Using the Infoeduka system

Instructions for students

TABLE OF CONTENTS:

GENERAL

These instructions make it easier to navigate through the Infoeduka digital student service system. It is intended for Algebra University College students and will be complemented in accordance with adding new modules to the system.

Introduction

Infoeduka system represents the digital student service based on Internet technology that enables the use of numerous Algebra University College services such as:

- o registration and cancellation of exams
- o personalized class schedule overview
- o academic calendar overview
- o examination period schedule
- o enrolling and testing semester or year
- o exam grades overview
- o overview of the points collected within the course
- o class presence overview
- o seminar papers overview
- o teaching materials repository
- o library.

All services listed, as well as those that the system will provide in the future are primarily intended to facilitate studying in terms of reducing the administration and improving the organization of the study process. In accordance with the Learning Agreement and Book of regulations on study programs and studying, Infoeduka system represents the official information and communication infrastructure of the University College. All notifications, official teaching materials, current class schedule and its changes will be available to students only through this system.

Accessing the system

The system itself is available through a web application via an Internet browser, and through apps for both Apple and Android.
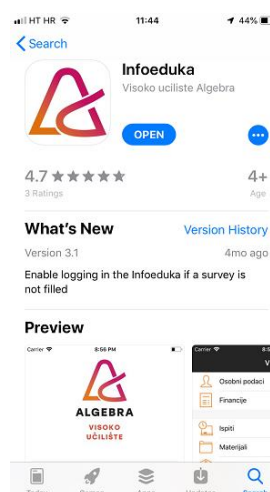

Web application

Available on the link:
Web Infoeduka
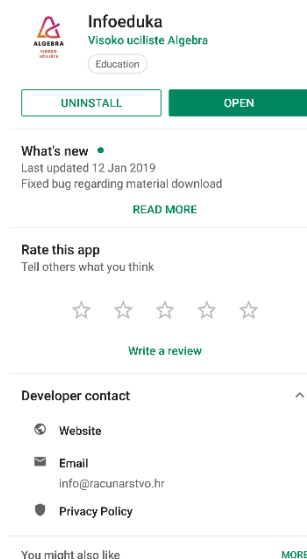
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iPhone and iPad App

App display on iPhone and iPad App Store:

Android App

App display on Google Play Store:

The student receives their user data via email when applying for a study program. This data also represents the AAI identity. Any user data disclosure to third parties is a harsh violation of the rules of studying and will be subject to prescribed sanctions.

About the AAI@EduHr system

AAI@EduHr system is an authentication and authorization infrastructure of the system of science and higher education in the Republic of Croatia. Each institution within the Ministry of Science, Education and Sports system that is included in the AAI@EduHr system has its own database (the so-called LDAP directory) where the electronic identities of the users from that institution are stored.

When an electronic identity is assigned, each user receives a unique user ID and password that he must enter when using the network access service, as well as when signing in to various web applications using the AAI@EduHr infrastructure for authentication and user authorization.

Users have the right to an electronic identity in the AAI@EduHr system as long as a connection with the home institution in which they have an electronic identity exists. Users who forget their user ID and password in the AAI@EduHr system should contact the person or service that has given them an electronic identity in order to verify the authenticity of the electronic identity and set up a new password.

You can find out more about the system on AAi@Edu.

Login to the system

Login to the system is done through the form for entering the username and password, and by confirming with the *Log in* button*.*

The login page display:

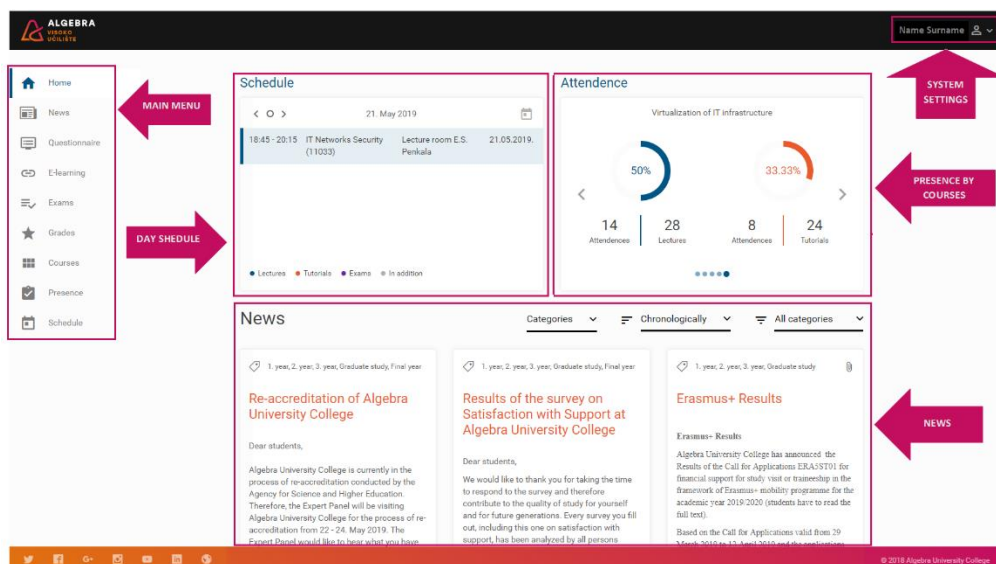---

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Login page display:

Login page display:

HOMEPAGE CONTENT

Homepage of the Infoeduka system consists of several units. **The main menu** is located on the left part of the interface and allows you to select some system options that are logically separated and thus provide a clearer overview and are easier to use. Right above the main menu is a bar with **overview of information on the study program**. In the central part of the interface, there is an indicator of the status of **messages** in the internal communication subsystem. This subsystem is very similar to web mail and enables internal communication between students, teachers, and the student's office. Below the messages is an overview of official **news** and **notifications**.
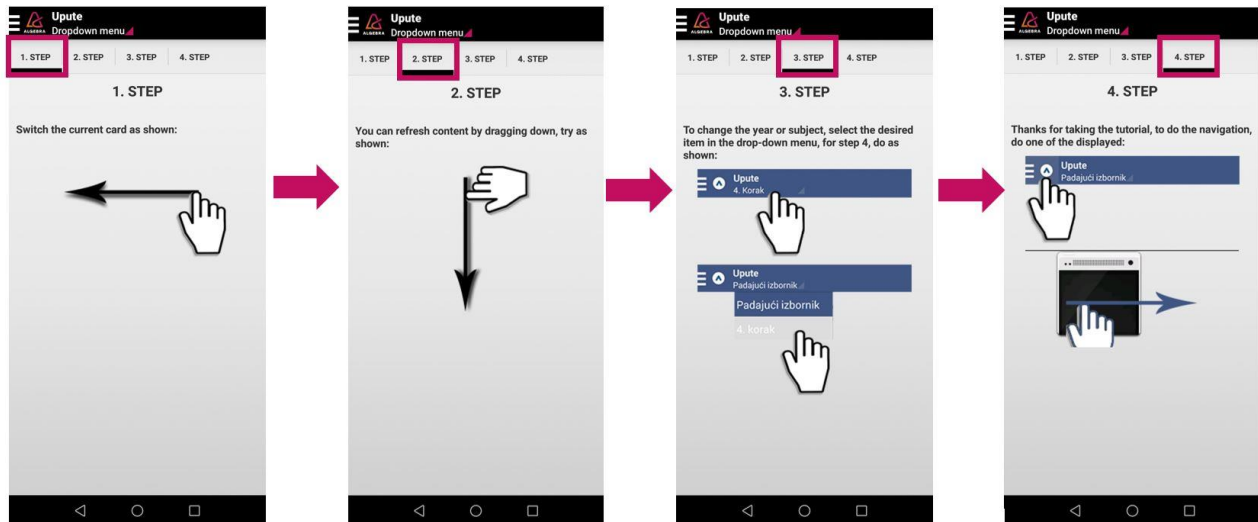
Home screen display:

On the home screen of the iPhone app there is a menu of news categories per study year. At the foot of the screen there is a navigation bar.
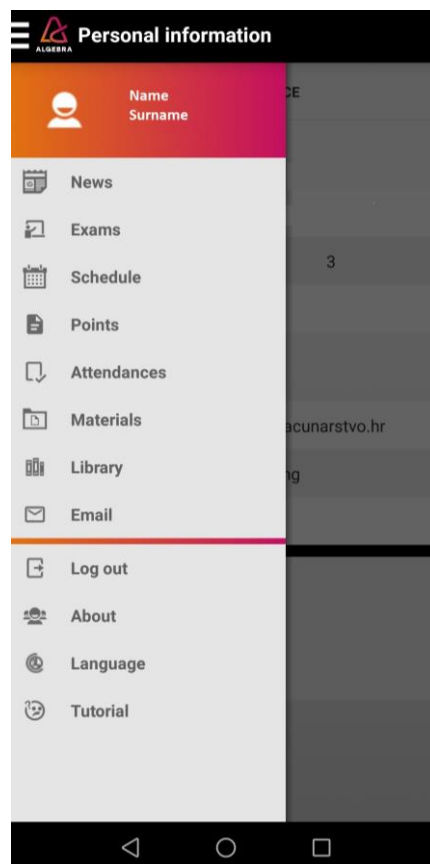
Home screen display:
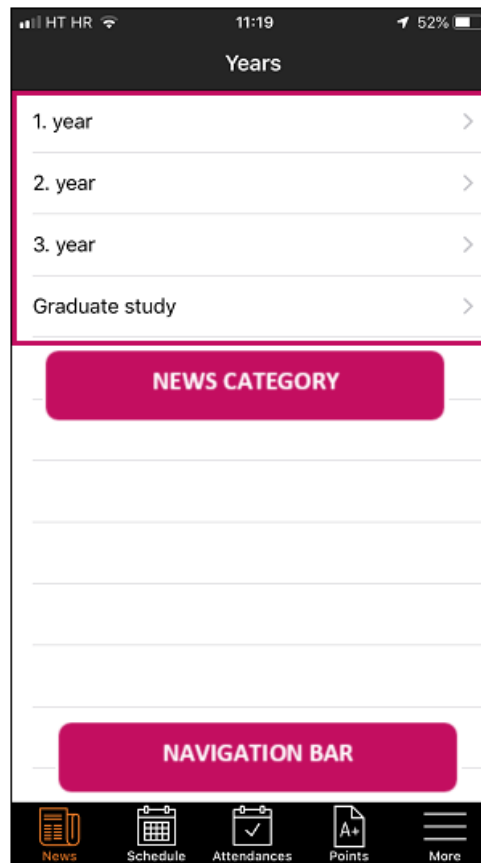
When logging into your account, the Android mobile application provides four-step usage instructions:

On the home page there is a menu that allows you to view and select some system options that are logically separated and thus provide a clearer overview and are easier to use.

Home screen display:

News

The **News** option is the main place for informing students about the changes in the schedule of lectures, tutorials and exams, consultation and making up for cancelled lectures, job offers and other relevant and current topics related to the study program.

News can be published by the student's office, lecturers and associates.

They are filtered by:
1. study year:
   - *1. year*
   - *2. year*
   - *3. year*
   - *Final year*
   - *Graduate study.*
2. categories
   - *sport, schedule, obligations, exams, events, survey, student office, results, instructions,…*
3. publication:
   - *chronologically*
   - *alphabetically*

**News** on the web application are shown on the homepage.

With regard to the category, the most important news items in the *High priority news* category are displayed at the top, while the other news items, from the *Normal priority news* category, are shown below.

Using the *News for year* filters, you can choose the study year for which notifications are displayed:
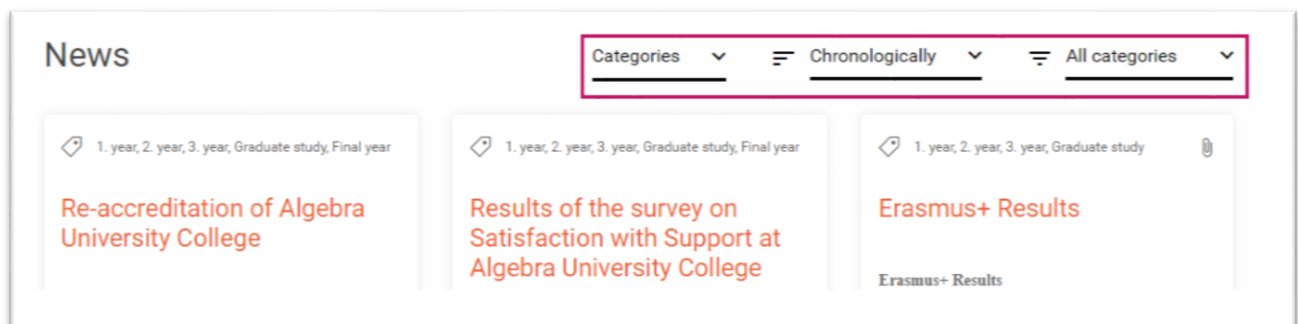
By using the **Study year** option from the main menu the *Year* menu is displayed. Selecting the year opens a list of high priority and normal priority news. Pressing the headline of a particular notification displays the notification content.

