



UNIVERSITY OF AGRONOMICAL SCIENCES
AND VETERINARY MEDICINE OF BUCHAREST

User manual for the e-learning platform
University of Agronomic Sciences
And Veterinary Medicine of Bucharest
The students' form



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1. Logging in to the platform via MS O365

The logging in to the platform of the University of Agronomic Sciences and Veterinary Medicine of Bucharest is done exclusively via **Google**. For authentication click on the "**Google**" button (Figure 1).

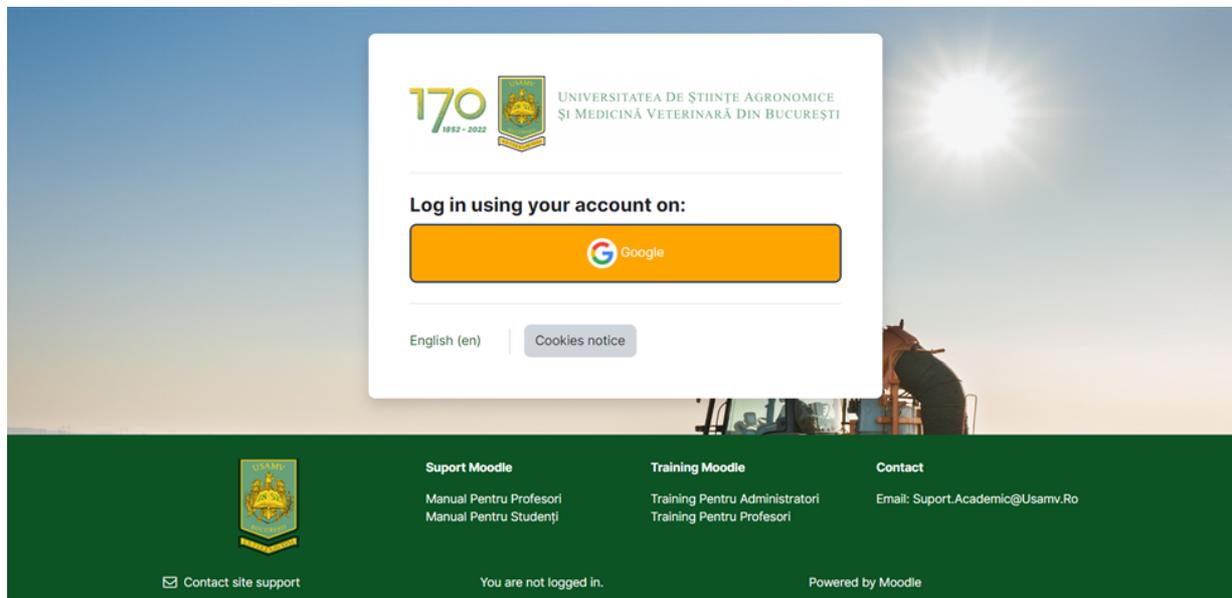


Figure 1 - Platform authentication via Google (1)

At this point you will be redirected to the Google login page, where you have to enter your institutional email address (including in the string @fmvb.usamv.ro) and then click on the "**Next**" button (Figure 2).

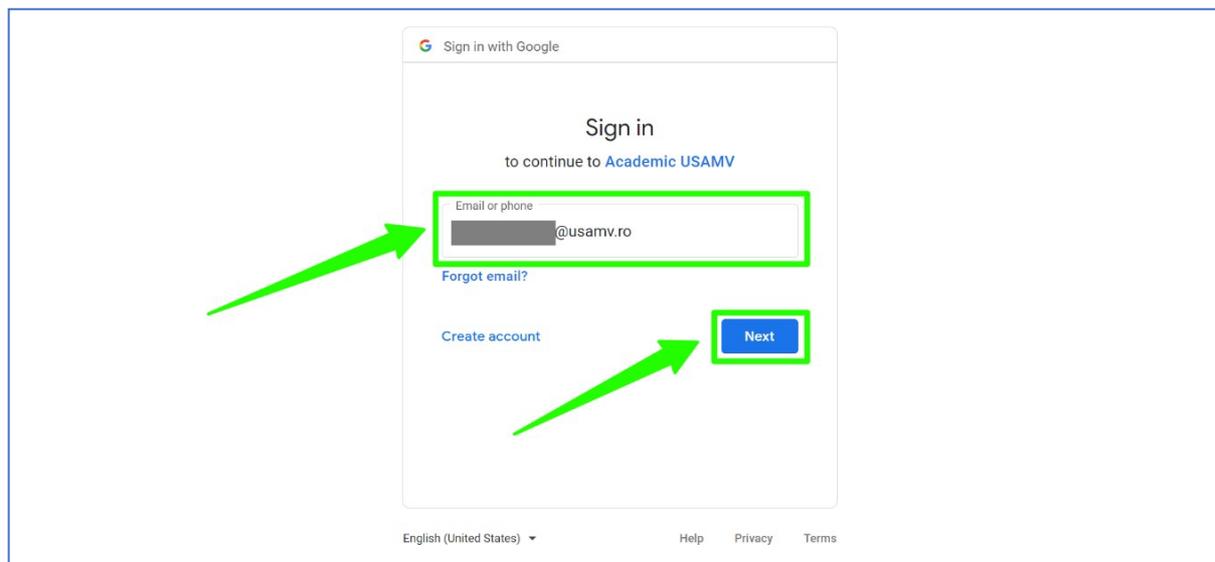


Figure 2 - Platform authentication via Google (2)

Then enter your password and tap on the "Sign in" button (Figure 3).

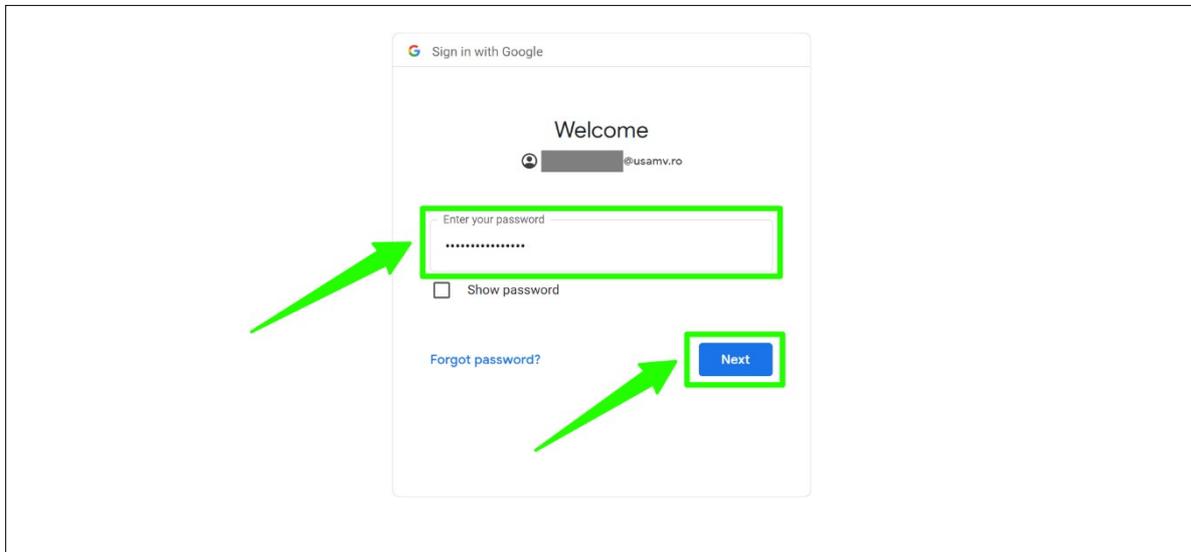


Figure 3 - Platform authentication via Google (3)

After logging in, you will be redirected to the **My courses** page (Figure 4).

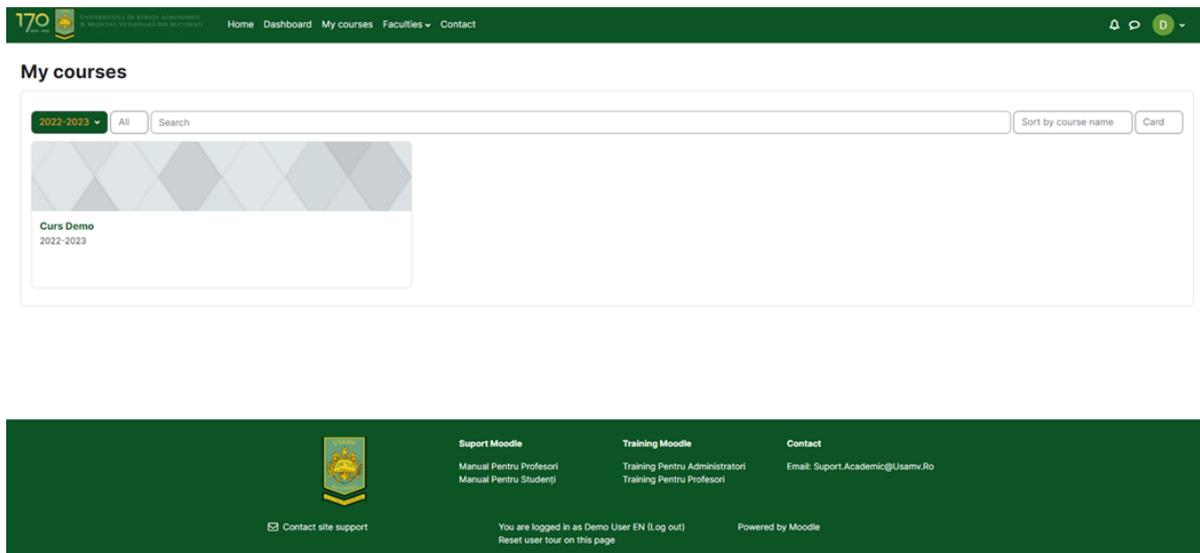


Figure 4 - My courses Page

2. The navigation menu

At the top of your browser's page, you can find the navigation menu. In the following you will find its description and how it helps you navigate through the platform.

- **Home:** accessing the main page of the platform;
- **Dashboard:** Accessing the Dashboard page;
- **My courses:** accessing the My courses page;
- **Faculties;**
- **Contact.**

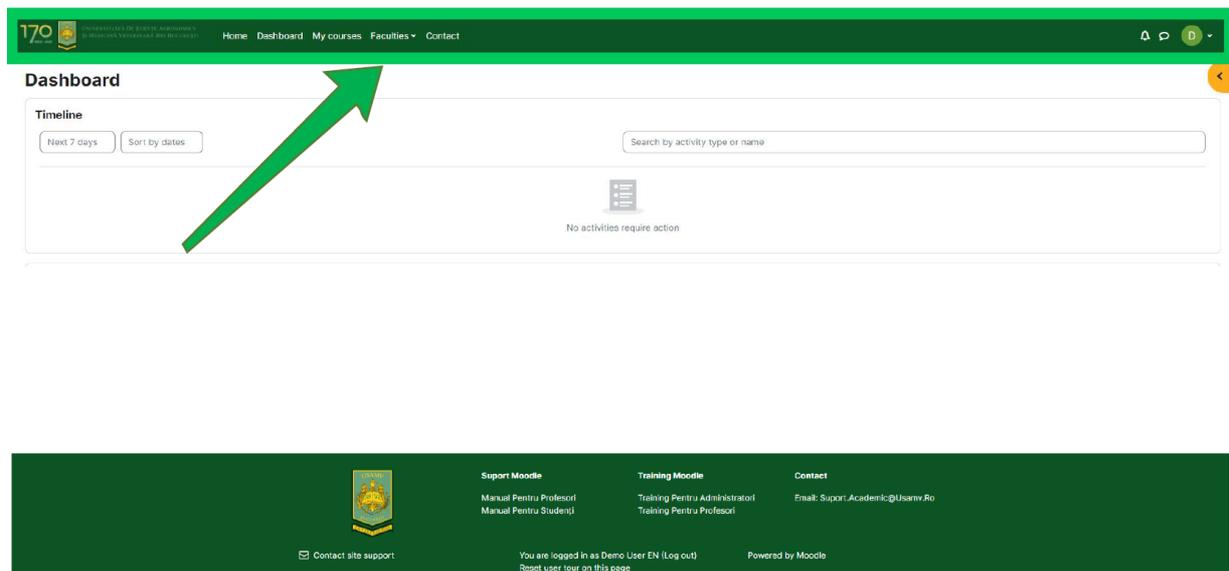


Figure 5 – Navigation menus

In the following subchapters we will explain the Dashboard page, My Courses page and the components of a course page with specific content.

