

E-Learning Course



Fostering Strategic Social Accountability

E-Course Guidelines for Use

The following guidelines will help you use the Knowledge Platform and, more specifically, the E-course platform. Please read them with attention, as these instructions will ensure you have a great experience in this E-learning course.

FIRST STEP: LOGIN AND COMPLETE YOUR PROFILE

Login:

Once you have created your personal account, you will be required to login with your username and password to participate to the E-course.

To login, look for and click on the login button in the upper right corner of the website. A popup box should appear:

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GLOBAL PARTNERSHIP FOR SOCIAL ACCOUNTABILITY KNOWLEDGE PLATFORM johnsmith							LOGIN SIGN UP
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	Your a	account is now active!					
	Your account was activated successfully! You can now log in with the username and password you provided when you signed up.						

Once you have logged in, your name should appear on the upper right corner of the website and your profile should appear directly. What you see is the list of courses you are part of:







E-Learning Course

Complete and edit your profile:

When you click on **your name** on the upper right corner of the Knowledge Platform you can access additional information on your profile. A dropdown menu appears with additional information such as messages from the administrator, updated information or a link to view your profile.

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To view or modify your profile, click on <u>View profile</u> on the pop-up box.

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Your profile will appear to you such as in the following screenshot. There, you will be able to upload your profile picture, edit your profile, access your inbox, send messages to other participants, among other things.

We highly encourage participants to upload a profile picture, as this will facilitate the networking between the GPSA community members.









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STEP 2: GETTING IN THE E-COURSE

There are several paths to get to the E-course. Through your profile, after loging in:



Or through the Home Page of the platform (remember that you need to be logged in):



GPSA Knowledge Platform



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STEP 3: GETTING STARTED

To start the E-course, please follow the following instructions:

1.







3. After clicking on "Start Course", you get to the first lesson of the curriculum, which is the Introduction. To make sure that your participation to the different activities is taken into account and to be sure to receive you certificate, it is important that you follow the following guidelines:

- Read carefully the instruction presented in each module. They will tell you what to do in order to fulfil the ٠ certificate requirements.
- When a module is ending, make sure to click on "Mark this unit complete". This button is located at the • bottom of the module. Before clicking on this button, make sure that you have participated to all the activities proposed and that the module is actually ending. Remember that each module lasts 2 weeks, except for the Introduction and Conclusion modules, which will only last 1 week. In case you have a doubt, take a look at the course calendar: http://gpsaknowledge.org/wp-content/uploads/2014/09/calendar-

FosteringStrategicSocialAccountability.pdf

Then, click on "next unit", to keep going in the E-course. •

Take a look at the next screenshot to visualize the instructions mentioned above:

GPSA Knowledge Platform

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4. Take a quiz



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5. Finish the Course

The course ends on November 28. Make sure to "Finish the course" as follows:

