



**ITU ACADEMY PLATFORM
PARTICIPANT AND GUEST MANUAL**

HUMAN CAPACITY BUILDING DIVISION

2016



Table of Contents

ITU ACADEMY PLATFORM	1
PARTICIPANT AND GUEST MANUAL	1
1. INTRODUCTION	4
2. USER RIGHTS	5
2.1. Purpose of this chapter	5
2.2. Rights levels	5
2.3. Roles and responsibilities	5
2.3.1. Course Rights	5
2.3.1.1. Participants' role	5
2.3.1.2. The Guest's role	5
3. PARTICIPANT AND GUEST MANUAL	6
3.1. User account	6
3.1.1. Create account	6
3.1.2. Login	6
3.2. ITU Academy platform	7
3.2.1. Global search	8
3.2.2. The Academy	9
3.2.3. My account	9
3.2.4. Training and events	12
3.2.4.1. Training catalogue by Categories	12
3.2.4.2. Training catalogue by Region	13
3.2.5. My courses	14
3.2.6. Access a course	14
3.2.6.1. Guest Access	14
3.2.6.2. Self-enrolment	14
3.2.6.2.1. Enrolment by key	14
3.2.6.2.2. Enrolment by payment	15
3.2.7. Registration	17
3.2.8. Archive	19
4. CONCLUSION	19
5. REFERENCES	20

1. Introduction

This document has been developed as a guide to participant and guest users of the ITU Academy platform, to help them understand how to use the platform, their access rights, and their roles and responsibilities. As the improvements in processes on the ITU Academy platform is an ongoing exercise, this document will be continuously modified. Users are therefore advised to ensure they refer to the latest version.

2. User rights

2.1. Purpose of this chapter

This chapter describes different rights, roles and responsibilities of participants and guest users.

2.2. Rights levels

Course Rights refer to access rights restricted **only** to a course. Within a course, there are different users with different roles and responsibilities. A role is a collection of permissions assigned to specific users in a specific context. The combination of roles and context define a specific ability of a user to some work on any page of the platform. The most common examples are the roles of instructors and participants in the context of a training.

2.3. Roles and responsibilities

2.3.1. Course Rights

2.3.1.1. Participants' role

- Participants have access to all resources and activities provided by the ITU Coordinator and/or Instructor, for the trainings they have enrolled themselves into.
- Participants can enrol themselves into a course by following the online registration system on the ITU Academy platform and secure online training fee payment process.
- Participants are required to read and familiarise themselves with the *Terms and Conditions* of enrolment that are on the platform
- In case a participant was not able to enrol him/herself automatically, he/she may inform the ITU Coordinator. This case can arise when payment is done by Bank wire transfer or enrolment failed attempt.
- Participants can generate certificates for themselves when they have successfully completed the training course. Participants are fully responsible for the name registered on the ITU Academy platform, as it will appear on the certificate.

2.3.1.2. The Guest's role

- The **Guest** role is temporarily assigned to non-enrolled users when they enter a course that allows guests without password. Guests have minimal privileges and usually cannot enter text anywhere. They have access to any content outside the course, for example all news and events provided by the ITU Administrator.

3. Participant and Guest manual

3.1. User account

The user account responds to the Single Sign On (SSO) property of access control. SSO grants user the ability to log once and gains access to a multiple related but independent software systems. The user can log him/herself in on any platform of the ITU Academy and be logged on the other. Therefore, the home platform, the e-learning platform and the communities can be available to the user by a single login.

3.1.1. Create account

The screenshot shows a web page with a search bar at the top. Below it are two links: 'LOGIN' and 'CREATE AN ACCOUNT'. The 'CREATE AN ACCOUNT' link is highlighted with a red box and labeled '1'. A modal form is displayed over the page, containing the following fields: 'Name: (*)', 'Username: (*)', 'Password: (*)', 'Confirm Password: (*)', 'Email: (*)', and 'Confirm email Address: (*)'. A red vertical line is drawn to the right of these fields, labeled '2'. At the bottom of the form, there is a checkbox for 'Terms and Conditions' labeled '3' and a 'CREATE AN ACCOUNT' button labeled '4'. A note at the bottom states: 'Fields marked with an asterisk (*) are required.'

