



Toledo manual for students KU Leuven

April 2016

Inhoud

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1 What is Toledo?

Toledo is short for "TOetsen en LEren Doeltreffend Ondersteunen", or to efficiently support testing and learning. Toledo is the web-based virtual learning environment at the Association KU Leuven.

Thanks to Toledo students get access to a broad range of online course materials like course texts, slides, use cases, example materials, links to useful websites, exercises, graphics and multimedia content.

Toledo also offers a wide variety of communication tools between students and instructors: electronic valves, mail, announcements, discussion for and much more.

In the digital learning environment you can also actively manage your learning process through electronic tests, assignments, groups and an electronic portfolio.

2 What do I need to use Toledo?

2.1 Browser

To access and use Toledo, you only need a computer, tablet or smartphone with an internet connection and a recent browser. **We recommend Firefox or Chrome.**

If you don't have a pc at home, you can go to the PC-classrooms of the university:

→ <http://icts.kuleuven.be/helpdeskform/>

Recommended browsers:

Internet explorer: 10, 11 and edge (PC)

Safari: 9 (Mac)

Firefox: final Release Channel *

Chrome: stable channel *

(*) The final Release Channel of Firefox and the stable channel of Chrome are channels through which the latest official versions of both browsers are released.

2.2 Student account

All students registered at the KU Leuven automatically receive an Internet id (r-number, s-number or m-number) and password. With these, you can access centrally managed computer services such as email, pc classes, KU Loket,... . You can also use this user-id and password to log into Toledo.

In normal circumstances, you can access Toledo two days after your official registration. Before the actual start of the academic year, it can take a bit longer for your account to be activated in Toledo. Your official courses will only appear after the opening of the individual study programme (ISP). Please consult your local faculty for more information about your ISP.

⚠ Never give your password to anyone else!

You can change your password at <https://password.kuleuven.be>

2.3 Forgot your login or password? What to do?

If you don't know or remember your password, check out <https://password.kuleuven.be>. On this page, you can also change your password and you will find instructions on how to ask your password or to change it when you have forgotten it.

3 Logging in

Open your browser and visit toledo.kuleuven.be. On this screen you will see a login button (1). When you click on this button, the central KU Leuven login screen opens. Login using your userid (r-number, s-number or m-number) and the associated password.

The screenshot shows the Toledo login page. At the top, there is a navigation bar with 'KU LEUVEN', 'ONDERZOEK', 'STUDEREN', and 'OVER KU LEUVEN'. A search bar is on the right. The main content area features a 'KU Leuven Toledo' sidebar on the left with links for 'Algemeen', 'Studenten', 'Docenten', 'Beheerders', 'Screencasts', and 'Portfolio'. The central part of the page has the 'toledo' logo and a 'Login' button, which is highlighted with a red circle and the number '1'. Below the logo, it says 'Klassieke weergave'. To the right of the login button, there are sections for 'IN DE KIJKER' (with a link to 'Problemen met uploaden?'), 'OPERATIONELE STATUS' (with links to 'Onderhoudsmomenten' and 'Operationele status'), and 'SNEL NAAR...' (with links to 'ICTS', 'Webmail', 'KU Loket', and 'ICTS Helpdesk'). At the bottom right, there is a 'KU LEUVEN NIEUWS' section with several news items and a 'Meer...' link.

Figure 1: Log in through toledo.kuleuven.be

4 Toledo portal

After logging in, the Toledo portal opens. The most important elements of the portal are highlighted in the figure below.

