



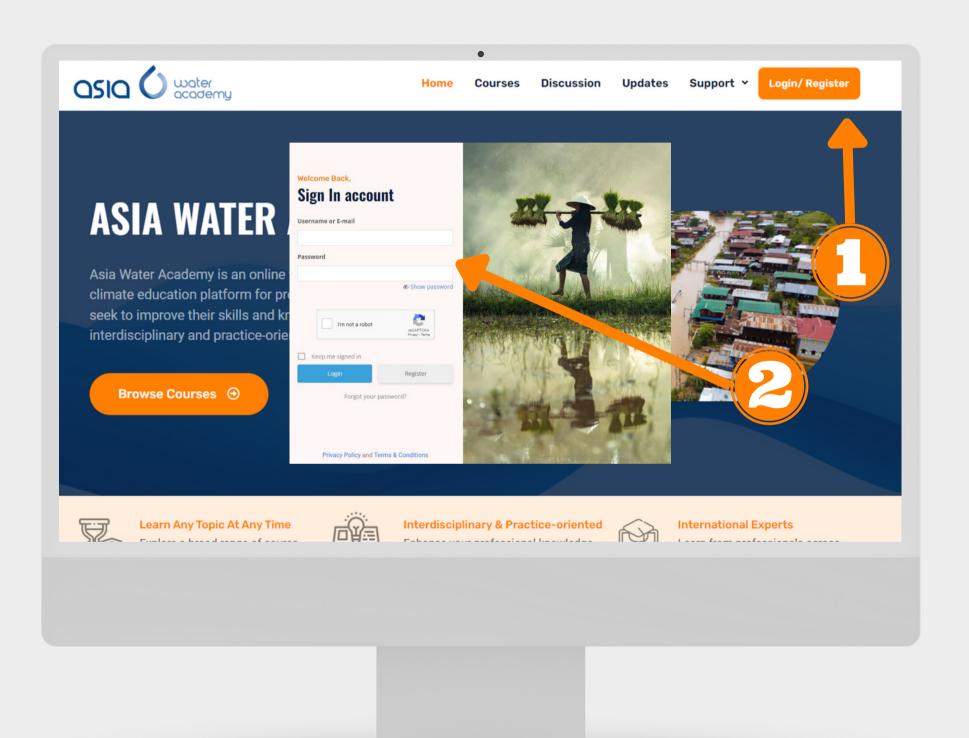
User Manual

Asia Water Academy

WEBSITE

www.asiawateracademy.com

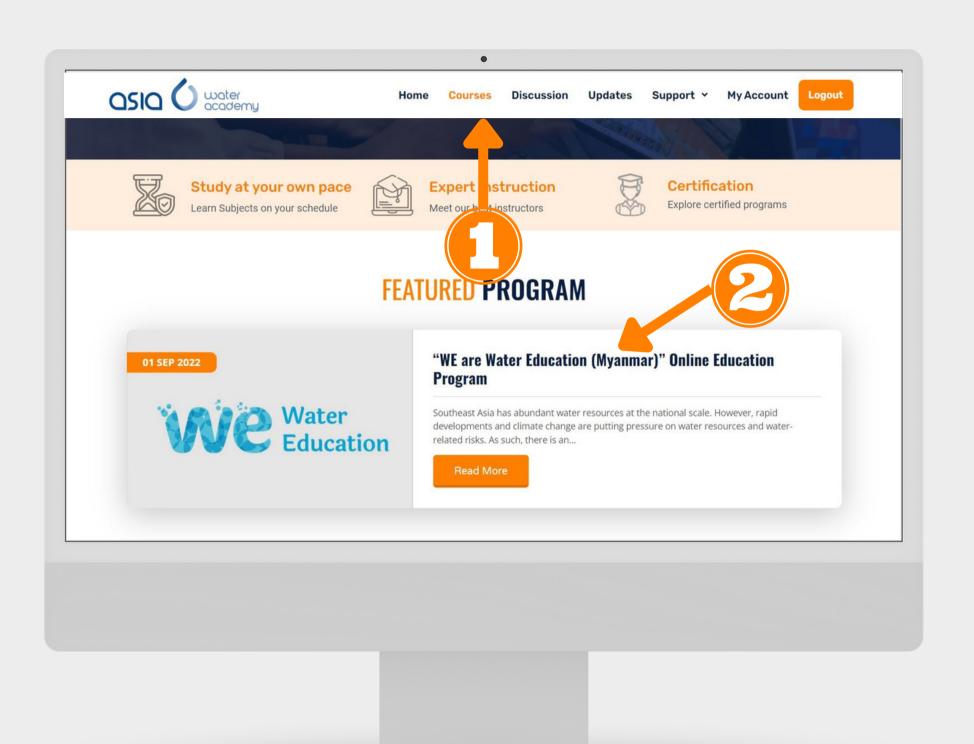




How to login to the website

- Go to www.asiawateracademy.com
- Click "Log In"
- A login box will pop up and you need to fill in your email address and password you used when you registered to the platform.

