ONLINE   E-LEARNING

ITCILO ECAMPUS

User Guide

ITC International Training Centre

ABOUT THIS GUIDE

This guide provides you with an overview of the eCampus.

This guide assumes learners have basic familiarity with a computer, such as navigating operating systems and using a web browser.

ONLINE SUPPORT

IF YOU WISH TO RECEIVE FURTHER ASSISTANCE, PLEASE CONTACT THE STAFF RESPONSIBLE OF THE TRAINING ACTIVITY VIA EMAIL

SYSTEM REQUIREMENTS

The system requirements for eCampus user are basic. All you really need is a solid, reliable internet connection and a modern web browser.

BROWSER

The eCampus will work in any modern web browser. However, it works best with the following:

- Firefox
- Chrome
- Edge
- Safari

Your browser should also have both cookies and JavaScript enabled. These are typically enabled by default, but if you think these settings might need enabling, check the documentation for your particular browser.

POP-UPS

Pop-up blockers should be disabled in order to display Moodle content correctly.

Chrome

At the top right of your screen, click the **Customize** icon and then **Settings**. Scroll to the bottom and click the "**Show advanced settings**…" link. Under the **Privacy** heading, click **Content settings**. Scroll down to the **Pop-ups** heading and click **Manage exceptions**. In the box that says "*[*.]example.com*", type [*.]moodle.blackrivertech.org. Then click **Done** twice. Close the tab.

Firefox

At the top right of your screen, click the Firefox menu, then **Options**. Click the **Content** on the menu on the left. Under **Pop-ups**, click **Exceptions**. In the address bar, type https://moodle.blackrivertech.org, then click **Allow** and then **Save Changes.** Close the tab.

Internet Explorer (IE)

AT the top right of your screen, click the **Tools** menu and then **Internet options**. Now, click the **Privacy** tab. Next, under the **Pop-up** blocker heading, click **Settings**. In the address bar, type https://moodle.blackrivertech.org and click **Add**. Click **Close** and then **OK**.

Safari (Apple Computers)

Open Safari, and hit the command key and , simultaneously. This brings up Safari's menu. Click **Security**. Untick the box that says **Block pop-up** windows.
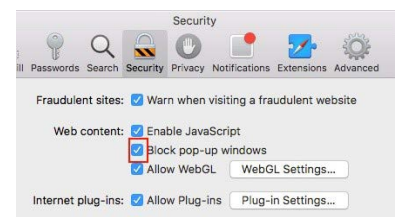
ACCESS TO DOCUMENTS

Some modules may have Microsoft Office or Open Office documents that you will need to access.

Some modules may have documents in Adobe Acrobat format (.pdf) so you will need a PDF reader. You can download Adobe Reader for free. Remember to un-check any options that install other programmes before installing Adobe Reader.

Some modules may have video inside. If you have any problems, we suggest downloading VLC Media Player

MOBILE

If you are logging in from a mobile device (mobile or tablet), we recommend the dedicated mobile app in *apple* or *google store.*

- Google Play: https://play.google.com/store/apps/details?id=com.moodle.itcilo
- IOS App Store: https://apps.apple.com/us/app/itcilo-ecampus/id1545378942

LOGGING IN

To log in to eCampus, open a web browser and type https://ecampus.itcilo.org in the address bar.
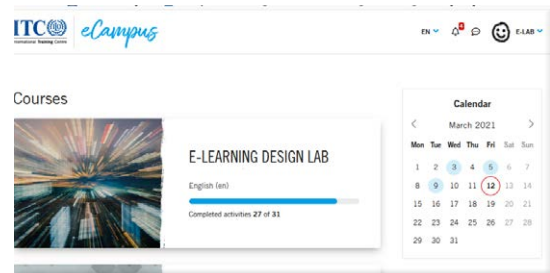
Clicking **ENTER NOW**, you will be taken to the login page.