1. Main navigation
2. Secondary navigation
3. Information module
4. Timetable
5. Enrollments

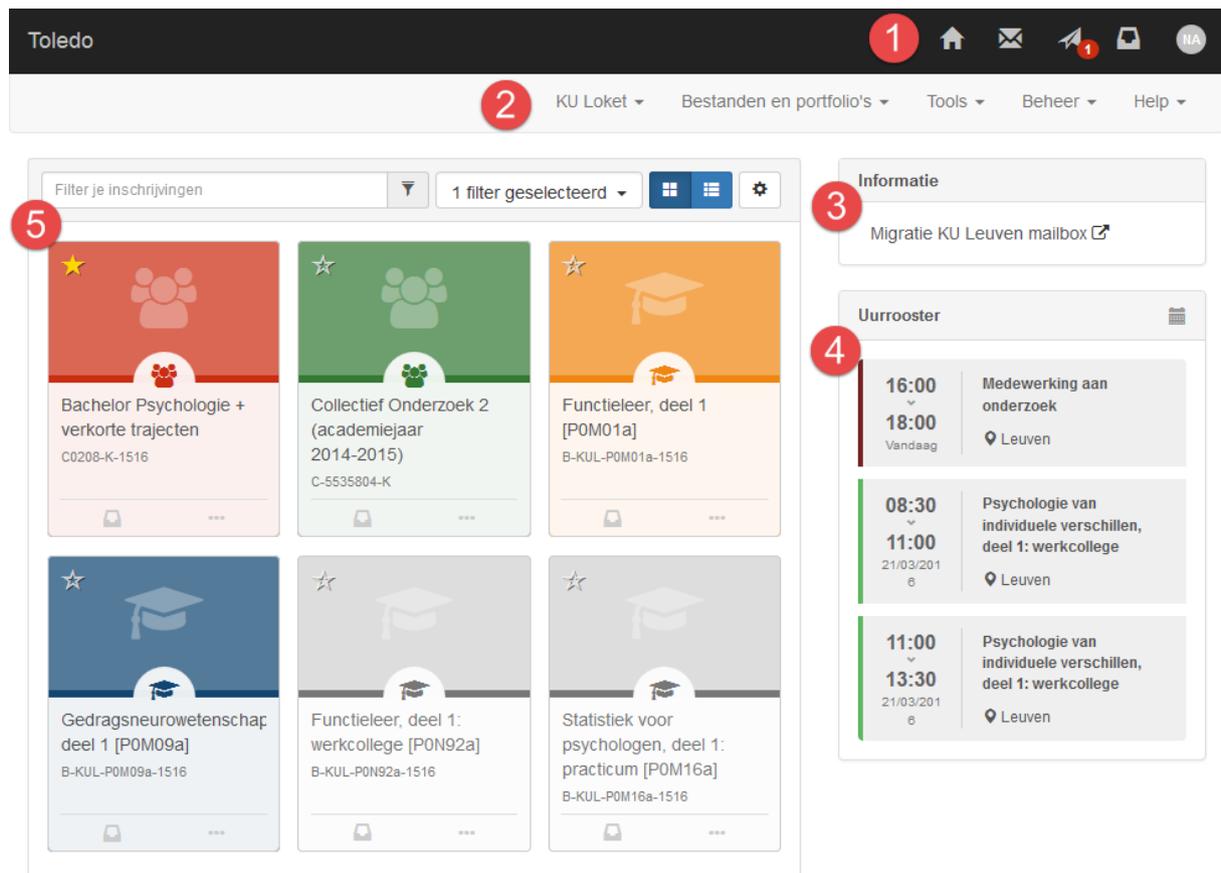


Figure 2: Toledo portal

4.1 Main navigation

Using the main navigation, you can access various useful tools:



Figure 3: Main navigation

1. **Home:** throughout the learning platform, you can use the home button to navigate back to the portal.
2. **Mail:** access your webmail.
3. **Messages:** when an instructor sends a message or an announcements from a (b-) course or community they are grouped here.
4. **Updates:** when new content is made available or when existing content is modified you will be notified through an update. Updates from all your (b-)courses and communities are grouped here.
5. **User:** using this icon, you can set your **language** and also log off.

4.2 Secondary navigation

Using the secondary navigation you have access to pages and internal and external tools:



Figure 4: secondary navigation

1. KU Loket: access the following applications:
 - Student record
 - Schedule
 - ISP: individual study program
 - IER: individual exam planning
 - SVD: study progress file
 - Preferred email address: set you preferred email address
2. Files and portfolios
3. Tools
 - Videolab
 - Electronic valves
 - ...
4. Administration
 - Enroll and unenroll
5. Help

The KU Loket application is the administrative platform of the KU Leuven and is closely linked to Toledo. As an example, there is an active and live link between your ISP in KU Loket and the enrollments in the corresponding courses in Toledo. More info about this further on further down.

With the Help link, you can report problems and ask questions.

☞ The links in the secondary navigation can differ from student to student and are linked to your enrollments and your role at the KU Leuven (student, staff,...). Some institutions have chosen to offer extra links for their students.

4.3 Information module

The information module can contain different kinds of information. Usually it contains useful information for students or important announcements. When there are general technical problems or a planned maintenance, this will be displayed in a separate module on top the information module.

4.4 Timetable

In the timetable you will find an overview of your upcoming classes. For each class we show the following information: title, date, start and end time, location. You can also access the full timetable in KU Loket.

4.5 Enrollments

The enrollments module gives an overview of all your enrollments (see figure 5). The different kinds of enrollments are:



Course: matches an OLA from the the study programme.



Community: used for activities that do not correspond to a single course. A community can be linked to one or more courses from the study programme.



B-course: is used when different courses are consolidated into one bigger course.

