INSTRUCTIONS FOR USE OF ALGEBRA UNIVERSITY COLLEGE INFORMATION SYSTEM

Algebra University College
V1.92023

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Content

Visoko Učilište Algebra
Upisano kod trgovačkog suda u Zagrebu
MBS 80664742
OIB 14575159920

Poslovna banka: Zagrebačka banka d.d.,
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Taking classes via Microsoft Teams system

Introduction

Algebra University College offers students online class teaching (only lectures, not labs) through a video conferencing system on Microsoft Office 365 – Microsoft Teams platform. The application itself is very easy to use and provides two-way video and audio transmission, as well as collaboration capabilities (document sharing, electronic surveys, chat, etc.). Attending classes in this way is not recorded, nor can it replace the physical attendance (in accordance with paragraph 7, Article 31 of the Study Regulations).
The following are brief instructions in the form of questions and answers about using the system.
Please read the instructions thoroughly as they contain essential information and notes that you need to know.

What is being transmitted from classes?

The sound (voice) of the lecturer, PowerPoint presentation or other content presented by the lecturer in the lecture hall on the projected screen, as well as the contents on the blackboard in the lecture hall. Also, a video will be transmitted, with the camera facing the lecture podium and whiteboard and not capturing the audience (students in the lecture hall).

System requirements for taking classes

Hardware requirements are relatively modest. The most important factor is the bandwidth of your Internet connection. The minimum is a broadband connection (ADSL or similar) of at least 4Mbps for download and 384Kbps for upload. 6 Mbps/512 Kbps dedicated and Available Transfer is recommended.
It is recommended to have a headset with a microphone to listen to classes.
NOTE: It is recommended to use two monitors, as two screens are transmitted in this way (one with projected content in the lecture hall and the other that contains the contents of the blackboard from the hall).

Software requirements

The Microsoft Teams application is required to take the classes. While it is possible to take classes through Microsoft Teams, Microsoft Teams Web App, and mobile applications Microsoft Teams for mobile phones and tablets.

Microsoft Teams can be downloaded for free in the following way:

1. You must go to [Microsoft Teams | Download](#) and download it without any login user data. After installation, log in with the user data used to access the Infoeduka system, bearing in mind that the username is in the form username@algebra.hr

2. Step: Access to course
    (An individual course is accessed using a code. The code is visible in the details of each course in the schedule on Infoeduca)
    a. Select „Join or create team"
    b. Within option „Join or create team" write code
    c. Select „Join team"

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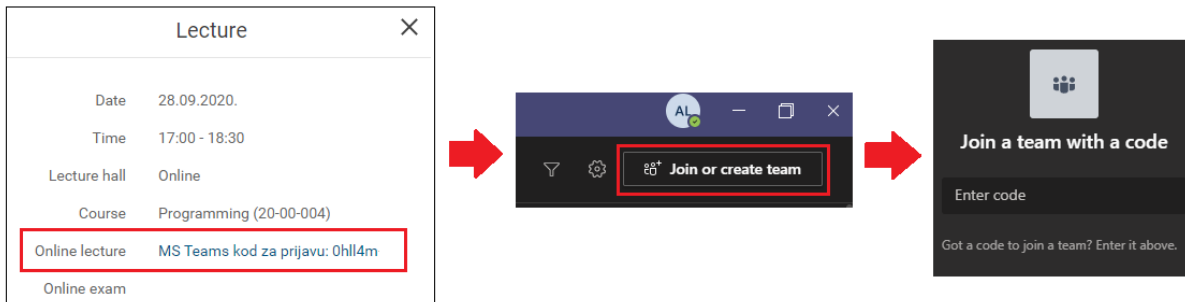T (01) 2222 182
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Figure 1 Access to the course only needs to be done once at the beginning of the semester!

