

July 2021

# mba international eduportal

Student Manual

**mba**international



 **moodle**

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## Introduction

This manual is a brief help of mba international eduportal, which is based on moodle e-learning platform, for students.

All students must have an **aub** account so they can enter the system with the same credentials that they use for their aueb email.

## Portal Access

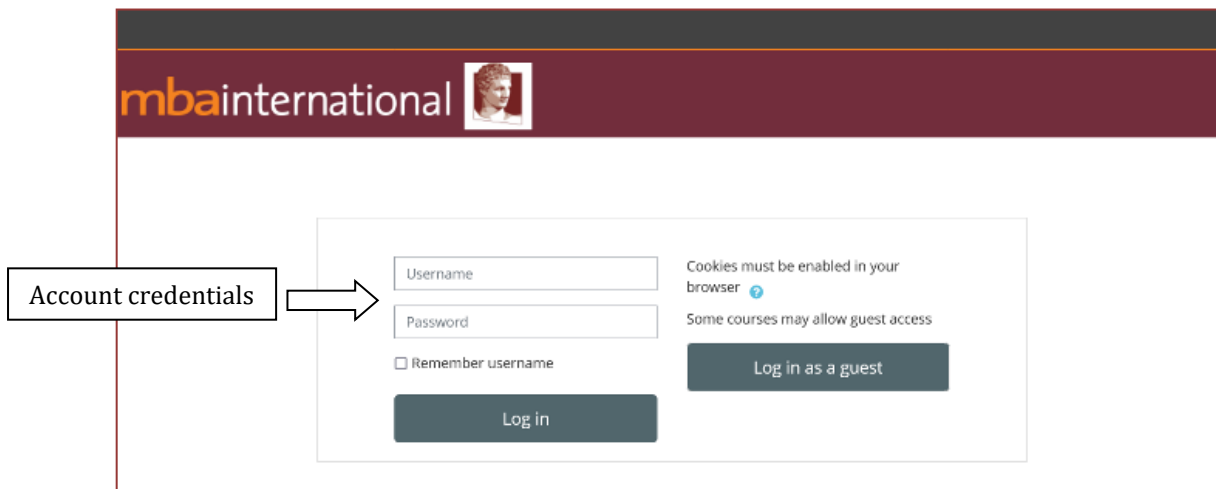
The direct link of the e-learning portal is <http://imba-eduportal.dmst.aueb.gr>.

The user can enter the portal by clicking (**Log in**) at the top right of the window.

The screenshot shows the homepage of the mba international Eduportal. At the top, there is a dark red navigation bar containing the 'mba international' logo, a search bar, and a 'User Login' button with a 'Log in' link. Below the navigation bar, there is a large banner with the text 'Welcome to the e-learning portal of mba international' and a colorful graphic of a network of icons. The main content area is divided into several sections: 'Core Courses' (Core Curriculum Full Time and Part Time), 'Elective Courses' (General Management and HRM, Finance and Accounting, Marketing, International Business and Management, Technology, Logistics and Operations, Strategy and Decision Making, Entrepreneurship and Innovation), and 'Preparatory Courses' (Immersion Project, Integrated Impact Project, Citation, Referencing, and Measures Against Plagiarism). A calendar for July 2021 is also visible on the right side.

Figure 1: mba international Eduportal Homepage

Then he should carry out his entrance, by entering his username and password and clicking the "**Login**" button.



