



University of  
Hradec Králové  
Philosophical  
Faculty



## ONLINE PLATFORMS AT UHK



Funded by  
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CZECH  
RECOVERY  
PLAN



MINISTRY OF EDUCATION,  
YOUTH AND SPORTS



This material was created within the implementation of the project Capacity Development and Adaptation to New Forms of Learning at UHK, Reg. No. NPO\_UHK\_MSMT-16601/2022.



Having mastered the basics, it's time to delve into the realm of online platforms. In this next phase of your digital journey, we'll explore the functionalities and benefits of platforms like STGA, Teams, and Moodle – essential tools used here at UHK.

**Let's navigate  
this digital landscape together.**

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STAG is a study agenda platform used at UHK. It is a comprehensive system used at for managing various aspects of student administration, including grades, schedules, finding teacher contact information and more. The platform is available at <https://stag.uhk.cz/>

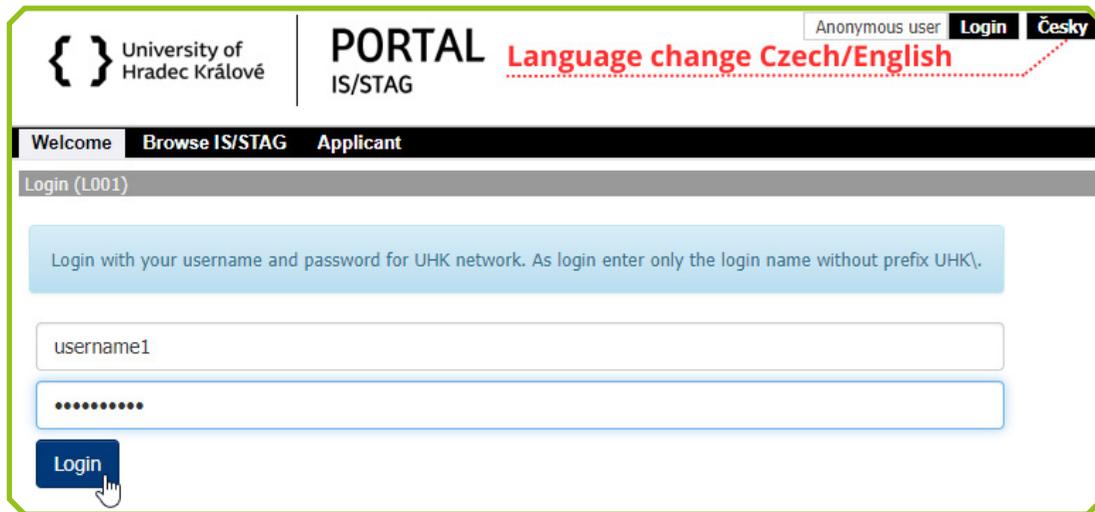
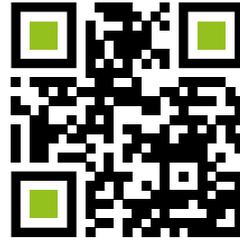


Fig. 1 – Logging into STAG

After logging in, select the appropriate option in the top bar to continue.



Fig. 2 - Options in the STAG top bar menu.

## 1. My study

This option covers important study-related tasks. There are a number of options in the left menu, however, the following four tabs will be the most important for you:

### 1.1 Course of study

Here you will find several subsections such as *Information about user*, *Study results*, *Course completion*, or *Browse IS/STAG*. The most

important for you will be the *Course completion* in which you can see list of your signed courses.

In this subsection, you will find a table with your enrolled subjects and complete information, such as their abbreviation, number of credits, as well as the date of the exam and the grades received. Please not that in the table in the section activities, you can see whether the course has also further content in Moodle or MS Teams. You can access the course on those platforms by clicking on the icon.

