STUDENT MANUAL

Contents
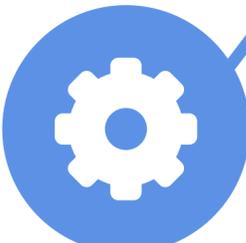
Introduction

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

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
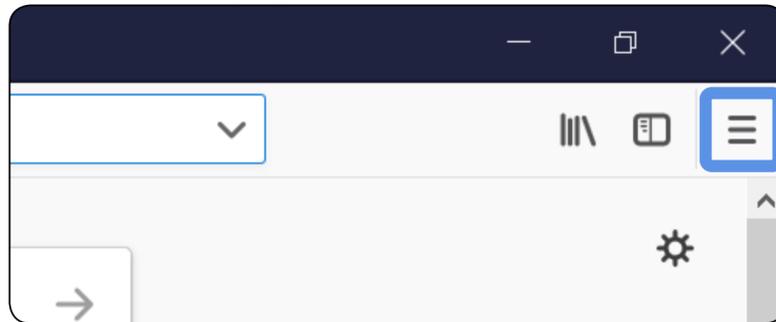
Step 1
Click on the tools icon.

Step 2
Click on options.

Sign in to Sync
Content Blocking
New Window — Ctrl+N
New Private Window — Ctrl+Shift+P
Restore Previous Session

Zoom — 100% +
Edit

Library
Add-ons — Ctrl+Shift+A
Options
Customize...

Open File... — Ctrl+O
Save Page As... — Ctrl+S
Print...

Enter your email to continue to Firefox Sync

proceeding, you agree to the Terms of Service and Privacy Notice.

Continue
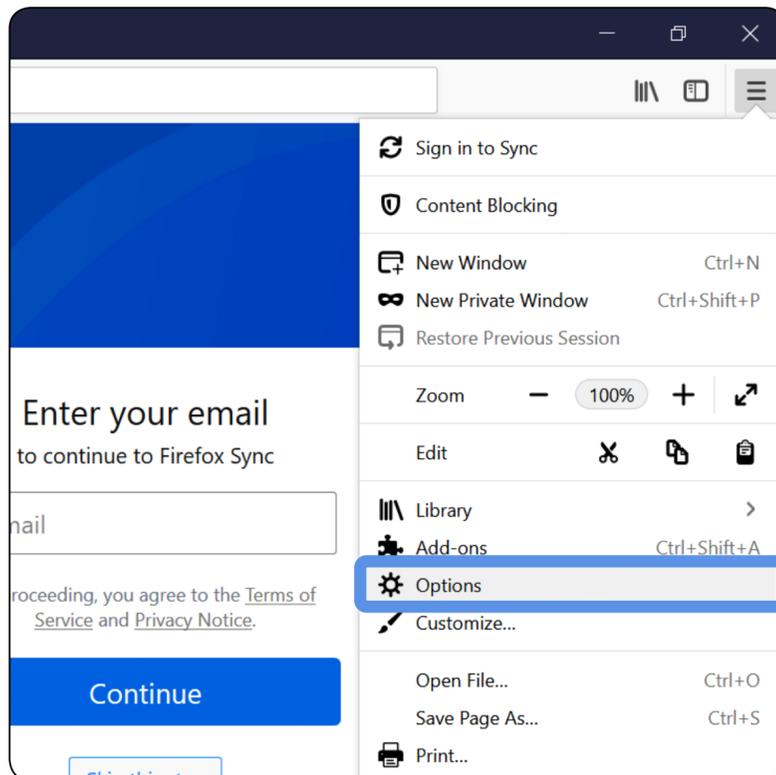
Step 3
Click on privacy and security.

Step 4
Deactivate the option to block pop-up windows.

Find in Options

General
Home
Search
Privacy & Security
Firefox Account

✓ Block pop-up windows   Exceptions...

✓ Warn you when websites try to install add-ons   Exceptions...

☐ Prevent accessibility services from accessing your browser Learn more

Firefox Data Collection and Use

We strive to provide you with choices and collect only what we need to provide and improve Firefox for everyone. We always ask permission before receiving personal information.

Privacy Notice

✓ Allow Firefox to send technical and interaction data to Mozilla   Learn more

  ✓ Allow Firefox to install and run studies   View Firefox studies

☐ Allow Firefox to send backlogged crash reports on your behalf   Learn more

Security

Deceptive Content and Dangerous Software Protection

Firefox Support

Requirements

Disable pop-up blocker

Google Chrome
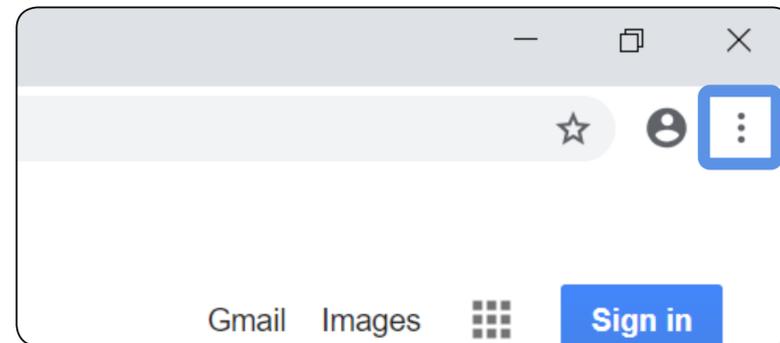
Step 1

Click on the tools icon.

Step 2

Click on settings.

New tab	Ctrl+T
New window	Ctrl+N
New incognito window	Ctrl+Shift+N
History	▸
Downloads	Ctrl+J
Bookmarks	▸
Zoom	− 100% + ⛶
Print...	Ctrl+P
Cast...	
Find...	Ctrl+F
More tools	▸
Edit	Cut Copy Paste
Settings	
Help	▸
Exit	
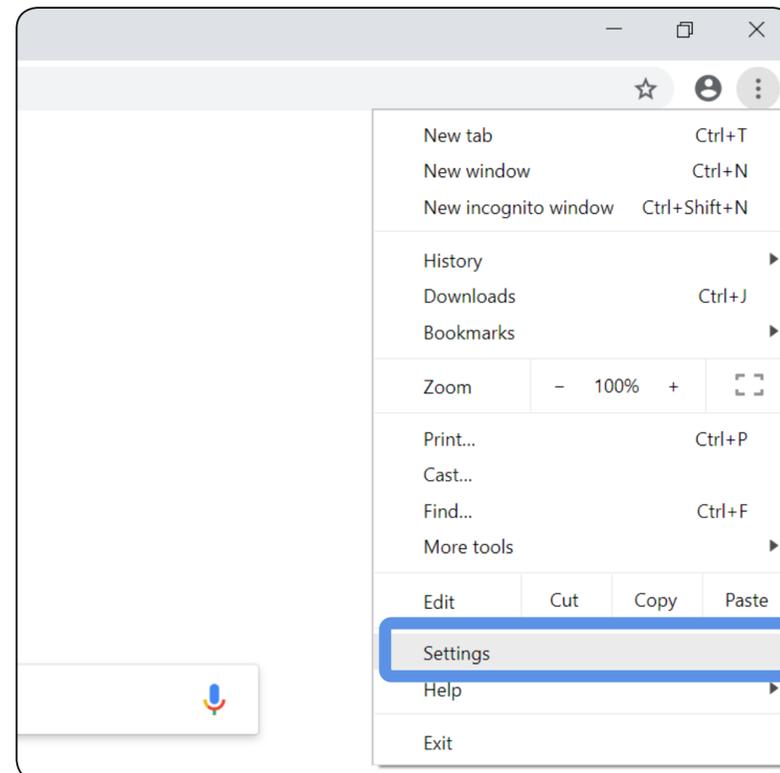
Step 3

Click on advanced settings.

○ Open a specific page or set of pages

Advanced ▾
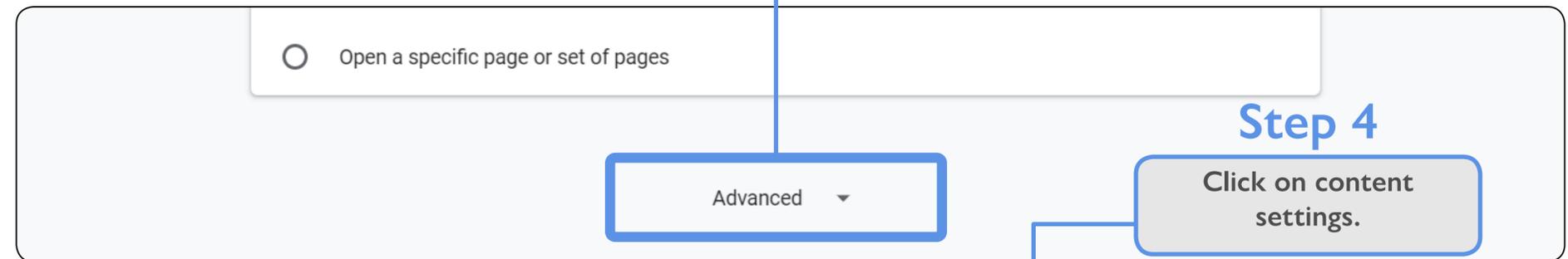
Step 4

Click on content settings.

Content settings
Control what information websites can use and what content they can show you ▸

Clear browsing data
Clear history, cookies, cache, and more ▸

Step 5

Click on pop-ups.

Pop-ups and redirects
Blocked
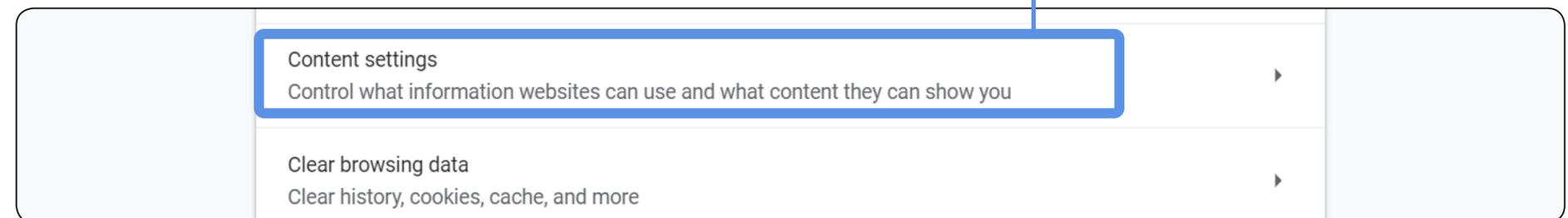
Step 6

Activate the allow option.

← Pop-ups and redirects

Allowed

How to register

Step 1

Home

LOGIN

Username / email

Password

☐ Remember username

Log in

Create new account
Lost password?

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

Step 2

English (en) ▶

New account

▼ Choose your username and password

Username ❶

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

Password ❶

▼ More details

Email address ❶

Email (again) ❶

Fill out the required fields.

Step 3

noose... ▼

☐ I'm not a robot
reCAPTCHA
Privacy - Terms

ere are required fields in this form marked ❶

Create my new account   **Cancel**

🏠 Home

Click "Create new account."