NEWS/1. YEAR

REGULAR

PINNED/REGULAR

NEWS TEXT
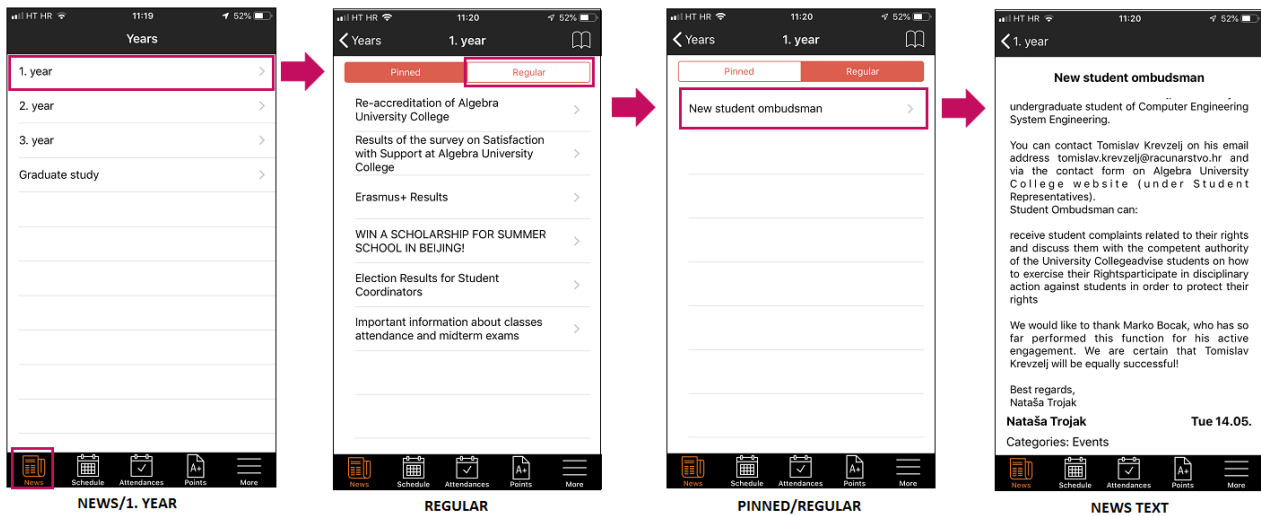
By selecting **News** from the main menu, a list of important notifications is displayed, so-called *high priority news*. By scrolling left, other notifications are shown, such as *normal priority* news. By selecting the notification name, full notification content is opened. The year-by-year news filter is at the top of the screen as a drop-down menu
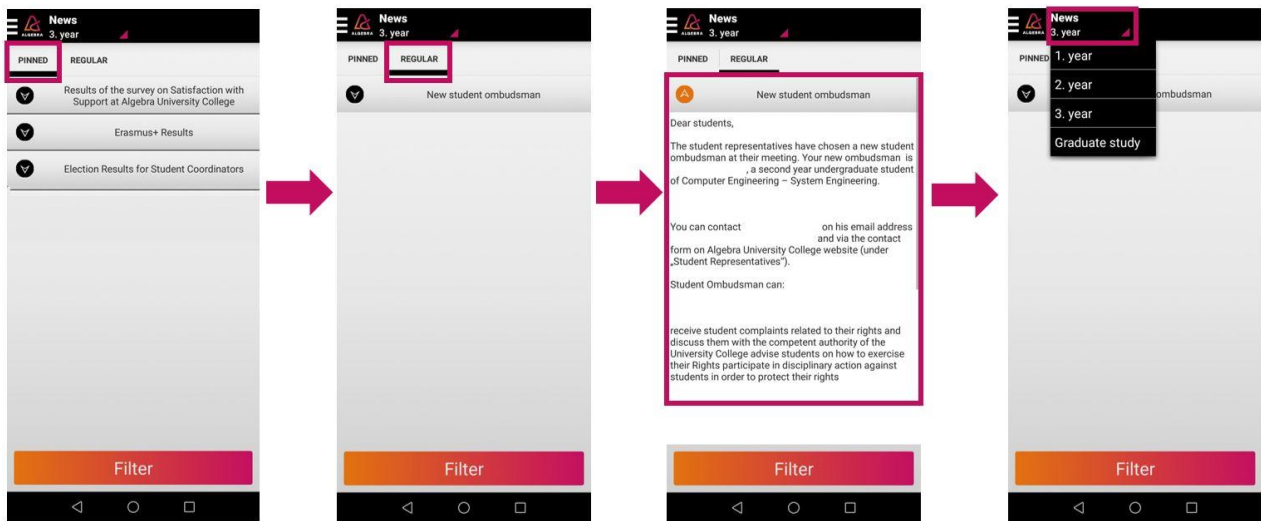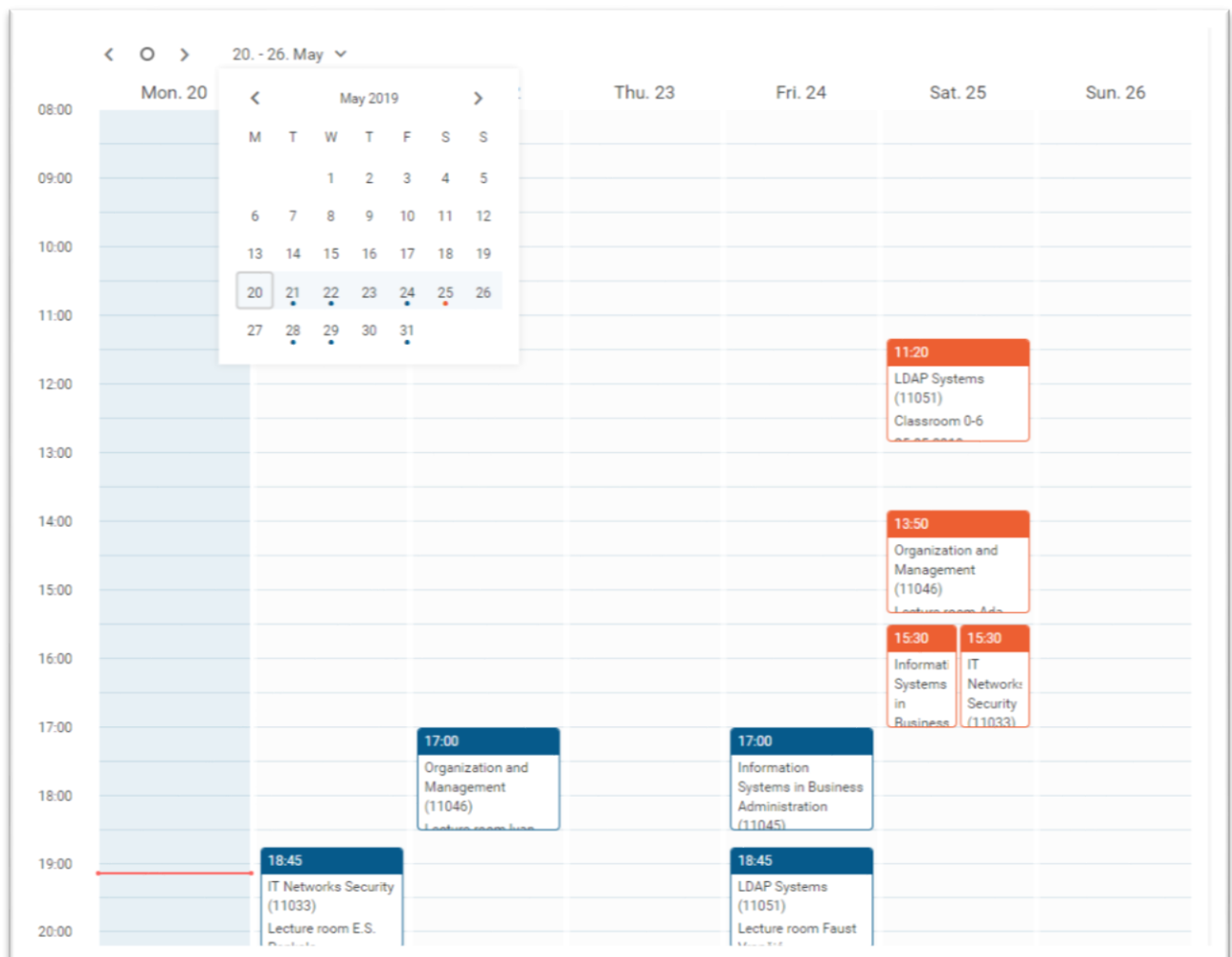
SCHEDULE

Through the Infoeduka system each student has access to a personalized class schedule on a weekly basis. For better transparency, tutorials, lectures and exams are all marked in different colors in the schedule.

On the homepage of the **Schedule** toolbar, the schedule for the current week is the default.

The current date in the schedule for the current week is marked in orange. The position of the individual teaching block within the displayed schedule table defines the date and time of the lecture.
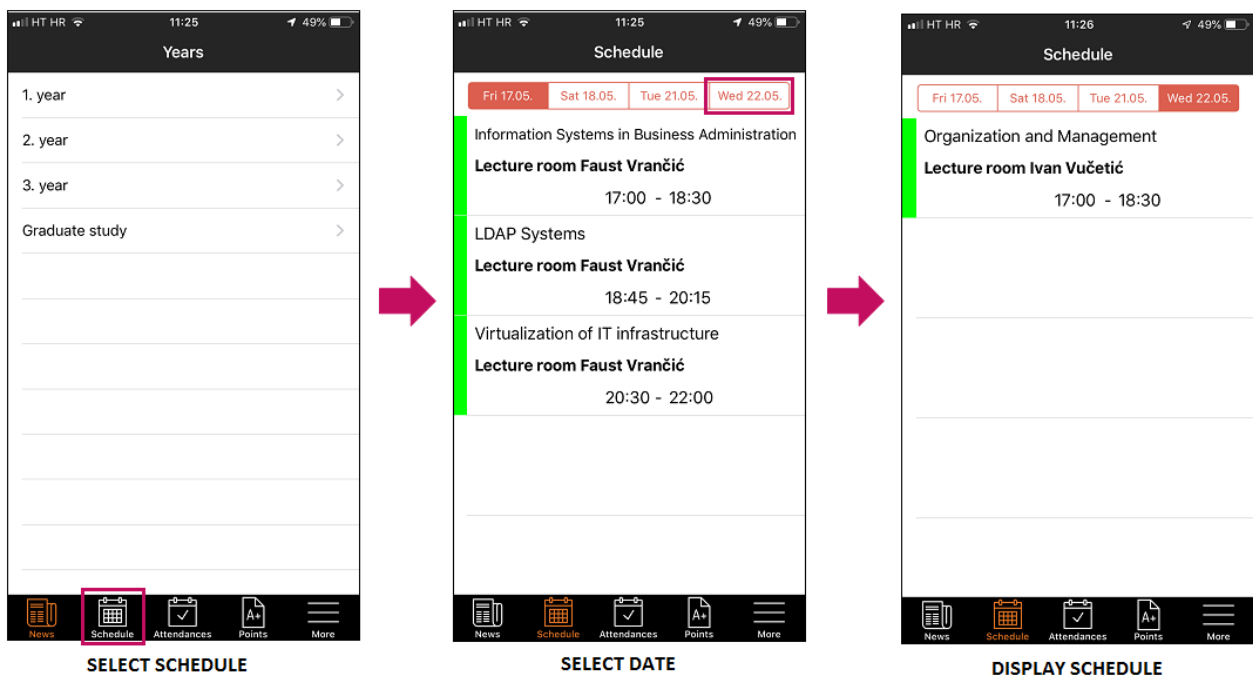
In addition to the schedule for the current week, the system also provides an overview of the schedule for the next few weeks. The choice of a week can be done through the calendar control at the top of the toolbar.

Steps to view your schedule:

1. Select **Schedule** from the navigation bar.

2. Select a day.

SELECT SCHEDULE

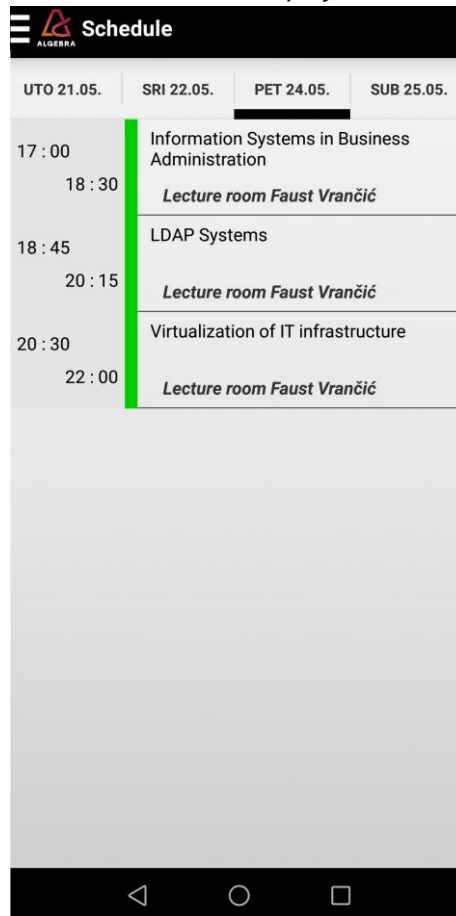SELECT DATE

DISPLAY SCHEDULE

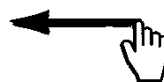*Note:* Lectures are highlighted in green, tutorials in orange

By selecting the **Schedule** option from the main menu, the schedule for the current date is displayed. By moving your finger, you can view the schedule for the coming week.

