

Guidelines for using the e-learning platform

The Institute of Management and National Security

1. E-learning platform

The Institute of Management and National Security of the Pomeranian University in Słupsk uses the Moodle e-learning platform for distance learning. It is a distant learning environment with the use of ICT networks, accessible via a web browser.

2. Creating an account

The e-learning platform is directly available at <https://ckel.apsl.edu.pl>. The platform can also be accessed from the website of the Institute of Management and National Security of the Pomeranian University in Słupsk at <https://biz.apsl.edu.pl/> by clicking on the tab 'E-learning platform' in the left menu.

The screenshot shows the website interface for 'Instytut Bezpieczeństwa i Zarządzania'. On the left, there is a navigation menu with various categories. The item 'Nowa platforma e-learningowa' is highlighted with a red rectangular box. A red arrow points from the right side of the page towards this menu item. The main content area displays news items, including 'Zarządzenie nr R.021.42.20' and 'Zarządzenie nr R.021.41.20', both dated 20.03.2020. The top of the page features a dark header with a logo and navigation icons.





Language selection

The screenshot shows the top navigation bar of the e-learning platform. In the top right corner, there is a language selection dropdown menu currently set to 'Polski (pl)'. A yellow arrow points to this dropdown. Below the navigation bar, the main content area features a large banner for the 'PLATFORMA E-LEARNINGOWA KATEDRY BEZPIECZEŃSTWA NARODOWEGO' with a search bar and a 'Zaloguj' button. The left sidebar contains a 'Najnowsze ogłoszenia' section with a list of recent posts and a 'Kalendarz' section for the month of September 2020.

Available languages:

- English
- Polish
- Ukrainian

This screenshot is similar to the previous one but shows the language selection dropdown menu expanded. The menu lists three options: 'English (en)', 'Polski (pl)', and 'Українська (uk)'. The 'Polski (pl)' option is currently selected. The rest of the interface, including the navigation bar and main content area, remains the same.





Creating a new account.

Go to the platform's page and click on 'Log in' button in the upper right corner of the site.

The screenshot shows the homepage of the CKEL e-learning platform. At the top right, there is a language selector set to 'English (en)' and a red 'Log In' button. Below the header, there is a search bar for courses. The main content area features a welcome message in Polish and English, along with a calendar for September 2020. A yellow arrow points to the 'Log In' button in the top right corner.

After moving to the new window click on 'Create new account' button.

The screenshot shows the login and account creation page. It includes a login form with fields for 'Username' and 'Password', a 'Remember username' checkbox, and buttons for 'Log in' and 'Log in as a guest'. Below the login form, there is a section titled 'Is this your first time here?' with a 'Welcome!' message and a list of steps for creating a new account. A yellow arrow points to the 'Create new account' button at the bottom left of the page.





Fill out the form.



New account

► Expand all

Choose your username and password

Username ❗

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

Password ❗

More details

Email address ❗

Email (again) ❗

First name ❗

Surname ❗

City/town

Country

Create my new account

Cancel

There are required fields in this form marked ❗.

