Information Management Resource Kit

GETTING STARTED TUTORIAL

NOTE

Please note that this PDF version does not have the interactive features offered through the IMARK courseware.

We recommend that you take the tutorial using the interactive courseware environment, and use the PDF version for printing the tutorial and to use as a reference after you have completed the course.

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Summary

Introduction....2

Starting the Module....3

Personal Learning Path (PLP)....4

Course Menu....6

General screen layout....7

Course Navigation Bar....8

Left-hand menu....9

Lesson structure....11

Icons....14

Introduction

Why should you read this tutorial?

Thanks for taking the Getting Started tutorial.

The Getting Started tutorial will show you how to start using the module and how to make the most of your learning experience, by describing the many features available.

What this tutorial is about?

The tutorial will show you how to customize the course to meet your specific learning needs and allow you to keep track of which lessons you have completed, and where you are in the module.

The tutorial describes a typical lesson so that you become familiar with how the lessons are structured, and what is required of you. All menu items, icons and navigation tools are identified and their features explained.

The navigation guides at the lower-right of each screen will help you navigate through the tutorial.

Happy learning!

Starting the Module

Learning more About this Module

Before starting the course, we would advise you to visit the About this Module section to learn about the Information Management Resource Kit (IMARK) and the lessons and resources provided in this Module.

Start Learning

Click on Start Learning from the Start Course section in order to start the course.

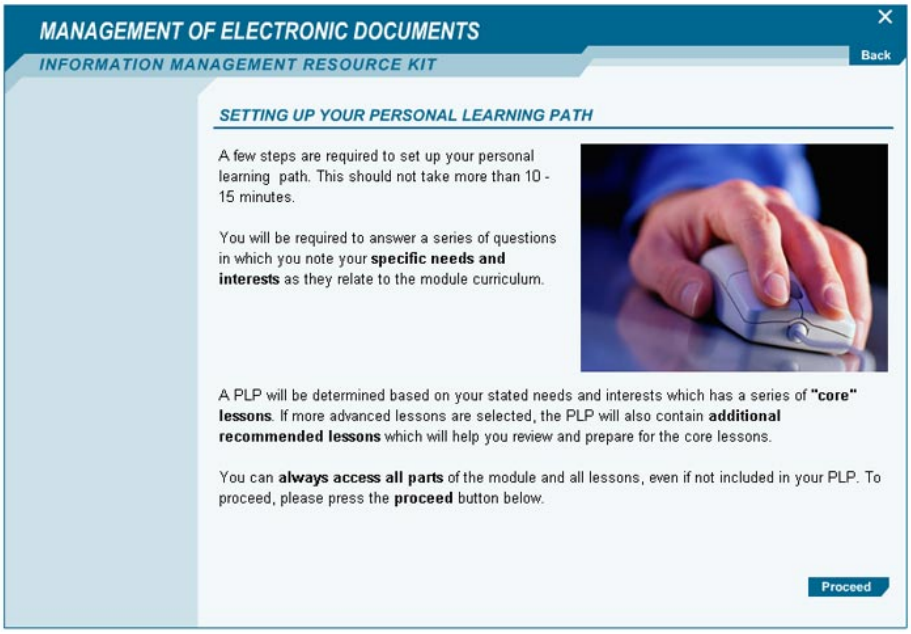
Personal Learning Path (PLP)

What is a Personal Learning Path?

