

EAAS LEARNING PLATFORM

(Web and App)

Student User Manual

Your step-by-step guide to using the EAAS online learning system(Moodle) and Mobile App (Android and iOS).



European Academy of Advanced Studies

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Support tel: +356 21688898

Website: my.eaas.mt

Part 1: The EAAS Web Learning Platform**QUICK START – 1-MINUTE GUIDE**

What you want to do	Where to click
Log in	Go to my.eaas.mt → Log in (top right) → enter username (not email) + password
Find your courses	Dashboard → Navigation → My courses Open the course → click assignment name → Add
Submit an assignment	submission → upload file → Save changes → (if required) Submit assignment
Join a live class	Click the class link in your course or Calendar → Join session
Check grades	Click your name (top right) → Profile → Grades overview
Send a message	Click the chat bubble icon (top right) → search for a person → type and send

Chapter 1: Getting Started

This manual shows you, step by step, how to use EAAS Learning Platform. The EAAS Student Portal is a Moodle-based learning management system accessible from any modern web browser — no software installation required.

1.1 What You Can Do as a Student

Feature	Description
Courses	View all enrolled courses and access materials
Assignments	Submit work and view grades with feedback
Live Classes	Join online classes and watch recordings
Calendar	Track deadlines and events
Messages	Communicate with teachers and classmates
Notifications	Stay updated on course activity
Grades	View your overall progress Access everything from your phone.
Mobile App	Download and Install: You can visit https://eaas.mt/app/

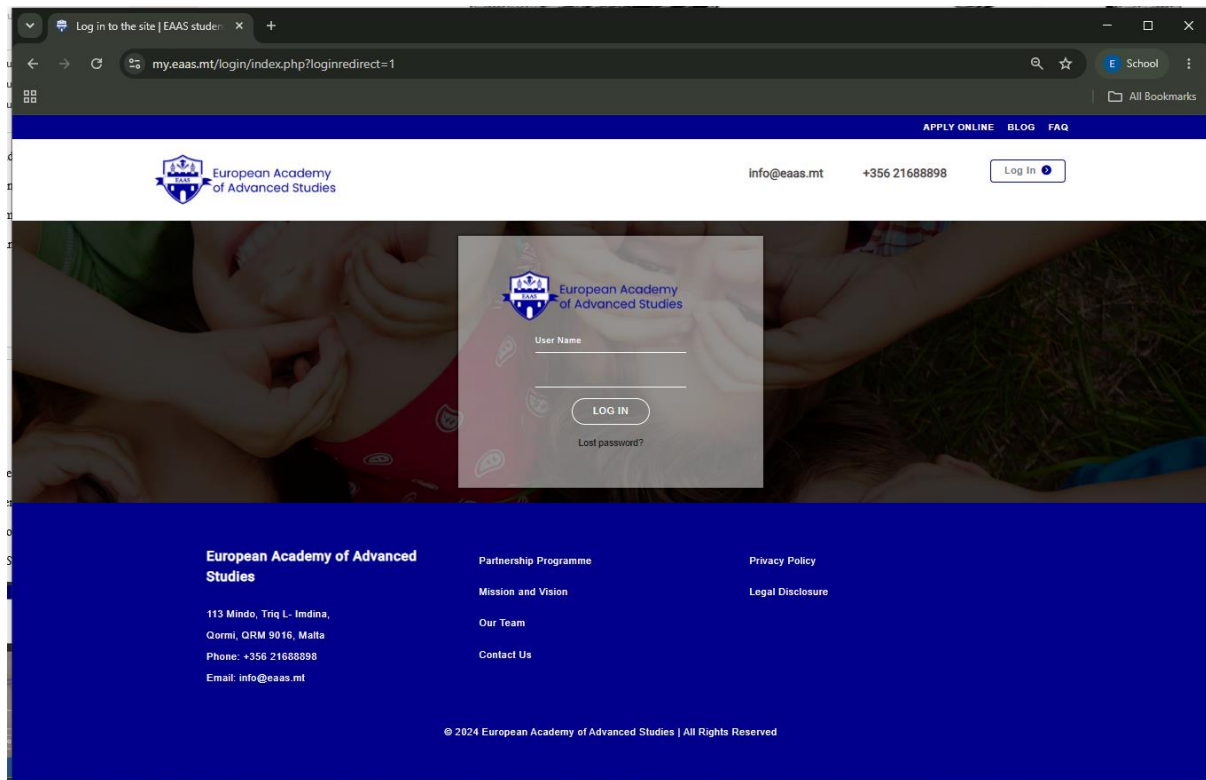
1.2 System Requirements

- **Device:** Computer, laptop, tablet, or smartphone
- **Internet:** Stable connection (broadband recommended for live classes)
- **Browser:** Latest versions of Chrome, Firefox, Edge, or Safari
- **Credentials:** Your EAAS username and password. These are given to you by EAAS. Your username is a short login name – it is *not* your e-mail address.

1.3 Accessing the Student Portal (web)

1. Open your browser and go to my.eaas.mt
2. Click Log in at the top-right corner of the page.
3. Enter Your Username and Password:

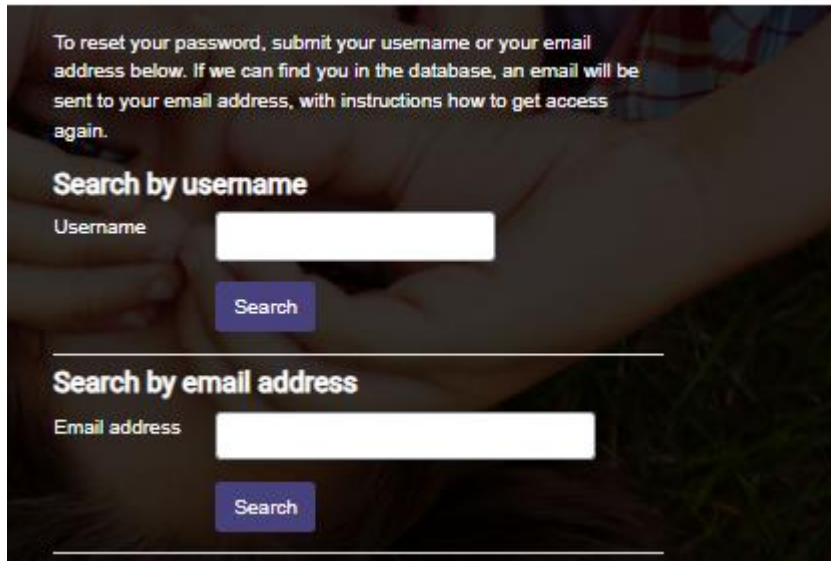
Figure 1 The EAAS Login Screen



4. Click **LOG IN**. You will be taken to your personal Dashboard.

1.4 Forgot Your Password?

1. On the login screen, click **Lost password?**

A screenshot of a password reset form. At the top, a paragraph explains the process: 'To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.' Below this, there are two sections. The first section is titled 'Search by username' and contains a label 'Username', a white text input field, and a blue 'Search' button. The second section is titled 'Search by email address' and contains a label 'Email address', a white text input field, and a blue 'Search' button. The background of the form is a dark, textured image of hands.

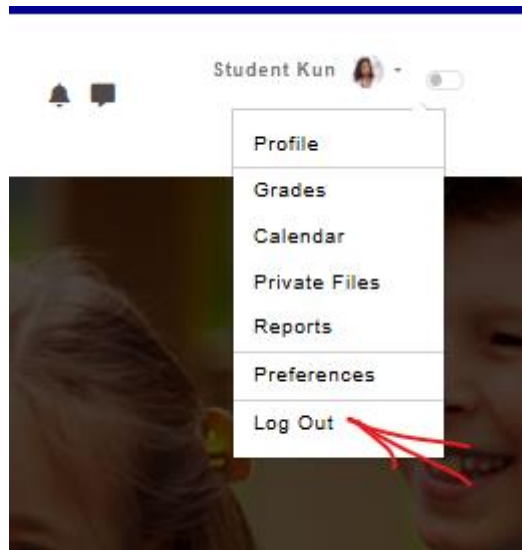
2. Enter your username or registered email address and click Search. If a matching account is found, a password-reset link will be emailed to you.
3. Check your email for a password reset link. The link expires in 30 minutes.
4. Click the link and enter your new password twice to confirm.
5. If you still cannot get in, contact EAAS at info@eaas.mt.

1.5 Logging Out

Always log out on shared or public computers.

1. Click your name (with photo) at the top right.
2. Select Log out from the dropdown menu.

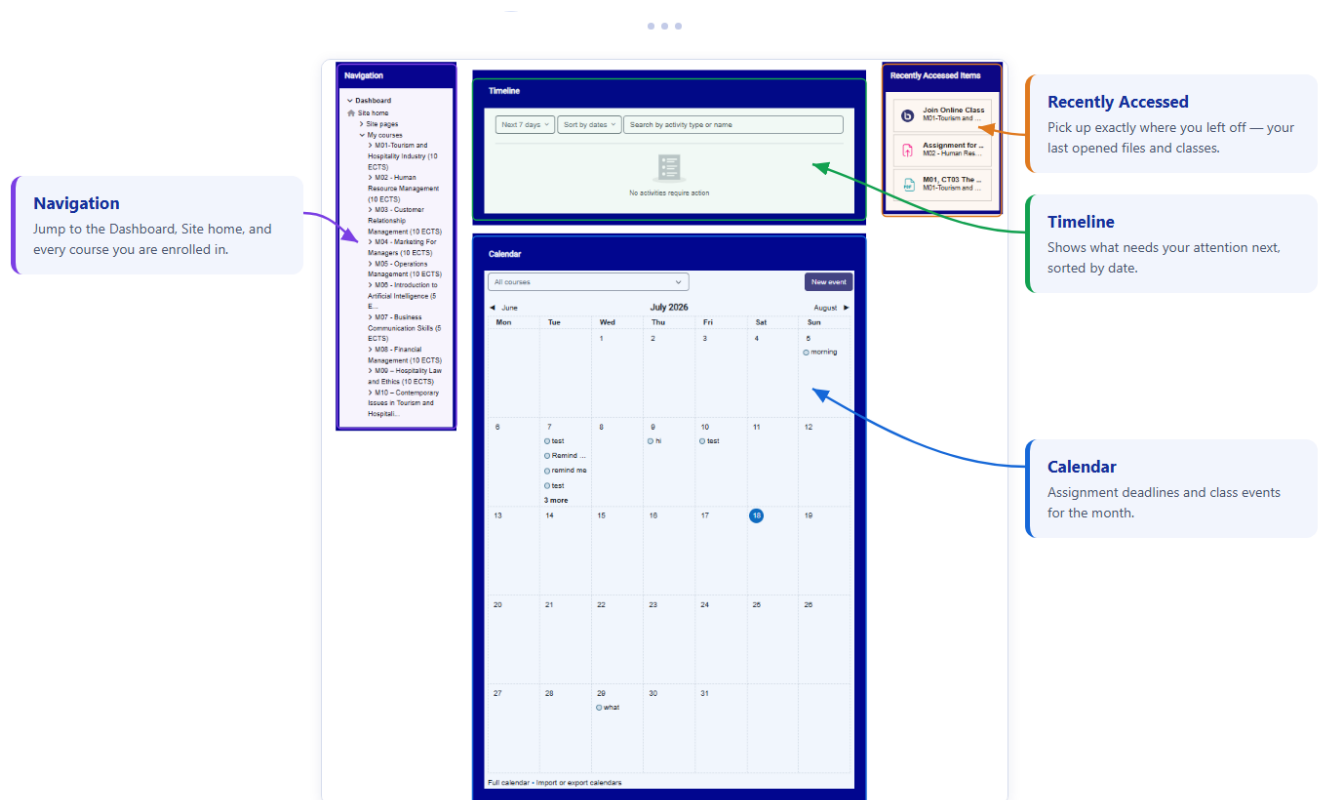
Figure 2 dropdown menu



Chapter 2: The Dashboard

After logging in, the Dashboard is your central hub. It shows your courses, upcoming events, recent activities, and a calendar.

Figure 3 The Student Dashboard, With the Navigation Block (left), Your Courses and Events



2.1 Top Navigation Bar

The bar across the top appears on every page:

Figure 4 The Header Bar That Appears at the Top of Every Page

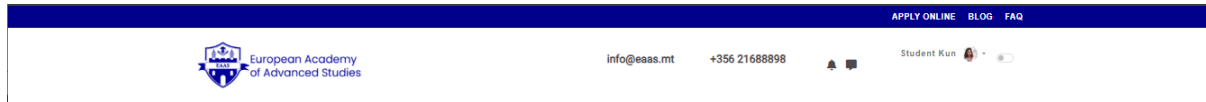


Table 1 Elements of the Dashboard Page

Element	What it does
Notification bell	Opens your notifications.
Message / chat icon	Opens your messages so you can read and send messages.
Your name and photo	Opens your account menu: Profile, Grades, Calendar, Preferences, Messages and Log out.

