EOC Education Portal User Guide

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Abbrev. / Term	Description

1   Accessing the Interface

Use the following link to access the module:

https://vzdelavani.is.cuni.cz

You will need to log in using CAS.
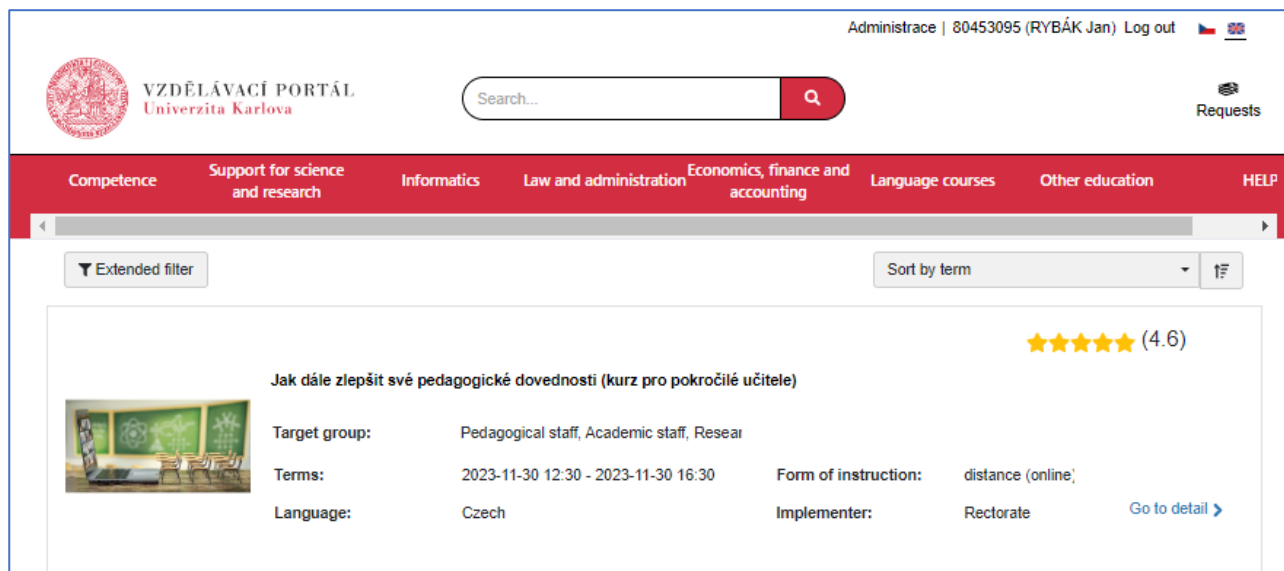After logging in, the module will display the home page of the education portal:

Figure 1 Home page of the education portal

The home page enables you to view a list of the learning programs, browse, sort, search and select programs as well as register to participate.

2   Quick Guide to Registering for a Learning Program

1. Pick a learning program you would like to participate in from the program list.
2. Click "**Go to detail**".
3. Select the desired term in the drop-down list "*Terms*".
4. In the program detail window, click "**Register**".
5. In the window "*Added to requests*", click "**To requests**".
6. In the window "*Requests*", check the requests you want to finalize and then click "**To register**".
7. In the window "*Data for Application*" check your personal data and, if possible in the selected module, fill in the required field "*Department and Target Group*". Then click "**Continue to summary**".
8. In the window "*Application Detail*" check the box "*I take note of the information about the processing of personal data*" and then click "**Confirm**".
9. To get back to the list of learning programs, click "**Back to selection**".

3 Adjusting the List of Learning Programs

You can use the list to view learning programs, browse, sort, search and select programs as well as register to participate.

3.1 Searching the List of Learning Programs

You can search the list, use an extended filter, and sort the programs.

3.1.1 Searching a Learning Program Name Using the "Search" Field

The fastest way to search the name of a learning program is by using the "Search" field located in the middle of the top part of the interface, with a magnifying glass icon to its right.

1. If you know the name (or a part of the name) of the program you are looking for, type it into the field and then click 🔍 .
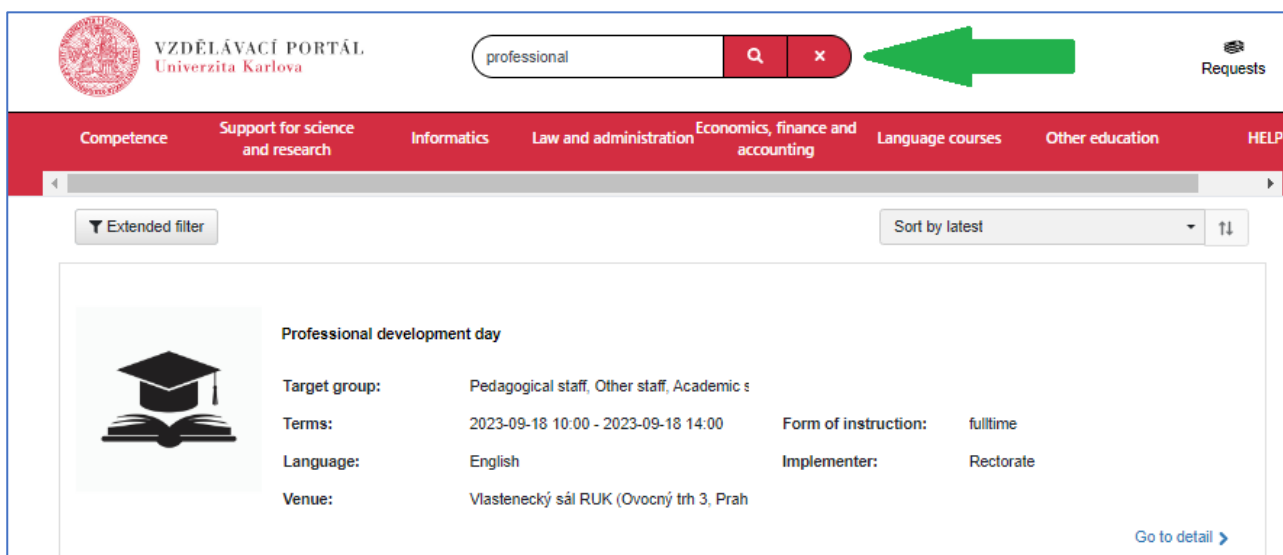2. The module will bring up all the learning programs whose name matches the text you entered:

