



Vocational Training and Lifelong Learning Center of AUEB

Athens University of Economics and Business

Student Guide to edudz.elearning

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1. Introduction

This brief manual outlines the essentials of the edudz.elearning asynchronous learning environment for students in the Vocational Training and Lifelong Learning Center of Athens University of Economics and Business (AUEB).

Access is straightforward: simply use your institutional AUEB account (LDAP authentication) provided during your registration. For account recovery or password resets, please go to <https://mypassword.aueb.gr/>.

2. Accessibility and Inclusive Use

We are committed to providing a digital learning environment that is welcoming, accessible, and usable for every student. Our online campus is built on Moodle, a platform designed to align with global accessibility standards (WCAG 2.2 Level AA). This means the core interface supports screen readers, allows for full keyboard navigation without a mouse, and adapts smoothly to various devices and screen sizes. More details for customizing edudz.elearning to your needs can be found in Chapter 6.

In addition, the AUEB Equal Access Unit participates in AMELib, an accessible multimodal digital library for print-disabled readers. Print-disabled students can access it using a personalized login to view books in various accessible formats.

Furthermore, in the case of remote examinations, all of the proposed alternative examination methods used in in-person instruction can be adapted, such as oral examinations via teleconference or the use of digital aids.

3. Getting Started & The Login Process

To access the edudz.elearning platform, please visit the following URL:

<https://edudz.elearning.aueb.gr/?lang=en>



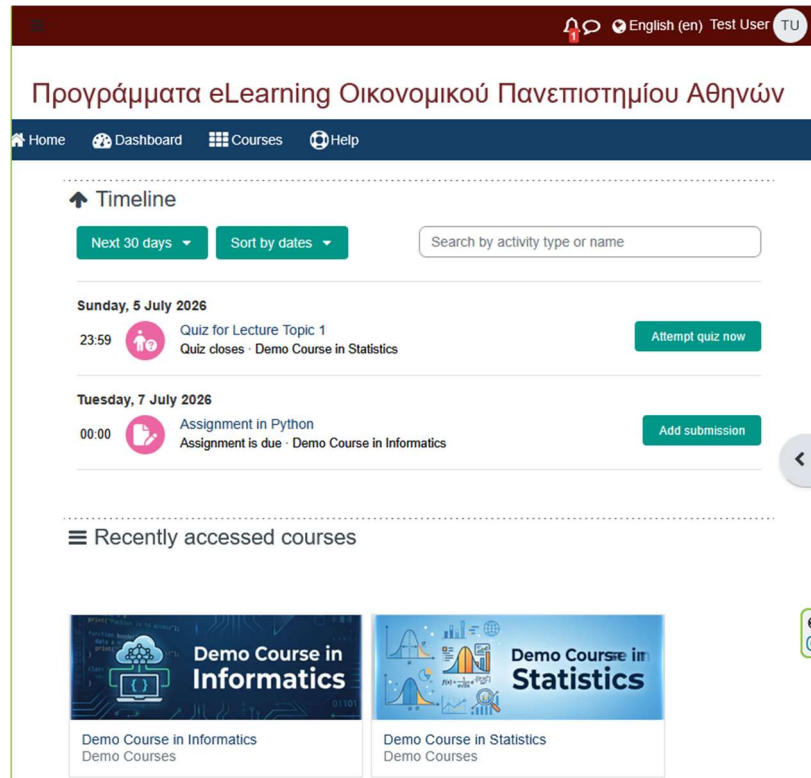
1. Click the **"Log In"** button in the top right corner.
2. On the login page, enter your institutional **Username** and **Password**.
3. Click the **"Log In"** button.

The screenshot shows the login form. It consists of two input fields: 'Username' and 'Password'. Below these fields is a large green 'Log in' button. At the bottom left of the form, there is a link for 'Lost password?' and a language dropdown menu currently set to 'English (en)'. At the bottom right, there is a 'Cookies notice' button.

Troubleshooting: If you see a "Login failed" message, check if your Caps Lock is turned on or if your keyboard language layout is incorrect.

