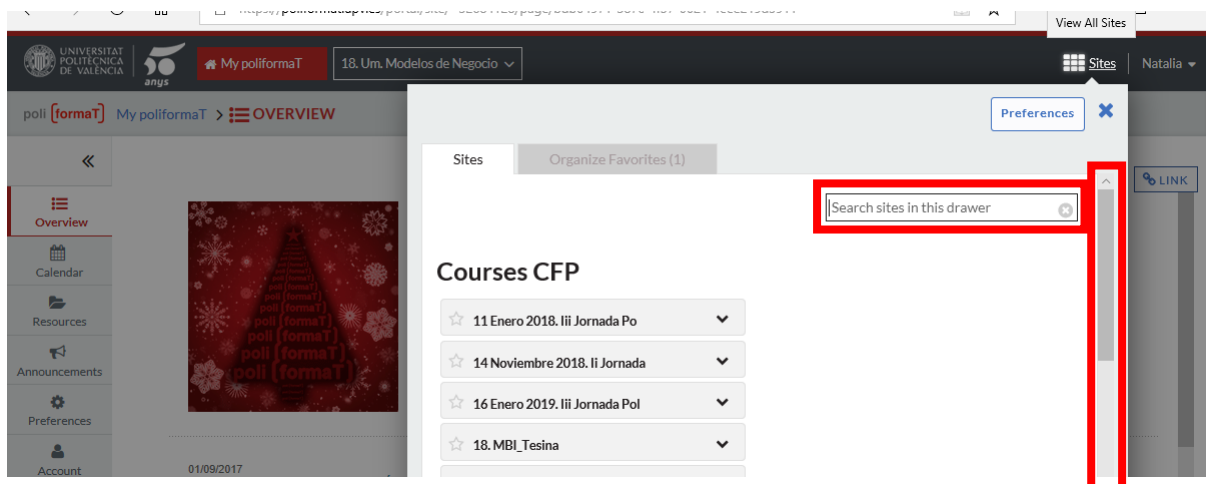
POLIFORMAT



Click in the name of the course [NAME OF THE COURSE OR SUBJECT] to Access (it is located on the upper grey menú or inside "Sites").

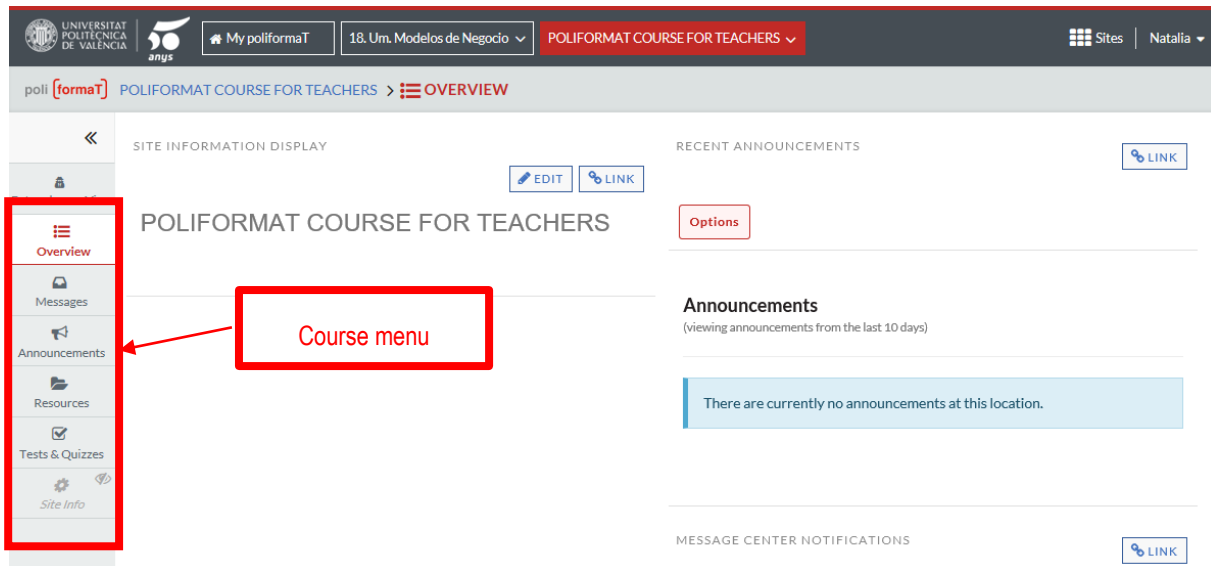


When the button "Sites" is clicked, a drop-down menu will appear on the screen with all your active subjects. You can either search for your courses or scroll down to find the subjects.



POLIFORMAT

When selecting a course, its button is highlighted in **red**, and the area in the left part of the screen that contains active tools from the subject (mail, resources, announcements, etc.). The **red colour** is an indicator of which course or subject is selected. The corporative layout of the platform is the same in all courses and the red button helps to differentiate each subject in PoliformaT. Clicking in the different options of the left-side menu you'll be able to navigate around all the contents of the course in PoliformaT.



The screenshot displays the PoliformaT interface for a course titled "POLIFORMAT COURSE FOR TEACHERS". The top navigation bar includes the university logo, "My poliformaT", the course name "18. Um. Modelos de Negocio", and a dropdown menu for "POLIFORMAT COURSE FOR TEACHERS". The left sidebar menu is highlighted in red, and a red box labeled "Course menu" points to the "Announcements" option. The main content area shows "RECENT ANNOUNCEMENTS" and "MESSAGE CENTER NOTIFICATIONS".

