

Student's Guide to e-Course System

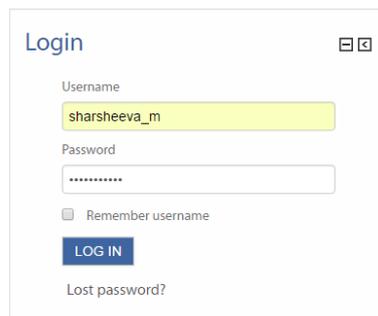
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How to set up an account on e-Course System

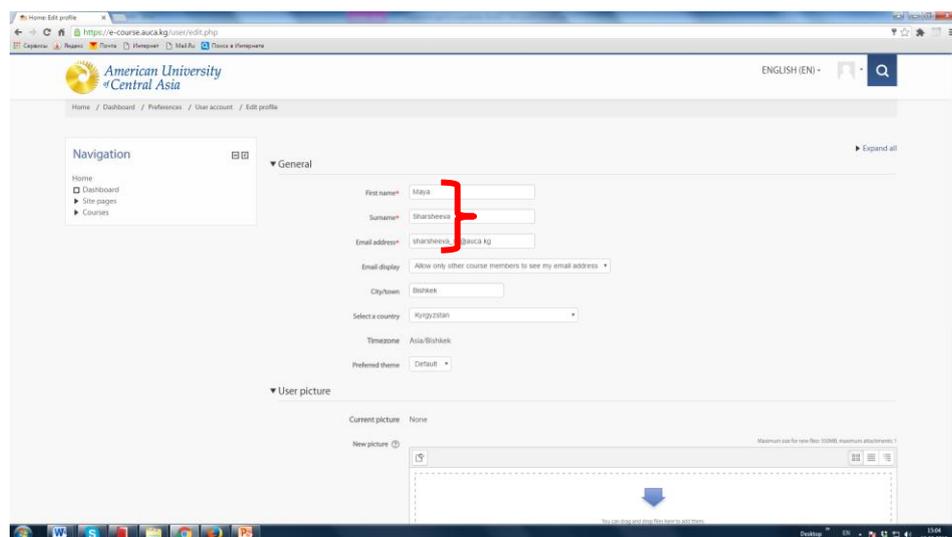
Follow these steps:

1. Open a web browser and type in the address - <http://e-course.auca.kg>
2. Log in to the e-Course System using the same username and password you use for logging in to AUCA's computer network (picture 1).



Picture 1.

3. Upon log in, you will be redirected to a registration page (picture 2). Complete the Account form with your details. Required fields: First name/Surname and valid Email. ! Use an email which you regularly check, and preferably your AUCA email account.



Picture 2.

! Make sure to click the “Update profile” button when you have filled out the Account form.

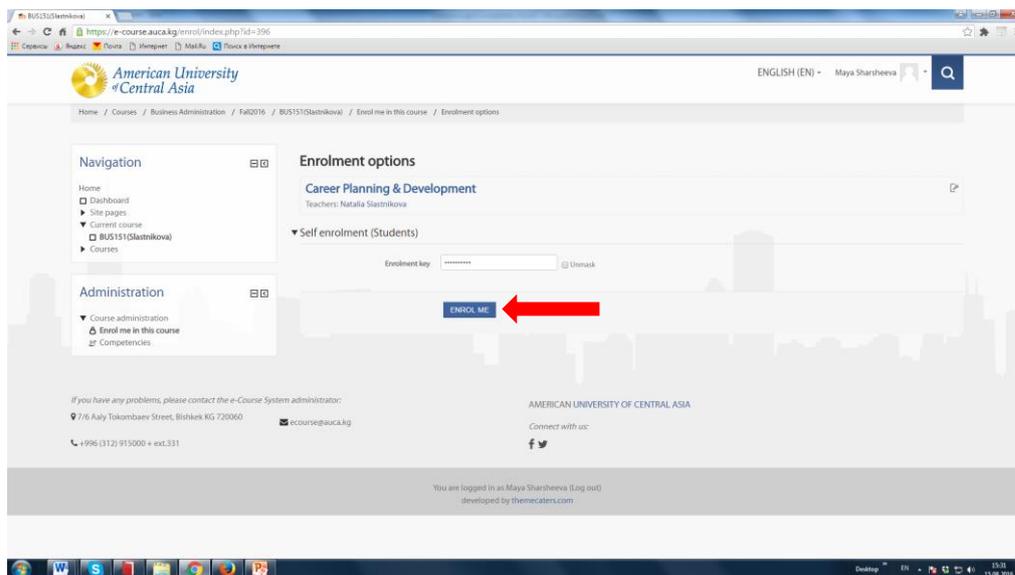
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That's it, you have set up an account. Now go back to the e-Course main page and enroll in a course.

