

June 2015

mba international eduportal

Student Manual

mbainternational



 **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 with the 'mbainternational' logo on the left and a search bar on the right. A 'User Login' button is highlighted with a white box and an arrow pointing to the 'Log In' link in the top right corner. The main content area features a large graphic with various icons representing subjects like Business, Technology, and Education, along with a 'Welcome to the e-learning portal of mbainternational' message. Below this, there are sections for 'Courses' (Core Curriculum and Elective Courses) and a 'Calendar' for June 2015. The footer contains social media links and contact information.

Figure 1: mba international Eduportal Homepage

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

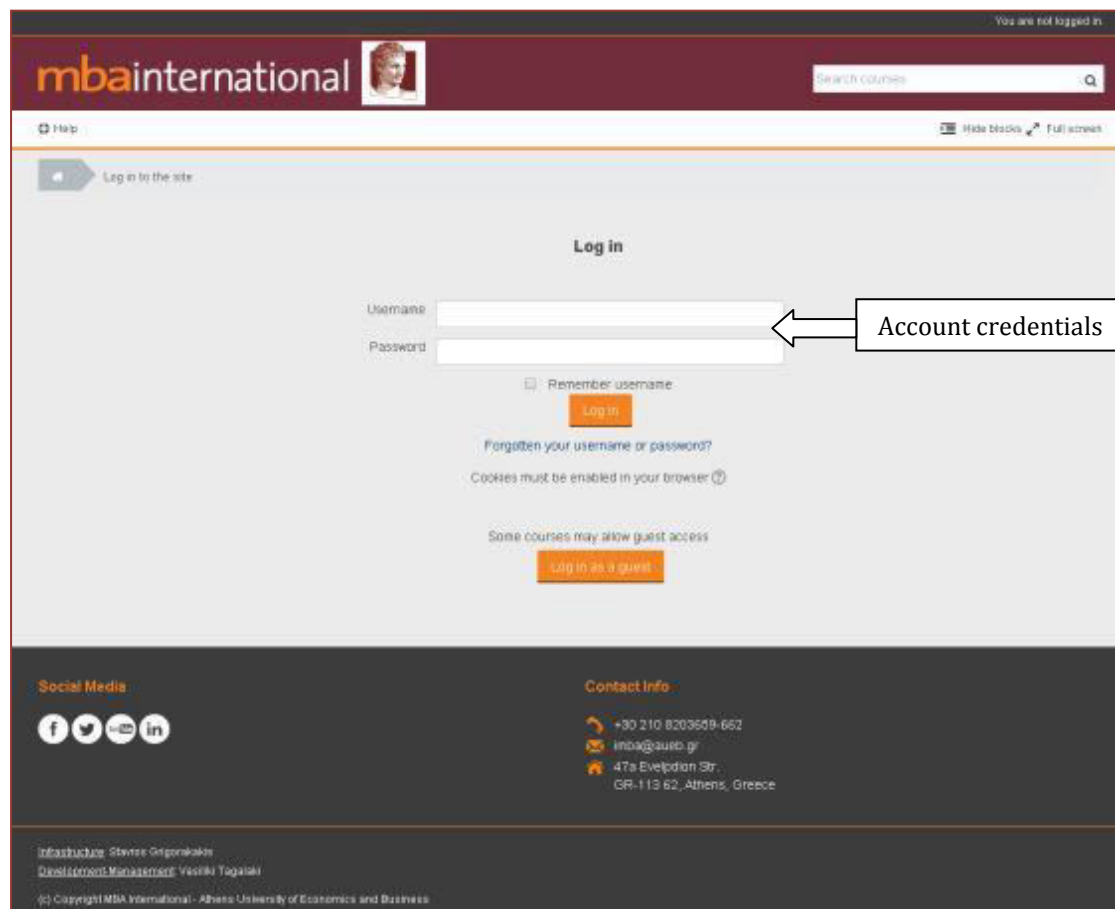


Figure 2: Login Screen

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 (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. On the left corner there is a **Messages** icon showing alerts of unread messages and dropdown of users sending messages (Field 1).

