



Welcome on board!

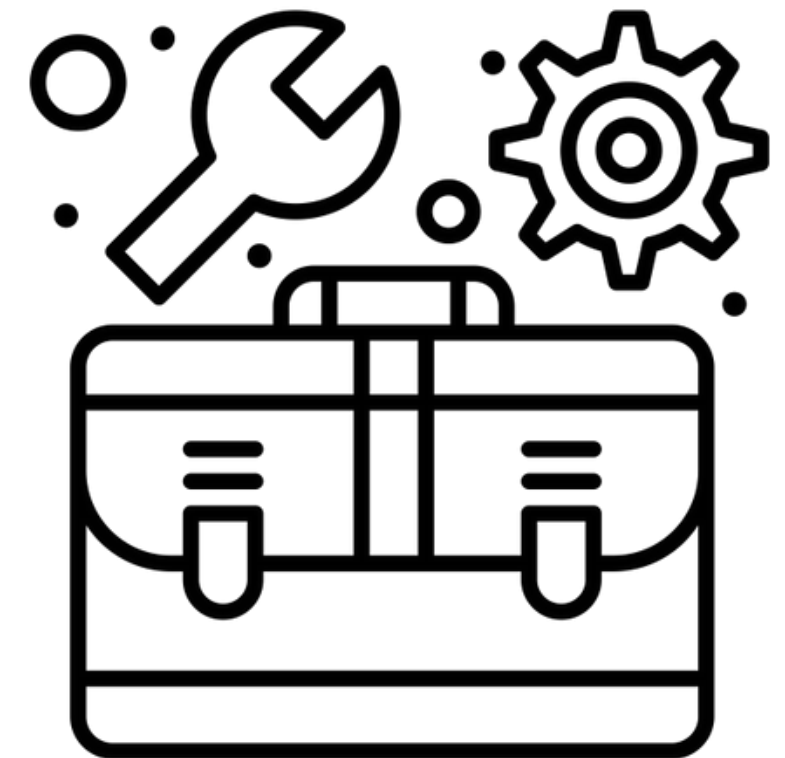
E-learning
(: without secrets :)



micro-guide

What can you find here?

- practical information about e-learning systems at AGH UST
- how to create a student account and how to sign up for classes
- who to contact for assistance



Created by Flatart
from Noun Project

UPeL

Uczelniana Platforma e-Learningowa



MS Teams

E-learning systems at AGH UST



UPeL logging in

You can log in to the UPeL platform with the same data as to others services of the AGH UST.

Log in at <https://upel.agh.edu.pl> using your university's e-mail and password to the AGH UST Mail.

More info about the student e-mail account can be found on the website of the **IT Solutions Centre [Centrum Rozwiązań Informatycznych]** <https://panel.agh.edu.pl/newuser/index-en.html>

UPeL course search



Send messages to teachers and students

A screenshot of the UPeL course search interface. The interface has a teal header with the UPeL logo and navigation links: COURSE SEARCH, DASHBOARD, MY COURSES, TUTORIALE, ARCHIWUM, and a user profile icon labeled STUDENT. Below the header, there are tabs for Course search, Participants, Question bank, and Content bank. A search bar with the placeholder 'Search courses' and a magnifying glass icon is present. Below the search bar, a section titled 'Lista kierunków' lists various faculties with expandable arrows and counts: Kierunki A-C (14), Kierunki D-E (1), Kierunki F-H, Kierunki I-J (2), Kierunki K-M, Kierunki N-Z (5), and Uczelniana Baza Przedmiotów Obieralnych. Annotations with arrows point to specific features: 'Find you courses' points to the search bar; 'Learn remotely with online courses designed by your teachers' points to the 'Kierunki D-E (1)' entry; 'Send messages to teachers and students' points to the user profile icon; and 'Manage your account (modify the profile, change preferences, manage badges)' points to the user profile icon.