- (1) Press the “Create an account” link, a popup should appear.
- (2) Fill out the form. Notice that every field is required to be valid.
- (3) Press the “Terms and Conditions” link, read and check the box to validate.
- (4) Press the “Create an account” button to validate the inscription.

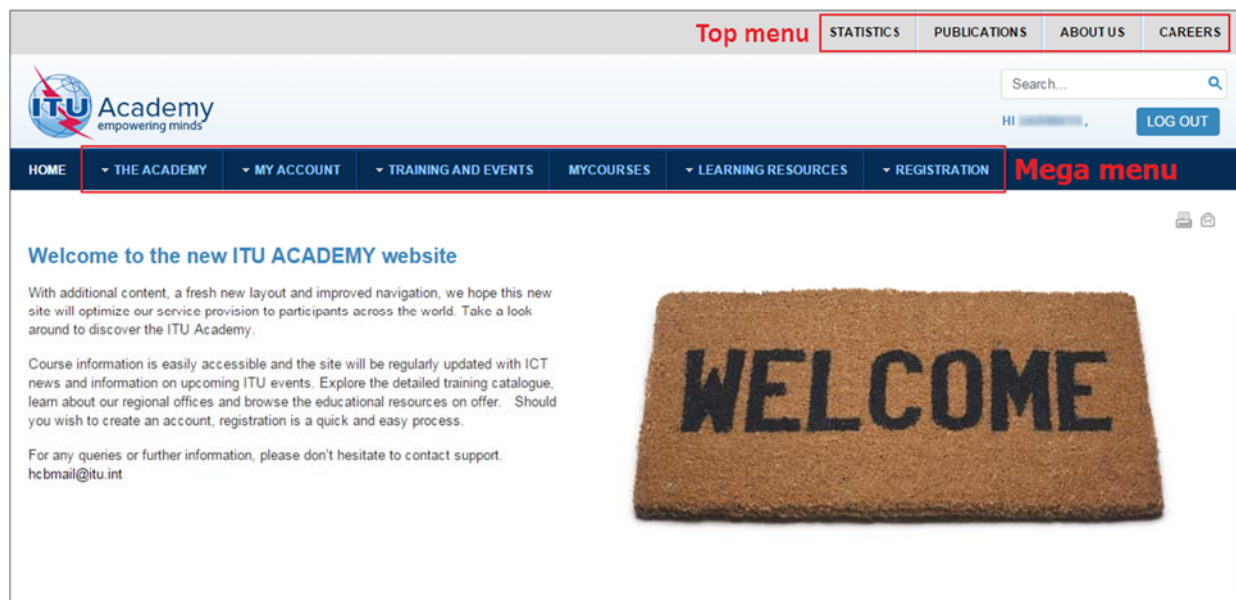
Note that an email of confirmation will be sent to the e-mail address provided. The user will be redirected to the login.

3.1.2. Login

The screenshot shows a web page with a search bar at the top. Below it are two links: 'LOGIN' and 'CREATE AN ACCOUNT'. The 'LOGIN' link is highlighted with a red box and labeled '1'. A modal form is displayed over the page, containing the following fields: 'Username' and 'Password'. A red vertical line is drawn to the right of these fields, labeled '2'. At the bottom of the form, there is a 'LOGIN' button labeled '3'. Below the button are links for 'Forgot your password?' and 'Forgot your username?'. At the very bottom, there is a note: 'Please add your account info to login'.

- (1) Press the “Login” link, a small window should appear.
- (2) Fill the user/password field.
- (3) Press the “Login” Button to login.

