



**Welcome  
on board!**



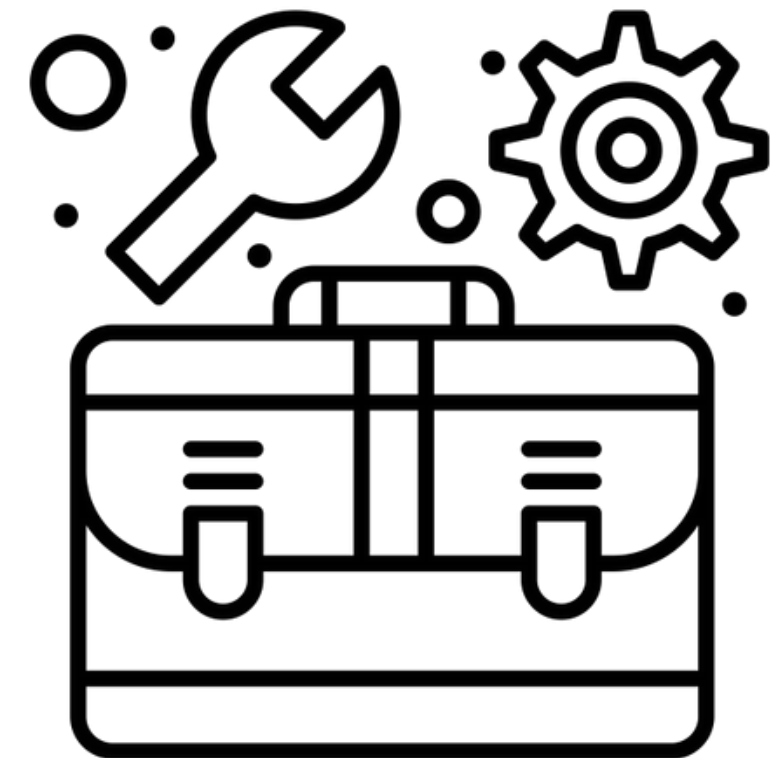
**E-learning  
(: without secrets :)**



**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**

University's  
e-learning system



# 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

The screenshot shows the UPeL course search interface. At the top left is the UPeL logo and the text 'Uczelniana Platforma e-Learningowa'. The main navigation bar includes 'COURSE SEARCH', 'DASHBOARD', and 'MY COURSES'. On the right side of the navigation bar are 'TUTORIALE', 'ARCHIWUM', a notification bell, a chat icon, and a 'STUDENT' profile dropdown. Below the navigation bar, there are tabs for 'Course search', 'Participants', 'Question bank', and 'Content bank'. A search bar with the text 'Search courses' and a magnifying glass icon is present. Below the search bar is a section titled 'Lista kierunków' with an 'Expand all' link. The list includes: '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'. Callouts with arrows point to various elements: 'Find you courses' points to the search bar; 'Learn remotely with online courses designed by your teachers' points to the 'Kierunki D-E (1)' item; 'Send messages to teachers and students' points to the chat icon; and 'Manage your account (modify the profile, change preferences, manage badges)' points to the 'STUDENT' profile dropdown.