An account user name and password is given to you by the course administrators during the enrollment procedure.
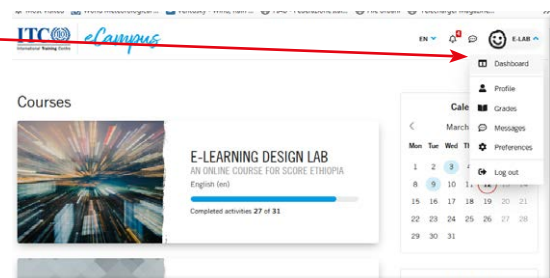
DASHBOARD

Once you log in, you will see all of your courses that are in progress, as well as your future and past courses.

MENU UNDER YOUR PROFILE

Here you can access **Profile**, **Grades**, **Messages** and **Preferences.**
If it's your first time logging in, you may want to set up your settings under **Preferences**> **User,** such as forum notifications.

EDITING YOUR PROFILE

Your profile is your identity on the eCampus. All users in the course can see it, including your tutors. Your profile also contains email information. To view your profile, hover the mouse over your name at the top right corner, then click **on your name**.

Under **Preferences>User** you can edit your profile.

Among other settings, you can add/change your picture. When you upload a picture, please keep the picture small, about 100x100 pixels and 500 kb or less in size. The eCampus accepts either PNG or JPG format. Again, remember that this profile is accessible to all users. The same caution is applicable to your description.
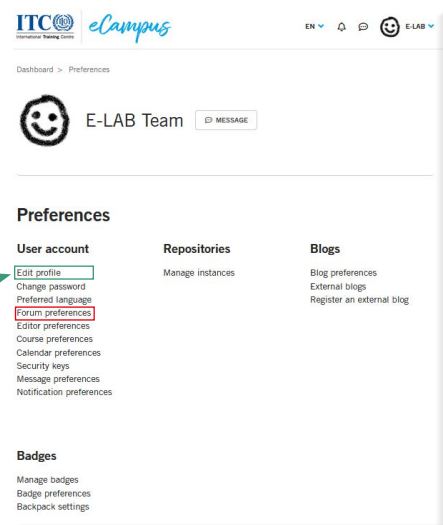
FORUM PREFERENCES

- **Email digest type:** Limit your emails by selecting Subjects.

- **Forum auto-subscribe:** If you select Yes, you will be automatically subscribed to forums you post on and will receive email copies of all messages from that forum. Selecting **No** will limit the number of emails you receive.

- If you enable **Forum tracking**, new forum posts will be highlighted for you.
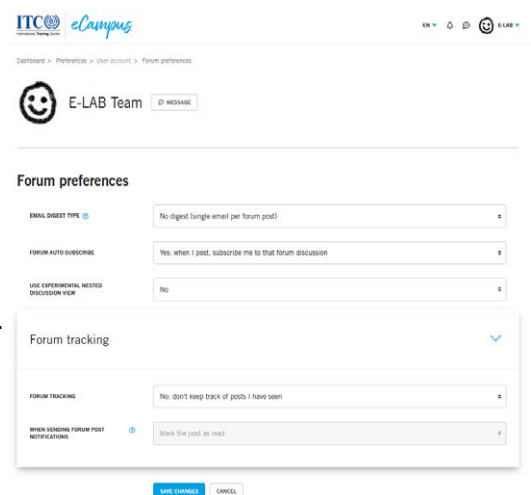
ACCESSING AND NAVIGATING A COURSE