Schedule display:

Note: Lectures are highlighted in green, tutorials in orange

EXAMS

After an exam date for a certain course has been defined and entered into the system, students can:
- o view open exam dates for enrolled courses
- o register exams
- o cancel exams.

Examination period overview

This tool is used to view active exams. A list of exams for courses that a student has not enrolled, or has enrolled and already passed, is not available.

By choosing the *Exams* tool, we come up with a tabular overview of all current mid-term exams and exams for enrolled courses.

Examination periods for enrolled but not passed courses:

Examination period

Registered examination terms

There are no terms in this category

Unregistered examination terms

| Final Thesis						Number of registration: 1	
#	Type of term	Term Date	Time	Lecture hall	Registration deadline	Registration withdraw deadline	Signature
1	Early exam date	18.06.2019.	17:00	Classroom 0-2	12.06.2019. 23:59	16.06.2019. 23:59	No ✓
2	Exam	20.06.2019.	23:59	Projekt	20.06.2019. 23:58	20.06.2019. 23:59	No
3	Early exam date	03.09.2019.	17:00	Classroom 0-2	28.08.2019. 23:59	01.09.2019. 23:59	No ✓
4	Early exam date	24.09.2019.	17:00	Classroom 0-2	18.09.2019. 23:59	22.09.2019. 23:59	No ✓
5	Exam	26.09.2019.	23:59	Projekt	26.09.2019. 23:58	26.09.2019. 23:59	No
6	Early exam date	05.11.2019.	17:00	Classroom 0-2	30.10.2019. 23:59	03.11.2019. 23:59	No ✓
7	Exam	07.11.2019.	23:59	Projekt	07.11.2019. 23:58	07.11.2019. 23:59	No
8	Early exam date	21.01.2020.	17:00	Classroom 0-2	15.01.2020. 23:59	19.01.2020. 23:59	No ✓
9	Exam	12.02.2020.	23:59	Projekt	12.02.2020. 23:58	12.02.2020. 23:59	No

Steps to view the examination periods by course:

1. Select *More* from the navigation bar

2. Select *Exams*

3. A list of courses appears

4. Select a course for which you want to check the term of the examination period.
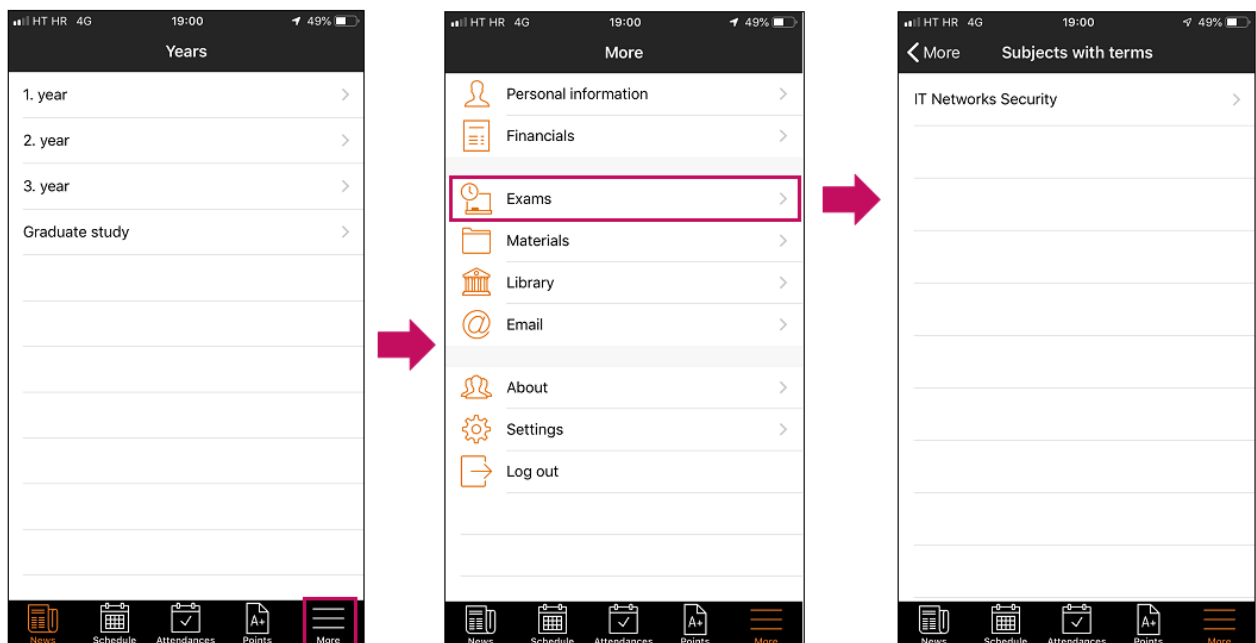
By selecting **Exams** from the main menu, the active examination periods of one of the enrolled courses are shown. Viewing the examination periods by course is enabled by clicking on the course name and then selecting the course you are interested in.
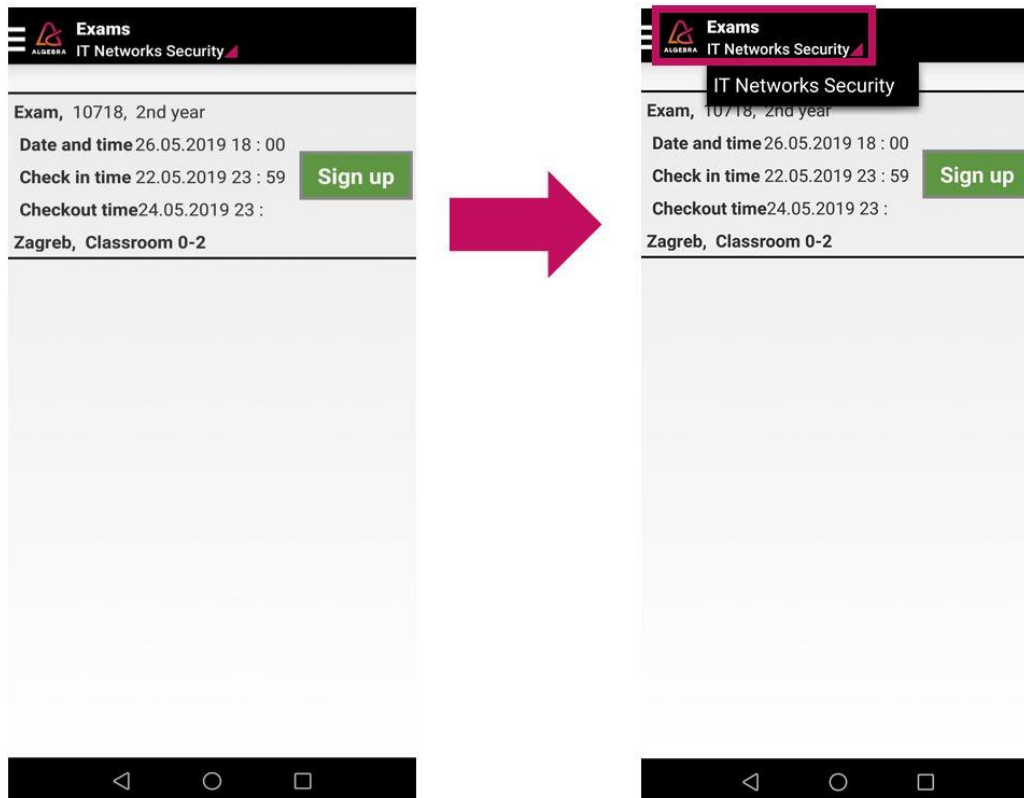
Registration of exams

Exam registration takes place through two phases:

A. *Exam registration* after which the system requests additional registration approval.
B. *Exam registration confirmation* that is generated after the registration has been approved.

A. Exam registration is done in 3 steps:

1. Select *Exams* from the main menu
2. From the *Unregistered examination terms* list, click the **Green checkmark** to register

3. In the newly opened dialog box, confirm the term registration by clicking the ***Register for the exam*** button.

B. **Exam registration confirmation:**

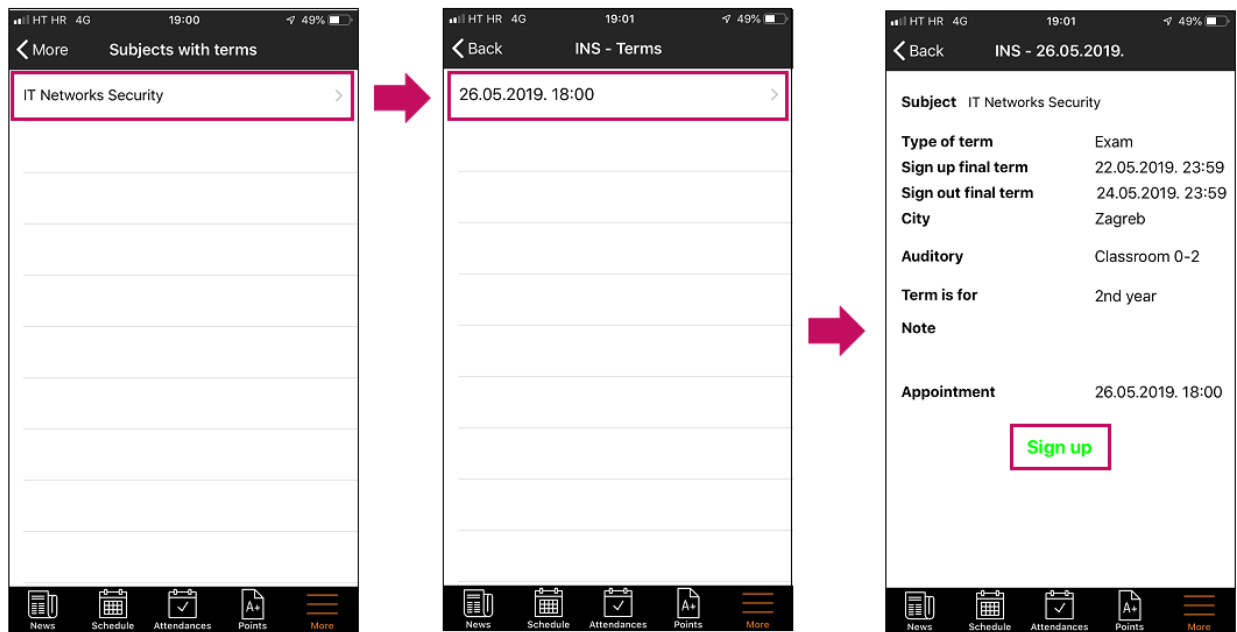1. After a successful exam registration, the exam will appear under *Registered examination terms*:

2. A confirmation message for a successful exam registration is generated in *Messages* box.
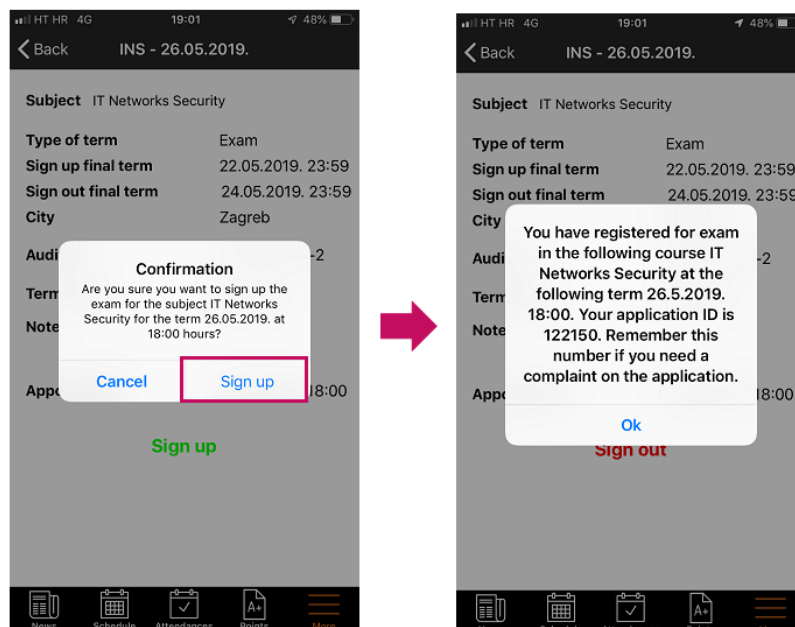
A. Exam registration is done in 3 steps:

1. Select the course

2. Select the term of the exam

3. Select *Register*


B. Exam registration confirmation:

A. Exam registration

By selecting **Exams** from the main menu, the active examination periods of one of the enrolled courses are shown. Viewing the examination periods by course is enabled by clicking on the course name and then selecting the course you are interested in.