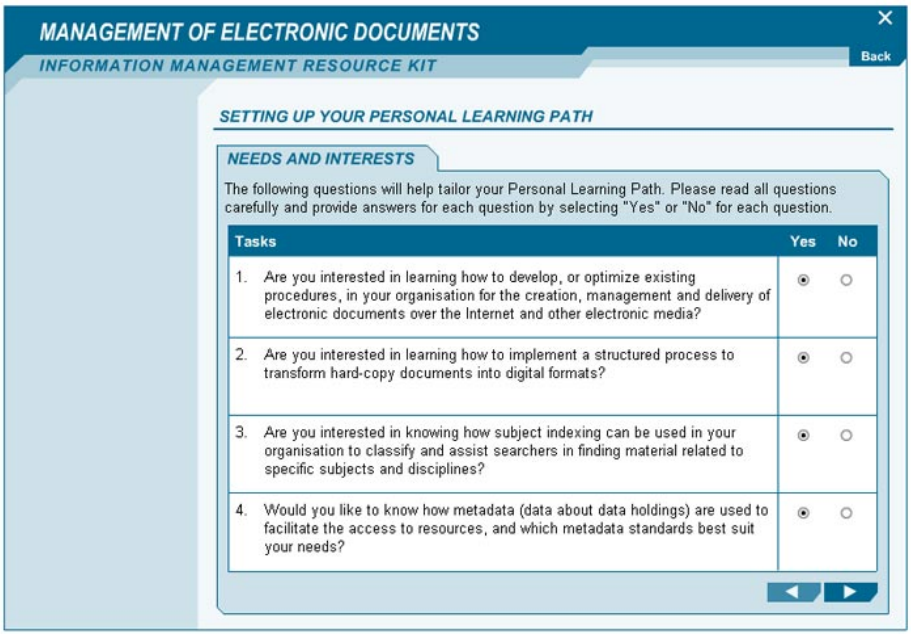
Lessons in the module can be combined to form a curriculum tailored to your specific interests or need training. You can do it by developing your own Personal Learning Path (PLP).

Setting up your PLP

You can set up your PLP before starting the course, or develop it at any time by selecting Personal Learning Path from the left-hand menu.

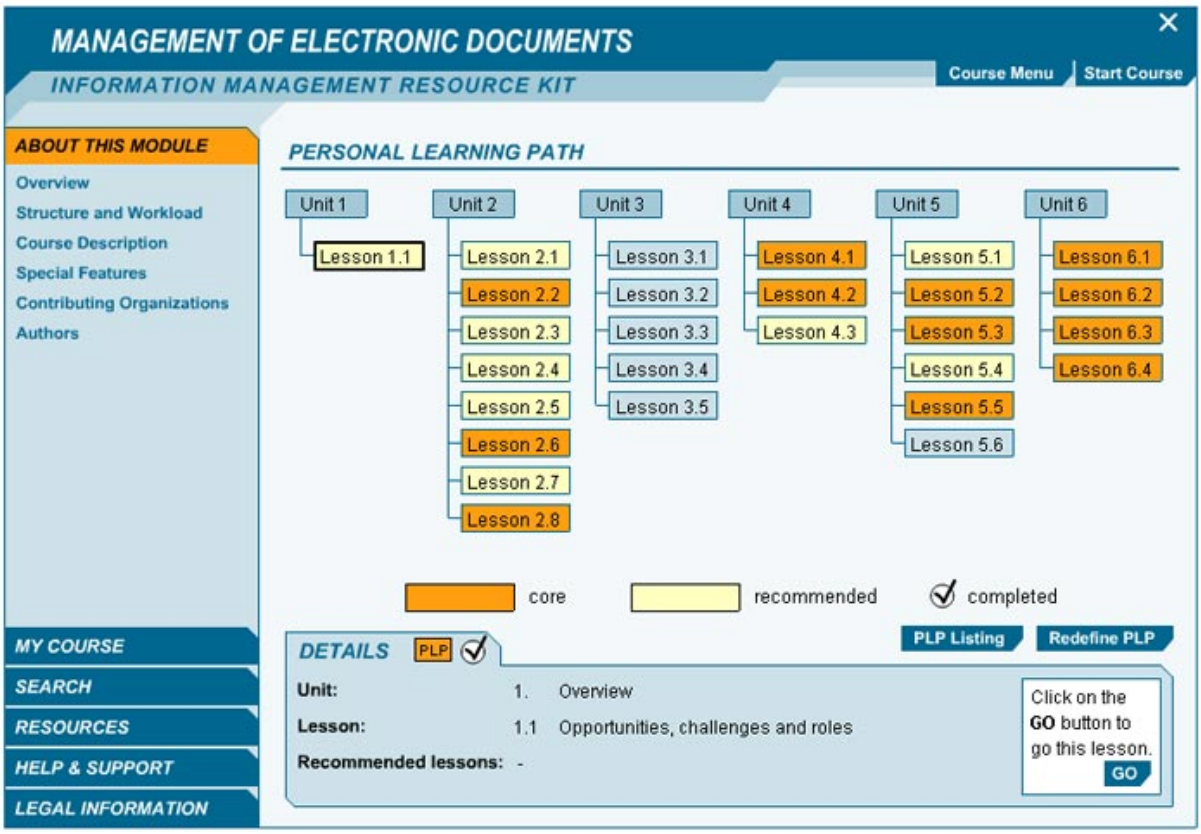


To set up your personal learning path (PLP), you are required to answer a few questions about your learning interests and skills.



