Nile Basin Initiative Secretariat (Nile-SEC)

A Learner's Guide for the NBI e-learning Courses
(Operational Manual)

2016/2017

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Welcome to Nile Basin Initiative user's manual to our learning management system. A Learning Management System (LMS) provides the platform for an on-line learning environment that enables the management, delivery and tracking of training courses for participants. Our LMS is designed to serve as a training and education resource for members of the Nile Basin countries and those having interest in learning about the NBI. The system allows users to register to our learning management system, look at our course catalog, enroll in and take courses.

Currently all of our courses are offered on-line and are self-paced. These courses are all FREE.

This document will guide you through the process for using the learning management system and all its features.
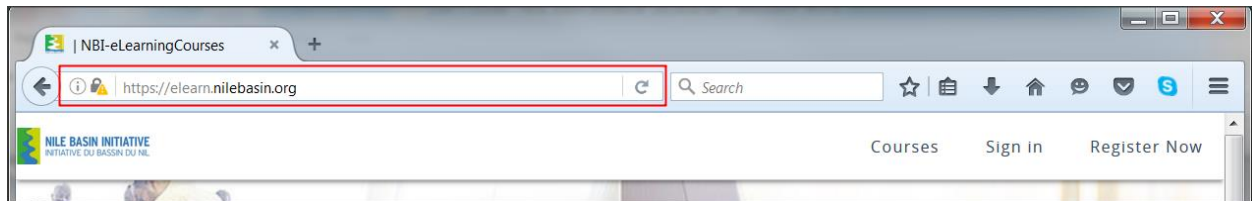
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REGISTRATION

Registration is the process through which you create an account on the Learning Management System (LMS). You will only be required to go through this process once. Once you have an account on the LMS you will be able to use this account to take all the courses offered in our system.

Access the NBI LMS at: https://elearn.nilebasin.org

You will see the dashboard page on the learning management system. There are a few things you can do from this page.

- Review the courses that are currently being offered
- Sign in to the learning management system (only for registered users)
- Register to the learning management system (for first time users)

NOTE: If you are already registered with the NBI LMS, you can use your login credentials to sign in and go to the "COURSE ENROLLMENT" section. If you do not remember your account information you can use the Forgot your Password feature on this page to retrieve your login information

Step 1.
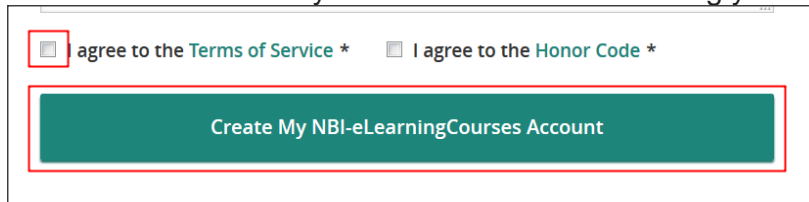If you are registering for the first time, please click the link that reads "Register Now"

