Participants Manual

e-Learning course «Participants Manual»

On behalf of the whole tutoring team, we are sending you a **warm welcome** *to this online course. We hope that you will profit for yourself and for your institution through the course content and through the communication with your colleagues from different countries. Please find some important information on the course procedures in this paper.*

Before the course: Commitment

Please plan your personal daily time schedule. As an average, you will need around 1 hour per day for studying, for writing your assignments, for the Multiple Choice test and for discussion among the participants group. **This course is for a professional audience** and we – the facilitators GIZ WAVEplus, ACWUA, HCWW and ONEE and the tutors team) expect you to act as a professional. If you foresee that you are not able to cope with the course progress, please inform your personal tutor about.

With your application to this online course you also accept the decisions of the tutors as indefeasible

Requirements

You confirm that you are able to fulfill the following requirements:

1. **Technical** requirements:
    - ✓ PC or MAC with Firefox, Safari or Chrome in up-to-date versions. Headset (Combination of Headphone and Microphone for the online meetings)
    - ✓ PDF Reader
    - ✓ Facebook account
    - ✓ E-mail account (please check your e-mails daily)
    - ✓ Internet access
    - ✓ Mobile Phone (the tutors may notify you by SMS)

2. **Organizational** requirements:
    - ✓ You formally confirm that you are able to allocate **enough time for the tasks** described in this guideline
    - ✓ You got permission by your employer or superior to work on the course

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First Steps

1. **Username and Password**
   - ✓ Your tutor will contact you to inform you about your personal username and password.
   - ✓ With those log-in data, you have to log-in to the course room. The course room is available at http://www.margraf-learning.de
   - ✓ Please refer to the little PDF manual „Access to CD-UM-Course-Room" (at the end of this document and proceed to "Group" -> „Edit personal data" to personalise the initial password and to update the profile (biographical data and a photo)
   - ✓ **Please notice that you are expected to update your profile within the first days of the course to prevent excluded from the course again**

2. **Establish your own Facebook account**
   - ✓ The communication and the group work during the course uses Facebook, so it is essential that you have a Facebook account
   - ✓ Once your account is established, apply for the group CD-UM Participants (https://www.facebook.com/groups/167260426787740/)
   - ✓ Contact your tutor in case of problems
   - ✓ **Please notice that you are expected to join the Facebook group within the first days of the course to prevent excluded from the course again**

Course Week 1 (3, 5) *[Reading phase]*

1. Read ALL lessons of the unit during the period Monday to Sunday of unit week 1
2. Please notice that the course starts with one unit (Framework) and that the following units will be published subsequently
3. Proceed to the **Facebook-Course room** in case of questions. Your comments on the course content are highly appreciated.
4. Remember: To successfully complete the course, you have to actively join discussions and exchange with your colleagues about what you learned.

Course Week 2 (4, 6) *[Collaboration phase]*

1. The **Online LIVE lecture** takes place on the Monday between the 2 weeks of every unit (this means on Dec 09., Jan 13., Jan 27.)
   - ✓ The exact time will be communicated by your tutor. You will have to apply for a seat in the lecture before. Your tutor will send you the link to apply.
   - ✓ The online meeting consists of an online lecture by an expert tutor and an online discussion.

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2. **Working groups**
   - ✓ The tutor will inform you about the topics for working groups
   - ✓ You have to decide which group you want to join (only one)
   - ✓ Please notice that you are expected to actively participate and that every working group is supposed to prepare an written output which should be presented to the course plenum.

3. **Individual assignment:**
   - ✓ You are expected to choose from the topics covered in this unit's lessons the one which is most appealing or interesting for you and write a short text about your current situation, what you took from the lesson and how you plan to implement your knowledge in your organisation.

PROOF of KNOWLEDGE

Every unit (!) is completed with an online test consisting of **Multiple Choice and free text questions.** The test is available online only during the weekend of week 2 of every unit (e.g. between 14 Dec until 16 Dec 2013, 18 Jan and 20 Jan 2014, 01 Feb and 03 Feb 2014)

The online form offers also the possibility to upload (copy/paste) your individual assignment

Certifications and Credit Points

Active participation during unit week 1 and 2 AND the successful Multiple Choice test AND the written assignment will lead to **one credit point.**

For two (and more) credit points, a written certificate will be issued.

In case of questions, please contact your tutor.