Course	Title	St.	Cr.	Att.	Assess.	Points	Date	Att.	Assess.	Date	Activities	
KP/CC2PB	Combating Corruption	ZS	B	5	1	A	20	23.01.24	1	Passed	07.12.23	
CJP/CI2	Czech for International Students 2	ZS	C	6	1	A	98	09.01.24	1	Passed	09.01.24	
KP/VA3PA	Elections and Political Parties in LA	ZS	C	5	1	B	86	09.01.24				
KP/EI2PA	European Integration	ZS	A	6	2	A	38	24.01.24	1	Passed	12.12.23	
KP/EL2PB	Lectures by Foreign Scholars	ZS	B	6	1	A	-	16.01.24	1	Passed	16.01.24	
CJP/LKCJ	Summer School of Czech Lang. and Culture	ZS	C	3	1	A	100	25.09.23				
KSOC/ERWR	The Role of Women in Resistance to Total	ZS	C	4	1	A	-	22.01.24				
CJP/COENG	Conversation in English	LS	C	3	-	-	-	-	-	-	-	
KP/CC2PJ	Cross-Cultural Competence	LS	B	5	-	-	-	-	-	-	-	
CJP/EHSS	English for Humanities and Soc. Sciences	LS	C	4	-	-	-	-	-	-	-	
KP/FP2PB	Financing Political Competition	LS	B	6	-	-	-	-	-	-	-	
USP/PATEV	Theory of Public Policy	LS	C	3	-	-	-	-	-	-	-	
KP/VS2PB	Visiting Scholar Course	LS	B	6	-	-	-	-	-	-	-	

Fig. 3 - My study: "Course completion" subsection

Below in the *Browse IS/STAG* subsection is also your personal schedule for the selected semester.

Fig. 4 - My study: "Browse IS/STAG" subsection  
Fig. 5 - Timetable detail

## 1.2 Exam Enrolment

As soon as the teacher lists the exam dates for the given subject, the option to register for the date will appear in the Exam Enrolment section. All currently listed dates for all enrolled subjects are in the subsection **Registration for examination and credits dates**.

Registration for examination and credit dates (5006) - F23BP0448

Valid posted examination dates. Not fulfilled prerequisites, Course cr. prior to ex. not awarded

Sem.	Course	Date - time	Type	For attempts	Room	Occupancy/Capacity	Registration	Registration until
		Examiner	Note			ex. date lect. room	Withdrawal	Withdrawal until
LS	<b>CJP/COENG</b> Conversation in English (2023/24)	Previous assessment:						
	<a href="#">Reg. Hist.</a>	20.05.24 16:35	Zápočet	All	B-B8	8/-	-/-	19.05.24 16:35
		Thérová						19.05.24 16:35
		21.05.24 16:35	Zápočet	All	B-BSM1	1/-	-/-	20.05.24 16:35
		Thérová						20.05.24 16:35
LS	<b>KP/CC2PJ</b> Cross-Cultural Competence (2023/24)	Previous assessment:						
	<a href="#">Reg. Hist.</a>	13.05.24 12:00	Examination	All	B-B8	4/4	-/-	12.05.24 20:00
		Styrnik						12.05.24 21:00
		04.06.24 10:00	Examination	All	B-BSM1	4/4	-/-	03.06.24 20:00
		Styrnik						03.06.24 21:00
LS	<b>USP/PATEV</b> Theory of Public Policy (2023/24)	Previous assessment:						
	<a href="#">Reg. Hist.</a>	17.05.24 13:30	Zápočet	All	B-21100	1/11	-/-	16.05.24 13:30
		Smutek						16.05.24 13:30
		it is on-line test in the e-course - open till 16th June 2024						Registered for other available examination date
		24.05.24 13:30	Zápočet	All	B-21100	0/11	-/-	23.05.24 13:30
		Smutek						23.05.24 13:30
		it is on-line test in the e-course - open till 16th June 2024						

Fig. 6 - Exam Enrolment

### How to Enrol

- Select & Register:** Choose desired exam slots and click „Register“ for confirmation.
- Indicators:**
  - Course abbreviation is red** = You already registered for an exam within this course.
  - Whole row is red** = You are registered for this specific term.
  - Whole row is dark grey** = This term is full, no further registrations allowed.