**Figure 2: Login Screen**

## User Interface Presentation

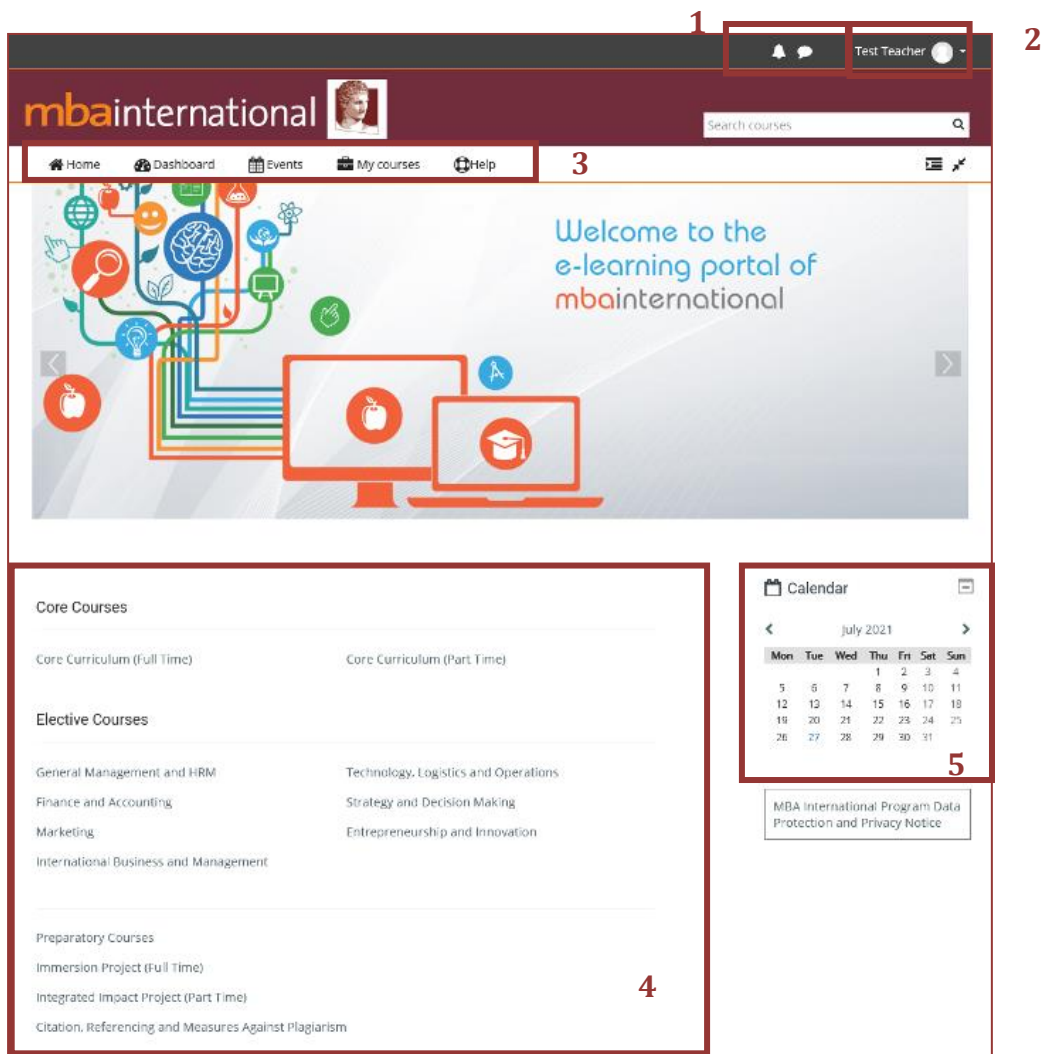
Platform's user interface is shown, in figure 3.

On the homepage there is list of courses categorized in core courses (which are common for all participants and are separated into full-time and part-time) and elective courses, which in turn are categorized by cognitive area. There also preparatory courses etc. (Field 4)..

Also the user can see his name at top right corner (Field 2) and from there he can view and edit his profile, open the calendar and logout of the system. Next to the profile there is a **Messages** icon showing alerts of unread messages and dropdown of users sending messages and **Notifications** icon. (Field 1).

Below there is a secondary navigation bar which includes links to Home, Dashboard, Events, My courses and **Help** (that contains the student manual) (Field 3).

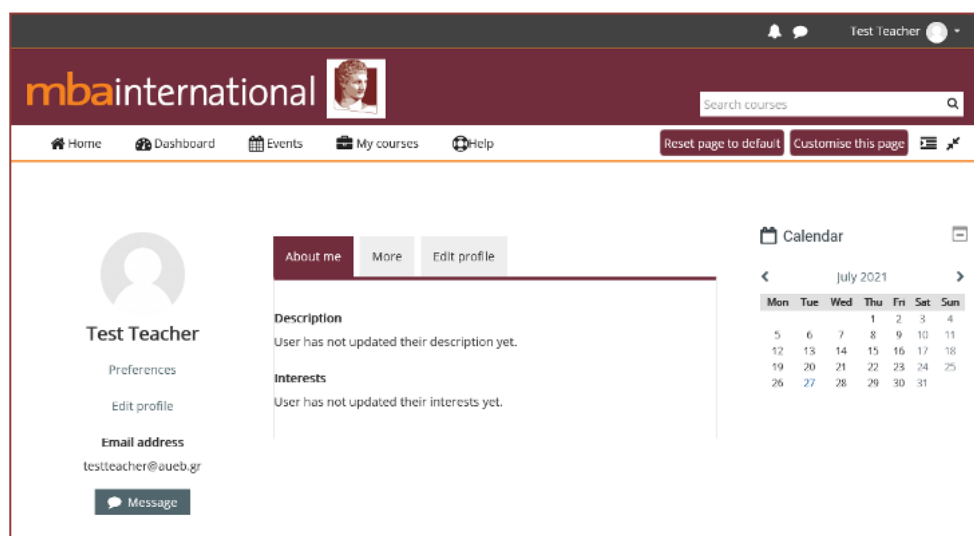
Finally, on the right side there is the **Calendar** block (Field 5).