Below there is a secondary navigation bar which includes links to home, my home, events, my sites and **help** (that contains student manual) (Field 3).

Finally, on the right side there are two blocks: **Calendar** block (Field 5) and **Administration** block, where the user can manage his profile settings (Field 6).

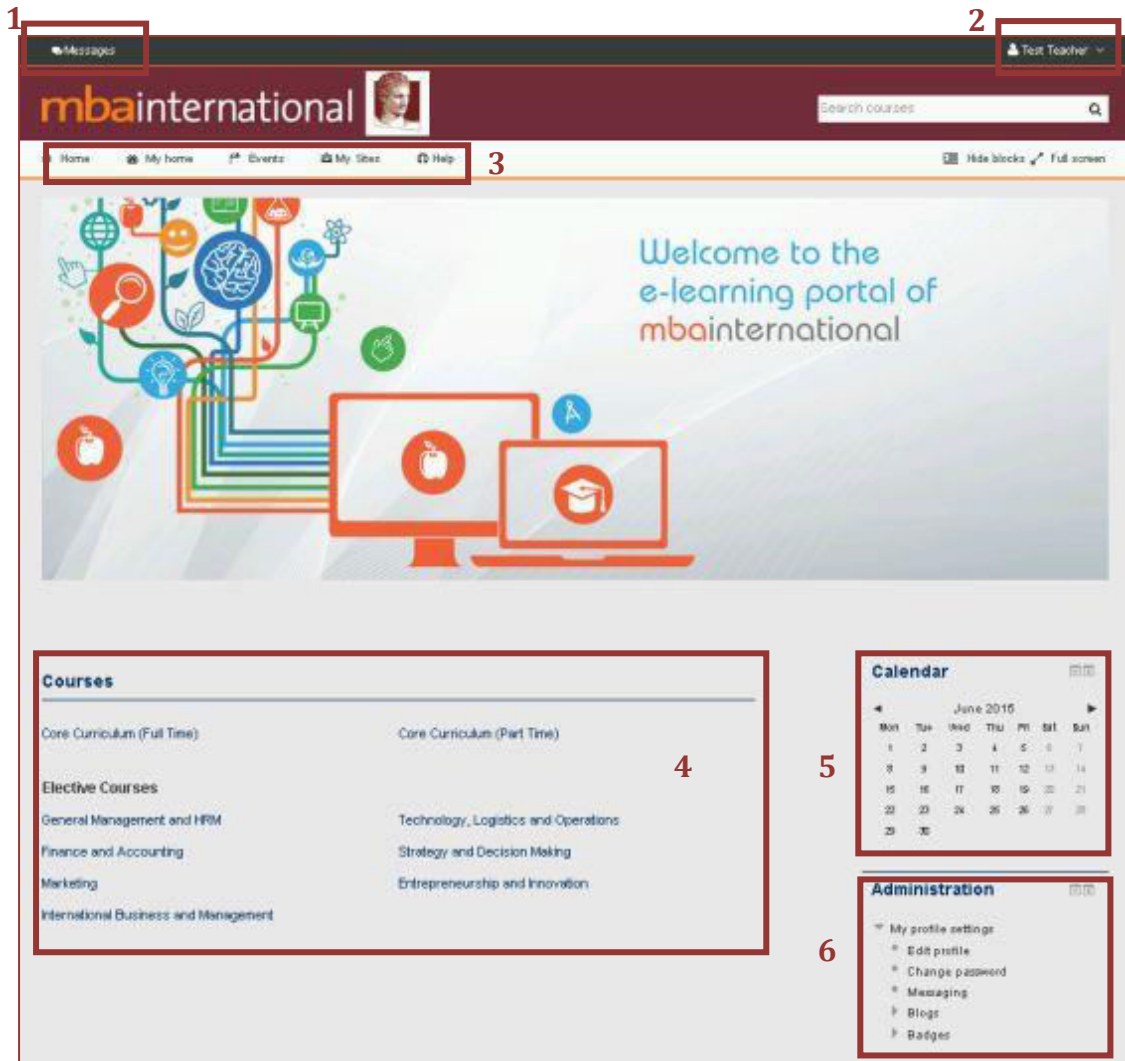


Figure 3: Login User Interface

User's Profile

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

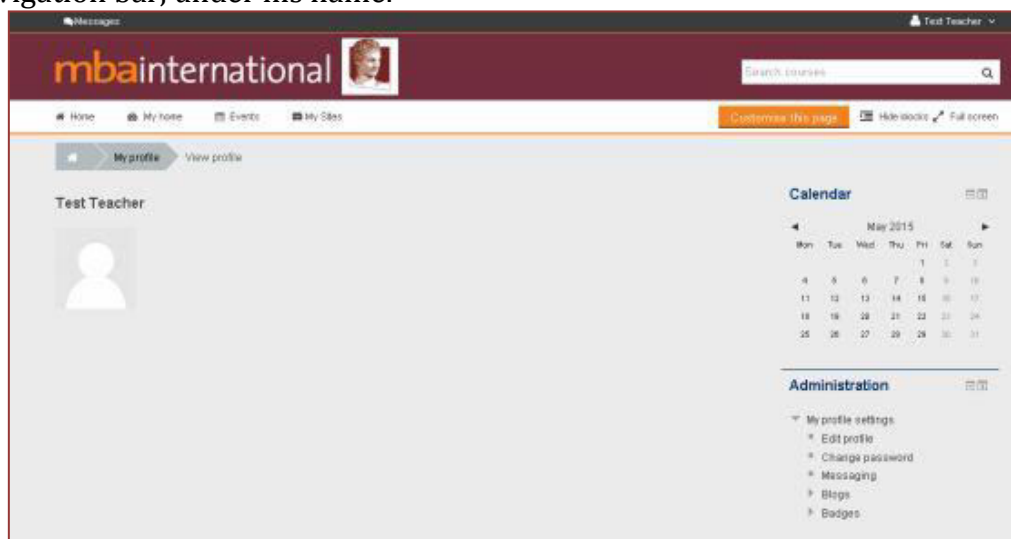


Figure 4: View profile

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.

