



Innovations in Water Education Programs: Enhancing Water Security and Socio-economic Development in the Eastern Mediterranean under Climate Change

598480-EPP-1-2018-1-PS-EPPKA2-CBHE-JP

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Student's Quick Guide

2020





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Objectives

After completing this guide, you will be able to:

- Navigate around the course.
- Identify the key elements of the course i.e. Topics, Blocks, Activities, Resources.
- Use the Activity modules showcased in the course.
- Interact with the course teacher and other students.

Introduction

The guide assumes that your teacher has confirmed that you have at least a basic knowledge of how to use a computer including using input devices like a mouse and a keyboard. In addition, it is assumed that you are familiar with your web browser and navigating between pages on the internet or an intranet.

In this guide you will be introduced to the basics of participating in an online course. This part of the course is on paper, as you will need to refer to it at the same time as taking notice of what is displayed on screen.

As the course progresses the emphasis will move from this guide to solely online activity. An online version of this guide is available within the course in case you wish to refer to it later in electronic format. The actual appearance on screen is governed by settings on your own computer and as a result what you see may be slightly different to that shown in the examples. Please follow the steps in the order shown until you have completed the section on basic navigation.





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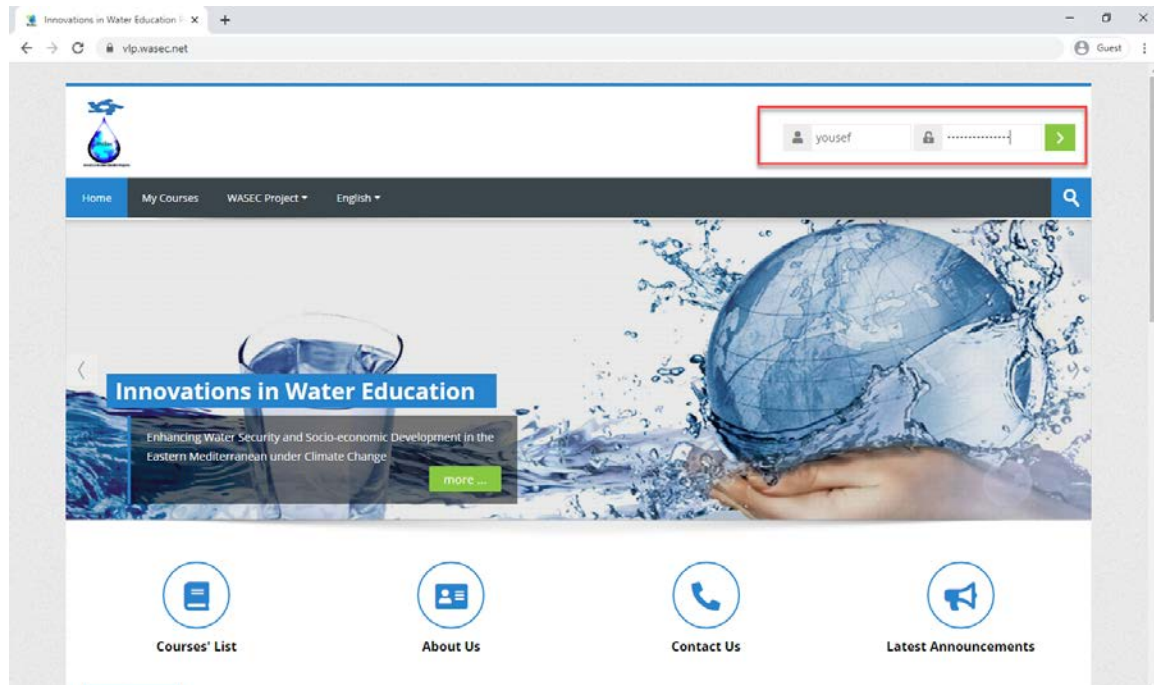
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Accessing the course website

Go to the course website using the site address provided to you by your teacher or the site administrator

Visit the link <https://vlp.wasec.net> and Log in using your user name and password in the top right corner.

