



STUDENT MANUAL



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# 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.

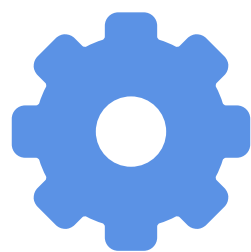
The functions on each screen are identified by name and illustrated step by step with screen captures to guide you. The places to click are highlighted with a colored box, so it is important to pay attention to these indications.

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:  
[e-campus@iom.int](mailto:e-campus@iom.int)

# Requirements



Below are the minimum requirements to take courses on ECampus.

## Internet connection

### Browser

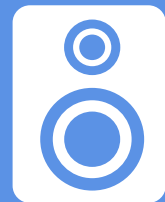


Mozilla Firefox 3 or higher.



Google Chrome.

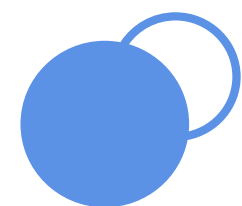
## Audio equipment



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/>

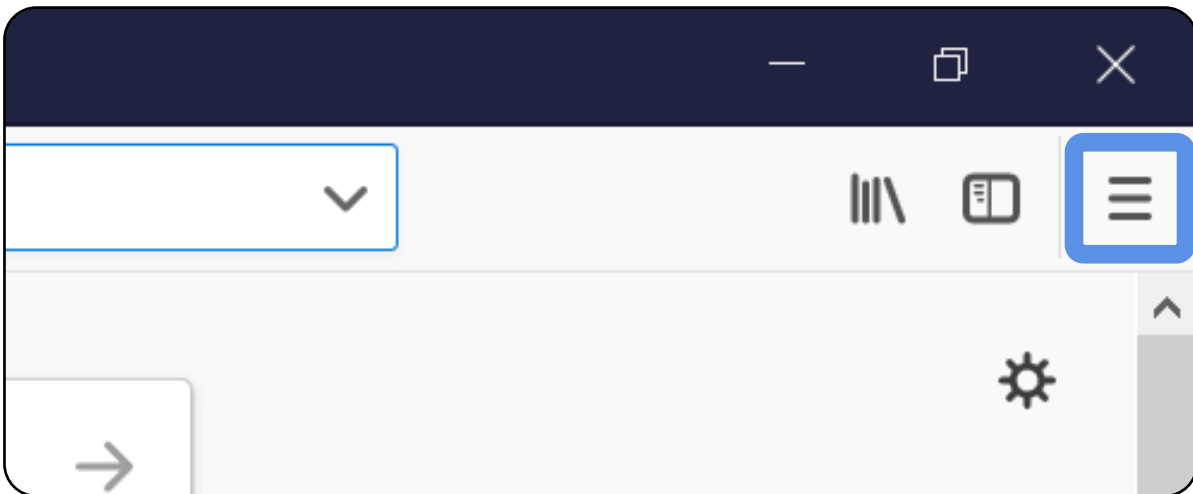
# Requirements



## Disable pop-up blocker

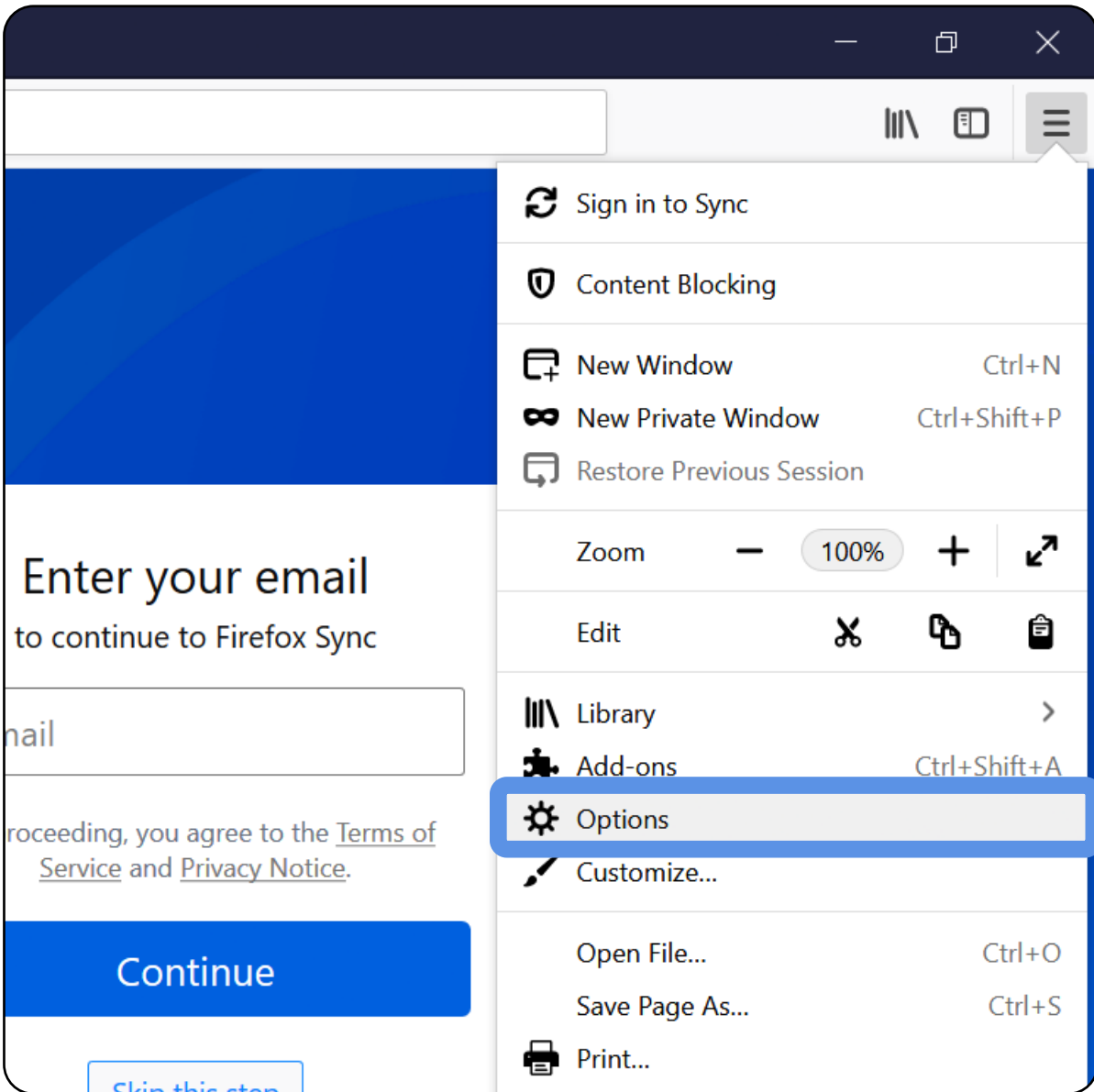


Mozilla Firefox



### Step 1

Click on the tools icon.



### Step 2

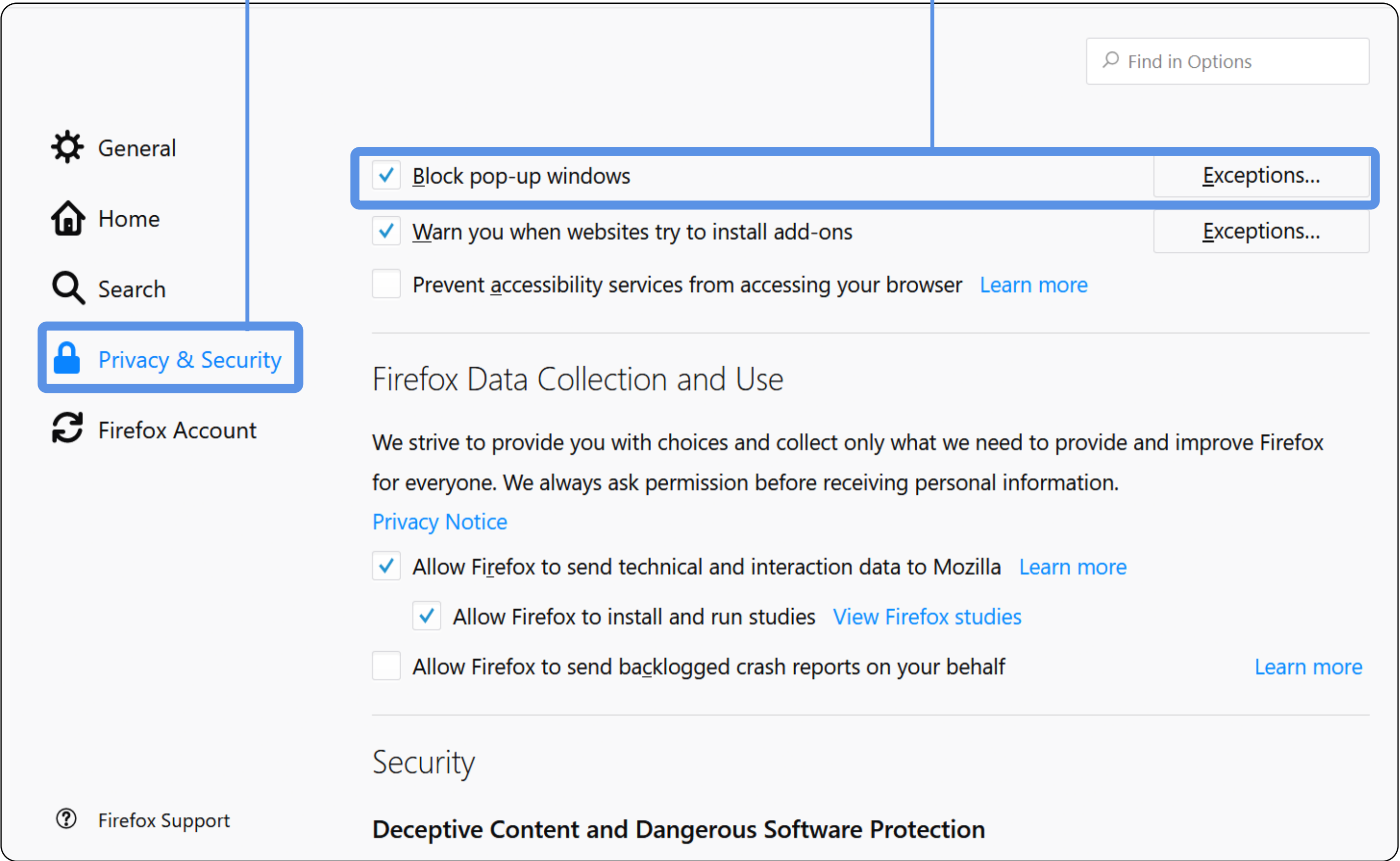
Click on options.

### Step 3

Click on privacy and security.

### Step 4

Deactivate the option to block pop-up windows.



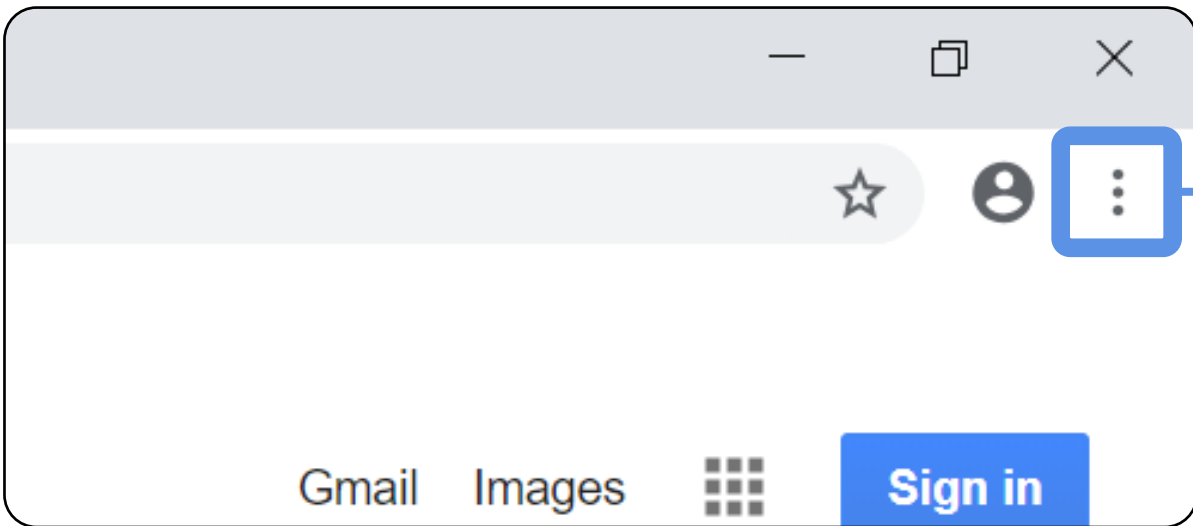
# Requirements



## Disable pop-up blocker

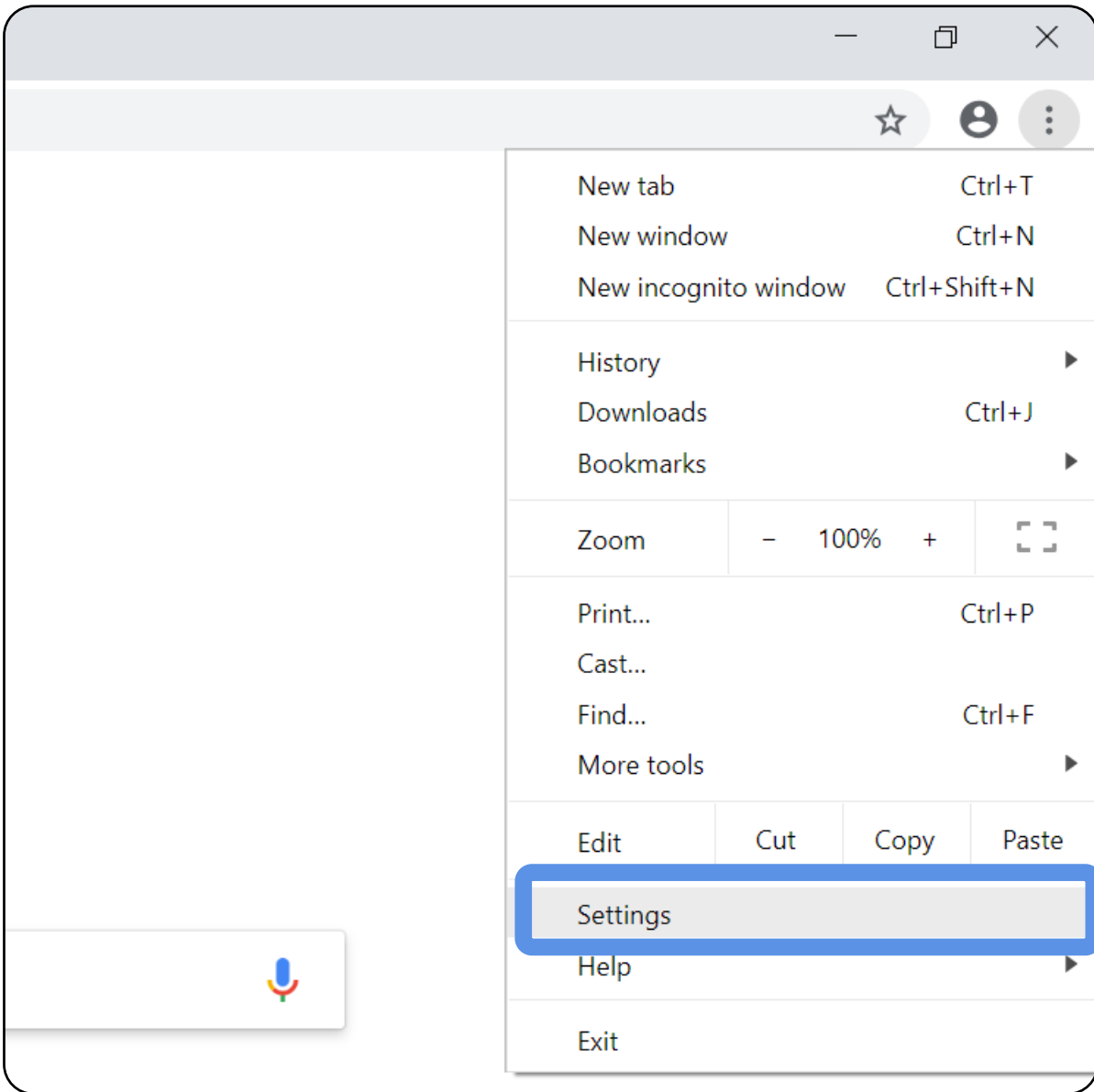


Google Chrome



Step 1

Click on the tools icon.

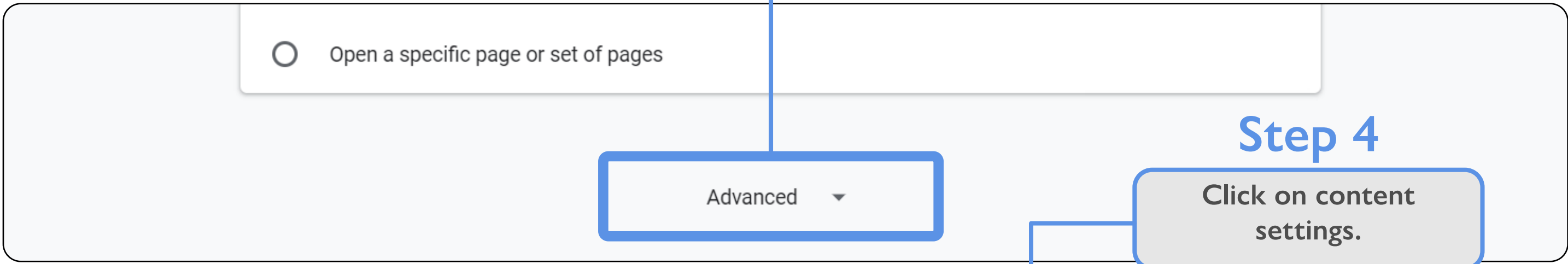


Step 2

Click on settings.

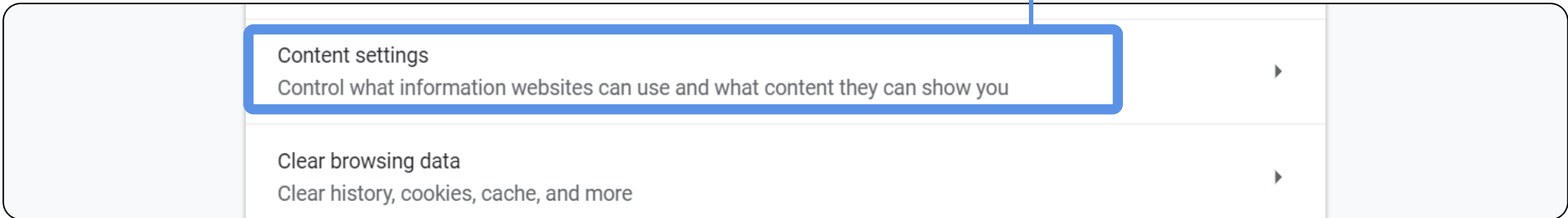
Step 3

Click on advanced settings.



Step 4

Click on content settings.



Step 5

Click on pop-ups.

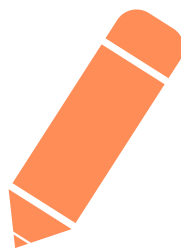


Step 6

Activate the allow option.



# How to register



Home

LOGIN

Username / email

Password

☐ Remember username

Log in

Create new account

Lost password?

## Step 1

On the E-Campus web page, [www.ecampus.iom.int](http://www.ecampus.iom.int), select “Create new account.”

English (en)

New account

Choose your username and password

Username

The password must have at least 8 characters, at least 1 digit(s) and 1 alphanumeric character(s) such as \*, -, or #

Password

More details

Email address

Email (again)

## Step 2

Fill out the required fields.

Choose...

☐ I'm not a robot

reCAPTCHA  
Privacy - Terms

There are required fields in this form marked

Create my new account

Cancel

Home

## Step 3

Click “Create new account.”

