

USER GUIDE FOR THE E-LEARNING SYSTEM

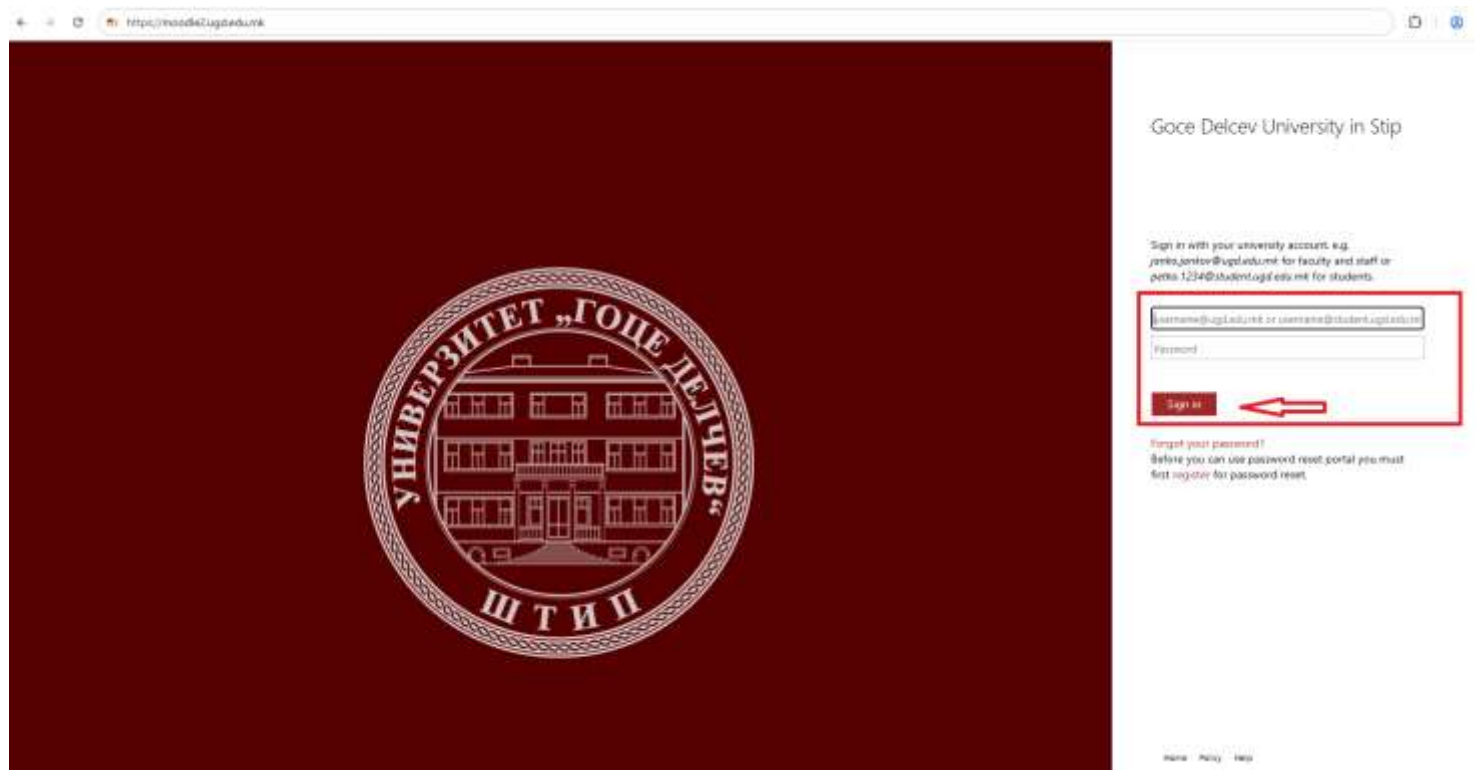
<https://moodle2.ugd.edu.mk/>

LOGIN

Logging into the system is done using a username and password provided to each student. The username follows the standard format **ime.indeks_broj**, where the student's first name is entered first, followed by a dot and the index number (for example: petar.1234).

Each student receives an initially assigned password for their first login. After logging in, it is recommended to change this password to a new, personal one to ensure greater security of the user account.

Access to the system is granted only to users with privileges assigned by "Goce Delchev" University (UGD). This means that only students and other authorized users can log in and use the available resources and functionalities within the system.

