
NAVIGATION GUIDE POLIFORMAT



UNIVERSITAT
POLITÈCNICA
DE VALÈNCIA



POLIFORMAT

ACCESS TO POLIFORMAT

Access is through the website: <http://poliformat.upv.es>



Si eres nuevo/a en Poliformat consulta los primeros pasos a realizar...



Poliformat es la plataforma online que da soporte a la docencia en la UPV. Si no conoces su funcionamiento, estructura, etc., puedes consultar la ayuda de los primeros pasos.

Consulta nuestro **video de ayuda para estudiantes**, donde te orientaremos sobre cómo empezar a trabajar en la plataforma, estructura y organización de la misma...

Además puedes consultar todas las ayudas a tu disposición en nuestra **Wiki de Ayuda**.

Para cualquier problema o cuestión puedes contactar a través de **Policonsulta**.

¡¡Bienvenido/a a la UPV!!

You will log in with your credentials on the following screen using your username and password. (If you are a student of proprietary degrees, you may receive two types of credentials: one from the email cfp@cfp.upv.es and another from the ASIC email. You can access Poliformat with either credential.)

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Introduce tu usuario y clave

Usuario o DNI

Clave

[¿Has olvidado tu clave?](#)

Iniciar sesión

Otros métodos de autenticación

Certificado digital

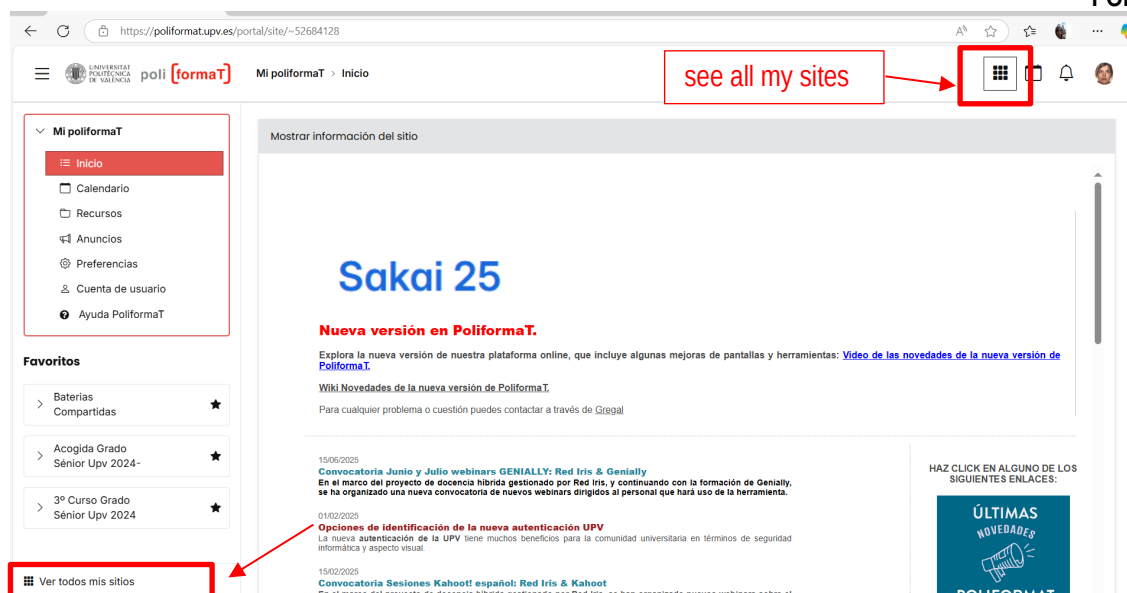
Cl@ve

[¿Necesitas Ayuda?](#)

Por razones de seguridad, por favor **cierra tu sesión y tu navegador web cuando hayas terminado** de acceder a los servicios que requieren autenticación

ACCESS TO THE COURSE AND SUBJECTS

Once you access Poliformat, by default, the "My Poliformat" tab appears, which is a personal space for your user. To see information about your subjects or courses, you must click on the "see all sites" icon, and a list of your activities on the platform will appear.



When you click on “Sites,” a dropdown appears with all the courses you have active. There is a search option and a scroll bar on the right to locate the courses. Once you click on the “sites” button, select the course or subject and enter the contents.