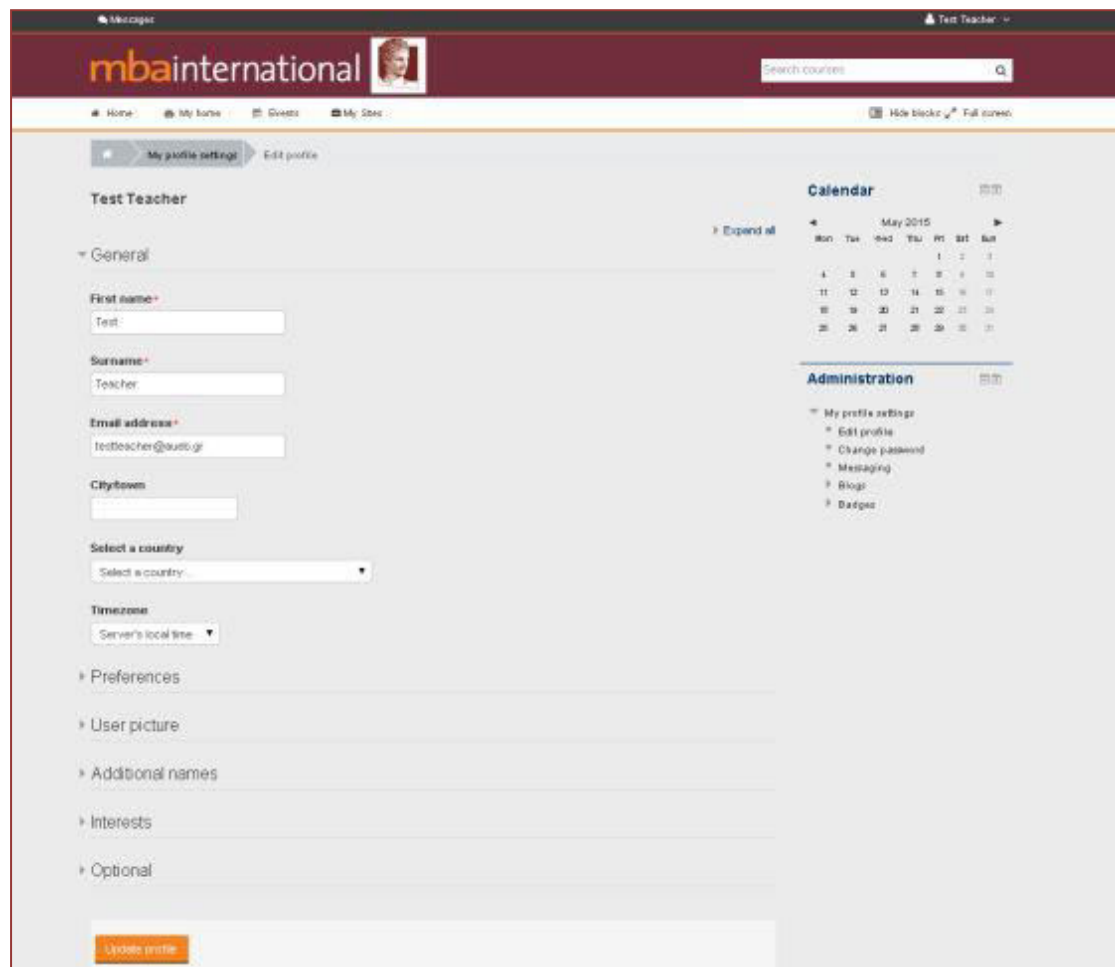


Figure 5: Edit Profile

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. That's why there is a color coding in "**Events key**".

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.

