

# ICT SERVICES FOR STUDENTS & MOODLE WORKSHOP

Teaching Assistant Tjaša Alegro, Lecturer Biljana Božinovski PhD

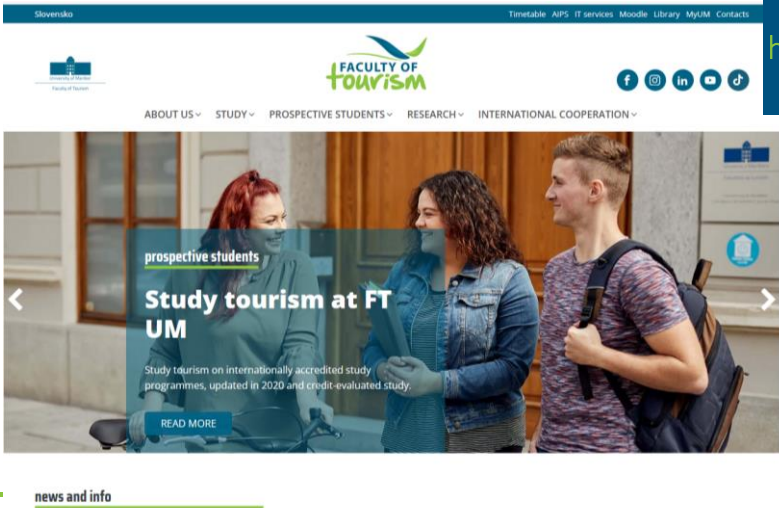


INTERNATIONAL STUDENTS  
WELCOME & ORIENTATION DAYS  
September 20–21, 2023



1

## FT UM WEBSITE

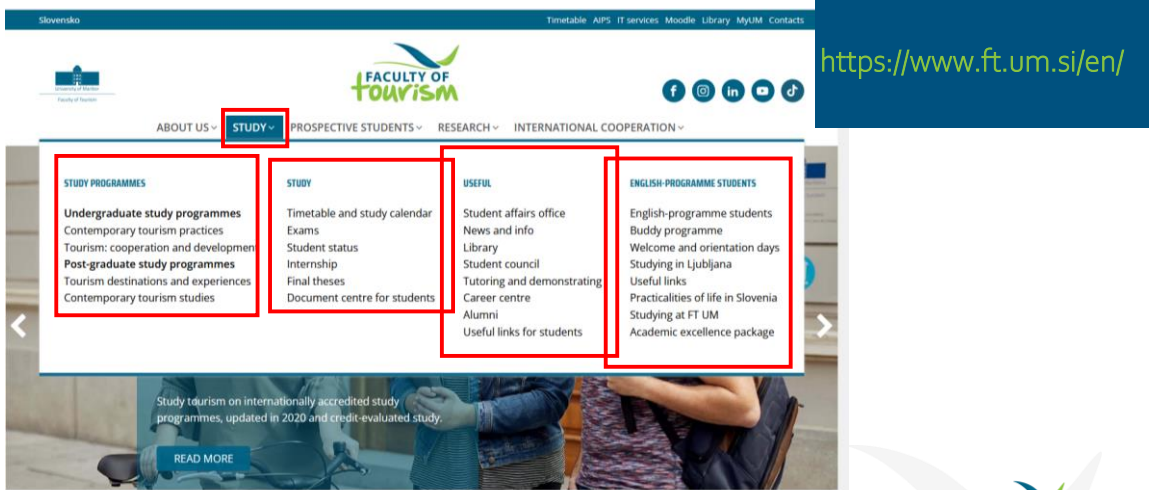


<https://www.ft.um.si/en/>



2

# FT UM WEBSITE



3

# FT UM WEBSITE



4

# FT UM WEBSITE

ABOUT US ▾ STUDY ▾ PROSPECTIVE STUDENTS ▾ RESEARCH ▾ INTERNATIONAL COOPERATION ▾

**INTERNATIONAL COOPERATION**

- International cooperation
- Student mobility
- Incoming students
- Erasmus+ Buddy exchange programme
- Studying abroad
- Internships and traineeships abroad
- Staff mobility
- Visiting lecturers and researchers

<https://www.ft.um.si/en/>

Contact:

Vice-Dean for International Cooperation:

Prof. Dr Mitja Gorenak  
✉ mitja.gorenak@um.si

Erasmus+ coordinator (for students):

Assist. Prof. Dr Tomi Špindler  
✉ tomi.spindler@um.si

FAKULTETA ZA TURIZEM

5

## UNIVERSITY DIGITAL IDENTITY (DI)

DI = username (name.surname@student.um.si) + password

- Log into all the FT UM services (AIPS, Moodle, MS 365, etc.)
- Receive all official communications from FT UM

Check your email  
regularly

Reply!!!

