

GUIDE



UNIVERSITÀ  
DEGLI STUDI  
DI BERGAMO

# Moodle

*Student's guide*

*UniBg e-learning service*



moodle

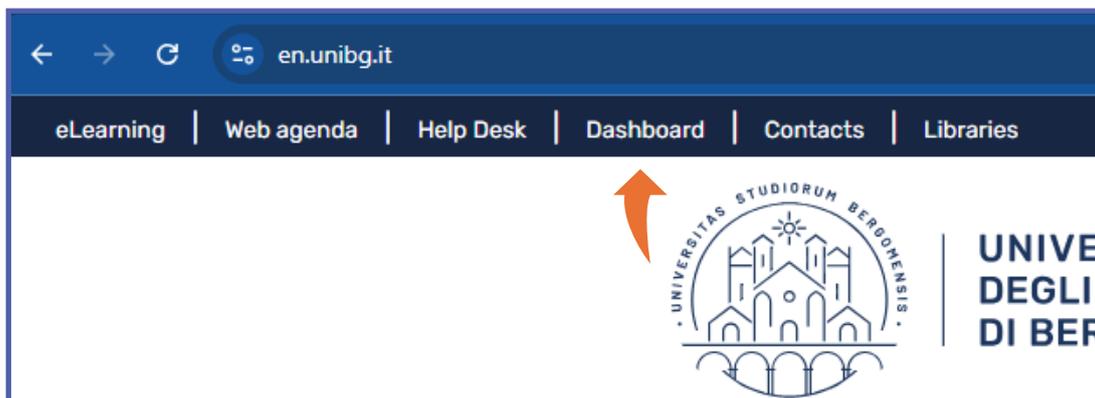


# INDICE

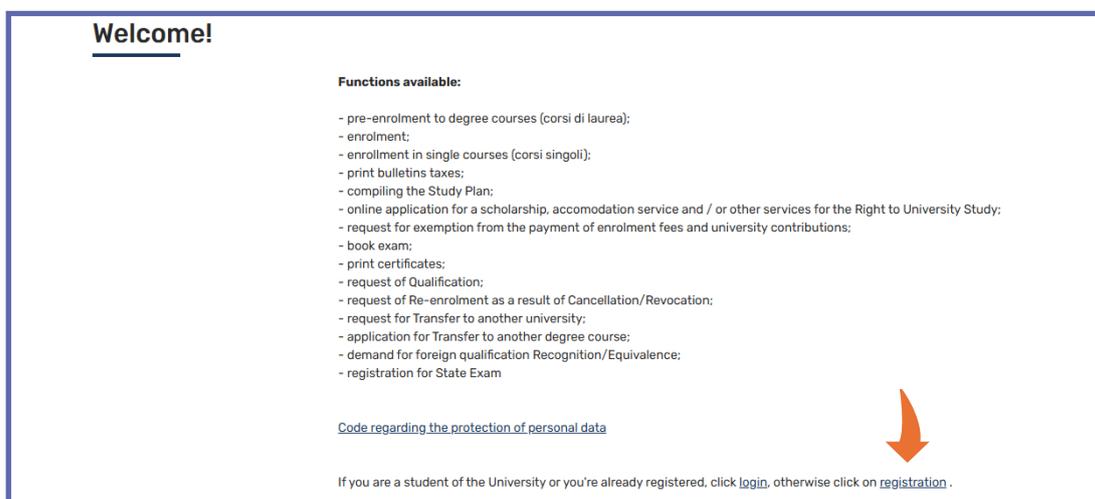
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## Prerequisites

Access to the platform is granted to all students regularly enrolled at the University of Bergamo. Pending completion of enrolment, it is also possible to access the Unibg site by registering only. To register, access the **"Dashboard"** from the top menu at <http://www.unibg.it>.



