

Dear Students!

Our University delivers selected e-Learning courses using appropriate ICT tools to deliver rich interactive learning environment away from the traditional classroom. It is accessible from anywhere via the Internet at <https://elearning.szie.hu/>.

In this document we would like to provide a few basic information to help you navigate in the system.

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### 1. Logging in

The portal (<https://elearning.szie.hu/>) can be accessed by University students by typing their Neptun code and the corresponding password (previously set on the website JoKeR).

switch to English

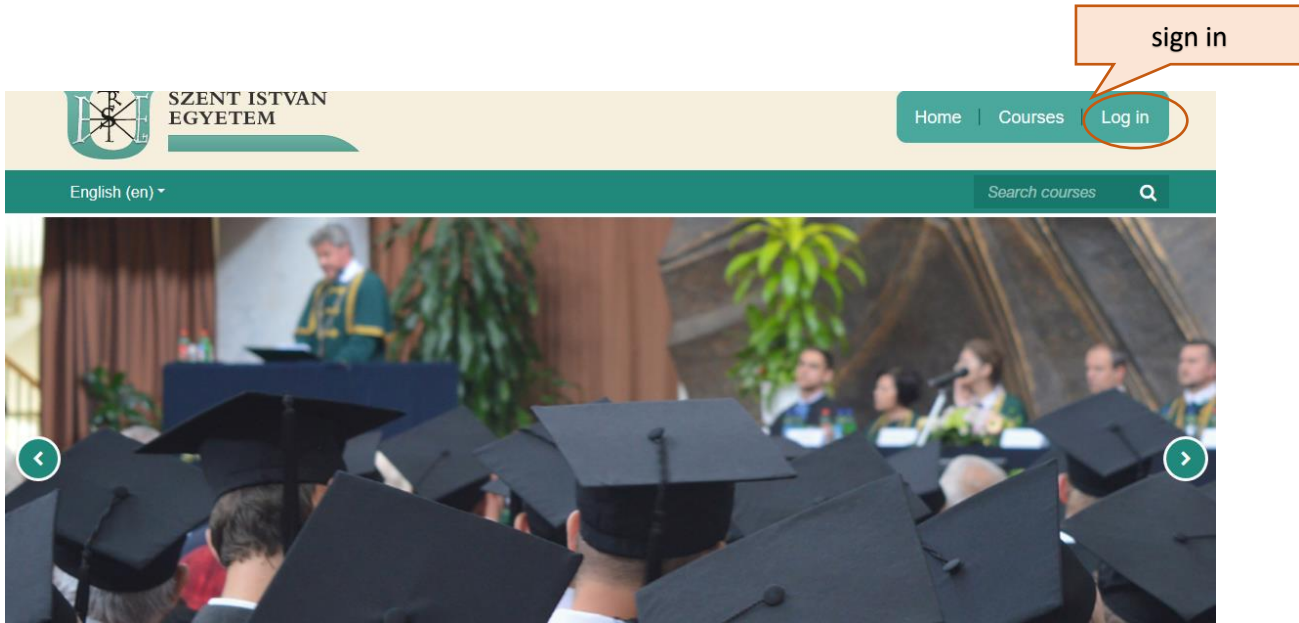
szent istván egyetem

Kezdőoldal | Kurzusok | Belépés

magyar (hu) Kurzusok keresése

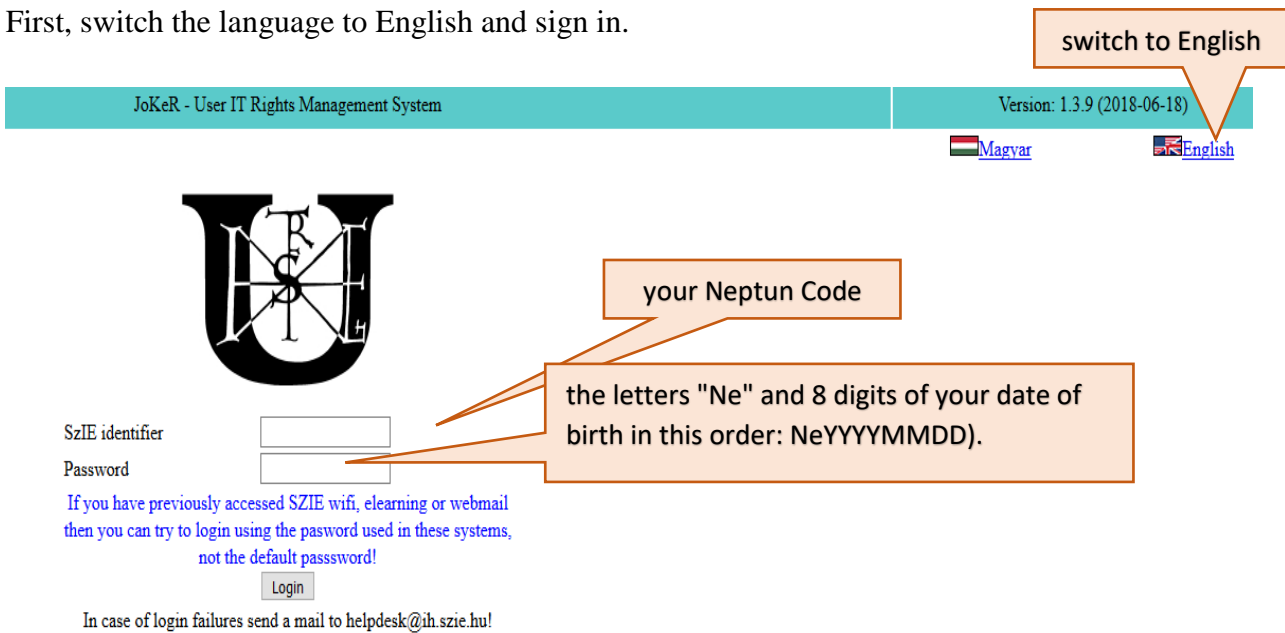
Üdvözöljük Önöket a Szent István Egyetem E-learning Portálján