Pressing the **Register** button opens the window with an additional exam registration confirmation.

B. Exam registration confirmation

Display of exam registration and exam registration confirmation:
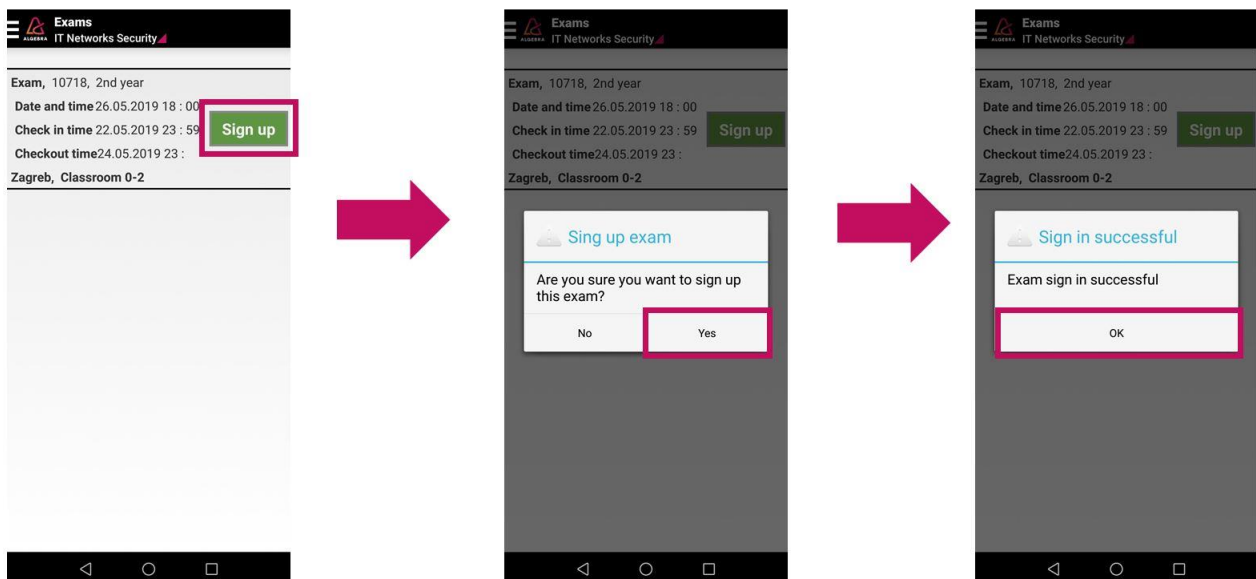
Cancellation of exams

Exam cancellation:

1. Select *Exams* from the main menu

2. On the *Registered examination terms* list click on *Cancel the exam* of the exam you wish to cancel
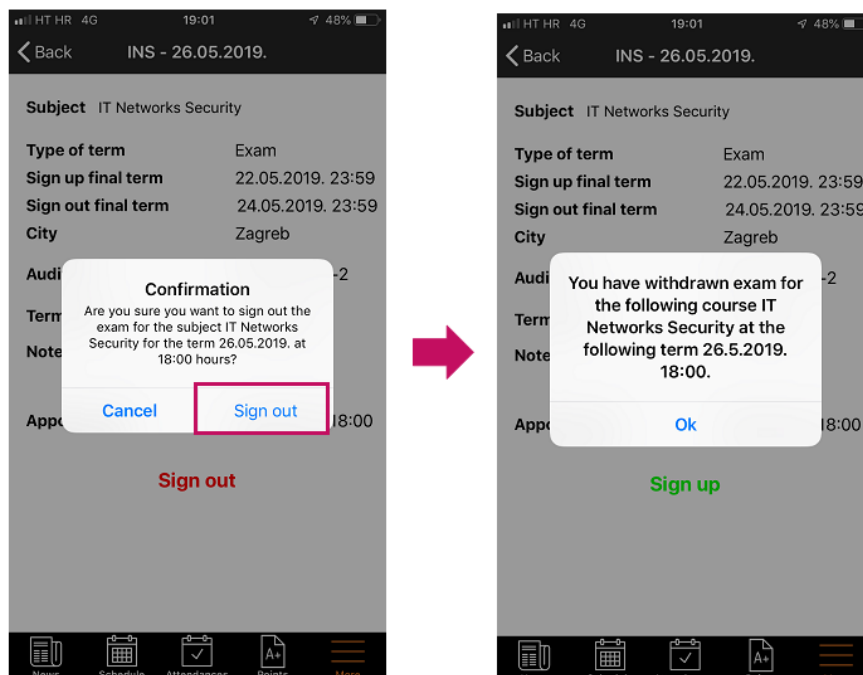
A. Exam cancellation is done in 3 steps:

1. Select a course

2. Select the term of the exam

3. Select *Cancel*
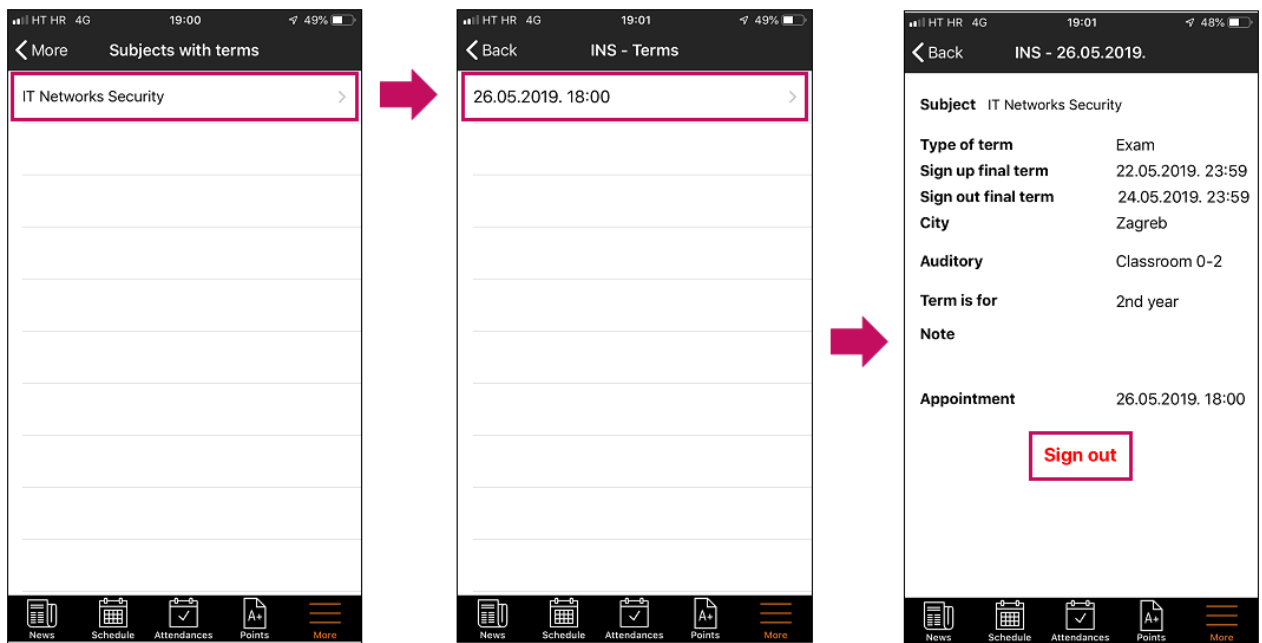
## B. Exam cancellation confirmation:

A. Exam cancellation

By selecting **Exams** from the main menu, the active examination periods of one of the enrolled courses are shown. Viewing the examination periods by course is enabled by clicking on the course name and then selecting the course you are interested in.
Pressing the **Cancel** button opens the window with an additional exam cancellation confirmation.

B. Exam cancellation confirmation

Display of exam cancellation and exam cancellation confirmation:
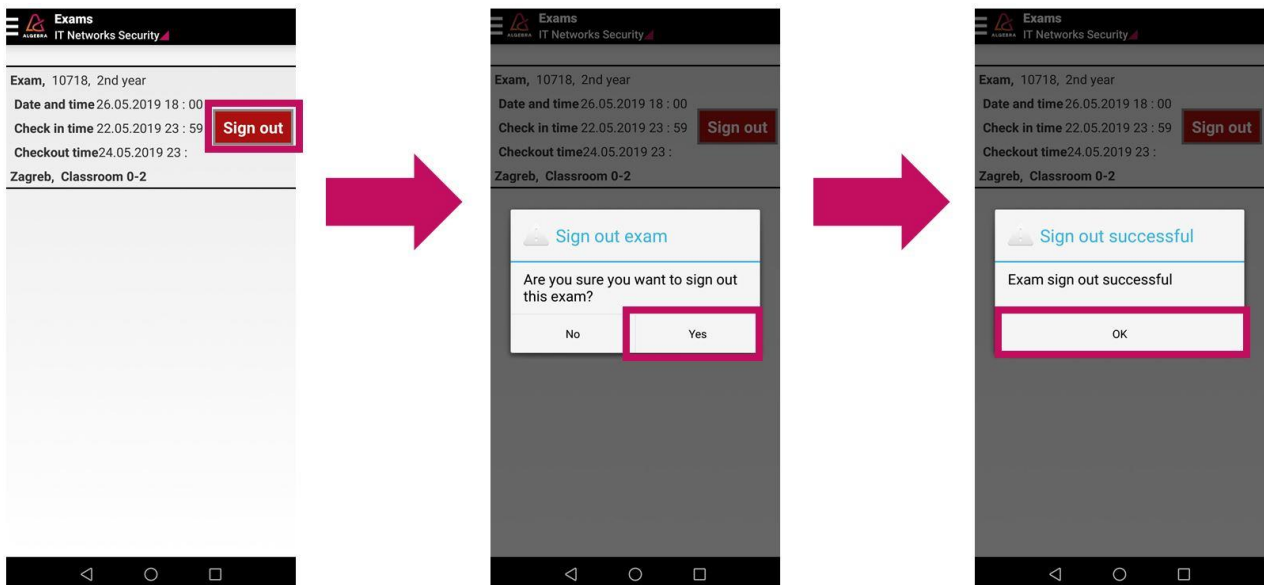
COURSES

Options related to courses:
- Teaching materials
- Presence / Attendances
- Points and grades
- Seminar paper
- About the course

Teaching materials

Teaching materials option provides access to a document repository within which all the additional official materials needed to successfully master the course are available*.*

These materials are made up of several groups to make the search as easy as possible.

The groups are:
- Lectures
- Practice assignments
- Homework
- Laboratory exercises
- Guidelines and rules
- Other course documents

Steps to view teaching materials:
1. Select *Courses* from the main menu
2. From the list of courses choose the *Course name*

3. Select the *Materials* tab**.**

Steps to view teaching materials:

1. Select *More* on the navigation tab
2. Select *Materials*
3. Select a course from the list (**Organization and Management**)
4. Select *Categories* (tutorials, other documents, *lectures*, guidelines and rules, assignments).
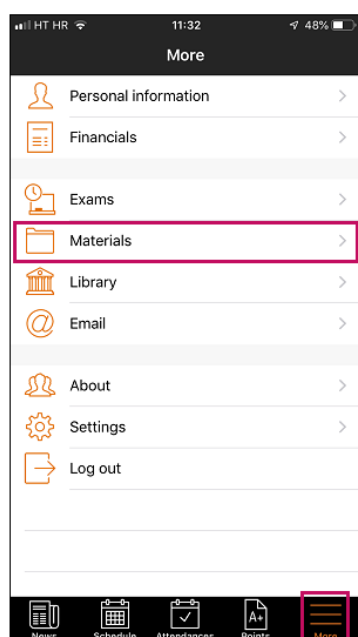
SELECT MATERIALS