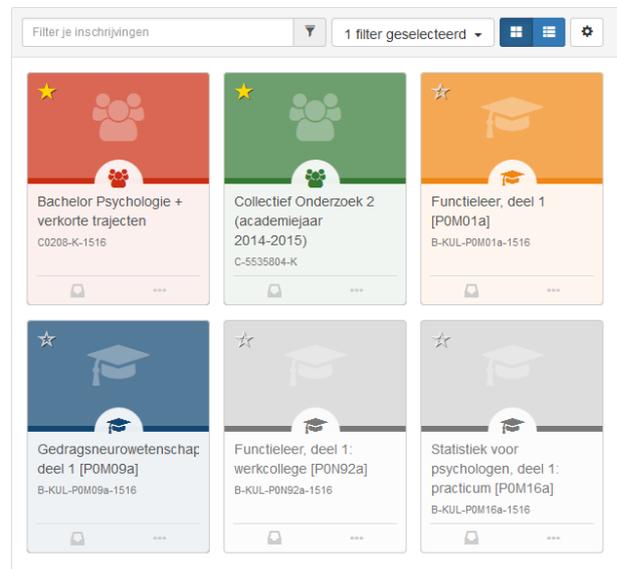


Figure 5: tile view of your enrollments

A (b-)course or community can be **available** or **unavailable**. If a (b-)course or community is available you can open it and access the content. When it is unavailable, you can still see it in the enrollment module but you cannot open it.

An unavailable (b-)course or community is displayed in light grey. All the other (available) enrollments have a distinct color (you can pick yourself). In figure 5 the last 2 courses are unavailable.

The availability of a (b-)course or community is managed by the instructors. They decide when the content in a (b-)course or community is ready to be made available. If you have any questions regarding the availability of a (b-)course or community, please contact the instructor(s).



The star icon present in each tile let you mark a (b-)course or community as favorite. Your favorite enrollments are always displayed at the top of you enrollments.

By default all enrollments of the current academic year are shown. By using the dropdown in the top right corner (see figure 6) you can manage which enrollments are shown. As an example, you can only show courses or only your favorites.



Figure 6: filtering



By default, your enrollments are displayed in large tiles like you can see in figures 5 and 7. By using the blue icon at the top of your enrollments, you can switch between a tile view and a list view (see figure 7).

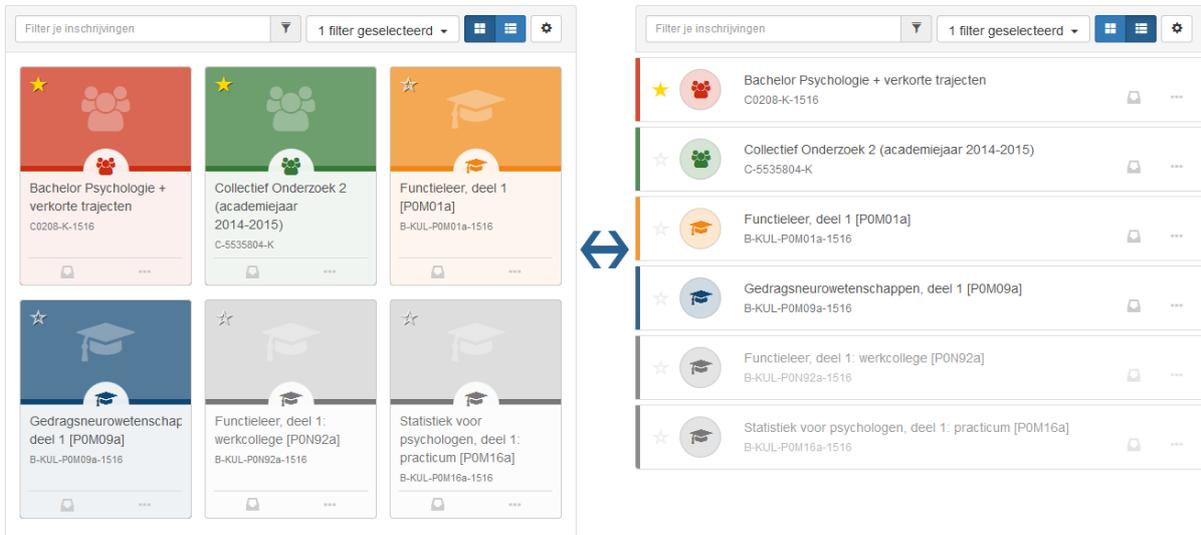


Figure 7: tile view versus list view



The settings icon in the top right corner allows you to manage your (unofficial) enrollments. See 5.2, 5.3 and 5.4 for more information about (un)enrolling.



At the bottom of each tile you will find an icon with three dots which allows you view some extra information and manage some extra things.

