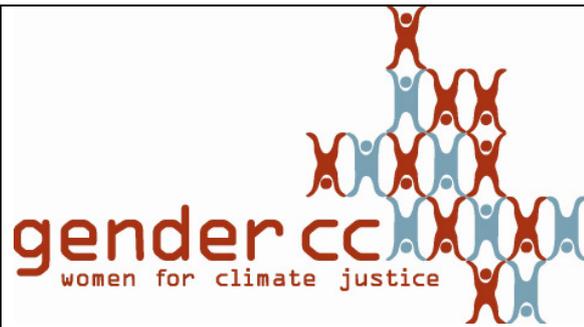


Global Learning Platform

Some Basic Information for Navigating the Global Learning Platform (GLP)



Log In:

On the right corner you find the log in. To create an account you merely have to provide an email address, chose a log in name and a password. You will receive an email confirming the registration. Now you can enrol in the modules of your choice.

Using the navigation block:

Under “**my profile**”, which you find on the left hand side, you can **edit your profile** by selecting “view profile” and then edit it by selecting “edit profile” on the right hand side. You can add your field of interest or the issues you are working on. Under “my profile” can also change the setting on forum notification, alter the visibility status of your email address, or change your user name and password. You can view and edit **all your forum posts**, start a **blog**, view and edit **all the files you have uploaded**, and you can see in which courses you have been enrolled. You can also send **messages** to other participants or even whole module members (select the relevant module under “message navigation”) or view messages send to you. Under “**site pages**” you can view and add to the calendar. Make sure you select “site” as the type of event to make it a public one (it appears in green, purple means it is only visible to you). Under “**site pages**” you can add “**news**” which will be visible to all others (interesting conference etc.).

→ Generally, the “site pages” covers the general information visible on the platform.

Hint: you can hide the navigation block’s sub-functions (click on the icon “minus”) or “move it to the dock” to completely reduce its visibility. You can do the same within modules.

Modules and Enrolment:

Currently, all modules are available to everyone, but all modules require the active participation of everyone. Each modules contains at the beginning a brief instruction on how the module works and what is expected of you. Please note that these modules are not e-learning exercises, but aimed those actively working on gender and climate change issues. It is a virtual learning room for exchange, debate and a collective space for knowledge and material. The more people participate and contribute the more interesting and valuable it becomes.

Participation in modules, discussions & forum use:

Within each module there is plenty of opportunity to participate in discussion in

→ the forum

→ chats

→ upload material

→ or by sending messages directly to other participants.

Currently, the modules focus on forum use, but closer to the COP19 online chats to directly engage over urgent issues or collectively write a paper via wiki will become active.

The Standard setting for a forum is email notification, i.e. everyone will receive an email about new forum posts. You can change this in your profile setting, if you feel like you receive too many emails, but initially it might be a useful alert. When posting you have 30 minutes to edit your post or even delete your post.

Uploading material:

Keeping in mind that large files require not only a lot of storage space but also a strong internet connection to download them, you could also provide a link. You can upload literature, case studies or trainings manuals relevant to gender aspects and climate change. Be aware of copy right issues.

Contacting Other Participants:

As the platform is a space for exchange between climate change and gender practitioners you are encouraged to provide some information in your profile and have your email address visible. When enrolled in a module you can select “participants” to view all other module members and contact them individually directly via the email address they have supplied. You can also send messages to individuals they will receive via the platform when they are logged in. You can do that either by selecting “messages” in the navigation block under “my profile” or within modules by selecting the block “participants” and then select the relevant individual.

Encountering problems & contacting GenderCC:

If you have problems you can send an email to secretariat@gendercc.net . We will attempt to solve technical problems as soon as possible. Please be aware that this can take a few days, depending on the nature of the problem. Also, the office is only part time staffed.