SELECT COURSES
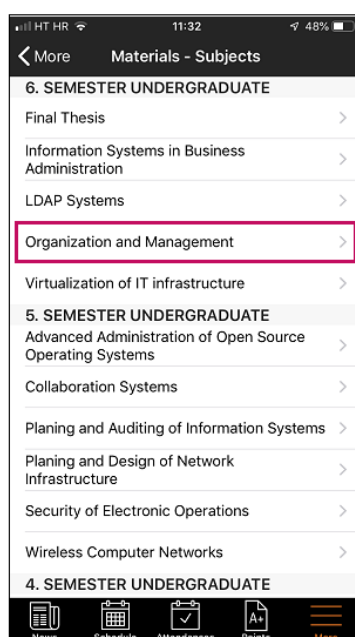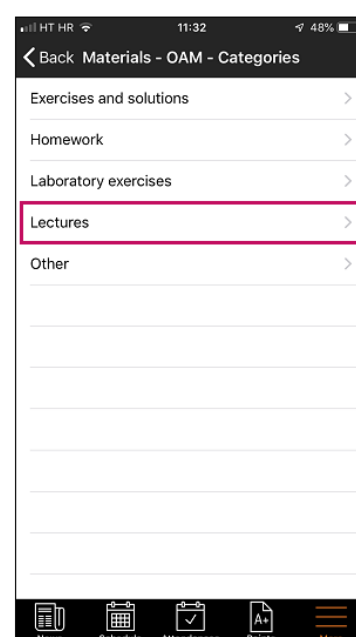
SELECT CATEGORIES

Display of teaching materials:

By selecting teaching **Materials** from the main menu, a list of teaching materials from one of the enrolled courses is shown. By moving your finger select **Categories** (lectures, tutorials, guidelines and rules and similar). Pressing the title of the material opens content that is ready to **Download**. The overview of the teaching materials by course is enabled by clicking on the course title and then choosing the course you are interested in.
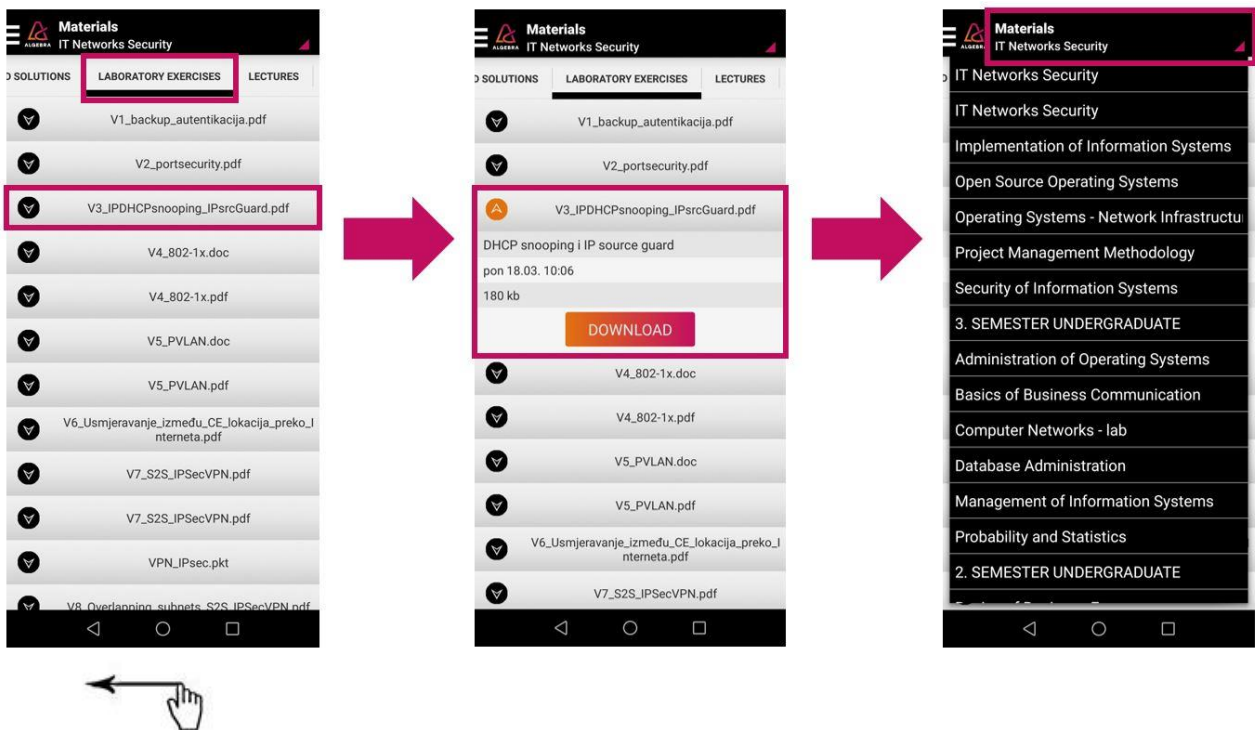
Presence / Attendances

This option enables class presence tracking at the University College.

Presence can be tracked on 2 ways:
1. Quick overview on the homepage of the web application
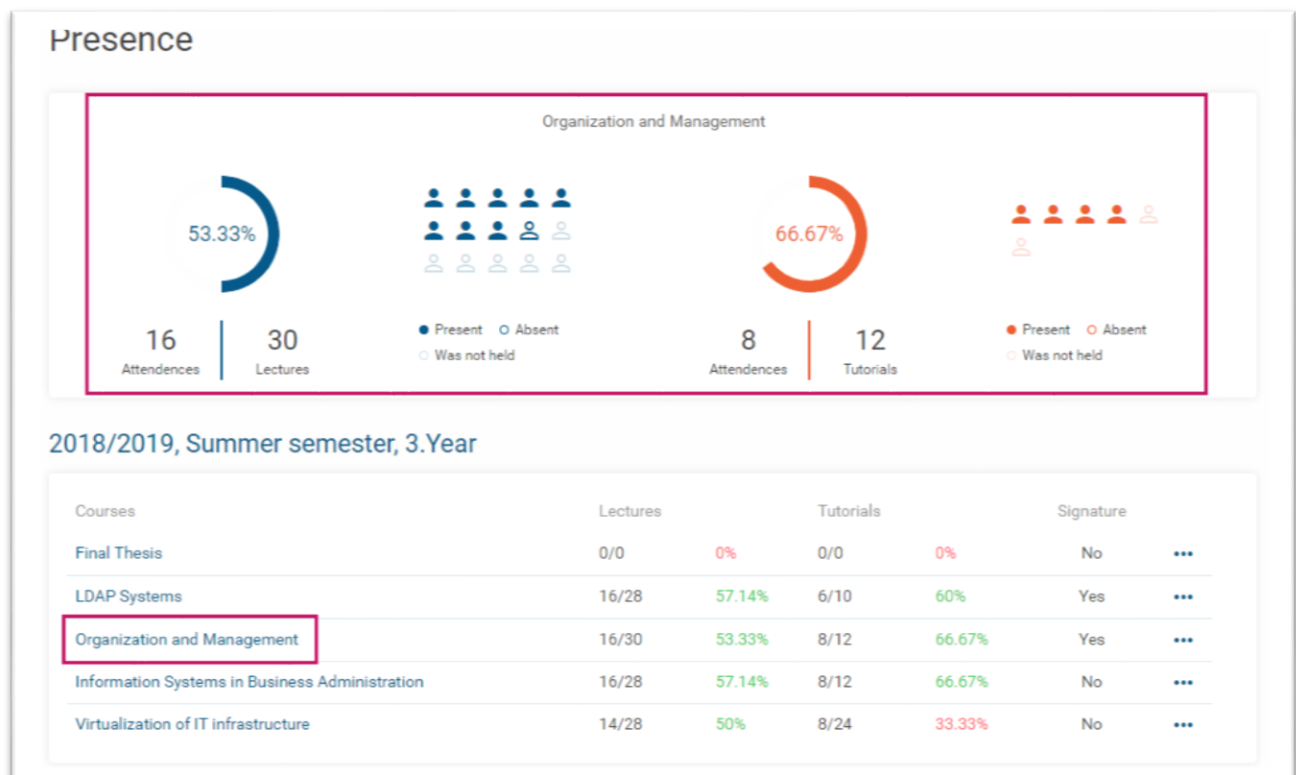2. Detailed overview through web and phone applications

The detailed overview shows all the terms in which the course was conducted, in the form of lectures or tutorials, and the number of school hours the student attended.

If the student was absent from lectures or tutorials, the number of hours that will be displayed in the table is 0 (zero).

Steps to view presence:
1. Select *Presence* from the main menu
2. From the list of courses choose the relevant *Course*
3. The percentage of presence is displayed in the upper part.

Presence

Organization and Management

53.33%		66.67%	
16 Attendances	30 Lectures	8 Attendances	12 Tutorials

● Present ○ Absent ○ Was not held

● Present ○ Absent ○ Was not held

2018/2019, Summer semester, 3.Year

Courses	Lectures		Tutorials		Signature	
Final Thesis	0/0	0%	0/0	0%	No	•••
LDAP Systems	16/28	57.14%	6/10	60%	Yes	•••
Organization and Management	16/30	53.33%	8/12	66.67%	Yes	•••
Information Systems in Business Administration	16/28	57.14%	8/12	66.67%	No	•••
Virtualization of IT infrastructure	14/28	50%	8/24	33.33%	No	•••

Steps to a detailed presence overview by terms:

1. Select *Presence* from the main menu

2. From the list of courses, choose *Details* for the relevant course.

2018/2019, Summer semester, 3.Year

Courses	Lectures		Tutorials		Signature	
Final Thesis	0/0	0%	0/0	0%	No	...
LDAP Systems	16/28	57.14%	6/10	60%	Yes	...
Organization and Management	16/30	53.33%	8/12	66.67%	Yes	⊡ ... Details
Information Systems in Business Administration	16/28	57.14%	8/12	66.67%	No	...
Virtualization of IT infrastructure	14/28	50%	8/24	33.33%	No	...

*Tabular presentation of presence on lectures and tutorials:*

Organization and Management ✕

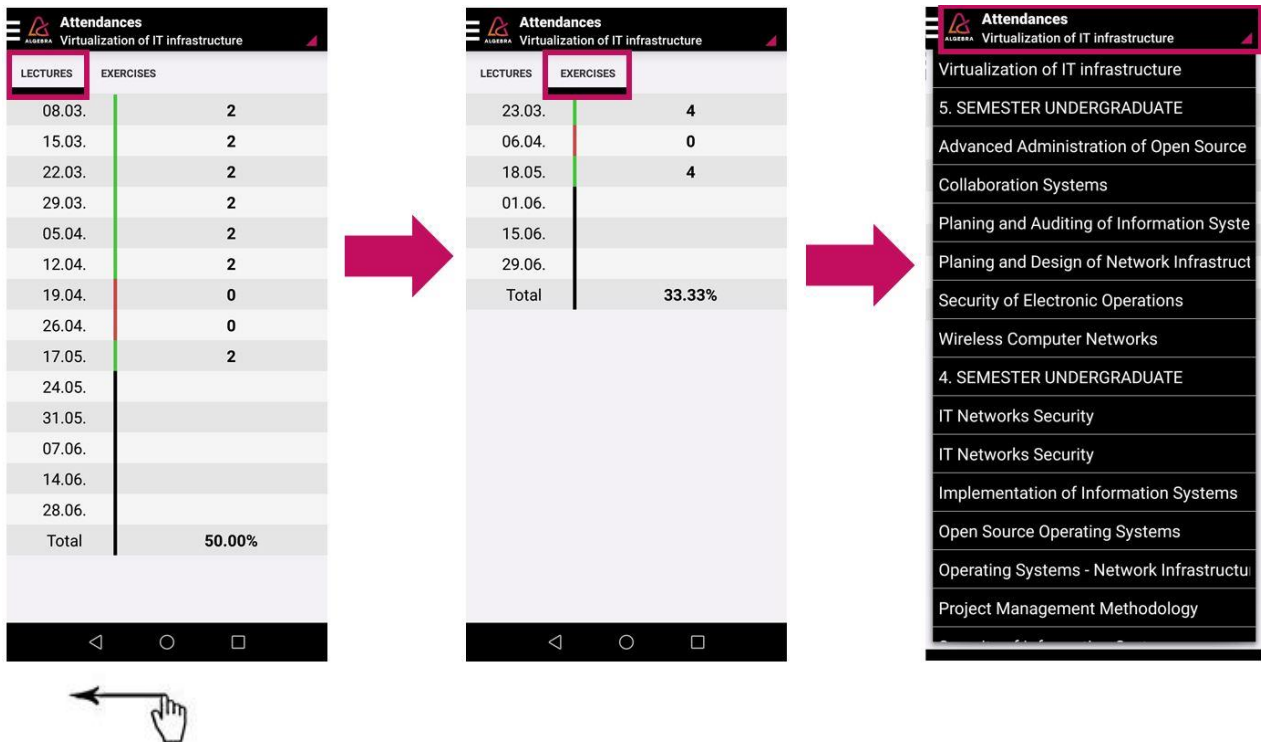| Lectures			Tutorials		
Date	Appearance	Letter of absence	Date	Appearance	Letter of absence
06.03.2019.	2		16.03.2019.	2	
13.03.2019.	2		30.03.2019.	2	
20.03.2019.	2		13.04.2019.	2	
27.03.2019.	2		27.04.2019.	2	
03.04.2019.	2		25.05.2019.		
10.04.2019.	2		08.06.2019.		
17.04.2019.	2			8	0
24.04.2019.	2		8/12	66.67%	
15.05.2019.	0				
22.05.2019.					
29.05.2019.					
05.06.2019.					
12.06.2019.					
19.06.2019.					
26.06.2019.					
	16	0			
16/30	53.33%				