Students can withdraw registrations until a specified deadline, ensuring effective exam schedule management.

## 1.3 My data

In this section you can check and edit your personal data, such as name, surname, address, etc. Scholarships that you have received from the university are also visible there. In order to receive the scholarship, it is important to have your account number listed in the **Student personal data** subsection - in the Bank account tab (always enter only a Czech bank account!).

Student personal data (5024) - F23BP0448

GDPR - this screen is used to edit your personal data. Most of the data processing takes place under obligation by law. Pieces of information that are kept with your consent are marked with a green label. You may click it to view additional information. As you fill in and save the given field, the system also stores your consent. A list of occurrences where your consent was granted is available in a portlet shown on you My Details page (for students) or on you Home screen (other users). You may use that listing to withdraw your consent at any time.

Basic data | Postal address for deliveries and other contacts | Personal data | Bank account

If you find any mistake, please contact the Study Office of your faculty.

Personal details		Permanent residence address	
Name	user	- country	Wonderland
Surname	name	- region	Wonderpart
Birth code	123456789UN	- city	Wondertown
Date of birth	01.01.1900	- post	-
E-mail address you want to use to receive messages.	username1@uhk.cz	- zip/postcode	123456
Place of birth - Country	Wonderland	- street	Easy Street
Place of birth	Hospital	- house number	7

Fig. 7 – My data - Basic data subsection

## 2. Browse IS/STAG

Users can utilize the browse section in STAG to explore available courses, plan their schedules, learn about instructors, and check course availability and slots. It serves as a valuable tool for finding information. However, our students mainly use the search for lecturers and information about courses.

While using the search option in IS STAG, the „%“ symbol functions as a wildcard character, facilitating more flexible searches. It represents any sequence of characters, allowing users to broaden their search parameters. Therefore, it is recommended to use the „%“ symbol if you're unsure about the precise name of a course or a lecturer you are looking for.

## 2.1 Lecturers

The **Browse Lecturer** section in IS STAG allows users to search for and view information about lecturers or instructors at their university. Users can find details such as contact information, office hours, academic qualifications, and courses taught.

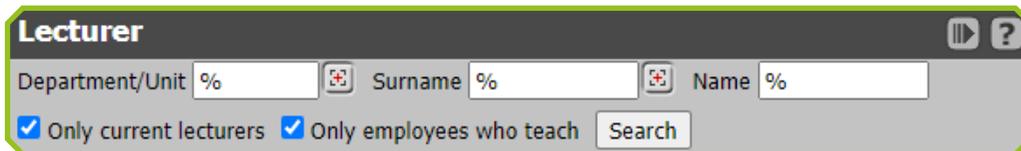


Fig. 9 - Search options for finding lecturers

## 2.2 Courses

Once users find a course using the browse option in STAG, they can access comprehensive details including description, schedule, lecturer information, available slots for enrolment, credits, and any additional relevant information.

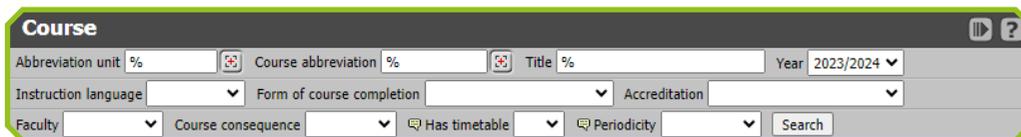


Fig. 10 - Search options for finding courses

You can find the course abbreviation in the current version of the list of courses.

Microsoft Teams is a collaboration platform designed for communication and teamwork. It allows users to chat, make online calls, share files, and collaborate on documents in real-time, all within a single interface. It is also one of the platforms used for teaching at UHK.

MS Teams is accessible through a web interface to which you can log in from your e-mail (see the "UHK E-mail" section, in the "First Steps" manual). However, we highly recommend downloading the desktop application, which will allow you to use all the features to the fullest.

To download the MS Teams app to your computer please visit the official website.



