

URBAN SDG KNOWLEDGE PLATFORM

ONLINE COURSES

USER MANUAL

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For additional questions or inquiries, please refer to the extensive [Learner's Guide](#) provided by the platform or contact CityNet at sdgplatform@citynet-ap.org.

1. Introduction to the Urban SDG Knowledge Platform Online Course Site

For the explanatory purposes of this Manual, we will be utilizing content from the online course URDI101, "Training on Smart Governance and Climate Change" to provide example visuals.

To access the online courses, you can either (a) utilize a search engine like Google, or (b) be redirected from the Urban SDG Knowledge Platform site.

- (a) Search "learning urban SDG platform". The correct result is <https://learning.urbansdgplatform.org/> and will show the title "CITYNET | Urban SDG Knowledge Platform". Once you're on the online course site, click the 'Courses' tab at the top of the page. You can also scroll down the main page to find the Featured Courses links.
- (b) Hover over the 'Localizing SDGs' tab at the top of the Urban SDG Knowledge Platform main page (<http://www.urbansdgplatform.org/index.msc>) and click the 'Training Courses' page. From there, click the course you are interested in to open a page with further information and a link to the relevant online course page"



HOME | LOCALIZING SDGS | TRAINING COURSES

LOCALIZING SDGS

TRAINING COURSES

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Training on Smart Governance and Climate Change
Self-Guided | Online

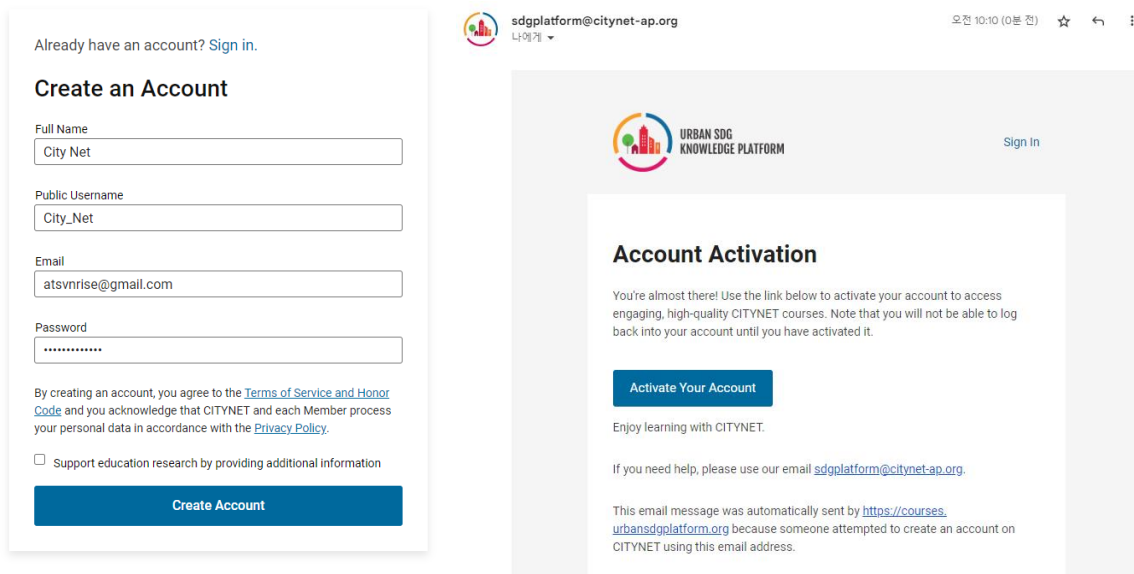
[Go! Training on Smart Governance and Climate Change](#)

ABOUT
The Urban and Regional Development Institute (URDI) based in Jakarta teamed up with CityNet to conduct online training sessions on Collaborative Smart Governance. This training course contains 6 modules that will give learners insights and tools on collaborative smart governance from the perspectives of developing cities with a focus on climate resilience. The training introduces the Actor Relational Approach Method to developing smart governance and features a workshop element and best practice exchanges among learners.

The link will say: "Go! (Course Title)"

2. Enrolling in an Online Course

Before enrolling in a course of your choice, you will have to create an account on the Urban SDG Knowledge Platform online course site. This account is specific to the online course site and separate from an Urban SDG Knowledge Platform account (made on <http://www.urbansdgplatform.org/index.msc>).