4. User Interface

After logging in, you will see your home page, which is the **Dashboard**. Students are greeted by a clean and organized interface designed for optimal time management:



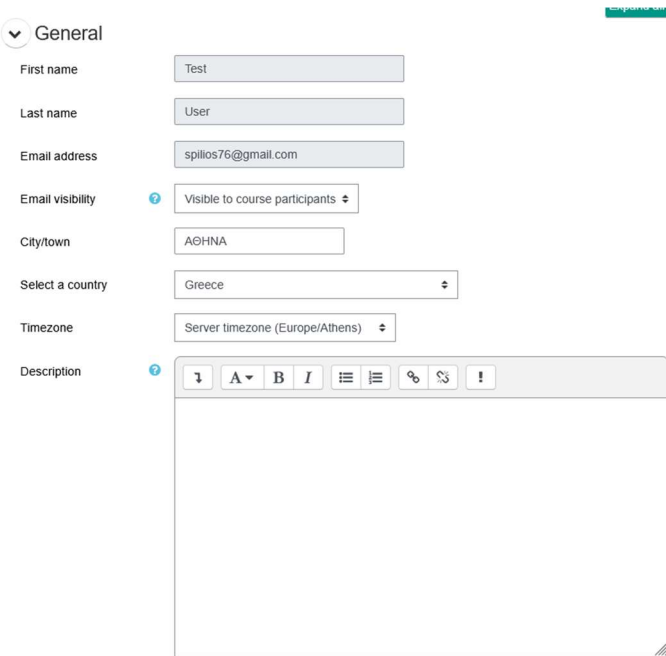
- **Timeline:** At the top of the page, this section immediately displays upcoming assignments and deadlines, with the option to filter by date or course.
- **Recently accessed courses:** Allows you to quickly return to the exact course sections you left off.
- **Calendar:** Lists all important dates in one place: assignment deadlines, upcoming quizzes, course video conferences, and institutional holidays.
- **Top Navigation Menu:** Offers direct access to your messages, notifications, and profile, creating a complete "control center" for your daily studies.

Recommended steps upon your first login:

1. Click your profile icon (top right).

2. Select **Profile → Edit Profile**.
3. Ensure your **Email address** is correct (this is where your essential forum notifications will go).
4. Upload a professional profile picture to help your tutors identify you.

5.



General

First name: Test

Last name: User

Email address: spilios76@gmail.com

Email visibility: Visible to course participants

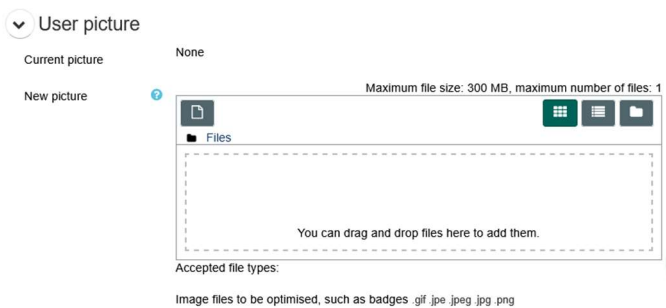
City/town: AΘHNA

Select a country: Greece

Timezone: Server timezone (Europe/Athens)

Description: [Rich text editor with icons for bold, italic, link, etc.]

6.



User picture

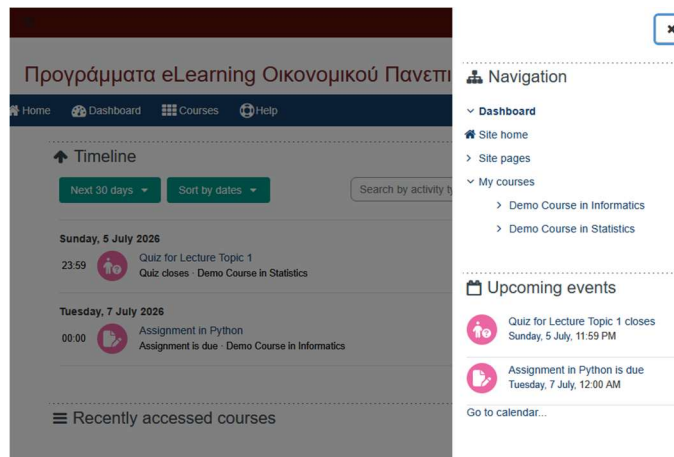
Current picture: None

New picture: [File manager interface with 'Files' section and a message 'You can drag and drop files here to add them.']

