

## ONLINE STUDY PLATFORM INSTRUCTIONS

This guide assumes that students have basic knowledge of using computers, they are familiar with web browsers, and with basic navigation through websites and links.

The actual web page on your screen may be slightly different from the examples in the text. It depends on the number and type of information placed on the website of the Department of Medical Statistics and Informatics (hereinafter Platform), version of Moodle installed within the Platform, as well as the settings of your computer.

### Platform access

Platform of the Department of Medical Statistics and Informatics accessed via internet address:  
<http://statistika.mfub.bg.ac.rs>



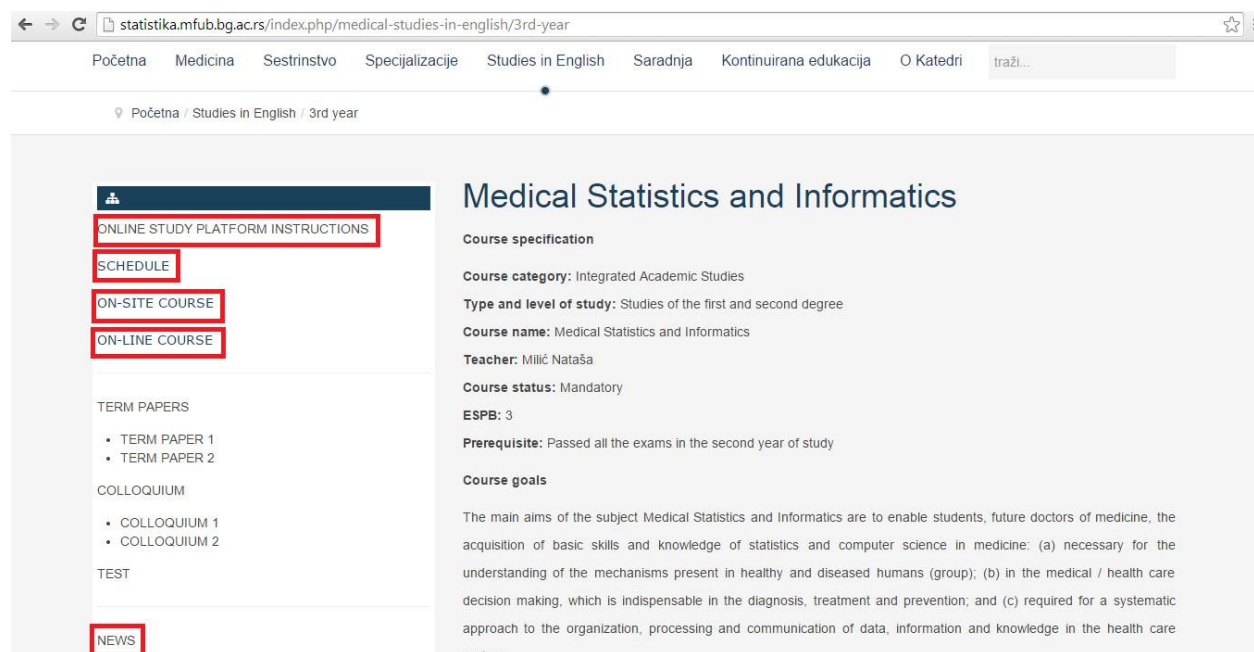
Portal consists of two parts, the front page, and the Moodle platform. The front page of the Portal contains information about courses and activities that are carried out within the Department as well as links to access. Moodle is a platform, ie, a software package whose main purpose is creation and maintenance of online courses within the concept of distance learning (e-learning).

### Course access

After loading the cover page of the Portal, click on: Studies in English → 3<sup>rd</sup> year, and **Medical Statistics and Informatics** page will be opened.



Links to access: Online study platform instructions, schedule, on-site and on-line course, activities within the course, and news related items are at the left side of the course webpage.



The link of the on-site course leads to the Internet classroom of the Department of Medical Statistics and Informatics, where materials for students who attend practical classes on-site (live) are posted.

The link of the on-line course leads to the Internet classroom of the Department of Medical Statistics and Informatics, where materials for students who attend practical classes online are posted.

The link NEWS opened a new page with the news on the course.

All students are initially enrolled the on-site course. Students who choose to follow the on-line course log in through the link for on-line course.

## Log in to the Portal

When you first login, it is necessary to choose the link for on-site course, followed by loading a new page where you should enter: username and temporary password.

Username for all students is the one used to access student services (electronic exam signing).