IOM | E-CA  
UN MIGRATION

Home > Confirm your account

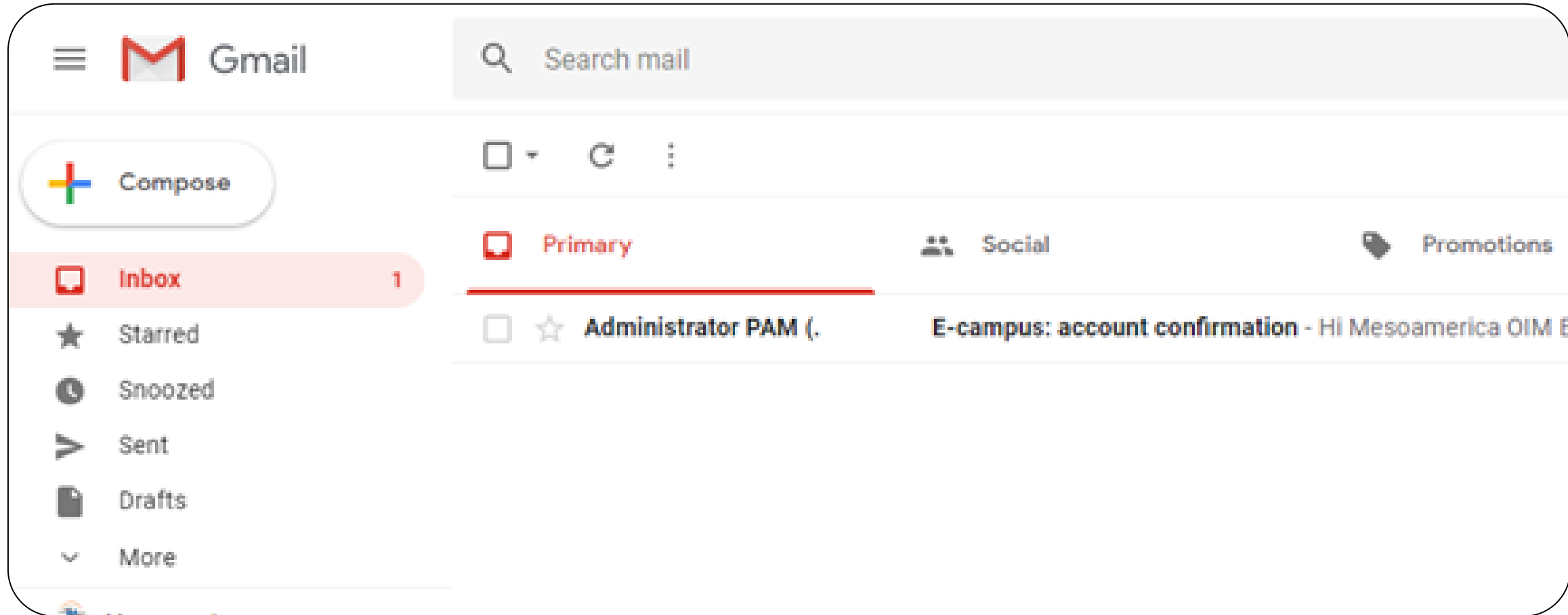
An email should have been sent to your address at [mesoamerica.iom@gmail.com](mailto:mesoamerica.iom@gmail.com). It contains easy instructions to complete your registration. If you continue to have difficulty, contact the site administrator.

Continue

## Step 4

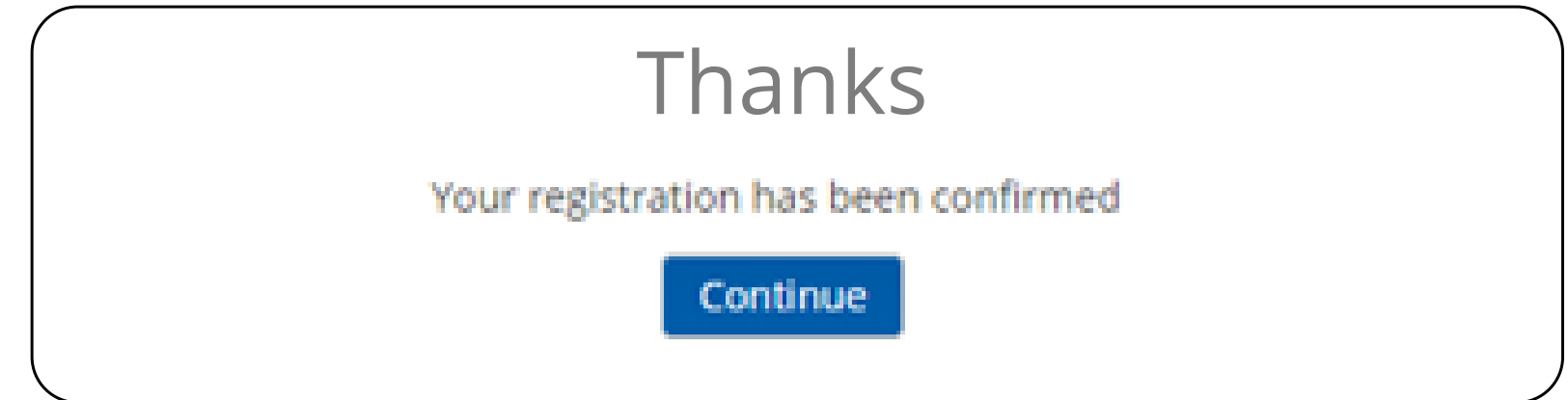
You will see a message saying that an email will be sent to your email address with the instructions to follow. Then click continue.





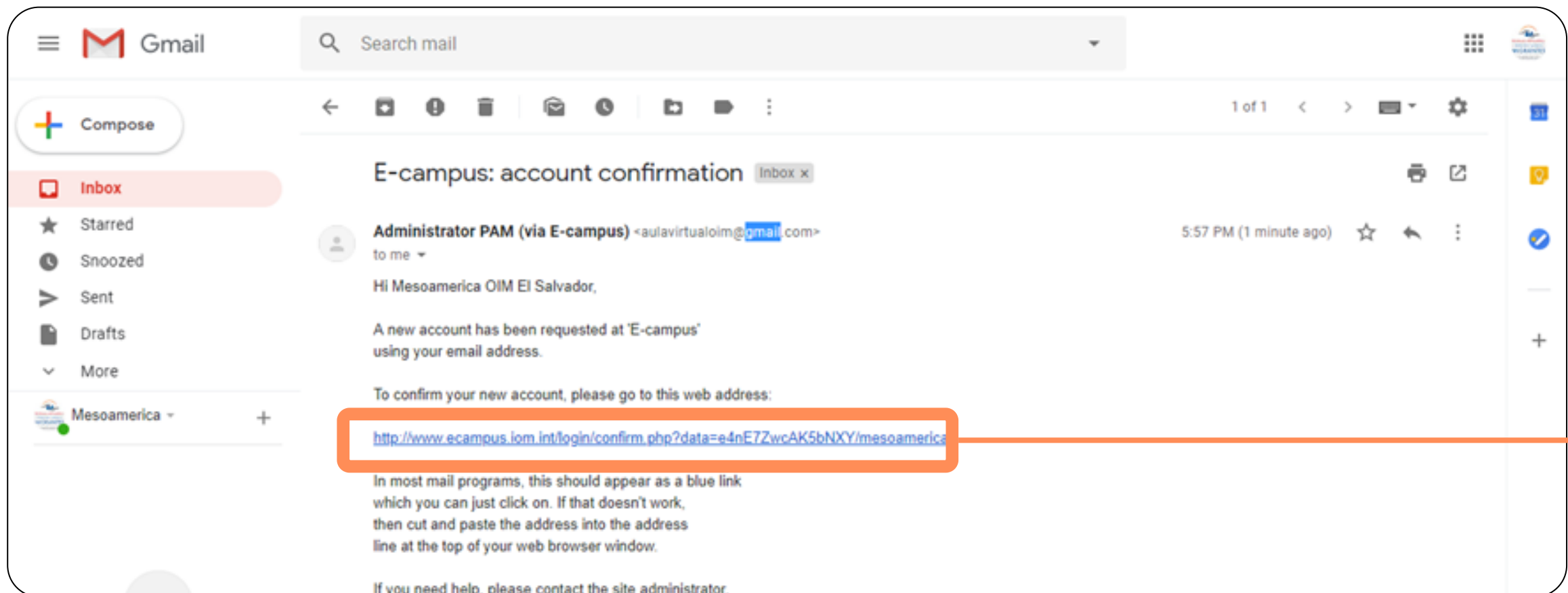
## Step 5

Open the email and follow the instructions.



## Step 7

Complete registration.



## Step 6

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

# Accessing E-Campus

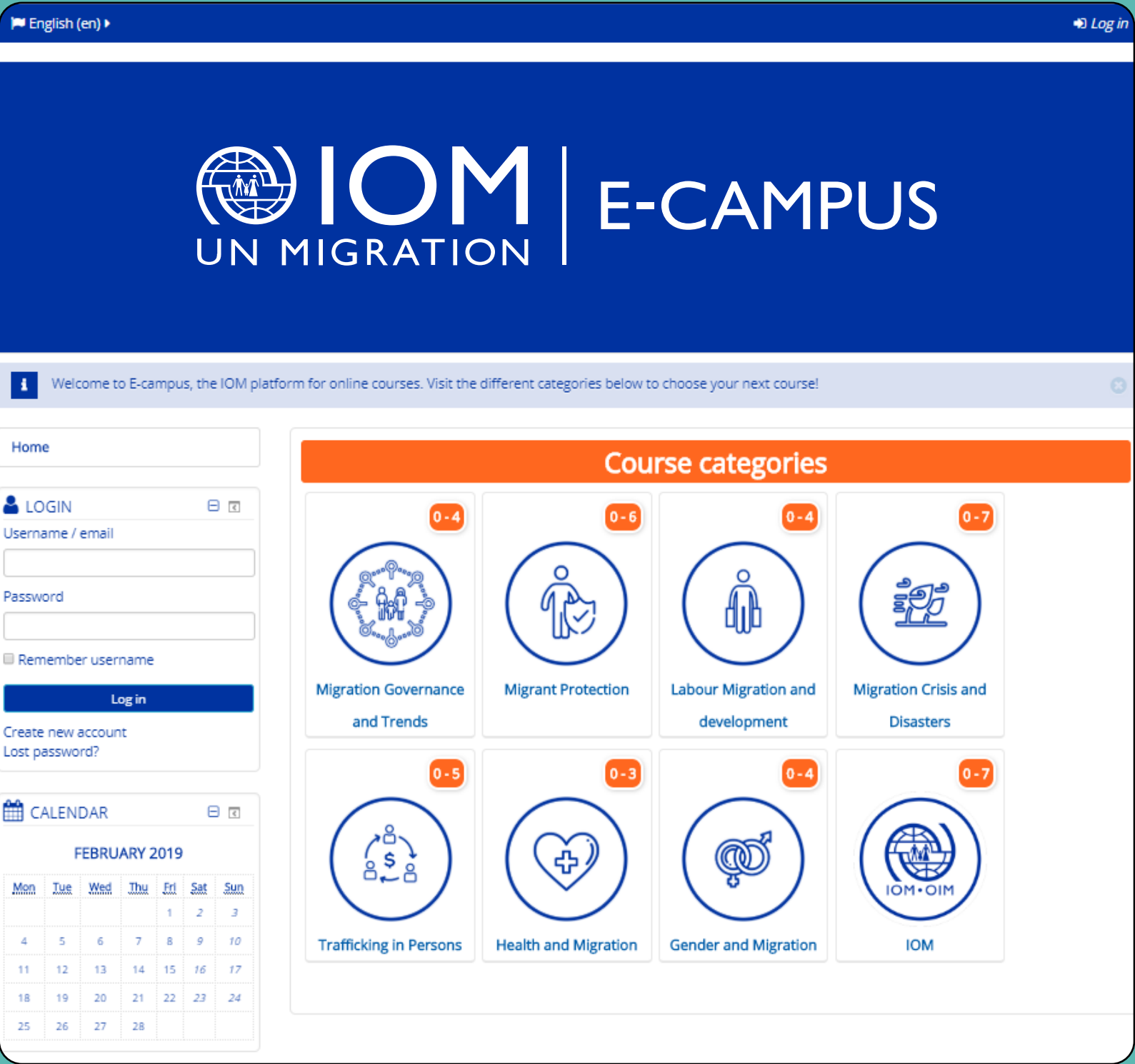


## Accessing the platform

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:



## User log-in

Home

LOGIN

Username / email

Password

☐ Remember username

Log in

Create new account

Lost password?

### Step 1

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

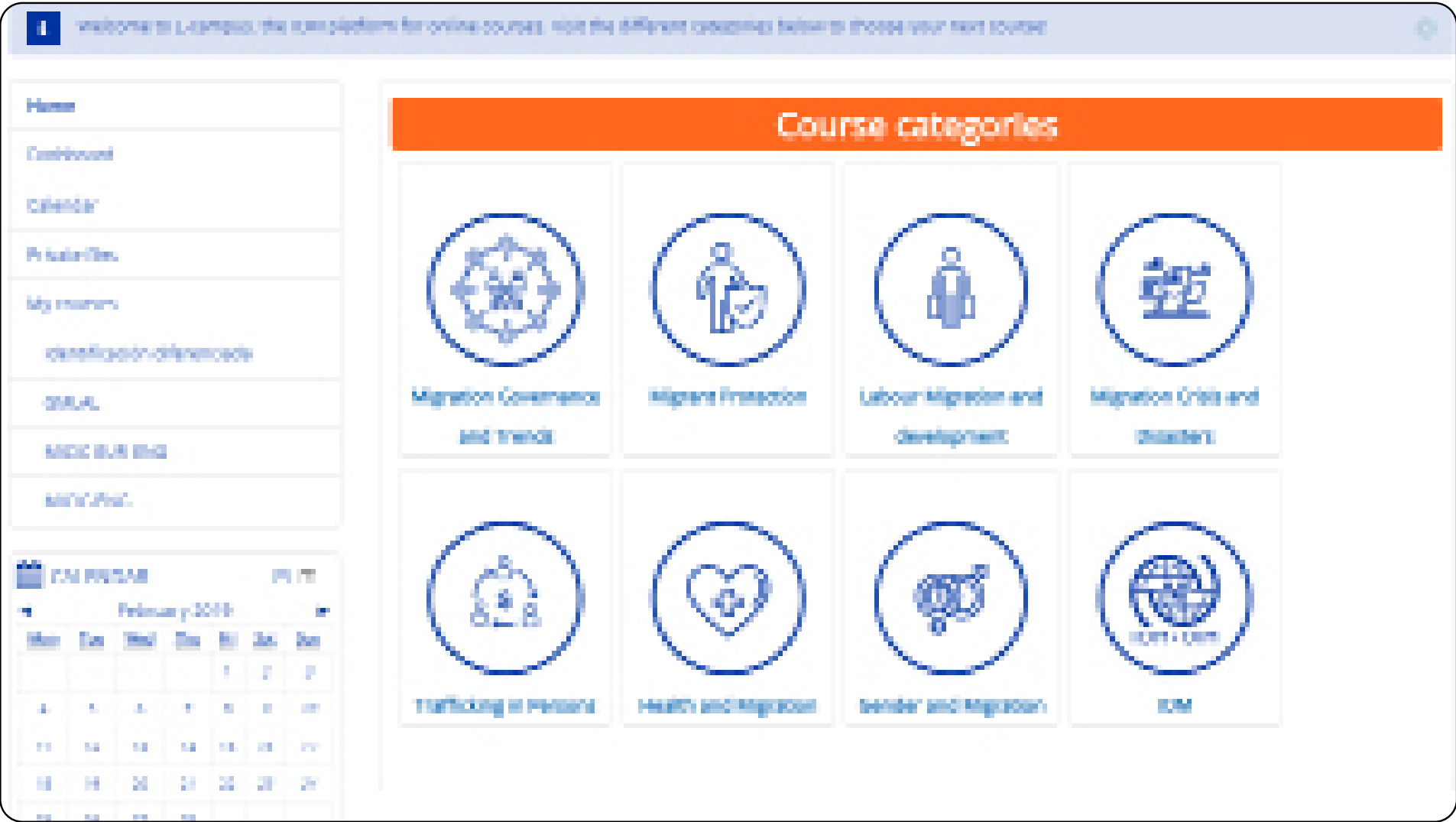
### Step 2

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.

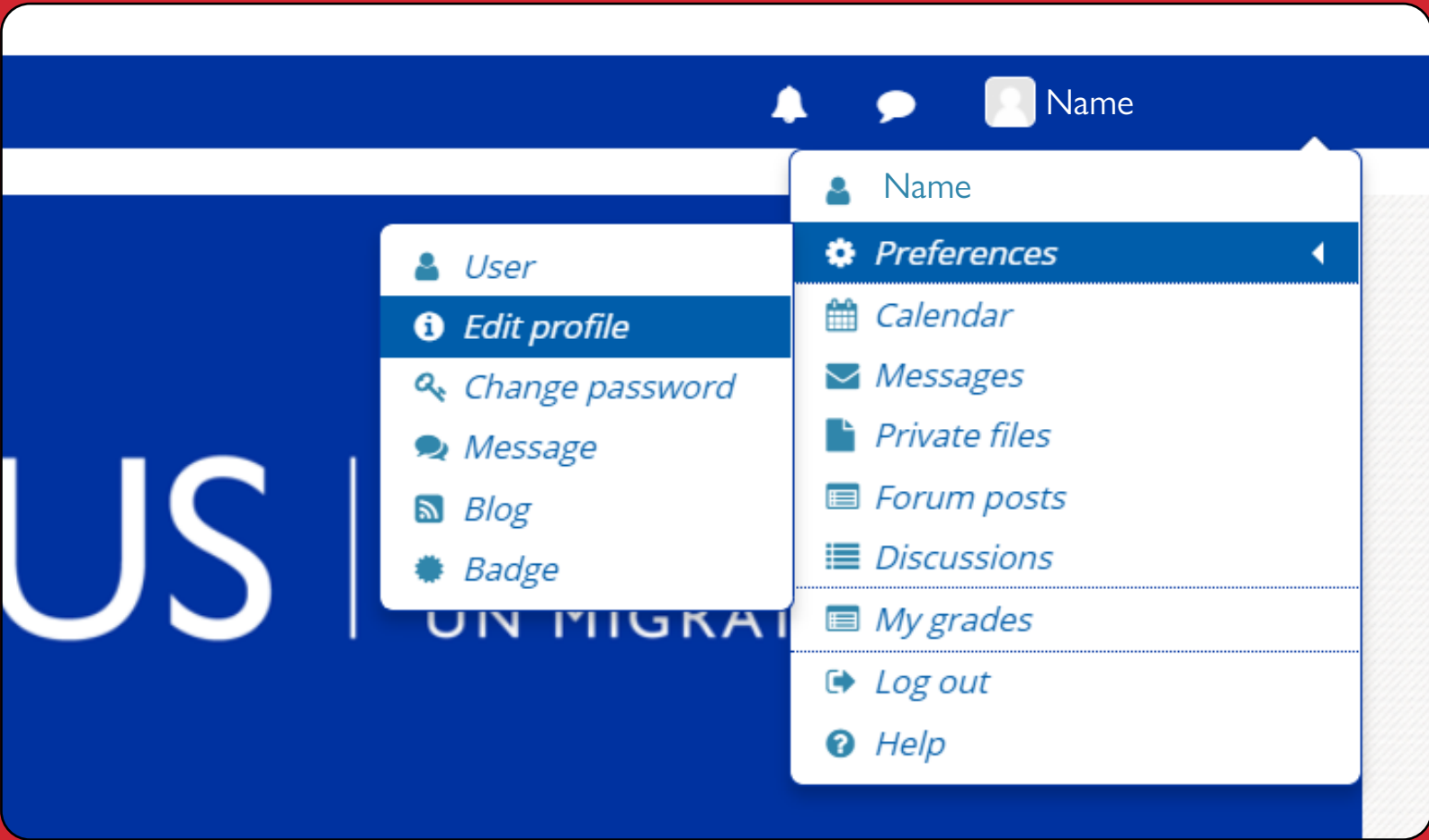




# Editing your profile



If you would like to change your profile information:



Step 1

Click on the username and picture located in the top right of the screen.