Your PLP will contain a series of core and recommended lessons.

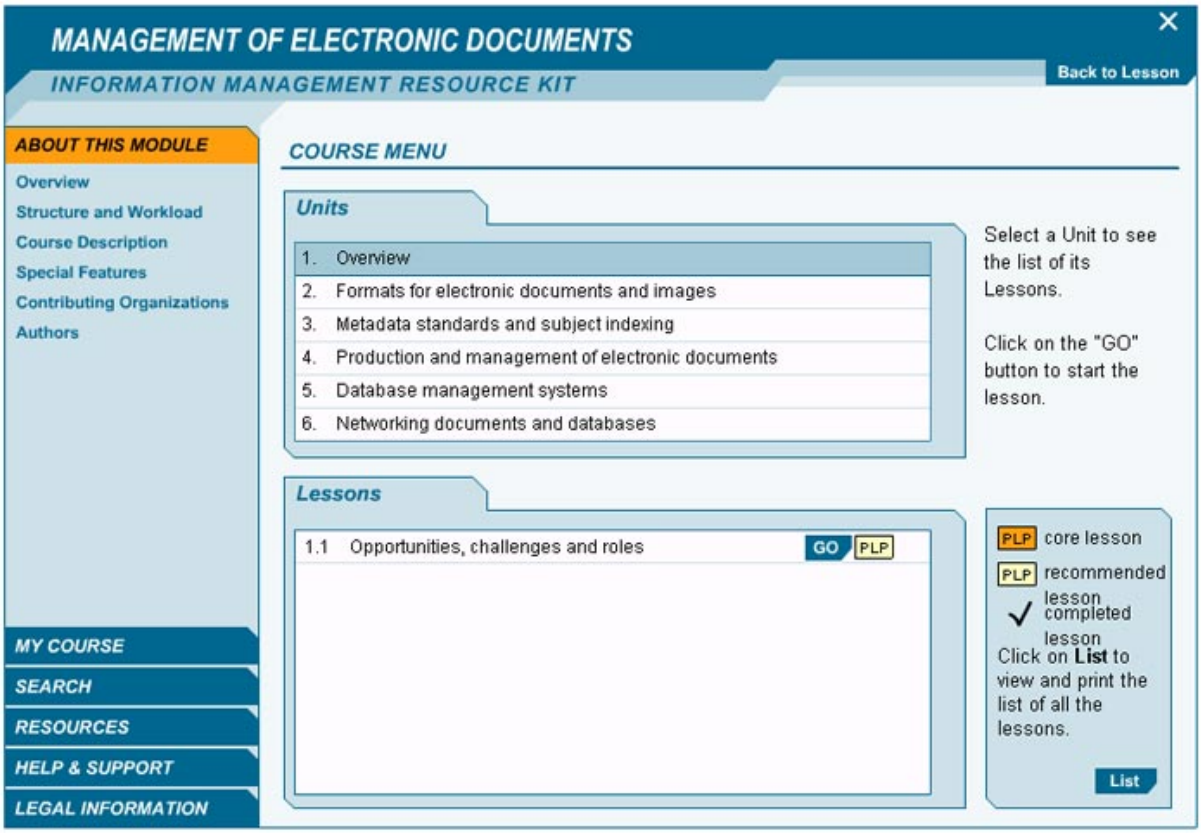
You can select a lesson and click on the GO button to directly start a lesson. You can select the Start course button to go to the Course Menu.



Course Menu

What is the course menu for?

The Course Menu provides a listing of the units and lessons in the module.



You can see which lessons are included in your personal learning path (PLP), and which lessons you have completed.

To take a lesson:

- select a unit; then
- click on the GO button on the right of the lesson you wish to take.