User name has a format mdyynnnn

md – mark for integrated studies

yy – the last two digits of the enrollment year study

nnnn – the index number with four digits, e.g. 0256 for the number of index 256

Temporary password for the first login is the personal identification number (PIN). For students who do not have a PIN, password is: MSI2014 \*. When first entering the Portal it is necessary to change the temporary password. On the opened page enter the temporary and new password. The new password must have 8 characters and must consists of capital and small letters and numbers. In the next field, re-enter the new password and click on the Save Changes button. You will receive a notification that the password has been changed. Then click the Continue button.

It is possible to log in the Portal via:

<http://statistika.mfub.bg.ac.rs/html/moodle/login/index.php>

After logging in, the Web page of the internet classrooms of the Department of Medical Statistics and Informatics is loading.

The screenshot shows the Moodle login page and the user interface after logging in. The login page is titled "Log in" and has fields for "Username" (md140256) and "Password" (masked with dots). There is a "Remember username" checkbox and a "Log in" button. The user interface after login shows the "Katedra za medicinsku statistiku i informatiku" header. The "ADMINISTRATION" menu includes "My profile settings", "Edit profile", "Change password", "Messaging", and "Blogs". The "MY COURSES" menu includes "Primena informaciono-komunikacionih tehnologija u medicini" and "Medical Statistics and Informatics". The user's name "Marko Marković" is displayed in the top right corner, and a dropdown menu shows options like "Edit profile", "Change password", "Preferences", "Calendar", "Messages", "Private files", "Forum posts", "Discussions", "Log out", and "Help". Annotations point to various features: "interface language" points to the "English (en)" link; "access to user account and settings" points to the user's name and dropdown menu; "e-mail changing and adding a picture" points to the "Edit profile" option; "changing a password" points to the "Change password" option; "list of courses to which the user has enrolled" points to the "MY COURSES" menu; and "question for the administrator" points to the "Help" option.

## Edit profile

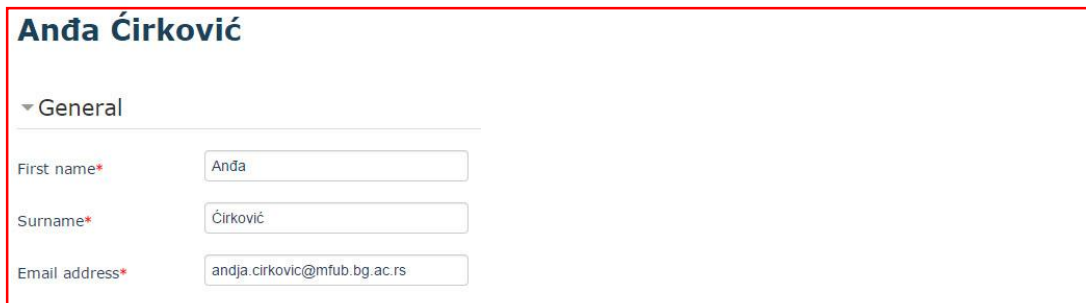
After logging in, it is necessary to edit the profile. This is done by clicking on the Edit Profile link on the left side of the window, or click on the user name in the upper right corner, and the link preferences.

The newly opened page contains fields with users' data. Required fields are: First Name, Last Name and Email address.

It is necessary to enter a correct and active e-mail address in order to realize course undisturbed, and that students receive information about their activity on the course, and about teaching (lectures and exercises). Students may use their web mail (automatically formed by signing in, e.g. md149999@student.mfub.bg.ac.rs), or their personal e-mail (e.g. [marko.markovic@yahoo.com](mailto:marko.markovic@yahoo.com)). Student will receive notifications from the course to that mail.

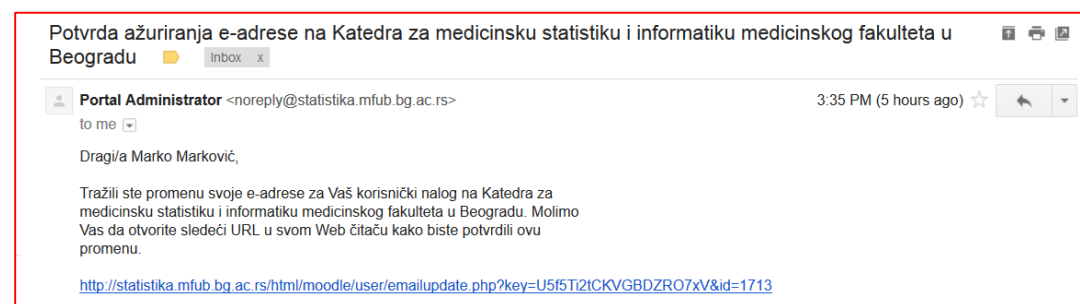
### Changing the e-mail address

Type new e-mail instead of the web mail and choose Update profile button.



