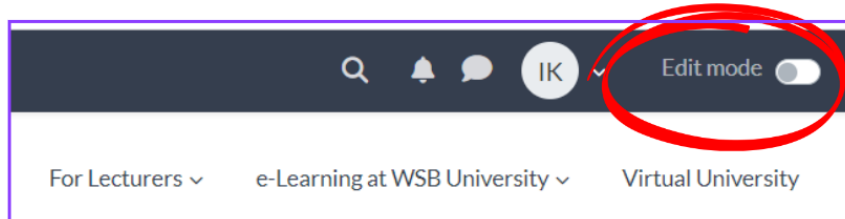


How to enable the edit mode?

The 4.0+ platform changes the user interface and its previously placed key functionalities. One of these functionalities is the so-called edit mode. So far, this mode has been available from anywhere where we had enough permissions and was visible at the top of the screen. After the update, it was moved to the navigation bar right next to the user's avatar.

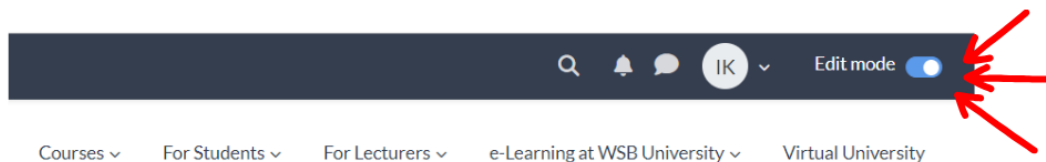


Edit mode in the navigation bar.

Depending on where you are, the edit mode plays its role in a different way, although it is always associated with some modification.

The edit mode in the dashboard

In the dashboard, i.e. the place you reach after logging in, the edit mode is used to modify blocks presenting information aids on the platform. With this mode running, you can position, add and delete blocks in the main part of the screen or its hidden part – **the side menu.**



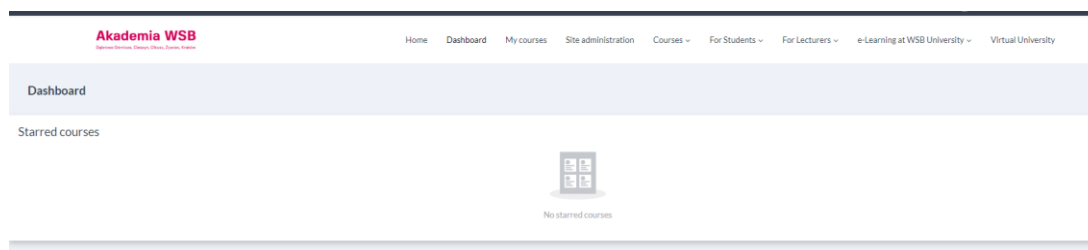
Dashboard view when the edit mode is enabled

“Dashboard” and “My Courses”

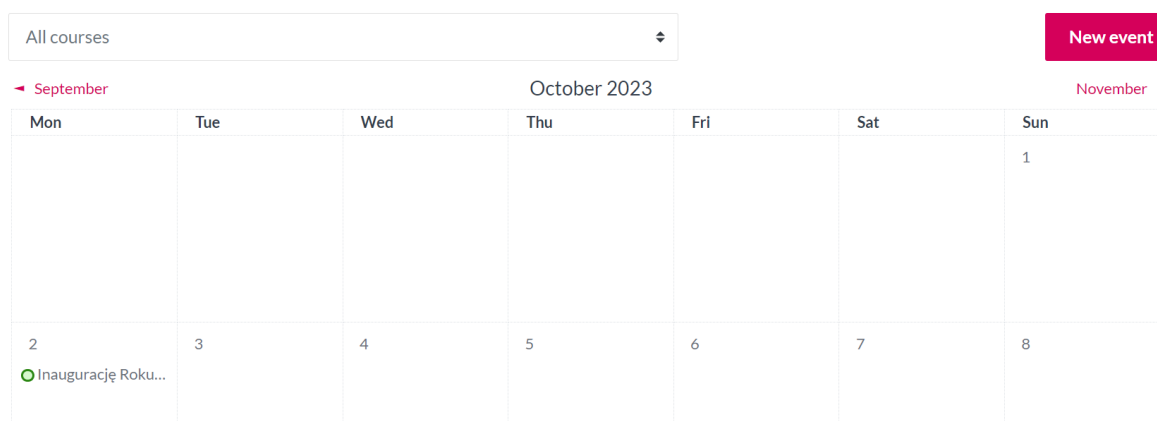
After logging into the OnlineWSB platform, you are redirected to the “dashboard”. There are two sections in the dashboard:

“Starred courses” – this is a section where you can see the courses which you are enrolled in and which you have starred in order to have them “at hand”.

