

Dear Students!

Our University's E-learning system is accessible from anywhere via the Internet at <https://elearning.uni-mate.hu/>.

In this document we would like to provide a few basic information to help you navigate in the system.

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1. Logging in

The [e-learning portal](#) can be accessed by University students by typing their Neptun code and the password previously set on the site [JoKeR](#).

switch to English

Magyar Agrár- és Élettudományi Egyetem (MATE) E-learning Portál

E-learning szolgáltatás - általános információk

E-learning hírek | News

Oktatói útmutatók

Hallgatói tájékoztató az első belépéshez, kurzusba való bejelentkezéshez

GYIK | FAQ

Tutorial for Students: Login and enroll in a course

MATE E-learning Szolgáltatás - Elérhetőségek

Rendszer leállás vagy üzemelési hiba, kurzusműveletek, oktatói hozzáférés, e-learning használat általában, módszer: EGYETEMI KÖNYVTÁR ÉS LEVÉLTÁR

E-mail: elearning@uni-mate.hu
Fónai Nikolett (Kaposvári Campus)
+36-82-505-800/1306

Gyulai Judit (Szent István Campus)
+36-28-522-000/1177

Sikertelen belépés jelszó miatt, névváltoztatás: INFORMATIKAI IGÁZGATÓSÁG

E-mail: helpdesk@uni-mate.hu

Útmutatók, hírek

E-learning szolgáltatás - általános leírás és útmutatók

E-learning hírek

GYIK

Oktatói útmutatók

Hallgatói tájékoztató az első belépéshez és a profil beállításához, kurzusra való bejelentkezéshez 896.9K9 PDF document Uploaded 11/09/20, 08:40

Tutorial for Students: Login to elearning, search for a course and enroll in it 1M9 PDF document Uploaded 11/09/20, 09:15

The screenshot shows the MATE E-learning portal. At the top left, there is a menu icon and the text 'MATE E-learning MAGYAR AGRÁR- ÉS ÉLETTUDOMÁNYI EGYETEM'. To the right are navigation links: 'Home', 'Courses', 'Resources', and 'English (en)'. In the top right corner, it says 'You are not logged in. (Log in)'. The main header reads 'Hungarian University of Agriculture and Life Sciences (MATE) E-learning Portal'. Below this is a large banner image of the university campus. To the right of the banner is a 'Log in' button and 'E-learning Contacts' information, including system-related questions and password-related issues. Below the banner is a grid of links: 'E-learning szolgáltatás - általános információk', 'E-learning hírek | News', 'Oktatói útmutatók- Új: Kétnyelvű kurzusok használata és beállítása', 'Hallgatói tájékoztató az első belépéshez, kurzusba való bejelentkezéshez', 'GYIK | FAQ', and 'Tutorial for Students: Login and enroll in a course'. A calendar for May 2021 is visible on the right. At the bottom, there is a 'Welcome to the Moodle E-learning system at the Hungarian University of Agriculture and Life Sciences (MATE)' message. Callout boxes point to the menu icon ('Hide/unhide left side block'), the 'Log in' button, the 'Tutorial' link, and the 'FAQ' link.

1.1 First time users' login

Prior to anything else, activating your user account is required on the site joker.uni-mate.hu
 First, switch the language to English and sign in.

The screenshot shows the 'User IT Rights Management System' login page for MATE. The header includes 'HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE SCIENCES' and 'User IT Rights Management System'. The MATE logo is prominently displayed. Below the logo are two input fields: 'MATE identifier' and 'Password'. A callout box points to the 'MATE identifier' field, stating: 'Neptun Code'. Another callout box points to the 'Password' field, stating: 'the letters "Ne" and 8 digits of your date of birth in this order: NeYYYYMMDD)'. Below the input fields, there is a 'Login' button. At the bottom, there is a note: 'In case of login failures send a mail to helpdesk@uni-mate.hu!'. Additional text explains that for employees, the MATE identifier consists of 3 letters and 4 numbers, and for students, it matches the NEPTUN code. It also mentions that users who have previously accessed MATE wifi, elearning or webmail can try to login using the password used in these systems, not the default password.

After logging in, you have to change the pre-set password, and by changing it, you'll activate your MATE account. (Note: If you have previously accessed MATE Wi-Fi, e-learning or Outlook, you already activated your account and created a password other than the pre-set one, so You don't need to do it again.)