Step 2

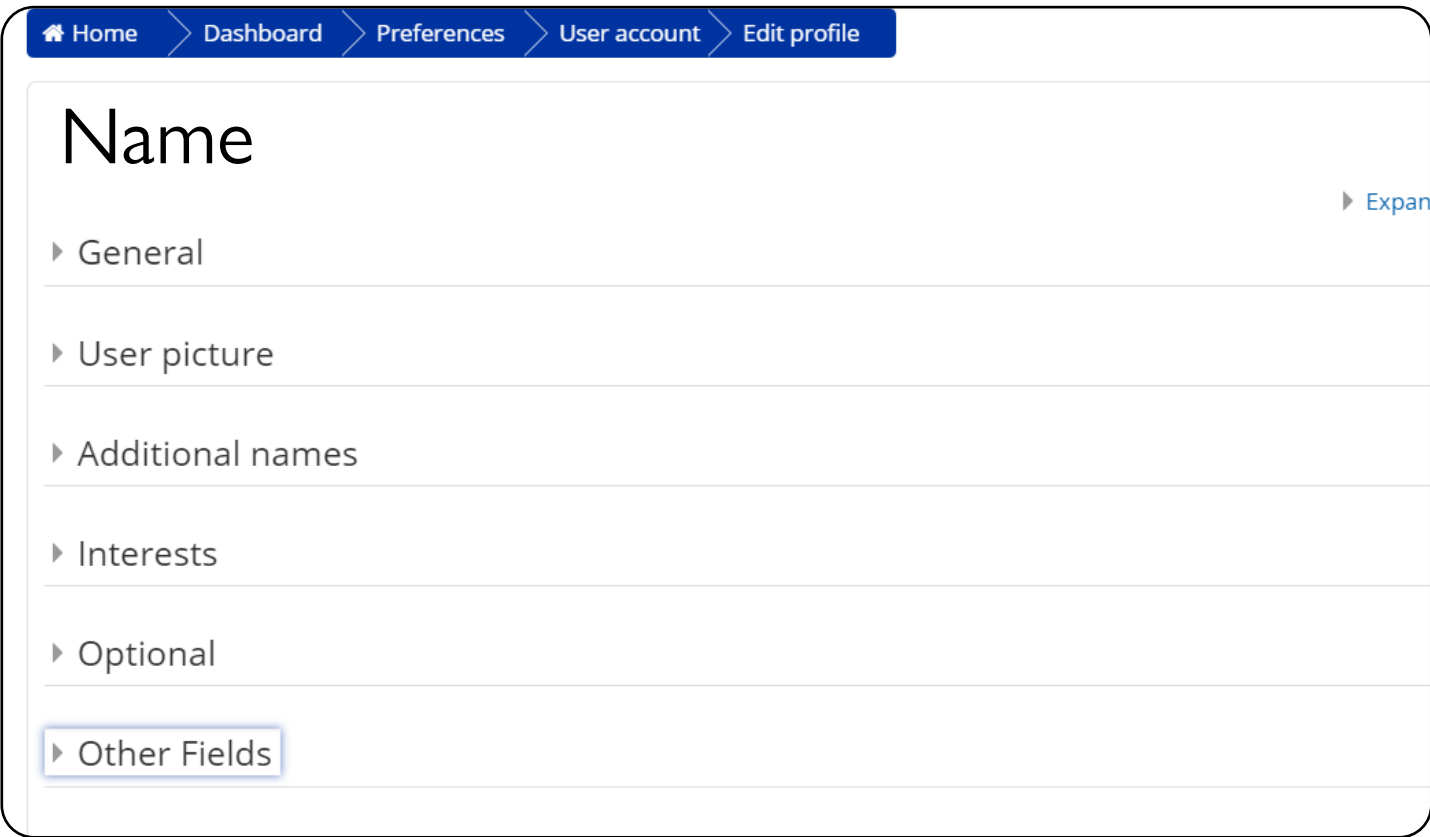
Click “Preferences” in the dropdown list.

Step 3

Choose “Edit profile.”

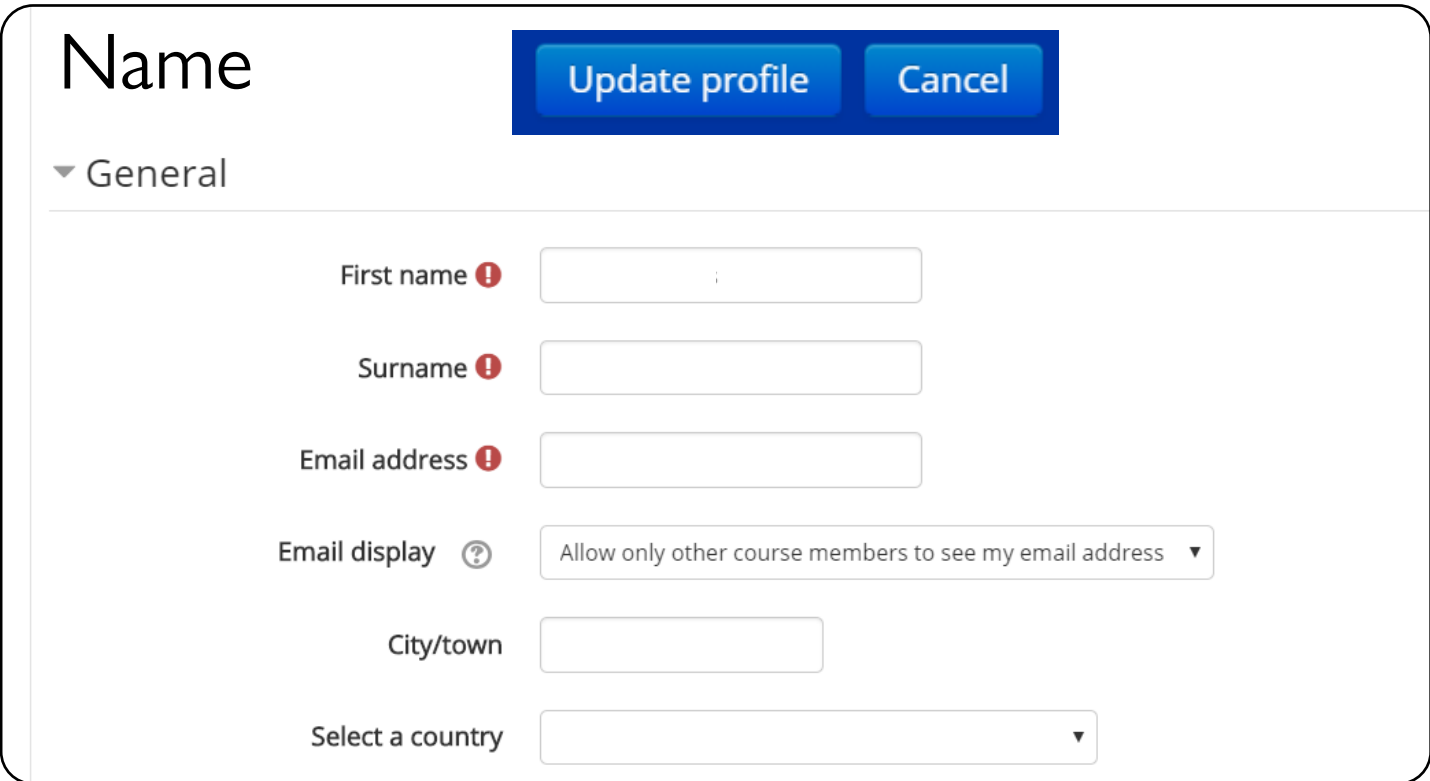
Step 4

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



Step 5

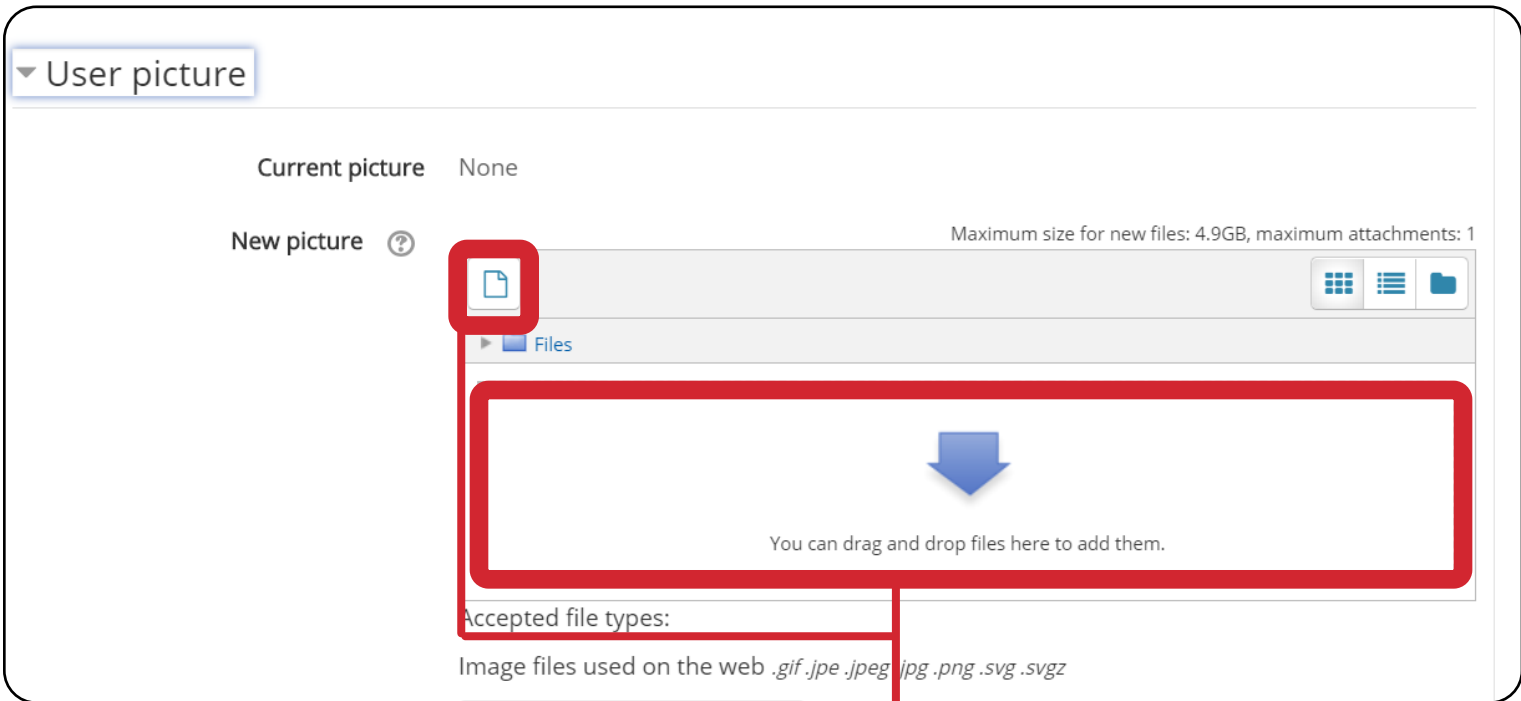
Under the “General” tab, you can change your basic user information. When you finish making your changes, click “Update Profile.”



Profile picture

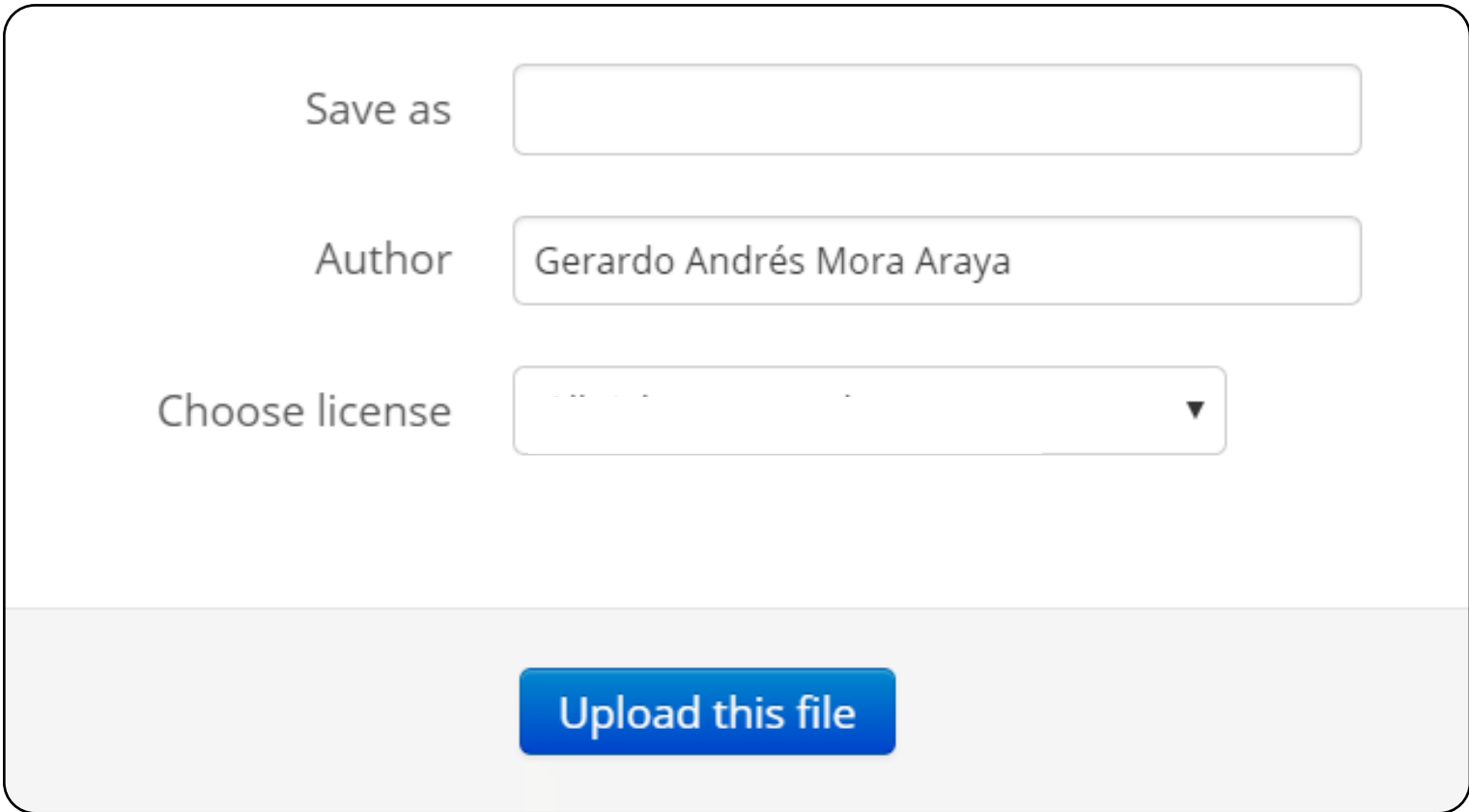
Step 1

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



Step 2

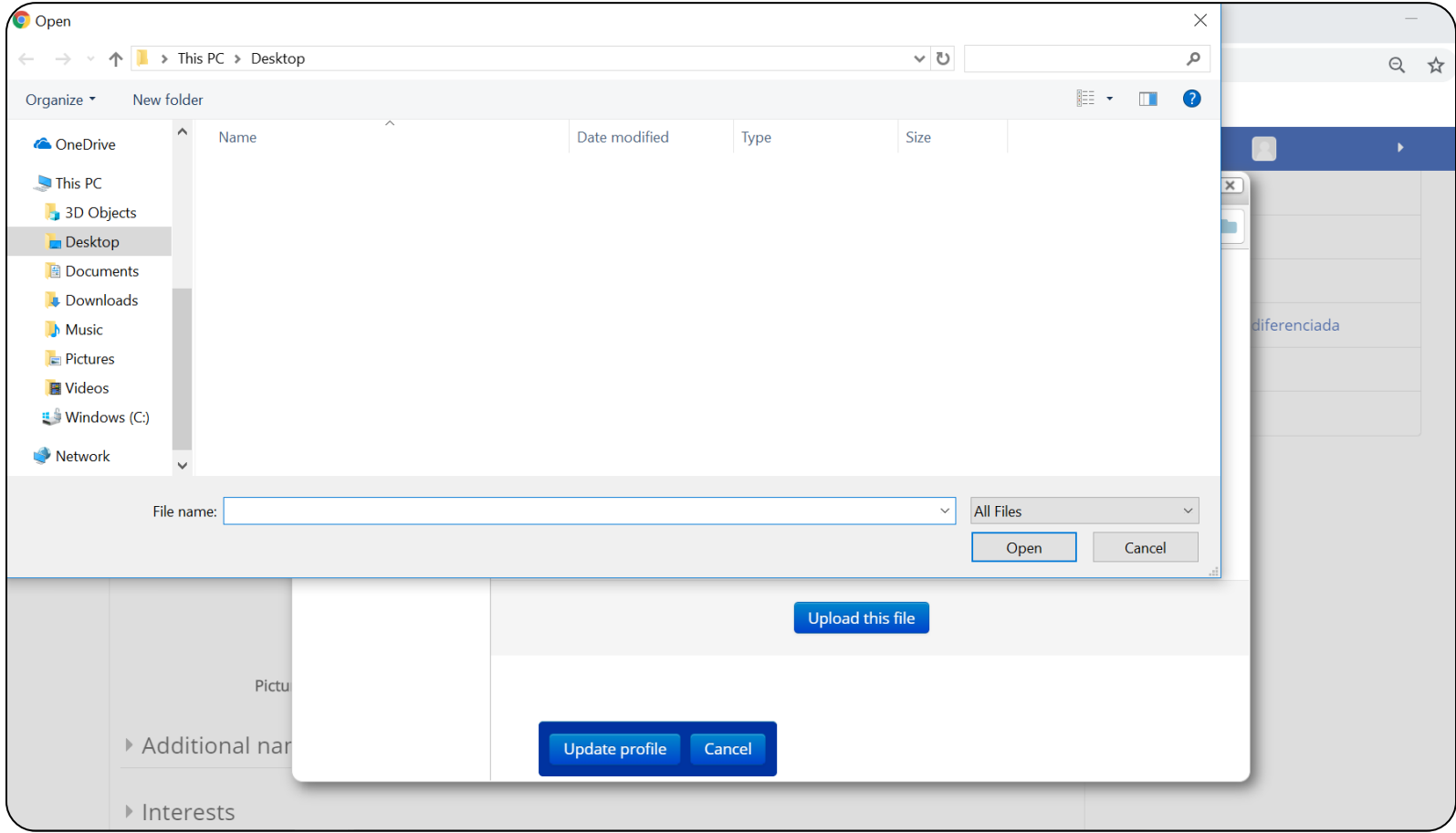
The section will open. Click the add files icon or the blue arrow to open the “File Picker.”



Step 3

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

Step 4

Back in the User picture tab, click “Update Profile.”

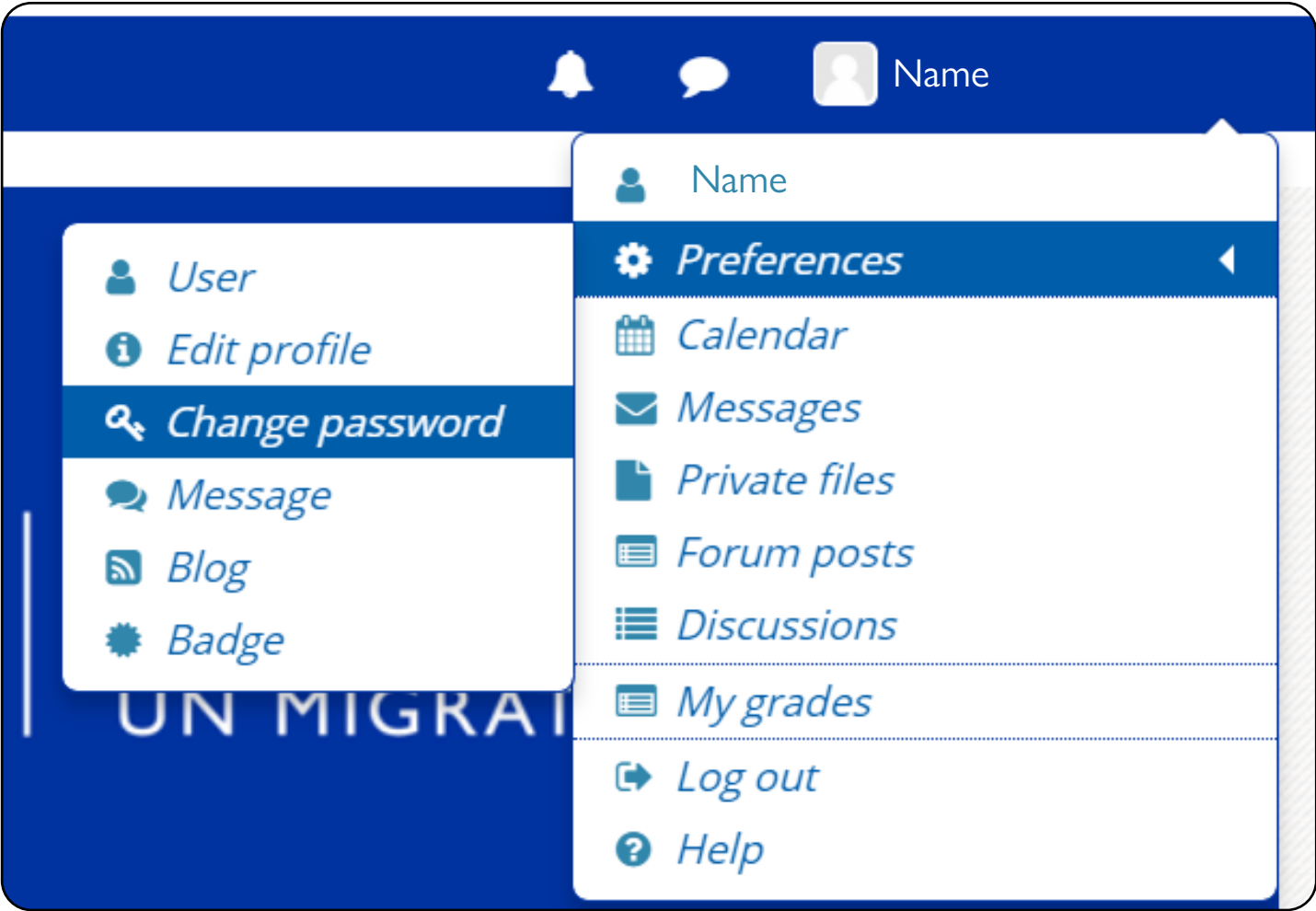


Change password

If you want to change your current password:

Step 1

Click on the username and picture located in the top right of the screen.



