

**Asfendiyarov Kazakh National Medical University**

**INSTRUCTION FOR STUDENTS**

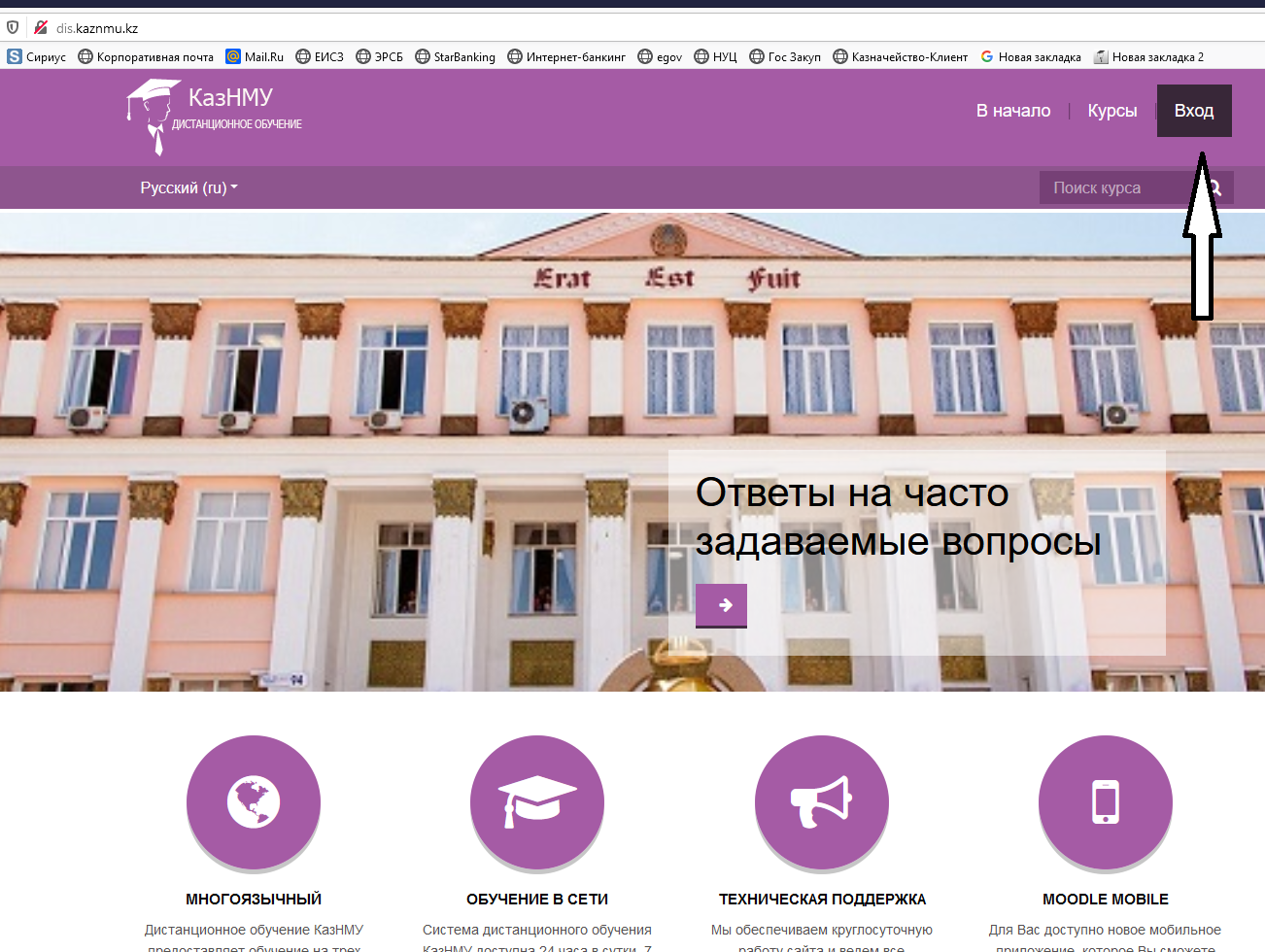
**Almaty 2022**

# **KazNMU Distance Learning System -  ENTER**

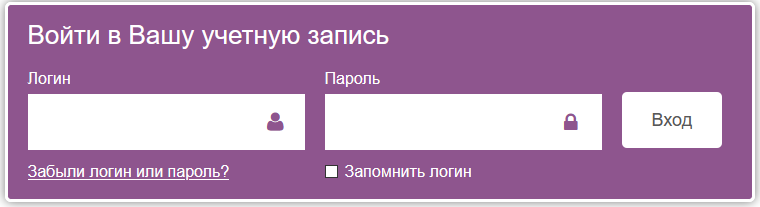
Start the work in the system with initialization. To get an access to certain e-course you need to enter the login and password. By default, they are the same as your AIS Sirius login and password.

Type in the browser the site address: [**http://dis.kaznmu.edu.kz**](http://dis.kaznmu.edu.kz)**.**

 Then in the emerging window push the button ENTER, located in the upper right corner of the window.

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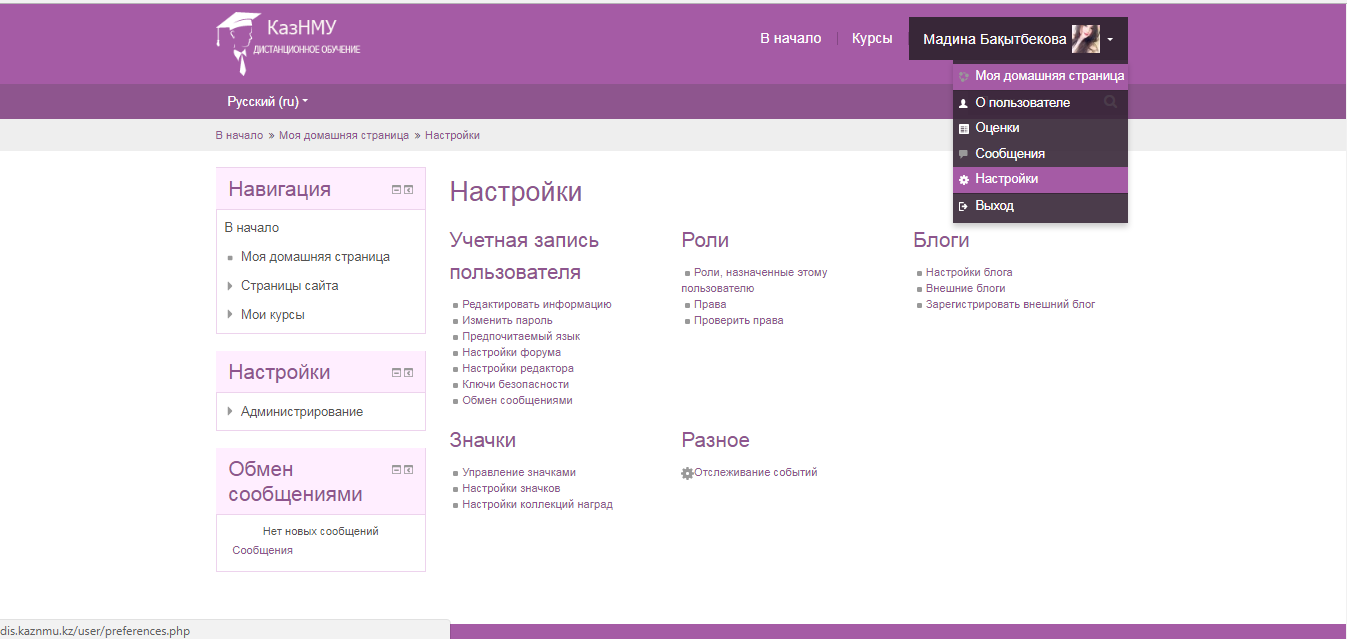
Enter your login and password of AIS SIRIUS, and then push the button Enter.



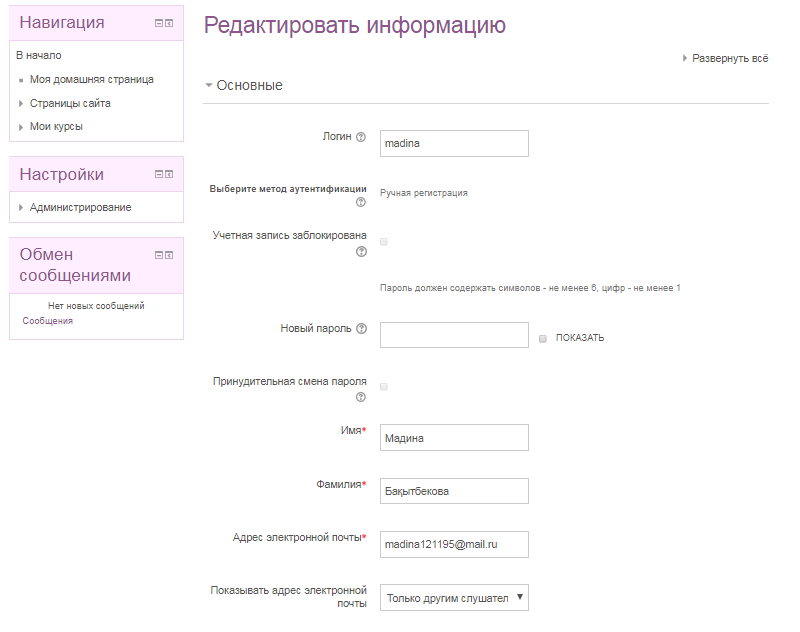
After ENTER you will get into Personal Office. You proceed with editing of your page by filling the box **Name and Surname**. After editing push the button "**Renovate the profile**"  in the bottom of the page.

# **Editing of the personal information**

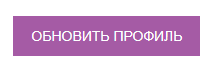
Now your name will be in the upper right part of the page. Clicking the mouse's left button on the name you will see the list (picture) and will be able to go to your user's CV, view messages, personal files, icons, or exit your user's notes (change the user). Note that the User name is highlighted as hyper-reference – activate it by clicking the mouse and you will see your user's CV (profile).



To edit your personal information  click the attachment **"Settings"** then **«Edit information».**  The format under the same title will open.