Step 4

E CAMPUS | ⊕ IO UN MIGR

🏠 Home   Confirm your account

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

Continue

You will see a message saying that an email will be sent to your email address with the instructions to follow. Then click continue.
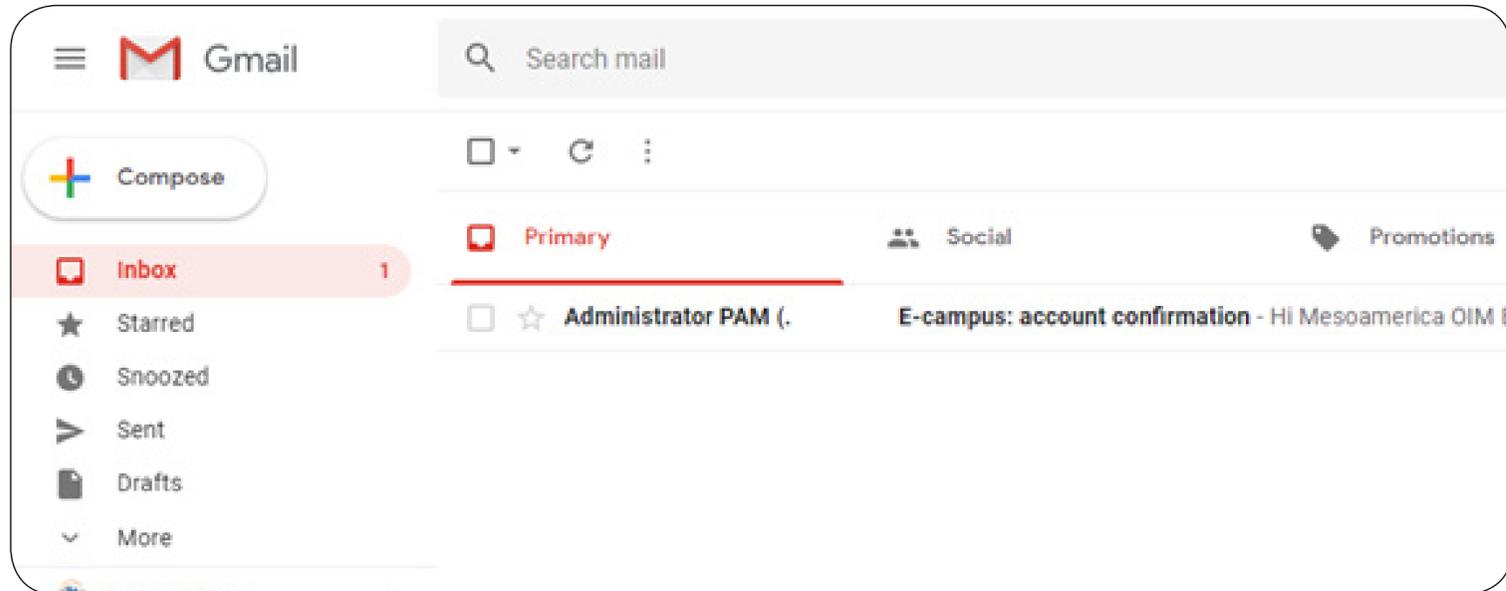
Step 5

Open the email and follow the instructions.

Thanks

Your registration has been confirmed

Continue
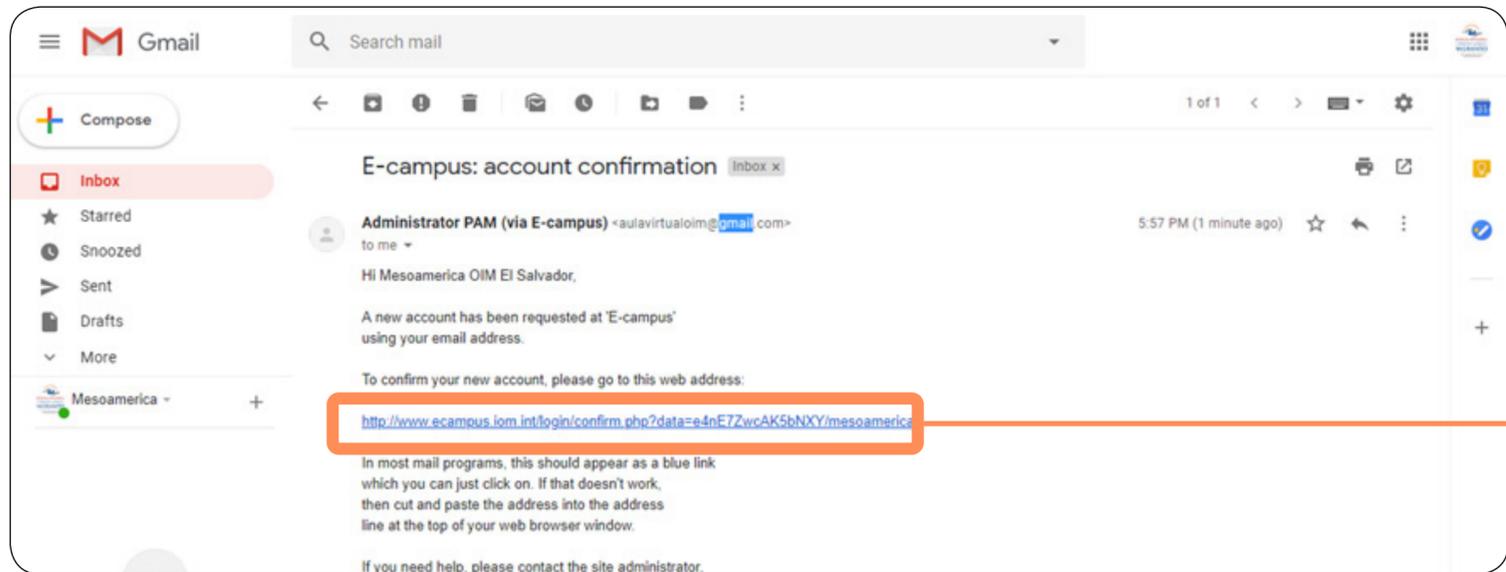
Step 6

Follow the instructions in the email to confirm your email address.
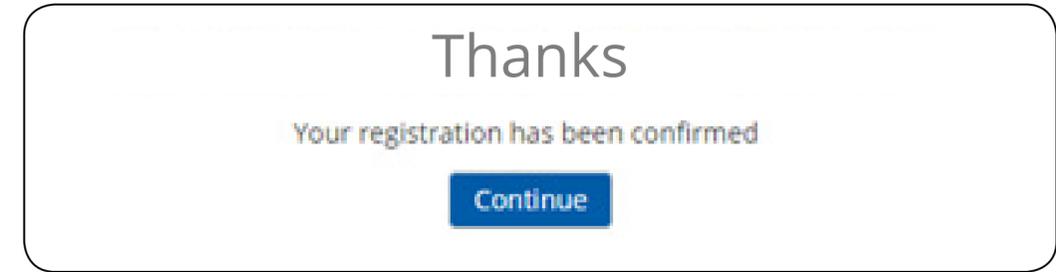
Step 7

Complete registration.

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

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.
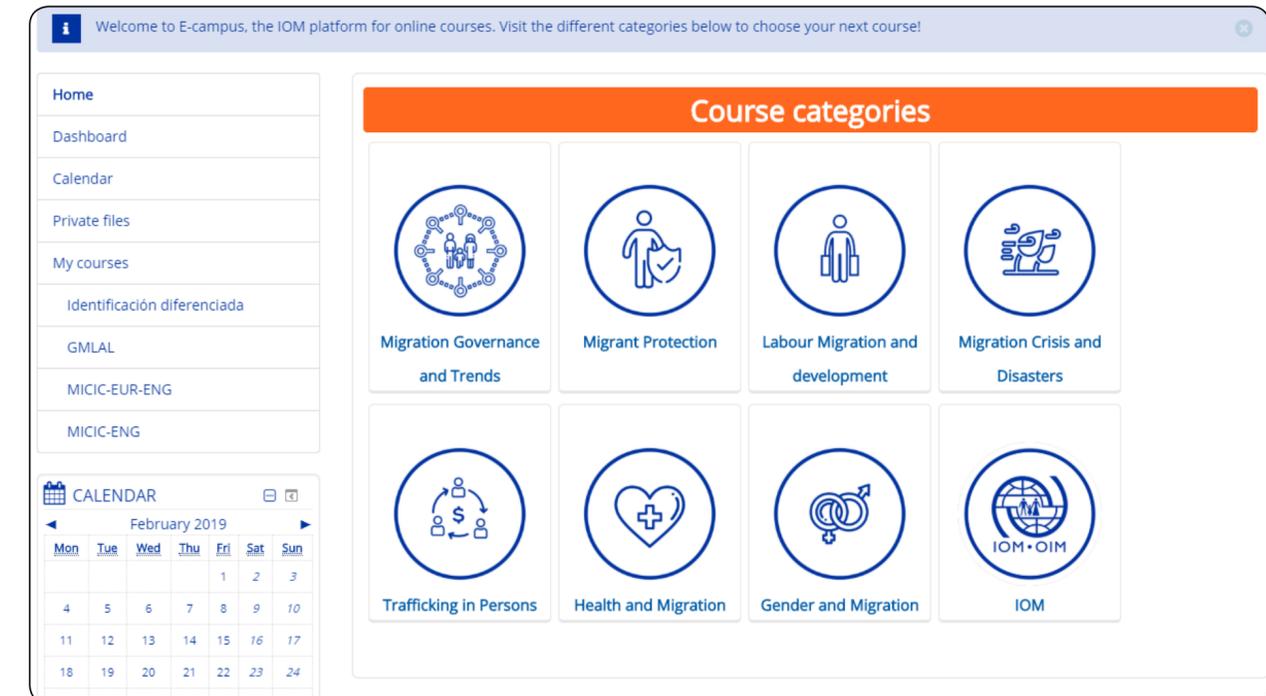
Editing your profile

If you would like to change your profile information:
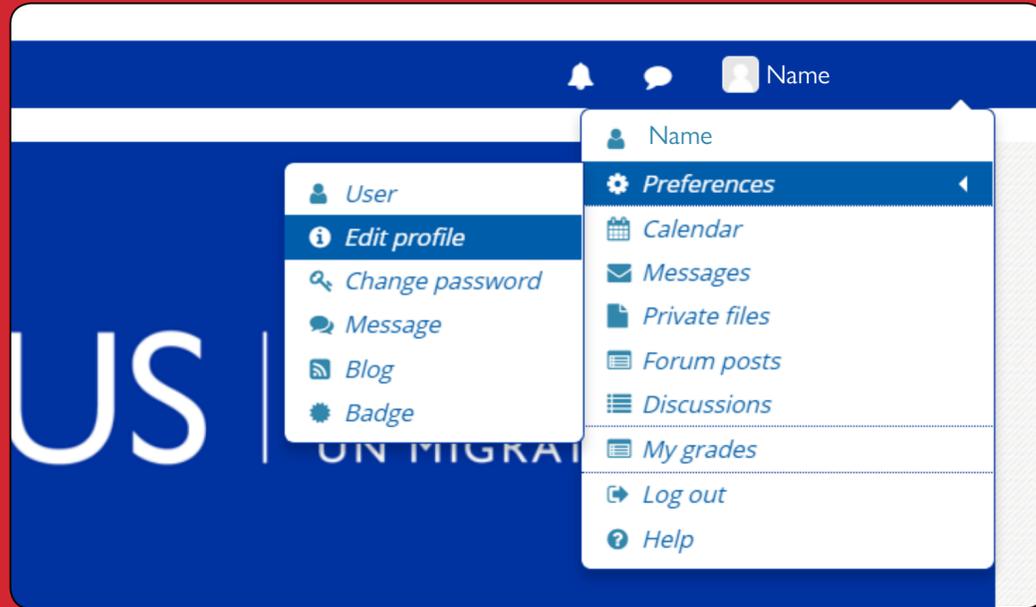
Step 1 — Click on the username and picture located in the top right of the screen.