Figure 2 Searching programs with "professional" in the name

3. Undo your search by clicking ✖ for a full list of the learning programs.

Note: Entered words will be searched in the fields "Name," "Implementer," "Department," and "Keywords," all of which were filled in by the administrator when adding the program into the module.

3.1.2 Searching a Learning Program Name Using the "Extended Filter"

The Extended Filter can be used to search the learning programs using other criteria than the name. You can search programs based on the dates on which they are held, the target group, the study language etc.

1. Click "**Extended filter**".
2. The module will bring down an extended search window:

Figure 3 Window for extended search in the list of learning programs

3. Enter your search conditions using the displayed fields (term, study language, name etc.)
4. Click "**Search**".

Notes:

- You can enter a partial name in the "*Name*" field.
- If there are several terms available for a program when searching based on the "*Study Form*" and "*Study Language*", the module will only display the program once in the search results.
- You can clear your search conditions by clicking "**Clear**". The module will then display the full list of learning programs again.
- You can hide the "*Extended Filter*" window by clicking "**Extended filter**".

3.2 Searching Programs in Specific Categories

You can restrict the list of displayed learning programs by selecting the appropriate program category (the category is determined by the administrators when adding the program). You can select a specific program category in the red bar at the top of the interface:

To access the full list of learning programs again, click in the 'breadcrumb trail':
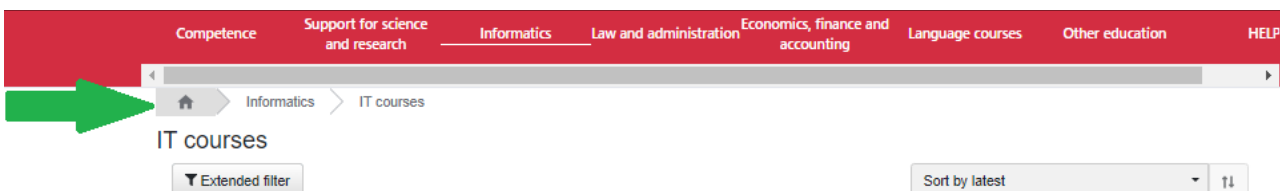
3.3 Sorting the List of Learning Programs

To sort the list of learning programs, use the drop-down menu located at the top right of the list of learning programs:
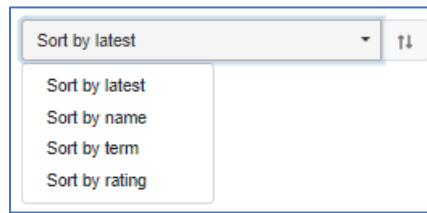

Figure 4 Drop-down menu to sort the list of learning programs

1. Choose your preferred way of sorting the learning programs from the drop-down menu.
2. The module will sort the learning programs accordingly immediately after you click your preferred choice.
3. You can choose the opposite order by clicking ⇅ .
4. When sorting programs:
   - If terms are defined solely by date, they will be sorted chronologically.
   - If the terms are defined by date as well as text, dates will be sorted chronologically, and text will be sorted secondarily.
   - Terms defined solely by text cannot be sorted.
   - Canceled terms (with future dates) will not be displayed when sorting programs by term, but they can be viewed on the home page of the portal and will read "(canceled)" in the terms field.
   - In some cases, past terms will not be displayed (based on the format conditions – see previous points)

4 Registering for a Learning Program

4.1 Choosing a Program and Term

1. Find a program in the list that you would like to register for (see chapter "Adjusting the List of Learning Programs" on page 3).
2. Click "**Go to detail**" at the bottom right of the desired program.
3. The module will open a window with information about the learning program:

Figure 5 Information about the selected learning program

4. The program window displays basic information about the learning program (the quantity of information available is based on the information entered by the program administrator) and controls for further steps. If a text in any field is too lengthy, it will end with three dots, and the button "**Show more**" will be displayed below the field. You can view the full text by clicking it. The button works like a switch: you can hide the text by clicking it again.
5. In the "*Terms*" field, click the drop-down menu with all the terms available:
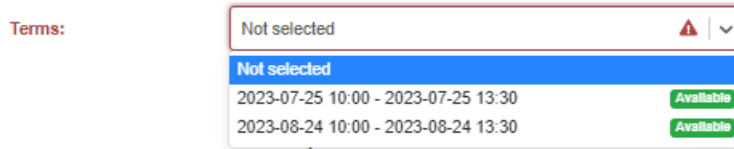
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Figure 6 Terms available in the "Terms" field