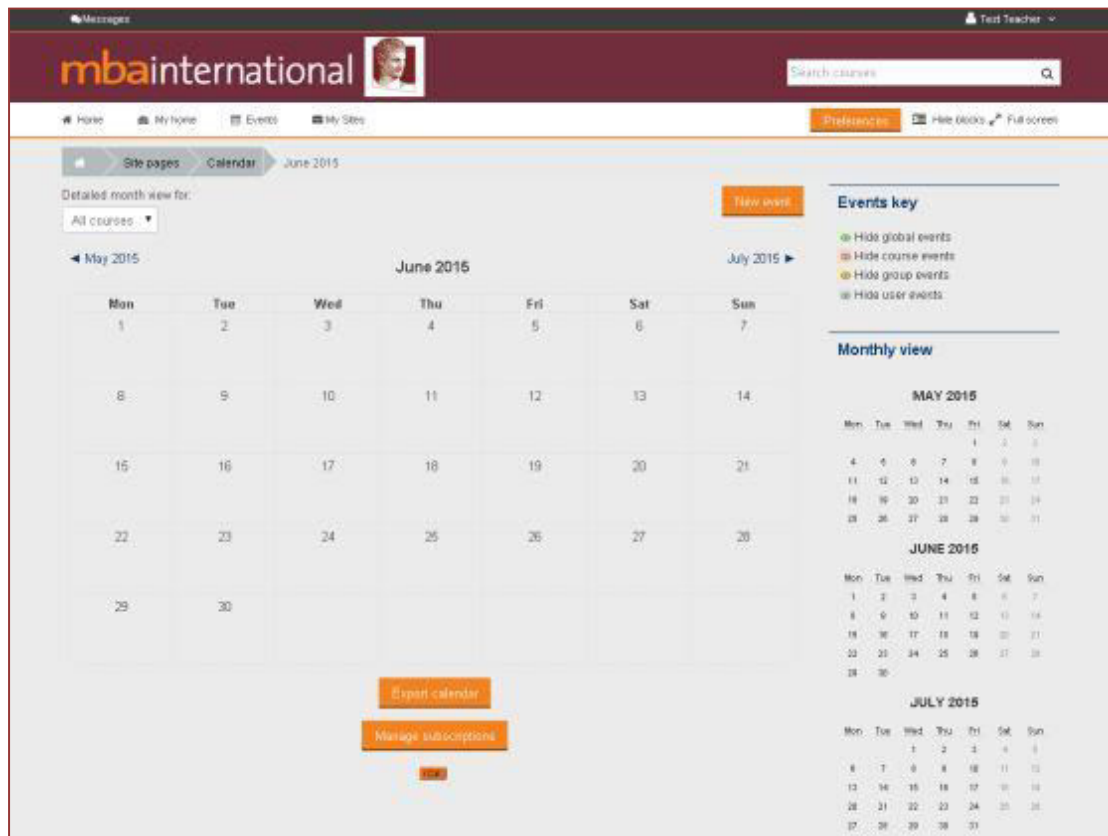


Figure 6: Calendar

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 **Group Event** will be visible to a particular Group on the course (chosen from a drop-down list)
- 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 changes”**.

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

My home

My home is a customizable "dashboard" 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).

My home usually has the Course overview block in the central column. Users can customize their **My home** 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**.