2.2 Dashboard sections:

Section	Content
Navigation Block (left)	Main menu: Dashboard, My courses, Site home, Courses.
My Courses (Navigation)	Cards for each of your courses
Upcoming Events (center)	Deadlines, live classes, and assignment due dates.
Calendar (right)	Monthly view with events
Recent Items (right)	Quick shortcuts to work you've recently accessed.



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APPLY ONLINE

Student Kun

Navigation Block

Quick access to Dashboard, Site home, Your courses, and all enrolled course modules.

Timeline

Shows upcoming activities and deadlines from your courses.

Calendar

Displays your course events and personal events you have created.

Recently Accessed Items

Quickly open the courses or materials you accessed recently.

Upcoming Events

See all your upcoming personal and course events at a glance.

Navigation

- Dashboard
- Site home
- By courses
 - MD1 - Tourism and Hospitality Industry (10 ECTS)
 - MD2 - Human Resource Management (10 ECTS)
 - MD3 - Customer Relationship Management (10 ECTS)
 - MD4 - Marketing and Sales (10 ECTS)
 - MD5 - Operational Management (10 ECTS)
 - MD6 - Introduction to Artificial Intelligence (5 ECTS)
 - MD7 - Business Communication Skills (5 ECTS)
 - MD8 - Financial Management (10 ECTS)
 - MD9 - Hospitality Level 9 and Higher (10 ECTS)
 - MD10 - Contemporary Issues in Tourism and Hospitality...

Timeline

Next 7 days | Sort by date | Search by activity type or name

Date	Activity	Time
Mon, 19 May	Assignment Due: Marketing Plan MD4 - Marketing for Management	Due 11:58 PM
Tue, 20 May	Online Class MD1 - Tourism and Hospitality Industry	15:50 AIA
Thu, 22 May	Quiz MD2 - Human Resource Management	Due 11:55 PM
Fri, 23 May	Exam Discussion MD3 - Customer Relationship Management	Due 11:59 PM

[View all](#)

Upcoming Events

- Tomorrow, 19:00 AIA Online Class MD1 - Tourism and ...
- 20 May, 11:59 PM Assignment Due MD4 - Marketing For ...
- 22 May, 11:59 PM Quiz Due MD2 - Human Recour ...

[Go to calendar...](#)

Calendar

All courses

July 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
	Assignment Due (MD4)	Online Class (MD1)	Quiz (MD2)	Exam Date		Birthday Dinner (790 PM)
14	15	16	17	18	19	20
	Project Deadline (MD7)				Symposium (8:00 AM)	
21	22	23	24	25	26	27
28	29	30	31	1		

[Full calendar](#) | [Import](#) or [export](#) calendars

Recently Accessed Items

- Join Online Class MD1-Tourism and ...
- MD1, WS01 intro... MD1-Tourism and ...
- MD4 Lecture 1 Marketing Basics MD4-Marketing For ...

[Show more items](#)

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The Navigation Block (Left)

The Navigation block is your quick way to jump between your courses and key pages.

Figure 6 Navigation Block (Left Side)



Main menu items:

- **Dashboard** - Return to home page
- **My courses** - Expand to see all your courses
- **Site home** - General site area
- **Courses** - Browse all available courses

Course Overview

1. Search – type a course name to filter.
2. Sort – order by course name or progress.
3. View – toggle between card view (default) and list view.
4. Click any course card to enter the course page. *Figure 7 Course Overview -*

Cards View

Dashboard / Site pages / My courses

Navigation

- Dashboard
- Site home
- Site pages
 - My courses
 - Site blogs
 - Site badges
 - Tags
- My courses
 - > M01-Tourism and Hospitality Industry (10 ECTS)
 - > M02 - Human Resource Management (10 ECTS)
 - > M03 - Customer Relationship Management (10 ECTS)
 - > M04 - Marketing For Managers (10 ECTS)
 - > M05 - Operations Management (10 ECTS)
 - > M06 - Introduction to Artificial Intelligence (5 ECTS)
 - > M07 - Business Communication Skills (5 ECTS)
 - > M08 - Financial Management (10 ECTS)
 - > M09 - Hospitality Law and Ethics (10 ECTS)
 - > M10 - Contemporary Issues in Tourism and Hospitality...

Course Overview

All
Search
Sort by course name
Card

M01-Tourism and Hospitality Industry (10 ECTS)
Bachelor of Arts in Tourism and Hospitality M...

M02 - Human Resource Management (10 ECTS)
Bachelor of Arts in Tourism and Hospitality M...

M03 - Customer Relationship Management (10 ECTS)
Bachelor of Arts in Tourism and Hospitality M...

M04 - Marketing For Managers (10 ECTS)
Bachelor of Arts in Tourism and Hospitality M...

M05 - Operations Management (10 ECTS)
Bachelor of Arts in Tourism and Hospitality M...

M06 - Introduction to Artificial Intelligence (5 ECTS)
Bachelor of Arts in Tourism and Hospitality M...

M07 - Business Communication Skills (5 ECTS)
Bachelor of Arts in Tourism and Hospitality M...

M08 - Financial Management (10 ECTS)
Bachelor of Arts in Tourism and Hospitality M...

M09 - Hospitality Law and Ethics (10 ECTS)
Bachelor of Arts in Tourism and Hospitality M...

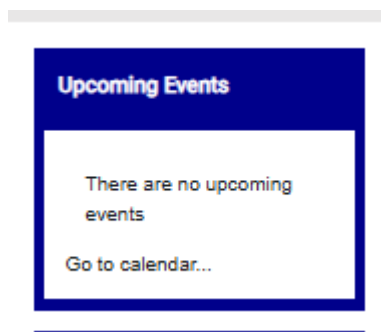
M10 - Contemporary Issues in Tourism and Hospitality ...
Bachelor of Arts in Tourism and Hospitality M...

Control	Function
Search	Find a course by name
Sort	Order by name or progress
View	Switch between Card/List

Upcoming Events

Shows a list of upcoming deadlines and live sessions. Click [Go to calendar...](#) for full calendar view.

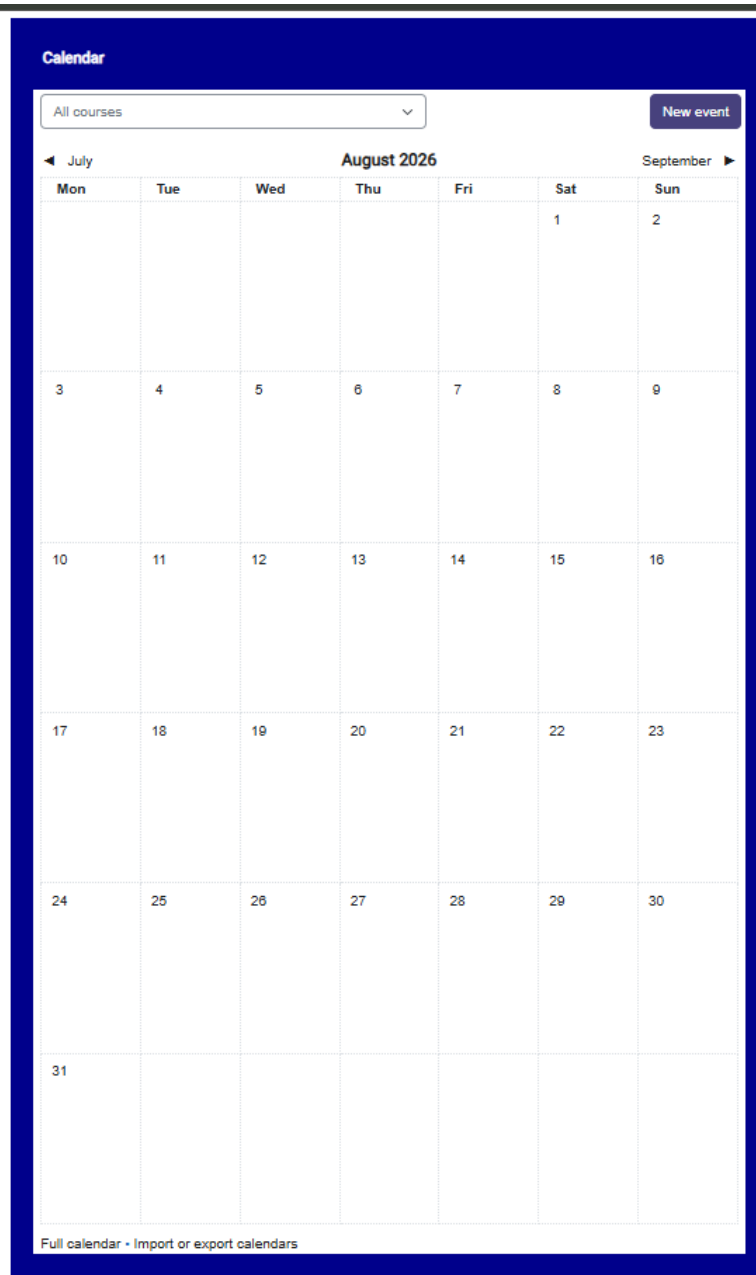
Figure 8 Upcoming Events will be shown here



2.3 Calendar (Right)

- Shows assignments, live classes, and personal reminders.
- Click an event for details.
- Use the **New event** button to add your own personal reminders (e.g., study sessions).

Figure 9 current month with events marked



2.4 Profile

To view or edit your profile:

1. Click your **name** (top right) → select **Profile**.
2. Here you can see:
 - Your **user details** (email, timezone, country) – edit by clicking **Edit profile**.
 - **Course details** – list of your enrolled courses.
 - **Login activity** – first and last login times.
 - **Grades overview** – a summary of all your grades.

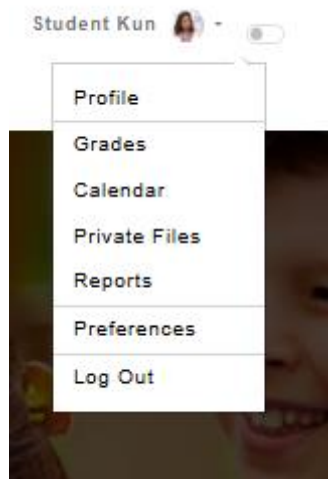


Figure 10 The Profile Page, Showing Your Details, Your Courses, Login Activity

User details Edit profile Email address worrk2244@gmail.com (Visible to other course participants) Country United States Timezone Asia/Kathmandu	Miscellaneous Blog entries Forum posts Forum discussions Learning plans
Privacy and policies Data retention summary	Reports Browser sessions Grades overview
Course details Course profiles M01-Tourism and Hospitality Industry (10 ECTS) M02 - Human Resource Management (10 ECTS) M03 - Customer Relationship Management (10 ECTS) M04 - Marketing For Managers (10 ECTS) M05 - Operations Management (10 ECTS) M06 - Introduction to Artificial Intelligence (5 ECTS) M07 - Business Communication Skills (5 ECTS) M08 - Financial Management (10 ECTS) M09 – Hospitality Law and Ethics (10 ECTS) M10 – Contemporary Issues in Tourism and Hospitality (10 ECTS) View more	Login activity First access to site Wednesday, 20 May 2026, 2:59 PM (59 days 23 hours) Last access to site Sunday, 19 July 2026, 2:56 PM (now)
	Mobile app QR code for mobile app access Scan the QR code with your mobile app and you will be automatically logged in. The QR code will expire in 10 mins. View QR code Last access to site Sunday, 19 July 2026, 2:01 PM (54 mins 54 secs) (Log out)

Editing Your Profile:*Figure 11 Edit profile flow*

Dashboard / Preferences / User account / Edit profile

Navigation

- Dashboard
- Site home
- Site pages
- My courses
 - M01-Tourism and Hospitality Industry (10 ECTS)
 - M02 - Human Resource Management (10 ECTS)
 - M03 - Customer Relationship Management (10 ECTS)
 - M04 - Marketing For Managers (10 ECTS)
 - M05 - Operations Management (10 ECTS)
 - M06 - Introduction to Artificial Intelligence (5 E...)
 - M07 - Business Communication Skills (5 ECTS)
 - M08 - Financial Management (10 ECTS)
 - M09 - Hospitality Law and Ethics (10 ECTS)
 - M10 - Contemporary Issues in Tourism and Hospital...

student Kun
[Expand all](#)

General

First name Required

Last name Required

Email address Required

Email visibility ?

MoodleNet profile ID ?

City/town

Select a country

Timezone

Description ?

Edit View Insert Format Tools Table Help

 ↶ ↷ B I

0 words Build with

User picture

Current picture

☐ Delete picture

New picture ?

Maximum file size: 128 MB, maximum number of files: 1

Files

You can drag and drop files here to add them.