Steps to view *attendances*/presence in lectures and tutorials by course:

1. Select **Attendances** from the navigation tab

2. From the list of courses select a relevant course (***Organization and management***)

3. Select **Lectures** or **Exercises.**
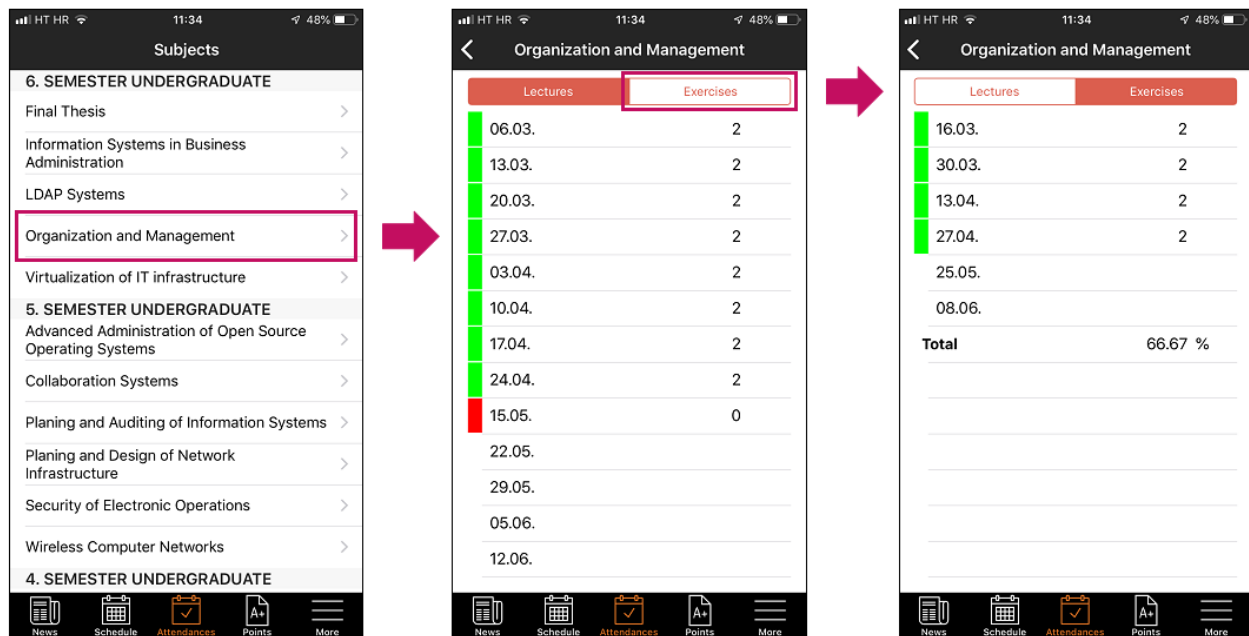
By selecting **Attendances** from the main menu, a list of points marking presence for one of the enrolled courses is shown. By moving your finger select presence **Categories** (lectures or exercises). The overview of presence/attendances by course is enabled by clicking on the course title and then choosing the course you are interested in from the drop-down menu.

Attendances — Virtualization of IT infrastructure	
LECTURES EXERCISES	
08.03.	2
15.03.	2
22.03.	2
29.03.	2
05.04.	2
12.04.	2
19.04.	0
26.04.	0
17.05.	2
24.05.	
31.05.	
07.06.	
14.06.	
28.06.	
Total	50.00%

Attendances — Virtualization of IT infrastructure	
LECTURES **EXERCISES**	
23.03.	4
06.04.	0
18.05.	4
01.06.	
15.06.	
29.06.	
Total	33.33%

Attendances — Virtualization of IT infrastructure

Virtualization of IT infrastructure

5. SEMESTER UNDERGRADUATE

Advanced Administration of Open Source

Collaboration Systems

Planing and Auditing of Information Syste

Planing and Design of Network Infrastruct

Security of Electronic Operations

Wireless Computer Networks

4. SEMESTER UNDERGRADUATE

IT Networks Security

IT Networks Security

Implementation of Information Systems

Open Source Operating Systems

Operating Systems - Network Infrastructu

Project Management Methodology

Points

Since studying at the University College was designed with the respect of the Bologna Declaration recommendations, the assessment at the end of the course was conducted in a transparent manner by collecting points.
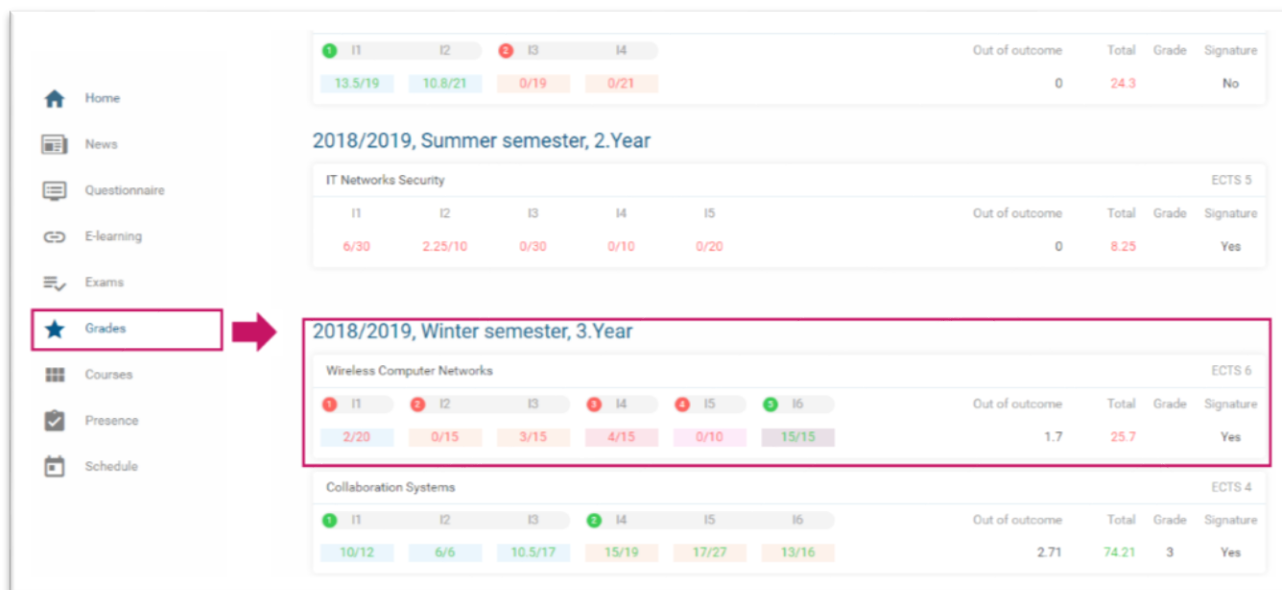
In this sense, each course is awarded with a maximum of 100.00 points, and the ratio of the grade and the number of points achieved is known in advance for each course and is published in information about the course.

With the *Grade* option, students can track the collected points for each assessment element (eg mid-terms, homework, *lab*, seminar papers…).

A. Steps to view the points collected on each course (summaries of more courses):

1. Select *Grades* from the main menu

2. A summary of the points collected on the course by learning outcomes is shown.

B. A detailed overview of the points by course:

1. Select *Grades* from the main menu
2. Select a *Course* for which you wish to see a detailed overview of the points.

Detailed overview of the points:

Advanced Administration of Open Source Operating Systems

Points in detail

	❶ I1	I2	I3	❷ I4	I5	I6	Out of outcome	Total
Midterm exam 1	0/10	0/10	0/10					0/30
Midterm exam 2				0/10	0/10	0/10		0/30
Attendance/Participation in class								0/0
Project task							12/16	12/16
Make-up exam	8.5/0	6/0		10/0	5/0	6/0		35.5/0
Certificate								0/0
Continuous check	4/4	4/4	4/4	4/4	4/4	4/4		24/24
Total	12.5/14	10/14	4/14	14/14	9/14	10/14	12/16	71.5/100

Outcomes

Grade calculation

From points	to points	Grade
0	50	insufficient - fail (1)
50.01	58	sufficient (2)
58.01	75	good (3)
75.01	92	very good (4)
92.01	100	outstanding (5)

Grade

Steps to view points on a particular course:

1. Select *Points* from the navigation tab

2. Select *Subjects*

3. Select a relevant subject/course (***Collaboration systems***)

4. View points in **Summary** or by category (*Continuous check, MI1, MI2*)

By selecting **Points** from the main menu, a list of points marking the number of points by categories for one of the enrolled courses is shown. By moving your finger select a certain **Category** (in summary for each course, homework, MI1, MI2 and similar). The overview of presence by course is enabled by clicking on the course title and then choosing the course you are interested in.

Categories	Achieved	Maximum
I1	10.0	12.0
I2	6.0	6.0
I3	10.5	17.0
I4	15.0	19.0
I5	17.0	27.0
I6	13.0	16.0
Total	74.21	100.0

Grade	3
Attendance/Partici...	2.71 / 3
Certificate	No
Make-up exam	No
Signature	Yes

Collaboration Systems
Planing and Auditing of Information Syste
Planing and Design of Network Infrastruct
Security of Electronic Operations
Wireless Computer Networks
4. SEMESTER UNDERGRADUATE
IT Networks Security
IT Networks Security
Implementation of Information Systems
Open Source Operating Systems
Operating Systems - Network Infrastructu
Project Management Methodology
Security of Information Systems
3. SEMESTER UNDERGRADUATE
Administration of Operating Systems

Grades

Steps to view a grade from a particular course:

1. Select *Grades* from the main menu

2. On the course filter from the drop-down menu, choose *Passed*

3. Select a **Course** for which you wish to see a detailed overview of the grade and points on the course:

⚠️**In the Apple and Android App, the grade is visible under course points.**

Seminar paper

Seminar paper option allows students to submit seminar papers or homework assignments. This is also a repository of documents, but personalized for each student.

Steps to submit seminar papers:

1. Select *Courses* from the main menu

2. Choose a course for which you wish to submit your seminar paper
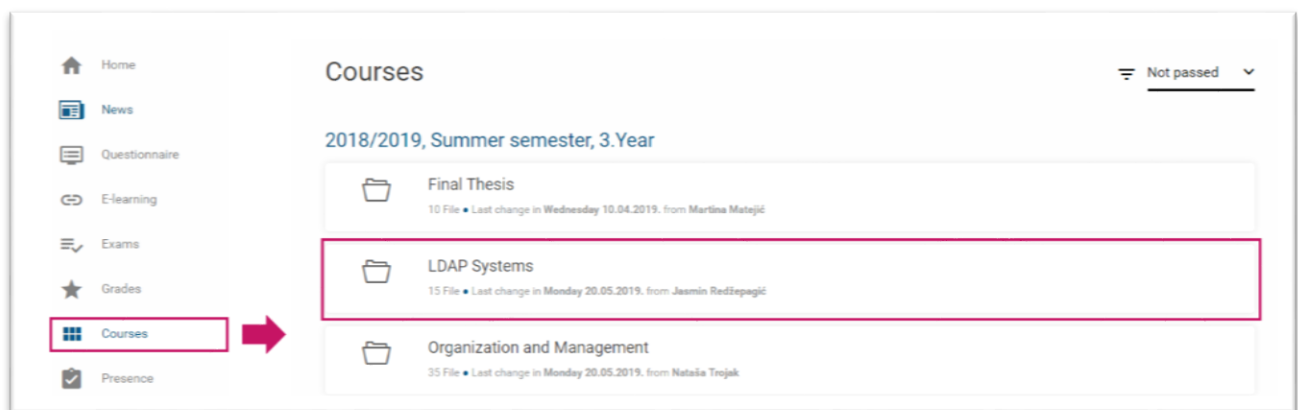
3. Choose the *Seminars* tab
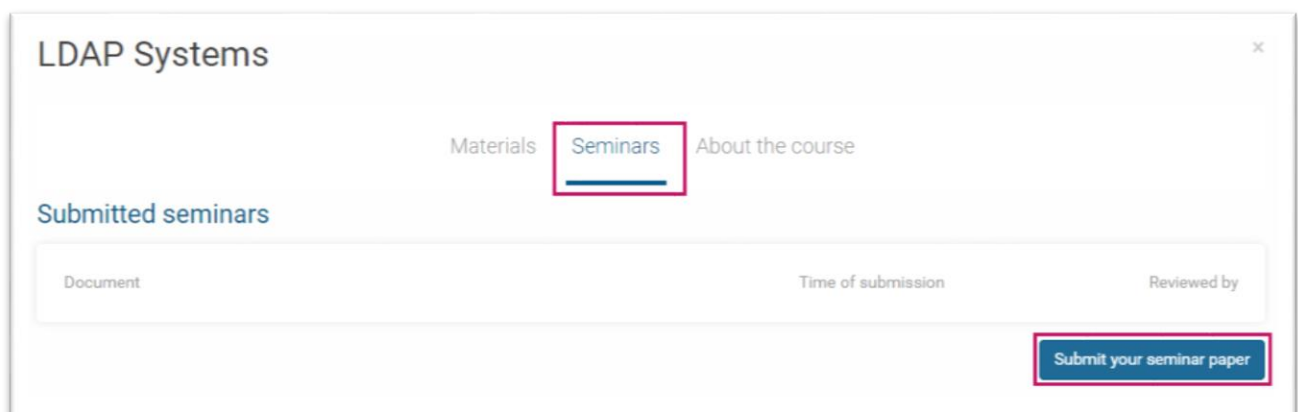
4. Choose the *Submit your seminar paper* option