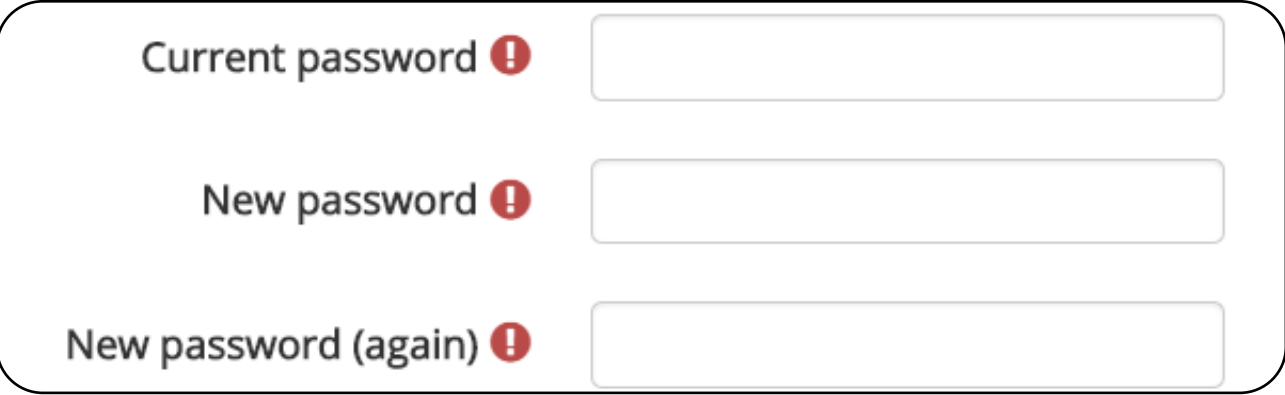
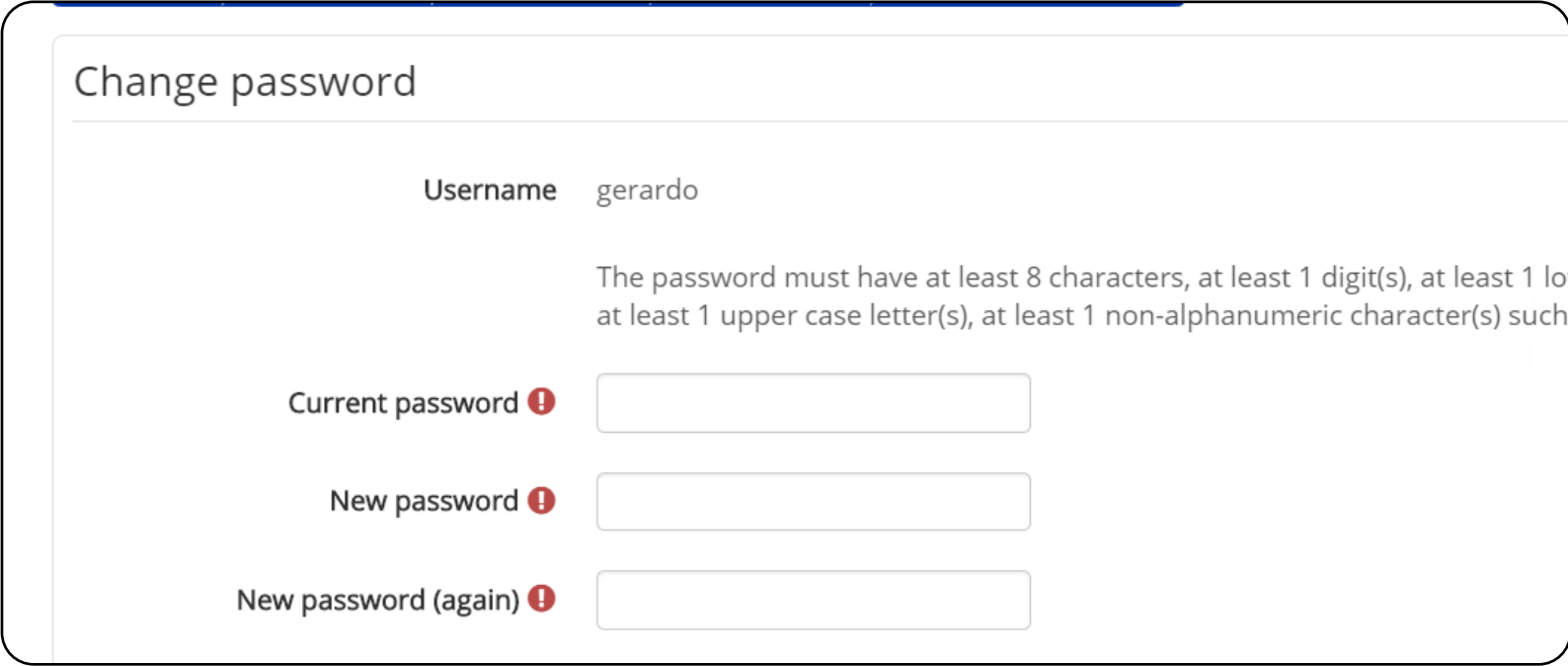
Step 2

Click “Preferences” in the drop-down list and choose “Change password.”



Step 3

On the next page, you can enter your current and new passwords.



Step 4

Finally, click “Save Changes” at the bottom of the page.



# 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.

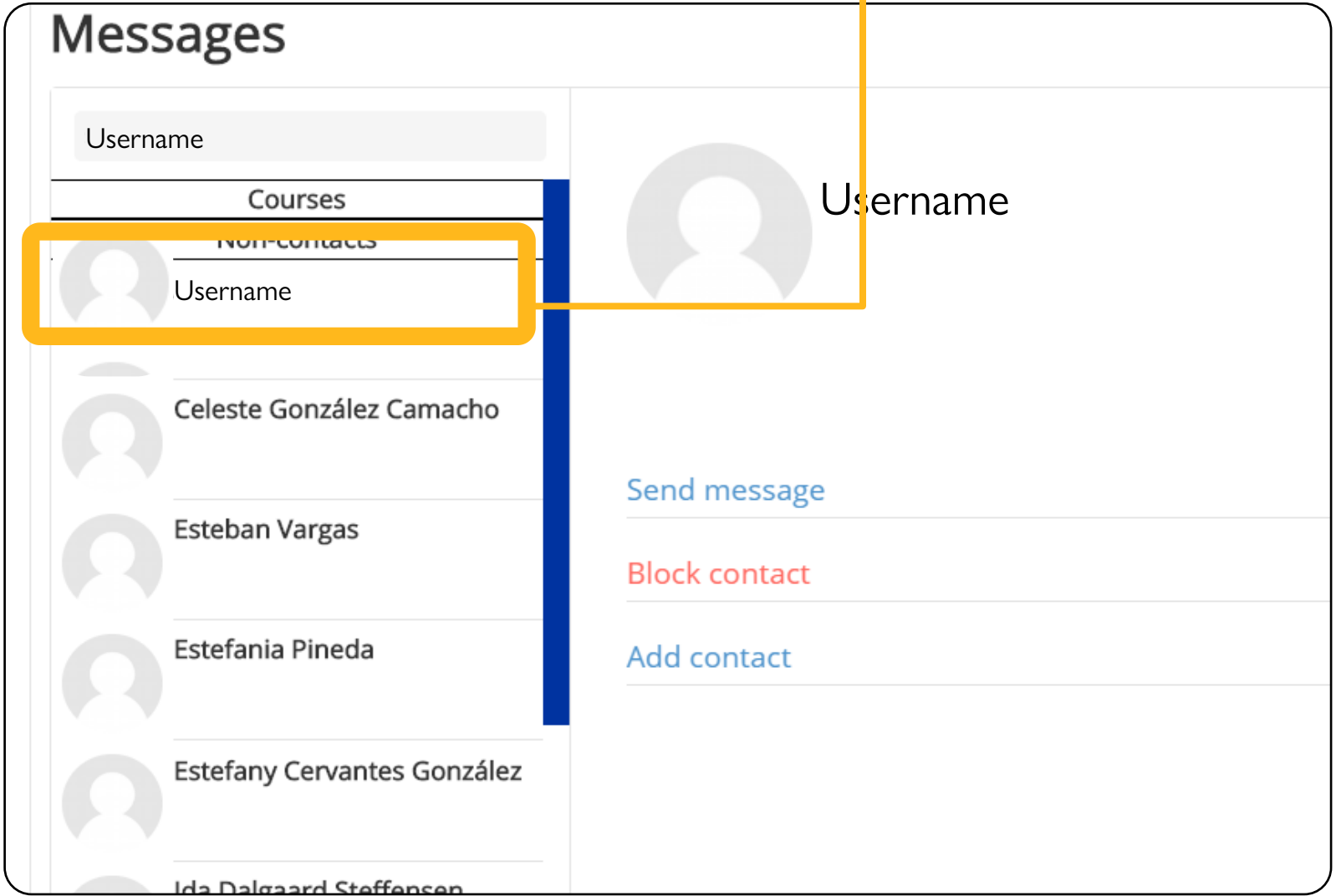
### Step 2

On the next screen, recent conversations and notifications will be listed under “Messages.”



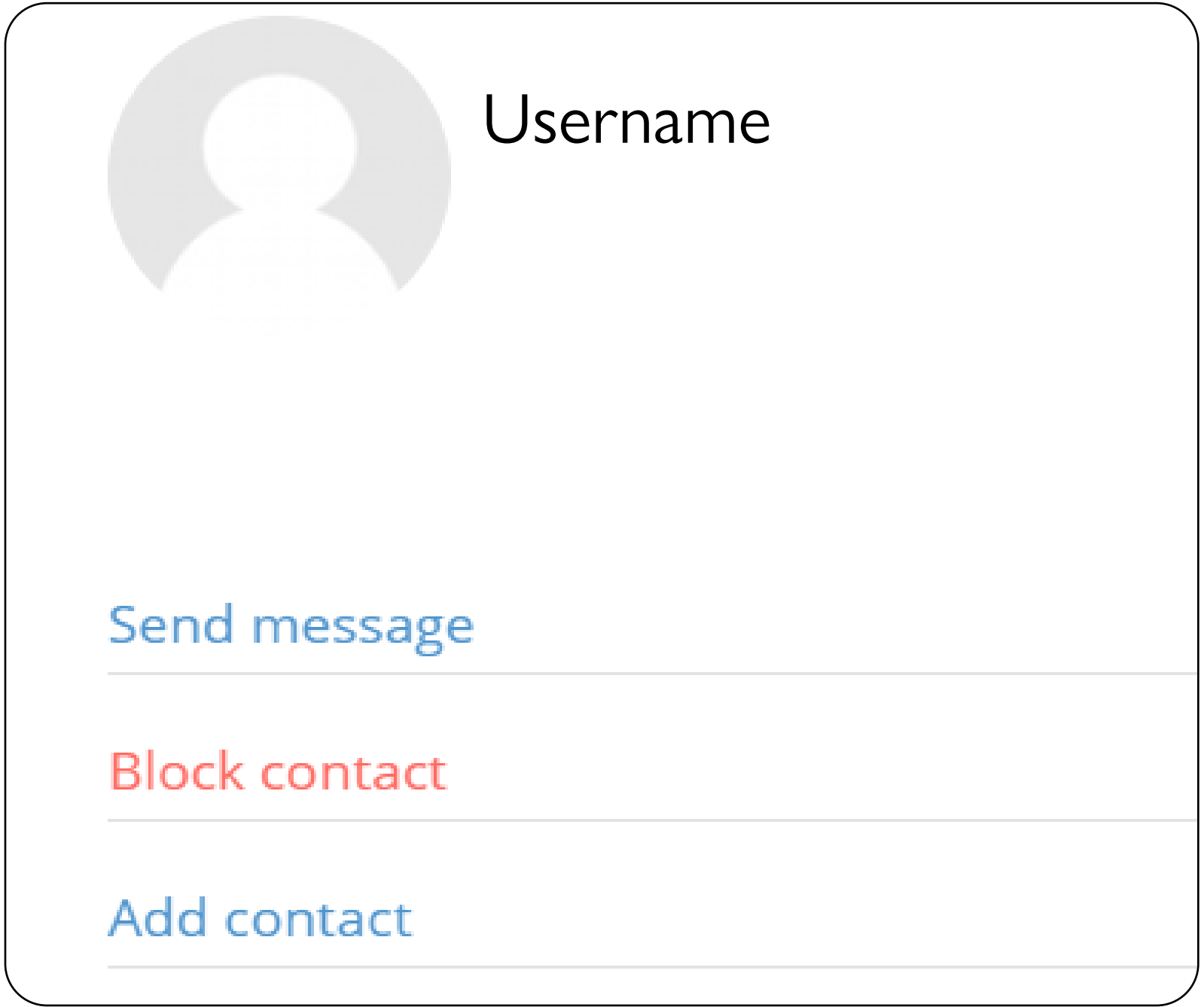
### Step 3

Click on the name of the person who sent the message to read it.



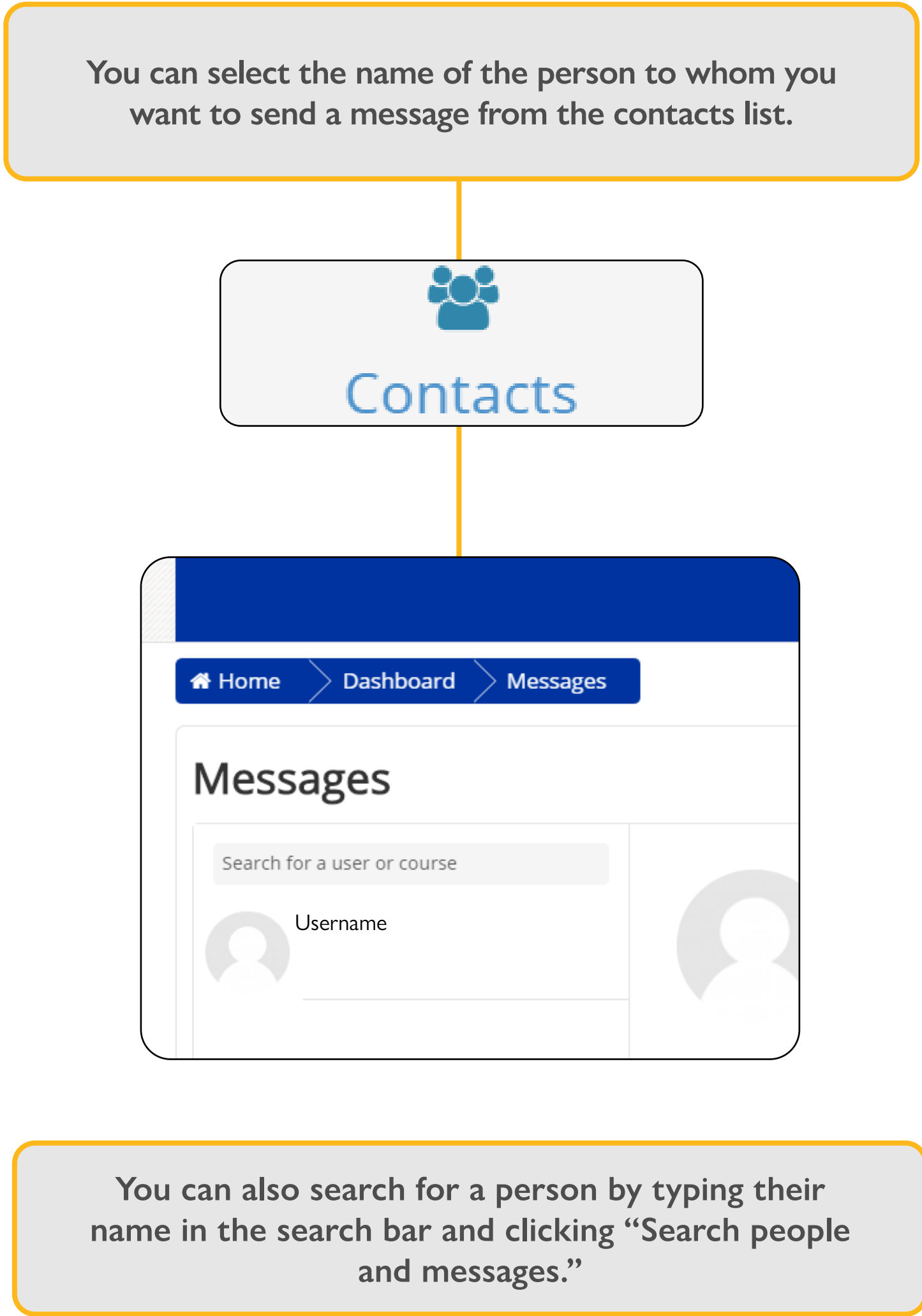
### Step 4

You can add this person to a contacts list with the “Add Contact” option so you won’t have to search for him or her again.

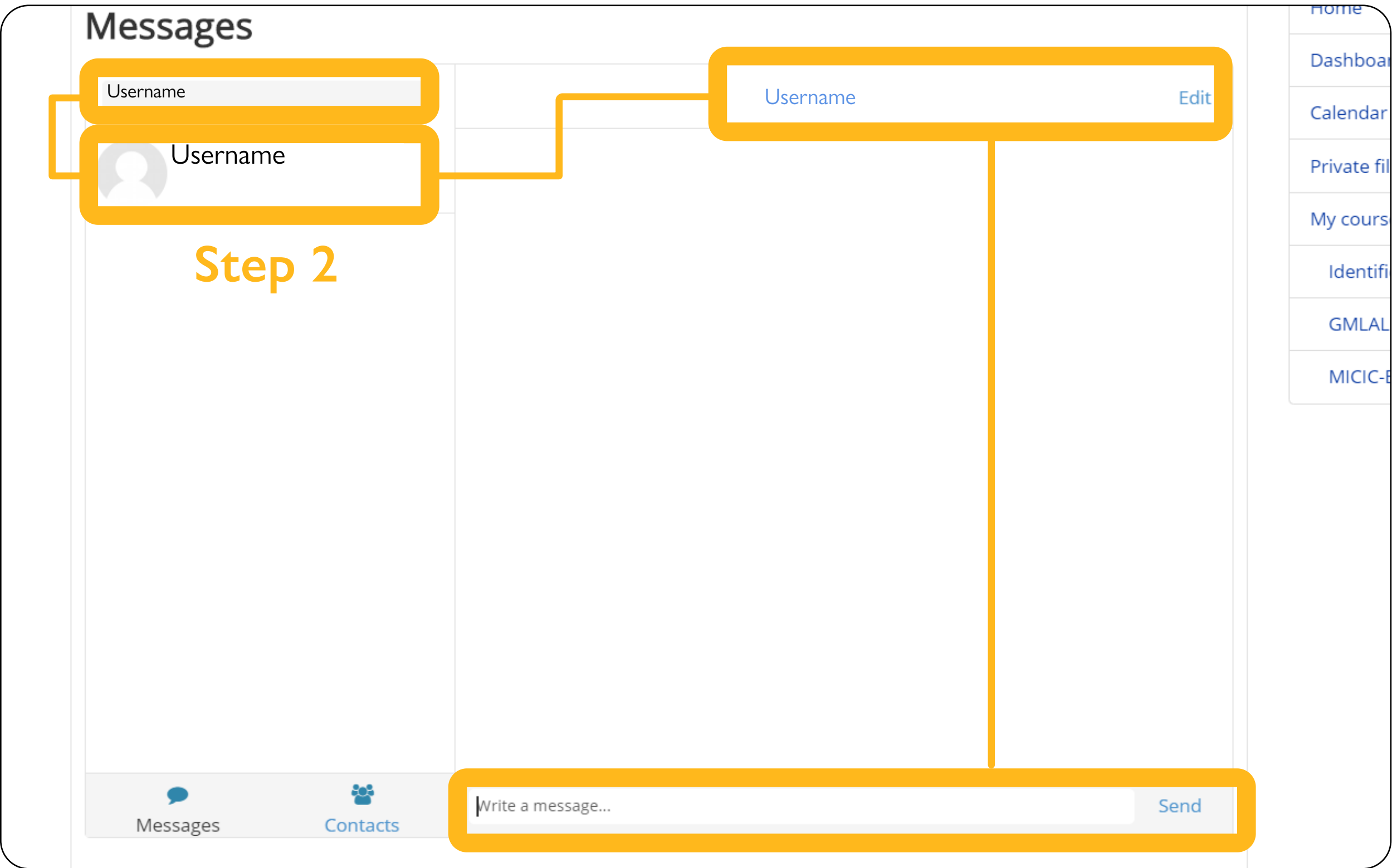


# Sending messages

To send a message:



Step 1



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.”



