



Learning Platform

Support for Learning Processes of Students

Manual for a Student

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VAT No. (NIP): 517-035-94-58 REGON: 180853177, KRS (National Court Register): 0000421310, District Court Gdańsk - Północ in Gdańsk, the 8th Business Department of the National Court Register Amount of share capital PLN 120,002,940.00
Amount of share capital paid up PLN 120,002,940.00

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Asseco Data Systems S.A.

Gdynia, April 2020

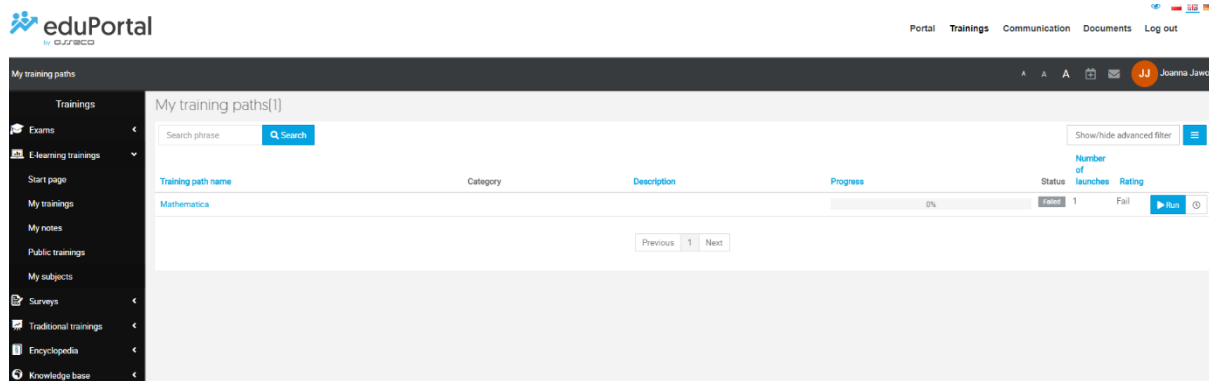
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1. Subject Launch

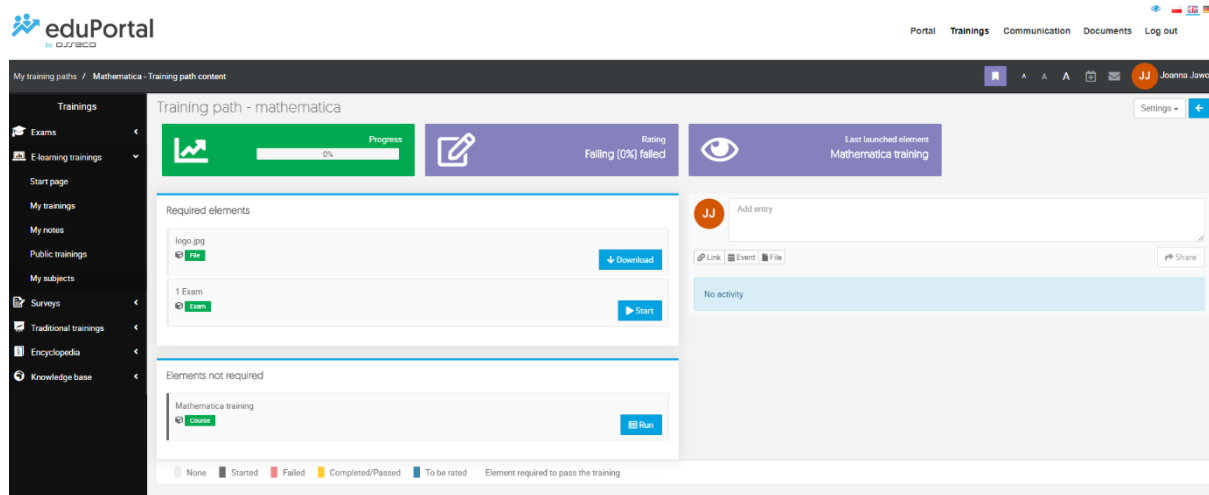
The subject is a place where the lecturer can place teaching materials, examinations, tasks, and virtual meetings.

To launch a subject, select the **Trainings** module in the top menu. On the left side of the menu, click on the **e-learning trainings** and select the **My subjects** tab, Then, click on the **Run** button next to the selected subject,



A window with the contents of the subject will open.

As you can see in the following screen shot, elements are divided into required and not required.



To launch a subject, click on the button next to the selected subject, e.g: **Launch**, **Run** or **Download** or **Read**, **Start** depending on which subject you are launching, e.g. if a file is an element of the subject, the Download button appears.

1.1. Launching a Course within the Subject

To launch a assigned to a subject, select the **Trainings** module in the top menu. On the left side of the menu, click on the **e-learning trainings** and select the **My subjects** tab. Then, click on the **Run** button next to the selected subject.

eduPortal

Portal Trainings Communication Documents Log out

My training paths

My training paths(1)

Search phrase

Show/hide advanced filter

Training path name	Category	Description	Progress	Status	Number of launches	Rating
Mathematica			0%	Failed	1	Fail

Previous 1 Next

A window with the contents of the subject opens; click on the **Run** button next to it to launch the Course.

