mba international eduportal

Student Manual

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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 **aueb** account so they can enter the system with the same credentials that they use for their aueb email. In case the student wishes to recover this account, he should enter the page: https://mypassword.aueb.gr/.

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. (Figure 1).
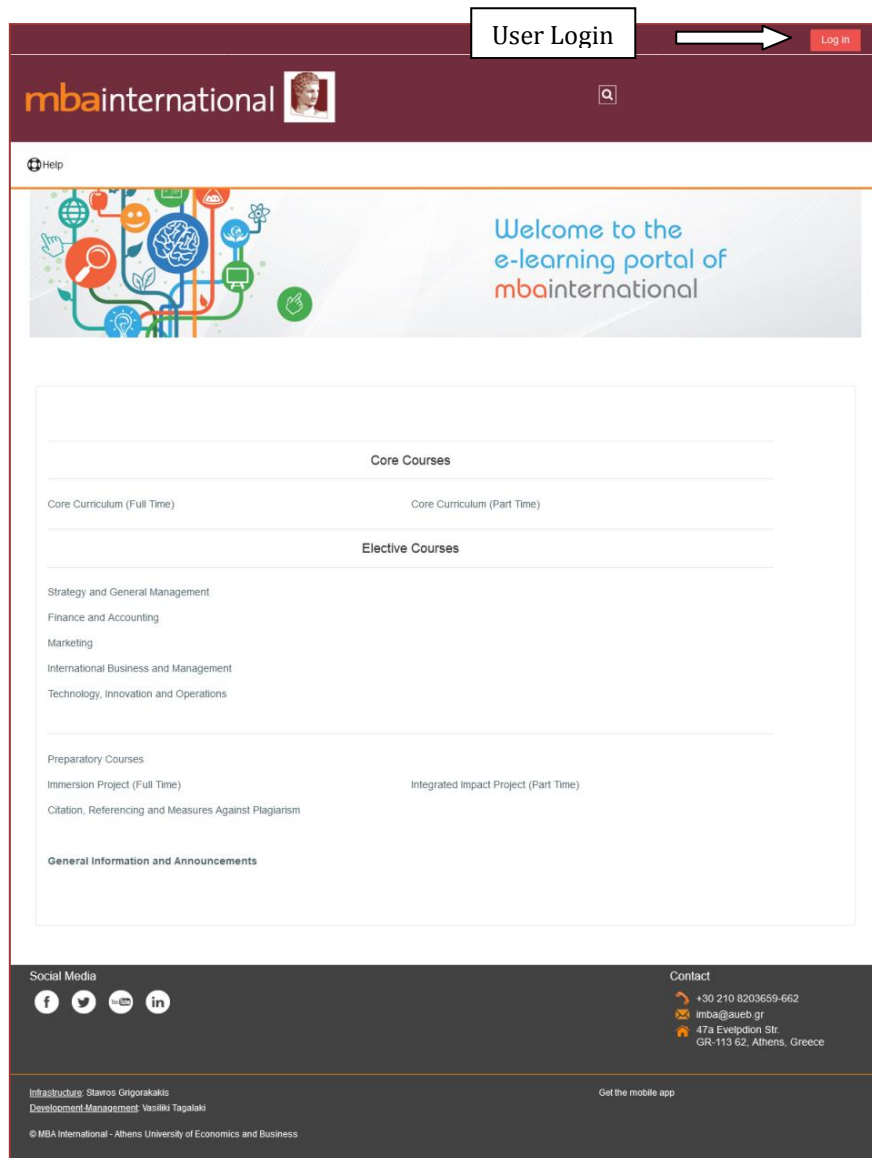
Figure 1: mba international Eduportal Homepage

Then he/she should carry out his entrance, by entering his/her username and password and clicking the "**Log in**" button. (Figure 2).

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 **Notifications** icon and 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**, **Dashboard**, **Courses**, **Events** and **Help** (that contains student manual) (Field 3).

