

ITU ACADEMY PLATFORM

Functions, features, and future



Outline



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- What is the ITU Academy platform?
- Roles and responsibilities
- How to create an account?
- Course catalogue
- Course registration
- Payment system
- Course enrolment
- Course management for tutors
- New ITU Academy platform

What is the ITU Academy platform



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- The ITU Academy platform comprises of two systems:
 - A content management system (CMS) called Joomla, version 3.2.0.
 - A learning management system (LMS) called Moodle, version 2.9.2.
- All ITU Academy platform webpages are based on Joomla.
- All courses are managed in Moodle.
- All course payments and registrations, **for online and face-to-face courses**, are managed through Joomla and Moodle.



Roles and responsibilities



Training plan

Each CoE prepares a training plan, which contains all the upcoming courses. This plan is approved at the SC meeting.



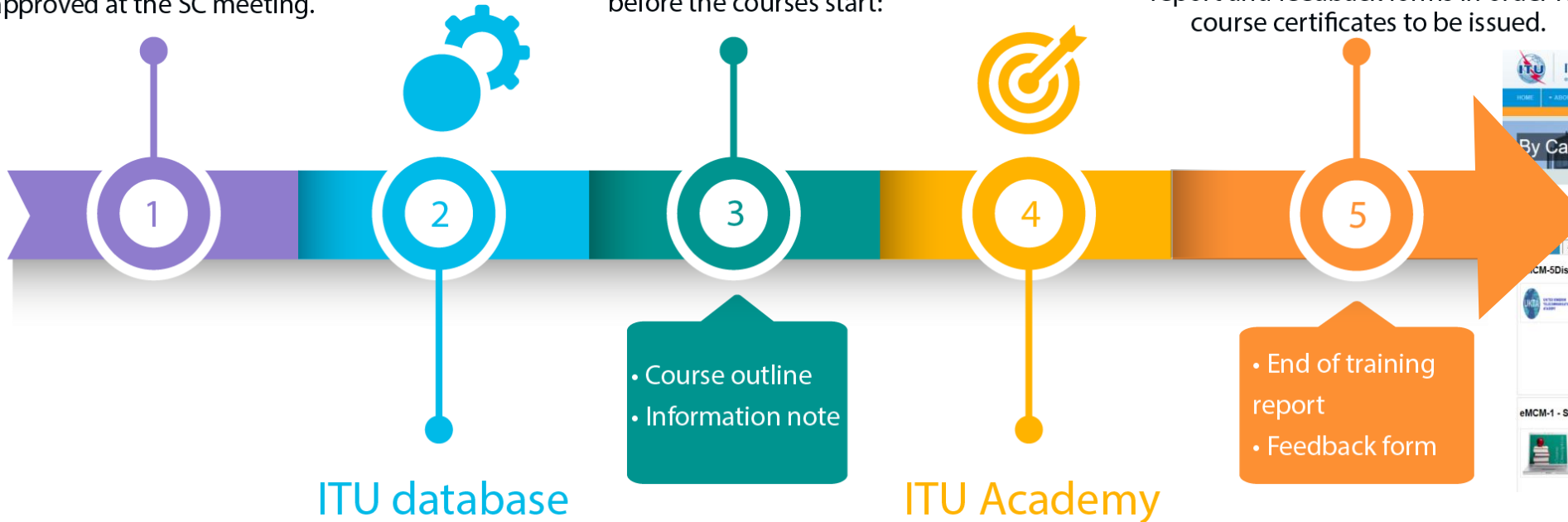
Before training

Each CoE is required to submit a number of documents based on ITU templates at least 2 months before the courses start:



After training

After a training course has finished each CoE is required to submit to ITU as soon as possible an end of training report and feedback forms in order for course certificates to be issued.



ITU database

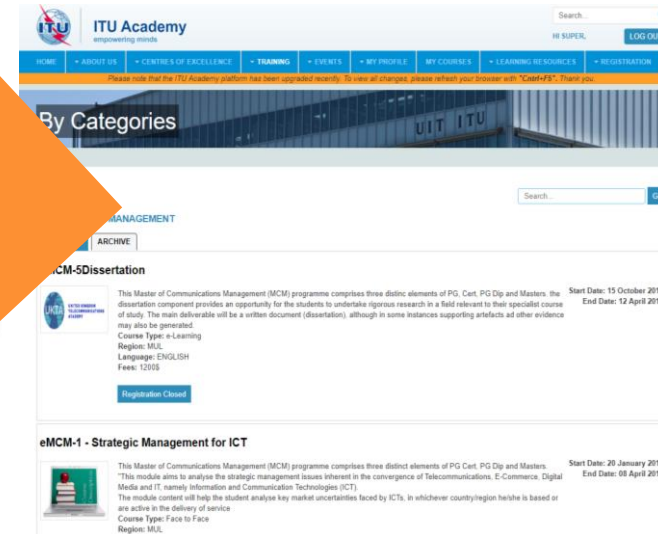
An ITU regional focal point enters in an ITU database all the courses approved at the SC meeting.