Step 2.
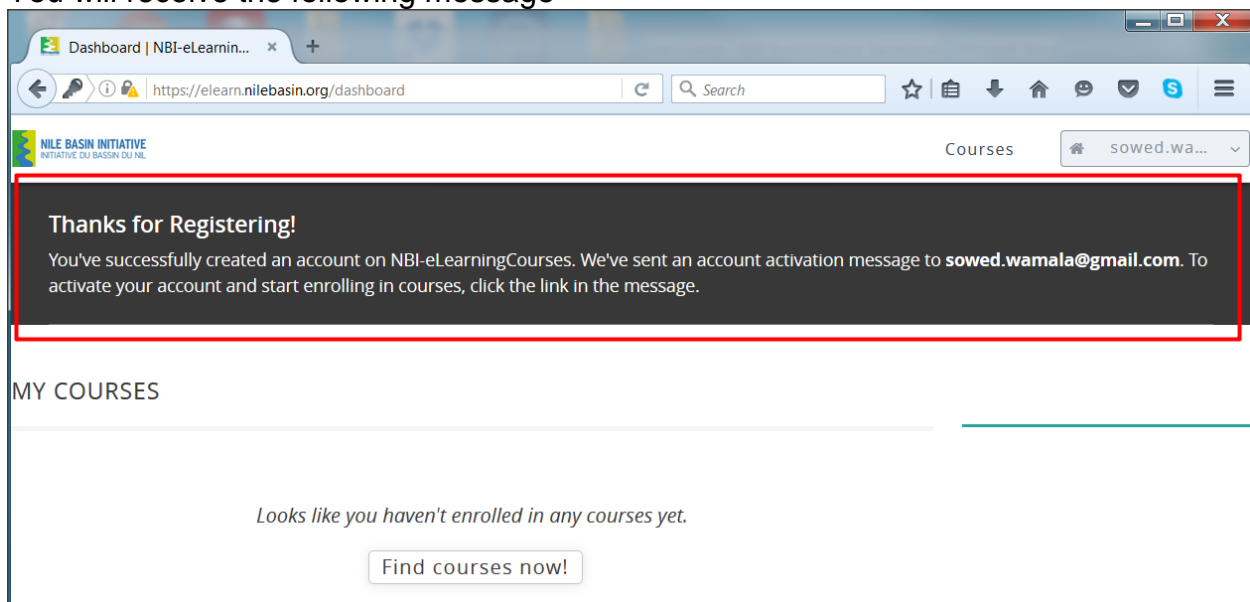Fill out the form. Required fields are noted by **bold text and an asterisk (*)**..

Step 3.
Agree to the terms of service, honor code and click the "Create My NBI-eLearningCourses Account" button when you are have finished entering your information.

You will receive the following message

Congratulations!. You have successfully registered to the NBI learning management system.

NOTE: After you submit the registration application, an automated activation e-mail will be sent to your e-mail address. You will NOT be able to enroll to a course until after you have activated you're your account. Access the email and activate your account first.
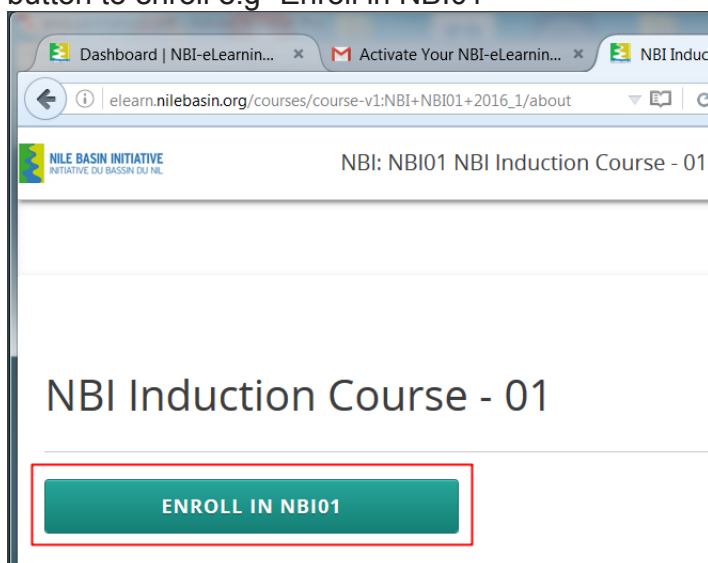
COURSE ENROLLMENT

Course enrollment is the process through which you sign up to participate in a course at any time during which the course is available. You will be able to start taking the course immediately after you enroll unless you have just registered to the learning management system. If you just registered, the LMS Administrator will need to approve you before you can enroll in any course. This will happen within one business day of your registration.

Below are instructions on how to enroll in a course. If you are already enrolled in a course and want to start taking the course please go to the "Navigating through a Course" section of this manual.

NOTE: After signing in, you can access the dashboard where you find courses that are currently being offered. This is also where you would enroll into the specific courses you are interested in.

Step 1.

If you have signed in, please click on the course that you want to enroll in and click the button to enroll e.g "Enroll in NBI01"

NOTE: You can select the course and go through the course overview before enrolling in the selected course. Each course has a short video that gives an overview of the course.