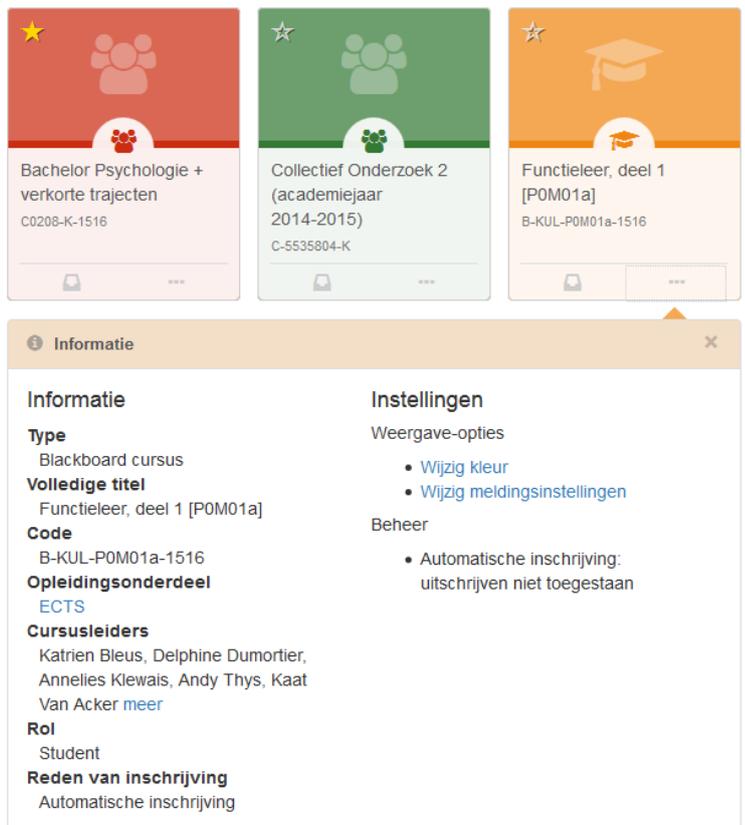
The following information is displayed:

- type
- full title
- code
- ECTS fiche *
- instructors
- your role
- enrollment type

* only if applicable

An course for which you are officially enrolled through your ISP will be marked as “automatic enrollment”.

You can also change the **display color** of a (b-)course or community.



5 How can I enroll into a Toledo course

As soon as you are registered at the central university halls (Hallen) **and** are enrolled in the chosen course components via the ISP-tool (Individual study programme) you will also be enrolled in the associated Toledo courses. In 99% of the cases this will be all you have to do in order to access the necessary courses in Toledo.

Managing your ISP is done through the ISP application. you can access this administrative application through a link in Toledo in the secondary navigation. Click on **KU Loket** and then on **ISP**. Creating and changing your ISP is only allowed in certain periods of the academic year. These periods can differ between faculties. Contact you student administration for more info about your ISP.

For students who are enrolled in institutions who do not use the ISP application or to manually (un)enroll yourself in courses (outside of your official curriculum) you can also the (un)enrollment application in Toledo. See 5.3 and 5.4.

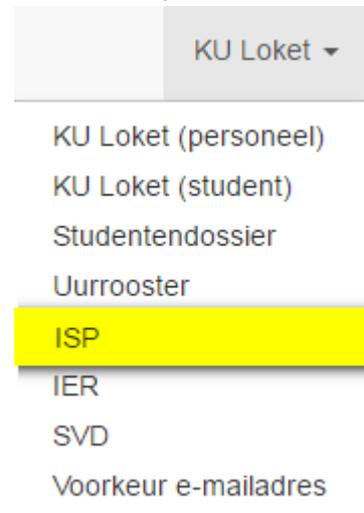


Figure 8: KU Loket application

5.1 Terminology

At the KU Leuven, every study programme consists out of several course components. Every course can consist of one or more learning activities

Example 1:

- Course component (OPO): G0N90A Numerical math
 - Learning activity 1 (OLA): G0N90a Numerical math

Example 2:

- Course component (OPO): G0N11A Statistical models and data-analysis
 - Learning activity 1 (OLA): G0N11a Statistical models and data-analysis theory
 - Learning activity 2 (OLA): G0N58a Statistical models and data-analysis exercises

✳ Courses in Toledo exist on the level of a learning activity (OLA)!

5.2 Manage your Toledo enrollments



The settings icon in the top right corners of the enrollments module allows you to manage your unofficial enrollments.

In the enrollment management application, other icons are used to represent the different kinds of enrollments. A course is represented with a icon, a community with a icon and a b-course with the icon.

Official enrollments all have a **cogwheel** in the icon: . For official enrollments, you cannot unenroll yourself from within Toledo because they are all linked to your ISP. You need to go through the ISP application in KU Loker in order to change these. Changing your ISP is only possible during certain periods of the academic year. If you want to change your ISP outside of the normal period, you need to contact the person responsible for your ISP. The email for this person can be found in the ISP application in KU Loker.

When a (b-)course or community is **unavailable**, the icon is greyed out and you cannot click on the title of the enrollment.

Attention: When a (b-)course or community is unavailable, you need to contact the instructor of the course or community and ask them to make the course or community available. The instructor is responsible for making his or her (b-)course or community available. Only the instructor knows when the content is ready to be made available to students. It is possible that certain (b-)courses or communities will remain unavailable throughout the entire academic year because it is not used. Please consult the instructor for more information.