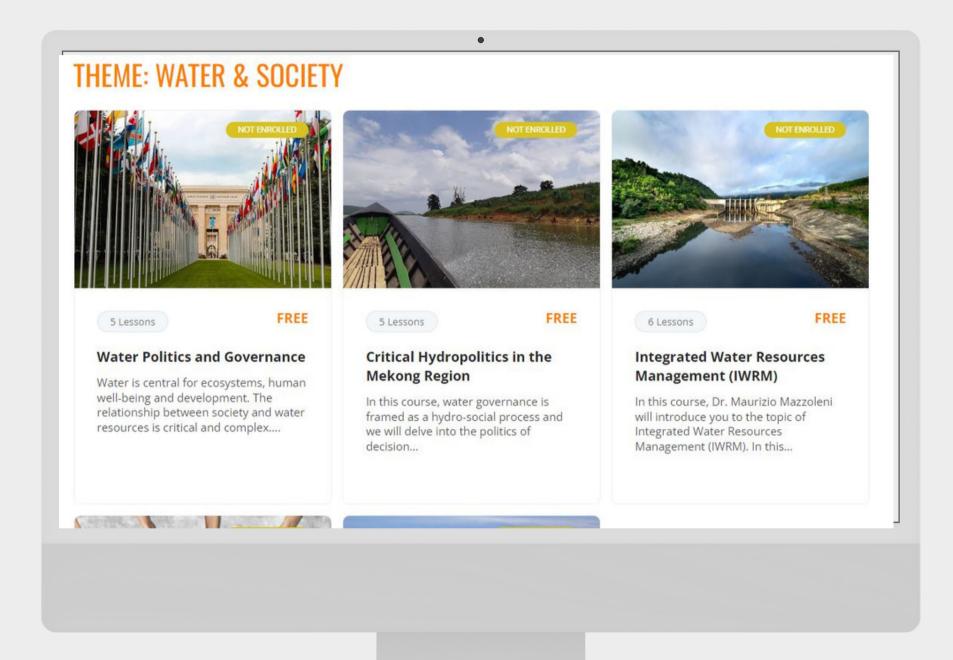




How to get to the program

- Click "Courses" from the menu
- Click "We are Water Education (Myanmar)" Online Training Program

