AGH

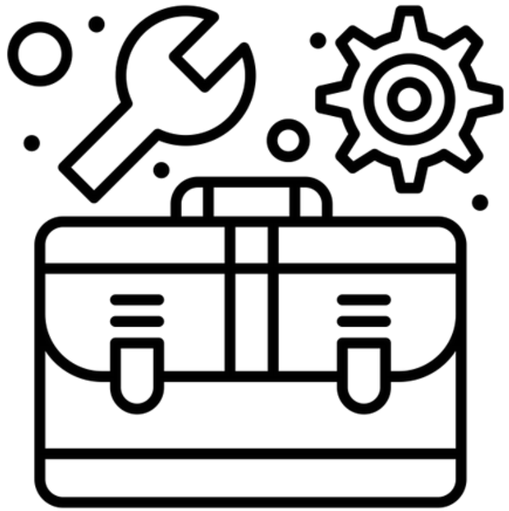
Welcome on board!

E-learning (: without secrets :)

mini-guide

What can you find here?

- practical information about e-learning systems at AGH and the rules regarding using them
- how to create a student account and how to sign up for classes
- who to contact for assistance



Created by Flatart
from Noun Project

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UPeL

Uczelniana Platforma e-Learningowa

MS Teams

E-learning systems at AGH

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

University's e-learning system

UPeL logging in

You can log in to theUPeL platform with the same data as to others services of the AGH University.
Log in at https://upel.agh.edu.pl using your university's e-mail and password to the AGH University 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