**Figure 3: Login User Interface**

## User's Profile

A user may view his own full profile by clicking **View profile** in the top navigation bar, under his name.



**Figure 4: View profile**

He can also edit his profile (**Edit profile**), by entering extra information, such as personal web page, phone, address, etc, and of course he can upload his picture.

There is no possibility of changing username, password or email fields.

The screenshot displays the 'Edit Profile' interface for a user named 'Test Teacher'. The page is divided into several sections:

- General:** Fields for First name (Test), Surname (Teacher), Email address (testteacher@aubg.gr), Email display (Allow only other course members to see my email address), MoodleNet profile, City/town, Select a country (dropdown), and Timezone (Server timezone (Europe/Athens)).
- User picture:** Shows the current picture as 'None' and a 'New picture' upload area. The upload area includes a file selection icon, a 'Files' list, and a drag-and-drop zone with the text 'You can drag and drop files here to add them.' Below this, it lists 'Accepted file types: image files to be optimised, such as badges, gif, jpeg, png, svg, tiff'.
- Additional names, Interests, and Optional:** These sections are currently collapsed.
- Calendar:** A small calendar widget for July 2021 is visible in the top right corner.

At the bottom of the form, there are 'Update profile' and 'Cancel' buttons. A red error message at the bottom right states: 'There are required fields in this form marked \*'.

**Figure 5: Edit Profile**

## Calendar

The calendar can display site, course, group and or user events in addition to assignment and quiz deadlines, chat times and other course events.

To activate the calendar page, click on the name of the month. From there we can we can export the calendar with certain options and also add a new event from the **“New event”** button.