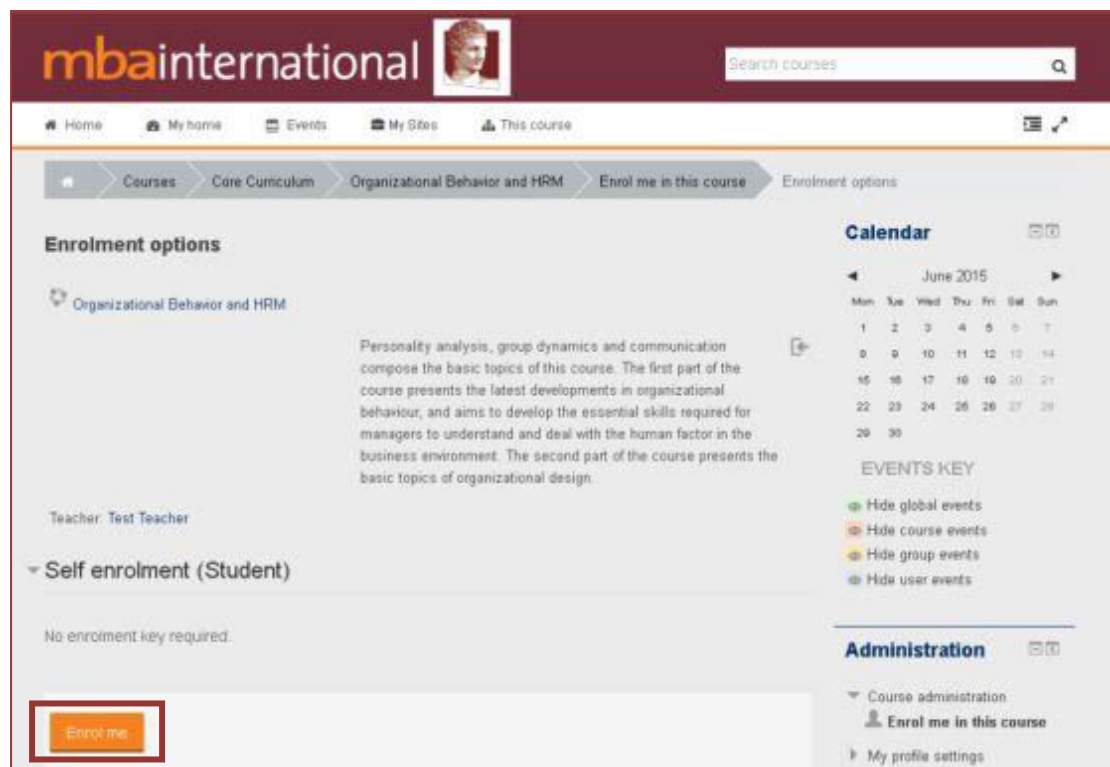


Figure 7: Course Self Enrolment

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.

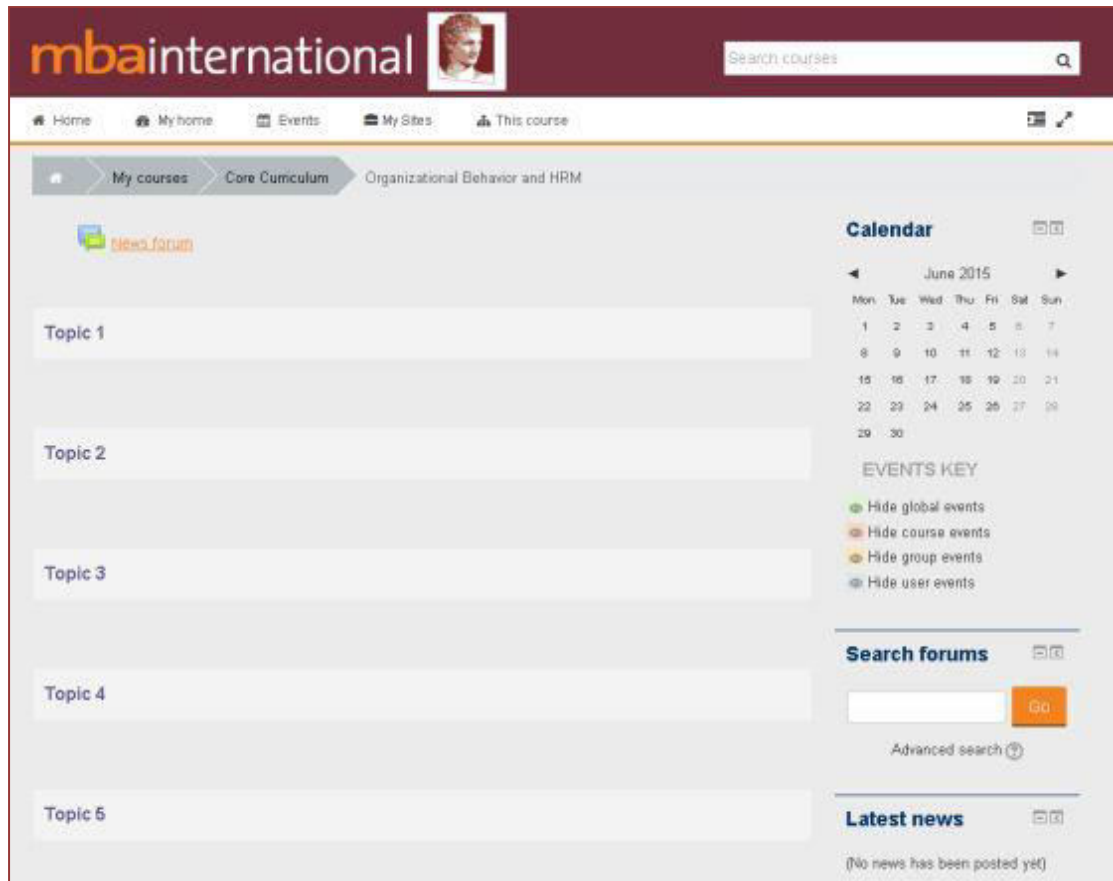


Figure 8: Course Content

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 News** 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.