

Students Guide to edu.GreenEcoLaw



GreenEcoLaw



1495



UNIVERSITY OF
ABERDEEN

MSc in Economic and Legal Aspects of the Green Transition

Contents

1. Getting Started & The Login Process.....	2
1.1 Introduction.....	2
1.2 Accessing the Platform	2
2. User Interface	4
2.1 The Block Drawer (Right Side).....	6
2.2 The My Courses.....	7
3. The Course Page.....	8
3.1 Horizontal Navigation Menu (Top Navigation).....	8
3.2 The Course Index (Left Menu)	9
3.3 The Main Content Area (Main Content Area)	9
3.4 Progress Tracking (Completion Tracking)	11
3.5 Assignments: Submitting Your Work	12
3.6 Quizzes & Exams	12
3.7 Communication & Forums	12
3.8 The Grades Area	13
4. Accessibility Guide: Customizing edu.GreenEcoLaw to Your Needs	14
5. Troubleshooting & Frequently Asked Questions (FAQ)	15

1. Getting Started & The Login Process

1.1 Introduction

This brief manual outlines the essentials of the **edu.GreenEcoLaw** asynchronous learning environment for students in the MSc in Economic and Legal Aspects of the Green Transition.

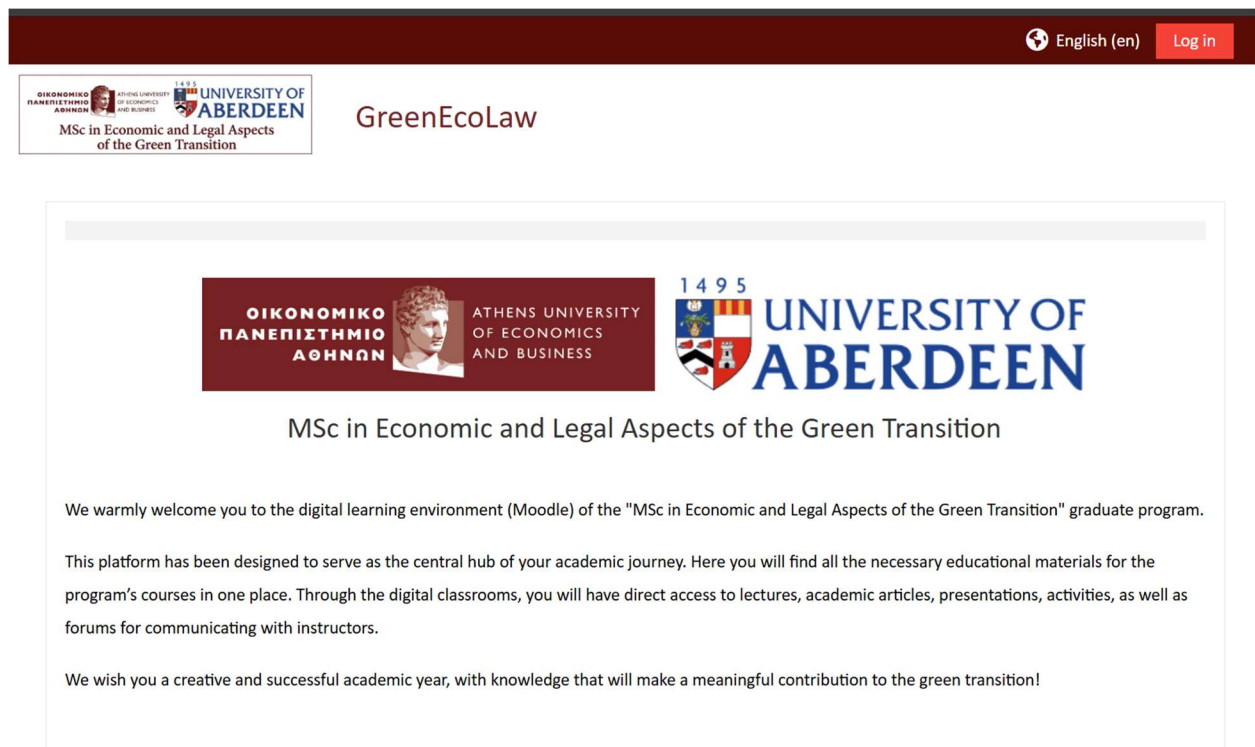
Access is straightforward: simply use your institutional AUEB account (LDAP authentication) provided during your registration.