6. You will be shown all available terms for the program as well as the spots remaining.
7. Choose your preferred term.
8. The module will display additional information available for the specific term.
9. Click "**Register**".
10. The module will display the "*Added to requests*" window with basic information about the term you are registering for and additional controls:
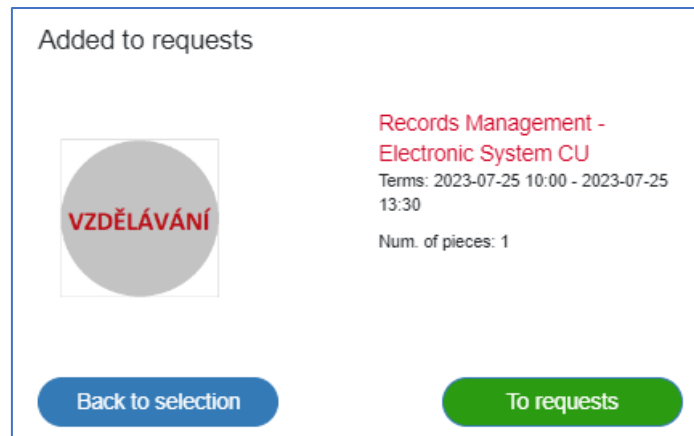

Figure 7 Window confirming you have created a request for a program in a specific term

Note: In the top right corner of the interface by the "Requests" icon, you will see the number of requests you have created.

11. By clicking "**Back to selection**", you can search and register for additional learning programs. Your application requests can be found under "*Requests*" in the top right corner of the interface.
12. By clicking "**To requests**" you can open the "*Requests*" window.

4.2 Finalizing Your Application

To register for a learning program, you need to finalize your application.

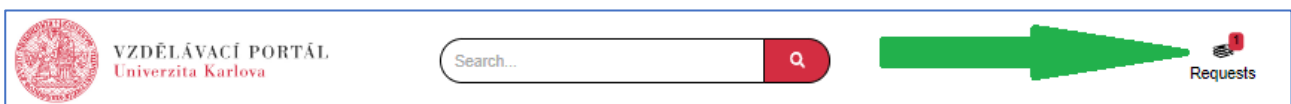1. Click the "**Requests**" icon in the top right corner of the interface:

Figure 8 The "Requests" icon

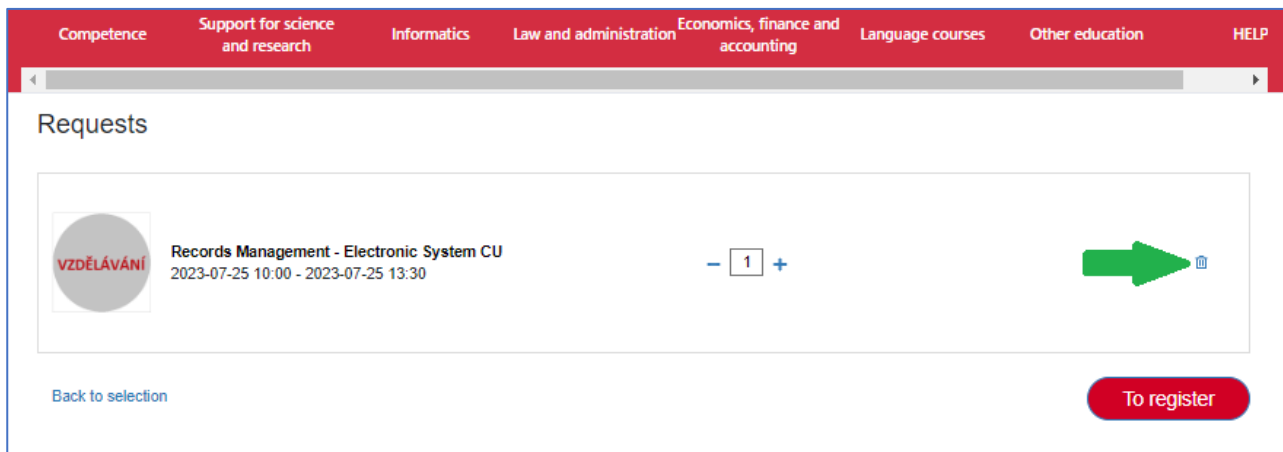2. The module will display the "*Requests*" window:

Figure 9 The "Requests" window

3. Check whether you want to finalize all requests. If there is a request you do not wish to finalize, remove it by clicking the recycle bin icon 🗑.
4. If you wish to add more requests, click "**Back to selection**" in the left bottom corner.
5. Click "**To register**" to move on to the next step.
6. The module will display the window "*Data for Application*" in which you can edit/add information that has not been filled in from the List of Contacts (WhoIs):
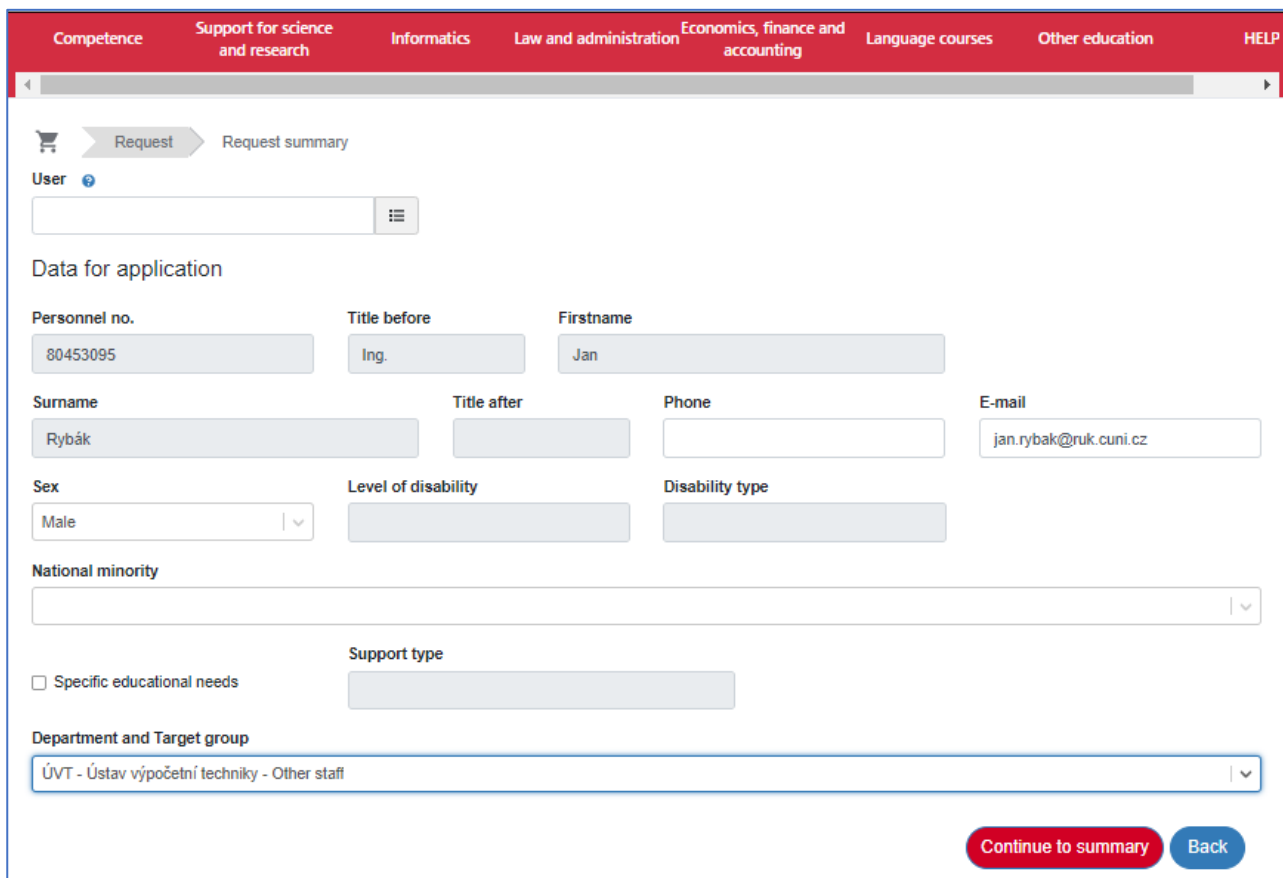

Figure 10 The "Data for Application" window

7. If the module allows it, choose the relevant "*Department and Target Group*" in the required field.
8. If you require special educational resources (listening aids, foreign language materials, etc.), check the "*Special Educational Needs*" box and write your requirements in the "*Support Type*" field.
9. Click "**Continue to summary**" to move on to the next step. The module will display the "*Application Detail*" window, which gives you a summary of the details entered:
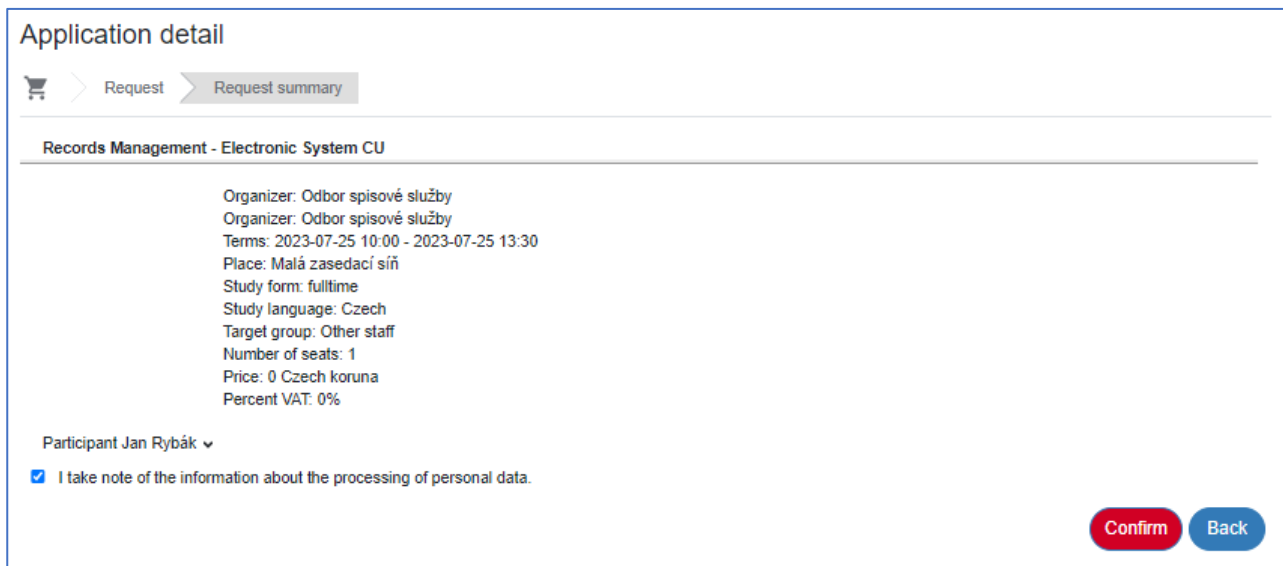
Figure 11 The "Application Detail" window