2.1. Viewing and understanding the Dashboard page

In the image below you can find a template of the Dashboard page with the identification of the position for each component area (Figure 6).

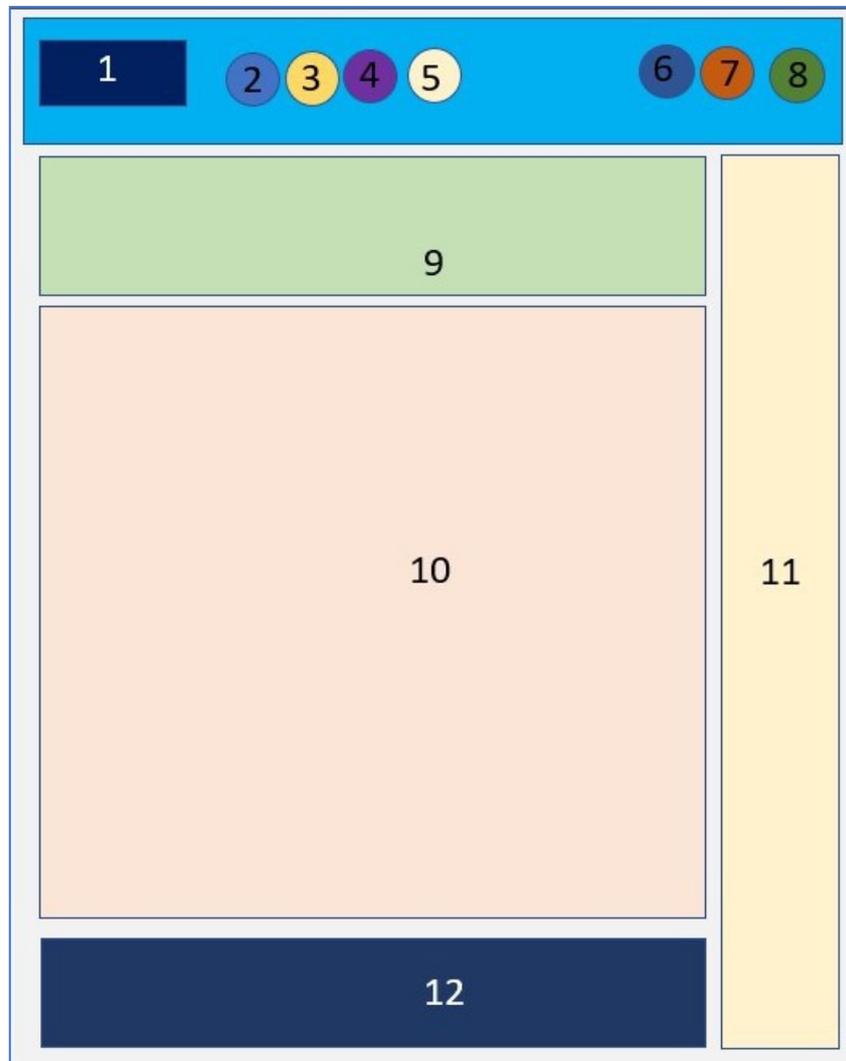


Figure 6 - Template of Dashboard page

1. University logo
2. Home: the first page
3. Dashboard
4. My courses
5. System notifications
6. Private and group messages
7. General user profile
8. Edit mode (only for teacher role)
9. Other sections' menu
10. Main content of the Dashboard page
11. The block drawer
12. The Platform footer

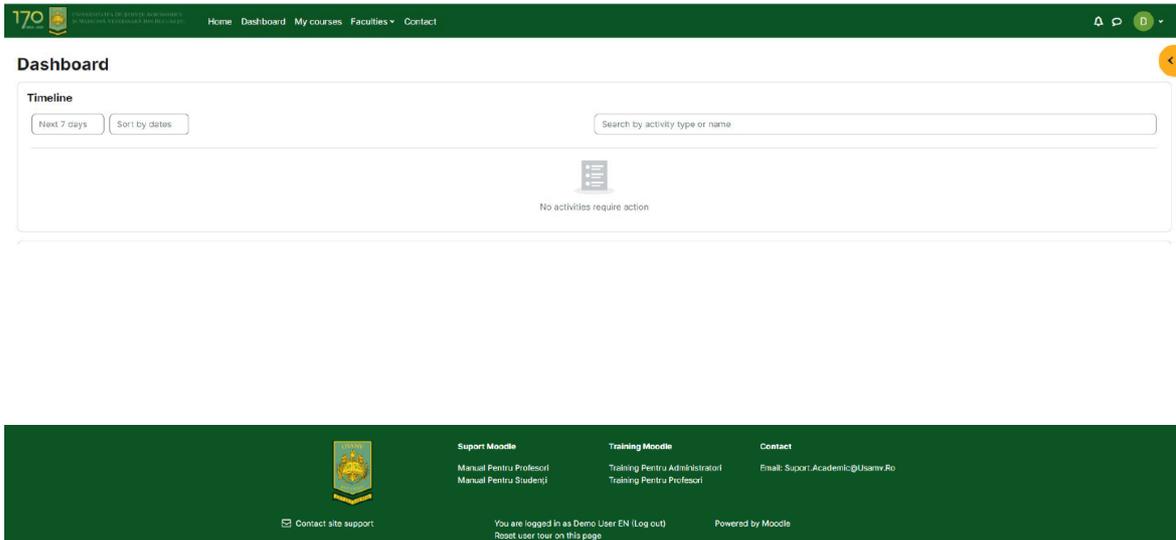


Figure 7 - Dashboard view

In the middle area is located the Timeline block that displays future activities, but also current and outdated activities of different types: workshops, test pages, assignments etc. These can be sorted by type, date, courses (lectures) or by the overdue attempts' time. If you have too many displayed activities, you can use the search box located in this block's area to find a certain one (Figure 8).

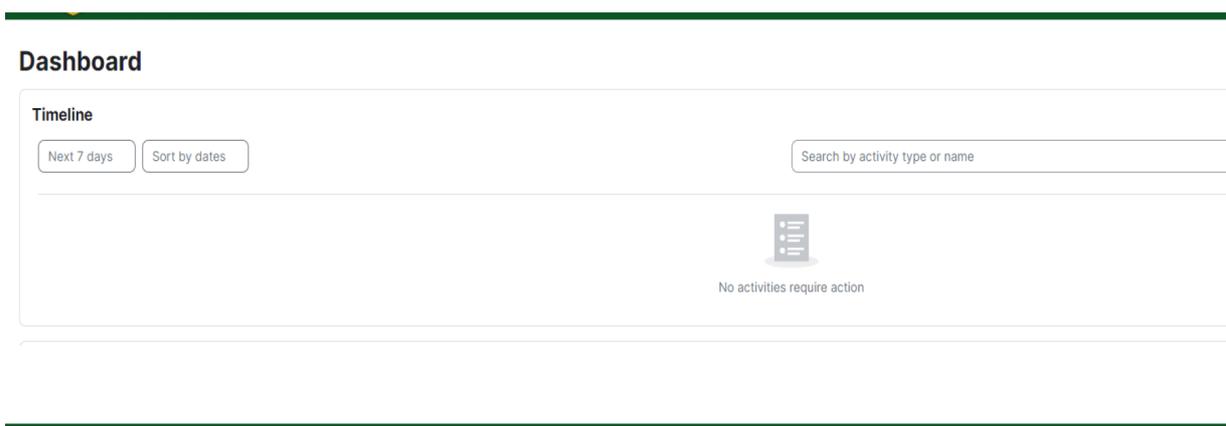


Figure 8 - Timeline on the Dashboard page

At the bottom of the page is found the footer, displaying the university contact details and other useful information (Figure 9).

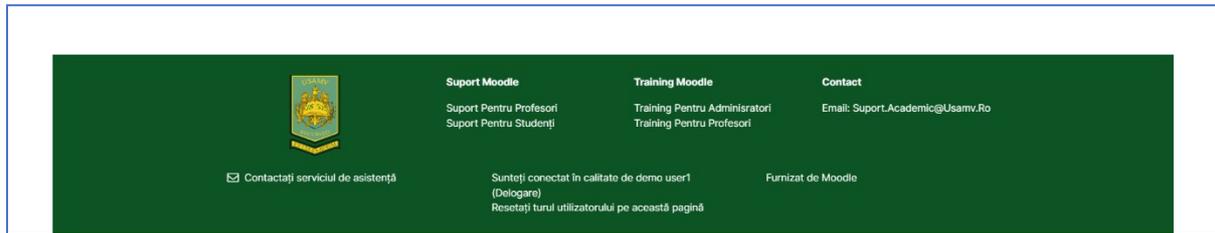


Figure 9 - The Platform footer

On the right side you can see the block drawer button in orange color. This is where the extra blocks can be found. To open the block drawer, click on the button showing an arrow, with an orange-colored border (Figure 10).

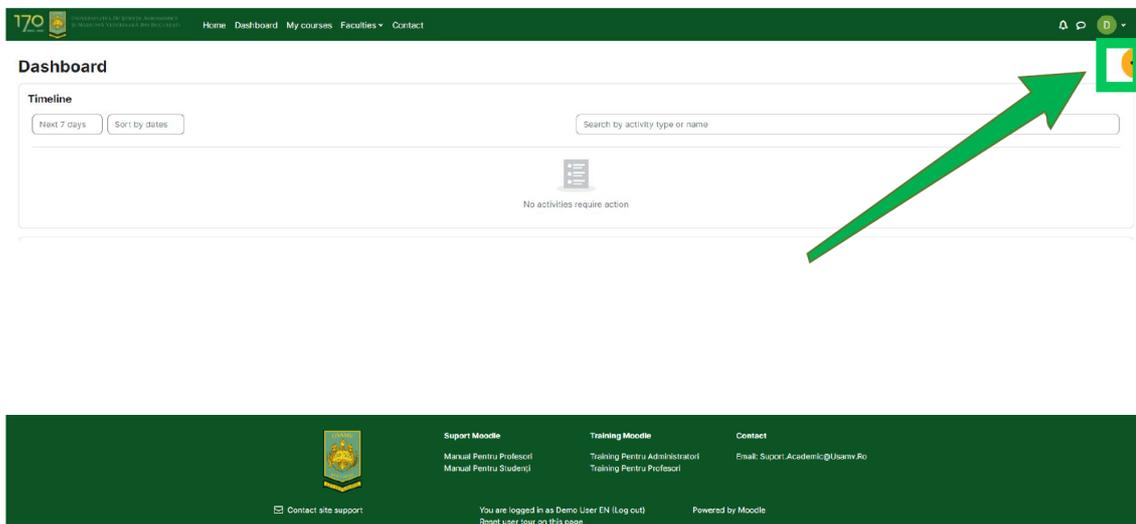


Figure 10 - The closed block drawer

By clicking and expanding the block drawer, you can access My Personal files block and the Online users block - showing the users logged in the last 2 minutes (Figure 11).