After editing click the **"Renovate the profile" button in the bottom of the page.**



**Determinations and acronyms**

This guide uses the following determinations and acronyms:

**DAA** - Department on academic affairs

**DIT** – Department on information Technologies

**DET** – Distant Educational Technologies

**DL** – Distant Learning

**IER** - Informational-Educational Resources

**DDET** - Department for Distant Educational Technologies

**RO** – Registration Office

**EMD** – Education-Methodology Department

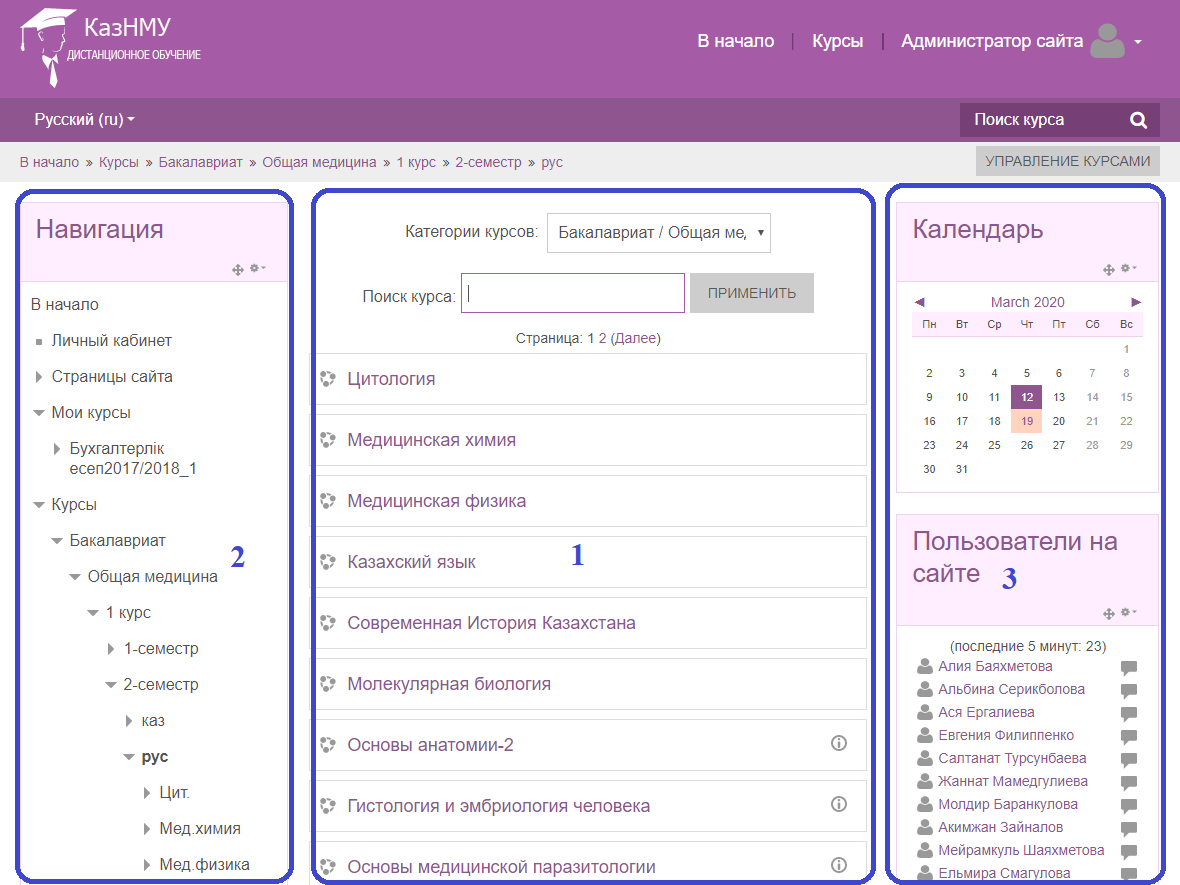
**AQD** – Academic Quality Department

**DER** – Digital Educational Resources

**Feedback**

Our specialists provide consultation services on your demand: Rectorat Building, office 245, tel: 7075, 7776 (338-70-90), e-mail: **dis@kaznmu.kz.**

 **Course interface**



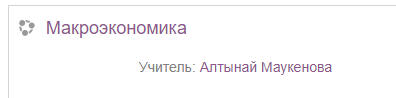
The upper part of every page contains a reference to the first page of the site and the interface language choice (on the left); the user information with the reference to the personal page and search for course title (on the right). The major part of the of the main page of the electronic educational media consists of three sections:

1.     List of courses available for overview and/or tests by disciplines (in the center)

2.   Educational media services navigation. Allows to move to personal profile, view the whole list of courses (on the left)

3.    Statistical and information data (on the right). E.g., calendar, with highlighted dates, important for the electronic course (tasks submission deadlines, dates of testings etc.).

Description of the electronic course consists of the following: title (above); course description and /or access regimen (above on the left) and list of names of teachers, providing the course, references to the personal pages (downwards on the right).



# **Course search**

Course search line is located upward to the right at the main page.



Search is made per discipline title.

# Course interface

Course interface consists of the following sections:

1. Navigation in the course and assessment (on the left).

2. Resources by topics and chapters of the electronic course. The first chapter is always a description of the course (in the center). Materials on the topic / chapter may be both in open or minimized format. In the minimized format case to view the material click on the chosen topic.