Navigáció



### 1.1 First time users' login

Prior to anything else, activating your user account is required on the site **joker.szie.hu**  
 First, switch the language to English and sign in.



After logging in, you have to change the pre-set password, and by changing it, you'll activate your account. (Note: If you have previously accessed SZIE Wi-Fi, e-learning or webmail, you already activated your account and created a password other than the pre-set one! You don't need to do it again.)

From then on, the Neptun code and the new password can be used to access university systems including the E-learning system, webmail and Wi-Fi. (The password replacement does not affect the Neptun system.) If you have problems logging in, you should contact the SZIU Informatics Department at the address **helpdesk@ih.szie.hu !**

## 2. Profile data

After the first login, you can view your own profile by selecting the "Profile" drop-down menu under the user name. Your personal data from the university registration system are automatically uploaded to the E-learning portal.

The screenshot shows the user interface of the Szent István Egyetem E-learning portal. At the top right, the user name 'User4 Test' is displayed with a dropdown menu. The dropdown menu is open, showing options: Dashboard, Profile (highlighted with a red circle), Grades, Messages, Preferences, and Log out. A callout box with an orange border points to the dropdown menu with the text 'click to access dropdown menu'. Below the navigation bar, the page title is 'Dashboard > Profile'. The main content area is divided into several sections: 'Navigation' (Dashboard, Site home, Site pages, My courses), 'User details' (Email address circled in red, Country: Hungary, Edit profile), 'Course details' (Course profiles), 'Miscellaneous' (Blog entries, Forum posts, Forum discussions, Learning plans), 'Reports' (Browser sessions, Grades overview), and 'Login activity' (First access to site: Wednesday, 25 July 2018, 9:16 AM (32 days 22 hours); Last access to site: Monday, 27 August 2018, 8:06 AM (now)).