The screenshot shows a user profile edit form for 'Anda Ćirković'. The form has a 'General' section with three input fields: 'First name\*' containing 'Anda', 'Surname\*' containing 'Ćirković', and 'Email address\*' containing 'andja.cirkovic@mfub.bg.ac.rs'. The form is outlined with a red border.

In the new window, click on the Continue button, and the confirmation message about the update will be sent to the typed e-mail address.



By clicking on the link to confirm your change of e-mail, the message that e-mail is changed successfully will be received. Choose Continue button to enter the user profile.

### Adding user image

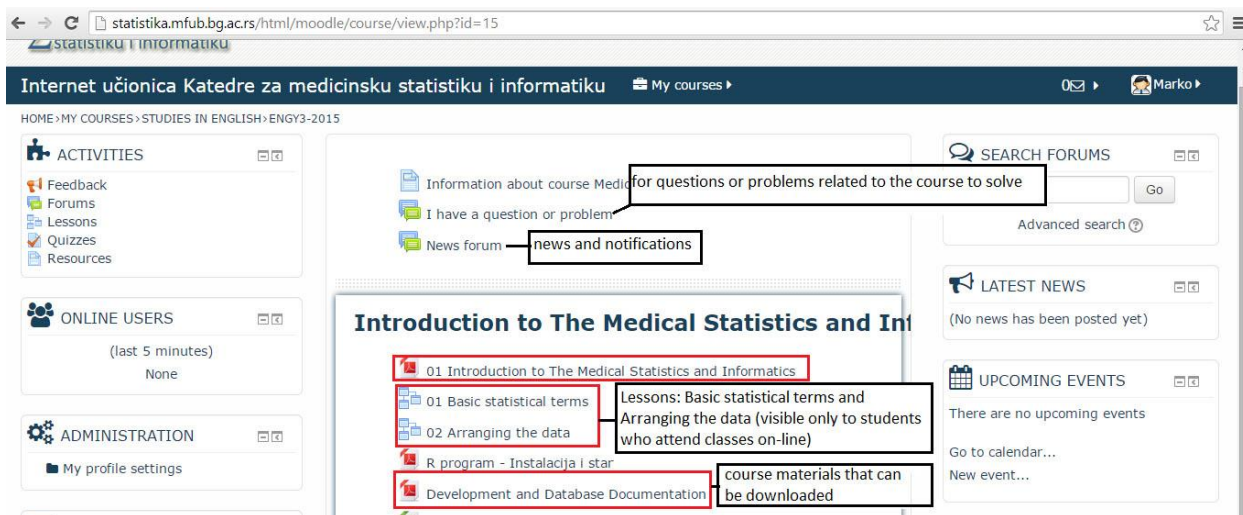
Students are required to attach a picture to their profile. To set the image, click on the Edit Profile link, then choose the User picture. Drag the image from the file manager into the field with a blue arrow. Then click the Update Profile button.



## Course Home Page

In the section My courses, there is a list of courses to which the user has enrolled. There you can find your course.

On the left side of the course front page there are activities, interests and profile settings. In the middle part, materials are available in the form of lectures, and files to download. On the right side of the page, there are: search forums, a list of latest news, current active users of the Website, and upcoming events.



The only difference in the cover page is that students who attend classes on-line have set lessons, which students who attend classes on-site cannot see and cannot access. All other materials, seminars and colloquia are identical for both groups of students.

Within the course Medical Statistics and Informatics students have several types of activities: lectures, seminars, colloquia and downloads. Students are required to practice all the lessons and do all term papers and tests.

**Lessons** include interactive materials and start by clicking on the name of the lesson. Only students who attend practical on-line have the access to.

Previous page

Next page

Navigating through the lesson can be done by clicking the button

During the lesson, students are asked to read the material and answer the questions. Questions may be based on the principle merger pairs, select one or more correct answers or typing answers.

The correct answer to the question is necessary to progress through the lesson. In case of incorrect answers student is entitled to new trials.