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.
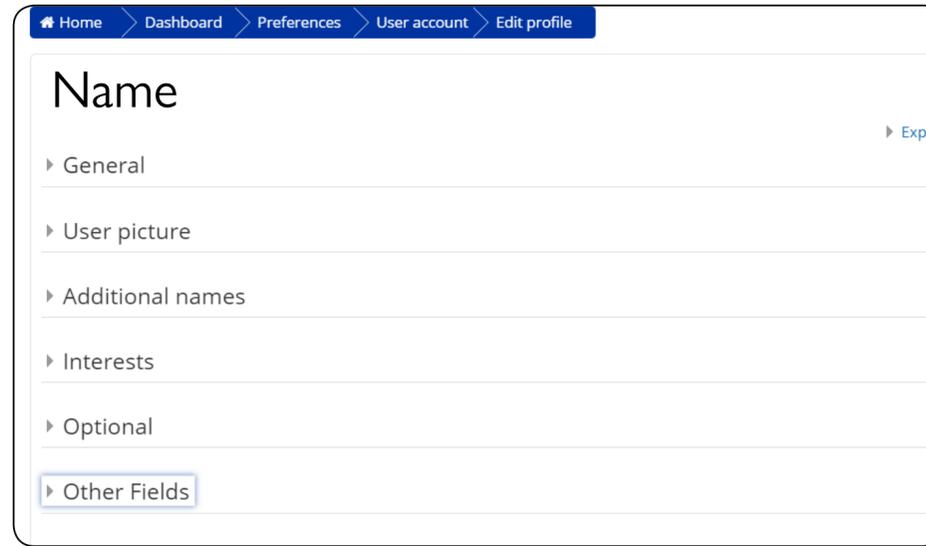
Step 5

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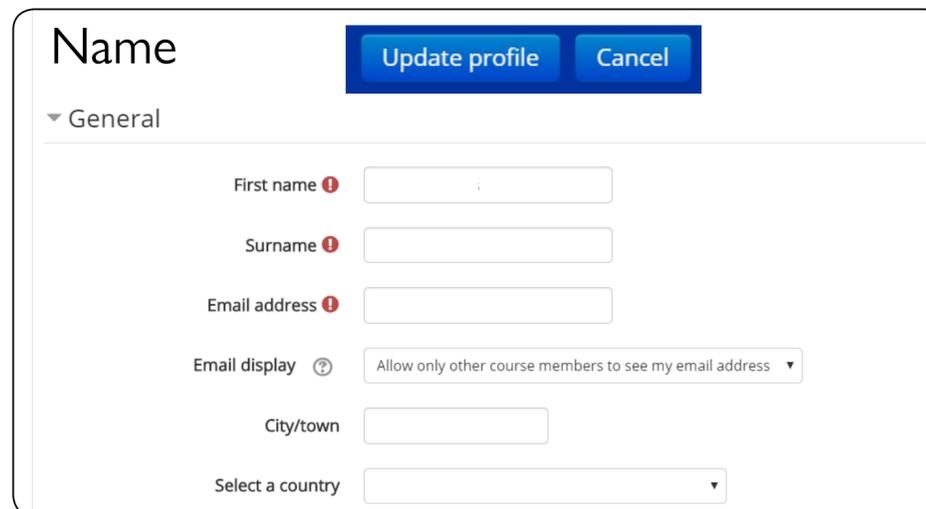
Profile picture

Step 1 — To add a profile picture or modify the existing one, click the "User picture" tab.
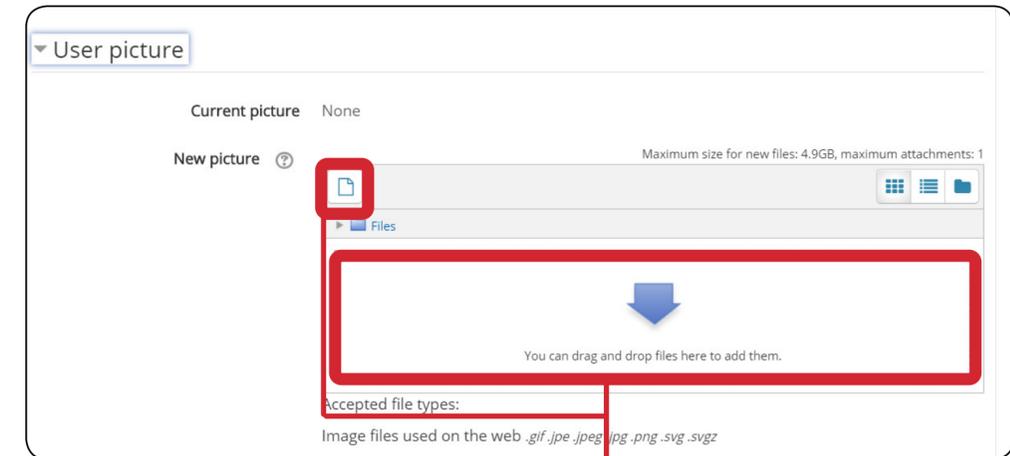
Step 2 — The section will open. Click the add files icon or the blue arrow to open the "File Picker."
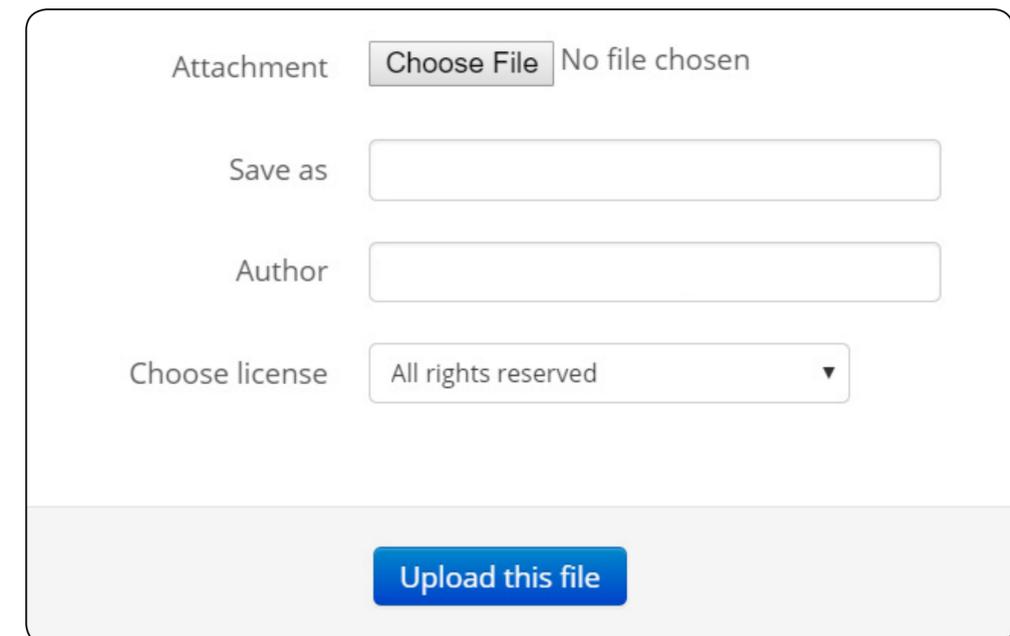
Step 3

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."
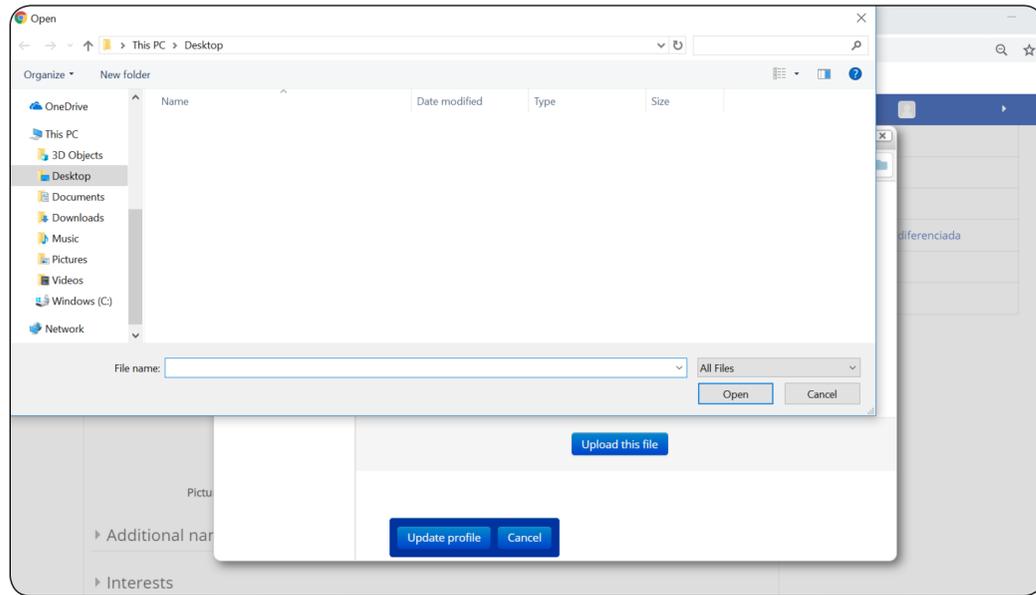
Step 4

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.
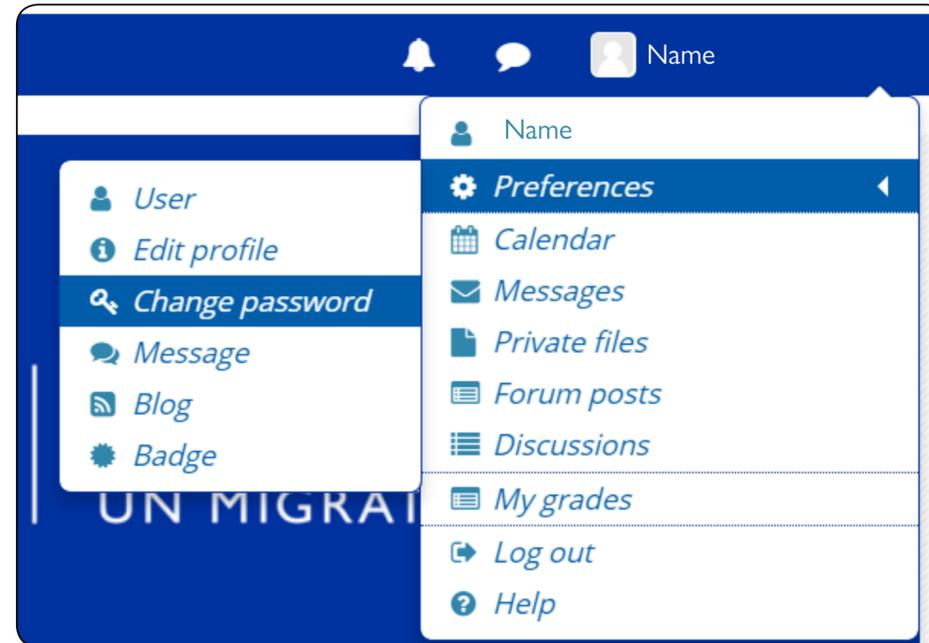
Step 2

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

Change password

Step 3

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

Change password

Username   gerardo

The password must have at least 8 characters, at least 1 digit(s), at least 1 lo at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such

Current password
New password
New password (again)

Current password
New password
New password (again)

Step 4

Finally, click "Save Changes" at the bottom of the page.