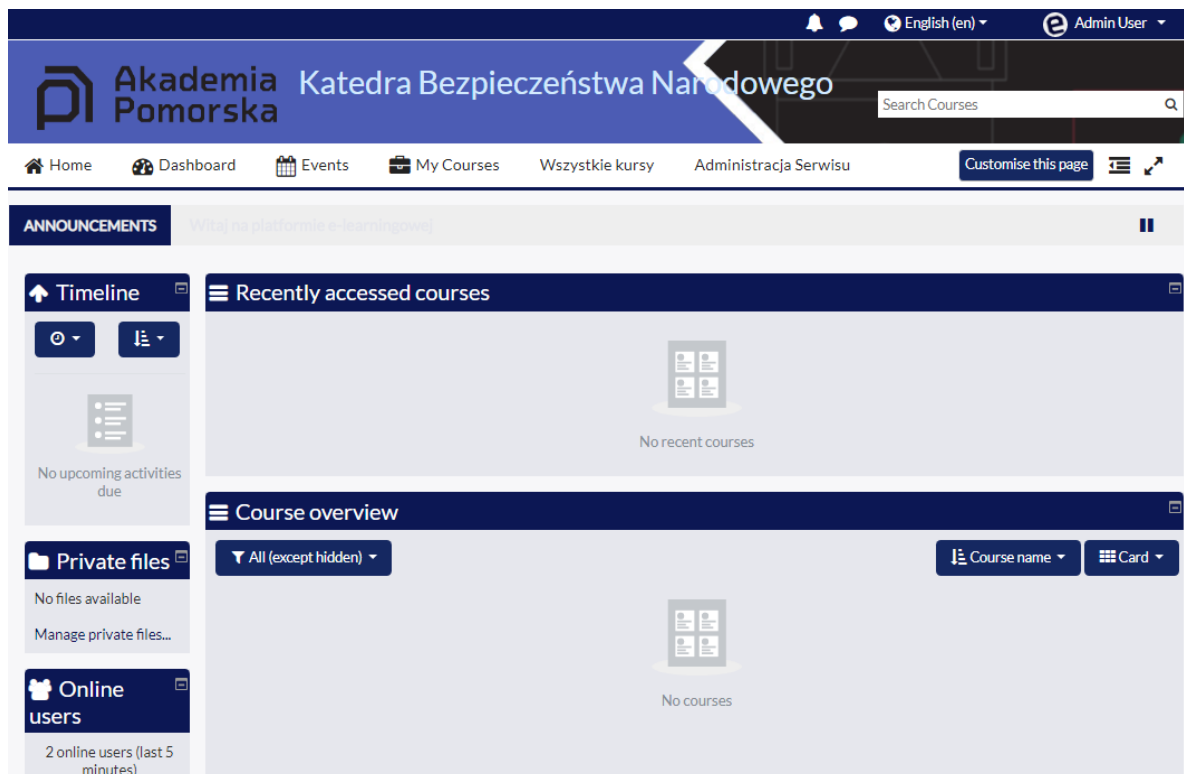
Fill out the form with your details and create a new account. Then follow these steps.

1. After a while, an e-mail will be sent to the address provided.
2. Open the message and click on the attached link.
3. Creating your account will be confirmed and you will be able to log in.
4. Select the course you want to attend.
5. If you are asked to enter a 'course access key' – enter the key received from the teacher. This way you shall sign up for the course.
6. From this moment forward, you will be able to access the course. You will need to enter your surname and password to log in and access courses you have signed up for.



3. Navigating the e-learning platform

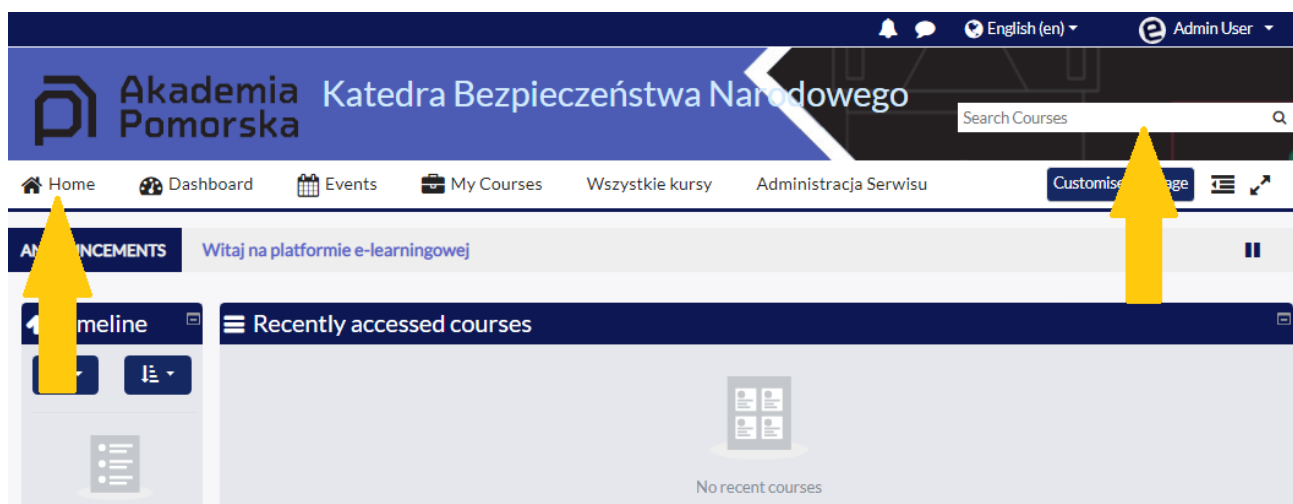
After logging in to the platform, students (users) have access to their cockpits, where the recently viewed courses will be saved and where the course overview will be displayed.



Searching for courses on the platform.

You can search for the course on the platform in two ways.

- the first is to enter the name of the course in the search engine in the upper right corner.
- the second is to go from the cockpit view to the main page of the platform. You can do this by clicking on a link in the top left corner 'Home'.





On the main page of the platform, the student (user) can view all courses in the course categories tab. In this tab, you can see the categories and subcategories of the courses as an expandable list.

There are six basic categories available on the platform.

The screenshot shows the main page of the e-learning platform. The top navigation bar includes links for Home, Dashboard, Events, My Courses, Wszystkie kursy, and Administracja Serwisu. Below the navigation bar, there is a message: "There are no upcoming events. Go to calendar...". The main content area is divided into two columns. The left column contains a "Navigation" section with links to Dashboard, Site home, Site pages, and Courses, and an "Administration" section with links to Front page settings, Turn editing on, Edit settings, Users, Filters, Reports, and Backup. The right column contains a "Course categories" section with a list of categories: SPS Bezpieczeństwo Narodowe Blended Learning, SDS Bezpieczeństwo Narodowe Blended Learning, Katedra Bezpieczeństwa Narodowego, Katedra Zarządzania (4), SCS Management - International Business Blended Learning, and Katedra Socjologii i Politologii.

In order to display all courses in a given category, click on the selected category, e.g. Department of National Security - all subcategories and courses will be displayed in a new window.

The screenshot shows the course categories page for the Department of National Security. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a breadcrumb trail: "Courses > Katedra Bezpieczeństwa Narodowego". The main content area is divided into two columns. The left column contains a "Navigation" section with links to Dashboard, Site home, Site pages, My courses, and Courses. The right column contains a "Course categories" section with a search bar and a list of categories: SPS, SDS, Inżynieria Cyberprzestrzeni (ICYB), and Bezpieczeństwo i higiena pracy (BHP). The "Courses" section in the left navigation bar is expanded to show the following subcategories: EU_SPS_(S03)_zp_grB, EO_SPS, AICST_VISPS_SP, EU_SPS_BN_S_(S03)_zp_grB, ZT1_SPS_Po_S_(S01)_zp, SPS Bezpieczeństwo Narodowe Blended Learning, SDS Bezpieczeństwo Narodowe Blended Learning, Katedra Bezpieczeństwa Narodowego, SDS, Inżynieria Cyberprzestrzeni (ICYB), Bezpieczeństwo i Higiena pracy (BHP), Katedra Zarządzania, and SCS Management - International Business.



4. Signing up for courses

Search for the appropriate course, and sign up for it. To do so, enter the appropriate access key provided by the lecturer who conducts the course (visible key icon next to the course name).

To sign up for a course on your own: click on the selected course, enter the access key in the new window.

The screenshot displays the 'Enrolment options' page for the course 'E-urzędnik - zajęcia praktyczne - grupa lab. B'. The page includes a navigation sidebar on the left and a main content area. The main content area shows the course title, the teacher's name 'Piotr Świnder', and a section for 'Self enrolment (Student)'. This section contains an 'Enrolment key' input field and an 'Enrol me' button.

The administrator or lecturer can also sign up students (platform users) for the course. In this case the student (user) gains direct access to the course.