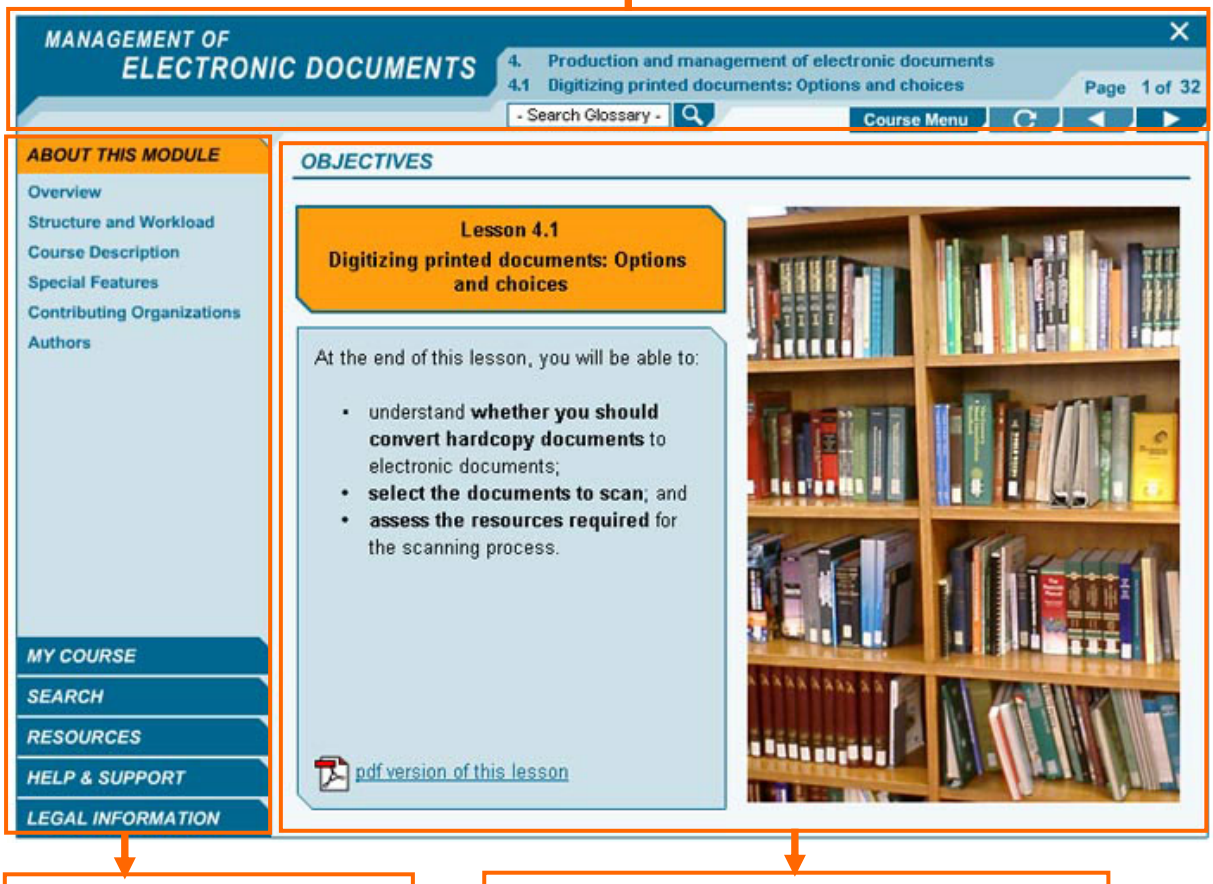
General screen layout

Screen Areas

The screen layout consists of three main areas as follows:

Course Navigation Bar

This area contains the tabs required to move through a lesson, and to access the Course Menu and Glossary. This area also indicates where you are in the course.



Left-hand menu

It provides access to useful information about the module, where to get support, and how access to the resources available on this CD and on the Internet.