Save changes   Cancel

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."
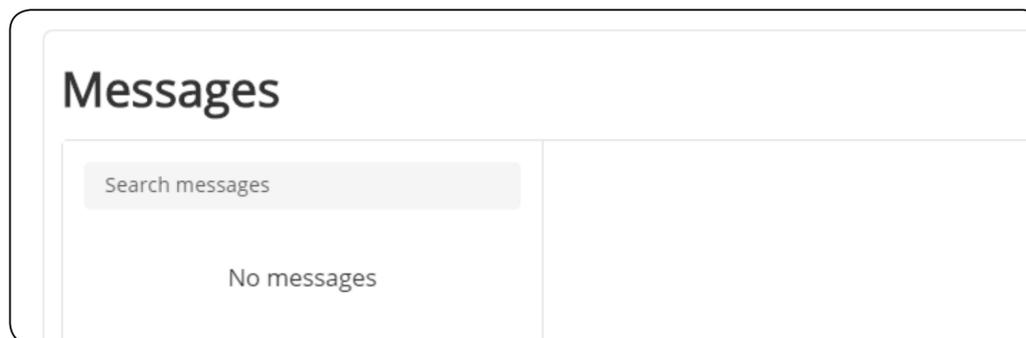
Step 3

Click on the name of the person who sent the message to read it.
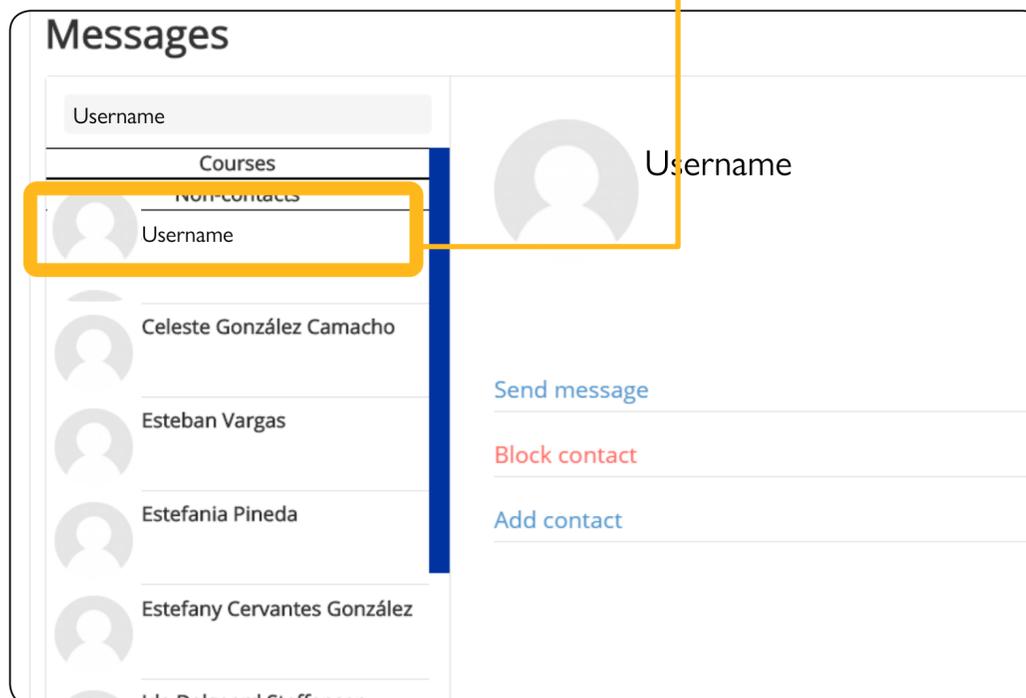
Step 4

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.
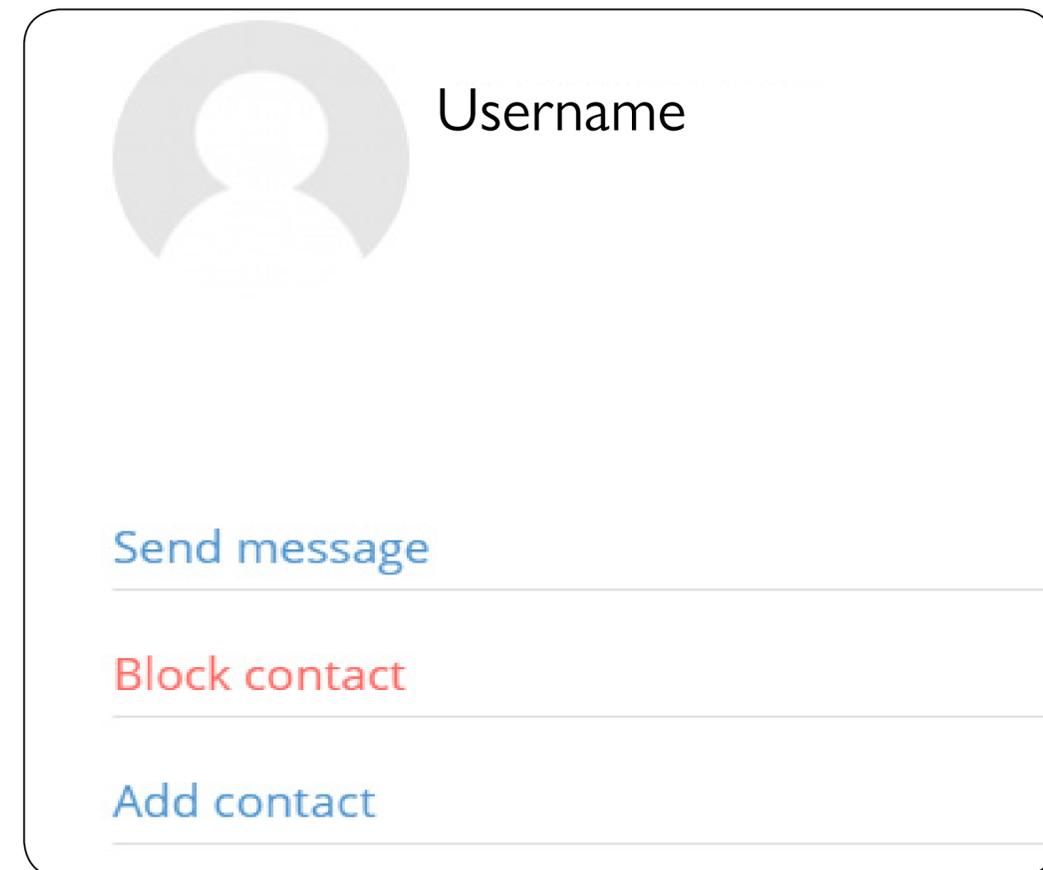
To send a message:

You can select the name of the person to whom you want to send a message from the contacts list.

Contacts

Home > Dashboard > Messages

Messages

Search for a user or course

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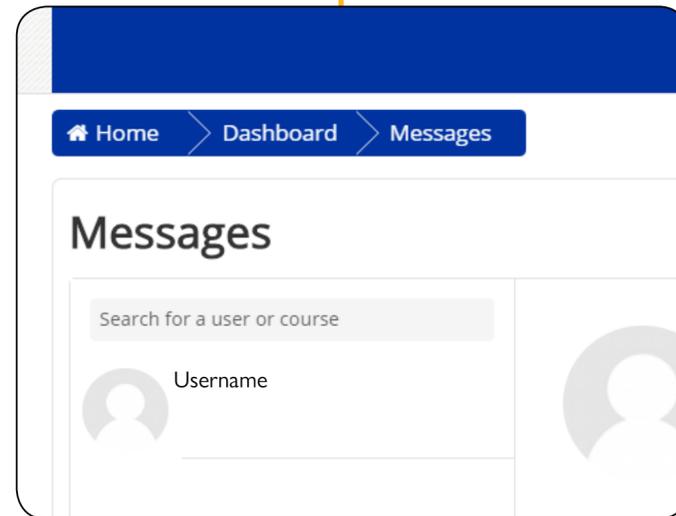
You can also search for a person by typing their name in the search bar and clicking "Search people and messages."

Step 1

Messages

Username

Username

Username   Edit

Step 2

Messages   Contacts

Write a message...   Send

Home
Dashboar
Calendar
Private fil
My cours
Identifi
GMLAL
MICIC-

Step 3

Step 4
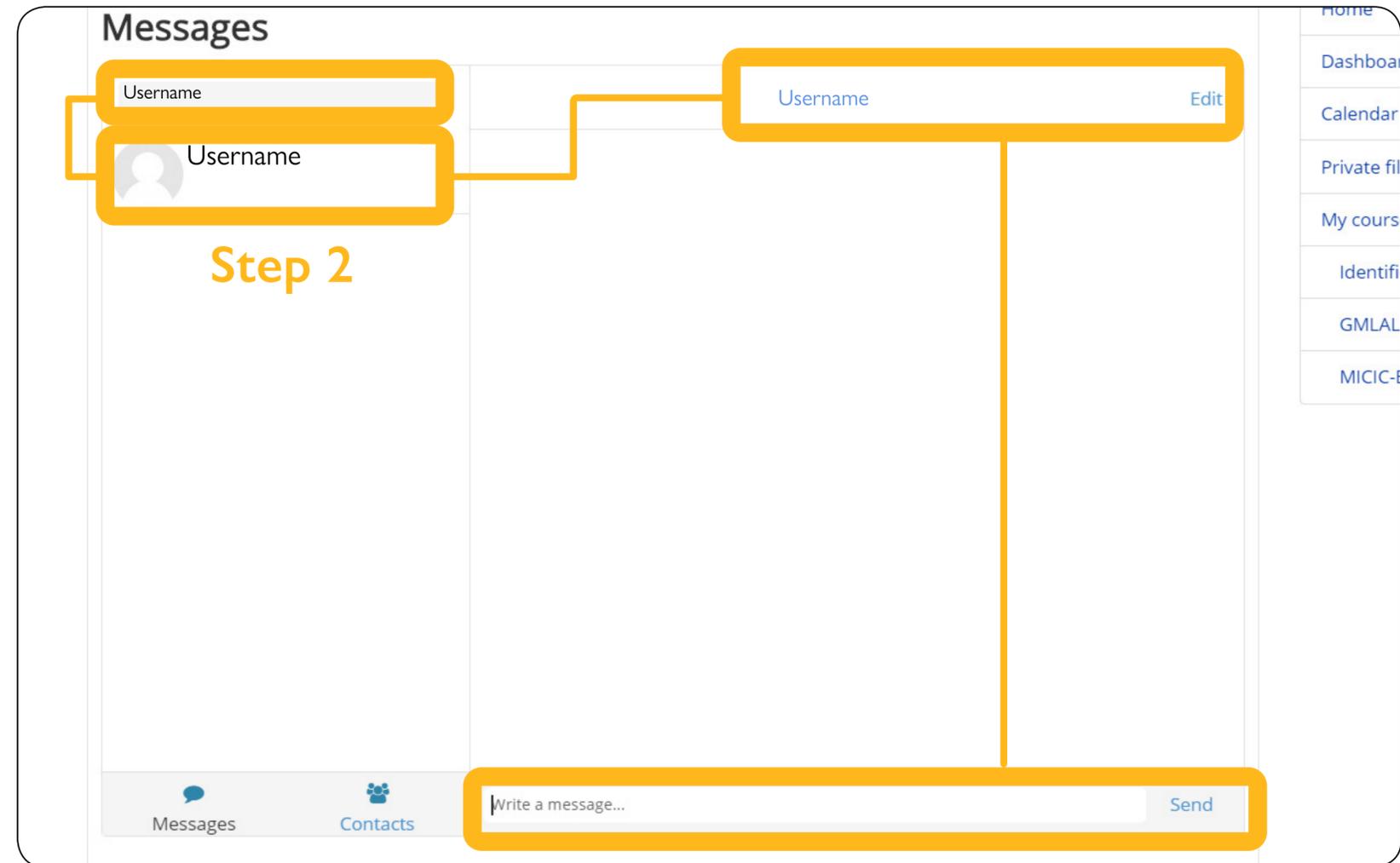
To write the message, click the name of the person. The page in which you can write the message will open. When you are finished, click "Send."

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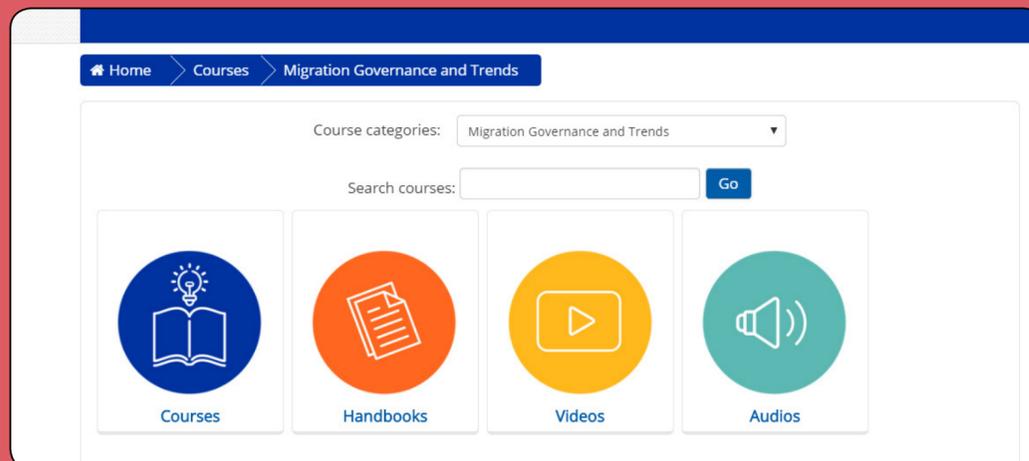
Click the name of the course.
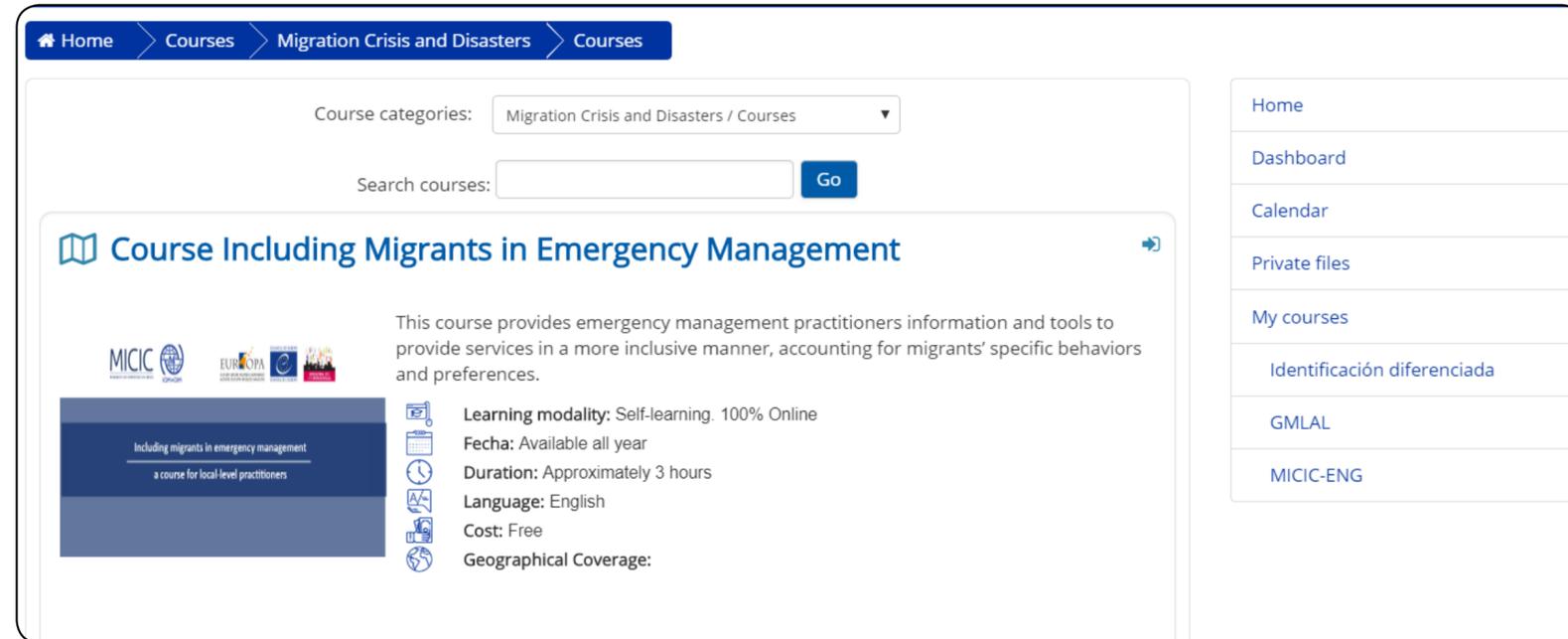
You will now have access to all the resources of the selected course.

You can also use the "My courses" menu in the navigation bar, at the top of the home page.
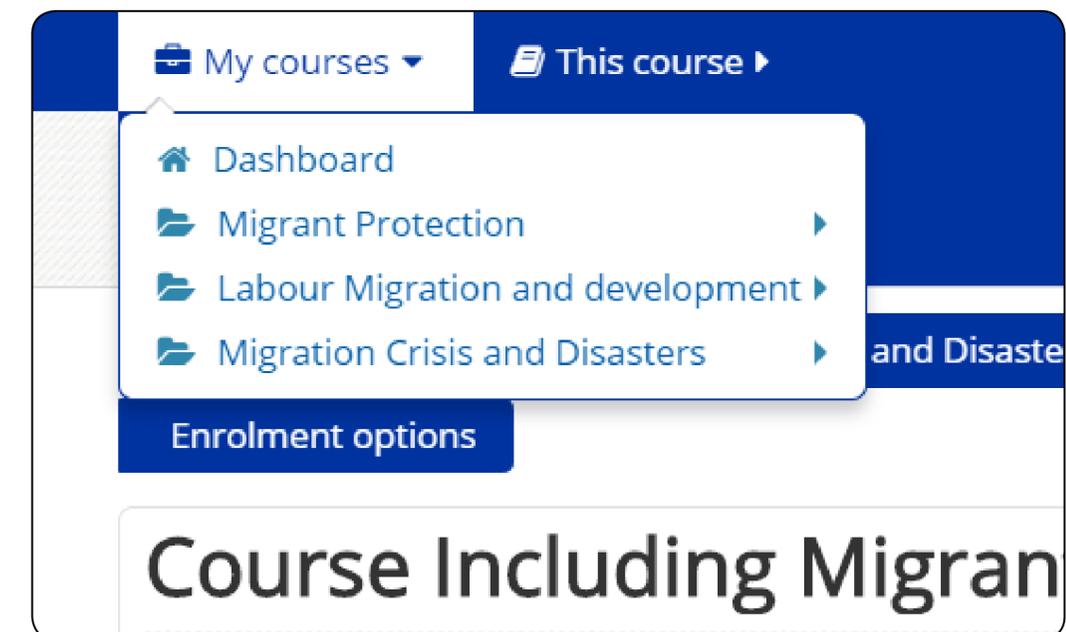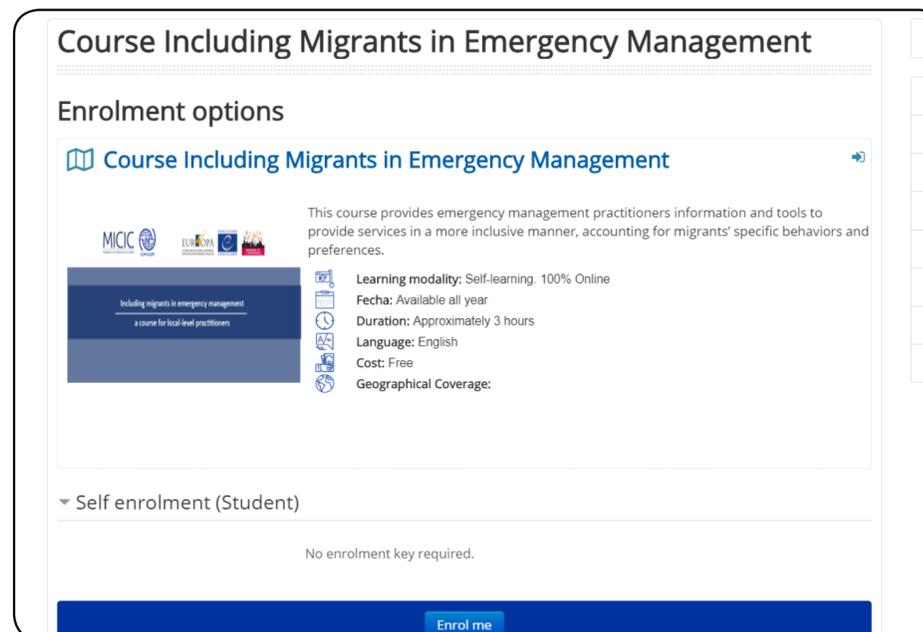
Knowledge assessment

To take knowledge assessments:

Step 1

Locate the knowledge assessment within the course and click on it.
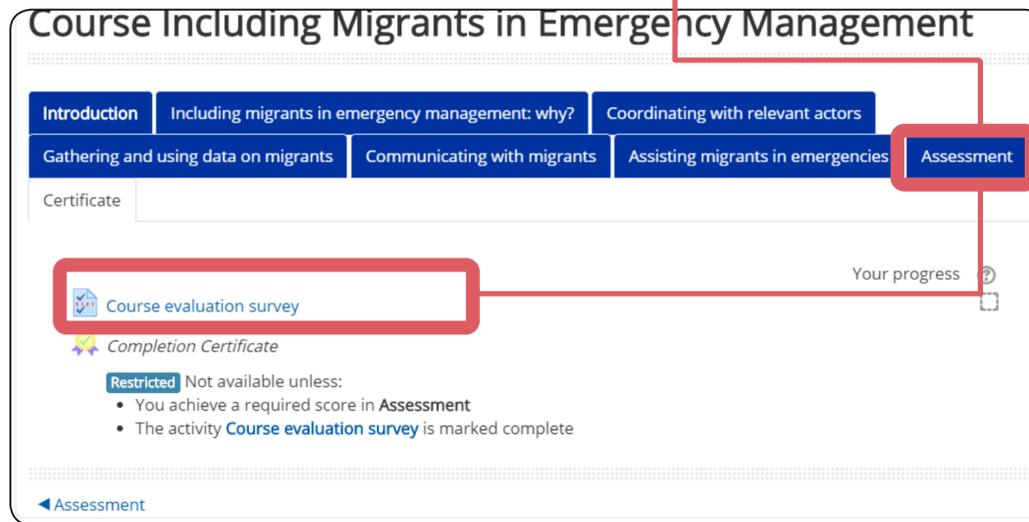
Step 2