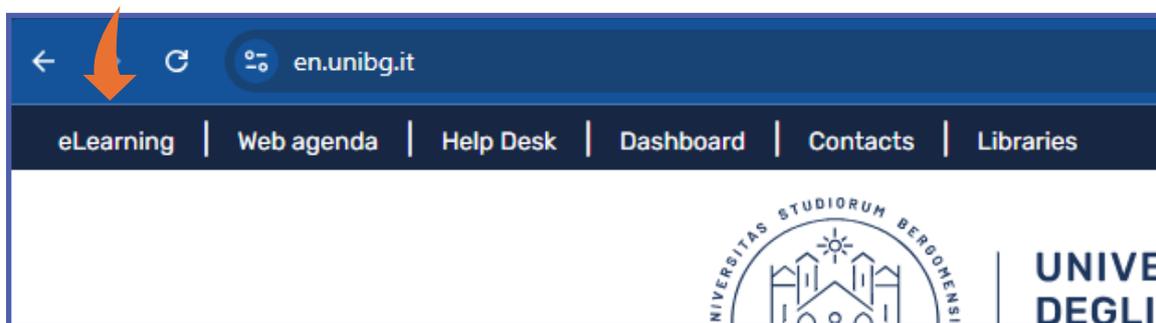
Click on **"registration"** at the bottom of the page.



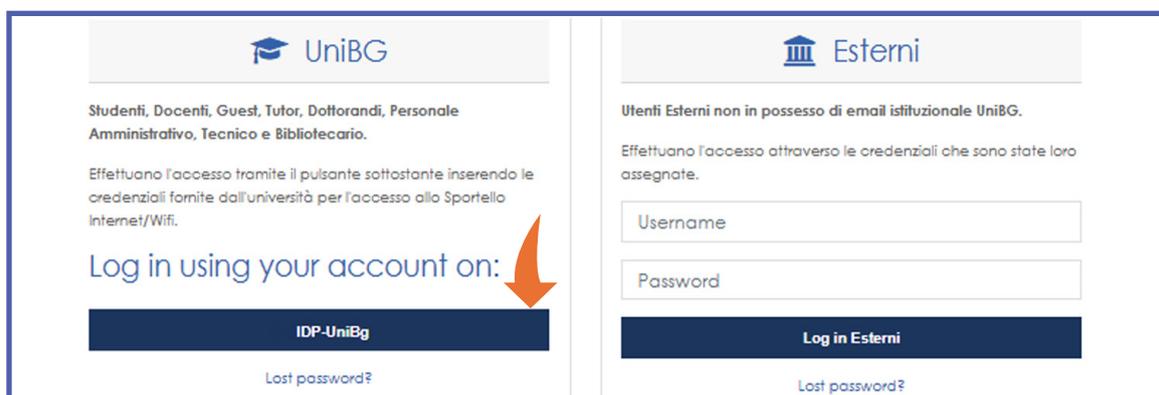
At the end of the registration process, you will be given a user name and a temporary access code, which will allow you to access the student counter and related services. Already registered students log in with a **personal user id** and **password**.

## Platform Access

Go to <https://www.unibg.it/> and click on “eLearning” on the top left-hand corner.



Click on “Login” on the top right-hand corner and clic on “IDP-Unibg”

