



UNITED NATIONS CONFERENCE ON  
**TRADE AND DEVELOPMENT**  
PROSPERITY FOR ALL







# **DISTANCE LEARNING PLATFORM**

**USER GUIDE**

**SEPTEMBER 2019**



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## 1. The platform

To access the TrainForTrade distance learning platform, open your Internet browser (Mozilla Firefox, Google Chrome, Apple Safari, Microsoft Edge/Internet Explorer, or other) and at the address bar type: <https://learn.unctad.org>

### 1.1 Language selection

The drop-down menu located on the top right corner of the main page will allow you to choose your working language. Please note that this change will be reflected only in the navigation menus of the site. The contents of the pages will remain in its original language.



### 1.2 Logging onto the platform

To log in, click on the “Login” link located on the top right corner of the page.



At the login page, enter your **Username** and **password**, which you will receive from the UNCTAD team at the beginning of the courses (*unless you already have this information from a previous course*). Click the “**Log in**” button.

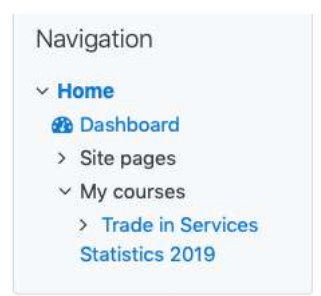


### 1.3 Problems accessing the platform (Forgotten Username or Password)

If you do not remember your password, you can click on the [Forgotten your username or password](#) link to get a reminder through your previously registered email address (see the picture below). If you no longer have access to your previous email address, you will have to contact the TrainForTrade team for assistance.

## 2. The course page

Under **My Courses** menu located on the left you can find the list of the courses for which you have been registered (see the picture to the right). Select the appropriate course.

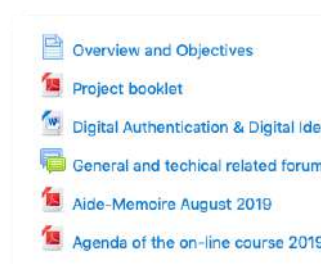


The menu located on the left of the page provides you with access to all the topics of the course (see the picture to the right).

These links will allow you to view your grades, the list of participants and instructors, and to access resources and activities contained in the course.



On the central section of the page, you will find links to the Forum, Chat, and documents related to the course.





## 2.1 Training calendar (Agenda of the online course)

The calendar describes all the activities that must be completed by the participants. It contains a detailed schedule with **important deadlines** for the completion of tests.



## 2.2 The Forum



The forum is a communication tool that allows users to pose questions or comments associated with the course content. Both participants and instructors may use the forum to exchange questions and answers.

The main forum page lists the comments grouped in "Discussions".

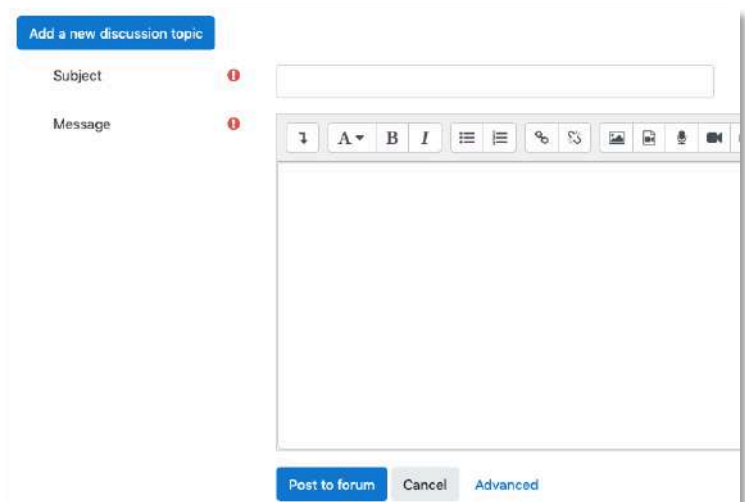
- To read a post, click on the title of the discussion (marked with **1** in the image below).
- To answer a post, click on a discussion title to open it, then click on the "Reply" link located at the bottom of the message you want to reply to.



To create a new "discussion" or "thread", click on the "Add a new discussion topic" button (marked with **2** in the picture above) located at the top of the forum's main page.

In the window that will appear (see picture to the right) enter the subject and for the discussion and your text. You can also format the text using the editing tools available at the top of the screen. Finally, click on the "Post to forum" button.

