UNIVERSIDAD DE
GUANAJUATO

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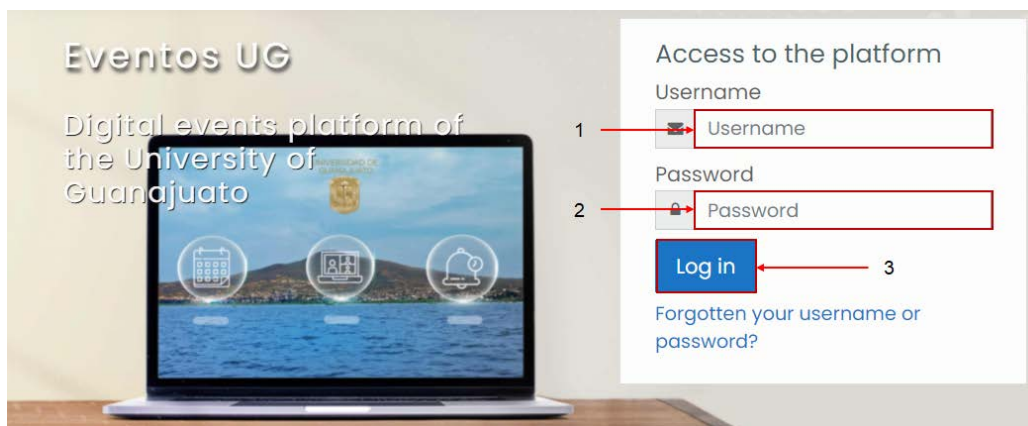
After logging in to the platform, verify your user profile information by performing the following steps:

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.
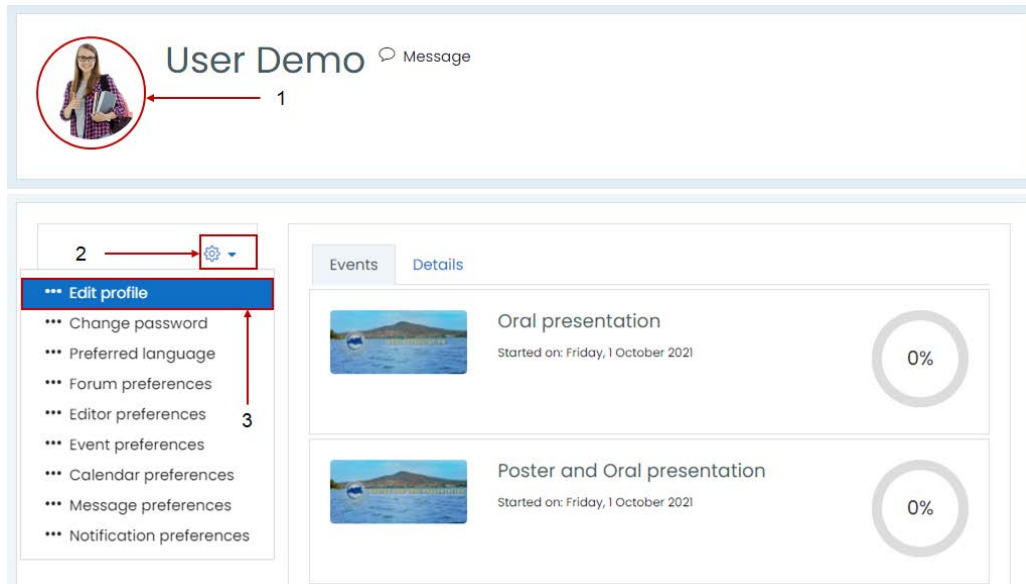

In the user profile, go to the **User picture** section and do the following:

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.
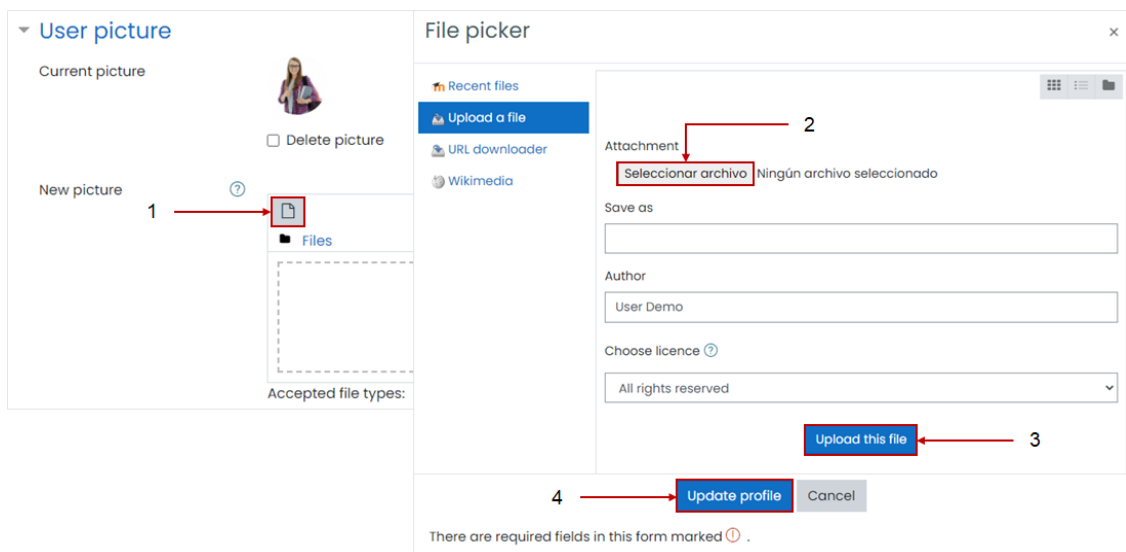
After customizing your user profile, click the *Dashboard* button to return to the home page.
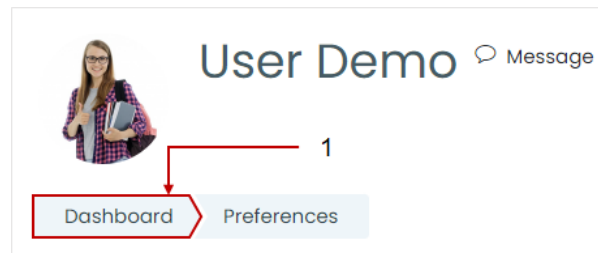
To log out, go to the *User* menu and click on it, a menu will appear where you will click on the *Log out* option.
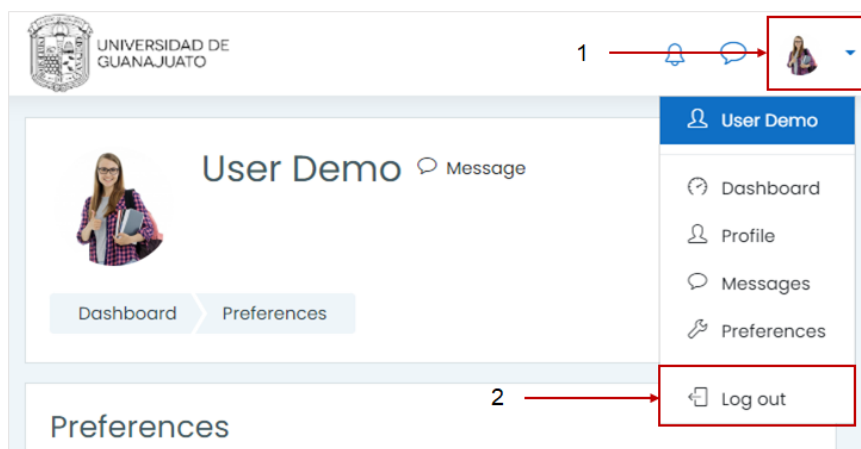