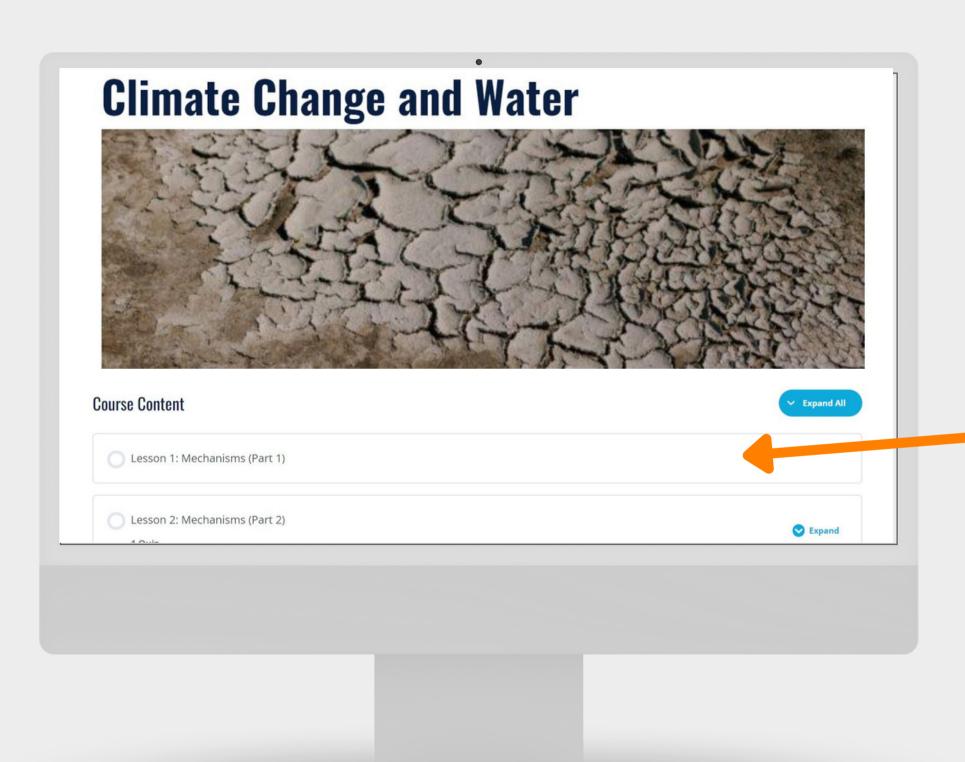




How to start learning

- On the program page, you can read more information about the program.
- Scroll down near the bottom of the page and you will see the courses under each theme.
- Click any course you prefer to start learning

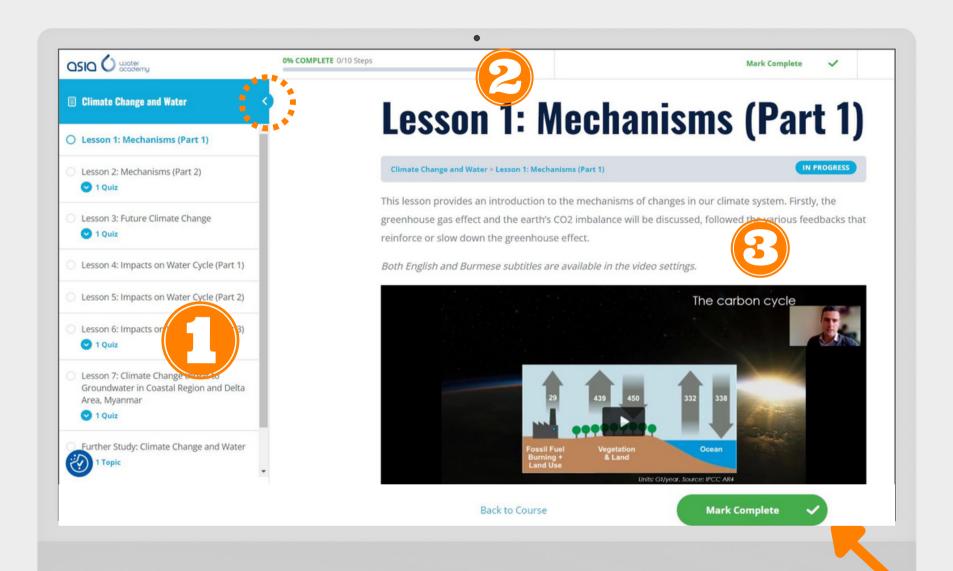




Learning a course

- On the course page, you can see the course title, description and course content.
- Click the first lesson to start learning





Learning interface

In the learning interface, you can see:

- 1. Course sidebar where you can check the completed lessons and upcoming lessons in detail. (You can hide the sidebar by clicking the arrow at the top shown in the dotted circle)
- 2. Course progress bar
- 3. Lesson

NOTE: Don't forget to click "Mark Complete" after learning every lesson.



