

# PRACTICAL GUIDE FOR THE DELIVERY OF MASTER'S CAPSTONE PROJECT (MCP) ON VIRTUAL CAMPUS

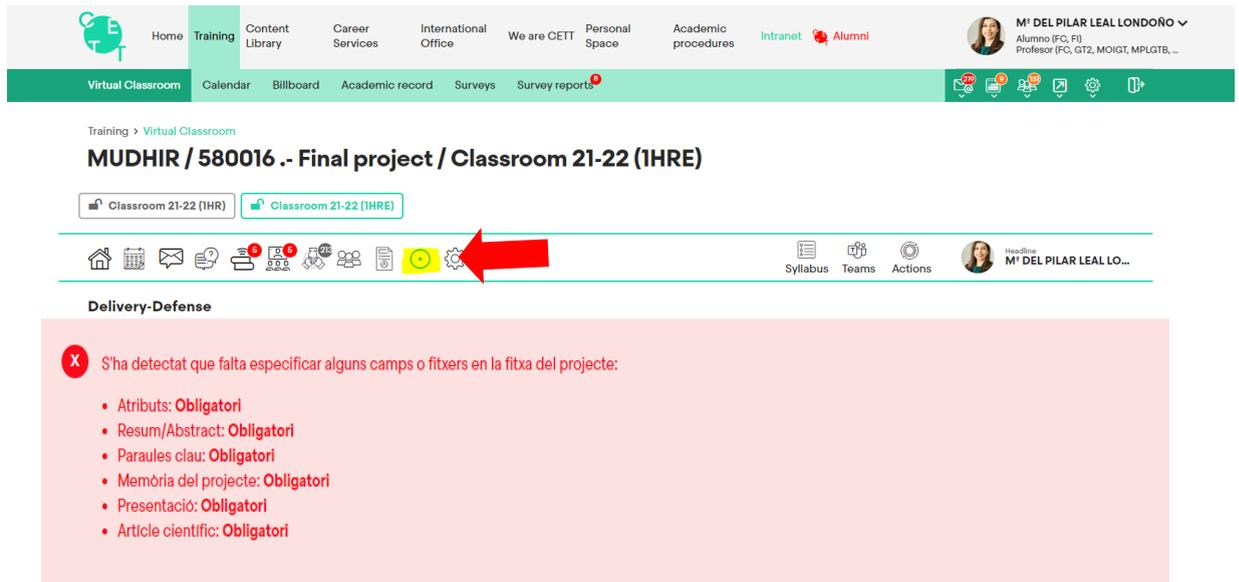
## 1. Access to your Virtual Campus and go to TRAINING

The screenshot shows the top navigation bar of the Virtual Campus. A red arrow points to the 'Training' menu item, which is highlighted in green. Below the navigation bar, the 'Virtual Classroom' section is visible, featuring a grid of course modules. The 'Final project' module is highlighted in blue, and a red arrow points to it.

## 2. Access to the course FINAL PROJECT

This screenshot is identical to the one above, but with a red arrow pointing to the 'Final project' module in the course grid. The 'Final project' module is highlighted in blue, and the red arrow points to its title.

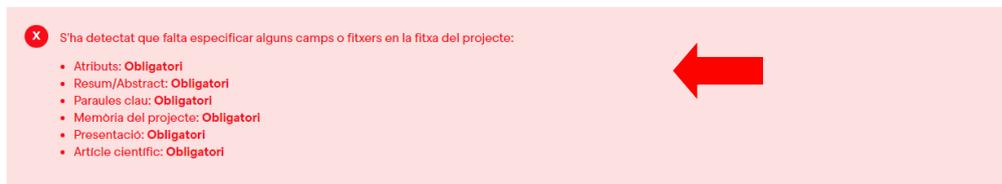
3.3. Here you have some instructions about UPLOADING THE DIFFERENT DOCUMENTS you have to deliver. The student is responsible to upload the documents correctly. However, if you are developing a MCP in groups, one person on your team should upload the documents. The other students will visualize that the documents are uploaded once those are properly uploaded to the virtual campus.



3.1. The first time you access, the label DELIVERY-DEFENSE will be in red. It will show you the list of documents you have to deliver (6).



3.2. At the bottom of the screen, you Will find a box that will warn you about the documents you must upload for completing the process. The box will disappear when all the required documents have been uploaded.