5.3 Enrolling yourself in a (b-)course or community that does not belong to your ISP

Sometimes you might want to enroll into a (b-)course or community that does not belong to your ISP:

- you are enrolled into a study programme that does not (yet) use the ISP application
- a professor teaches two similar courses, but uses only one Toledo course, and asks all students of the second course to enroll themselves into the used Toledo course
- You want to have a quick look at the content of a Toledo course, in order to choose between two courses.

Attention: Manually enrolling in Toledo DOES NOT SUBSTITUTE the administrative enrollment in the ISP application! It can only be used to enroll yourself for unofficial courses.



Click on the settings icon in the top right corner of the enrollments module. Next, click on **Enroll**. Using this link you can **unofficially** enroll yourself.

What do you want to do? → Enroll

Enroll as student in a course, b-course or community.

Important
Enrolling yourself with this tool does not result in an official enrollment. This tool only grants you access to courses and community's in Toledo.
 The only way to officially enroll in a course (and take the exams), is to use the My ISP application in KU Loket.
 More information is available in Toledopedia.

Search: Search

Type	ID	Period	Title	
B-course (942)	B-KUL-F0TZ3a-1516	2015 - 2016	"Culture of Exchange". Artistic Relations between the Iberic World and the Low Countries [F0TZ3a]	Enroll
Community (9584)	j-C136244-K		"Ken jezelf" onderzoek	Enroll
Course (38100)	d-C136339-K		"specialistenteam" KHLim-LER-BASO	Enroll
	C-6001753-K		#Masterclass professionele ontwerpteams	Enroll
	C-4907773-K		#SoETDT [GROEP T Edu] Mediawijs LK/LL	Enroll
	C-5050817-K		#SoETDT [ODISEE] Mediakunde/E-learning	Enroll
	C-5062682-K		#SoETDT[KHLeuven-BaLO] WO	Enroll

Type
 B-course (942)
 Community (9584)
 Course (38100)

Location
 Aalst (1229)
 Antwerpen (844)
 Brugge (1614)
 Brussel (3538)
 » More

KU Leuven@ / UC
 CVO @ ODISEE (594)
 CVO @ Thomas More Kempen (745)
 CVO @ VIVES Noord (1)
 Campus Antwerpen (608)

Figure 9: enrollment management application for unofficial enrollments

Search for the desired (b-)course or community. You can also use the facets on the left to refine the search results. To enroll yourself, click on **Enroll** next to desired the (b-)course or community.

☞ By default all Toledo courses are open for manual enrollment through the enrollment application. However, an instructor can close their course so that only students of the study programme the course belongs to, or sometimes even nobody, can enroll through the enrollment application. When you are not allowed to enroll, the enroll button will display the text **Closed**. If this is the case, contact the instructor and ask them if they want to enroll you.

5.4 How to unenroll yourself from a (b-)course or community that does not belong (anymore) to your official study programme

When you unenroll yourself from a course in the ISP application, you are **AUTOMATICALLY** unenrolled from the related Toledo course.

Enrollments without a cogwheel icon do not belong to your official study programme. You have either enrolled yourself for this (b-)course or community through the enrollment application, or a staff member has enrolled you manually. For all these enrollments, you can unenroll yourself.



Click on the settings icon in the top right corner of the enrollments module. Next, click on **Unenroll**. Using this link you can unofficially enroll yourself.

ID	Period	Title	Role	
a-C135116-K		'Geovisualization'	Assistant	Unenroll
C4616953-B-1516	2015 - 2016	(1AO, Brug 90, Brug 120) Gezondheids promotie	Student	Unenroll
C-4264443-B-1516	2015 - 2016	(3AO + Brug 60-90-120STP) Organisatie van de gezondheidszorg m.i.v. thuiszorg	Student	Unenroll
C-4264436-B-1516	2015 - 2016	(3AO, Brug) Sociale pathologie en sociale verpleeginterventies	Student	Unenroll
a-C135367-K		[ASSOC] Deelgroep Toledo (adviescomité GDLO)	Leader	Unenroll
a-C135339-K		[ASSOC] Toledo-ondersteuners	Leader	Unenroll
C134300-K-1516	2015 - 2016	[ASSOC] Zomervergang - Info voor instellingsverantwoordelijken	Leader	Unenroll
C-4708804-K		ABAP onderwijsprofessionalisering DOO	Leader	Unenroll

Figure 10: unenrollment application

Click on the **Unenroll** button next to the desired enrollment.

You can only unenroll yourself from courses that do not belong to your ISP. When you unenroll yourself, it is possible that you can no longer enroll yourself because the instructor does not allow manual enrollment into his or her (b-)course or community. If this is the case, please contact the instructor.

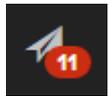
6 What is a community and how do enroll myself?