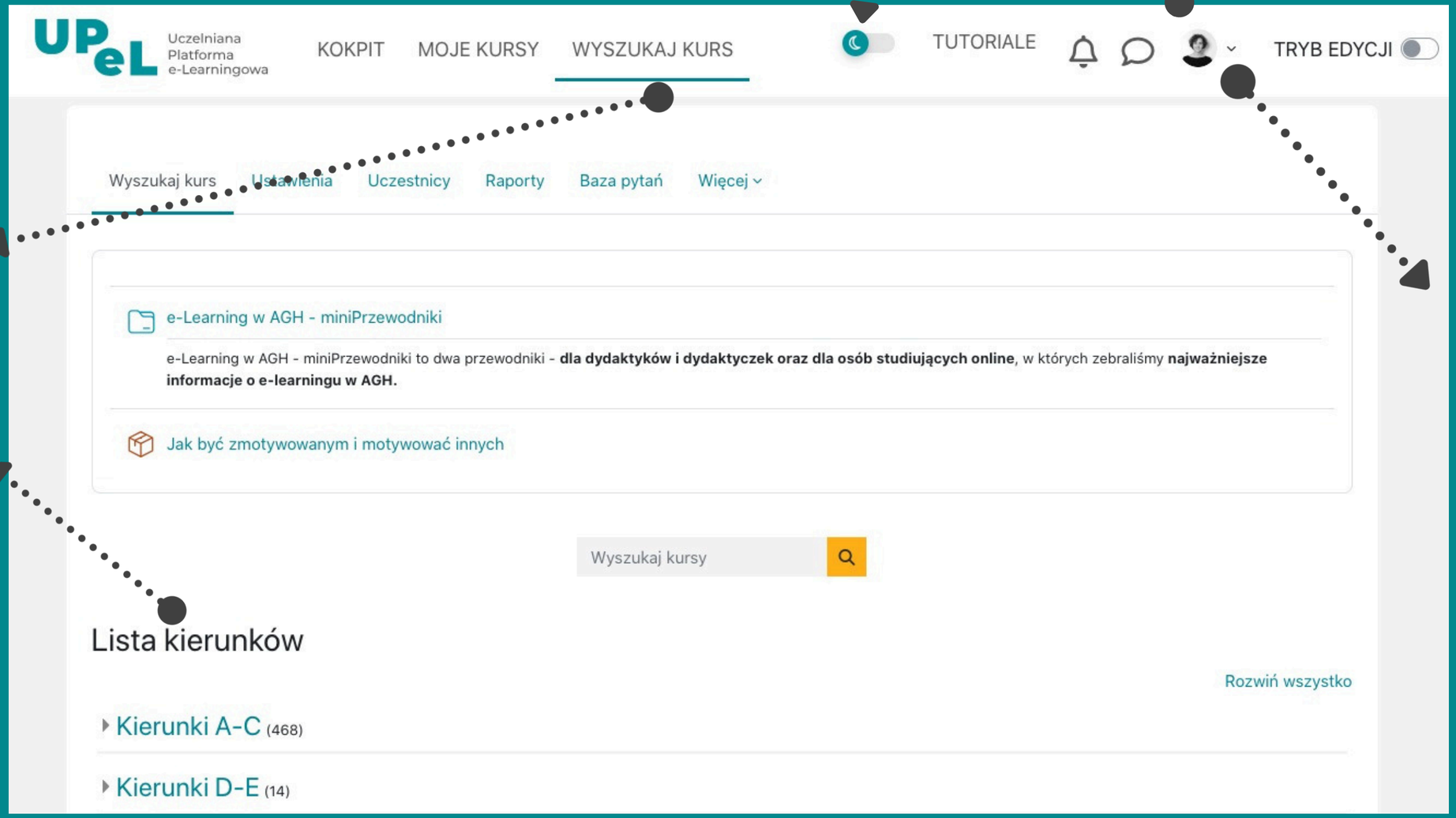
Ude the dark mode of UPeL

Send messages to teachers and students

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

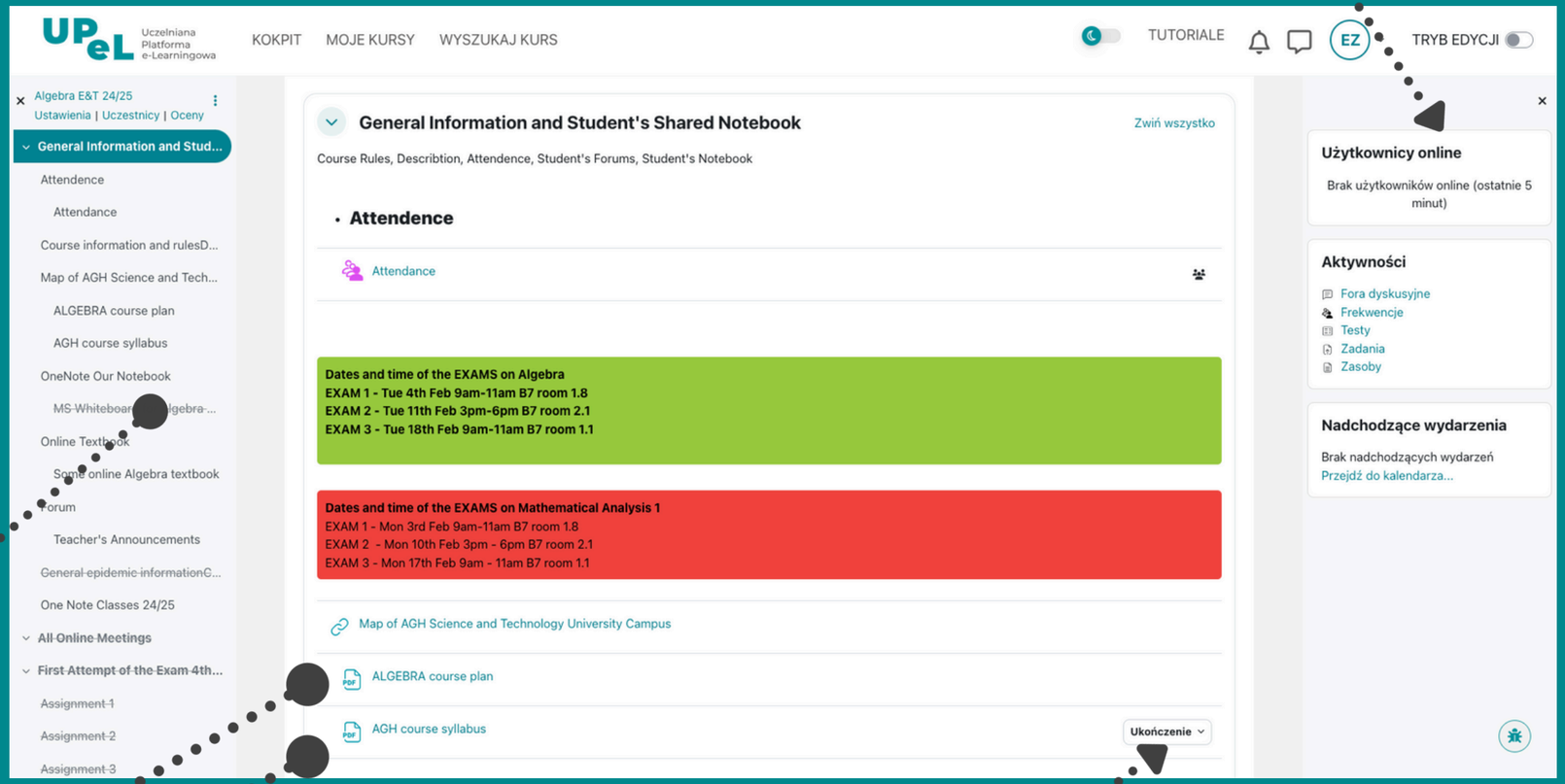
To join a course on UPeL:

- 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.