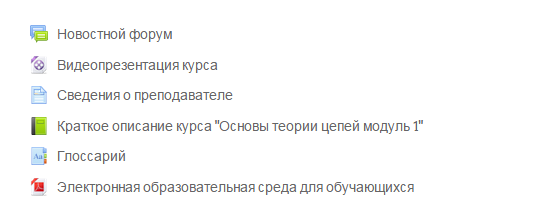
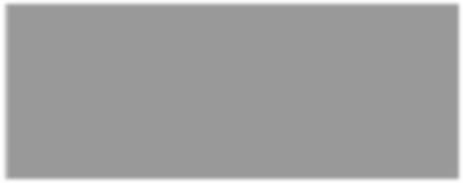
3. Calendar with the highlighted forthcoming events , news, recent activities etc. (on the right).

# Content of the course

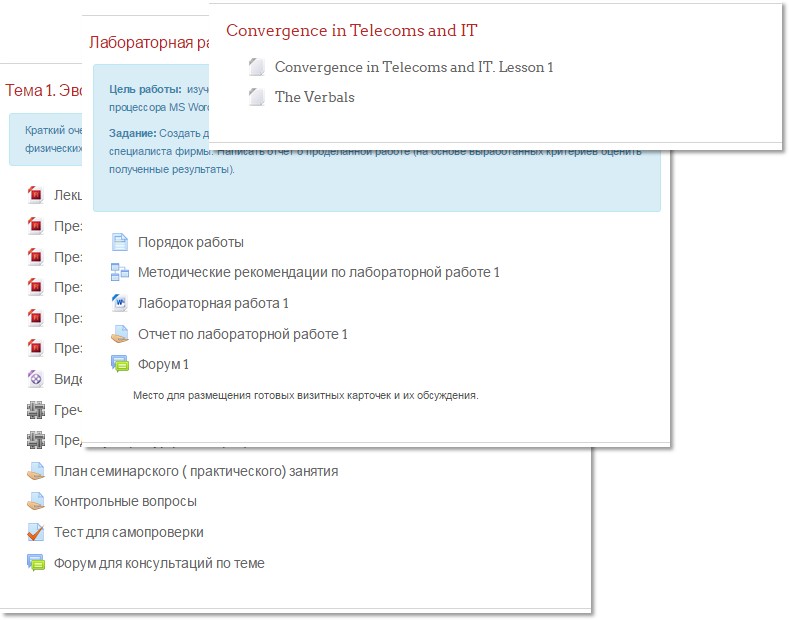
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The obligatory elements of the electronic course are:

1. Chapter «General».  Contains the course information: information about teacher, course lessons program,  the distribution of points for rating (based on the progress in the electronic course ) etc.



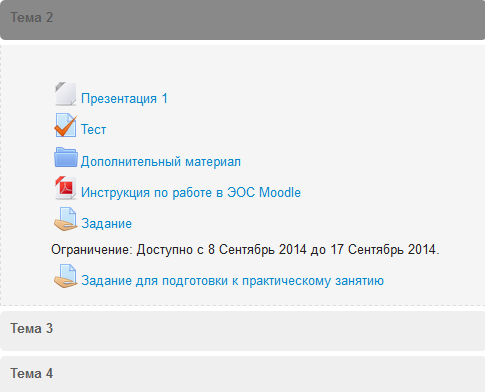
1. Chapters containing course materials by topics. Types and list of materials placed are different for each specific course.



# Working with electronic study course

# Limited Access to the course materials

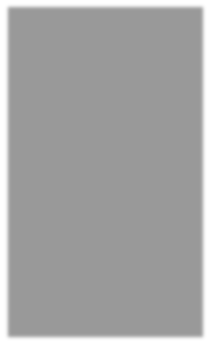
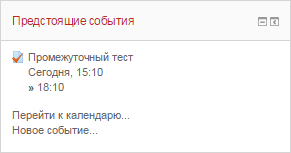
Access to the materials of the electronic study course may have time limits. This limitation will be notified in the description of materials and /or in the calendar.



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# Calendar, news forum

Messages about the forthcoming important events of the electronic course will be seen in the right side part of the page. If necessary you can go to calendar and see the whole list of events. Also, the teacher can write about important events in the news forum, located in the chapter «Genaral».



# Practical (laboratory) task

The completed task may be added by the student in the format of the file(s), answered out of site (e.g. during the practical session) etc. The type of the required answer is indicated in the task description.

