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Postgraduate Students' User Manual E-Learning Portal



MSc in Innovation, Technology and Culture



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Introduction

This manual provides a concise guide for using the Moodle asynchronous learning system of the MSc in Innovation, Technology, and Culture program for students.

Students have direct access using the accounts they received from AUEB (LDAP authentication) after enrolling in the postgraduate program. If they need to recover their account, they should visit: <https://mypassword.aueb.gr/>.

Accessing the Platform

Access is available via: <https://innocult-edu.aueb.gr>. Users must first click **Login** (see Figure 1).



Figure 1: Homepage

Next, users must log in by entering their username and password και clicking the "Login" button (see Figure 2). These credentials are the same as those used for accessing their AUEB email. On this page, users can choose whether the browser should remember their username (Remember username). If this option is selected, they will be redirected to the AUEB password management page.

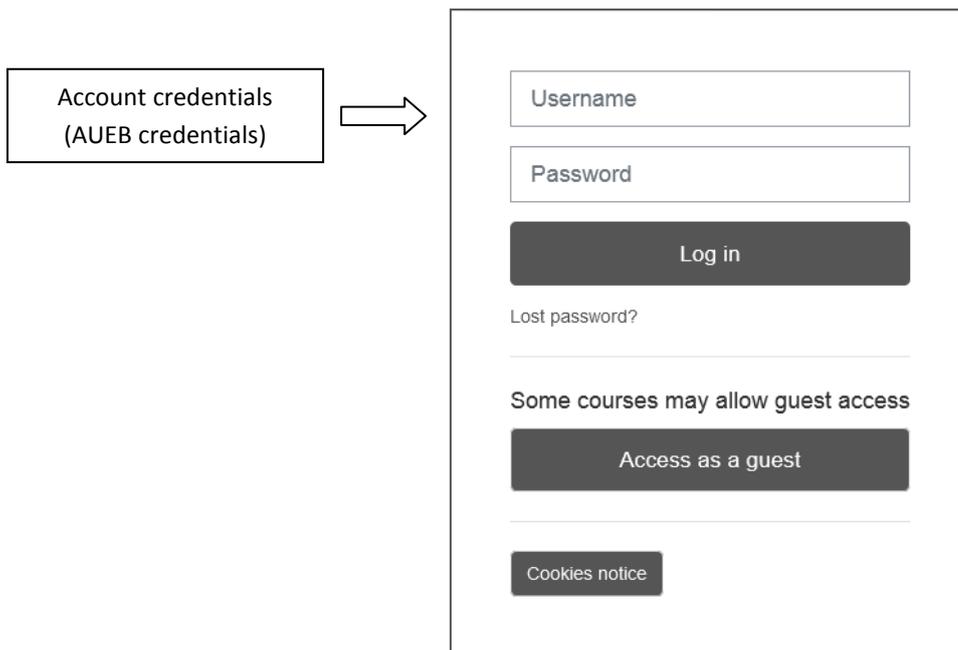


Figure 2: Login Screen

User Interface Overview

The user interface of the platform is shown in Figure 3. On the homepage, there is a list of courses divided by semester (Field 4), showing which courses are **Compulsory** and which are **Elective**.

In the top right corner (Field 2), the logged-in user's name is displayed. Clicking on it allows users to view or edit their profile, open the calendar, or log out. There are also **Notifications** and **Messages** icons that display unread messages and the users who sent them (Field 1).

Below, there is a secondary navigation bar (Field 3) with links to the Homepage, the user's personal **Home** page, **Events**, **Dashboard**, **Courses**, and **Help**, which includes the student guide.