Finally, if you choose to open the arrow on the right side, there are is the **Calendar** block (Field 5).
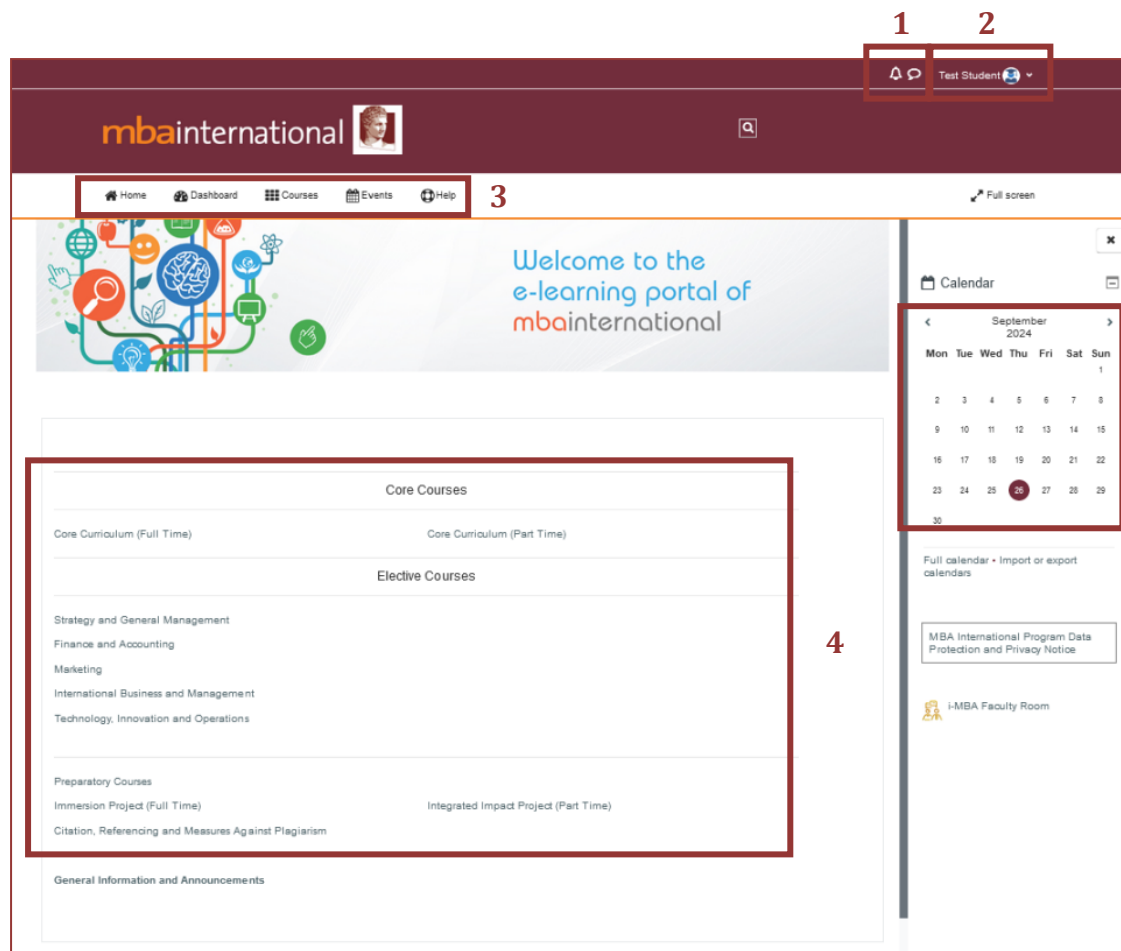
Figure 3: Login User Interface

User's Profile

A user may view his/her own full profile by clicking **View profile** in the top navigation bar, under his/her name. (Figure 4).

