

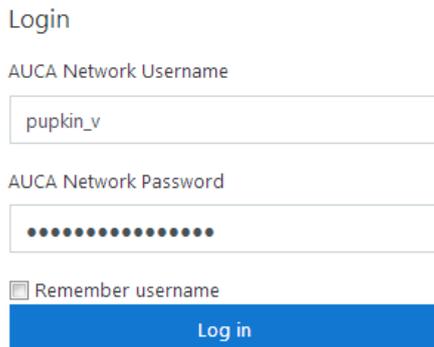
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## How to set up a user profile

Follow these steps:

1. Open a web browser and type in the address - <http://e-course.auca.kg>.
2. Log in to the eCourse using the same username and password you use for logging in to AUCA's computer network (figure 1).



Login

AUCA Network Username

AUCA Network Password

Remember username

Log in

*Figure 1*

3. Upon log in, your data will be synchronized with the university user database and your profile will be set up automatically.

Note: you have ONE and the SAME network username and password for desktop computers on campus, access [e-course.auca.kg](http://e-course.auca.kg) and [or.auca.kg](http://or.auca.kg).

To recover, reset, or renew your Network Password, contact the IT office by email [it@auca.kg](mailto:it@auca.kg).

## How to enroll in a course

The list of AUCA Programs is displayed on the main page. Locate the Program and then the course in which you need to enroll.

1. Once you have located the course you are looking for, click on the course name. The eCourse will ask you to enter an Enrollment Key, which should be provided to you by the instructor.

## 2. Enter the key and click the Enrol me button (figure 2).

The screenshot shows the eCourse System interface for the course FYS211 (Hardin). The navigation bar at the top includes the American University logo, 'Home', and 'English (en)'. The sidebar on the left lists various course options, with '2020\_Spring\_FYS211(Hardin)' selected. The main content area displays the course name and a breadcrumb trail: 'Home / Courses / First Year Seminar / Spring2020 / 2020\_Spring\_FYS211(Hardin) / Enrol me in this course / Enrolment options'. Below this, the 'Enrolment options' section shows the course name 'FYS211 (Hardin)' with a green arrow pointing to it, and the teacher 'Valeriy Hardin'. A yellow callout box contains the text: '\* You only need to enter the enrollment key once.' Underneath, there is a section for 'Self enrolment (Students)' with a green arrow pointing to it. This section includes an 'Enrolment key' input field with a blue border and a blue 'Enrol me' button with a green arrow pointing to it. At the bottom of the page, a footer indicates the user is logged in as 'Portfolio Student' and provides links for 'Log out', '2020\_Spring\_FYS211(Hardin)', 'Data retention summary', and 'Get the mobile app'.

Figure 2

Note: the enrolment key will be provided to you individually, please do not share it with others unless you are requested to do so by your instructor.

### How to navigate within the eCourse System

There are a number of ways to navigate around the course.

The Navigation bar is a frame under the course name, which contains a series of hyperlinks allowing you to rapidly return to the class area. This is how the Navigation bar looks like:

[Home](#) / [Courses](#) / [First Year Seminar](#) / [Spring2020](#) / [2020\\_Spring\\_FYS211\(Hardin\)](#)

[Home](#): by clicking on this blue hyperlink, you will be returned to the eCourse main page.

[2020\\_Spring\\_FYS211\(Hardin\)](#): this is the shortened name of the course; by clicking on it you go back to the course homepage.

Note: the above is only one example of how the navigation bar may appear. Keep any eye on this as you navigate around the course, you will notice that it changes to reflect your current position.

### How to use the blocks on a course homepage

Blocks are the on-screen areas on both sides of the course homepage. They fulfill a range of functions as described below (figure 3).

Click the **hamburger** icon to open/close the nav draw

Click on your **Name** to access your profile and other useful features

**ICONS**  
Loupe – search box  
Bell – notifications  
Message – private and group talks

This displays all members of the course (your peers)

Whenever your teacher add a different activity or resource to your course, an icon will appear in this block

**Syllabus, Readings, Assignments, Web links, Quizzes, Forums, and many more ...**

**course content area**

This displays course upcoming events such as notifications about deadlines, updates by the instructor, etc.