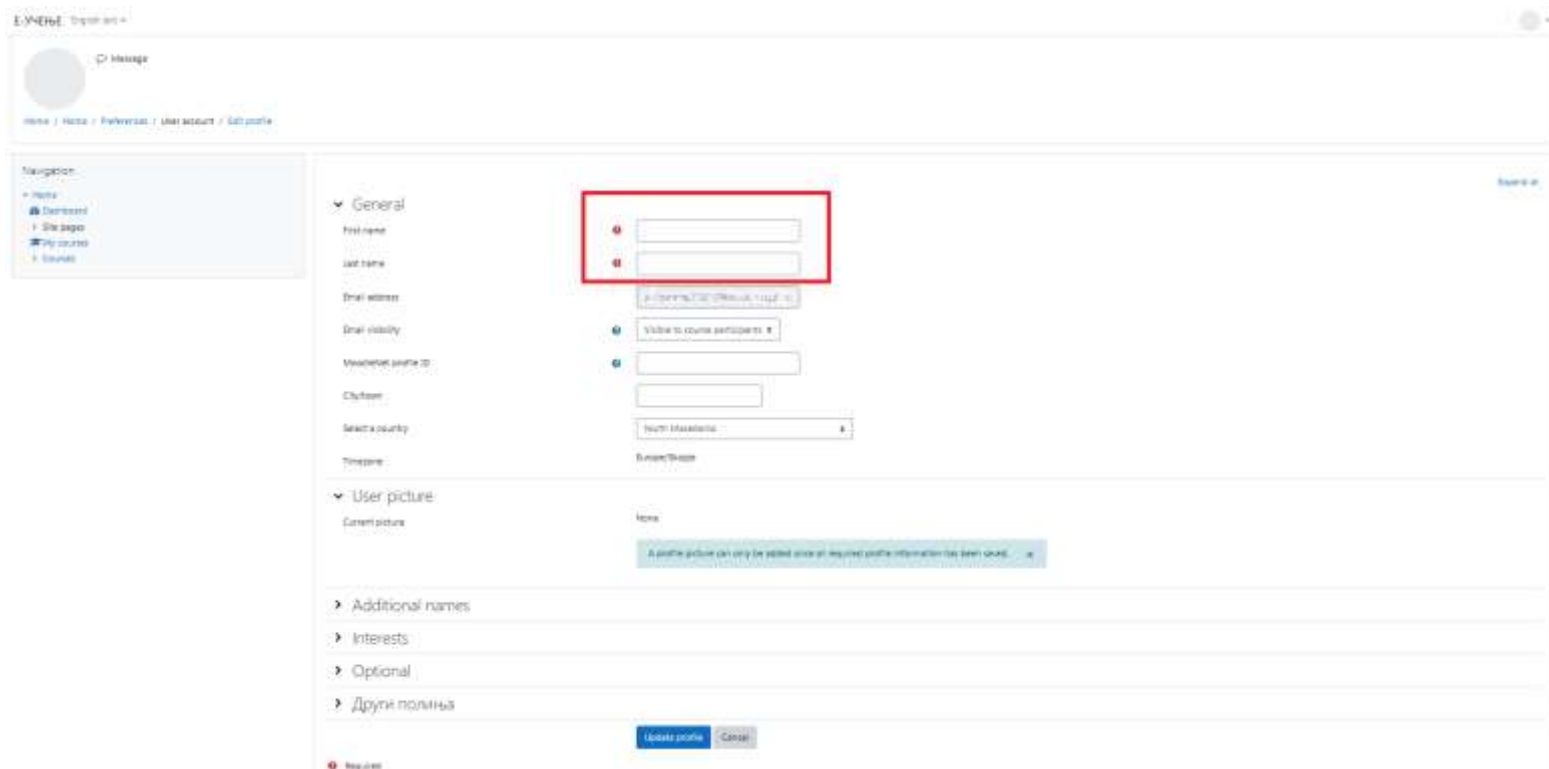


PROFILE UPDATE PAGE

This page appears during the first login to the system and is used for entering and updating the basic information of the user profile. Here, the student should fill in the required information, such as first name, last name, city, country, as well as other relevant details related to the profile.

After entering the information, it is necessary to save the changes by clicking the “Update Profile” button, which will successfully store the information in the system.

Once the basic information has been entered and saved, the user also has the option to add a profile picture, making the profile more complete and easier to recognize within the system.



The screenshot displays the 'EYNEBE' Profile Update Page. The page is divided into several sections:

