

STUDENT MANUAL





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How to take E-Campus courses offline





Introduction



This manual is a quick guide for all users who are learning through the E-Campus platform. It walks you through the platform using images, so that you can use its most common and necessary functions without difficulty.

In the Requirements section, you will find the specific browser requirements needed to for the courses to function correctly.

The functions on each screen are identified by name and illustrated step by step with screen captures to guide you. The places to click are highlighted with a colored box, so it is important to pay attention to these indications.

Read these instructions before beginning your course so that you can make the most of this learning experience.

Thank you for being part of E-Campus!

You can send questions or suggestions to: <u>e-campus@iom.int</u>

Requirements

Below are the minimum requirements to take courses on ECampus.

Internet connection Browser



Mozilla Firefox 3 or higher.



Google Chrome.



Audio equipment

Speakers. Headphones.

Plug-in

One of the plug-ins you will need to have installed on your computer to use multimedia resources is Adobe Reader, follow these directions to download the program.

Adobe Reader

http://get.adobe.com/reader/





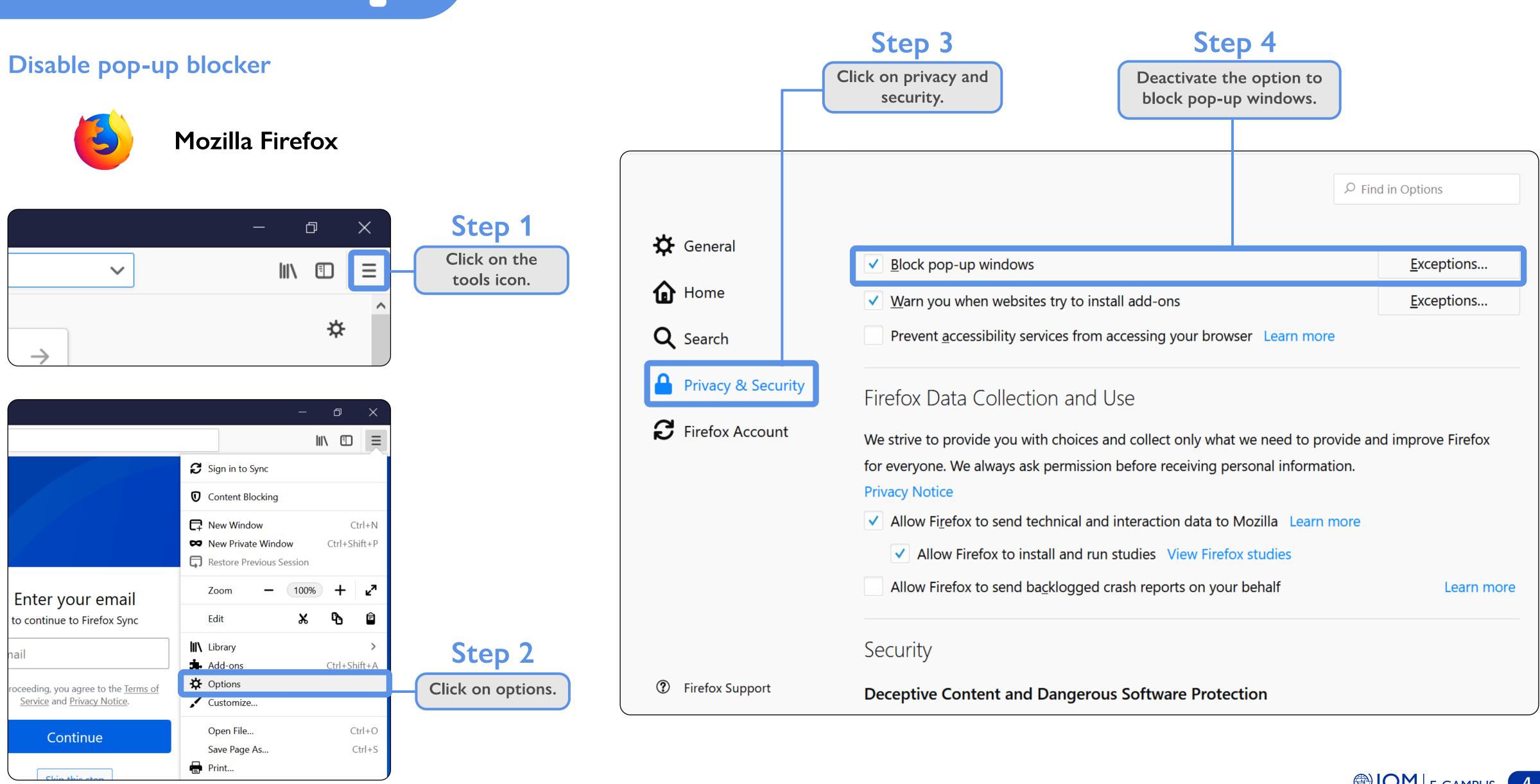




Requirements





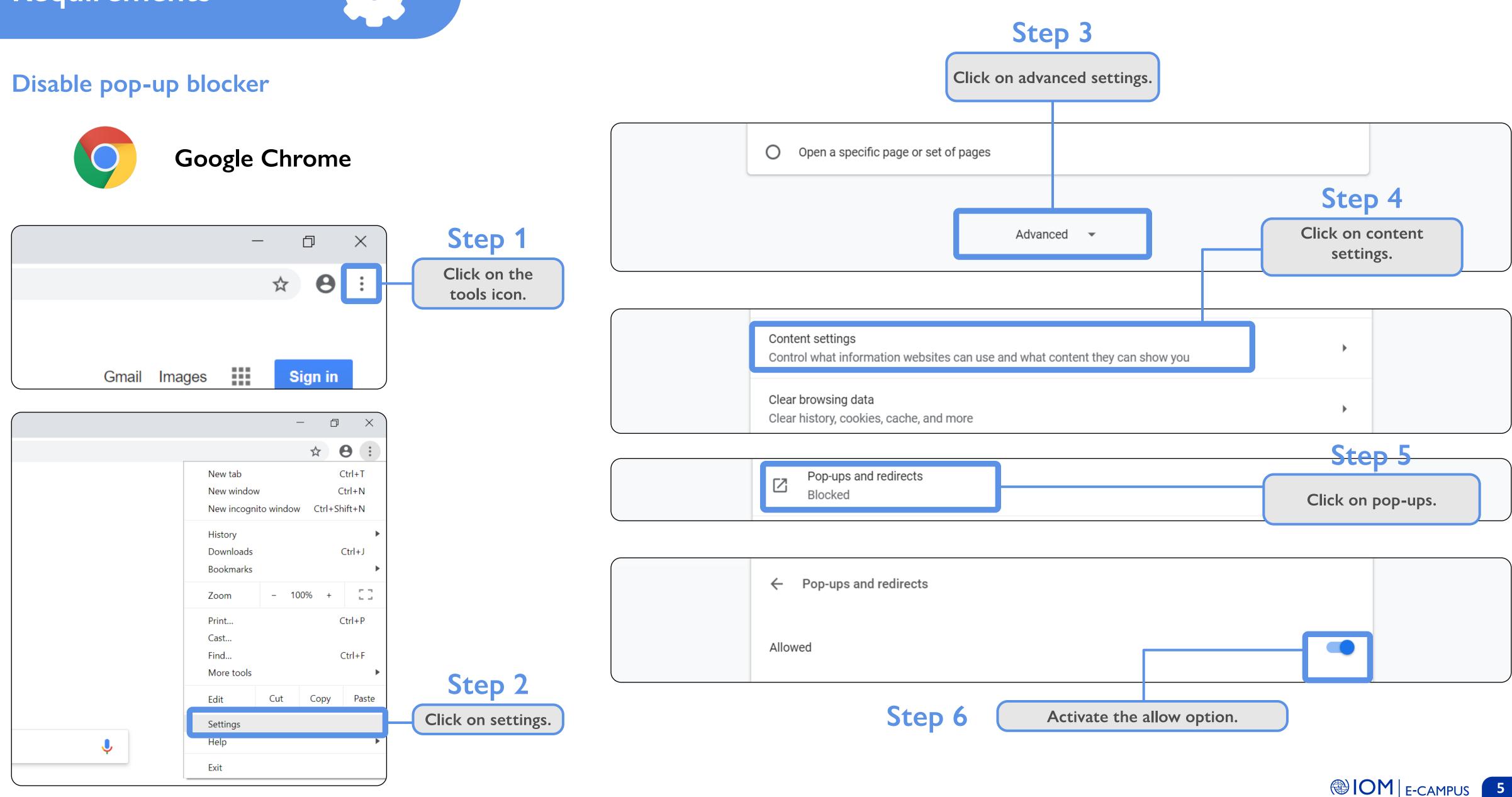






Requirements









How to register

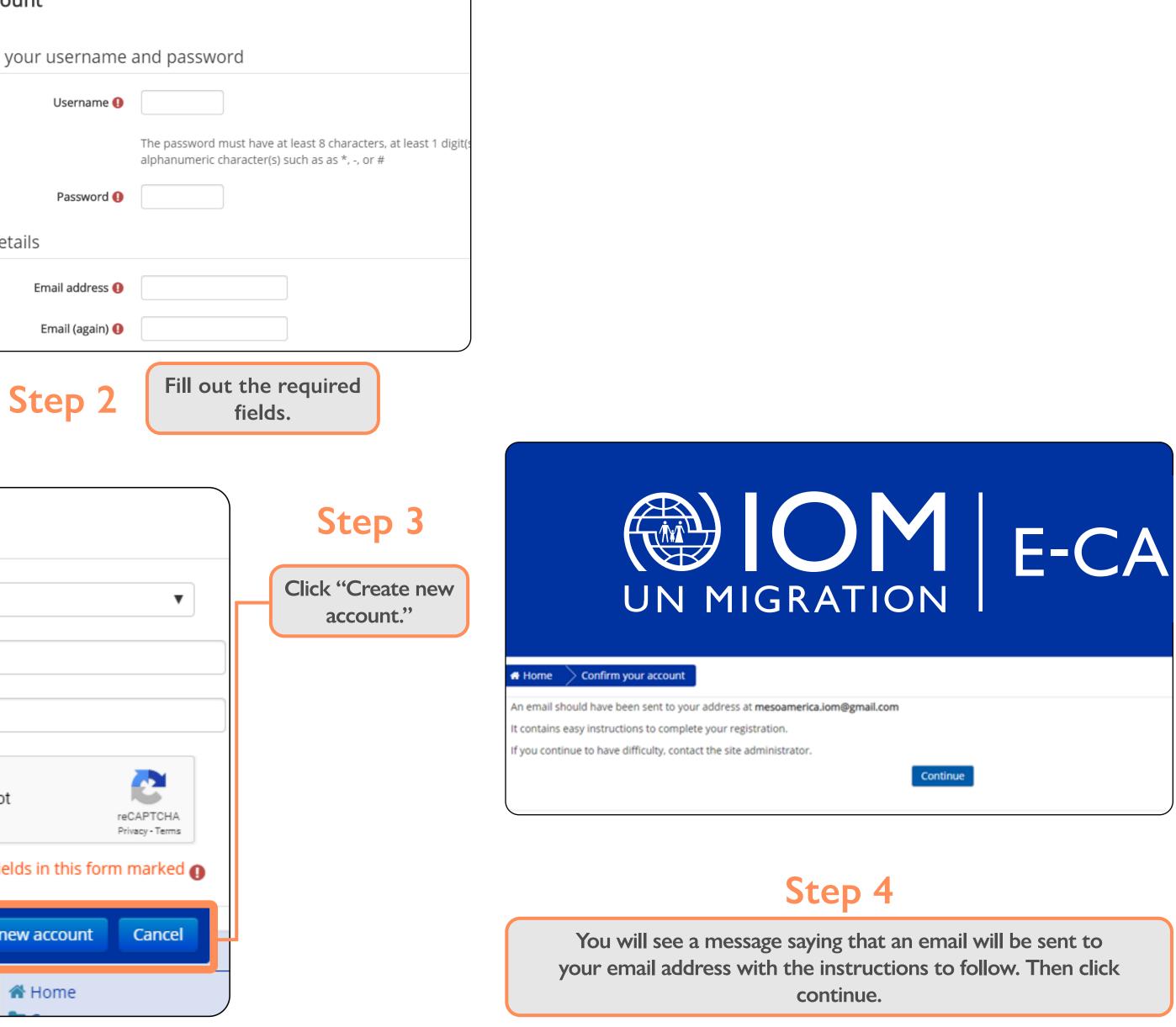
Home	
Username / email	
Password	
Remember username	
Log in	
Create new account Lost password?	

Step 1

On the E-Campus web page, www.ecampus.iom. int, select "Create new account."

🎮 English (en) 🕨
New account
- Choose your us
Us
Pa
- More details
Email
Emai
C to a

hoose
I'm not a robot
