

# Learning @ Internet Society Online Courses Learners' Guide

If you have questions about the learning platform, the course completion certificates, or anything else related to your learning experience, please email the Training and eLearning Team at learning@isoc.org.

#### Introduction:

You can access the Learning @ Internet Society learning platform through the Internet Society's <u>member portal</u> or directly at https://learning.internetsociety.org/.

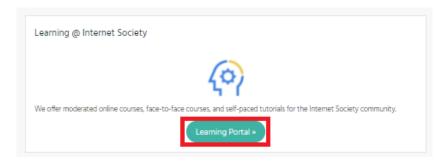
IMPORTANT: Internet Society data protection policies prevent members of our team from creating profiles for others. You must create your own account and profile.

## Access For Existing Internet Society Members

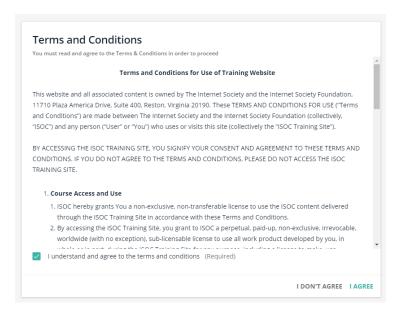
If you are a member of the Internet Society, you can use your member portal username and password to access the learning platform. Login by adding your details and click "login".



After logging in, use this tile on your member portal dashboard to launch the learning platform.



When you log in to the learning platform for the first time, you will need to make sure you read, understand, and agree to the terms and conditions of the Training Website. Once you click "I Agree", you will be redirected.



## Access For New Learners

If you are not an Internet Society member, you may access the learning platform by either joining the Internet Society as a member or registering as a guest.

### Joining the Internet Society as a Member

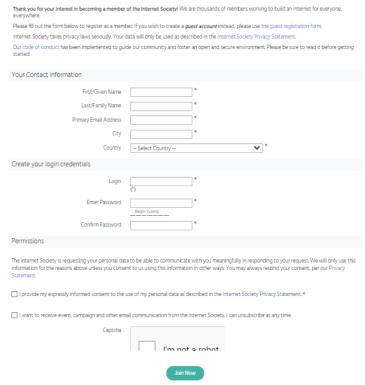
If you wish to register as a member please visit membership page, and fill out the membership registration form shown below.

Click the "Register" button (shown below):

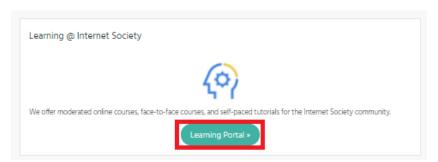


Fill out the form below and click "Join Now" to complete the process.

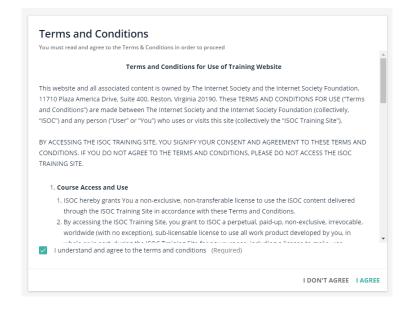
## Join the Internet Society



After logging in, use this tile on your member portal dashboard to launch the learning platform.

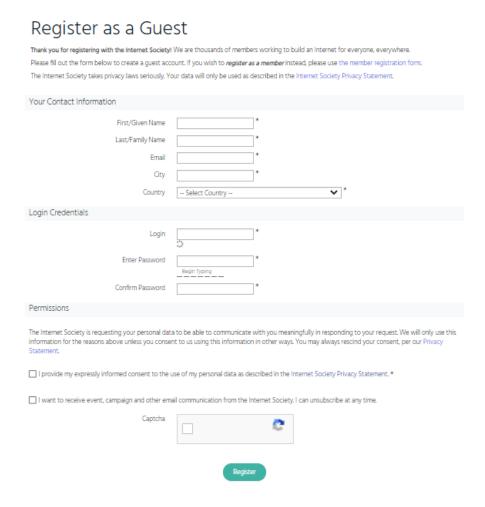


When you log in to the learning platform for the first time, you will need to make sure you read, understand, and agree to the terms and conditions of the Training Website. Once you click "I Agree", you will be redirected.