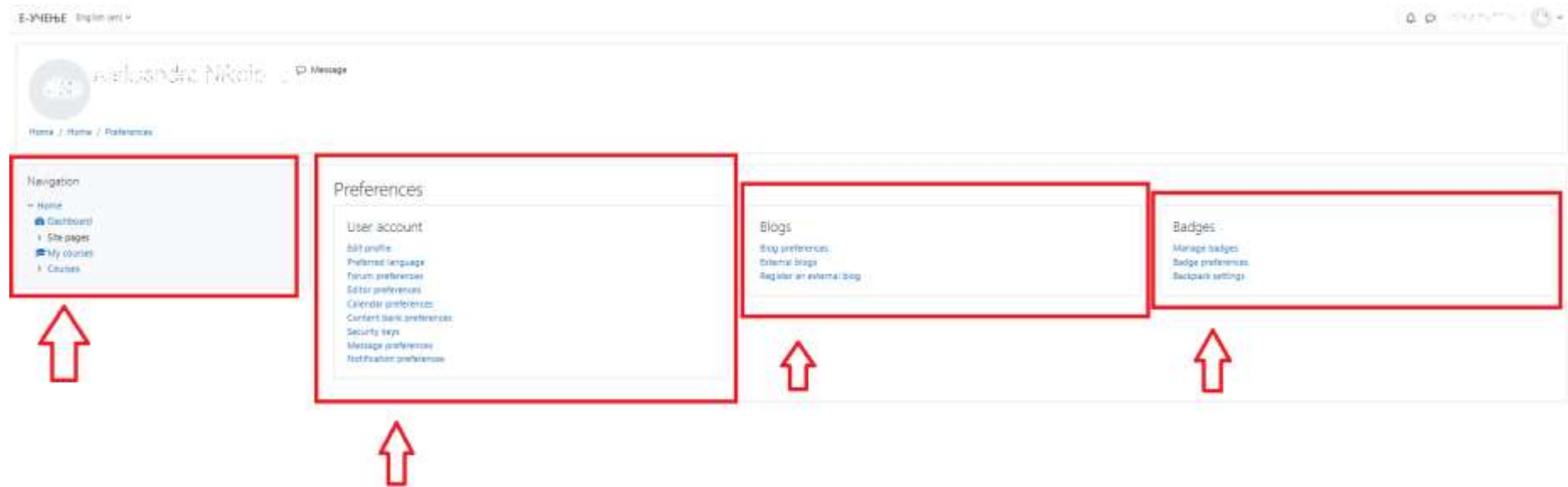
- Navigation:** Located on the left, it includes links for Home, Dashboard, Site page, My course, and Search.
- General:** This section contains the primary profile information fields:
 - First name:** A text input field with a red asterisk indicating it is required.
 - Last name:** A text input field with a red asterisk indicating it is required.
 - Email address:** A text input field with a placeholder email address.
 - Email visibility:** A dropdown menu currently set to 'Visible to course participants'.
 - Username profile ID:** A text input field.
 - Cluster:** A text input field.
 - Select a country:** A dropdown menu currently set to 'North Macedonia'.
 - Timezone:** A dropdown menu currently set to 'Europe/Tirane'.
- User picture:** This section shows 'None' as the current picture and a message: 'A profile picture can only be added once all required profile information has been added.' Below this is a 'Choose picture' button.
- Additional names:** A section with a plus icon and a text input field.
- Interests:** A section with a plus icon and a text input field.
- Optional:** A section with a plus icon and a text input field.
- Други податоња:** A section with a plus icon and a text input field.

At the bottom of the form, there are two buttons: 'Update profile' (highlighted in blue) and 'Cancel'. A red asterisk icon is visible at the bottom left of the page.

SETTINGS

In this section, the user can view and customize various settings related to their account. It includes different options that allow for personalization of the system, such as selecting the interface language, configuring forum settings, adjusting the text editor display, setting up the calendar, and other options related to using the platform. These settings allow the user to adapt the system to their individual needs and preferences.

On the left side of the interface, there is a navigation menu that includes the “Courses” option. By clicking on this option, a list of courses the user has access to will open. Through this section, students can access learning materials, activities, assignments, and other content related to the subjects they are enrolled in.



ACCESSING COURSES

Upon each login to the system, the user first sees the homepage, where all available courses are displayed. The courses are organized and categorized to allow for easier and clearer navigation and access to the required content.

To access a specific course, the user must first select the faculty they are enrolled in. After selecting the faculty, the corresponding categories and courses related to that faculty will be displayed.

The screenshot displays the UGD E-Learning system homepage. At the top, there is a header with the text "УГД Е-УЧЕЊЕ" and "Home". Below the header, a welcome message reads "Welcome, Aleksandra!" followed by a user profile icon. On the left side, there is a "Navigation" menu with options: "Home", "Dashboard", "Site pages", "My courses", and "Courses". A red arrow points from the "Courses" option in the navigation menu to the "Course categories" section. The "Course categories" section is highlighted with a red border and contains a list of faculties under two main categories: "Додипломски студии" and "Постдипломски студии". The "Додипломски студии" category includes: "Факултет за туризам и бизнис логистика (1)", "Факултет за образовни науки (1)", "Факултет за информатика (2)", "Факултет за медицински науки (7)", "Земјоделски факултет (1)", "Електротехнички факултет (2)", "Технолошко-технички факултет (1)", "Факултет за природни и технички науки (1)", "Економски факултет (1)", "Филолошки факултет (1)", "Правни факултет (1)", "Машински факултет (1)", "Ликовна академија (1)", "Музичка академија (1)", "Физмска академија", and "Воена академија". The "Постдипломски студии" category includes: "Универзитетски предмети (42)", "Факултет за туризам и бизнис логистика (1)", and "Факултет за образовни науки (1)". On the right side of the page, there are two panels: "Online users" showing "3 online users (last 5 minutes)" and "Private files" showing "No files available".

In the category named “First Year”, the courses related to the subjects studied in the first year of studies are displayed. Within this category, students can find the courses for all the subjects they are enrolled in.

In these courses, instructors provide learning materials, such as lectures, presentations, documents, additional literature, as well as various activities related to the teaching process.

The screenshot shows the E-Learning portal interface. At the top left, it says "E-УЧЕЊЕ English (en) ▾". At the top right, there are icons for notifications, messages, and a user profile. The main header area displays "Факултет за информатика" and a breadcrumb trail: "Home / Courses / Додипломски студии / Факултет за информатика".