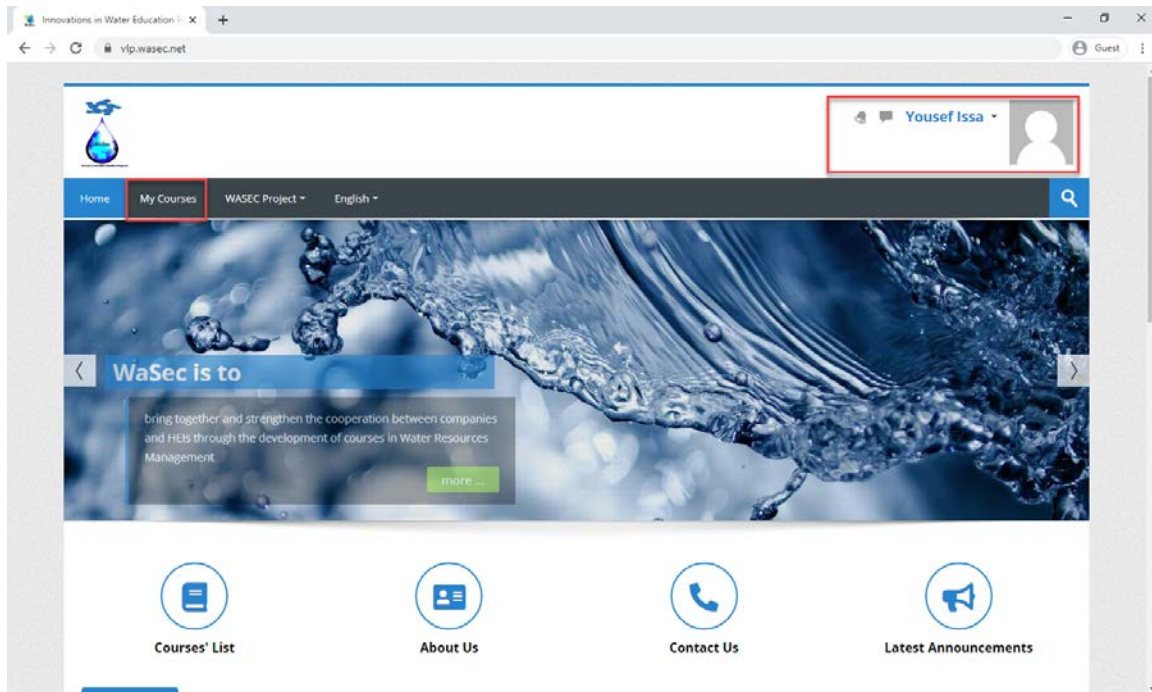




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If you do not have an account, you will need to create one or ask your teacher to provide you with an account.

Entering the course

When you first access the course pages you will see the front page. It contains “My courses,” calendar, Upcoming events, latest news (from the Site administrator) and more.

Find your course by selecting it from “My courses” in the right column or scrolling to it in the center column.

When you are confident you have the correct course, click on the text of the course’s title.





Home | My Courses | WASEC Project | English

Home > Dashboard

Customise this page

Upcoming events

There are no upcoming events

Go to calendar...

Course overview

All (except removed from view) | Course name | Card

0% complete

WaSec Courses

Water policy and Governance in Trans-boundary ...

Navigation

Home

- Dashboard
- Site pages
- My courses**
 - Water policy and Governance in Trans-boundary Basins

Timeline

No upcoming activities due

Calendar

June 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
-----	-----	-----	-----	-----	-----	-----





In some cases, the course may be protected so that only students who have been provided with an enrollment key (password) may enter. If this is the case, you will see a “key” icon adjacent to the course title. When you attempt to enroll in the course displaying a “key” icon for the first time, you will be prompted for the enrollment key which you will need to enter before you can proceed.

The enrollment key will be provided to you separately; please do not share it with others. Your key will be provided by your teacher via email or other communication.

The “Guest” icon indicates that a course may be viewed by guests who are not enrolled in the course. Guests are not allowed to participate in activities in the course. In some cases, guests are required to enter an enrollment key to gain access to the course.

In the course

In this section we will take a quick tour of the course environment. Some of the items will be described in more detail later. Please bear in mind that you may not see all of the following in





your course; the appearance is determined by your teacher. The course title is shown in the top left-hand part of the screen.

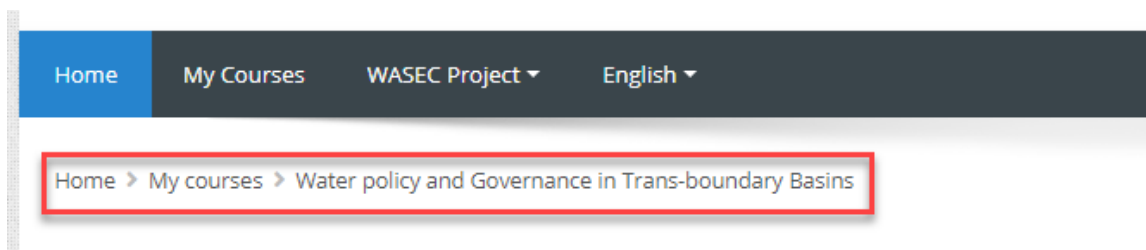
In the top right-hand corner, you will see text like: “You are logged in as...”

