

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

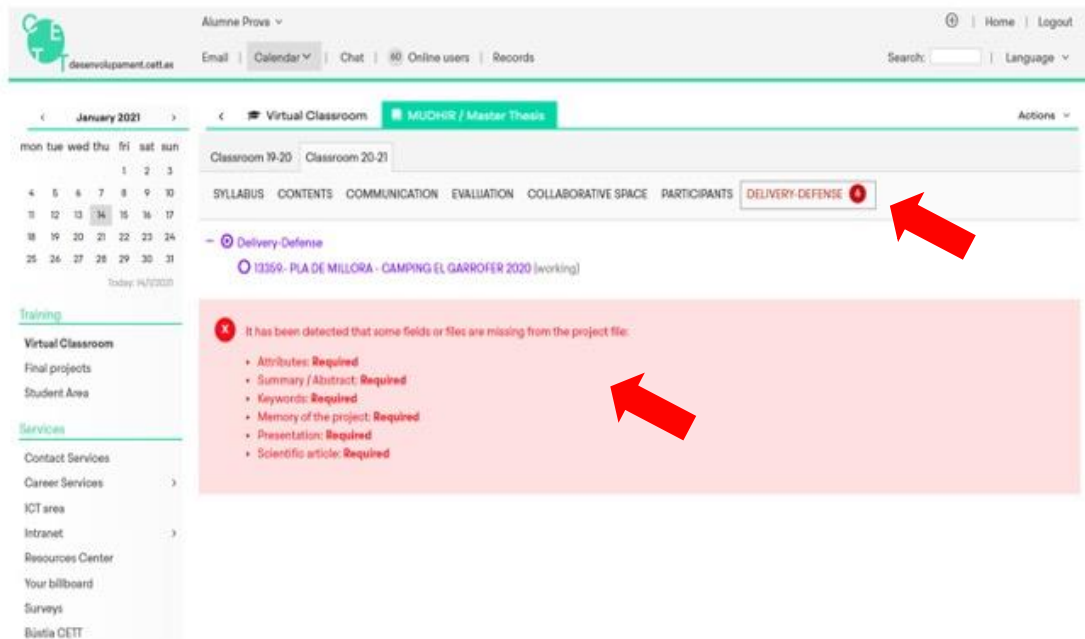
1. Access to the Virtual Campus and go to VIRTUAL CLASSROOM

The screenshot shows the Virtual Campus interface. At the top, there is a navigation bar with 'desenvolupament.oett.es', 'Alumno Provis', and links for 'Home' and 'Logout'. Below this is a secondary navigation bar with 'Email', 'Calendar', 'Chat', 'Offline users', and 'Records'. A search bar and language selector are also present. The main content area displays a calendar for January 2021 and a grid of course modules. A red arrow points to the 'Virtual Classroom' link in the left-hand navigation menu.

2. Access to the course MASTER'S CAPSTONE PROJECT.

This screenshot is similar to the first one, showing the Virtual Campus interface. A red arrow points to the 'Master Thesis' module in the grid of course modules. The 'Master Thesis' module is highlighted with a red box and contains the following sub-items: Syllabus, Contents (28), Communication (7), Evaluation, Colab. space, Participants, and Submission / defence.

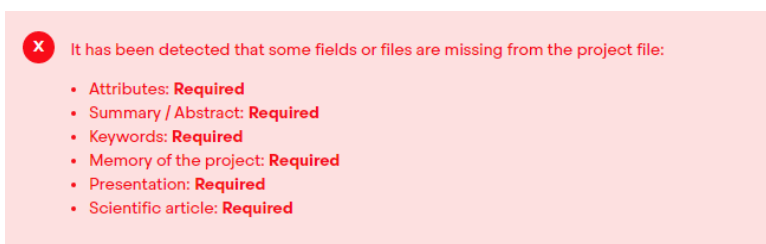
3. Here you have some instructions about **UPLOADING THE DIFFERENT DOCUMENTS** you have to deliver. The student is the responsible person to upload the documents correctly.



3.1. The first time you access, the lab «**Delivery-Defense**» will be in **red**. It will show you the name of the documents you have to deliver (6).