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

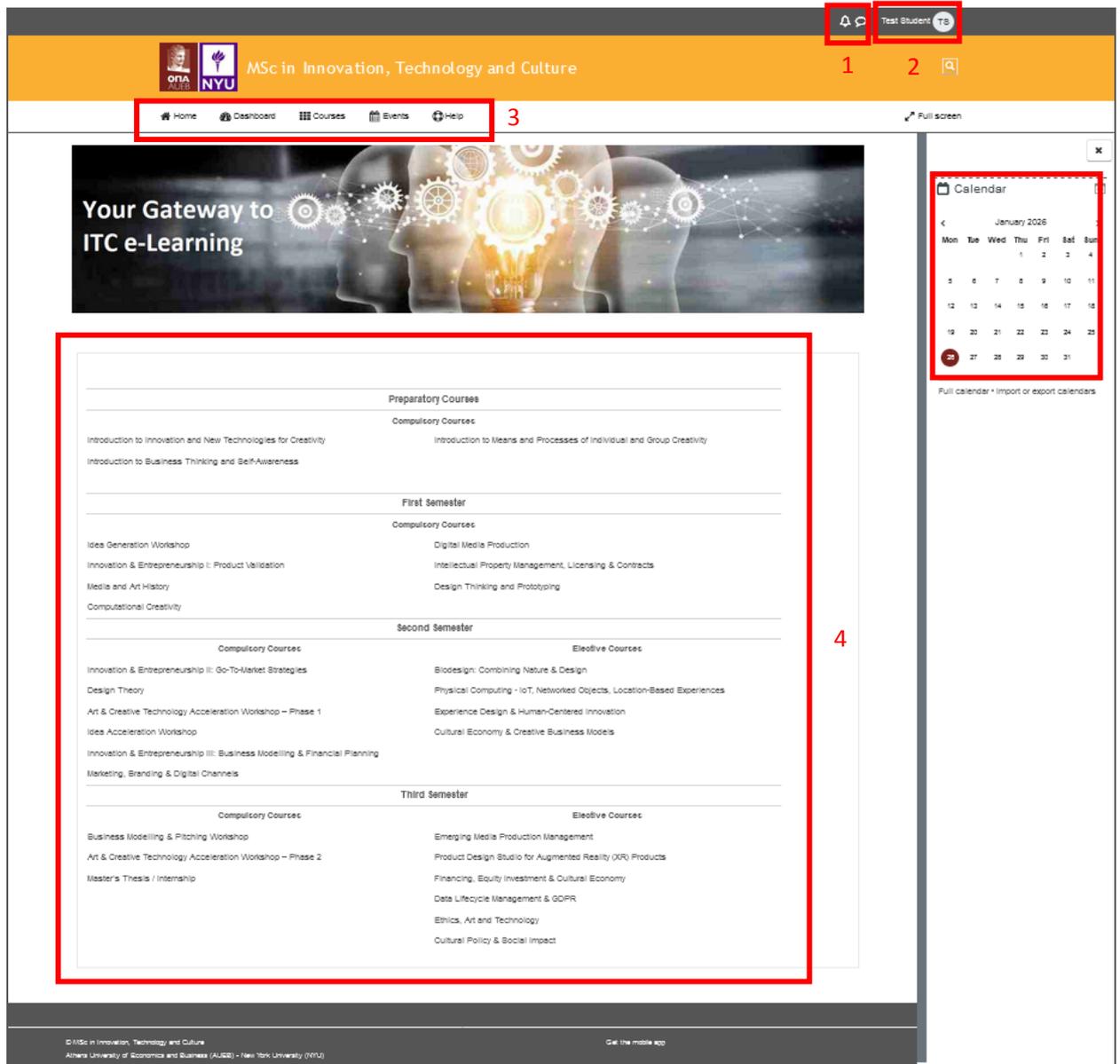


Figure 3: Logged-in User Interface

User Profile

Users can view their profile by selecting **View profile** from the top right under their name. This page displays various personal details (Figure 4).

Users can also edit their profile via **Edit profile**, adding extra information such as personal website, phone number, address, etc., and can upload a profile picture. They cannot change their first name, last name or email address (Figure 5).