This shows your user name; if you click on the user name you will display your own profile where you can enter information about yourself and upload a photo. In addition, the word “Logout” is displayed, if you click on this you will exit both the course and the site.

Basic navigation

There are a number of ways to move around the course.

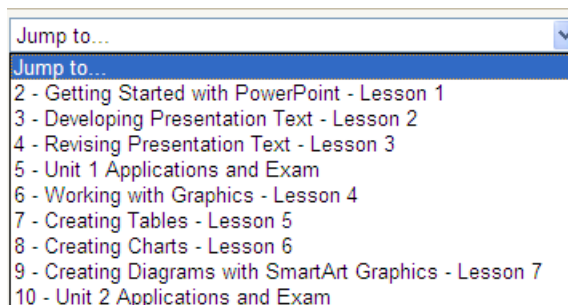
- 1- “Breadcrumb trail” navigation – is a menu positioned below the main menu which shows your position in the course. The notes below the following breadcrumbs example will make this clearer.



This is only one example of how the breadcrumbs menu may appear. Keep an eye on this as you navigate around the course; you will notice that it changes to reflect your current position.

- 2- Another method for navigating can be found at the foot of each screen or activity. This takes the form of a text link which will take you to either the homepage of the site (where all the courses are listed) or the main screen of your course. The link will display the word used to describe the homepage of the site i.e. “Home”. This is found in the bottom left-hand corner.
- 3- If only one topic is showing at a time, you can move to another topic in the course by using the jump menu:





Note: If you use the back button on the browser, click on the “Home,” or shortened course name links to navigate to another area of the course your input may not be saved. To avoid this always ensure that you complete what you are doing within the activity first (e.g., post to a forum, save changes).

- 4- Throughout the website and course you will encounter text which changes color and becomes underlined when you move your cursor on screen over it. These are text links which, when clicked, will take you to wherever is described in the link text.
- 5- Finally, it is possible to navigate between pages by using the navigation buttons on your web browser. This is not recommended; you will obtain more consistent results by using the navigation options within the website and course pages.

The main course page is divided into a number of specific areas which you will encounter often (although not necessarily always as mentioned previously). An overview of these is given in the following sections.

Topics

Topics often reside in the center column of the course main page. It is in the topics that your teacher will place the activities, etc., which make up the online elements of your course. The column of topics may vary in appearance depending on how your teacher has designed the course. Topics may be identified by a number, a number and date range or simply by a descriptive name.





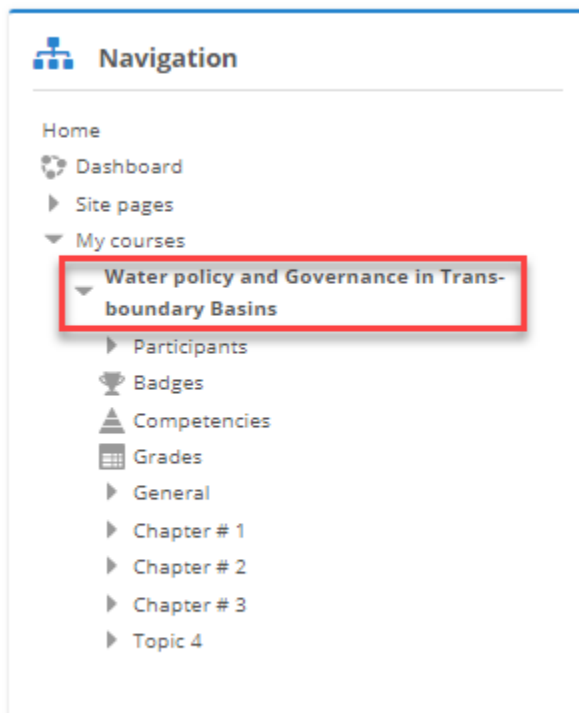
-
- 1- Checking the small box in the upper right corner of a lesson will “collapse” the topics leaving just one in view. The process can be reversed by clicking one of the two squares now displayed at the right of the topic area.
 - 2- The “Jump to...” menu (at the bottom of the page) allows you to select other topics to view.