He can also edit his/her profile (**Edit profile**), by entering extra information, such as personal web page, phone, address, etc, and of course he/she can upload his/her picture. There is no possibility of changing username, password or email fields (Figure 5).
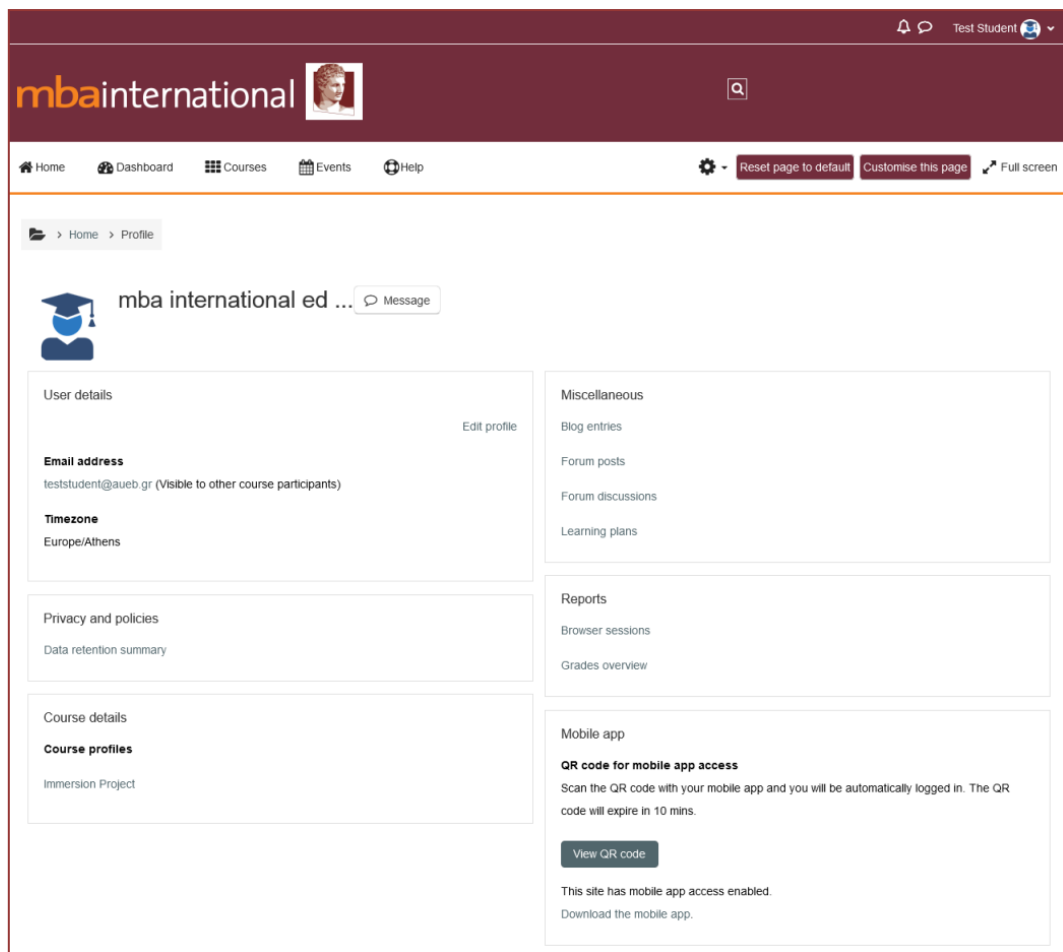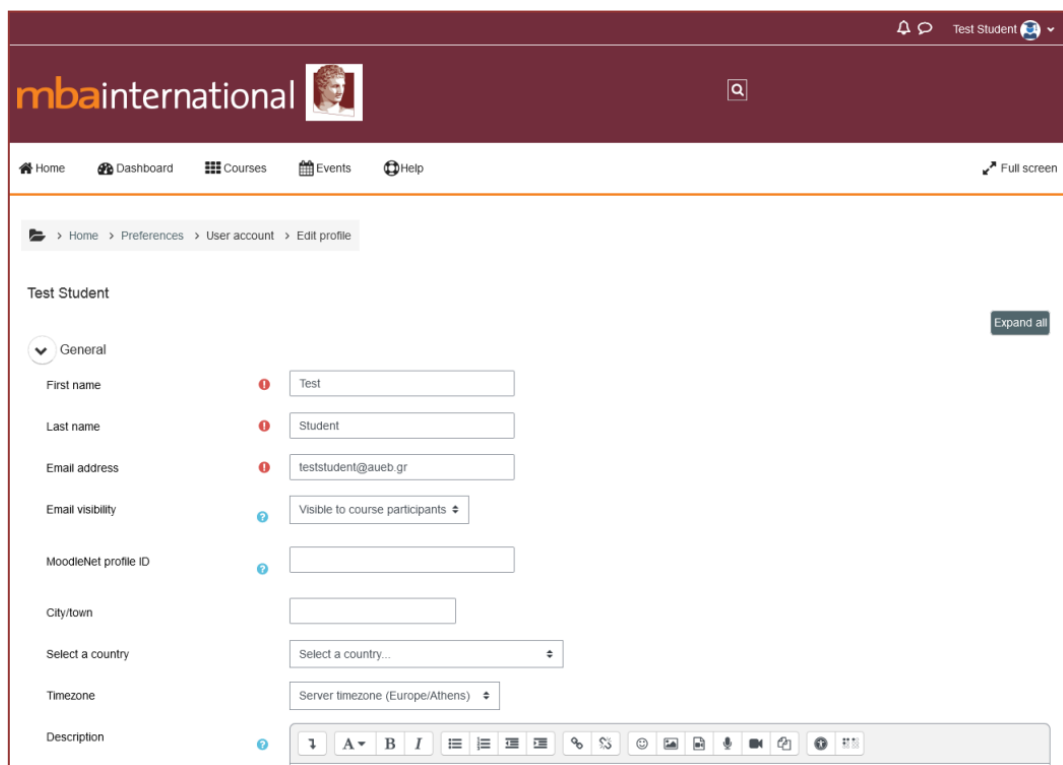
Figure 4: View profile