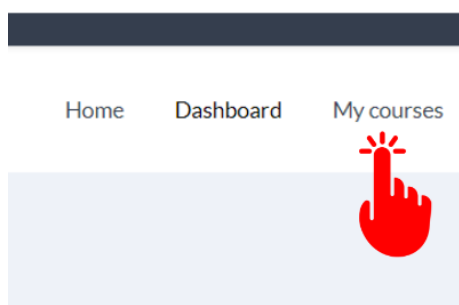
“Calendar” – this is a section where you can see important dates for activities in the courses which you are enrolled in.



Calendar

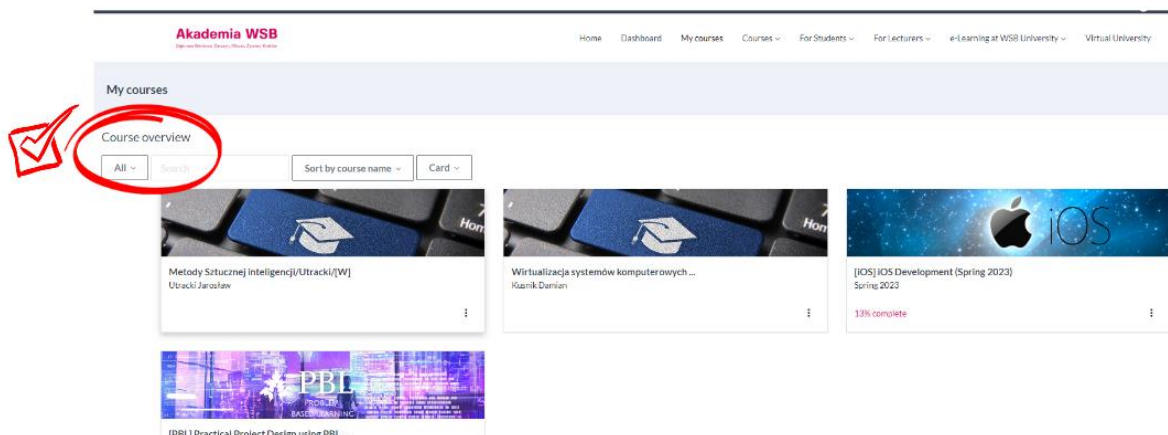


To see all the courses you are enrolled in, click the “My Courses” tab at the top of the page – click the icon at the bottom of the screen in the app.



In the “My Courses” tab, you can see all the courses you are enrolled in on the platform.

Attention! it is important which filter is set in the course view. It’s best to select “all”



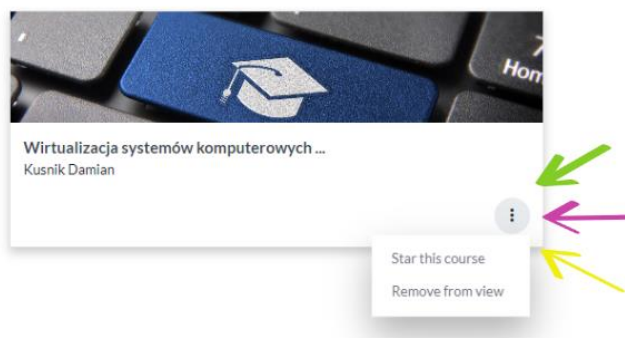
Courses that you often use and want to have easy access to can be starred – then they will be visible in your dashboard.

Courses from previous semesters that you no longer use and which are still visible in “My Courses” can be “hidden”.

In the “My Courses” tab, click on the “three dots” on the tile with the name of the course or “three dots” on the right side of the course name, if this is a list of courses and choose from the list:

- **“Star the course”** – if you want the course to be visible in the dashboard
- **“Remove from view”** or **“archive”** (when using the application) – if you do not want the course to be visible in the “My Courses” tab.

These courses are visible by setting the filter “Removed from view” (“Archived” for the application).