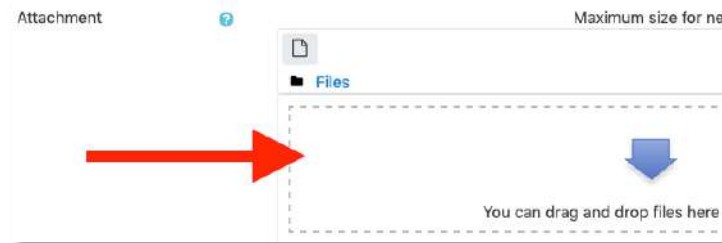
The message will immediately become available to participants through the forum's main page.





When you answer a post or create a new discussion, you may also add files and documents that you want to share with other participants.

To do this first click the **Advanced** link (next to the “Post to forum” button). Now drag and drop the file(s) to the area shown in the picture below and click “Post to forum”

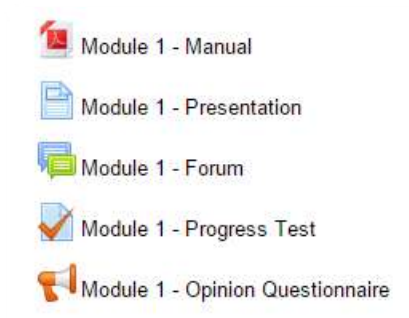


## 2.3 Chat

The chat function is another communication tool, but unlike the forum, it requires participants to be connected to the platform simultaneously, allowing them to hold "real-time" discussions.

## 3. Content of the course

Each course is composed of modules. Each module contains reading materials, multimedia presentations, a forum, a test, and an opinion questionnaire.



### 3.1 Manuals

Participants are required to read the manuals, which contains the main text of the course.

The manuals are provided in 2 formats.

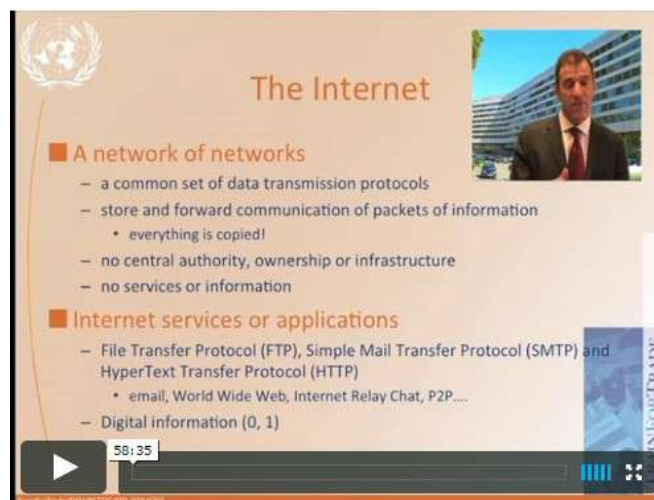
- PDF - (portable document format) which requires that a PDF reader software such as Adobe Reader or Apple Preview software be installed in the user's computer. Adobe Reader can be freely downloaded at <http://www.adobe.com/products/acrobat/readstep2.html>. Other PDF readers can also be found online.
- ePUB - is a document format that allows documents to be easily read on mobile devices such as smart phones and tablets. Appropriate readers for the ePUB format can be found on the app store of the respective mobile device.





## 3.2 Presentations

As a complement to the manual, the courses contain multimedia presentations on HTML5 based PowerPoint slides containing audio-visual clips from experts. To view the presentations, we recommend using the latest version of the following browsers: Chrome, Firefox or Safari.



## 3.3 Tests



The tests contain questions in three formats: true/false, multiple choice and numerical. After selecting a proper answer click “Next page” at the bottom. When answering the last question click “Finish attempt...”. The Summary of attempt page will be shown. Click “Submit all and finish” to complete the test. You will be asked to confirm your submission as no further changes to the answers will be allowed.

The system will calculate the score automatically. You can see it by clicking “Grades” from the course menu in the left.

## 3.4 Opinion questionnaires



The questionnaires allow participants to evaluate the elements and the contents of the course. This should be done by all participants immediately upon completion of each module and additionally at the end of the whole course. Future updates and improvements to the course will be based on this feedback.

## 4. How to change your password and complete your profile

If you want to change your password and complete your profile by uploading your photo and adding other information, click your name in the upper-right corner and then click “Profile” as shown in the picture to the right.

Click “Edit profile”, make necessary changes and click “Update profile”.