ere are required fields in th
Create my new accou
🖀 Home







	M Gmail	Q Search mail		
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≻	Sent			
	Drafts			
~	More			

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- Compose	C 0 1 0 1 0 1 0 1 C 0 1 0 1 C	1 of 1 < > 🥅 🍷 🍄	31
Inbox	E-campus: account confirmation Inbox ×	ē 2	٥
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 Sent Drafts More 	A new account has been requested at 'E-campus' using your email address.		+
Mesoamerica +	To confirm your new account, please go to this web address: http://www.ecampus.iom.int/login/confirm.php?data=e4nE7ZwcAK5bNXY/mesoamerica		
	In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window. If you need help, please contact the site administrator,		

Open the email and follow the instructions.



Your registration has been confirmed

Continue

Step 7

Complete registration.

Step 6

Follow the instructions in the email to confirm your email address.



Accessing E-Campus



Accessing the platform

To access the platform, type the following address into the browser:

http://www.ecampus.iom.int/login/index.php?lang=en

Next you will see the following screen:

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)	GR) AT			E	-(CAM	1F	PUS)		
1	Welc	ome to	o E-ca	mpu	s, th	e IOM p	blatfor	m for c	online cou	urses. Visit	t the d	different cat	egories belov	v to c	hoose your next cou	rse!				0
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LC Userna		email			6	3 3				0.	4		0-6		0	-4		0-7		
Passw	ord							()	()				
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Mon	F <u>Tue</u>	EBRU,	ARY 2	2019 Eri	Sat	Sun 3		()		€€)		Ŵ)	IOM·C	9		
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18	12 19 26	20		22		24														

Home	
Username / email	
Password	
Remember username	
Log in	
Create new account Lost password?	