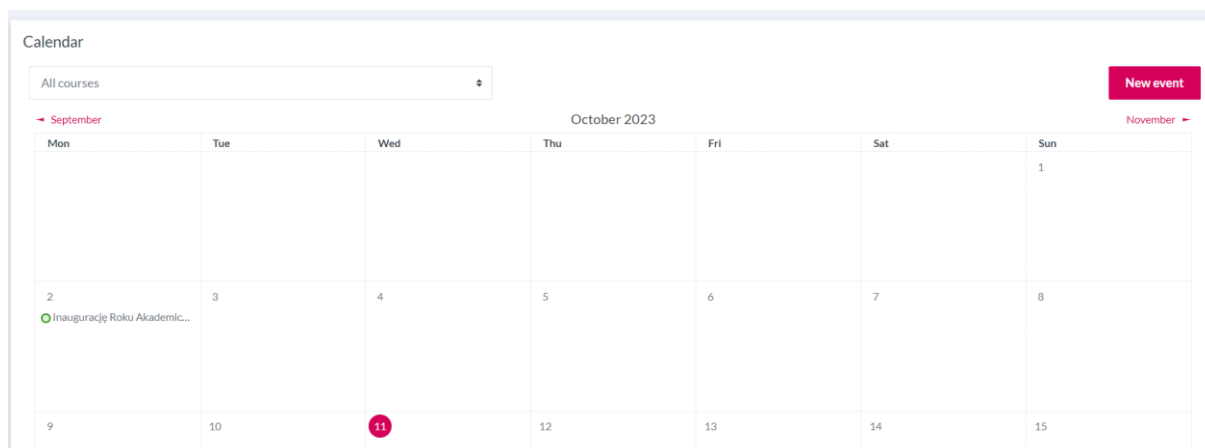
If you want to unstar the course, you can do so in the “My Courses” tab again by clicking on “three dots” and selecting “Unstar the course”.

Starred courses are visible in the dashboard in the form of “cards” set in one line. If there are more of them – below the cards there is a “slider” which should be moved to see the next courses.

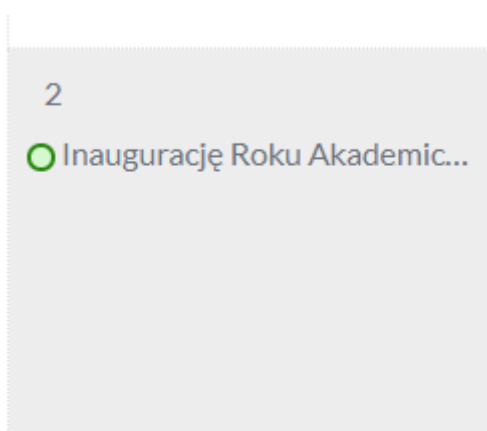


Calendar

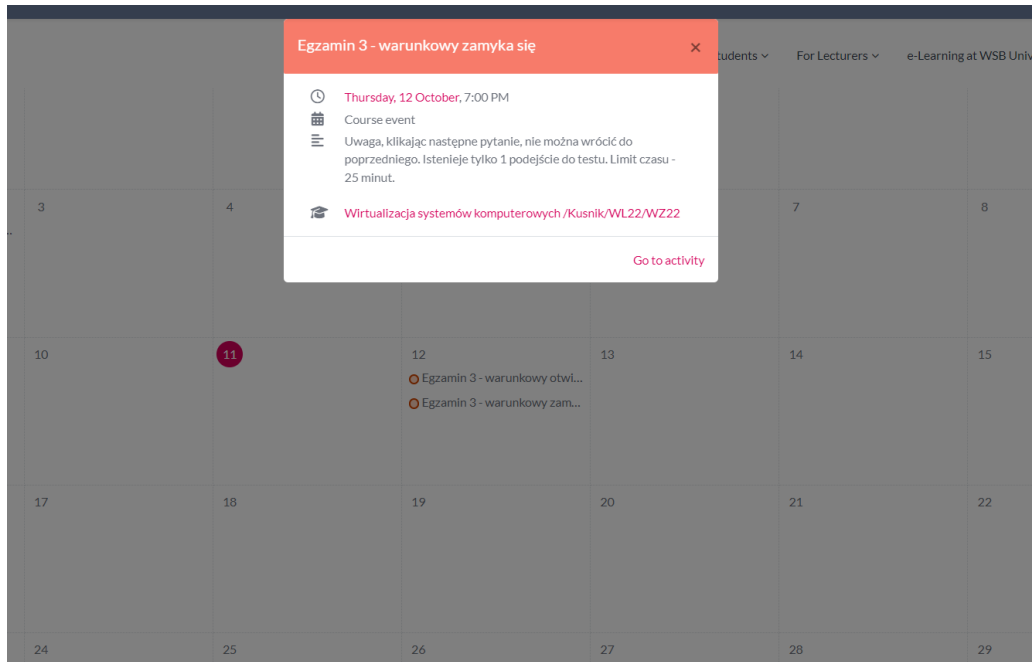
In the dashboard, which you can reach, for example, by clicking on the “Dashboard” navigation bar, there is a calendar in the main part of the screen.



The calendar on the platform is a block that allows you to track your assignments and all activities in the courses you are enrolled in. The calendar may also contain entries entered by the user and by the Platform administrator.



You can click on the entry in your calendar to see the details of the entry, and if necessary, go directly to the course or activity from which the entry originates.



Like with an ordinary calendar, you can also add your own entries to the built-in calendar in the platform. All entries that are included in the calendar will keep you informed by e-mail reminder to your account about the upcoming event.