10. If you see any incorrect data, click "**Back**" to go back to the previous windows/steps and edit the relevant data.
11. You can view detailed information about the participant by clicking the arrow to the right of the participant's name.
12. If you wish to confirm the displayed applications, you first need to check the box "*I take note of the information about the processing of personal data*" Only then can you confirm your application.
13. To confirm your application, click "**Confirm**".
14. The module will display a window confirming your application will be processed:
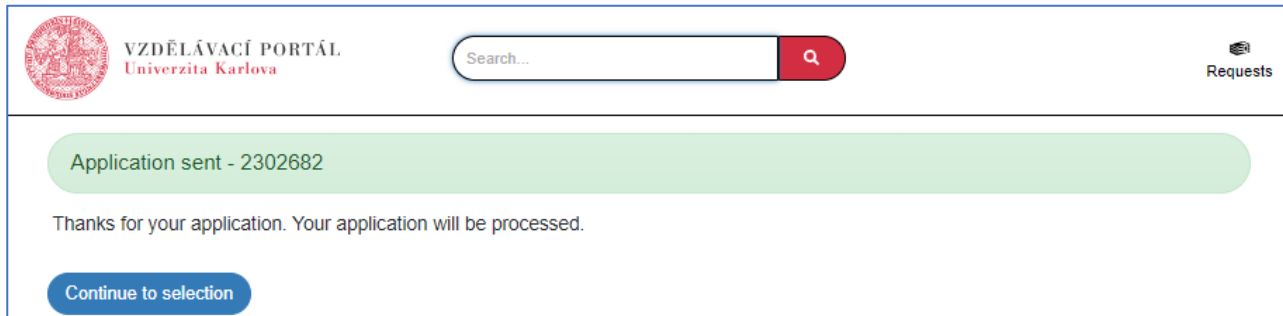

Figure 12 The "Data for Application" window

15. The module will display your request number. This serves as your application identifier for further processing (see below). Only the administrators can see application requests. Participants can find their applications in the "*User Applications*" window (see chapter "User Applications" on page 15):
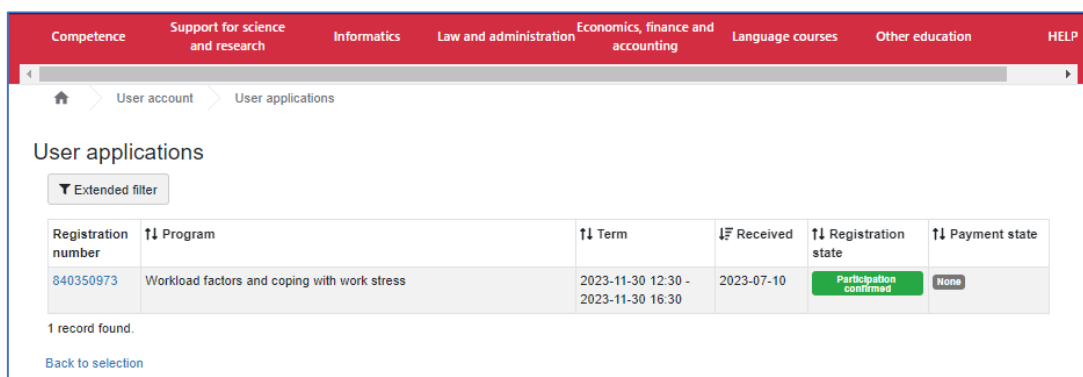

Figure 13 The "User Applications" window

The "*Requests*" icon in the top right corner will no longer display a number signifying the number of requests waiting for finalization.

16. Click "**Back to selection**" to go back to the list of learning programs.

4.3 Registering as a Substitute

If you want to register for a term with no spots left, the module will allow you to register as a substitute:
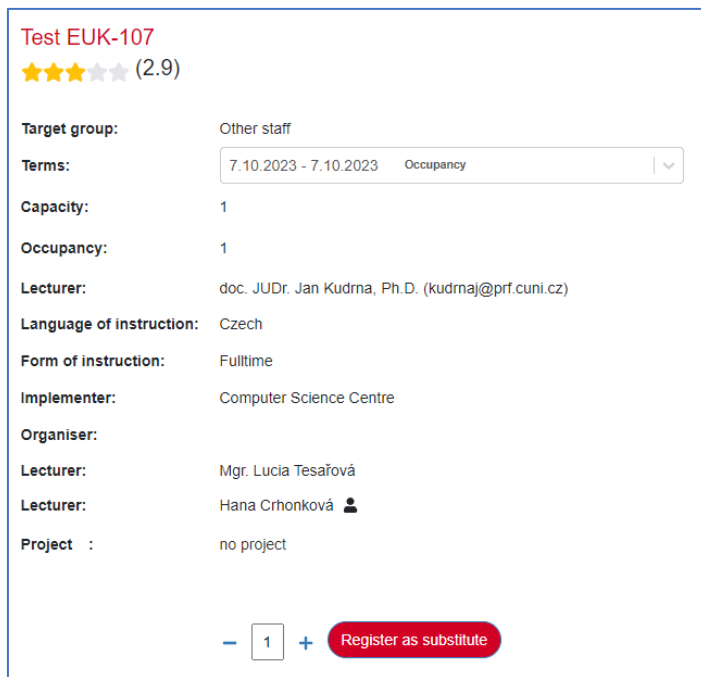

Figure 14 Window displaying information about a learning program

1. The module will display a window with information about the selected learning program.
2. Click "**Register as substitute**".
3. The module will display the "*Successfully added to requirements*" window with basic information about the term you are registering for. In the top right corner of the interface by the "*Requests*" icon, you will see the number of requests you have created:
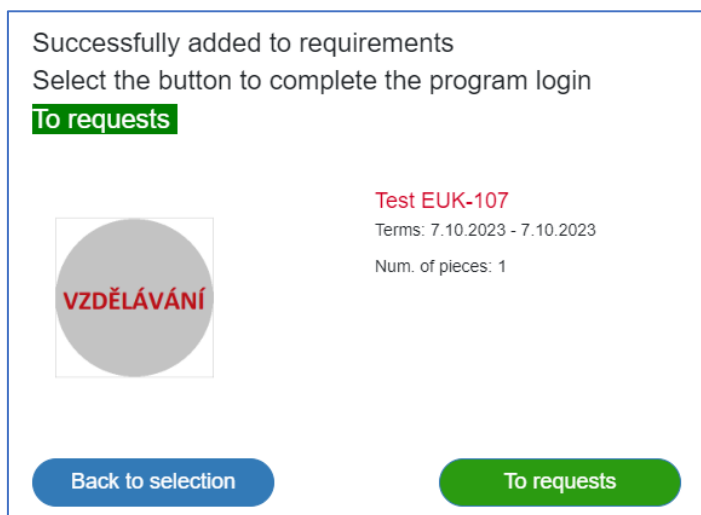