Accepted file types: gif jpe jpeg jpg png

4.1 The Block Drawer (Right Side)

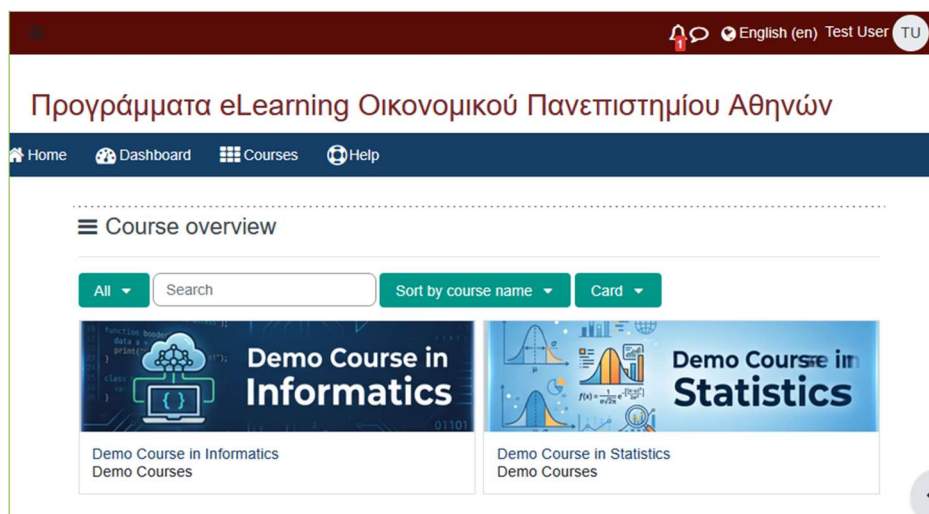
The Block Drawer (Right-Hand Drop-Down Menu) is a utility area on the right side of the screen.



This is where useful tools (blocks) like your Courses and Upcoming Events reside. Its main advantage is that you can collapse it at any time while reading to enjoy maximum screen space without distractions from the course material.