3. Access to online lecture
   1.1. Login to Microsoft Teams (web, desktop, or mobile application)
   1.2. Select course (Prerequisite: completed access to the course from the beginning of these instructions)
   1.3. On tab "Posts"in post "Meeting in…" select "Join"
   (Prerequisite: the teacher must start the lecture. If there is no post with the meeting, wait for the teacher to start meeting)
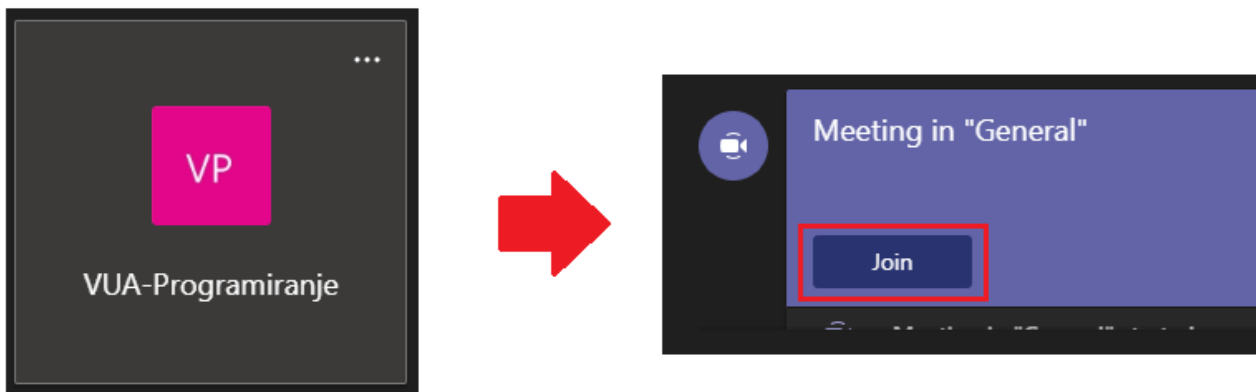

Figure 2 "Posts" in post "Meeting in…" select "Join"

NOTE: Please ensure that your microphone is muted during the lecture so that the background noise of your environment is not transmitted to the hall, thus disturbing other classmates during the lecture!

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Access to University College e-mail system

All students, lecturers, assistants, and staff of the University College get access to the e-mail system. The system is based on the Exchange Online service available through the Microsoft365 service. Users of the e-mail system can access the service in the following ways:

- Outlook Web Access – web interface/web mail
- Microsoft Outlook – connection to Exchange server
- Mobile Phones - iOS and Android

After a user's account is created on the Infoeduka system, after a while, an account will be created on Microsoft365 as well.
NOTE: The user will default to two e-mail addresses:

- username@algebra.hr – where username is Infoeduka (AAI@EduHR) system username. This is also the username for accessing the Microsoft365 system (e.g. student@algebra.hr)

Upon graduation, the user Infoeduka and Microsoft365 accounts will be deleted after 6 months.
In the event of termination of study, defined under the Study Regulations, the student's AAI@EduHR and Microsoft365 user account shall be deleted.

Access via Outlook Web App system

In order to access the OWA system, one of the major Internet browsers must be used.

1. In the browser, type https://outlook.office365.com, after which the login page will open
2. In the username field, enter the username for Infoeduka + @algebra.hr (e.g. student@algebra.hr)
3. In the password field, enter the password used to access the Infoeduka system
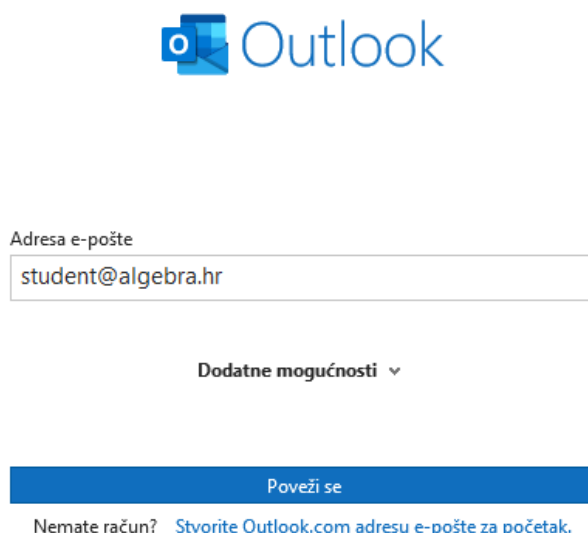