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 **Full calendar**. From there we can we can export the calendar with certain options and also add a new event from the **"New event"** button. To the left of the button appears the **"Month"** option, from where we can choose whether to see the events of the month, the day or the upcoming events, while next to it whether we will see the events of all courses or a specific course.
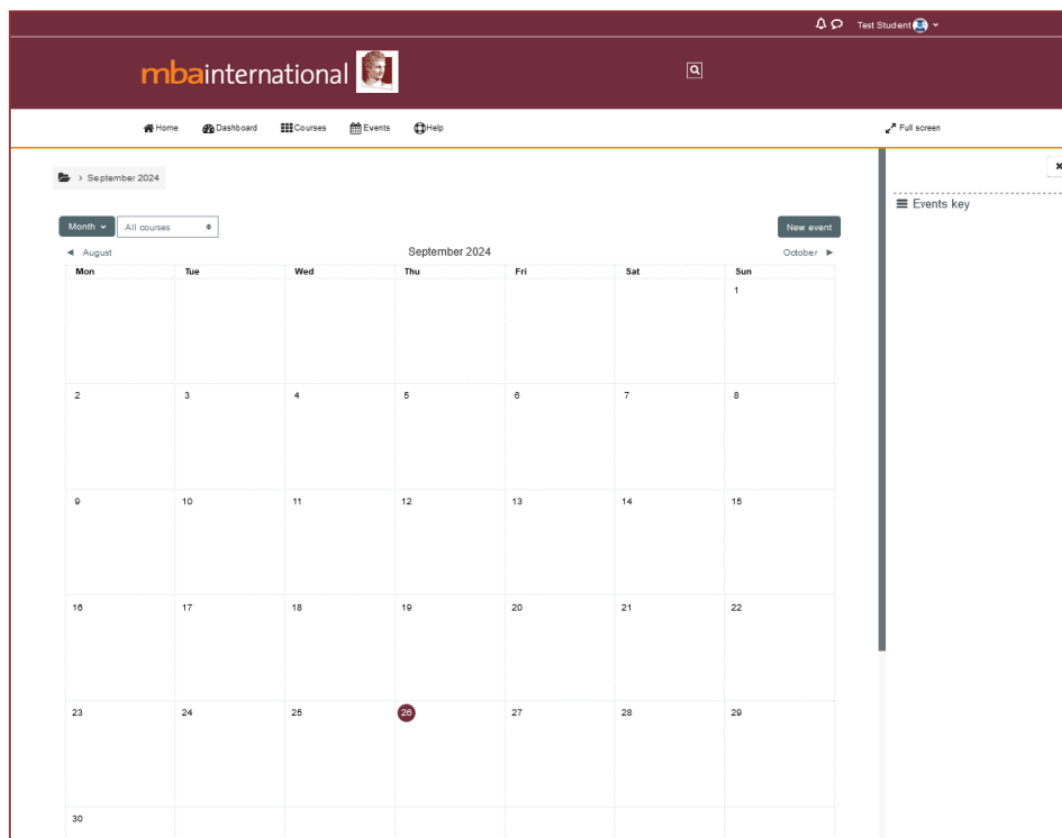

Figure 6: Calendar

If we click on the **"New event"** button, a new window appears. We type the title of the desired event, choose whether it is a user event or a general course event, and then, by pressing **"Show more..."** a short, informative description. We define the date and time when the event will take place, its duration, as well as whether we want it to be repeated. When we have completed the settings, click on the **"Save"** button. If we wish to delete a scheduled event, then from the calendar we select the day on which the event will take place and on the page that appears by clicking, we select the x symbol. which is in the lower right corner of the event box. Just to the left of it is the symbol or through which we have the possibility to modify the already registered settings for the event.

Figure 7: Add a New Event

Dashboard - Courses

Dashboard is a customizable page for providing users with links to **Timeline** and upcoming activities, recently accessed courses, calendar, etc. In the sidebar are **Private files**, **Upcoming events** and others. Users can customize it and add or remove blocks by clicking the **"Customize this page"** button.