Find you courses

Learn remotely with online courses designed by your teachers

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

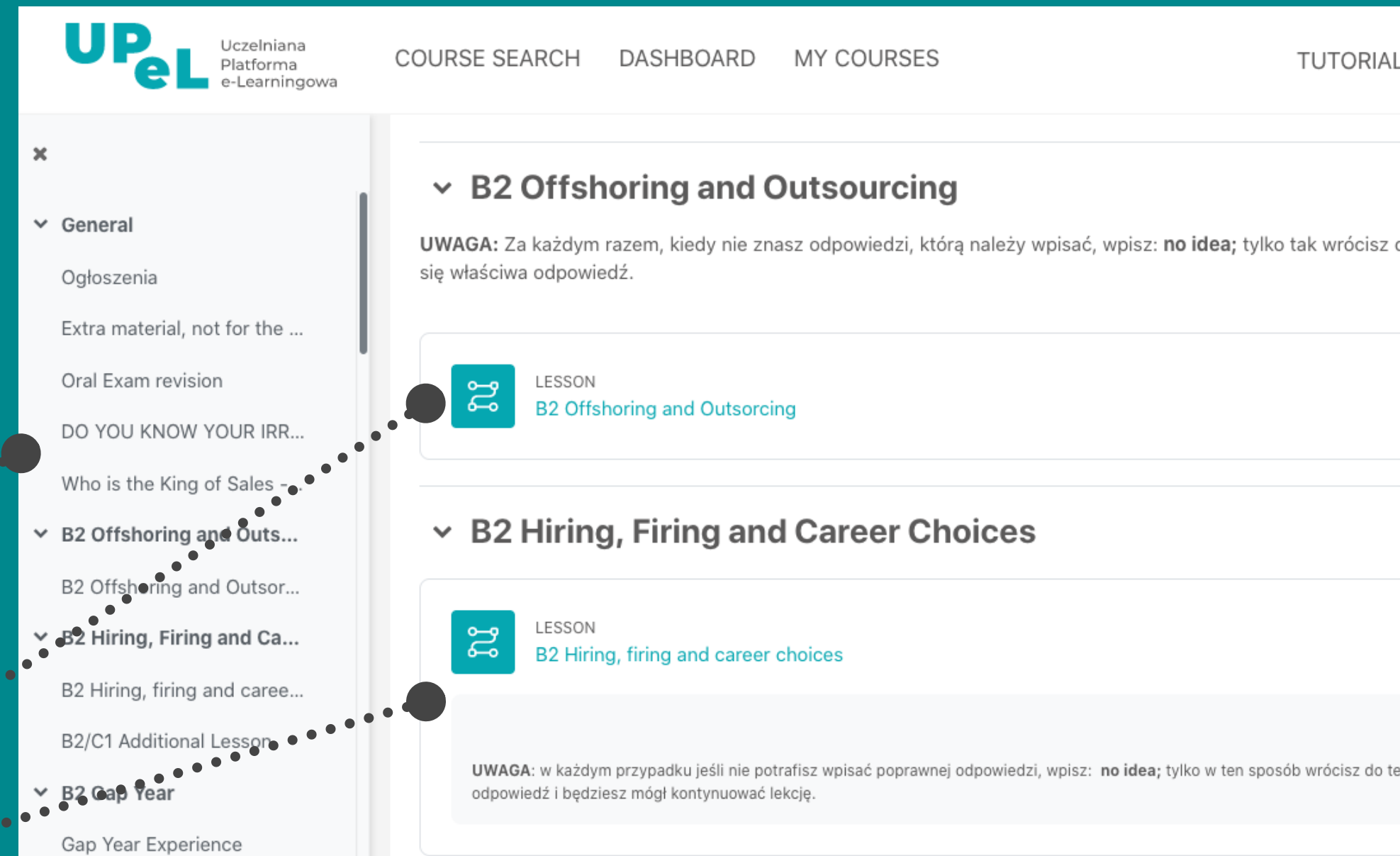
# UPeL access to the courses

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 shows the UPeL (Uczelniana Platforma e-Learningowa) interface. The top navigation bar includes 'COURSE SEARCH', 'DASHBOARD', 'MY COURSES', and 'TUTORIALS'. The main content area displays a course titled 'B2 Offshoring and Outsourcing' with 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, there are two lesson cards: 'LESSON B2 Offshoring and Outsourcing' and 'LESSON B2 Hiring, firing and career choices'. A second warning message is visible: '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.' On the left side, a sidebar menu is visible with categories like 'General', 'B2 Offshoring and Outs...', 'B2 Hiring, Firing and Ca...', and 'B2 Gap Year'. Dotted lines with arrows point from the text 'Navigate the course' to the sidebar menu and from 'Read the course materials and complete the tasks' to the lesson cards.



