

4eu+

# Digital Competence Centre UW

## Digital support for academic teachers

Monika Galbarczyk  
Bartłomiej Michałowicz


Education Days, June 2023



## Digital Competence Centre Warsaw University



over 20 years of experience

- technological trait  **Kampus**  
GENERAL UNIVERSITY  
E-LEARNING PLATFORM
  - Moodle platform  
(administration and management)
- didactic trait
  - training
    - academic teachers
    - Ph.D. students
    - students
  - support
    - online classes
    - online exams

## KAMPUS platforms (Moodle)

administered and managed by DCC UW (2022)

### online classes



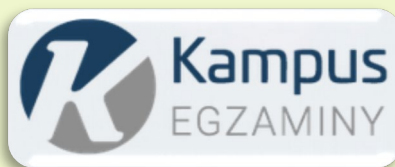
<https://kampus.ckc.uw.edu.pl/>



<https://kampus-student2.ckc.uw.edu.pl/>

courses 3 814  
participants 51 871

### online exams



<https://kampus-egzaminy.ckc.uw.edu.pl/>

exams 239  
exam takers 9 488

### projects



<https://kampus-projekty.ckc.uw.edu.pl/>

### trainings



<https://kampus-pracownik.ckc.uw.edu.pl/>

courses 210  
participants 1 441

### admissions



<https://kampus-rekrutacja.ckc.uw.edu.pl/>

exams 51  
candidates 2 293

# Helpdesk

[pomoc-ckc@uw.edu.pl](mailto:pomoc-ckc@uw.edu.pl)

- 7 persons (1500 tickets/academic year 2022/23)

<input type="checkbox"/>	#	Typ zagadnienia	Status	Temat	Przypisany do	Data modyfikacji	Kategoria	
<input type="checkbox"/>	16260	Zlecenie	Nowy	eksport ocen		15-06-2023 10:00		...
<input type="checkbox"/>	16256	Błąd	W Toku	Kampus-rekrutacja - egzamin wstępny Kognitywistyka (Cognitive Science), stacjonarne, drugiego stopnia [S2-KOG-ANG]		14-06-2023 12:36		...
<input type="checkbox"/>	16242	Zlecenie	W Toku	Egzaminy rekrutacyjne - Wydział Psychologii UW		13-06-2023 11:30		...
<input type="checkbox"/>	16223	Zlecenie	W Toku	egzamin		12-06-2023 12:10		...
<input type="checkbox"/>	16211	Zadanie	W Toku	ZIP-szkoła letnia: Doktorancka szkoła letnia: „Nowoczesne metody w analizie chemicznej i genetyce sądowej		14-06-2023 11:03		...
<input type="checkbox"/>	16210	Zlecenie	W Toku	Pomoc Profesorowi przy ustawianiu egzaminu na Platformie Kampus		14-06-2023 11:50		...
<input type="checkbox"/>	16208	Zlecenie	W Toku	Fwd: Zmian godzin egzaminów Wydział Zarządzania		07-06-2023 11:16		...
<input type="checkbox"/>	16205	Zlecenie	W Toku	Problem z testem poziomującym z j. angielskiego		06-06-2023 14:31		...
<input type="checkbox"/>	16167	Zlecenie	W Toku	Re: Re: (Potrzebne dodatkowe informacje) logowanie CAS na platformie COME		31-05-2023 08:47		...
<input type="checkbox"/>	16163	Zlecenie	Potrzebne dodatkowe informacje	logowanie CAS na platformie COME		30-05-2023 15:02		...

# Trainings [szkolenia-ckc@uw.edu.pl](mailto:szkolenia-ckc@uw.edu.pl)

- thematic trainings for groups
  - basic training
  - assignments
  - quizzes (+ advanced features)
  - grading
  - groupwork
  - workshop
  - exams
- individual consultations  
<https://zajeciazdalne.ckc.uw.edu.pl/konsultacje>

## Konsultacje e-learningowe

Serdecznie zapraszamy do skorzystania z konsultacji online dotyczących Państwa zajęć, egzaminów i zaliczeń prowadzonych na platformach Kampus.

Konsultacje odbywają się na Google Meet od wtorku do piątku w godzinach 10-14:30. Prowadzą je ekspertki e-learningowe z zespołu ds. dydaktyki i szkoleń Centrum Kompetencji Cyfrowych UW.

Prosimy o wybranie daty w kalendarzu i wypełnienie poniższego formularza.

Uwaga! Zastrzegamy sobie prawo do zmiany konsultacji na pomoc udzielaną na naszym helpdesku ([pomoc-ckc@uw.edu.pl](mailto:pomoc-ckc@uw.edu.pl)) lub szkolenie, jeśli opisane przez Państwa zagadnienie będzie tego wymagało.