On the left side, there is a "Navigation" menu with the following items:

- Home
- Dashboard
- Site pages
- My courses
- Courses
 - Додипломски студии
 - Факултет за туризам и бизнис логистика
 - Факултет за образовни науки
 - Факултет за информатика**
 - Прва година
 - Втора година
 - Трета година
 - Четврта година
 - Нераспоредени курсеви по година
 - Announcements
 - Соопштениеја Прв Циклус-1
 - Факултет за медицински науки
 - Земјоделски факултет
 - Електротехнички факултет
 - Технолошко-технички факултет
 - Факултет за природни и технички науки
 - Економски факултет
 - Филолошки факултет

On the right side, there is a search bar with the text "Додипломски студии / Факултет за информатика" and a "Search courses" button. Below the search bar, there is a list of course categories:

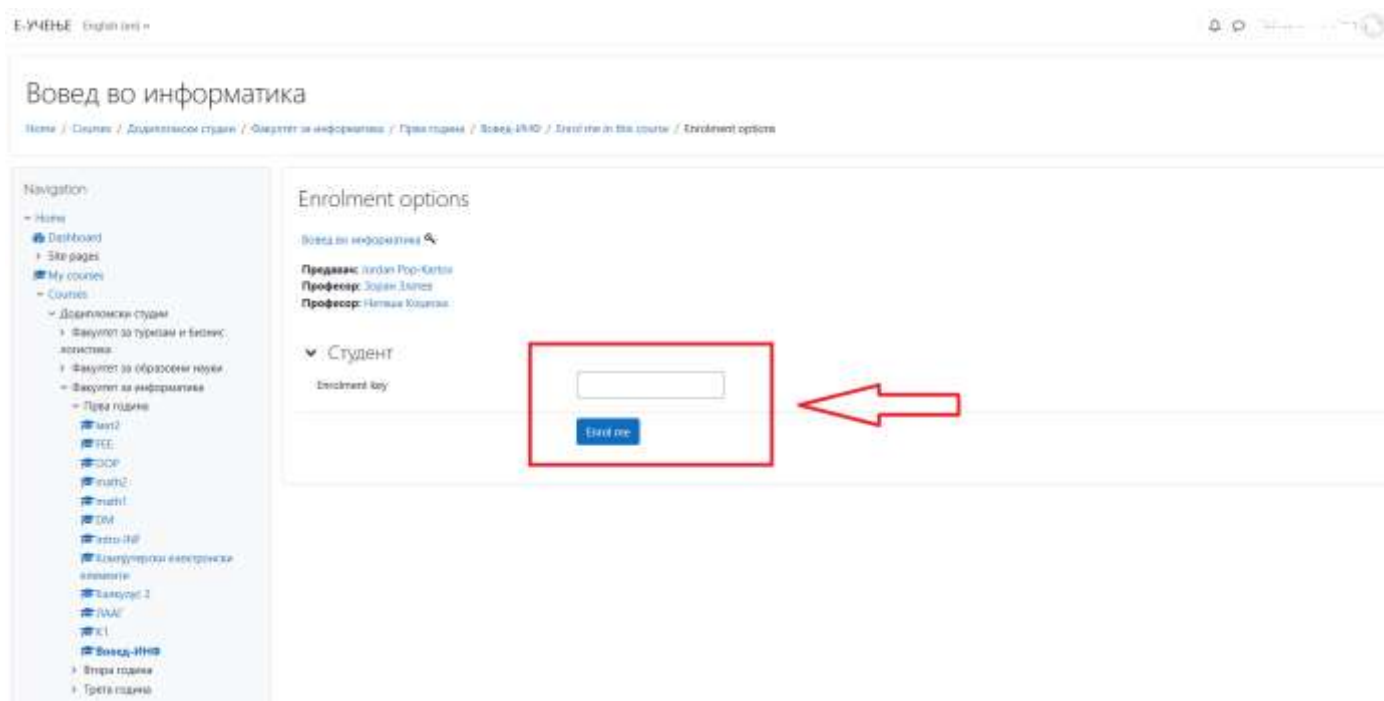
- Прва година
- Втора година
- Трета година
- Четврта година
- Нераспоредени курсеви по година

A red box highlights this list, and a red arrow points to it from the right. Below the list, there is an "Announcements for First Cycle" section with the text: "In this course, announcements for the study programme Computer Engineering and Technologies are published." and a "Соопштениеја Прв Циклус" link.

Courses are usually protected with an enrolment key to ensure that only students for whom the course is intended can access it. This key is provided by the professors or assistants during lectures or through other official communication channels.

To enroll in a specific course, the student must open the course and enter the provided key in the “Enrolment Key” field. After entering and confirming the key, the student is successfully enrolled in the course and gains access to teaching materials, assignments, forums, quizzes, and other activities available within the course.

The enrolment key is entered only during the first enrollment in the course. After that, the student remains enrolled and can access the course again without needing to re-enter the key.