3.2. ITU Academy platform



The overall objective of the ITU Academy is to harmonize, integrate and gather under one umbrella all existing ITU training services corresponding to the organization's main areas of activity – radiocommunications, standardization and development – and to extend the current portfolio of training programs. To achieve this objective, the ITU Academy is going to be:

- Working with members, stakeholders and partners in setting priorities for ICT training, development and human capacity-building
- Commissioning the design of training, development and human capacity-building solutions in response to agreed priorities, drawing on the services of recognized experts
- Creating a library of ICT learning and human capacity-building resources
- Providing a platform for knowledge transfer

All ITU Academy activities are accessible through a portal found at <http://academy.itu.int>. This portal allows for a single access point to all ITU training interventions, whether delivered face-to-face or through instructor-led or self-paced e-learning. The cornerstone of the ITU Academy portal is the delivery of capacity building related training and educational opportunities. In order to adequately deliver these training interventions, the portal utilizes a Learning Management System (LMS). The LMS facilitates an enhanced learning environment

With additional content, a fresh new layout and an improved navigation, the new platform has optimized the services the ancient portal was lacking. The course information is more easily accessible. ICT News and information on upcoming ITU events are available through the portal.

Once registered and/or logged in, the user is able to fully use the ITU Academy features. Two menus will be available. The first one will allow the users to go to webpage from the ITU main website. As for the other one, it represents the overall features.

3.2.1. Global search

The screenshot displays the ITU Academy website's search interface. At the top, the ITU Academy logo is on the left, and a search bar with the text 'next generation' and a magnifying glass icon is on the right. Below the search bar is a navigation menu with items: HOME, THE ACADEMY, MY ACCOUNT, TRAINING AND EVENTS, MYCOURSES, LEARNING RESOURCES, and REGISTRATION. The main content area features a large 'Global Search' header. Below this is a search input field containing 'next generation' and a search button. The results are categorized into three sections: COURSES 1*, ARTICLES 1**, and EVENTS 1***. The COURSES section shows one result: 'Next Generation Broadband Internet Access'. This course card includes a thumbnail image of a laptop with a red apple on top, course details (Course Type, Region, Language, Fees, Discount, Selling Price), start and end dates (26 May 2015 to 22 June 2015), and a 'View This Course' button. The ARTICLES and EVENTS sections both display a message: 'No Articles are Available' and 'No Events are Available' respectively, with a corresponding 'No [Category] are Available' button.

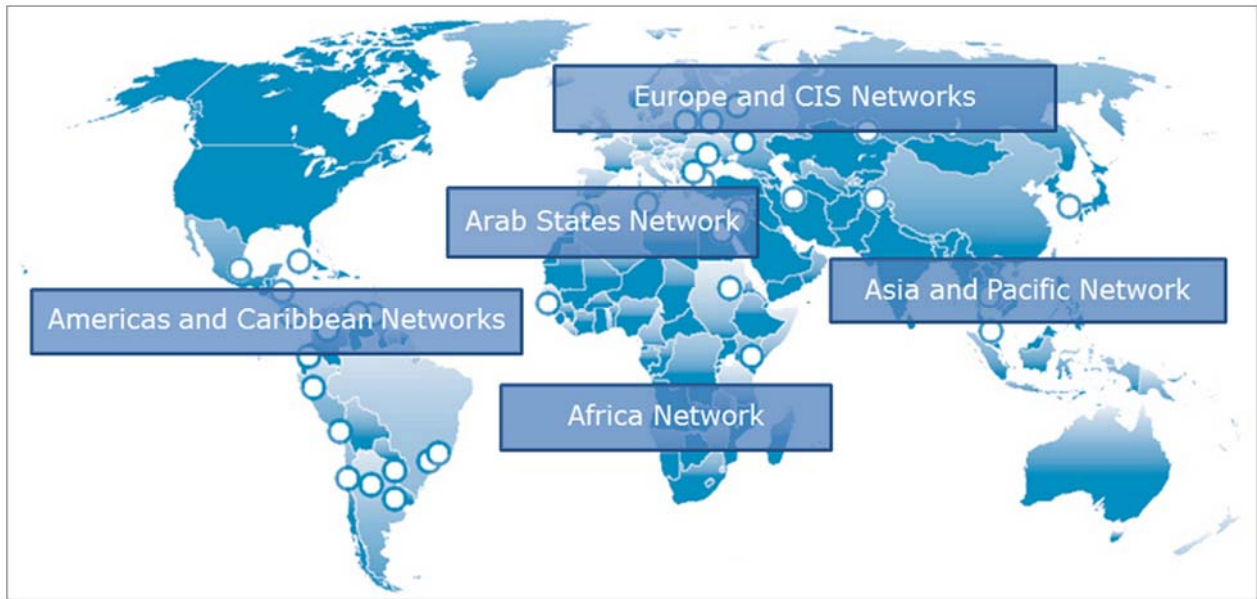
(1) Type any keyword needed and press “Enter”. The global search will return the result for courses (1*) articles (1**) and events (1***).