For account recovery or password resets, please go to <https://mypassword.aueb.gr/>.



1.2 Accessing the Platform




To access the **edu.GreenEcoLaw** platform, please visit the following URL:

<https://edu.greenecolaw.aueb.gr/>



English (en) Log in

  **GreenEcoLaw**

MSc in Economic and Legal Aspects of the Green Transition

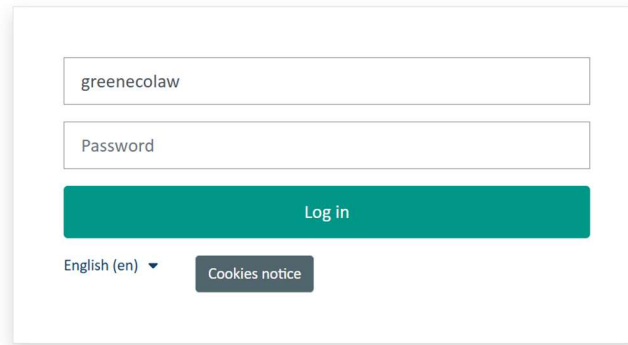
We warmly welcome you to the digital learning environment (Moodle) of the "MSc in Economic and Legal Aspects of the Green Transition" graduate program.

This platform has been designed to serve as the central hub of your academic journey. Here you will find all the necessary educational materials for the program's courses in one place. Through the digital classrooms, you will have direct access to lectures, academic articles, presentations, activities, as well as forums for communicating with instructors.

We wish you a creative and successful academic year, with knowledge that will make a meaningful contribution to the green transition!

and click "Log In". On the new page, enter your username and password, then click "Log In"

GreenEcoLaw



A login form for GreenEcoLaw. It features two input fields: the first contains the text 'greenecolaw' and the second is labeled 'Password'. Below these fields is a teal 'Log in' button. At the bottom left, there is a language selector showing 'English (en)' with a dropdown arrow, and a dark grey 'Cookies notice' button.

[Forgotten your username or password?](#)

Troubleshooting: If you see a "Login failed" message, check if your Caps Lock is.

2. User Interface

After logging in, you will see the home page, which is the Dashboard. In this page, students are greeted by a clean and organized interface designed for optimal time management.

The screenshot displays the GreenEcoLaw dashboard. At the top, a dark red navigation bar contains a hamburger menu icon, notification and chat icons, and the text 'English (en) MSc GreenEcoLaw' next to a circular profile icon labeled 'MG'. Below this is a dark blue header with the 'GreenEcoLaw' logo and navigation links for 'Home', 'Dashboard', 'Courses', and 'Help'. The main content area is titled 'Timeline' and includes a filter for 'Next 30 days', a 'Sort by dates' dropdown, and a search box for activity types or names. Two activity entries are shown: a quiz on Tuesday, 31 March 2026 at 23:59, and an assignment due on Saturday, 4 April 2026 at 16:00. The 'Recently accessed courses' section at the bottom features two course cards with detailed infographics and titles: 'Law of Green Public Procurement ...' and 'Current Trends in Corporate Sustai...'. A left-side navigation menu is partially visible on the right edge of the dashboard.

At the top of the page, you'll see the "Timeline," which immediately displays upcoming assignments and deadlines, with the option to filter by date or course. At the same time, the "Recently accessed courses" section allows you to quickly return to where you left off.