Find you courses

Learn remotely
with online courses
designed by your
teachers

Manage your account
(modify the profile,
change preferences,
manage badges)

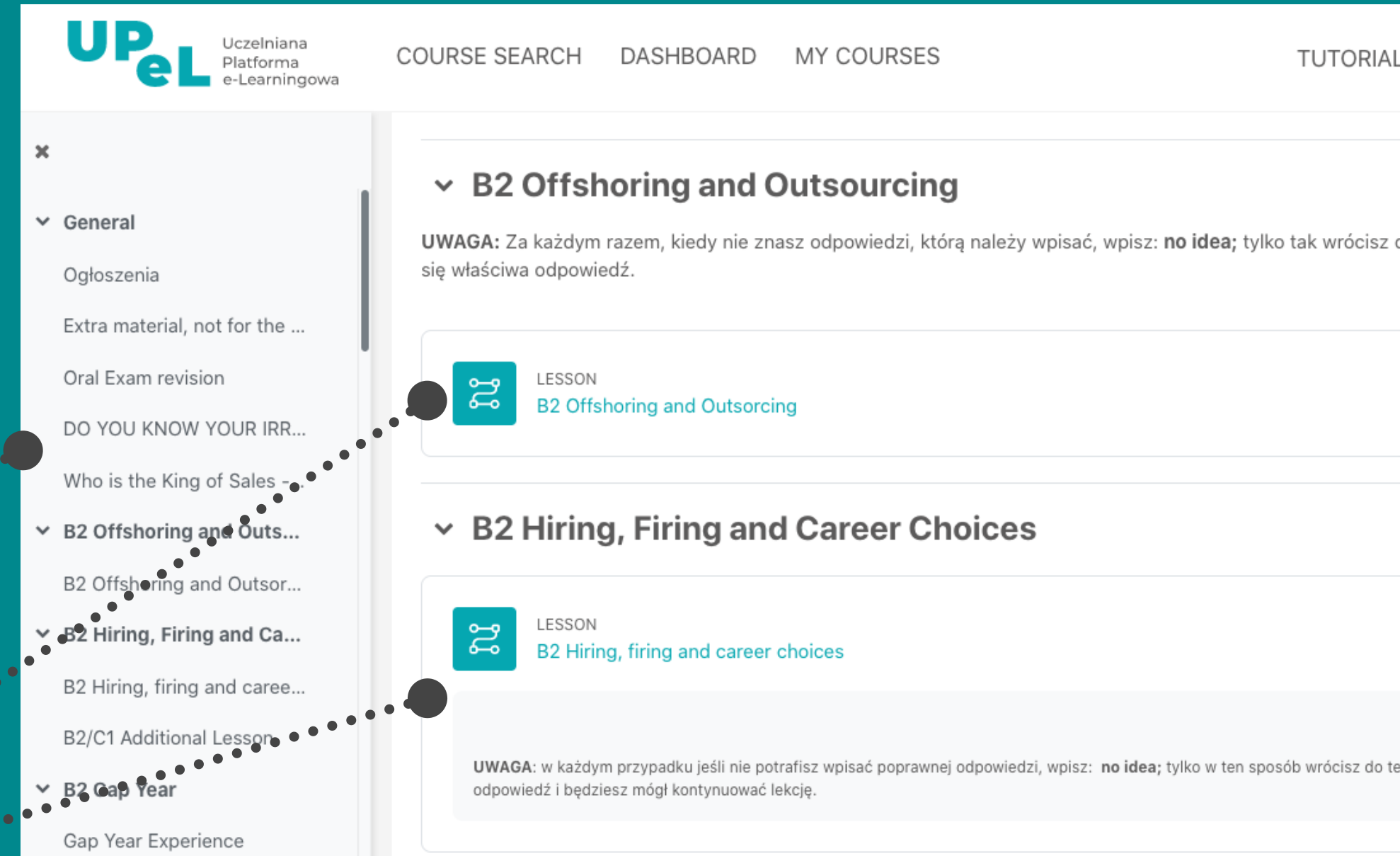
UPeL access to the courses

To join a course on UPeL :

- You can be added to a course by your teacher, who will provide you with a specific link
- or
- You can enrol yourself. You will get an access link and a code to the course from your teacher.

