

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



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UNIVERSITY OF AGRONOMICAL SCIENCES AND VETERINARY MEDICINE OF BUCHAREST

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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).

	1770 Wivers \$1 Medic	ITATEA DE ȘTIINȚE AGRONOMICE CINĂ VETERINARĂ DIN BUCUREȘTI	
	Log in using your acco	Coogle	
	<b>Suport Moodle</b> Manual Pentru Profesori Manual Pentru Studenji	Training Moodle Training Pentru Administratori Training Pentru Profesori	Contact Email: Suport.Academic@Usamv.Ro
Contact site support	You are not logged in.	Powere	d by Moodle

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).

G Sign in with Google
Sign in to continue to Academic USAMV
Email or phone @usamv.ro Forgot email?
Create account Next
English (United States)   Help Privacy Terms

Figure 2 - Platform authentication via Google (2)



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

Sign in with Google
(Pusamv.ro
Enter your password     Show password
Forgot password?

Figure 3 - Platform authentication via Google (3)

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

170 👼 Exercise to Frence to Exercise to E	4 p 🕕 -
My courses	
2022-2023 V (Al) Search	Sort by course name Card
Curs Demo 2022-2023	







# 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.

The state of the s		4 p 🕕 -
Dashboard		<
Timeline Next 7 days Sort by dates	Search by activity type or name	
	No activities require action	





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



	Home Dashboard My courses Faculties - Contact	4 p 📵 ·
Dashboard		•
Timeline           Next 7 days         Sort by dates		Search by activity type or name
	No activities	require action



#### 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).

Dashboard	
Timeline	
Next 7 days Sort by dates	Search by activity type or name
	No activities require action

#### 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).

State of the second	Suport Moodle	Training Moodle	Contact	
	Suport Pentru Profesori Suport Pentru Studenți	Training Pentru Adminisratori Training Pentru Profesori	Email: Suport.Academic@Usamv.Ro	
Contactați serviciul de asistență	Sunteți conectat în ca (Delogare) Resetați turul utilizato	litate de demo user1 Furniza rului pe această pagină	it de Moodle	

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).

	Iome Dashboard My courses Faculties Y Contact		۵ و <mark>ا</mark> ۲
Dashboard			(
Timeline           Next 7 days         Sort by dates		Search by activity type or name	
		No activities require action	

	Suport Moodie Manual Pentru Profesori Manual Pentru Siudenji	<b>Training Moodle</b> Training Pentru Administratori Training Pentru Profesori	Conset Siteal: Signer: Academic (Disaniv Ro
Contact site support	You are logged in as D Reset user tour on this	emo User EN (Log cut) Powere : page	d by Moodle

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).

170 E Home Dashboard	My courses Faculties - Contact				4 o 🕕 ·
Dashboard					×
Timeline Next 7 days Sort by dates	No activitie	Search by activity type or name			Calendar Cutoer November Corester 2022 Non Tue Wed Thu Fri Sat Sun 1 2 3 4 5 6 7 8 01 01 11 12 13 14 15 16 17 18 10 20 21 22 23 24 25 20 27
				-	28 29 30 Fuil calendar • Import or export calendars Online users 13 online users (last 5 minutes)
<b>ö</b>	Suport Moodle Manual Pentru Profesori Manual Pentru Studenji	Training Moodle Training Pentru Administratori Training Pentru Profesori	Contact Email: Suport.Academic@Usamv.Ro		Demo User EN (1)
Contact site support	You are logged in as De Reset user tour on this j	mo User EN (Log out) Power	d by Moodle		

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).

17_9 🧕 Substantial for provide the substantial for substantia	4 Q D -
My courses	
2022-2023 V (AI) Search	Sort by course name
Curs Demo 2022-2023	



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).

1	234	5678
	10 11	
9	12	13
	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).

1770 UNIVERSITATEA DE STEINTE AGRONO ȘI MEDICINĂ VETERINARĂ DIN BUCU	Here and the Bashboard My courses Faculties - Contact	4 🕫 d •
×	Curs Demo	
✓ General	Course Participants Grades Usage Statistics	
Announcements General Forum		0.11
✓ Resources	V General	Collapse all
Resource of PDF type	FORUM	
✓ Activities	Announcements	
Attendance 10 October 20		
<ul> <li>Quiz</li> </ul>	General Forum	
Evaluation Quiz		
Final Quiz	~ Resources	
	FILE Resource of PDF type	
	~ Activities	
	ATTENDANCE Attendance 10 October 2022	

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).

1700 UNIVERSITATEA DE STEINTE AGRONO SI MEDICINÀ VETERINARÀ DIN BUCU	Mere Assan Home Dashboard My courses Faculties - Contact	ې <mark>۵</mark> م
×	Curs Demo	
✓ General Announcements	Course Participants Grades Usage Statistics	
General Forum  • Resources	➢ General	Collapse all
Resource of PDF type  Activities	· ∽ Resources	
Attendance 10 October 20 Demo Questionnaire	FILE Resource of PDF type	
Quiz     Evaluation Quiz     Eicol Quiz	~ Activities	
r indi wuiz	ATTENDANCE Attendance 10 October 2022	
	QUESTIONNARE Demo Questionnaire	
	→ Quiz	

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).