How to enroll in a course

The list of AUCA Programs is displayed on the main page. Locate the Program and then the course in which you need to enroll.

1. Once you have located the course you are looking for, click on the course name. The System will ask you to enter an 'enrolment key', which should be provided to you by the instructor.
2. Enter the key and click the "Enrol me" button (picture 3).



Picture 3.

! The enrolment key will be provided to you individually, please do not share it with others unless you are requested to do so by your instructor.

How to navigate within the e-Course System

There are a number of ways to navigate around the course.

The 'Navigation bar' is a frame above the course name, which contains a series of hyperlinks allowing you to rapidly return to the class area. This is how the 'Navigation bar' looks like:

Home / Business Administration / Fall2016 / BUS151(Slastnikova)

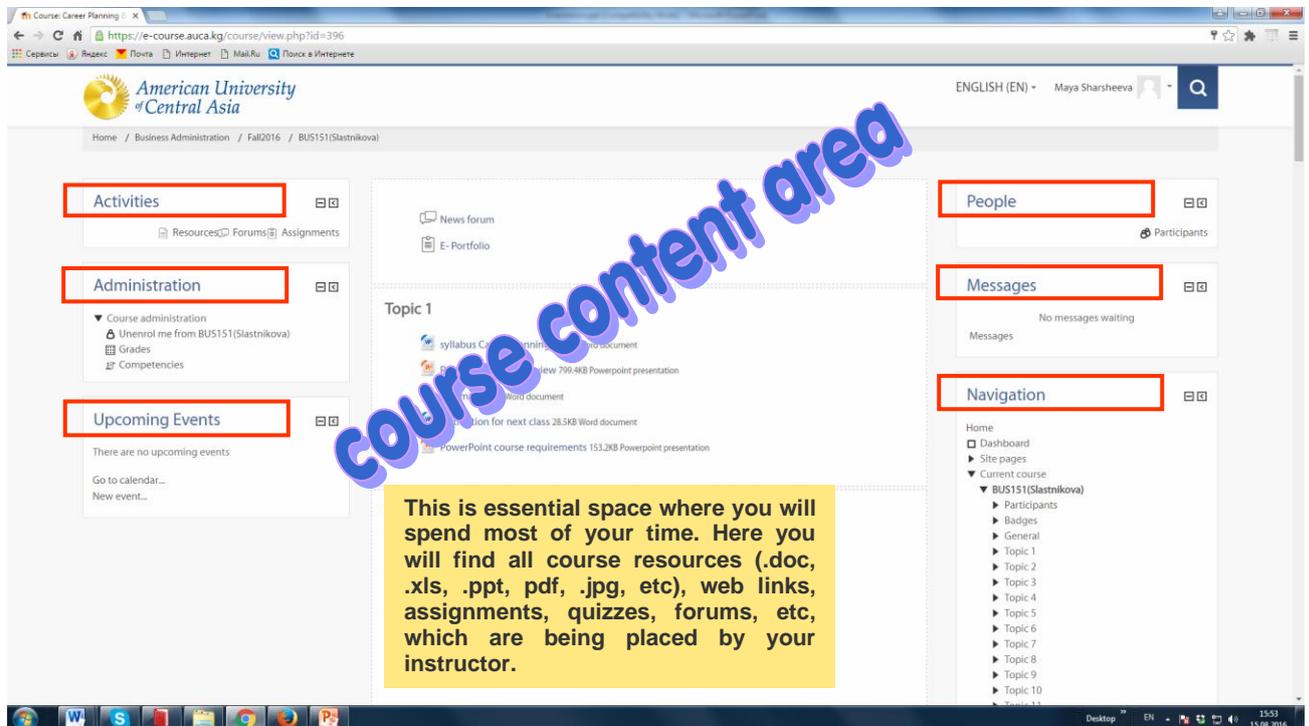
- ☑ **Home:** by clicking on this grey hyperlink you will be returned to the e-Course System main page.
- ☑ **BUS151(Slastnikova):** this is the shortened name of the course; by clicking on it you to go back to the course homepage.

! The above is only one example of how the navigation bar may appear. Keep any eye on this as you navigate around the course, you will notice that it changes to reflect your current position.

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How to use the blocks on a course homepage

Blocks are the on- screen areas on both sides of the course homepage. They fulfill a range of functions as described below.



Picture 4.