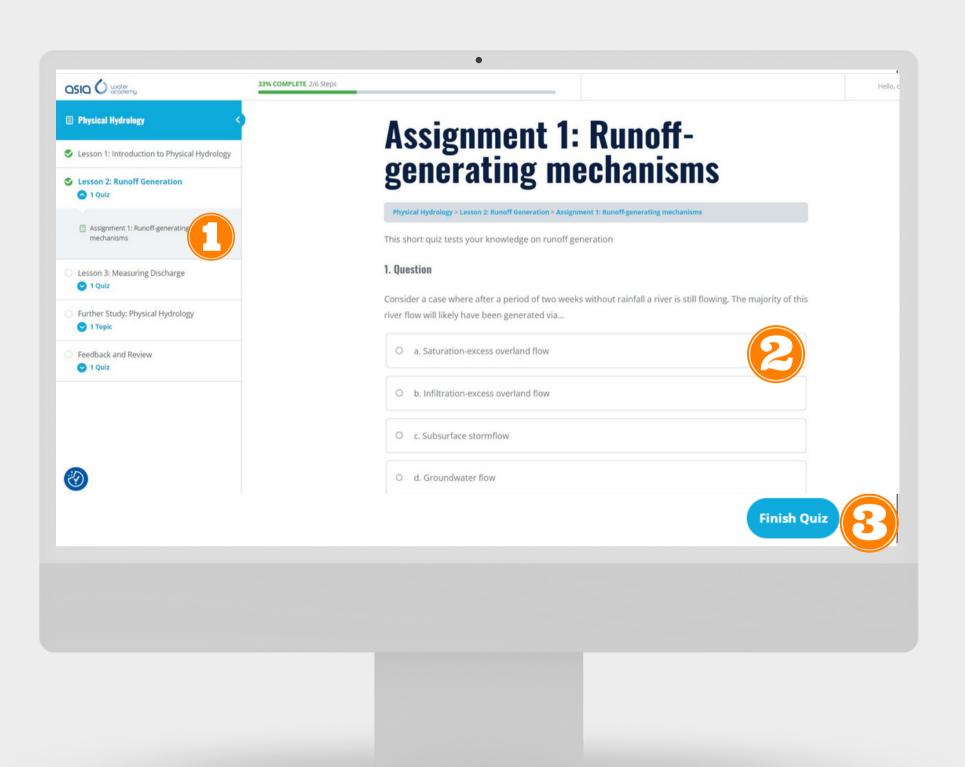


Video Settings

In the video setting, you can change the

- Subtitle/ caption
- Video quality
- Video speed
- Picture-in-picture view
- Enlarge the video

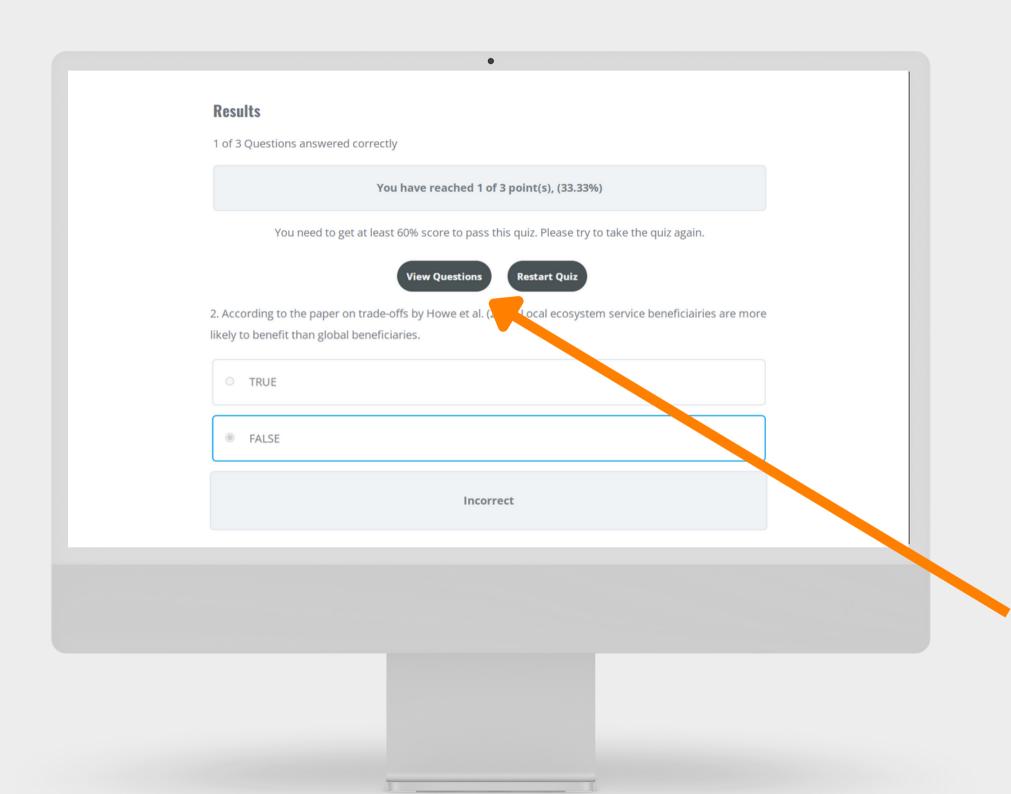




Taking Quiz

- 1. After each lesson, click the quiz below the lecture video or from the sidebar.
- 2. Take the quizzes (multiple choice, sorting choices, open essays, etc.)
- 3. Click the "Finish Quiz" button