Figure 15 Window confirming you have created a request for a program in a specific term

4. By clicking "**Back to selection**" you can search and register for additional learning programs. Your application requests can be found under "*Requests*" in the top right corner of the interface.
5. By clicking "**To requests**" you can open the "*Requests*" window.
6. To finalize your application, follow the steps on page 7 under "Finalizing Your Application."

The module will register you as a substitute and add you to the waiting list. If a registered participant withdraws from the program, a substitute from the front of the waiting list will be registered instead. The substitute will become an official participant in the learning program and will be notified of this change in status.

4.4 Expressing Interest in a Learning Program

If a learning program is added but there are no terms available or if registration for a program has closed, you cannot register as a participant, but you can express interest in attending. Whenever at least one term is added for that learning program, you will be notified of the opportunity to register.

1. You have chosen a learning program without any terms added and clicked "**Go to detail**".
2. The module will display a window with the name of the learning program. The module will recognize there is no term available, so there will be no "*Terms*" field visible or a button that says "*Register*":
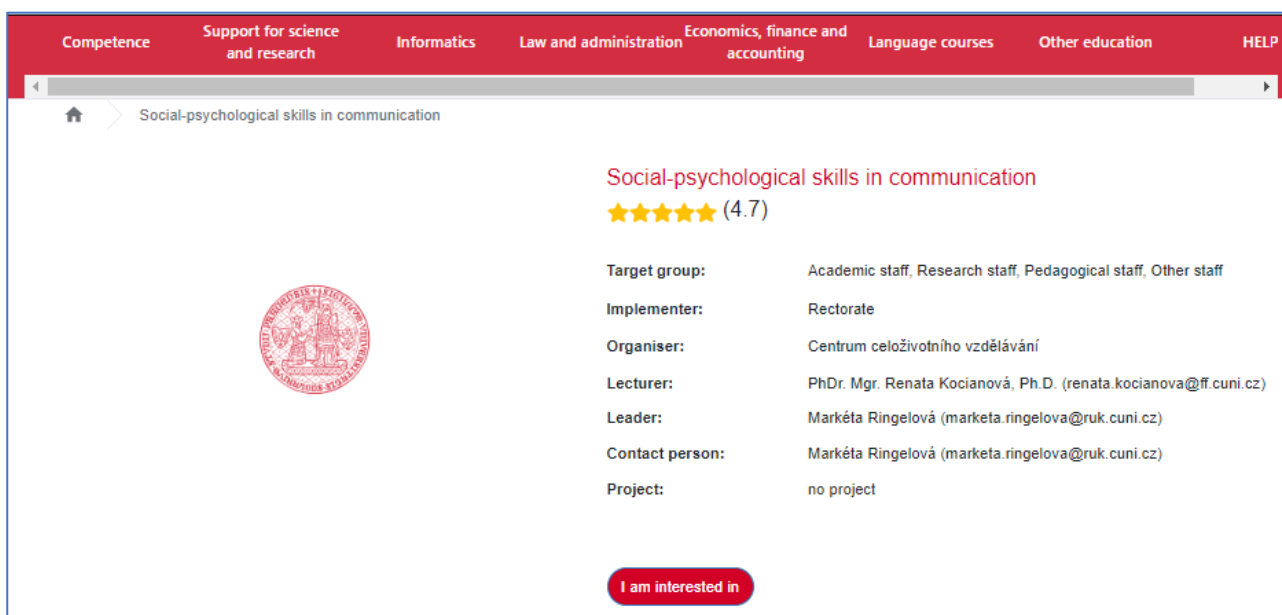

Figure 16 Window displaying information about a program with no terms available

3. Click "**I am interested**".
4. The module will display the "*Interest*" window:

Figure 17 Window allowing you to express interest in a program

5. Check the displayed data and confirm by clicking "**Expressed interest**".
6. The module will note down that you have expressed interest and the learning program window will now display "*Interest has already been expressed*" below the "*I am interested*" button.

The learning program will be saved under "*User Interests*" in your user account (see chapter "User Interests" on page 17).

5 Withdrawing from a Learning Program

You can withdraw from a learning program in the module by canceling your application.

1. Go to *User Account -> User Applications* (see chapter "User Applications" on page 15) to display your applications. Click the registration number of the application you want to cancel to display the application detail.
2. The module will display the "*Registration Detail N. XXX*" window:

Figure 18 The "Registration Detail" window

3. Click "**Cancel**" at the bottom of the window.
4. The module will display a green box at the top of the page confirming the application was canceled and the status of your application will change to "*Canceled*".
5. The module will send the participant a notification confirming their withdrawal from the program.

6 Activities during and after Completing the Program

6.1 Program Evaluation

Upon completing the learning program, participants may be sent an evaluation request (notification by email). In the email, you will find a link to the evaluation form. Filling out the evaluation form is not mandatory.

1. Click the link in your email.

Figure 19 The "Program Evaluation" window

2. Select the appropriate number of stars with your mouse pointer and write your comments in the "*Verbal Assessment*" field. You can write up to 2,000 characters.
3. Send your evaluation by clicking "**Evaluate**".