eduPortal

Portal Trainings Communication Documents Log out

My training paths / Mathematica - Training path content

Training path - mathematica

Progress 0%

Rating Failing (0%) failed

Last launched element Mathematica training

Required elements

logo.jpg

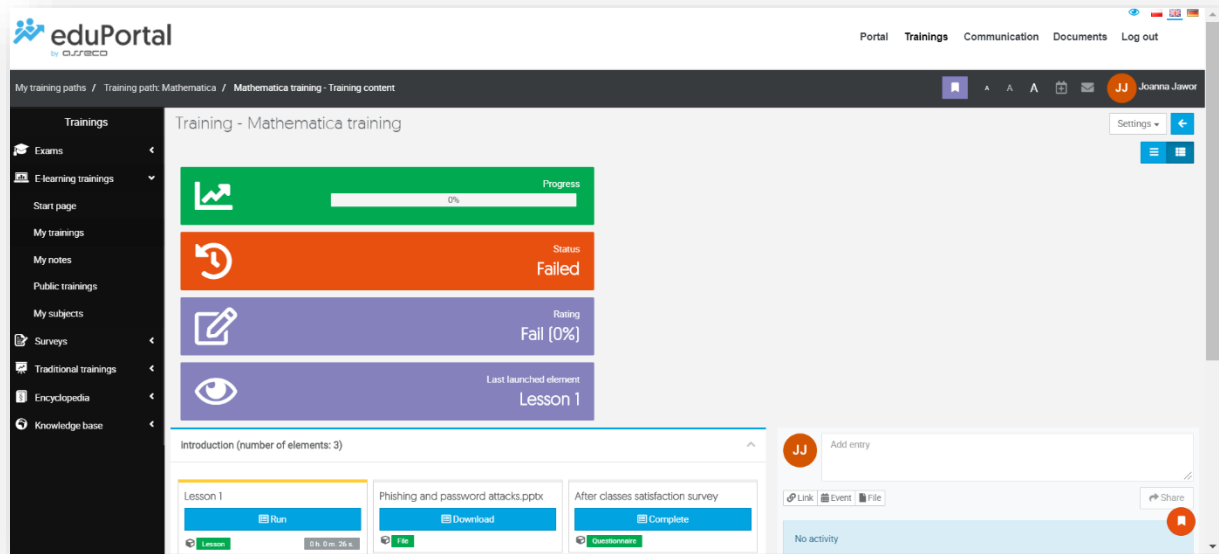
1 Exam

Elements not required

Mathematica training

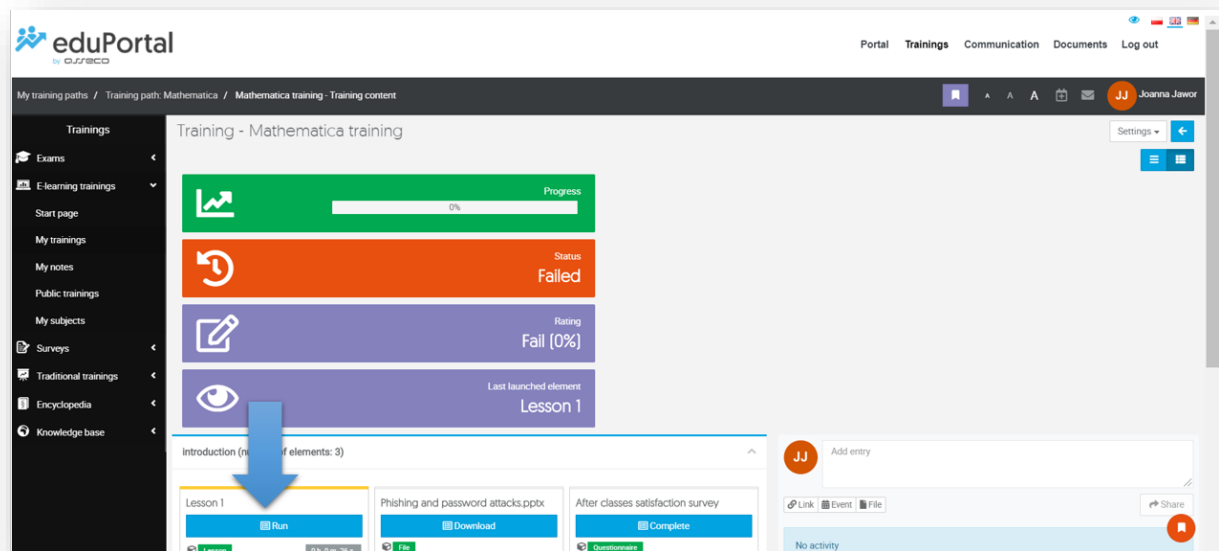
None Started Failed Completed/Passed To be rated Element required to pass the training

A window containing the course will open.