Alternatively search for it in the Google play or Apple store for your mobile devices.

## 1. Navigation

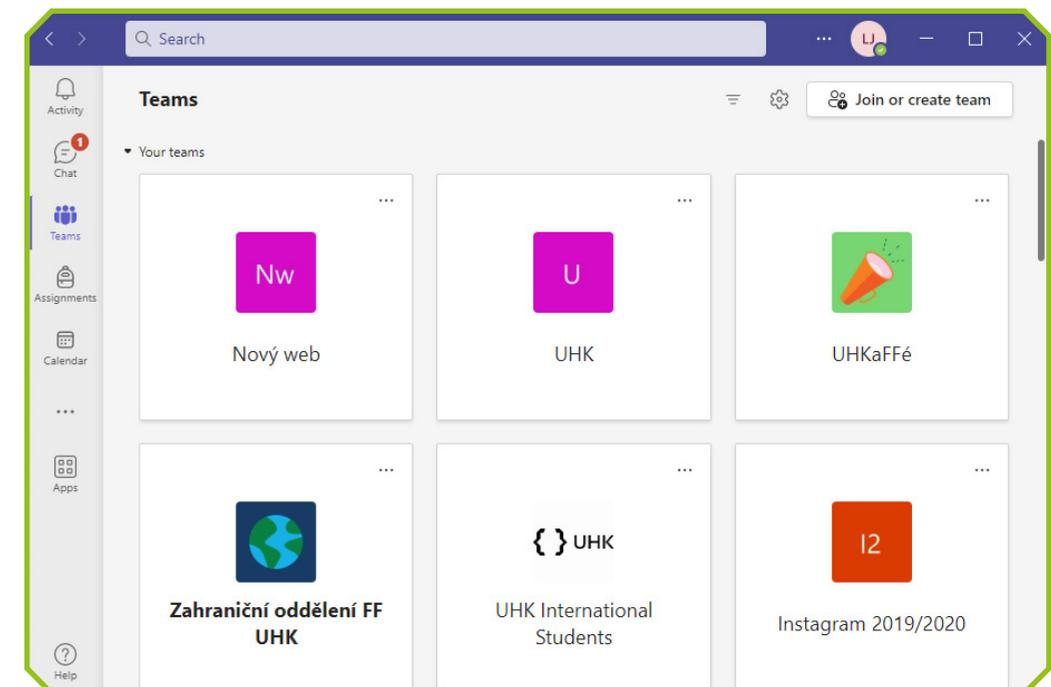


Fig. 11 - MS Teams Home Screen

Teams are collaborative workspaces within MS Teams where students can collaborate, communicate, and share resources. Each team typically represents a specific course, project, or group, and may contain multiple channels for organizing discussions and content.

If the name of the team is highlighted in bold (see fig. 11), it indicates that there is recent activity within the team that has not been viewed yet.

**Activity** shows recent notifications and updates from all your teams and channels.

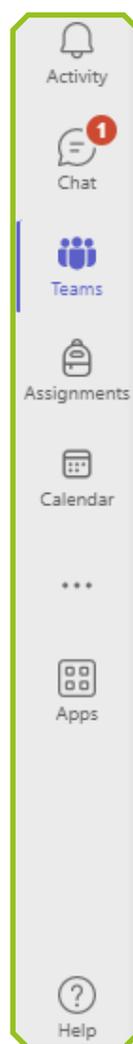
**Chat** serves as an option to chat with all the colleagues with the UHK login.

**Teams** represent different courses or also groups that you create for you and your colleagues.

**Assignments** shows all the task currently assigned to you from individual teams.

**Calendar** shows all events in your Outlook calendar.

Fig. 12 - Sidebar detail in MS Teams



## 2. Calendar

The calendar feature helps users manage their schedules efficiently. Users can access it through the „**Calendar**“ icon and view upcoming meetings, create new meetings, and join existing ones with ease. They can also edit or delete meetings and navigate dates effortlessly. The calendar syncs seamlessly with Outlook, providing a unified view of events.