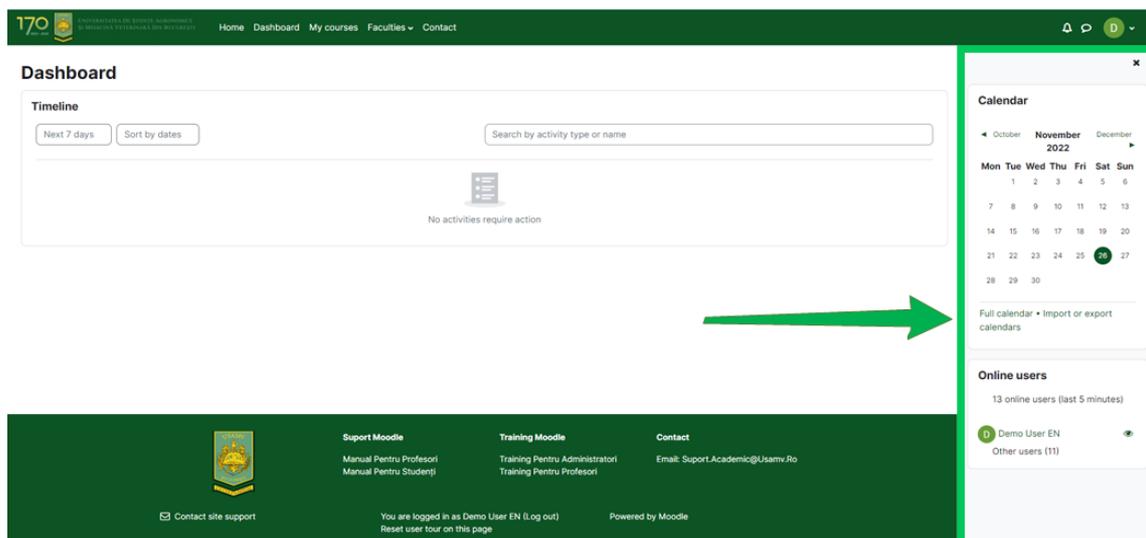


Figure 11 - The opened drawer block

2.2. Viewing and understanding the My courses page

In the next image is illustrated a template of the Dashboard page with the explanations for each component area (Figure 12).

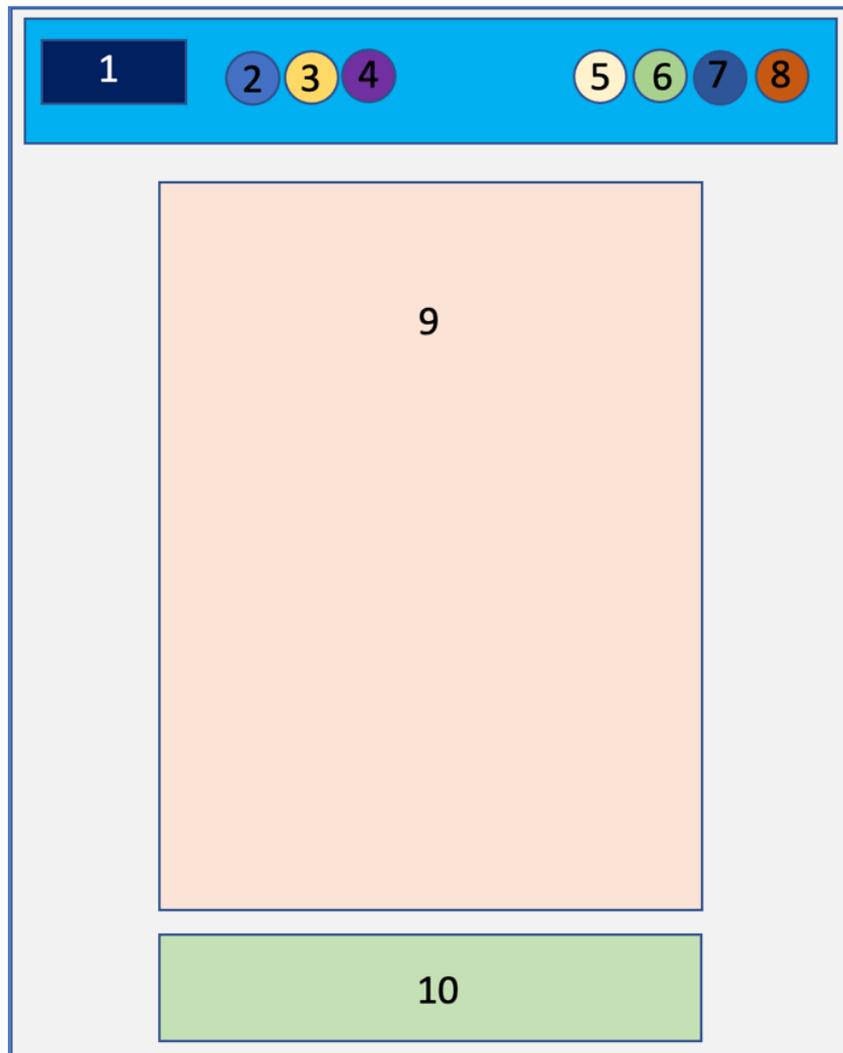


Figure 12 - The template of My Courses page

1. University logo
2. Home: the first page
3. Dashboard
4. My courses
5. System notifications
6. Private and group messages
7. General user profile
8. Edit mode (only for teacher role)
9. Main Content of the My courses page
10. The Platform footer

This page displays the courses you are enrolled in.

2.3. Accessing a course

On the "My courses" page you will see all the courses you are enrolled in. They are displayed in cards form. Each card contains the following information:

- Picture of the course;
- Course name;
- Category/Year;
- The progress percentage (e.g. 0% completed).

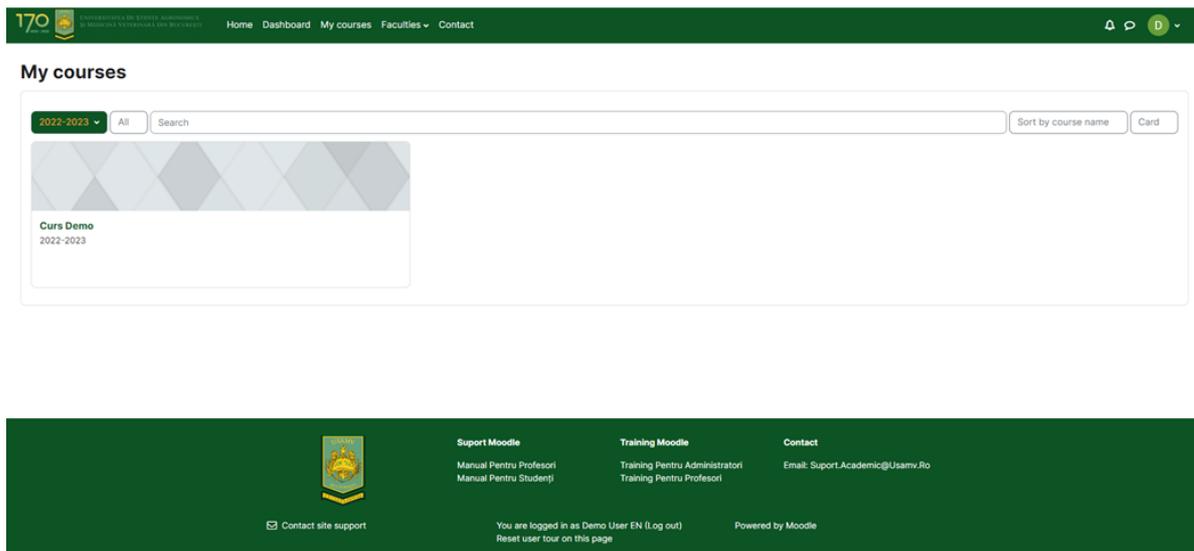


Figure 13 - Accessing a course on the My courses page

2.4. Viewing and understanding the course structure

In the image below you can see a template of a particular course page with the explanations for each component area (Figure 14).

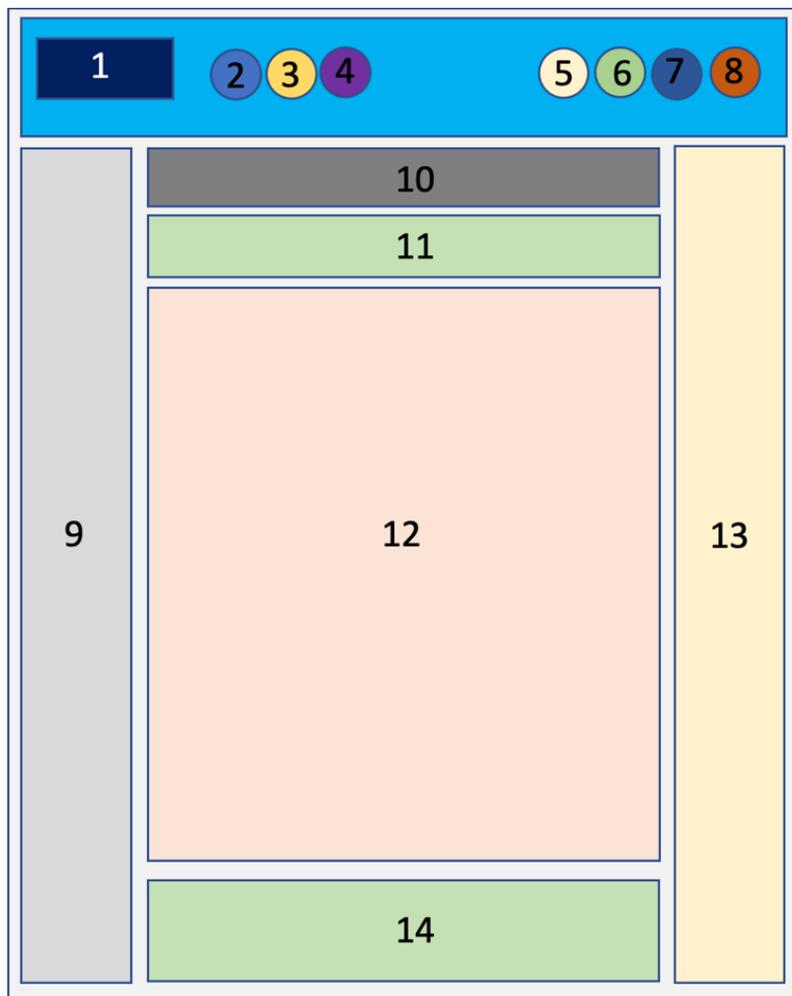


Figure 14 - Structure of a course

1. University logo
2. Home: front page
3. Dashboard
4. My courses
5. System notifications
6. Private and group messages
7. General user profile
8. Edit mode (only for teacher role)
9. Course index
10. Breadcrumbs / Context
11. Course editing menu
12. Main content of the course
13. The block drawer
14. The Platform footer

The courses (lectures) are divided into sections. By default, each section is opened to provide a complete view of all the sections that need to be approached in order to successfully complete the entire course. On the left side you can find the course index (the course table of contents - Figure 15).