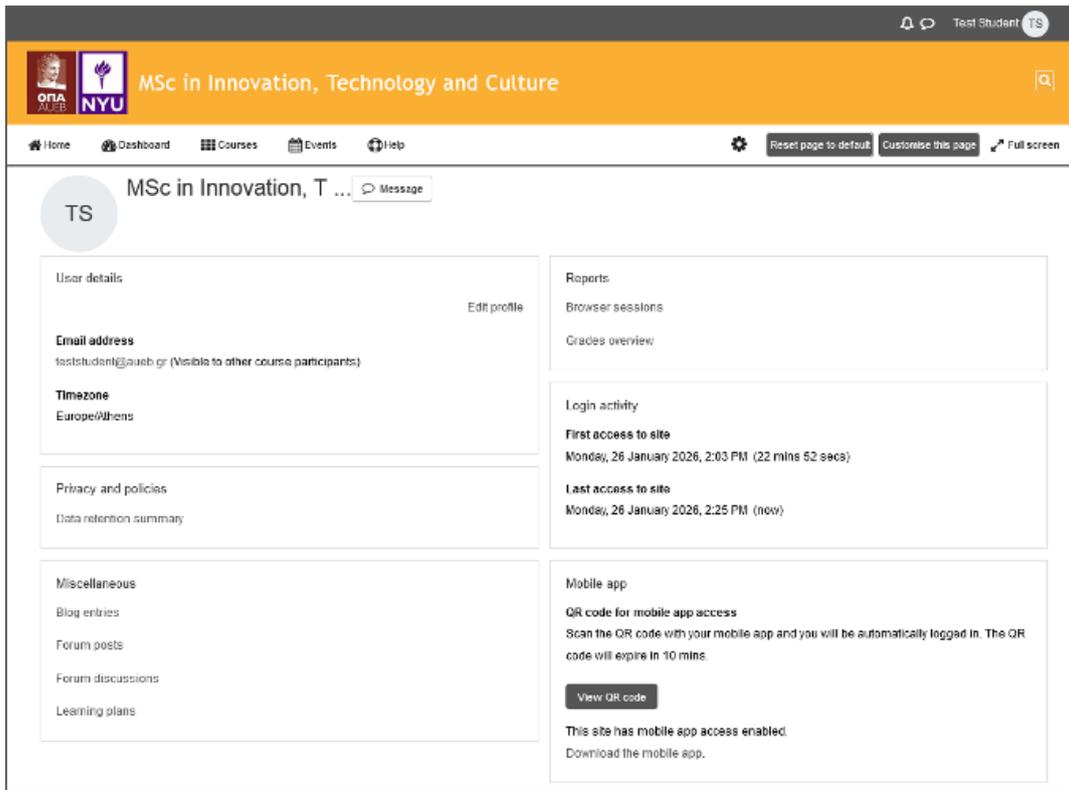


Figure 4: User Profile Overview

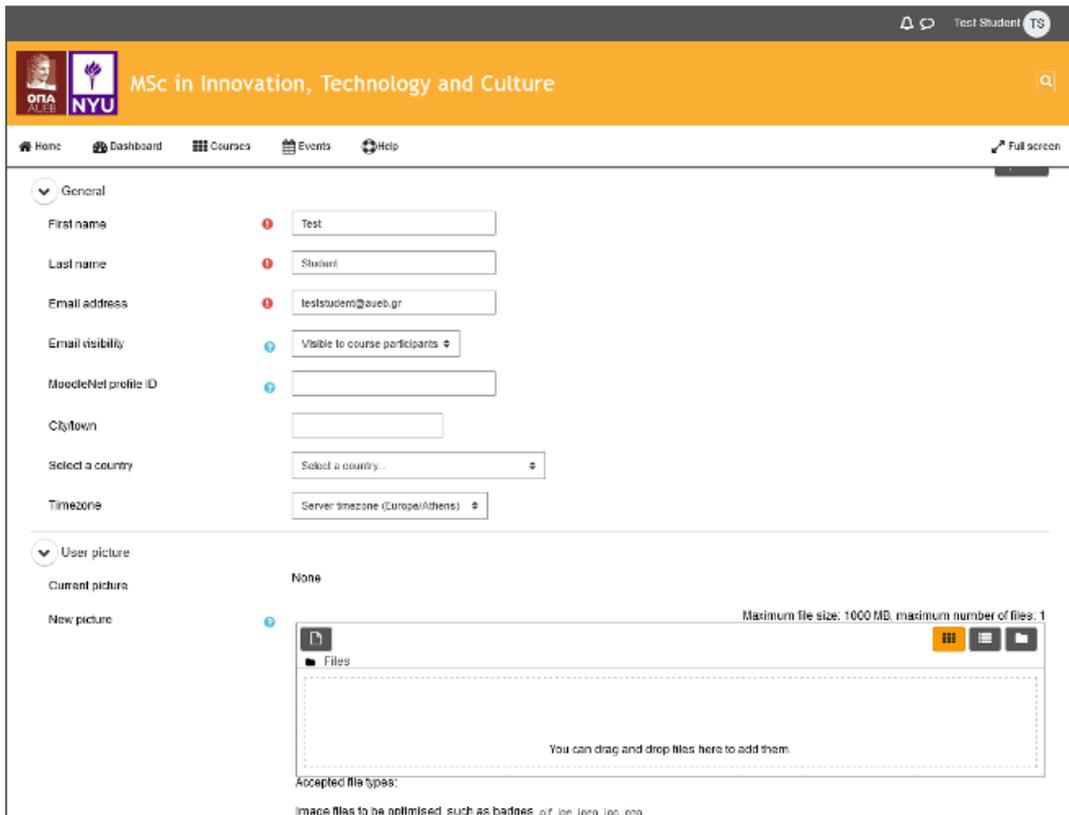


Figure 5: Editing User Profile

Calendar

The calendar allows users to post events according to their permissions.

System administrator can post events visible to all users and courses. Teachers post events visible to the members of the course they teach and to groups they specify. Students can use the calendar as a reminder for course obligations or other important events.

Events are color-coded by category: system events, course events, group events, user events. Clicking the month name opens the calendar page.

To add a new event, click **New Event**. To the left of the button, the **Month** view can be selected, showing events for the month, day, or upcoming events. Next to it, users can filter events by all courses or a specific course.