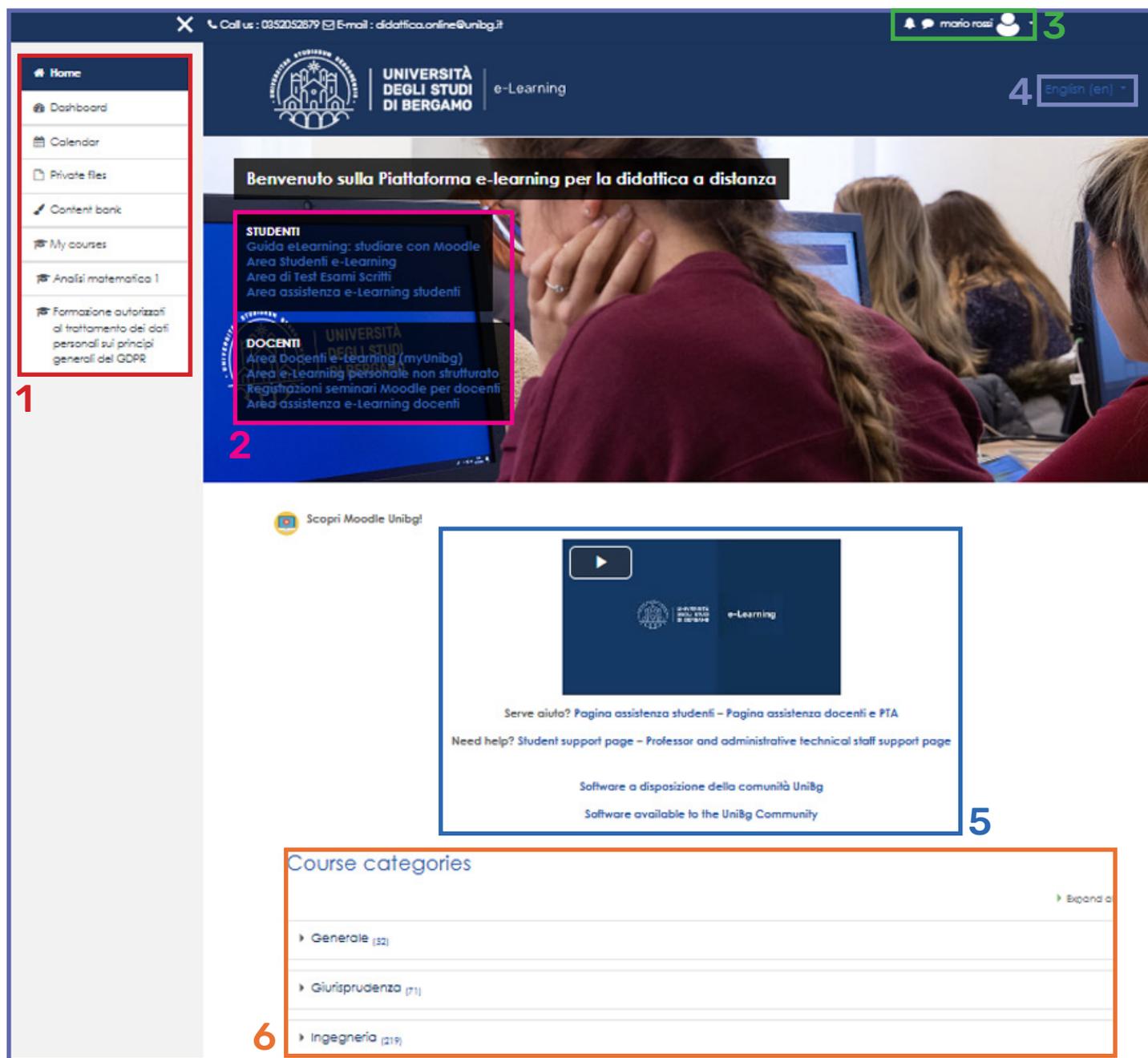


Enter your user id and password.

A screenshot of the login form. It has two input fields: 'Nome utente' (User name) with the placeholder text 'Inserisci il tuo nome utente' and 'Password' with the placeholder text 'Inserisci la password'. Below the fields is a large dark blue button labeled 'Accedi'.

In the event of access problems, carry out the **password reset** procedure.

After logging in, you are redirected to the Moodle Home page, composed of the sections highlighted below.



1. **Side menu:** to reach your dashboard (the list of courses you are enrolled in), calendar, personal files
2. **Link:** area to access useful documentation, FAQ, and main video guides
3. **Top menu:** to access your profile and messaging
4. **Language:** to select your preferred language
5. **Assistance:** pages dedicated to student and lecturer guides
6. **Course Categories:** all active teachings, divided by departments

## How to enrol in a Moodle course

On the homepage you will find all courses divided into departments.  
Search for the desired course by title or code using the search field below.