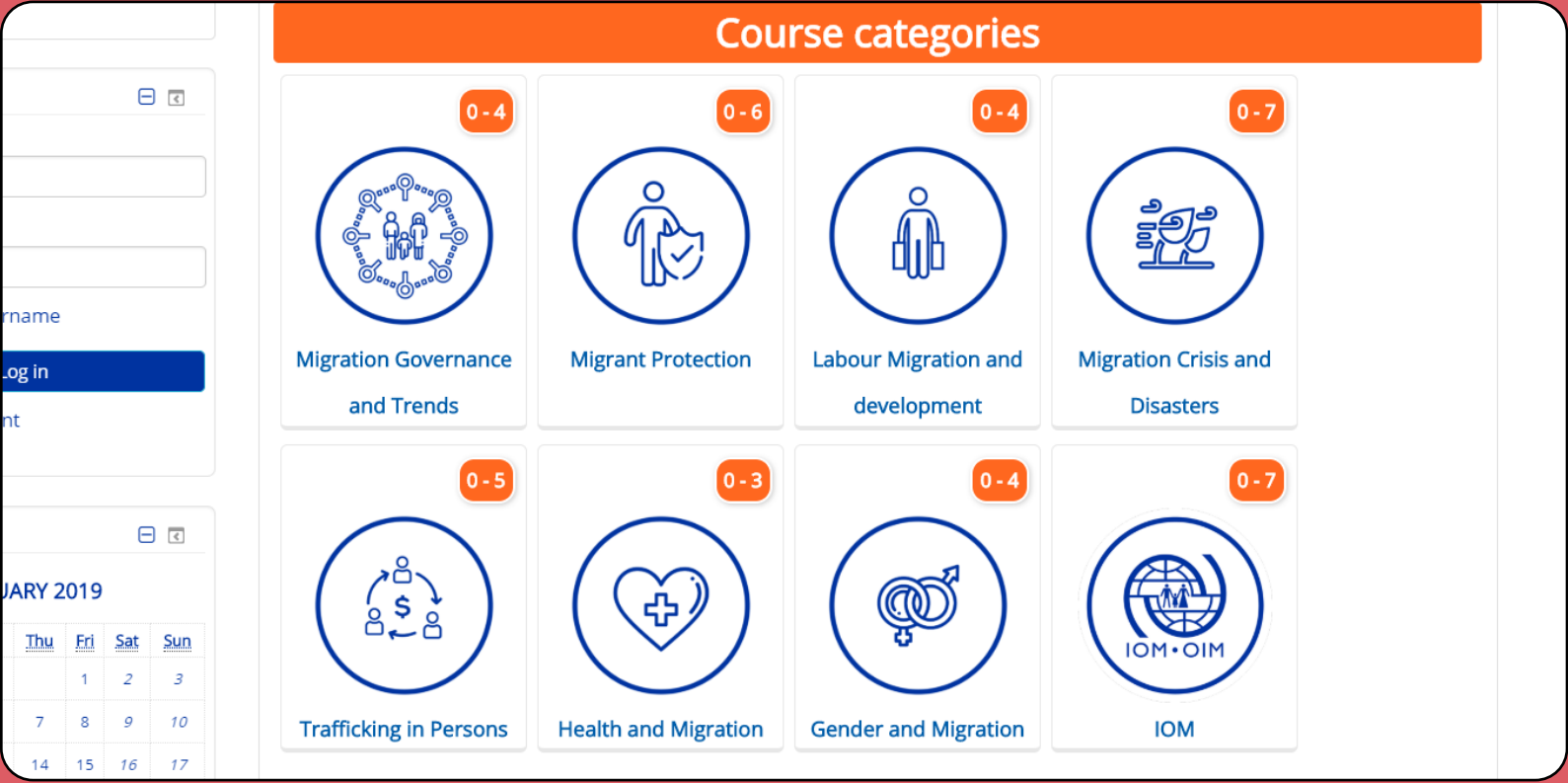
# Joining a course



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

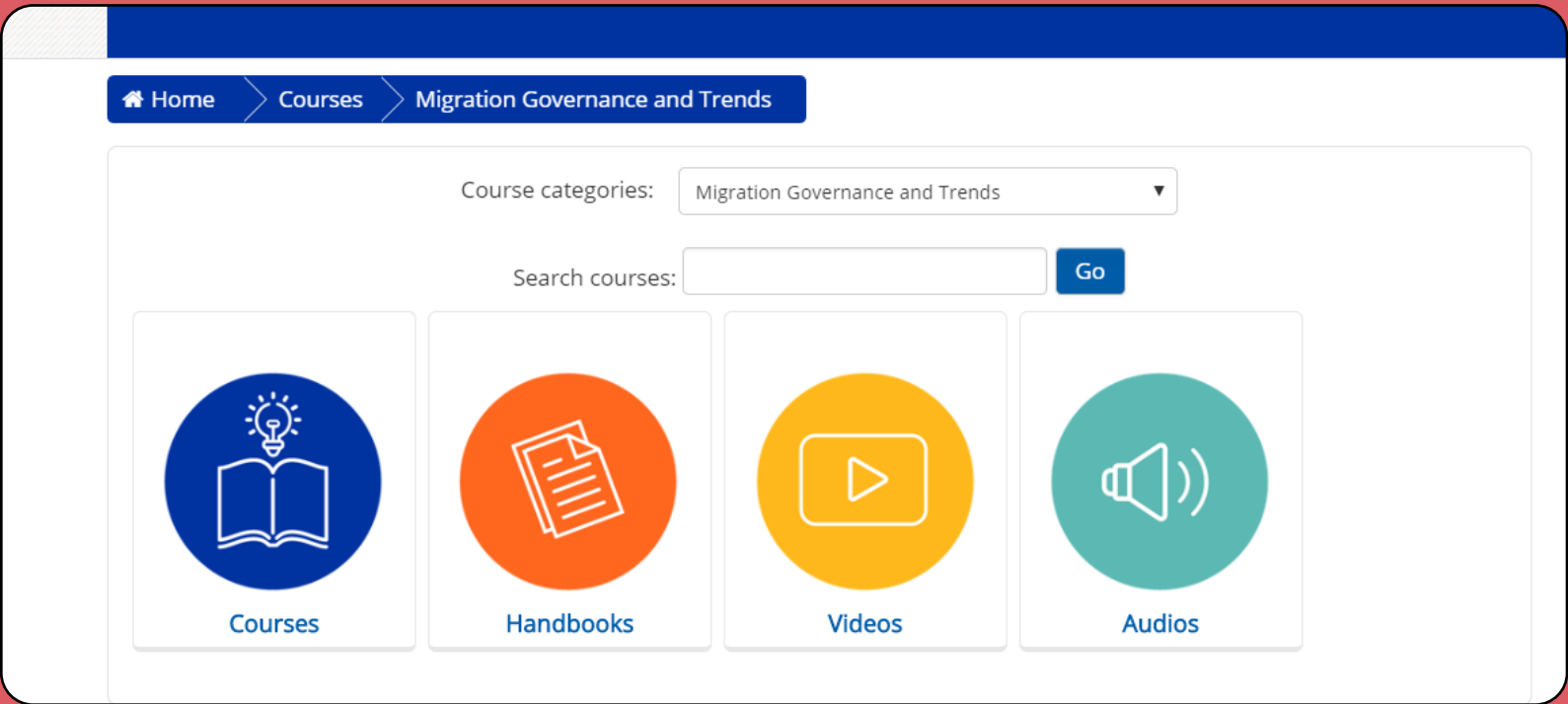
## Step 1

Select a course category.



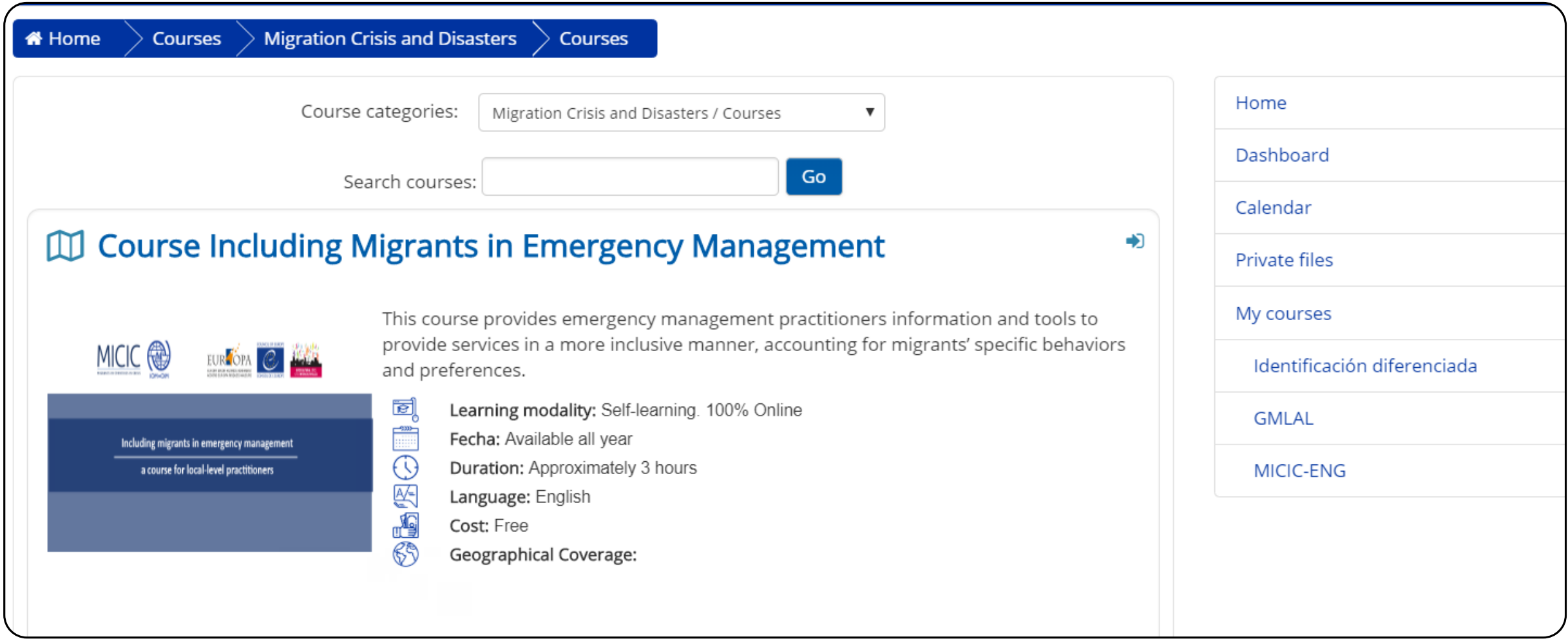
## Step 2

Click on courses.



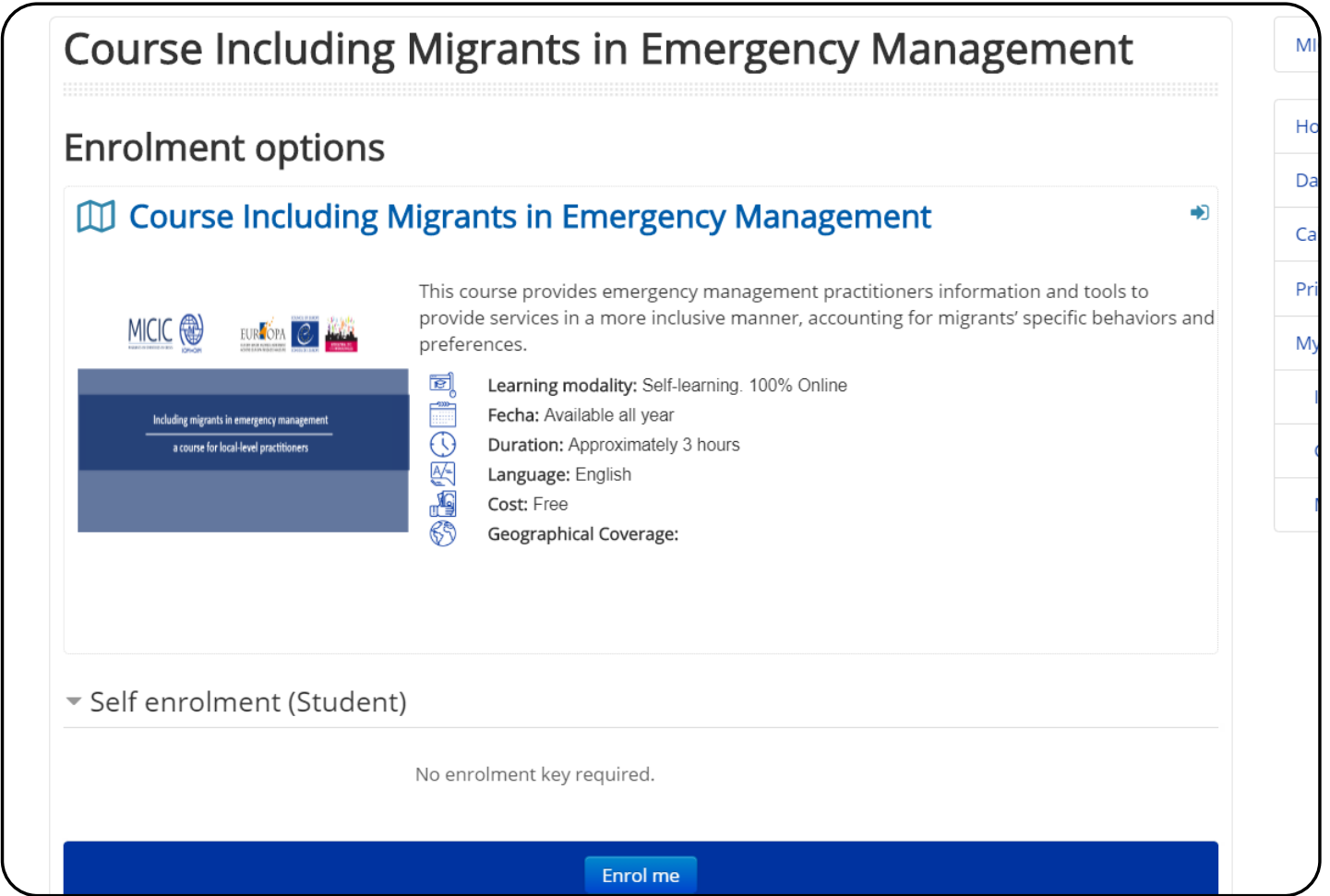
## Step 3

Click the name of the course.



You will now have access to all the resources of the selected course.

You can also use the “My courses” menu in the navigation bar, at the top of the home page.

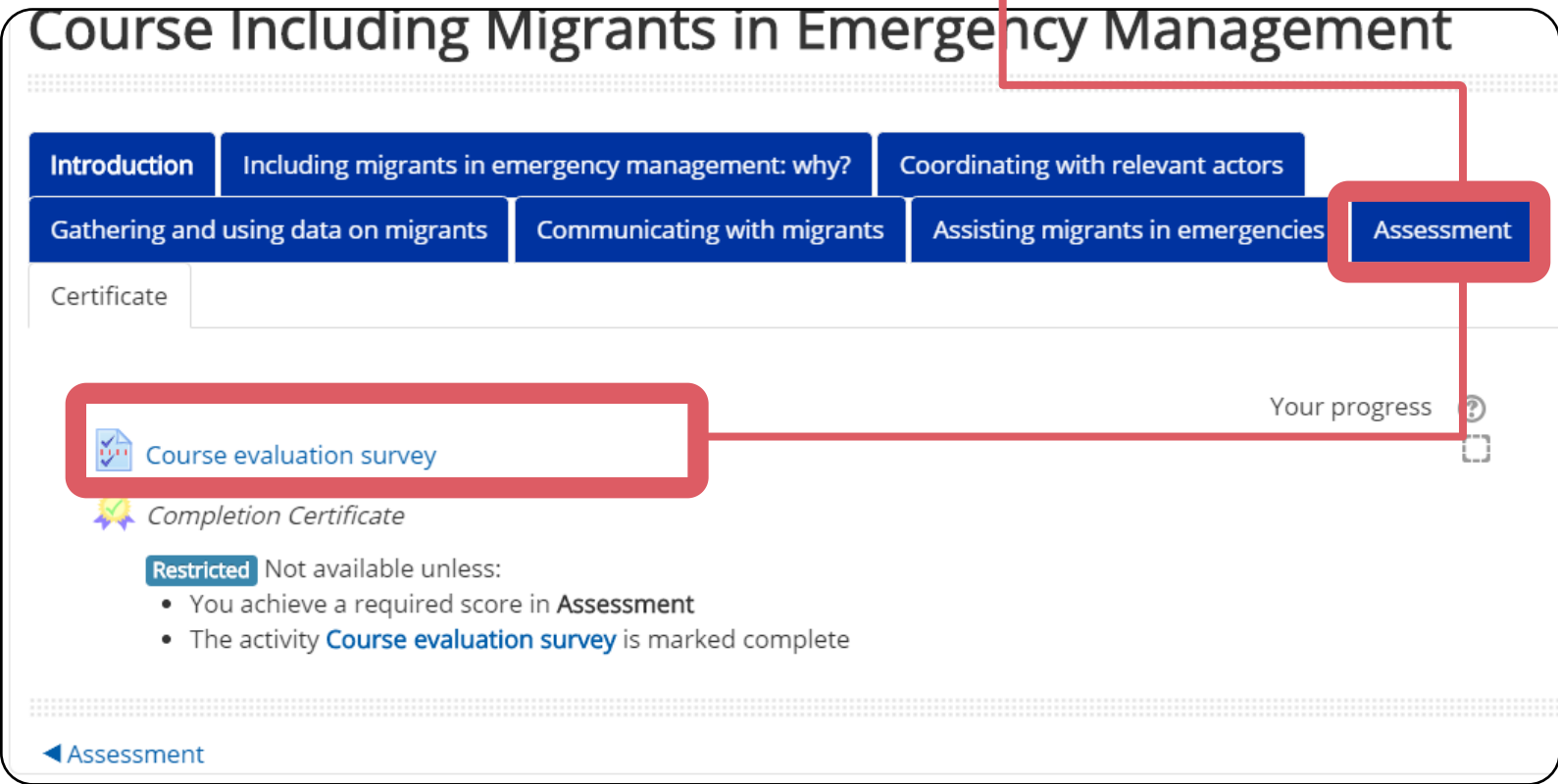


# Knowledge assessment

To take knowledge assessments:

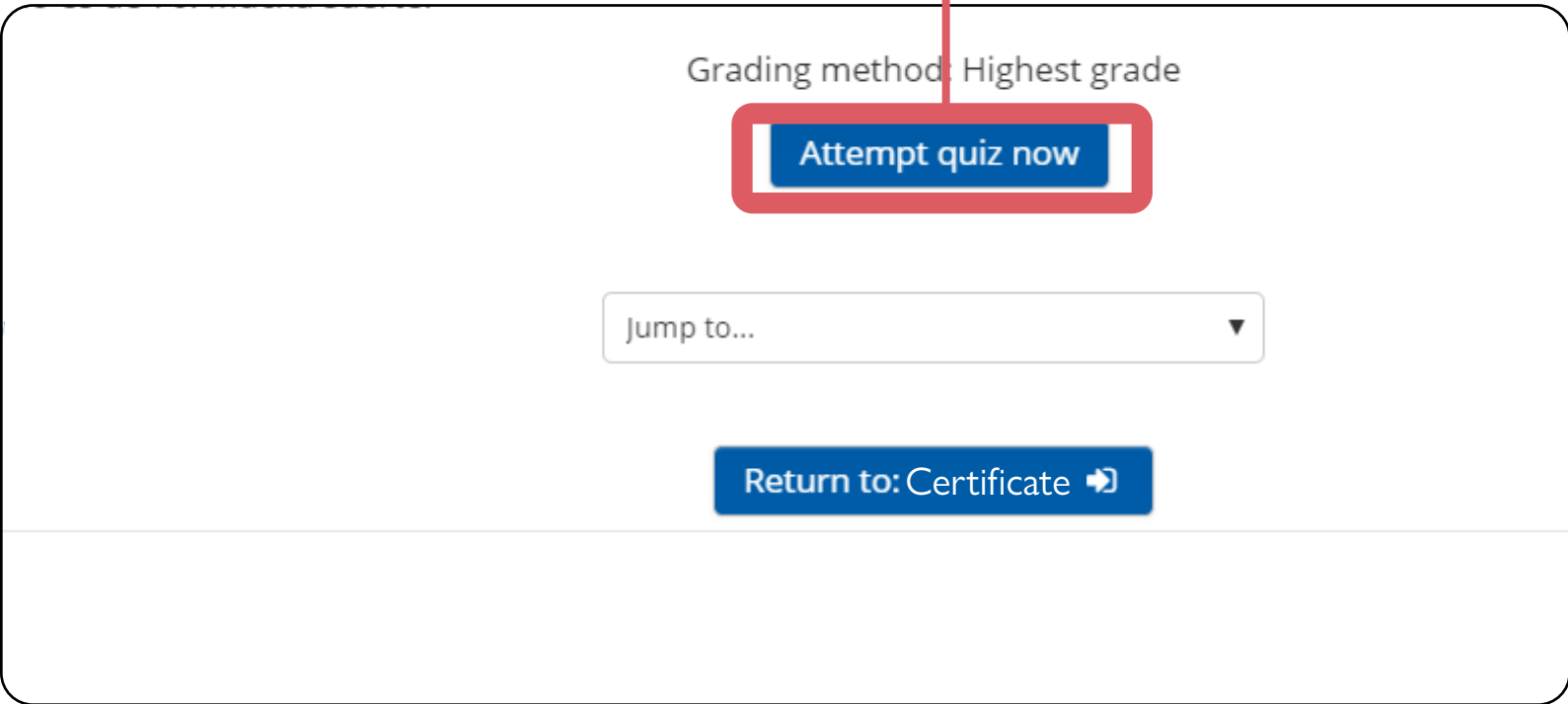
Step 1

Locate the knowledge assessment within the course and click on it.