Communities are comparable to courses in regards to their functionalities, but they do not entirely match with a learning activity in a study programme (see 5.1). They can be used to support initiatives that are broader (e.g. all students of a study programme) or smaller (students of a group within a course) than a learning activity.

Communities can be linked to elements in the official study programme. When this is the case, the selected students are automatically enrolled in the community. These communities are also represented with a cogwheel icon in the (un)enrollment application and you cannot

unenroll yourself from these communities. So indirectly, an automatic enrollment in a community is linked to an element in your ISP. As an example a community where all the bachelor students from pharmacy are automatically enrolled. Only if you are no longer a bachelor from pharmacy will you be able to unenroll yourself.

7 Messages



Instructors and assistants regularly send out messages or announcements from within a (b-)course or community. All the messages from your enrollments are grouped under messages in the main navigation.

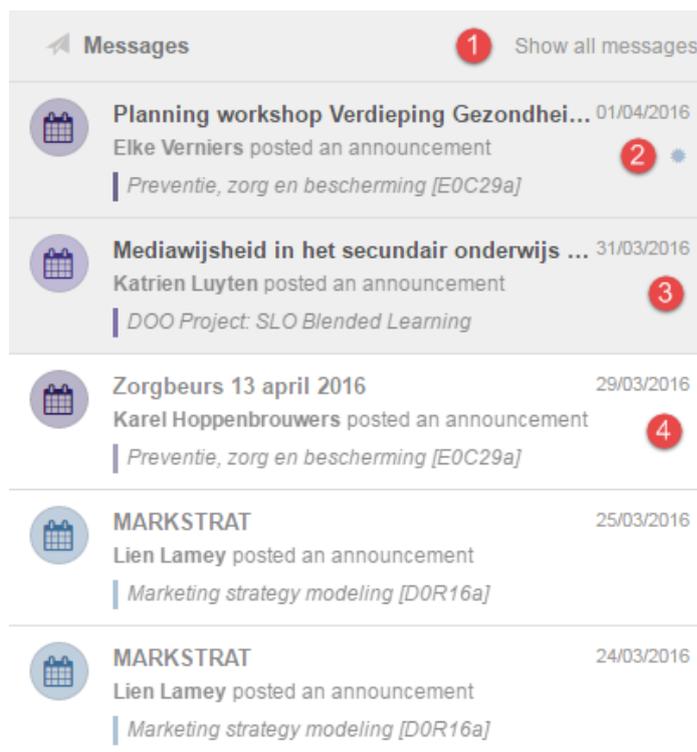


Figure 11: overview of your messages

A counter in the messages icon tells you how many new messages you have. If no counter is present, you have no new messages.

When you click on the messages icon, the titles of the messages are displayed together with the who sent it from where and when.

Through the link **Show all messages** (1) you can access a full screen view of your messages.

A blue ball on the right hand side (2) is shown for messages that are new.

If a message has a grey background (2) and (3), this means that you have not yet clicked and opened the message.

Messages without a background (4) color were clicked and opened in the past.

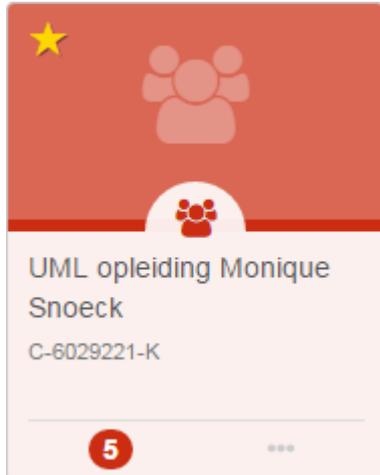
Messages sent from the **electronic valve application** are also shown under messages.

8 Updates

Each time an instructor creates new content or modified existing content in a (b-)course or community, an update is generated. The updates coming from all your enrollments are grouped under updates.



Similar to messages, the number of new updates is shown under the updates icon in the main navigation.



Updates are also grouped per (b-)course or community in the enrollments module at the bottom of each tile or on the right hand side when using the list view (see figure 7).

When clicking on the number at the bottom of a tile or on the right hand side in list view, only the updates from that (b-)course or community are shown.

The iconography of updates is similar to messages (see figure 11):

- Blue ball for new updates
- Grey color for unclicked updated
- White background for clicked updates

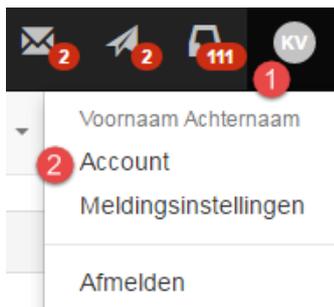
Figure 12: tile with 5 new updates

Updates are generated for the following events:

- New elements added in a course or community like presentations and files
- When a course or community is made available
- Assignments
- Test
- Survey
- My Grades *
- An assignment which you have to do and where the due date has not yet been reached
- My Portfolio-updates

* These grades are from the Grade Center and belong to tests, assignments and surveys inside Toledo. They are not the official grades for your exams. These are communicated through SAP (KU Locket).