1700 ENVERSIFATEA DE STIINTE AGRONOM SI MEDICINÀ VETERINARÀ DIN BUCUR	Here Dashboard My courses Faculties -> Contact	4 0 <sup>1</sup> d ~
×	Curs Demo	
✓ General Announcements	Course Participants Grades Usage Statistics	
General Forum  • Resources	> General	Collapse all
Resource of PDF type	~ Resources	
Attendance 10 October 20 Demo Questionnaire	FILE Resource of PDF type	
✓ Quiz Evaluation Quiz	~ Activities	
Final Quiz	ATTENDANCE Attendance 10 October 2022	
	QUESTIONNAIRE     Demo Questionnaire	

#### 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).

Constantiation of STREPT Additionance. Home Dashboard My courses Far	culties Y Contact			
Dashboard				Profile
Dashboard				Grades
Timeline				Calendar Private files
Next 7 days Sort by dates		Search by activity type or name		Reports
		-		Preferences
				Language
	No activitie	s require action		Log out
	NO SCIVILS.	a require action		
Recently accessed courses				
	Suport Moodle	Training Moodle	Contact	

Figure 18 - Accessing the profile

You are logged in as Demo U Reset user tour on this page r EN (Log out)



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

170 👸 Contract of Figure 1 Advances of Bornary Home Dashboard My courses Faculties - Contact	🗘 🕫 🕕 Edit mode 🂽
Demo User EN C Message	Reset page to default
User details Edit profile Email address demouser fend/mvb.usamk.re (Visible to other course participants)	Miscellaneous Forum posts Forum discussions
Country Romania Cityfrom București	Reports Browser sessions Grades overview
ECDL	Login activity First access to site Threedow 10 Monorby 2022 011 BM (15 down 11 bours)
Privacy and policies Data retention summary	Last access to site Saturday, 26 November 2022, 9:00 AM (now)
Course details Course profiles Curs Demo	Mobile app This site has mobile app access enabled. Download the mobile app.

#### 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).

17.9 👸 Instantiation of provide the second of the Control of the	🗘 🔎 🕕 Edit mode 🌔
Demo User EN $ ho$ Message	Reset page to default
User details Email address demouser fenglim/b usamv.ro (Visible to other course participants)	Forum decouslons
Country Romania Citytown Bucureșii	Reports Browser sessions Grades overview
	Login activity First access to site Thursday, 10 November 2022, 9:11 PM. (15 days 11 hours)
Privacy and policies Data retention summary Course, datalls	Last access to site Saturday, 20 November 2022, 9:00 AM (now)
Course profiles Curs Demo	Mobile app This site has mobile app access enabled. Download the mobile app.

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).

170 B Constant of the second and the Bocket Home Dashboard My courses Faculties - (	Contact			
Dashboard				Profile Grades
Timeline           Next 7 days         Sort by dates		Search by activity type or name		Calendar Private files Reports
				Preferences Language
	No activities n	equire action		Log out
Recently accessed courses				
Curs Lema 2022-2023				
	Suport Moodle Manual Pentru Profesori Manual Pentru Studenți	Training Moodle Training Pentru Administratori Training Pentru Profesori	Contact Email: Suport.Academic@Usamv.Ro	
⊠ Contact site support	You are logged in as Demo Reset user tour on this pag	User EN (Log out) Poweren e	d by Moodle	

Figure 21 - Accessing the profile preferential settings

The options available for the preferential settings are the following:

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



# 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).

Contact My courses Faculties Contact		( <mark>2</mark> )
ashboard		
Timeline		
Next 7 days Sort by dates	Search by activity type or name	
	E	
	No activities require action	



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).

1700 Stinte Advance Home Da	shboard My.courses Faculties - Conta	ct				4 p 🕕 -
Dashboard					Search	۲ م ۵
Timeline						🛔 Contacts
Next 7 days Sort by dates			Search by activity type or name		▼ Starred (1)	
					Demo User E	<sup>én</sup> >
		E	=		► Group (0)	
		No activities	require action		► Private (0)	
Recently accessed courses						
			-			
Curs Demo 2022-2023						
		Suport Moodle	Training Moodle	Contact		
		Manual Pentru Profesori Manual Pentru Studenți	Training Pentru Administratori Training Pentru Profesori	Email: Suport.Academic@Usamv.Ro		
	Contact site support	You are logged in as Dem Reset user tour on this p	io User EN (Log out) Power age	ed by Moodle	s	see all

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).

170	My courses Faculties - Contact				4 P	) ~
Dashboard					< d demo user1	-
Timeline Next 7 days Sort by dates		No activities re	Search by activity type or name			
Recently accessed courses						
		uport Moodle Ianual Pentru Profesori Ianual Pentru Studenți	Training Moodle Training Pentru Administratori Training Pentru Profesori	Contact Email: Suport Academic@Usamv.Ro	Write a message	1
5	Contact site support	You are logged in as Demo I Reset user tour on this page	User EN (Log out) Powered	i by Moodle		1

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).

