

PRACTICAL GUIDE FOR THE DELIEVERY OF SCP IN 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 the logo, user name 'Alumne Prova', and links for Home and Logout. Below this, there are links for Email, Calendar, Chat, and Online users. A search bar and language selector are also present. The main content area is titled 'Virtual Classroom' and features a calendar for January 2021 on the left. A red arrow points to the 'Virtual Classroom' menu item in the left sidebar. The main content area displays three course cards under the heading 'Grau de Turisme': 'Tourism Service Companies', 'Economic and Financial Management in Tourism Companies', and 'Senior Capstone Project'. Each card lists its syllabus, contents, and activities.

2. Access to the course SENIOR CAPSTONE PROJECT.

This screenshot is identical to the one above, showing the Virtual Campus interface. A red arrow now points to the 'Senior Capstone Project' course card in the main content area. The card lists the following details: Syllabus, Contents (15), Communication, 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.

The screenshot shows the CETT virtual classroom interface. At the top, there is a navigation bar with 'Alumne Prova', 'Home', and 'Logout'. Below this, there is a search bar and a language dropdown. The main content area is titled 'Virtual Classroom' and 'GT / Senior Capstone Project'. There are two tabs: 'Classroom 19-20' and 'Classroom 20-21'. Under 'Classroom 20-21', there are several menu items: 'SYLLABUS', 'CONTENTS', 'COMMUNICATION', 'EVALUATION', 'COLLABORATIVE SPACE', 'PARTICIPANTS', and 'DELIVERY-DEFENSE 6'. The 'DELIVERY-DEFENSE 6' item is highlighted in red. Below this, there is a section for 'Delivery-Defense' with a sub-item '13359.- PLA DE MILLORA - CAMPING EL GARROFER 2020 (working)'. At the bottom of the screen, there is a red box with a warning icon and the text: 'It has been detected that some fields or files are missing from the project file:'. Below this text, there is a list of required documents: 'Attributes: Required', 'Summary / Abstract: Required', 'Keywords: Required', 'Memory of the project: Required', 'Presentation: Required', and 'Scientific article: Required'. Red arrows point to the 'DELIVERY-DEFENSE 6' item and the red warning box.

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).

DELIVERY-DEFENSE 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.

The close-up shows a red box with a warning icon and the text: 'It has been detected that some fields or files are missing from the project file:'. Below this text, there is a list of required documents: 'Attributes: Required', 'Summary / Abstract: Required', 'Keywords: Required', 'Memory of the project: Required', 'Presentation: Required', and 'Scientific article: Required'.

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](#)

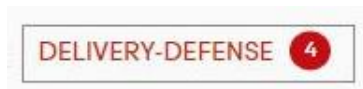
Forum:

[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 four categories: Memory, Scientific article, Presentation, and Annex. Each category has a text input field. The 'Memory' field contains 'TFG.pdf x' and '(PDF file (*.pdf))'. The 'Scientific article' field contains 'TFG.pdf x' and '(files of type POWERPOINT or PDF (*.pptx, *.pdf))'. The 'Presentation' field contains '+ Choose file' and '(files of type POWERPOINT or PDF (*.pptx, *.pdf))'. The 'Annex' field contains '+ Choose files'. Below these fields is a 'Forum' section with a 'Forum' link. At the bottom, there are two buttons: 'Save' and '<< Back'. Three red arrows point to the 'Memory' field, the 'Scientific article' field, and the 'Save' button.



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 the 'Aula Virtual' interface for 'GT / Projecte final de grau'. The 'LLIURAMENT-DEFENSA' tab is highlighted in green. A red arrow points to this tab. Below the tabs, there is a list of documents, with the first one being '13359- PLA DE MILLORA - CAMPING EL GARROFER 2020 (treball)'. A red dashed box highlights the area below the document list.

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 SCP coordinator: Oscar Casanovas.