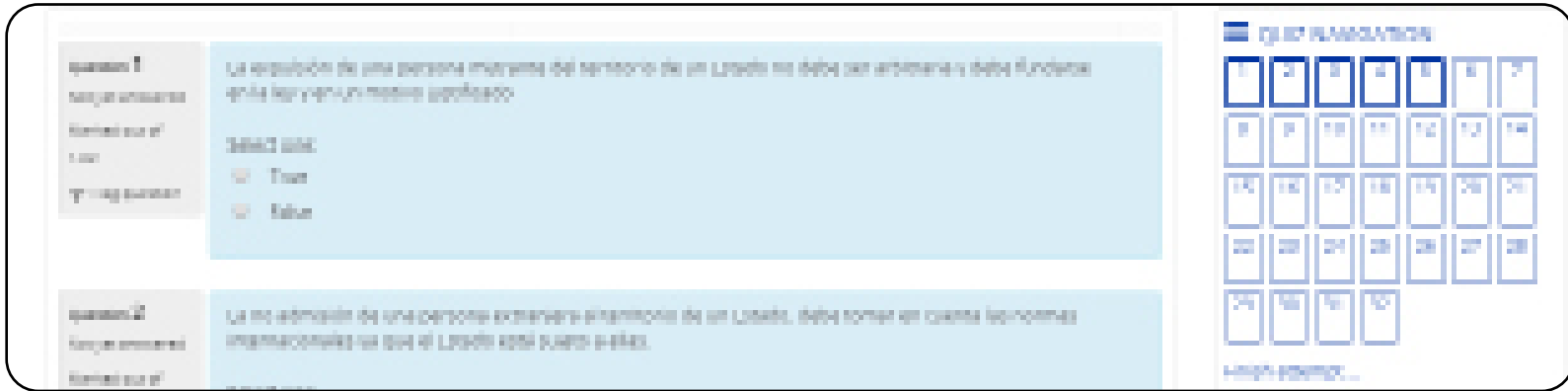
Step 2

Read the instructions on the screen carefully and click “Attempt the quiz now.”



Step 3

Respond to each item on the screen as indicated.



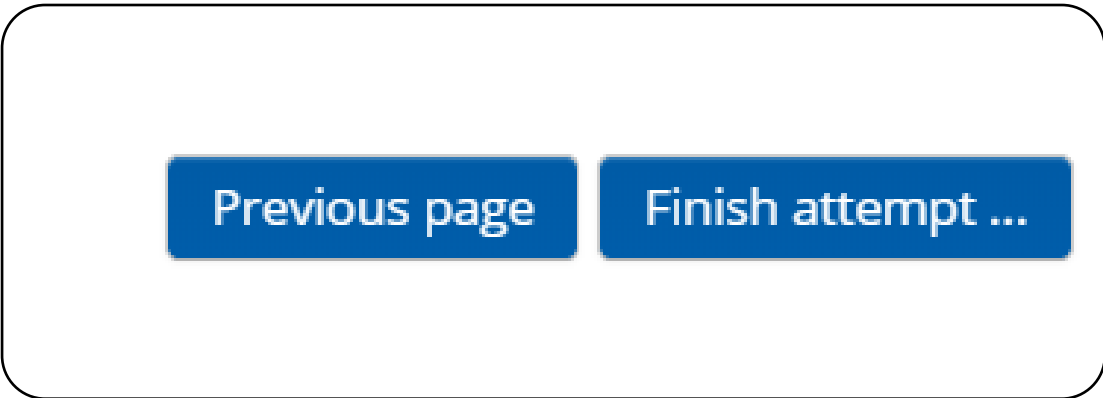
Step 4

At the end of each page, click the “Next page” button to continue to the next section of the assessment.



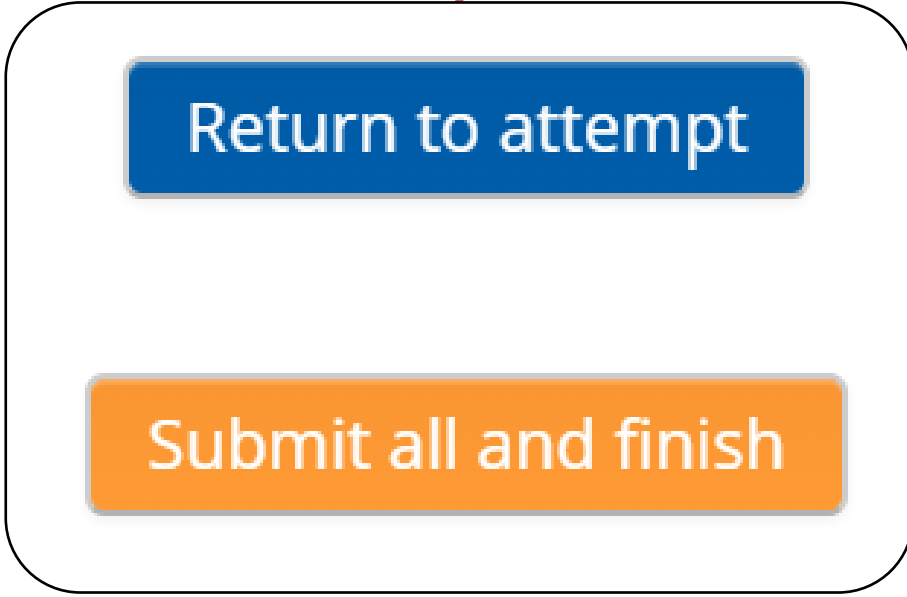
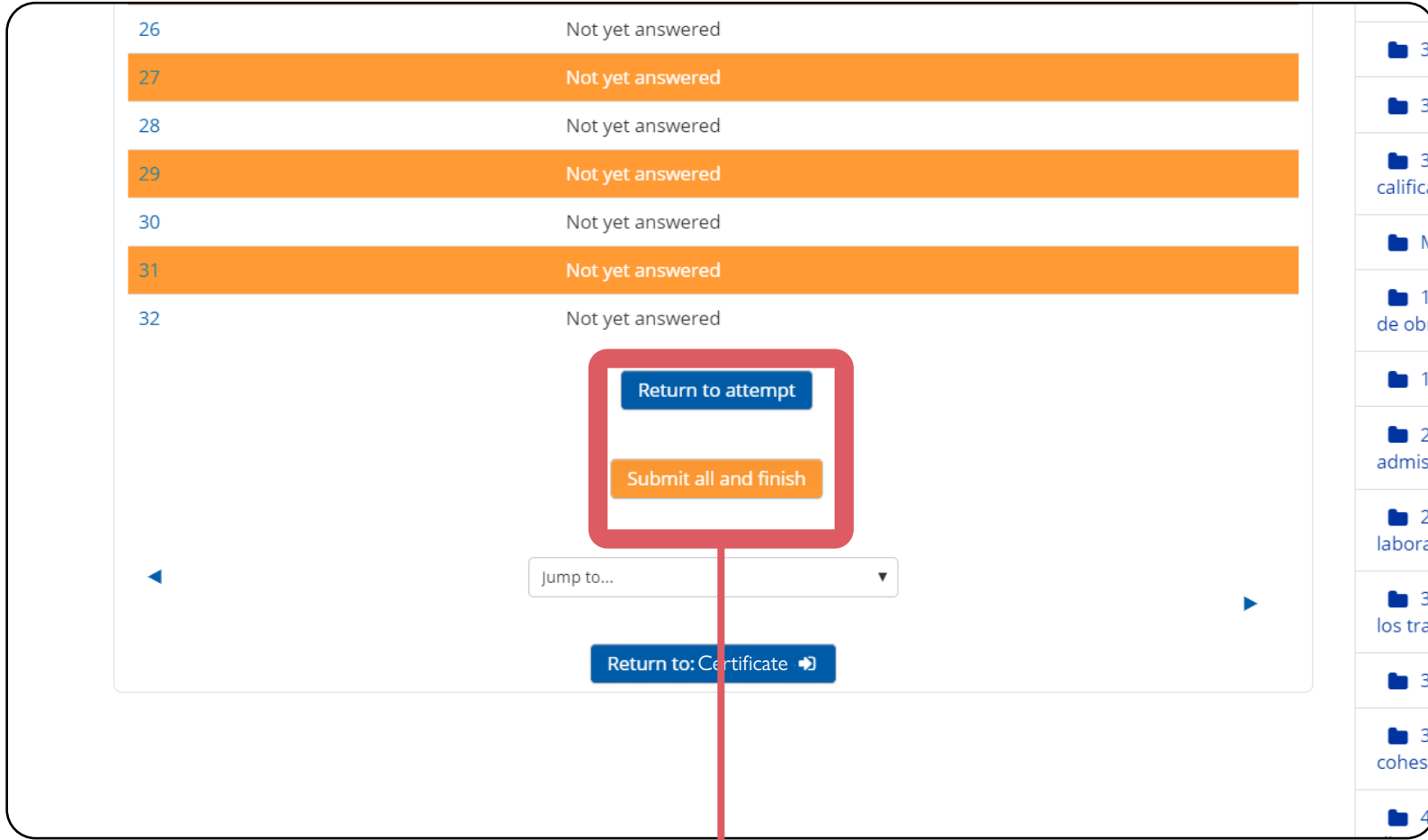
Step 5

When you finish the evaluation, click the “Finish attempt” button.



Step 6

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



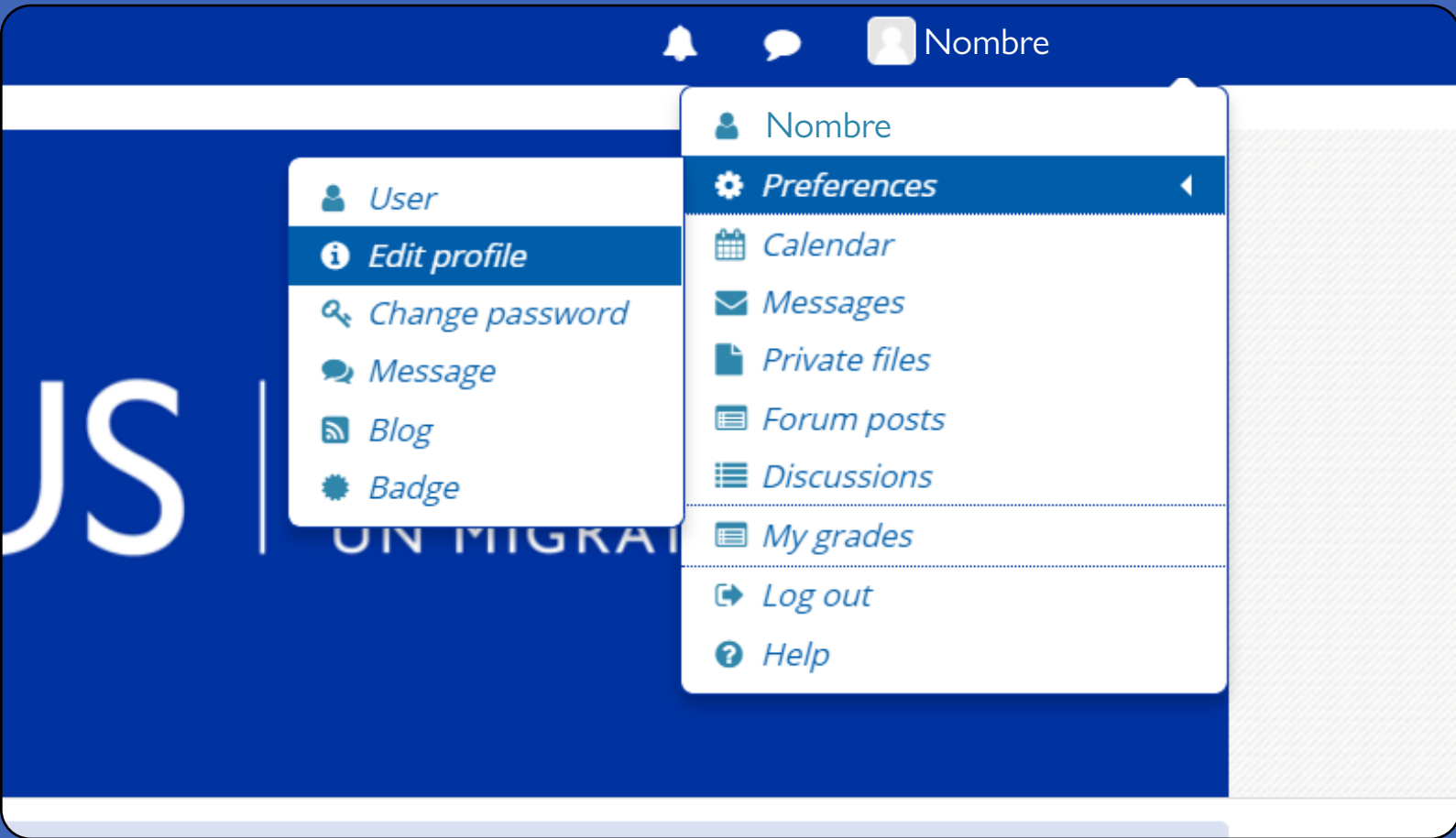


# Download your certificate of participation



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.



Name

Update profileCancel

General

First name

Surname

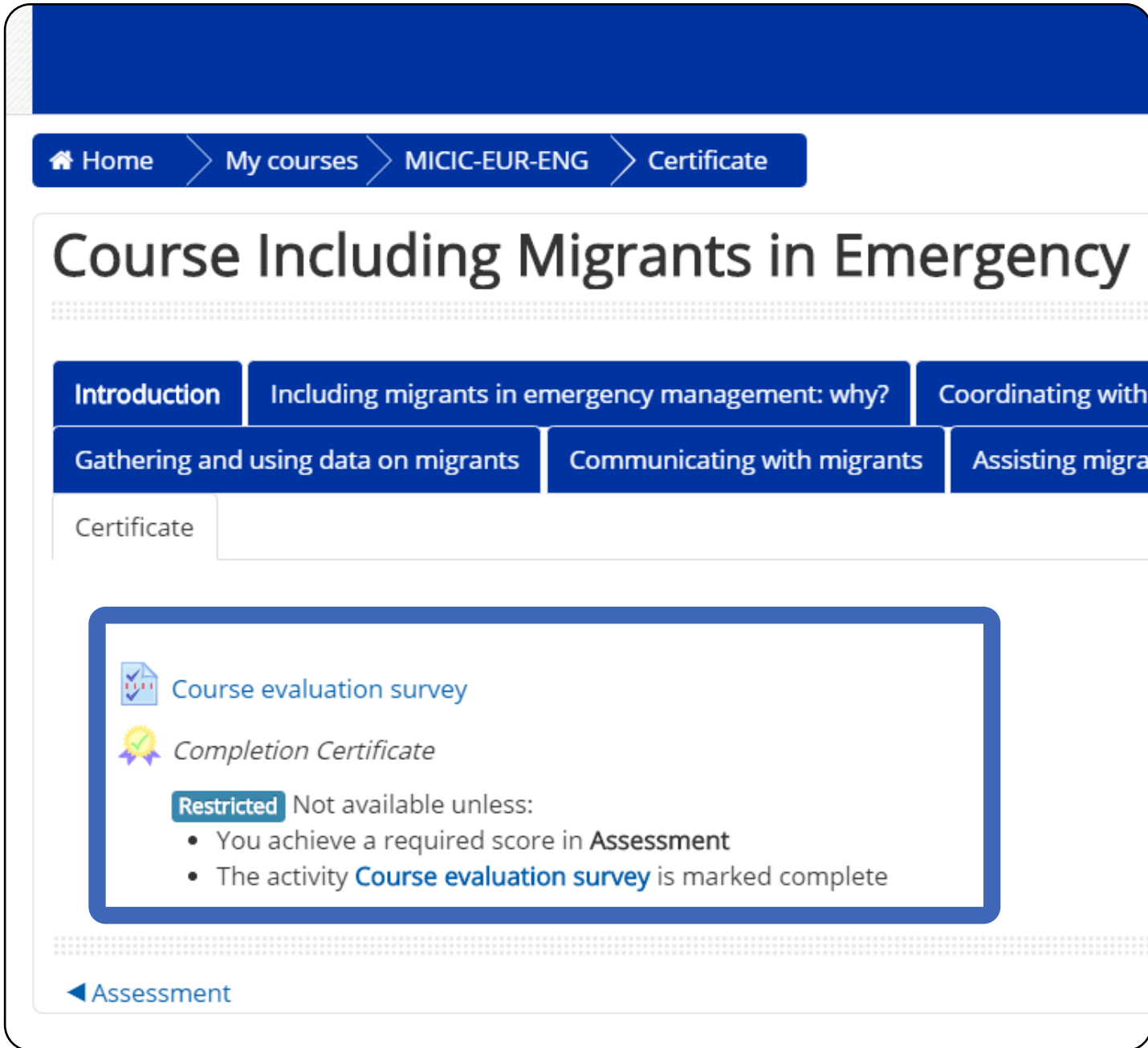
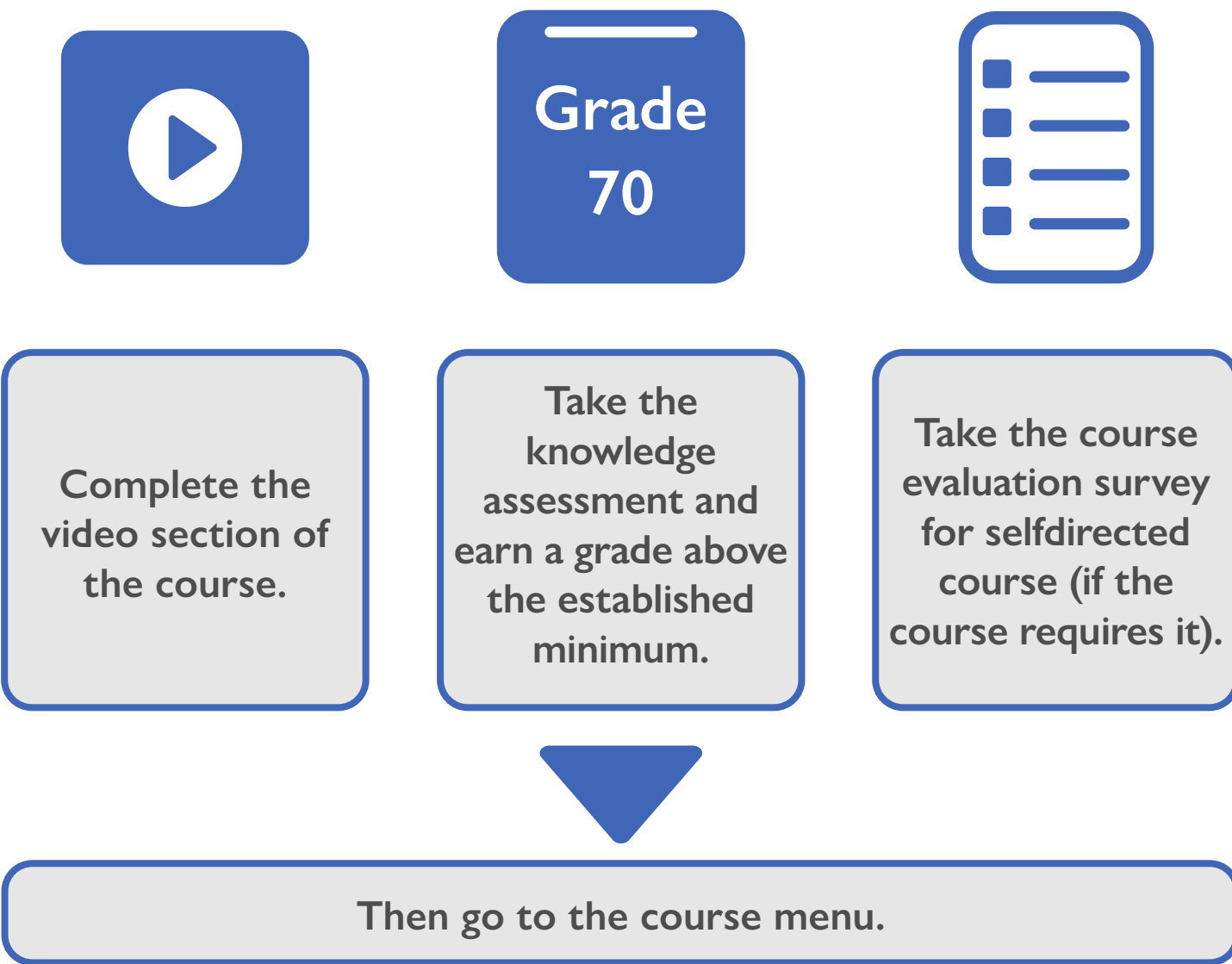
Email address

