

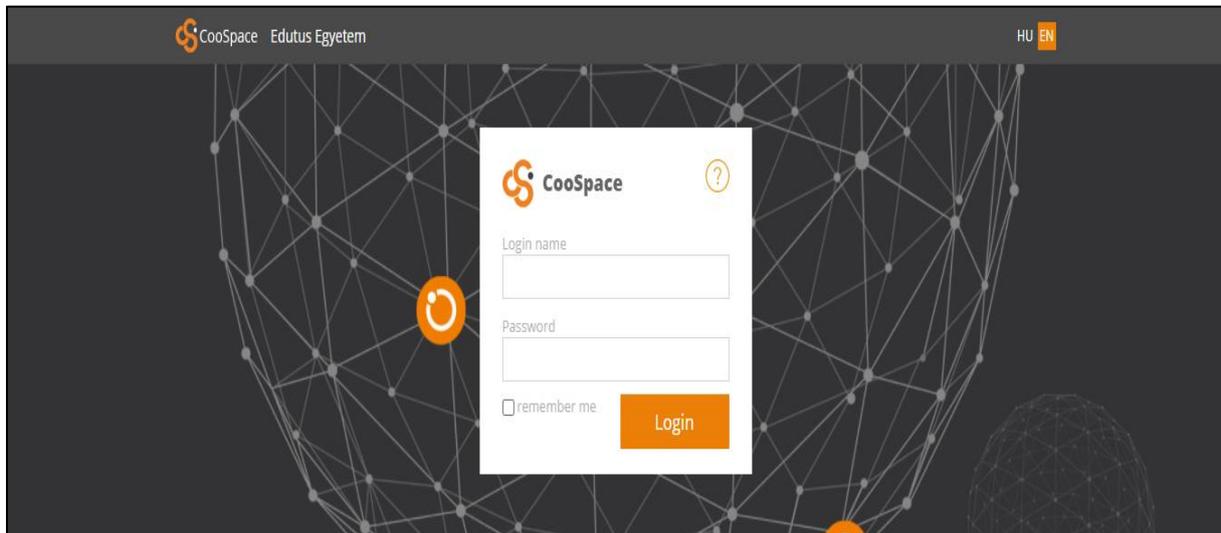
## MANUAL TO THE EDUTUS UNIVERSITY COOSPACE SYSTEM

During the Microsoft Teams based online webinar education, the contact classroom lectures from the different units will be video recorded or in case of vis major events (e.g. pandemic), the education will take place purely in online form.

The „ **Manual to the installation of the „Microsoft Teams” e-learning software**” document describes in detailed manner how to install this software on your computer. You can make online connection via this software, if you can not personally attended the contact classroom lectures.

This „ **Manual to the Edutus University Coospace System**” document provides brief explanation how to enter the Edutus Coospace System. Inside this online space, typing the name of the relevant unit in the search filed, you can gain access to the previously video recorded contact or online classroom lectures, therefore you can back these videos anytime at your convenience. In addition, you can find useful study materials in the given submaps as well.

### STEP 1.



Please enter into the Edutus Coospace System. You can use any type of Internet browser (e.g. Google Chrome, Firefox, Edge or any mobile application independently your smart phone operational system (Android, iOS)

URL address: <https://edutus.coospace.hu/>

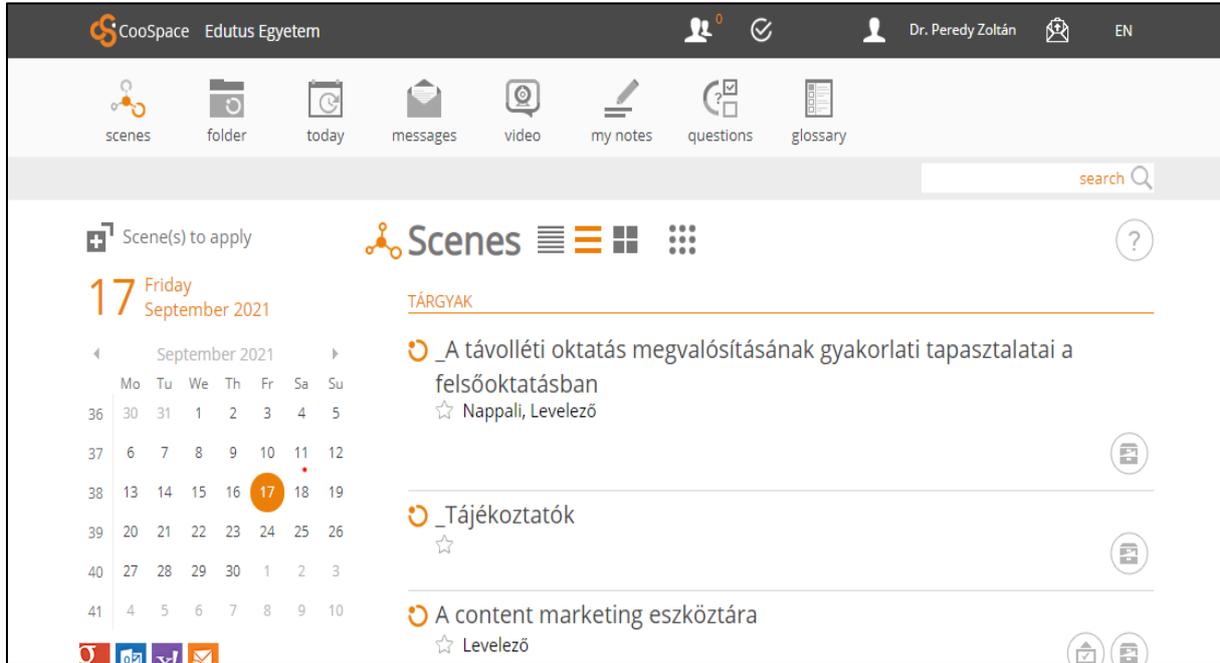
Please click on the right side EN button, selecting the English version:

<https://edutus.coospace.hu/?lang=en>

You have to type your learner login name and password got previously from the Edutus University.

## STEP 2.

After the successful entrance you will see the below screen:

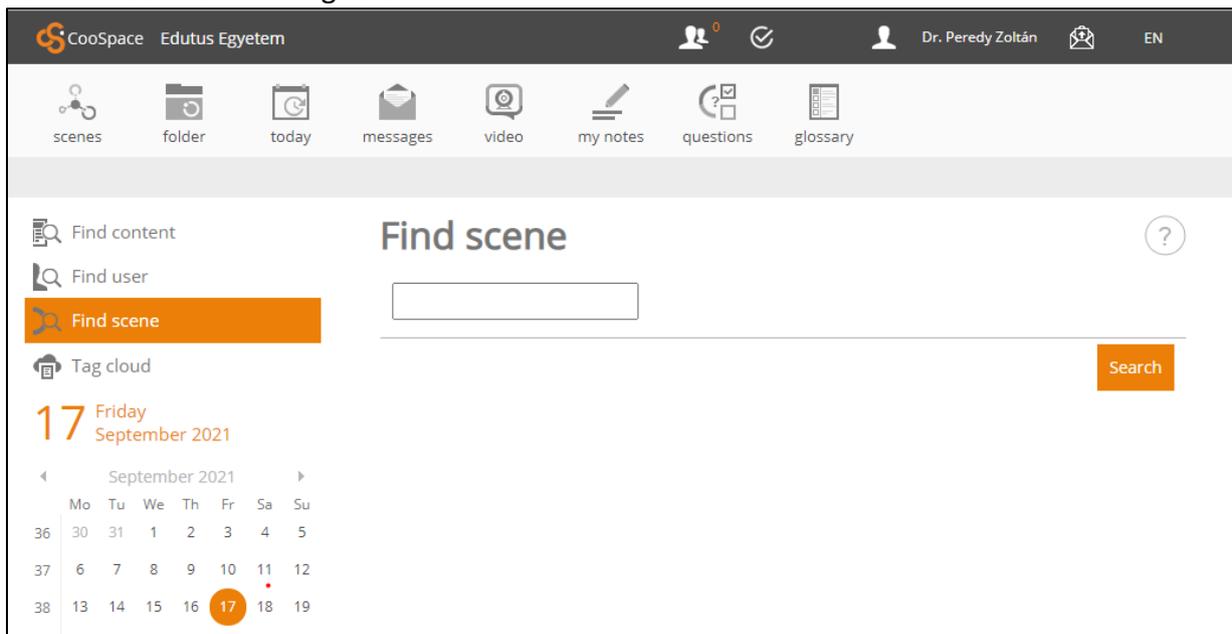


The screenshot shows the CooSpace Edutus Egyetem dashboard. At the top, there is a navigation bar with the CooSpace logo, the text "Edutus Egyetem", and user information for "Dr. Perydy Zoltán" in "EN". Below the navigation bar is a row of icons for "scenes", "folder", "today", "messages", "video", "my notes", "questions", and "glossary". A search bar is located on the right side of the dashboard. The main content area is divided into two sections. On the left, there is a calendar for September 2021, with the date "17 Friday" highlighted. On the right, there is a list of scenes under the heading "TÁRGYAK". The first scene is "\_A távölletti oktatás megvalósításának gyakorlati tapasztalatai a felsőoktatásban" with a star icon and the text "Nappali, Levelező". The second scene is "\_Tájékoztatók" with a star icon. The third scene is "A content marketing eszköztára" with a star icon and the text "Levelező".