Accepted file types:
Image files to be optimised, such as badges .gif .jpe .jpeg .jpg .png .webp

Picture description

Additional names

Interests

Optional

Chapter 3: Working with Your Courses

3.1 Opening a Course

From the **Navigation** block, expand **My courses** and it will open courses on cards view. Click the course name.

3.2 Inside a Course

A course page is organised into sections that you can open and close. The example below shows a course with a General section and several Assignments.

Figure 12 Your Enrolled Courses Overview

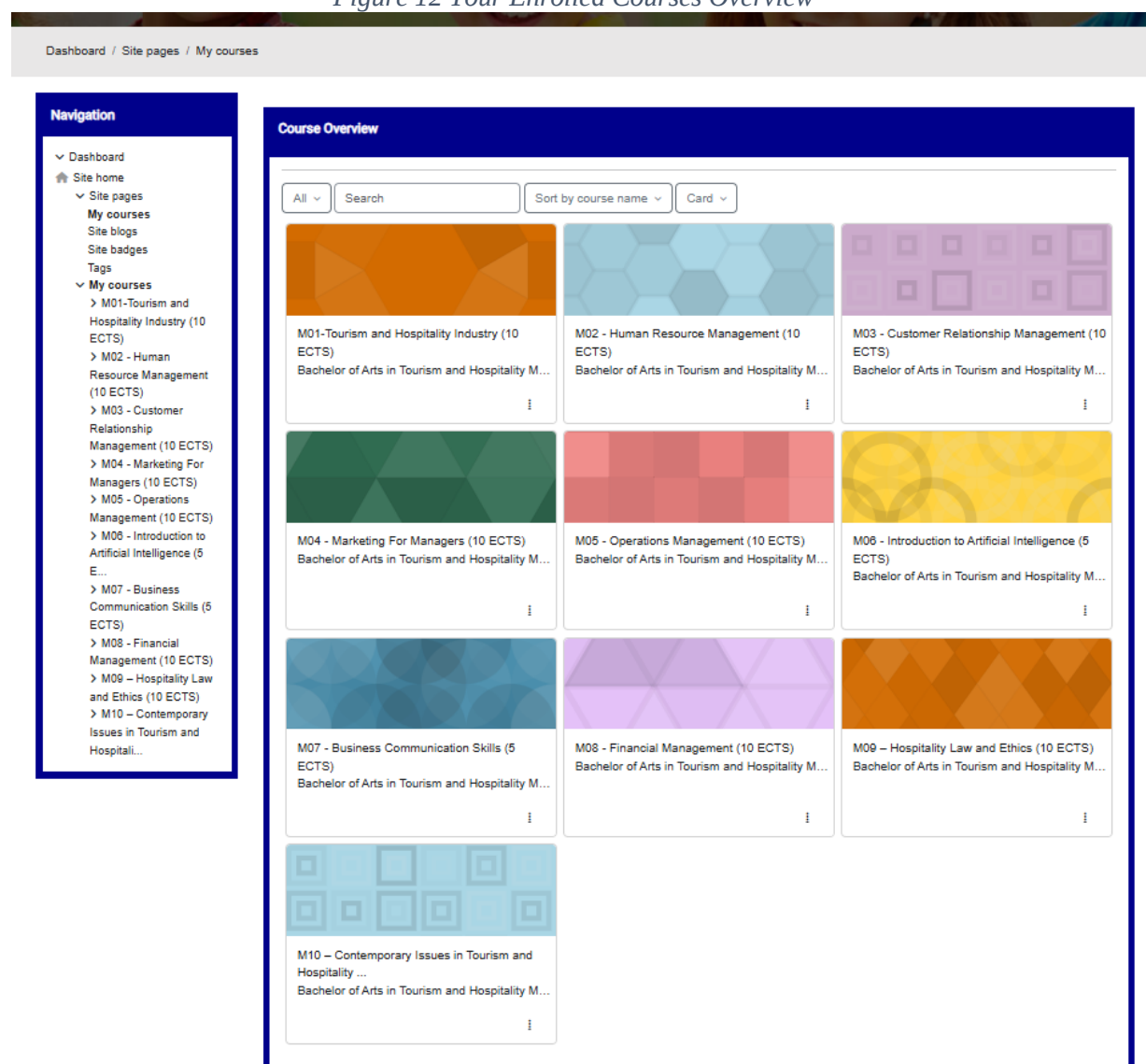


Figure 13 Accessing Module Contents

Dashboard / My courses / M01-Tourism and Hospitality Industry (10 ECTS)

Course Lecturer

Shows the lecturer's name and contact email for the selected course.

Prof. Dr. Wolfgang Georg Arit
 Email: wolfgang.arit@eaas.mt

Navigation

Helps you move around the site, access course information, activities, grades, and all course modules quickly.

- Dashboard
- Site home
- My courses
 - M01-Tourism and Hospitality Industry (10 ECTS)
 - Participants
 - Competencies
 - Grades
 - Activities
 - Tourism and Hospitality Industry
 - M01, W501 Introduction to Tourism and Hospitality
 - M01, W502 Historical Development and Evolution
 - M01, W503 Structure and Sectors of the industry
 - M01, W504 Tourism Demand and Development
 - M01, W505 Types and Forms of Tourism
 - M01, W506 Global Trends and Challenges
 - M01, W507 Role of Government and Policy
 - M01, W508 The Role and Importance of Planning in Tourism
 - M01, W509 Careers and Skills in Industry

Expand all

M01, W501 INTRODUCTION TO TOURISM AND HOSPITALITY

M01, W502 HISTORICAL DEVELOPMENT AND EVOLUTION

M01, W503 STRUCTURE AND SECTORS OF THE INDUSTRY

M01, W504 TOURISM DEMAND AND DEVELOPMENT

M01, W505 TYPES AND FORMS OF TOURISM

M01, W506 GLOBAL TRENDS AND CHALLENGES

M01, W507 ROLE OF GOVERNMENT AND POLICY

M01, W508 THE ROLE AND IMPORTANCE OF PLANNING IN TOURISM

M01, W509 CAREERS AND SKILLS IN INDUSTRY

Course Modules

Displays all the topics and learning modules in the course.

Click the arrow (**>**) to expand each section and view its contents.

Use "Expand all" to open every section at once.

The screenshot shows the EAAS student user interface for a course page. The breadcrumb trail at the top reads: Dashboard / My courses / M01-Tourism and Hospitality Industry (10 ECTS).

Course Lecturer: Displays the name and contact email of your lecturer for the course. (Prof. Dr. Wolfgang Georg Art, @ Email: wolfgang.art@eaas.at)

Navigation: Use this menu to navigate through your course content, activities, grades, and all modules. The menu includes: Dashboard, Site home, Site pages, My courses, M01-Tourism and Hospitality Industry (10 ECTS), Participants, Competencies, Grades, Activities, Tourism and Hospitality Industry, M01, W501 Introduction to Tourism and Hospitality, M01, W502 Historical Development and Evolution, M01, W503 Structure and Sectors of the Industry, M01, W504 Tourism Demand and Development, M01, W505 Types and forms of Tourism, M01, W506 Global Trends and Challenges, M01, W507 Role of Government and Policy, M01, W508 The Role and Importance of Planning in Tourism, M01, W509 Careers and Skills in Industry.

TOURISM AND HOSPITALITY INDUSTRY: Collapse all. Module Description: This module examines the emerging trends and development of a sub-sector of the economy: and hospitality. It covers the historical development and forecasting of tourism and hospitality business on a global context. Learners will appreciate different segments like travel services, accommodation, food and beverage. From local, and even restaurant-café (hot) operations to large and specialised businesses, learners appreciate the role of tourism as well as state services of tourism. The module aims to provide learners with the knowledge and skills to analyse the tourism industry as well as the level of its standards. The module aims to provide learners with the knowledge and skills to analyse the tourism industry as well as the level of its standards. (240 Hours). Learn More —

Expanded Module: The module is expanded to show its description and available activities.

Join Online Class: (b)

M01, W501 INTRODUCTION TO TOURISM AND HOSPITALITY: Learning Objectives:

- Articulate the meaning of 'tourism' and 'hospitality' while clarifying their relationships.
- Illustrate the components of the tourism system (as explained by Cooper et al.).
- Analyse the relationship and impact of tourism and hospitality on one another.
- Investigate the elements and scope of the tourism system.
- Appreciate the value and significance of the hospitality sector in the scope of tourism.
- Incorporate the main components of the travel industry market (i.e., leisure, business, health, VFR).
- Assess the aspects that drive the demand and behaviour of tourists including, but not limited to, the population, economy, and technology.
- Assess the elements that affect the behaviour and demand of the traveller, and analyse the tourism trends influenced by culture, society, and the environment.
- Identify the sustainability challenges and opportunities in tourism for the emerging trends and explain the formed trends in the industry.

M01, W501 Introduction to Tourism and Hospitality PDF
M01, W501 Introduction to Tourism and Hospitality PPTX
Assignment for Introduction to Tourism and Hospitality
Opened: Sunday, 7 December 2025, 4:45 AM
Assignment Guidelines
This assignment requires students to critically analyse consumer behaviour in tourism and hospitality. The focus should be on psychological, social, cultural, and technological factors influencing consumer decision-making. Students are also expected to demonstrate the integration of theory and practice, particularly in relation to recent changes in travel behaviour.
Learning References
Cooper, C., Fletcher, J., Fyall, A., Gilbert, D., & Wanhill, S. (2020). Tourism: Principles and Practice (8th ed.). Pearson Education Ltd. (Ch. 1)
World Tourism Organization (UNWTO). (2021). Global and emerging trends in tourism. <https://www.unwto.org>

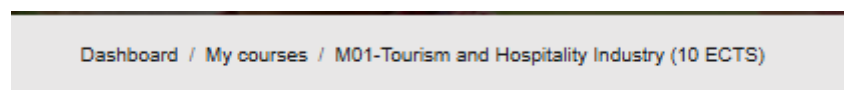
Learning Resources: Course materials such as files (PDF, PPTX) and other resources are listed here.

Assignment: View assignment details, opening date, and guidelines.

References: Access reference materials and recommended readings.

Tip: Click the arrow (v) to expand or collapse each module. Use "Collapse all" to close every section at once.

Figure 14. A course page. The breadcrumb trail at the top shows where you are; sections in the middle hold the activities.



- The breadcrumb trail at the top (for example Dashboard / My courses / course name) shows where you are and lets you step back.
- The General section usually holds course Announcements.
- Other sections (such as Assignments or topic names) hold the activities and resources. Click an item to open it.

- Use Collapse all / Expand all to tidy long pages.
- The course menu on the left links to course parts such as Participants, Competencies and Grades.

3.3 Course Resources (Files and Folders)

- Teachers may upload **PDFs, PPTs, videos, or links**.
- Click any resource to view or download it.
- If multiple files are in a folder, click the folder to see its contents.

Reading Materials

Finding your Files and folders inside a course:

The screenshot shows the EAAS course interface. On the left is a sidebar menu with categories like ECTS, Participants, Competencies, Grades, and Activities. Under Activities, there's a list of course parts including 'M01_W501 Introduction to Tourism and Hospitality'. The main content area displays the details for 'M01_W501 Introduction to Tourism and Hospitality', including learning objectives, a PDF file, a PPTX file, an assignment, and learning references. A red arrow points to the PPTX file, and another red arrow points to the download icon next to it.



PDF Files (View Online)

PDF documents can be opened and viewed directly in your web browser without downloading.



Click the PDF file to open and read online.



PPTX Files (Download Required)

PPTX files (PowerPoint presentations) need to be downloaded before you can view them.

