

# UFORA

## What is UFORA?

Ufora is the learning environment where you:

- See the courses you are enrolled in
- See course announcements
- Find your study materials (lessons, word lists, etc.)
- Find the course assignments
- Hand in your assignments

## How do you use UFORA?

- Navigate to <http://ufora.ugent.be>
- Log in with your **UGent account**
- Click on the name of your course
- You are now on the course's home page
- Click on "Content" to access the course's learning materials

## What does UFORA look like?

Ufora consists of four major components. They are described in more detail below. The most important tools for your course at the UCT are marked in yellow.

- UFORA homepage
- Course homepage
- Course toolbar
- Personal account settings

# Ufora homepage

The screenshot shows the Ufora homepage interface. At the top, there is a navigation bar with the University of Gent logo (1) and a toolbar with icons for grid, chat, notifications, and a 'DS Demo Support' button. Below this is a secondary navigation bar with links for 'Ufora', 'Calendar', 'UGent', and 'Ufora Help'. The main content area is divided into several sections: 2. Announcements: A section with a dropdown arrow and a message stating 'There are no announcements to display.' 3. My Courses: A large section with a dropdown arrow and tabs for 'All', '2018-19', '2019-20', 'infosites', 'non-Oasis', and 'xtra'. It displays a grid of course cards, each with a thumbnail image, title, and notification count. 4. Welcome to Ufora EN...: A video player showing a welcome message. 5. Calendar: A section with a dropdown arrow showing the current date 'Wednesday, 25 September 2019' and a link to 'Upcoming events (10+)'. 6. Office 365: A section with a dropdown arrow and a 'Sign in to your Office365 account' button. At the bottom, there is a footer with social media icons and the text 'Ufora helpdesk © 2019 Universiteit Gent'.

1. Ufora menu - In this menu you can navigate to your courses. You will also see notifications and you can change your personal information and preferences.
2. Ufora Toolbar - This toolbar contains a range of useful links
3. Announcements - You will find the general announcements in this section
4. **My courses - An overview of all of your courses – Here you will find your UCT course**
5. Calendar - You can find all of your deadlines for different courses in this calendar
6. Office365 - This menu contains your Office365 files
7. Infosites - This menu contains your infosites

## Course homepage

The screenshot shows a course homepage with the following elements:

- 1**: Top navigation bar containing the University of Gent logo, 'Sandbox Support', a grid icon, a chat icon, a notification bell icon, a 'DS Demo Support' button, and a settings gear icon.
- 2**: Course toolbar with links for 'Ufora', 'Content', 'Calendar', 'Announcements', 'Groups', 'Ufora-tools', 'Overige tools', and 'Course Admin'.
- 3**: Announcements section with a dropdown menu and a message: 'There are no announcements to display. [Create an announcement.](#)'
- 4**: Calendar section with a dropdown menu, showing 'Wednesday, 25 September 2019' and 'Upcoming events (10+)'. Below it is an 'Updates' dropdown menu.

1. Ufora menu - In this menu you can navigate to your courses. You will also see notifications and you can change your personal information and preferences
2. Course toolbar - You can navigate within the course through this section (see below)
3. Announcements - You will find course specific announcements here.
4. Calendar - This is a course specific calendar with deadlines for e.g. assignments

## Course toolbar

The screenshot shows a course toolbar with the following elements:

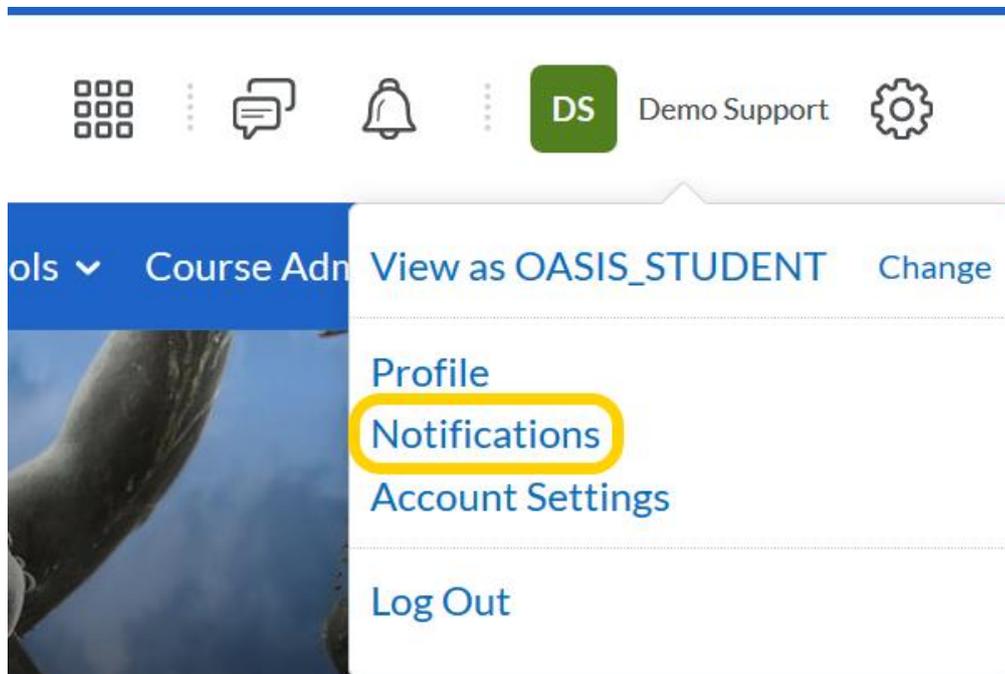
- Top navigation bar: University of Gent logo, 'Sandbox Support', grid icon, chat icon, notification bell icon, and 'Demo Support as OASIS\_STUDENT' button.
- Toolbar items: 'Ufora', 'Content', 'Calendar', 'Announcements', 'Groups', 'Ufora-tools', and 'Overige tools'.
- Callouts: Numbers 1 through 10 are placed below the toolbar items to indicate their positions.

1. Courses - You can find all of your Ufora courses here
2. Messages/Notifications - New notifications are indicated with an orange dot
- 3. Personal settings - You can change your personal settings here (for example: preferences about e-mail notifications)**
4. My Ufora - Click here to return to the Ufora homepage
- 5. Content - Here you will find the courses' content with all the learning materials**
6. Calendar - The course specific calendar with different deadlines
- 7. Announcements - The course specific announcements**
8. Groups - Here you can find your group
9. & 10. Ufora tools and other tools - Here you can find the class list, assignments, discussions, etc.

## Personal account settings - Setting notifications

Activate your notifications to receive an e-mail:

1. Click on your name ('DS' in the example) and then on 'Notifications'



2. Select the different activities for which you want to receive an email.

### Summary of Activity

Email me a summary of activity for each of my courses.

How often?

Daily



At what time?

9:00 AM

Belgium - Brussels

### Instant Notifications

	Email
Activity Feed - new comments from others on a post	<input type="checkbox"/>
Activity Feed - new posts created by others	<input type="checkbox"/>
Announcements - announcement updated	<input type="checkbox"/>
Announcements - new announcement available	<input type="checkbox"/>



**We strongly advise you to select 'Email' for 'Announcements'!**