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When you select the site, the course name will appear at the top of the page, changing the menu on the left, which contains the active tools (mail, forum, resources, etc.). By clicking on the course menu tools, you will access the different sections of the subject in Poliformat.

The screenshot displays the Poliformat interface. At the top, there is a navigation bar with the Universitat Politècnica de València logo, the 'poli [formaT]' branding, and a 'Curso Lessons' button highlighted with a red box. To the right of this button are links for 'Inicio', a pencil icon, and 'Ge'. Below the navigation bar, the main content area is divided into two columns. The left column shows a course selection menu with 'OLD_FV_Intro_M2: Red' at the top. Below it, the 'Curso Lessons' menu is expanded, with 'Inicio' highlighted in red. Other items in the menu include 'Lessons', 'Recursos', 'Exámenes', 'Tareas', 'Anuncios', 'Correo interno', 'Foros', 'Información del sitio', and 'Participantes'. The right column displays the course details for 'programa', including a welcome message '¡Bienvenid@s al curso MÁSTER' and a 'course menu' button highlighted with a red box.

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TO ACCESS THE COURSE CONTENT

To access the course contents, you can click on “Resources,” where you will find the course materials in PDF format, or you can click on “Lessons,” where you can navigate through the contents via web links of interest, videos, animations, etc. You may find that some courses use only one of these options, and others may use both.

> Mi poliformaT

Favoritos
No hay sitios favoritos todavía

Reciente

Curso Lessons

Inicio

Lessons

Recursos

Exámenes

Tareas

Anuncios

Correo interno

Recursos del sitio

Subir-descargar múltiples recursos

Recursos del sitio

Todos los archivos del sitio ▾ > Curso Lessons: Recursos

Descargar en formato Zip

	☐	Título ▲	
	☒	Curso Lessons: Recursos	Acciones ▾
	☐	 tema 1	Acciones ▾

HOW LONG CAN COURSE CONTENT BE DOWNLOADED?

The contents of a course will be available for download 1 month after the course end date. Once this period has passed, the course will be deactivated from the platform, and the contents can no longer be downloaded.

The “Assignments” and “Exams” tools are intended for the assessment of course content. Possible uses of “Assignments” could be: submission of papers or practical work, exercises, etc. For “Exams,” possible uses could be: periodic assessments, multiple-choice tests, short questions, true/false, etc. You may find that some courses use only one of these options, and others may use both.

> Mi poliformaT

No hay sitios favoritos todavía

Reciente

▼ **Curso Lessons** ☆

- ☰ Inicio
- 📄 Lessons
- 📁 Recursos
- ☒ Exámenes
- ☒ Tareas
- 📢 Anuncios

Tareas

Seleccione una tarea para ver los detalles, c

Vista Todos

<u>Título de la tarea</u>	<u>Estado</u>
<u>SDGd</u>	No ha empezado

evaluation tools

To end the session, you must click on the upper right part of the page where your icon with a photo appears. By clicking on the image, a window will appear to LOG OUT.



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COMMUNICATION TOOLS

During the course, you have tools to communicate with teachers and classmates.

Internal mail: Internal messaging service where you can receive and send emails to both classmates and teachers.

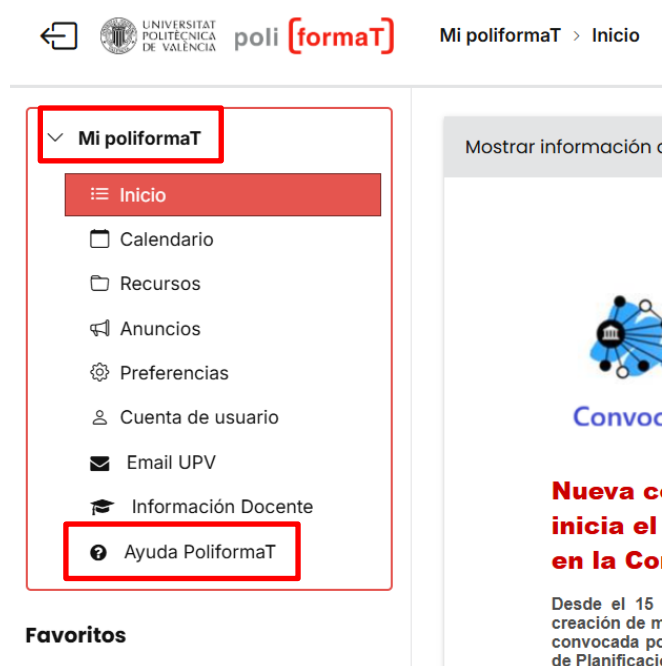
Shared space: Exchange of documents between teacher and student individually.