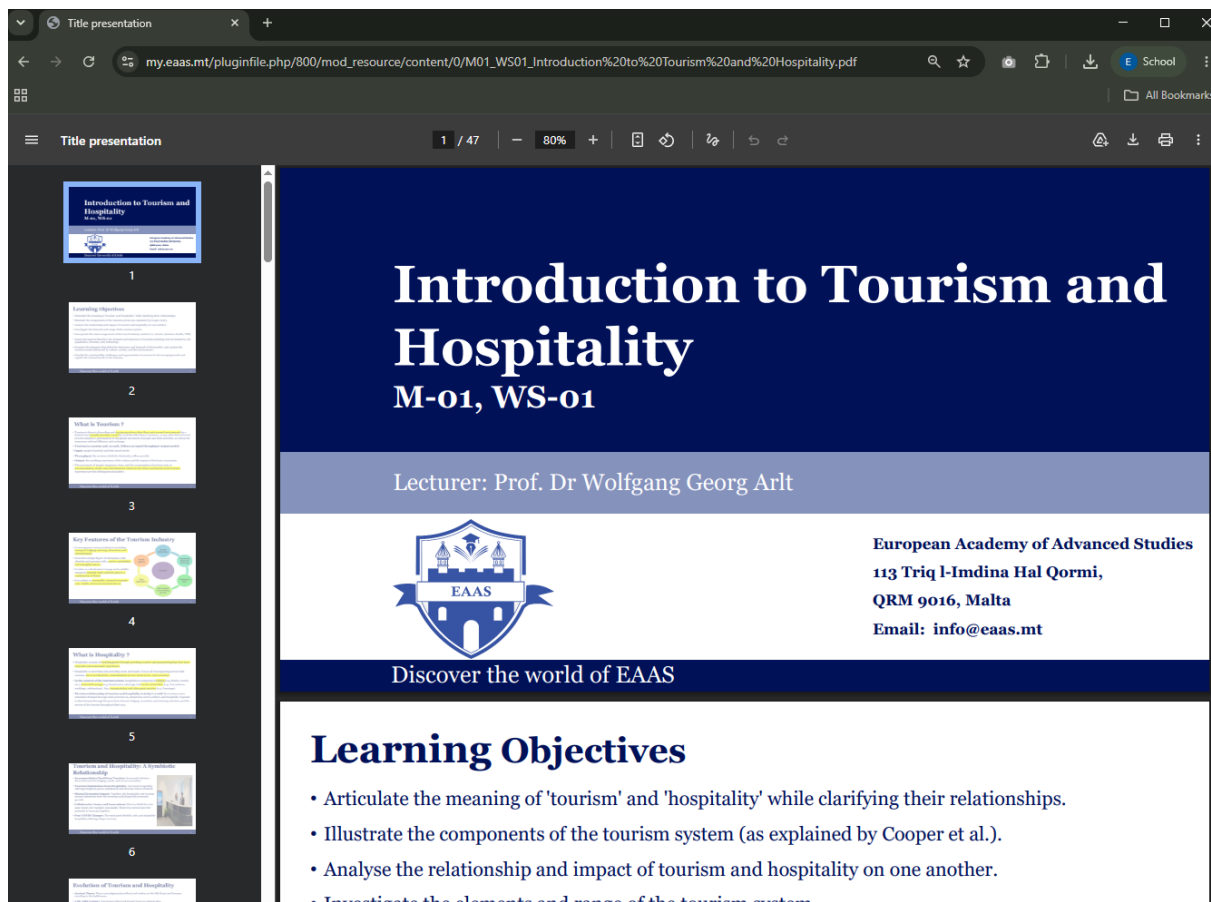


Click the PPTX file to download it to your device.



Note: After downloading, open the PPTX file using Microsoft PowerPoint or any compatible software.

Figure 15 Opening pdf



Chapter 4: Assignments – Viewing and Submitting

4.1 Viewing Your Assignments

Assignments appear inside their course and also appear in **Upcoming Events** and on the **Calendar**.

- Each assignment shows: **Opened** date and **Due** date/time.
- Click the assignment name to open it and read the instructions.

1 Open Your Course
Open the required course from My Courses.

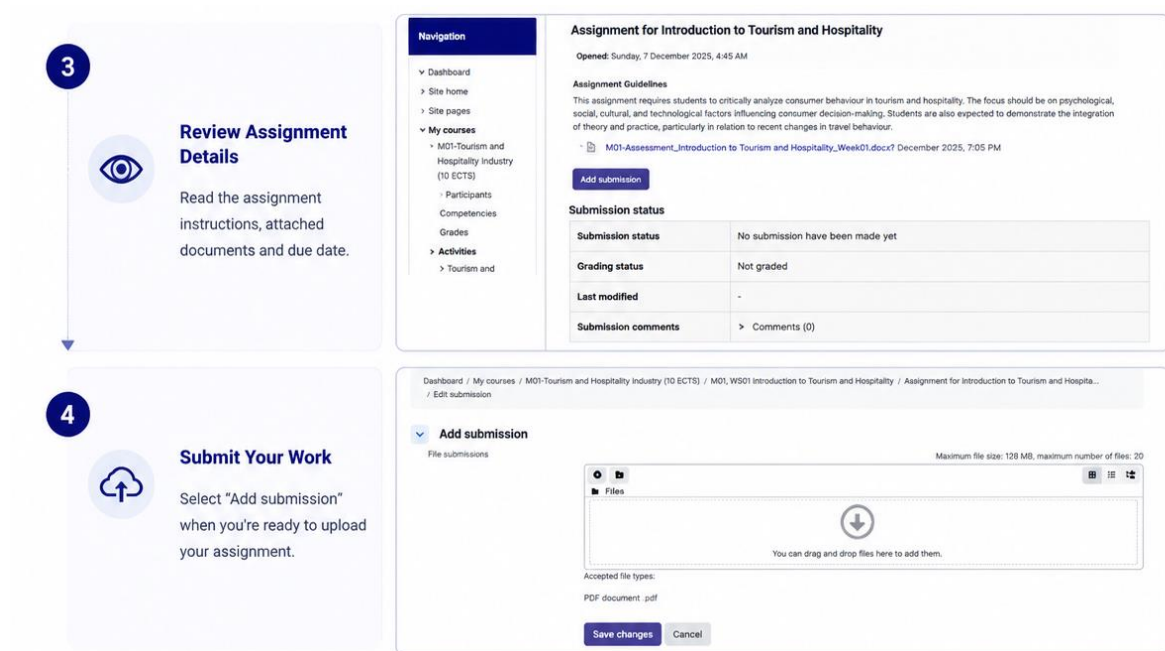
2 Select the Assignment
Tap or click the assignment from the course section.

The diagram illustrates the process of viewing assignments in two steps. Step 1, 'Open Your Course', shows a user navigating to the 'TOURISM AND HOSPITALITY INDUSTRY' course page. The page includes a 'Navigation' sidebar with links to Dashboard, Site home, My courses, Participants, Competencies, Grades, Activities, and Tourism and Hospitality. The main content area displays the 'Module Description' for the 'TOURISM AND HOSPITALITY INDUSTRY' course, which covers the historical development, scope, and functions of tourism and hospitality business on a global context. Step 2, 'Select the Assignment', shows a list of assignments for the 'M01, WS01 Introduction to Tourism and Hospitality' course. The list includes PDF, PPTX, and an 'Assignment for Introduction to Tourism and Hospitality' with an 'Opened' date of Sunday, 7 December 2025, 4:45 AM. The 'Assignment for Introduction to Tourism and Hospitality' is highlighted with a red border.

4.2 Submitting Your Work

To submit your assignment:

Figure 16 Submitting assignment



1. Open the assignment page (find it in your course or via the Upcoming Events block)
2. Click 'Add submission' (green button)
3. Drag and drop your file into the box, or click the file picker
4. Click 'Save changes'
5. Important: If you see a 'Submit assignment' button, you must click it to finalise - your work isn't officially submitted until you do!"

4.3 Understanding Gradebook

- Grades are organised by course and category (e.g., "Assignments", "Final Exam").
- Some grades may have **weightings** – check your course syllabus for how final marks are calculated.
- You can view **individual feedback** for each graded item by clicking on the grade.

Figure 17 Grade book of certain student

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
M01-Tourism and Hospitality Industry (10 ECTS)						
LESSON						
M01, WS01 Introduction to Tourism and Hospitality	-	-	0-100	-	-	-
ASSIGNMENT						
Assignment for Introduction to Tourism and Hospitality	-	-	0-100	-	-	-
Assignment for Historical Development and Evolution	-	-	0-100	-	-	-
Assignment for Structure and Sectors of the Industry	-	-	0-100	-	-	-
Assignment for Tourism Demand and Development	-	-	0-100	-	-	-
Assignment for Types and forms of Tourism	-	-	0-100	-	-	-
Assignment for Global Trends and Challenges	-	-	0-100	-	-	-
Assignment for Role of Government and Policy	-	-	0-100	-	-	-
Assignment for M01, WS08 The Role and Importance of Planning in Tourism	-	-	0-100	-	-	-
Assignment for M01, WS09, Careers and Skills in Industry	-	-	0-100	-	-	-
Assignment for M01, WS10 Smart Tourism and the Future of Travel	-	-	0-100	-	-	-
Assignment for The Specifics of Tourism and Hospitality Industry	-	-	0-100	-	-	-
Assignment for The Specifics of the Services	-	-	0-100	-	-	-

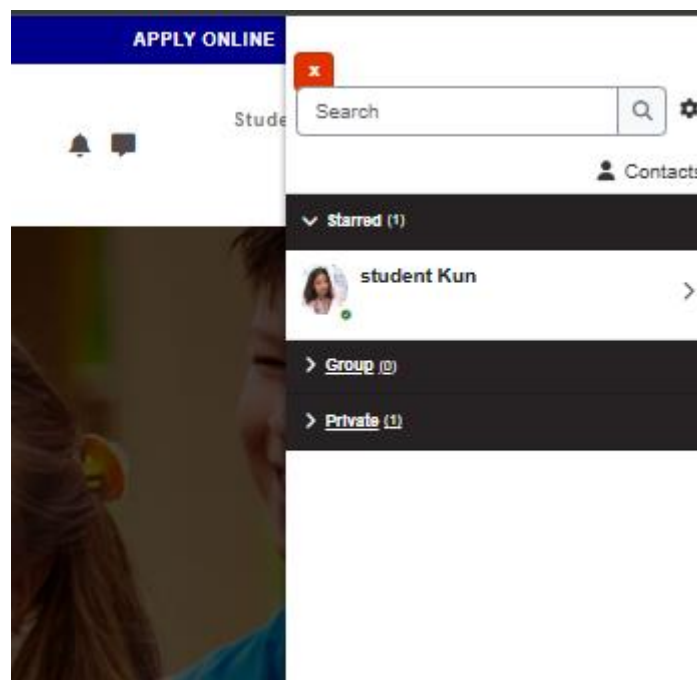
When a teacher grades your work you receive a notification (for example, "... has given feedback for assignment ...").

1. Open the assignment again, or go to your Grades, to see the grade and any comments.
2. You can also see all of your results from **Profile** → **Grades overview**.

Chapter 5: Communication and Collaboration

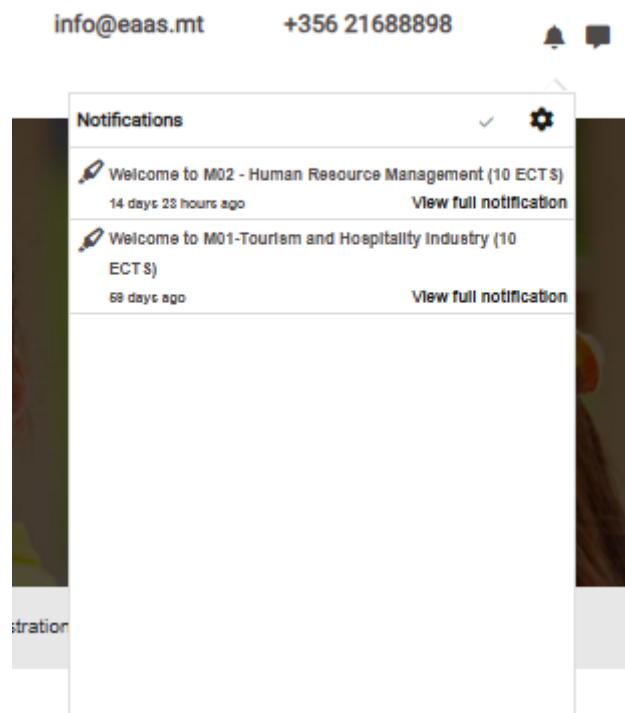
5.1 Messaging (Chat)

- Click the **chat bubble** icon in the top bar.
- You can see your recent conversations and search for other users.
- Click a person's name to open a private chat.
- Type your message and press **Send**.
- Teachers may also message you directly.



5.2 Notifications

- Click the **bell** to see recent notifications.
- Click **View full notification** for details.
- Use the **gear** icon to adjust which notifications you receive (e.g., turn off email for forum posts).
- Click the **tick** to mark all as read.