If you would like to gain access to the relevant scene (the map of the given unit including the previous video records and the study materials), please select at the empty search field the "FIND SCENE" option.

## STEP 3:

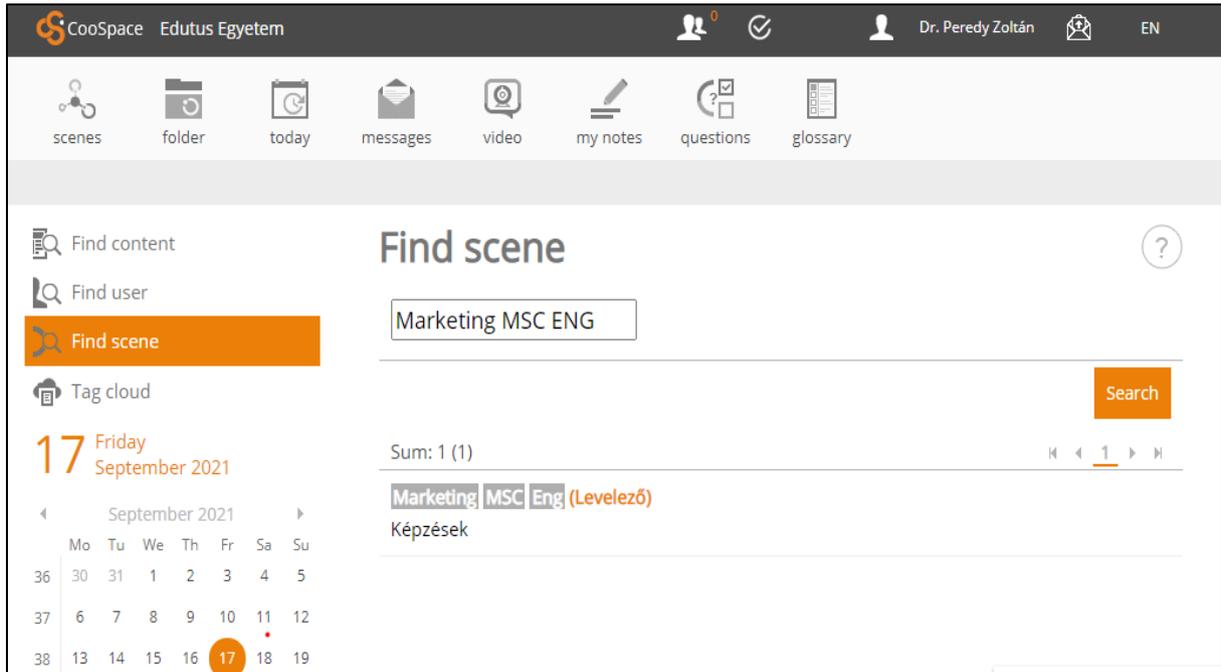
You will see the following screen:



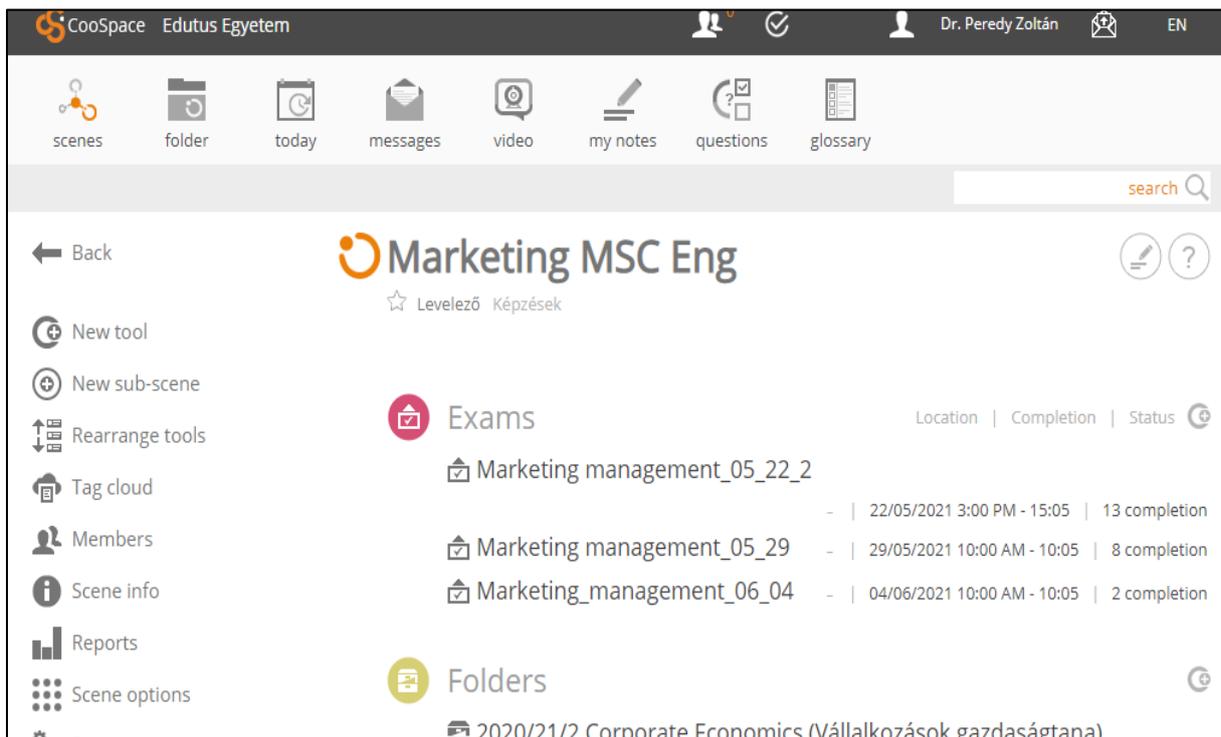
The screenshot shows the CooSpace Edutus Egyetem dashboard with the "Find scene" search interface. The navigation bar and icons are the same as in the previous screenshot. The main content area is divided into two sections. On the left, there is a search menu with options: "Find content", "Find user", "Find scene" (highlighted in orange), and "Tag cloud". Below the search menu is a calendar for September 2021, with the date "17 Friday" highlighted. On the right, there is a search bar with the text "Find scene" and a search button labeled "Search".