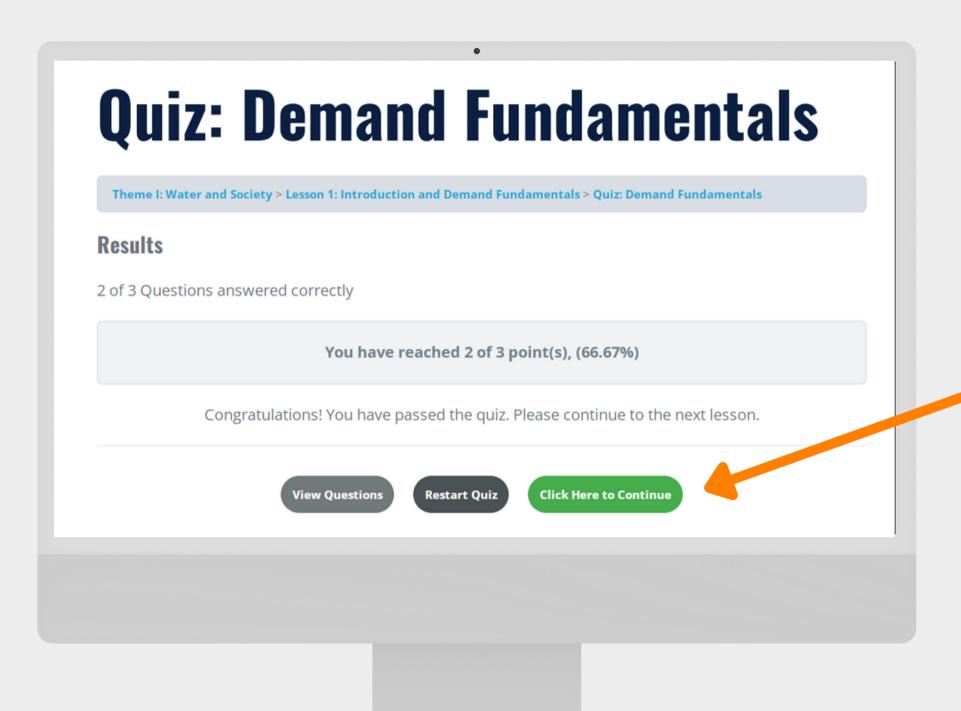




Quiz Results_Fail

- After answering the quiz, the result will be displayed in points and percentages (%).
- If your score is lower than 60%, you will not be able to continue to the next lesson and will need to retake the quiz.
- Click "View Questions" button if you want to see which questions you are correct/ incorrect.

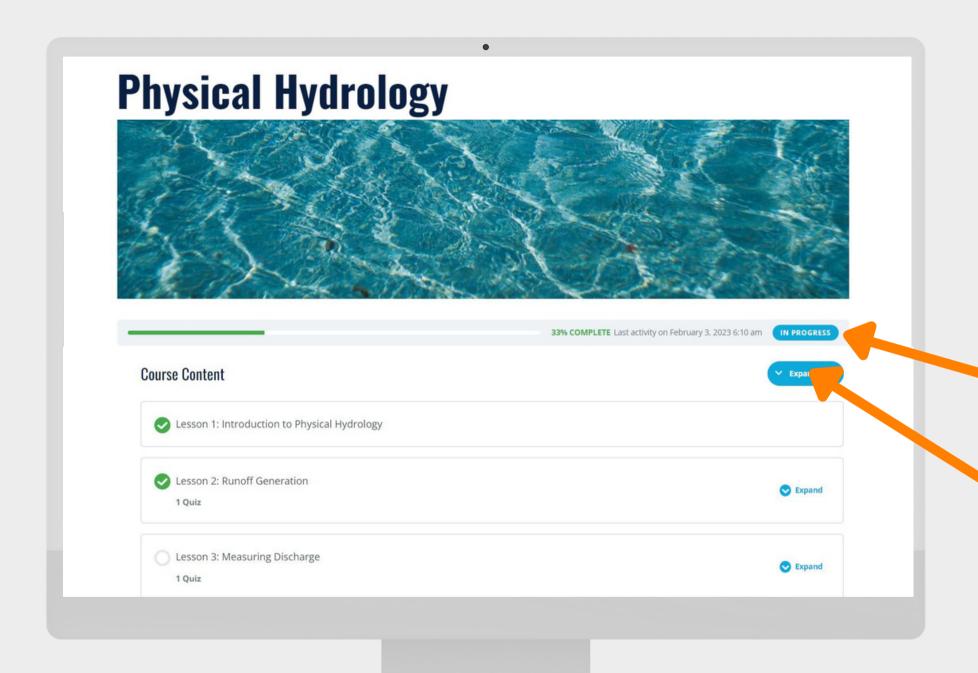




Quiz Results_Pass

If your score is higher than or equal to 60%, you will see the "Click here to continue" button and can proceed to the next lesson.