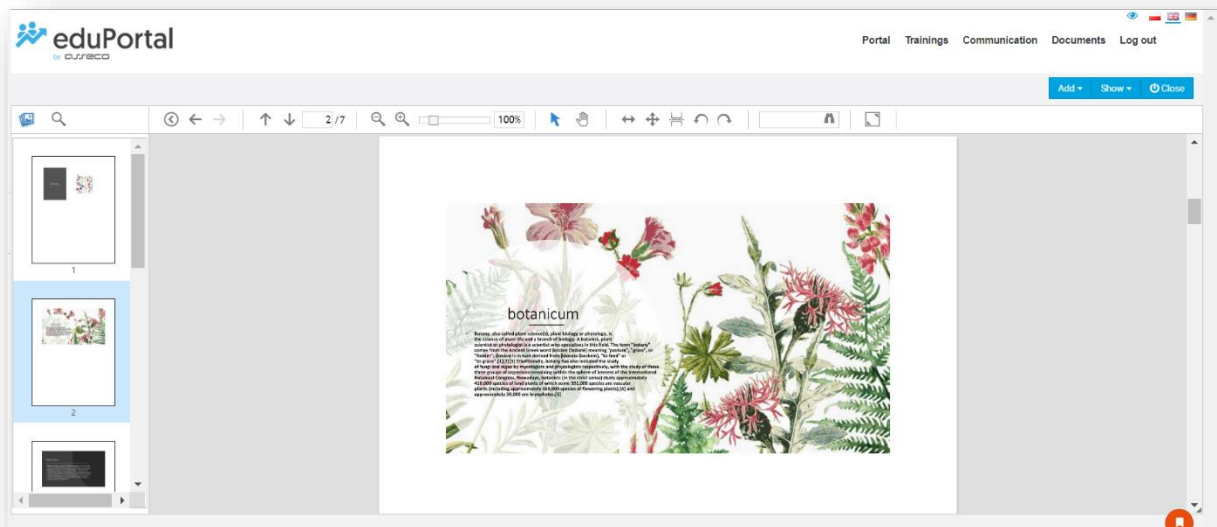


In the Training, elements can be added, such as a Lesson in which documents or PPTX presentations are added by the lecturer; these elements are presented using the player in the platform without the need to download them.

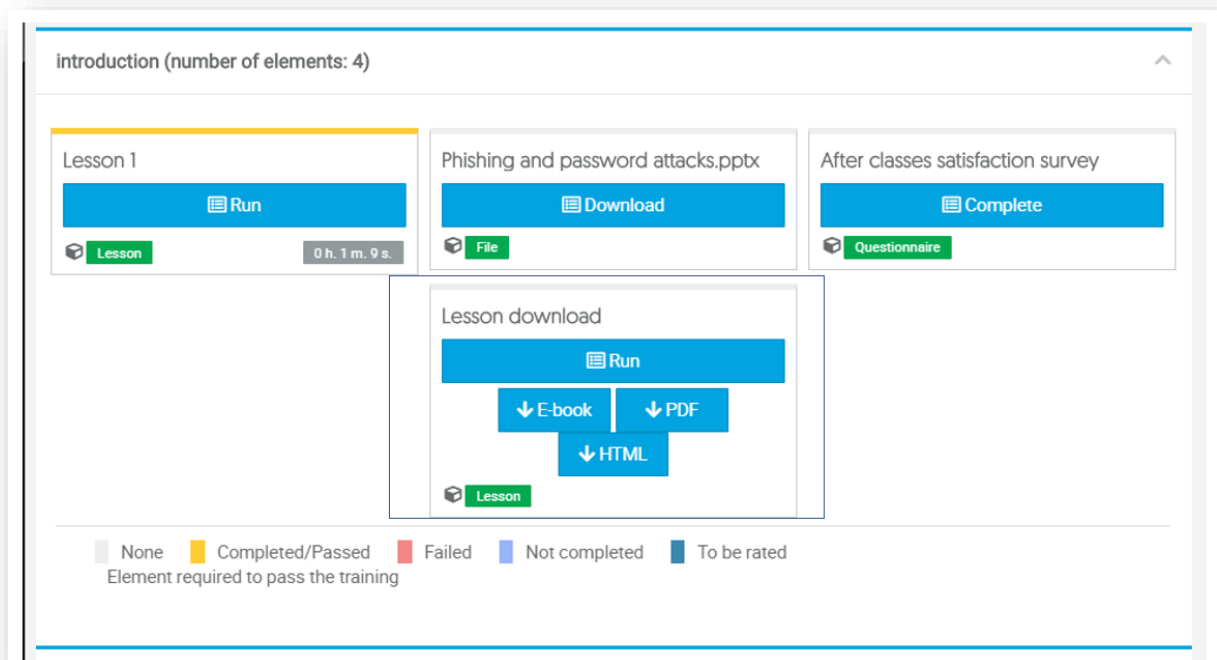
To launch a lesson, click on the **Run** button next to the lesson.



The lesson will be presented in the player.



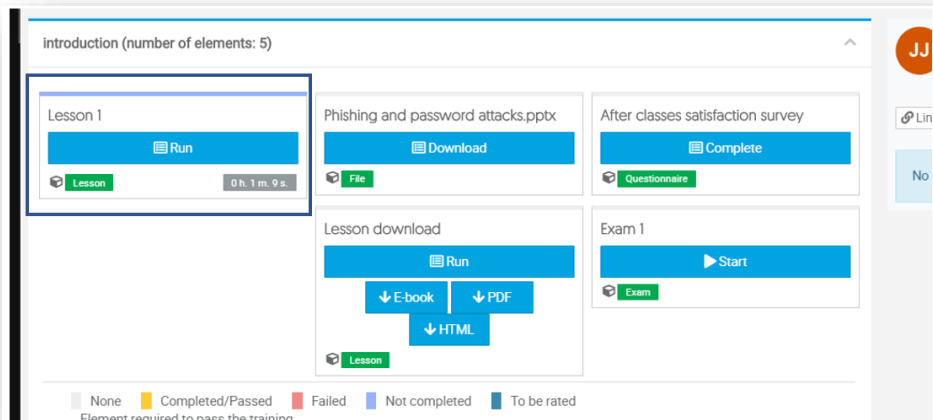
When the lecturer turns on the possibility to download lessons in PDF, HTML, EBOOK format, buttons will appear on the tile with the Lesson element that allow you to download the Lesson in one of these formats.