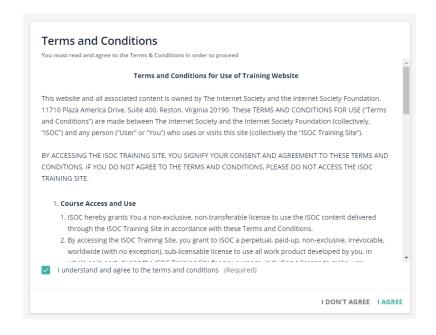


## Register as a Guest

If you are registering as a guest user and do not wish to become a member of the Internet Society, please visit the guest registration page, and fill out the registration form shown below, and click "Register" to complete the process.



When you log in to the learning platform for the first time, you will need to make sure you read, understand, and agree to the terms and conditions of the Training Website. Once you click "I Agree", you will be redirected.

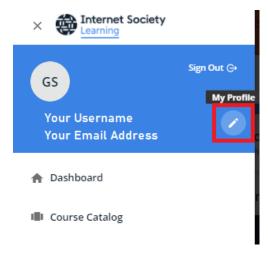


# How to Update Your Profile in the Learning Platform

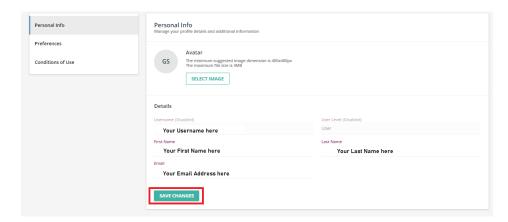
Use the "hamburger" menu on the top left-hand corner of the home page as highlighted below:



Update your profile by using the pen icon next to your username:



Update your information, including contact information, personal information, credentials (if needed), social profiles, organization as shown below:



- You can update the time zone and languages under the preferences tab.
- Once done, use the "save changes" button as highlighted above.

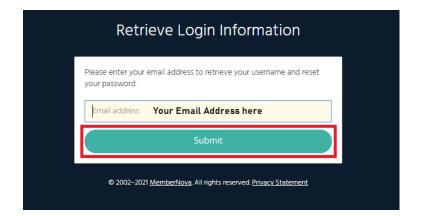
# What to Do if I Forget My Password?

No worries! Return to the <u>log in page</u> and click "Forgot Login" as shown below:



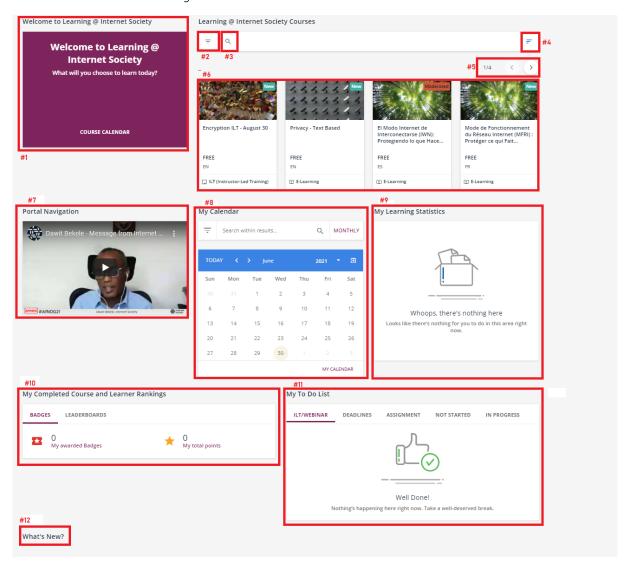
Or simply use this link to access the password recovery page: https://admin.internetsociety.org/622619/Password/Recovery

Type in your email address and click the "Submit" button:



## **Dashboard Overview**

The dashboard shows the followings:

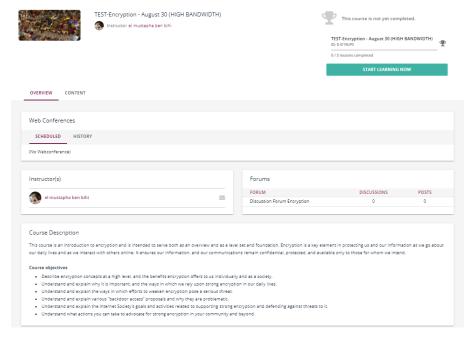


- 1. Internet Society Welcome Message with a link to the course calendar
- Course filters button: allow you to filter the course by type, enrollment status, language, or bandwidth option
- Search button: allows you to search for a specific course by name 3.
- Course display preferences: allows you to sort courses by name, code, or publishing date
- 5. Course navigation: allows you to navigate between courses for quick access
- Course preview: displays course Image, title language and type 6.
- The welcome video 7.
- 8. My calendar: provides more Information about the live sessions, courses dates.
- My learning statistics: shows an overview of your progress and course stats 9.
- 10. Completed courses and learner ranking: shows your badges and points.
- My to do list: gives more Information on the live sessions, assignments, and other related tasks
- 12. What's new: displays the latest news

# Course Home Page Overview

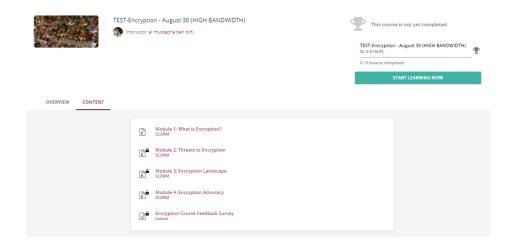
Once you are in the course overview tab you will see the following items:

- Web conferences: You can access and participate in the biweekly live sessions
- Instructor(s) information: Contact details for the instructor.
- Discussion forum: You can introduce yourself at the start of the course and provide feedback to the tutor and the other learners.
- Course description: an overview of the course content and the learning outcomes.



On the course content tab, you will see the followings:

- Course modules: You can access and review the course content.
- Course survey: You will be able to provide feedback related to the course and learning experience.



## Social Sharing

### Why is social sharing important?

We encourage you to create interesting discussions around the course and its topics on social media. This will help expand your network, demonstrate your leadership skills, and help more people know where they can learn about the fundamentals of an open, globally-connected, secure, and trustworthy Internet.

## How can you share Learning @ Internet Society courses on social media?

On the course home page, click on the Social Sharing button in the top right-hand corner of the screen. Choose the social media platform through which you'd like to share the course (Twitter or LinkedIn) and then click on its logo.



The sharing window will be opened. Add a personalized message if you wish, then click post or tweet.

# Course Formats and Course Completion

Learning @ Internet Society courses are available in three languages (English, French, and Spanish) and three formats (high-bandwidth, low-bandwidth, and text-based, which is <u>WCAG 2.1 AA certified</u>). To successfully complete a moderated or self-paced course, you must complete all modules of the course in the same language AND the same format.

For example, if you begin the English language Internet Governance course (a total of six modules) and complete two modules in the low-bandwidth format and four modules in the high-bandwidth format, the learning platform will indicate that you have not completed the course. Similarly, if you begin the English language Internet Governance course and complete four modules in high-bandwidth but then complete two modules in the high-bandwidth format for the French language Internet Governance course, the learning platform will indicate that you have not completed the course.

To successfully complete the Internet Governance course, you must complete the entire course in one language (English, French, or Spanish) and in one format (high-bandwidth, low-bandwidth, or text-based). You are welcome to view the other formats and languages of a course, however, please remember you can only be considered to have completed a course when you complete all modules in one language and format.