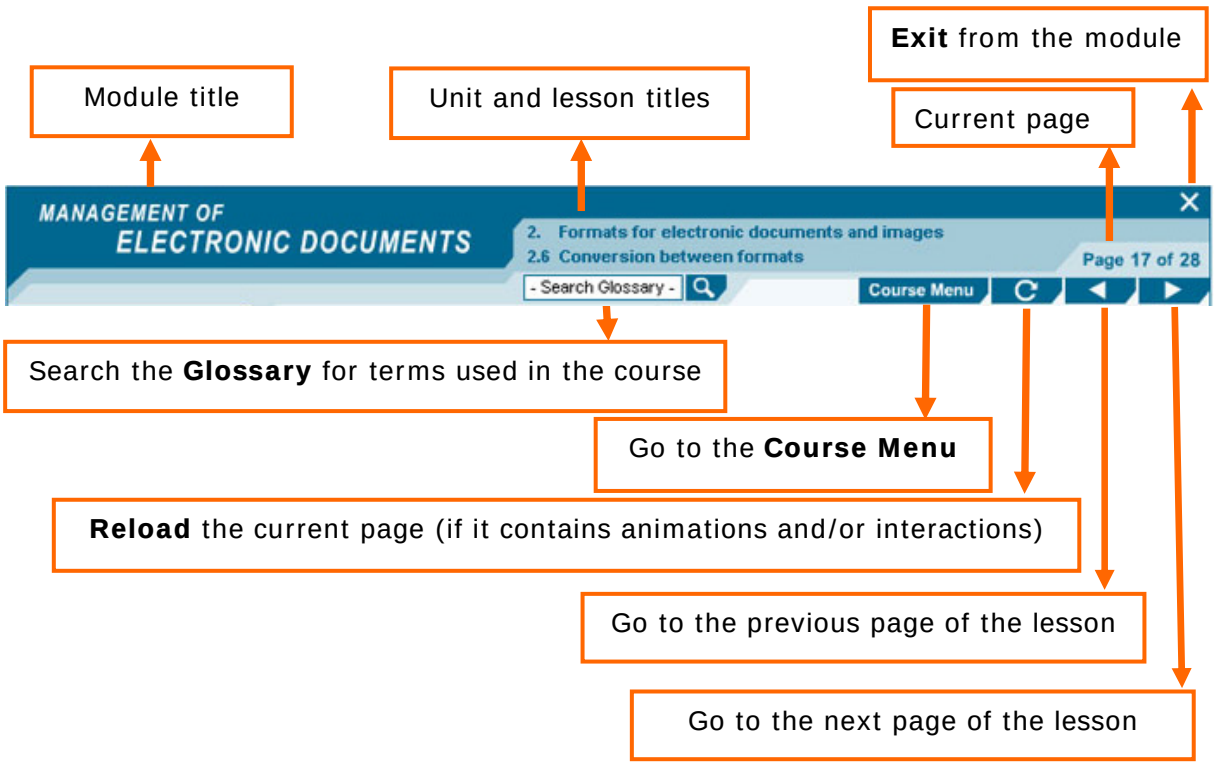
Lesson screen

This screen contains the lesson content and exercises.

Course Navigation Bar

What is the Course Navigation bar for?

Location: where I am?

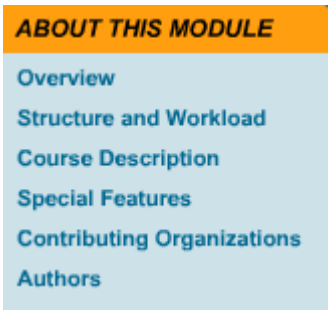
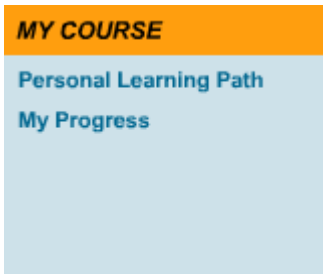
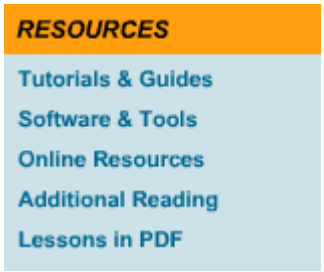


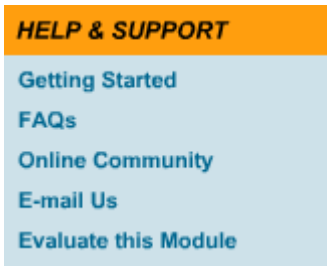
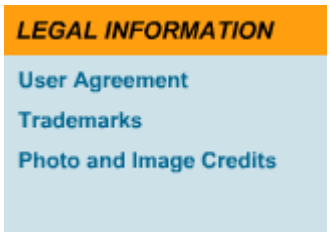
Navigation: where can I go?

