

Instructions for getting started with Luvit

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Logging in

- 1: Open a browser** and go to the following page: <http://itu2.luvit.se>
Please be aware that pop up windows must be allowed when using Luvit.
- 2: You log in** with the full ITU email address provided by the IT University (usually: name@itu.dk). Your password was sent to you by email.
- 3: Click on the grey *log on* icon:**

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You should now be inside your course.

Inside Luvit

Changing language between Danish and English

- 1:** In the left main menu bar click at *Personlig*.
- 2:** A sub menu should now open. Click on the second menu item *Personlige indstillinger*.
- 3:** In the window to the right there is a scroll down menu where you can change the language.

Basic Structure of Luvit

Course overview:

This is the page that greets you when you log-in. Here you can read **news**, which is general messages about the class, and you can see **who is online**. Please quickly check it whenever you are log on.

Navigation:

The navigation bar in the middle and lower left part of the screen is where you will see **folders** containing **material** and a **debate forum** 🗨️. All the material for seminar 1 will

be in the sub folder called *Seminar 1* and exercises for Lesson 1 can be found in the sub folder called *Lesson 1*.

Uploading documents

1. A document or another file (Word, PDF files and others) can be up-loaded to Luvit by clicking on the folder or subfolder in the navigation bar where the document should be. (Note that the green folders are folders that students can up-load to while students can not be up-loading to the brown teacher folders.)
2. At the middle of the screen comes an overview of your content in this folder (perhaps an empty list). In the menu just above this list, click on the *Add* text.
3. From the *Common* menu elect the *Upload file* menu, which will show a *Browse* window at the screen.
4. Do not write anything, but click on the *Browse* button and assign the file to be up-loaded.
5. Then click on the *Next* text above the Browse window.
6. Adjust possibly the name of your document to the name conventions at your course and click at the *Finish* button.
7. The document can now be seen in the content table of the folder. You can also see the document in the folder in the navigation bar by clicking on the small  *Refresh* icon at the bottom left side of the screen.

Forums

The debate forums are where you get help with problems you are having with the course or with Luvit. Even if you do not have a question, you should read the current forum regularly. Often you will be able to learn a lot from the questions of your fellow students. If you see a question you know the answer to, please respond (even if you only think you know the answer).

To **post a question** to a forum, you simply click on the forum in the navigation bar to the left. When it has opened, you click on the button *New Topic*. Questions are usually answered within a day.

Other features in Luvit

There are a lot of other features to Luvit, which you are very welcome to explore and use. You can e.g. **chat** with people logged on.