Blocks

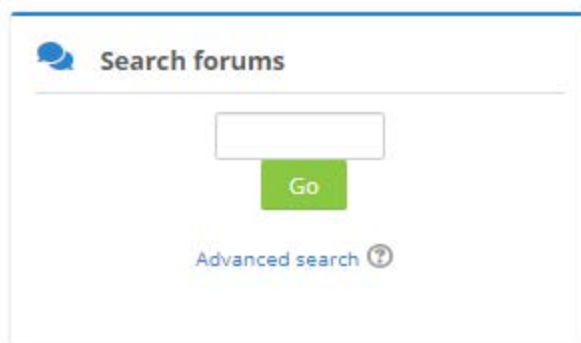
Blocks reside in the left and right columns of the main course page. They fulfill a range of functions as described below.

- 1- **Course Menu:** Clicking on the folders within this block will take you to the appropriate topic within the course. (The block title displayed varies according to the topic layout chosen by your teacher).

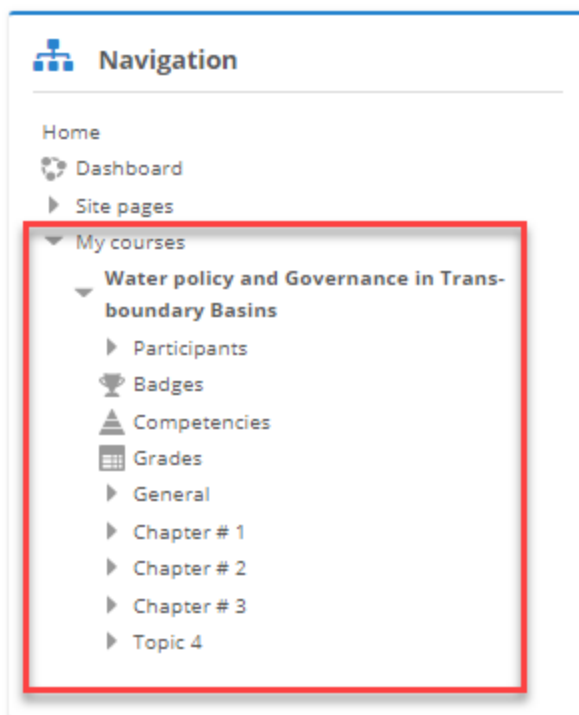




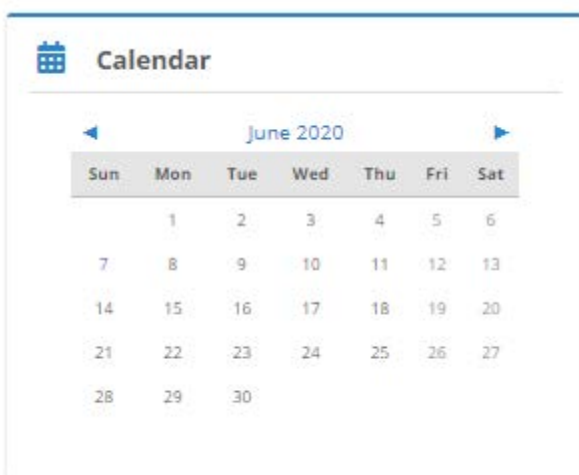
Search block: This block can be used to search for text amongst the forum entries in the course. Forums are a particular type of course activity which we will look at in more detail later. To search simply enter the text sought in the field and click the “Search forums” button.



- 2- **My courses block:** This block displays the courses in which you are enrolled and provides a link to a list of all courses on the site.

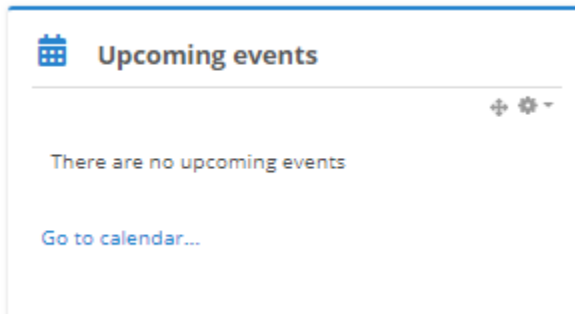


- 3- **Calendar block:** As the name suggests this block provides a calendar function for the course.