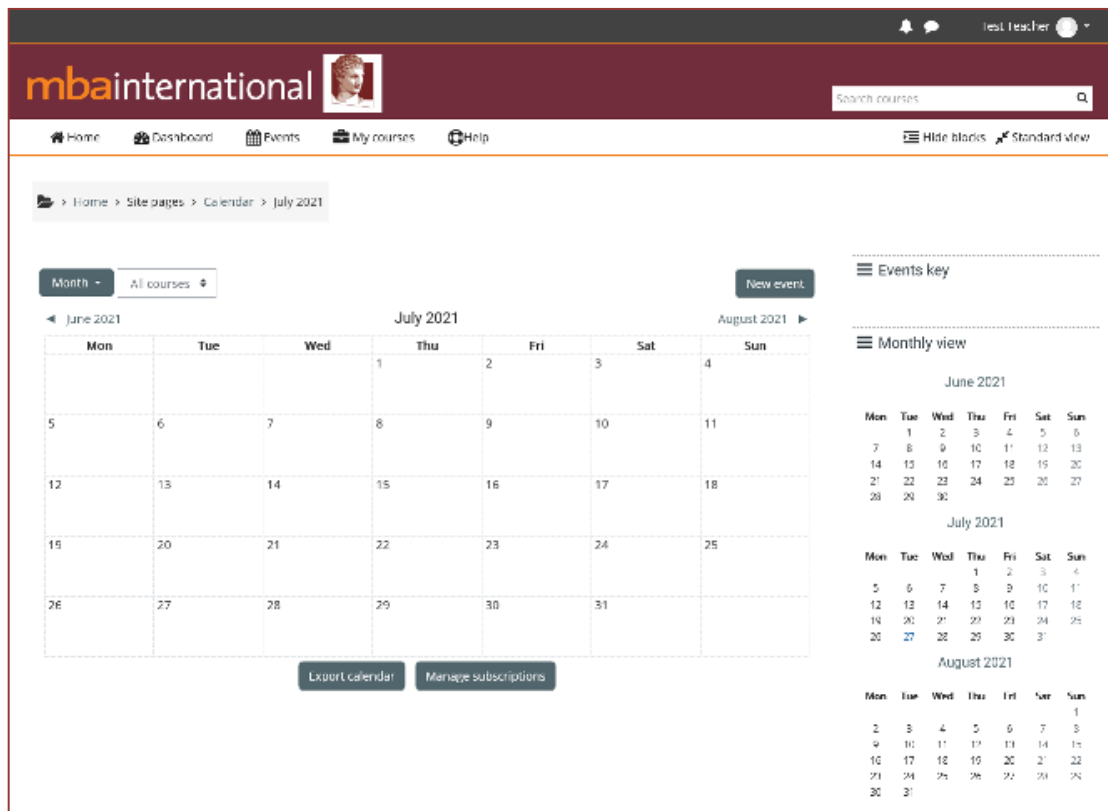


Figure 6: Calendar

On a New Event page select the type of event

- A **User Event** will only be visible by the user currently logged in (i.e. the one creating the event)
- A **Course Event** will be visible to participants on the course in question. Only users with the capability to manage calendar entries at the course level can add course events.

Then set the event properties (title, description, date, duration, repeated events) and finally click **“Save”**.

Of course, from there we can also modify or delete an existing event.

## Dashboard

Dashboard is a customizable page for providing users with links to their courses and activities within them, such as unread forum posts and upcoming assignments. (Side bar: Upcoming events. Latest news, Messages, etc).

Dashboard usually has the Course overview block in the central column. Users can customize their **Dashboard** page and add and remove blocks by clicking the **'Customise this page'** button.

## Course Self-Enrolment

Self enrolment is the method whereby users can choose to enrol themselves into a course, either immediately by clicking "**Enrol me**" button or by typing in an enrolment key they have been given. You can do the same from **Administration > Course administration > Enrol me in this course**.

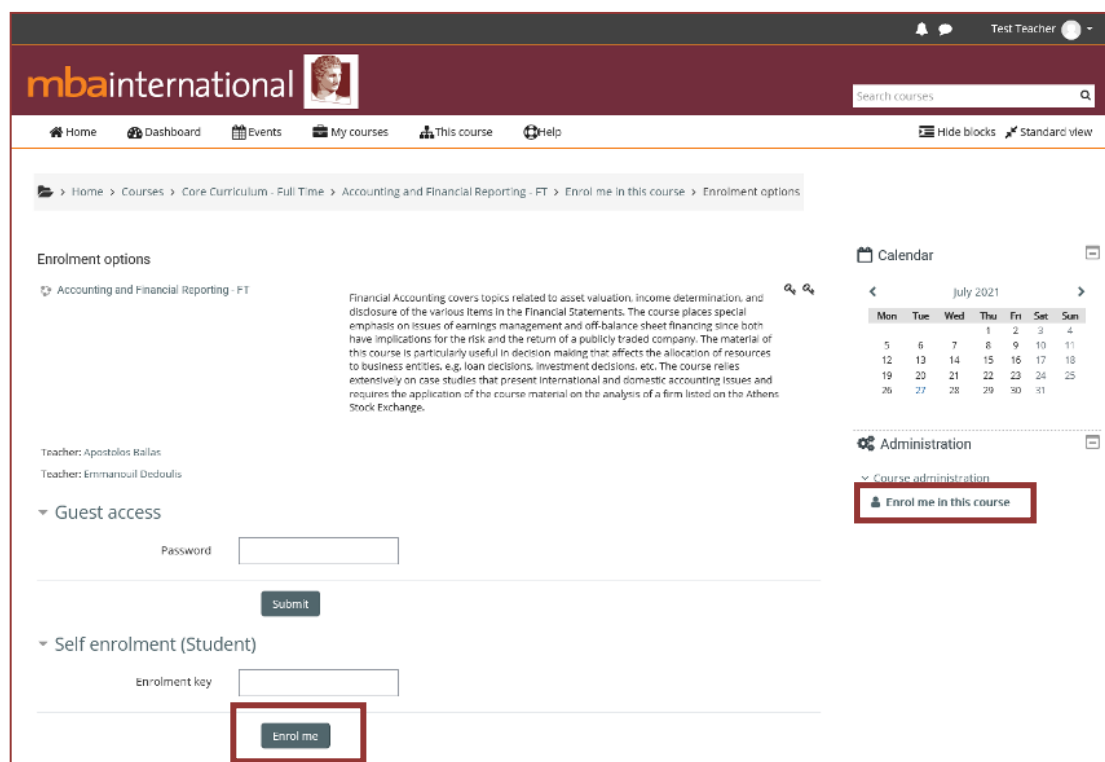


Figure 7: Course Self Enrolment

Of course from the same menu you can also **unenrol** yourself from a course.