Check who is in the course at the same moment as you



Navigate the course

Read the course materials and complete the tasks

Monitor your progress

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UPeL

Where can you get help?

upel@agh.edu.pl

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

Drop him/her an e-mail if you need help.

MS Teams logging in

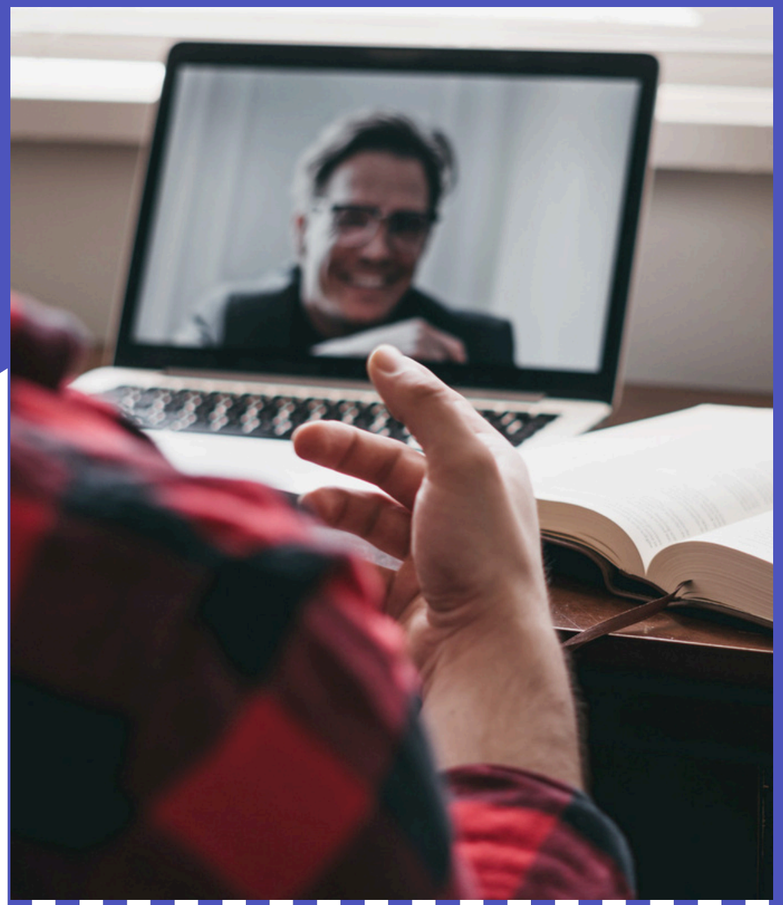
Do you need to use MSTeams?

- **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 University 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

