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Malta Facilities Management Academy and Consultancy

1/1/2025

Student Guide

Welcome to MFMAC!

Dear Students,

Welcome to the **Malta Facilities Management Academy and Consultancy** (MFMAC)!

We are thrilled to have you join our dynamic, multicultural learning community. At MFMAC, we believe in education that empowers, connects, and transforms. Whether you're starting your academic journey or continuing it with us, you're not just a student—you're a future professional, innovator, and leader.

Our programmes are designed to provide you with hands-on experience, global insight, and practical skills that are relevant in today's fast-changing world. Using digital platforms like Moodle, Microsoft 365, and other related software and applications so you'll have access to a seamless, supportive, and modern learning experience.

This handbook is your go-to resource for understanding how things work at MFMAC—from navigating your courses to submitting assignments and getting the help you need.

We are here to support you every step of the way.

Warm regards,
The MFMAC Team
www.mfmac.org

MFMAC - Shaping Future Leaders

At MFMAC, our mission is to provide high-quality education and training in Facilities Management, Business Management and much more, empowering our students with the knowledge, skills, and real-world experience needed to excel in this dynamic field. We are dedicated to fostering a learning environment that emphasizes excellence, innovation, and professionalism, preparing our graduates to be leaders in the industry.

Our Mission:
MFMAC strives to be a leading institution in Facilities Management education by offering industry-relevant programs that equip students with the expertise and practical experience to meet the evolving demands of the sector. We aim to create an inclusive and supportive environment where students can thrive academically, socially, and professionally.

Our Values:

- **Integrity:** We uphold the highest standards of professionalism, ensuring that honesty, fairness, and ethical practices are at the core of everything we do.

- **Excellence:** We are committed to delivering world-class education and fostering a culture of continuous improvement, ensuring our students receive the best opportunities to grow and succeed.

- **Innovation:** Embracing new ideas and technological advancements, we encourage creativity and innovation to solve real-world challenges in Facilities Management.

- **Collaboration:** At MFMAC, we believe in the power of collaboration. Our students, faculty, and staff work together to create a dynamic learning community.

- **Sustainability:** We are dedicated to promoting sustainable practices in both education and industry, preparing our students to contribute to a greener future.

Our Student Culture:

At MFMAC, we foster a student-centred culture that values respect, diversity, and inclusion. We believe that every student is unique, and we strive to create a learning environment where individuals feel supported and encouraged to achieve their full potential. Our students are part of a close-knit community, where collaboration, engagement, and continuous learning are celebrated.

We encourage our students to take an active role in shaping their educational journey, building connections with faculty and peers, and contributing to a positive campus culture. With a focus on practical learning, students are given ample opportunities to engage with industry professionals, gain real-world experience, and develop the skills necessary to excel in their careers.

As you embark on your studies at MFMAC, remember that you are not just joining an institution—you are joining a community of passionate individuals dedicated to excellence, innovation, and leadership in Facilities Management.

Welcome to MFMAC, and we look forward to seeing you thrive!

Loging Into Moodle with 1Password

❖ **Step 1: Open Your Browser**
- Open Google Chrome, Safari, or any other browser.

❖ **Step 2: Go to the Moodle Website**
- In the address bar at the top of your browser, type:
  https://academy.mfmac.org/login/

❖ **Step 4: Fill in Your Moodle Login**
- Fill in your details given by the MFMAC Admin and log in.

  o **Username**
  o **Password**

❖ **Step 6: You're In!**
- You will now see your Moodle Dashboard with all your courses.

Having trouble?

▪ **Stuck?** Email us at: support@mfmac.org

Navigating with Moodle

❖ **Navigating the Moodle Dashboard**

Once logged in:

1. You'll land on your **Dashboard**
2. Here you'll see:
   o A list of all your **Enrolled Courses**
   o Upcoming deadlines
   o A **Calendar** with important dates
3. Click on any **Course Title** to enter that course
4. Use the **Navigation Menu on the left** to move between sections like:
   o "Grades"

- o "Participants"
- o "Announcements"
- o "Assignments"

❖ Uploading Assignments or Documents

To submit an assignment:

1. Go to your course.
2. Scroll to find the ==Assignment== you need to submit.
3. Click on the ==Assignment Title==.
4. Read the instructions, then click **"==Add Submission=="**.
5. Drag your file or click **"==Upload=="** to attach a document (PDF, Word, etc.).
6. Click **"Save changes"** or **"==Submit Assignment=="** (if final).
7. You'll get a ==Confirmation Message== once it's uploaded successfully.

❖ Using BigBlueButton for Live Sessions

To attend an online lecture:

1. Go to your course page
2. Click on the ==BigBlueButton link== (your instructor will usually name it something like "Live Class" or "Join Lecture")
3. Click **"==Join session=="**
4. Choose **"==Microphone=="** or **"==Listen only=="** when prompted
5. Use the Panel to:
   - o Mute/unmute your mic
   - o Raise your hand
   - o Chat with the group
   - o Share your webcam or screen (if allowed)

Troubleshooting Tips

Problem	Solution
Can't log in to Moodle	Double-check the details given.
File won't upload	Check the file type/size. Try a different browser

Can't join BigBlueButton	Make sure your mic/camera permissions are allowed. Refresh the page
Assignment not submitted	Always look for a "Submitted for grading" message. If unsure, resubmit
Still stuck?	Email support@mfmac.org for help

HOW TO USE MOODLE
STUDENT QUICK GUIDE

1 LOGIN
Go to the Moodle website and enter your student credentials.

2 DASHBOARD
Find your enrolled courses.

3 COURSE ACCESS
Click your course to view sections and materials

4 ASSIGNMENTS
Submit work under theAssignments tab

5 QUIZZES & EXAMS
Complete tests online

6 GRADES & FEEDBACK
Track your progress

5 FORUMS & ANNOUNCEMENTS
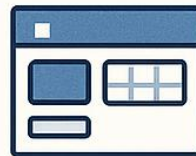Stay updated and communicate

How to Use Moodle
Step by Step

1 Login

Go to your institution's Moodle webite.

Step 2 Access Your Dashboard

After logging in, click Dashboard from the menu.

Step 3 Open a Course

General
Weekly Topics

Click the course name to open it

You'll see sections like *General* and *Weekly Topics*

Step 4 Find Course Materials

Look under each section for PDFs, slides, or links uploaded by our tutor.

Step 5 Find Assignments

Go to the Assignments activity.

Click *Add submission*, upload your file, then *Submit*

Step 6 Take Quizzes & Exams

Submit

Select the Quiz activity, Follow the instructions, answer questions and click *Submit all and finish*

Step 7 Check Grades & Feedback

A>

In the course, click *Grades* from left menu

View marks and tutor feedback

Step 9 Update Profile & Settings

Go to your profile (top-right corner)

Update your details and set notification preferences