User log-in

Step 1

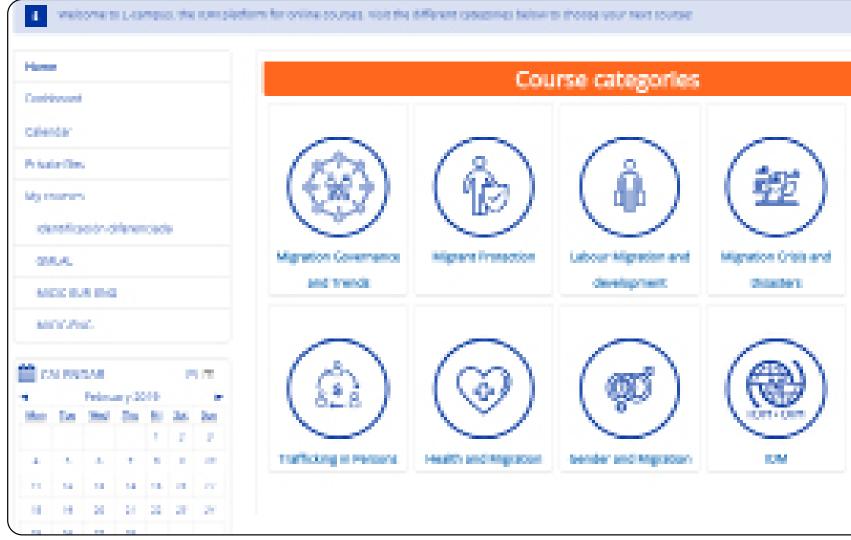
Enter the username previously assigned to you in the username/ email field.

Step 2

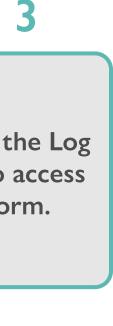
Then type your password in the corresponding space. Step 3

Finally, click the Log In button to access the platform.

The home page will open, from which you can access the options described in the following sections.













Editing your profile



If you would like to change your profile information:

		🛕 🗩 🔲 Name
		🔒 Name
Í	💄 User	Preferences
	i Edit profile	🛗 Calendar
	🔦 Change password	Messages
	오 Message	🖹 Private files
	⊠ Blog	Forum posts
	Badge	Discussions
	UN MIGKA	📔 My grades
		🕩 Log out
		🛿 Help
Step 1	located in t	username and picture the top right of the
		screen.
Step 2		eferences" in the pdown list.
Step 2		eferences" in the
Step 2 Step 3	dro	eferences" in the

On the next screen, you can edit the information in each section by clicking on each tab and using the available fields.

Home Dashboard Preference
Name
General
User picture
Additional names
▶ Interests
Optional
Other Fields

Under the "General" tab, you can change your basic user information. When you finish making your changes, click "Update Profile."

Name

General

First name

Surname

Email address

Email display (

City/tov

Select a count

Step 4

5 Vser account Edit profile	
	Expan

Step 5

Update profile	Cancel	
i		
Allow only other course n	nembers to see my email ado	dress 🔻
	•	

Profile picture

Step 1

To add a profile picture or modify the existing one, click the "User picture" tab.

 User picture 	
Current picture	None
New picture 💿	Maximum size for new files: 4.9GB, max
	Files
	You can drag and drop files here to add them.
	Accepted file types: Image files used on the web . <i>gif .jpe .jpeg jpg .png .svg .svgz</i>
ſ	
Step 2	The section will open. Click the add f or the blue arrow to open the "File
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Save a	IS
Save a Autho	
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Autho	or Gerardo Andrés Mora Araya
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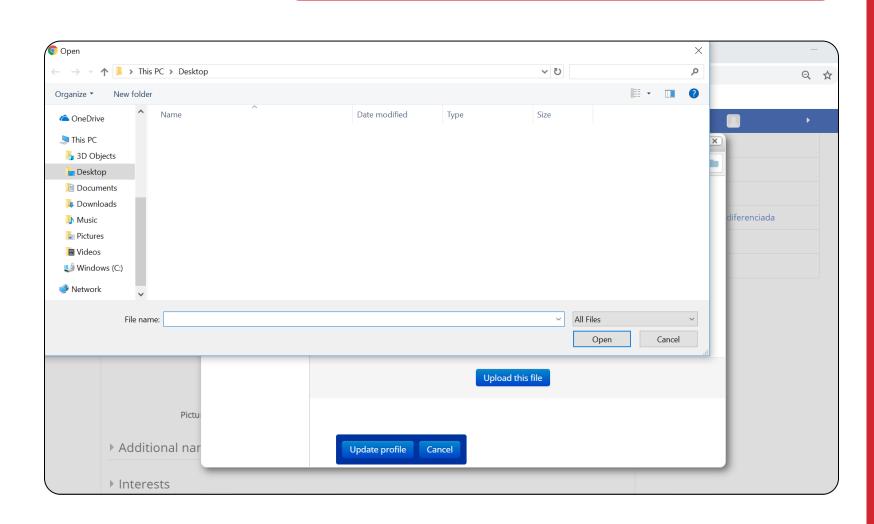




Step 4

The "File Picker" will allow you to choose the picture you want, either from your computer or from files available online.

Once you have selected your picture, click "Upload this file."



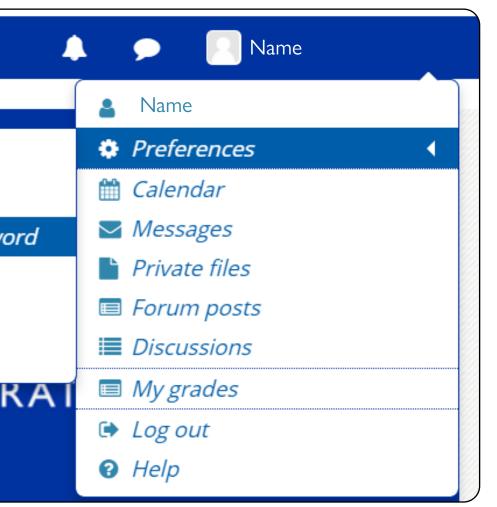
Upload this file

Back in the User picture tab, click "Update Profile."