Forums: Internet communication space, where debate and sharing of ideas about the contents are encouraged.

Chat: Tool to talk in real time with teachers and classmates.

HELP AREA FOR STUDENTS

The student can consult their doubts about the different tools in PoliformaT from the Help Area, located in the menu on the left in MY POLIFORMAT. By default, when you log in, you will be in the site called MY POLIFORMAT, whose menu corresponds to the student's data and personal areas. The MY POLIFORMAT space is the student's personal area, which can be managed privately. In this menu, the student will find the tool called HELP AREA, where they can see a list of explanatory videos of the different PoliformaT tools. In this way, you can become familiar with the use of PoliformaT in your subjects.



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HOW TO REPORT AN ISSUE IN POLIFORMAT

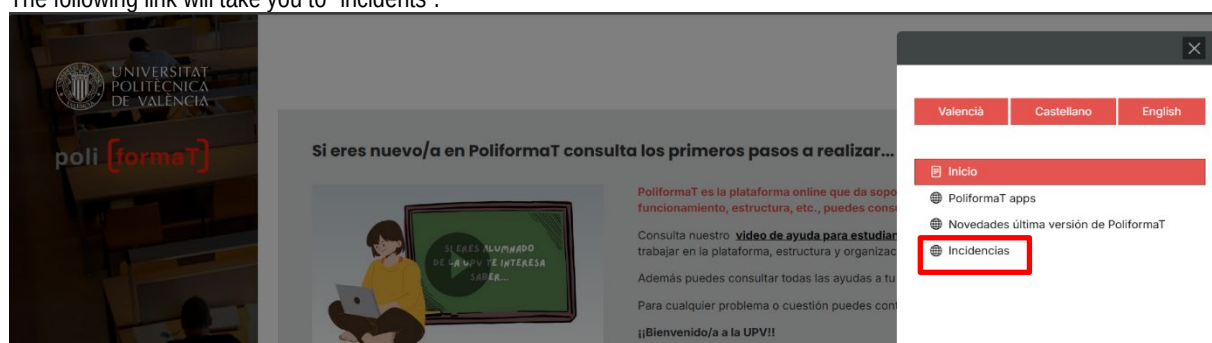
To report an issue in Poliformat, you can do it from the Poliformat page, but to follow the process correctly, it is important that you have not yet logged in to Poliformat, since the "incidents" option only appears when you are not yet logged in.

From the Poliformat page without logging in:

Go to the Poliformat page <https://poliformat.upv.es>, and click on the link at the top right..



The following link will take you to "incidents".



From the Poliformat page after logging in:

You can access it from the "send incident" icon..



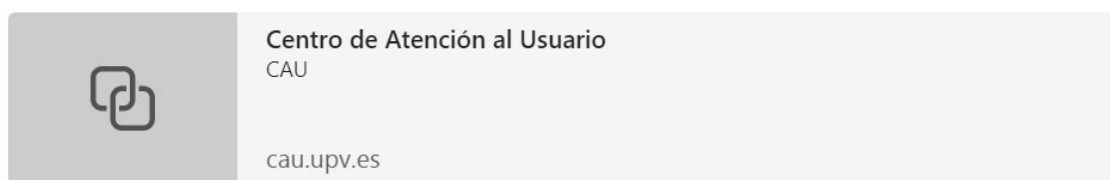
Sending an IT problem and receiving assistance

At any time you have an IT-related problem, you can contact the University's User Support Center. For this, you have different



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Es el soporte técnico de la UPV <https://cau.upv.es/?lang=es>



options:

- a. Call the User Support Center: 963877007 – ext 77750
 - Location: Building 4H (1st floor)