3.2. At the bottom of the screen, you will find a box that will advise you about the documents you need to upload to complete the delivery process. The box will disappear when all the required documents have been uploaded.



3.3. First, you need to fill up the sections of **Attributes**, **Abstract** and **Keywords**. The length of the abstract cannot overtake 200 words. In addition, you can add no more than 5 keywords separated by commas. In this case, you only have to include this information in one single Language: Catalan, Spanish or English (depending on the language used in your SCP).

Attributes

GR - Grup de Recerca

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

Bloc temàtic

- Turisme i cultura
- Turisme i territori
- Empreses i serveis turístics
- Hoteleria
- Restauració
- Economia i empresa
- ...

(0 de 56 selected items)

Summary / Abstract

(300 words max.)

Keywords:

(5 words max. separated by commas) Select ▾

3.4. To upload the documents of **Memory**, **Scientific article**, **Presentation** and **Annex** (the last one is optional), click "Choose file" and upload the corresponding document. It is mandatory to upload the document in pdf format.

Files

Memory:

[+ Choose file](#)
(PDF file (*.pdf))

Scientific article:

[+ Choose file](#)
(files of type POWERPOINT or PDF (*.pptx, *.pdf))

Presentation:

[+ Choose file](#)
(files of type POWERPOINT or PDF (*.pptx, *.pdf))

Annex:

[+ Choose files](#)

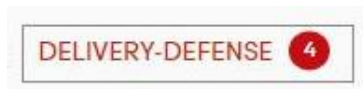
Forum:

[Forum](#)

[Save](#) [<< Back](#)

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

The screenshot shows a 'Files' section with several upload categories: 'Memory:', 'Scientific article:', 'Presentation:', 'Annex:', and 'Forum:'. Each category has a corresponding input field. A red arrow points to the 'Memory:' field, another to the 'Scientific article:' field, and a third to the 'Save' button at the bottom. The 'Save' button is purple, and the '<< Back' button is white with a grey border.



Moreover, the number of the lab «Delivery-Defense» will change as you upload the documents, indicating how many documents you need to upload to finish the SCP delivery (in the example, 2 documents have been uploaded and there are 4 missing).

The bottom box will also advise you about the pending documents. The documents' names will disappear if they have been uploaded correctly (in the example, the Memory and the Scientific Article).



3.6. Once the documents have been uploaded, the procedure to deliver the SCP is finished.

The indicator that advertises that the delivery has been done correctly is the lab «Delivery-Defense», which will be in color **green** and will not indicate any number at his right (all the documents will be uploaded). Moreover, the bottom box, which indicates the pending documents, will have disappeared.

The screenshot shows a web interface for a virtual classroom. At the top, there is a navigation bar with 'Alumne Prova' and 'Inici | Sortir'. Below that, a secondary bar contains 'Correu | Agenda | Xat | Usuaris connectats | Expedient' and a search field. The main content area is titled 'Virtual Classroom' and 'MUDHR / Master Thesis'. A navigation menu includes 'SYLLABUS', 'CONTENTS', 'COMMUNICATION', 'EVALUATION', 'COLLABORATIVE SPACE', 'PARTICIPANTS', and 'DELIVERY-DEFENSE'. The 'DELIVERY-DEFENSE' tab is highlighted in green and has a red circle with a white '1' next to it. Below the navigation menu, there is a section for 'Lliurament-Defensa' with a sub-item '13350- PLA DE MILLORA - CAMPING EL GARROFER 2020 (treball)'. A red dashed box is drawn around the bottom part of the interface, and a red arrow points upwards from the box towards the 'DELIVERY-DEFENSE' tab.

IMPORTANT:

- Projects can be uploaded until 23.59h of the deadline day. From this moment, the defense period will start.
- A project become in "defense period" when the lab «Delivery-Defense» is in **green**. From this date, it will not be possible to modify any document, except the forum.
- Once the documents are delivered, you should assure that can be open correctly. The students will be responsible for verifying the publication of the materials before the presentation.
- If you have any doubt, do not hesitate to ask the MCP coordinator: Maria del Pilar Leal L.