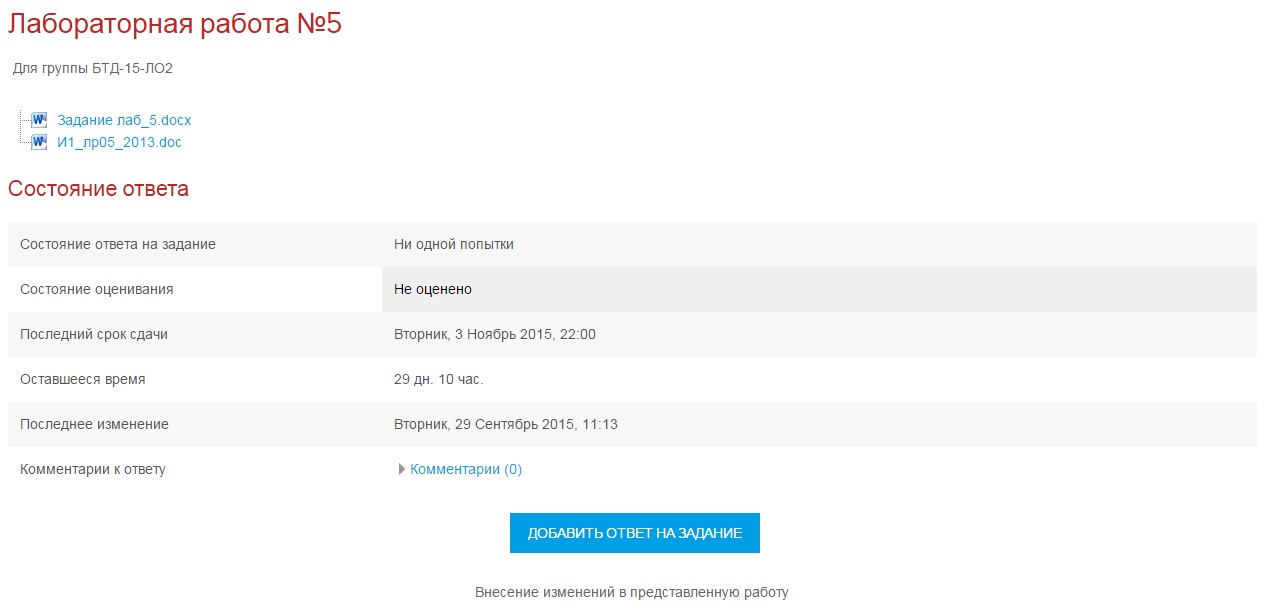
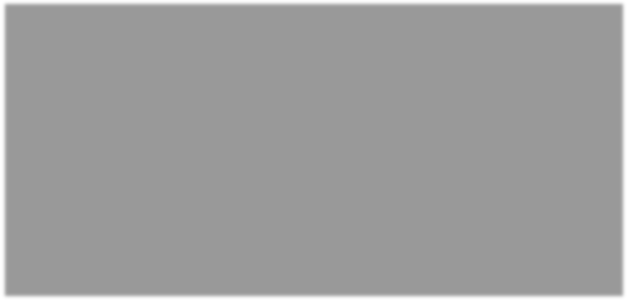
There are two main elements of the electronic course, allowing to place the completed tasks and the following actions with these answers:

task  ( ) and   seminar ( ) In practice these two elements are very rarely used within one electronic course simultaneously.

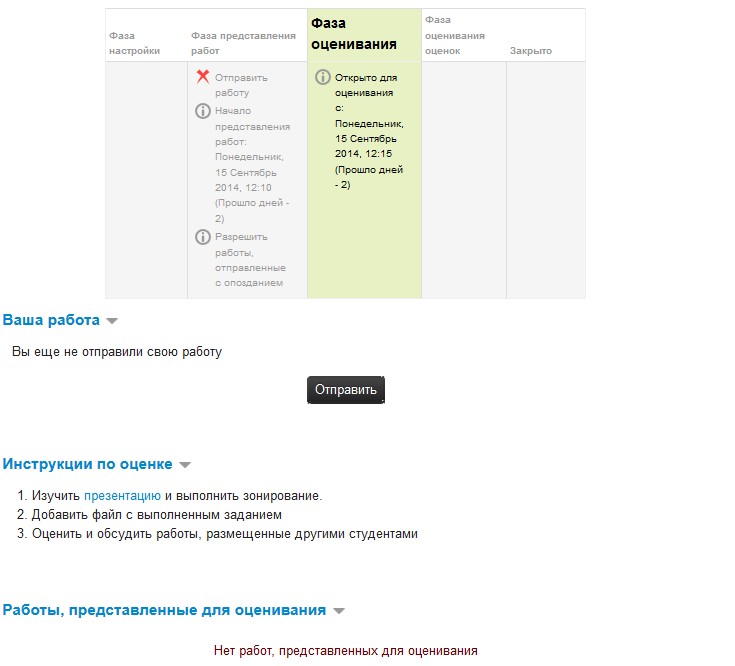
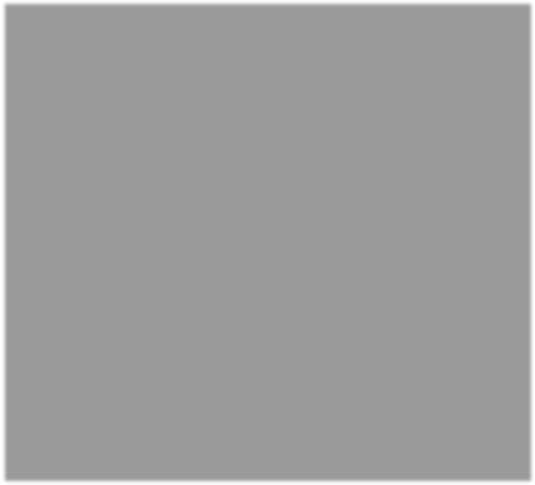
(

Main difference between these elements is that in the Seminar student places his completed task along with his assessment of his peer students' completed tasks while strictly following  the schedule given by the teacher.