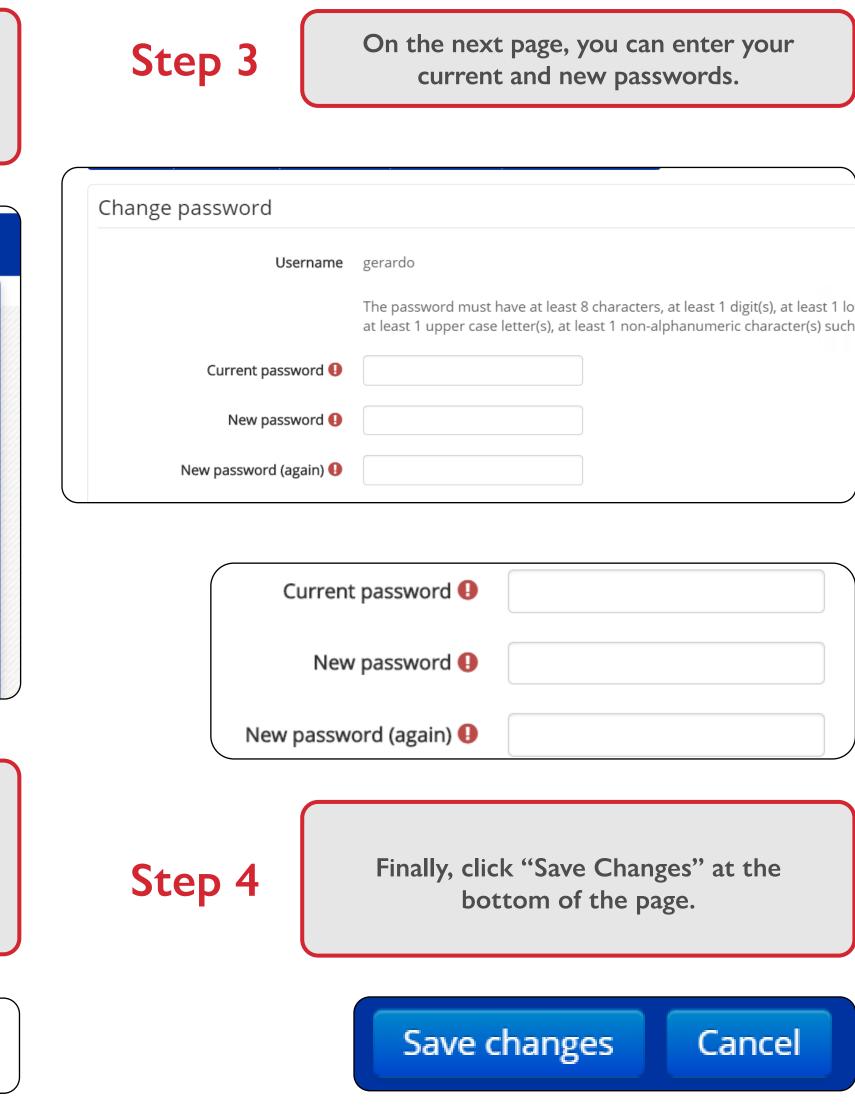
Cancel

Update profile

Change password If you want to change your current password: Click on the username and picture Step 1 located in the top right of the screen. Name Name Preferences User 🛗 Calendar • Edit profile Messages **&** Change password Private files 오 Message E Forum posts Blog Discussions Badge My grades UN MIGRAÍ 🕩 Log out Help Click "Preferences" in the drop-down Step 2 list and choose "Change password." Change password









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Managing your messages

Reading messages

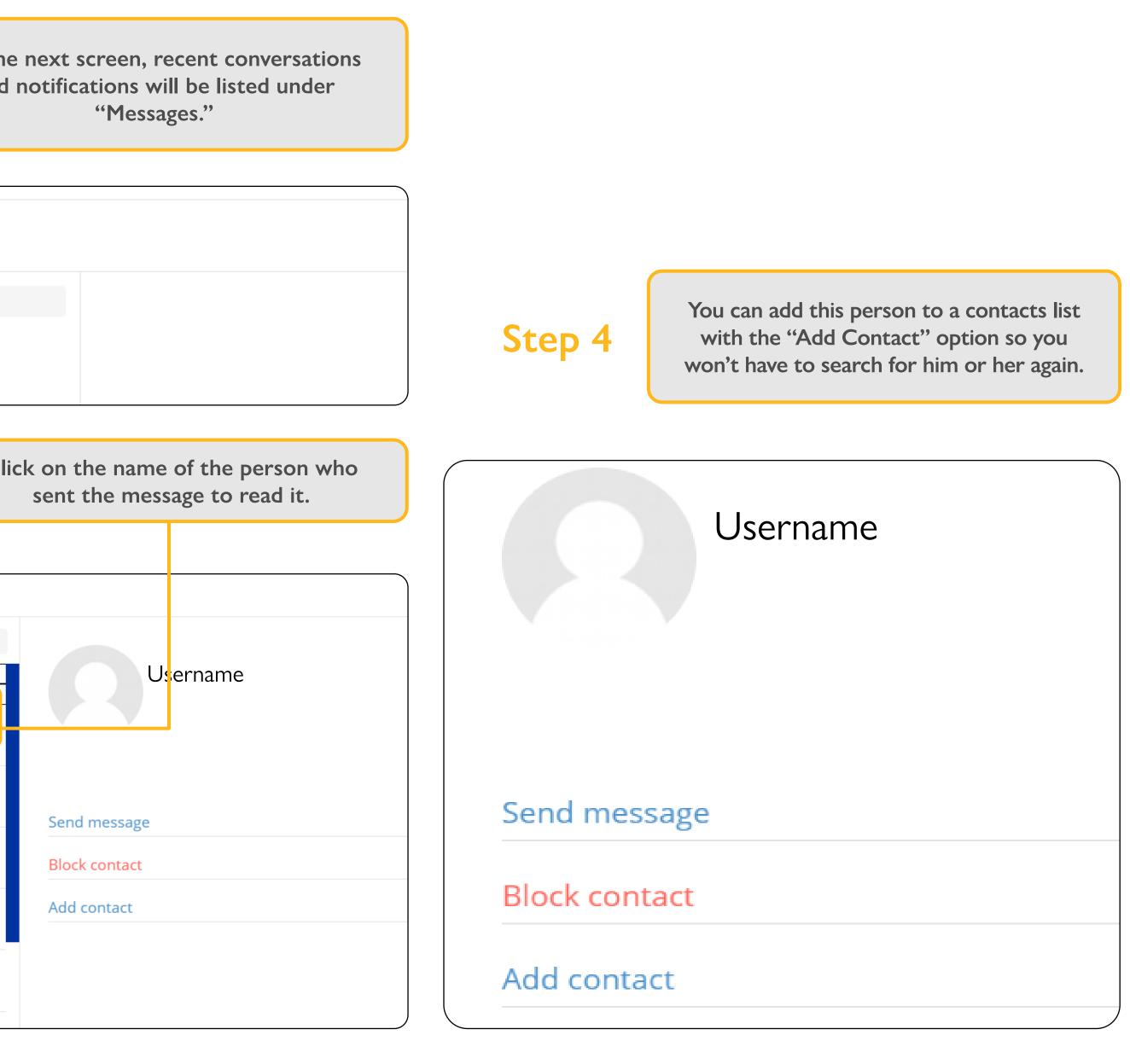
To read the messages you receive:



Step 1

Click the username and picture in the top right of the screen and choose messages.

Step 2 On the and
Messages
Search messages
No messages
Step 3 C
Messages
Username
Courses
Non-contacts
Username
Celeste González Camacho
Esteban Vargas
Estefania Pineda
Estefany Cervantes González
Ida Dalgaard Steffensen

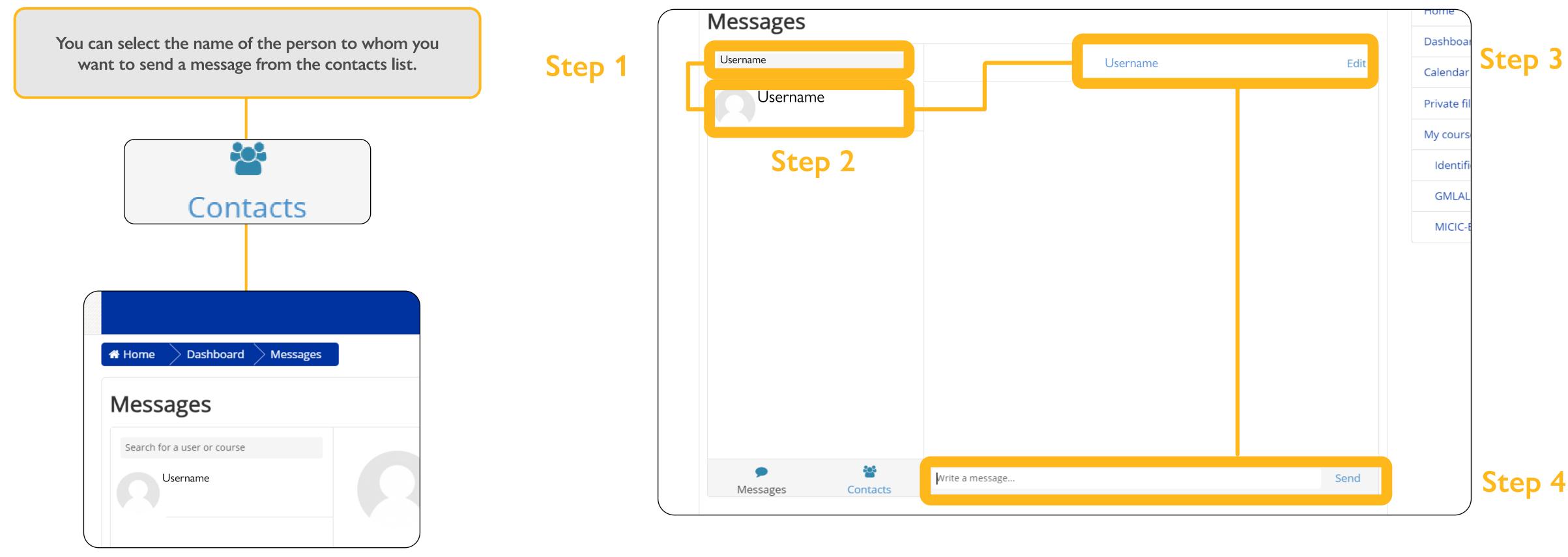






Sending messages

To send a message:



You can also search for a person by typing their name in the search bar and clicking "Search people and messages."