Step 2

After enrolling in a course, you are presented with a dashboard showing courses that you are currently enrolled in. You can also unenroll from a course or enable or disable receiving your course emails from the "email settings" option on this page.
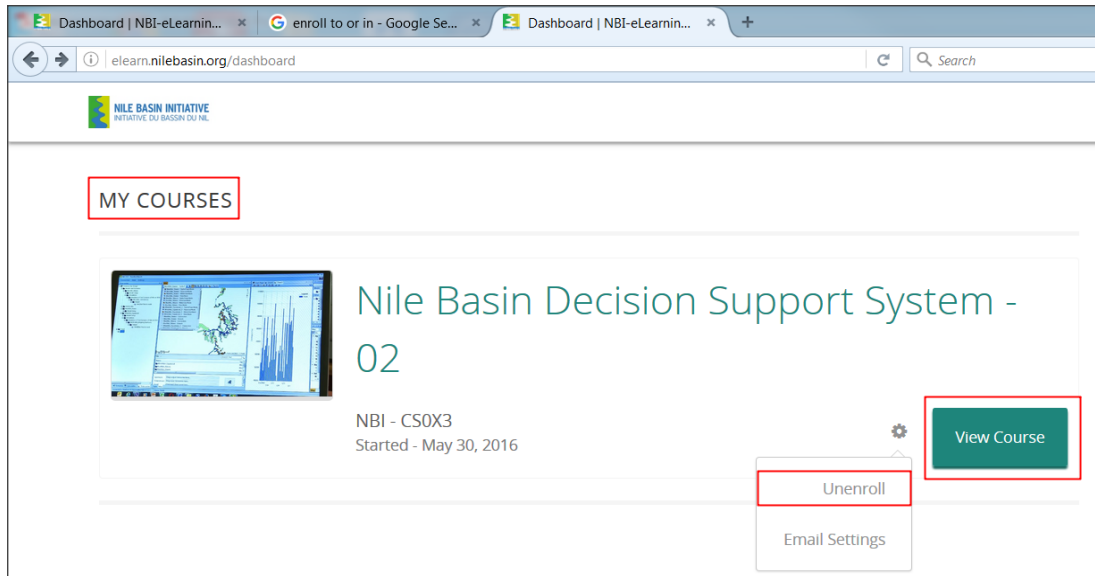
Step 3

You can view the course details by clicking on the "View Course" button. The next page presents 3 options

