

September  
2024

# mba international eduportal

Student Manual

**mba**international



 **moodle**

Author:

Tagalaki Vasiliki, Special Technical Laboratorial Staff  
Department of Management Science and Technology  
Athens University of Economics and Business

Version 1.2



## Table of Contents

Introduction .....	3
Portal Access .....	3
User Interface Presentation.....	4
User's Profile .....	5
Calendar .....	7
Dashboard - Courses .....	8
Course Self-Enrolment .....	9
Course Content .....	10
Assignment.....	11
Turnitin Assignment 2 .....	11
News Forum .....	12

## Table of Figures

Figure 1: mba international Eduportal Homepage .....	3
Figure 2: Login Screen .....	4
Figure 3: Login User Interface .....	5
Figure 4: View profile .....	6
Figure 5: Edit Profile.....	6
Figure 6: Calendar .....	7
Figure 7: Add a New Event.....	8
Figure 8: Dashboard - Courses .....	9
Figure 9: Course Self Enrolment .....	10
Figure 10: Course Content .....	11
Figure 11: Turnitin Assignment 2 - My Submissions.....	12
Figure 12: Turnitin Assignment 2 - Submit Paper .....	12

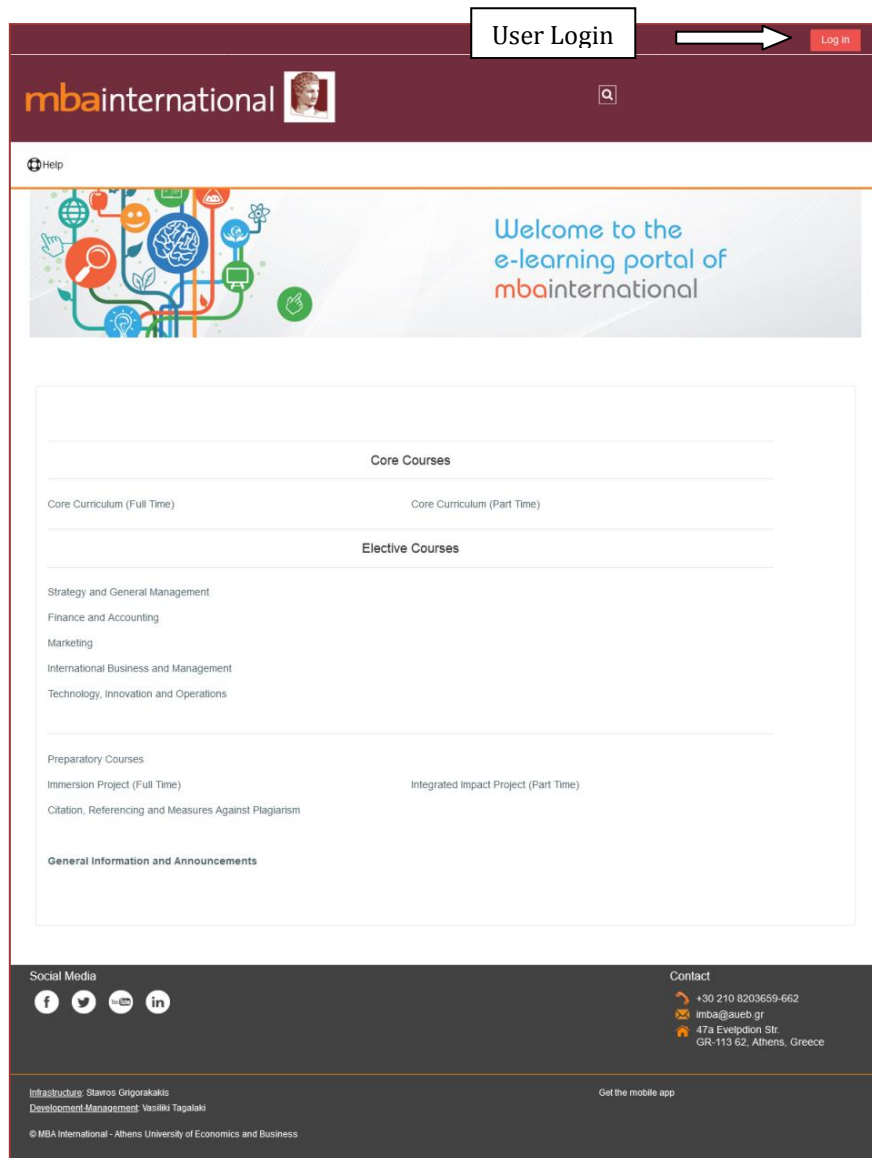
## Introduction

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. 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).

The image shows a login screen with a white background and a thin red border. At the top, there are two input fields: 'Username' and 'Password'. Below these is a dark blue button labeled 'Log in'. Under the 'Log in' button is a link that says 'Lost password?'. Further down is a section titled 'Some courses may allow guest access' with a dark blue button labeled 'Access as a guest'. At the bottom is a dark blue button labeled 'Cookies notice'. To the right of the 'Username' field, there is a box labeled 'Account credentials' with an arrow pointing to the 'Username' field.

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).