Next is the "Calendar". The Calendar lists all important dates in one place: assignment deadlines, upcoming quizzes, course video conferences, and institutional holidays.

In the right-hand drop-down menu (Block Drawer), you can find your courses and Upcoming events.

Additionally, the main navigation menu at the top offers direct access to your messages, notifications, and profile, creating a complete "control center" for your daily studies.

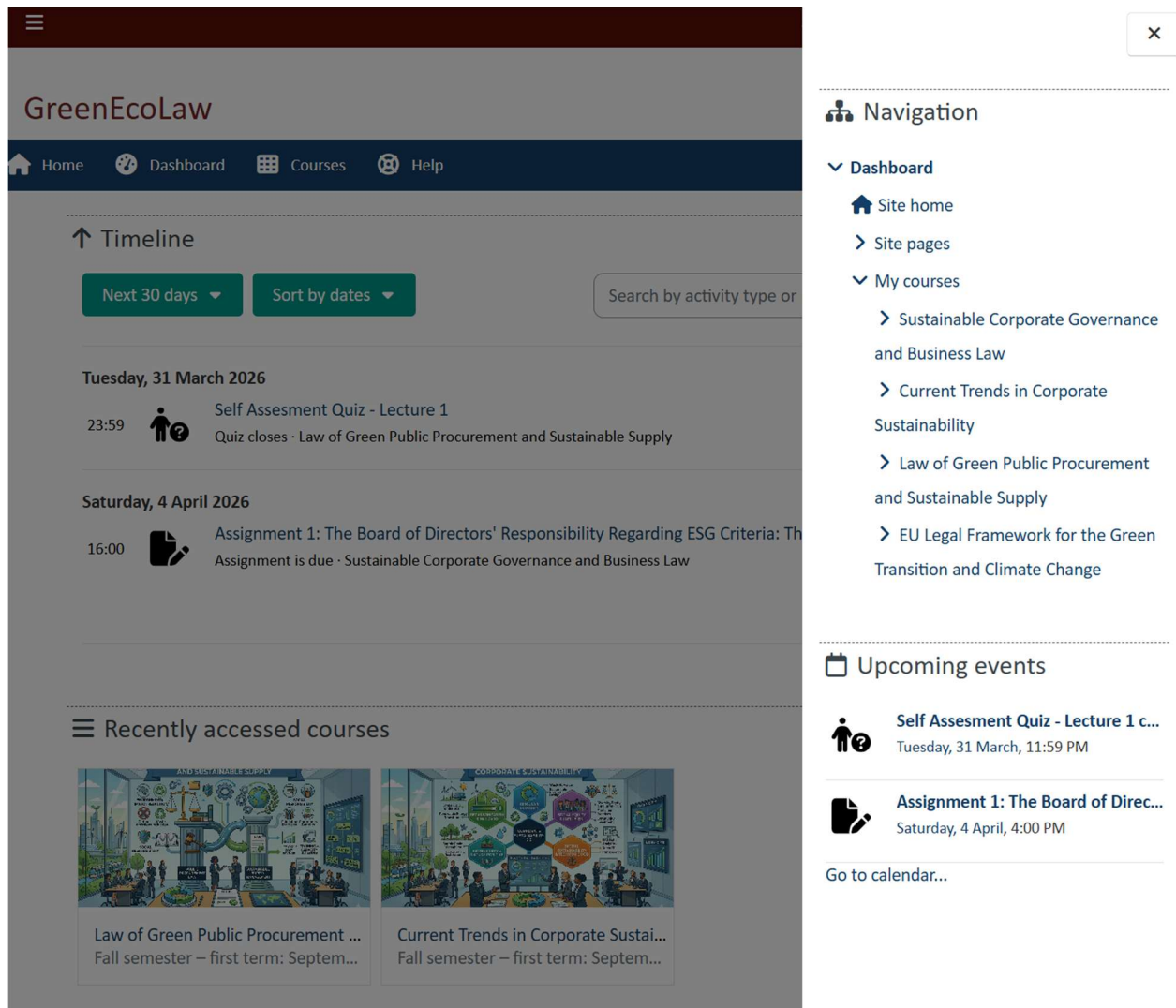
Upon your first login, you should:

1. Click your profile icon (top right).
2. Select **Profile-> Edit Profile**.
3. Ensure your **Email address** is correct (this is where forum notifications go).
4. Upload a professional profile picture to help your tutors identify you.