To write the message, click the name of the person. The page in which you can write the message will open. When you are finished, click "Send."







Joining a course



Available courses are listed on the home page. To access them:

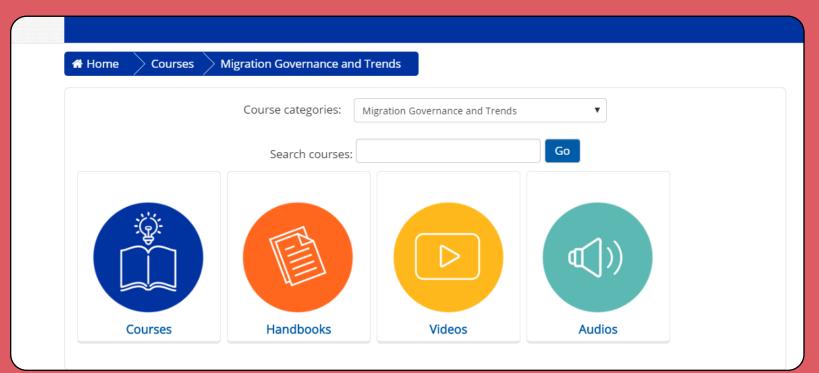
Step 1

Step 2

Select a course category.

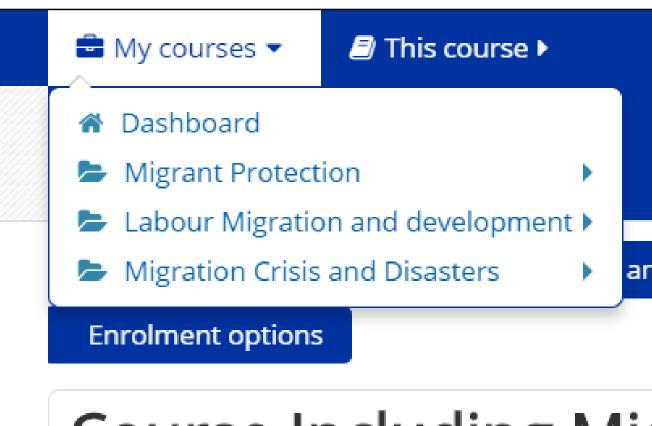


Click on courses.



Home Courses Migration Crisis and Disasters Courses	
Course categories: Migration Crisis and Disasters / Courses	Home
Search courses: Go	Dashboard
Course Including Migrants in Emergency Management	Calendar Private files
This course provides emergency management practitioners information and tools to Provide services in a more inclusive manner, accounting for migrants' specific behaviors and preferences	My courses Identificación diferenciada
Learning modality: Self-learning. 100% Online	GMLAL
Including migrants in emergency management Fecha: Available all year a course for local-level practitioners Unration: Approximately 3 hours	MICIC-ENG
Language: English	
Geographical Coverage:	
	also use the "My cours
You will now have access to all the resources of the selected course.	also use the "My cours bar, at the top of t
Sourse Including Migrants in Emergency Management	-
Selected course.	bar, at the top of t
Selected course.	bar, at the top of t
selected course.	bar, at the top of t
selected course.	bar, at the top of t ly courses - 2 Th Dashboard Migrant Protection
selected course.	bar, at the top of t ly courses Dashboard Migrant Protection Labour Migration and
selected course.	bar, at the top of t ly courses - 2 Th Dashboard Migrant Protection
selected course.	bar, at the top of t ly courses Dashboard Migrant Protection Labour Migration and
selected course.	bar, at the top of t ly courses Dashboard Migrant Protection Labour Migration and Migration Crisis and Di olment options
selected course.	bar, at the top of t ly courses - 2 Th Dashboard Migrant Protection Labour Migration and Migration Crisis and Di

" menu in the navigation home page.

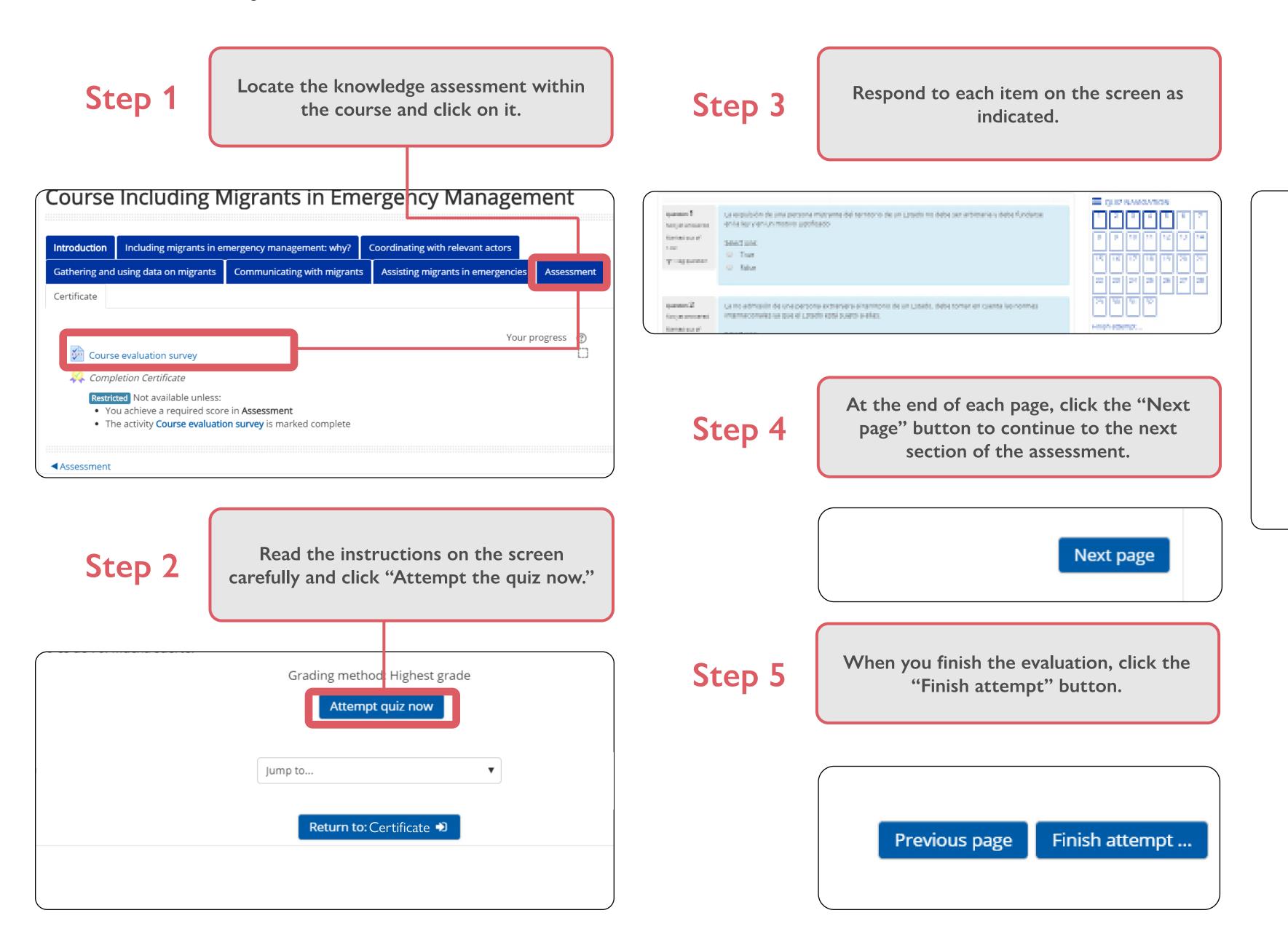




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Knowledge assessment

To take knowledge assessments:



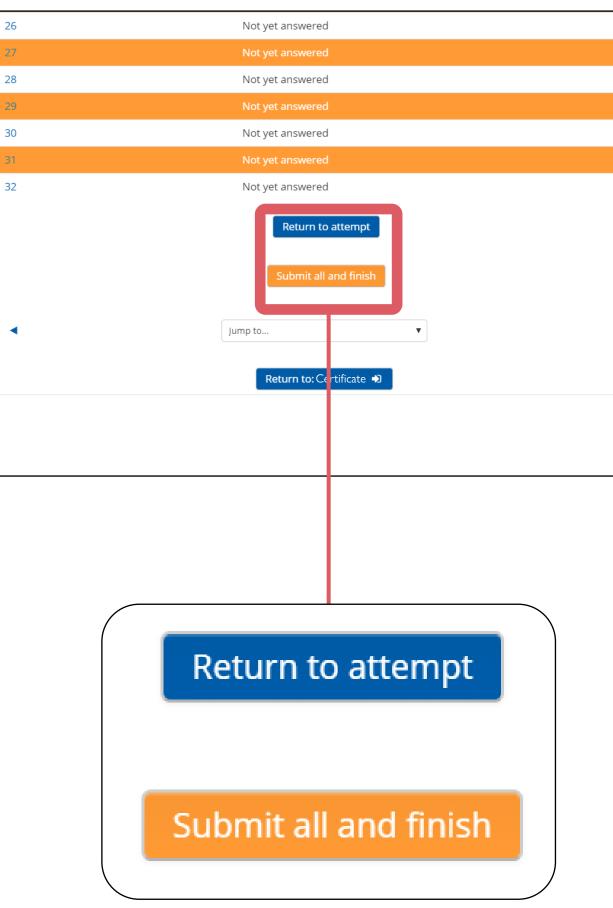
Step 6

26

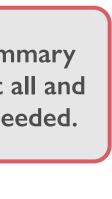
28

30

The last page will show a status summary of your responses. Click on "Submit all and finish" or "Return to attempt" as needed.