- Eduroam Wi-Fi Slovenia/Europe

6



# AIPS

- To apply for exams
- Apply no later than 8 days before the exam date
- Withdraw no later than 2 days prior to the exam
- No access if you have outstanding obligations (debts to FT UM)
- 6 attempts for each course; final 3 subject to a fee + before an exam panel



7

University of Maribor

AIPS

Log in

Office hours

Exam dates

e-Learning

Final thesis submission

Study courses catalogue

My UM

Moj Portal UM

e-Mail

IT services

## Login

Log in with your digital identity. [More ...](#)

Login trouble? [More ...](#)

Username

Password

Login

[Change password?](#) | [Forgot password?](#)

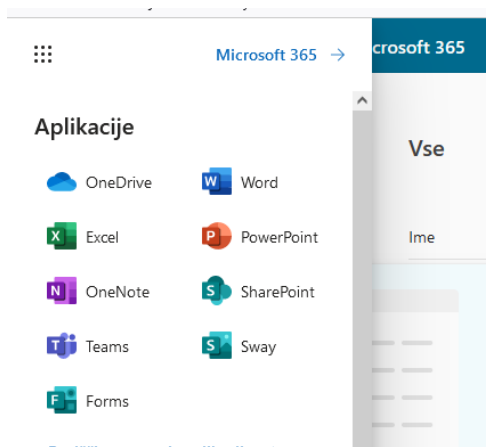


8

## MS 365 > <https://www.microsoft365.com/mycontent?auth=2&home=1>

➤ Free MS aps >>

➤ OneDrive for storing and sharing files



9

## MOODLE = online classroom

- PowerPoint presentations of lectures, tutorials, **study material** for your courses. (Professors upload them after/before class.)
- Available at the link: <https://studij.um.si/>
- **Login with your DI** (digital identity):

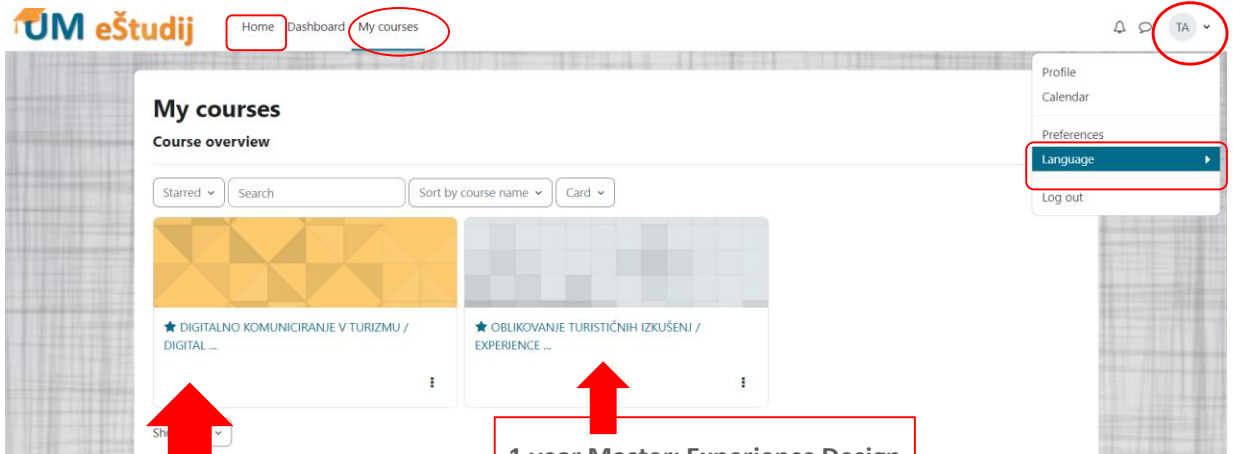
username (= **your student e-mail**) + **password**



10



11



1 year Master: Experience Design

1 year undergraduate: Digital Communication in Tourism



12

# DIGITALNO KOMUNICIRANJE V TURIZMU / DIGITAL COMMUNICATION IN TOURISM

Course Settings Participants Grades Reports More

## General

Forum novic

- Professors might post messages in the News Forum section of a course. You will see them in Moodle and they are also automatically delivered to your inbox.
- You can respond to the message directly in Moodle (depending on settings, your post will be visible to all students and professors or just to your group & professor).