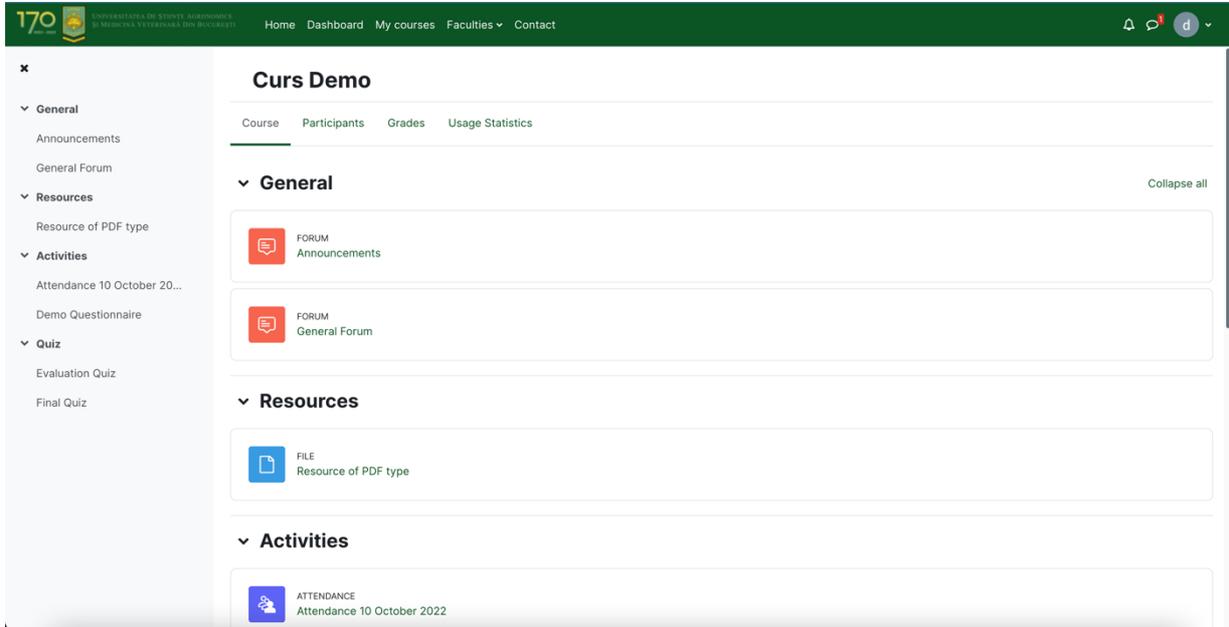


Figure 15 - Viewing a course

To open or to close a section, click on the arrow next to the section name or click on the section name (Figure 16).

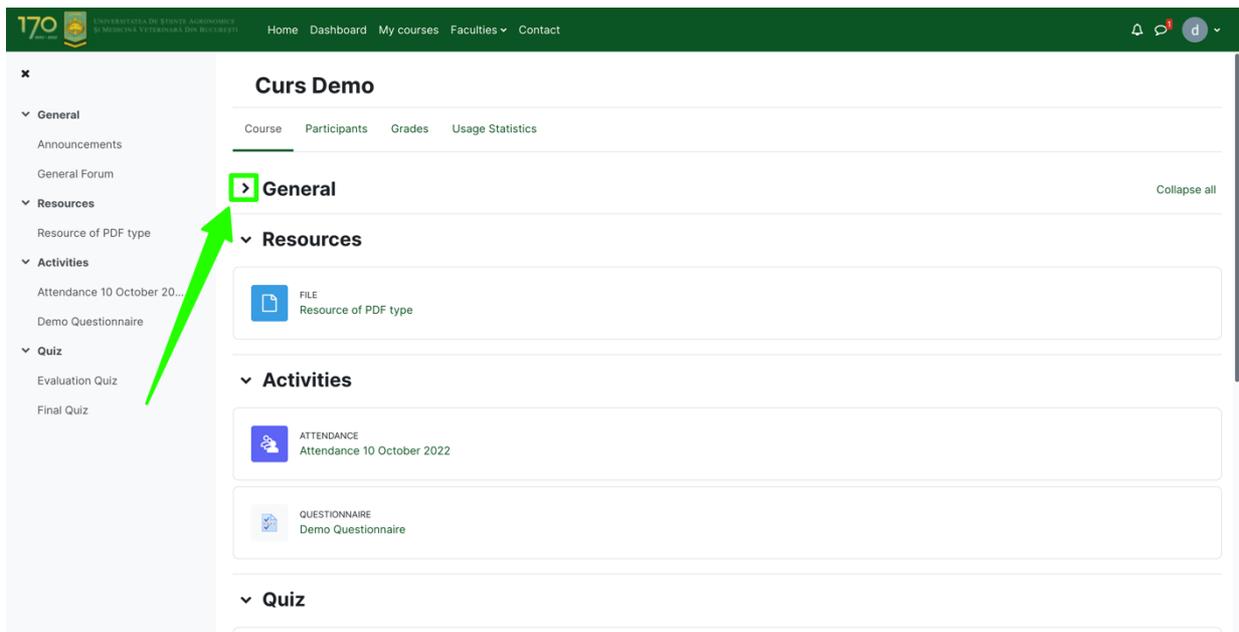


Figure 16 - Viewing the content of a section

In the image below, it can be noticed that the "Resources" section contains a file. You can click on the file name to download it (Figure 17).

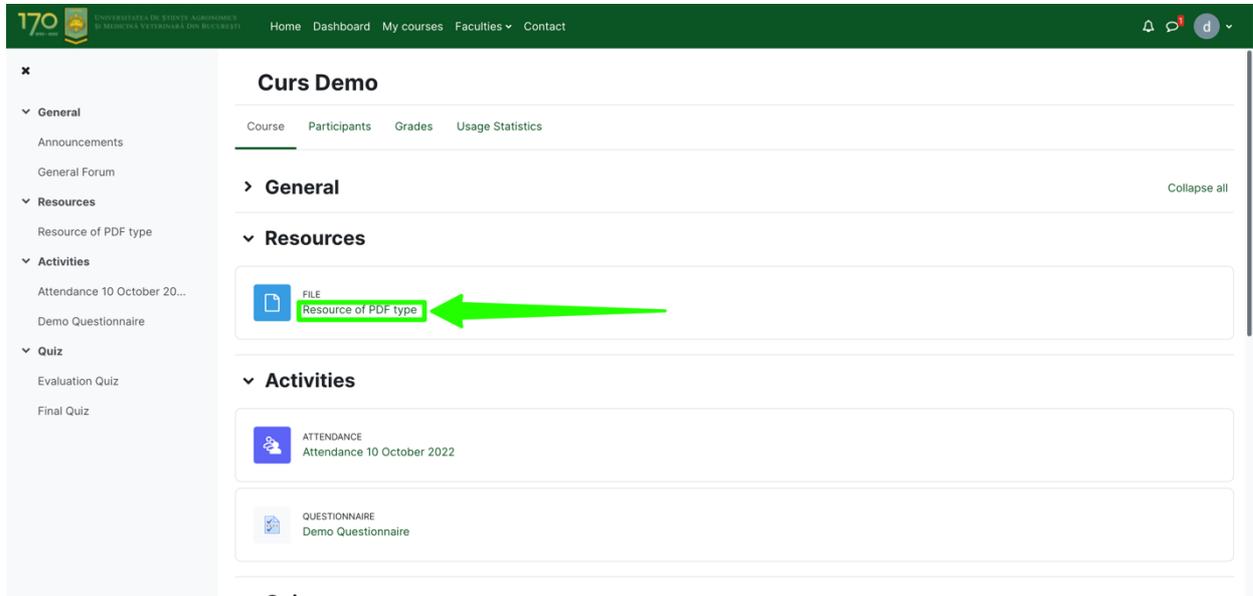


Figure 17 - Accessing a section content

3. The user profile

3.1. Accessing your profile

From the Dashboard or from any other page of the platform, click on the profile icon and then on the text "Profile" in the drop-down menu to go to your Profile (Figure 18).

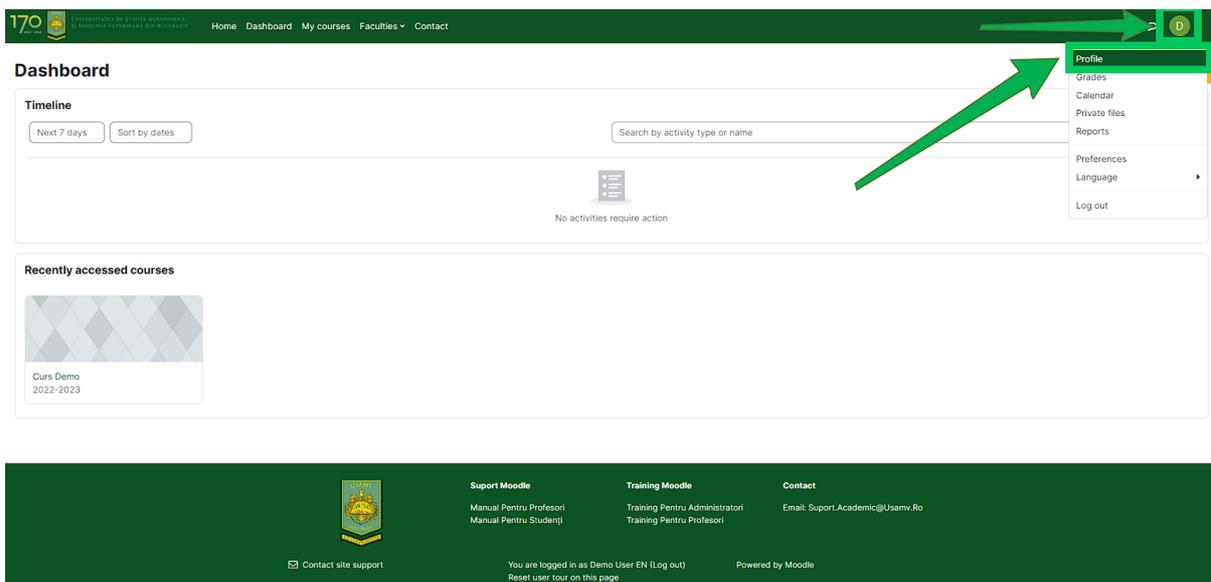


Figure 18 - Accessing the profile

The user profile is divided into sections (Figure 19).