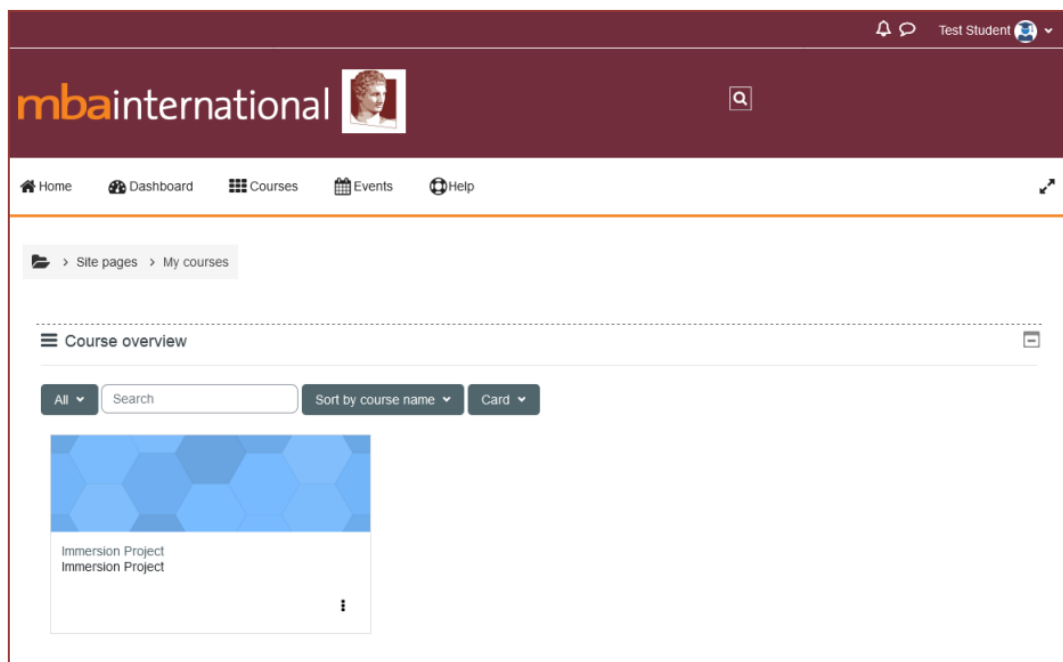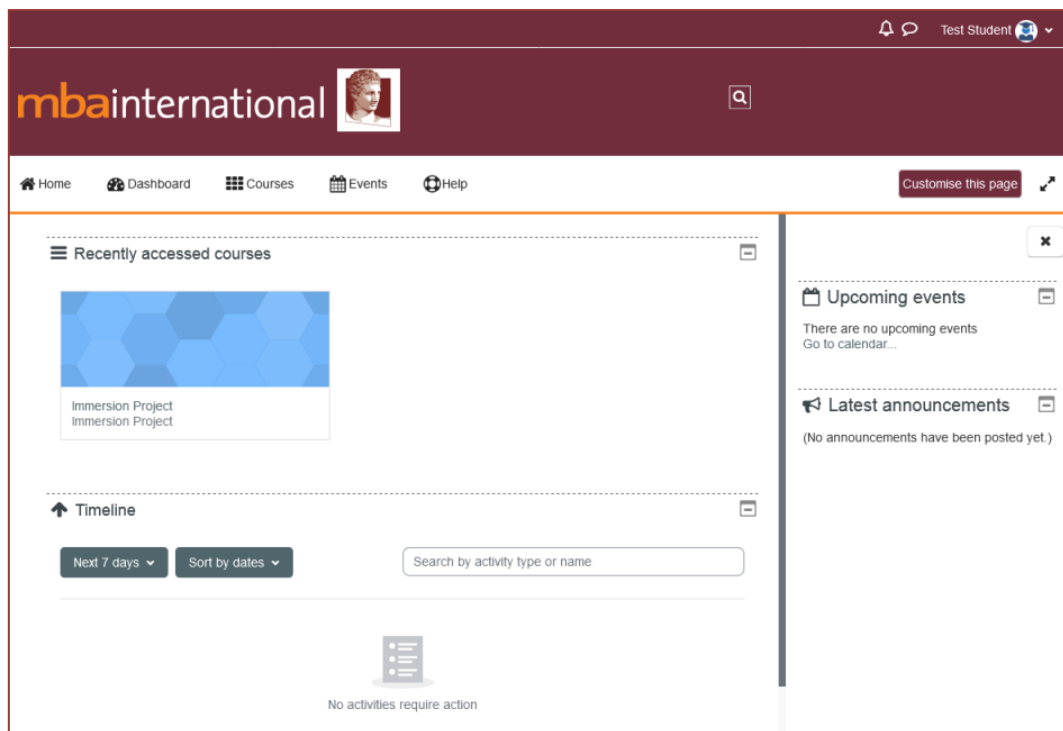The Courses page usually includes an overview of the courses the user is enrolled in.