Please type in the empty cell the name of your relevant issue: eg. Marketing MSC ENG and then click on the Search button.

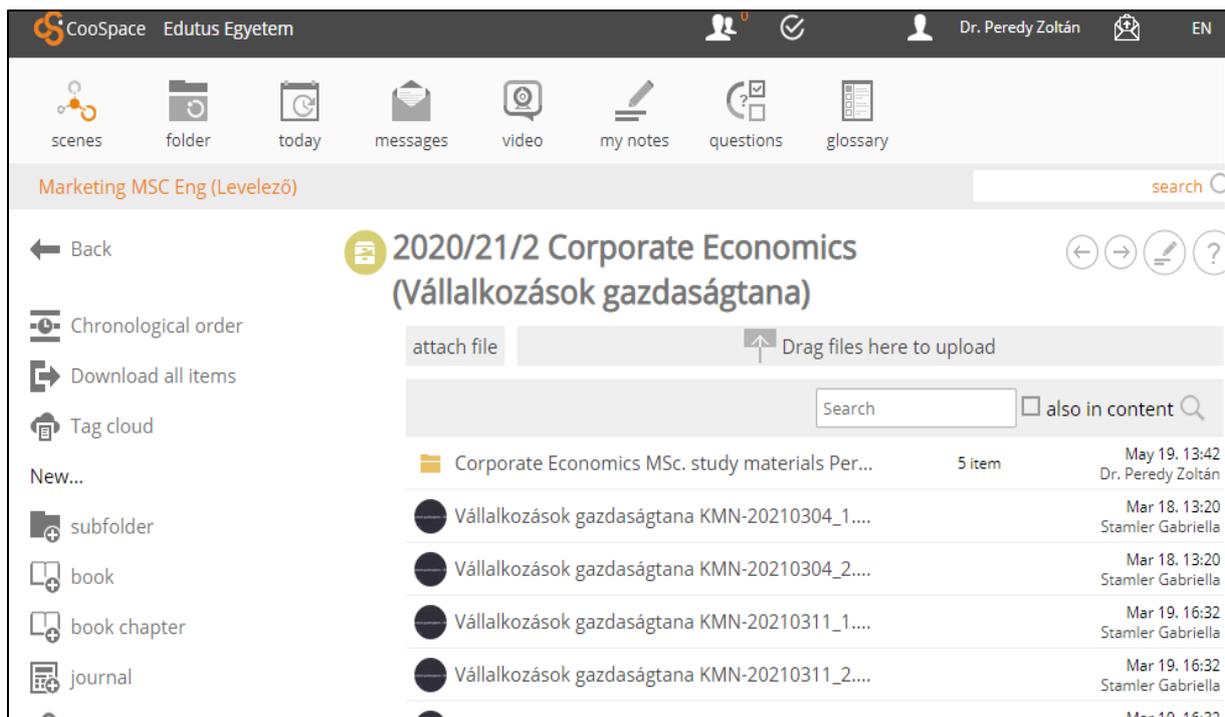
**STEP 4.:**



Please click in the link and enter into the SCENE



Please select the appropriate folders (e.g. Corporate Economics) and then click it:



You gained access to the Study Materials and the Video Records of the classroom lectures and presentations.

#### STEP 5.:

If you finished your work, you can logout (leave the Edutus Coospace System) by click on your name in the upper right corner and using the logout function:

