



Czestochowa, March 20th, 2020

Dear students,

In the *Announcement of the Rector for students and doctoral students in case on starting remote education at the Czestochowa University of Technology*, **from 19 March 2020** the obligation to teach in the form of remote education via the platform <https://e-learning.pcz.pl> was introduced.

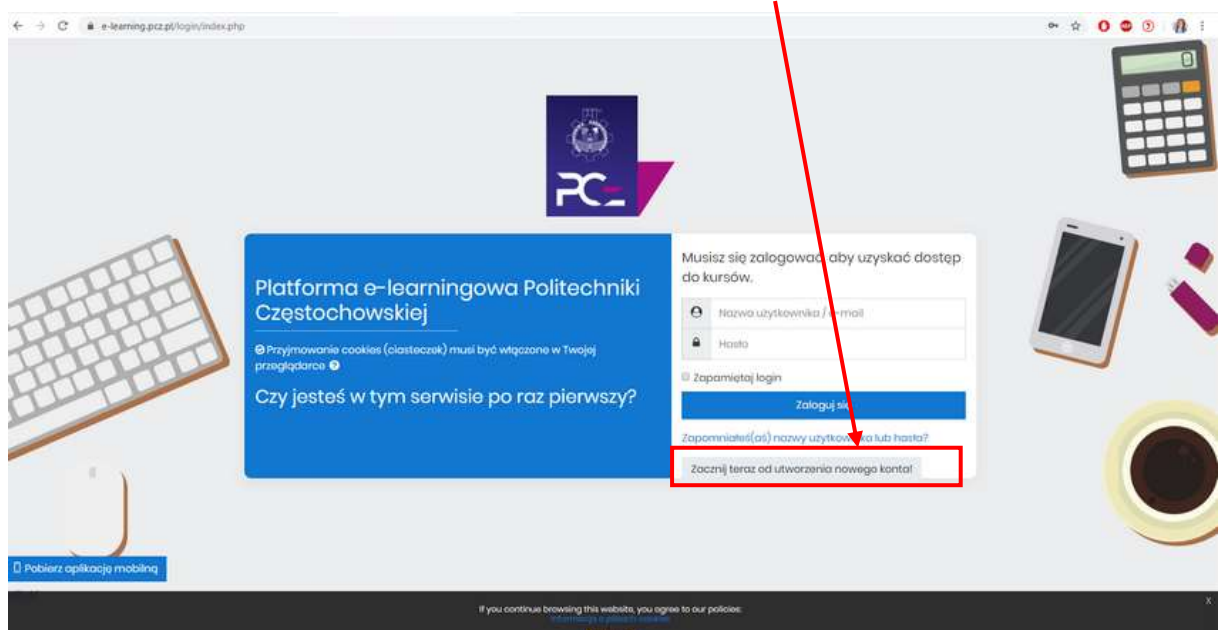
Therefore, below is a brief instruction on how to set up an account on the e-learning platform and how to sign up for classes (courses).

Sincerely

E-learning team

at the Czestochowa University of Technology

1. Go to the website <https://e-learning.pcz.pl> and create a new account



2. Change the language



3. Do not check the box „Czy jesteś nauczycielem akademickim?”

The image shows a registration form with the following fields:

- Hasto: Password field with a strength indicator "co najmniej: 1".
- Więcej szczegółów: A section containing:
  - E-mail: Text input field.
  - E-mail (jeszcze raz): Text input field.
  - Imię: Text input field.
  - Nazwisko: Text input field.
  - Miasto: Text input field.
  - Kraj: Dropdown menu with "Polska" selected.
- Inne pola: A section containing:
  - Jednostka PCz: Dropdown menu with "Wybierz..." selected.
  - Czy jesteś nauczycielem akademickim?: A checkbox, which is highlighted with a red rectangular box.
- Pytanie zabezpieczające: A CAPTCHA section with a checkbox "Nie jestem robotem" and a CAPTCHA image.

Buttons: "Utwórz moje nowe konto" (blue) and "Anuluj" (grey).

Footnote: "W tym formularzu są pola wymagane oznaczone ⓘ".

4. The main menu is on the left. The menu expands when you press the following icon

The image shows a user dashboard for Anna Derlatka. On the left, a main menu is expanded, showing the following items:

- Dashboard
- Site home
- Calendar
- Private files
- My courses

The main content area displays the user's name "Anna Derlatka" and a "Course overview" section. The "Course overview" section has two tabs: "Timeline" and "Courses". Below the tabs, there are two buttons: "Sort by dates" and "Sort by courses". At the bottom of the section, there is a message: "No upcoming activities due".

## 5. Join courses (subjects) sorted by categories



### 5.1 **IMPORTANT: Full-time studies:** join courses (subjects) sorted by faculty/field of study/specialities

EN: Faculty of Management – PL: Wydział Zarządzania

EN: Faculty Of Mechanical Engineering And Computer Science – PL: Wydział Inżynierii Mechanicznej i Informatyki

### 5.2 **IMPORTANT: Erasmus+/CEEPUS/other mobilities:** join courses (subjects) sorted by categories (ERASMUS).

If your course is not there:

5.2.1 check on the Erasmus+ <http://pcz.pl/erasmus/elearning-for-internationals> which faculty and within which field of study offers the subject

5.2.2 join course (subject) sorted by faculty/field of study/specialities

EN: Faculty of Management – PL: Wydział Zarządzania

EN: Faculty of Mechanical Engineering and Computer Science – PL: Wydział Inżynierii Mechanicznej i Informatyki

EN: Faculty of Infrastructure and Environment – PL: Wydział Infrastruktury i Środowiska

EN: Faculty of Civil Engineering – PL: Wydział Budownictwa

EN: Faculty of Electrical Engineering – PL: Wydział Elektryczny

6. Join courses (subjects) marked according to the scheme below

The image shows a screenshot of a course selection interface with several red boxes and arrows pointing to specific elements. The interface displays a course titled "Metal structures - lecture" for the academic year "AD 2019-2020". Below the title, it says "Course for ERASMUS+ students". At the bottom right, there is a blue button labeled "Dostęp".

Annotations include:

- Field of study**: Points to the course title "Metal structures - lecture".
- Type of classes: lecture, project e.t.c.**: Points to the word "lecture" in the course title.
- Lecturer's initials**: Points to the text "AD" in the academic year "AD 2019-2020".
- Academic year**: Points to the text "2019-2020" in the academic year.
- Click 'Dostęp' ('Enter') and "Enrol me"**: Points to the blue "Dostęp" button.