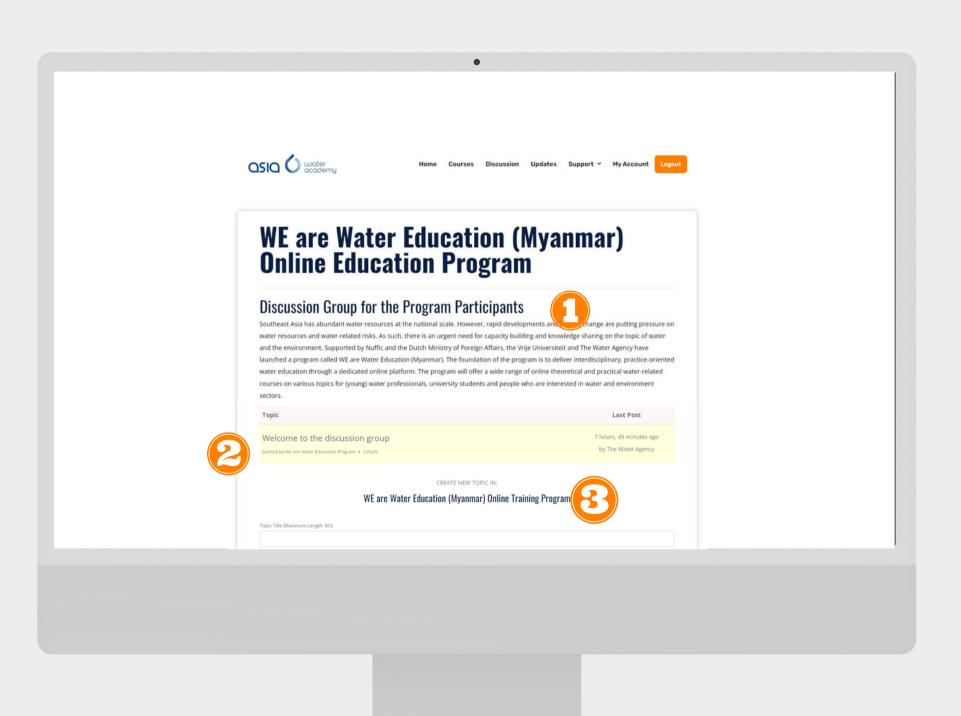




How to check the course progress

- On the course page, you will see a bar showing your course progress.
- To check which lessons are completed, you can click "expand all" and you will see there is green marks beside the lessons which you completed.

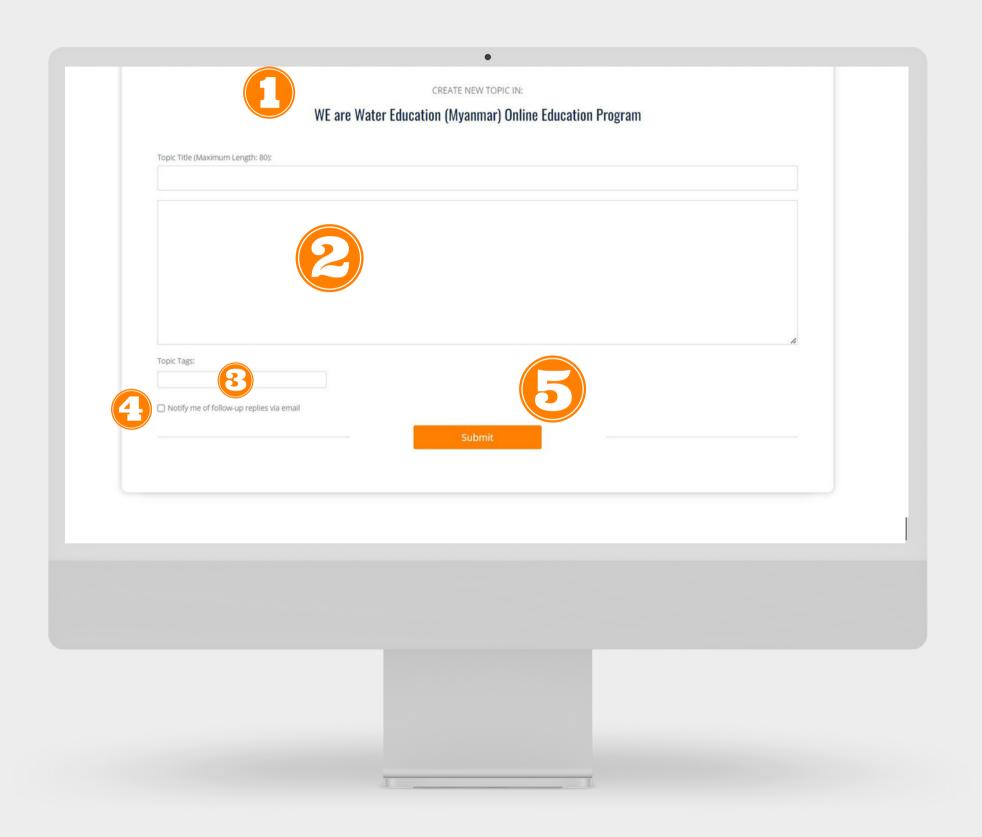




How to get to the discussion group

- Click "Discussion" from the menu and choose "WE are Water Education (Myanmar) Online Education Program".
- You will be brought to the program discussion group and will see:
- 1. Detailed information of the group
- 2. Existing discussion topics by the program and other participants
- 3. Text area where you can create a new discussion topic

