

Learning @ Internet Society Self-Paced Tutorial Learners' Guide

Thank you for being part of Learning @ Internet Society. With our improved online training platform, you will enjoy a first-class learning experience with enhanced features, accessibility, and interactivity. Here are some guidelines to ensure you have a successful experience while learning with us!

This guide provides important information about our self-paced tutorials. Please read it carefully.

Online self-paced tutorials:

- The **self-paced tutorials** of Learning @ Internet Society last four weeks and is available on demand.
- Tutorials are available in three languages: English, French, and Spanish.

When starting a self-paced tutorial:

- **Learn how the tutorial works and explore:** Read the Self-Paced Tutorial Learners' Guide. Begin to explore the tutorial and navigate your way around the online learning portal.
- **Update your profile:** Please complete your personal details and add a photo to your profile.

How to contact your course team:

If you have questions about the online learning portal, please send an email to learning@internetsociety.org.

Portal registration and user accounts:

- To access the Learning @ Internet Society portal, go to <https://learning.internetsociety.org/login/> and create an account.

- Internet Society data protection policies prevent members of our team from creating profiles for others.
- To you create your new account, click on the “*Registration*” button on the top right of the screen. Please fill in all the details marked as mandatory, including the language you prefer to take the course in.
- Once you sign up, you will receive a welcome email with an activation link that will send you back to the portal confirming your account creation. When you click on “*Confirm*,” you will be directed to the dashboard.
- Register for the time zone of your location; this is the time zone the platform will use when sending notifications. However, all activities in the portal will be displayed in UTC.

How to access, register for, and navigate a self-paced tutorial in the portal:

- Access the portal at <https://learning.internetsociety.org>.
- To register in a self-paced tutorial, please click on “*Home*”, then the tutorial in which you would like to register for. Next, you will see the registration page of the tutorial, which includes the tutorial description and objectives. Upon confirming, you will be automatically registered in the tutorial.
- Once you are in the tutorial, you will see the following items:
 - **Tutorial modules:** Here you can access and review the tutorial content.
 - **Tutorial survey:** Here you will be able to provide your feedback related to the tutorial and your learning experience.
- To select your accessibility settings, please click on the “*Accessibility Settings*” button on the toolbar on the left-hand side of your screen. You will then see the options for default font or the font for people with dyslexia.
- You can also choose to download PDF versions of the tutorial slides and script or use the low-bandwidth/accessible version of the tutorial.
- On your dashboard, you will see the courses and tutorials in which you are registered in and the progress you have made.
- If you need to download the tutorial content in PDF format, you will be able to do it in the tutorial page.

Survey:

- Your course moderator will encourage you to complete the course survey by the end of the course.
- If you do not complete the course survey, you will not be able to finish your course. Your feedback is important for us to continue improving.

We invite you to view the [Learning @ Internet Society 2021 Course Catalog](#). Our course catalog includes all our available courses and self-paced tutorials, course and tutorial descriptions and objectives, course and tutorial calendars, program overviews and highlights, details about who can take our courses and tutorials, and other useful information.

Please do not hesitate to contact us if you have any questions.

We hope that you will find your learning journey with us both useful and enjoyable!