3.2.2. The Academy



The first feature provides general information about the ITU Academy. This feature shares the Academy vision and how the portal is used to realize this vision. It also provides information about the services the user can expect from the portal.

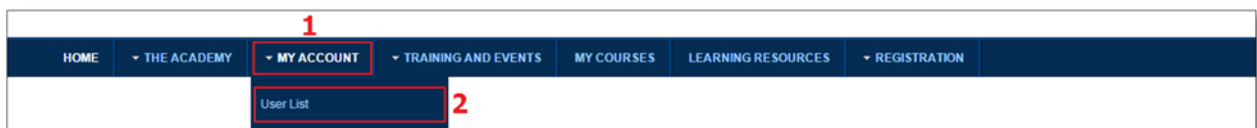
The main information you can access through this feature is about the *Centres of Excellence*.



The purpose of the Centres of Excellence programme, launched by the ITU at the turn of the millennium, is to share expertise, resources and capacity-building know how in telecommunication and ICT training around the world. CoE networks have been established in a number of regions including Africa, the Americas, Arab States, Asia-Pacific, Caribbean, Commonwealth of Independent States (CIS) and Europe. Under the umbrella of ITU Academy, these regional networks are now being joined together into a single global network sharing training curricula, resources and expertise.

3.2.3. My account

“My Account” is the second feature of the portal. It provides the user access to his profile and all the information and the subsequent properties of using ITU Academy. This feature also provides a listing of users.



(1) Click on the “My Account” button to access the user profile.

My Profile

UIT ITU

Profile Page



Community	Edit	Connections
Hits:	0	
Online Status:	ONLINE	
Member Since:	2 days ago	
Last Online:	Now	
Last Updated:	-	
Connections:	0	
Forum Ranking:	-	
Total Posts:	-	
Karma:	-	
Rating:	☆☆☆☆☆	

Profile Gallery

This tab contains a basic no-frills image Gallery for CB profiles

[Submit New Gallery Entry](#)

No Items published in this profile gallery

[Personal Accomplishments](#)

[Enrolled Courses](#)

[Next Generation Broadband Internet Access](#)

[Badge Details](#)

Contact Info

[Add Contact Info](#)

Badge name:
-

badge id:
-

Forum

This user has no forum posts.

No subscriptions found for you.

No favorites found for you.

Blogs

[New Blog](#)

Title	Category	Created
You have no blogs.		

Connections

This user has no current connections.

ProfileBlog
Add new blog entry ▾

This user currently doesn't have any posts.

ProfileWall
Write on the wall ▾

This user currently doesn't have any posts.

Invites
New Invite

To	Date	Status
You have no invites.		

Guidelines

Activity
You have no activity.

List of Communities

My Categories My Communities Joined Communities My Invites Invited To

You have no Categories.

Articles

Article	Section	Category	Created
You have no articles.			

(2) Click on the "User List" button to open the listing of users.

Members List

Members List

My Details

ITU Academy Site has 4773 registered users

1 Search criteria

Username:

[Find Users](#)

[Search Users](#) **2**

Search results

<< Start < Prev [1] 2 3 4 5 6 ... 160 Next > End >>

Image	Username	Other
		Online Status: OFFLINE Member Since: 2 days ago Last Online: -

(1) This "Search criteria" zone is normally collapsed.