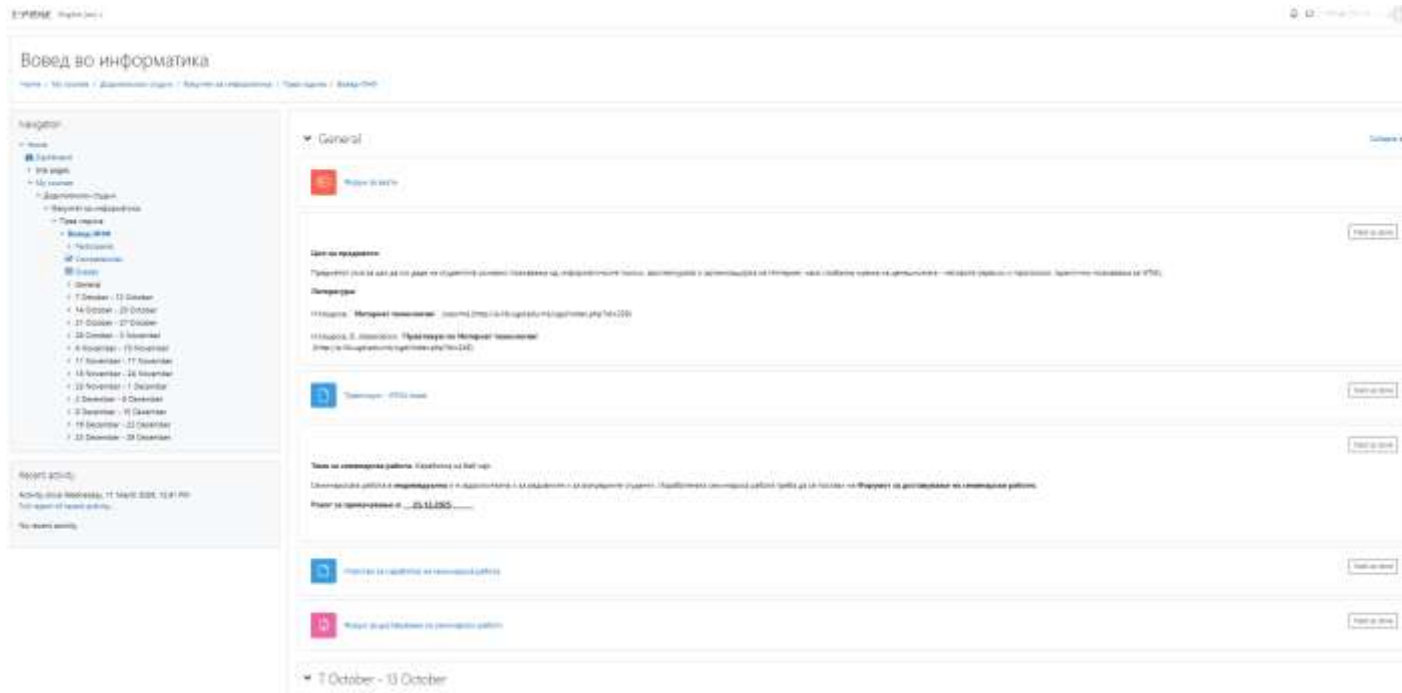
COURSE LAYOUT

After successfully enrolling in a course, the central part of the page displays all the learning materials provided by the professors and assistants. These materials may include lectures, presentations, assignments, additional documents, and other resources necessary for following the course.

On the left side of the interface, there is a panel with the relevant categories for course selection, allowing easy navigation between different subjects and their content.

In the Announcements forum, professors post important information, news, assignment deadlines, or additional instructions related to the course.

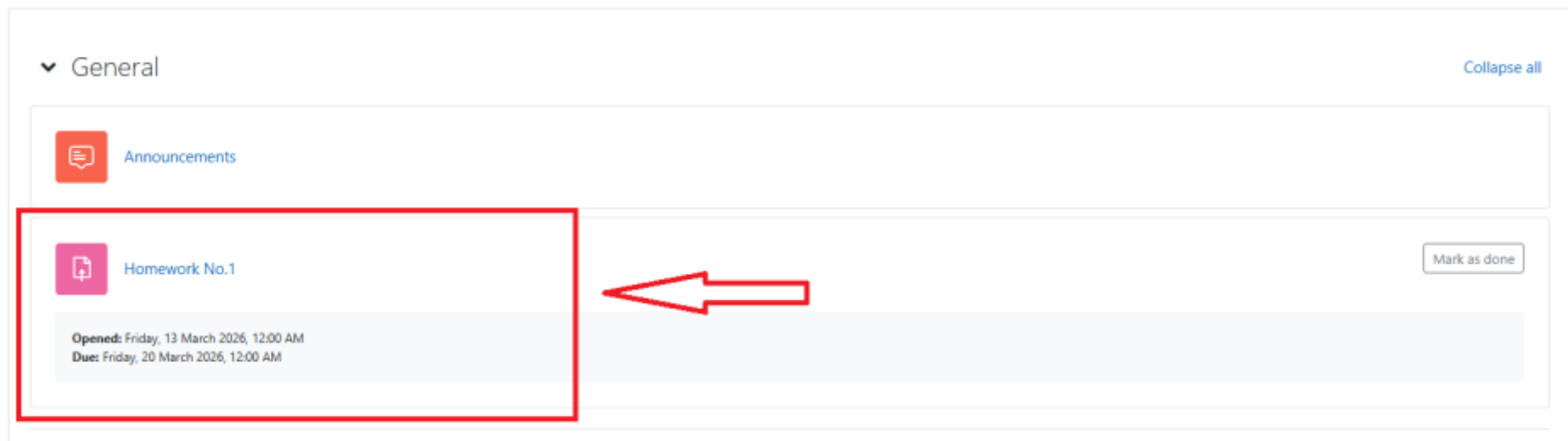
The learning materials in the course can be in various formats, including PDF documents, Word documents, PowerPoint presentations, images, and other digital files.