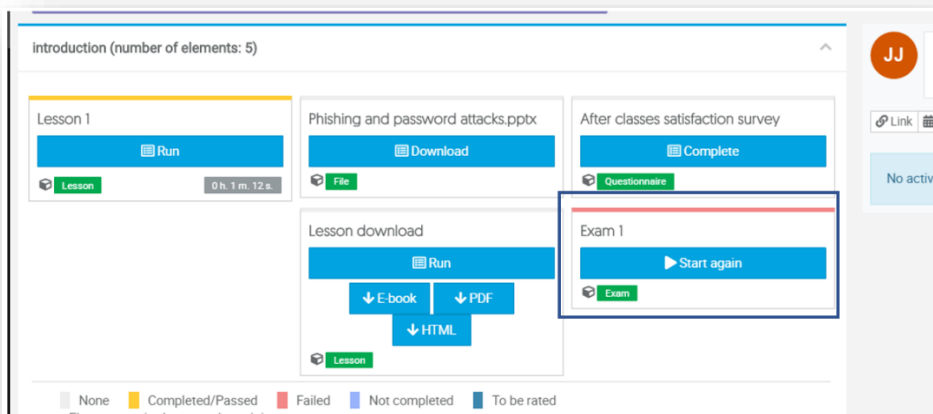
Depending on whether an element of the training has been e.g. Passed, Failed, Not Completed - the system communicates this using colours on the tile of the given element according to the status legend.

None Completed/Passed Failed Not completed To be rated
Element required to pass the training

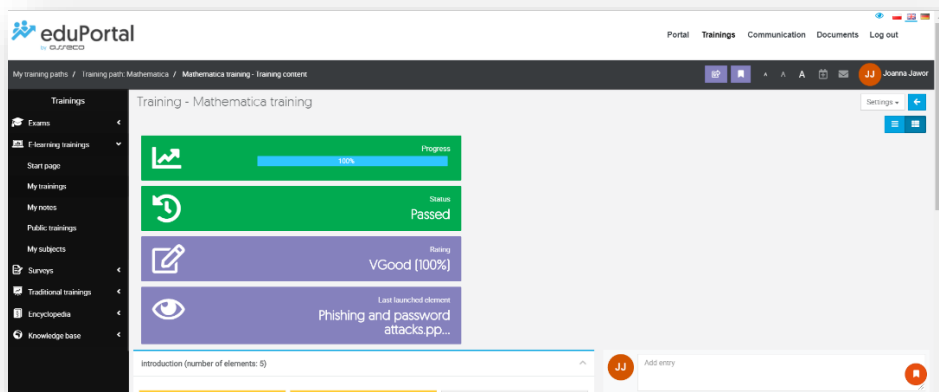
For example, below a subject with the following status can be seen: Not Completed.



For example, below you can see a subject with status: Failed.



When the required elements have been successfully completed, the Training status changes to Passed.



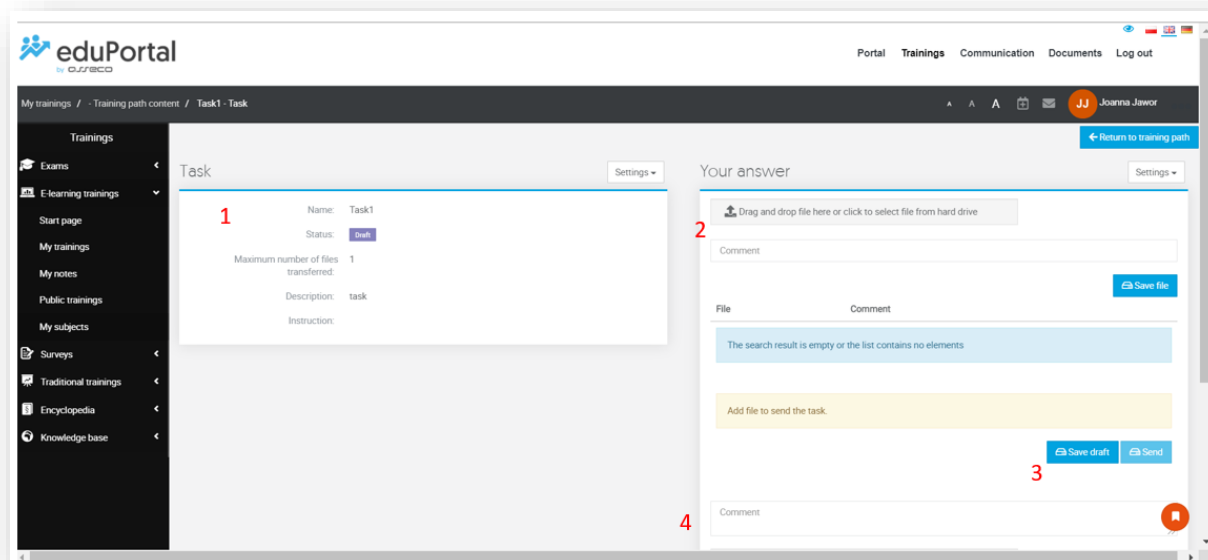
The user goes through every element of the training for it to be passed.

1.2. Launching a Task within a Subject

To launch a task assigned to a subject, select the **Training** module in the top menu. On the left side of the menu, click on the **e-learning trainings** and select the **My subjects** tab.

Then, click on the **Run** button next to the selected subject. A window with the contents of the subject will open. To launch the task, click on the **Fill in** button next to the task.

The **Task** window will open.