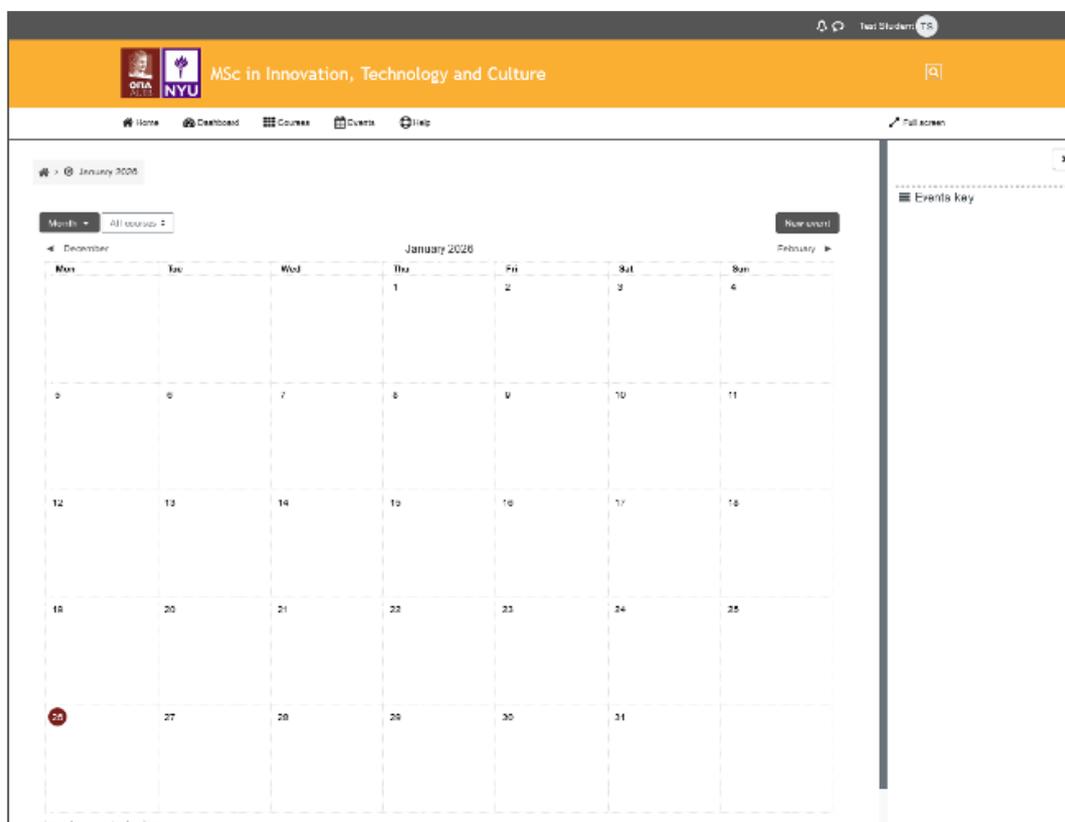


Figure 6: Calendar

Clicking **New Event** opens a window where users enter the event title, select whether it is a user or course event, and optionally add a short description via **Show more....** Set the date, time, duration, and whether the event repeats. Click **Save** when finished. To delete an event, select the day of the event and click the **x** in the bottom right corner of the event box. Next to it is the edit icon, which allows modification of the event details.

New event

Event title !

Date

Show less...

Description

Location