3.3. The first thing to do is fill in the Project File, the Attributes, Summary and Keywords sections. Remember that the summary cannot exceed 200 words and that you can put a maximum of 5 keywords separated by commas. In this case, you only have to do it in a single language: Catalan, Spanish or English (depending on the language in which the MCP was written).

seleccionados | todos

**GR - Grup de Recerca**

- Turisme, Cultura i Territori
- Hoteleria
- Cuina i Gastronomia
- Transversal

**Bloc temàtic**

- Antropologia social
- Aprenentatge pràctic aplicat
- Assignatures interuniversitàries
- Biologia Cel·lular, Fisiologia i Immunologia
- Cuina
- Direcció estratègica
- Dret i polítiques turístiques

(0 de 60 elementos seleccionados)

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**Resumen/Abstract**

(máx. 300 palabras)

Palabras clave:

(máx. 5 palabras separadas por comas) Seleccionar

3.4. To upload the Report, Presentation and Appendices (if applicable), it is necessary to select "Choose file" and upload the relevant document. It is recommended to upload the document in PDF, whenever possible.

**Ficheros**

Memoria:

Escoger fichero

(archivo de tipo PDF (\*.pdf))

Artículo científico:

Escoger fichero

(ficheros de tipo POWERPOINT o PDF (\*.pptx, \*.pdf))

Presentación:

Escoger fichero

(ficheros de tipo POWERPOINT o PDF (\*.pptx, \*.pdf))

Anexos:

Escoger ficheros

Foro:

[Foro](#)

3.5. As you upload the documents, you will see that the file has been posted under the title of each document. Remember to click on "Save" to correctly complete the upload of the documents.

The screenshot shows a form titled "Fitxers" with several sections:

- Memòria:** A text input field containing "TFG.pdf x" with a red arrow pointing to it.
- Article científic:** A text input field with a red arrow pointing to it.
- Presentació:** A text input field with a red arrow pointing to it.
- Annexos:** A text input field with a red arrow pointing to it.
- Fòrum:** A section with a "Fòrum" link.
- Buttons:** "Guardar" and "<< Tornar" buttons at the bottom right, with a red arrow pointing to the "Guardar" button.

In addition, you will notice how the number in the "Delivery-Defense" tab changes as documents are loaded, indicating how many documents are left to complete the delivery of the MCP.

In the same way, the lower box will notify you of the pending documents and those that are already completed will disappear (in this case, the attributes, the abstract, the keywords and the presentation).

**x** S'ha detectat que falta especificar alguns camps o fitxers en la fitxa del projecte:

- Atributs: **Obligatori**
- Resum/Abstract: **Obligatori**
- Paraules clau: **Obligatori**
- Presentació: **Obligatori**

3.4. Once all the documents have been uploaded and delivered, the delivery of all the MCP material can be closed.

The indicator that will notify us of the correct publication of the documents will be the upper tab «**Delivery-Defense**», which will be shown in green and will not indicate any number to its right (since they will all be uploaded correctly). In addition, the lower box that always warned of pending documents will disappear.

The screenshot shows a virtual classroom interface. At the top, there is a navigation bar with various options like Home, Training, Content Library, Career Services, International Office, We are CETT, Personal Space, Academic procedures, Intranet, and Alumni. Below this, there is a secondary navigation bar with options like Virtual Classroom, Calendar, Billboard, Academic record, Surveys, and Survey reports. The main content area displays the title 'MUDHIR / 580016.- Final project / Classroom 21-22 (IHRE)'. Below the title, there are two tabs: 'Classroom 21-22 (IHR)' and 'Classroom 21-22 (IHRE)'. A toolbar contains various icons, including a yellow sun icon with a gear, which is highlighted by a red arrow. Below the toolbar, the 'Delivery-Defense' tab is highlighted in green and enclosed in a red dashed box. The interface also shows a user profile for 'M<sup>o</sup> DEL PILAR LEAL LONDOÑO' and a 'Deploy | Fold' button.

### IMPORTANT:

- Projects may be submitted until 23:59. on the submission deadline, at which time the public defense period will begin. It is recommended to upload the documents one day before the delivery deadline.
- A project automatically becomes defensible from the day after the submission date only if the <Delivery/Defense> tab is green. As of that date, it will no longer be possible to modify the content of the <Delivery/Defense> tab, except for the forum associated with the project.
- Once all the materials have been published, it must be verified that they can be opened correctly. Students will be responsible for verifying the publication of the materials before their defense.
- For any questions, you must contact the Specialty Coordinator through the virtual campus.
- Documents sent by email will not be accepted.
- In the case of technical problems during the upload, a screenshot of the problem must be taken and sent to the Specialty Coordinator explaining the situation so that it can be managed.