Figure 1 - Office 365 outlook login interface

4. Logging in to the Microsoft365 system will occur after pressing the "Login" button. Upon first accessing the mailbox through the OWA interface, the user will need to select the correct time zone in which they are located, as well as the language of the interface display. Then use one of the applications; Outlook, Teams etc.
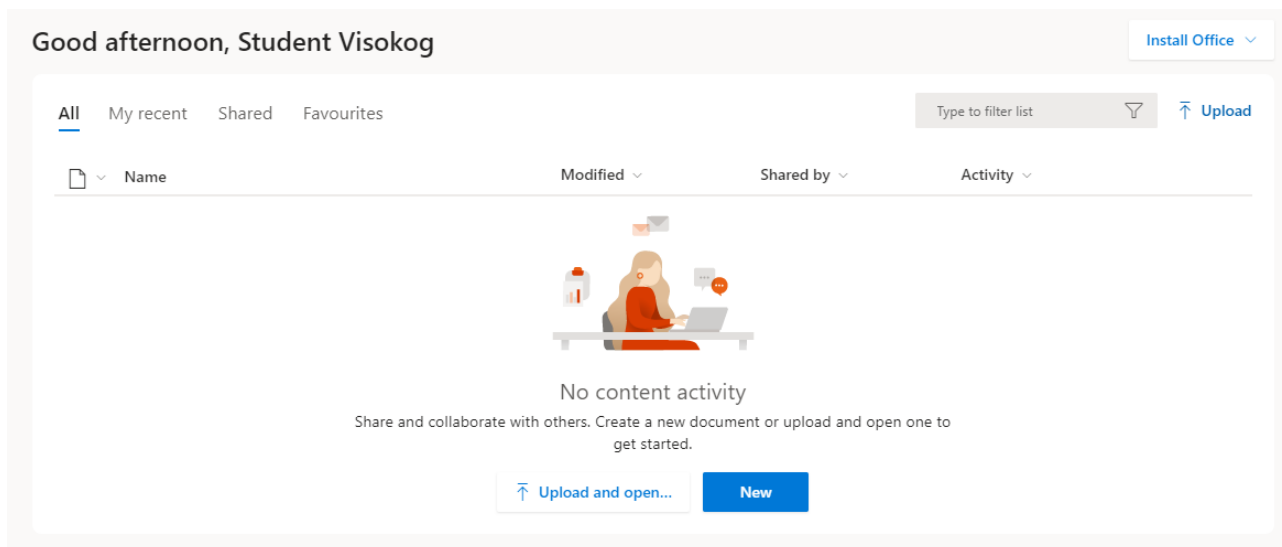
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Figure 2 Display of startup page

Access via mobile phones and tablets

1. You can access your Microsoft365 the same way with your mobile phones and tablets. Generally, it will be necessary to enter an e-mail address and password, after which the system will make the configuration. It should be noted that the e-mail address should be entered in the form username@algebra.hr (as for the Infoeduka system).

NOTE: Links to quick configuration instructions are below:
- Android devices LINK
- iOS devices LINK

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Microsoft365 Office installation

Microsoft365

Algebra University College offers students Microsoft Office installation for home and in class education. Microsoft 365 Education is free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools.

Microsoft365 can be downloaded for free in the following way:

1. You must go to http://outlook.office365.com and log in with the user data used to access the Infoeduka system, bearing in mind that the username is in the form username@algebra.hr

2. After successful login, you need to click on the icon on the homepage **Install Office** ∨ , and select Install software where you will find the installation option for Office software.
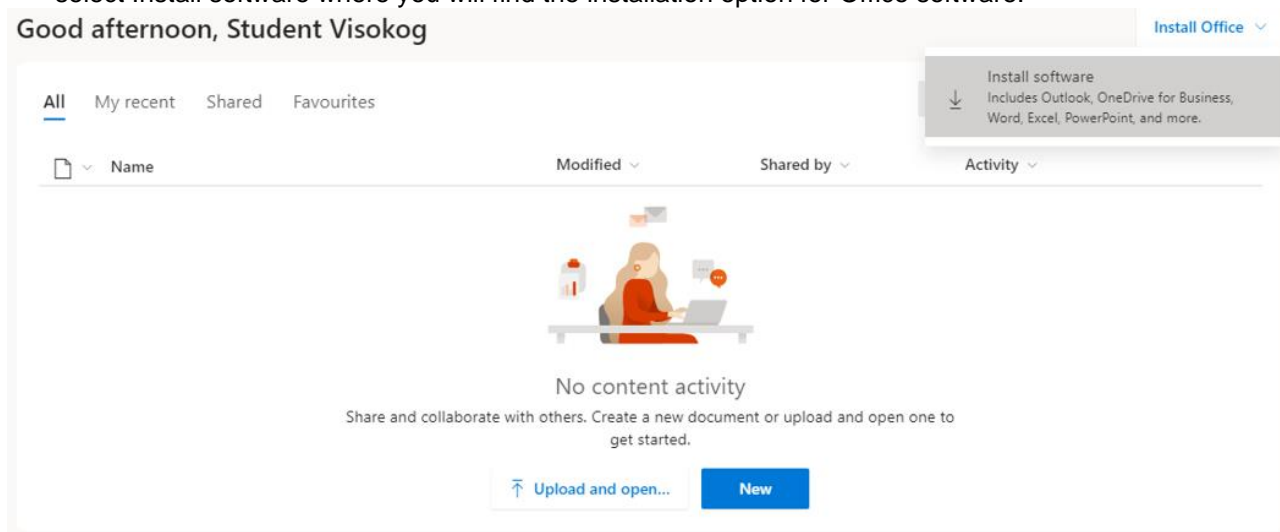
Figure 3 – Icon for office applications and installation