SUBMITTING ASSIGNMENTS

In addition to the learning materials, courses may also include assignment submission forms. These forms are used by instructors to assign and collect assignments. Students can use them to upload their solutions, track deadlines, and receive feedback or grades from professors or assistants.

First, to submit or view an assignment, the user must click on the specific assignment within the course.



The screenshot displays a course interface with a 'General' section. Underneath, there are two main items: 'Announcements' and 'Homework No.1'. The 'Homework No.1' item is highlighted with a red rectangular box. A red arrow points from the right side of the box towards the left, indicating the assignment card. The 'Homework No.1' card includes a purple icon, the title 'Homework No.1', and a 'Mark as done' button. Below the title, it shows the dates: 'Opened: Friday, 13 March 2026, 12:00 AM' and 'Due: Friday, 20 March 2026, 12:00 AM'. The 'Announcements' item is partially visible above it, showing a red speech bubble icon and the text 'Announcements'. In the top right corner of the 'General' section, there is a 'Collapse all' link.

This opens the page where all the important information about the assignment is displayed, including:

- Description and instructions for the assignment,
- Submission deadline,
- Available materials or templates for the task,
- Options for uploading solutions.

Once the student opens the assignment, they can follow the instructions and upload their work directly through the system.

In the next step, to submit the assignment, the student must click the “Add Submission” button.

Homework No.1

[Mark as done](#)

Opened: Friday, 13 March 2026, 12:00 AM
Due: Friday, 20 March 2026, 12:00 AM

[Add submission](#)

Submission status

Submission status	No submissions have been made yet
Grading status	Not graded
Time remaining	6 days 11 hours remaining
Last modified	-
Submission comments	Comments (0)

By clicking this button, the submission form for the assignment opens, where the student can upload files with their solution (for example, Word, PDF, PowerPoint, or other allowed formats).

Next, the student clicks the arrow to attach their solution to the assignment.

