WeBeep
Start-up guide for professors
Technology

WeBeep is built on Moodle

Moodle is the most widely used e-learning platform in the world, with hundreds of millions of users.

It is an Open-Source platform with a vast community for updating and enrichment.
ACCESS AND OVERVIEW
Tour

Access to WeBeep

WeBeep (the new Beep) will be accessible on https://webeep.polimi.it.

You can access it with your university credentials via the Aunica login.
Tour

The dashboard

After logging in, you will find yourself on your dashboard (personal home page) with:

- the list of your courses;
- site announcements;
- upcoming events extracted from your course calendars;
- course search.
Tour

Navigation

All pages feature navigation menus:

- the top bar, with:
  » personal notifications;
  » user menu;
- the left-hand menu, which you can compress or expand, with links to:
  » dashboard;
  » calendar;
  » your courses;
  » help page;
  » course search.
COURSE CREATION AND CUSTOMISATION
What about the old Beep course?

Beep will remain active for another year until July 2022. Until then, you can retrieve the materials you wish to keep or upload on the new platform (Beep and WeBeep rely on different systems: there is no automatic system for moving materials from one to the other).

Will I have to upload materials to the new course every year?

If you want to reuse materials, you will have to reload them from your PC for the conversion from Beep to WeBeep. From the academic year 2022/23 onwards, you can import any content you wish to retrieve from one of your courses from the previous year into the new course.

What if I have an integrated course/design lab?

The responsible for minutes, through the online services, will have to choose whether to request a single course, to be managed in collaboration between professors, or whether to request a course for each module, each managed by the professors of the module. The corresponding course(s) will be created after this choice.

New year, new courses

You will no longer need to activate the assignment: you will find new courses at the beginning of each academic year.

In the “Course overview”, you will find the courses you are enrolled. You will have the teacher role in the courses automatically identified for your assignments.
Course contents

Structure

Each course contains a starting structure, divided into sections.

The sections are:

- notice board;
- materials;
- recordings;
- assignments.

You can add, delete or move sections according to your needs.
Course contents

Modifying the structure and inserting materials and activities

As a course teacher you can enter the editing mode by clicking the button “Turn editing on” at the top right.

In this mode you can:

- click on “Add an activity or resource” to insert new content;
- change the order of sections and move content between sections using drag and drop;
- click on “Edit” next to a section or content to edit or delete it;
- click on “Add sections” to insert a new section.

When finished, click on “Turn editing off”.

Course contents

Main activities and resources

**Folder**
This contains a set of related files. You can upload a compressed folder and then unzip it or create an empty folder and insert files into it at different times. Students can download the whole folder or individual files.

**File**
Allows you to publish a file that does not belong to any folder. This is useful if it is in a format that can be previewed (e.g. an image).

**URL**
Allows you to insert web links as course resources. This can be useful for sharing websites, videos and lecture recordings.

**Forum**
Allows asynchronous discussions to take place between participants. Participants can subscribe to the forum to receive notifications of new posts.

**Assignment**
Allows files to be collected from students to assess their learning (see further description on the next page).

**Quiz**
Allows you to create questionnaires with different types of questions: multiple-choice, true/false, matching, short answer, calculated, etc. Each attempt is automatically evaluated.

**Wooclap**
Allows you to create quizzes and activities that students answer synchronously during the lecture, showing real-time results. The event will be restricted to those enrolled in the course.

**MATLAB Grader**
It is a browser-based authoring environment for creating and sharing MATLAB-based exercises, including their automatic assessment criteria.
Focus

Assignment

Assignment is a Moodle activity module that allows you to collect files from students. Only teachers can see the submitted files.

An assignment is defined by:

- a “**due date**”, beyond which submissions are considered late;
- a “**cut-off date**”, beyond which submissions no longer possible;
- **assignment criteria** relating to the type, number and size of files accepted.

The assignment replaces the “homework folders” hitherto used in Beep.

For assignments linked to the conduct of official examinations, the Remote Exam platform is available.
ACCESS TO COURSES
Enrolments

Course participants

Each course can be accessed by course participants. Participants can be:

- **automatically enrolled**, because they have the course in their study plan;
- **self-enrolled because they are late** for their study plan approval;
- **self-enrolled because they are interested** in the course.

If you keep the default settings, then all WeBeep users can potentially enrol in your course. WeBeep membership is limited to Aunica users recognised by an identity document. You can check the list of participants in your course at any time.

List of participants

You can consult it within the course and search by name, surname, role, enrolment method or last access to the course.

Add a teacher

With “Enrol users”, you can add your co-workers and choose which role to assign to them.

Delete a user

You can decide to delete users who have self-enrolled or those you have added manually.
Restrictions

Restrict access to the whole course

If you prefer to have more control over who can enrol (and therefore access) your course, you have two options:

- set an “enrolment key” (password) for self-enrolment;
- activate the “course enrolment confirmation” method: the user must submit an enrolment application which you must confirm or cancel.

If you choose to set an enrolment key, please tell your students so that those who are late for their study plan approval can still enrol.
Restrictions

Restricting access to specific content

For each section, activity or resource in a course, you can set up access restrictions. These are two examples:

- **“date” policy**: you can only allow access before/after a certain date and time;
- **“group” policy**: you can divide participants into groups and only allow access to one group or several groups.
Restrictions

Temporarily hiding content from students

If you wish to upload draft content to make it available to everyone later, you can hide it from students: use the “Hide/Show” commands.

Other teachers will still see the resource with the warning “Hidden from students.”
WeBeep
The online environment for teaching and learning at Politecnico di Milano

Contacts
For any need contact the staff from the WeBeep help page.

WeBeep help 🜲