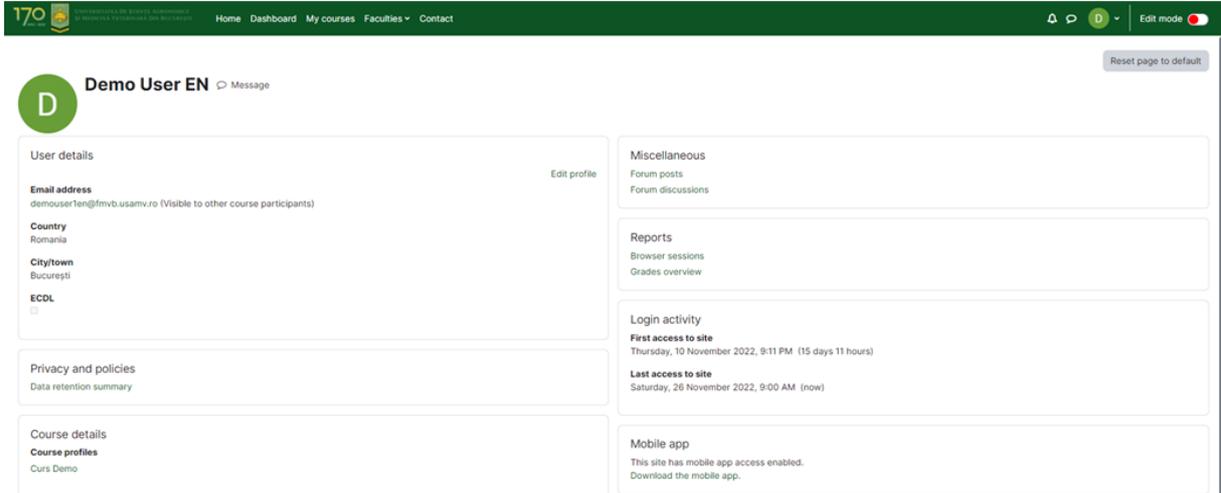


Figure 19 - The profile view

3.2. Editing your profile

Depending on the platform's permissions, you can edit your profile data. In order to edit your profile, click on the text "Edit profile" (Figure 20).

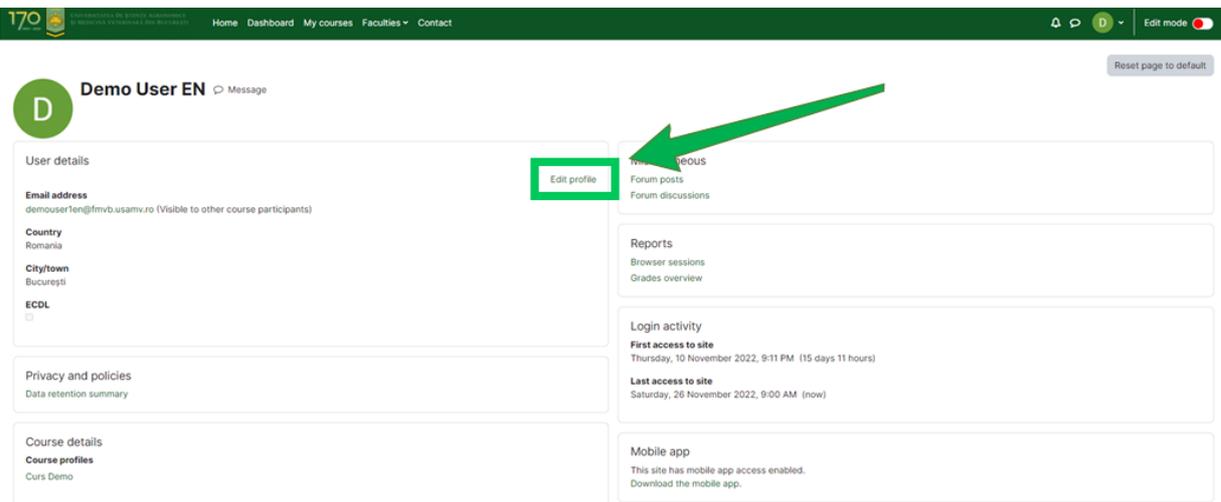


Figure 20 - Editing the profile

3.3. Preferential profile settings

To configure the preferred settings for your profile, click on the profile icon and then click on the text "Preferences" (Figure 21).

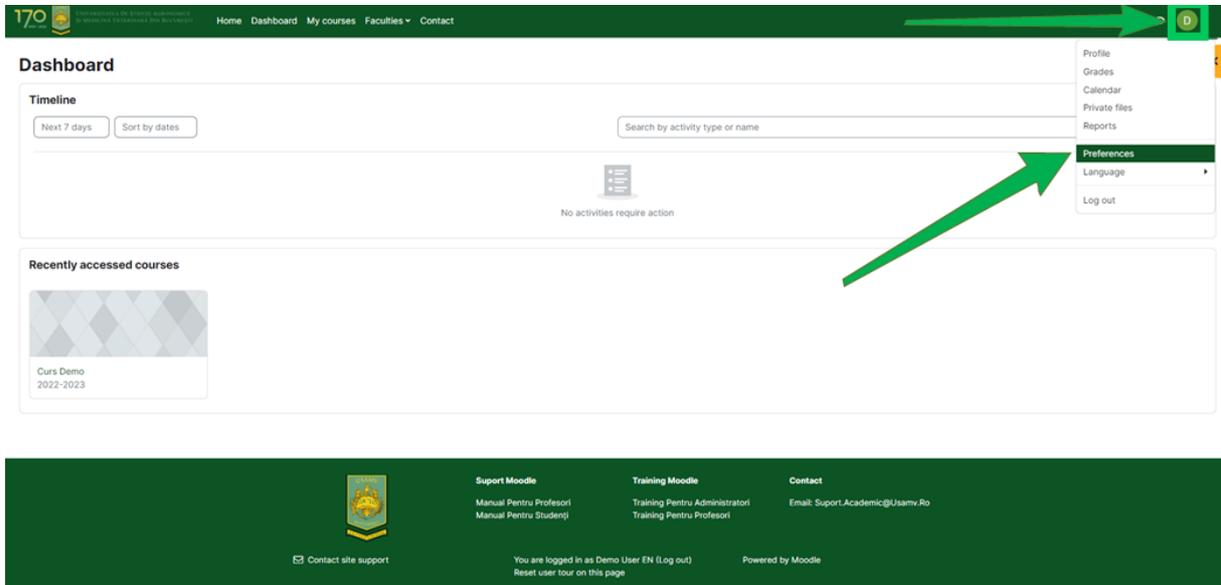


Figure 21 - Accessing the profile preferential settings

The options available for the preferential settings are the following:

- User account:
 - Edit profile
 - Preferred language
 - Forum preferences
 - Editor preferences
 - Calendar preferences
 - Content bank preferences
 - Message preferences
 - Notification preferences
 - Linked logins

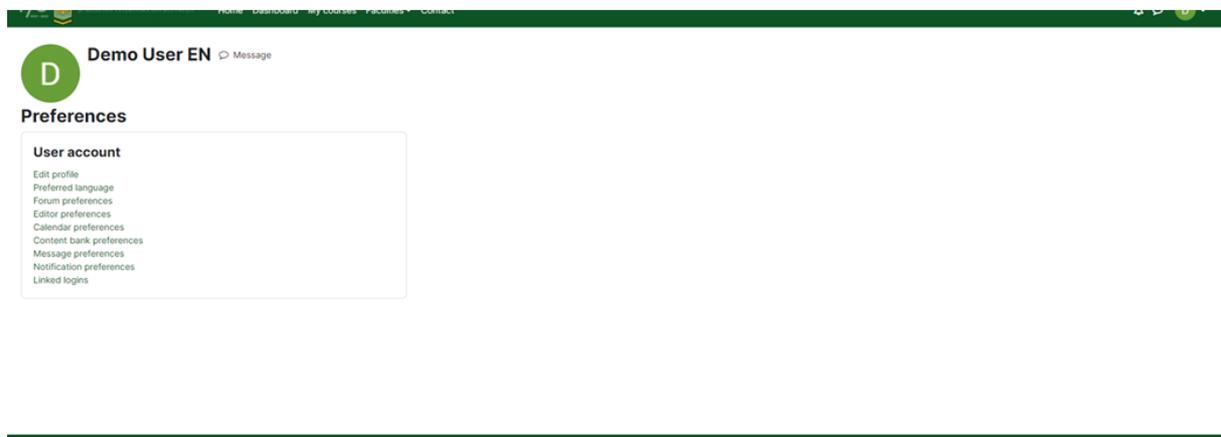


Figure 22 - The Profile preferences

4. Communication via Messages on the Platform

From the Dashboard page or from the My Courses page, click on the "**Messages**" icon in the right-top menu to open the area where you can communicate via messages (Figure 23).

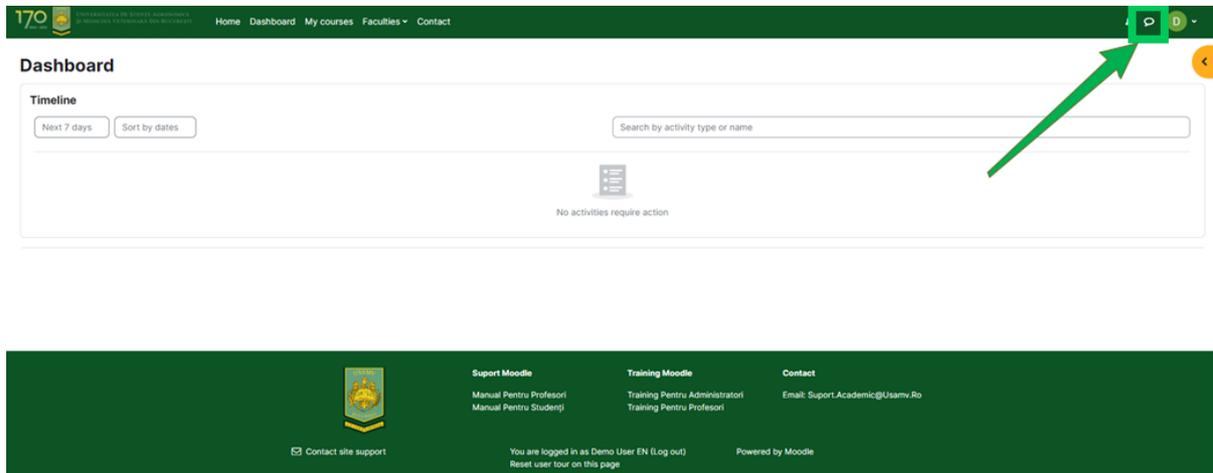


Figure 23 - Accessing the Messages area

On the right side you will see the list of your contacts with whom you can communicate in the platform. In the example below, the demo user can communicate with other students and the teachers directly on the platform (Figure 24).

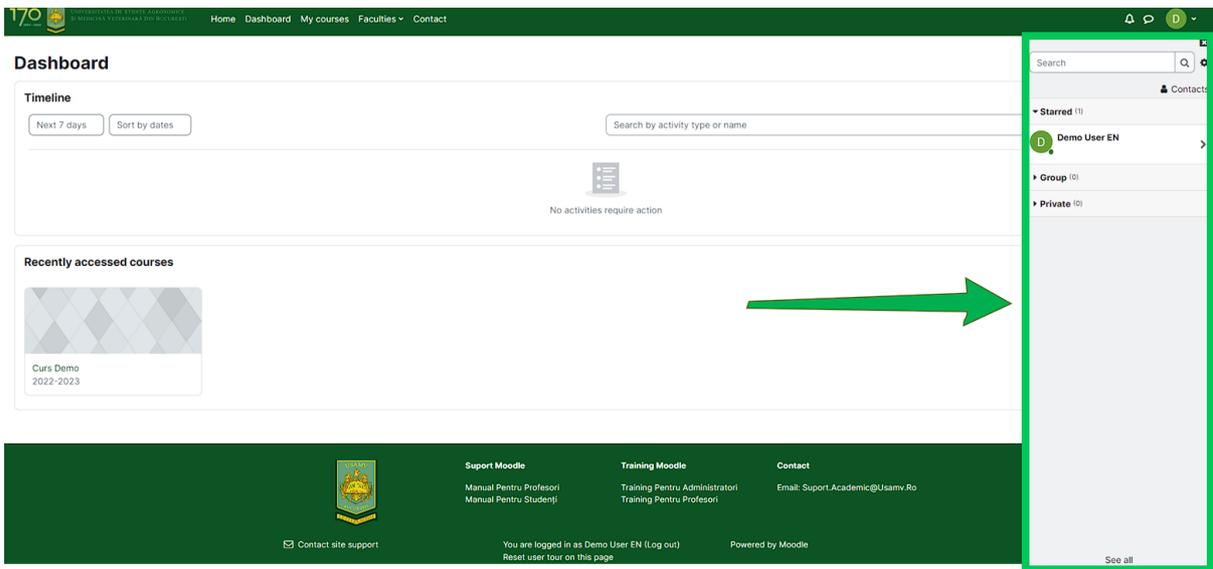


Figure 24 - The Message communication area (1)

To start texting to another student or to a teacher, you must first add him or her to your Contacts. In the search box enter the name of the student or of the teacher then press the Enter key (Figure 25).