At the moment, **no updates** are generated for activity in discussions, blogs and wikis.



It is also possible to subscribe to your personal update feed using **RSS**. To find your personal RSS URL, click on the account icon (1) in the main navigation and next on account (2).

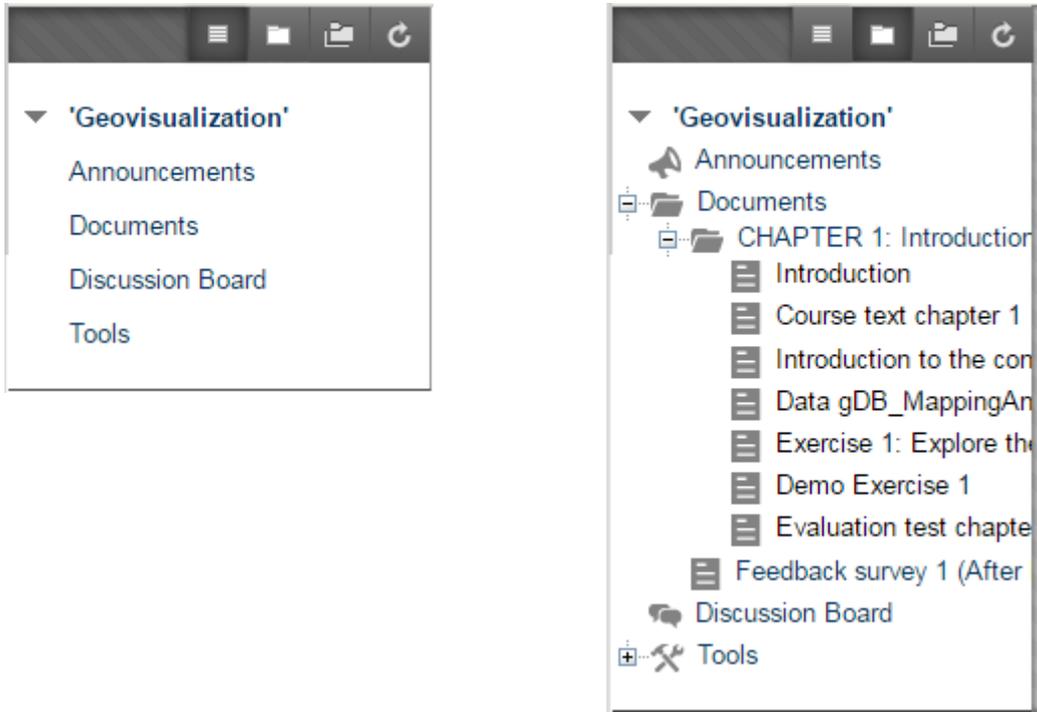
Here you will find your personal URL to use in your favorite RSS reader.

Persoonlijke RSS url

```
https://p.cygnus.cc.kuleuven.be/webapps/toi-whatsrecent-  
bb_bb60/rs/s/users/_____/events/?  
signature=_____&view=atom
```

9 What do I find in the menu of a (b-)course or community?

When you open a (b-)course or community, you are usually taken to the start page which is usually the announcements page. On the left of the screen, you will find a menu with some buttons:



By clicking on the top icons 'List View' or 'Folder View', you can switch between a classic menu or an explorer-like menu (use +-icon to see all the underlying content).

☞ Attention: not all menu items are necessarily present in every course. The instructor can switch off menu items he or she does not need for his or her course. The instructor can also make extra menu items available or change the names of the existing ones.

Below you'll get some information about the most frequently used menu items. Attention, every staff members is free to rename the menu items, delete them, to create new ones, or to decide where to put certain information.

9.1 Commonly used menu items

Announcements or Mededelingen

This menu item will take you to the course *Announcements* page. Here, instructors can publish important messages that are relevant to all course participants.

Course Information or Cursusinformatie

This menu item will take you to information about the course.

Staff Information or Docenteninformatie

Here you can find the coordinates of instructors and teaching assistants belonging to the (b-) course or community.

Course Documents or Cursusdocumenten

This is where most instructors store documents and files belonging to the course, such as the course texts, copies of overheads, audiovisual material, etc.

Assignments or Opdrachten

You can access the tasks and tests with this button. Often this is also where you can find the link to the electronic test environment. It is also possible that tests and tasks are placed somewhere else (e.g., in the 'Course Documents' map). For more information about assignments and electronic tests, see below.

External Links or Externe koppelingen

Here, the instructor can create hyperlinks to external websites that are of interest to this course. Some instructors prefer to put the links between the other course materials, for instance in content areas like 'Course Documents'.