Duration

Without duration

Until

Duration in minutes

Repeat this event

Repeat weekly, creating altogether

! Required

Figure 7: Adding a Calendar Event

Dashboard - Courses

The Dashboard is a customizable page providing users with links to the Timeline, upcoming activities, calendar, and recently accessed courses (if enabled). In the sidebar, there are **Recently accessed items** or other blocks that users can activate via **Customise this page**.

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

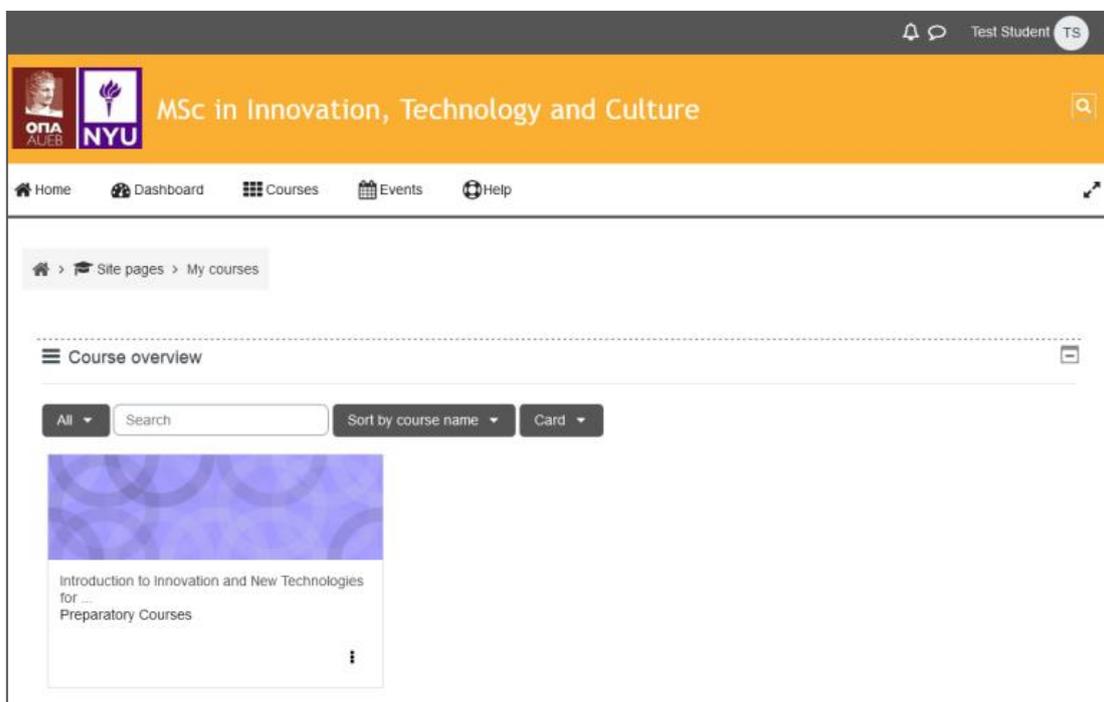
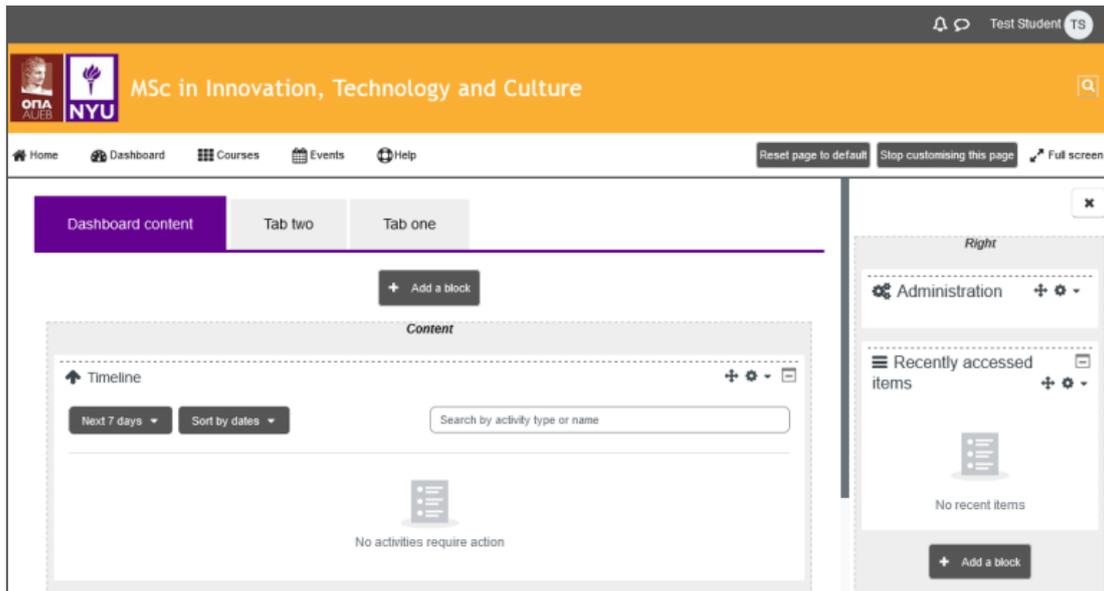