(2) Click on the "Search Users" link to extend "Search criteria" and the link disappear. This feature helps filtering the user list.

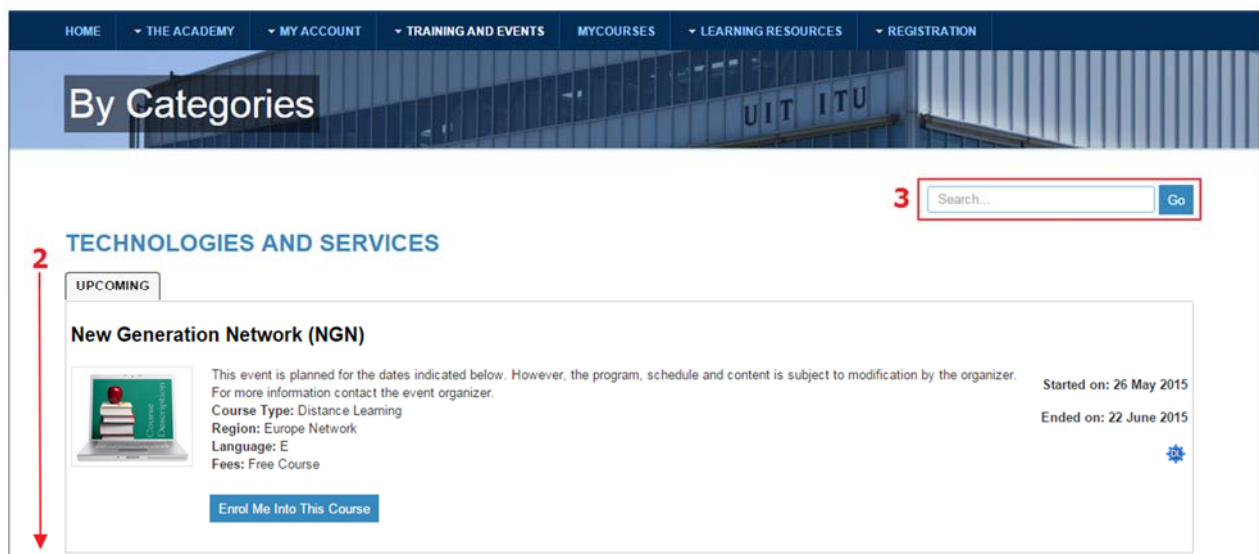
3.2.4. Training and events



“Training and events” is the third feature of the portal. It covers the information about the “Terms and Conditions”, the “Training Registration Process” and the events of the Human Capacity Development. One of those events is the “ITU Global Forum on Human Capacity Development”. The User will be able to gather a small description of this major event. This feature also provides an online courses catalogue sorted by category and region.

3.2.4.1. Training catalogue by Categories

The catalogue of courses can be sorted by categories. All the upcoming and archive courses will be listed. There is an option to filter the exhaustive list.




Sub Categories:

2012

UPCOMING ARCHIVE **2***

Digital Terrestrial Television Broadcasting Technologies



This course is designed for officials dealing with the planning, implementation and maintenance of Digital TV broadcasting stations. Over the six weeks course, the participant would gain an understanding of Overview of Digital TV; Spectrum Planning and Management; Compression Technologies, Advanced Coding Techniques, Advanced Modulation Techniques and Next Generation DTTB Technologies. The course envisages active contribution of participants in weekly discussions as they form the requisite tools to apply the knowledge accorded in the learning materials. Together with the contributions made, quizzes and assignments will also be held to evaluate participant's success.

Started on: 29 January 2012
Ended on: 22 April 2012

Course Type: Distance Learning
Region:
Language: English

[Enrol Me Into This Course](#)

- (1) Select in the menu Training and Events > Training Catalogue > By Categories.
- (2) Scroll down to see all the categorized upcoming or archived (1*) courses.
- (3) Type any courses needed, then press "Go" button to filter the catalogue.