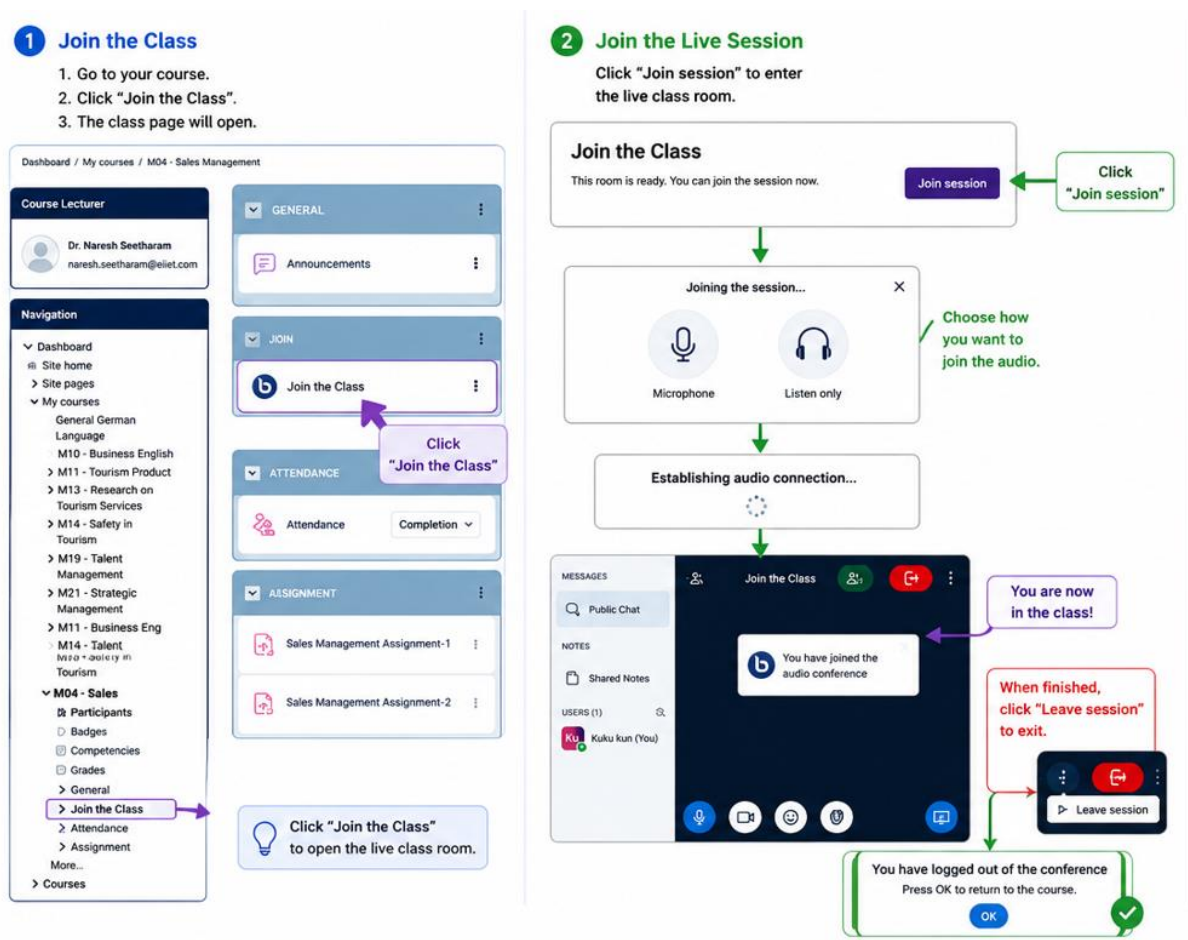
Figure 18 Notifications

Chapter 6: Live Classes and Recordings

6.1 Joining a Live Class

Live online classes run in the platform's virtual classroom. When a class is scheduled you join it from inside the course or from the calendar.

Figure 19 A live-class page: the "Join session" button at the top, and a list of past recordings below



6.2 Watching Recordings

Past classes are recorded so you can watch them again.

1. On the same live-class page, scroll to the Recordings list.
2. Find the session by its **date**, then click **Presentation** in the Playback column to watch it.

1

Open Recordings

After the class is recorded, the recordings appear in the same activity.

Recordings

First Previous Next Last Page 1 Go Rows 10

Playback	Name	Description	Preview	Date	Duration
Presentation	Join the Class			Tuesday, December 16, 2025	287
Presentation	Join the Class			Tuesday, December 9, 2025	390
Presentation	Join the Class			Tuesday, December 2, 2025	0
Presentation	Join the Class			Tuesday, November 18, 2025	114
Presentation	Join the Class			Tuesday, November 4, 2025	176
Presentation	Join the Class			Tuesday, October 7, 2025	82
Presentation	Join the Class			Tuesday, September 30, 2025	199
Presentation	Join the Class			Tuesday, September 16, 2025	263
Presentation	Join the Class			Tuesday, September 9, 2025	166

Page 1 Go Rows 10

2

Watch a Recording

Click on any presentation (playback) to open and watch the past class recording.

MESSAGES

Public Chat

NOTES

Shared Notes

USERS (1)

Kuku kun (You)

Presentation

Join the Class

Sales Management Lecture







Why Recordings Are Useful

Students can watch the recording anytime – perfect for those who missed the class or want to revise.

Chapter 7: Calendar and Due Dates

Your calendar gathers all your important dates – live classes, assignment deadlines and personal reminders – in one view.

- Open the calendar from the **Calendar** block on your Dashboard, or by clicking “Go to calendar...” in Upcoming Events.
- Use the **All courses** drop-down to show events for one course only, or for all of them.
- Move between months with the arrows beside the month name.
- Events are colour-coded by type; click an event to see its full details.
- Click **New event** to add your own personal reminder.

- Use **Import or export calendars** to sync your EAAS dates with Google Calendar, Outlook or another calendar app.

1 **Open Calendar**

Go to your calendar.
Find the date of your class.

2 **Click Course Event**

Click on the course event
on that date.
The event details will open.

Calendar

All courses New event

May

June 2026

July

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2 M08-Co... Introduct... M01-Int...	3 Introduct... M01-Int...	4	5 German...	6	7
8	9 M08-Co... Introduct... M01-Int...	10 Introduct... M01-Int...	11 My Intro...	12 German...	13	14
15	16 M08-Co... Introduct... M01-Int...	17 Introduct... M01-Int...	18	19 German...	20	21
22	23 M08-Co... Introduct... M01-Int...	24 Introduct... M01-Int...	25	26 German...	27	28
29	30 M08-Co...					

M08-Cost Accounting ×

Tuesday, 9 June, 12:45 PM » 3:45 PM

Course event

Class Joining Link

EAAS Berlin on-Campus (Classroom:434)

M08 - Cost Accounting

2A
Click "Course event" (course name) to open the course page.

2B
You can also click "Class Joining Link", to go directly to the meeting.

2C
This is the course name you are attending.

1 Click the course event on the calendar date.

2 Click "Course event" (course name).

Chapter 8: Troubleshooting and Getting Help

8.1 Common Problems and Solutions

1. I cannot log in: Check your username (a short login name, not your email) and password; both are case-sensitive. Make sure Caps Lock is off. If needed, use Lost password.
2. I forgot my password: Use Lost password on the login page (see section 1.4).
3. A page will not load or looks broken: Refresh the page, or try another browser (Chrome, Firefox, Edge or Safari). If it continues, clear your browser cache.
4. A live class or video will not play: Use a stable broadband connection and an up-to-date browser, and close other heavy tabs.
5. I submitted my work but it still shows Draft (not submitted): Open the assignment and click Submit assignment to finalise it (see section 4.2).
6. A course is missing from my dashboard: You may not be enrolled yet; contact your teacher or EAAS.

8.2 Getting Help

If you are still stuck, help is available:

- Email: info@eaas.mt
- Website: www.eaas.mt
- Phone: see the contact number on the front page of this manual.

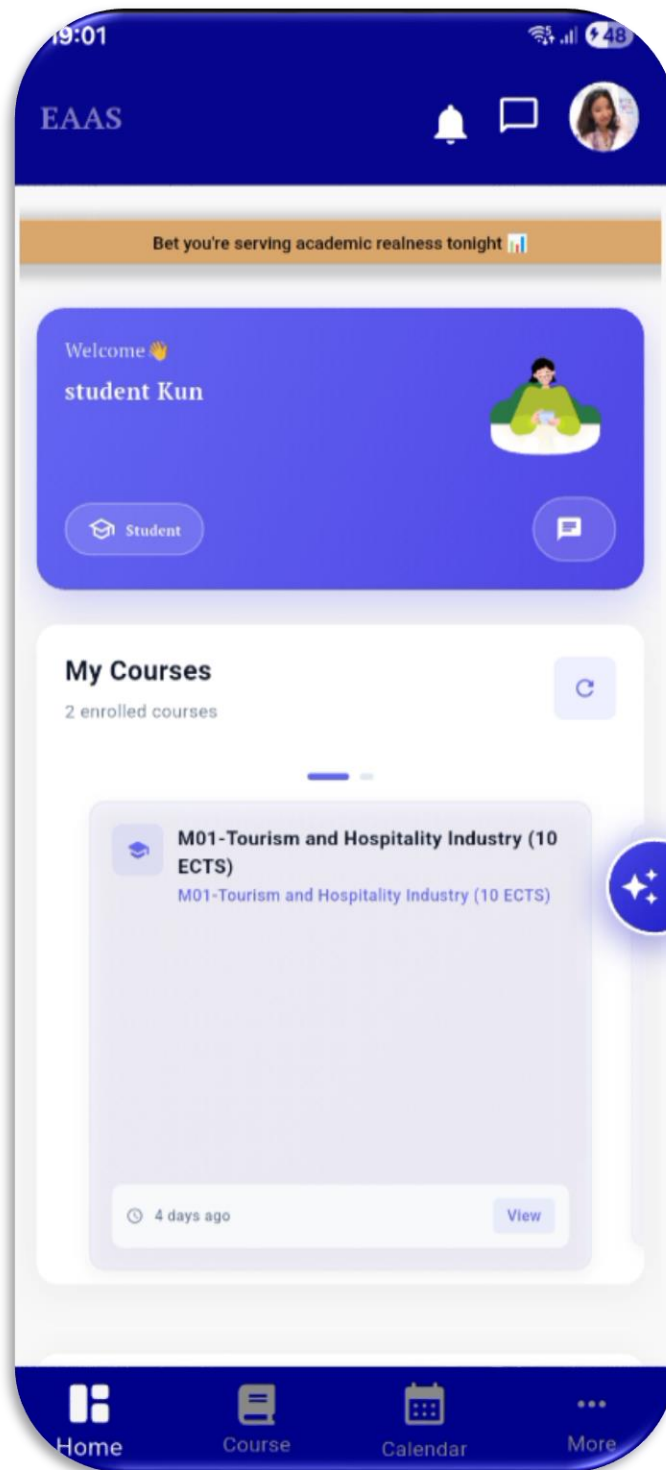
You can also use the EAAS mobile app: search EAAS on the App Store (iPhone) or Google Play (Android) to access your courses on the go.

When you contact support, please include your username, the course or page involved, what you were trying to do, and what happened. A screenshot helps us help you faster.

Part 2: The My EAAS Mobile App

With the app you can:

- See all the courses you are enrolled in and open their learning materials
- View assignments, read instructions, and submit your work
- Check your grades and feedback
- See your class calendar and upcoming events
- Message your teachers and classmates
- Ask the built-in AI Assistant quick questions
- Update your profile and photo



2. Installing the App

On an Android phone

1. Open the Google Play Store.
2. Tap the search bar and type EAAS.
3. Tap Install and wait for it to download.
4. When it finishes, tap Open.

On an iPhone

1. Open the App Store.
2. Tap the Search tab and type EAAS.
3. Tap Get.
4. When it finishes, tap Open.

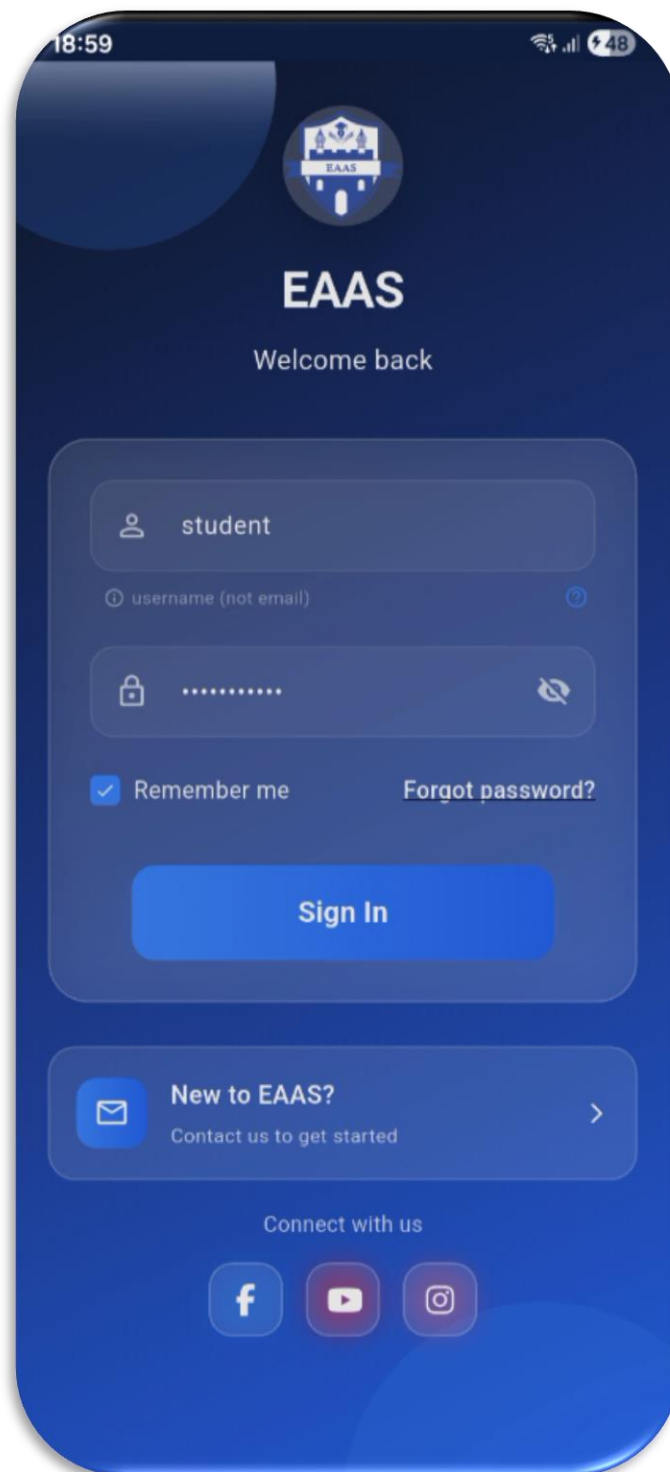
You can visit <https://eaas.mt/app/> to download app.