## Course Content

By selecting the name of a course, after enrolling yourself in it, you enter the course page where the format, which refers to the layout of a course, is usually set to topics format (default), weekly format, single activity format or social format.

There you can see all the activities and resources that have been added by the instructors. Multiple files can be distributed using the platform. Some of the most popular file types are pdf, doc and ppt files. Each file has its own icon. You can directly open or download a file.



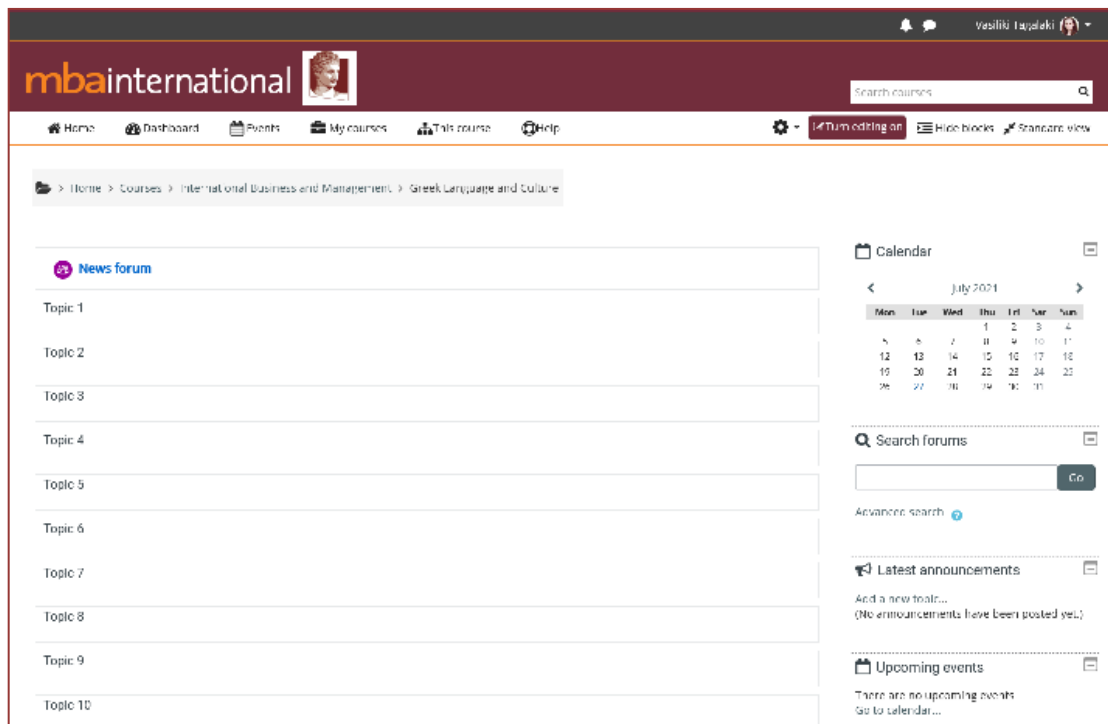


Figure 8: Course Content

## Assignment

The assignment module allows teachers to collect work from students, review it and provide feedback including grades. The work students submit is visible only to the teacher and not to the other students unless a group assignment is selected.

If a group assignment (group choice) is selected, students can enroll themselves in a group and they can view the members of each group before making a choice.

Students can submit any digital content (files), including, for example, word-processed documents, spreadsheets, images, audio and video clips. Assignments don't necessarily have to consist of file uploads. Alternatively, teachers can ask students to type directly into a text field in Moodle. Or they can ask student to do both, upload a file or files and type text directly into Moodle.

An assignment has an 'available from' date before which no students can submit anything, and a due date, after which teachers can choose not to accept submissions any more.

## News Forum

The **News forum** is a special forum for general announcements. This forum is automatically created for each course and for the front page of the Moodle site. By default, it is placed in the top of the center section and only teachers and administrators may add posts or reply to posts. The default settings force every enrolled person to be subscribed to the News forum.

The **Latest announcements** block displays a specific number of recent discussions from the News forum.

When an instructor posts to the news forum on a course page, all enrolled users will receive an email (in their aueb email) with the content of that post.