- Course outline
- Information note

ITU Academy

ITU receives all course related documentation, verifies it and uploads it on the ITU Academy catalogue page.

- End of training report
- Feedback form



Roles and responsibilities - CoEs



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- All CoE focal points should have an ITU Academy account.
- CoE focal points and tutors should be familiar with the features and functions of the platform for the following reasons:
 - Monitor users enrolled.
 - Communicate with enrolled participants, if necessary. Answer to interested participants with any questions regarding registration and payments.
 - Ensure that tutors are also enrolled and are managing their course (e.g. course material is uploaded, grades are posted, forums are regulated, etc.).
 - Inform ITU immediately if a technical issue has occurred.
- CoEs must provide an end-of-training report as soon as possible in order for course payments to be verified and certificates to be issued.

Roles and responsibilities - ITU



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- Ensures that all courses are included in the ITU Academy catalogue.
- Provides the payment gateway for all online and face-to-face courses.
- All registrations for online and face-to-face courses should take place through the ITU Academy platform.
- Enrols all CoE focal points (for online and face-to-face) and tutors (for online courses).
- Prepares the financial reconciliation for each course upon receipt of end-of-training report.
- Assists tutors and participants by:
 - recovering passwords
 - recovering usernames
 - managing manual or bulk enrolment
 - assisting with invoices
 - providing tutors, when necessary, with technical assistance regarding Moodle features
 - transferring materials from one course to another
 - issuing certificates



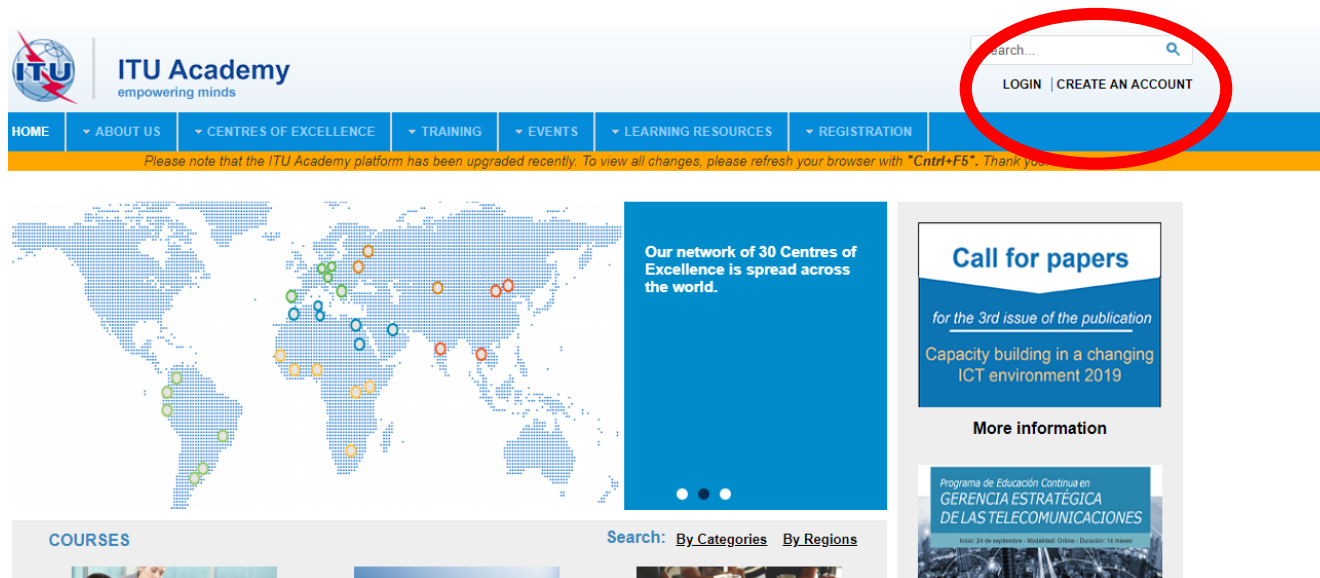
How to create an account?

How to create an account?



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- To access any of the courses from our training catalogue, CoEs and tutors must first create an account by following these steps:
 1. Go to the ITU Academy platform at <https://academy.itu.int/>
 2. For new users, click on “*Create an account*”.



How to create an account?



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3. By selecting “Create an account”, CoEs and tutors must select the following option:

1. Registration for new users

If you wish to register for a training in the ITU Academy, you must first create an account.

After you create an account, you will be able to browse the training catalogue, register for a course and access your courses in the learning platform.