3. Logging In

You log in with the **same username and password** you use for your EAAS online learning account. If you don't have these yet, contact your institute.

1. Open the **My EAAS** app. You may first see a short welcome / intro screen — tap through it.
2. On the login screen, type your **username**.
3. Type your **password**. (Tap the eye icon to check what you typed.)
4. Optional: turn on **Remember me** so you don't have to log in every time.
5. Tap **Login**.

If login fails: check your username and password are correct and that you have internet. Passwords are case-sensitive. See section 4 if you forgot it.



4. If You Forgot Your Password

1. On the login screen, tap **Forgot password?**
2. Enter your **username** or the **email** of your account.
3. Tap **Send / Reset**.

4. Check your email inbox for a reset link and follow it to set a new password.
5. Return to the app and log in with your new password.

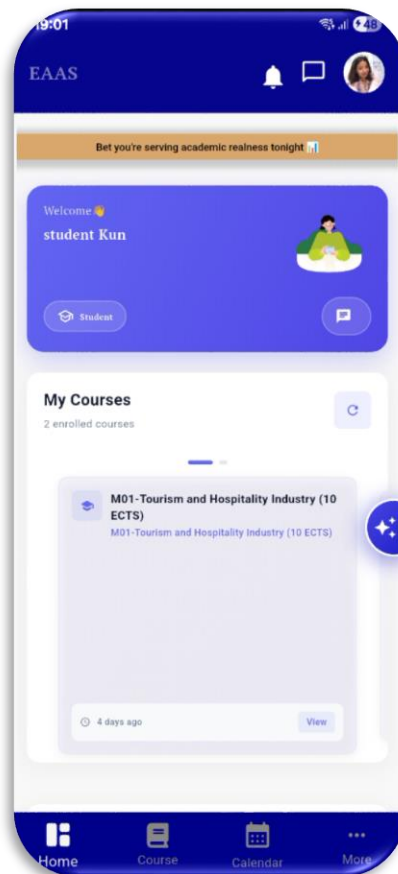
Tip: If no email arrives in a few minutes, check your spam folder, or contact support (see section 12).

5. Finding Your Way Around (Home Screen)

After you log in you land on the **Home** screen. At the bottom of the app is a **navigation bar** you tap to move between the main areas:

Button	What it opens
Home	Your dashboard — a summary of courses, tasks and quick links
Courses	The list of courses you are enrolled in
Calendar	Your events, deadlines and timeline
More	Profile, Settings, Help Center, Support, About and more

You'll also see a small floating **Assistant bubble** (see section 13) and a **bell** icon for notifications (section 11).



6. Your Courses

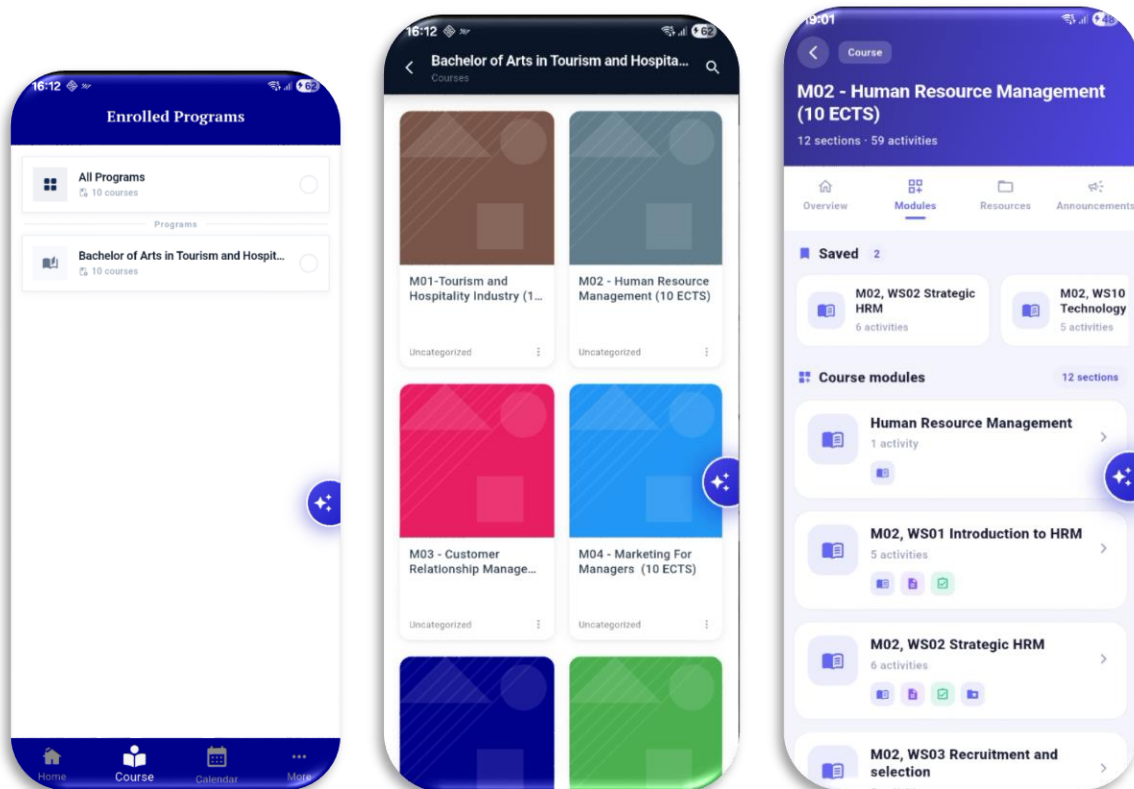
Seeing your courses

1. Tap **Courses** in the bottom bar.
2. You'll see every course you're enrolled in. Tap any course to open it.

Inside a course

1. Open a course to see its **topics / sections** and learning materials.
2. Tap any item — a file, page, video, book, forum, etc. — to open it.
3. Use the back arrow (top-left) to return to the course or course list.

Tip: If a course looks empty, your teacher may not have added materials yet, or the internet was slow — pull down to refresh.



7. Assignments & Submitting Work

Finding assignments

1. Open the **Assignments** area (from Home or inside a course).
2. You'll see assignments across your courses, with their **due dates** and status.
3. Tap an assignment to open it.

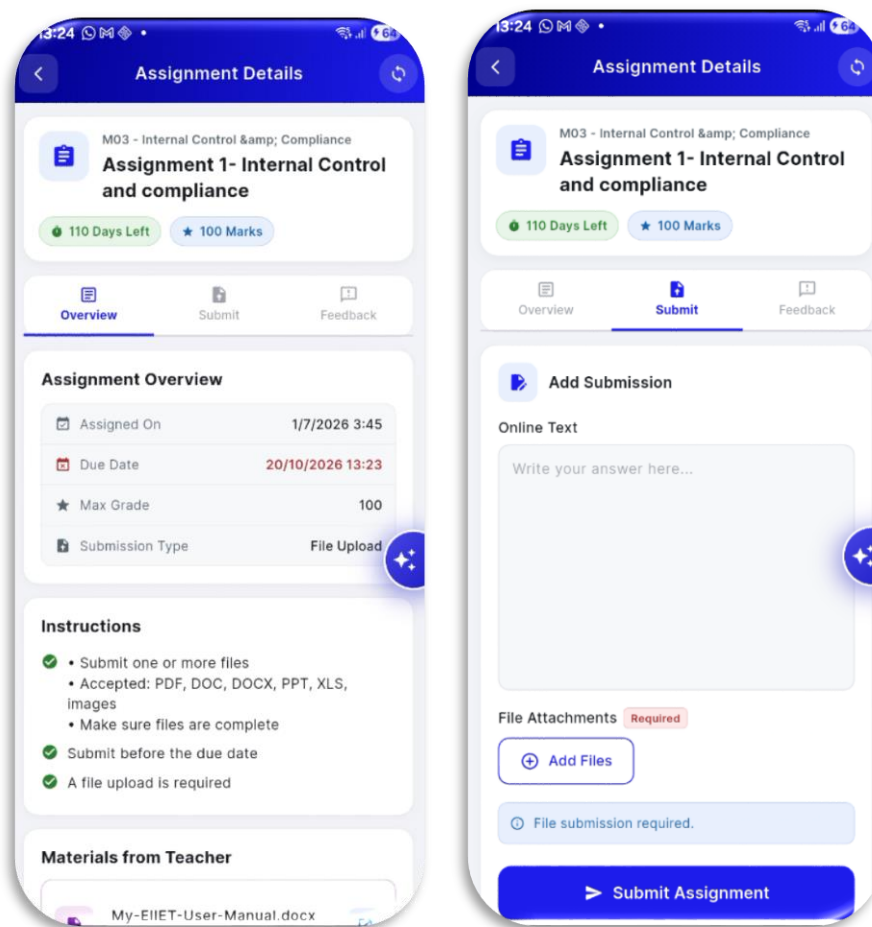
Reading an assignment

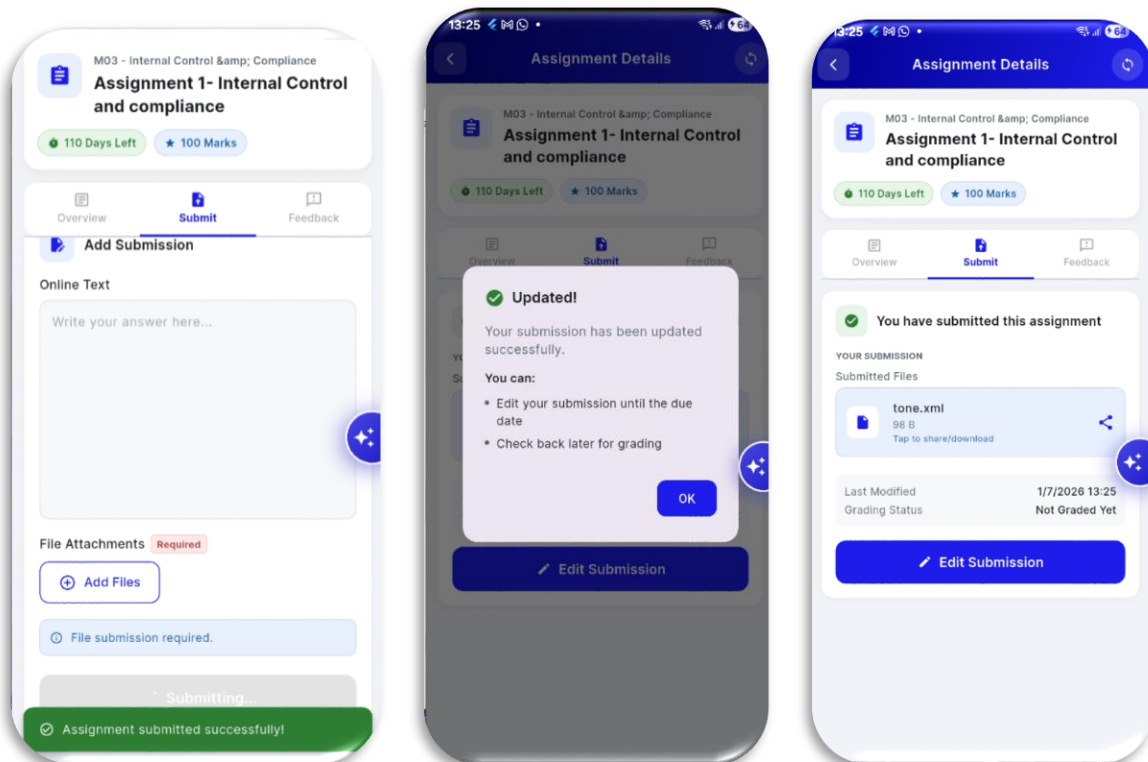
1. Read the **instructions** shown by your teacher.
2. Check the **due date** and whether you've already submitted.