Homework No.1

Mark as done

Opened: Friday, 13 March 2026, 12:00 AM
Due: Friday, 20 March 2026, 12:00 AM

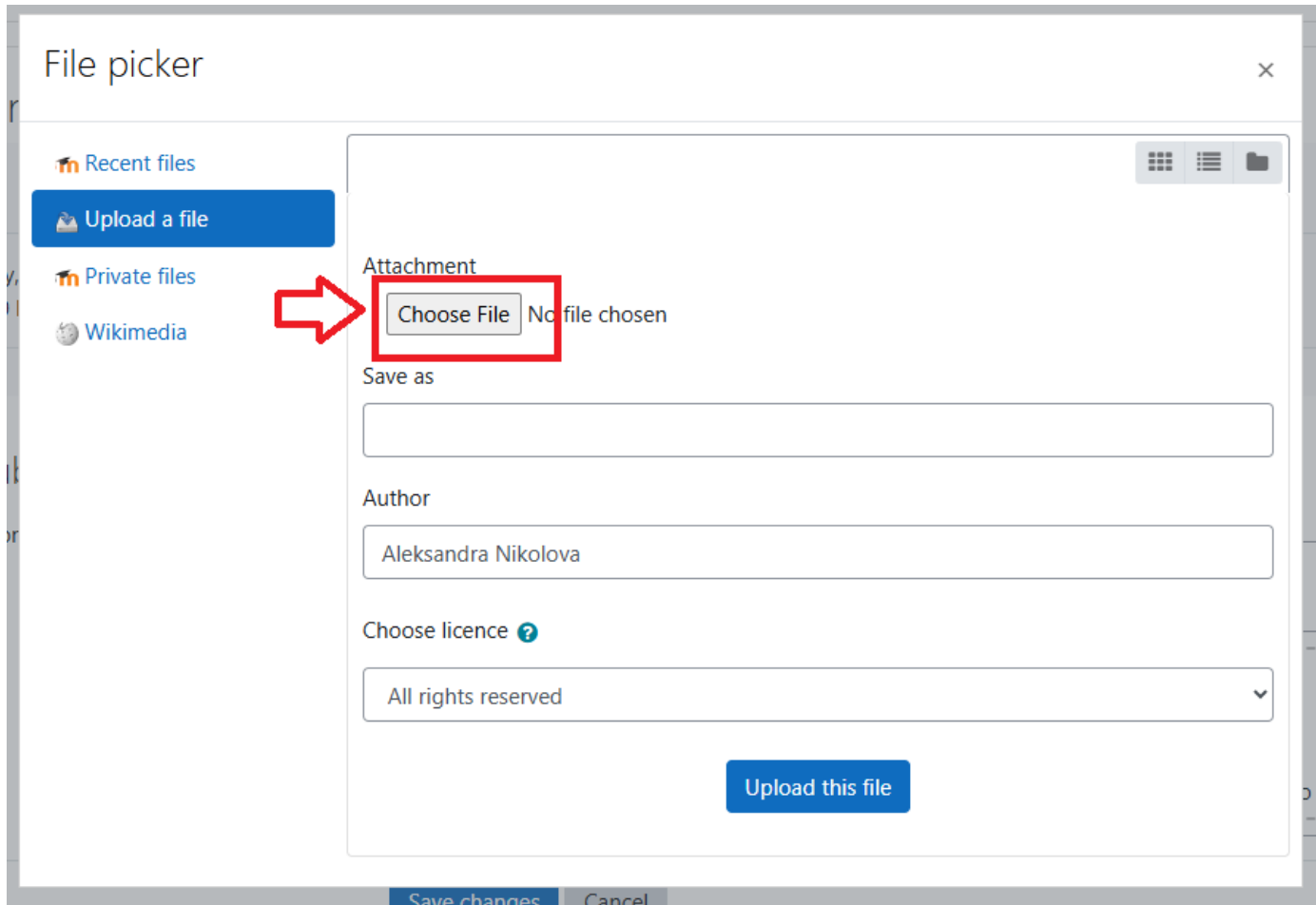
▼ Add submission

File submissions Maximum file size: 10 MB, maximum number of files: 20

A file upload interface showing a Word document icon labeled "Homework.d...". The interface includes a toolbar with icons for file operations and a list of files. A red box highlights the entire upload area, and a red arrow points to it from the left.

Save changes Cancel

By clicking the “Choose File” button, the student selects the document to upload, and then clicks “Upload this file”. Finally, the student clicks “Save changes”, which submits the assignment for grading.



Homework No.1

✔ Done



Opened: Friday, 13 March 2026, 12:00 AM

Due: Friday, 20 March 2026, 12:00 AM

Edit submission

Remove submission

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Time remaining	Assignment was submitted 6 days 11 hours early
Last modified	Friday, 13 March 2026, 12:59 PM
File submissions	 Homework.docx 13 March 2026, 12:59 PM
Submission comments	▶ Comments (0)

QUIZ


For certain subjects, knowledge assessment can be conducted electronically through quizzes (tests) created within the respective courses.


To take the quiz, it is necessary to enter a password (quiz password), which will be provided by the professor or assistant.

Once the password is entered, the student can start the quiz and answer the questions according to the instructions.


The screenshot displays a course management interface with a 'General' section. It lists three items: 'Announcements', 'Homework No.1', and 'Quiz'. The 'Quiz' item is highlighted with a red rectangular box. A red arrow points from the right side of the box towards the 'Quiz' item. The 'Quiz' item details include: 'Opened: Friday, 13 March 2026, 1:00 PM' and 'Closes: Friday, 13 March 2026, 2:00 PM'. A 'Mark as done' button is visible to the right of the 'Quiz' item. The 'Homework No.1' item has a 'Done' button. The 'Announcements' item has no buttons. A 'Collapse all' link is located in the top right corner of the 'General' section.

▼ General Collapse all

 Announcements

 Homework No.1 Done

Opened: Friday, 13 March 2026, 12:00 AM
Due: Friday, 20 March 2026, 12:00 AM

 Quiz Mark as done

Opened: Friday, 13 March 2026, 1:00 PM
Closes: Friday, 13 March 2026, 2:00 PM

Quiz

Mark as done

Opened: Friday, 13 March 2026, 1:00 PM

Closes: Friday, 13 March 2026, 2:00 PM

Attempt quiz

Attempts allowed: 1

To attempt this quiz you need to know the quiz password

Start attempt

×

Password

To attempt this quiz you need to know the quiz password

Quiz password

Start attempt

Cancel

ANNOUNCEMENTS

The e-learning system also includes general announcement courses, which serve as a central channel for publishing information from the teaching staff. These courses contain notifications related to teaching, faculty activities, schedule changes, deadlines, and other important information.

These announcements are usually found within the category of the corresponding faculty. This means that when a student enters the category for their faculty, they can access the announcement course and view all notifications published by the teaching staff.

E-УЧЕЊЕ English (en) >

Факултет за информатика

Home / Courses / Додипломски студии / Факултет за информатика

Navigation

- > Home
- Dashboard
- > Site pages
- My courses
- Courses
 - Додипломски студии
 - Факултет за туризам и бизнис-логистика
 - Факултет за образовне науке
 - Факултет за информатика**
 - Прва година
 - Втора година
 - Трета година
 - Четврта година
 - Нераспоредени курсеви по година
 - Announcements
 - Соопштенја Прв Циклус
- Факултет за медицински науки
- Земјоделски факултет
- Електронички факултет
- Технолошко-технички факултет
- Факултет за природни и технички науки
- Економски факултет
- Филозофски факултет