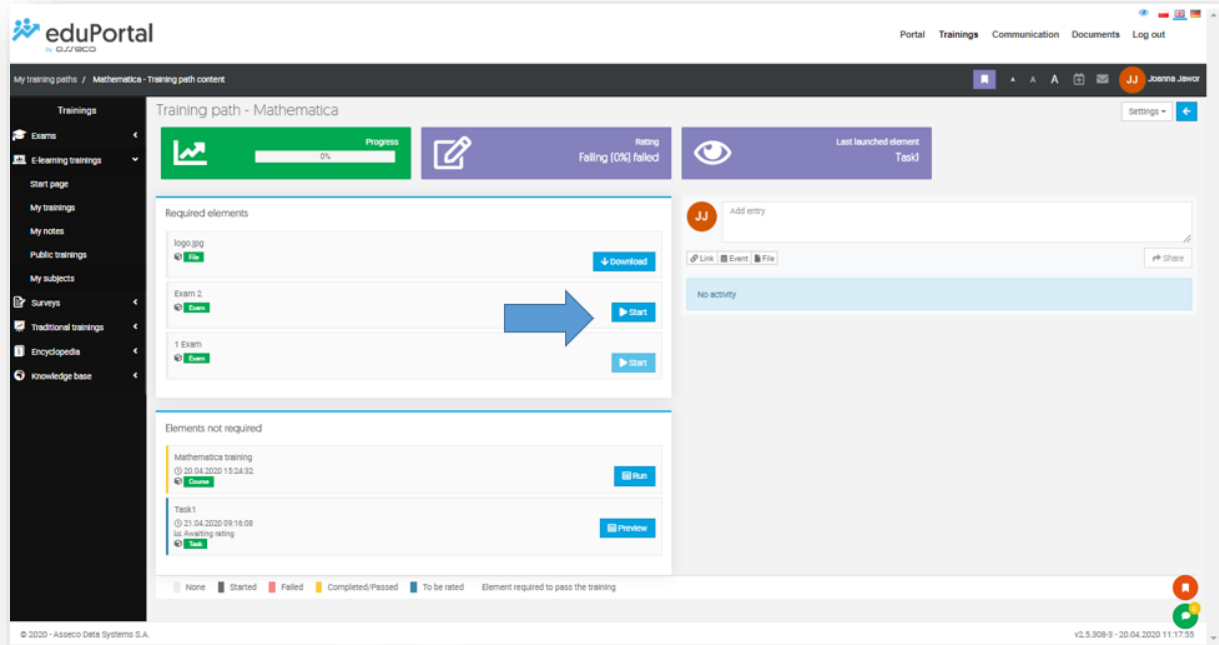
1. On the left side, the status (it will display the “Draft” until a reply is sent), information about the maximum number of files uploaded, description, and instructions can be seen.
2. On the right side, the file that will be the reply to the task can be added. Alternatively, a comment on this file can be added. After adding, click on the **Save file**.
3. If the reply is not ready to be sent yet, click on the **Save draft**. The lecturer will get the reply when the **Send** button is clicked.
4. An additional comment with an attachment can be added at any time. After entering the content, click on the **Save comment**.

After sending the reply, the user moves back to the subject element list view. The status at the task will change to Awaiting rating. Once the lecturer has given the grade, the status will change to Passed/Failed/Retake .



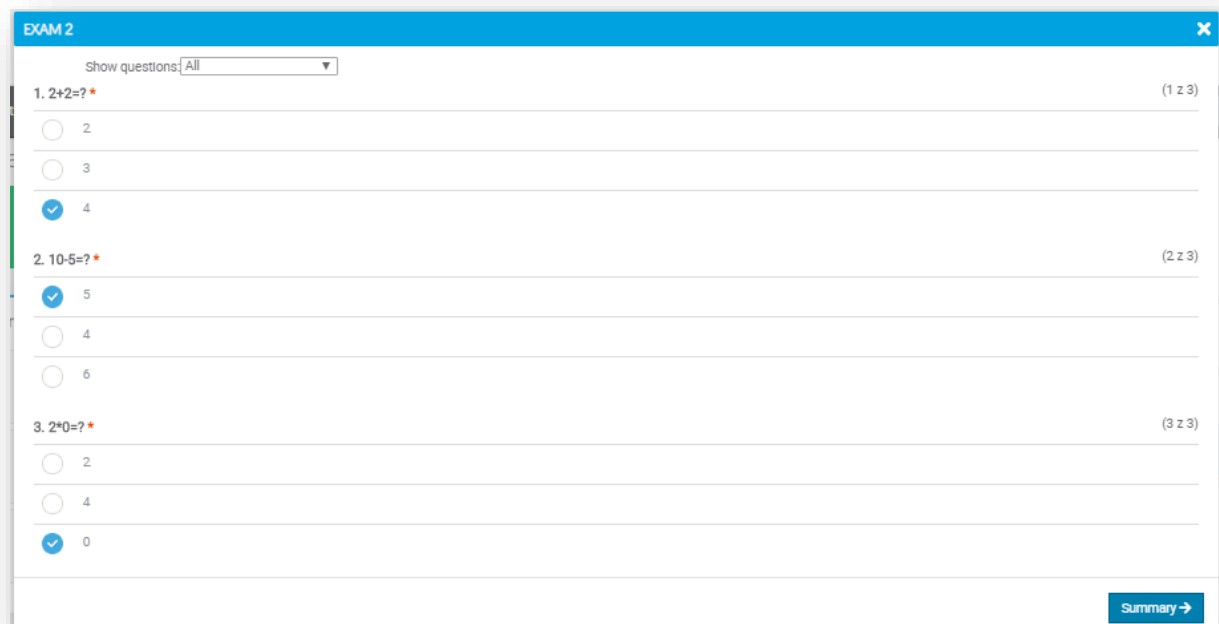
1.3. Launching an Examination within the Subject

In order to launch an Examination added by the lecturer to the subject, click on the **Start** button next to the Examination element.

