University of Szeged, Faculty of Law and Political Sciences

A quick guide to our platforms

NEPTUN, CooSpace, Modulo

https://www.neptun.u-szeged.hu/

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Neptun

To sign up to Neptun, visit www.u-szeged.hu/registration. After you read the terms of use you need to fill the gaps with your data. If your registration was successful the system generates you a Neptun ID and you can create a password – which you can change at any time.

This username and password will be needed for all three platforms!

Neptun is used during the period for choosing courses, in examination period furthermore this platform provides opportunities to look after your finances – e.g.: scholarship.

At the beginning of your studies, you have to register for courses. You can easily find the subjects by clicking on the „register for subject" option.

You need to select the term to be able to register for courses.

Below the terms, you can choose whether you want the elective subjects or the subjects from the curriculum to be listed. The "Recommended term" column can help choose the right courses but it is recommended to look up your syllabus. To register for a subject you need to click on the "register" option. In most cases, there are many available courses. In these cases, it is your choice which option is the most suitable for you. You need to select the chosen course and by clicking on "save" your registration is completed.

It is important to pay attention to the course's limits!

One of Neptun's practical functions is the class schedule planner. While adding courses or before the period for choosing courses you have the opportunity to plan your schedule to see if you added more than one course at the same time.

Neptun is used during the examination period for exam registration or deregistration. You can only drop an exam 24 hours before the exam. The method of exam registration is similar to subject registration. You have to click on "Exams" then on "Exam Registration" to see the exams listed.

During the semester you have the opportunity to get offered grades. This means you do not have to take an exam to get a grade you only need to approve the grade.

CooSpace

CooSpace is the most frequently used platform during your studies: https://www.coosp.etr.u-szeged.hu/

First, you have to set up your profile.
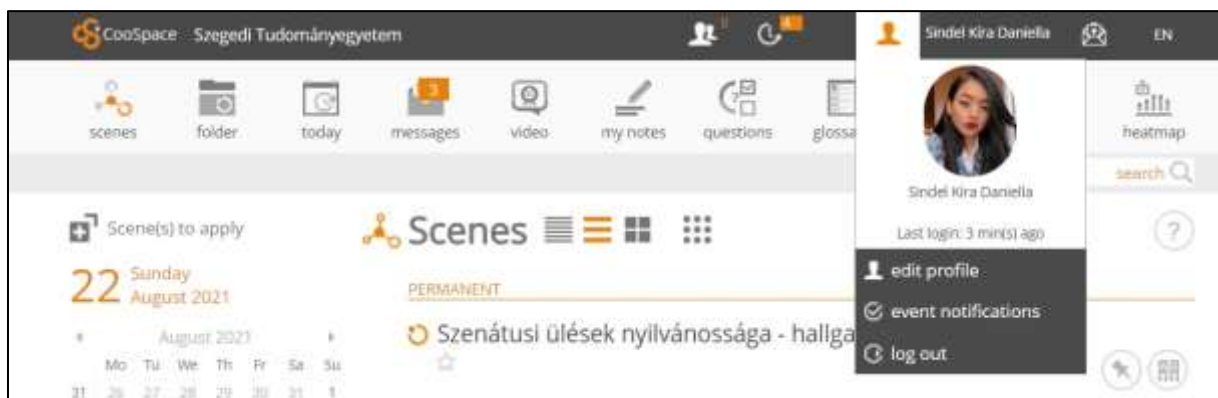
It can be done by clicking on "edit profile" and there you should give your **email address** furthermore you can upload a photo of yourself, change the password or you can even set which events you want to be notified of. Remember to click on "save" at the bottom of the page when you are done with the settings. It is very important to give a valid email address, as the system can send you automatic email messages if there is new content on any of your course sites (it is up to settings by the teacher) or if you have a new message! Please make sure that you get these emails and modify the settings of your email system if needed because these CooSpace emails may arrive in the spam box!