- Courseware: this is where you access all the course content
- Course Info: this is where updates and news about the course are posted by the LMS administrator or facilitator.
- Discussion: this is where the discussion forum is accessed. Participants post their questions, short essays and engage into discussions with others on the forum.
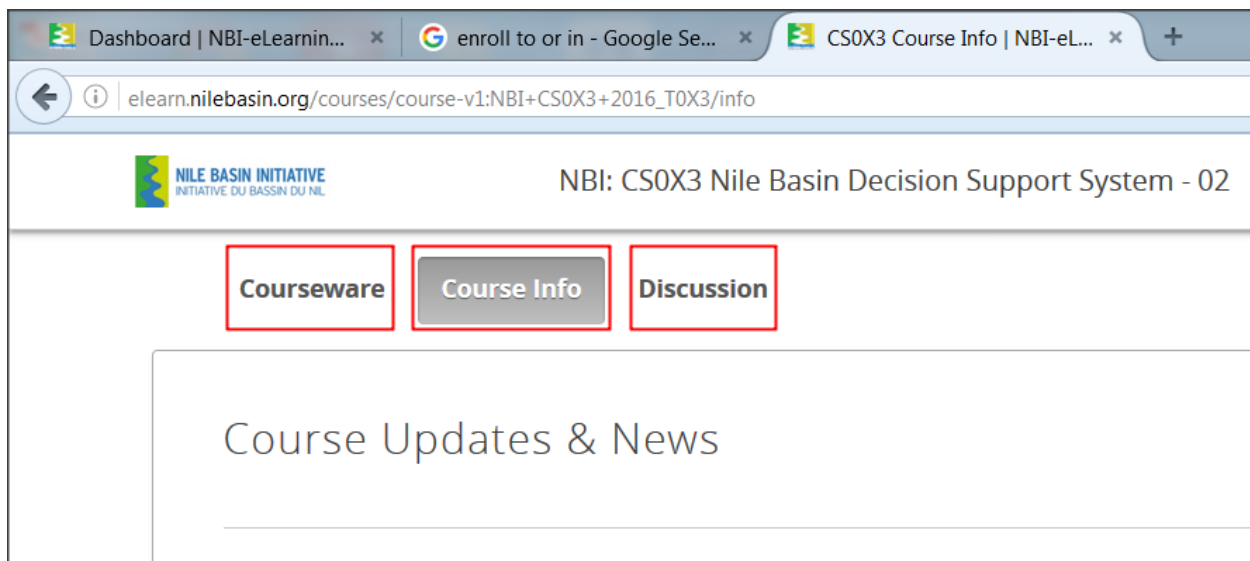
Congratulations! You have successfully completed the process of enrolling in a course. Whenever you sign in to the LMS you will always view your current enrollments.
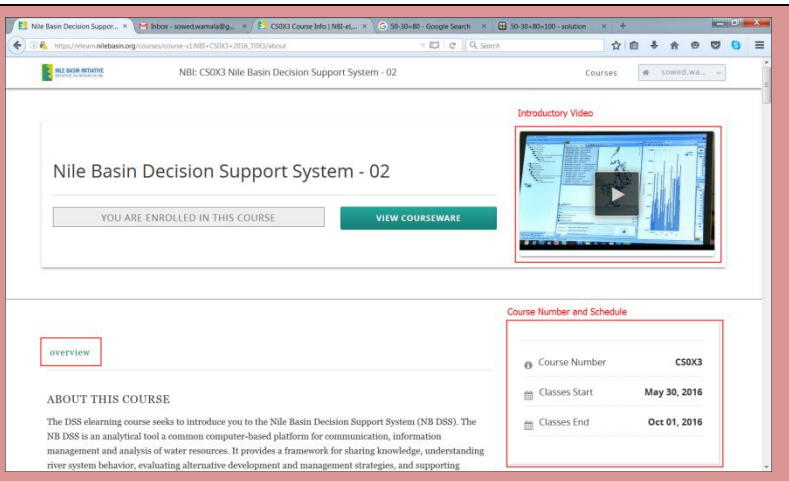
NAVIGATING THROUGH A COURSE

To take a course on the NBI learning management system, you must be a registered user and have enrolled in a course. If you have not yet registered or enrolled in a course, please refer to the previous sections in this manual, Registration and/or Course Enrollment.

Each course in the learning management system has the same look and feel. Therefore, once you have taken one course, all the others follow the same pattern. This next section will show you how to navigate through a course.