Czerwiec 2023						
PN	WT	ŚR	CZ	PT	SO	N
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- Dostępne  - Zarezerwowano

Imię\*:

Nazwisko\*:

Email\*:

Jednostka UW\*:

Telefon:

Przedziały czasowe\*:  
 10:00 - 10:30

Temat konsultacji\*:

Wyślij

# Support

- course request

- via an online form



<https://kampus-student2.ckc.uw.edu.pl/local/comerequest/request.php?lang=en>

- course creation

- by hand
  - SIS compliance check

## Course request for teachers



▼ Request course as ⓘ

You can use this form to request a virtual classroom for your e-course. Please, answer the following questions so that we can create it as fast as possible. Remember to submit your request a week before the e-course begins at the latest. Virtual classrooms are created following the order of their submissions.

**Attention! This form is for lecturers only. Dear students - please don't fill it in.**

**I wish to:**

receive an empty virtual classroom for a new e-course ▼

Provide a direct link to your existing course - copy its web address in your browser and paste it into the box below. Courses run in the previous semestres can be found here: <https://kampus2016.come.uw.edu.pl>

**Provide the direct link to the e-course to be copied for you:**

▼ Provide basic information about your new e-course:

**Choose the category for your e-course:\***

Choose... ▼

**Provide the full title of your e-course (preferably reflecting the USOS title):\*** ⓘ

**Type the USOS code of your e-course (it will facilitate students authorisation):**

**Group number in USOS:** ⓘ

**Choose the academic year in which you will run your -e-course:\***

Choose... ▼

**Choose the semester your e-course will cover:\***

Choose... ▼

If you are not the only teacher on your e-course, provide the names of the remaining teachers (name, surname, email address @uw.edu.pl). This will help us assign the proper roles to them.

**Other teachers (name, surname, email):** ⓘ

Submit the request

Cancel

# Support

- course content creation (teachers)
  - methodology of online teaching
  - creation / implementation of digital materials (audio, graphics, video)

The screenshot displays the course management interface for the University of Warsaw (CKC UW). At the top, the university logo and a large 'K' icon are visible. The language is set to English (en), and the user is logged in as 'Języki obce CKC UW'. The main content area shows a grid of icons representing various course management functions such as announcements, content creation, and user management. Below the grid, the course title is displayed in a dark blue box. The main content area is divided into sections for 'Announcements' and three topics: 'Topic 1', 'Topic 2', and 'Topic 3'. On the right side, there is an 'ADMINISTRATION' sidebar with a list of options: Course administration, Turn editing on, Edit settings, Users, Filters, Reports, Grades, Outcomes, Badges, Backup, Restore, Import, Publish, Reset, Question bank, Repositories, Legacy course files, and Competencies. A vertical navigation bar on the far right contains icons for search, home, and other navigation functions.

**Resources** <https://zajeciazdalne.ckc.uw.edu.pl/en/>

## ONLINE CLASSES ON THE E-LEARNING KAMPUS PLATFORM





## Resources for teachers <https://zajeciazdalne.ckc.uw.edu.pl/en/>

# ONLINE CLASSES ON THE E-LEARNING KAMPUS PLATFORM

## HOW TO LAUNCH ONLINE CLASSES ON THE KAMPUS PLATFORM?

# 1

Request a course here:

<https://kampus-student2.ckc.uw.edu.pl/local/comerequest/request.php>

To enter the request form, log into the platform using the USOS login (PESEL number) and password.



How to log into Kampus platform



How to fill in the request form

## Resources for teachers <https://zajeciazdalne.ckc.uw.edu.pl/en/>

### ONLINE CLASSES ON THE E-LEARNING KAMPUS PLATFORM

**2** Wait for the information that your course has been prepared for you. It will take us no longer than 3 weekdays. We prepare courses in the order received. You will be informed by email that your course is ready.

You are the only person who will get access to the course – you decide when you add materials and admit students to the course.



How to find your e-course on  
Kampus platform



How to add students to your e-  
course



Elearning website that integrates  
information about classes and  
exams from Kampus 1, Kampus 2  
and Kampus Exams

# Resources for teachers

<https://elearning.ckc.uw.edu.pl/en>



The screenshot shows the Kampus E-Learning UW website interface. At the top left is the University of Warsaw logo and name. In the top right, there are icons for eye, Facebook, a language dropdown menu set to "English (en)", and a "Log in" button. The main content area features two large buttons: "My classes" (with a graduation cap icon) and "My exams" (with a computer mouse and document icon). Below these are four circular icons representing different guides: "Students' guide" (graduation cap), "e-Teacher's Guide" (person at a computer), "Examiner's guide" (document with pencil), and "Getting started" (information icon).

## Resources for teachers

<https://zajeciazdalne.ckc.uw.edu.pl/en/>

### ONLINE CLASSES ON THE E-LEARNING KAMPUS PLATFORM

3 Use the E-teacher's Guide. You will find a lot of information about using the platform there. You need to log into the platform to get to the Guide. Enter the link below and click on "Enrol me".



