

InCyT platform user guide

To access the online course platform (InCyT) open a browser (Google Chrome, Internet Explorer, Mozilla Firefox, etc.) and access the https://www.incytproject.eu/elearning/ page, where you can find courses for employees and managers (Figure 1). The platform can be accessed both on desktop/laptop devices and on mobile devices (tablet, smartphone).



Figure 1

After selecting the course site, the first step is to log in to the system. The login button is located on the top right of the page (Figure 2). If you want to change the language in which the

platform is displayed, this can also be done from the top left of the page (Figure 2).

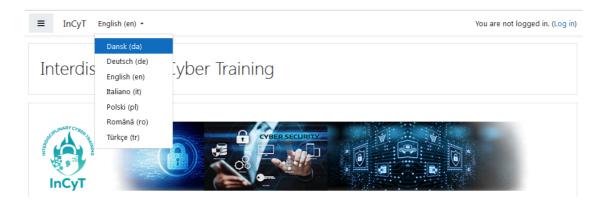


Figure 2

For authentication, the credentials received on the email address must be used (Figure 3).

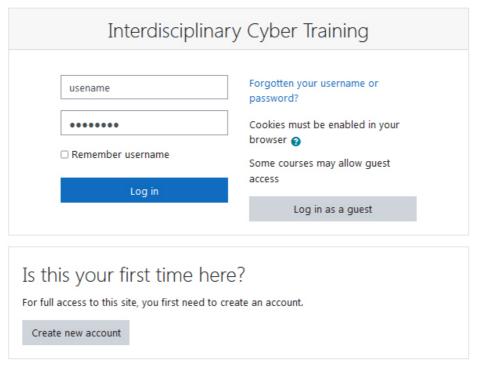
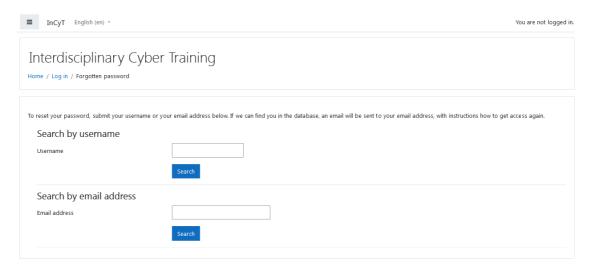


Figure 3

If you cannot log in, contact the person from whom you received the login data or you can access the section <u>Forgotten your username or password?</u>.

You can recover your password either by entering your username

and clicking on the Search button, or by entering your email address and clicking on the Search button (Figure 4).



After logging in, the courses to which you have access will be visible, located on the left side (Figure 5)

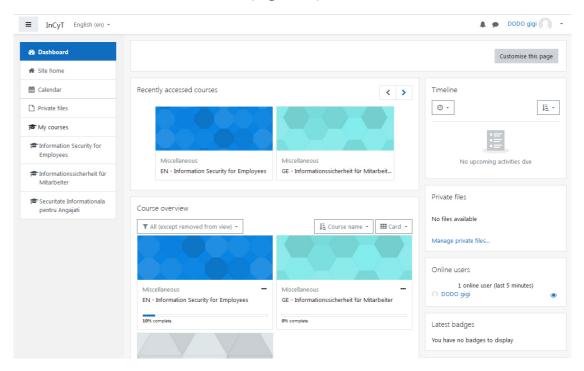


Figure 5

To access a course, click on its name.

Within a course, several types of activities can be accessed. Some examples would be (Figure 6):

- 1. Written materials in digital format (pdf documents, PPT presentations, etc.)
- 2. Exercises
- 3. Tests (quiz, multiple-choice, etc.)

and others, for example Forum, through which messages can be sent to all those enrolled in that course.