On the main page you will see your course or the list of your courses: click on the course that you would like to access.
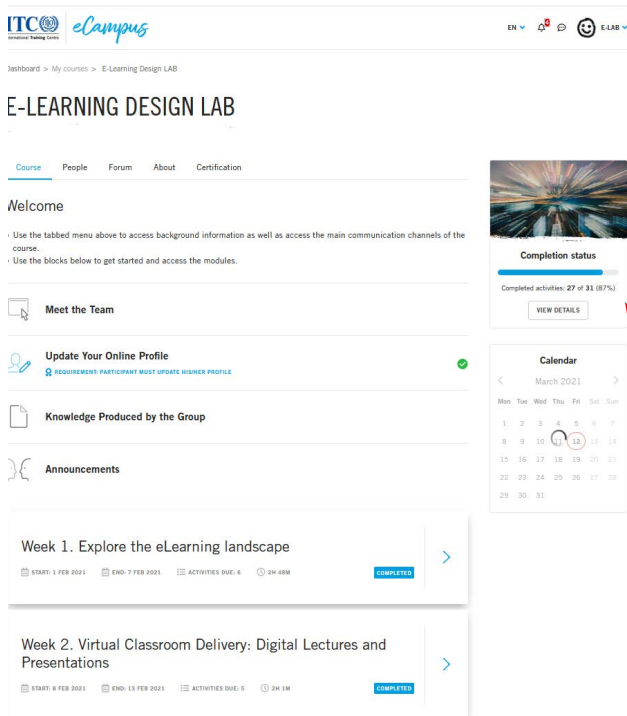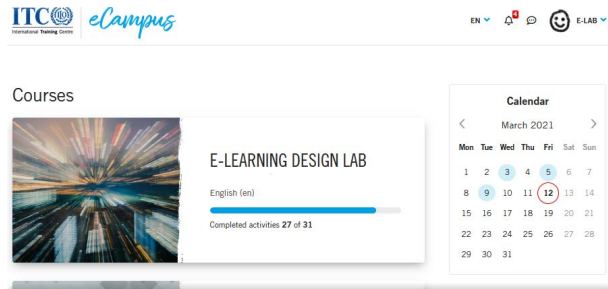
Once you have entered the course, you will see the structure of the course and you can begin with the activities.

This is the completion status, i.e. here you see how many requested activities you have completed and how many you still have to do.

These is your mailbox and the notification box
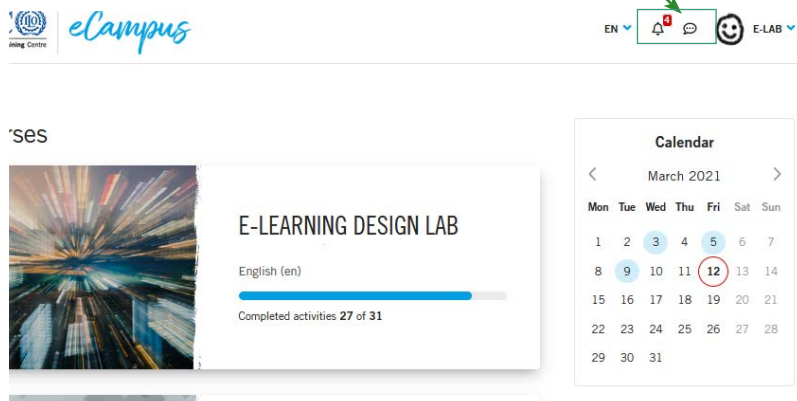
PROGRESS

In the course you can monitor your progress thanks to the *Completion Status block* on the side menu.
This bar shows your progress in activities/resources of a course that are required.
Opening it, you can see the detailed list, and you can click on the activity that you want to review.

You can also monitor your status in the course topics: if the circle on the right side is green, then you have completed that activity

Week 1. Explore the eLearning landscape

📅 START: 1 FEB 2021　📅 END: 7 FEB 2021　☰ ACTIVITIES DUE: 6　🕐 2H 48M　　**IN PROGRESS**

OBJECTIVES:

- Receive an introduction on the e-Learning landscape;
- Get to know e-Learning and blended learning concepts and modalities.

Pre-assessment Quiz
👤 REQUIREMENT: COMPLETE THE ACTIVITY　🕐 30 MINUTES
Expired Please complete this activity

CONTENT

Online calls vs In-person meetings
👤 REQUIREMENT: VIEW　🕐 3 MINUTES

The e-Learning Landscape
👤 REQUIREMENT: VIEW ACTIVITY　🕐 15 MINUTES

Can we actively learn online?
👤 REQUIREMENT: VIEW　🕐 15 MINUTES

The Future of e-Learning (external link)
👤 REQUIREMENT: VIEW　🕐 15 MINUTES

Converting courses online (external link)

If the circle on the right side is red, then you have not passed the activity.

If the circle on the right side is orange, then you are pending feedback on the activity from your course tutors.