Read the instructions on the screen carefully and click "Attempt the quiz now."
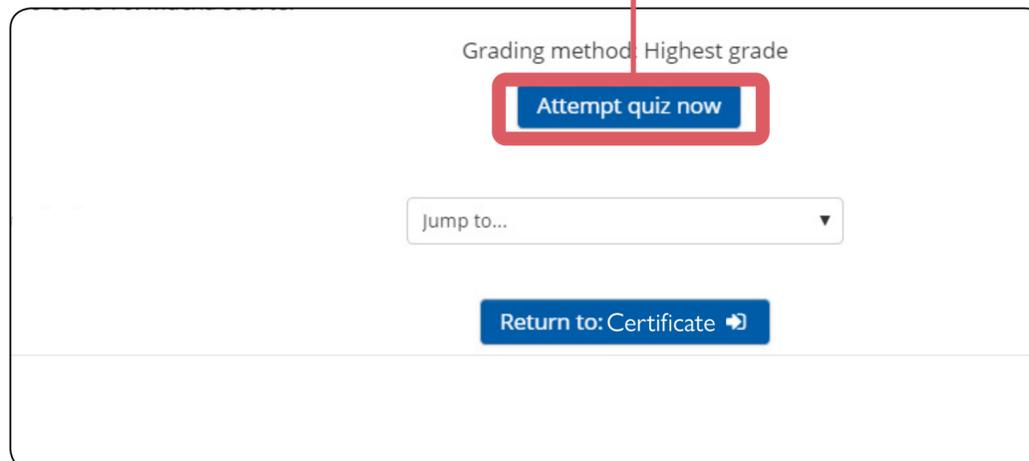
Step 3

Respond to each item on the screen as indicated.
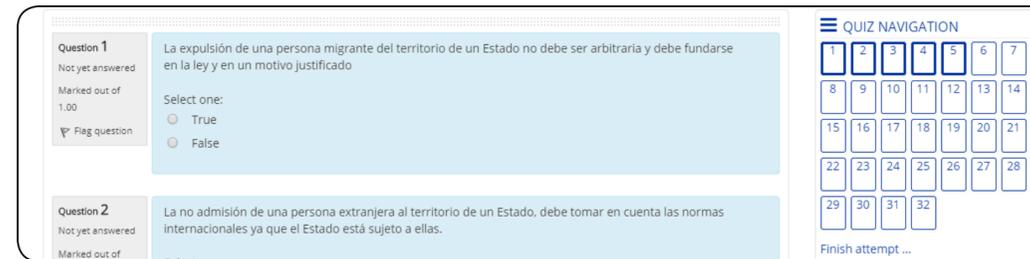
Step 4

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.
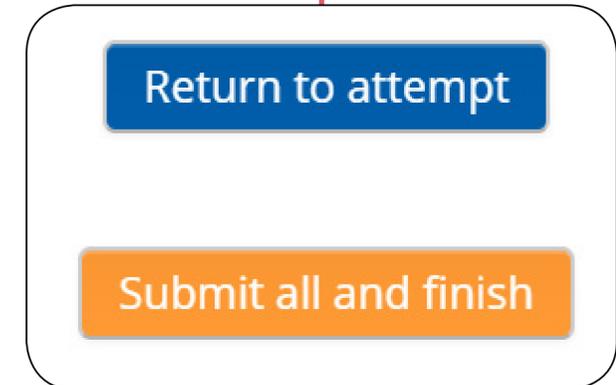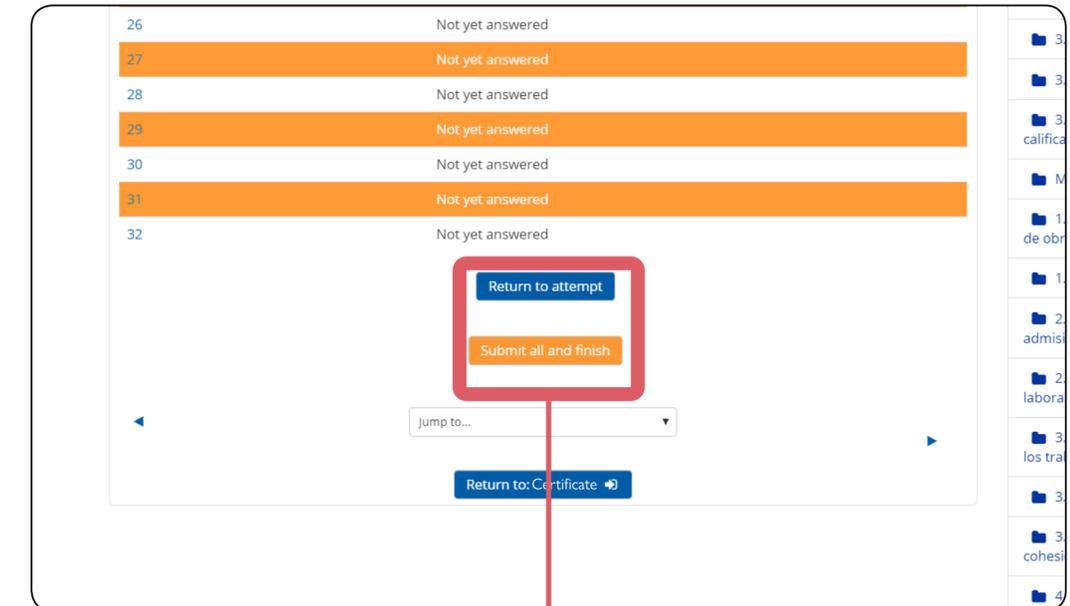
Download your certificate of participation

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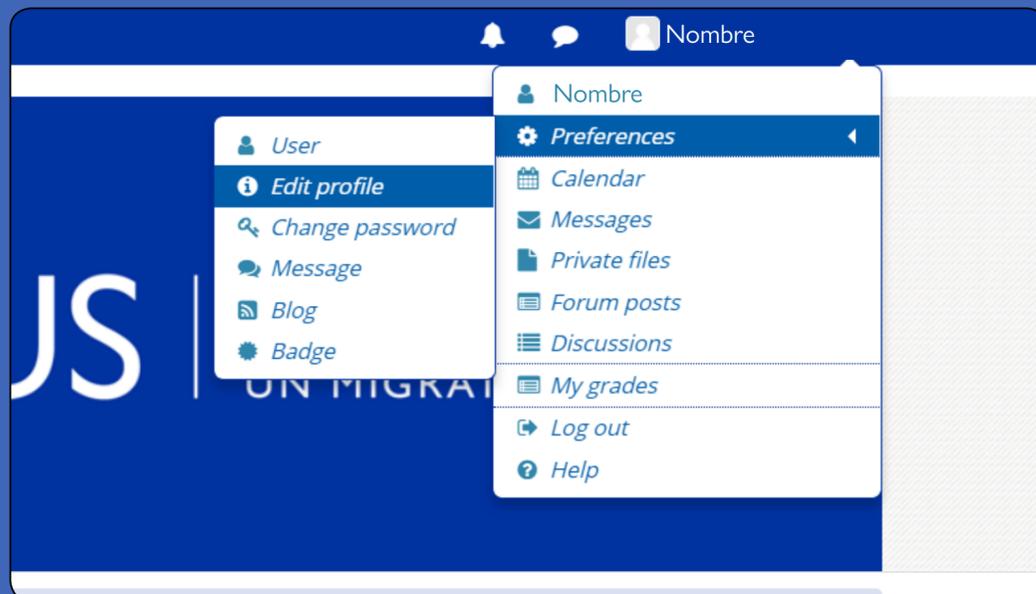
You must fulfill the following requirements to be able to download the certificate:

	Grade 70	
Complete the video section of the course.	Take the knowledge assessment and earn a grade above the established minimum.	Take the course evaluation survey for selfdirected course (if the course requires it).

Then go to the course menu.
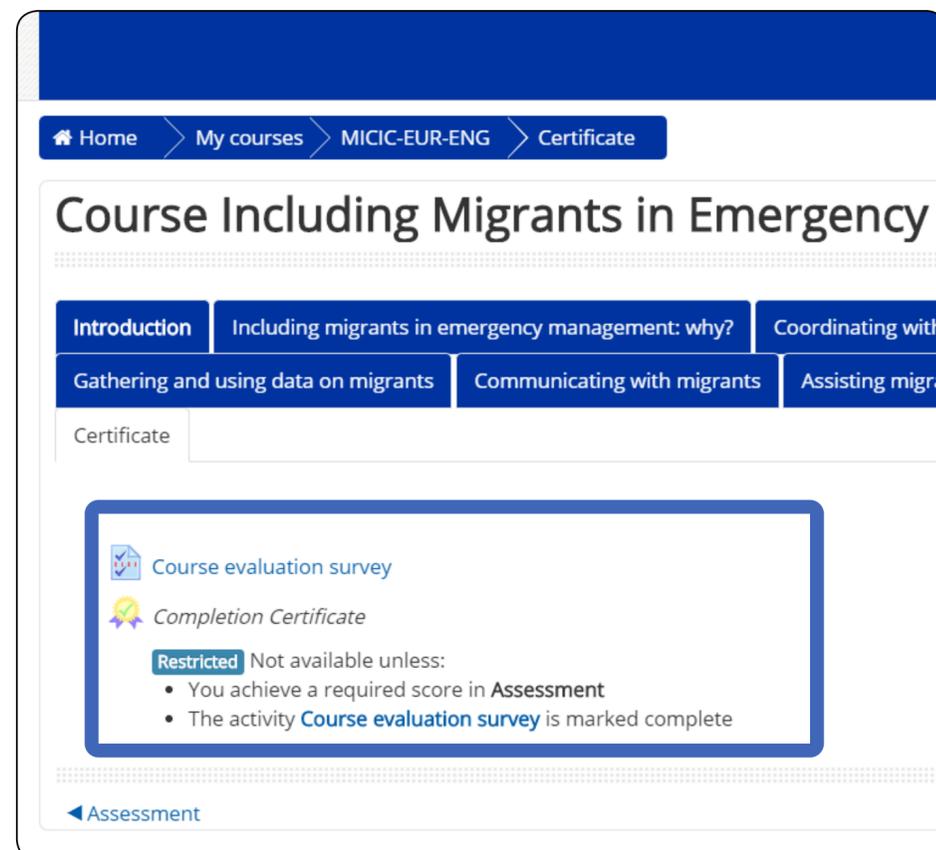
Certificate of approval