Left-hand menu

What does the left-hand menu contain?

Following functions are available by clicking on the left-hand menu options.

Option	Sub Menus	Description
About this Module		This sections provides an overview and general information about the module, including a description of the course contents.
My Course		This section contains information about your Personal Learning Path, your progress and status as a learner. You can view and redefine your Personal Learning Path at any time. From the My Progress section, you can view your progress in the module.
Search		Search tools for searching within the course and glossary.
Resources		This section provides rapid access to a wide range of resources including tutorials, software, online and offline resources, tools for accessing online information, and Resource Kit specific resources.

Option	Sub Menus	Description
Help and support		This section provides a list of FAQs for this module. This tutorial is also available as a quick reference. You can also contact us by e-mail for help or you can help us by evaluating this module
Legal Information		This section contains the User Agreement which states the legal terms and conditions for use this module. A statement concerning the use of trademarks and the credits for the images used in this module are also included.

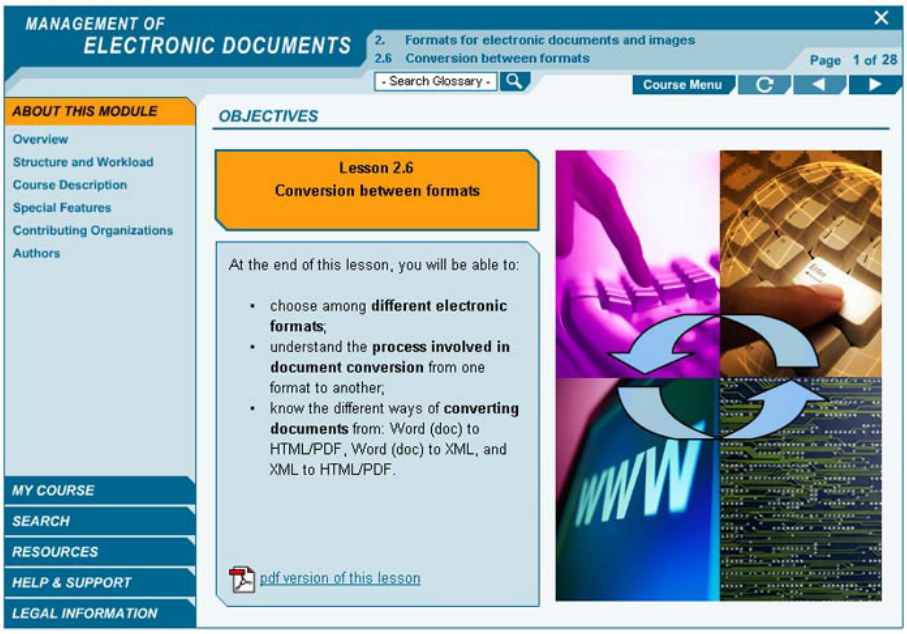
Lesson structure

What does a lesson contain?

Following is a short description of a typical lesson.