3. After opening the software installation interface (select Apps & devices), you can select the language and version of the installation (it is recommended that you install the 32-bit version of the application, regardless of the operating system version installed on your computer)
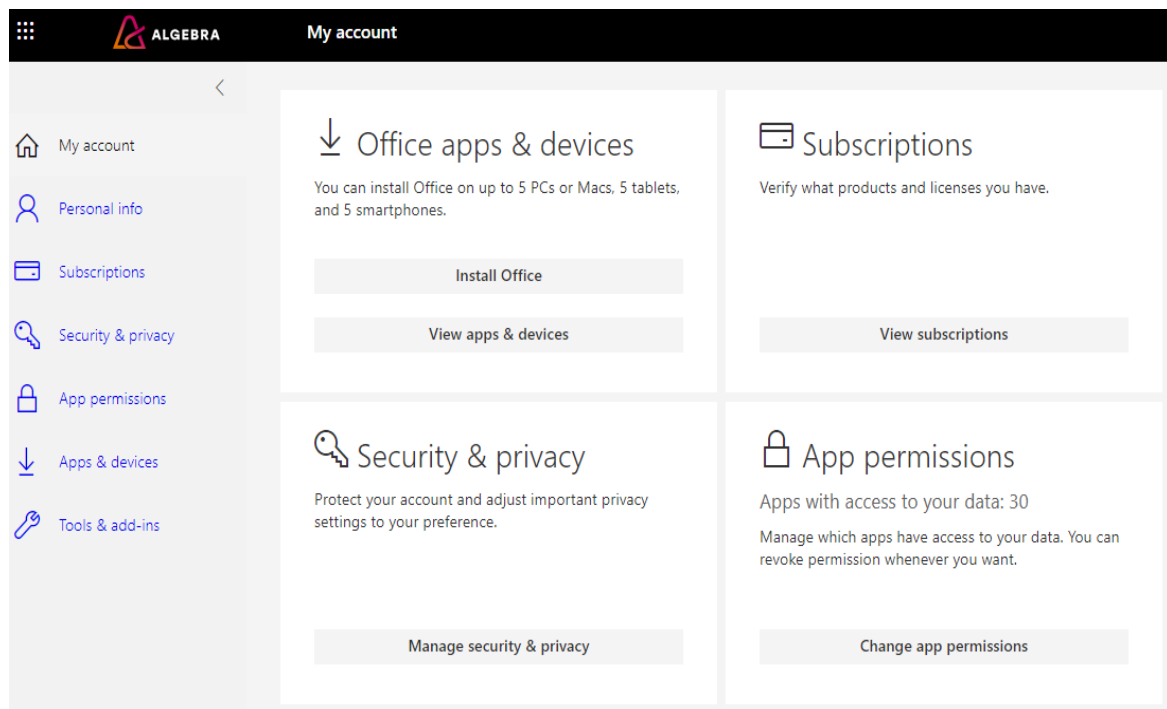
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Figure 2 - Selecting Install Office package installation starts downloading

4. After that, Office application installation will be downloaded, which needs to be installed using the classic installation procedure. After completing the installation procedure, you need to start Word or any other Office software and log in with Algebra credentials and activate it.

Microsoft Windows OS and other Microsoft software

Azure student software download

Algebra University College also offers students other Microsoft software installation for home and in class education.

Other Microsoft software can be downloaded for free in the following way:

1. You must go to https://aka.ms/devtoolsforteaching and sign in with the user data used to access the Infoeduka system, bearing in mind that the username is in the form username@algebra.hr

After successful login, primary accept this Microsoft term:

a) I agree to the subscription agreement, Azure Dev Tools for Teaching agreement and privacy statement

2. After accepting terms you will be forwarded to Azure student Education Hub where you can download free software, get Microsoft Azure credit and others benefits.

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Manage user data and/or password

The central repository for managing user data (first name, last name, username, password, etc.) is the Infoeduka system. Changes made to your account through Infoeduka system will be replicated to other connected systems, such as Office 365 and wireless network access at the University College premises, within a reasonable period of time.
You can change your personal information through the student administration office, but you can change the password yourself through the Infoeduka system.

Changing password in Infoeduka system

It is recommended to change the password periodically, and the change is recommended after the initial creation of the user password when enrolling in the University College.