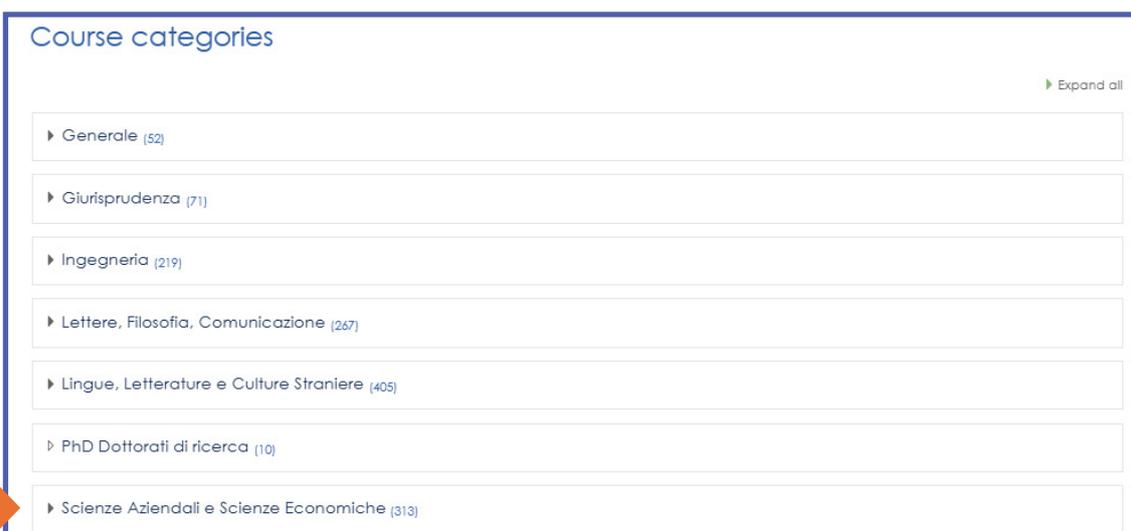
▶ Scienze Aziendali e Scienze Economiche (313)

▶ Scienze Umane e Sociali (287)

▶ Altri corsi (54)

Search courses

Otherwise, you can navigate the section by clicking on the department link.



Course categories ▶ Expand all

▶ Generale (52)

▶ Giurisprudenza (71)

▶ Ingegneria (219)

▶ Lettere, Filosofia, Comunicazione (267)

▶ Lingue, Letterature e Culture Straniere (405)

▶ PhD Dottorati di ricerca (10)

▶ Scienze Aziendali e Scienze Economiche (313)

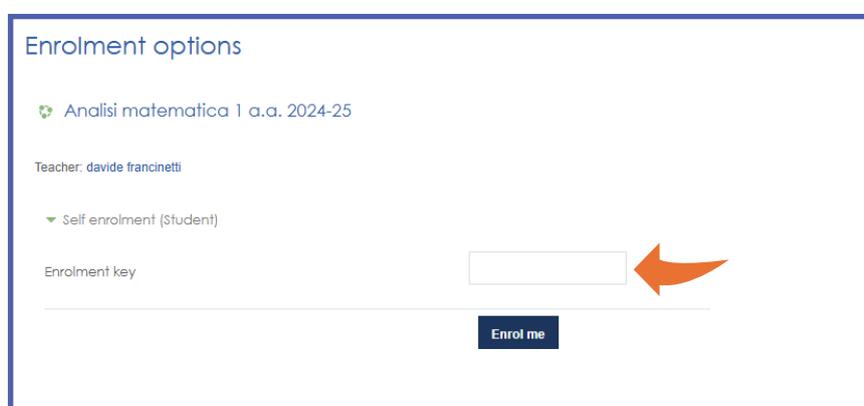


After finding the course, click on the **"Enrol Me"** button.



A screenshot of a Moodle course enrolment page. At the top, there is a dropdown menu with a green arrow pointing down, labeled "Self enrolment (Student)". Below this, the text "No enrolment key required." is displayed. A horizontal line separates the text from the bottom section, which contains a dark blue button labeled "Enrol me". An orange arrow points from the left towards the "Enrol me" button.