Dashboard					< d demo user1
Timeline Next7 days Sort by dates			Search by activity type or name		Are you sure you want to add demo user! to your contacts? Add Cancel
Recently accessed courses					
		Suport Moodle Manual Pentru Profesori Manual Pentru Studenți	Training Moodle Training Pentru Administratori Training Pentru Profesori	Contact Email: Suport Academic@Usamv Ro	
	Contact site support	You are logged in as Demo Reset user tour on this pag	User EN (Log out) Powere e	id by Moodle	Write a message

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

4 o 🕕 ·



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).

170 States of the state of the state of the states of the	ntact			4 p 🕕 v
Dashboard				d demo user1
Timeline           Next 7 days         Sort by dates		Search by activity type or name		Contact request sent Your contact request is pending with demo user1
	No activitie	s require action		
Recently accessed courses				
Curs Demo				
2022-2023				
ala	Suport Moodle	Training Moodle	Contact	
	Manual Pentru Profesori Manual Pentru Studenți	Training Pentru Administratori Training Pentru Profesori	Email: Suport.Academic@Usamv.Ro	
S Contact site support	You are logged in as Der Reset user tour on this p	no User EN (Log out) Power age	ed by Moodle	Write a message

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).

170 B Contract Contract And Research And Research Home Dashboard My courses Faculties - Contact	4 <mark>2</mark> 0 -
Dashboard	Search Q 🗘
Timeline       Next 7 days       Sort by dates	Inch by activity type or name
Recently accessed courses Curs Demo 2022-2023	e action
Support Moodle T Manual Pentru Trofesori T Manual Pentru Studenji T	aining Moodle Contact aining Pentru Administratori Email: Suport Academic@Usamv.Ro aining Pentru Profesori

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).

1700 B Characteristic to grant Advancement Home Dashboard My courses Faculties	✓ Contact				۰ 💿 فې 4
Dashboard				< Contacts	<b>D</b>
Timeline				Contacts	Requests 1
Next 7 days Sort by dates		Search by activity type or name		Demo User I Would like to	FR contact you
	No activiti	es require action			
Recently accessed courses					
Curs Demo 2022-2023					
ain	Suport Moodle	Training Moodle	Contact		
	Manual Pentru Profesori Manual Pentru Studenți	Training Pentru Administratori Training Pentru Profesori	Email: Suport.Academic@Usamv.Ro		
Contact site support	You are logged in as De	emo User EN (Log out) Powere	d by Moodle		

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).

1700	culties - Contact	4 🖍 🕞 v
Dashboard		C D Demo User FR Offline
Timeline       Next 7 days       Sort by dates	Search by activity type or name No activities require action	Demo User FR would like to contact you Accept and add to contacts Decline
Recently accessed courses		
	Suport Moodle Training Moodle Contact Manual Pentru Profesori Training Pentru Administratori Email: Suport.Academic@Usamv.Ro Manual Pentru Studenți Training Pentru Profesori	Write a message
Contact site support	You are logged in as Demo User EN (Log out) Powered by Moodle	4

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

1700 Book States Contract of Street Accession Home Dashboard My courses Faculting	es ∽ Contact		4 p 🕕 -
Dashboard			Search Q 🗘
Timeline		-	Contacts     Starred (0)
Next 7 days Sort by dates	Search by activ	ity type or name	▶ Group (0)
	:=		✓ Private (1)
	No activities require action		Demo User EN
Recently accessed courses	Suport Moodle Training Mood	ie Contact	
	Manual Pentru Profesori Training Pentru Manual Pentru Studenți Training Pentru	e consut I Administratori Email: Suport.Academic@Usamv.F Profesori	ю
Contact site support	You are logged in as Demo User EN (Log out)	Powered by Moodle	See all

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).

170	Contact	4 p 🕕 v
Dashboard		C D Demo User FR
Timeline	Create by anti-line term or any me	
Prexit 7 Gays Sort by Gates	search by activity type or name	
	1	
	No activities require action	
Recently accessed courses		
Curs Demo 2022-2023		
	Suport Moodle Training Moodle Contact	↓
	Manual Pentru Studenti Training Pentru Profesori chias. Soport Scuberin goosanin 200 Manual Pentru Studenti Training Pentru Profesori	Write a message
Contact site support	You are logged in as Demo User EN (Log out) Powered by Moodle	4

Figure 36 - Send a message (2)



#### The message was sent (Figure 37).

170 B CHARLEN CALL STREAM AND A CONTRACT HOME Dashboard My courses Faculties -	Contact		40	D •
Dashboard			C D Demo User FR Offline	
Timeline			27 November	
Next 7 days Sort by dates	Search by activity type o	r name	Your text here	07:33
	=		TOUR LOAK THEFE	
	No activities require action			
Recently accessed courses				
2022-2023				
	Suport Moodle Training Moodle	Contact		
	Manual Pentru Profesori Training Pentru Administ Manual Pentru Studenti Training Pentru Profesori	atori Email: Suport.Academic@Usamv.Ro		
			Write a message	
Contact site support	You are logged in as Demo User EN (Log out)	Powered by Moodle		1

Figure 37 - Send a message (3)