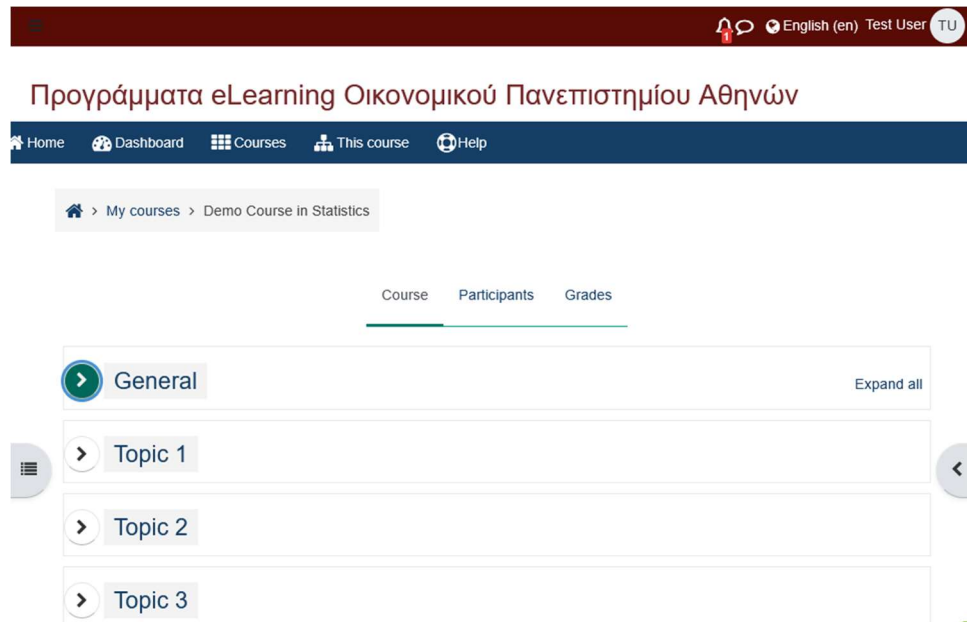
4.2 The My Courses Page

The "My Courses" page displays only the courses you are actively enrolled in. There, you can view your progress bar, filter courses by semester, and "pin" your favorites to the top.



5. The Course Page

The Course Page is at the heart of your learning experience. When you select a course, you are taken directly to that course's digital space. Below is a breakdown of all the elements you'll encounter.



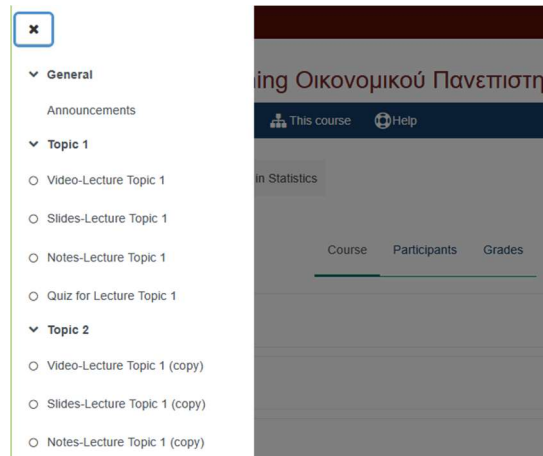
5.1 Horizontal Navigation Menu (Top Navigation)

Just below the course title, there is a horizontal menu that provides direct access to the course's main features:

- **Course:** This option always takes you back to the main page with the core course content.
- **Participants:** Shows all the enrolled users and peers in the specific course.
- **Grades:** Your personal grade report for the course, displaying your marks from assignments, quizzes, and final exams, along with detailed feedback from your instructors.

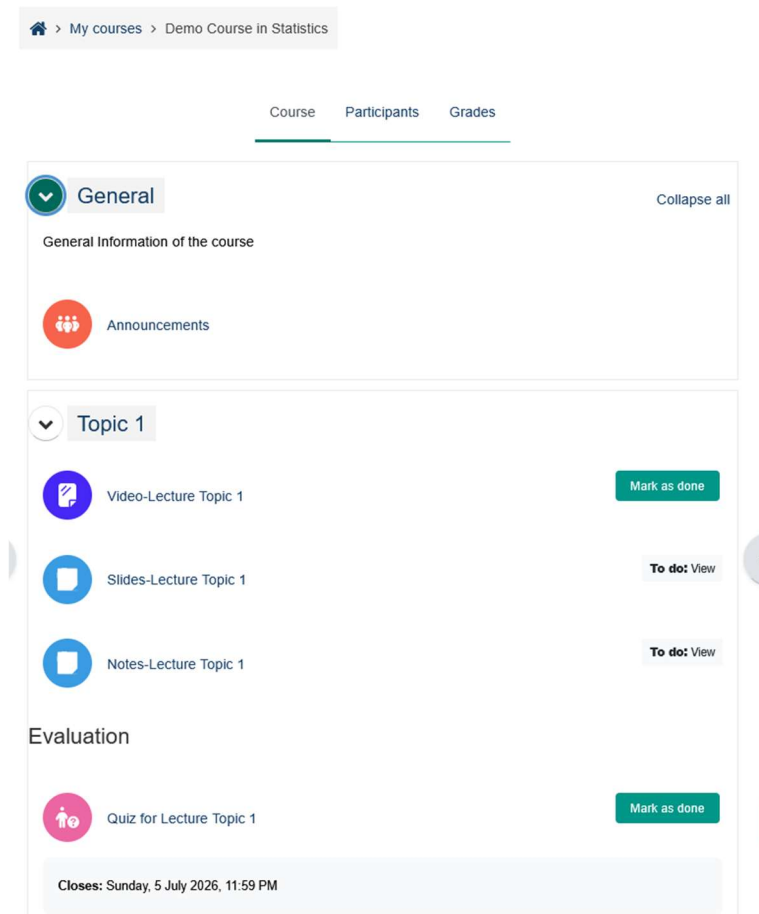
5.2 The Course Index (Left Menu)