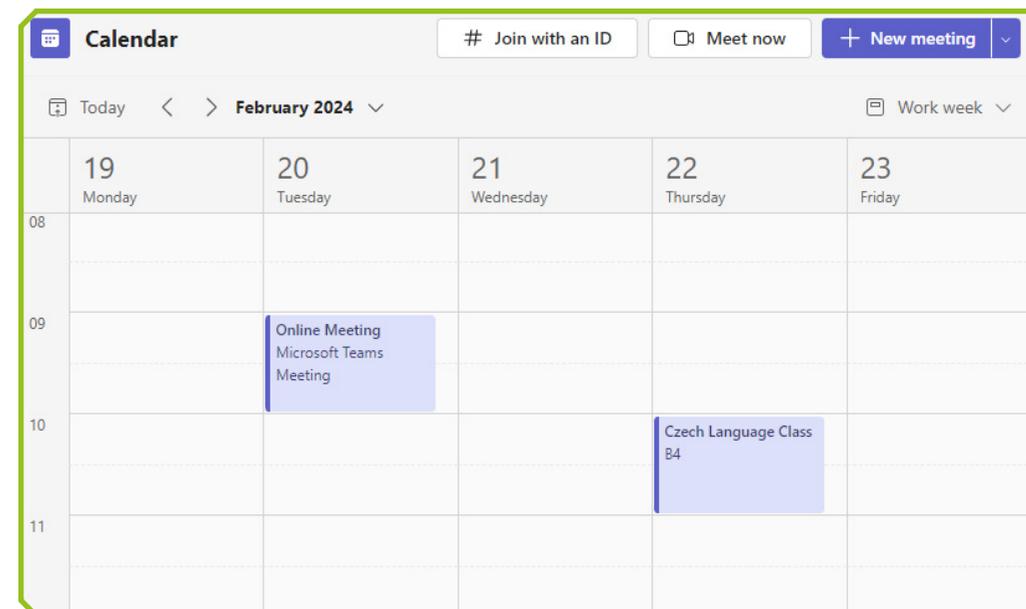


Fig. 13 - Detail of your calendar in MS Teams

### 2.1 Scheduling an Online Meeting

In calendar you can schedule new online meetings. click the „**New meeting**“ button at the top-right corner to start scheduling a new meeting. In the pop-up window fill out the meeting title, specify the date and time, add participants' names or email addresses, optionally include a location and description, and finally, click „**Send**“ to schedule the meeting and notify participants.

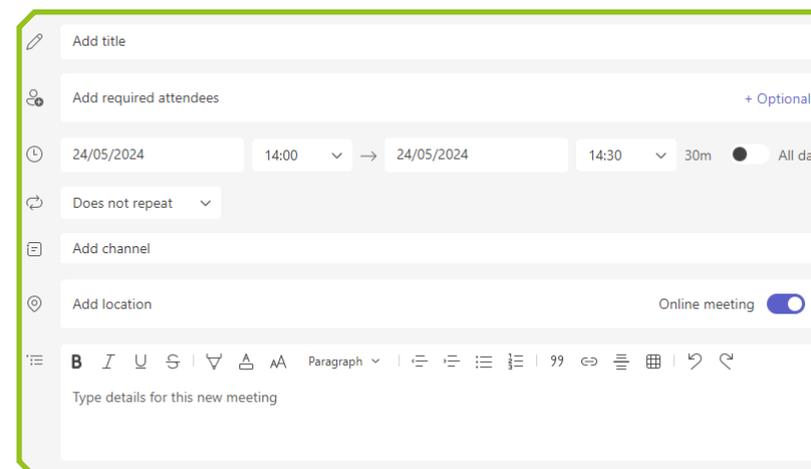


Fig. 14 – Scheduling an online meeting in MS Teams

## 2.2 How to Join a Meeting

Locate the scheduled meeting you want to join in the calendar, and click on it to open its details. Then, in the meeting details, click on the „Join” button. If prompted, choose your audio and video settings, and finally, click „Join now” to enter the meeting.

