

Tutorial for the use of the UG Events Platform

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1. Access to the UG Events platform

To log in to the digital platform, you will need to go to the web address https://eventos.ugto.mx/. It is important that you have your login credentials before going to the platform, otherwise you will not be able to access your course or learning activity.

Then, perform the following steps to access the platform:

In your web browser, enter the following address: https://eventos.ugto.mx/. On the platform's home page do the following:

- 1. In the *Username* field, enter your username.
- 2. In the *Password* field, enter the user's password.
- 3. Finally, click on the *Log in* button.



After logging in to the platform, verify your user profile information by performing the following steps:

- 1. Click on your *User profile* image.
- 2. The user profile window will open where you will click on the *Actions Menu* button, a menu will open where you will click on the *Edit profile* option.



In the user profile, go to the User picture section and do the following:

- 1. Click on the **Add** button.
- 2. The *File picker* window will open where in the *Upload a file* menu you will click on the *Select file* button.
- 3. Locate on your computer the image that you will use in your user profile.
- 4. Once the new profile image is selected, click the Upload this file button.
- 5. Finally, click the Update profiles button.

 User picture 	File picker ×
Current picture	M Recent files A Upload a file Wikimedia 2 Attachment 2 Attachment 2 Seleccionado Save as Author User Demo Choose licence ③ All rights reserved Upload this file 3
	4 → Update profile Cancel There are required fields in this form marked ① .

After customizing your user profile, click the **Dashboard** button to return to the home page.



To log out, go to the *User* menu and click on it, a menu will appear where you will click on the *Log out* option.

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User Demo © Message		User Demo O Dashboard Profile Messages
Dashboard Preferences		Preferences
2 — Preferences		Log out

2. Access the Event

To access an event, you can do it in two ways:

1. In the *Recently accessed event* section, where you will find all the events available on the platform, click on the event you wish to access. To change the event, click on the scrolling buttons.



2. In the *Event overview* section, where all the events available on the platform will be listed, click on the event you wish to enter.

Event overview	
T In progress -	🗦 Event name 👻 🎫 Summary 👻
World Lake Conference 18th World Lake Conference	

3. Within the event, you will see all the sections that make up the event.



3. Participate in forums

1. Enter the module that you will have enabled per week, within the module click on the *Catalog of Oral Presentations* forum.



2. In the Oral Presentations Catalog, click on the forum that most interests you.

Catalog of Oral Presentations: The Practice of Managing of Water Resources (Day 1)				¢3
:: About the catalog of oral presentations: This specific topical session will allow for exchanges regarding the works and publications by scientists and experts.				
Paper Title ↓	Started by	Last post	Replies	Subscribe
Validators applicable to qualitative water and sediment monitoring	WLC 18 26 Oct 2021	WLC 18 26 Oct 2021	0	
The role and the Politics of the Lake Chivero wetlands	WLC 18 26 Oct 2021	WLC 18 26 Oct 2021	0	
Talayuelas lagoon. An example of hidden Groundwater-Surface water interaction	WLC 18 26 Oct 2021	WLC 18 26 Oct 2021	0	
Qualifiers applicable to qualitative water and sediment monitoring	WLC 18 26 Oct 2021	WLC 18 26 Oct 2021	0	
Propuesta de un marco de indicadores sobre servicios ecosistémicos hidrológicos para la	WLC 18 26 Oct 2021	WLC 18 26 Oct 2021	0	

- 3. Within the forum, do the following:
 - a. Read and view the contents and then click on the **Q&A / Comments** button.
 - b. A comment box will be displayed where you will enter your participation.
 - c. Finally, publish your participation in the forum by clicking on the **Post to forum** button.

2	1 Permulink ► Q&A / Comments
Write your reply	
Post to forum Caneel 3	Advanced

4. Answer the event evaluation

1. Go to the General Information module, go to the *Tell us about your experience* section and click on the *Event satisfaction survey*.

	Tell us about your experience
Event satisfaction survey	
Ø Digital certificate of participation	

2. In the *Event satisfaction survey*, click on the button **Answer the questions**.

Event satisfaction survey@	
Answer the questions	

3. Answer the questions and then click on the button **Submit your answers**.