On the left side of the screen is the interactive "map" of the course. This is an index that remains fixed as you scroll down (sticky navigation), allowing you to navigate directly to any section, week, or file with a single click. If you need more reading space on your screen, you can close the menu by clicking the hamburger icon (three horizontal lines) in the top-left corner.



5.3 The Main Content Area

This is the core of the course, organized into Modules (Thematic or Weekly).



In this main area, you will find two basic categories of material, which are visually distinguished by their colored icons:

- **Learning Resources (Blue/Purple icons):** Passive educational material. It includes files (PDFs, PowerPoint presentations), folders (collections of files for bulk download), links (URLs) to videos, and digital "Books" with their own internal menu.
- **Activities (Pink icons):** Interactive modules where you are encouraged to participate. You will find "Assignments" for uploading files, "Quizzes" for self-assessment, and "Forums" for discussion. Pay special attention to the **Announcements Forum**, as this is where the instructor posts official instructions.

5.4 Progress Tracking (Completion Tracking)

To the right of each activity or file, there is a completion indicator to help you track what you've read and what's still pending:

- Some indicators are filled in **automatically** (e.g., when you submit an assignment or open a PDF).
- For others, you must manually click the **"Mark as done"** button to indicate that you have completed that study unit.
- If you see a **"To do"** label next to an activity, see the specific conditions you must meet (e.g., submitting a file or receiving a grade) for the system to automatically mark it as "Done".



5.5 Quizzes & Exams

edudz.elearning Quizzes are used for both low-stakes self-testing and high-stakes exams:

- **Timed Quizzes:** A countdown timer will appear in the "Quiz Navigation" block.
- **Auto-Save:** The platform automatically saves your selected answers every minute.
- **Review:** After the quiz closes, you can usually see your grade and which questions you got wrong (depending on professor settings).

5.6 Assignments: Submitting Your Work

The Assignment module is a critical part of edudz.elearning. Here is how to submit your work:

- Navigate to the respective Assignment icon.
- Read the Grading Criteria if a rubric is provided.

- Click **Add Submission**.
- Drag your file into the box or use the "Add" file picker icon.
- **Crucial:** Check if you need to click a final "Submit" button or if the draft is automatically sent. Look for the green **"Submitted for grading"** status text.

5.7 Communication & Forums

Depending on the settings selected by the instructor, the following types of forums may be available:

- **Announcements:** One-way official communication from teacher to student.
- **Standard Forum:** General discussion where anyone can start a new thread.
- **Q&A Forum:** You must post your answer before you can see your classmates' posts.

5.8 The Grades Area

Access your grades by clicking the **Grades** tab in the top horizontal navigation menu. The **User Report** shows all your marks, feedback comments, and how much each task weighs toward your final course total.

TU Test User

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Demo Course in Informatics						
ASSIGNMENT Assignment in Python	0.00 % (Empty)	-	0-100	-		0.00 %
QUIZ Quiz 1	100.00 %	✓ 80.00	0-100	80.00 %		80.00 %
AGGREGATION Course total	-	80.00	0-100	80.00 %		-

6. Accessibility Guide: Customizing edudz.elearning to Your Needs

The edudz.elearning platform is designed to be accessible to everyone, offering tools that allow you to customize the learning experience to your specific needs. The platform complies with international WCAG 2.2 (Level AA) standards, ensuring an inclusive environment for every user.