Figure 8: Dashboard - Courses

Course Self-Enrolment

Self-enrolment allows users to enroll in a course they have chosen by entering the required enrolment key (provided by the instructor or program office) and clicking **Enrol me**, located below the course description or via **Enrol me in this course** in the sidebar under Administration.

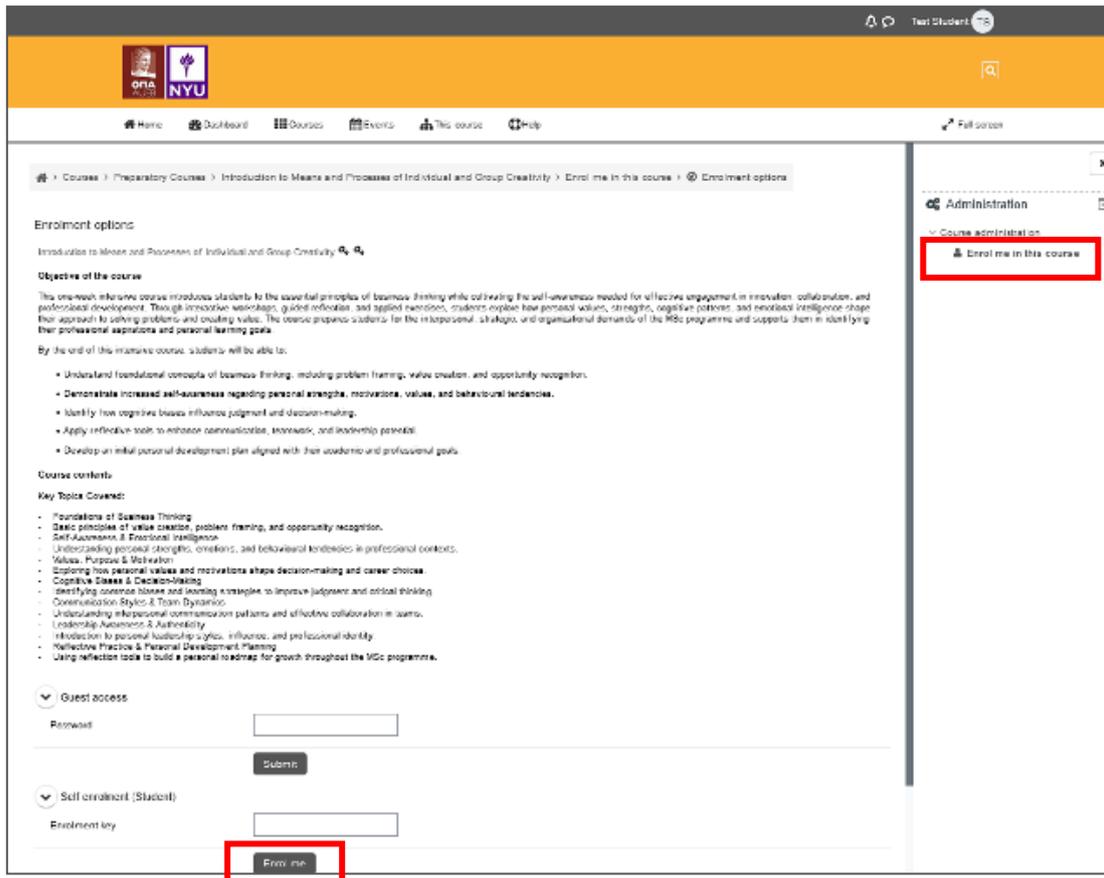


Figure 9: Course Self-enrolment

Users can also unenrol from a course from the same page.

Course Content

After enrolling in a course, users can view its content by clicking the course title. The course format is determined by the instructor and may include Single Activity, Social, Topics, or Weekly formats. The default format is Topics.

All **activities** and **resources** added by instructors are displayed. Multiple file types (e.g., .pdf, .docx, .pptx) can be shared. Each file has its own icon, and users can view or download files directly.

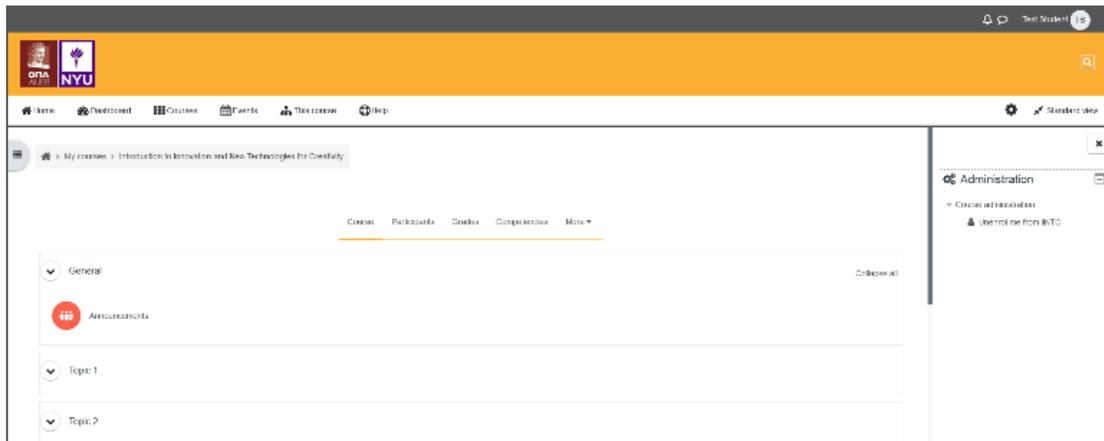


Figure 10: Course Content

Assignment

This activity allows instructors to assign tasks, receive submissions, and provide feedback, including grades. Student submissions are visible only to instructors unless it is a group assignment.

For group assignments (**group choice**), students can join a group and view members already enrolled before making a choice.

Students can submit various file types (documents, spreadsheets, images, audio, video) or directly type text into Moodle. Instructors may require either or both methods.

Each assignment has a start date (before which submissions are not accepted) and a due date (after which instructors can close submissions). Turnitin can be used for plagiarism checks if enabled.

Submitting Turnitin Assignment 2

Within the course, students select the relevant assignment. They must first accept the Turnitin privacy policy. On the My Submissions page, they can view assignment details and submit via Submit Paper (Figure 11).