From then on, the Neptun code and the new password can be used to access university systems including the E-learning system, webmail and Wi-Fi. (The password replacement does not affect the Neptun system.) If you have problems logging in, you should contact the [Information Technology Directorate](#) at the address helpdesk@uni-mate.hu !

2. Profile data

After the first login, you can view your own profile by selecting the "Profile" drop-down menu under the user name. Your personal data from the university registration system are automatically uploaded to the E-learning portal.

In case you need to change your name, send email to helpdesk@uni-mate.hu .

If you are viewing your Moodle account while away from Campus in a different time-zone than Hungary, it may be useful to view your due dates and events in the time zone in which you are currently located, so that you do not have to make adjustments for time difference each time reading your timeline. Go to profile settings, and select the country then click on "Update profile" Don't forget to set it back if you return/move to Hungary.

The image shows a screenshot of a web form for profile settings. It contains two input fields: 'City/town' and 'Select a country'. The 'Select a country' dropdown menu is currently set to 'Hungary'. An orange callout box with a pointer to the dropdown contains the text: 'select the country you are in and update profile'.

2.1. The University e-mail address, forwarding to a different address. E-learning messages in the e-learning account.

The university e-mail address is set up automatically to your E-learning account. This e-mail address appears in your profile information. All E-learning messages arrive to this e-mail address, so it is important to activate and periodically check your mailbox or set up message forwarding to your private email address.

The university e-mail service is available as follows:

Tutorial for Office365 and Outlook registration: <https://it.uni-mate.hu/en/home>

If you have any questions, the IT Directorate can help you at helpdesk@uni-mate.hu

Turn on automatic forwarding in Outlook

1. At the top of the page, select Settings. > View all Outlook settings.
2. Select Mail > Forwarding.
3. Select Enable forwarding, enter the forwarding email address, and select Save.

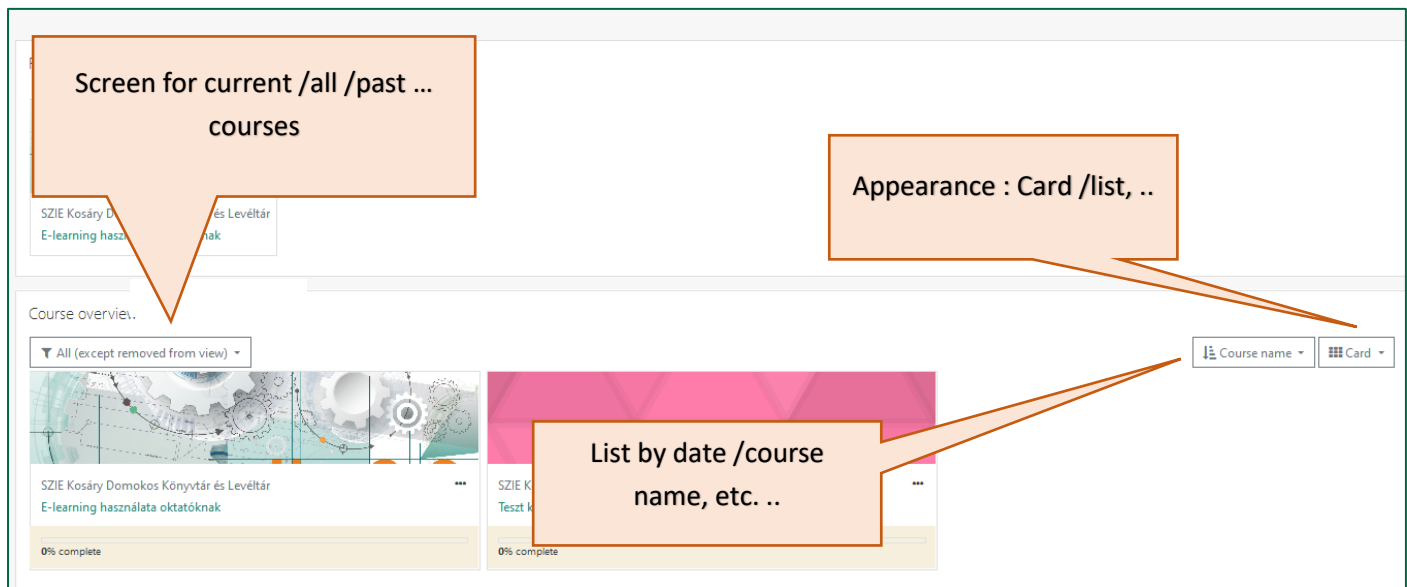
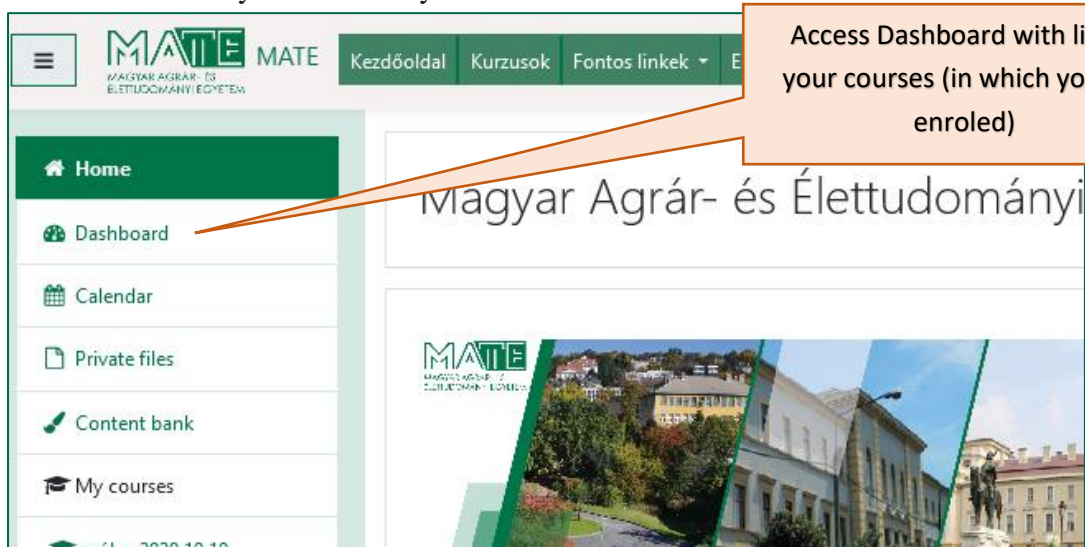
Elearning messages also can be read directly on the e-learning site after logging in your account.