Email display

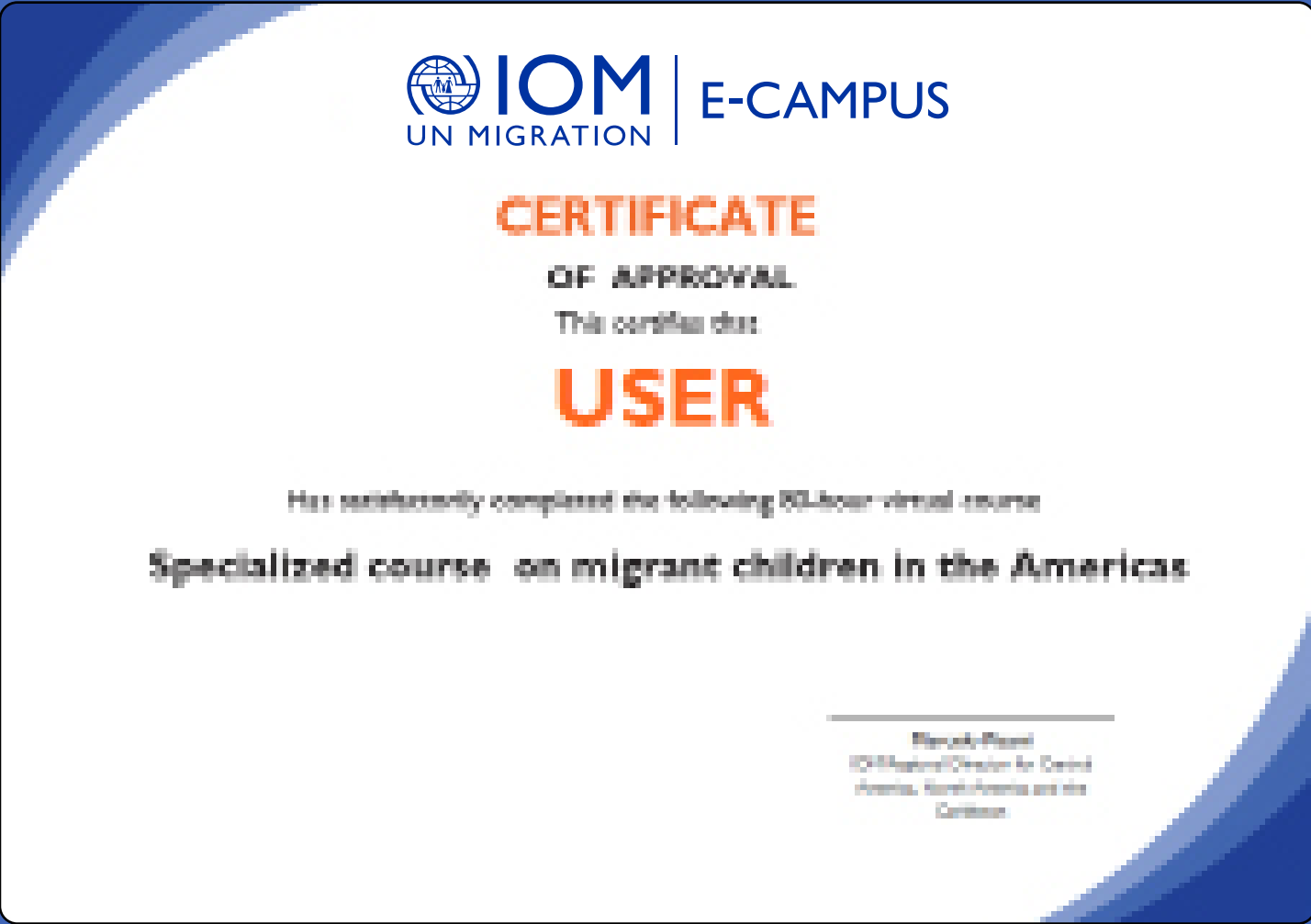
City/town

Select a country

You must fulfill the following requirements to be able to download the certificate:



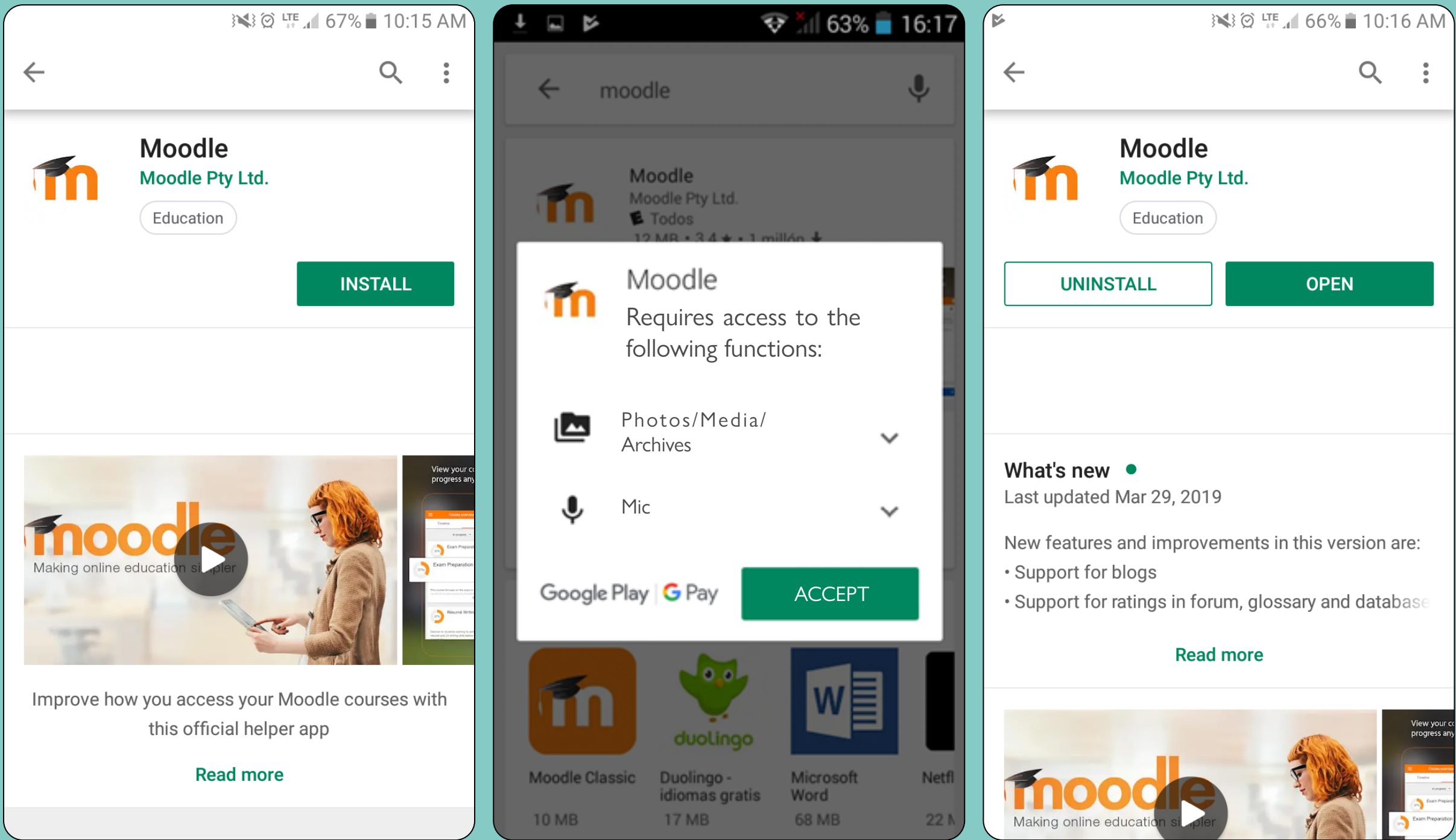
## Certificate of approval



You can send questions or suggestions to:

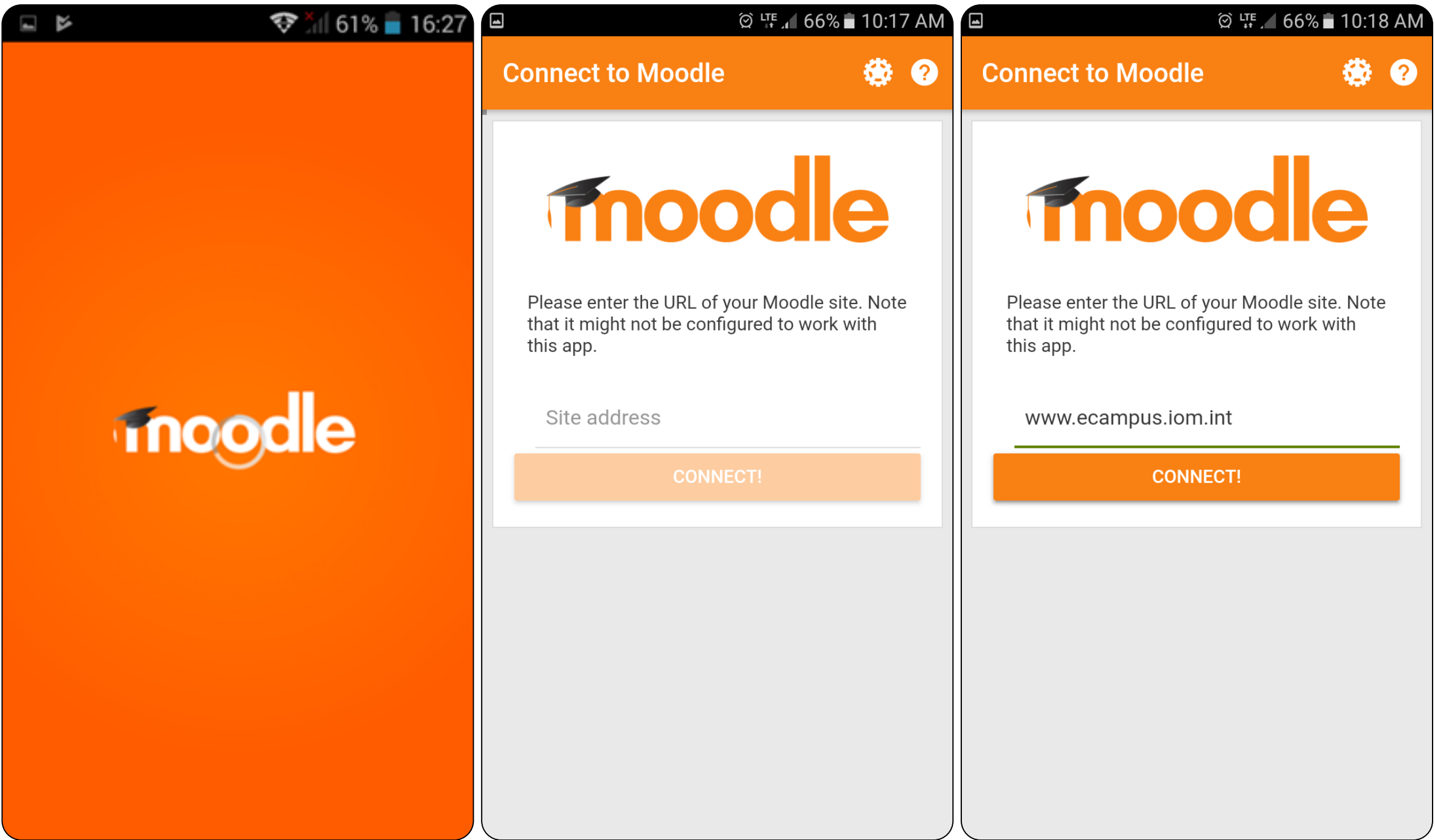
[e-campus@iom.int](mailto:e-campus@iom.int)

# How to take E-Campus courses offline



## Step 1

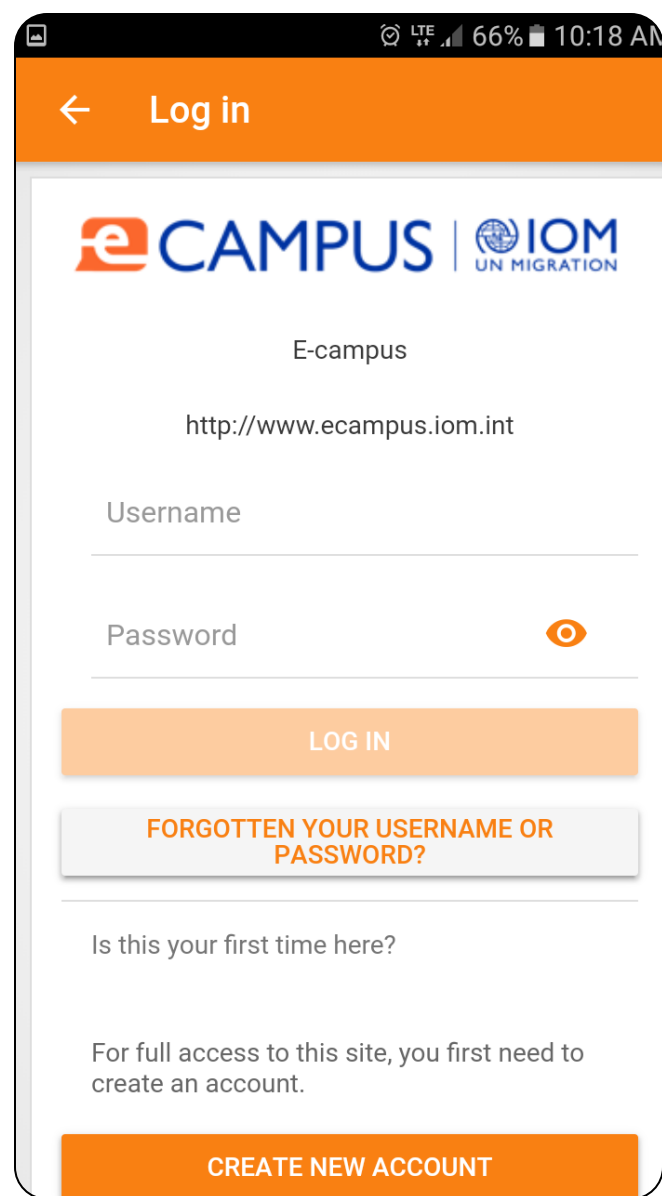
Open Google Play and search for the Moodle app and download it (requires internet).



## Step 2

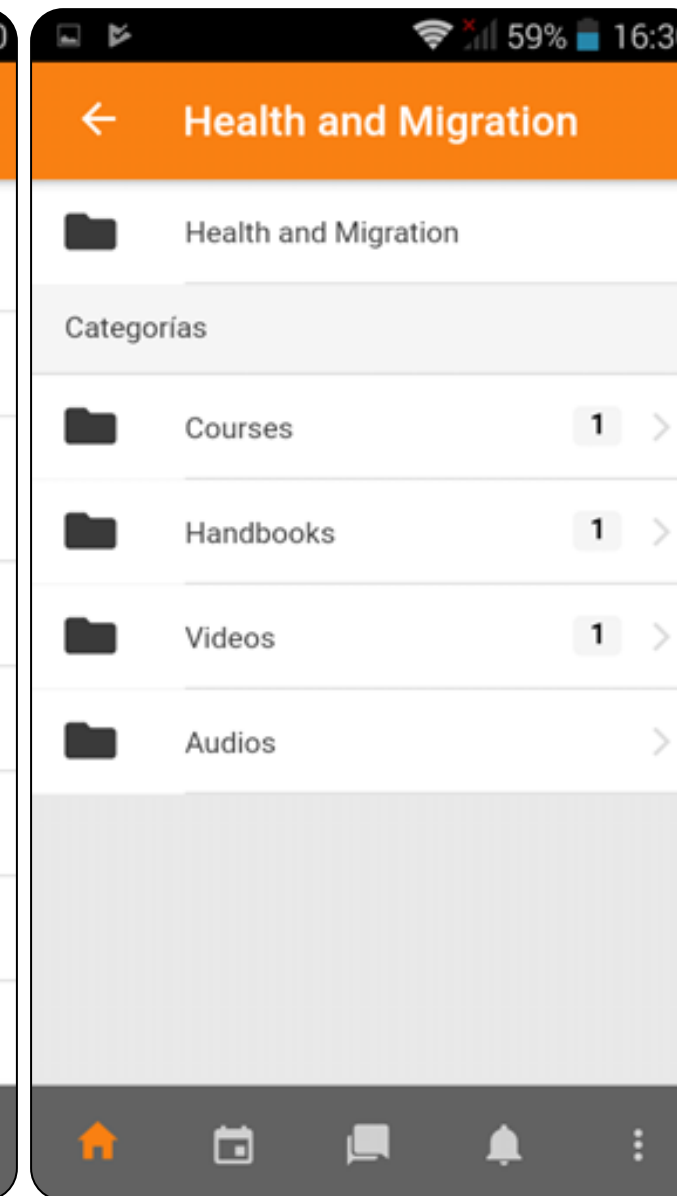
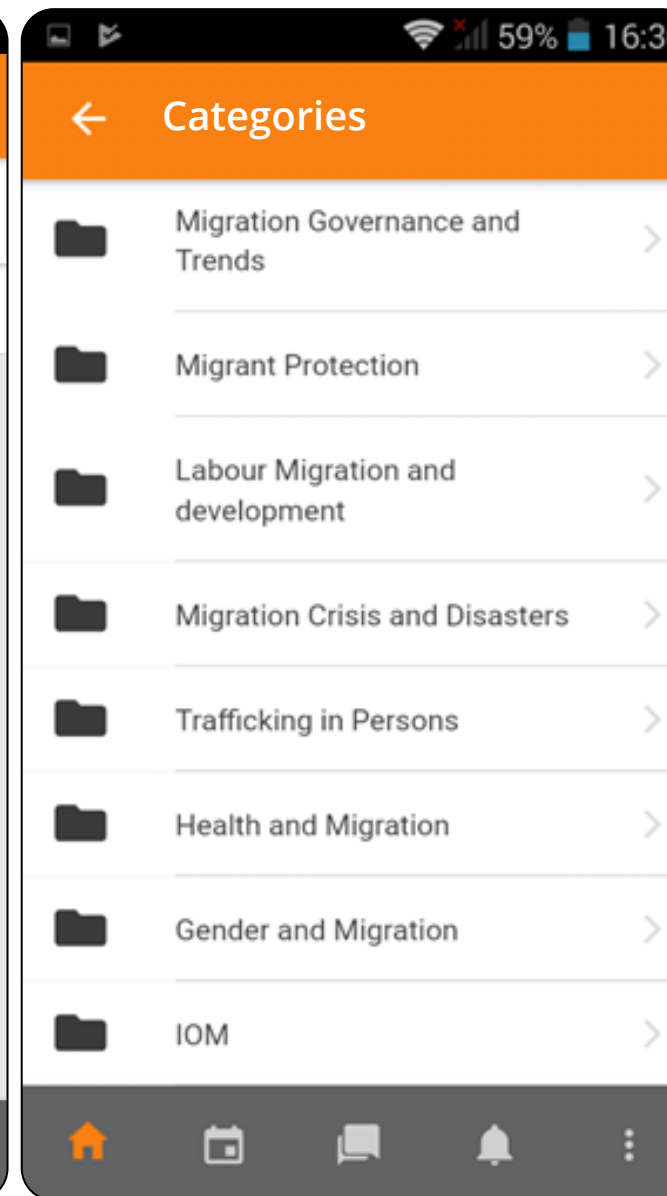
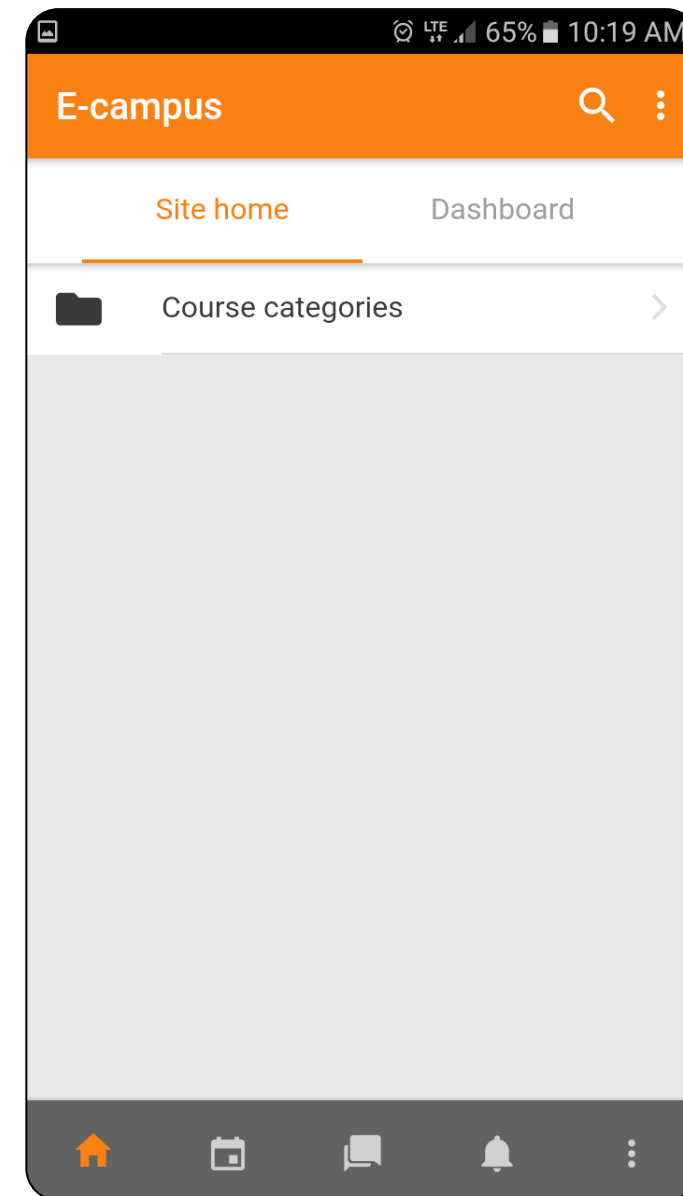
Open Moodle and go to [www.ecampus.iom.int](http://www.ecampus.iom.int) (requires internet).