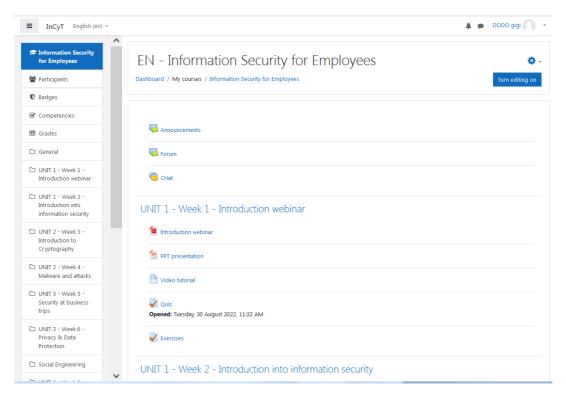


Figure 6

To access written materials in digital format (pdf documents, images, PPT presentations, etc.), click on the name of the resource and download it this way (for example, the PPT presentation document).

Solving a test

To solve a test, access the test by clicking on its name and the test details page will be displayed: title and description, number of attempts allowed, time available for solving and marking method. To launch the test, press the **Attempt quiz now** button (Figure 7).

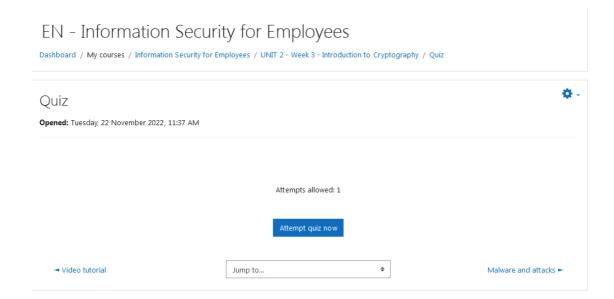


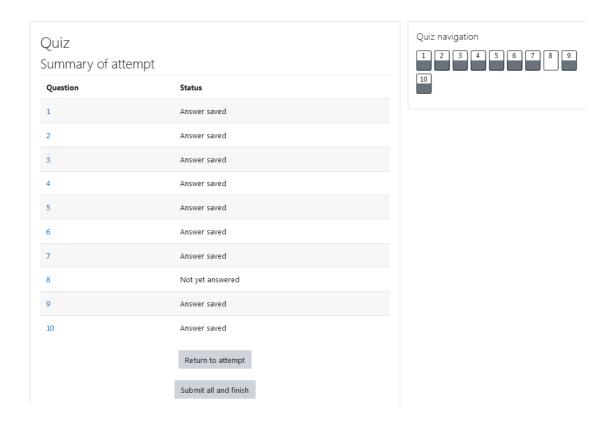
Figure 7

Each question will be answered separately and completed by pressing the Finish attempt button (Figure 8).

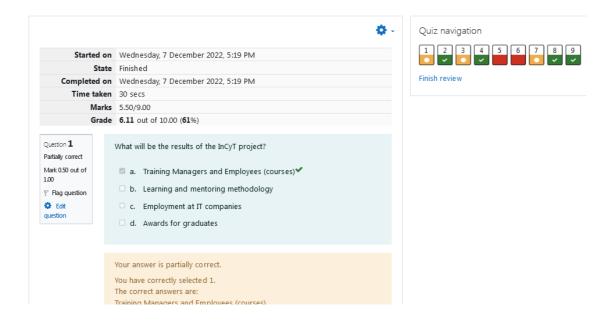


Figure 8

A summary table will be displayed to verify that all questions are completed and the answers can be sent for verification by pressing the **Submit All and Finish** button (Figure 9).



After finishing, the test results will be displayed with the score and grade received, but also with feedback or additional information for each question (Figure 10).



The certificate module represents the last section of the course and can only be accessed if the students complete the course and obtain passing grades. Learners will be able to download and print the certificate (Figure 11).

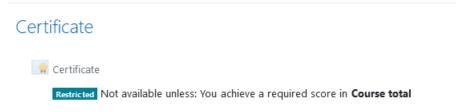


Figure 11