O predmetu (vsebine, viri in literatura)



Pri predmetu "Digitalno komuniciranje v turizmu" bomo spoznavali interdisciplinarni svet vedenja porabnikov, komunikacij, raziskovanja, digitalnih komunikacij, analitičnih orodij in medijske produkcije.

Predvsem interakcije, timskega dela, izmenjave mnenj in predlogov rešitev. Iskanja novih pristopov, ovrednotenja preko uveljavljenih znanj.

Tukaj se nahajajo vsebine in viri.

- 2022/2023 LECTURES AN...
- 2022/2023 VAJE - BREŽICE
- 2022/2023 TUTORIALS - ...

13

## 2022/2023 LECTURES AND SEMINARS

Resources



General sources and literature for digital communications.

- General
- 2022/2023 PREDAVANJA...
- 2022/2023 LECTURES AN...
- 2022/2023 VAJE - BREŽICE

14

General

- Forum novice
- O predmetu (vsebine, viri i...)
- Viber skupnost za hitra vpr...
- Možna izpitna vprašanja

2022/2023 PREDAVANJA...

- Predavanje 1: Digitalno ko...
- Predavanje 2: Fakulteta za t...
- Predavanje 3: Fakulteta za t...
- Predavanje 4: Fakulteta za t...
- Predavanje 5: Fakulteta za t...

2022/2023 LECTURES AN...

Resources

**Slides from Lecture 1 (com...**

- Slides from Lecture 2
- Slides from Lecture 3
- Digital Communications in ...

2022/2023 VAJE - BREŽICE

- DKT 1 - storytelling
- DKT 2 - segmentacija, benc...
- AR naloga (do 13. 1. 2023 ...
- DKT 3 - časovica, finančni p...
- marketing-budget-templat...
- content-marketing-plan-te...

Slides from Lecture 1 (communications basics, Creating a website from micromoments)

- Consumer (tourist) behavior
- Communications basics
- Stories
- Creating websites (personas, micro moments)

Slides from Lecture 2

- Website creating
- SEO
- Content marketing

Slides from Lecture 3

- Advertising
- Social media
- Direct communications
- Analytics

15

Resources

- Slides from Lecture 1 (com...
- Slides from Lecture 2
- Slides from Lecture 3
- Digital Communications in ...

2022/2023 VAJE - BREŽICE

- DKT 1 - storytelling
- DKT 2 - segmentacija, benc...
- AR naloga (do 13. 1. 2023 ...
- DKT 3 - časovica, finančni p...
- marketing-budget-templat...
- content-marketing-plan-te...
- DKT 4

**Oddaja projektne naloge (...)**

2022/2023 TUTORIALS - ...

- DCT 1
- DCT 2
- Homework1: story & segm...
- DCT 3
- marketing-budget-templat...
- content-marketing-plan-te...
- VR/AR apps comments & c...
- DCT 4

Oddaja projektne naloge (22. 1. 2023 do 23:59h)

2022/2023 TUTORIALS - LJUBLJANA

- DCT 1 Uploaded 25/10/22, 09:56
- DCT 2 Uploaded 7/11/22, 15:29
- Homework1: story & segments
- DCT 3 Uploaded 21/11/22, 10:53
- marketing-budget-template tutorial 3 Uploaded 20/11/22, 16:18
- content-marketing-plan-template tutorial 3 Uploaded 20/11/22, 16:18
- VR/AR apps comments & content (untill December 9, 11:59 p.m.)
- DCT 4 Uploaded 5/12/22, 14:38
- Seminar paper (submit it untill 3. January, 11:59 p.m.)

PowerPoint presentation of first tutorial / lecture

Submission of homework / seminar paper / other assignments (submissions are always named - Make sure you submit your work to the correct open submission)

16



**OBLIKOVANJE TURISTIČNIH IZKUŠENJ / EXPERIENCE DESIGN**

Course Settings Participants Grades Reports More

Shranjeno v Va računalnik s sistemom Windows

General Forum novic Collapse all

Forum novic **Slovenian part:**

**PREDAVANJA / SEMINARJI 2022/2023 - BREŽICE**

12oktober 1OBLIKOVANJE TURISTIČNIH IZKUŠENJ 1mag	Uploaded 19/10/22, 07:40	Mark as done
2 seminar OBLIKOVANJE TURISTIČNIH IZKUŠENJ MAG01 Jv 26 10 2022	Uploaded 29/10/22, 22:26	Mark as done
DOMAČA NALOGA do 7 12 2022 mag oblikovanje turističnih izkušenj	Uploaded 29/10/22, 22:27	Mark as done
3. OBLIKOVANJE TURISTIČNIH IZKUŠENJ MAG01 Jv 7 12 2022	Uploaded 11/12/22, 12:15	Mark as done
4 OBLIKOVANJE TURISTIČNIH IZKUŠENJ MAG01 Jv 21 12 2022	Uploaded 9/01/23, 21:31	Mark as done