**My courses – quick links to your courses**

Grades

2020\_Spring\_FYS211(Hardin)

Participants

Badges

Competencies

Home

Dashboard

Private files

My courses

2020\_Spring\_COM107.1(Popova)

FYS211 (Hardin)

Home / Courses / First Year Seminar / Spring2020 / 2020\_Spring\_FYS211(Hardin)

Announcements

Academic phrasebook  
13.7KB Word 2007 document Uploaded 14/01/18, 16:10

Writing guidelines  
15.4KB Word 2007 document Uploaded 14/01/18, 16:14

Dictionaries online  
14.2KB Word 2007 document Uploaded 14/01/18, 16:19

Notation for essays to mark problem areas  
13KB Word 2007 document Uploaded 14/01/18, 16:22

Punctuation test  
26.5KB Word document Uploaded 14/01/18, 16:26

Punctuation test completed  
27KB Word document Uploaded 14/01/18, 16:28

Can I use "I"?  
12.9KB Word 2007 document Uploaded 14/01/18, 16:30

Activities

Assignments

Forums

Resources

Administration

Course administration

Unenrol me from 2020\_Spring\_FYS211(Hardin)

Upcoming events

There are no upcoming events  
Go to calendar...

13 January - 19 January

FYS 211 Spring 2020 Reader  
32.5MB PDF document Uploaded 12/01/20, 20:22

Figure 3

## How to reach and update user profile page

Your profile is your identity on the eCourse. All eCourse users can see it, including your instructor. To reach your profile page, follow these steps:

1. Click on your Name to access your profile (figure 4).

Click on your **Name** to access your profile and other useful features

FYS211 (Hardin)

Home / Courses / First Year Seminar / Spring2020 / 2020\_Spring\_FYS211(Hardin)

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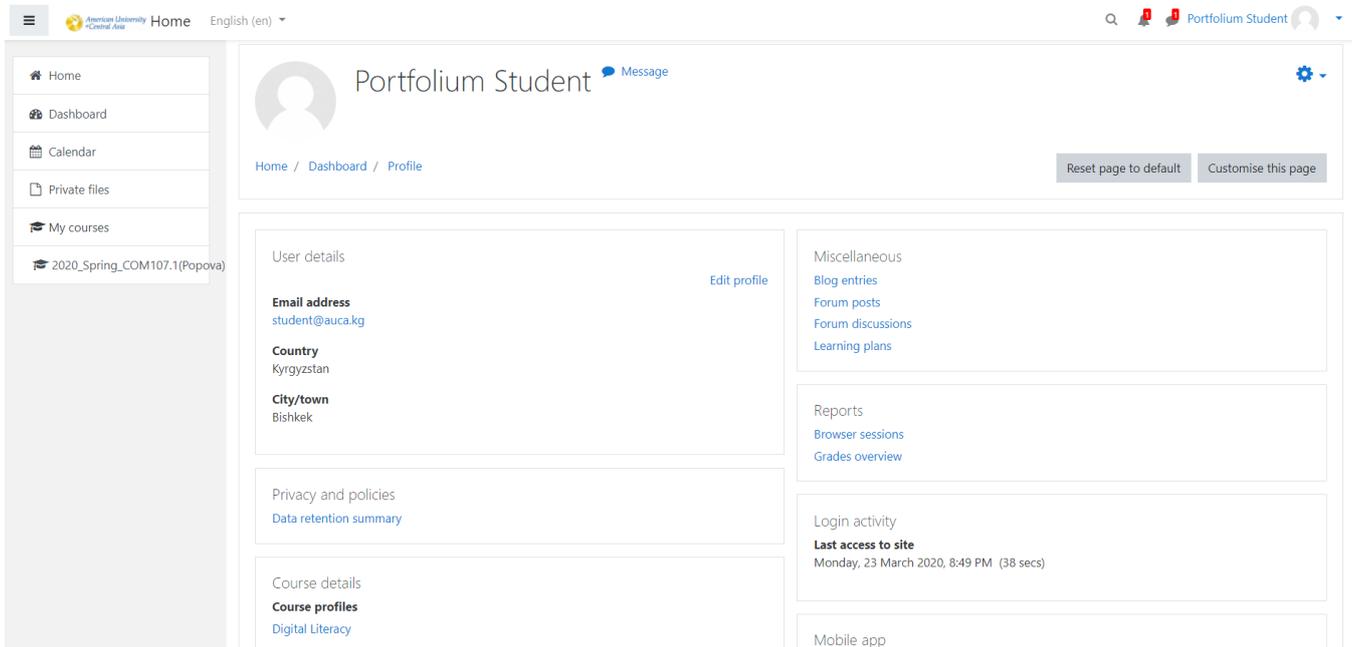
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Go to calendar...

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FYS 211 Spring 2020 Reader  
32.5MB PDF document Uploaded 12/01/20, 20:22

Figure 4

- Through your profile page you can edit your profile information and preferences, view forum/blog posts, and check any reports you have access to (figure 5).



**Figure 5**

Note: take your e-Course profile seriously, use your real name and profile picture. Your instructor should be able to identify you. Don't worry, no one outside of AUCA users can see your profile.

## Troubleshooting

Should you have any questions, please contact the eCourse admin:

room: 201

[ecourse@auca.kg](mailto:ecourse@auca.kg)

tel.: +996 (312) 915-000/ext.331