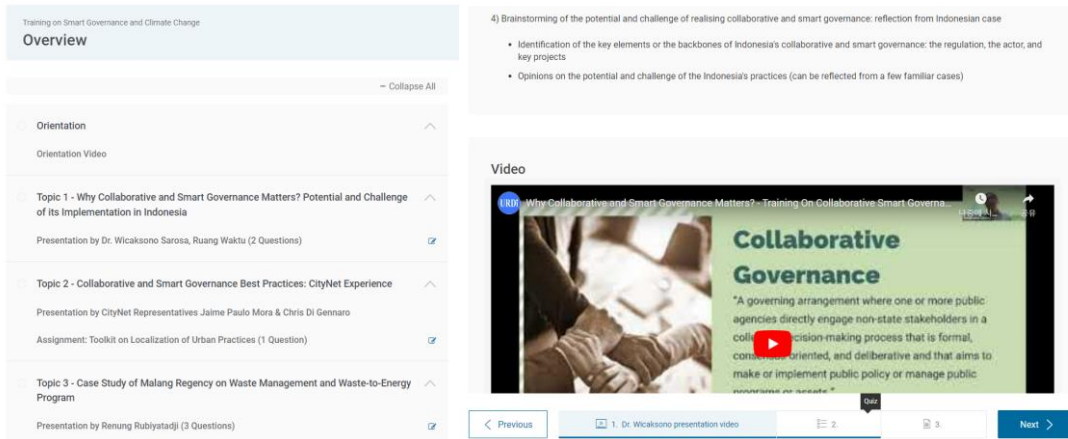
After creating your account, make sure to check your email for the activation link.

Once your account has been activated, access the course page, and click the 'Enroll' button to the right of the page. (This text will change to "Go to course" once you've been enrolled.) You will be taken to the Course Overview page, where you will be able to see the entire Course Structure, as well as access the Discussion and Progress tabs to the left of the page. Your Dashboard page will show you all of the courses that you are currently enrolled in.

3. Taking an Online Course

A. Understanding the Course Structure

Each course is divided into Sessions (or Topics), subsections (such as lectures or discussion boards), and units within the subsections. Each unit will contain an activity to do as part of the online course.



Once inside a subsection, you can move between units through the bar at the bottom of the screen. Either click on the unit you wish to move to or utilize the 'Previous' and 'Next' buttons.

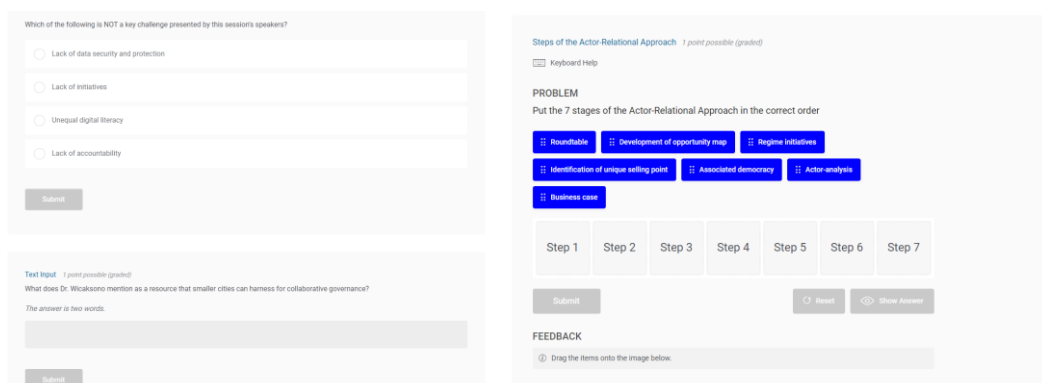
You can always return to the Course Overview page by clicking the 'Overview' tab to the left of the screen. The 'Discussion' tab will be explained further below. The 'Progress' tab can be used to track your progress on the online course and ensure that you haven't missed any units.

B. Watching Video Lectures

All course Sessions will contain video lecture units. The playback speed of the video can be altered through the in-browser video player. If subtitles are available separately, they will appear in a tab to the right of the video in a scrolling format.