## 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



Manage your account

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.**

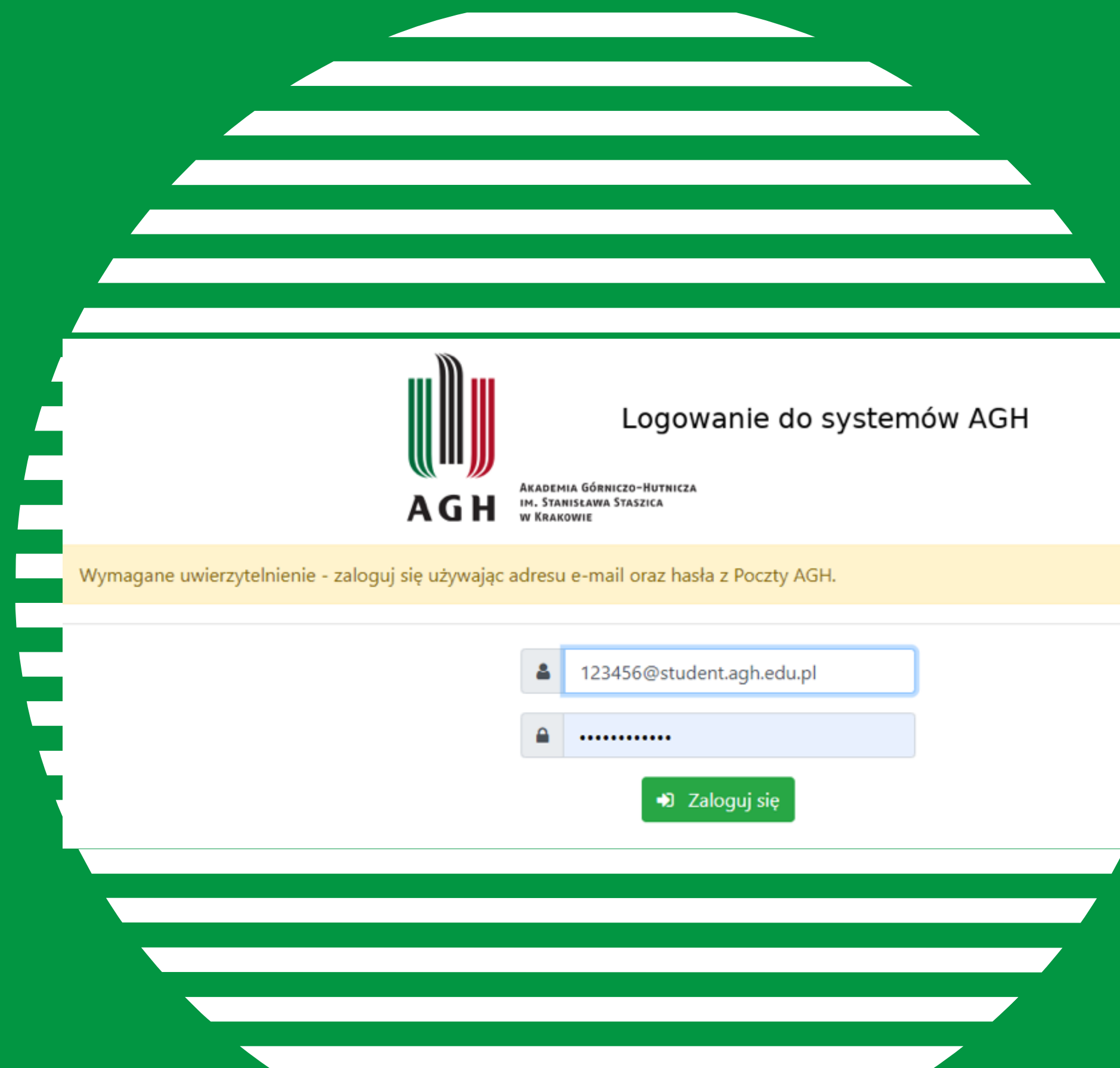


# MS Teams logging in

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)