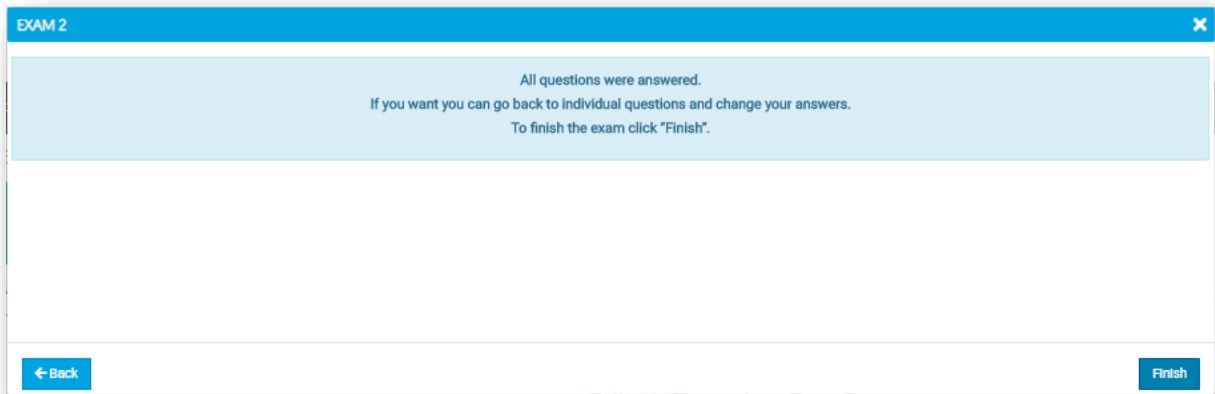


The **DESCRIPTION FOR THE APPLICANT** will open with instructions on how to complete the exam, click on the **Start** button.

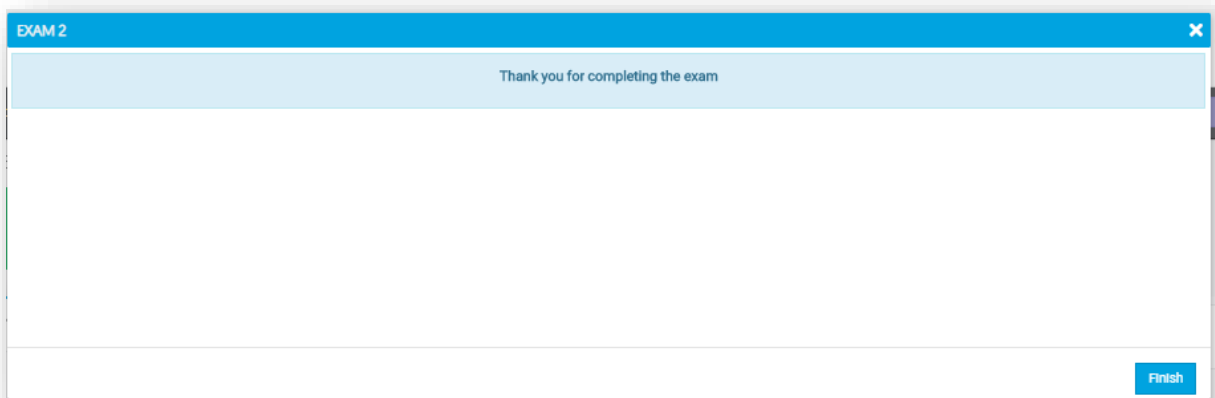
The window containing questions will open, reply to the questions in the exam and Then, click on the **Summary**,



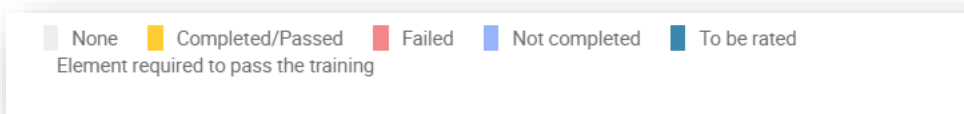
Then, click on the **Finish**,



click on the **Finish** again.



Once the exam is completed, the tile displays information whether the exam has been passed or not. This is indicated by the status colours at the bottom of the site



1.4. Launching Surveys within the Subject

To launch a survey assigned to a subject, select the **Training** module in the top menu. On the left side of the menu, click on the **e-learning trainings** and select the **My subjects** tab.

Then, click on the **Run** button next to the selected subject.

Then, click on the **Run** next to the Survey element.