By the username there are two little icons: a Chat bubble icon and a Notification (bell) icon. After clicking on them, all e-learning messages and notifications will appear. The number in red square shows the number of unread messages.

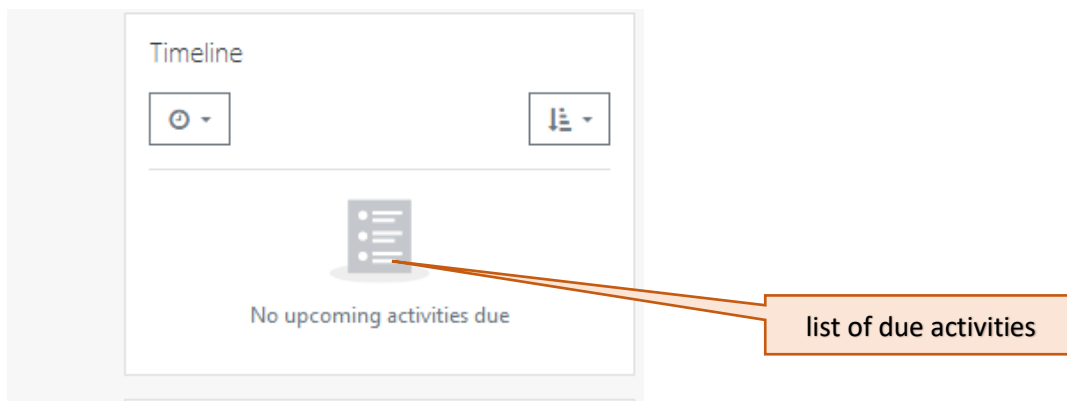


3. Dashboard, courses

After you login, the E-learning system launches the Home page from where you can navigate to the Dashboard to see the courses you are already enrolled to.



The **Course overview** displays courses, the Timeline displays the current tasks or activities which that can be sorted by date or course. The Timeline block in the lower right area.



Teachers inform you of their courses launched in the E-learning system. All E-learning courses can be requested and edited by teachers only.

Enrolled students use the uploaded electronic learning tools as instructed by teachers.

Not all courses are launched in the E-learning system, so you should ask for information about it from the teacher.