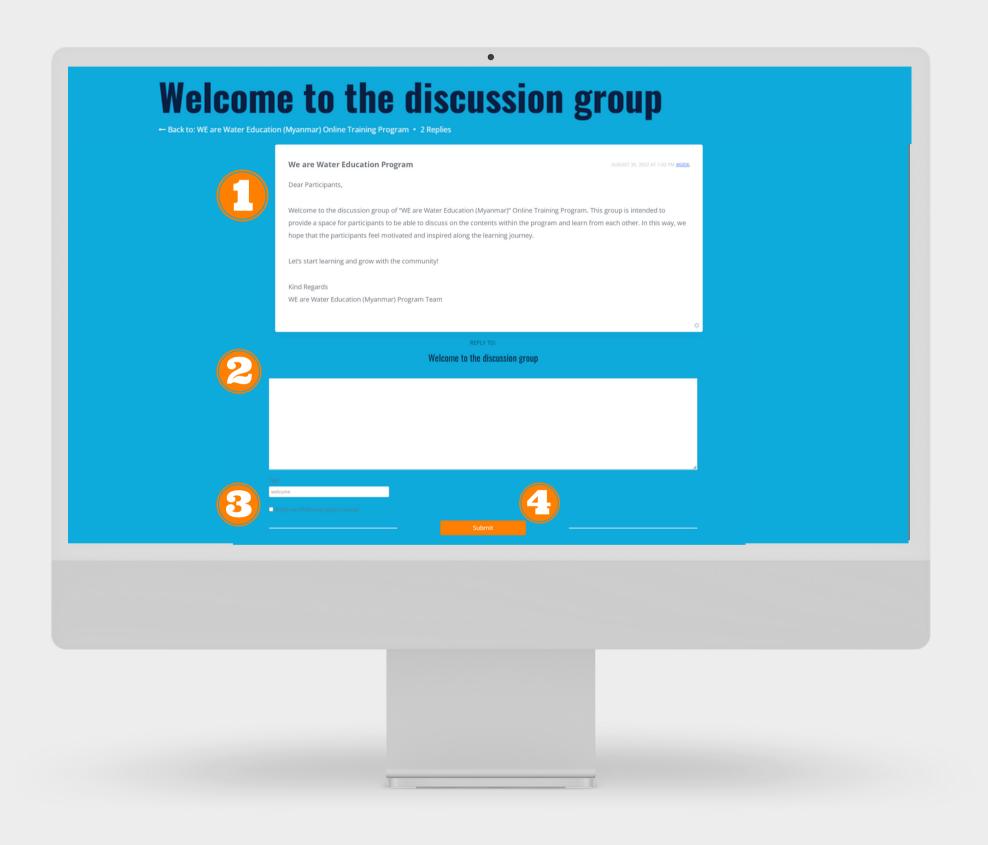




How to create a discussion topic

- 1. Add the discussion topic title (short and clear)
- 2. Type your discussion points or questions as detail as possible
- 3. Optional: Add topic tag
- 4. Optional: Check the box "Notify me of follow-up replies by mail" if you would like to receive email notifications when someone replies to your discussion
- 5. Click "Submit" button