The window containing questions will open, reply to the questions in the survey and Then, click on the **Next**,

SUBJECT ASSESSMENT AFTER COMPLETING THE SUBJECT [X]

1. How would you rate the subject from 0 to 10? * (1 z 4)
 0 [slider] 10 [8 ▼]

2. How difficult was the subject for you? * (2 z 4)
☐ Easy
☒ Hard
☐ Very hard

3. what was your attendance at classes? * (3 z 4)
☐ <25% ☐ 25-50% ☒ 50-75% ☐ 75-100%

4. what was your attendance at lectures? * (4 z 4)
☐ <25% ☐ 25-50% ☒ 50-75% ☐ 75-100%

Next →

Then, click on the **Finish**,

SUBJECT ASSESSMENT AFTER COMPLETING THE SUBJECT [X]

All questions were answered.
 If you want you can go back to individual questions and change your answers.
 To complete the survey click the "Finish" button

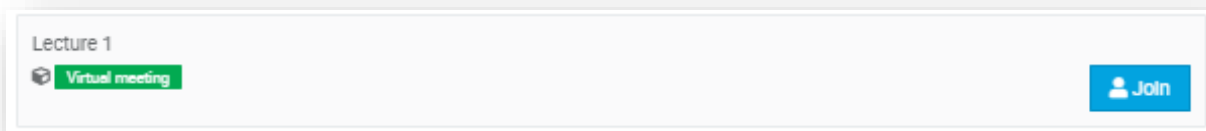
← Back **Finish**

And Then, click on the **Finish** again - the survey has been completed.

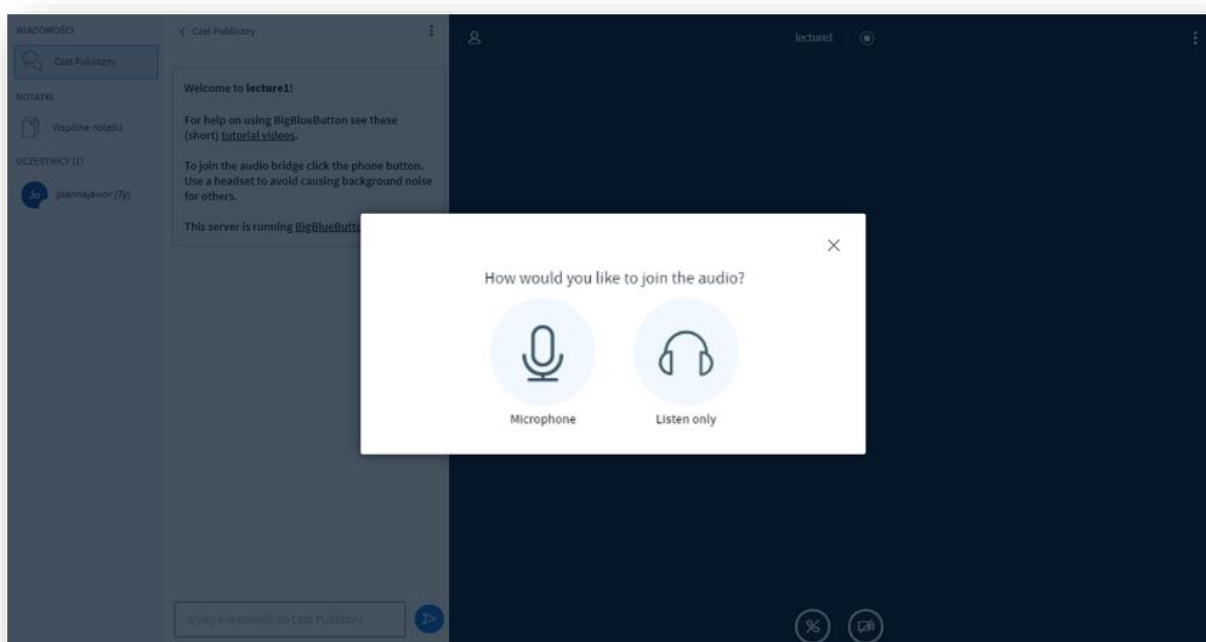
1.5. Launching a Virtual Meeting within the Subject.

The educational platform enables the use of a virtual meeting in which the lecturer can present materials, establish a voice and text dialogue, and share the screen. To join the meeting, select the **Trainings** module in the top menu. On the left side of the menu, click on the **e-learning trainings** and select the **My subjects** tab. Then, click on the **Run** button next to the selected subject. A window with the contents of the subject will open.

To join a **virtual meeting** within the subject, click on the **Join** button (the button appears 30 minutes prior to the start date).



The user is automatically moved to the virtual meeting window.



Choose the way to participate in the virtual meeting and click on the **Using the microphone** or **Listening only** button.

Following the recommendations below will improve the quality of the virtual meeting session.

1. Using of FireFox or Chrome browser is recommended because they provide the best sound quality, especially on poor quality connections.
2. During the lecture, muting other users is recommended - this will eliminate interference and improve sound quality.
3. In the case of presentation of a material, the lecturer is recommended to turn off the camera - thanks to this, the image from the camera will not be sent to the students which will increase the quality of the presented image on poor quality connections.
4. Students are also recommended to switch their cameras off during the virtual meeting.