The screenshot shows the 'Edit profile' page for a user named 'MSc GreenEcoLaw'. The breadcrumb navigation at the top reads: Home > Preferences > User account > Edit profile. The page title is 'MSc GreenEcoLaw'. There are two main sections: 'General' and 'User picture'. The 'General' section includes fields for 'First name' (MSc), 'Last name' (GreenEcoLaw), 'Email address' (spilios76@gmail.com), 'Email visibility' (Visible to course participants), 'City/town', 'Select a country' (Greece), and 'Timezone' (Server timezone (Europe/Athens)). The 'User picture' section shows the current picture as 'None' and a 'New picture' upload area. The upload area has a maximum file size of 512 MB and a maximum number of files of 1. It contains a file manager interface with a 'Files' section and a drag-and-drop area with the text 'You can drag and drop files here to add them.' Below the upload area, it lists 'Accepted file types: Image files to be optimised, such as badges .gif .jpe .jpeg .jpg .png'. There is also a 'Picture description' field.

2.1 The Block Drawer (Right Side)

The Block Drawer (Right-Hand Drop-Down Menu) is a utility area on the right side of the screen. This is where useful tools (blocks) like your Courses and Upcoming Events.



The screenshot displays the GreenEcoLaw dashboard interface. The main content area on the left features a 'Timeline' section with filters for 'Next 30 days' and 'Sort by dates', and a search bar for 'Search by activity type or'. The timeline shows two events: a 'Self Assessment Quiz - Lecture 1' on Tuesday, 31 March 2026 at 23:59, and an 'Assignment 1: The Board of Directors' Responsibility Regarding ESG Criteria: The Assignment is due' on Saturday, 4 April 2026 at 16:00. Below the timeline is a 'Recently accessed courses' section with two course cards: 'Law of Green Public Procurement ...' and 'Current Trends in Corporate Sustai...'. On the right side, a 'Block Drawer' is open, showing a 'Navigation' menu with options for 'Dashboard', 'My courses', and 'Upcoming events'. The 'Dashboard' menu includes 'Site home', 'Site pages', and 'My courses' (with sub-items like 'Sustainable Corporate Governance and Business Law', 'Current Trends in Corporate Sustainability', 'Law of Green Public Procurement and Sustainable Supply', and 'EU Legal Framework for the Green Transition and Climate Change'). The 'Upcoming events' section lists the two events from the timeline with icons and dates.

Its main advantage is that you can "collapse" it (by clicking the corresponding icon) while reading, so you can enjoy the maximum possible screen space without distractions from the course material.

2.2 The My Courses

The "My Courses" page displays only the courses you are enrolled in. There, you can view your progress bar, filter courses by semester, and "pin" your favorites.

English (en) MSc GreenEcoLaw MG

Home Dashboard Courses Help

Home > Site pages > My courses

Course overview

All Search Sort by course name Card

Current Trends in Corporate Sustainability
Fall semester – first term: September – December