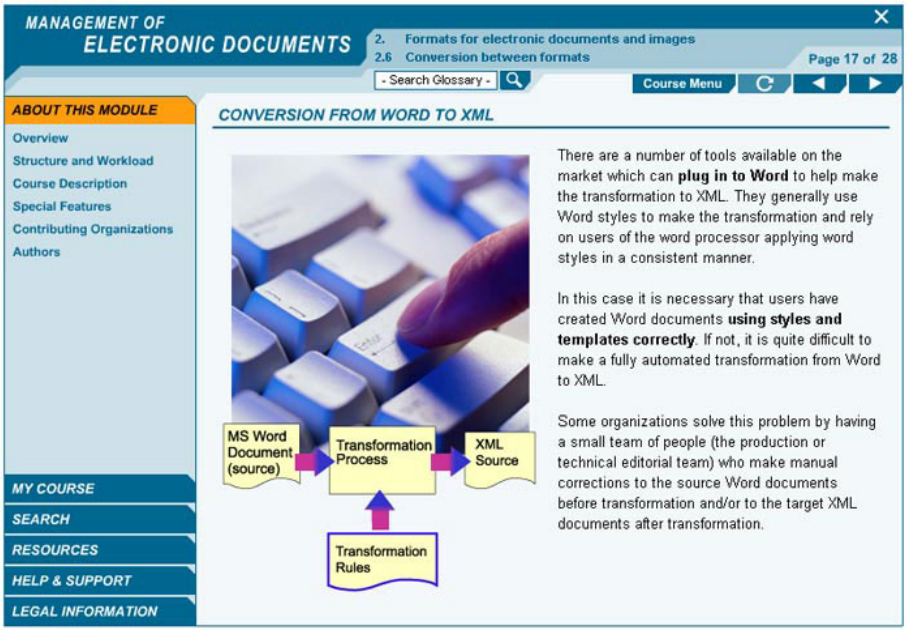
Learning objectives screen

The first screen contains the learning objectives for the lesson:



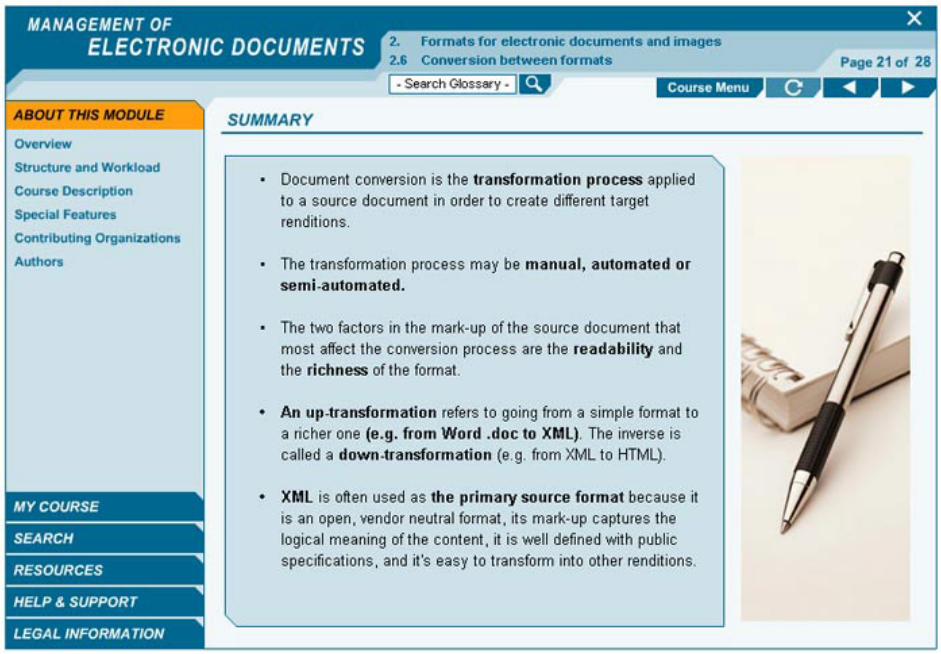
Lesson core

The core of the lesson is a set of screens composed of text, illustrations, interactive exercises, and links to resources:



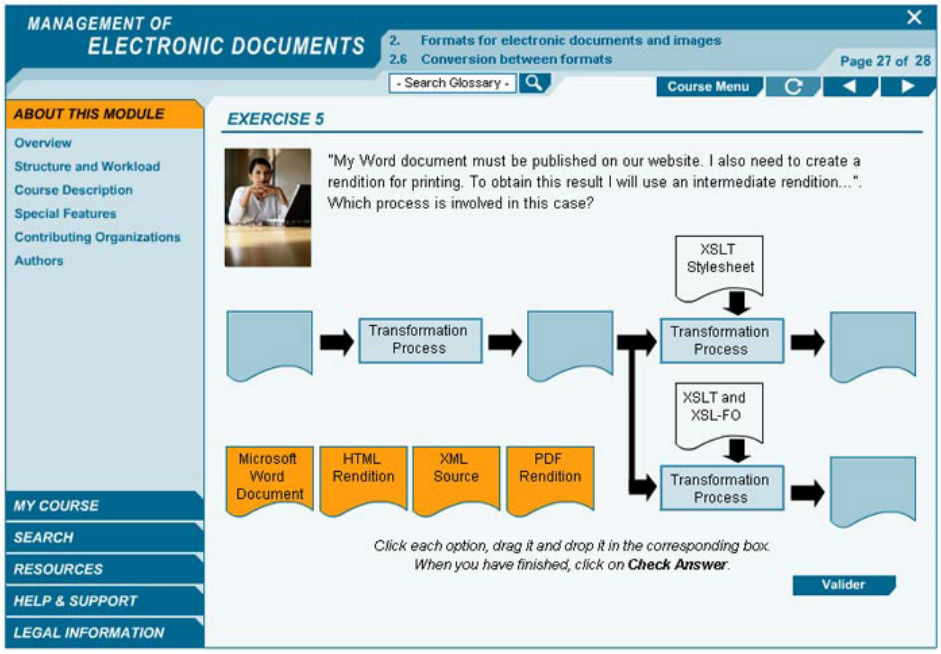
Summary

At the end of the lesson you will find a summary of the key-concepts, and …



Exercises

…a series of self-evaluation exercises.

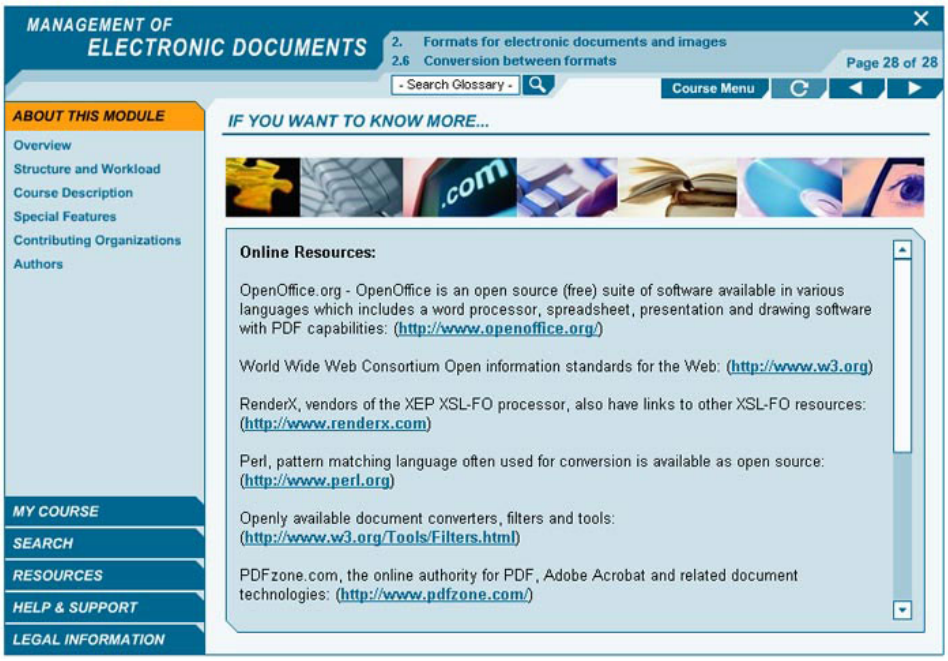


Recommended Resources

Finally, each lesson can have a set of recommended resources.

Online Resources

...as well as a list of online resources and additional reading.



Icons

What are the icon functions?

Name	Symbol	Function
Information icon		Open a **popup window** on the screen containing additional information on the current subject. You can drag the popup on the screen and close it by clicking on the close option ( ).
Document Icon		Open a **PDF** or a **Microsoft Word document** in a separate window. This can be printed. You can close or minimize the window and return to the current screen of the lesson.
Web Icon		Visit an **external Website**. The icon opens an Internet browser directed to a specific website. You can close or minimize the window and return to the current screen of the lesson. Links can also be shown as follows: www.fao.org

Thanks for taking this tutorial

You can view the interactive version of this tutorial on the IMARK courseware.

You can view the whole tutorial, or specific parts of the tutorial anytime by selecting “Getting Started” under Help & Support in the Left-hand menu. If you would like to take the tutorial again right away just click on “view tutorial”. If not just click “exit”.