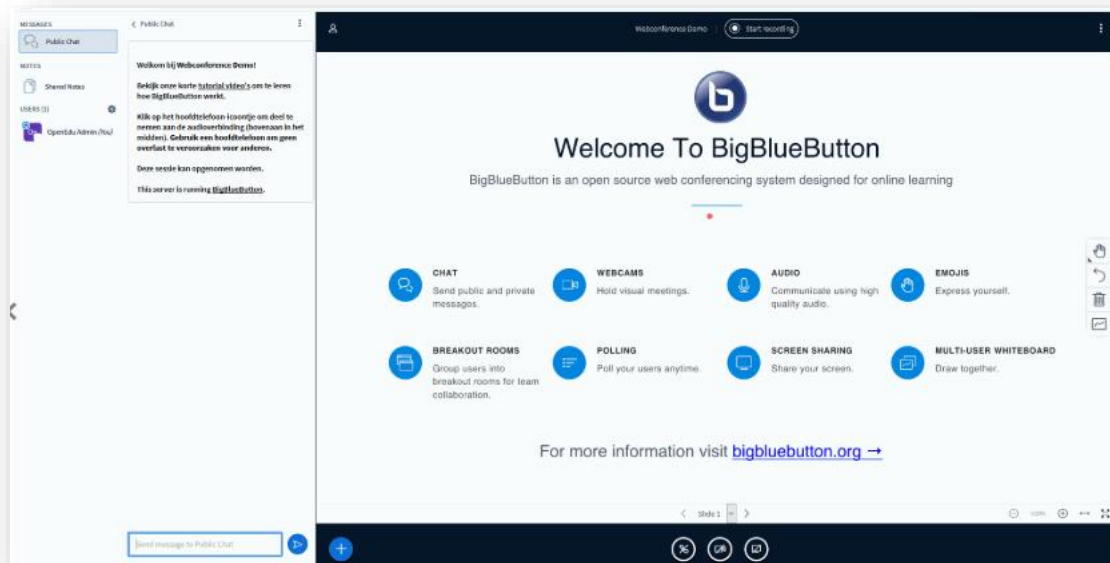
1.5.1. Chat, Notes

Participants can use the chat that is located on the left in the **Public chat** button. To send a message, enter it in



the Send message to Public Chat field and click on the **Send message** button .

Participants may have private conversations among themselves. When clicking on the participant's Name and Surname, the user clicks on the **Start private chat** to send this participant a private message.



Participants can also use the Common Notes button on the left in the **Common Notes** button. Notes will appear to all participants in real time after being entered in the text field.

1.5.2. Viewing a Recorded Meeting

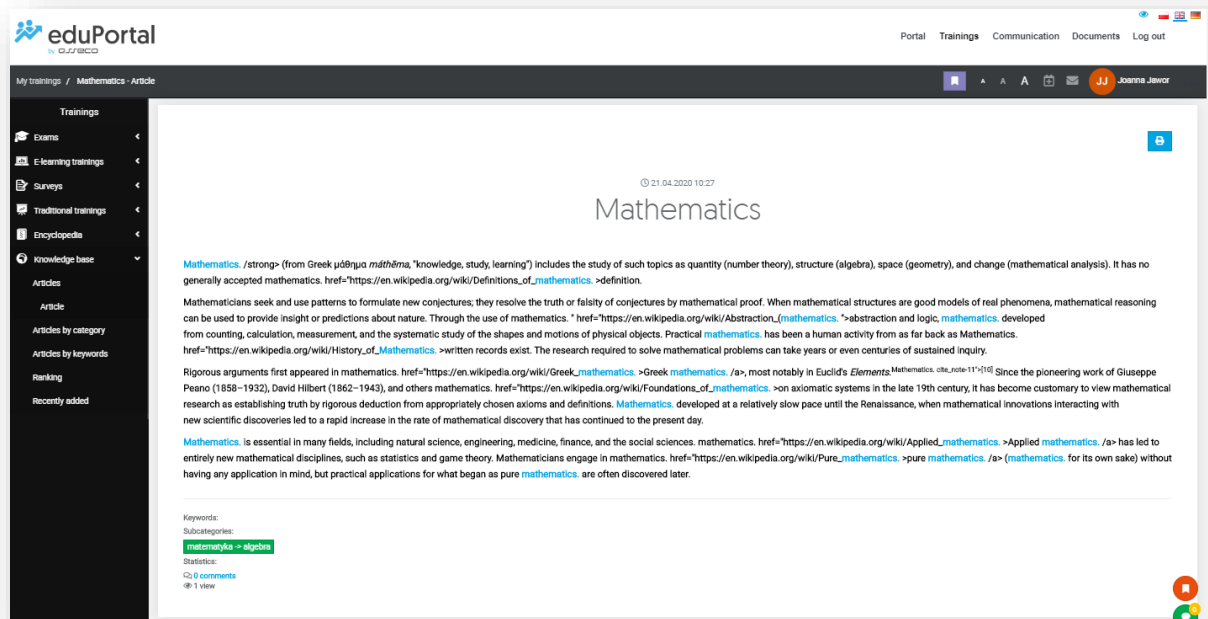
If the meeting was recorded by the speaker, it can be viewed it by clicking on the **Training** module in the top menu. On the left side of the menu, click on the **e-learning trainings** and select the **My subjects** tab,

Then, click on the **Launch** button next to the subject that the meeting was assigned to. The **Show** button will appear in the element list next to the Virtual Meeting. The window containing the player will appear where the meeting can be viewed.

1.6. Launching an Article from the Knowledge Base within the Subject.

To read the article created by the lecturer, select the **Trainings** module in the top menu. On the left side of the menu, click on the **e-learning trainings** and select the **My subjects** tab. Then, click on the **Run** button next to the selected subject. A window with the contents of the subject will open.

Click on the **Show** next to the Article from the knowledge base element.
A window containing the article will open.



1.7. Downloading the file Attached to the Subject.

To download a file attached by the lecturer to the subject, select the **Training** module in the top menu. On the left side of the menu, click on the **e-learning trainings** and select the **My subjects** tab. Then, click on the **Launch** button next to the selected subject. A window with the contents of the subject will open.

Click on the **Download** next to the File element. The file download will start.