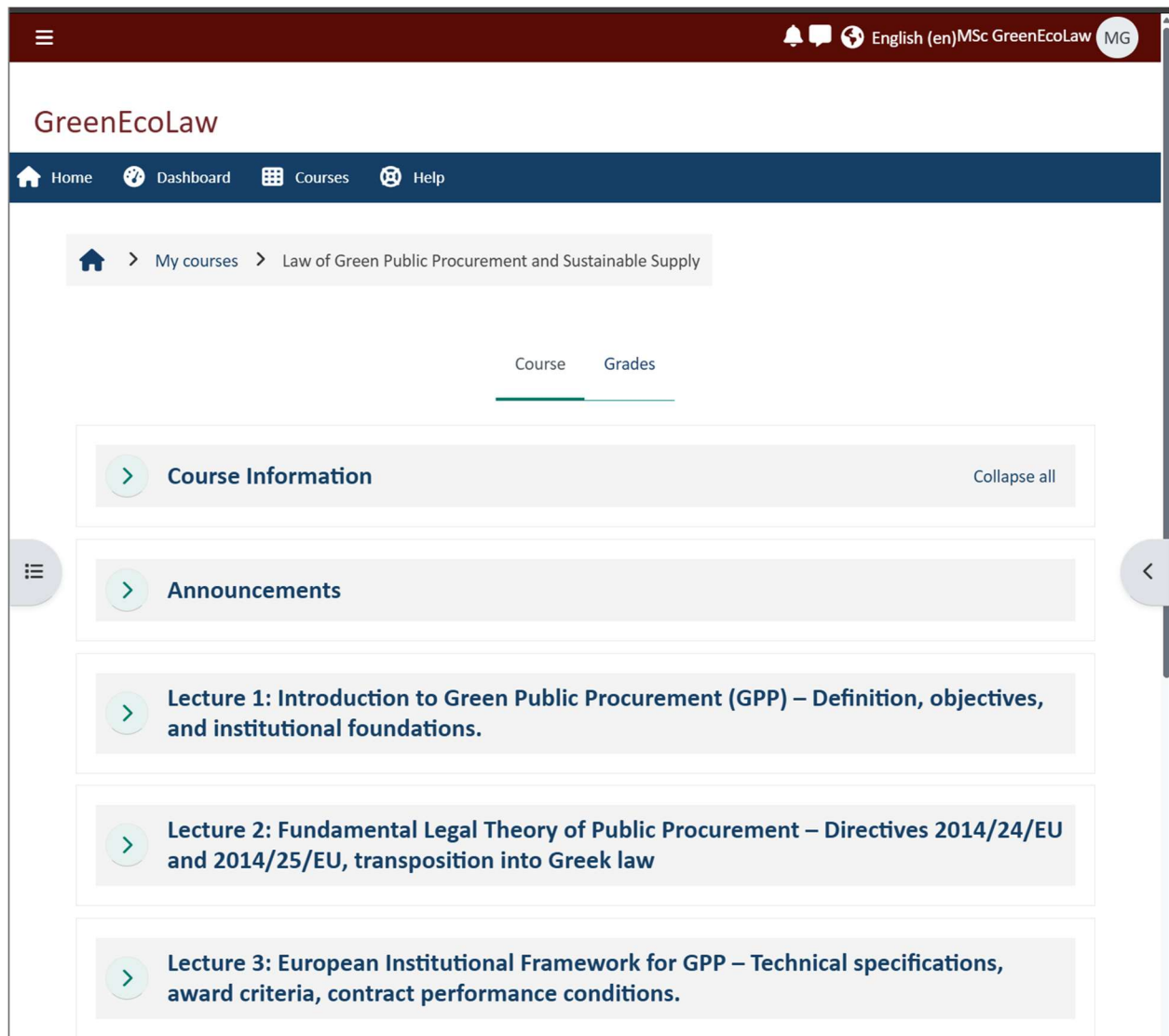
EU Legal Framework for the Green Transition and ...
Fall semester – first term: September – December

Law of Green Public Procurement and Sustainable Supply
Fall semester – first term: September – December

Sustainable Corporate Governance and Business Law
Fall semester – first term: September – December

3. The Course Page

The Course Page is at the heart of your learning experience. When you select a course, you are taken to that course’s digital space. Below is a breakdown of all the elements you’ll encounter.