Characteristic age in this study is:

1. Constant
2. Variable

**Gender**

**Age**

**Question:**

If data about arterial hypertension are noted as mmHg, they are:

- ☐ Continuous numerical data
- ☐ Nominal data
- ☐ Discrete numerical data
- ☐ Ordinal data

The student completes a lesson after reading all pages and correct questions answered by clicking on the **End of the lesson**.

**Term papers** are in the form of tasks and questionnaires. Detailed instructions for resolving them is attached to the course with the text.

**Colloquia** are taken electronically. Each student receives a set of questions generated from the database. According to the curriculum, every student has two tests.

**Materials for download** are in pdf and xlsx format. Provide guidance, examples and databases related to the course. Can be downloaded and saved to your computer or opened within the web browser window.

## Forum

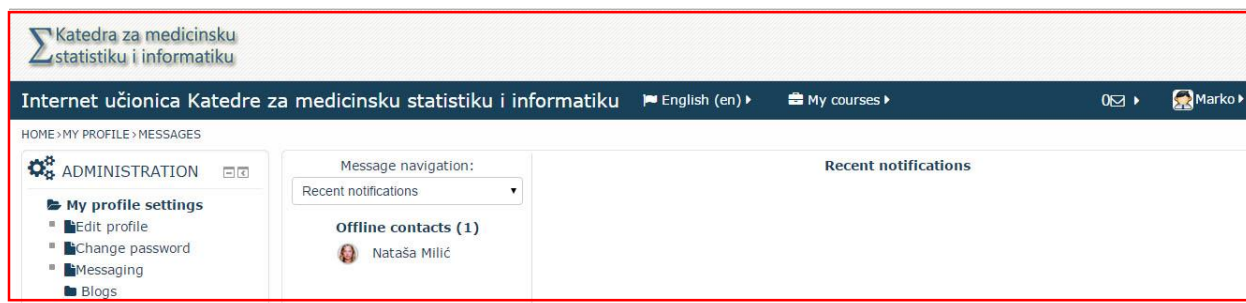
If students have any questions regarding the teaching material within the course, it can be set on the General discussion forum, in this example, I have a question ... Teachers of the Department of Medical Statistics and Informatics will answer. Students also can answer or comment on this questions.

The forum News Forum contains notices about the course.

## Messages

Students can exchange messages via the Portal. Messages can be sent to all participants in the same course. You can receive notices about the course.

The messages can be accessed by clicking on the letter icon next to the user image.

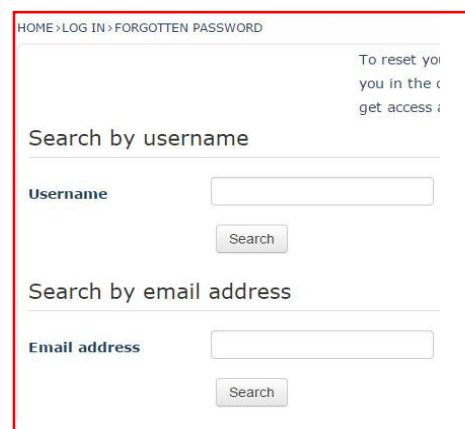


## Forgotten password

Forgotten password can be reset within the login page by the link: [Forgot your username or password?](#) The password can be reset via the following link:

[http://statistika.mfub.bg.ac.rs/html/moodle/login/forgot\\_password.php](http://statistika.mfub.bg.ac.rs/html/moodle/login/forgot_password.php)

In the opened window, it is necessary to type in the correct username or e-mail address and click on the search button, and then Continue. You will receive a message with a link to reset the password, on the e-mail address listed in the student's profile. Link is active for 30 minutes, after which it is deleted and the password reset procedure must be repeated.

A screenshot of a web form titled "HOME > LOG IN > FORGOTTEN PASSWORD". It contains two sections: "Search by username" with a "Username" input field and a "Search" button, and "Search by email address" with an "Email address" input field and a "Search" button. A small text box at the top right says "To reset your password, you need to enter your email address or username." The entire form is enclosed in a red rectangular border.

### Ask the administrator

All questions of a technical nature (problem with the account, improper display of a lesson, the inability lessons accession) can be sent to the system administrator.

This is done by clicking on the name of the user, and on the drop-down menu, click on the Help link and then messages can be sent. Select mail service through which you send the question.

### Access to the Portal from mobile devices

Portal can be accessed from different types of devices (PC or laptop computer, tablet, smartphone). Materials within the course are the same, regardless of which device is accessed. The content is adapted to the type of device and its resolution.



### Log out the Portal

Click on the user name in the upper right corner, and then the Logout link.