# 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

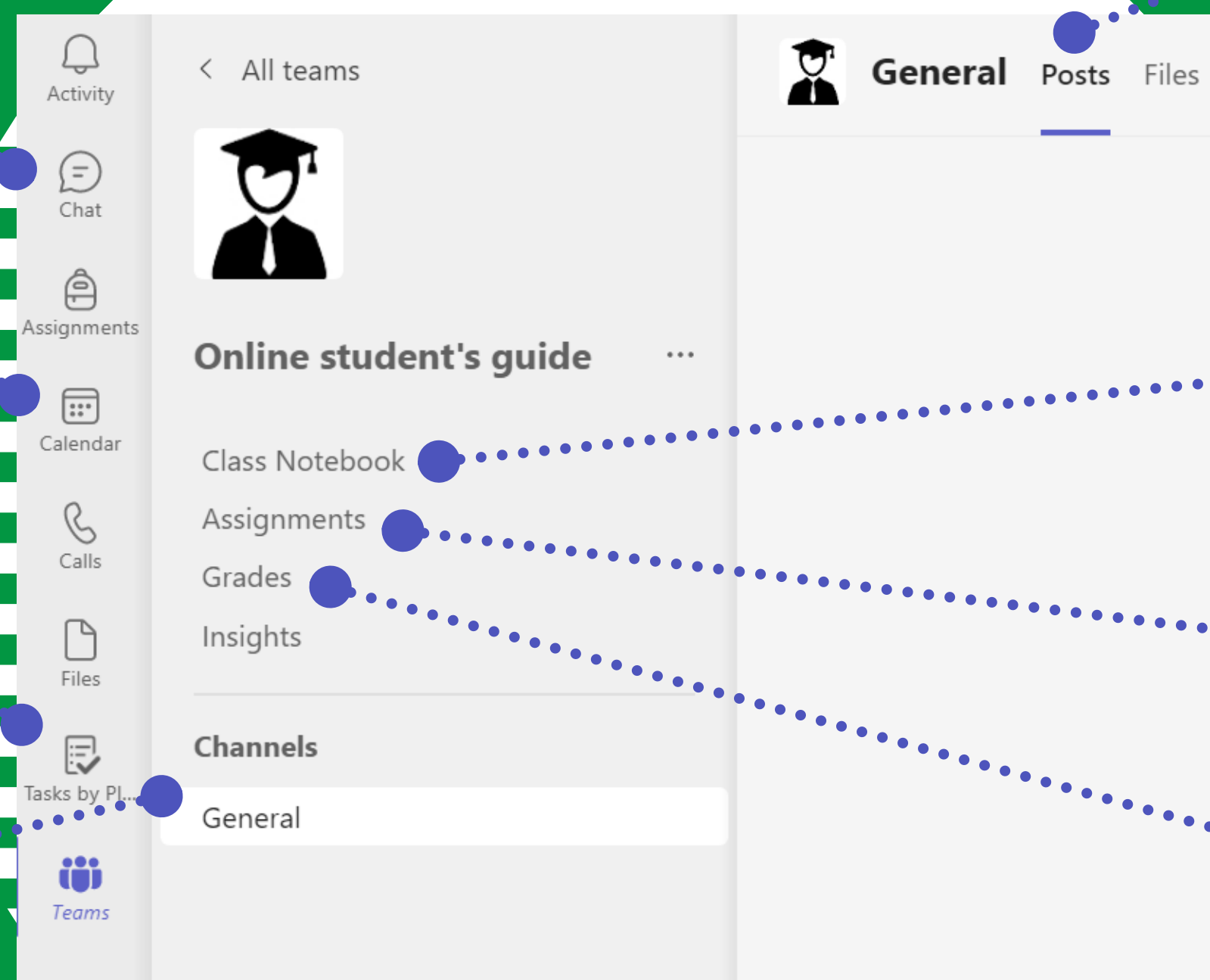
In Tasks, you will find assignments for all your courses

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**

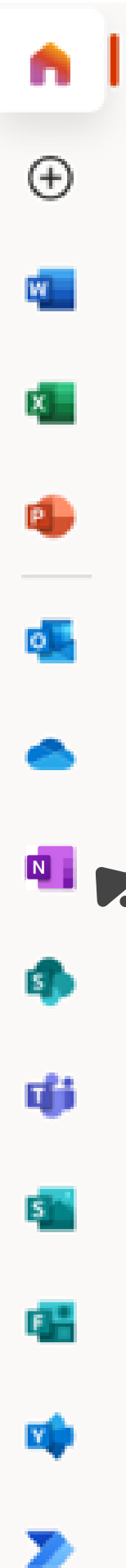
**Microsoft  
Education**  
cooperation,  
classes organization



**MS Teams**

**How to get  
help?**

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



# 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.

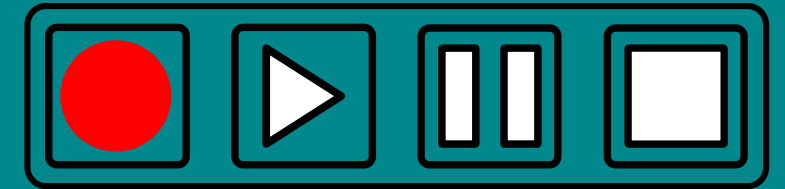
# Recording lectures

- 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**

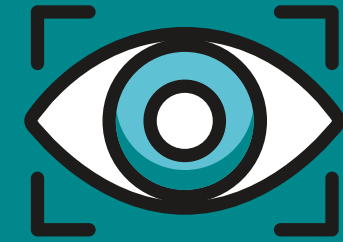




# Camera on!\*

\*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 and  
Innovative Education**

**AGH UST  
Study Regulations**