# Course types: Moderated (with a tutor) and Self-Paced

#### **Moderated Courses:**

- View available courses in our 2021 course catalog.
- 2. Moderated courses last four to six weeks.
- 3. Moderated courses start on Mondays, and they are organized in weekly cycles. You will study one or two modules per week.
- 4. Course content is released on a weekly basis every Monday at 00:00 UTC.
- 5. One-hour live sessions are scheduled biweekly via Zoom in the course portal. The live sessions are designed to provide learners with the opportunity to ask the course tutor questions or share comments related to the content covered during the moderated course. You may also ask questions about events in your country or region that relate to the course content.
- 6. If you are unable to attend the live session, the sessions will be recorded for later viewing. Watching a recording will be counted towards mandatory attendance.
- 7. In addition to the biweekly live sessions, moderated courses have discussion forums where learners may ask additional questions or post comments about the content covered during the full duration of the course. The course tutor will provide daily feedback.
- 8. Please note: You will receive reminder emails while taking moderated courses. These emails may be delivered to your spam folder. Therefore, please adjust the settings of your email provider to ensure that you receive all emails from noreplylearning@isoc.org and learning@isoc.org.

#### Online Self-Paced Courses:

There are currently four self-paced courses available on-demand:

- 1. Digital Footprints
- 2. Internet Society Chapters Management Essentials
- 3. Internet Society Foundation Grant Application and Project Implementation Guidance
- 4. Privacy

Once you are in the self-paced course, you will see the following items:

- Course modules: Here you can access and review the self-paced course content.
- Self-paced course survey: Here you will be able to provide your feedback related to the self-paced course and your learning experience.

Please note: You will receive reminder emails while taking self-paced courses. These emails may be delivered to your spam folder. Therefore, please adjust the settings of your email provider to ensure that you receive all emails from noreplylearning@isoc.org and learning@isoc.org.

# Survey and certificate (available for moderated and self-paced courses):

- To fully complete a moderated or self-paced course, you MUST complete the end-of-course survey. If you do not complete the course survey, you will not receive a certificate and will not be considered to have completed the course.
- Your feedback is important for us to continue improving.

Read our course catalog for additional information.

#### Contact Information

Contact the Training and eLearning team for technical support while taking any course, questions about the platform, certificates, or anything else at learning@isoc.org.

## **Accessibility Instructions**

We are committed to providing accessible experiences for all users, regardless of their abilities. The learner experience of your platform is accessible using screen readers and keyboard navigation.

#### Screen Readers

You can navigate the accessible areas of the learner experience and interact with it via a screen reader. We test our interface with NDVA and JAWS on Microsoft Windows, with Chrome and Mozilla Firefox.

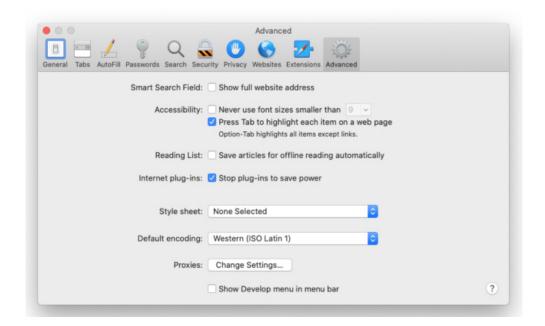
#### Keyboard Navigation

You can navigate the accessible areas of the learner experience with ease using a keyboard. The keyboard navigation is enabled by default on Windows computers, as well as on Google Chrome with any operating system, but it must be enabled manually when using Safari and Mozilla browsers on Mac.

## How to enable keyboard navigation:

#### Safari

- 1. Open your Safari browser, then go to Safari on the menu bar and choose Preferences.
- 2. Click the Advanced tab.
- 3. Mark the accessibility option that lets you Press Tab to highlight each item on a webpage.



#### Mozilla Firefox

- 1. Open your Mozilla Firefox browser, then go to Firefox on the menu bar and choose Preferences.
- 2. Move to the Privacy & Security tab and flag the Prevent accessibility services from accessing your browser option.
- 3. Restart your browser to make your changes effective.



Read further information about the accessibility features in our platform.