LEFT-SIDE BLOCKS

Activities: This block displays all of the available activities in the course, such as Assignments, Forums, Glossaries, Resources, Quizzes, etc.

Administration: This block contains a link to the Grade book where you can monitor your grades at any time.

Upcoming events: This block displays course upcoming events such as notifications about deadlines, updates by the instructor, etc. The number of upcoming events and the period covered is set by the instructor and may vary between courses.

RIGHT-SIDE BLOCKS

Participants: This block displays all members of the course (your peers).

Messages: To help foster the online community, messaging is used to facilitate communication between course members. It can be used for instant messaging between students or to communicate with your instructors.

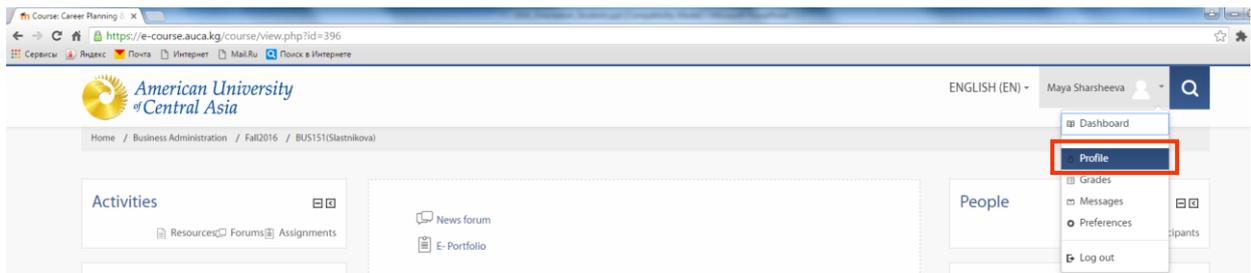
Navigation: This block displays the courses in which you are enrolled, and the topics within the course you are currently on.

How to reach and update user profile page

Your profile is your identity on the e-Course System. All AUCA e-Course System users can see it, including your instructor. To reach your profile page, follow these steps:

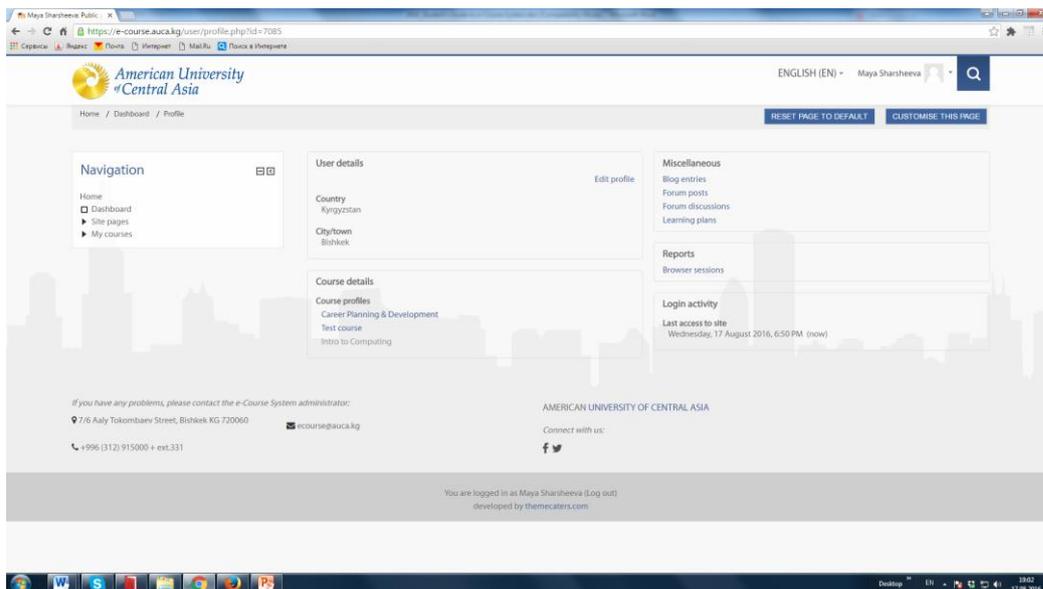
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1. In the user menu top right click on the 'Profile'.



Picture 5.

2. Through your profile page you to edit your profile information and preferences, view forum/blog posts, and check any reports you have access to.



Picture 6.

! Take your e-Course profile seriously, use your real name and profile picture. Your instructor should be able to identify you. Don't worry, no one outside of AUCA users can see your profile.

Troubleshooting

If you have any questions, please get in touch with the e-course administrator:

email: ecourse@auca.kg

tel.: 915-000/ext.331

room: 201