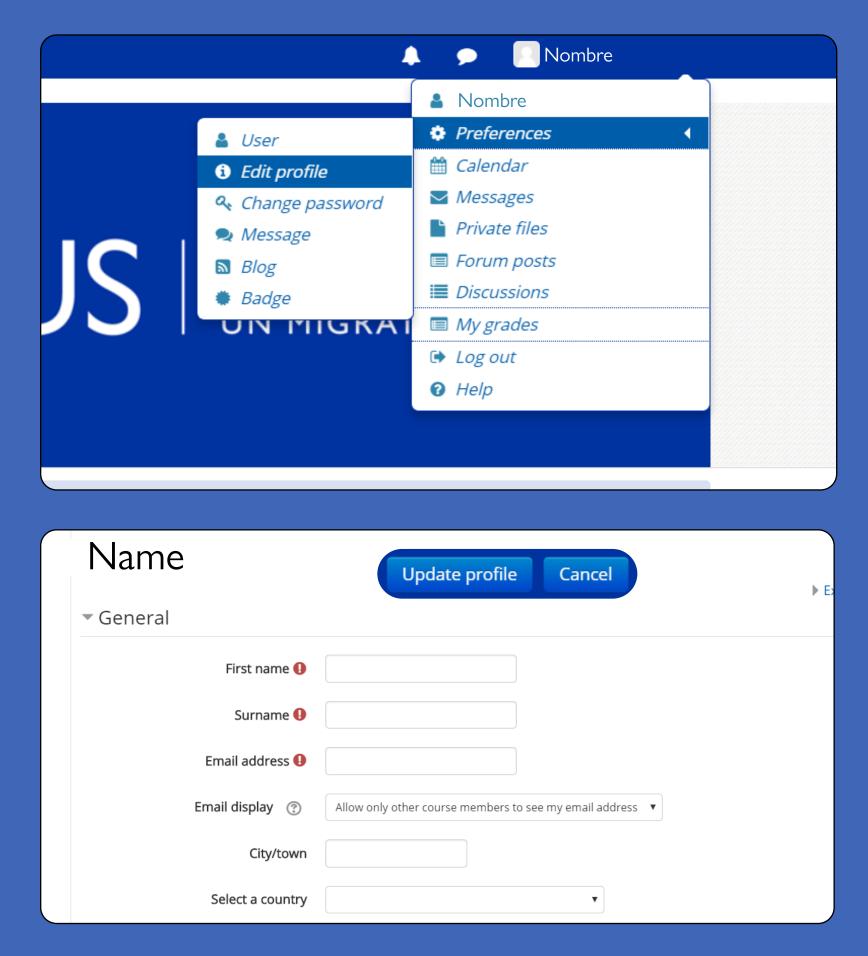


Download your certificate of participation

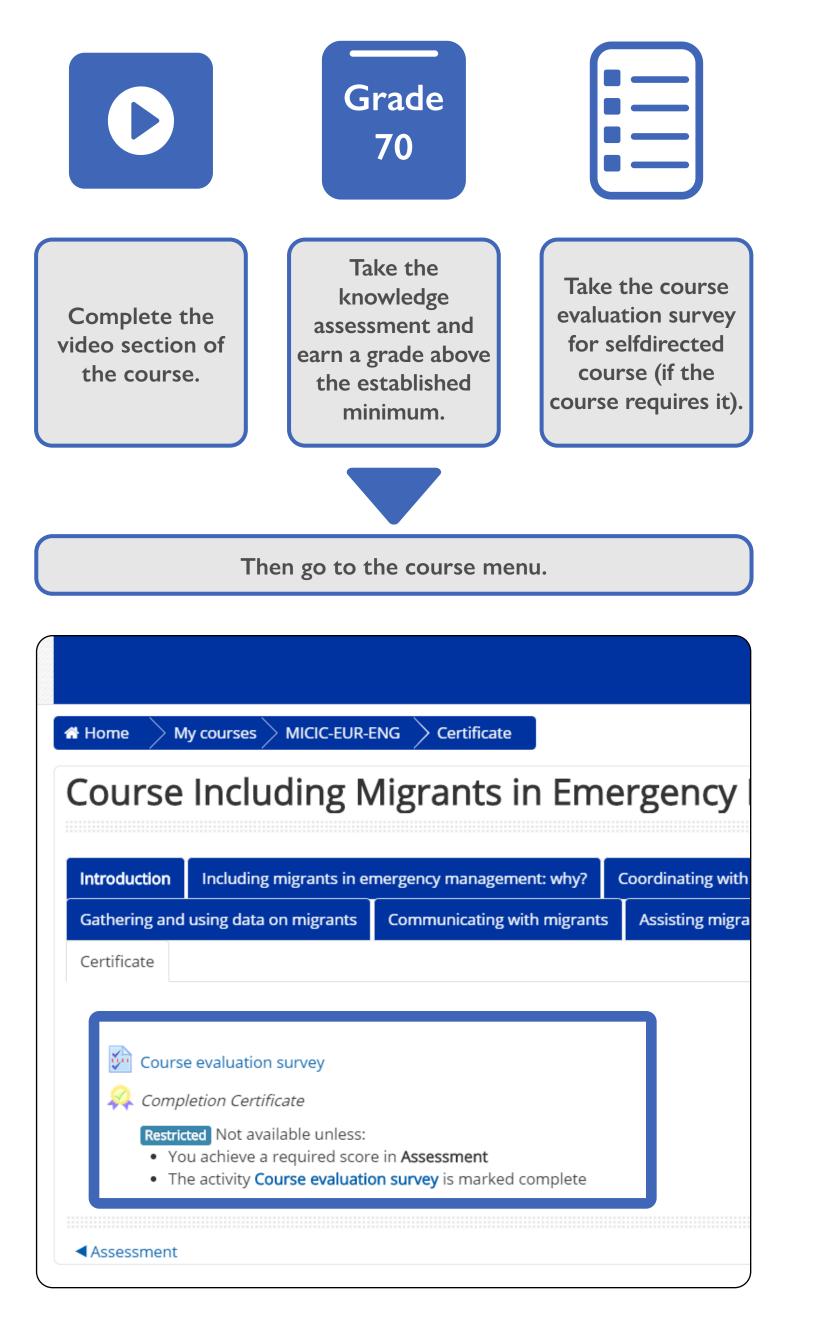


Before you download the certificate it is important to verify that your first and last names are spelled correctly, because the certificate will take the user information from your profile and you will not be able to modify it once the certificate is generated.

You can verify this information by clicking on the username in the top right.



the certificate:



You must fulfill the following requirements to be able to download

Certificate of approval



CERTIFICATE

OF APPROVAL This contifies that,

USER

Has satisfacturily completed the following 82-hour virtual enume

Specialized course on migrant children in the Americas

Receiption 2010 O'Report Official to Carlot ania, Rent Arenia and the

You can send questions or suggestions to:

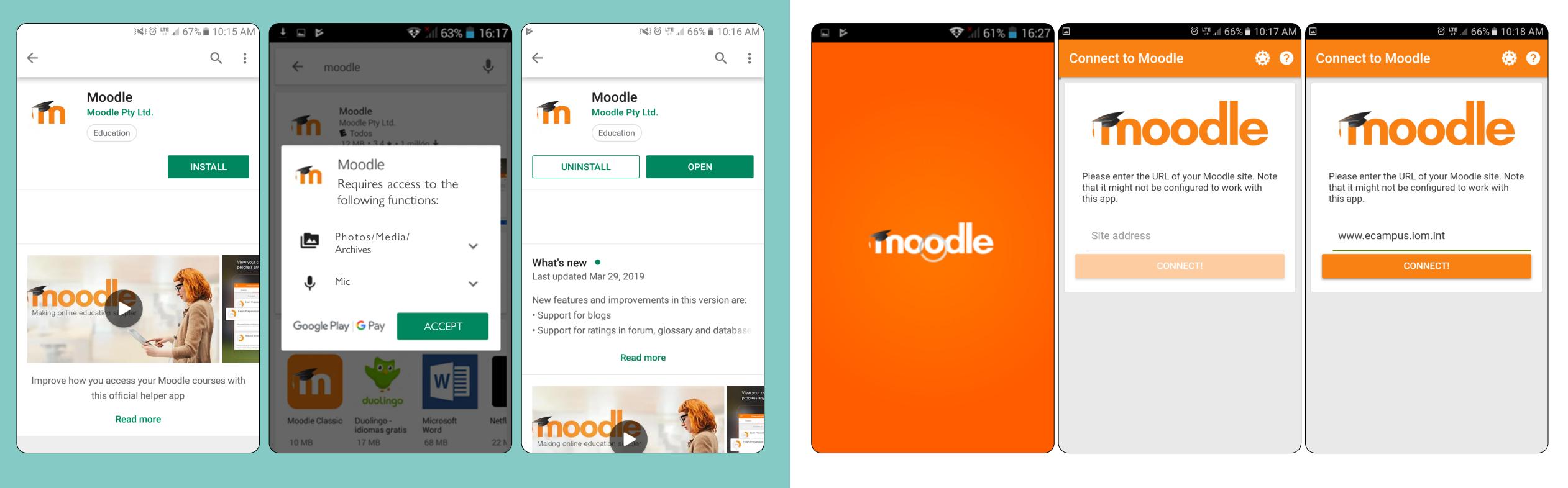
e-campus@iom.int







How to take E-Campus courses offline



Step 1

Open Google Play and search for the Moodle app and download it (requires internet).



Step 2

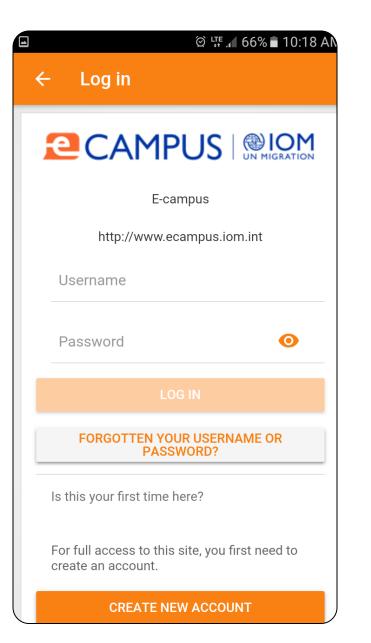
Open Moodle and go to www.ecampus.iom.int (requires internet).