5. Fill in the dialog box:
   a. ***Choose files*** - use the dialog box to select a file or drag it with the mouse
   b. ***Choose a professor*** – from the drop-down menu choose the name of the professor you are submitting your seminar paper to
   c. ***Note*** – enter a note if necessary

6. Click the ***Submit your seminar paper*** button to confirm the seminar submission.

⚠️ **This option is only available through the web application.**

Courses – general information

General course information overview:

1. Select **Courses**

2. Select a relevant **course**

3. Select the **About the course** tab

General information about the course

Literature and scoring

The minimum and desired learning outcomes

Learning outcomes

S1 - LDAP and Active Directory

Learning outcome	Minimum learning outcome	Desired learning outcome
I1	Define role and advantages directory services and importance and specifics of LDAP protocol	Workout sugestion od directory scheme for some company
I2	Define basic functions and problem os AAA and IdM systems and possibilities ot that model and technologies that can solve them.	Define possibilities and restrictions of selected technologies to solve AIA and IdM Systems.
I3	Define Microsoft LDAP strategy and future and how objects are named in AD LDAP.	Define Microsoft LDAP support and object naming conventions.

S2 - AD scalability, OpenLDAP, IPA, and mixed environments

Learning outcome	Minimum learning outcome	Desired learning outcome
I4	Define Microsoft AD scalability and methods of identitiy management.	Implement scalable AD solution based on ots services for identity management.
I5	Explain OpenLDAP server configuration, difference between OpenLDAP and NIS services, and service configuration (SSH, Apache) for using OpenLDAP server.	Explain OpenLDAP server configuration, difference between OpenLDAP and NIS services, and service configuration (SSH, Apache) for using OpenLDAP server. Configure OpenLDAP client for OpenLDAP server connection on a live system, and SSH and Apache services configuration for this usage model.
I6	Explain how to configure Windows-based domain controller for adding Linux-based clients to a pre-assigned domain. Explain how to configure Linux-based clients for said connection. Explain how to configure this connection by using Samba and sssd services. Explain how to configure and usage model for Samba 4-based domain controller.	Explain how to configure Windows-based domain controller for adding Linux-based clients to a pre-assigned domain. Explain how to configure Linux-based clients for said connection. Explain how to configure this connection by using Samba and sssd services. Explain how to configure and usage model for Samba 4-based domain controller. Add Linux-based client to a domain, by using Samba and sssd services, on a live system.

⚠️ **This option is only available through the web application.**

FINANCES

This tool is used to monitor the student's financial condition, i.e. the total financial debt and the payments made. Tool displays all pro-forma invoices as well as dates and amounts of payment, and allows you to view each pro-forma invoice in PDF format that is also ready to print. Starting a print run is done by clicking the printer icon located next to the number of the pro-forma invoice.

Steps to view finances:

1. Select **Name and surname**

2. Select **Financies**
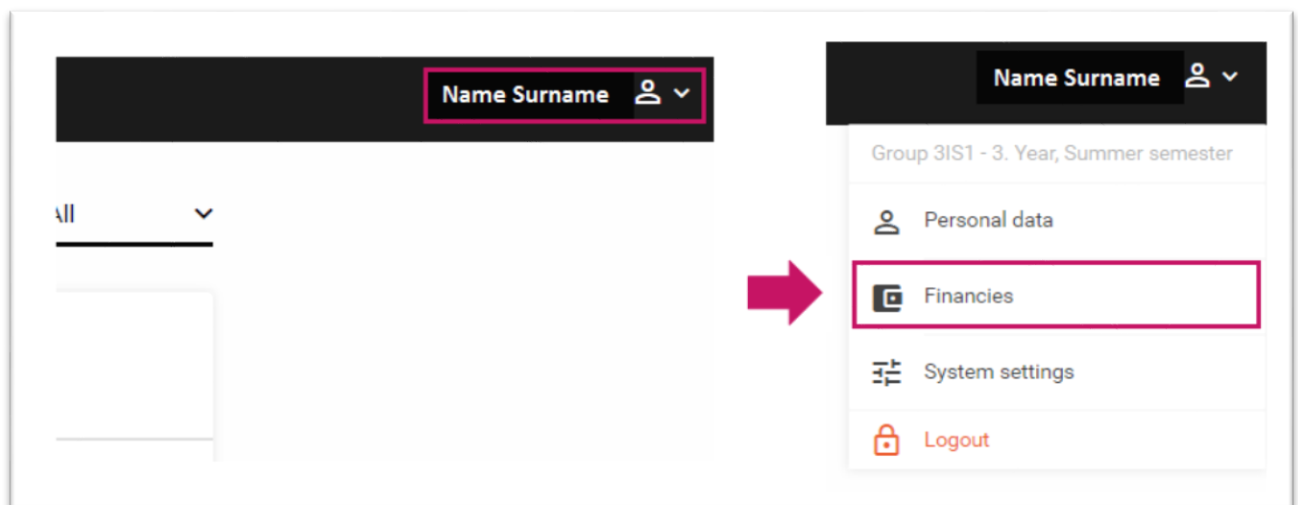
A detailed overview of finances enables:
1. Overview of all pro-forma invoices and invoices issued
2. Generating pdfs of each pro-forma invoice
3. Generating a payment slip for each pro-forma invoice
4. Generating pdfs of each issued invoice
5. Overview of the payments
6. Total debt and total paid

Display of all pro-forma invoices and invoices issued

Generating pdf pro-forma invoices, invoices, payment slips

Display of payments and total debt

Steps to view finances:

1. Select ***More*** on the navigation tab

2. Select ***Invoices***

3. In the detailed overview it is possible to view the invoice and the pro-forma invoice in PDF format, and use the ***Payments*** option to view individual payments by dates.
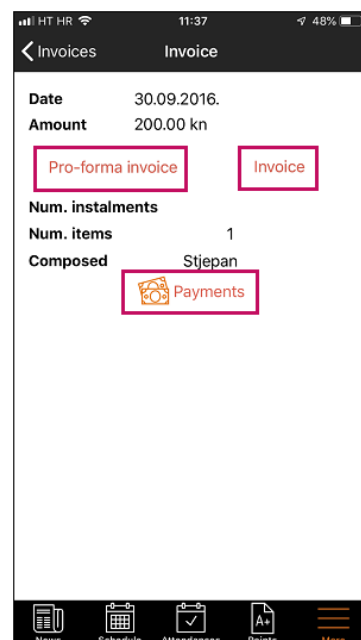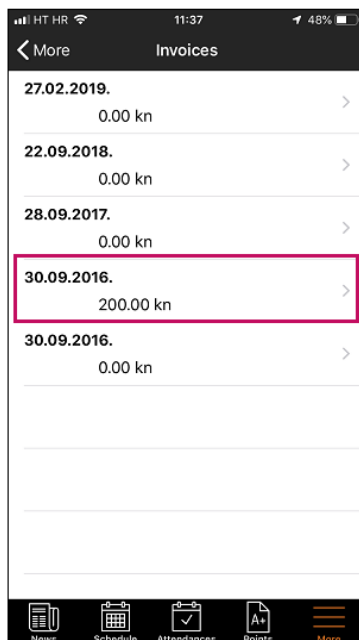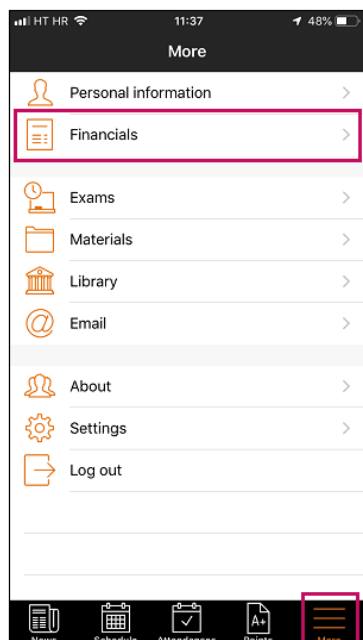
On the main menu, click **Name and Surname**. The basic information about the student at the bottom of which is the current total state of **Finances** is displayed. By moving your finger we come to **Finance** details, i.e. to the **list of issued pro-forma invoices.**
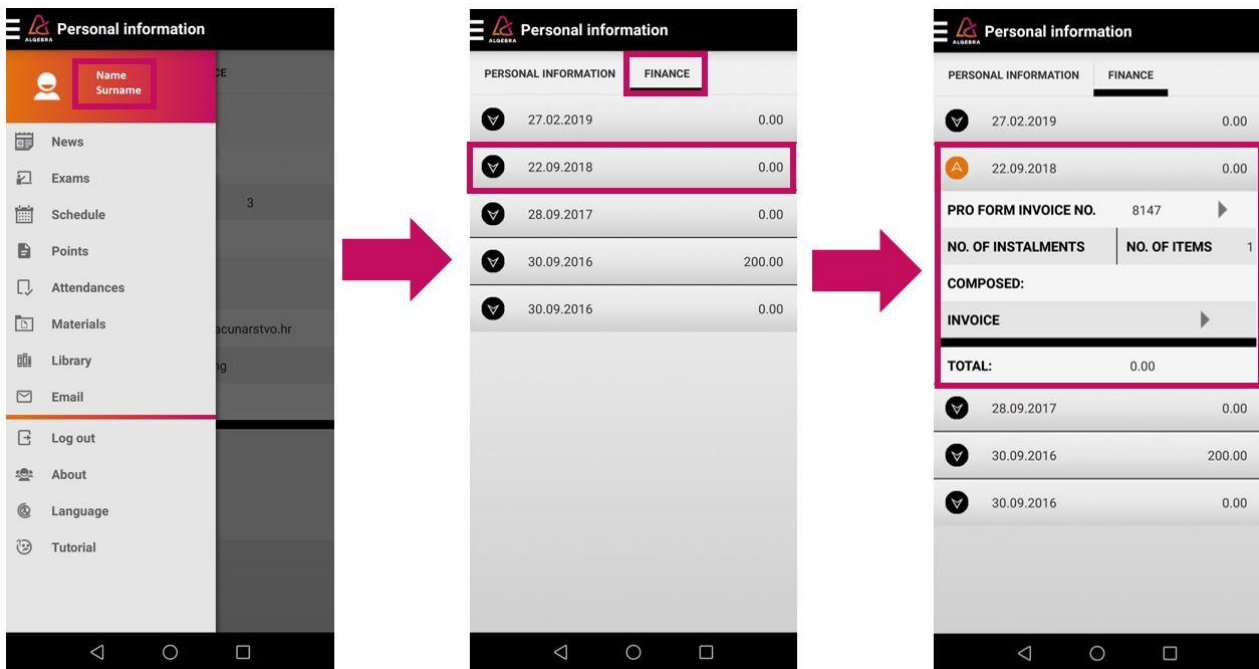
By pressing: the application starts downloading the PDF format of the selected pro-forma invoice and / or the invoice linked to the selected pro-forma invoice.

LIBRARY

Through the Infoeduka system, you can view currently borrowed and returned books. It is also possible to borrow books from the library.

Process of borrowing books from the library:
1. Find the desired book or manual through the web or mobile application
2. Select *Order*
3. The Student Office receives a notification on the book loan
4. Once the book is ready, the student receives an *email* to pick up the book at the Student Office.