Navigate the course

Read the course materials and complete the tasks



The screenshot displays the UPeL interface. The top navigation bar includes the UPeL logo, the text 'Uczelniana Platforma e-Learningowa', and links for 'COURSE SEARCH', 'DASHBOARD', 'MY COURSES', and 'TUTORIAL'. A sidebar on the left contains a menu with categories like 'General', 'B2 Offshoring and Outsourcing', 'B2 Hiring, Firing and Career Choices', and 'B2 Gap Year'. The main content area shows the selected course 'B2 Offshoring and Outsourcing' with a lesson titled 'B2 Offshoring and Outsourcing' and a warning message: 'UWAGA: Za każdym razem, kiedy nie znasz odpowiedzi, którą należy wpisać, wpisz: no idea; tylko tak wrócisz do... się właściwa odpowiedź.' Below this, another lesson titled 'B2 Hiring, Firing and Career Choices' is shown with a warning: 'UWAGA: w każdym przypadku jeśli nie potrafisz wpisać poprawnej odpowiedzi, wpisz: no idea; tylko w ten sposób wrócisz do te... odpowiedź i będziesz mógł kontynuować lekcję.'

Virtual Class how does it work?

You can attend lectures and other classes via video conference in the Virtual Class activity on UPeL.

In the Virtual Class you can benefit from the following options:

- listen to the webinar and watch the presentation
- communicate by chat
- switch on your camera and microphone
- use the interactive board
- take part in online surveys and quizzes
- join a breakout room for a group work
- express yourself with live reactions or raise your hand
- watch films displayed by your teachers
- open and download shared links and material



▼ Spotkanie 1 - 06.10 2022, 3x45min



CLICKMEETING

[Virtual Class do Spotkanie 1 - 06.10 2022](#)



Niedostępne, chyba że wszystkie z poniższych warunków są spełnione: Należysz do grupy RPM-ETI-2022

▼ Spotkanie 2 - 07.10 2022, 4x45min



CLICKMEETING

[Virtual Class do Spotkanie 2 - 07.10 2022](#)



What can you get from e-course?

Learn any time you want from course materials and assignments (24/7)

Participate in activities on your own or with other students

Hand in assignments with text, graphic, audio and video files

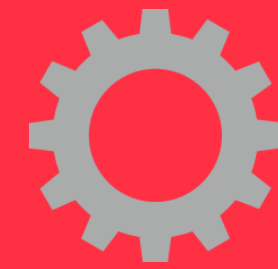


Attend live lectures via the Virtual Class

Keep in touch with teachers and other students using forums, chats and messages

Check your grades and monitor your progress in an online grader report

upel@agh.edu.pl



UPeL

Where can you get help?

**There is one person who can solve
any issues regarding
the e-learning system:
the administrator.**

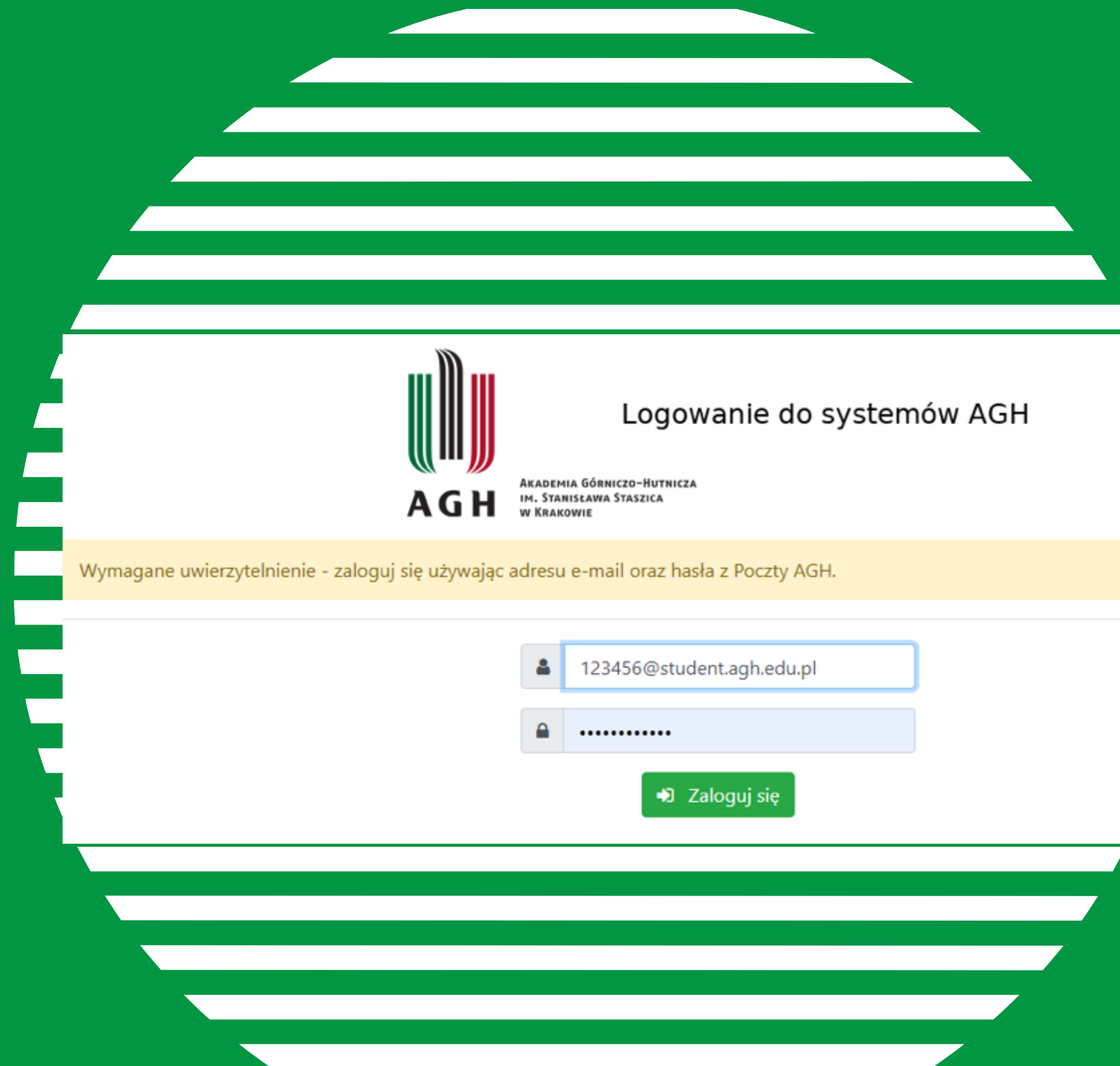
Drop him an e-mail if you need help.

MS Teams logging in

Do you need to use MS Teams?

- Log in at: <https://www.office.com>
or
- Download the app:
<https://www.microsoft.com/plpl/microsoft-365/microsoft-teams/download-app>

Confirm the access by logging in
with your AGH UST credentials (e-mail
and password)

The image shows a screenshot of the AGH (Akademia Górniczo-Hutnicza) login page. The page has a white background with a green header and footer. The header contains the AGH logo, which consists of three vertical bars in green, yellow, and red, followed by the text 'AGH' and 'AKADEMIA GÓRNICZO-HUTNICZA IM. STANISŁAWA STĄSZICA W KRAKOWIE'. To the right of the logo, the text 'Logowanie do systemów AGH' is displayed. Below the header, there is a yellow banner with the text 'Wymagane uwierzytelnienie - zaloguj się używając adresu e-mail oraz hasła z Poczty AGH.' Below the banner, there are two input fields: the first is for the email address, containing '123456@student.agh.edu.pl', and the second is for the password, containing a series of dots. Below the input fields, there is a green button with a right-pointing arrow and the text 'Zaloguj się'.



