

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

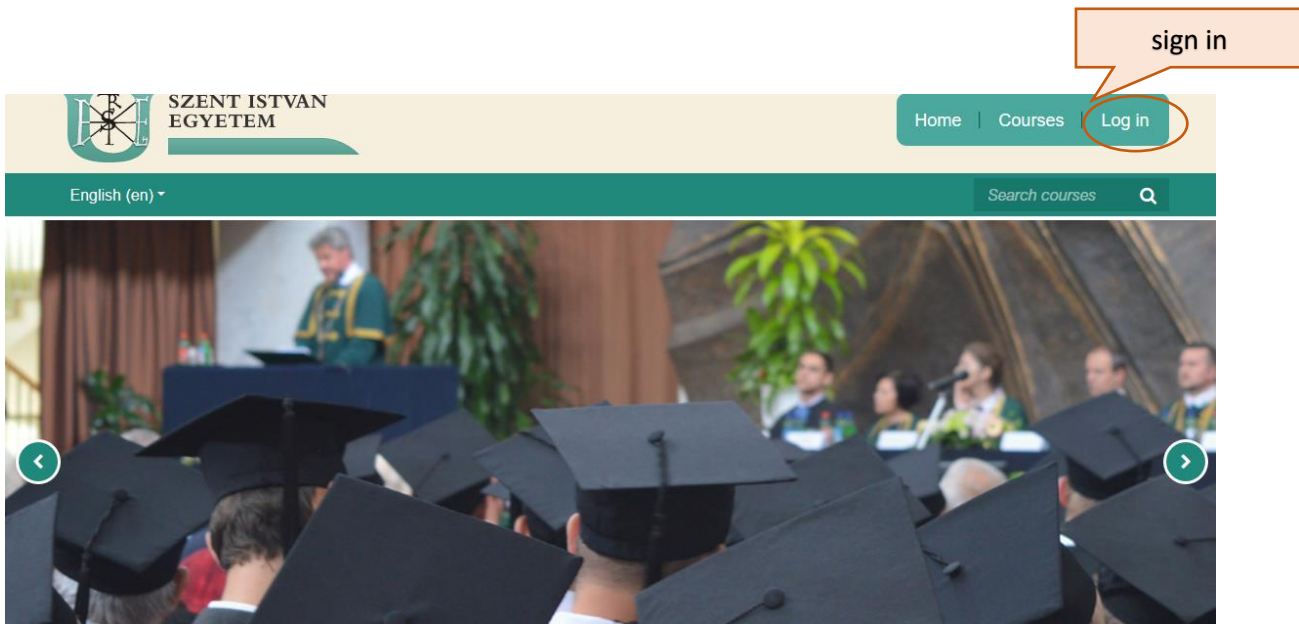
magyar (hu)

Kurzusok keresése

Üdvözöljük Önöket a Szent István Egyetem E-learning Portálján

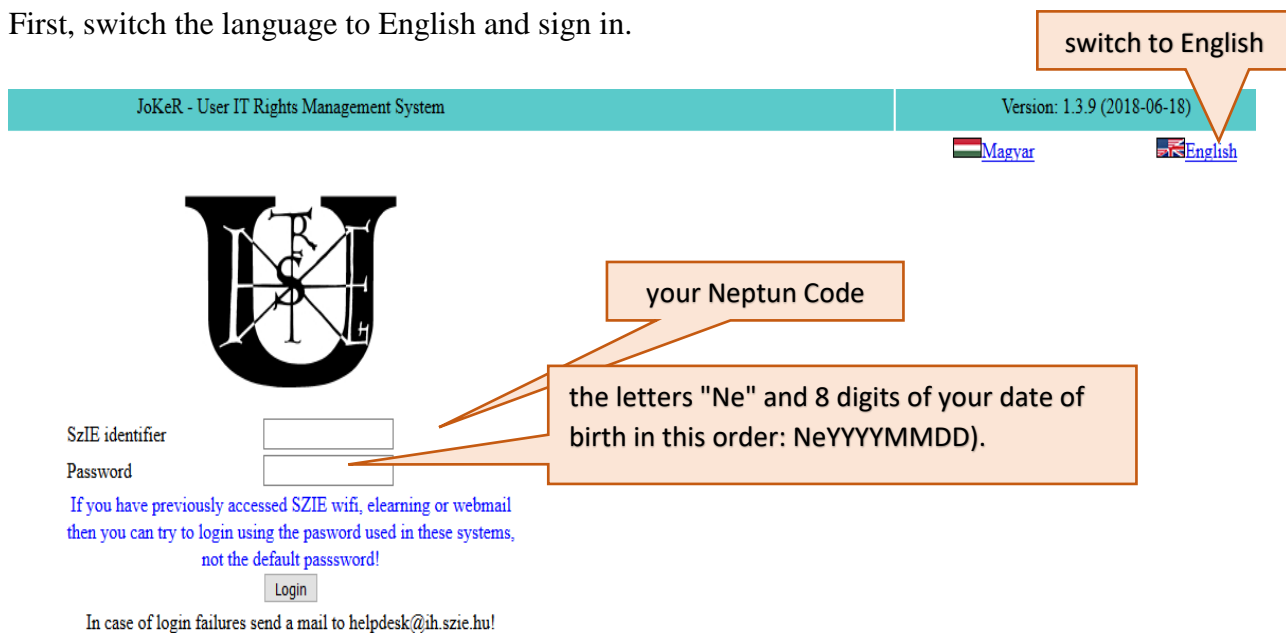
Navigáció

A portálra az E-velem hallgatói Neptun kódjukkal, a dolgozók pedig egyetemi azonosítójukkal, és a hozzá tartozó jelszóval



## 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, the university logo and name 'SZENT ISTVÁN EGYETEM' are visible. The user is logged in as 'User4 Test'. A dropdown menu is open under the user name, with 'Profile' highlighted. A callout box points to this dropdown with the text 'click to access dropdown menu'. The profile page displays 'User details' with 'Email address' circled in red, 'Country: Hungary', and 'Course details'.

