The Course Interface

This is where you will find all the learning material for the International Environmental Governance (IEG) course. The most important elements are:

1. User Profile  
2. Navigation bar  
3. Navigation Panel  
4. User Map  
5. Participants  
6. Getting Started
How Can I Come back to the course front page?

The Navigation Bar always indicates the path you have taken to arrive at the page you are currently viewing. This bar is called “Breadcrumbs” and it allows you to navigate through the pages in the course. Clicking on the following button always brings you back to the course interface.
Administration

Grades

In the Navigation Panel, under Grades, you can find a table with your grades. The grades are automatically saved and are regularly updated. Refer to the course syllabus for information.

Profile

1. In order to update your profile, click on the “Profile” button on the top-right bar. Then Click on “Profile” and “Edit Profile”.

2. You are presented with several other options. Many of them are fine as set by default. You may consider the following options:
   • Email display: By default, your email will be visible to all the participants of the course. You can modify this setting, by choosing between:
     1. Allowing everyone to see my email address
     2. Hiding my email address from everyone
   • The Email digest type allows you to receive one email for each of the posts made in the Announcements forum and in any forum you are subscribed to or a daily digest. By default, this is set to: No digest (single email per forum post). You may consider changing it to:
     1. Complete (daily email with full posts).
     2. Subjects (Daily email with subjects only).
   • Forum tracking allows you to see if there are new posts in the introductory forum. If the option is yes, highlight new posts for me option is selected.
Lesson Structure

Welcome Introduce your self

Introduction forum is used for the initial introduction of participants. Everyone should post a small introductory message.

How the Introduction forum work?

Throughout the course you can participate in the introductory forum. Generally, in the forum you have the option of:
1. Add a new discussion topic (if the issue you want to share with the others is not related to any of the posts that have already been created or if you are the first one posting).

Welcome to the IEG course

Welcome to the introduction forum. Here you have the opportunity to introduce yourself to the other participants. Please let us know your background, job, your professional link to the International Environmental course and what are your main expectations from this course.

Once you have introduced yourself we invite you to react to posts from colleagues.

In order to introduce yourself click on “Add a new discussion topic”. To reply to other posts simply click on “reply”.

Add a new discussion topic
Important note about the forum

To receive messages from other discussion forums directly on your email, you need to subscribe to them.

Note: Subscribing does not affect the possibility of accessing and participating in a forum. It is only related to the reception of email messages of forum posts.

To subscribe to a forum:
1. Access the forum you want to subscribe to from the course interface;
2. Click on Subscribe to this forum in the left admin panel;
3. You will now start receiving email messages every time a post is made on forum (or a daily digest, according to the setting you choose in your profile.

• Give a self-evident title to your discussion topic, so that anyone can easily understand the subject you want to discuss;
• Write your text;
• Save your post. You are done; your post will be published.

2. Replying to a discussion already created.
• Enter the forum from the course interface.
• Click on the title of a discussion you are interested in.
• Click on “Reply “.

Note on Conditions for utilization of the introductory forum

a) While accessing mailing lists, discussion boards, or other messages or communication facilities (collectively, “Forums”), participants agree to use the Forums only to send and receive messages programs that may damage the operation of another's computer;
and materials that are proper and related to the particular Forum. By way of example and not as a limitation, participants agree that when using the Forums, he or she shall not do any of the following:

i. Defame, discriminate, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;

ii. Publish, post, distribute or disseminate any defamatory, infringing, obscene, indecent or unlawful material or information;

iii. Upload or attach files that contain software or other material protected by intellectual property laws (or by rights of privacy and publicity) unless the User owns or controls the rights thereto or has received all consents there for as may be required by law;

iv. Upload or attach files that contain viruses, corrupted files or any other similar software

v. Delete any author attributions, legal notices or proprietary designations or labels in any file that is uploaded;

vi. Falsify the origin or source of software or other material contained in a file that is uploaded; Advertise or offer to sell any goods or services, conduct or forward surveys, contests or chain letters,

download any file posted by another user of a Forum that the User knows, or reasonably should know, cannot be legally distributed in such manner.

(b) Participants acknowledge that all Forums and discussion groups are public and not private communications.

**How to mark my self in the map?**

To Mark your position in the map:

1. Click on the map link to read about the mapping instructions.
2. Click on “Where are you” link to mark your self directly in the map.
How can I visualize the lesson?

Lessons are highly interactive. You can access them through your PC, laptop, or smart device.

1. Click on the lesson’s title in the course interface. You find it in the Lessons section;
2. Click enter to begin the lesson;
3. A new window will pop-up with the lesson. Be patient as it loads;
4. You can navigate the lessons with the navigation buttons:
5. Once you have finished the lesson, you can close the window or tab of your browser in order to go back to the course interface. Alternatively, you can use the navigation bar on the top of the page, clicking on introduction to environmental Governance.

The lessons contain interactive content and questions that will allow you to check your understanding of the topic discussed.

6. Once you have finished the lesson, you can close the window or tab of your browser in order to go back to the course interface.
7. You may interrupt a lesson at any point. The system keeps track of your position. Upon your return it automatically takes you to the point where you have previously stopped.
How can I take the quizzes?
The quizzes are graded and are taken into account for your mark in each module. You can take the quizzes up to two times.

To start a quiz:
1. Click on the button quiz in the module section;
2. A pop-up window will open, telling you that you have a limited number of attempts for that quiz.
3. Click on Attempt quiz now.
4. Complete the quiz by answering the questions;
5. If you choose to return to your attempt at a later time, you can access the quiz and begin where you are.
6. Once you are satisfied with your answers, click on Submit all and finish. Left off by clicking on Continue the last attempt.
Checking your Grade

1. Immediately after finishing, you are sent back to the entry page of the quiz;
2. Go to the Navigation panel >My Courses> Introduction to Environmental Governance and click on “Grades”;
3. The score kept for the final quiz of the lesson is the highest grade obtained, in case there is more than one attempt (indicated on the bottom of the page).

How do I complete the Lesson Evaluation?
At the end of each lesson, you are asked to complete a short anonymous survey to express your opinion about the lesson. This is very important in order to hear your voice about your course experience. Your feedback is precious and allows us to improve our courses. So, a big thank you in advanced!
1-Click on the icon to answer the questionaire.
2-You will be redirected to the survey page to give your feedback.

How do I get the certificate
The certificate is not available until you get the required score in each quiz (at least to acheive 60 percent).
To download your certificate:
1-Click on the certificate link.
2-Click on the button Get your certificate.
Technical Requirements

These are the minimum hardware and software requirements:

• Platform: Windows 95, 98, 2000, NT, ME, XP or superior; MacOS 9 or MacOS X; Linux.
• Hardware: 64 MB of RAM, 1 GB of free disk space.

Software:

Note: JavaScript & Cookies must be enabled and pop-up must be allowed.

Modem: 56 K.