Submitting your work

1. On the assignment, tap **Add submission / Upload**.
2. Choose the file(s) from your phone.
3. Tap **Submit** and wait for the confirmation.

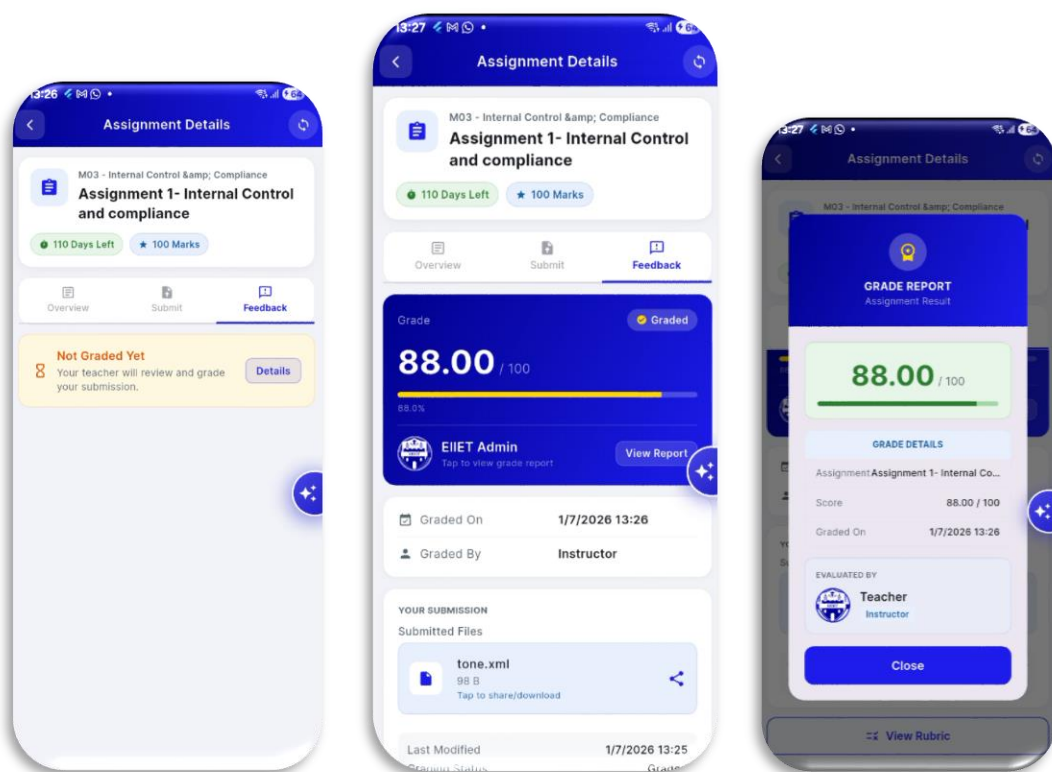
Note: Some assignments only allow certain file types or a single submission. If you're unsure, message your teacher or email info@eaas.mt.

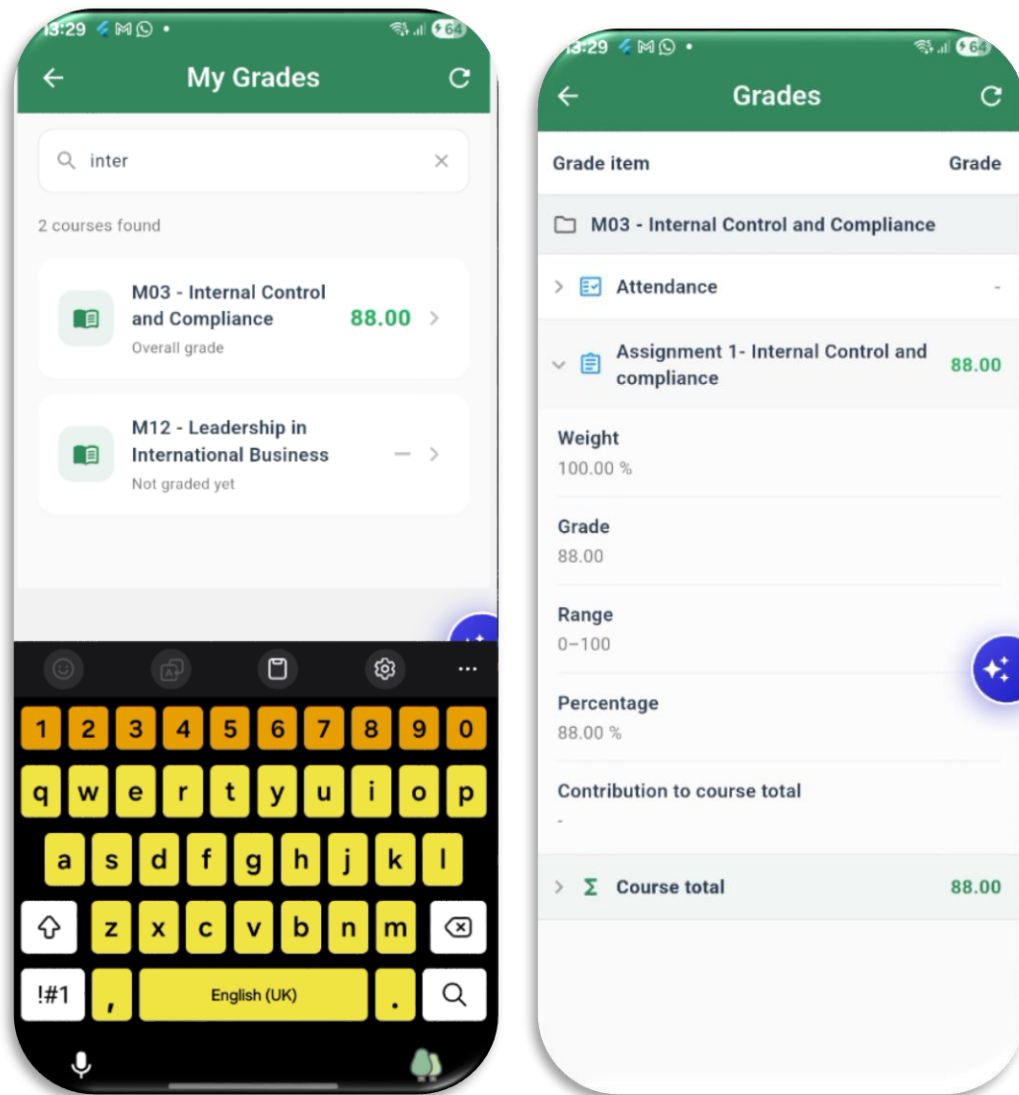




8. Checking Your Grades

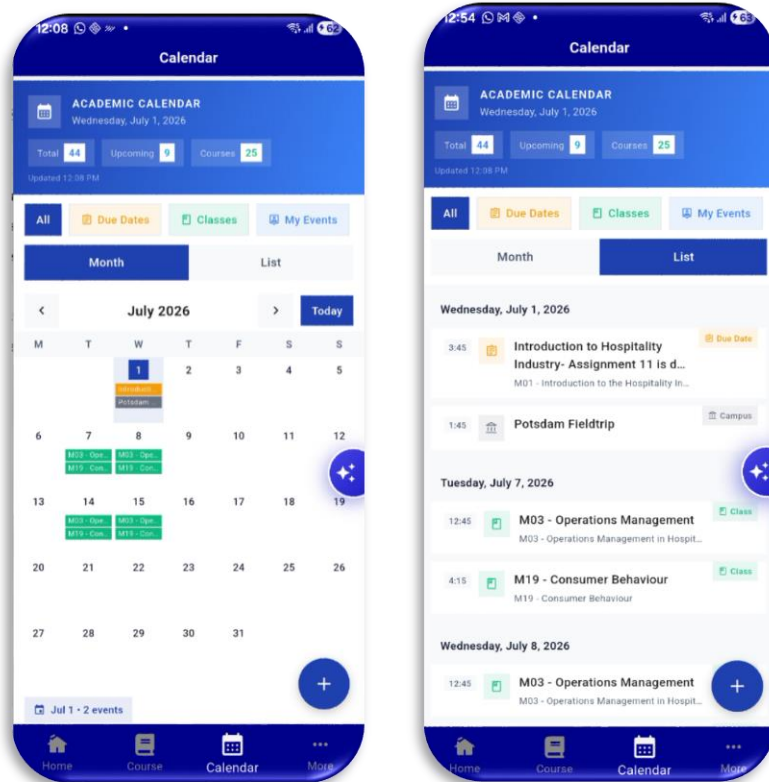
1. Open **Grades** (from Home or the More menu).
2. Select a course to see your grades and any teacher feedback.





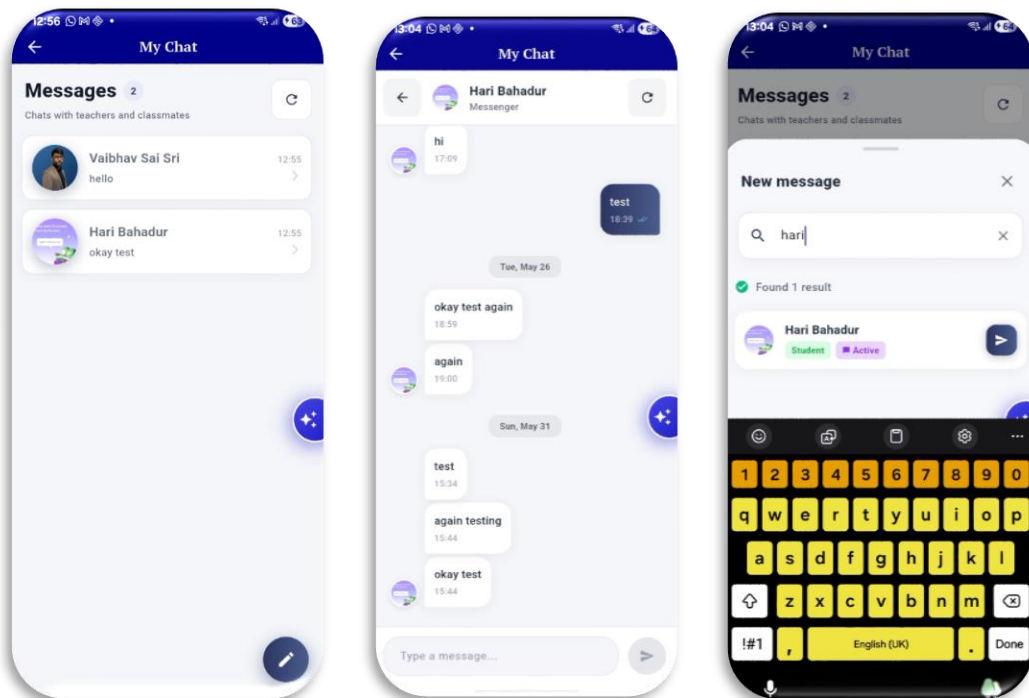
9. Calendar & Upcoming Events

1. Tap **Calendar** in the bottom bar.
2. Browse by month to see events, class sessions and assignment deadlines.
3. Tap an event to see its details.
4. Check **Upcoming Events** for what's happening soon.



