Instruction for foreign students at Faculty of Automatic Control, Electronics and Computer Science at the Silesian University of Technology for using the Distance Education Platform for Silesian University of Technology

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What *Distance Education Platform* actually is?

The Distance Education Platform (pl. Platforma Zdalnej Edukacji or Platforma) is an information system designed to support and conduct classes with the use of distance learning methods and techniques, maintained and administered by the Center for Distance Education of the Silesian University of Technology.

Platforma enables students to:

a) Upload reports during the laboratories;
b) Check the results from exams and reports;
c) Contact with the tutor;
d) Download the materials provided by the tutor.

Platforma is usually the requirement of laboratory tutor to enable students to upload the assignments during the classes.

This instruction presents the fundamental aspects of Platforma enabling to use it fluently for educational purposes.

The platform's features are of course more complex. The instruction was prepared for foreign students who want to gain the basic knowledge needed navigating the Platforma during laboratories.

We hope that the following instructions prepared by us will help you to use Platforma faster and more efficiently.

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1. **Choice of right server(s) available on the webpage for the Faculty of Automatic Control, Electronics and Computer Science.**

Going to [https://platforma.polsl.pl](https://platforma.polsl.pl) you will see the main page with a list of separate platforms for many faculties. Before going to one you can change the language to english as shown below:
If you chose the Faculty of Automatic Control, Electronics and Computer Science, that has three separate platforms, you will have chose between RAu1 to RAu3. Placement of a course depends on a teacher.

2. Registration to platform.

Scroll down and click on “Create new account” in the login section.

Later you can be asked to provide your age and name of country you live in:
Choose your username and password. It is safe to use

**Choose your username and password**

Username  

login

The password must have at least 8 characters, at least 1 lower case letter(s), at least 1 upper case letter(s) and non-alphanumeric character(s) such as *, ~, or #

Password  

******
Remember to change all the data for your own data and do not enter the example text from below.

For some platforms (like RAu1) the email must be the one you were given from university (with @polsl.pl).
3. Moodle app for the mobile devices.

You can also use the moodle app to access the platform:

![Moodle app](image)

Advantage of using it is not having to log in and easy access using the same pass and login during registration.

**However, remember that to configure your moodle app, you should use the particular site address (servers) for every platforma:**
- platforma.polsl.pl/rau1 (for Institute of Automatic Control)
- platforma.polsl.pl/rau2 (for Institute of Informatics)
- platforma.polsl.pl/rau3 (for Institute of Electronics)
4. **Searching for the course.**

When you are looking for a course on the platform scroll down to the search bar:

![Search courses](image)

You can search by part (found on the very bottom of the main server page) of the full name or just the short name:

![Search results](image)

Some of courses require enrolment key that is provided by the teacher:

![Self enrolment](image)

Please remind that there are 3 types of platforms (for Institute of Automatic Control (server Rau1), Institute of Informatics (server Rau2) and Institute of Electronics (server Rau3), so pay attention during first laboratory where the platform will be held or ask teacher about the server page.)
5. List of the courses for which you are enrolled in.

If you want to easily transfer to the course for which you are enrolled in, you can search the courses as it is mentioned stage above or go the Dashboard by clicking your picture profile in the upper left corner.

In the dashboard you will have course overview including all the courses you are involved in.

By clicking the right hyperlink you could find the page of the course, where you could find the information about the assigned tasks during labs, lectures or additional laboratory materials for self-preparation.

6. Course page overlook.

The typical course page look at it follows:

On the right part you can search for materials or see the latest announcements by your tutor. On the left side you can find different materials and assignments for different topics of the laboratories.
Instructions for the laboratories are normally pdf files marked by this symbol:

![PDF symbol]

The assignments should be done by you by sending the report or code from the particular laboratory. Normally they are marked by this symbol:

![Assignments symbol]

By clicking the assignments hyperlink, you can add submission (e.g. report or code), check your results or tutor’s comment.

![Submission status]

To add report or code, you click ‘Add submission’ button.

![Add submission]

Please remark that the files uploaded on the platforma could not be bigger than 5 MB each and you can add maximum 3 attachments.

![File upload limit]
Remember about clicking ‘Save changes’ to upload your assignment finally!

7. Grades.

If you want to find out your grade from test/exam or particular report, the easiest way is to go the page ‘Grades’ by clicking your picture profile in the upper left corner.

All of the courses, for which you are participating in, are listed. By clicking the hyperlink onto it you can see all of your results for particular course.

You can see not only the grades from particular lab tasks, but also feedback of your teacher and contribution to course total (as the percentage).