### 2.1. The University e-mail address

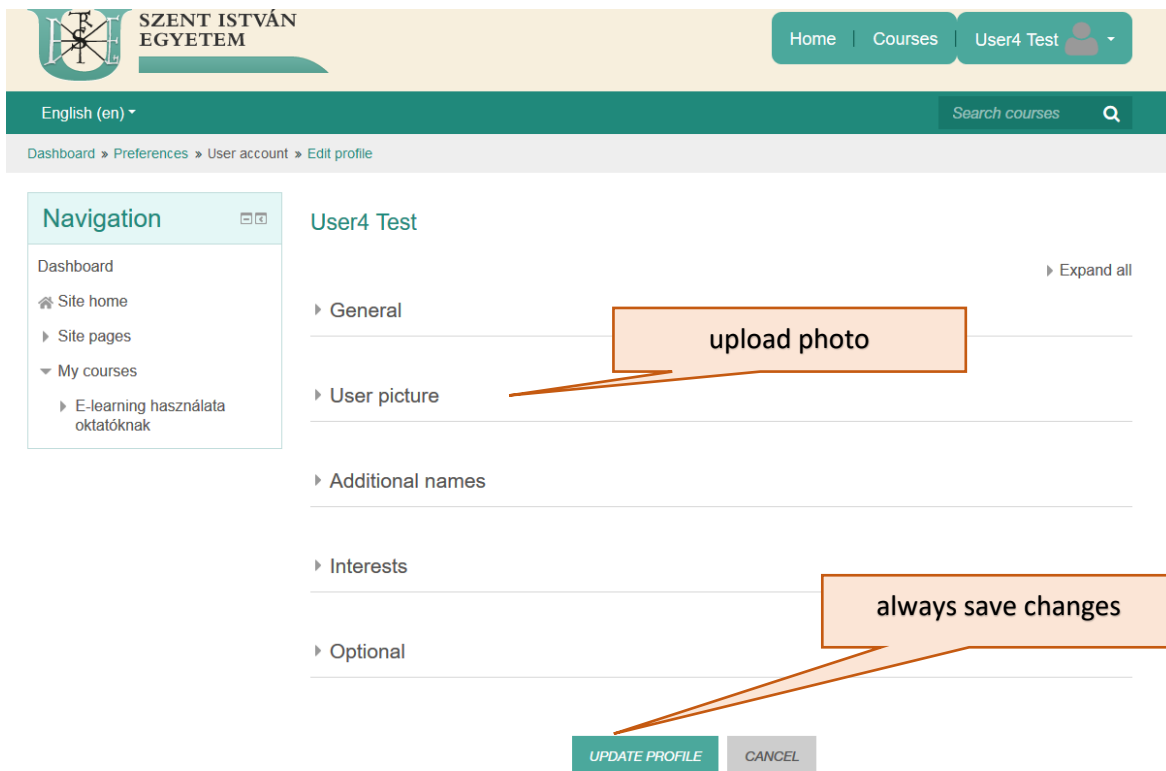
The university e-mail address is set up automatically to your E-learning account. This e-mail address appears in your profile information. All E-learning system messages arrive to this e-mail address, so it is important to activate and periodically check your mailbox or set up message forwarding to your private email address.

The university e-mail service is available as follows:

- a) Student accounts created after February 2016:  
O365 portal: **https://o365.eduid.hu**  
(email addresses ending in: hallgato.uni-szie.hu, hok.uni-szie.hu, phd.uni-szie.hu)
- b) Student Accounts created prior February 2016:  
Traditional Web Site Surveys: **http://webmail.szie.hu**  
(email addresses ending in: hallgato.szie.hu, hok.szie.hu)

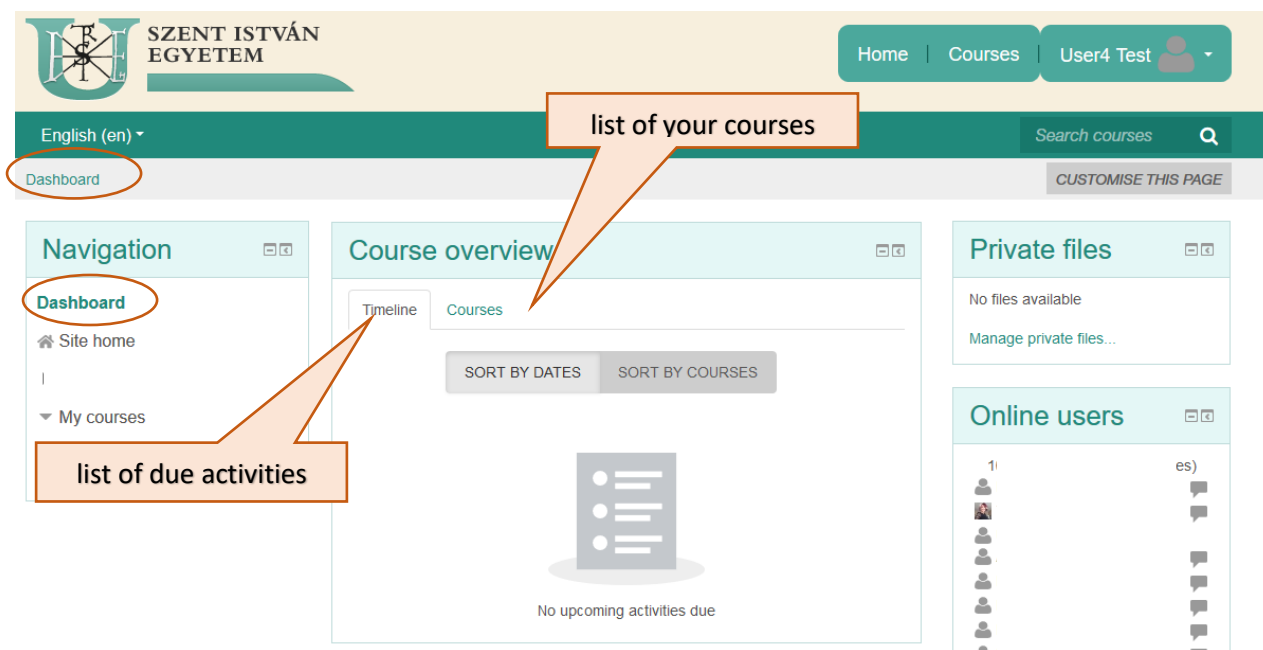
If you have any questions, the IT Department can help you at [helpdesk@szie.hu](mailto:helpdesk@szie.hu) or on the phone number +36 28 522 000 extensions 1205 and 1290.