3.1 Horizontal Navigation Menu (Top Navigation)

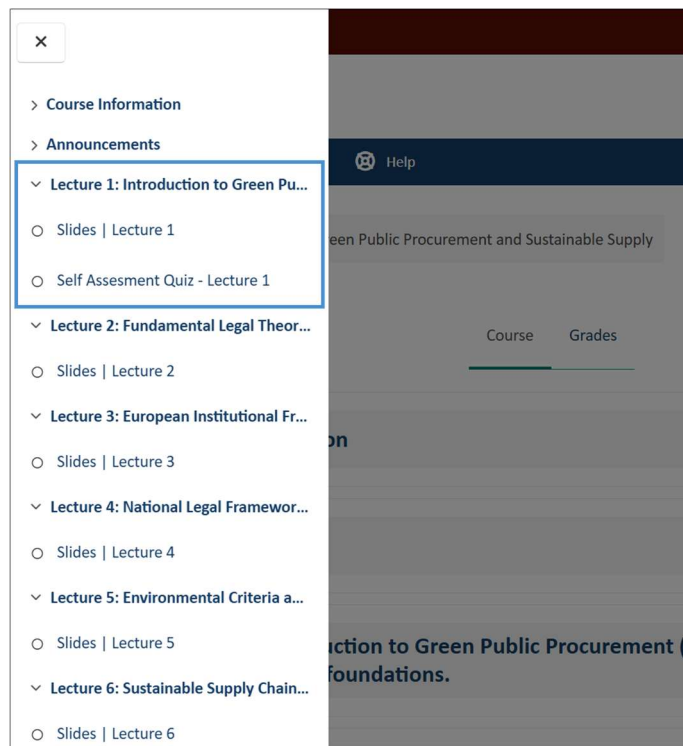
Just below the course title, there is a horizontal menu that provides direct access to the course’s main features:

Course: This option always takes you back to the main page with the course content.

Grades: Your personal grade report for the course. This page displays your grades from assignments, quizzes, and final exams, along with detailed feedback from your instructors.

3.2 The Course Index (Left Menu)


On the left side of the screen is the interactive "map" of the course. This is an index that remains fixed as you scroll down (sticky navigation). It allows you to navigate directly to any section, week, or file with a single click. If you need more reading space on your screen, you can close the menu by clicking the icon in the top-left corner.




3.3 The Main Content Area (Main Content Area)


This is the "heart" of the course, organized into Modules (Thematic or Weekly). In the main area, you will find two basic categories of material, which are visually distinguished by their colored icons:


- Learning Resources (Green/Gray icons): The passive educational material. It includes files (PDFs, PowerPoint presentations), folders (collections of files for bulk download), links (URLs) to videos, and digital "Books" with their own internal menu.
- Activities (Pink/Red and Blue icons): This is where you are encouraged to interact. You will find "Assignments" for uploading your files, "Quizzes" for self-assessment, and "Forums" for discussion. Pay special attention to the "Announcements Forum," as this is where the instructor posts official instructions, which are also sent to your email.


 > [My courses](#) > [Law of Green Public Procurement and Sustainable Supply](#)


[Course](#) [Grades](#)


 **Course Information** Collapse all

 **Announcements**

 Announcements

 **Lecture 1: Introduction to Green Public Procurement (GPP) – Definition, objectives, and institutional foundations.**

 Slides | Lecture 1 To do ▼

 Self Assesment Quiz - Lecture 1 To do ▼

Opened: Saturday, 28 March 2026, 8:00 AM **Closes:** Tuesday, 31 March 2026, 11:59 PM

3.4 Progress Tracking (Completion Tracking)

To the right of each activity or file, there is a completion indicator. This system helps you keep track of what you've read and what's still pending. Some indicators are filled in automatically (e.g., when you submit an assignment or open a PDF), while for others (the "Mark as done" button), you must click it yourself to indicate that you have completed the study.