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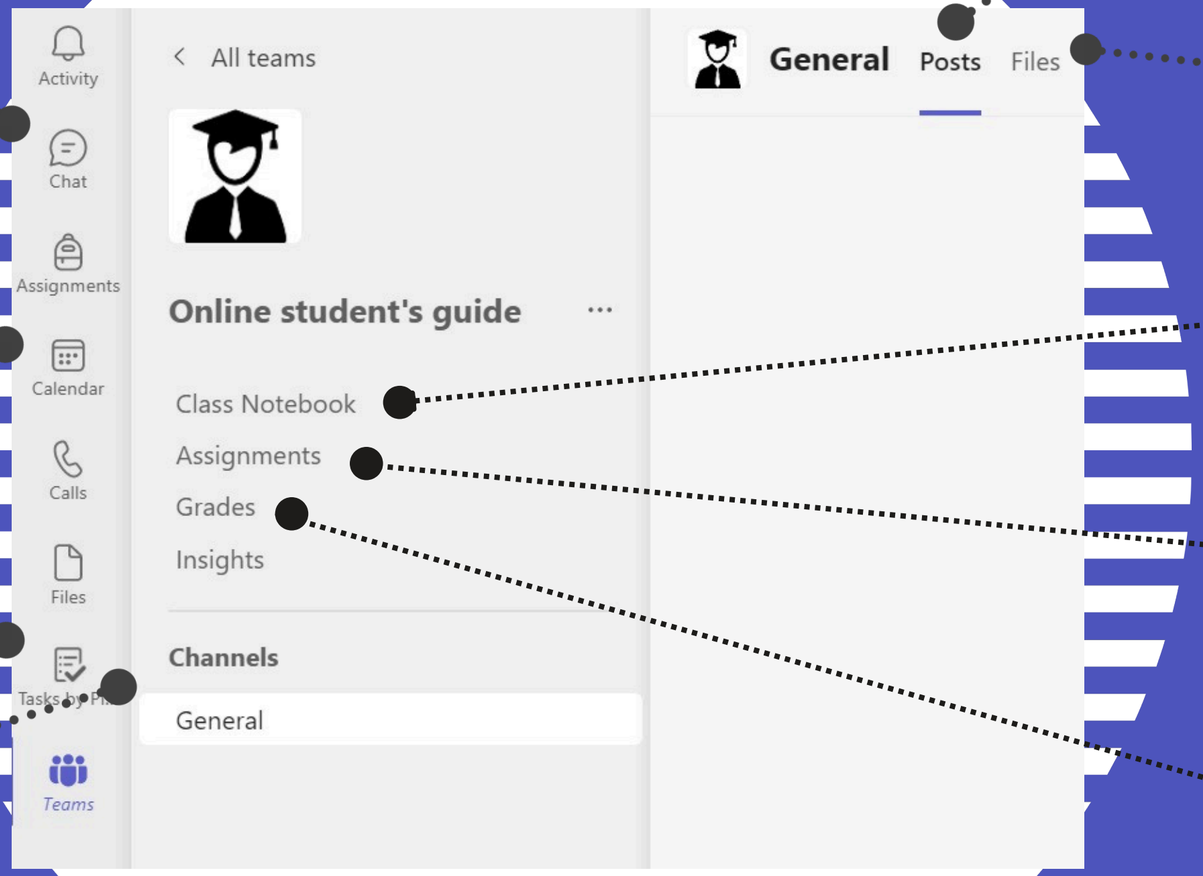
Chat with the teacherandother students

Use calendar to plan and find meetings and courses

In Tasks, you will find assignments for all your courses

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



Check posts to read news about the course

In Files, you will find materials from the course

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

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

AGH UST
IT Solutions Centre

AGH

Microsoft Teams
University
for
students

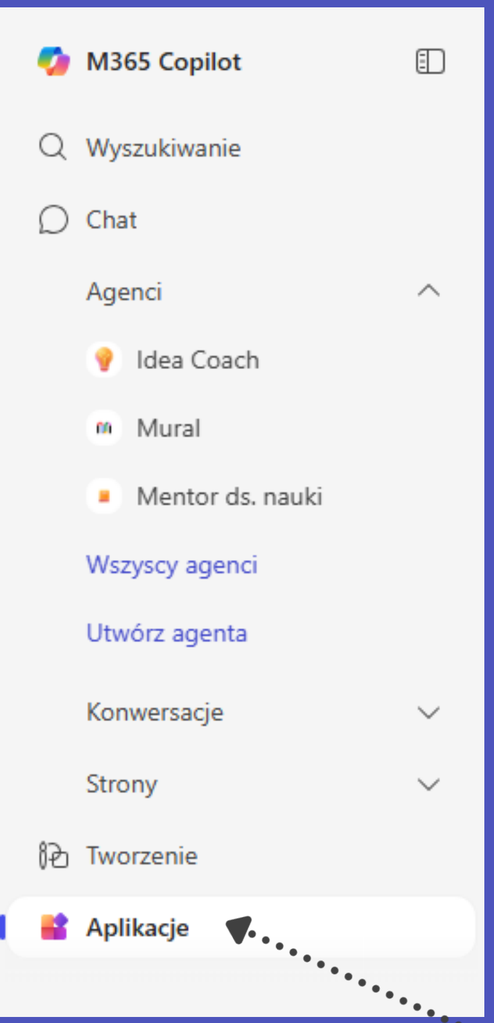
MS Teams

How to get help?

AGH UST
Centre of
e-Learning

Microsoft
Education
cooperation,
classes organization

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 University 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. Record only if it is essential.
- 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

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

You cannot refuse switching on a camera during classes or exams.

The processing of personal data is based on legal provisions that allow the university to do so.

More help

Open AGH
Open Educational Resources

Open AGH
e-Textbooks

AGH UST
Centre of e-Learning and Innovative Education

AGH UST
Study Regulations

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