Step 1
After logging into the system using your user name and password the next page gives you access to your current enrollments page. Click on "View Course" button for the course that you want to navigate to access the course details. The "My Courses" page contains all of the courses which you are currently enrolled in and the date when the course started.
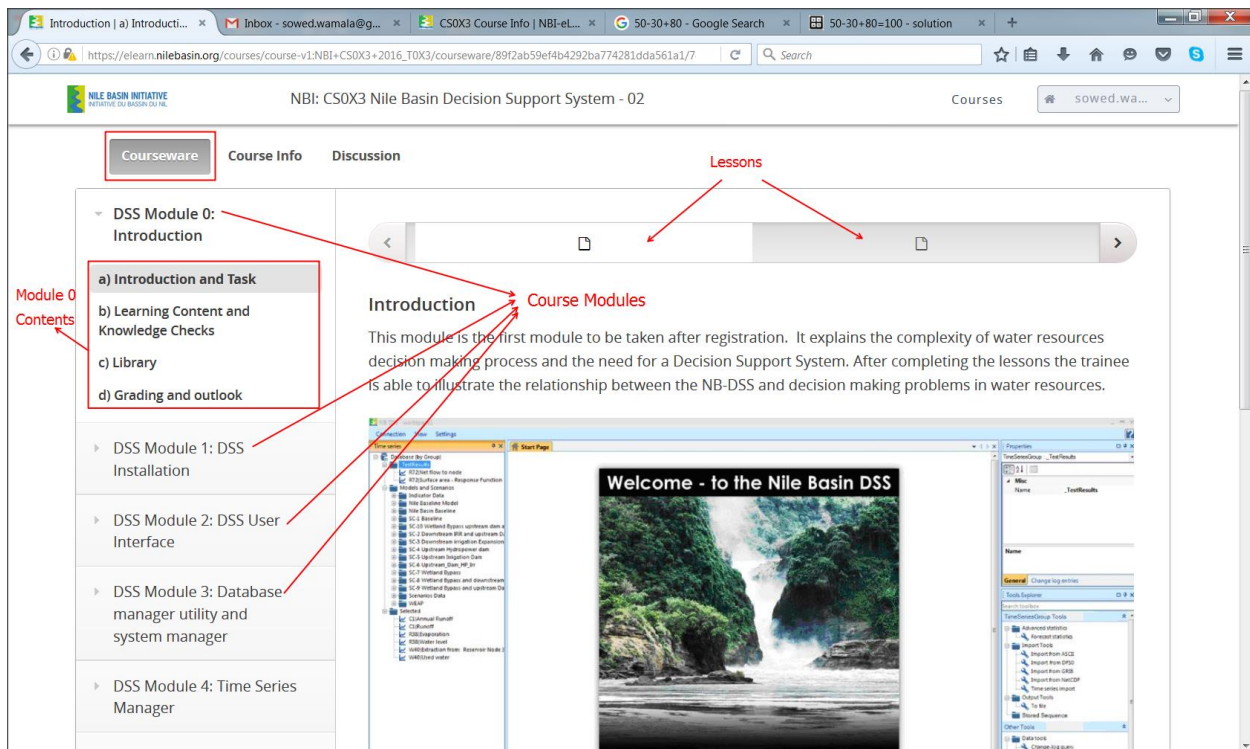

NOTE: Before viewing the courseware, It is highly recommended that you go through the introductory video, read the course overview and take note of the course start and end dates.

Click on the courseware button to view course contents

Course contents are organized into modules. These are labeled as Module 0, Module 1, Module 2 and so on.

Step 2

Each module is organized in four parts;

a) Introduction and Task	This screen gives you a brief introduction to the module and what you are expected to in the module
b) Learning Content and Knowledge Checks	This page contains all module lessons that you have to attempt before proceeding to the next lesson module. Each lesson has three parts a. A video that gives detailed information about the lesson b. A link to the user manual or related materials about the lesson c. A set of questions that you have to attempt to help you check your knowledge. These questions MUST be attempted in order for you to receive a certificate from the Nile-SEC at the end of the course.
c) Library	The page contains links to technical manuals, software tools and other learning resources that are related to the

	module content. The page also contains a contact address for seeking for support: helpdesk@nilebasin.org
d) Grading and outlook	The page contains grading information and polls for module exams that participants attempt at the end of the module.

Step 3 Course lesson are started by playing the lesson video. A video can be viewed by clicking on the play button or by downloading the video on to your computer and watch it later. Downloaded videos usually have a better quality as compared to streamed videos.
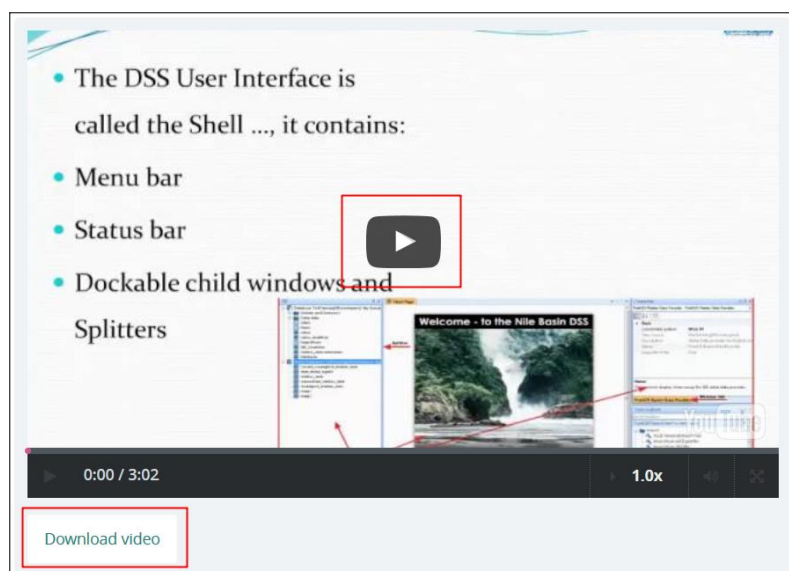
Step 4

Course manuals can be downloaded from the link under or below each video in a lesson. In addition, a similar link is posted under the Library tab where all course materials can be downloaded.