You can send questions or suggestions to:

e-campus@iom.int

How to take E-Campus courses offline
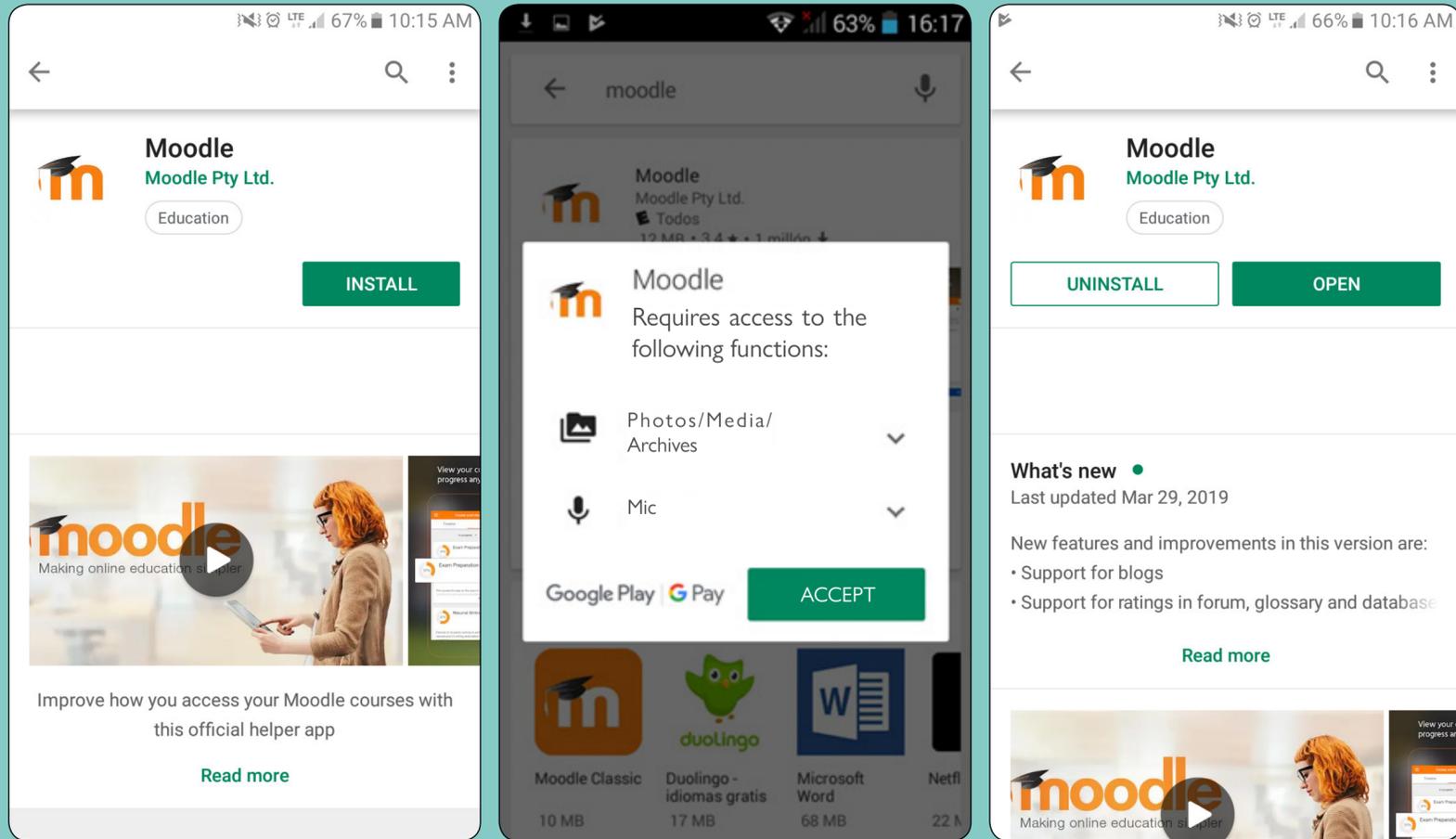
Step 1 — Open Google Play and search for the Moodle app and download it (requires internet).
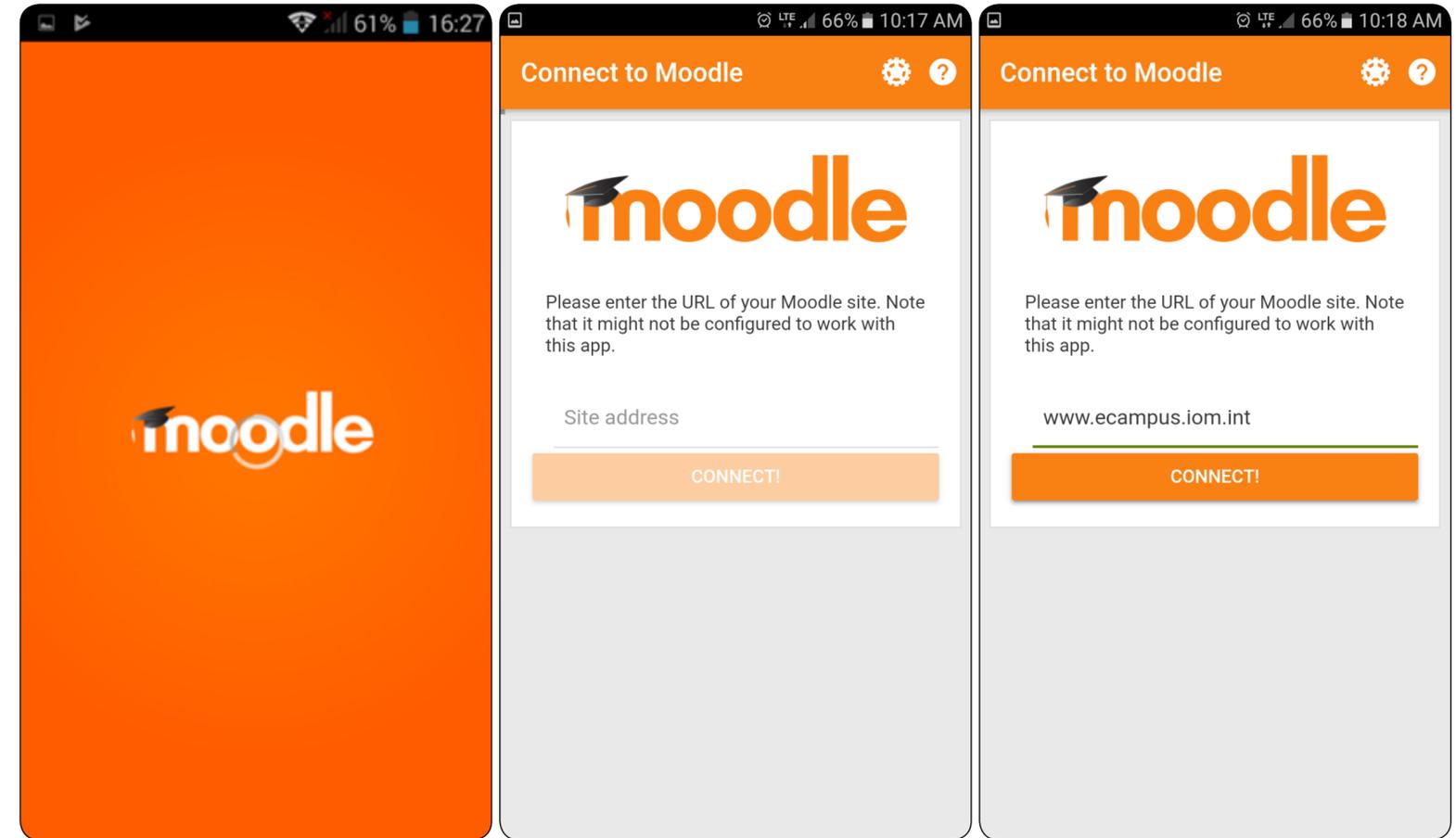
Step 2 — Open Moodle and go to www.ecampus.iom.int (requires internet).
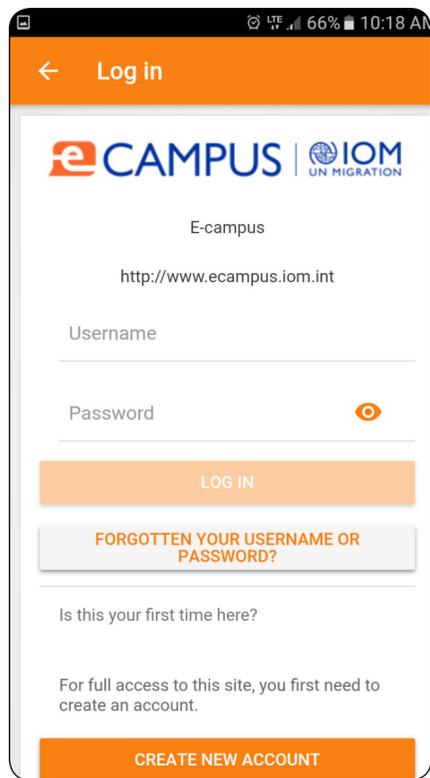
Step 3

Log in with your username and password (if you do not have a username, create one using the attached guide). (Requires internet)
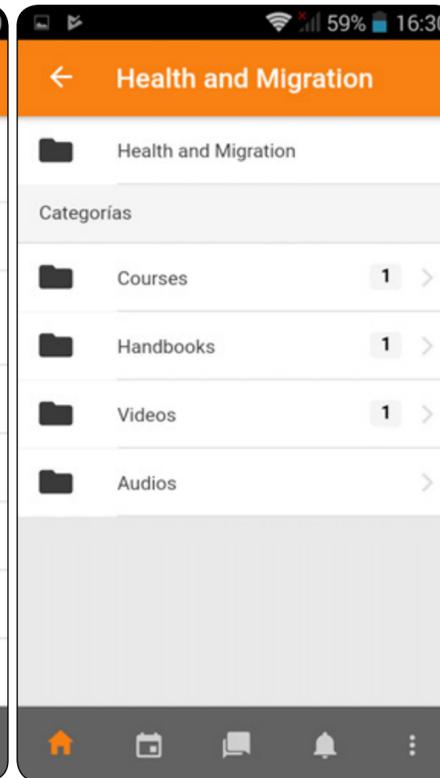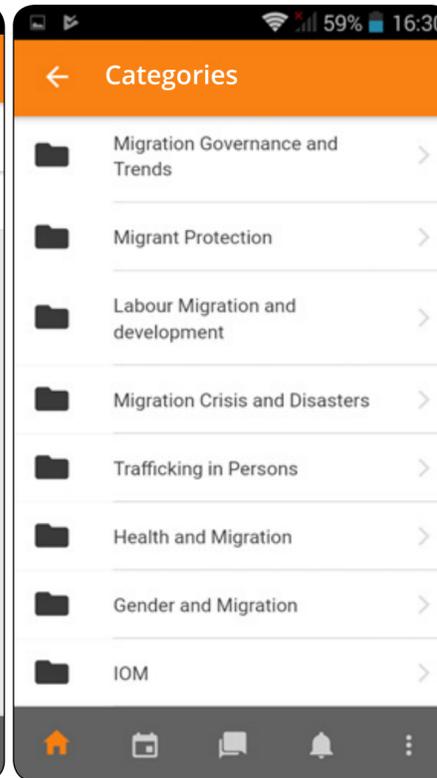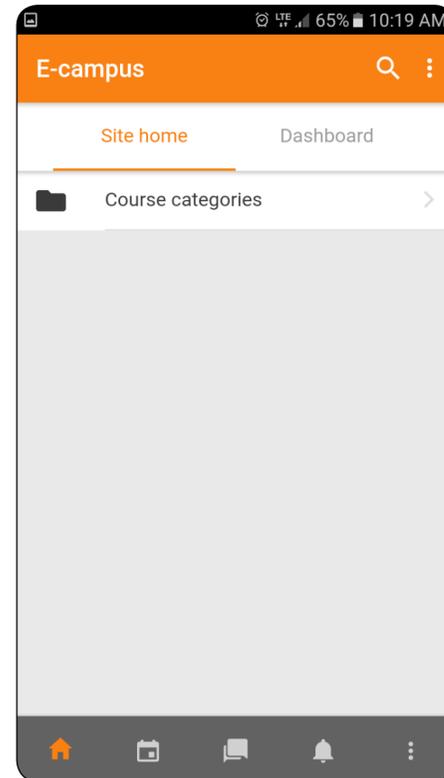
Step 4