3.2.4.2. Training catalogue by Region

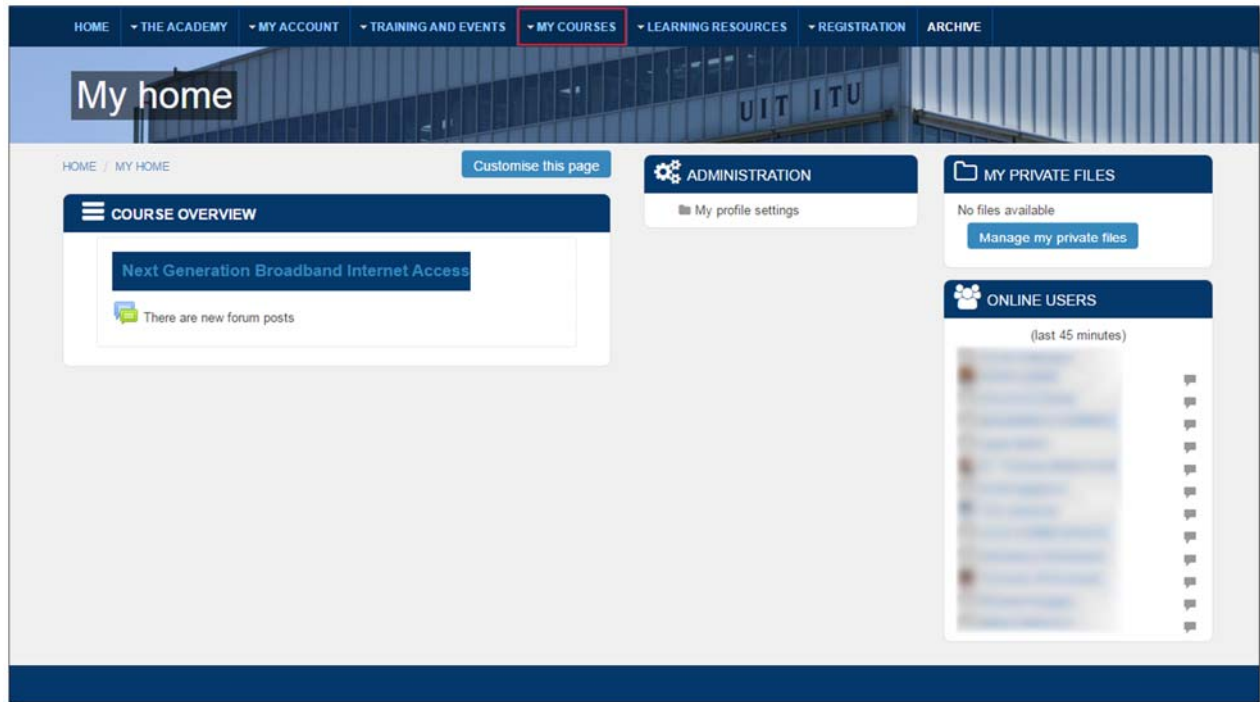
The catalogue of courses can be sorted by region (Africa, Americas, Arab States, Asia & Pacific, CIS, and Europe network). All the upcoming and archive courses will be listed. There is an option to filter the exhaustive list.




- (1) Select in the menu Training and Events > Training Catalogue > By Region.
- (2) Scroll down to see all the upcoming and archive courses categorized by region.

(3) Type any courses needed, then press “Go” button to filter the catalogue;

3.2.5. My courses



“My Courses” is the fourth feature of the portal. It provides the users access to all the courses they enrolled to and all the notifications about new entries in the specific course (new forum posts, new quizzes ...).

3.2.6. Access a course

There are three types of courses. Each one of them has a different way to be accessed to. The first one (Guest Access) is the most straight forward. It is a free and public one; anyone can access it. The second one (Self-enrolment by key) is a free and restricted one. The user has to be granted access. This option can help in limiting the number of students. The last type of course (Self-enrolment by payment) refers to a purchase one.

3.2.6.1. Guest Access

This type of course will be accessed from any search presented in the previous section. The user will be immediately redirected to the complete course, by clicking on the said course. Once in the course homepage, the user will have access to all the information and documents.