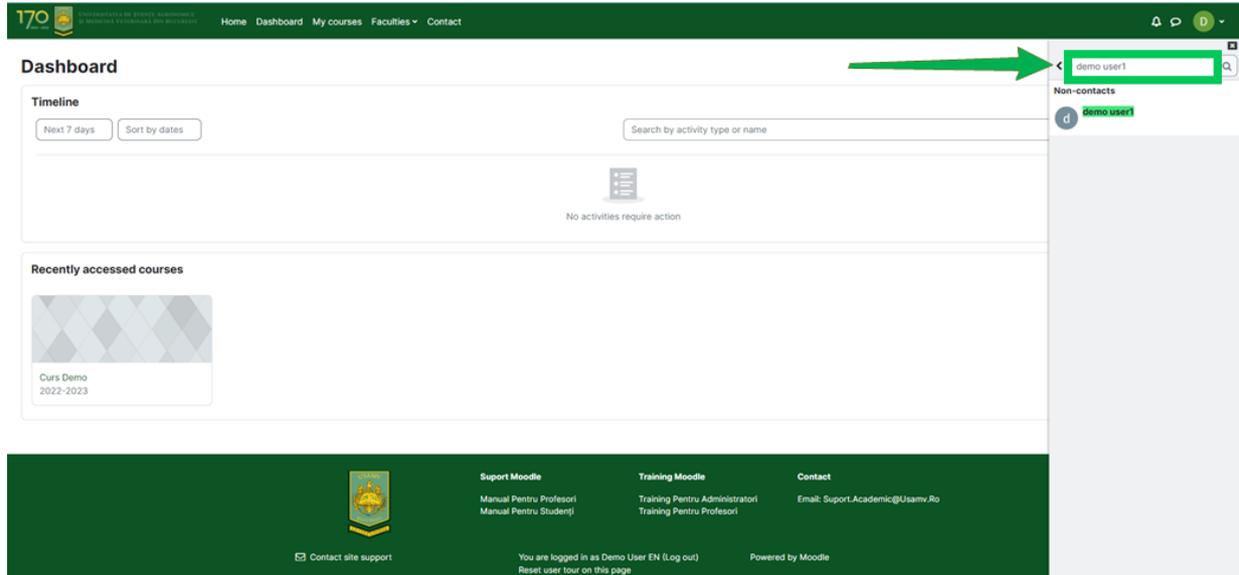


Figure 25 - The Message communication area (2)

Click the name of the student found in the search results list to start the conversation. The conversation with all the messages will appear on the right side (Figure 26).

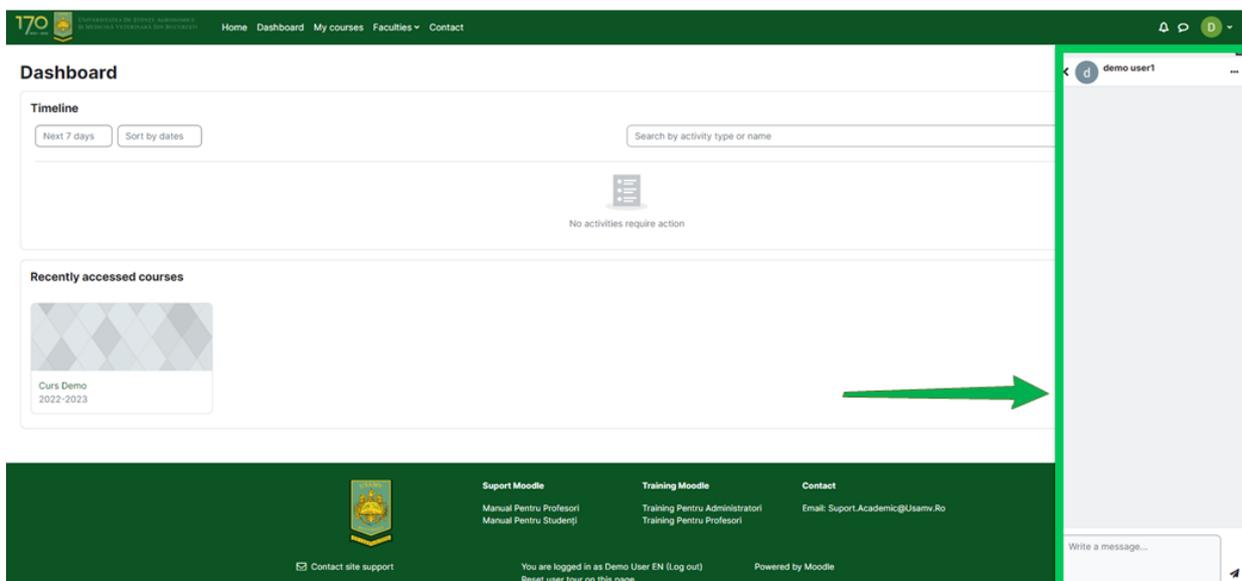


Figure 26 - The Message communication area (3)

Then click on the 3 dots icon next to the name and choose **"Add to contacts"** to initiate the request (Figure 27).

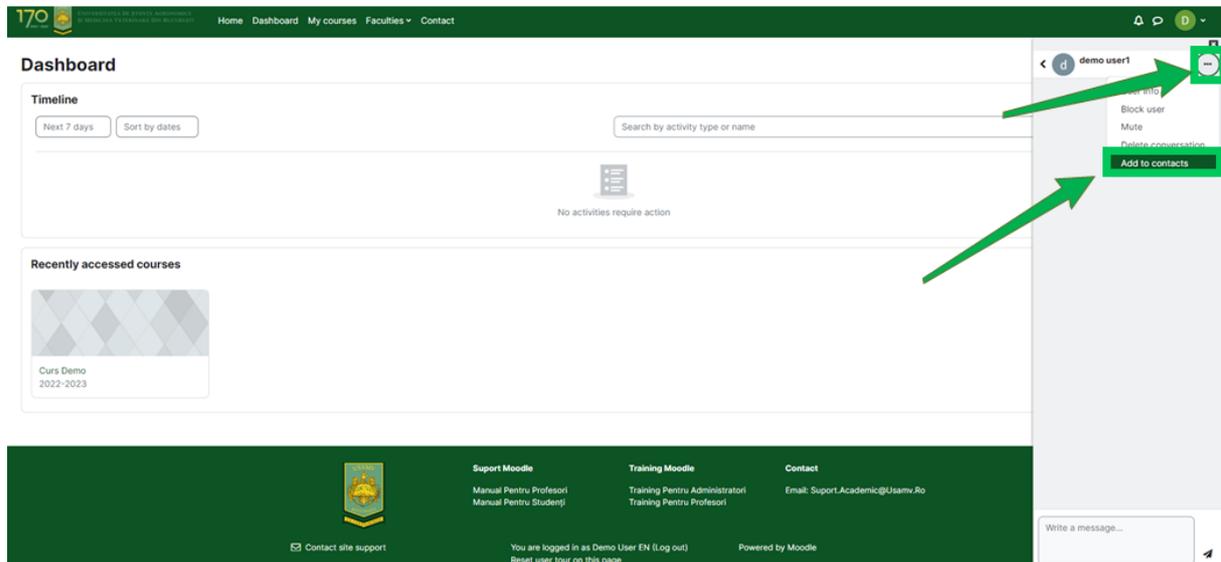


Figure 27 - Adding a student or a teacher to your Contacts (1)

To submit the contact request, click on the **"Add"** button (Figure 28).

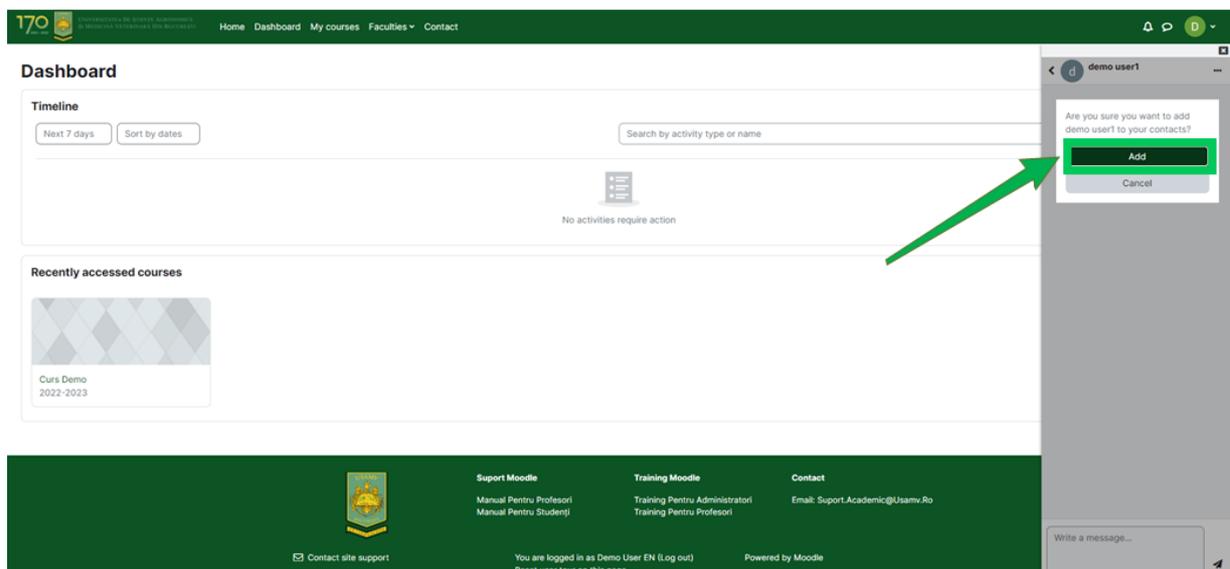


Figure 28 - Adding a student or a teacher to your Contacts (2)

Then the sent message with the contact request will appear on the screen and the other student or the teacher will be notified about your request (Figure 29).