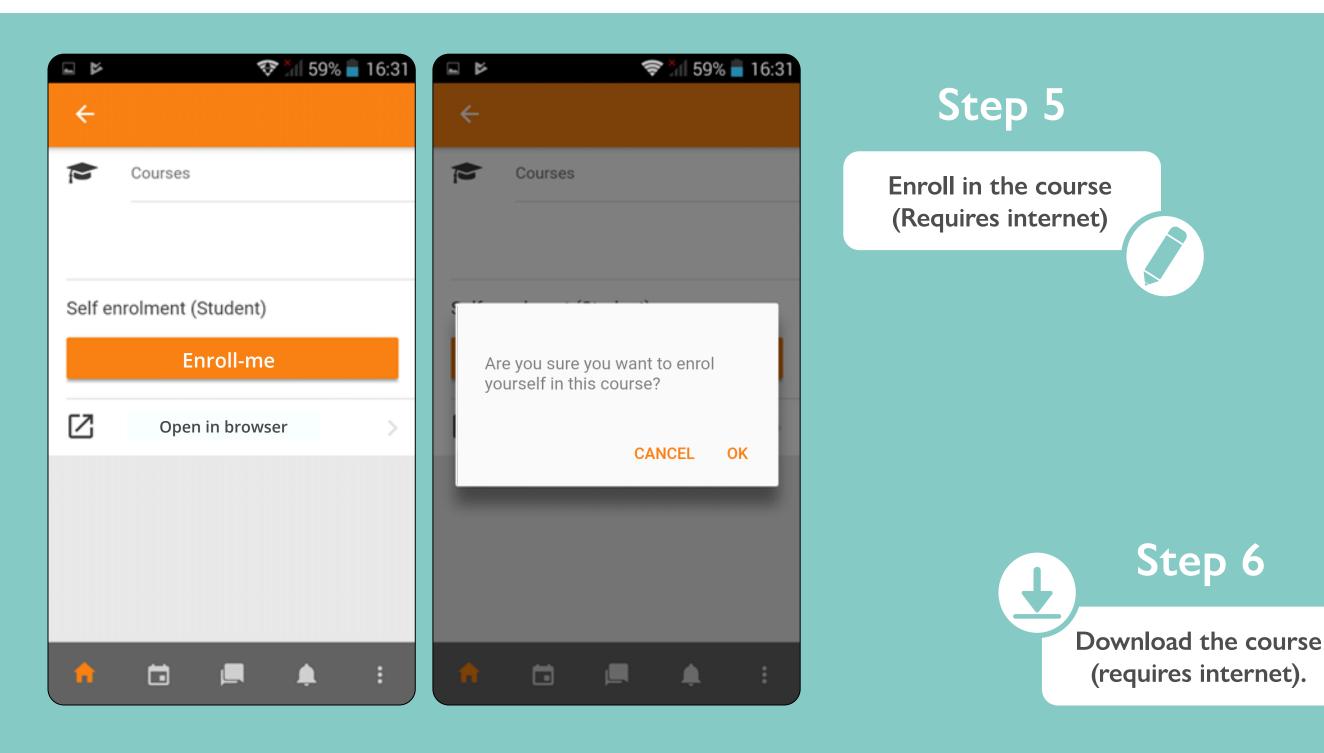


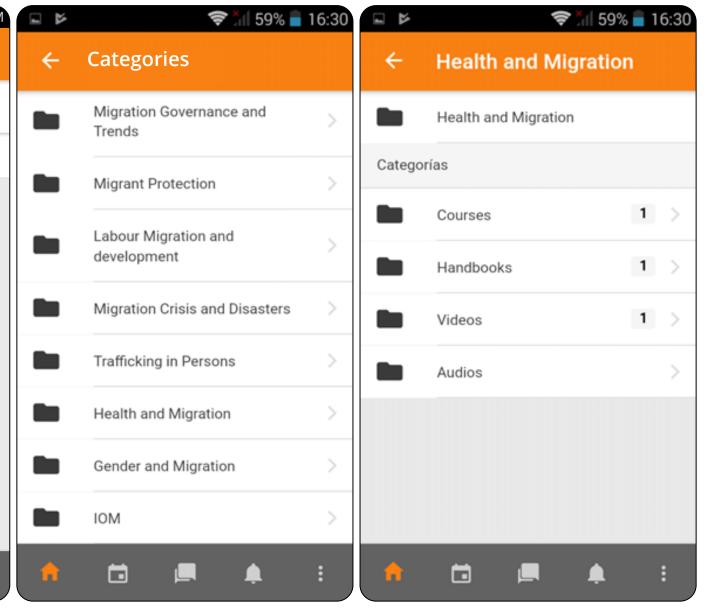




Log in with your username and password (if you do not have a username, create one using the attached guide). (Requires internet)

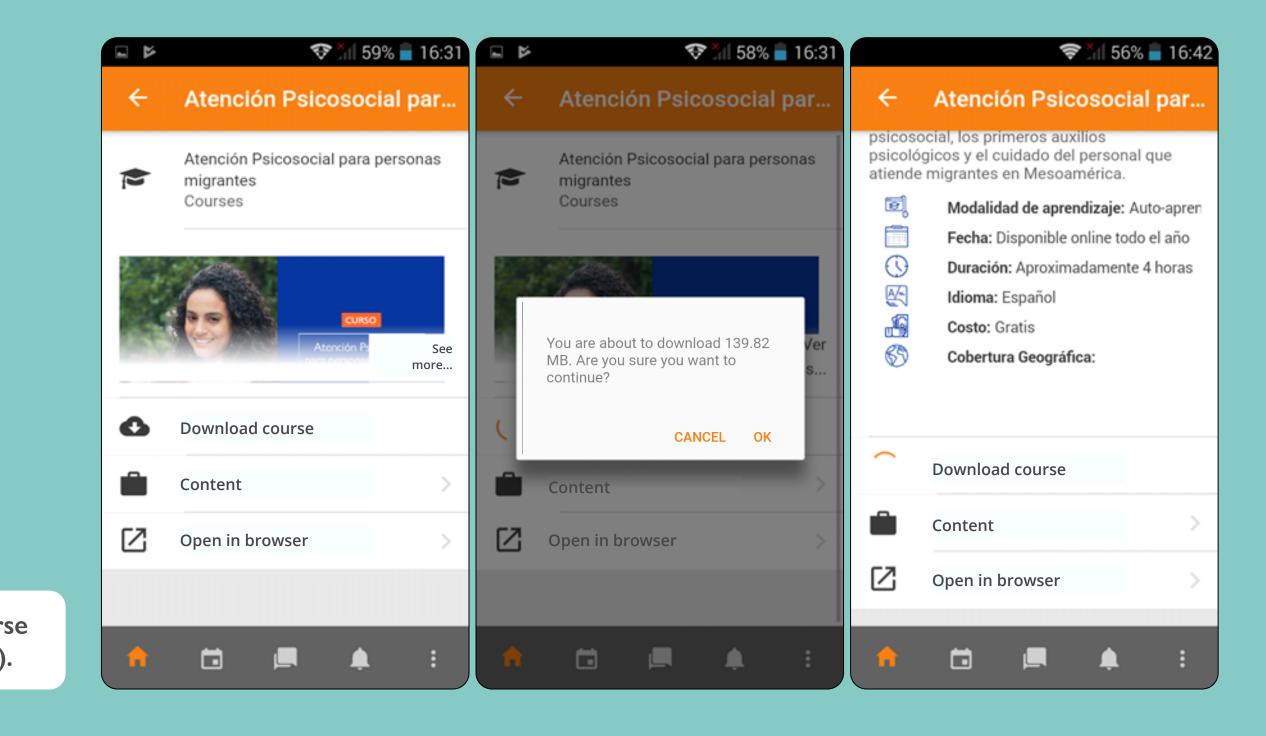
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se categ	ories		>	
a			•	
	nome	nome Da	nome Dashboard	nome Dashboard





Step 4

Find the course on the site and enroll (Requires internet)



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÷	Atención Psicosocial par	E-campus	۹ :	÷	÷
	Atención Psicosocial para personas migrantes	In pro	gress	Contents	Participants >
	Courses	General view of the course		All sections	-
		In progress	-		0%
	Atención P: See more			General	
~	Download course			Image of the course	
	Download course				
	Content	Atención Psicosocial para pe	rsonas		
Z	Open in browser >	migrantes			
			0%		
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🖬 🛪 54% 🖥 1	6:47	🖬 🛪 54% 🖥 16:47	7	X 54% 🖥 16:47
÷	÷	← Módulo 01: Atención :		← Módulo 01: Atención :
Unidad 1		Intentos		Número de intentos realizados 0
Haga clic en el título para entrar al contenido.		Número de intentos permitidos Sin límite		Método de calificación Intento más alto
Módulo 01: Atención psicosocial para migrantes: marco conceptual Unida 2	a	Número de intentos realizados 0	Calificación informada Ninguno	
Haga clic en el título para entrar al contenido.		Método de calificación Intento más alto		Última sincronización Nunca
Módulo 02: Atención psicosocial para migrantes: casos prácticos	a	Calificación informada Ninguno		OPEN
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Take the course and evaluation OFFLINE, you will not need to be connected to the internet.

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