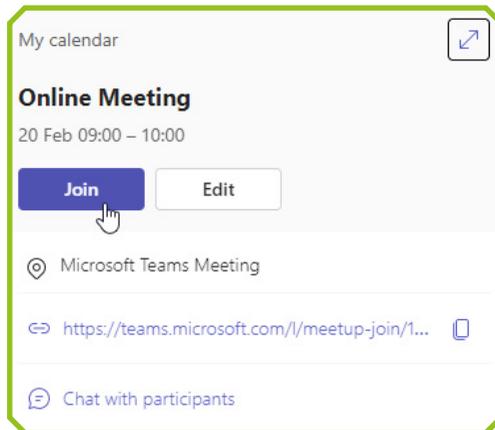


Fig. 15 - Joining Online Meeting in MS Teams

Upon joining a meeting, ensure your camera and microphone are enabled by checking their icons in the upper menu. You can also access chat, reactions, hand-raising, and screen sharing here. For troubleshooting microphone or camera issues, click “More” (three dots), then “Settings” > “Device Settings” to verify correct selections.

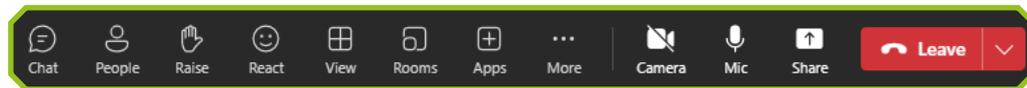


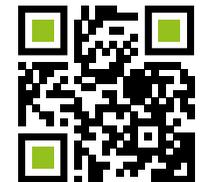
Fig. 16 – Top menu in an online meeting in MS Teams

Moodle is one of the most popular platforms used for teaching at UHK. In it you can find individual courses in which the teacher has prepared the content needed for the given course.

Note: Not all courses must be in Moodle. It depends purely on the teachers whether they want to use this option.

## 1. Start

UHK Moodle platform is accessible at [kurzy.uhk.cz](https://kurzy.uhk.cz).



Please note that including ‚www.’ in the address will prevent the page from opening!

After opening the page select your preferred language from the top bar on the right side of the page. Then, log in with your UHK login and password using the button next to the language selection.

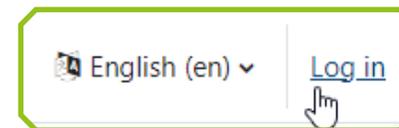


Fig. 17 - Log in and language selection in the upper right corner

## 2. Navigation



Fig. 18 - Top menu in Moodle

### 2.1 Home

In the Home section of Moodle, users will find a list of courses they are enrolled in under the „My courses” subsection. For searching courses, a search bar is conveniently located at the bottom of the page. Users can utilize this search bar to find specific courses they are looking for.

Additionally, to access departmental courses, users can select „FF“ and then the relevant abbreviation of the department:

**KP** Department of Political Science

**KPVHA** Department of Auxiliary Sciences of History and Archival Studies

**CJP** Language Centre

**KSOC** Department of Sociology

**HIU** Institute of History

**KFSV** Department of Philosophy and Social Sciences

**USP** The Institute of Social Work

**ARCH** Department of Archaeology

## 2.2 Dashboard

The Moodle dashboard is a centralized area where users can access their enrolled courses, view recent activity, check upcoming deadlines and events on a calendar, receive messages and notifications, and access personalized content tailored to their role and preferences. It serves as a hub for managing and staying informed about course-related activities and information.

## 2.3 My courses

The „My Courses“ section in Moodle lists all the courses a user is enrolled in, providing quick access to course materials and activities. It simplifies navigation by centralizing access to enrolled courses within Moodle. In order to get in the specific course simply click on its name.