[Proceed to register as a new user](#)

4. By clicking on “*Proceed to register as a new user*”, users will find a form to fill in. Fill in the form and finish the process by clicking the “*Register*” button at the end.



Course catalogue

Course catalogue

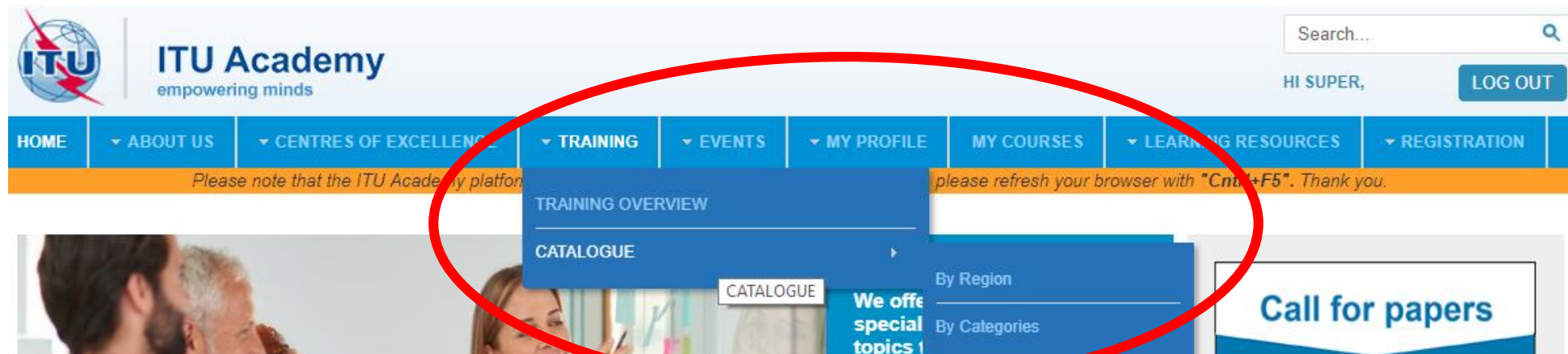


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- All ITU Academy courses are advertised in our training catalogue page

https://academy.itu.int/index.php?option=com_joomla&view=coursescatalogdomain&Itemid=478&lang=en

- How do we reach the catalogue?
 - On the top menu of the landing page, select “Training” then choose “Catalogue” and finally “By Region” or “By Categories”.
 - The list of trainings will appear organized according to your selection (either by region or by categories).





Course registration

Course registration



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- To register for courses, users must first login.
- Users can select the course to register for, from the course catalogue, and click on “*Book this course*”.

Business Analysis for ICT Implementation



Demonstrate the work of business analysis and identifies the tasks that are performed in addition to the essential knowledge and skills needed to effectively perform business analysis on programs and projects.

Start Date: 23 May 20'
End Date: 25 May 20'

Develop and deepen the underlying professional and managerial knowledge and competencies in relation to business analysis with more emphasize on ICT industry.

Get familiar with the PMI-PBA® certification process, application requirement, exam techniques and recertification process in order to be prepared to sit for the exam.

[Invitation letter](#)

[Training outline](#)

[Information note](#)

[Hotel reservation form](#)

Course Type: Face to Face

Region: Arab States Network

Language: ENGLISH

Fees: 300\$

[Book This Course](#)



Course registration



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- For courses that require an application, the button to click is “*Register Me*”.
- Upon approval of the application by the course organizers, the applicants will receive a payment link via email with instructions on how to pay.

eMCM-1 - Strategic Management for ICT



This Master of Communications Management (MCM) programme comprises three distinct elements of PG Cert, PG Dip and Masters. "This module aims to analyse the strategic management issues inherent in the convergence of Telecommunications, E-Commerce, Digital Media and IT, namely Information and Communication Technologies (ICT).

The module content will help the student analyse key market uncertainties faced by ICTs, in whichever country/region he/she is based or are active in the delivery of service

Course Type: Online instructor led

Region: MUL

Language: ENGLISH

Fees: 750\$

Start Date: 19 January 2019

End Date: 08 April 2019

[Register Me](#)



Note : This is a decision based enrollment course. You should first request registration and an ITU Administrator will contact you regarding your enrollment. Registrations start on **17 December 2018** and ends on **17 January 2019** .If you wish to request registration, click on "Register Me" and accept.



Course payment

Course payment



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Online payment

- Payment is carried out by VISA/MASTERCARD/MAESTRO card.
- Receipt is sent via email and the participant is enrolled automatically into the course they paid for.
- For group payments, a user must register as an organizational focal point first and can then carry out an online payment.

Offline payment

- Users download an invoice in order to carry out a bank transfer.
- A bank transfer slip/copy **MUST** be sent to **Hcbmail via email** in order for ITU staff to enrol the user.
- Failing to send a copy of the bank transfer, may prevent users from being enrolled in the desired course.
- For group payments, a user must register as an organizational focal point first and can then download a group invoice.