Step 4

Knowledge checks are taken for each lesson. These are accessible at the bottom of each lesson.

CHECK YOUR KNOWLEDGE:

(1 point possible)
Data can be equally or not equally spaced in time in real life and with the DSS

◯ True

◯ False

?

CHECK

Course manuals can be downloaded from the link under or below each video in a lesson. In addition, a similar link is posted under the Library button where all course materials can be downloaded.

Step 5
After you finish the lessons in the module under "Learning Content and Knowledge Checks" you are required to join the poll under the "Grading and outlook" button and fill the questions that follow. We use the feedback from this survey to continue to improve our courses. Your feedback is very valuable to us.
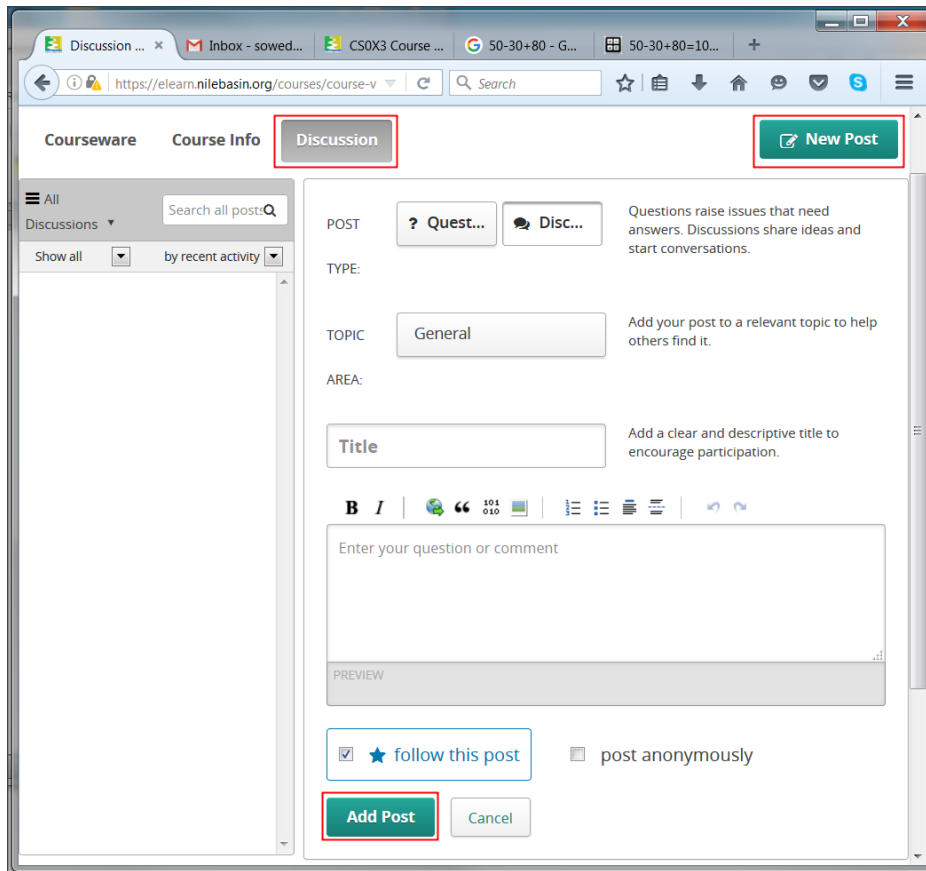

Step 6
The discussion forum is accessible from the discussion tab. You can post questions and respond to other questions on the discussion forum.

Click the "New Post" button, fill in the details about your post and click the "Add Post" button

You can respond to existing posts by clicking on the "Reply" button under each post.

Congratulations! You have successfully navigated/completed a course on the LMS.