MS Teams

access to your course

Do you want to join the online class in MS Teams?

- You can be added to a team by your teacher or
- You can do it yourself. The teacher will provide you with the course join code.

MS Teams how it works



Chat with the teacher and other students

Check posts to read news about the course

Use calendar to plan and find meetings and courses

In Files, you will find materials from the course

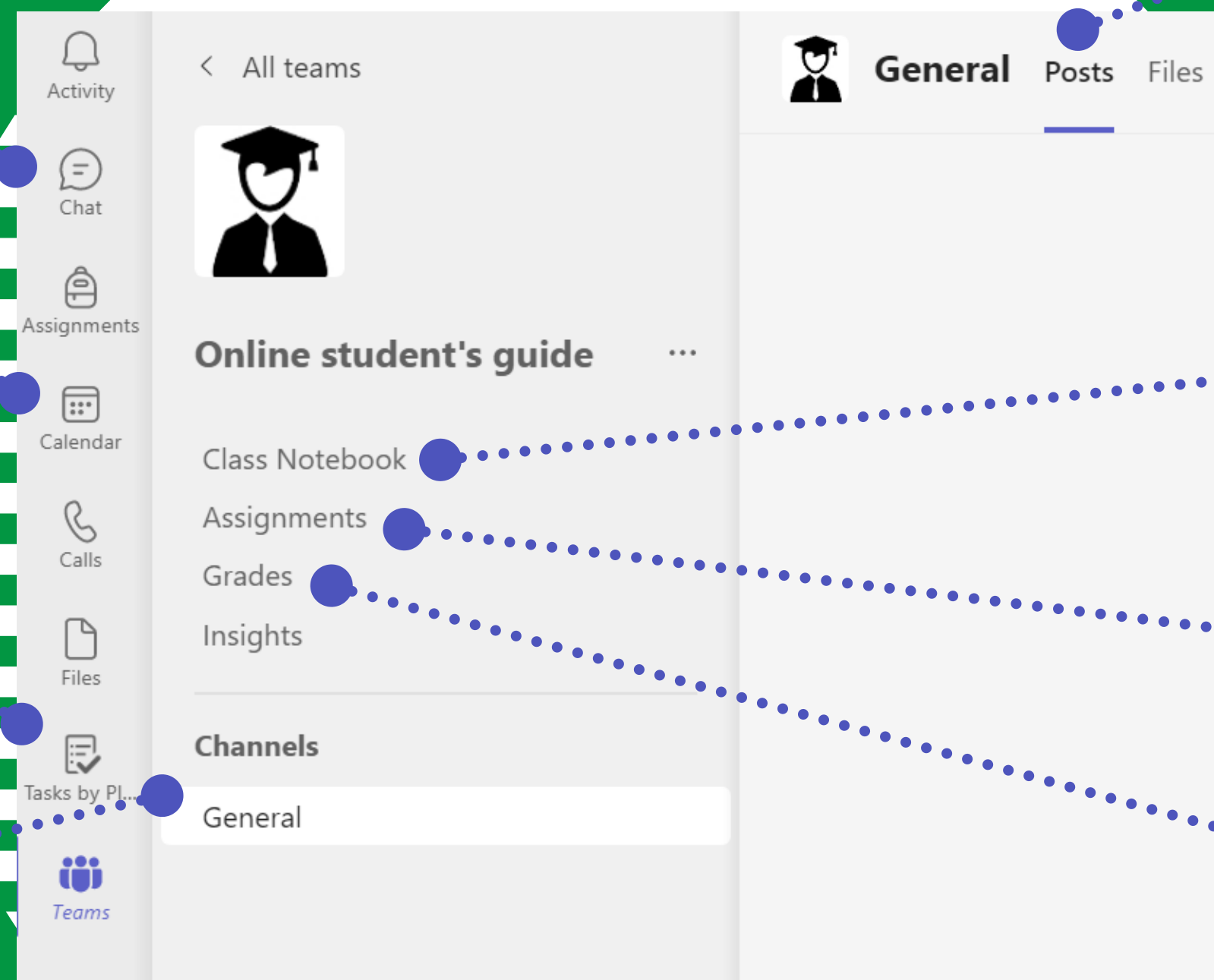
In Tasks, you will find assignments for all your courses