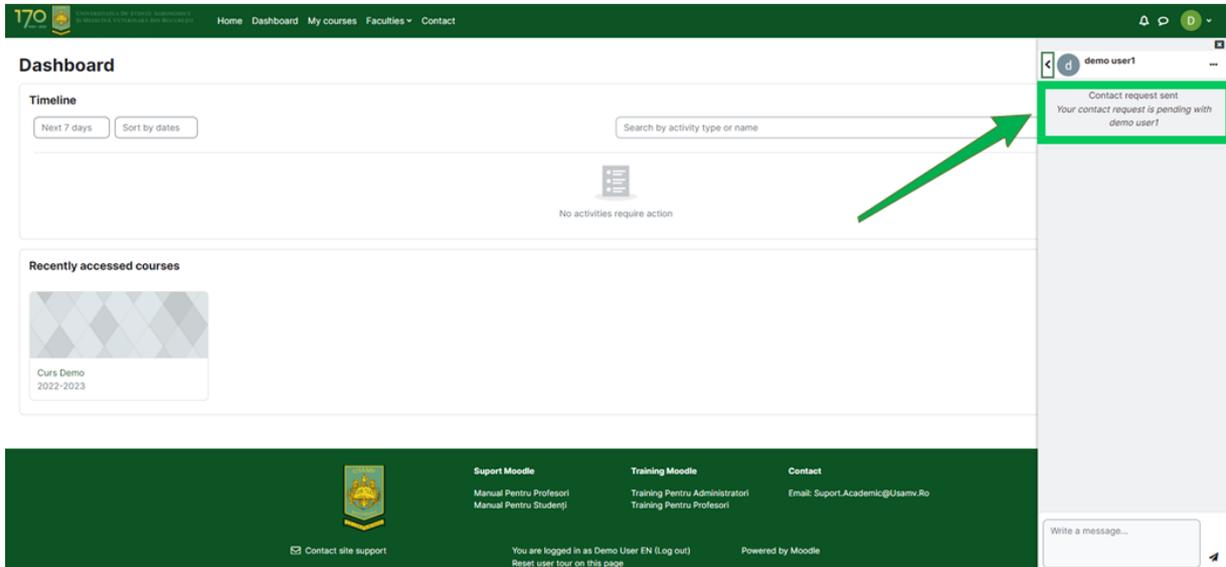


Figure 29 - Adding a student or a teacher to your Contacts (2)

Now the other students or the teachers could accept the request when they will access their accounts. In order to do this, they will have to press on the Messages icon (showing in the right upper corner a small red word box with the number of unread notifications) then they will have to press on the “Contacts” button (Figure 30).

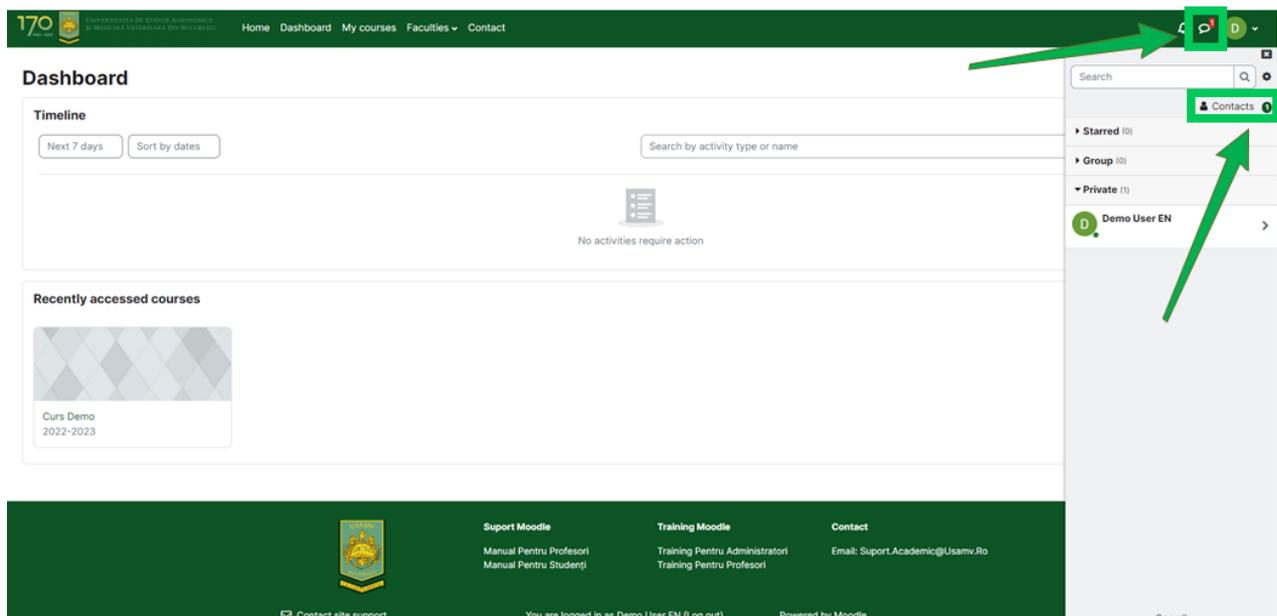


Figure 30 - The procedure for accepting a contact request by a student or a teacher (1)

Then they will click on the "Requests" button (Figure 31).

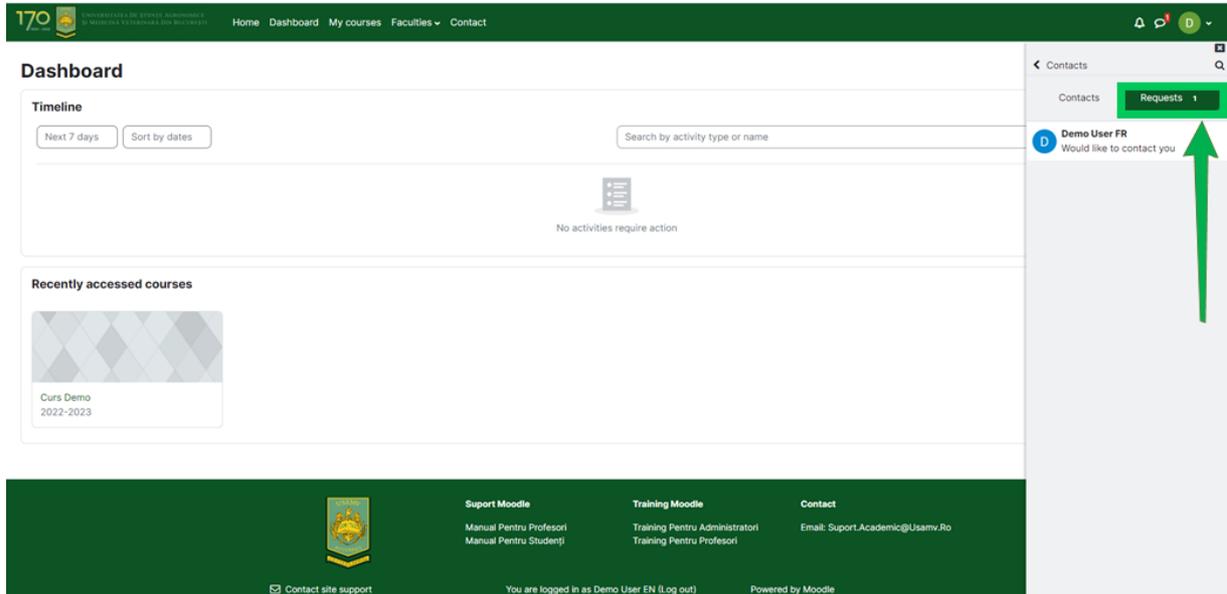


Figure 31 - The procedure for accepting a contact request by a student or a teacher (2)

For accepting the request, they need to click on the name of the student or of the teacher (Figure 32).

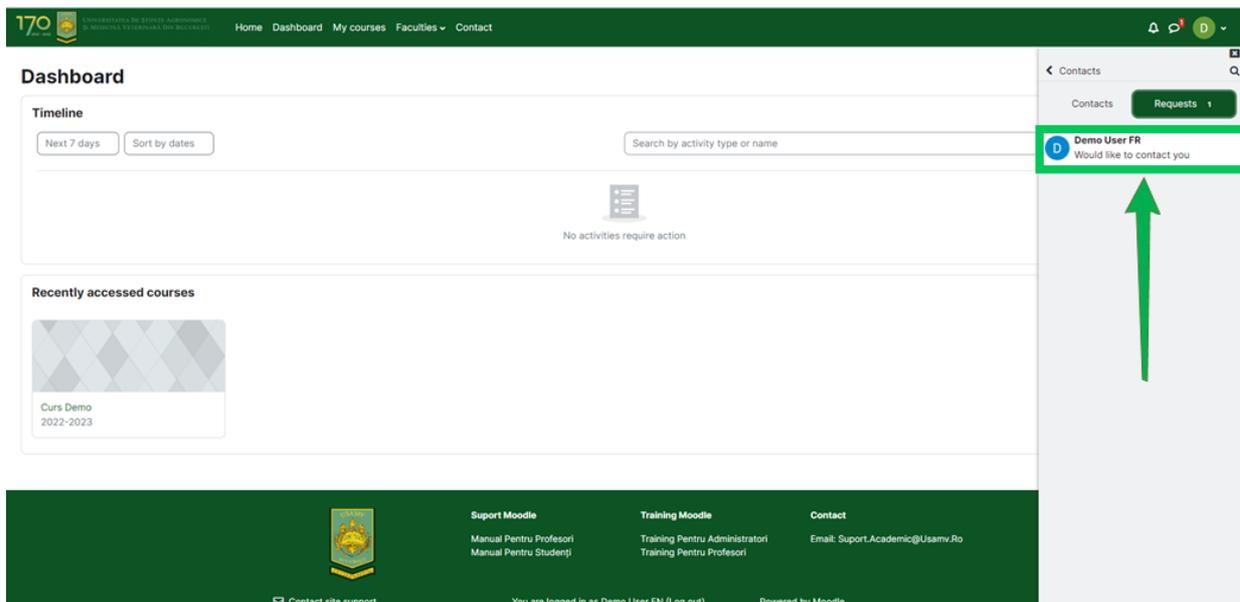


Figure 32 - The procedure for accepting a contact request by a student or a teacher (3)

Then click on the "Accept and add to contacts" button (Figure 33).

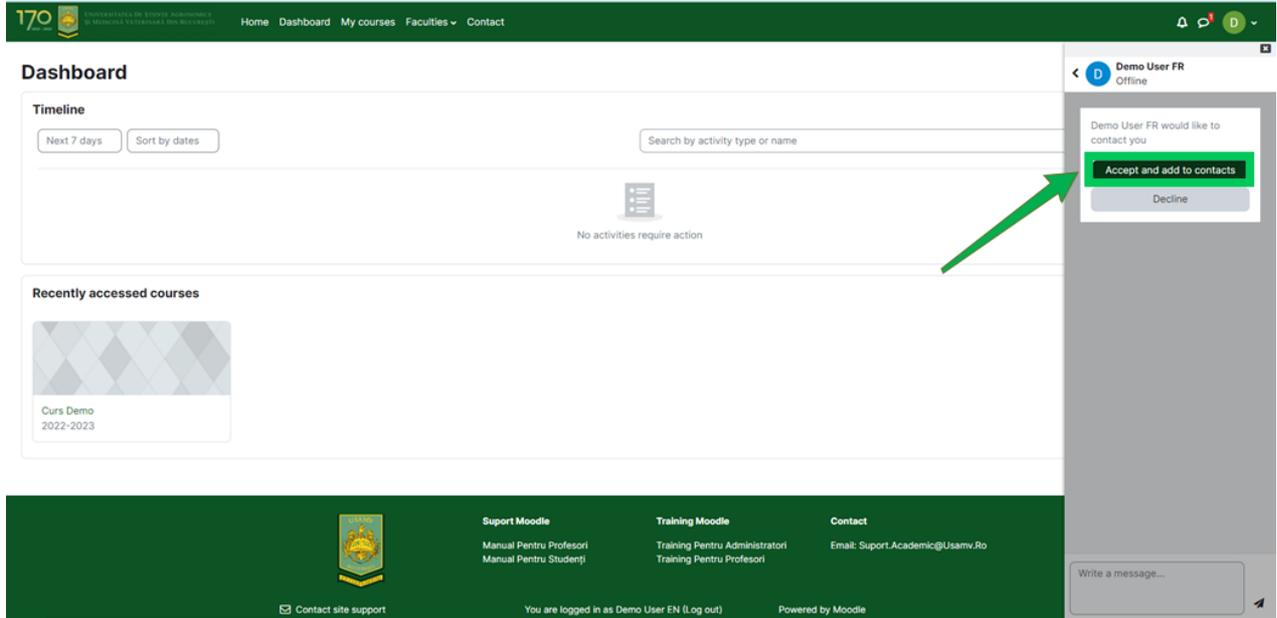


Figure 33 - The procedure for accepting a contact request by a student or a teacher (4)

To see your list of contacts, press the "Contacts" button (Figure 34).