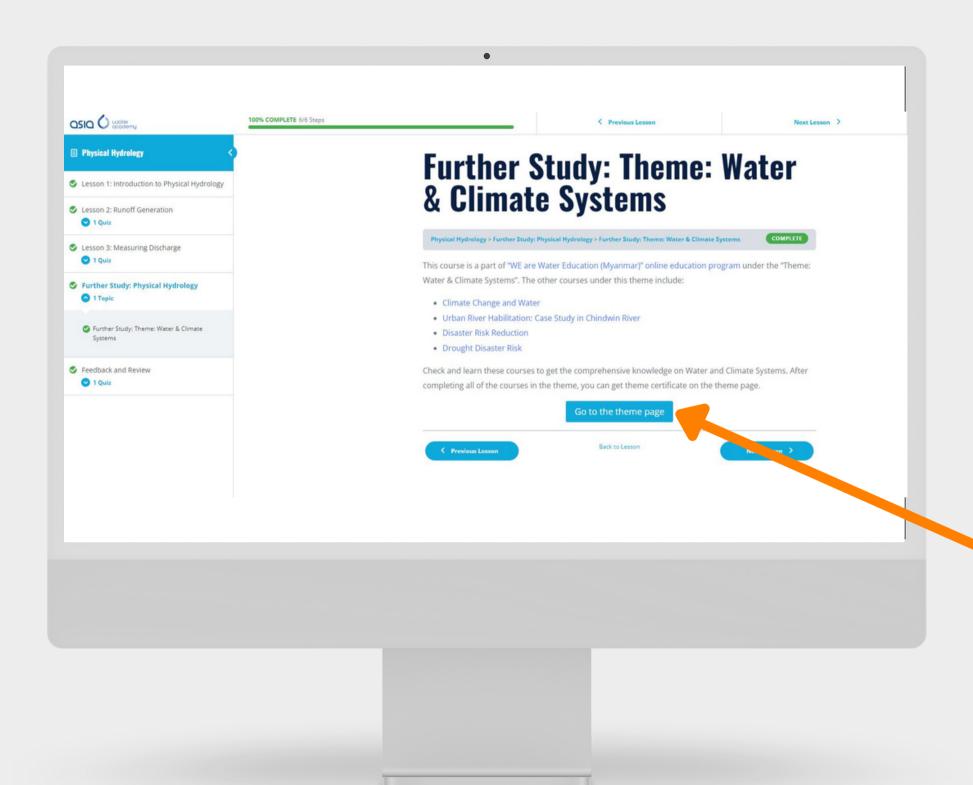




How to join a discussion on a particular topic

- Click any topics (your own or the existing ones) you want to discuss
- 1. You will see the conversations or discussions other participants have made
- 2. Type in the text area and submit your reply.
- 3. Optional: Check the box "Notify me of follow-up replies by mail" if you would like to receive email notifications when someone replies within the discussion
- 4. Click "Submit" button

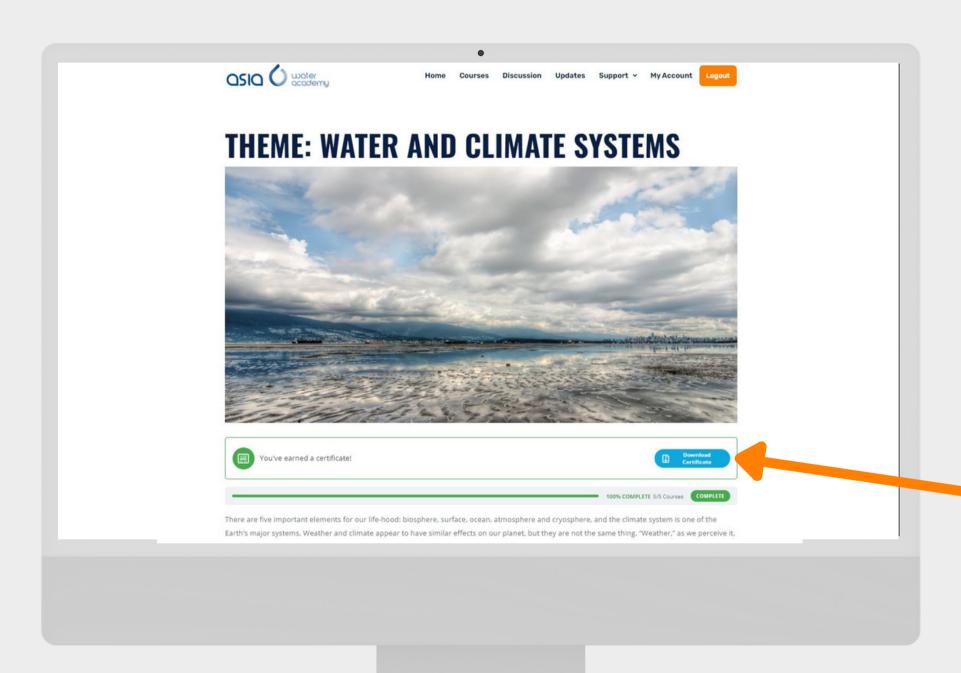




How to study other courses under the same theme

- At the end of a course, in the further study session, you can find other courses under the same theme.
- You can also go to the theme page by clicking the button and see more detail about other courses there to start learning.





How to download the certificate

- After completing all the courses within the same theme, you can get the theme certificate.
- A "Download Certificate" button will appear near the top of the theme page.
- Click the button and download your certificate.



Hope you enjoy your learning journey with us!