Tools

Here you can find many tools. Overall, the most important ones are:

Send Email: you can send mail to all users, or to certain groups, like all instructors. Be careful: do not spam users with useless information!

My Grades: through this link you can view the grades that you obtained through certain online tests and tasks. Attention, this tool does not show exam results, but only those grades that an instructor explicitly wants to show in Toledo. Exam results can be consulted after the exams in KU Locket.

Discussion Board or discussieforum

Certain courses use a *Discussion Board*, where you can post and read messages about a certain topic.

To read/post a message on a *Discussion Board*, follow these steps:

1. Click the button *Communication*;
2. Click the link *Discussion Board*;
3. Choose the forum where you want to read/post a message;
4. Click on the title of the message that you want to read;
5. To reply to a message, click the 'reply' button to the right of the title of the original message;
6. To start a new discussion thread, click the button 'Thread' at the top left of the screen.

Similar to e-mail, files can be attached to a message, if this option is enabled by the instructor.

Attention: Only use alphanumeric characters, dots, hyphens and underscores: a-z, A-Z, 0-9, ., -, _ Do not use blanks, diacritical characters (é, ç,...) or other symbols (% , & , \$,...).

The Communication / Discussion Board option takes you to the discussion board(s) of the course itself. It is also possible to have a discussion forum per group of students. These are accessible through the Group Pages (see below).

ECTS

Here you find links to the ECTS information and schedules of a course.

10 How do I complete an assignment in Toledo?

When an instructor publishes an assignment, you will find an icon and a link, looking like this:



Paper

Stuur je paper in voor 21/05 (23 uur). Richtlijnen voor alle papers staan onder course information > richtlijnen.

By clicking on the title of the assignment you open it. You see a page with the name of the assignment, the instructions and possible attachments. You can type a short text in the 'Comments' section. Next to 'Attach file', you can add attachments. Click on 'Browse My Computer' or 'Bladeren in mijn computer' and select the document you want to send. Via the 'Add another file' button you can load extra attachments.

Attention: Only use alphanumeric characters, dots, hyphens and underscores: a-z, A-Z, 0-9, ., -, _ Do not use blanks, diacritical characters (é, ç,...) or other symbols (% , & , \$,...).

By clicking 'Save as draft' the documents are saved, but NOT YET sent to the instructor. The content of the 'comment'-field is then already visible for the instructor.

By clicking 'Submit' the documents are sent to the instructor. You can't change anything anymore after clicking 'Submit' unless the instructor has allowed multiple attempts.

As soon as the instructor gives feedback on the assignment, you can consult it by clicking the link to the assignment again or by using the tool 'My Grades' if it is made available by the instructor.

11 How do I complete an electronic test in Toledo?

The instructor has different tools to create electronic exercises and tests, and every tool has its own features and look & feel. In all these cases you'll find a link to the test in your course. By clicking on the link, the test will open.

The screenshot displays a Blackboard test interface. At the top, a blue header reads "Voorbeeld van toets bekijken: Voorbeeldtoets". Below this, there are sections for "Beschrijving", "Instructies", "Meerdere pogingen" (with the note "Voor deze toets zijn meerdere pogingen toegestaan."), and "Voltooiing afdwingen" (with the note "Deze toets kan worden opgeslagen en later worden hervat."). A box labeled "Vraagvoltooiingsstatus:" is empty. At the bottom of this section are two buttons: "Alle antwoorden opslaan" and "Opslaan en verzenden".

The main question area is titled "Vraag 1" and shows a score of "10 punten" with an "Antwoord opslaan" button. The question text is "The boss had a ... temper". Below the question are four radio button options: "foul", "fawl", "faul", and "fowl". At the bottom of the question area is a button labeled "Opslaan en verzenden".

At the bottom of the entire interface, there are two more buttons: "Alle antwoorden opslaan" and "Opslaan en verzenden".

A test, made in Blackboard itself, usually opens within the course.

At the top you find some information about the test itself (for instance whether or not multiple attempts are allowed, whether or not you can save the test and resume it later, ...). Below this info the questions appear. To submit your answers click 'Save and Submit' on the bottom right. By clicking 'Save all answers' instead, you can save your answers temporarily, but the answers are not yet sent to the instructor. To successfully complete a test, you always have to click 'Save and Submit'!

Depending on the settings, you'll see your score and/or feedback about the questions after submitting. Normally, when the test is scored automatically, you can also check the 'My Grades' tool (if made available) to review your score.

12 Who can I contact when I encounter a problem?

By using the Help link in the secondary navigation in Toledo you will access the help page for your institution or location. You will usually find the contact information for the **ICTS service point**.

If you can't find an answer, you can always contact them:

- through the web form <http://icts.kuleuven.be/helpdeskform/>
- by phone from 8 a.m. until 5 p.m. at the number 016 32 28 00.