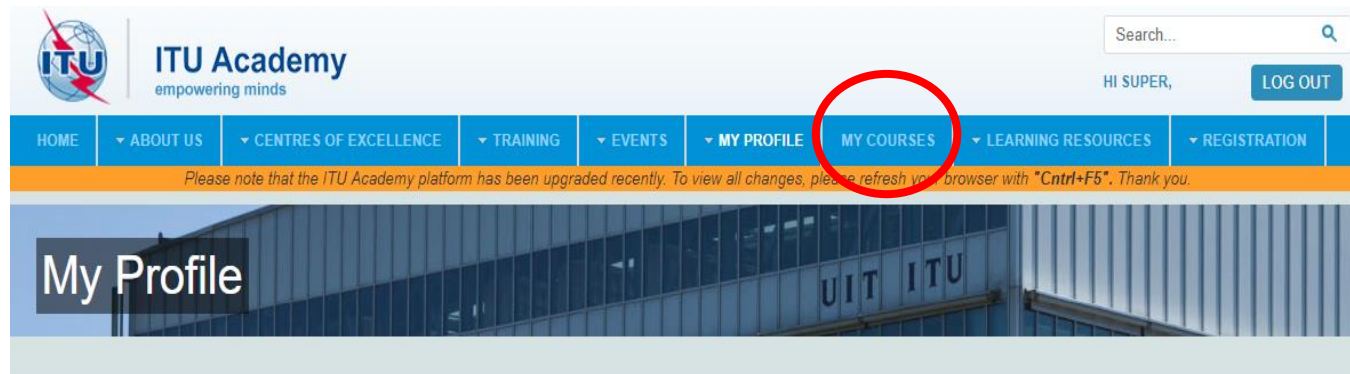
Course enrolment

Course enrolment



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- Once a user has successfully carried out a payment, they will be enrolled in their course of choice and can then access the course.
- To find the course that a user is enrolled in, the user should follow these steps:
 - Login to the ITU Academy platform
 - Once logged in, select “My Courses”



superadmin Profile Page

	Edit	Connections
Hits:		34
Online Status:		ONLINE
Member Since:		6 years ago
Last Online:		24 minutes ago

Course enrolment



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- After clicking “*My Courses*” the users will see a list of all the courses they have been enrolled in. The users can then select the course they would like to see.

The screenshot shows the ITU Academy dashboard. At the top, the header includes the ITU logo, the text "Academy", and a login status "You are logged in as SUPER ADMINISTRATOR (LOG OUT)". Below this is a navigation menu with options: ACADEMY, TRAINING, EVENTS, MY PROFILE, MY COURSES, LEARNING RESOURCES, REGISTRATION, HELP, ARCHIVE, and PARTNER LOGO. A secondary menu includes OFF-LINE INVOICES, DECISION BASED ENROLMENT, MEGA COURSE GROUP, UPLOAD SIGNATURES, and EDIT PROFILE. The main content area is titled "HOME / DASHBOARD" and features a "Customise this page" button. A "COURSE OVERVIEW" section lists two courses: "Recommendation ITU-T A.1: Working Methods of ITU-T Study Groups" and "Master Regulation et Politique des TIC's (eMRP-TIC)". Two red arrows point to these course titles. At the bottom, there are two notification icons: a document icon for "You have assignments that need attention" and a speech bubble icon for "You have upcoming chat sessions".



Course management for tutors

in online courses

Course management for tutors in online courses



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- CoEs must clearly state in the course outlines the tutors for each course.
- A platform administrator will, in advance of the course, grant tutors system rights to:
 - Create course activities and add resources (training materials)
 - Administer training and manage forums and chats
 - Create quizzes and test and assess participants
 - Evaluate participants' performances
 - Provide the feedback form to participants via Moodle
 - Set-up and record video conference sessions
 - Complete the end-of-training report and submit it to the CoE/ITU coordinator
 - Provide support to the participants
- For Moodle tutorials and useful resources please visit:
https://docs.moodle.org/36/en/Main_page
- All tutors in online courses are expected to have at least basic knowledge of Moodle.



New ITU Academy website and training platform

New ITU Academy website and training platform



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- The new ITU Academy platform will use Drupal 8 as a content management system (CMS)
 - New website will be responsive (accessible via phones and tablets)
 - Better design
 - Easier navigation
- The new ITU Academy platform will use Moodle version 3.5
 - Better design
 - Easier navigation
 - Automated certification
 - Greater plugin support
 - 100% responsive layout including multi browsers compatibility.

Thank you!



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For questions and further information on the ITU Academy platform contact hcbmail@itu.int

Download the ITU Academy user manuals at <http://academy.itu.int>