⚠️**This option is available in English through iPhone, iPad App and *Android App***

Steps to borrowing books or manuals:
1. Select *More* from the navigation tab
2. Select *Library*
3. Select *Borrow*
4. From the *Library area* list choose the relevant one (for example *Manuals*)
5. Choose the relevant manual
6. Click on the *Order* button.
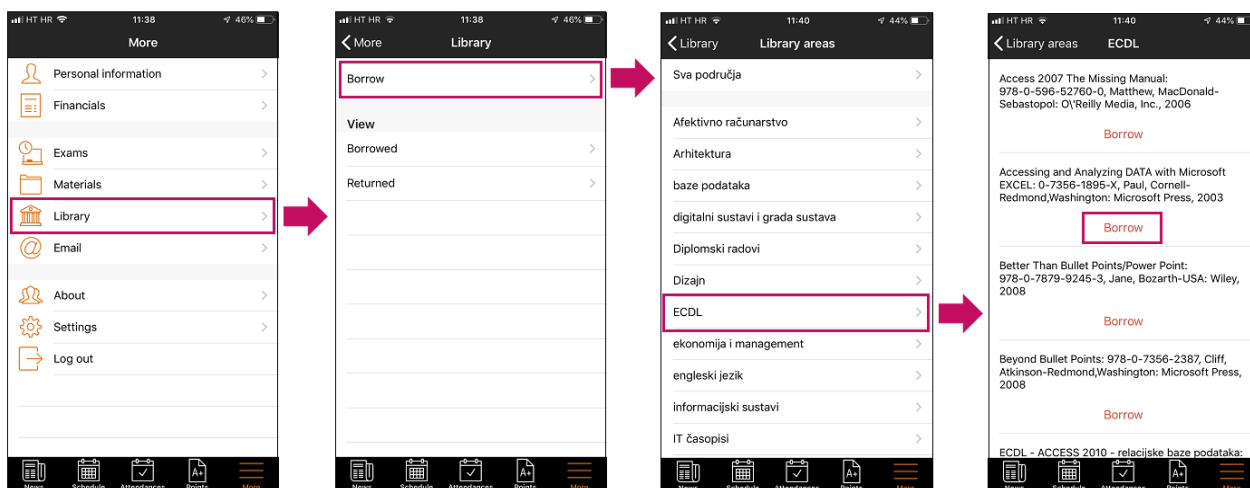
Display of the library, borrowed and returned books:
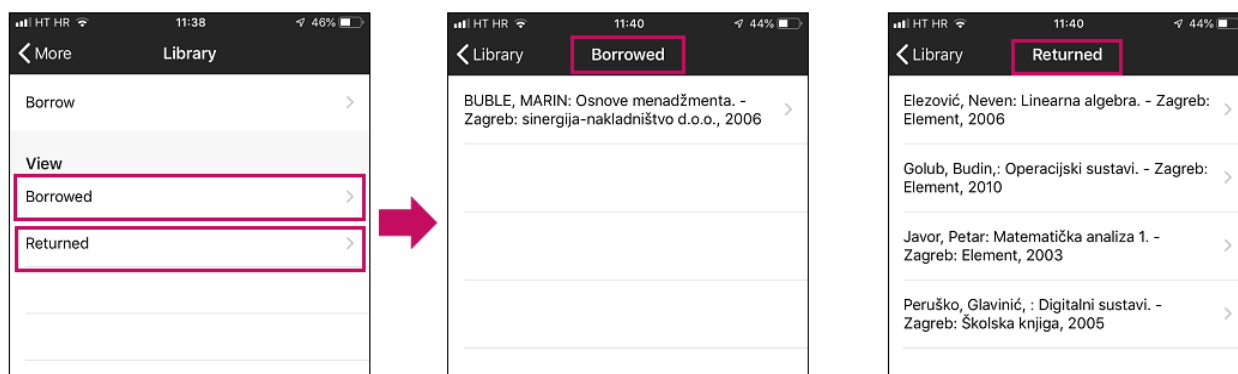
By selecting **_Library_** from the main menu, the **_Order a Book_** category is displayed.

The search is possible by **_Area_** and the title of the **Book**. After selecting a title, click **Check availability**. If the book is available, click **Order** to complete the borrowing process.

By moving your finger you can view the titles of currently **_Borrowed_** and already **_Returned_** books. Clicking the book title will open details of the borrowed or returned book.
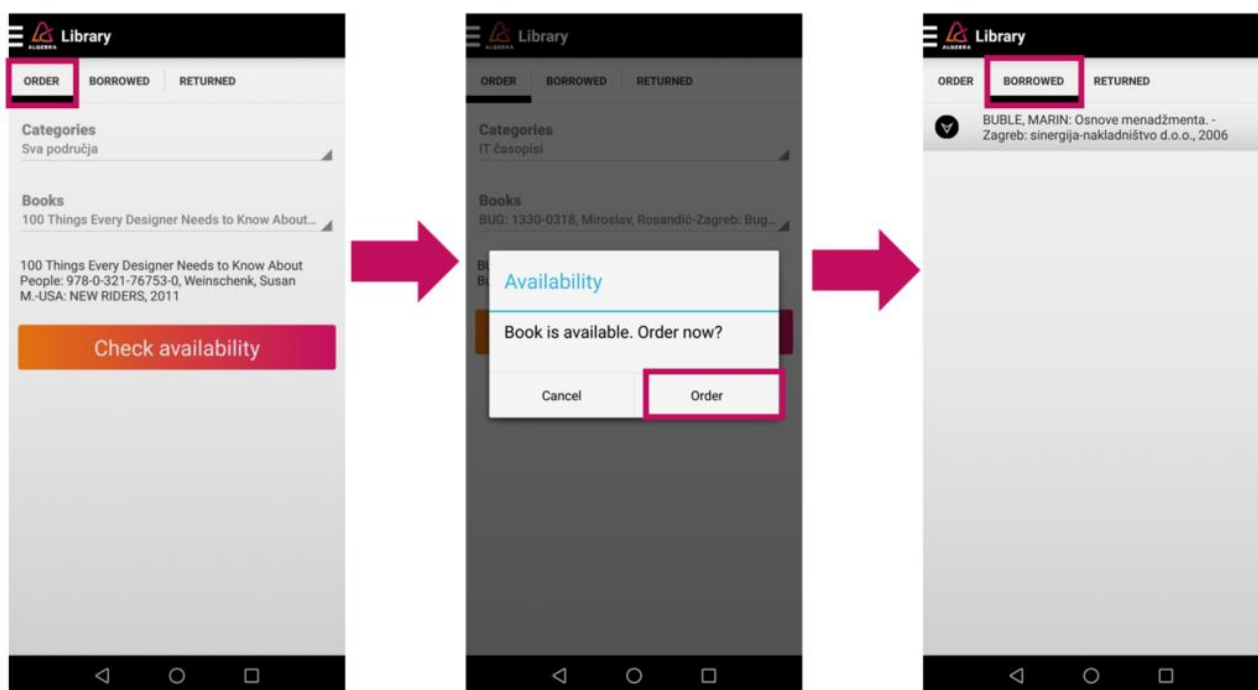
PERSONAL DATA AND SETTINGS

Student's personal data is entered during the enrollment, after which they do not essentially change in principle. The option is available for updating the data entered by the students themselves, but also for easier up-to-date tracking of data on each student.

From the options to change settings, you can:
- o Change the password for accessing the system
- o Change the settings for receiving e-mail notifications.

⚠️ **Changing your personal data and settings is only available through the web application.**

Personal data

To view personal data you it is necessary:

1. To choose *Name and surname*

2. To choose *Personal Data*

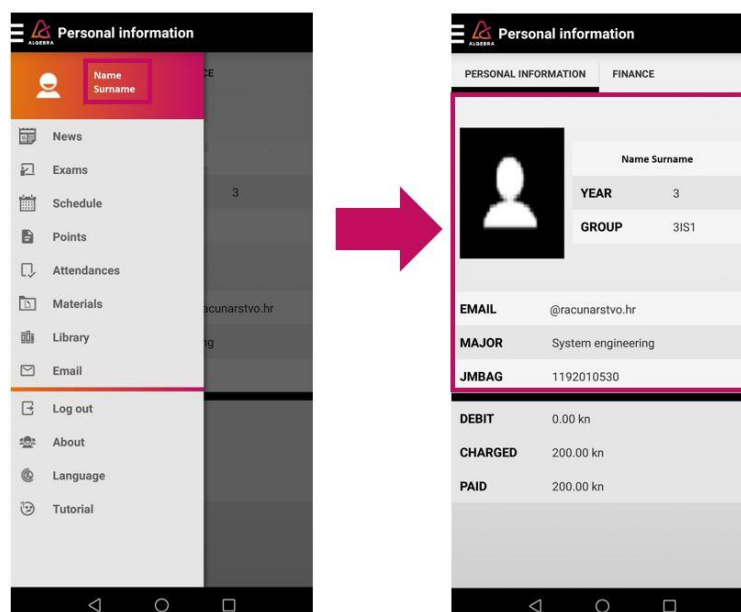
Personal data display:

Steps to view personal data:

1. Choose **More** from the navigation tab

2. Choose **Personal information.**
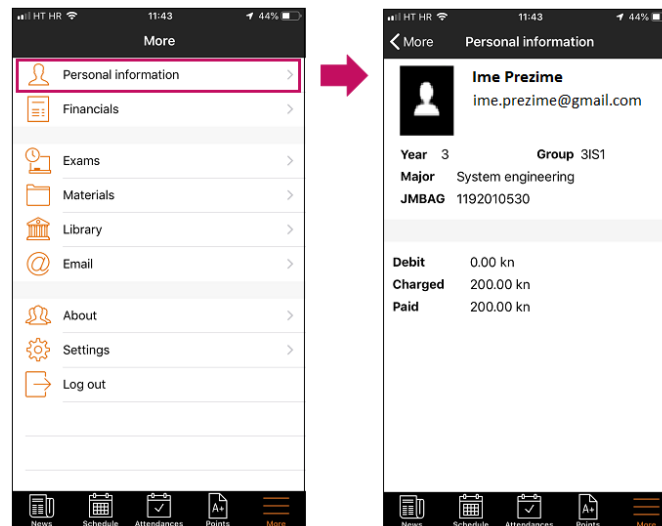
On the main menu click **Name and Surname**. The **Personal information** on the student is displayed.
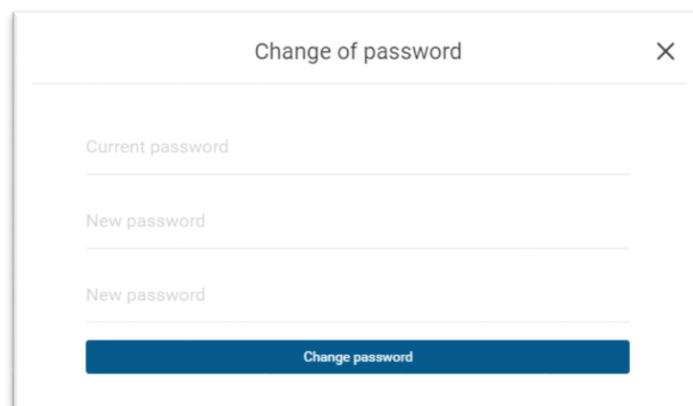
Change of password

Steps to change the password for accessing the system:

1. Choose *Name and Surname*
2. Choose *Personal Data*
3. Choose *Change password*

4. Enter *Old password*, *New password* and once again the *New password* for confirmation.
5. The change must be confirmed by clicking the *Change password* button*.*

*Note***:** New password must contain at least 8 characters of uppercase and lowercase letters, numbers and special characters.

⚠ **This option is only available through the web application.**

Mail notifications

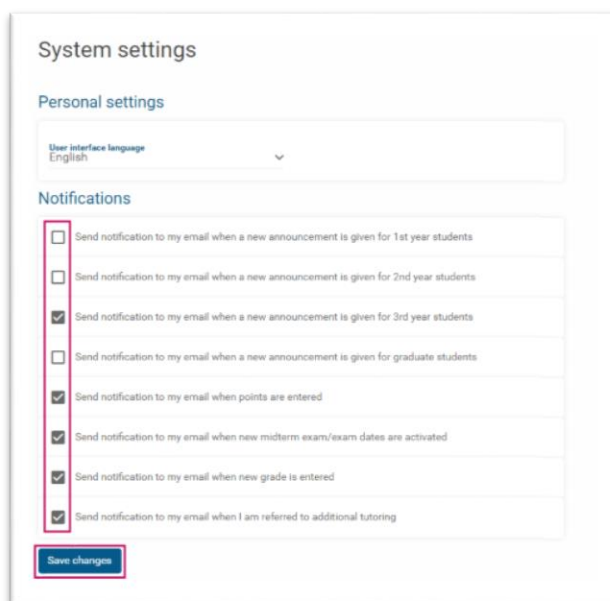

The Infoeduka system allows a student to receive *e-mail* notifications if a lecturer or administrative staff makes one of the following actions:

- o send notification to my *email* when a new announcement is given for graduate students
- o send notification to my *email* when a new announcement is given for 3rd year students
- o send notification to my *email* when a new announcement is given for 2nd year students
- o send notification to my *email* when a new announcement is given for 1st year students
- o send notification to my *email* when new midterm exam/exam dates are activated
- o send notification to my *email* when points are entered
- o send notification to my *email* when new grade is entered
- o send notification to my *email* when I am referred to additional tutoring

Note: Notifications are sent to the email address that is visible in the student's personal data.

Steps to change notification settings:

1. Select **Name and Surname**

2. Select **System settings**

3. The preferred notifications are to be marked with a **checkmark**, and confirmed by clicking the **Save Changes** button.

⚠️ **This option is only available through the web application.**