Here are the main ways you can interact with your course content:

- **Mouse-Free Navigation:** You can navigate through sections, files, and activities using only your keyboard (via the Tab and Enter keys).
- **Use of Screen Readers:** edudz.elearning is fully compatible with software such as NVDA, JAWS, and VoiceOver. Course content is structured with headings and descriptive links to help your software quickly interpret the material.
- **Content Zoom:** If you have trouble reading the text, you can zoom in up to 300% using your browser. The platform's responsive design ensures that the content will cleanly rearrange (reflow) without requiring horizontal scrolling.
- **Voice Control:** You can use voice recognition software (such as Voice Control on macOS or Dragon Naturally Speaking on Windows) to give navigation commands or dictate text in assignments and forums.
- **Visual Adjustments:** You can alter the colors, contrast levels, and fonts through your device's or browser's accessibility settings to make the interface easier on your eyes.

Need additional support? If you are having any difficulty accessing the course materials, please do not hesitate to contact the course instructor or the technical support team.

7. Troubleshooting & Frequently Asked Questions (FAQ)

1. I just logged in, but I don't see my courses on the Dashboard. Where are they?

Check the **My Courses** tab located in the top navigation bar. If a course is still missing, check the filter drop-down menu above your course list. It might be set to "In progress," but if the semester hasn't officially started, the course will be located under "Future". If it's still not there, contact the registry office to ensure your enrollment is fully processed.

2. The titles of the course sections have disappeared! How do I navigate?

You might have accidentally clicked on a specific section, entering "One section per page" mode. To fix this, look at the top horizontal menu and click the **Course** tab to return to the main overview. Alternatively, open your Course Index (the left-hand drawer) by clicking the hamburger icon to see a full, clickable list of all sections.

3. I am trying to upload my assignment, but the "Add submission" button is missing. Why?

This usually happens for one of three reasons:

1. The submission window has not opened yet.
2. The deadline has already passed, and late submissions are not allowed.
3. You have already submitted the maximum number of attempts. Check the assignment description for the exact opening and closing dates.

4. edudz.elearning won't accept my assignment file. It says the file is too large. What can I do?

edudz.elearning has a maximum file upload limit (e.g., 20MB or 50MB) set by the university. If your file is a PDF, use a free online PDF compressor. If it is a Word document, compress the images inside it. If your professor allows it, you can also upload the file to

your university cloud storage (like OneDrive) and submit the shared link in an online text box.

5. I viewed a file, but the activity still says "To do" and hasn't been marked as "Done".

How do I fix this?

In edudz.elearning, click directly on the **"To do"** button next to the activity. A menu will drop down showing the exact conditions you must meet. Some activities require you to manually click a "Mark as done" button, while others might require you to submit an assignment or receive a grade before the system automatically checks them off.

6. What happens if the time runs out while I am taking a quiz? Will I lose my work?

Don't panic! edudz.elearning automatically saves your selected answers every minute. If the timer reaches zero, the system will automatically submit your quiz with the answers you have filled in up to that exact moment.

7. Where can I see my grades and feedback for a specific course?

Navigate to the main page of your course and click the **Grades** tab in the top horizontal navigation menu (right below the course title). This opens your personal User Report, displaying all your marks and any written feedback your professor has provided.

8. I am receiving too many emails from the course forums. Can I stop them?

Yes. Click your profile picture (top right) → **Preferences** → **Forum preferences**. Change your **"Email digest type"** to **Complete** (daily email with full posts) or **Subjects** (daily email with subjects only). This way, instead of getting an email for every single post, edudz.elearning will send you just one summary email per day.

9. How do I send a direct message to my professor or a classmate?

Click the speech bubble icon (Messaging) at the top right of your screen, next to your profile picture. You can search for a name in the search bar and type your message.

Alternatively, go to the **Participants** tab inside your course, select the person's name, and click "Message".

10. The edudz.elearning page looks weird or buttons are overlapping on my screen. How do I fix this?

edudz.elearning is highly responsive, but occasionally your browser's cache holds onto old visual data. Try force-refreshing the page (press Ctrl + F5 on Windows or Cmd + Shift + R on Mac). If the issue persists, try opening edudz.elearning in an "Incognito" or "Private" window to ensure a browser extension isn't interfering with the site.