Figure 8: Dashboard - Courses

Course Self-Enrolment

Self-enrollment is the method whereby users can enroll themselves in a course of their choice by entering the required code (which will presumably have been provided in some way by the course instructors) and clicking the "**Enrol me**" button, located under the course description, or by selecting **"Enrol me in this course"** on the right side of the sidebar under Administration.

Figure 9: Course Self Enrolment

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

Course Content

By selecting the course title, after enrolling in it, the user can now view the course contents. The format in which the course will appear is determined according to its needs and goals. Possible formats are: Single Activity, Social, Themes, Weekly. The default format is the topics format.

All the **activities** and **resources** that have been added by the instructors appear there. 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. User can directly open or download any of these files.
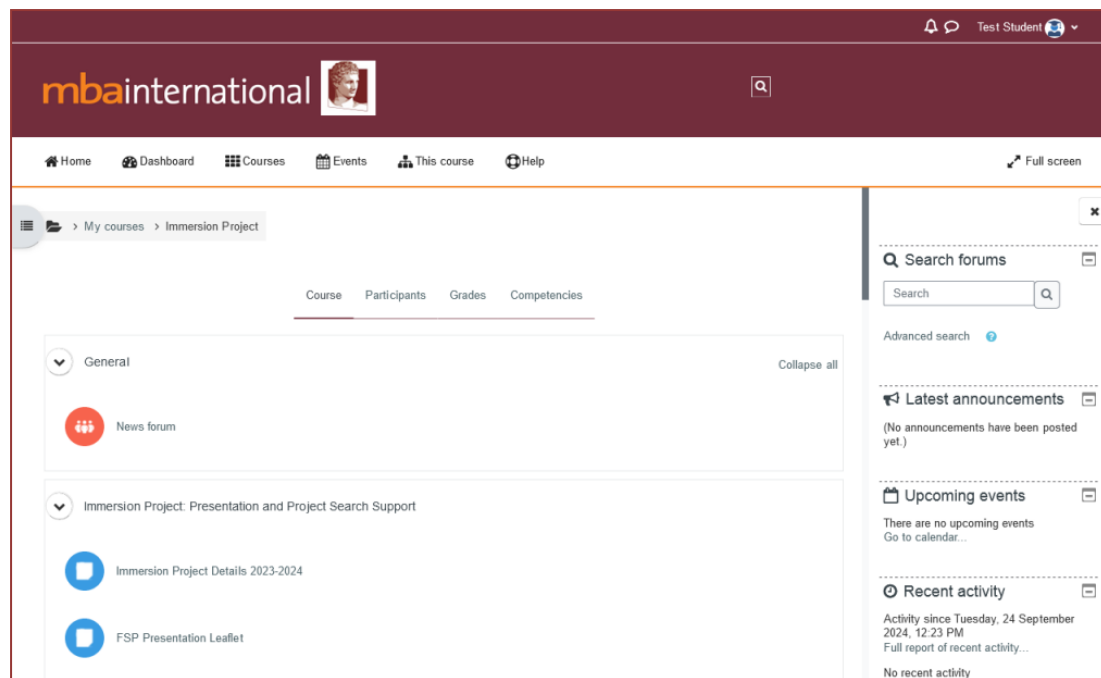
Figure 10: Course Content

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. In addition, it is also possible to check the work that the students will deliver through the Turnitin tool, if the teacher so wishes.

Turnitin Assignment 2

Within the course, choose the task that interests you. You will be asked to accept Turnitin's privacy terms and after doing so, on the **My Submissions** page you will see the information about the paper, which you will submit via the **Submit Paper** option (Figure 11).

Figure 11: Turnitin Assignment 2 - My Submissions

Submit your work either by uploading a file (file upload), or by pasting its text (text submission), depending on what the teacher has chosen.

For file upload: type the title of the deliverable and upload the file either by dragging it from your computer to the relevant field (drag and drop), or by uploading it via the relevant icon. The format of the work will be the one set by the teacher (eg Word, PDF, HTML, etc).

Figure 12: Turnitin Assignment 2 - Submit Paper

For Text submission: type the title of the deliverable and paste the text of the work in the relevant field.

After submission, the work will be added to the **My Submissions** page.

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.