### 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.

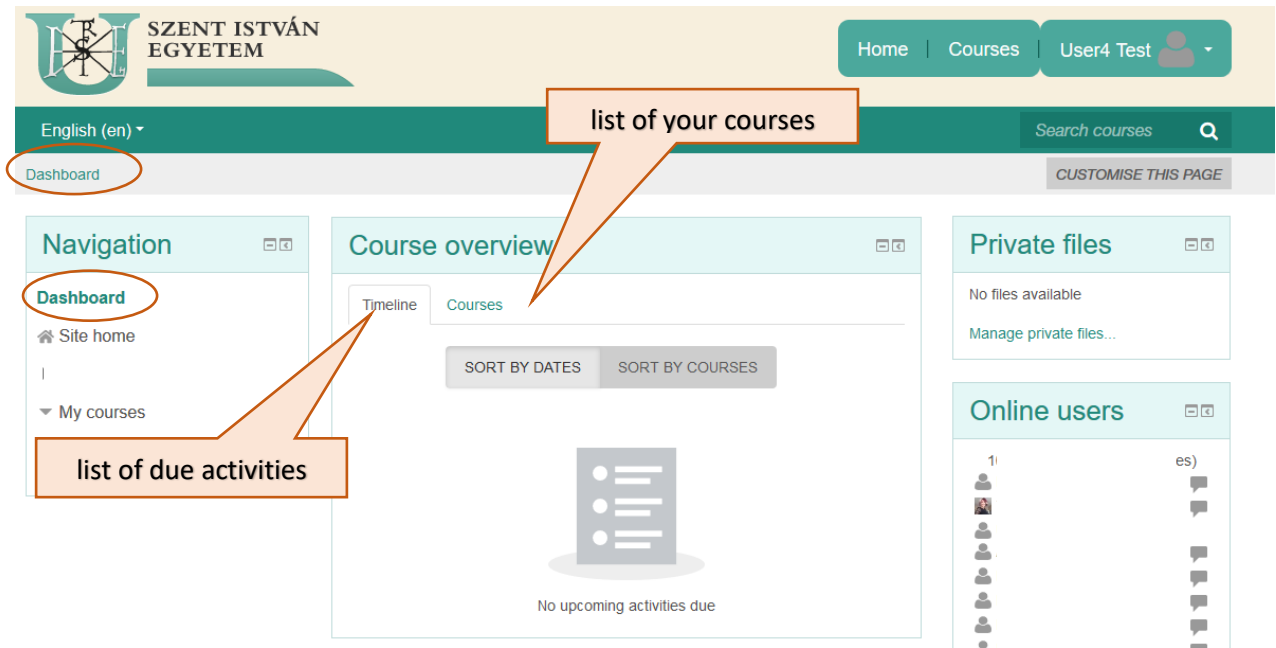
The university e-mail service is available as follows:

- 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.

### 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 shows the course search interface of Szent István Egyetem. At the top, there is a navigation bar with 'Home', 'Courses', and 'User4 Test' links. Below this is a search bar with the text 'Search courses' and a magnifying glass icon. A callout points to this search bar with the text 'search among courses'.

On the left side, there is a 'Navigation' menu with options like 'Dashboard', 'Site home', 'Site pages', 'My courses', and 'Courses'. The 'Courses' option is selected.

The main content area shows a list of course categories. A search bar with 'GO' is at the top. Below it, there are several expandable categories:


- 'Újgenerációs kurzusok' (New Generation Courses)
- '2018/2019 I. félév' (2018/2019 1st Semester)
- '2018/2019 II. félév' (2018/2019 2nd Semester)
- 'Korábbi félévek' (Previous Years)
- '2017/2018 II. félév' (2017/2018 2nd Semester)
- 'Agrár- és Gazdaságtudományi Kar' (Faculty of Agricultural and Economics Studies)

Below the categories, there is a 'Course categories' dropdown menu set to '2018/2019 I. félév' and another search bar with 'GO'. A callout points to the 'GAEK - Szv1L2018 - Számvitel 1 levelező - 2017/2018' course entry, stating 'teacher(s)\' name / and short summary'.

At the bottom, there is an 'Expand all' button and a list of faculties with callouts:

- '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 screenshot of a web interface for course enrolment. At the top, there is a dropdown menu labeled 'Self enrolment (Student)'. Below this, there is a label 'Enrolment key' followed by a text input field. An orange callout box with a pointer indicates 'type in the key' for the input field. Below the input field is a green button labeled 'ENROL ME'. Another orange callout box with a pointer indicates 'click to enrol' for the button.

**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.