Find the course on the site and enroll (Requires internet)
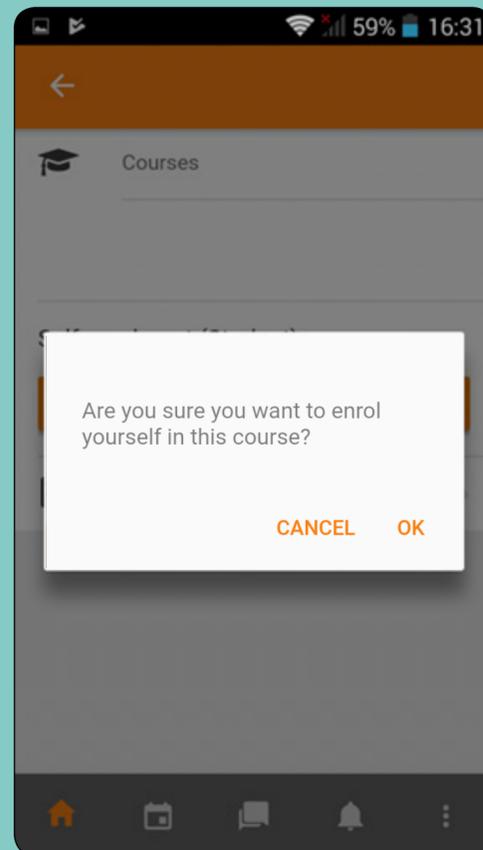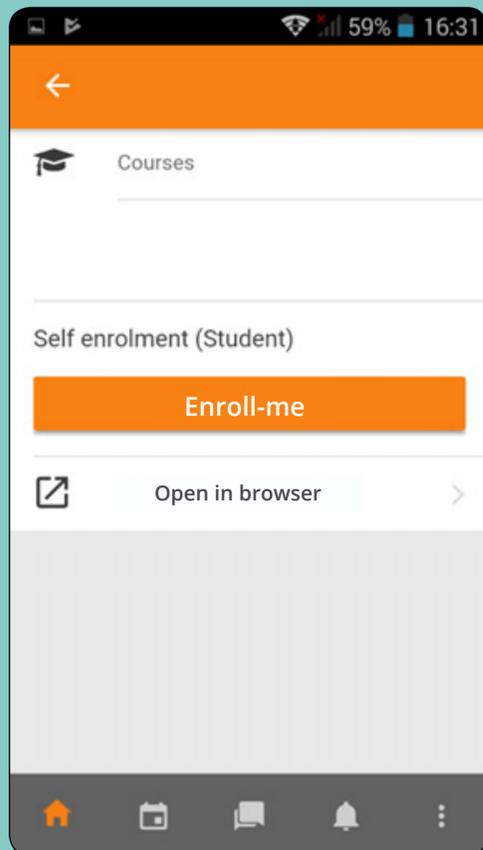
Step 5

Enroll in the course (Requires internet)
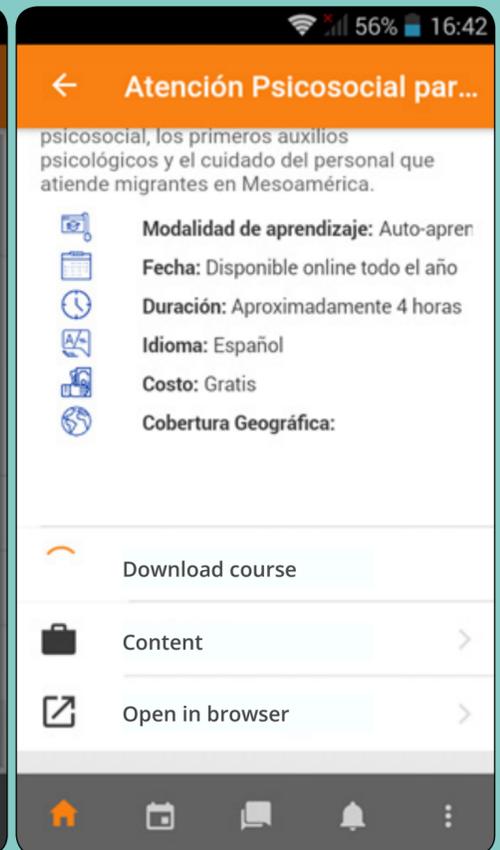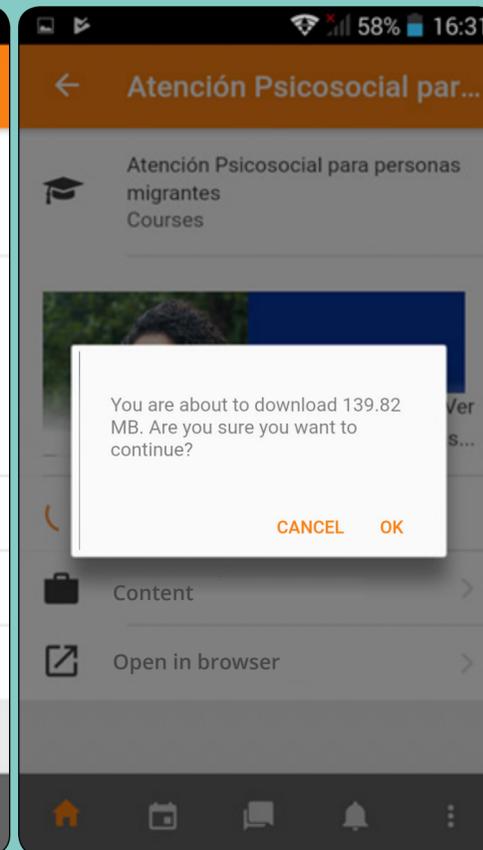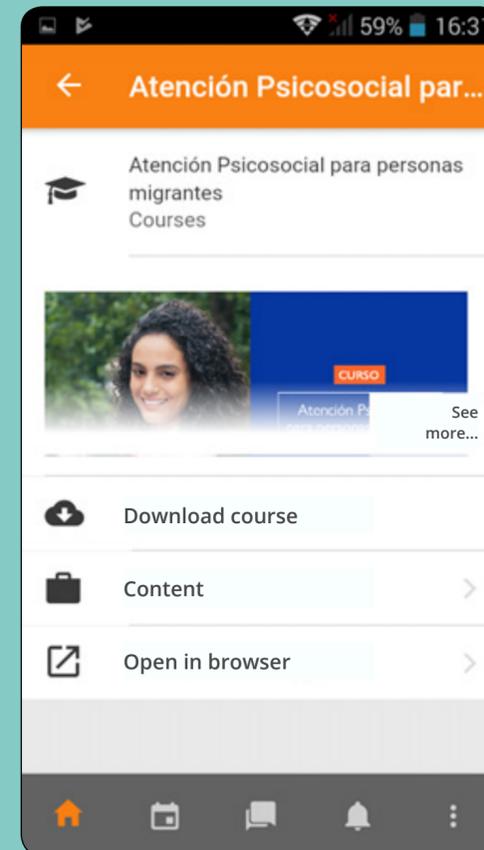
Step 6

Download the course (requires internet).
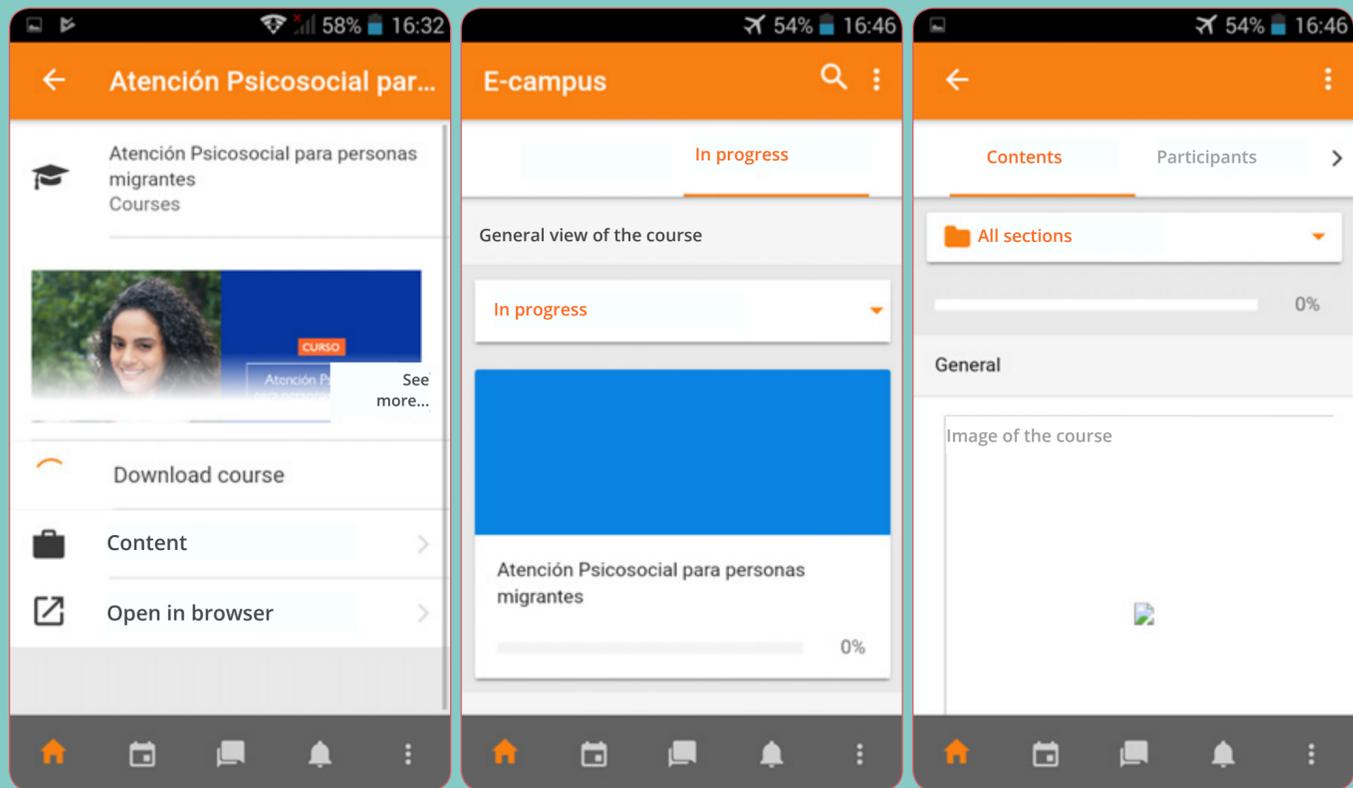
Step 7

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