Notes to keep course materials such as files, notes, attachments, links, recordings etc.

Channel - here teachers and classmates can share messages, tools and files within sub-groups or topics

Assignments - here you will find assignments for a particular course

Check your grades and feedback from tests and assignments in Grades tab



What can you do in MS Teams?

- **Save course's materials and assignments to access them from anywhere in the world**
- **Collaborate with others, contact the teacher, and submit assignments**
- **Communicate with other students on the board using text, audio or video during the class**



MS Teams

**AGH UST
IT Solutions Centre**



**AGH UST
Centre of
e-Learning**

**Microsoft Teams
University
for
students**

**Microsoft
Education**
cooperation,
classes organization



















MS Teams

**How to get
help?**

**Guide –
How to use
Microsoft Teams?**

Office 365





Microsoft

login to Office 365

Log in at: <https://www.office.com>
Use your AGH UST e-mail and password.
Then confirm the access with your AGH UST credentials (e-mail and password) once again.

You can use Outlook, MS Teams and others apps, e.g. Sway, SharePoint, OneDrive or OneNote.

Click an icon to get more information

Each student with the AGH UST e-mail account (@student.agh.edu.pl) can use Microsoft 365 apps.

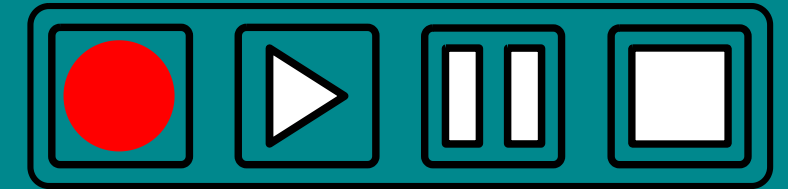
Recording lectures

- You need to get teacher's permission to record a session when the teacher's image or voice is presented
- Similarly, you need to get permission from everybody in the virtual room if their voice or image is presented. The consent needs to be voluntary and clearly stated
- Inform the participants about the recording at all times
- The recordings can be kept no longer than for 6 months and must be encrypted

If you have received the required permissions, you can use screen recording software, such as:

OBS Studio - [how to](#)

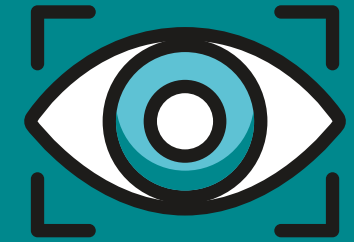
ActivePresenter - [how to](#)



Camera on!*

*whenever possible

- Face to face communication is the most effective so you will benefit from remote learning most with your camera on
- Body language, mimics and non-verbal communication enhance the message, the person behind the screen becomes more authentic
- Build your professional online profile - no more pyjamas or messy desks and the quality of the meeting increases
- You get more engaged and stay alert during the classes or a meeting





**More
help**

**Open AGH
Open Educational
Resources**

**Open AGH
e-Textbooks**

**AGH UST
Centre of e-Learning**

**AGH UST
Study Regulations**