*Example of the element «Task»:*



*Example of the element «Seminar»:*



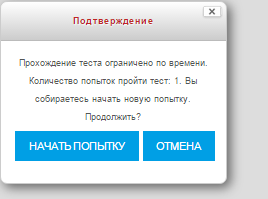
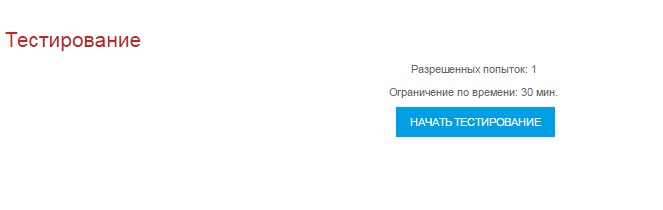
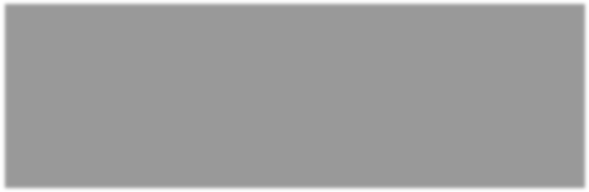
Тesting

There are two main test types in the electronic courses:

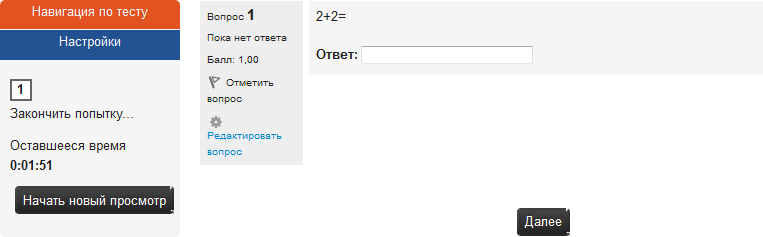
1. Self-control testing, inserted in the presentation or lecture

2. Test, placed as a separate element ( )

In the latter case before the testing the main settings of the test are shown: number of allowed choices, time limitations (if any), assessment method, access limitations (if any) etc. To start the testing you need to push the button «Start testing» and in the appearing message to confirm push the button «Start».

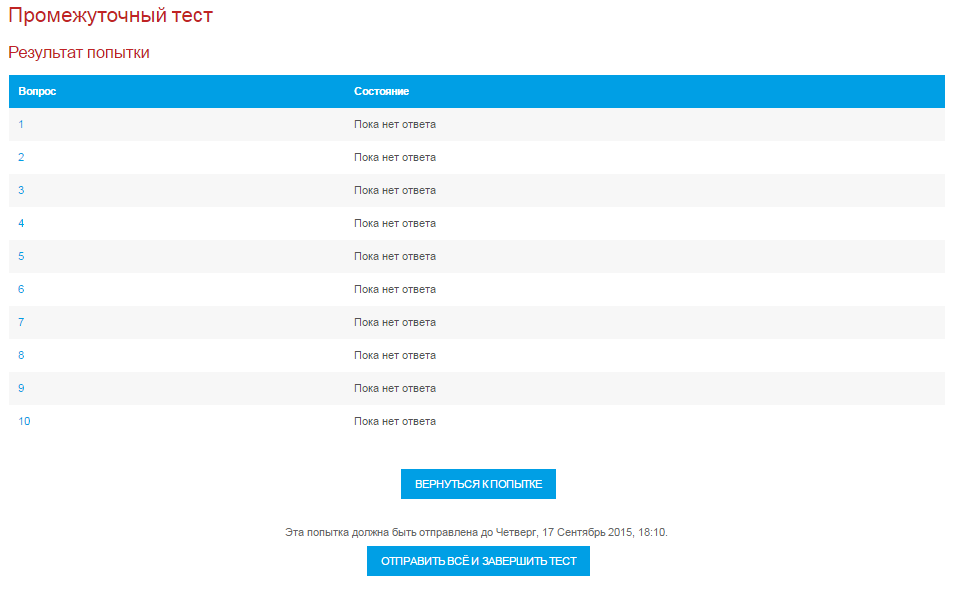
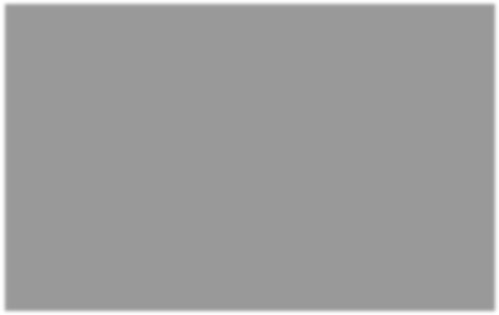


In the time limitation case the settings block (on the left) will show the time left.