The screenshot displays a course interface with three lecture items:

- Lecture 1: Introduction to Green Public Procurement (GPP) – Definition, objectives, and institutional foundations.** This item is marked as "Done" with a green checkmark icon and a "Done" button.
- Self Assesment Quiz - Lecture 1** This item is marked as "To do" with a "To do" button. Below the title, it shows the dates: "Opened: Saturday, 28 March 2026, 8:00 AM" and "Closes: Tuesday, 31 March 2026, 11:59 PM". A dropdown menu is open, listing requirements: "You must" followed by a bulleted list: "Receive a grade", "Receive a passing grade", and "Receive a pass grade or complete all available attempts".
- Lecture 2: Fundamental Legal Theory of Public Procurement 2014/24/EU and 2014/25/EU, transposition into Greek law** This item is marked as "To do" with a right-pointing arrow icon.
- Lecture 3: European Institutional Framework for GPP – Tech** This item is partially visible at the bottom, marked as "To do" with a left-pointing arrow icon.

Checking Activity Requirements: > If you see a "To do" button next to an activity, simply click on it. A menu will appear showing all the specific conditions you must meet (e.g., submitting a file or receiving a grade) for the system to automatically mark it as "Done."

3.5 Interactive Tools and Group Work

In addition to traditional assignments, the main page may include collaborative learning tools. You may find "Glossaries" where students add definitions, or "Wikis" for collaborative writing. All these activities are fully responsive on mobile devices. If you open the course on your smartphone, the text and menus will automatically adjust to your screen, allowing you to read on the go.

3.5 Assignments: Submitting Your Work

The Assignment module is the most critical part of **edu.GreenEcoLaw**. Here is a brief description of how to submit your assignment:

1. Navigate to the Assignment icon.
2. Read the **Grading Criteria** if provided.
3. Click **Add Submission**.
4. Drag your file into the box or use the "Add" icon.
5. **Crucial:** Check if you need to click a "Submit" button or if the draft is automatically sent.
6. Look for the **Green "Submitted for grading" status**.

3.6 Quizzes & Exams

edu.GreenEcoLaw Quizzes are used for both low-stakes self-testing and high-stakes exams.

- **Timed Quizzes:** A countdown timer will appear in the "Quiz Navigation" block.
- **Auto-Save:** The platform automatically saves your answers every minute.
- **Review:** After the quiz closes, you can usually see your grade and which questions you got wrong (depending on professor settings).

3.7 Communication & Forums

Depending on the settings selected by the instructor, the following types of forums may be available in the course **Announcements:** One-way communication from teacher to student.

- **Standard Forum:** General discussion where anyone can start a thread.
- **Q&A Forum:** You must post your answer before you can see your classmates' posts.

3.8 The Grades Area

Access your grades by clicking the **Grades** tab at the top of your course.

- **User Report:** Shows all your marks, feedback comments, and how much each task weighs toward your final grade.

Course Grades

User report ▾

MG MSc GreenEcoLaw

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Law of Green Public Procurement and Sustainable Supply						
QUIZ Self Assesment Quiz - Lecture 1	100.00 %	53.33	0-100	53.33 %		53.33 %
AGGREGATION Course total	-	53.33	0-100	53.33 %		-

4. Accessibility Guide: Customizing edu.GreenEcoLaw to Your Needs

The edu.GreenEcoLaw platform is designed to be accessible to everyone, offering tools that allow you to customize the learning experience to your specific needs. The platform complies with the international WCAG 2.2 (Level AA) standards, ensuring an inclusive environment for every user.

Here are the main ways you can interact with your course content:

Mouse-Free Navigation: You can navigate through sections, files, and activities using only your keyboard (e.g., with the Tab and Enter keys).

Use of Screen Readers: edu.GreenEcoLaw is fully compatible with software such as NVDA, JAWS, and VoiceOver. Course content is structured with headings and descriptive links to help your software quickly understand the content.