3.2.6.2. Self-enrolment

3.2.6.2.1. Enrolment by key

This type of course requires the user to self-enroll, through the request form below. The users will receive an email with the “enrolment key” once they have been accepted.


HOME / COURSES / TECHNOLOGIES AND SERVICES / 12844 / ENROL ME IN THIS COURSE / ENROLMENT OPTIONS

REGISTRATION AND ENROLMENT TO THIS COURSE

In order to participate in the course New Generation Network (NGN), deliver between 26 May 2015 and 22 Jun 2015, you must first follow the registration procedures and accept the registration conditions. For more information on this course, Please click on [Course Details](#) **1**

STEP 1 -REGISTRATION TO ITU ACADEMY

In order to access this course you need to have a valid account in ITU Academy. If you don't have a valid account please [CLICK HERE](#) in order to open an account. **2**



STEP 2 -ENROLMENT INTO THIS COURSE

If you have already logged in ITU Academy, and you have the enrolment key, please enter it in the box below:

Recommended Community Is Not Available

Enrolment key Unmask **3**

4

If you do not have the enrolment key, [CLICK HERE](#) to request and receive it by email. **5**

If you any questions, please do not hesitate to contact the course coordinator: ITU Academy Administrator | bdwebsupport@itu.int.

- (1) Click on the “Course Details” link to open the description of the course.
- (2) Click on the “Click Here” link to be redirect to the home. There, refer to the section 4.1 about the user account.
- (3) Type the enrolment key received via the e-mail address, check the box to reveal the key.
- (4) Press the “Enrol me” button to access the course.
- (5) Press the “[Click Here]” button to request an enrolment key to be sent via e-mail.

3.2.6.2.2. *Enrolment by payment*

This type of course requires payment to be completed in order to access the course.

HOME THE ACADEMY MY ACCOUNT TRAINING AND EVENTS MYCOURSES LEARNING RESOURCES REGISTRATION

Global Search

next generation


COURSES

Number of Matching Items: 2

TECHNOLOGIES AND SERVICES

UPCOMING ARCHIVE

Next Generation Broadband Internet Access



Course Type:
Region: Europe Network
Language: ENGLISH
Fees: 150\$
Discount: 0\$
Selling Price: 150\$

Starts on: 26 May 2015
Ends on: 22 June 2015

[Book This Course](#)

HOME THE ACADEMY MY ACCOUNT TRAINING AND EVENTS MYCOURSES LEARNING RESOURCES REGISTRATION

You are being transferred to Datatrans to complete payment. Please click on below button to proceed..

Amount: 150

Discount in %: 0

Selling Price: 150

Currency: USD

[Payment Terms and Conditions](#)

[Proceed](#)

- (1) Payment details (Amount, currency ...).
- (2) Click on the "Payment Terms and Conditions" link to read terms of payment.
- (3) Check the box to agree with the terms specify in (2).
- (4) The "Proceed" button is not available when the user has not agreed to the terms of payment.

HOME THE ACADEMY MY ACCOUNT TRAINING AND EVENTS MYCOURSES LEARNING RESOURCES REGISTRATION

You are being transferred to Datatrans to complete payment. Please click on below button to proceed..

Amount: 150

Discount in %: 0

Selling Price: 150

Currency: USD

[Payment Terms and Conditions](#)

[I Agree](#)

[Proceed](#)

(5) By checking the box, an “I Agree” button should appear.

HOME THE ACADEMY MY ACCOUNT TRAINING AND EVENTS MYCOURSES LEARNING RESOURCES REGISTRATION

You are being transferred to Datatrans to complete payment. Please click on below button to proceed..

Amount: 150
Discount in %: 0
Selling Price: 150
Currency: USD

[Payment Terms and Conditions](#)

I Agree
Proceed **6**

(6) By pressing the “I Agree” button, the “Proceed” button will be available to be pressed.