At the top there is a "What happened?" section where you can see the chronological order of the events. By clicking on one of them it will automatically open the event.
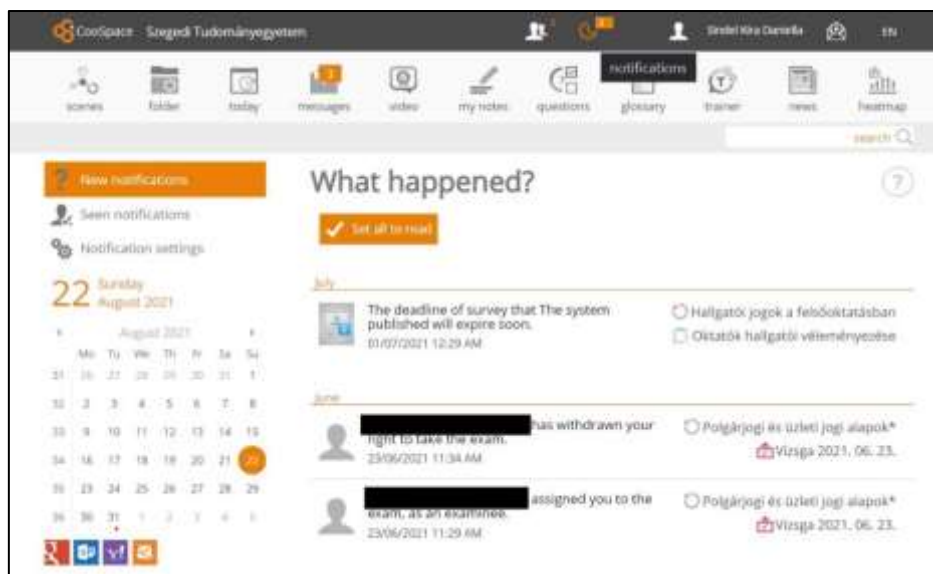
In the messages section, you can read your incoming messages and you can send messages.

The most used icon will be the "scenes". There are two sections: permanent and the ones related to the given semester's taken subjects. The permanent sections provide you with information about the semester(s). In the other section, there will be scenes of all your taken subjects. Click on a subject to open the scene. Under the title, you can see the description, requirements, scene information and topics.
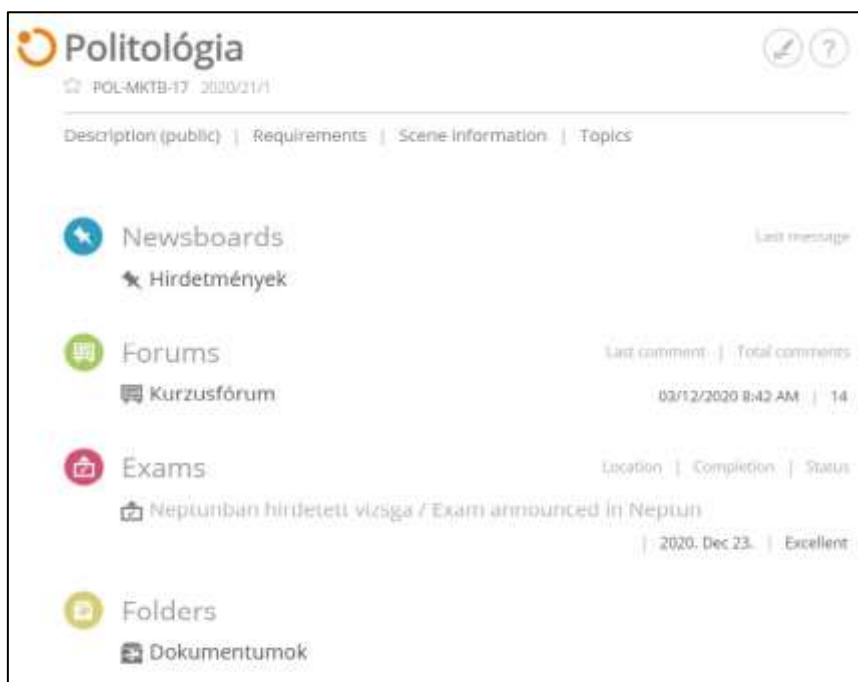
Each course scene has its own main elements:

newsboards *(hirdetmények):* here, the teacher can pin the most important information to call the attention;

forums (*kurzusfórum*): this is a message board where information can be placed by everybody who is registered for the course incl. the teacher and the administrative staff! If you wish to

send a private message to the teacher or your classmates, please use the message function which can be found in the headline.

folders (*dokumentumok*) section is the most important part of the scene where the teacher can upload course materials for you.