Some courses require an enrolment key to gain access. These keys are communicated by the lecturers at the courses. Non-attending students may request them from the professor by email or at the reception desk.



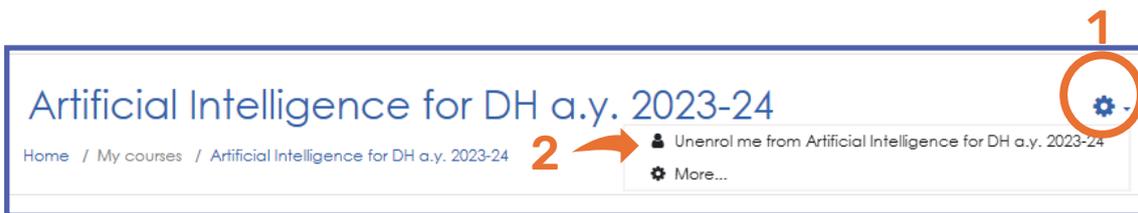
A screenshot of a Moodle course enrolment page titled "Enrolment options". The course name is "Analisi matematica 1 a.a. 2024-25" with a green icon to its left. Below the course name, it says "Teacher: davide francinetti". There is a dropdown menu with a green arrow pointing down, labeled "Self enrolment (Student)". Below this, the text "Enrolment key" is displayed. A horizontal line separates the text from the bottom section, which contains a text input field and a dark blue button labeled "Enrol me". An orange arrow points from the right towards the text input field.

Once enrolled in a course, you can access it to consult materials uploaded by lecturers, interact with any forums, carry out exercises, exams, receive communications and assessments.

*If a course you are looking for is not visible in Moodle or cannot be accessed, it is likely that the lecturer has not activated it or has not yet opened enrolment. In this case, it is advisable to contact the lecturer in order to obtain all the information concerning the course's distance learning arrangements.*

## How to unenrol from a Moodle course

To unsubscribe from a course, click on the gear menu at the top right of the course page (1), and select "Unenrol from *Course Title*" (2).



N.B. If there is no "Unenrol me from ..." entry, please contact the course lecturer.



## Dashboard

By clicking Dashboard in the side menu, you can view the courses in which you are enrolled. The page allows you to set filters, sort courses, hide them, change the view, and access your personal calendar.

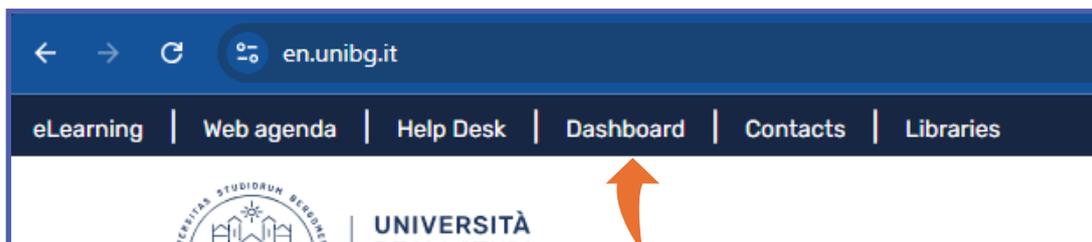
The screenshot shows the Moodle course dashboard interface. It features a grid of course cards and a sidebar with additional tools. Numbered callouts highlight the following elements:

- 1:** A filter dropdown menu set to 'In progress'.
- 2:** A sorting dropdown menu set to 'Course name'.
- 3:** A view toggle dropdown menu set to 'Card'.
- 4:** A three-dot menu icon on a course card, used for actions like adding to favorites or hiding.
- 5:** A calendar and timeline section showing a date (Wednesday, 12 February 2025) and an event titled 'Prava tecnica 2' at 09:30.