ITU Academy
Amount : 150.00 Currency : USD

Payment method/Payment details

VISA Verified by VISA Visa Please, select your preferred payment method. In the next step you will be asked to enter required payment information.
 MasterCard MasterCard SecureCode MasterCard
 Maestro MasterCard SecureCode Maestro

Cancel **7**

Secure payment by
datatrans
Certified by VISA / MasterCard

(7) From here on, pick the method of payment and follow the instruction given by the site.

Once payment has been completed, the user will be redirected directly to the course in question. A receipt will be sent by e-mail.

3.2.7. Registration

“Registration”, the sixth feature of the portal, provides the user a means to register him/herself to a course. It also provides the user with the “Terms and Conditions” relative to the use of personal data.

HOME THE ACADEMY MY ACCOUNT TRAINING AND EVENTS MYCOURSES LEARNING RESOURCES REGISTRATION

1 Registration Terms and Conditions

Registration

Name *

Username *

E-mail *

Verify E-mail *

Password * Unmask

Verify Password *

Address information

Title *

First name *

Last name *

Address *

Post code *

City *

Telephone *

State *

Country *

Terms and Conditions

Welcome to ITU!

Thanks for using our products and services ("Services"). The Services are provided by itu.int., located at 1600 Amphitheatre Parkway, Mountain View, CA 94043, United States.

By using our Services, you are agreeing to these terms. Please read them carefully.

Our Services are very diverse, so sometimes additional terms or product requirements (including age requirements) may apply. Additional terms will be

agree Terms and Conditions

Fields marked with an asterisk (*) are required.

5

- (1) Select in the menu Registration > Registration.
- (2) Fill out the form. Notice that every field is required to be valid.
- (3) Read the "Terms and Conditions".
- (4) Check the box to agree to the terms.
- (5) Press the "Register" button to validate the registration form.

Note that an email of confirmation will be sent to the e-mail address provided. The user will be redirected to the login.

3.2.8. Archive

The screenshot displays the 'Archive' page of the ITU Academy. The navigation menu at the top includes 'HOME', 'THE ACADEMY', 'MY ACCOUNT', 'TRAINING AND EVENTS', 'MY COURSES', 'LEARNING RESOURCES', 'REGISTRATION', and 'ARCHIVE'. The 'ARCHIVE' page features a search interface with the following elements:

- ADMINISTRATION** section with 'My profile settings'.
- Month and Year** filter: June 2015.
- Category** filter: -Category-.
- Region** filter: -Region-.
- Go** button.
- Table of Archived Courses:**

Status	ID	Course Name	Start Date	End Date
	15WS14245AFR-F	Réseaux mobiles 4G et nouvelles approches de réseaux backbones : Cas des pays Ouest Africains	01.06.15	05.06.15
	15WS14301EUR-E	e Waste	01.06.15	30.06.15
	15DL14268ASP-E	Satellite Network Registration Procedures and International Regulations	01.06.15	28.06.15

“Archive” is the last feature of the portal. It provides the user a means to find any **past** courses by date, category or region. This feature can only be visible through the courses part of the platform. For that, the user has to type the following address <https://academy.itu.int/courses/my> or to select the feature “My courses”. This will make the said feature available.

4. Conclusion

It is hoped that Users of this manual will find it helpful in using the ITU Academy platform. While no claim is made to the manual being exhaustive, an attempt has been made to cover all areas of interest to the various users of the platform. As the platform will be subject to changes due to ongoing upgrades, the Manual will be updated accordingly.

5. References

- <https://www.it.umass.edu/support/moodle/add-a-file-a-moodle-course>
- <https://www.it.umass.edu/support/moodle/embed-video-or-audio-a-moodle-page>
- <https://www.it.umass.edu/support/moodle/add-a-forum-activity-moodle>
- <https://www.it.umass.edu/support/moodle/add-a-chat-activity-moodle>
- <https://www.it.umass.edu/support/moodle/add-and-configure-a-quiz-activity-moodle>
- <https://www.it.umass.edu/support/moodle/quiz-question-types-and-descriptions>
- https://docs.moodle.org/26/en/Grade_categories
- https://docs.moodle.org/26/en/Grade_items
- https://docs.moodle.org/26/en/Grade_calculations