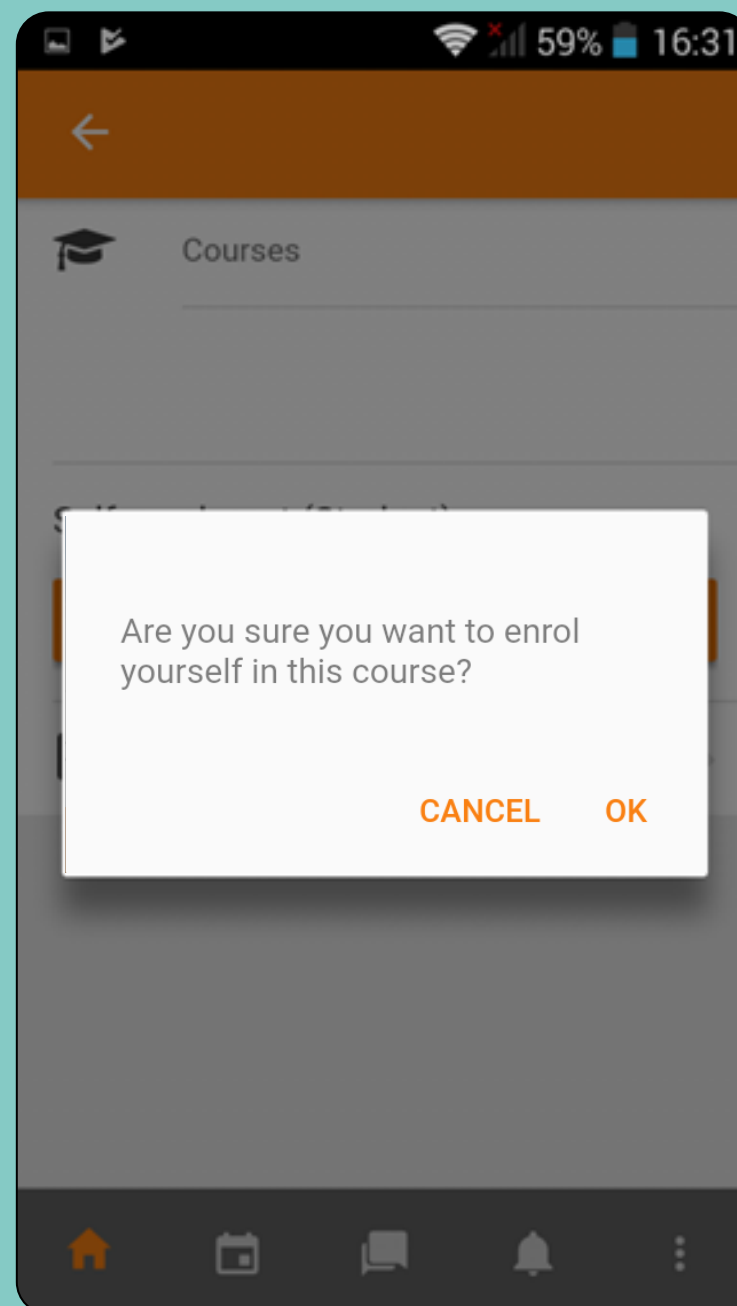
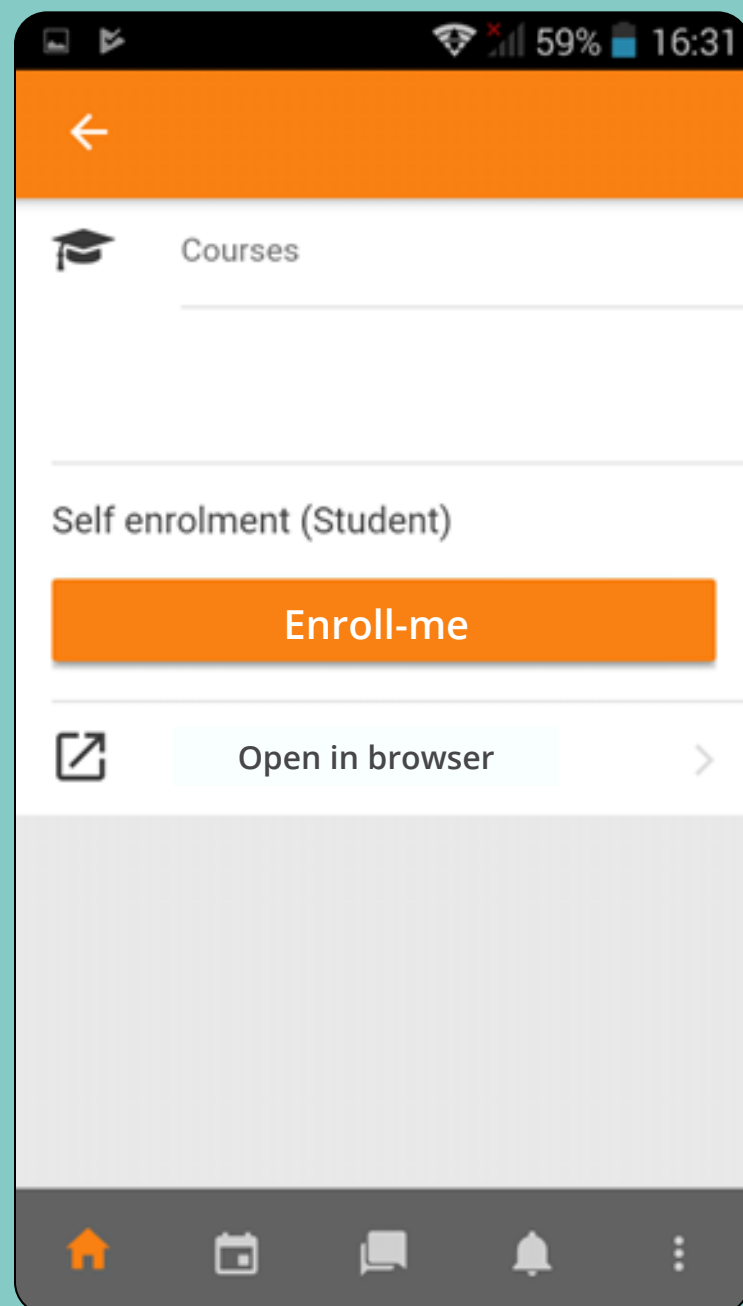
### Step 3

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



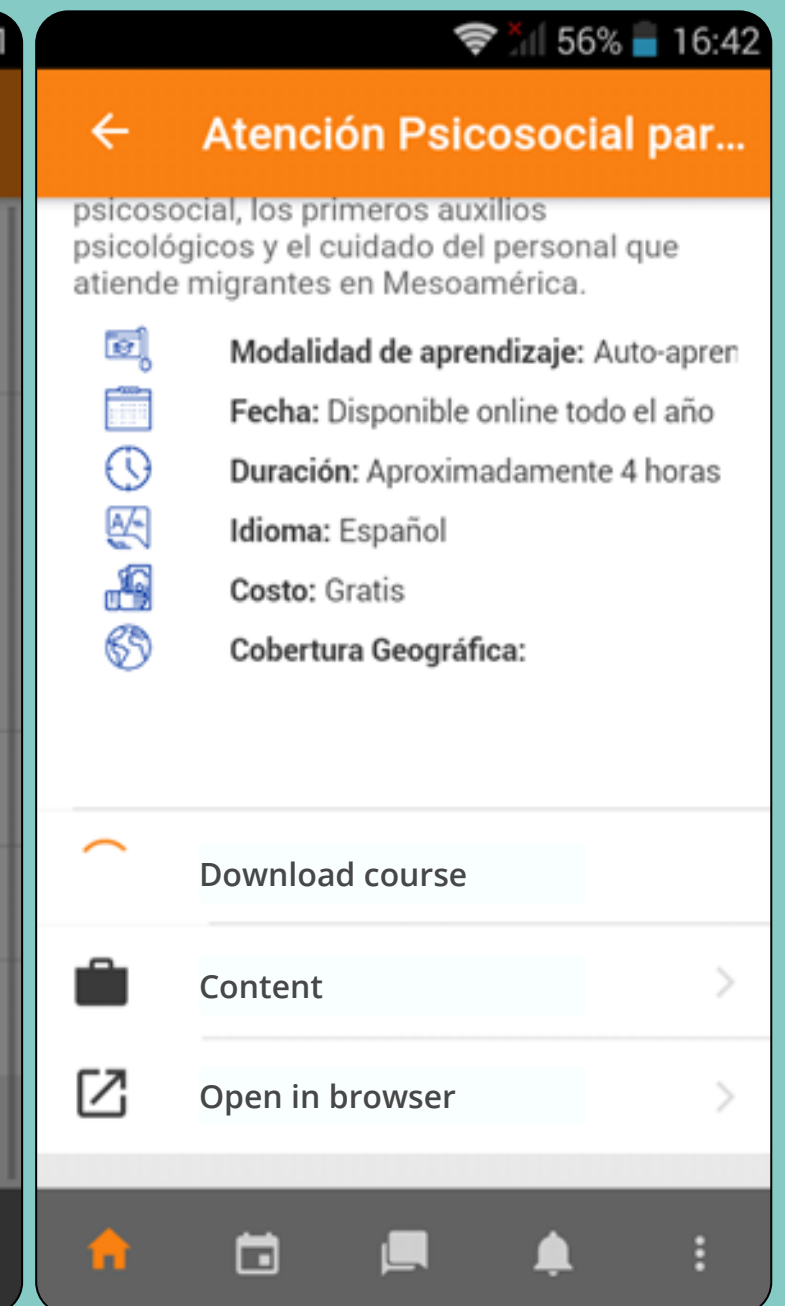
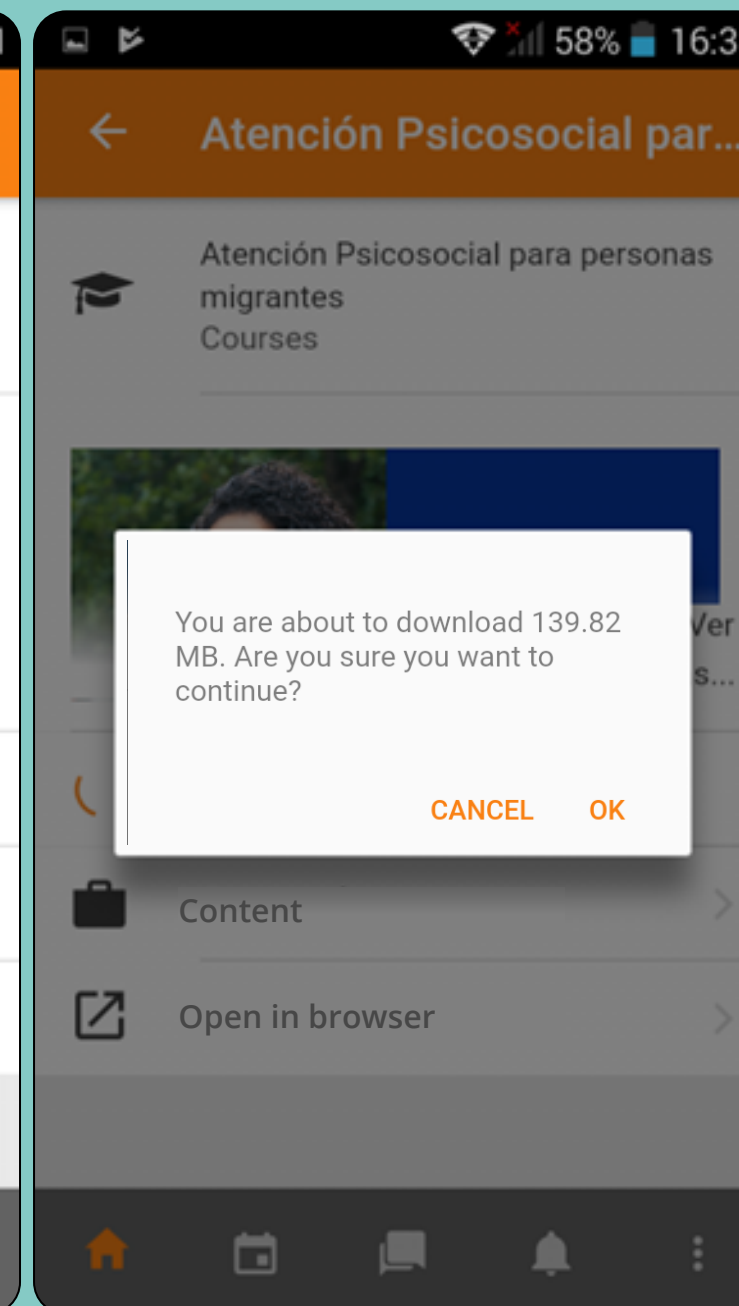
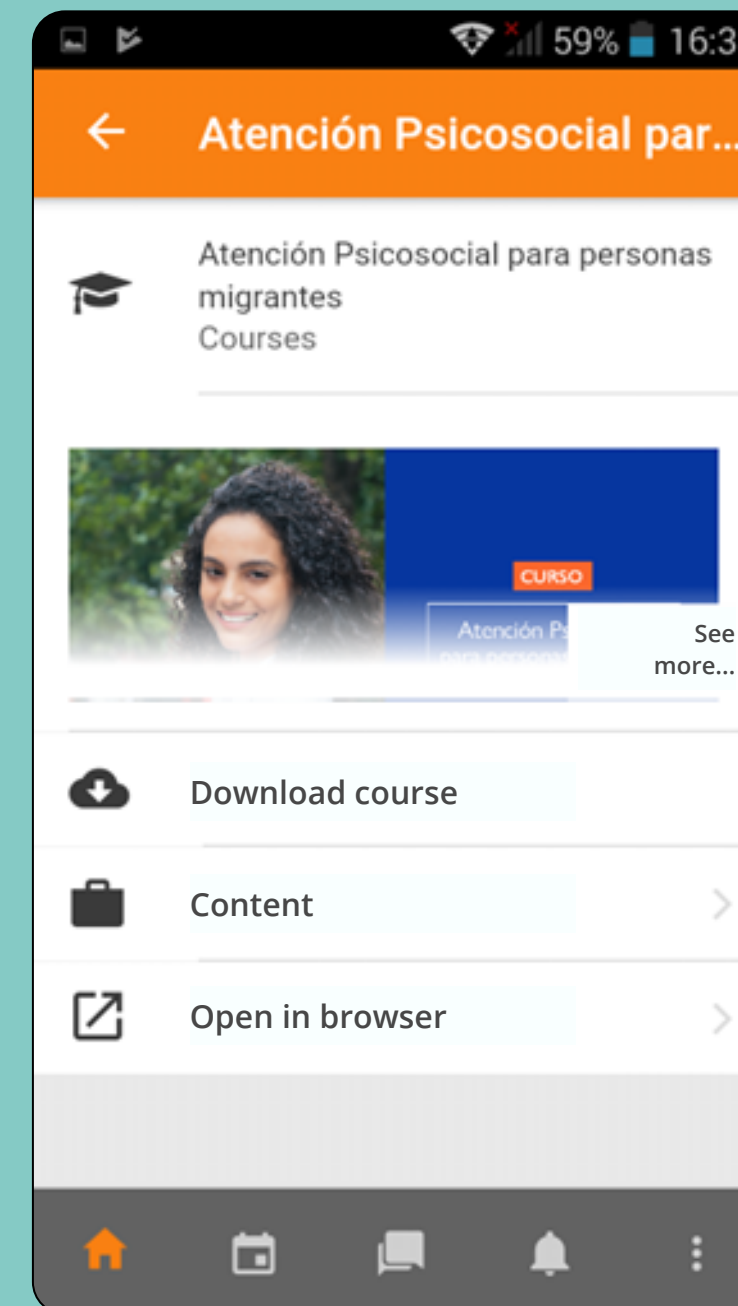
### Step 4

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



### Step 5

Enroll in the course (Requires internet)

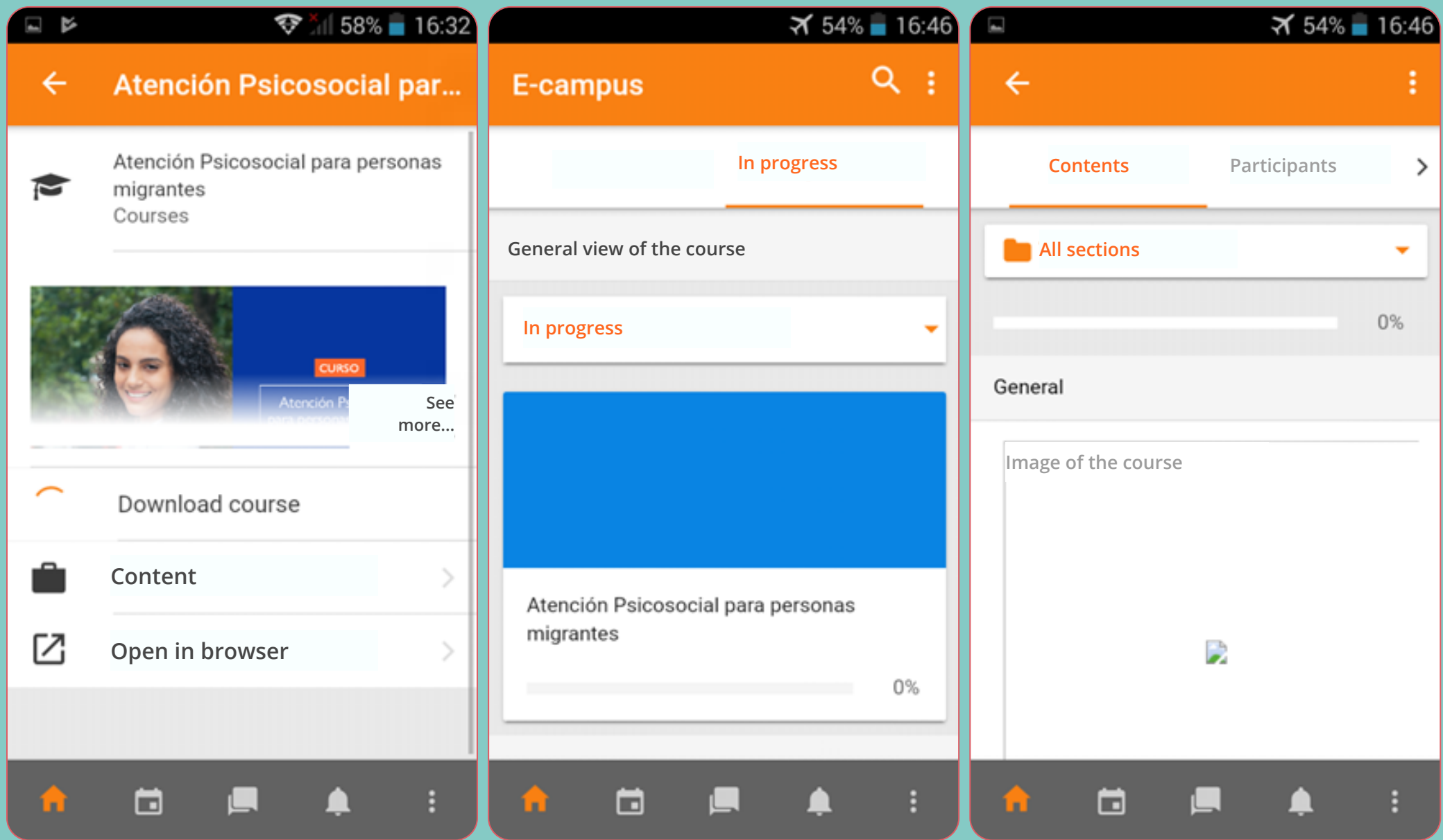


### Step 6

Download the course (requires internet).







## Step 7

Take the course and evaluation  
**OFFLINE**, you will not need to be  
connected to the internet.