To see more information regarding these you have to click on one of these and the "?" icon.

Apart from these basic elements, you may also find here different other icons, it is up to the settings the teacher of the course uses. Here, in this picture, you can see the icon called 'exams' and the sub-title: *Neptunban meghirdetett vizsga/Exam announced in Neptun*. It means that during the exam period this exam was performed in the form of CooSpace (online) test and the test was available here. Such setting may appear only after the exam is settled in the Neptun system, so generally, at the end of the semester and during the exam period. However, during the semester, other different icons may appear, in fact, whatever the teacher sets!

See the fragment of the scene of another course, for example:

So, you may also find the icon of online tests during the semester, course tasks, surveys, etc. if your teacher sets them, gives you homework and create a surface where you can submit it (instead of sending it in emails), so pay attention to changes and **visit regularly the site** (in case you don't get the automatic email from the system about the changes)!

Modulo

Modulo is mainly for assisting students in administrative issues: https://modulo.etr.u-szeged.hu/Modulo2/default/login/index

After login, you see the main page. This platform is used for submitting claims to the Student Office, upload different materials like scholarship apply, etc. Remember, that if a certain administrative task shall be done via Modulo, your attention is always called to it and you will find the icon of the task on the platform.
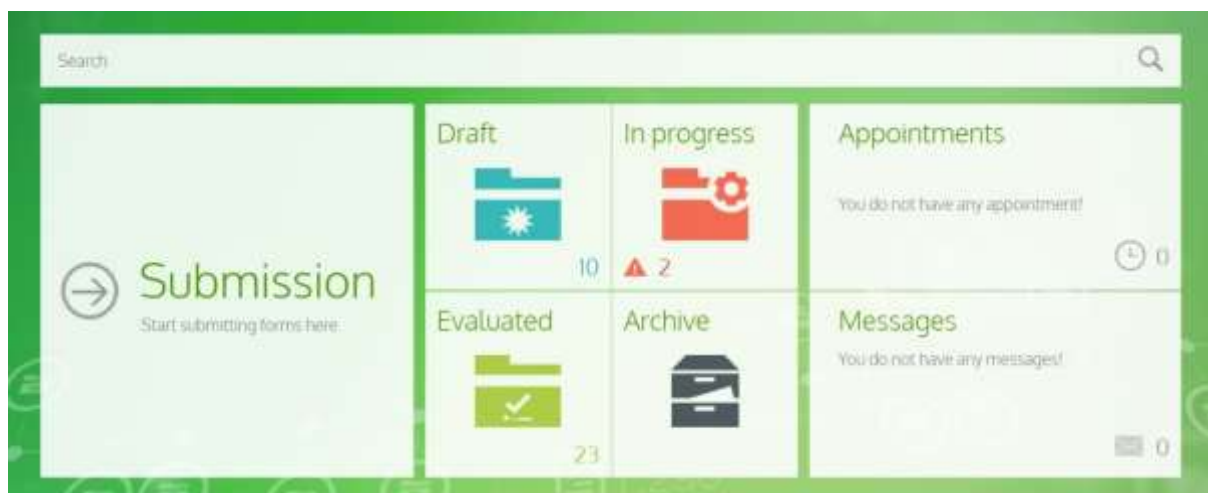
Clicking on "submission" allows you to search for forms you would like to submit. Drafts contain all the forms you opened but have not submitted yet. It is important to pay attention to each form's limit: once you open a form and start filling it in it goes to "drafts" and counts as one from the limit. Therefore it is recommended to continue editing each form from the drafts.

When you submit a form it goes into the "in progress" section until it is evaluated.

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