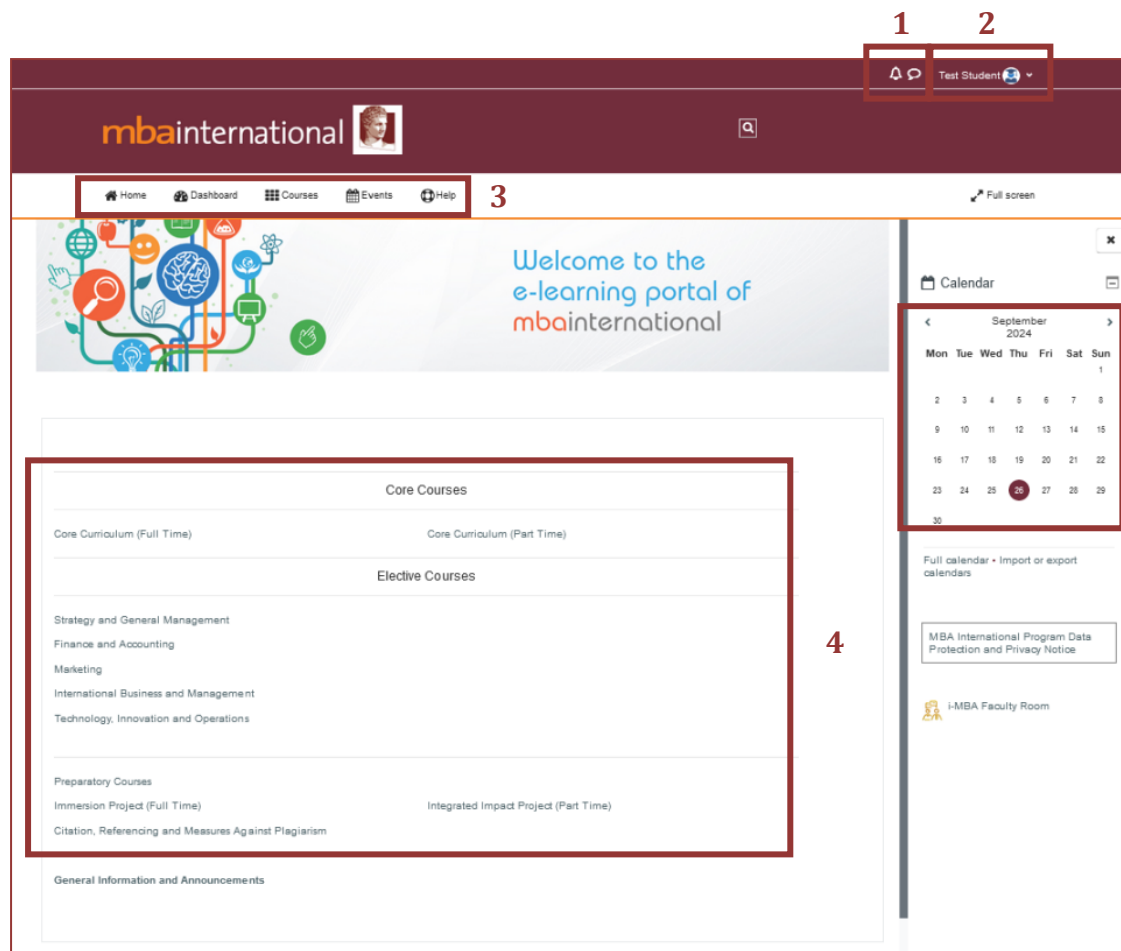


Figure 3: Login User Interface

## 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).

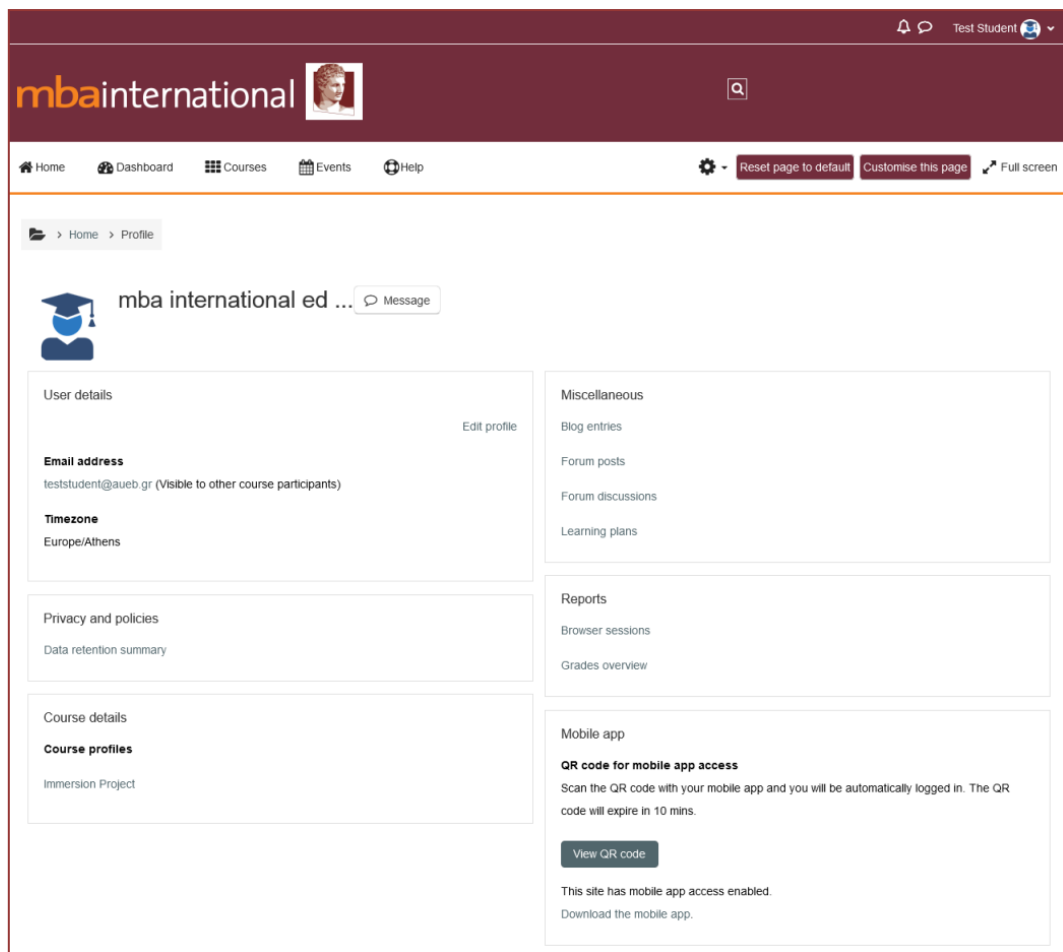


Figure 4: View profile

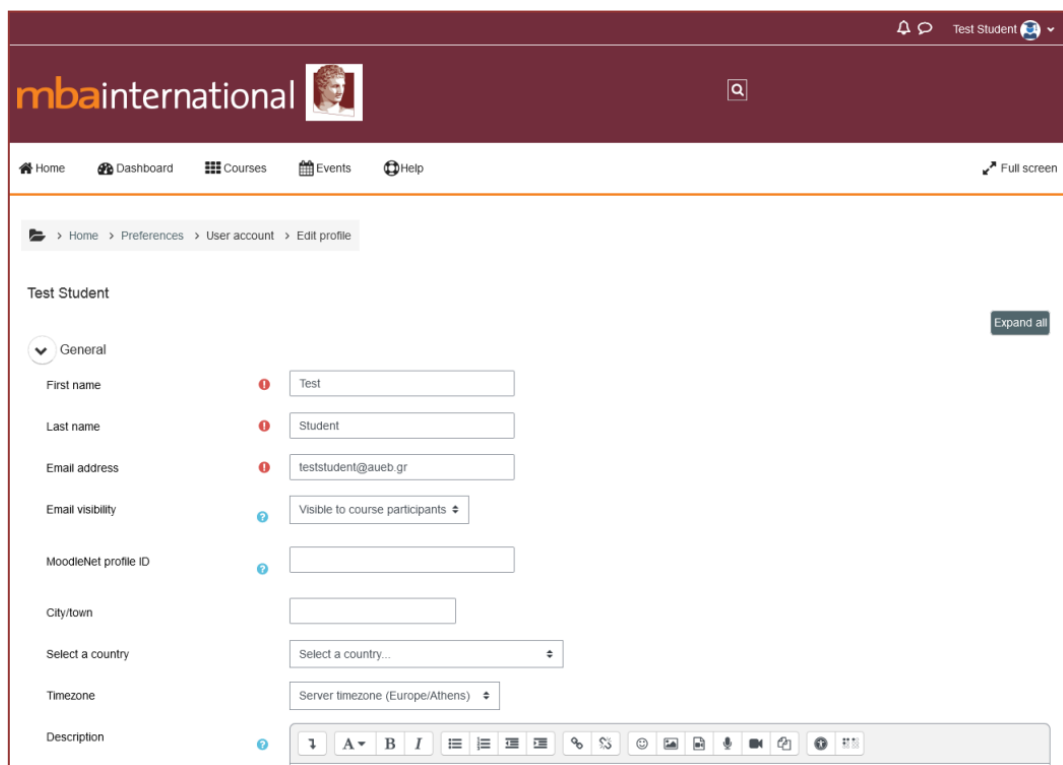


Figure 5: Edit Profile