1. **Filter:** display all subscribed courses or according to other preferences
2. **Sorting:** show in alphabetical order or by last visit
3. **Visualisation:** show as grid, list or summary
4. **Change course display:** to add a course to favourites or hide it from view
5. **Calendar and chronology:** show your course events, deadlines

## Access data recovery

If you have lost your password, you can carry out a recovery procedure by accessing the Help Desk from the Unibg portal. Click on the item from the menu in the top bar **"Dashboard"**.



In order to retrieve your login data, you need to enter your secondary e-mail address, a personal address given during registration.

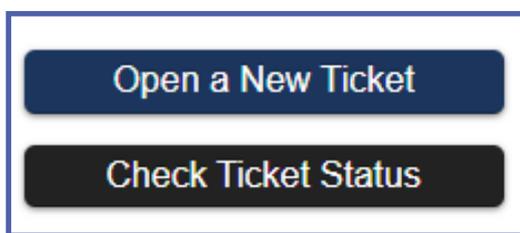
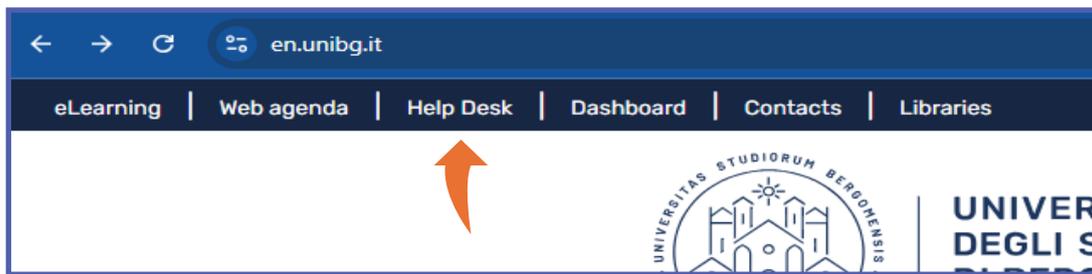
If you do not remember your secondary email address, you can view it by clicking on **'here'**.

A screenshot of the password reset form. At the top, there is a checkbox labeled 'Email a password reset link' which is checked. Below it is an information icon and a paragraph of text: 'Inserisci la tua login e il tuo indirizzo email per reimpostare la tua password. Quindi clicca sul link che riceverai via mail. Per farlo devi aver registrato una email secondaria. Verifica la tua email secondaria qui.' The word 'qui' is circled in orange. Below the text are three input fields: 'Username (nome utente)' with a person icon and the placeholder 'Username o email di ateneo', 'Mail' with an envelope icon and the placeholder 'Email secondaria', and a Captcha field with a 'ZmRpxK' image and the placeholder 'Captcha - Inserire i caratteri dell'immagine'. At the bottom right is an 'Invia' button.

In the event that no recovery email was registered, open a ticket with IT support (**not eLearning Students**).

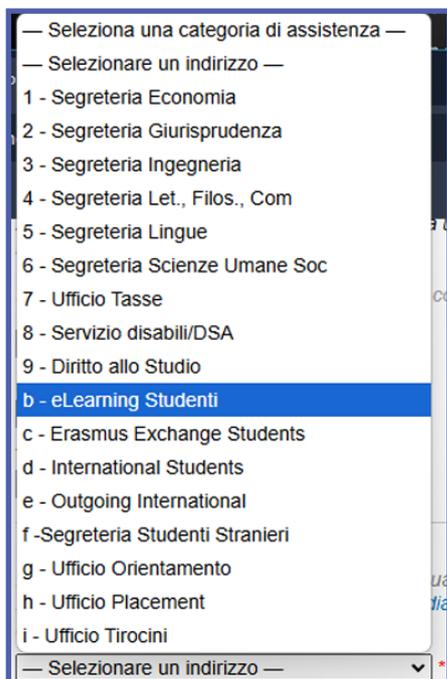
## Request for assistance

In the event of problems using the Moodle platform, open a ticket to eLearning support.  
From the Unibg portal click on **Help Desk**.



Open a New Ticket

In the **address selection** field, choose **eLearning Students**.



For didactic information, syllabuses, materials, registration keys and exams, please contact the **lecturers in charge of the courses**.