If you'd like to personalize your profile, you can upload a photo to your user account.



### 3. Dashboard, courses

After you login, the E-learning system launches the Dashboard.



The **Course overview** block in the middle displays the current tasks or activities in the **Timeline** that can be sorted by date or course. The **Courses** shows all E-learning courses you are enrolled in.

Teachers inform you of their courses launched in the E-learning system. All E-learning courses can be requested and edited by teachers only.

Enrolled students use the uploaded electronic learning tools as instructed by teachers.

Not all SZIU courses are launched in the E-learning system, so you should ask for information about it from the teacher.

### 3.1. Searching for a course

- If your teacher has given you a link, just click on it, and it will take you directly to the course.
- If you don't have a link to the course, click on the button „**Courses**” which can be found on the header (next to your user name.) A menu will appear including the actual semester (e.g. 2018/2019 I. félév – 2018/2019 1st Semester). Clicking on the actual semester, a new menu will appear listing the faculties. Click on the right faculty then browse among courses. This way you can be sure that you found the correct course (right faculty, right semester.)

The screenshot displays the SZIU E-learning system interface. At the top, the SZENT ISTVÁN EGYETEM logo is on the left, and navigation links for Home, Courses, and User4 Test are on the right. Below the header, there is a search bar labeled "Search courses" with a magnifying glass icon. A "Navigation" sidebar on the left lists various site sections, with "Courses" highlighted. The main content area shows a search results list with callouts:


- search among courses**: Points to the search bar.
- New Generation Courses**: Points to the "Újgenerációs kurzusok" category.
- 2018/2019 1st Semester**: Points to the "2018/2019 I. félév" semester option.
- 2018/2019 2nd Semester**: Points to the "2018/2019 II. félév" semester option.
- Previous Years**: Points to the "Korábbi félévek" category.
- teacher(s)' name / and short summary**: Points to the course entry "GAEK - Szv1L2018 - Számvitel 1 levelező - 2017/2018".

Course categories: 2018/2019 I. félév

Search courses:  GO

► Expand all

▶ Agrár- és Gazdaságtudományi Kar	Faculty of Agricultural and Economics Studies
▶ Élelmiszertudományi Kar	Faculty of Food Science
▶ Gazdaság- és Társadalomtudományi Kar	Faculty of Economics and Social Sciences
▶ Gépészmérnöki Kar	Faculty of Mechanical Engineering
▶ Kertészettudományi Kar	Faculty of Horticultural Science
▶ Mezőgazdaság- és Környezettudományi Kar	Faculty of Agricultural and Environmental Sciences
▶ Tájépítészeti és Településtervezési Kar	Faculty of Landscape Architecture and Urbanism
▶ Ybl Miklós Építéstudományi Kar	Ybl Miklós Faculty of Architecture and Civil Engineering

- You can also select the right Course categories proceeding as above, then type in the course name or Neptun Code in the field **Search courses** and click **GO**.
- If you conduct a search by course name or course Neptun code, you may get a list of courses. You will need to select the right one carefully. By clicking on the  by the name of the course, you can read information like the name of the teacher(s) or a short summary.
- The name of most courses consists of the followings:

FACULTY – NEPTUN Code – Name of the course - 2018/2019 (actual year - and/or semester)

These elements can guide you to choose the right course.

#### 4. Enrol in a course

After you found the course you need, you can enrol by clicking on its name and then clicking on „Enrol me”.

If there is an enrolment key set by your teacher, you’ll see the followings:

The image shows a web interface for self-enrolment. At the top, there is a dropdown menu labeled "Self enrolment (Student)". Below it, there is a text input field labeled "Enrolment key". To the right of this field is a callout box with an arrow pointing to the input field, containing the text "type in the key". Below the input field is a green button labeled "ENROL ME". To the right of this button is another callout box with an arrow pointing to the button, containing the text "click to enrol".

**The Enrolment key can be provided by your teacher exclusively.**

The key needs to be typed properly, being upper and lower case sensitive. If you copy and paste the key instead of typing it, sometimes it adds a „space” before or after the text, which leads to an incorrect key.

5. Assistance

If you need assistance regarding the system, send an email to [elarning@szie.hu](mailto:elarning@szie.hu).

If you need assistance to login, send an email to [helpdesk@ih.szie.hu](mailto:helpdesk@ih.szie.hu)

If you need information about a certain course, contact your teacher.