## 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 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.

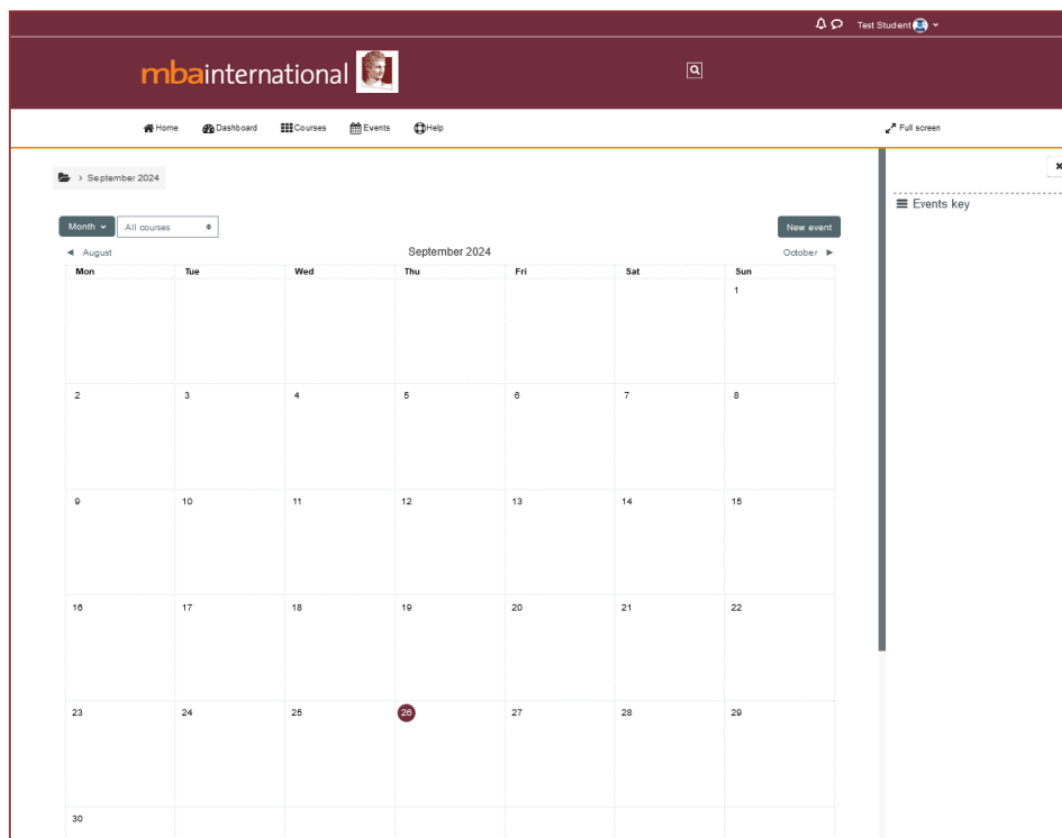


Figure 6: Calendar

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.

New event

Event title

Date

26

September

2024

11

53

Show less...

Description

↵

A

B

I

Location

Duration

Without duration

Until

26

September

2024

11

53

Duration in minutes

Repeat this event

Repeat weekly, creating altogether

1

Required

Save

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.