Додипломски студии / Факултет за информатика

Search courses

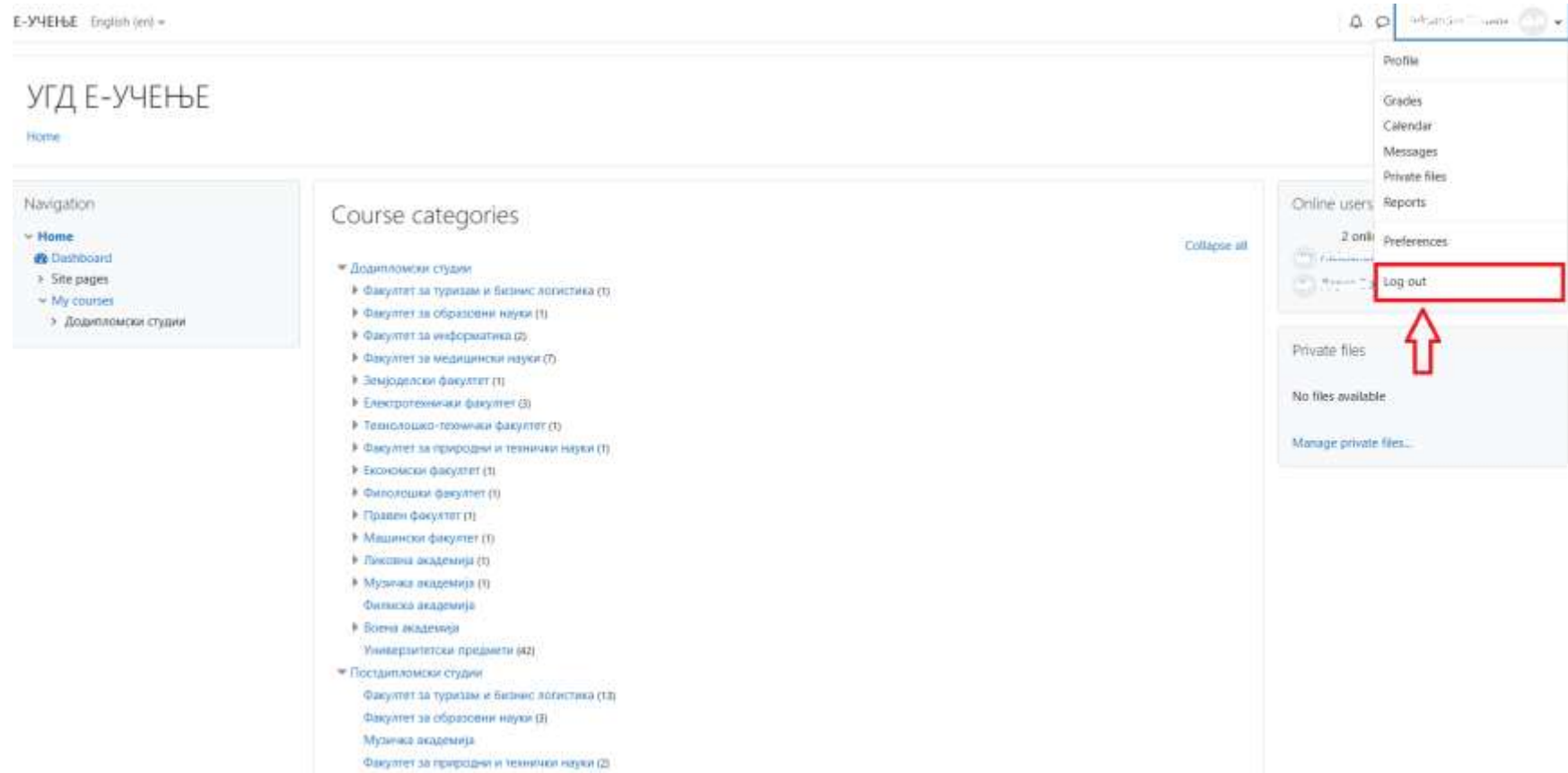
Expand all

- Прва година
- Втора година
- Трета година
- Четврта година
- Нераспоредени курсеви по година
- Announcements for First Cycle** ←
- Соопштенја Прв Циклус

In this course, announcements for the study programme Computer Engineering and Technologies are published.

LOGGING OUT OF E-LEARNING

To log out of the e-learning system, click the “Log out” option located in the top right corner of the screen.



The screenshot displays the user interface of the E-УЧЕЊЕ system. At the top right, a user profile dropdown menu is open, showing options such as Profile, Grades, Calendar, Messages, Private files, Reports, and Preferences. The 'Log out' option is highlighted with a red box, and a red arrow points to it. Below the profile menu, there is a section for 'Online users' showing 2 online users. Further down, there is a 'Private files' section with the text 'No files available' and a link to 'Manage private files...'. The main content area is titled 'УГД Е-УЧЕЊЕ' and includes a 'Navigation' sidebar with links to Dashboard, Site pages, My courses, and Додатломски студии. The central 'Course categories' section lists various faculties and departments, such as Факултет за туризам и бизнис логистика, Факултет за образовни науки, and Факултет за информатика.

FORGOTTEN PASSWORD

If you forget your login password for the e-learning system, you need to click the “Forgot your password” link on the login page.

After clicking the link, the system will ask you to enter the required information, such as your username or the e-mail address associated with your account. Once you provide this information, you will receive instructions to reset your password, allowing you to set a new password and continue logging into the system.



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