Note: A weighted average of each rated aspect will be used to create your overall rating of the learning program.

7 User Account

Every user has their own user account in the module. The information displayed within that user account is only visible to the signed-in user, in accordance with GDPR.
1. Display your user account by clicking your name in the top right corner of the interface.
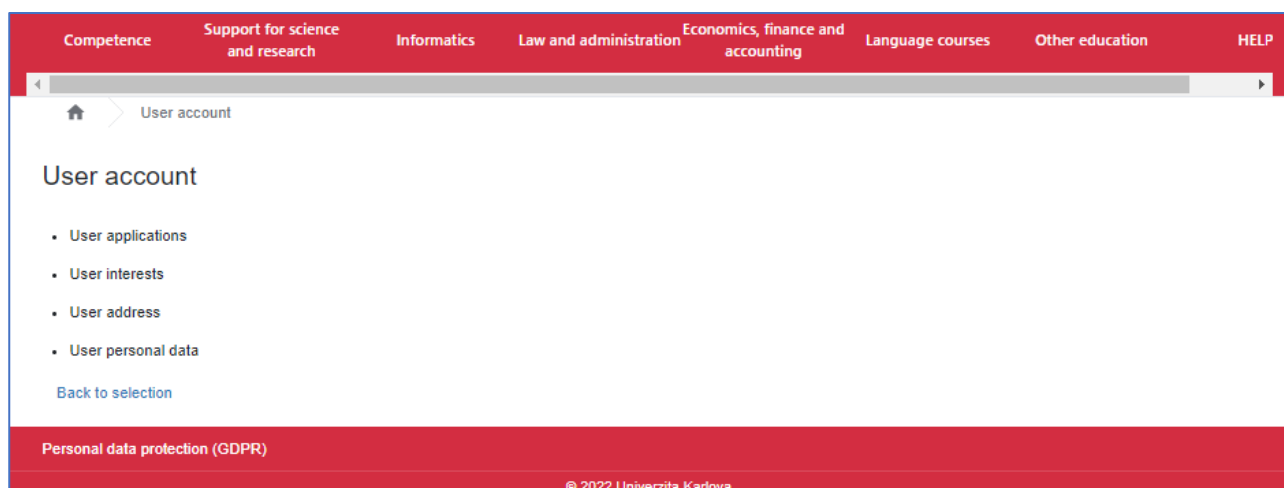2. The module will display the "*User Account*" menu (window):

Figure 20 The "User Account" window

3. The window consists of:
    - User Applications – where you can view your applications
    - User Interests – where you can view your expressed interests
    - User Address – where you can edit your personal data. This information is stored by the module for possible billing purposes.
    - User Personal Data – where you can edit your personal data. This information is stored by the module for statistical evaluation purposes.
4. The titles of the items are clickable links that will open the relevant window.
5. You can go back to the full list of learning programs by clicking the house icon 🏠 in the 'breadcrumb trail,' or by clicking "**Back to selection**".
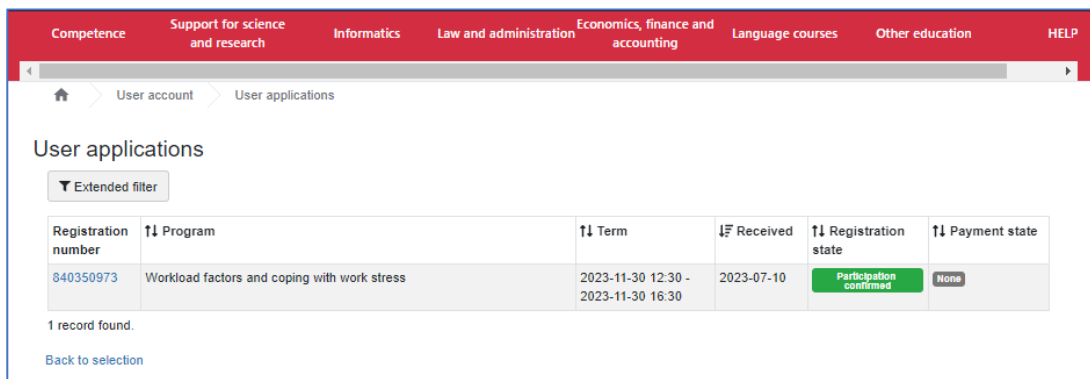
7.1 User Applications

The "*User Applications*" window displays all confirmed applications.
This window can also be used to:
    - Send notes and concerns about learning programs
    - Withdraw from learning programs (see chapter "Withdrawing from a Learning Program" on page 12)
    - Upload attachments for the proofreading service

    The overview shows only the most important information

Figure 21 The "User Applications" window

To go to application details, click the registration number of the relevant application (the leftmost column).

7.1.1 Uploading Attachments

1. In the "*User Applications*" window, click the application link (application registration number) to access the proofreading service.
2. The module will display the "*Registration Detail N. XXX*" window:

Figure 22 The "Registration Detail" window

3. In the lower half of the window, you will see the "*Attachments*" field. Upload an attachment by dropping a file to the field or by clicking the field and selecting the relevant attachment.