To finish test you will need to push the button «Finish test» or

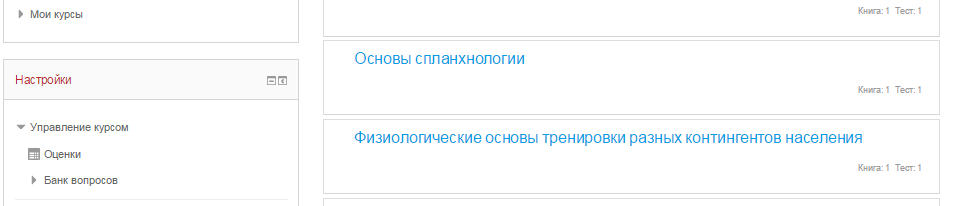
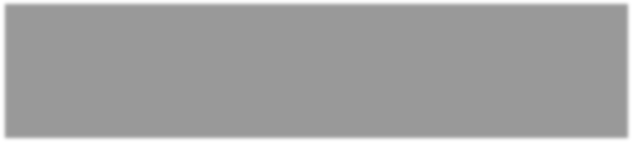
«Send all and finish test».



# Overview of points

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| --- |
| Overview of points will be available via chapter «points», located to the left of the part with the course materials. |

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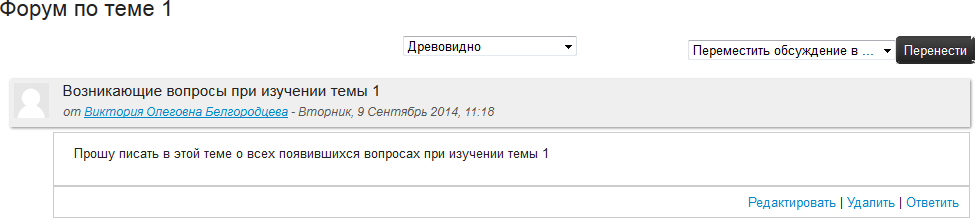
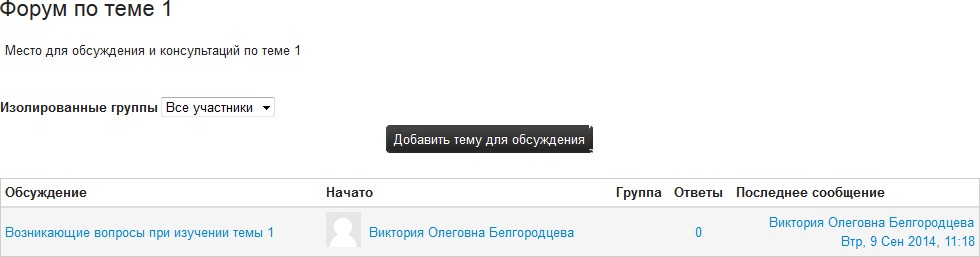
# Forum

Forum window ( )consists of the following chapters:

1.         Forum name, description and list of groups, participating in discussion (upside to the left);

2.         Button «Add the discussion topic» (if the student is authorized to add the new topics);

3.          Forum topics, full name of the participant initiating the topic, access limitations for certain group (indicate the group which has an access to this topic); number of answers and information about the recent message on this topic.

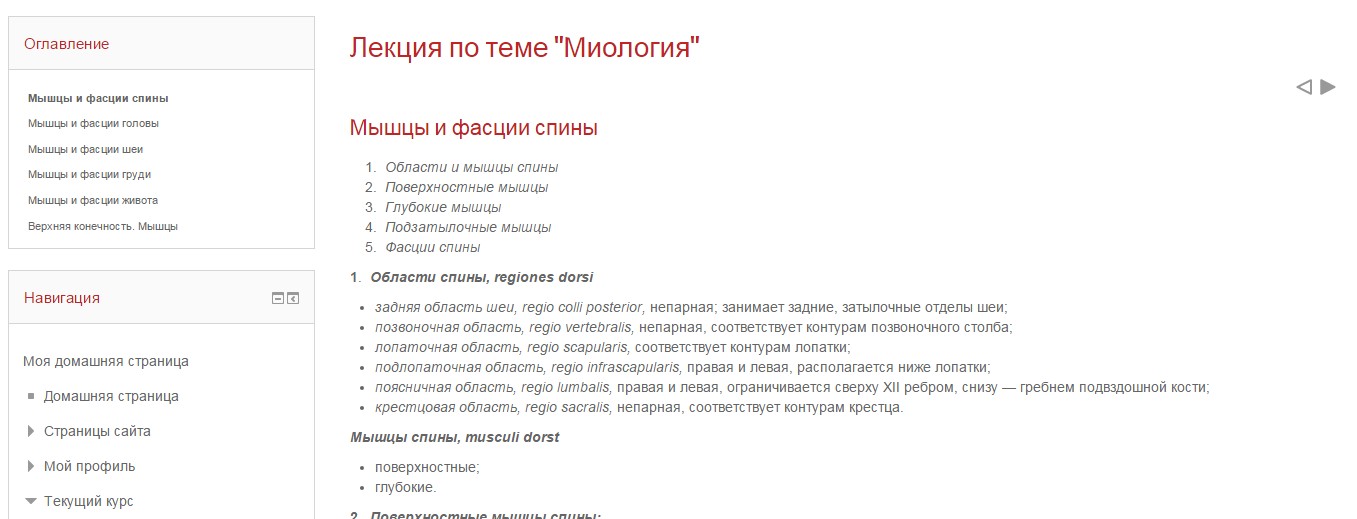
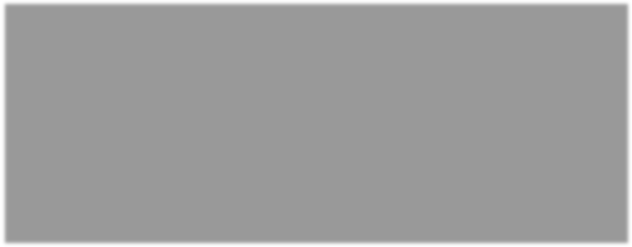