IN ORDER TO ACCESS THE COURSE CONTENTS

To access the contents of a subject you can click in the tab "**Resources**", where you'll find all the course materials in PDF format. Another option is to click on the tab "**Modules**", where you'll be able to navigate through the course's contents and other useful web links, videos, animations, etc. Some courses may only have one of these options available, others may use both of them to upload the subject contents.

POLIFORMAT

UNIVERSITAT POLITÈCNICA DE VALÈNCIA | My poliformaT | 18. Um. Modelos de Negocio | POLIFORMAT COURSE FOR TEACHERS

poli [formaT] POLIFORMAT COURSE FOR TEACHERS > OVERVIEW

SITE INFORMATION DISPLAY [LINK](#) RECENT ANNOUNCEMENTS [LINK](#)

Exit alumno View

POLIFORMAT COURSE FOR TEACHERS

Overview

Messages

Modules

Resources

Tests & Quizzes

Announcements (viewing announcements from the last 10 days)

There are currently no announcements at this location.

MESSAGE CENTER NOTIFICATIONS [LINK](#)

ASSESSMENT

Tools such as “**Assignments**” and “**Tests & Quizzes**” are used as a tool to evaluate the course contents. Possible uses of the tab **Assignments**” include the handling of homework and lab activities, exercises, etc. As of “**Tests and Quizzes**”, it might be used for periodic evaluations such as tests or short-answer question sheets. Again, some courses might only use one of the two options described, and some others might use both of them.

UNIVERSITAT POLITÈCNICA DE VALÈNCIA | My poliformaT | 18. Um. Modelos de Negocio | POLIFORMAT COURSE FOR TEACHERS

poli [formaT] POLIFORMAT COURSE FOR TEACHERS > OVERVIEW

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POLIFORMAT COURSE FOR TEACHERS

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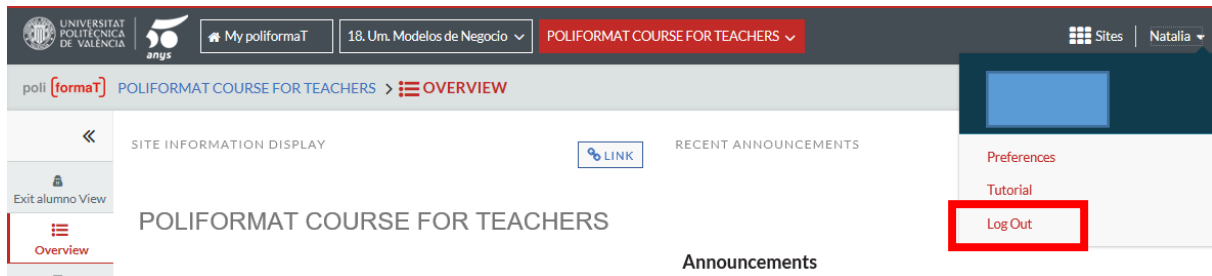
There are currently no announcements at this location.

MESSAGE CENTER NOTIFICATIONS [LINK](#)

[New Messages](#) none

POLIFORMAT

In order to log out from the site, **click in your name in the upper right corner and then select the option “log out”**.



COMMUNICATION TOOLS

During the course duration the user has access to communication tools with his teachers and classmates.

- **Internal mail system:** Internal messaging service in which the user can send and receive e-mails from classmates and teachers.
- **Shared space:** Individual documentation exchange between teacher and student.
- **Forums:** Communication space where debate and sharing of ideas about the course's contents is promoted.
- **Chat:** Tool used to establish real-time communication with teachers and fellow classmates.

TROUBLESHOOTING FOR STUDENTS

Students can get answers to their doubts about the variety of tools available in PoliformaT from the **Zona de ayuda**, which is situated in the left-side menu in the tab **MY POLIFORMAT**.

By default after logging in, the contents of MY POLIFORMAT tab are shown, which correspond to the information of the user and his personal space, which can be used privately at the user's discretion.

In this tab the user will find the tab **ZONA DE AYUDA**, from which a list of tutorials about the usage of PoliformaT can be found. **Currently the videos are only available in Spanish and Valencian.**

This way, the user will be able to get familiar with the usage of PoliformaT for his courses.



POLIFORMAT

The screenshot shows the Poliformat website interface. At the top, the Universitat Politècnica de València logo and name are visible. A red box highlights the 'Mi poliformaT' button in the top navigation bar. Below the navigation bar, the breadcrumb trail reads 'poli [formaT] Mi poliformaT > ZONA DE AYUDA'. On the left side, there is a vertical menu with various options: 'Mostrar información del sitio', 'Calendario', 'Recursos', 'Anuncios', 'Preferencias', 'Cuenta de usuario', 'Webmail UPV', and 'Información Docente'. A red box highlights the 'Zona de Ayuda' option at the bottom of this menu. The main content area is titled 'Zona de Ayuda PoliformaT (2014)'. It features a search bar with the text 'Buscar en 44439 videos'. Below the search bar, there is a video player showing a man in a striped shirt. A red box highlights the video player, and a red arrow points from a text box labeled 'Videos of the PoliformaT tools' to the video player. At the bottom of the video player, the text 'Valencià Poliformat' is visible.