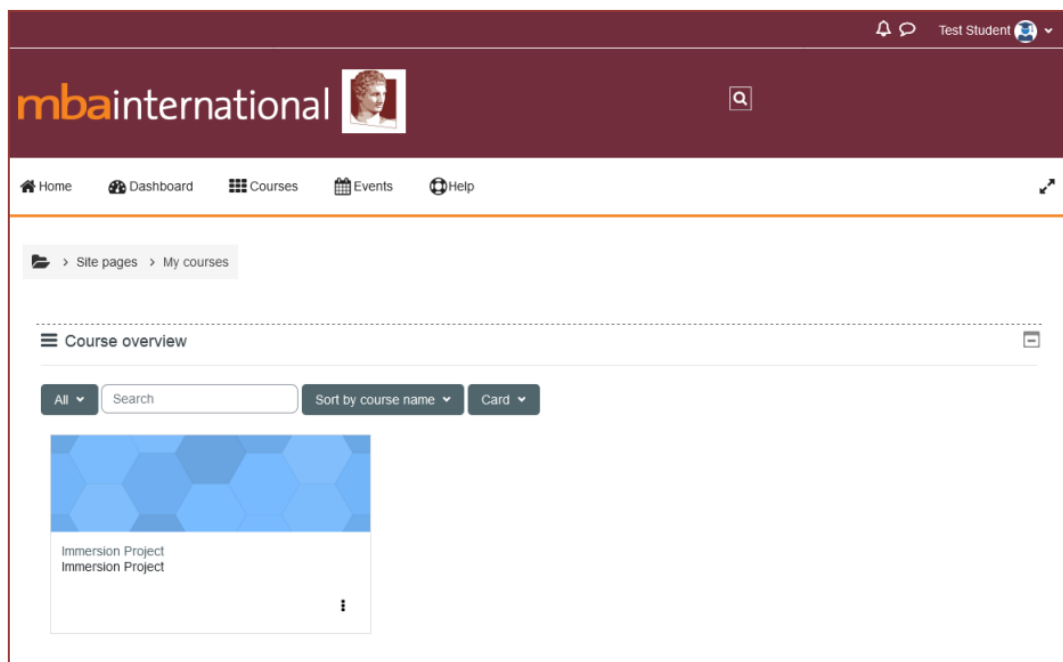
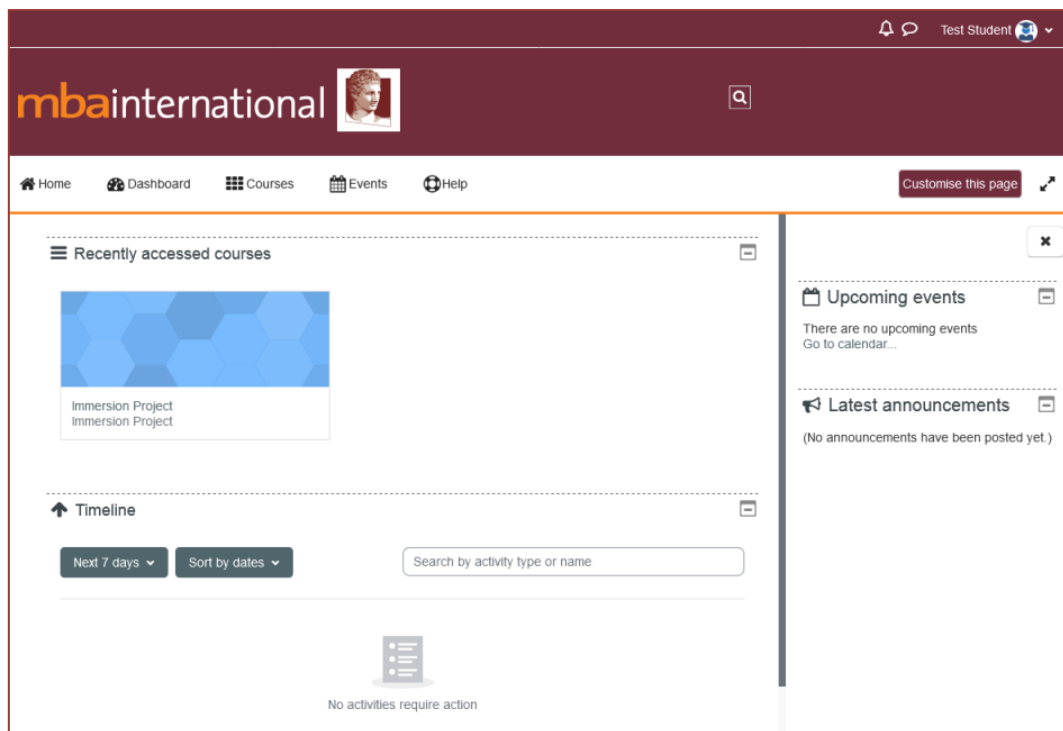


Figure 8: Dashboard - Courses

## 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.

The screenshot displays the mbainternational website interface. At the top, there is a navigation bar with the logo and a search icon. Below it, a secondary navigation bar contains links for Home, Dashboard, Courses, Events, This course, and Help. The main content area shows the 'Enrolment options' for the 'Accounting and Financial Reporting - FT' course. The page includes a breadcrumb trail: Courses > Core Curriculum - Full Time > Accounting and Financial Reporting - FT > Enrol me in this course > Enrolment options. The course description states: 'Accounting & Financial Reporting is a course about accounting to a firm's external constituencies for people who intend to become managers. It will also be of interest to anyone who wants to be able to determine, assess and evaluate firm performance, liquidity and financial position. Although it is not intended as a course for people who want to become accountants, students will benefit the most since it improves their understanding of how accounting concepts and practices are perceived and used by managers. During the course we will focus on how financial accounting systems work. Among the topics to be covered are an exploration of the content and structure of financial statements and their analysis. Accounting & Financial Reporting may be the first course in accounting for most of you. For this reason, the two basic objectives of the course are: To indicate the usefulness of financial accounting information as communication mechanism. To prepare students to obtain additional knowledge and to facilitate subsequent learning with regard to the understanding of financial statements and the main methods of their analysis and evaluation.' The teacher is listed as Emmanouil Dedoulis. There are two enrolment options: 'Guest access' with a password field and a 'Submit' button, and 'Self enrolment (Student)' with an 'Enrolment key' field and an 'Enrol me' button. The 'Enrol me' button is highlighted with a red box. A sidebar on the right shows the 'Administration' menu with 'Enrol me in this course' also highlighted.