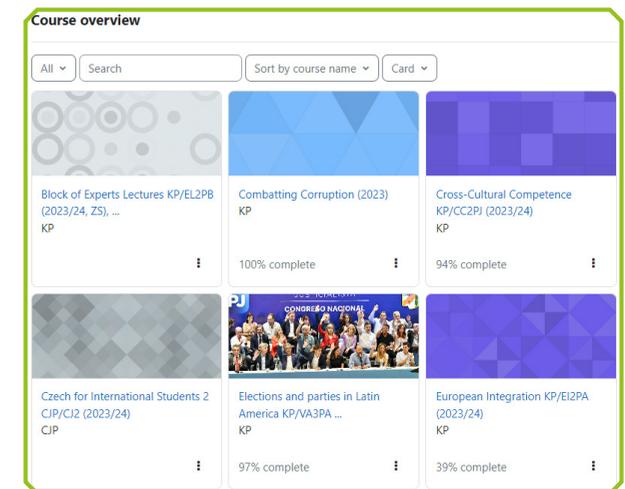


Fig. 20 – Moodle: My Courses section

## 3. Courses

Once you enter a selected course in Moodle, you'll see the course structured with various sections containing materials and activities. These sections typically include resources such as lecture notes, readings, assignments, quizzes, and discussion forums.

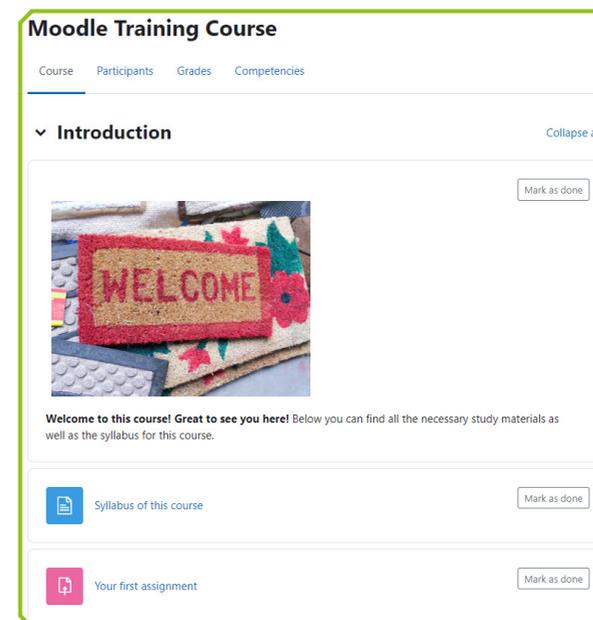


Fig. 21 - Moodle course showcase

While exploring your course in Moodle, let's take a moment to highlight the key components you'll encounter most often:

**Accessing Course Materials:** In each course, you'll find materials such as lecture notes, readings, documents or even videos organized into sections. Click on the sections to view the materials. These materials, represented by blue icons, form the core of each course, providing essential study resources and additional content for your learning.

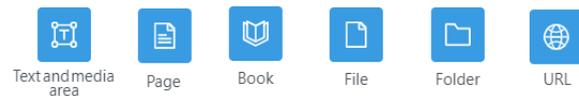


Fig. 22 - Blue icons: resources

**Submitting Assignments and Taking Quizzes:** Course may include interactive elements where students actively engage and participate. Examples include assignments and quizzes.

To submit an **assignment**, click on the assignment link within the course, read the instructions carefully. After creating your assignment attach your file, and click on the submit button. There might be deadlines set for each assignment so make sure to hand out them in time!

**Quizzes** serve as assessments of your understanding of course material. Access them from the course page, read the instructions, answer the questions, and submit your quiz. Quizzes may also function as examinations or final tests, contributing to your overall course grade!



Fig. 23 - Pink icons: assignments and quizzes

**Participating in Discussions:** Some courses may feature discussion forums where you can interact with your classmates and instructors. Click on the forum link to view and participate in various discussions.



Fig. 24 - Orange icon: forum

Remember to explore and familiarize yourself with the different features and tools available in Moodle to optimize your learning experience. If you encounter any difficulties or have questions, don't hesitate to reach out to your instructors or the Moodle support team for assistance.



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