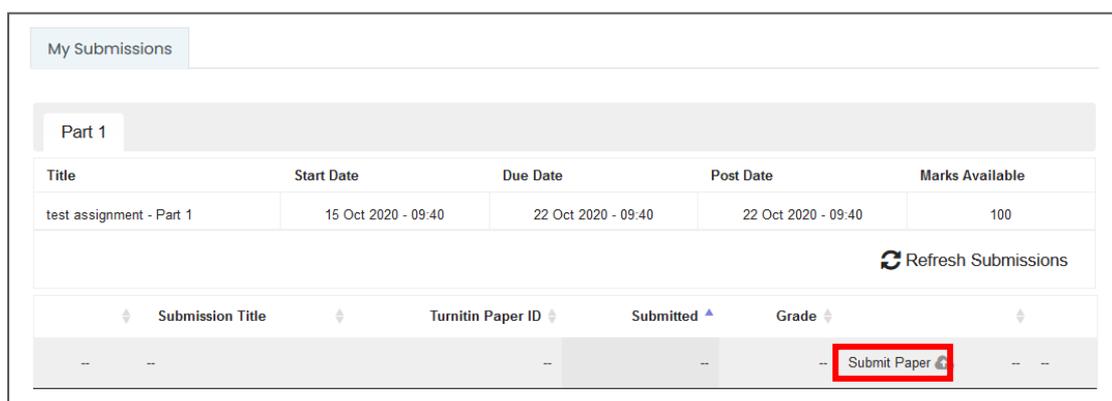
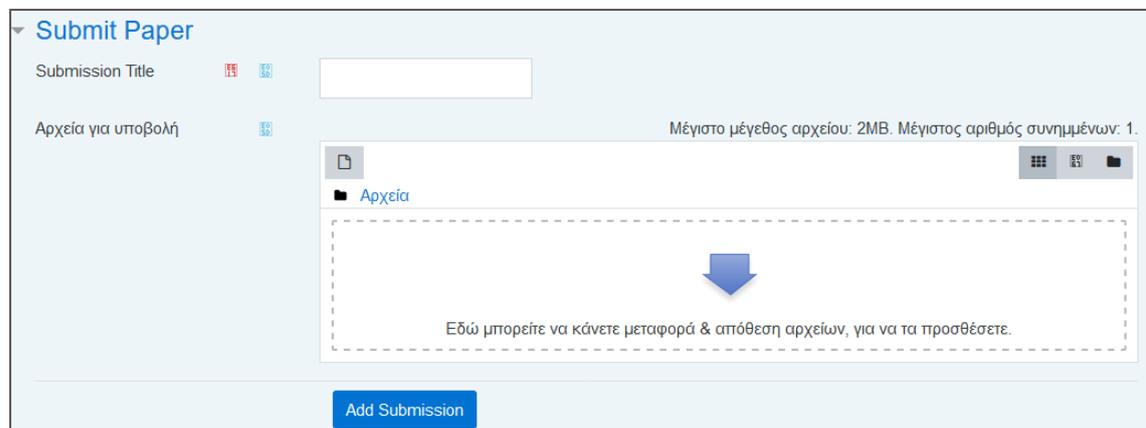


Figure 11: Turnitin Assignment 2 - My Submissions

Submission options:

File upload: Enter the title, upload the file via drag-and-drop or file icon. File type is as specified by the instructor (e.g., Word, PDF, HTML).

Text submission: Enter the title and paste the text in the submission field.



The screenshot shows the 'Submit Paper' interface. It includes a 'Submission Title' field with a red 'X' icon, a file upload area with a folder icon and the text 'Αρχεία για υποβολή', and a large dashed box with a blue arrow pointing down and the text 'Εδώ μπορείτε να κάνετε μεταφορά & απόθεση αρχείων, για να τα προσθέσετε.' Below the interface is a blue 'Add Submission' button. At the top right of the file upload area, it says 'Μέγιστο μέγεθος αρχείου: 2MB. Μέγιστος αριθμός συνημμένων: 1.'

Figure 12: Turnitin Assignment 2 – Submitting an Assignment

After submission, the assignment appears on **My Submissions**.

Announcements

Announcements is a special forum for general announcements, pre-installed in each course. Usually located at the top of the main content area, only instructors and administrators can post and reply. By default, all enrolled users are subscribed to this forum.

The **Latest News** block shows recent posts from the News Forum.

When an instructor posts an announcement, all enrolled users receive an email (to their AUEB email) with the update.