3.1. Searching for a course

- If your teacher has given you a link, just click on it, and it will take you directly to the course.
- If you don't have a link to the course, click on the button „**Courses**” which can be found on the header (next to your user name.) A menu will appear including the actual semester (e.g. 2nd. Semester 202/2021). Clicking on the actual semester, a new menu will appear listing the faculties. Click on the right faculty then browse among courses. This way you can be sure that you found the correct course (right faculty, right semester.)

if you did not receive the link that takes you directly to the course, click here to access the list and search area for courses

The screenshot shows the MATE E-learning portal. The 'Courses' menu item in the header is circled. Below the header, there is a search bar with the text 'Search courses' and a 'Go' button. A dropdown menu is open under 'Courses', showing '2nd Semester 2020/2021' with a list of faculties: Institute of Aquaculture and Environmental Safety, Állattenyésztési Tudományok Intézet, Institute of Food Science and Technology, Institute of Physiology and Nutrition, and Institute of Sustainable Development and Farming. Callout boxes provide instructions: one points to the 'Courses' menu, another points to the search bar with the text 'search among courses by typing the course name', and a third points to the '2nd Semester 2020/2021' dropdown with the text '2nd Semester 2020/2021'.

- You can also select the right Course categories proceeding as above, then type in the course name or Neptun Code in the field **Search courses** and click **GO**.
- If you conduct a search by course name or course Neptun code, you may get a list of courses.

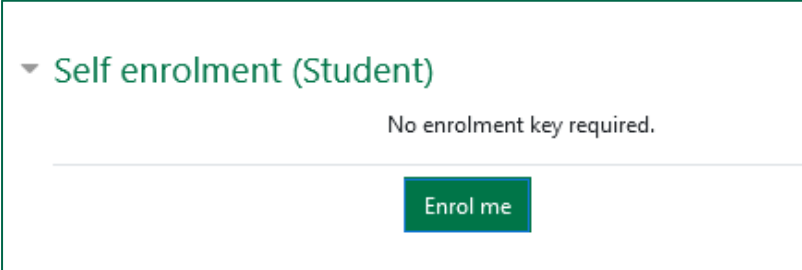
You will need to select the right one carefully. By clicking on the  by the name of the course, you can read information like the name of the teacher(s) or a short summary.

- The name of most courses consists of the followings:

NEPTUN Code – Name of the course - 2020/2021 -spring (actual year - and/or semester)
 These elements can guide you to choose the right course.

4. Enrol in a course

After you found the course you need, you can enrol by clicking on its name and then clicking on „Enrol me”.

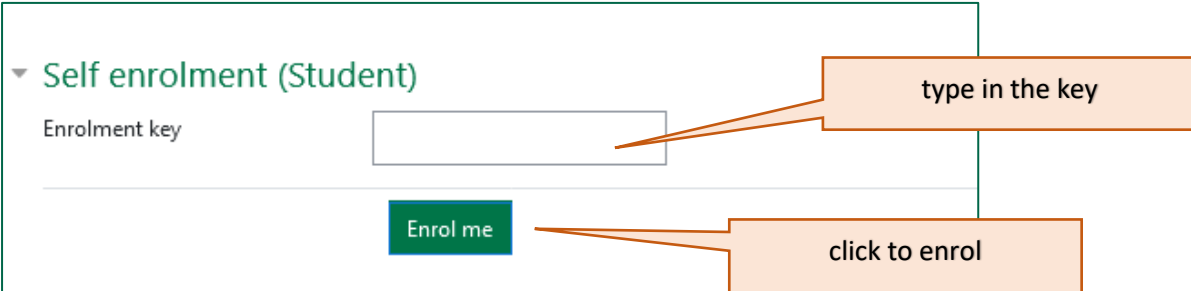


▼ Self enrolment (Student)

No enrolment key required.

Enrol me

If there is an enrolment key set by your teacher, you'll see the followings:



▼ Self enrolment (Student)

Enrolment key

Enrol me

type in the key

click to enrol

The Enrolment key can be provided by your teacher exclusively.

The key needs to be typed properly, being upper and lower case sensitive. If you copy and paste the key instead of typing it, sometimes it adds a „space” before or after the text, which leads to an incorrect key.

5. Assistance

If you need assistance regarding the system, send an email to learning@uni-mate.hu.

If you need assistance to login, password, send an email to helpdesk@uni-mate.hu

If you need information about a certain course, contact your teacher.

[FAQ](#)