7.1.2 Sending Notes and Concerns about a Learning Program

1. In the "*User Applications*" window, click the link (application registration number) of the relevant application.
2. The module will display the "*Registration Detail N. XXX*" window:
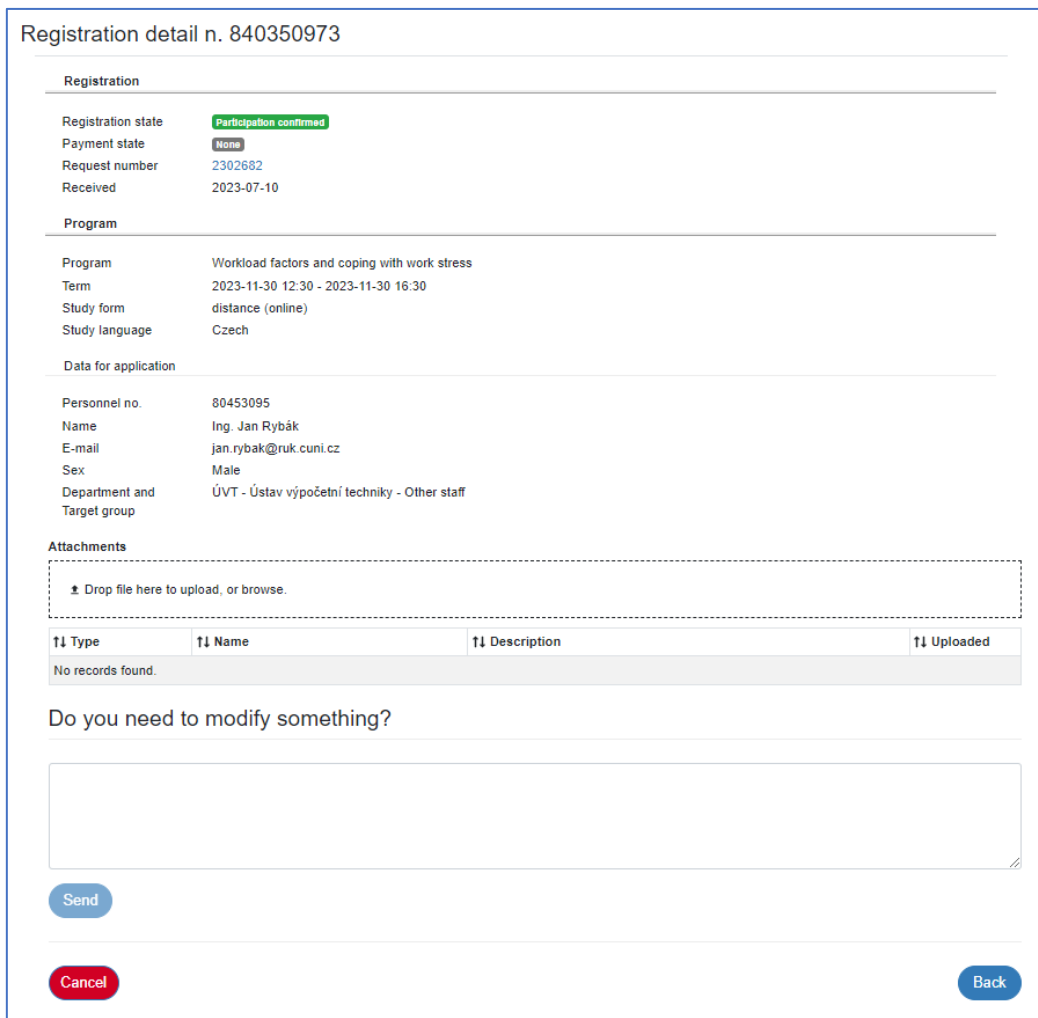
Figure 23 The "Registration Detail" window

3. In the lower half of the window, you will see the "*Do you need to modify something?*" field. Write to us by filling in the field and clicking "**Send**".

7.2 User Interests

The "*User Interests*" window displays all the programs the user has expressed interest in. Information on how to express interest in a learning program can be found in the chapter "Expressing Interest in a Learning Program" on page 11.

The information available in this overview is informative only. The only thing you can do in this window is cancel your interest in a program using the recycle bin icon 🗑, which will be displayed in the rightmost column after hovering your mouse pointer over the relevant learning program.
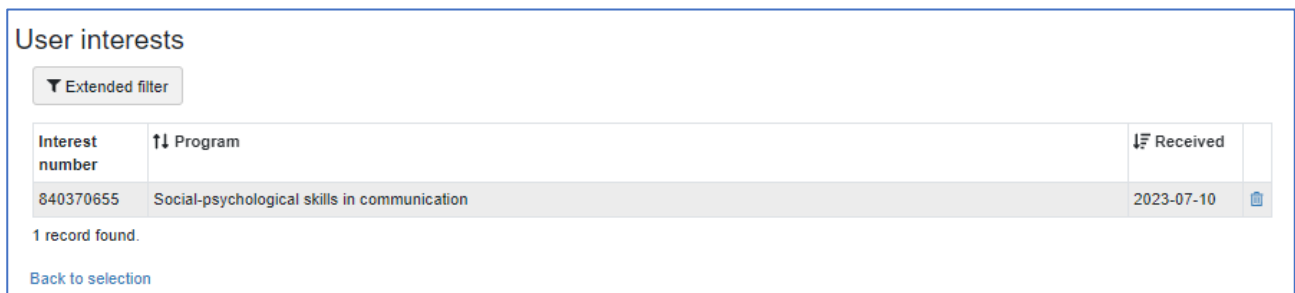

Figure 24 The "User Interests" window

7.3 User Address

The "*User Address*" window displays basic user information. If you register for a user-paid learning program, it can be used to enter a billing address.

Figure 25 The "User Address" window

All the fields in this window are editable and all of them are required. When making changes to the data, you need to confirm the changes by clicking "**Save**".

7.4 User Personal Data

The "*User Personal Data*" window allows you to manage your personal data. This information is stored by the module for statistical evaluation purposes. Fields that are non-editable have been filled in using data from other CU applications. The complete set of data is only displayed where absolutely necessary and in accordance with GDPR.

Figure 26 The "User Personal Data" window

When making changes to the data, you need to confirm the changes by clicking "**Save**".