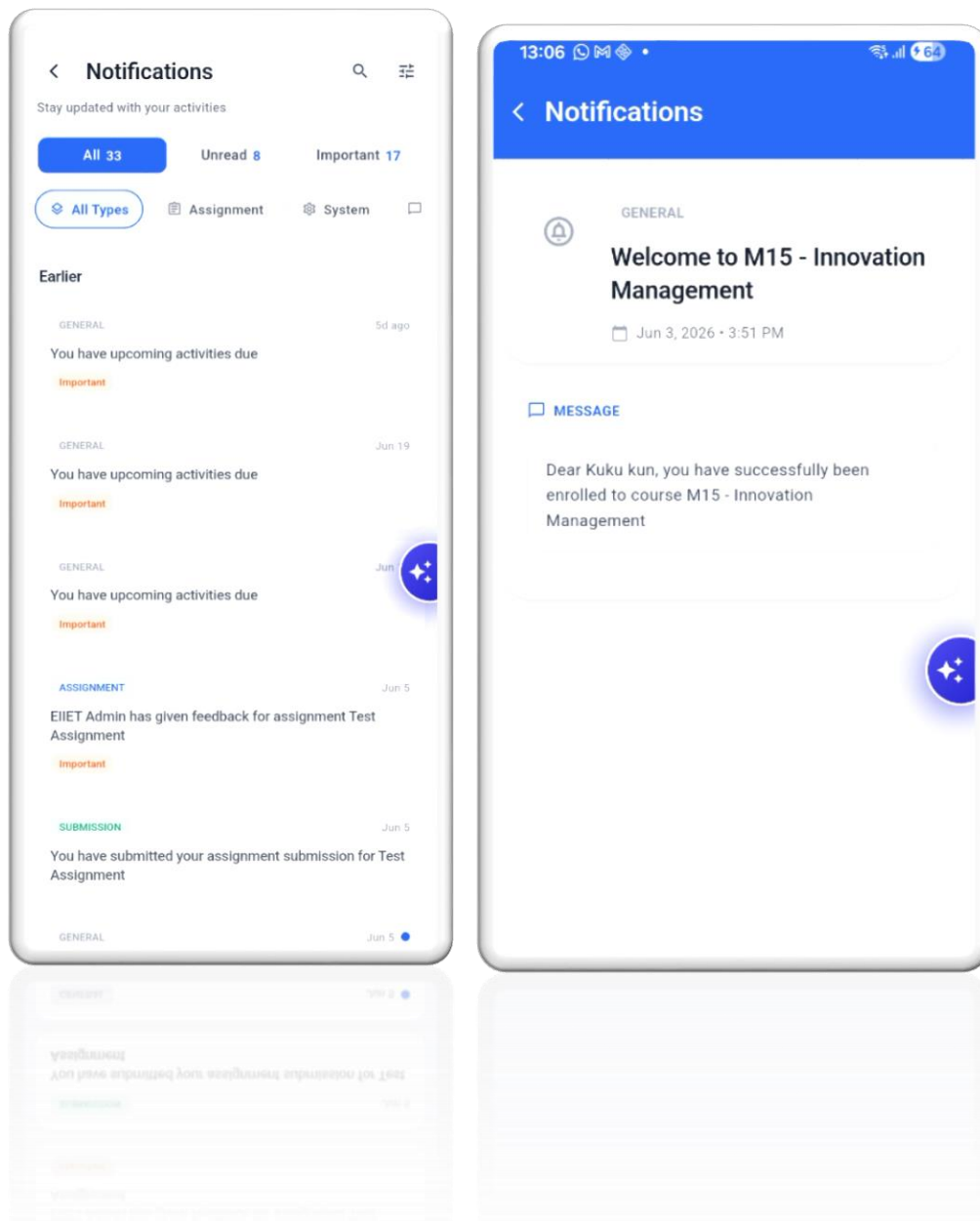
10. Messages & Chat

1. Open **Messages** (from Home or the More menu).
2. Tap a conversation to read it, or start a new one and search for a person.
3. Type your message and tap **Send**.



11. Notifications

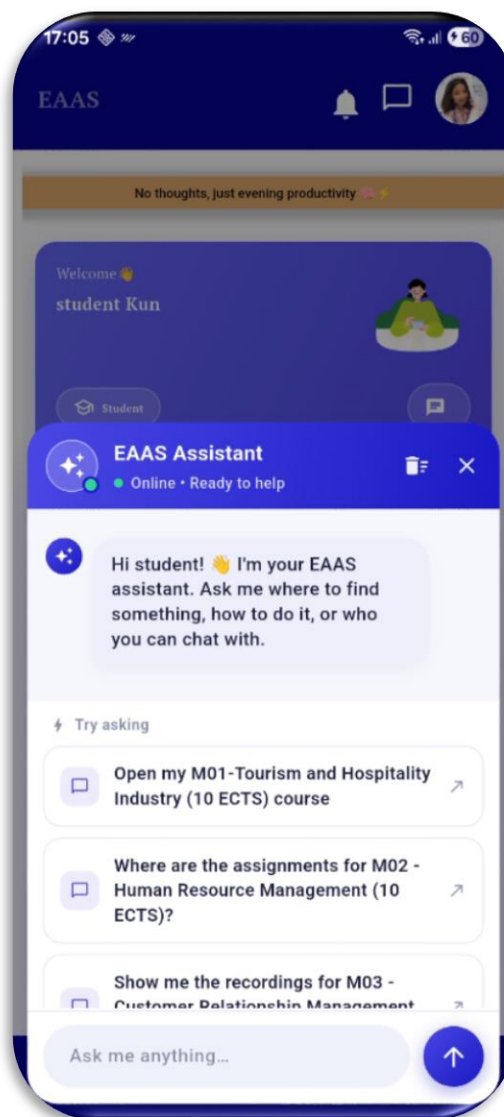
1. Tap the **bell** icon (usually top-right).
2. See announcements, grade updates and reminders.
3. Tap a notification to open what it refers to.



12. The AI Assistant (Help Bubble)

The floating **Assistant bubble** can answer quick questions and help you get around the app.

1. Tap the **bubble** (it floats on the screen).
2. Type a question — for example "Where are my grades?" or "Open my courses".
3. The assistant replies, and can jump you straight to the right screen.
4. For anything it can't answer, it will point you to **Support** (section



13. Your Profile

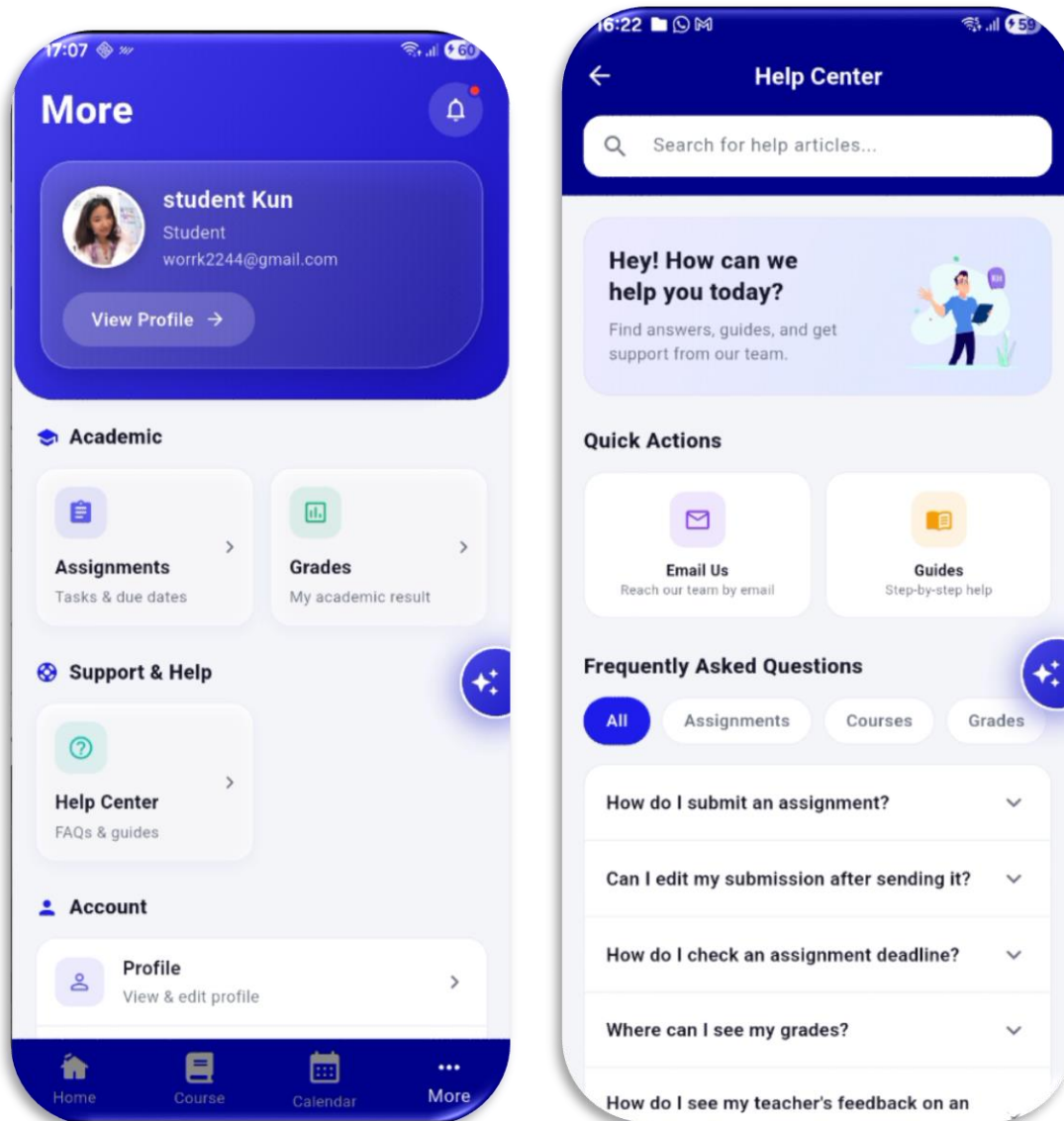
1. Open **More** → **Profile** (or tap your photo).
2. See your name, email and details.
3. Tap **Edit Profile** to update your information.
4. Tap your **photo** to change your profile picture.
5. Tap **Save** when done.



14. The "More" Menu

The **More** tab gathers everything else:

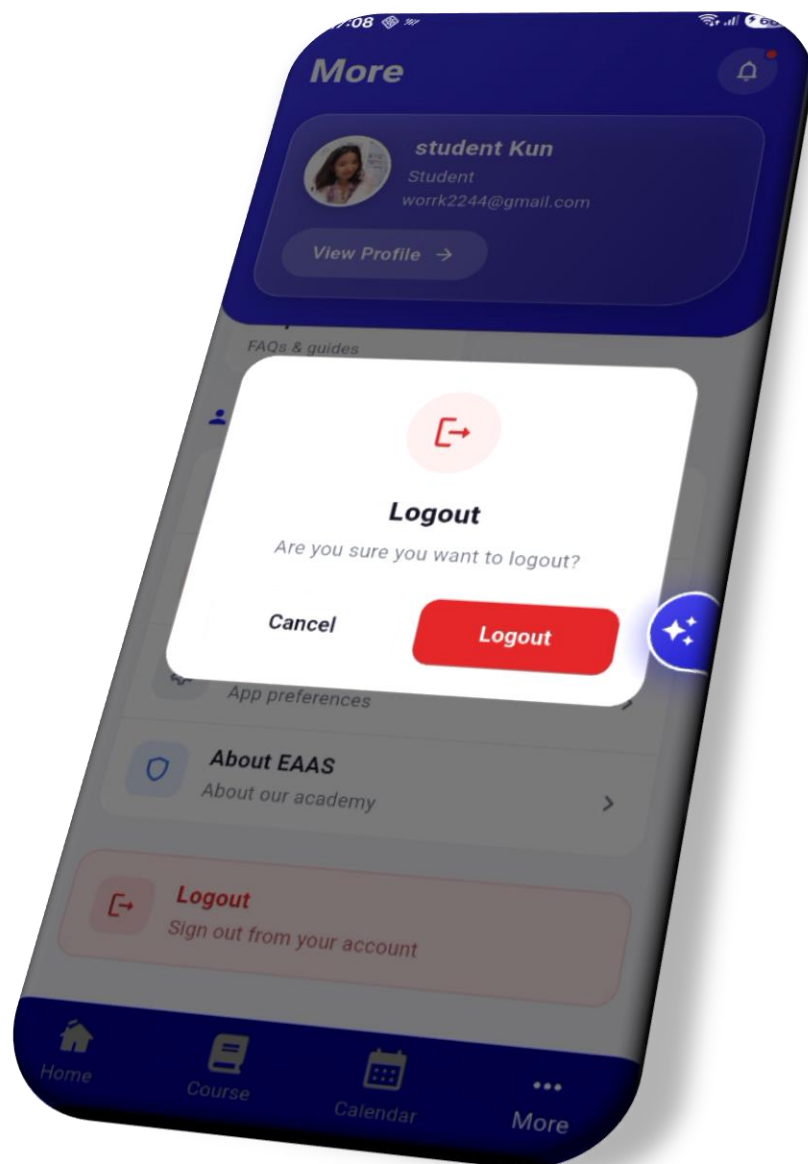
Item	What it's for
Profile	View and edit your details and photo
Settings	Notifications and privacy options
Help Center	Answers to common questions (FAQ) and quick links to support
Privacy & Policy	How your information is used
About EAAS	About the institute and contact details
Logout	Sign out of the app



15. Logging Out

1. Open **More**.
2. Scroll down and tap **Logout**.
3. Confirm. You'll return to the login screen.

Figure 20 The logout confirmation



16. Tips & Troubleshooting (FAQ)

Problem	What to do
I can't log in	Check username/password (case-sensitive) and your internet. Use "Forgot password?" if needed.
Courses won't load / "connection timed out"	Check your internet, then pull down to refresh. If it continues, the server may be busy — try again shortly.
A course looks empty	Your teacher may not have added materials yet, or content is still loading — refresh.
My photo won't update	Try a smaller image and a stable connection; re-open Edit Profile and save again.
I didn't get a reset email	Check your spam folder; confirm the email on your account; contact support.
Something isn't working	Email info@eaas.mt - describe what you tapped and what happened.

Need more help?

Email info@eaas.mt, or visit www.eaas.mt for more information.