THIS IS WHAT THE EXPERIENCE DESIGN LEARNING UNIT FOR MASTER'S STUDENTS LOOKS LIKE

17

... and if you scroll down, you see another part in English:

### LECTURES / SEMINARS 2022/2023 - LJUBLJANA

- |   |                          |
|---|--------------------------|
| MAVERICK 18 october 1EXPERIENCE DESIGN IN TOURISM 1masters      | Uploaded 19/10/22, 07:41 |
| MAVERICK 25october 2EXPERIENCE DESIGN IN TOURISM 1masters       | Uploaded 29/10/22, 22:31 |
| MAVERICK HOMEWORK deadline 11november 1MASTERS                  | Uploaded 29/10/22, 22:53 |
| MAVERICK15november 3EXPERIENCE DESIGN IN TOURISM 1masters       | Uploaded 21/11/22, 22:55 |
| maverick 6december 4JANA V EXPERIENCE DESIGN IN TOURISM 1master | Uploaded 11/12/22, 12:27 |
| 10 January 5 EXPERIENCE DESIGN IN TOURISM 1master 2023          | Uploaded 16/01/23, 12:07 |

### TUTORIALS 2022/2023 - LJUBLJANA

Not available unless: You belong to 2022 MAG MAG003 I LJUBLJANA

- |   |                          |
|---|--------------------------|
| Experience Design in Tourism Tutorial 1 | Uploaded 25/10/22, 09:53 |
| Experience Design in Tourism Tutorial 2 | Uploaded 7/11/22, 10:59  |

18

### My courses

#### Course overview

All Search Sort by last accessed Card



ANGLÉŠČINA ZA TUR. STROKO 1/ENGLISH FOR TOURISM ...



ANGLÉŠČINA ZA TUR. STROKO 2/ENGLISH FOR TOURISM ...



ANGLÉŠČINA ZA TUR. STROKO 3/ENGLISH FOR TOURISM ...



19

Course Settings

CLASS A

Comments and info

For BREZICE

For LJUBLJANA

Forum novice

Add an activity or resource

Add topic

Internet

Welcome D

Find all presentation

Moodle Inst

**Unit 8: Online linguistic resources**

Brežice students: Jan. 8 / Ljubljana students: Jan. 17

Not available unless: You belong to 2023 (hidden otherwise)

Add an activity or resource

Add topic

**English 1 revision (coursebook exercises)**

Brežice students: Jan. 15 / Ljubljana students: Jan. 24

Not available unless: You belong to 2023

Add an activity or resource

Add topic

**English 1 mock exam -- written & oral**

Brežice students: Jan. 22 / Ljubljana students: Jan. 25

Go through the topics covered and revise (vocabulary, dialogues, text formats).

Not available unless: You belong to 2023 (hidden otherwise)

EN 1: Revision (PPT from class) Uploaded 6/01/21, 13:02

**ENGLISH 1 COURSEBOOK 22/23**

This is a booklet with worksheets for the entire semester. Print in out and bring to class always.

In the Chapters below I you will find instructions how to prepare for the upcoming weekly sessions.

Not available unless: You belong to 2023

ENGLISH 1 COURSEBOOK Uploaded 12/09/23, 13:35

Add an activity or resource

Add topic

**Introductory lesson**

Brežice students: Oct. 3 / Ljubljana students: Oct. 5

BRING YOUR COURSEBOOKS TO CLASS ALWAYS.

Not available unless: You belong to 2023 (hidden otherwise)

Course basics: info for students Uploaded 6/10/21, 22:32

A snapshot of topics covered, working methods, grading, students' obligations and other 'mechanics' of the course.

Add an activity or resource

Add topic

**Unit 1: Travel and tourism**

Brežice students: Oct. 4 / Ljubljana students: Oct. 11

20

ENGLISH 1 COURSEBOOK 22/23

This is a booklet with worksheets for the entire semester. Print in out and b  
 In the Chapters below you will find instructions how to prepare for the

Not available unless: You belong to 2023

ENGLISH 1 COURSEBOOK Uploaded 12/09/23, 13:35

+ Add an activity or resource

Add topic

Introductory lesson

Brežice students: Oct. 3 / Ljubljana students: Oct. 5

BRING YOUR COURSEBOOKS TO CLASS, ALWAYS.