Content Zoom: If you have trouble reading the text, you can zoom in up to 300% using your browser. The platform's design ensures that the content will be properly rearranged on your screen without requiring horizontal scrolling (reflow).

Voice Control: You can use voice recognition software (such as Voice Control on macOS or Dragon Naturally Speaking on Windows) to give navigation commands or dictate text in assignments and forums.

Visual Adjustments: You can change the colors, contrast levels, and fonts through your device's or browser's accessibility settings to make the interface easier on your eyes.

Need additional support?

If you are having any difficulty accessing the course materials, please do not hesitate to contact the course instructor or the institution's technical support team.

5. Troubleshooting & Frequently Asked Questions (FAQ)

1. I just logged in, but I don't see my courses on the Dashboard. Where are they?

Check the **My Courses** tab located in the top navigation bar. If a course is still missing, check the filter drop-down menu above your course list. It might be set to "In progress," but if the semester hasn't officially started, the course will be under "Future." If it's still not there, contact the registry office to ensure your enrollment is fully processed.

2. The titles of the course sections have disappeared! How do I navigate?

You might have accidentally clicked on a specific section, entering "One section per page" mode. To fix this, look at the top horizontal menu and click the **Course** tab to return to the main overview. Alternatively, open your **Course Index** (the left-hand drawer) by clicking the hamburger icon (three horizontal lines) to see a full, clickable list of all sections.

3. I am trying to upload my assignment, but the "Add submission" button is missing. Why?

This usually happens for one of three reasons:

- The submission window has not opened yet.
- The deadline has already passed, and late submissions are not allowed.
- You have already submitted the maximum number of attempts. Check the assignment description for the exact opening and closing dates.

4. edu.GreenEcoLaw won't accept my assignment file. It says the file is too large. What can I do?

edu.GreenEcoLaw has a strict maximum file upload limit (e.g., 20MB or 50MB) set by the university. If your file is a PDF, use a free online PDF compressor. If it is a Word document, compress the images inside it. If your professor allows it, you can also upload the file to your university cloud storage (like OneDrive) and submit the shared link in a text box.

5. I viewed a file, but the activity still says "To do" and hasn't been marked as "Done". How do I fix this?

In **edu.GreenEcoLaw**, click directly on the **"To do"** button next to the activity. A menu will drop down showing the exact conditions you must meet. Some activities require you to manually click a **"Mark as done"** button, while others might require you to submit an assignment or receive a grade before the system automatically checks them off.

6. What happens if the time runs out while I am taking a quiz? Will I lose my work?

Don't panic! **edu.GreenEcoLaw** automatically saves your selected answers every minute. If the timer reaches zero, the system will automatically submit your quiz with the answers you have filled in up to that exact moment.

7. Where can I see my grades and feedback for a specific course?

Navigate to the main page of your course and click the **Grades** tab in the top horizontal navigation menu (right below the course title). This opens your personal User Report, displaying all your marks and any written feedback your professor has provided.

8. I am receiving too many emails from the course forums. Can I stop them?

Yes. Click your profile picture (top right) → **Preferences** → **Forum preferences**. Change your "Email digest type" to **Complete** or **Subjects**. This way, instead of getting an email for every single post, **edu.GreenEcoLaw** will send you just one summary email per day.

9. How do I send a direct message to my professor or a classmate?

Click the **speech bubble icon** (Messaging) at the top right of your screen, next to your profile picture. You can search for a name in your contacts or the search bar and type your message. Alternatively, go to the **Participants** tab inside your course, select the person's name, and click "Message."

10. The edu.GreenEcoLaw page looks weird or buttons are overlapping on my screen. How do I fix this?

edu.GreenEcoLaw is highly responsive, but occasionally your browser's cache holds onto old visual data. Try force-refreshing the page (press Ctrl + F5 on Windows or Cmd + Shift + R on Mac).

If the issue persists, try opening **edu.GreenEcoLaw** in an "Incognito" or "Private" window to ensure a browser extension isn't interfering with the site.