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.

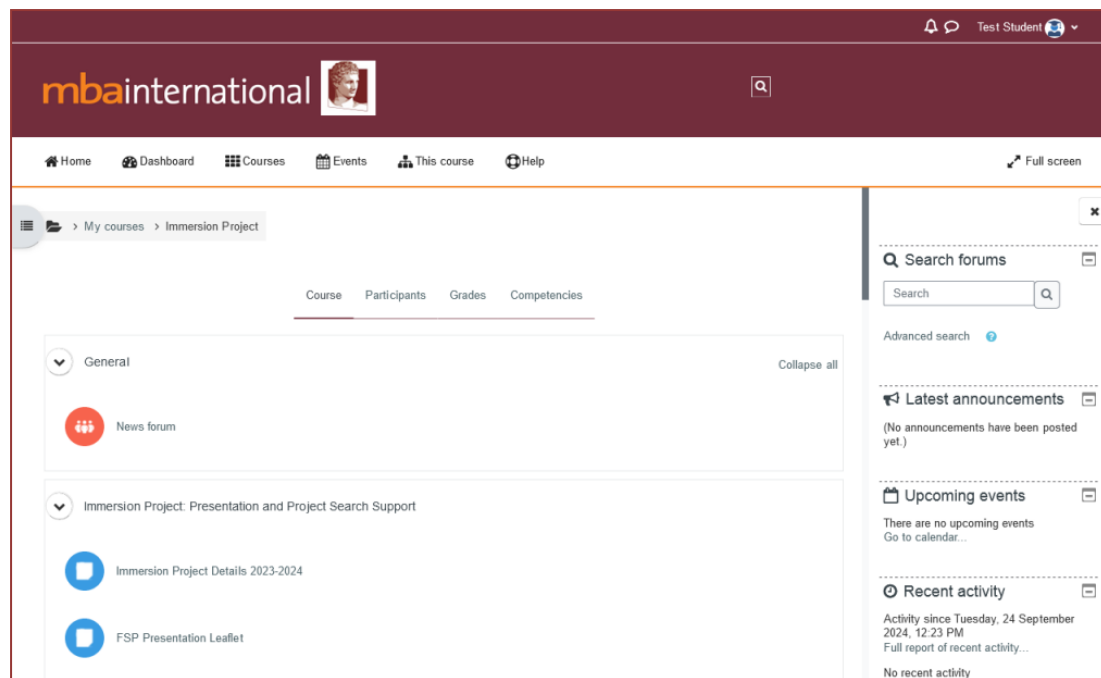


Figure 10: Course Content

## 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).

My Submissions				
Part 1				
Title	Start Date	Due Date	Post Date	Marks Available
test assignment - Part 1	15 Oct 2020 - 09:40	22 Oct 2020 - 09:40	22 Oct 2020 - 09:40	100
Refresh Submissions				
Submission Title	Turnitin Paper ID	Submitted	Grade	
--	--	--	--	Submit Paper

**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).

Submit Paper

Submission Title

Αρχεία για υποβολή

Μέγιστο μέγεθος αρχείου: 2MB. Μέγιστος αριθμός συνημμένων: 1.

Αρχεία

Εδώ μπορείτε να κάνετε μεταφορά & απόθεση αρχείων, για να τα προσθέσετε.

Add Submission

**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.

International mba eduportal

- Student Manual -

Page 12

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.