To prepare for the 1st class, do exercises 1 and 2 under 'Introductory Class'.

Not available unless: You belong to 2023 (hidden otherwise)



English for tourism professionals 1

TABLE OF CONTENTS

Table of contents

0 // Introductory class	1-4
Let's talk about landmarks	1
Where do you come from?	2
Create a tourism ad	3
Travel & tourism quiz	4
1 // Travel and tourism	5-13
Developments in the tourism industry	5-6
Tour operators: Thomson/TUI and KUONI Group	7-8
Tourism sectors	9
Grammar: English tenses (review)	10-13
KEY VOCABULARY	13
2 // Types of tourism & holidays	14-20
Different reasons for travel	14
KEY VOCABULARY	15

21

Unit 2: Types of tourism and holidays

Brežice students: Oct. 4 / Ljubljana students: Oct. 18

Exercises 1-5 and 8-10.

Not available unless: You belong to 2023 (hidden otherwise)

Types of tourism and holidays (PPT from class) Uploaded 28/11/21, 20:01

My ideal holiday (short essay)

Writing assignment: My family holiday >> Teacher feedback Uploaded 9/11/22, 14:42





22

## Different assignments

- Make sure you submit your work to the correct open submission.
- If you upload an assignment to the wrong submission, it will be disregarded.
- Submit all assignments to Moodle (exercises, essays, term papers, etc.)

 Seminar paper submission (13. 1. 2023, 11:59 p.m.) 


 My ideal holiday (short essay) 



23

## Deadlines for term papers

- All assignments have a deadline >> you have to submit them to Moodle by a specific date/time.
- The professor will explain the deadline & it is also set/visible in Moodle.

 Writing assignment: "Holidays you like" booking problem (DUE NOV. 26)

- DO NOT SUBMIT ASSIGNMENTS BY EMAIL.



24

## Collaboration on term papers

- If you work on a **term paper** as a **group**, the document is always **signed by all students** who participated, but only uploaded to Moodle by 1 student from each group.



25

## Naming your assignments/documents

- The documents you upload to Moodle must be saved with **your last name in the document title**:

Smith\_Term paper / Smith\_TITLE OF TERM PAPER/EXERCISE

Or

Exp.: Assignment 1\_YourName

- If you work on a seminar paper in a **group**, the document should bear the names of **all participating students**:

Smith, Wilson, Wright\_Term paper / Smith, Wilson, Wright\_Exercise1



26

## Handing in assignments > Practice

### INTERNATIONAL STUDENTS WELCOME AND ORIENTATION DAYS 2023

#### EXPERIENCE DESIGN

Assignment submission 1 (until September 21, 11:59 p.m.)

Assignment submission 2 (until September 21, 11:59 p.m.)

#### ENGLISH 1

### International students welcome days 2023

Not available unless: You belong to 2023 VS V003 I LJUBLJANA (hidden otherwise)

Welcome Days Presentations

Find all presentations from Welcome Days here, including maps, addresses, e-contacts, etc.

Moodle Instructions for Students Uploaded 26/11/21, 11:24

Assignment 1

Assignment 2



27

## Assignment 1

### English 1

- Create a new Word document.
- In three sentences: **describe your most recent holiday (destination, company, transport type, duration)**; Write a title (**Holiday**) at the top and your name at the bottom.
- Save the document (your name + title of assignment!).
- Upload to Moodle.

### Experience design

- Create a new Word document.
- In three sentences: **describe your best and worst tourist experience and for both reasons why it was your best or worst tourist experience.**
- Write a title (**Tourist Experience**) at the top and your name at the bottom.
- Save the document (your name + title of assignment!).
- Upload to Moodle.



28

# Assignment 1

HOW DO I UPLOAD A DOCUMENT TO MOODLE?

- Open Moodle and log in.
- Find the course
  - *ANGLEŠČINA ZA TURISTIČNO STROKO 1/ENGLISH FOR TOURISM 1*
  - *OBLIKOVANJE TURISTIČNIH IZKUŠENJ/EXPERIENCE DESIGN*
- Upload your Word document to Assignment 1



29

# Assignment 2

**English 1 / Experience Design**

- Check your inbox for new emails.
- Read the message and follow the instructions.



30