INGENIUM Education Platform

Teacher FAQs

Work package 3 – Digital INGENIUM

Contents

INGENIUM Education Platform- Frequently Asked Questions for Teachers

1. How do I add students to my course?

You can enroll manually students to your course by selecting **Participants** on top course menu and then by clicking on **Enroll users**.

Also, a list of students can be added by the system administrators. In that case, please contact your University's INGENIUM administrator.

2. How do I upload course material?

Turn **Editing On**, then drag-and-drop files onto the course page or use **Add an activity or resource** to upload documents, videos, or links.

3. How do I create assignments?

Select **Add an activity or resource** → **Assignment**, then configure:

- Title & instructions
- Open/close dates
- Submission types (File, Online text)
- Grading method (points, rubric, marking guide).

4. How do I create quizzes or exams?

Use **Add an activity → Quiz**.

You can build question banks and use question types like multiple choice, short answer, true/false, essay, etc.

5. Can I track student progress?

Yes. Enable **Completion tracking** in the course settings, and use:

- Activity completion
- Course completion
- Reports → Activity report / Logs

6. How do I copy or reuse content from a previous course?

On the top course menu, click on **More** and use **Course reuse** → **Import**, to import selected activities.

7. Why can't students see a resource or activity I uploaded?

Possible reasons:

- Activity is hidden
- Access restrictions are set (date, grade, group)
- Course is hidden from students
- Completion conditions block visibility.

8. How do I communicate with students?

You can use:

- **Announcements forum** (course-wide)
- **Messaging** tool. You can also send email to all students by choosing **Participants** on top course menu and then **With selected users…→ Send a message**.
- **Forum** activities.

9. How do I use groups in my course?

Navigate to **Participants**, then select **Groups** from the left drop-down menu to create and manage them manually, automatically, or through a group choice activity. Once groups are set up, you can apply them to activities by editing the activity's settings and choosing a Group mode.

10. Where should I ask in case of technical problems with the INGENIUM Educational Platform?

For any questions or problems regarding the use of the INGENIUM Education Platform, please contact your local INGENIUM administrator of send an email at **helpdesk@ingenium-university.eu**.