# Theoretical material (lecture)

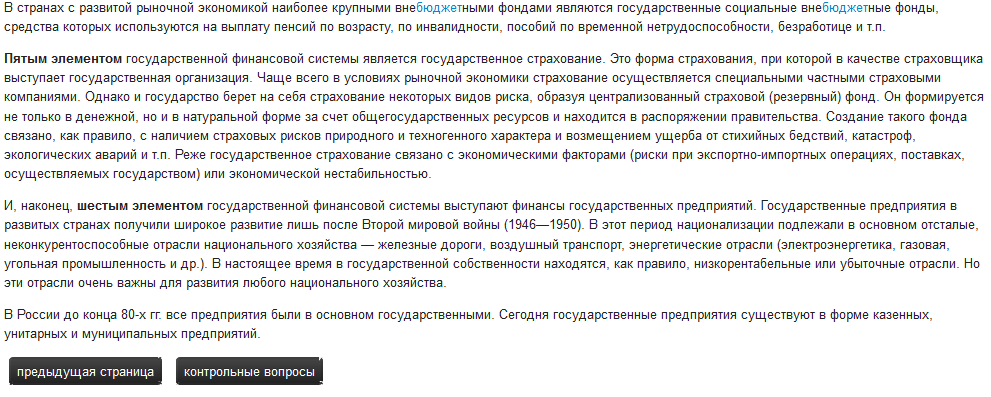
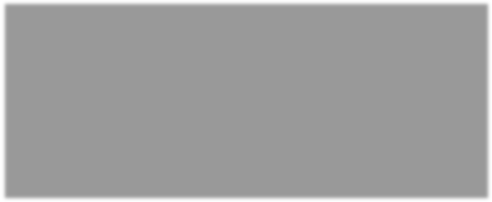
The most frequently two types of lecturing are used:

* 1.  Lecture with deliberate order of materials study  ( ). In this type the order of the materials' subtopics study is the choice of the student.
  2. Lecture with the predetermined order of the materials' study ( ). In this type of lecture the order of the subtopics studied is strictly predetermined by the teacher.

*Example of the lecture with the deliberate subtopics studying. The transfer from one subtopic to another is made in the chapter «Content» on the right.*



*Example of the lecture with the predetermined order of the subtopics study. Transfer between subtopics is made at the bottom of the page.*



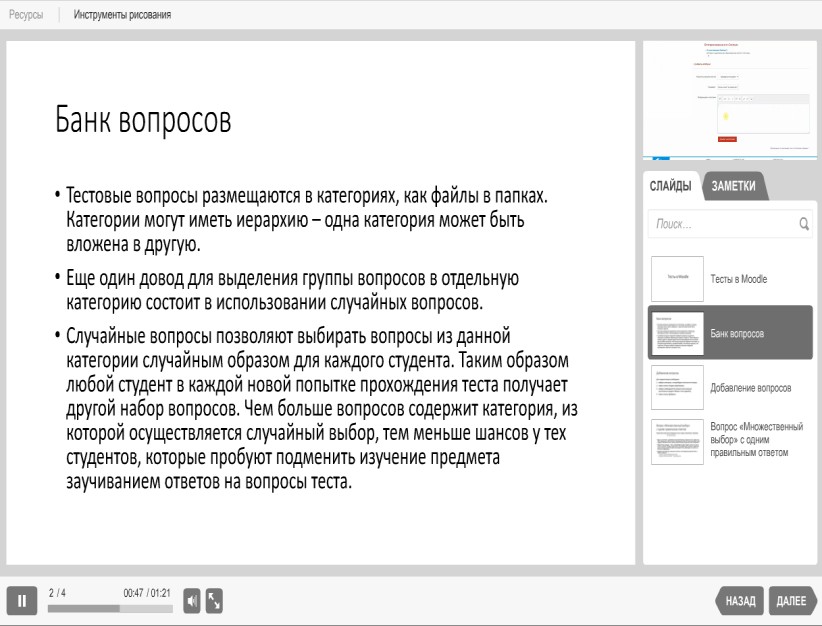
# Theoretical material (presentation)

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Presentation window   ( , ) may consist of the following chapters:

1. Content (on the right). On the screen defined by the structure button (1)
2. .  Main window. Most often contains the presentation slide with the study material (center)
3. .  Additional window. Most often used for video (2)
4. Sound track for audio and animation slides of presentation located downwards (3)
5. .  Button for screen size regulation (4)
6. Button for dragging materials from additional window to the main window (5). Appears when the cursor points the additional window.

*Examples of the presentations explication*



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# **Conclusion**

If any question arises during the electronic course, address it to the electronic course teacher.