2. Access the Event

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.
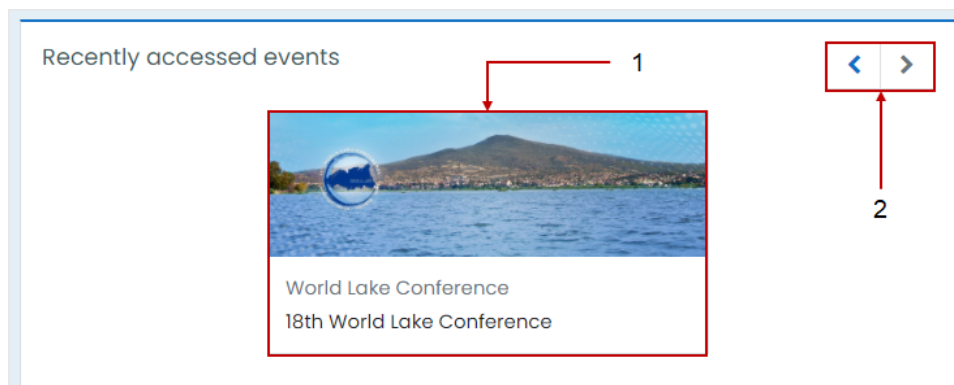
2.   In the *Event overview* section, where all the events available on the platform will be listed, click on the event you wish to enter.
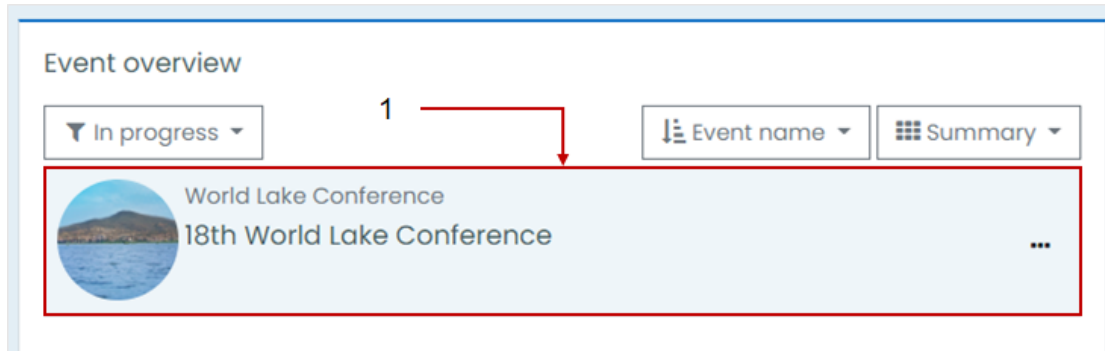
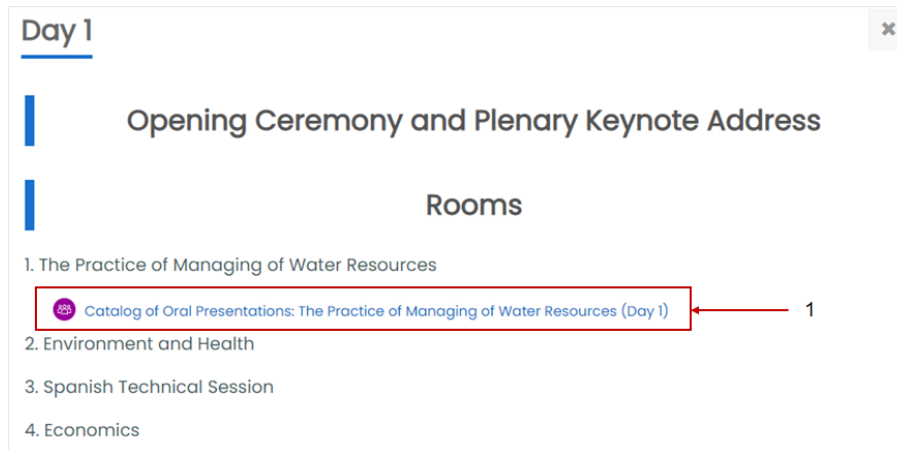3.   Within the event, you will see all the sections that make up the event.
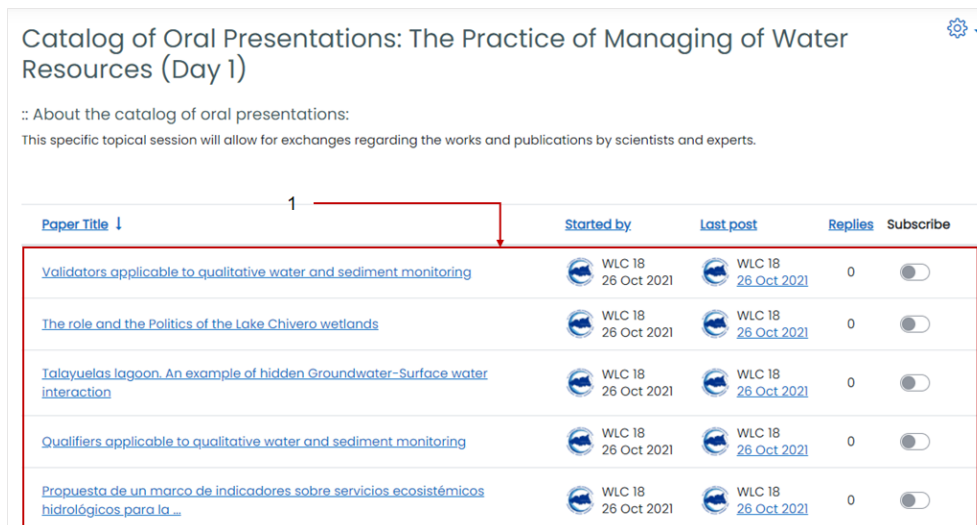
3. Participate in forums

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.

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.

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_**.
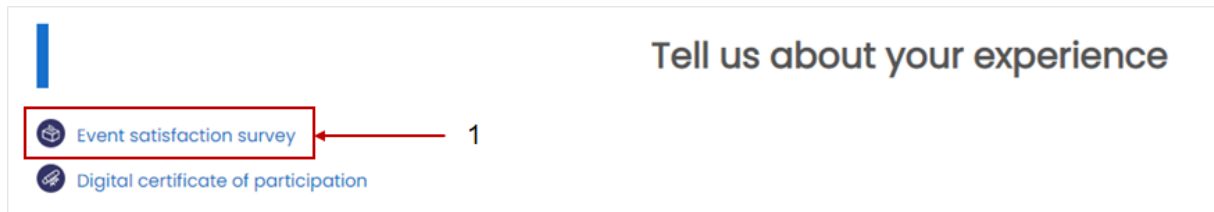
2. In the **_Event satisfaction survey_**, click on the button **Answer the questions**.

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