"e-Teacher's Guide" (you will need  
to log in)

## Resources for teachers

<https://kampus.come.uw.edu.pl/course/view.php?id=6202>

### e-Teacher's Guide

- ▶ 1 Submitting a course request
- ▶ 2 USOS-based student enrolment
- ▶ 3 Additional enrolment methods
- ▶ 4 Dividing students into groups
- ▶ 5 Initial course preparation
- ▶ 6 Communicating with students
- ▶ 7 Importing materials
- ▶ 8 Adding resources
- ▶ 9 Adding assignments
- ▶ 10 Adding quizzes/tests
- ▶ 11 Test/Quiz - advanced functions
- ▶ 12 Other activities
- ▶ 13 Resources and activities for groupwork
- ▶ 14 Exporting the final grades to USOS



## e-Teacher's Guide

8 Adding resources

### File

You can use this resource to embed files of any format in your course. Please, make sure that the files you are going to add can easily open on different devices.

How to add a FILE

 File - New window (EXAMPLE) PDF document

### Page

This resource allows you to create course pages using a text editor. A page can contain **text**, **graphics**, **sound**, **video**, **links** to other pages and **embedded content** such as a map from Google Maps or a video from Youtube.

How to add a PAGE

Page (EXAMPLE)

### Link to a web page (URL)

Sometimes important information can be found on external websites and we do not want or are unable to include all of it in the course. In such cases you can provide a link to the web page.

How to add a LINK to a web page (URL)

 LINK to a web page (URL) - New window (EXAMPLE)

The description/content of the referenced page may appear on the course page *(if you tick the box)*.



## e-Teacher's Guide

### Label


What you are now reading has been placed in the **Label** resource. The label allows you to insert the text (and e.g. images) you need **between the links to resources and activities** directly on the course homepage.

[How to add a LABEL](#)

### Folder

The **Folder** resource allows **multiple files** to be displayed in a single folder, reducing the need for page scrolling. The advantage of using this resource is that the student can download an entire package of materials at once.

[How to add a FOLDER](#)

 [Folder \(EXAMPLE\)](#)

### Lightbox Gallery

The **Lightbox Gallery** resource allows you to create 'Lightbox' enabled image galleries within your Moodle course and it allows students to view a gallery of images.

[How to add a Lightbox Gallery](#)

 [Lightbox Gallery \(EXAMPLE\)](#)

### Book

The **Book** resource facilitates the creation of multi-page resources in a book-like format.

[How to add a BOOK](#)

 [Book \(EXAMPLE\)](#)



## e-Teacher's Guide

### 9 Adding assignments

The platform has many tools with which you can have students do different activities. Most of these **can be graded**. Below are instructions on how to add an **assignment** (i.e. a piece of student work [e.g. an essay] to be uploaded to the platform) and a **test** (which will automatically check the correctness of the student's answers).

### Assignment

The **Assignment** activity allows you to **collect** student work in one place, **grade** it and **comment** on it.

- [How to add an ASSIGNMENT \(File submissions\)](#)
  - [Assignment \(File submissions\) - Student's view](#)
- [How to add an ASSIGNMENT \(Online text\)](#)
  - [Assignment \(Online text\) - Student's view](#)

Once the deadline for student submissions has been met, you can then grade the work. There are two ways of doing this - either in the **View all submissions (Quick grading)** or in the **Grade** individual mode (individual papers are automatically converted into a pdf file).

- [Quick grading](#)
- [Single-work preview grading](#)
  - [Annotated grading](#)

- [How to download submissions](#)
- Education Days, June 2023





## e-Teacher's Guide

### 13 Resources and activities for groupwork

Sometimes there is a need to **divide students into groups** and **assign them different tasks, different resources**, or even hold **discussions** using the groups. The platform provides many opportunities for groupwork. It is the teacher's decision how to divide students into groups.

Any activity or resource can be assigned to a specific group so that the members of the other groups cannot access it. This is useful when you want to share different content with different groups.

[How to use activities and resources for groupwork](#)

### Groupwork in the Forum

If you have already divided students into groups on the course, you can arrange group discussions in the forum.

[How to use a Forum for a group discussion](#)

### Groupwork in the Assignment

Each assignment activity can also be set for groupwork. It means that students work on a given topic together in groups (e.g. using the groupwork forum) and then submit the results to the platform using an assignment.

[How to use an Assignment for groupwork](#)

[How to give scores for a group Assignment](#)

[How to give scores for an Assignment on the course with more than one teacher](#)



4eu+

# Thank you!

Monika Galbarczyk  
Bartłomiej Michałowicz

Education Days, June 2023



Project *4EU+ for Ukraine* is organised at the University of Warsaw within 4EU+ Alliance.

Project is financed by the National Agency for Academic Exchange of the Republic of Poland.