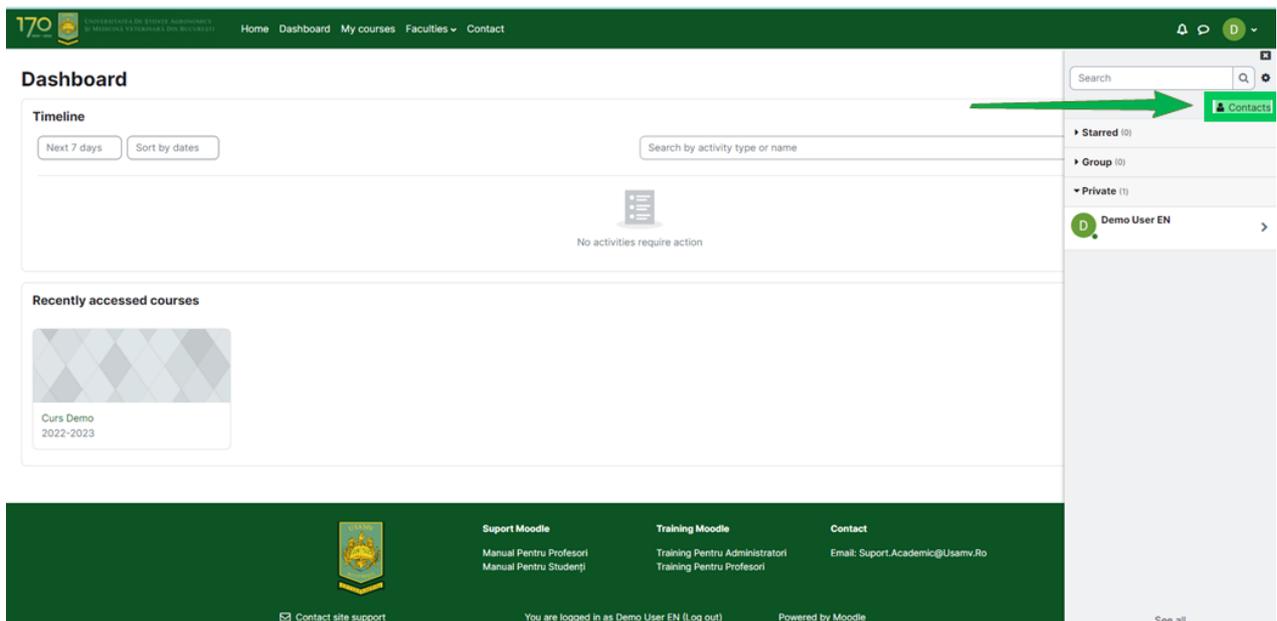


Figure 34 - Viewing the contact list

Then, to start a new conversation, click on the student's or on the teacher's name in your contact list (Figure 35).

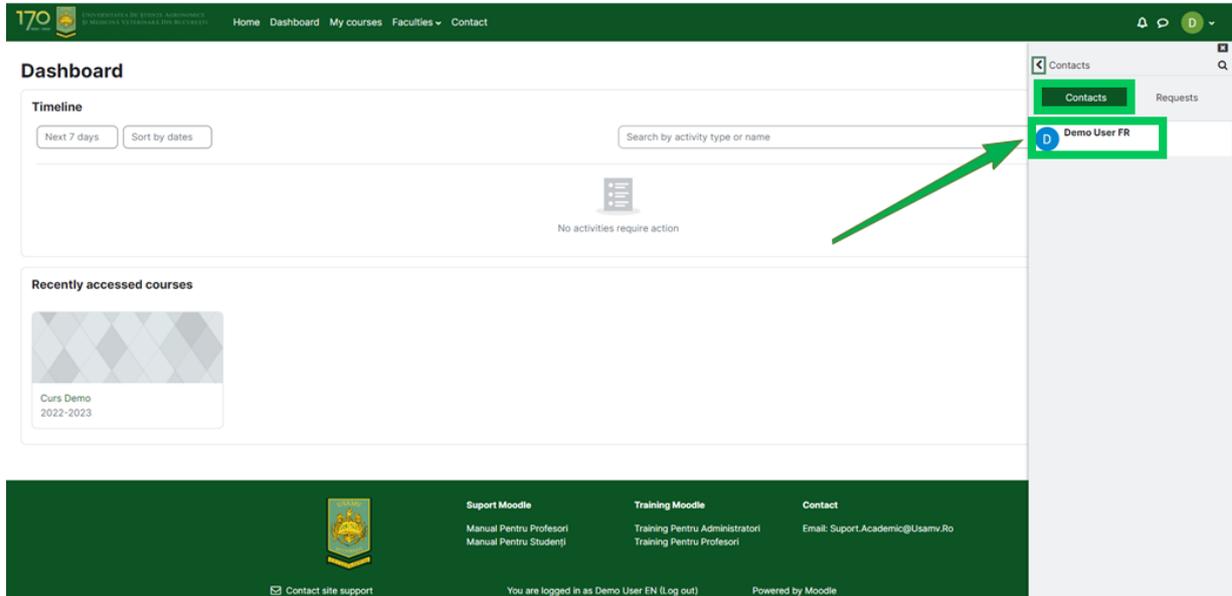


Figure 35 - Send a Message (1)

Type your message in the input box located in the right bottom corner and then click the send icon (the paper plane icon) to deliver the message (Figure 36).

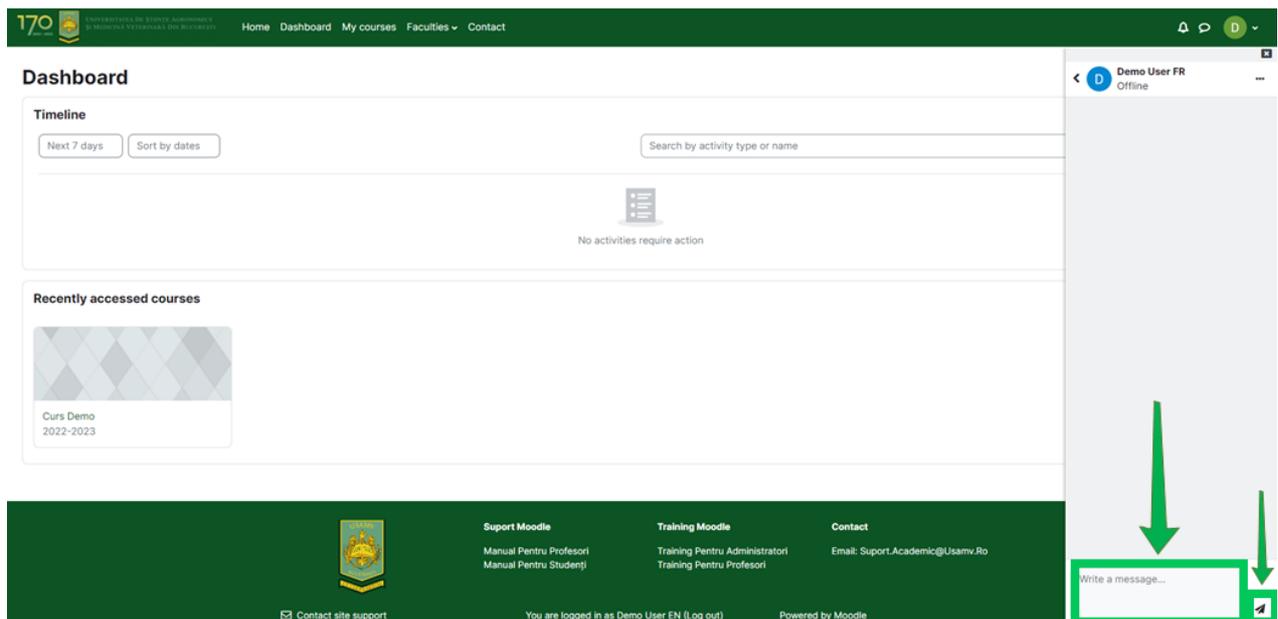


Figure 36 - Send a message (2)

The message was sent (Figure 37).

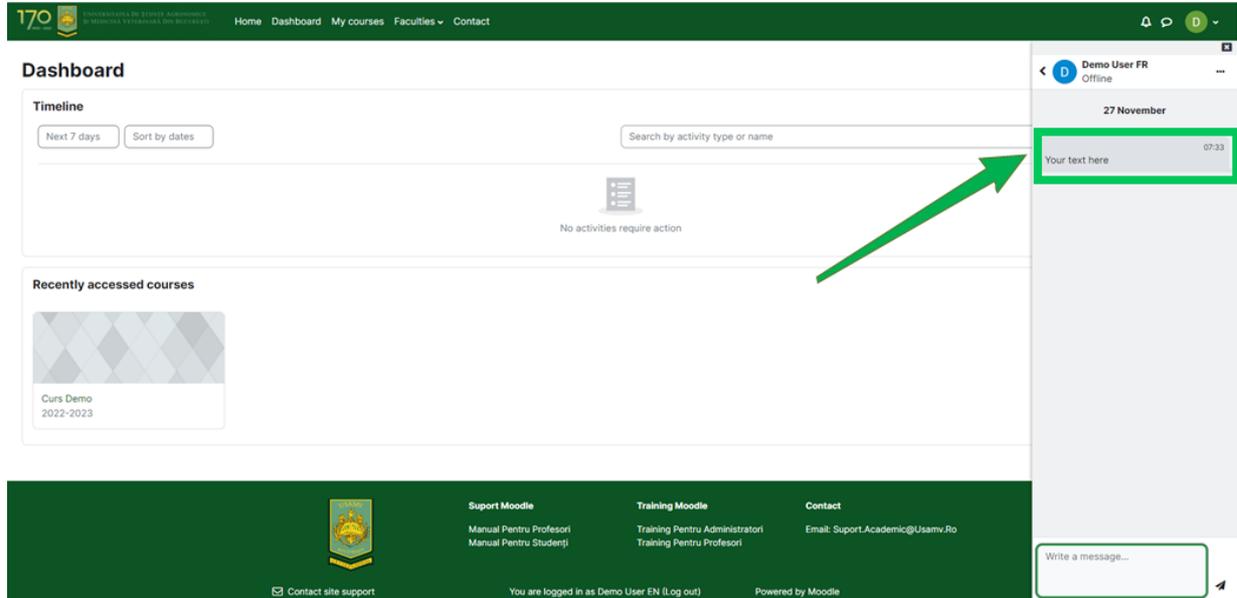


Figure 37 - Send a message (3)