Please ensure that you watch the entire video of each lecture. Your viewing progress can be checked in the 'Progress' tab. All videos will be fully accessible throughout the duration of the course.

C. Taking Quizzes



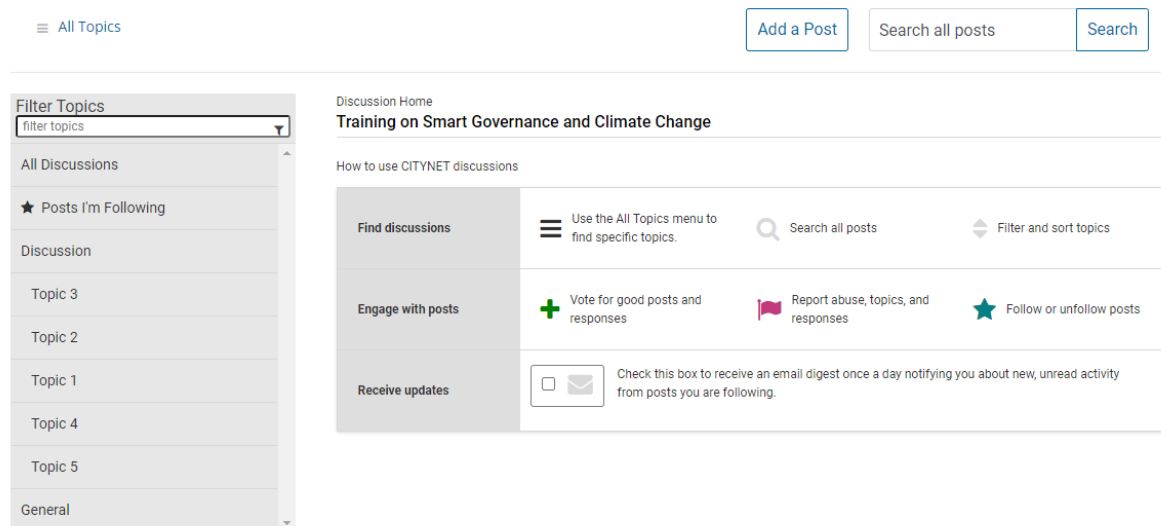
A variety of quiz questions are utilized throughout the online courses, including multiple choice, open-end,

and drag-and-drop style questions.

Correctly answering all Quiz units is mandatory for course completion and certificate issuance. Each question can be tried repeatedly until the correct answer is submitted.

D. Participating in Peer Discussion and Q&A

Each Discussion and Q&A Unit consists of two elements: a text explanation and a discussion board. Once you've read through the instructions and discussion prompts in the text explanation, join the conversation by clicking 'Add a Post' in the discussion board. You can view posts from all discussion boards in the course through the 'Discussion' tab to the left of the page.



The screenshot shows the CITYNET discussion interface. At the top, there are buttons for 'All Topics', 'Add a Post', 'Search all posts', and 'Search'. Below this is a 'Filter Topics' sidebar on the left with a search box and a list of filters: 'All Discussions', 'Posts I'm Following', 'Discussion', 'Topic 3', 'Topic 2', 'Topic 1', 'Topic 4', 'Topic 5', and 'General'. The main content area is titled 'Discussion Home' and 'Training on Smart Governance and Climate Change'. It includes a section 'How to use CITYNET discussions' with three main categories: 'Find discussions' (with instructions on using the All Topics menu and search filters), 'Engage with posts' (with options to vote, report abuse, and follow/unfollow), and 'Receive updates' (with a checkbox for email digests).

You can browse discussion posts by board by selecting a filter. Click on the 'All Topics' link to cancel filter choices. Interact with each discussion post through the 'Engage with posts' options.

4. Receiving your Online Course Certificate

Once you have completed the course and finished all quizzes or assignments, a certificate will automatically be generated for you. This certificate will include the title of the course, the date of issuance, the signatures of representatives from the course's host organizations, and the name that you provided upon the creation of your account. Once the certificate is available for download and print, you will be able to access it on your dashboard, Profile page, and the course 'Progress' tab.



An example certificate generated upon completion of the URDI101 course.