1. You need to log in to Infoeduka system and go to Personal data tool from the menu on the right
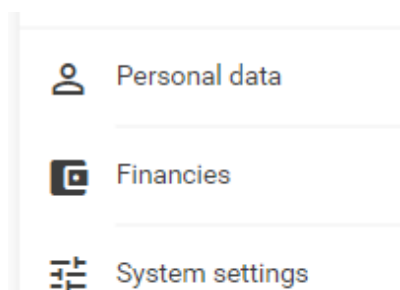

Figure 4 - Selecting a password change tool

2. Once the tool is opened, you must enter the old password, then enter the new password twice and confirm the change by pressing the "Change password".
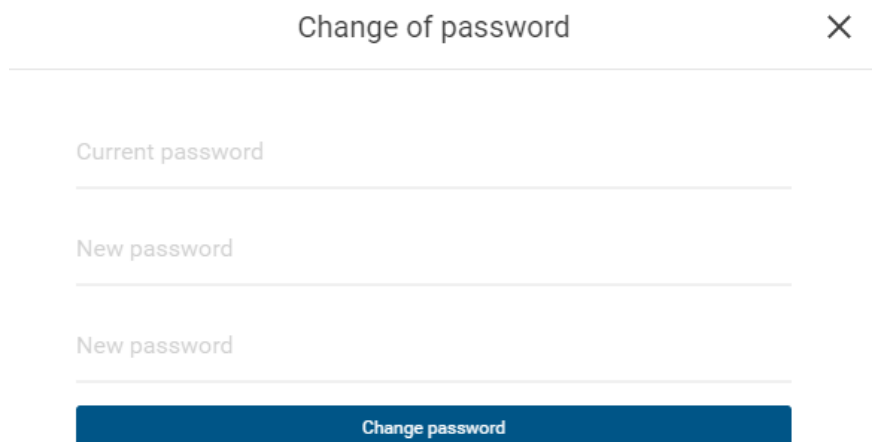

Figure 5 – Password change

NOTE: The new password must not contain the username, your first or last name, and must have a minimum of 8 characters and contain at least 2 digits and at least 2 letters. If the password does not meet the current requirements, the system will not allow for you to change it, and you will receive a notification about that.

NOTE: The new password becomes active on Infoeduka system and AAI@EduHR immediately after the change, while other connected systems take 24-48 hours to change and apply the new password.

Using AAI@EduHR system

Upon enrolment all students at the University College are given the unique identity of the academic community, called AAI@EduHR. Using this identity, students exercise access rights to the resources provided by CARNet independently or in partnership with partners.
Some of the AAI@EduHR benefits for students are:

- Cheaper Internet access
- Educational benefits
- E-Library and others

More information on available resources can be found at www.carnet.hr

The AAI@EduHR username is in the form username@algebra.hr (where the username is the username for accessing the Infoeduka system) and the password is the same as for accessing the Infoeduka system.

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Access to the eduroam wireless network on the premises of the University College

At all premises of the University College, at Gradišćanska 24, Zagreb, students are allowed to use the wireless computer network eduroam. This network can only be accessed using the AAI@EduHR username and password.

The Eduroam installer can be found on the link https://installer.eduroam.hr/english/ and you need to select Download settings. Selecting the device type opens the steps to set up network access.

On some devices (especially newer devices) it is not necessary to install the eduroam installer, it will be enough to do the first login to eduroam with the default settings.

For some, it is enough to find the network, open the network settings, change the EAP mode that was initially set to PEAP to TTLS. Then select PAP as another authentication method, and then enter the username (name.surname@algebra.hr) and password to connect to the network.

NOTE: You use the eduroam wireless network at your own risk, and Algebra University College is in no way responsible for the consequences of using it.

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Troubleshooting problems and difficulties in using the system

To successfully resolve any difficulties in the operation and use of the information systems described in these instructions, unless otherwise stated, please e-mail us at: helpdesk@algebra.hr

Your application must include the following information:
- Your first and last name
- Your username for the Infoeduka system
- Date and time of error occurrence
- Detailed error description - what you were trying to do, how you went about it, what error was occurring, etc.
- Optional error image and configuration steps

NOTE: without the above stated information, your problem will not be taken into consideration.

Who can I turn to for help?

E-mail: helpdesk@algebra.hr (support will not be provided to emails sent to any recipient email other than this one above)
Working hours: Mon-Fri 8am - 5pm

Algebra University College IT department will do everything in its power to provide you with full support.

You can email all your complaints, compliments, and suggestions to letusknow@algebra.hr

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