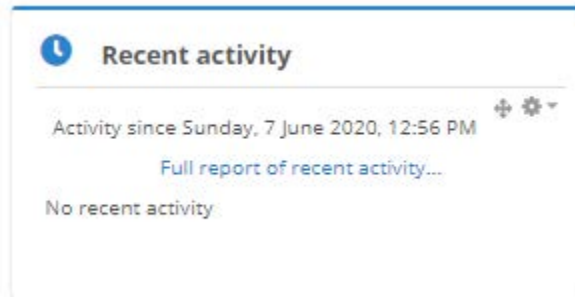




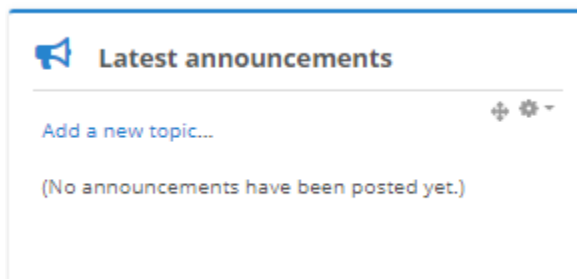
- 4- **Upcoming events block:** This block displays upcoming events together with links to view the calendar and to create a new event in the calendar. The number of upcoming events and the period covered is set by the teacher and may vary between courses.



- 5- **Recent activity block:** This block displays recent activity within the course together with links to the activity itself and a full report of recent activity. The number and nature of the items will depend on the amount and type of activity in the course.

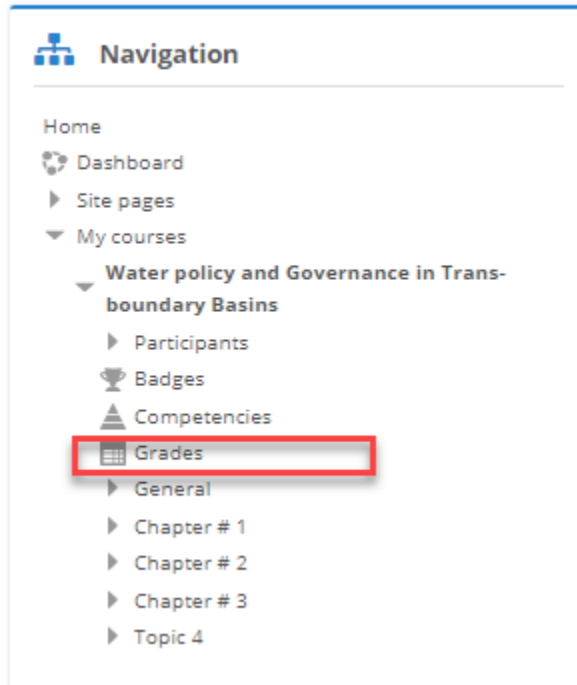


- 6- **Participants block:** Provides links to a list of all participants in the course by clicking “Participants” and your own user profile by clicking “Edit profile”.
- 7- **Latest news block (on Front page):** This block displays by the site administrator (not your teacher) by the title of the news item and the date and time.





- 8- **Administration block:** This block contains a link to the Grade book where you can monitor your achievement against each graded activity. Click on the “Change password...” link to be taken to another screen where you can amend your password details. If allowed on your site, the “Unroll me from a course” link will allow you to un-enroll from the current course.



Topic Area

Topic area is located in the center column. Your teacher will place Resources and Activities here. The layout of these items depends on how your teacher has the course set up.

To view Resources and Activities, simply click on the link. These may display in the same window or in a new window.

- 1- **Resources:** Resources are the way a teacher can present information to you. Resources include items like text documents, PowerPoint files, websites, etc. Mostly, a resource is anything you will use to gain information about the course content.
- 2- **Activities:** An activity is an interactive learning segment for a student in a course. Basically, you must do something. Activities can include discussion forums, assignments, surveys, group





work, upload files, etc. This topic shows you some of activities that might be included in a course: remember that teachers will choose the activities they want you to perform, and not everyone will use the same activities.

- 3- **Forums and the Text Editor:** In Point 2 we'll be looking at how to use the "Forum" feature within a course. Again there are numerous options available to teachers who decide to include a forum in a course, some of the most common alternatives have been selected here. Commence this topic by reading the contents of the resource "Learning about forums and the text editor". Keep an eye on your email inbox as your teacher will be sending you some instructions (you may have received them already) about what to do next.

Home > My courses > Water policy and Governance in Trans-boundary Basins

Your progress

Announcements	
Quiz 1	<input type="checkbox"/>
Chapter # 1	
Policy analysis in a transboundary river basin	<input type="checkbox"/>
Assignment # 1	<input type="checkbox"/>
Virtual Classroom	<input type="checkbox"/>
Chapter # 2	
WM1 model principles TEMPLATE	<input type="checkbox"/>
Chapter # 3	
TM2 cresponse TEMPLATE	<input type="checkbox"/>
Topic 4	





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